

Granting Request for Hearing. The city council shall grant all requests for a hearing on appeals concerning an award of civil penalties, or orders of permit suspension, revocation, or denial. Whether to grant or deny the request for a hearing on appeals of other decisions of the Director shall be within the sole discretion of the city council.

- C. Appeal Fee Refund. The appeal fee shall be refunded if the city council denies a hearing or reverses or modifies, in favor of the appellant, the order of the Director. The fee shall not be refunded if the city council denies the appeal.
- D. Written Determination. After the hearing, the city council shall make a determination whether to uphold, modify, or reverse the decision, action, or determination made by the Director.

The decision of the city council shall be set forth in writing within sixty-five days after the close of the hearing and shall contain findings of the facts found to be true, the determination of issues presented, and the conclusions. The written decision and order of the city council shall be served personally or by certified mail on the appellant or its legal counsel/ representative.

The order of the city council shall be final upon its adoption. In the event the city council fails to reverse or modify the Director's order, it shall be deemed affirmed.

(Ord. No. O-03-19, § 1, 5-7-2019)

#### 13.08.428 - Financial Security/Amendments to Permit.

- A. Compliance Deposit. Permittees that have been subject to enforcement and/or collection proceedings may be required to deposit with the city an amount determined by the Director as necessary to guarantee payment to city of all charges, fees, penalties, costs and expenses that may be incurred in the future, before permission is granted for further discharge to the sewer.
- B. Delinquent Accounts. The city may require an amendment to the permit of any permittee who fails to make payment in full of all fees and charges assessed by the city or otherwise incurred by permittee.
- C. Bankruptcy. Every permittee filing any legal action in any court of competent jurisdiction, including the United States Bankruptcy Court, for purposes of discharging its financial debts or obligations or seeking court-ordered protection from its creditors, shall, within ten days of filing such action, apply for and obtain the issuance of an amendment to its permit.
- D. Permit Amendments. The city shall review and examine permittee's account to determine whether previously incurred fees and charges have been paid in accordance with time requirements prescribed by this chapter. The city may thereafter issue an amendment to the user's permit in accordance with the provisions of this chapter.
- E. Security. An amendment to a waste discharge permit issued pursuant to subsections B, C and/or D of this section, may be conditioned upon the permittee depositing financial security in an amount equal to the average total fees and charges for two calendar quarters during the

preceding year. The deposit shall be used to guarantee payment of all fees and charges incurred for future services and facilities furnished by city and shall not be used by the city to recover outstanding fees and charges incurred prior to the permittee filing and receiving protection from creditors in the United States Bankruptcy Court.

- F. Return of Security. In the event the permittee makes payment in full within the time prescribed by this chapter of all fees and charges incurred over a period of two years following the issuance of an amendment to the permit pursuant to subsections B, C and/or D of this section, the city shall either return the security deposit posted by the permittee or credit his account.

(Ord. No. O-03-19, § 1, 5-7-2019)

#### 13.08.430 - Enforcement Response Plan.

The Director shall prepare, implement, and, if necessary, periodically update an enforcement response plan in conformance with EPA guidance contained in 40 CFR 403.8(f)(5).

(Ord. No. O-03-19, § 1, 5-7-2019)

#### 13.08.440 - Notice of Discharge Prohibition.

The Director may serve a written notice of discharge prohibition on any person(s) engaged in any activity or activities which, while not resulting in a discharge of non-domestic wastewater to the POTW at the time, may, in the Director's judgment, result in a discharge of non-domestic wastewater at some time in the future. A notice of discharge prohibition shall include at least the following:

- A. A list of general discharge restrictions and prohibitions;
- B. A list or citation of any categorical standards that would be applicable upon commencement of non-domestic wastewater discharge;
- C. A requirement to apply for and obtain a wastewater discharge permit prior to commencing discharge of non-domestic wastewater to the POTW;
- D. A requirement for notification of slug or accidental discharges; and
- E. A statement of applicable civil and criminal penalties for violation of pretreatment standards and requirements. A notice of discharge prohibition may also contain one or more of the following:
  - 1. A requirement to prepare and submit a slug discharge control plan;
  - 2. A requirement to install and maintain one or more spill containment systems;
  - 3. A requirement for maintaining and retaining plant records relating to wastes removed from the facility;
  - 4.

A requirement to submit an annual written statement to the Director certifying that no non-domestic wastewater has been discharged to the POTW during the previous year other than discharges of which the Director was properly notified, and that no non-domestic wastewater will be discharged during the forthcoming year without proper notification and/or obtaining a wastewater discharge permit.

(Ord. No. O-03-19, § 1, 5-7-2019)

#### 13.08.445 - Industrial Waste Pass Through or Interference.

Any person whose discharge results in a pass through or interference event affecting the POTW shall be liable for all costs associated with the event, including treatment costs, regulatory fines, penalties, assessments, and other indirect costs. The user shall submit to the city plans to prevent future recurrences to the satisfaction of the Director.

#### 13.08.450 - Publication of Violation.

Upon a determination in a permit suspension, permit revocation, or civil penalty proceedings that a user has discharged in violation of its permit or any provision under this chapter, the city may require that the user notify the public and/or other users of the POTW of such violation, of actions taken to correct such violation, and of any administrative or judicial orders or penalties imposed as a result of such violation.

(Ord. No. O-03-19, § 1, 5-7-2019)

#### 13.08.460 - Recovery of Costs Incurred by City.

In the event a permittee fails to comply with any of the terms and conditions of this chapter, an administrative order, compliance schedule or a permit issued hereunder, the city shall be entitled to reasonable attorney fees and costs which may be incurred in order to enforce any of the terms and conditions, with or without filing proceedings in court.

(Ord. No. O-03-19, § 1, 5-7-2019)

#### 13.08.470 - Judicial Review.

- A. Purpose and Effect. Pursuant to Section 1094.6 of the California Code of Civil Procedure, the city enacts this section to limit to ninety days following final decisions in adjudicatory administrative hearings the time within which an action can be brought to review such decisions by means of administrative mandamus.
- B. Definitions. As used in this section, the following terms and words shall have the following meanings:
  - 1.

Decision shall mean and include adjudicatory administrative decisions that are made after hearing, and after an award of civil penalties pursuant to Section 13.08.425D, after revoking, suspending, or denying an application for a permit or a license, or after other administrative hearings taken to enforce this Chapter.

2. Complete record shall mean and include the transcript, if any exists, of the proceedings, all pleadings, all notices and orders, any proposed decision by the Director, and the final decision, all admitted exhibits, all rejected exhibits in the possession of the city or its officers or agents, all written evidence, and any other papers in the case.
- C. Time Limit for Judicial Review. Except as set forth in subsection G of this section, judicial review of any decision of the city or its officer or agent may be made pursuant to Section 1094.5 of the Code of Civil Procedure only if the petition for writ of mandate is filed not later than the ninetieth day following the date on which the decision becomes final. If there is no provision for reconsideration in the procedures governing the proceedings or if the date is not otherwise specified, the decision is final on the date it is made. If there is a provision for reconsideration, the decision is final upon the expiration of the period during which such reconsideration can be sought; provided that if reconsideration is sought pursuant to such provision, the decision is final for the purposes of this section on the date that reconsideration is rejected.
  - D. Preparation of the Record. The complete record of the proceedings shall be prepared by the city officer or agent who made the decision and shall be delivered to the petitioner within ninety days after a written request is filed by said petitioner and received by the city. The city may recover from the petitioner its actual costs for transcribing and otherwise preparing the record.
  - E. Extension. If the petitioner files a request for the record within ten days after the date the decision becomes final, the time within which a petition, pursuant to Section 1094.5 of the Code of Civil Procedure, may be filed shall be extended to not later than the thirtieth day following the date on which the record is either personally delivered or mailed to the petitioner or the petitioner's attorney of record, if appropriate.
  - F. Notice. In making a final decision, the city shall provide notice to the person(s) subject to the administrative decision that the time within which judicial review must be sought is governed by Section 1094.6 of the Code of Civil Procedure.
  - G. Administrative Civil Penalties. Notwithstanding the foregoing in Section 13.08.470, and pursuant to Government Code Section 54740.6, judicial review of an order of the city council imposing administrative civil penalties pursuant to Section 13.08.425D may be made only if the petition for writ of mandate is filed not later than the thirtieth day following the day on which the order of the city council becomes final.

(Ord. No. O-03-19, § 1, 5-7-2019)

13.08.500 - Effective Date—Annexations.

Wherever in this Chapter time limits are established or periods of compliance or extensions thereof are specified, the commencement date for computing such periods of time limits for areas annexed to the city subsequent to enactment of the ordinance codified in this Chapter shall be the official annexation date. This section shall have no application to firms or industries established in annexed areas subsequent to the annexation date.

(Ord. No. O-03-19, § 1, 5-7-2019)

13.08.505 - Effective Date—City of Colton and Unincorporated Portions of San Bernardino County Served by the Colton POTW.

The mayor will sign the ordinance codified in this Chapter and the City Clerk shall attest thereto, and said ordinance shall become effective in the city of Colton and portions of San Bernardino County served by the Colton POTW thirty days after adoption.

(Ord. No. O-03-19, § 1, 5-7-2019)

13.08.510 - Conflicts.

All ordinances or portions of ordinances in conflict herewith, and specifically Ordinance No. O-02-15 are hereby repealed.

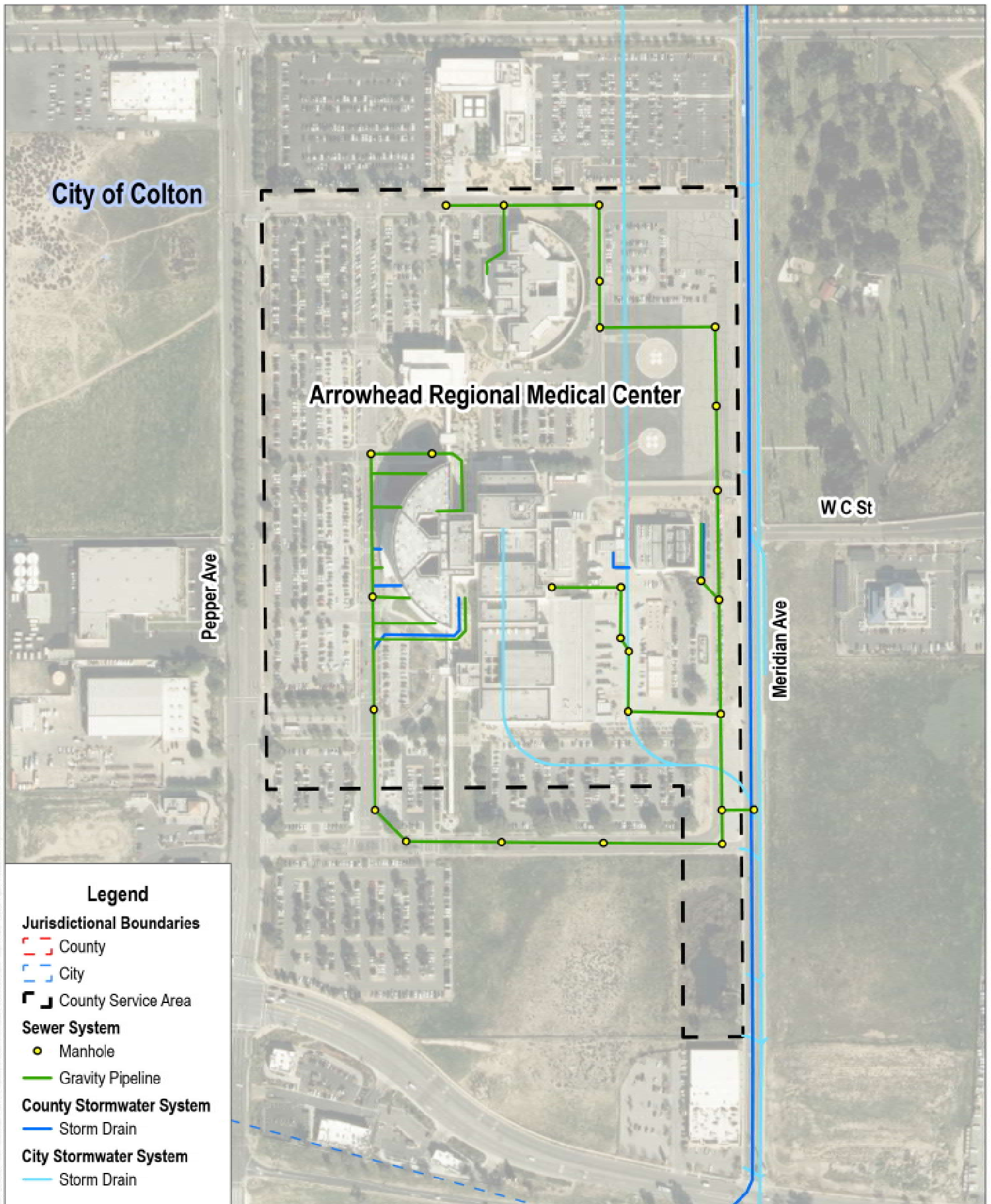
(Ord. No. O-03-19, § 1, 5-7-2019)

# Appendix D

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## Updated Sewer Collection System Map

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SOURCE: ESRI Aerial Imagery 2024, Bobrow/Thomas and Associates 1994

**FIGURE 1**

**Arrowhead Regional Medical Center County Service Area**

San Bernardino County Sewer System Management Plan

# Appendix E

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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 F

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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             |

# Appendix G

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## Contractor List

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## CONTRACTORS

### Pipeline Maintenance & Repair:

| Company:                          | DIR Registration Number    | Vendor e-Pro No: | County Contract No:    | PWC-100                   | Agenda Item No. | BAI App. Date: | Contract Start Date: | Term: | Expires: | Extensions: | Amount:         |
|-----------------------------------|----------------------------|------------------|------------------------|---------------------------|-----------------|----------------|----------------------|-------|----------|-------------|-----------------|
| El-Co Contractors, Inc.           | <a href="#">1000002706</a> | 00002897         | <a href="#">21-506</a> | <a href="#">2.024E+10</a> | 124             | 06/22/21       | 07/01/21             | 5 YR  | 06/30/26 | None        | NTE \$1,700,000 |
| High Desert Underground, Inc.     | <a href="#">1000014207</a> | 00000270         | <a href="#">21-507</a> | <a href="#">2.024E+10</a> |                 |                |                      |       |          |             | NTE \$1,700,000 |
| Kirtley Construction (TK)         | <a href="#">1000002924</a> | 00001223         | <a href="#">21-508</a> | <a href="#">2.024E+10</a> |                 |                |                      |       |          |             | NTE \$1,700,000 |
| RE Chaffee Construction, Inc.     | <a href="#">1000707243</a> | 00016809         | <a href="#">21-509</a> | <a href="#">2.024E+10</a> |                 |                |                      |       |          |             | NTE \$1,700,000 |
| Merlin Johnson Construction, Inc. | <a href="#">1000000623</a> | 00003602         | <a href="#">21-510</a> | <a href="#">2.024E+10</a> |                 |                |                      |       |          |             | NTE \$1,700,000 |
| Altmeyer, Inc.                    | <a href="#">1000017835</a> | 00008837         | <a href="#">21-513</a> | <a href="#">2.024E+10</a> |                 |                |                      |       |          |             | NTE \$1,700,000 |

### Sewer Repair & Maintenance:

| Company:                                 | DIR Registration Number    | Vendor e-Pro No: | County Contract No:    | PWC-100 | Agenda Item No. | BAI App. Date: | Contract Start Date: | Term: | Expires: | Extensions: | Amount:                 |
|--|----------------------------|------------------|------------------------|---------|-----------------|----------------|----------------------|-------|----------|-------------|-------------------------|
| El-Co Contractors, Inc.                  | <a href="#">1000002706</a> | 00002897         | <a href="#">23-651</a> |         | 56              | 07/11/23       | 07/11/23             | 5 YR. | 06/30/28 | None        | NTE \$1,000,000<br>Each |
| Houston & Harris PCS, Inc.               | <a href="#">1000003580</a> | 00004297         | <a href="#">23-652</a> |         |                 |                |                      |       |          |             |                         |
| Kirtley Construction dba TK Construction | <a href="#">1000002924</a> | 00001223         | <a href="#">23-653</a> |         |                 |                |                      |       |          |             |                         |

### Tank Diving Inspection, Cleaning & Repair

| Company:                                    | DIR Registration Number    | Vendor e-Pro No: | County Contract No:    | PWC-100                    | Agenda Item No. | BAI App. Date: | Contract Start Date: | Term: | Expires: | Extensions: | Amount:       |
|---|----------------------------|------------------|------------------------|----------------------------|-----------------|----------------|----------------------|-------|----------|-------------|---------------|
| Blue Locker Commercial Diving Services, LLC | <a href="#">1000032026</a> | 00026306         | <a href="#">24-493</a> | <a href="#">2.0241E+10</a> | 122             | 06/25/24       | 06/25/24             | 5 YR. | 06/24/29 | None        | NTE \$500,000 |
| H2O Solutions, LLC.                         | <a href="#">1000018392</a> | 00026741         | <a href="#">24-494</a> | <a href="#">2.0241E+10</a> |                 |                |                      |       |          |             | NTE \$500,000 |
| Municipal Diving Services Inc.              | <a href="#">1000044312</a> | 00026720         | <a href="#">24-495</a> | <a href="#">2.0241E+10</a> |                 |                |                      |       |          |             | NTE \$500,000 |

### Well & Pump Maintenance & Repair:

| Company:                         | DIR Registration Number    | Vendor e-Pro No: | County Contract No:    | PWC-100                   | Agenda Item No. | BAI App. Date: | Contract Start Date: | Term: | Expires: | Extensions: | Amount:         |
|----------------------------------|----------------------------|------------------|------------------------|---------------------------|-----------------|----------------|----------------------|-------|----------|-------------|-----------------|
| Layne Christensen Company        | <a href="#">1000004273</a> | 0000657          | <a href="#">21-502</a> | <a href="#">2.024E+10</a> | 125             | 06/22/21       | 07/01/21             | 5 YR. | 06/30/26 | None        | NTE \$2,800,000 |
| Well Tec Services, Inc.          | <a href="#">1000018493</a> | 00002731         | <a href="#">21-503</a> | <a href="#">2.024E+10</a> |                 |                |                      |       |          |             | NTE \$2,800,000 |
| Legend Pump & Well Service, Inc. | <a href="#">1000007078</a> | 00006051         | <a href="#">21-504</a> | <a href="#">2.024E+10</a> |                 |                |                      |       |          |             | NTE \$2,800,000 |
| RE Chaffee Construction, Inc.    | <a href="#">1000707243</a> | 00016809         | <a href="#">21-505</a> | <a href="#">2.024E+10</a> |                 |                |                      |       |          |             | NTE \$2,800,000 |

### CONSULTANTS

**Civil Engineering/Geotechnical/Surveying:**

| Company:                            | SAP Contract No: | e-Pro No: | County Contract No:    | Agenda Item No. | BAI App. Date: | Contract Start Date: | Term:   | Expires: | Extensions: | Amount:              |
|-------------------------------------|------------------|-----------|------------------------|-----------------|----------------|----------------------|---------|----------|-------------|----------------------|
| BKF Engineers                       | 4400020744       | 00013249  | <a href="#">22-942</a> | 79              | 09/27/22       | 09/27/22             | 5 Years | 09/27/27 | None        | NTE \$2,500,000 Each |
| CASC Engineering & Consulting       | 4400020745       | 00001704  | <a href="#">22-943</a> |                 |                |                      |         |          |             |                      |
| Converse Consultants                | 4400020748       | 00000675  | <a href="#">22-944</a> |                 |                |                      |         |          |             |                      |
| Dokken Engineering                  | 4400020749       | 00011591  | <a href="#">22-945</a> |                 |                |                      |         |          |             |                      |
| Dudek                               | 4400020790       | 00002794  | <a href="#">22-946</a> |                 |                |                      |         |          |             |                      |
| Engineering Resources of California | 4400020791       | 00000615  | <a href="#">22-947</a> |                 |                |                      |         |          |             |                      |
| EXP US Services                     | 4400020792       | 00020931  | <a href="#">22-948</a> |                 |                |                      |         |          |             |                      |
| Geocon West, Inc                    | 4400020793       | 00000253  | <a href="#">22-949</a> |                 |                |                      |         |          |             |                      |
| HR Green Pacific                    | 4400022337       | 00024032  | <a href="#">22-950</a> |                 |                |                      |         |          |             |                      |
| IMEG Corp                           | 4400020735       | 00019779  | <a href="#">22-951</a> |                 |                |                      |         |          |             |                      |
| Kimley-Horn & Associates            | 4400020860       | 00005338  | <a href="#">22-952</a> |                 |                |                      |         |          |             |                      |
| Leighton Consulting, Inc            | 4400020861       | 00002413  | <a href="#">22-953</a> |                 |                |                      |         |          |             |                      |
| Mark Thomas                         | 4400022338       | 00010186  | <a href="#">22-954</a> |                 |                |                      |         |          |             |                      |
| Michael Baker International         | 4400020862       | 00002301  | <a href="#">22-955</a> |                 |                |                      |         |          |             |                      |
| Psomas                              | 4400022339       | 00002824  | <a href="#">22-956</a> |                 |                |                      |         |          |             |                      |
| Water Systems Consulting            | 4400020734       | 00004615  | <a href="#">22-957</a> |                 |                |                      |         |          |             |                      |

**Construction Management:**

| Company:                                       | SAP Contract No: | e-Pro No: | County Contract No:    | Agenda Item No. | BAI App. Date: | Contract Start Date: | Term:   | Expires: | Extensions: | Amount:                    |
|--|------------------|-----------|------------------------|-----------------|----------------|----------------------|---------|----------|-------------|----------------------------|
| Cumming Construction Management, Inc. (County) | 4400024611       | 00004077  | <a href="#">24-267</a> | 81              | 03/26/24       | 03/26/24             | 5 Years | 03/26/29 | None        | NTE<br>\$2,500,000<br>Each |
| Cumming Construction Management, Inc.          | 4400024623       | 00004077  | <a href="#">24-264</a> |                 |                |                      |         |          |             |                            |
| Griffin Structures (County)                    | 4400024538       | 00006397  | <a href="#">24-258</a> |                 |                |                      |         |          |             |                            |
| Griffin Structures                             | 4400024624       | 00006397  | <a href="#">24-265</a> |                 |                |                      |         |          |             |                            |
| IOA Group (County)                             | 4400024889       | 00026274  | <a href="#">24-259</a> |                 |                |                      |         |          |             |                            |
| IOA Group                                      | 4400024910       | 00026274  | <a href="#">24-266</a> |                 |                |                      |         |          |             |                            |
| Kitchell/CEM, Inc. (County)                    | 4400024539       | 00012648  | <a href="#">24-260</a> |                 |                |                      |         |          |             |                            |
| Kitchell/CEM, Inc.                             | 4400024625       | 00012648  | <a href="#">24-267</a> |                 |                |                      |         |          |             |                            |
| NV5 (County)                                   | 4400024620       | 00001102  | <a href="#">24-261</a> |                 |                |                      |         |          |             |                            |
| NV5  | 4400024626       | 00001102  | <a href="#">24-268</a> |                 |                |                      |         |          |             |                            |
| Safework CM (County)                           | 4400024621       | 00022413  | <a href="#">24-262</a> |                 |                |                      |         |          |             |                            |
| Safework CM                                    | 4400024613       | 00022413  | <a href="#">24-269</a> |                 |                |                      |         |          |             |                            |
| TransTech Engineers (County)                   | 4400024622       | 00020403  | <a href="#">24-263</a> |                 |                |                      |         |          |             |                            |
| TransTech Engineers                            | 4400024614       | 00020403  | <a href="#">24-270</a> |                 |                |                      |         |          |             |                            |

**Environmental Permitting & Planning:**

| Company:                              | SAP Contract No: | e-Pro No: | County Contract No:   | Agenda Item No. | BAI App. Date: | Contract Start Date: | Term:   | Expires: | Extensions: | Amount:                  |
|---------------------------------------|------------------|-----------|-----------------------|-----------------|----------------|----------------------|---------|----------|-------------|--------------------------|
| Aspen Environmental Group             | 4400024528       | 00004218  | <a href="#">24-60</a> | 64              | 01/23/24       | 01/23/24             | 4 Years | 12/31/28 | None        | NTE<br>\$500,000<br>each |
| CASC                                  | 4400024529       | 00001704  | <a href="#">24-61</a> |                 |                |                      |         |          |             |                          |
| Chambers Group                        | 4400024570       | 00005993  | <a href="#">24-62</a> |                 |                |                      |         |          |             |                          |
| Compass Consulting Enterprises        | 4400024571       | 00023540  | <a href="#">24-63</a> |                 |                |                      |         |          |             |                          |
| Dudek                                 | 4400024544       | 00002794  | <a href="#">24-64</a> |                 |                |                      |         |          |             |                          |
| ECORP Consulting                      | 4400024573       | 00000910  | <a href="#">24-65</a> |                 |                |                      |         |          |             |                          |
| Jennings Environmental                | 4400024574       | 00023801  | <a href="#">24-66</a> |                 |                |                      |         |          |             |                          |
| Michael Baker International           | 4400024575       | 00002301  | <a href="#">24-67</a> |                 |                |                      |         |          |             |                          |
| Natural Resources Assessment *Purged* | 4400024576       | 00004119  | <a href="#">24-68</a> |                 |                |                      |         |          |             |                          |
| Stantec Consulting Services, Inc.     | 4400024577       | 00019308  | <a href="#">24-69</a> |                 |                |                      |         |          |             |                          |
| SummitWest Environmental              | 4400024585       | 00010109  | <a href="#">24-70</a> |                 |                |                      |         |          |             |                          |

|                      |            |          |                       |  |  |  |  |  |  |
|----------------------|------------|----------|-----------------------|--|--|--|--|--|--|
| SWCA                 | 4400024578 | 00004605 | <a href="#">24-71</a> |  |  |  |  |  |  |
| Terracon Consultants | 4400024579 | 00012295 | <a href="#">24-72</a> |  |  |  |  |  |  |
| Tetra Tech Inc       | 4400024580 | 00001899 | <a href="#">24-73</a> |  |  |  |  |  |  |

**Geotechnical and Geological Engineering Services:**

| Company:   | SAP Contract No: | e-Pro No: | County Contract No:    | Agenda Item No. | BAI App. Date: | Contract Start Date: | Term:   | Expires: | Extensions:                        | Amount:              |
|--|------------------|-----------|------------------------|-----------------|----------------|----------------------|---------|----------|------------------------------------|----------------------|
| Aragon Geotechnical, Inc. (County)               | 4400029722       | 00004137  | <a href="#">25-763</a> | 103             | 09/23/25       | 09/23/25             | 5 Years | 06/30/30 | Optional:<br>2 additional one-year | NTE \$1,000,000 each |
| Aragon Geotechnical, Inc. (District)             | 4400029876       | 00004138  | <a href="#">25-776</a> |                 |                |                      |         |          |                                    |                      |
| Converse Consultants (County)                    | 4400029723       | 00000675  | <a href="#">25-764</a> |                 |                |                      |         |          |                                    |                      |
| Converse Consultants (District)                  | 4400029877       | 00000675  | <a href="#">25-777</a> |                 |                |                      |         |          |                                    |                      |
| Earth Systems Pacific (County)                   | 4400029763       | 00028263  | <a href="#">25-765</a> |                 |                |                      |         |          |                                    |                      |
| Earth Systems Pacific (District)                 | 4400029878       | 00028263  | <a href="#">25-778</a> |                 |                |                      |         |          |                                    |                      |
| Geocon West, Inc. (County)                       | 4400029764       | 00000253  | <a href="#">25-766</a> |                 |                |                      |         |          |                                    |                      |
| Geocon West, Inc. (District)                     | 4400029879       | 00000253  | <a href="#">25-779</a> |                 |                |                      |         |          |                                    |                      |
| Geo-Logic Associates (County)                    | 4400029765       | 00002702  | <a href="#">25-767</a> |                 |                |                      |         |          |                                    |                      |
| Geo-Logic Associates (District)                  | 4400029880       | 00002702  | <a href="#">25-780</a> |                 |                |                      |         |          |                                    |                      |
| Koury Engineering & Testing, Inc (County)        | 4400029766       | 00000553  | <a href="#">25-768</a> |                 |                |                      |         |          |                                    |                      |
| Koury Engineering & Testing, Inc (District)      | 4400029881       | 00000553  | <a href="#">25-781</a> |                 |                |                      |         |          |                                    |                      |
| Ninyo & Moore Geotech & Environmental (County)   | 4400029870       | 00002237  | <a href="#">25-769</a> |                 |                |                      |         |          |                                    |                      |
| Ninyo & Moore Geotech & Environmental (District) | 4400029882       | 00002237  | <a href="#">25-782</a> |                 |                |                      |         |          |                                    |                      |
| Shannon & Wilson (County)                        | 4400029871       | 00028510  | <a href="#">25-770</a> |                 |                |                      |         |          |                                    |                      |
| Shannon & Wilson (District)                      | 4400029883       | 00028510  | <a href="#">25-783</a> |                 |                |                      |         |          |                                    |                      |
| Terracon Consultants, Inc. (County)              | 4400029872       | 00012995  | <a href="#">25-771</a> |                 |                |                      |         |          |                                    |                      |
| Terracon Consultants, Inc. (District)            | 4400029884       | 00012995  | <a href="#">25-784</a> |                 |                |                      |         |          |                                    |                      |
| Tetra Tech BAS, Inc. (County)                    | 4400029873       | 00001320  | <a href="#">25-772</a> |                 |                |                      |         |          |                                    |                      |
| Tetra Tech BAS, Inc. (District)                  | 4400029887       | 00001320  | <a href="#">25-785</a> |                 |                |                      |         |          |                                    |                      |
| Twining, Inc. (County)                           | 4400029874       | 00003567  | <a href="#">25-773</a> |                 |                |                      |         |          |                                    |                      |
| Twining, Inc. (District)                         | 4400029885       | 00003567  | <a href="#">25-786</a> |                 |                |                      |         |          |                                    |                      |
| Verdantas Inc (County)                           | 4400029875       | 00002413  | <a href="#">25-774</a> |                 |                |                      |         |          |                                    |                      |
| Verdantas Inc (District)                         | 4400029886       | 00002413  | <a href="#">25-787</a> |                 |                |                      |         |          |                                    |                      |
| Yeh and Associates, Inc (County)                 | 4400029889       | 00028663  | <a href="#">25-775</a> |                 |                |                      |         |          |                                    |                      |

|                                    |            |          |                        |  |  |  |  |  |  |  |
|------------------------------------|------------|----------|------------------------|--|--|--|--|--|--|--|
| Yeh and Associates, Inc (District) | 4400029930 | 00028663 | <a href="#">25-788</a> |  |  |  |  |  |  |  |
|------------------------------------|------------|----------|------------------------|--|--|--|--|--|--|--|

**Laboratory Testing and Reporting Services for Water and Wastewater**

| Company:                             | SAP Contract No: | e-Pro No: | County Contract No:    | Agenda Item No. | BAI App. Date: | Contract Start Date: | Term:   | Expires: | Extensions: | Amount:                  |
|--------------------------------------|------------------|-----------|------------------------|-----------------|----------------|----------------------|---------|----------|-------------|--------------------------|
| Babcock Laboratories, Inc.           | 4400020210       |           | <a href="#">22-658</a> | 114             | 06/28/22       | 07/01/22             | 5 Years | 06/30/27 | None        | NTE<br>\$625,000<br>Each |
| Clinical Lab of San Bernardino, Inc. | 4400020169       |           | <a href="#">22-659</a> |                 |                |                      |         |          |             |                          |
| Eurofins Eaton Analytical, LLC.      | 4400020441       |           | <a href="#">22-660</a> |                 |                |                      |         |          |             |                          |

# Appendix H

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## Spill Emergency Response Plan

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County of San Bernardino  
Special Districts Department  
Water and Sanitation Division

# Spill Emergency Response Plan

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Revised February 2026

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# Water and Sanitation Division

## Mission Statement

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Protection of public health and the water environment through the proper collection, treatment and disposal of domestic and commercial wastewater.

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# Special Districts Department

## Mission Statement

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The Special Districts Department works to ensure safe, healthy, and enjoyable communities by providing customizable programs and municipal services for those who work, play, and stay in San Bernardino County.

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# Table of Contents

| <b>SECTION</b>                                       | <b>PAGE NO.</b> |
|--|-----------------|
| Water and Sanitation Division Mission Statement..... | i               |
| Special Districts Department Mission Statement ..... | iii             |
| Purpose .....  | 1               |
| Goals .....  | 3               |
| Definition of a Sanitary Sewer Spill .....           | 3               |
| References .....                                     | 5               |
| Contacting Agencies .....                            | 7               |
| Media Relations.....                                 | 9               |
| Responsibility .....                                 | 11              |
| Sanitary Sewer Spill Reporting.....                  | 13              |
| Spill Categories:.....                               | 13              |
| Spill Response Procedures .....                      | 15              |
| Containment .....                                    | 17              |
| Control .....  | 19              |
| Clean-up .....                                       | 21              |
| Sampling Procedures .....                            | 23              |
| Corrective Actions .....                             | 25              |

## **ATTACHMENTS**

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- A Reporting Procedures and Responsibilities During Emergencies [Memo]
- B SBC W&S Spill Flow Chart
- C SBC W&S Spill Report Form

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# Purpose

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- Ensure compliance with all regulatory requirements
- Establish a standardized spill response procedure for the special districts department
- Provide a clear and concise spill notification and reporting procedure
- Promote consistency in responding to, mitigating, and reporting spills

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# Goals

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- Protect public health, the environment, and the beneficial uses of receiving waters
- Minimize or mitigate any adverse impacts on the public and the environment
- Ensure a timely and effective response to spills
- Demonstrate professionalism during all phases of spill response
- Identify and implement necessary corrective actions
- Prevent future spill occurrences through continuous improvement
- Achieve and document spill response initiation times of one hour or less for all reported incidents.



## Definition of a Sanitary Sewer Spill

**A sanitary sewer spill** – a spill is a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure. Exfiltration of sewage is not considered to be a spill under the general order if the exfiltrated sewage remains in the subsurface and does not reach a surface water of the state. The definition of a spill also includes:

- I. Overflows or releases of untreated or partially treated wastewater that reaches waters of the United States.
- II. Overflows or releases of untreated or partially treated wastewater that does not reach waters of the United States; and
- III. Wastewater backups into buildings and on private property that are caused by blockages or flow conditions within the publicly owned portion of a sanitary sewer system.

**Examples:** a pipeline blockage, hydraulic overloading of pipelines [taxed condition] or pump stations, and/or equipment malfunctions.

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# References

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1. **Health and Safety Code.** Section 5410-5416, 5460-5464
2. **California Code of Regulations,** Title 23, Section 2250
3. **Water Code,** Section 1050-1062, 13260-13274 [Porter Cologne Act 13271]
4. **Water Code,** Section 13300-13308, 13350-13351, 13370-13389
5. **California Fish and Game Code,** Section 5650-5656
6. **California Regional Water Quality Control Board,** [Santa Ana Region] Order No. R8-2002-12 (NPDES No. CAS 618036) Waste Discharge Requirements for San Bernardino County Flood Control District. Area Wide Urban Storm Water Runoff [SBC MS4 Permit]
7. **State Water Resources Control Board,** Order No. WQ 2006-0003 Statewide General Waste Discharge Requirements for Sanitary Sewer Systems.
8. **State Water Resources Control Board,** Monitoring and Reporting Program No. WQ 2013-0058-Exec, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems.
9. **State Water Resources Control Board,** Monitoring and Reporting Program No. WQ 2022-0103-DWQ Statewide Waste Discharge Requirements General Order for Sanitary Sewer Systems

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# Contacting Agencies

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See Attachment A - Reporting Procedures and Responsibilities During Emergencies [memo] and Attachment B - Spill Response Flow Chart

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# Media Relations

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If a sewage spill occurs and media personnel arrive at the spill site, employees shall direct all media representatives to the district office. Staff must remain polite, courteous, and professional at all times and refrain from making statements on behalf of the district.

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# Responsibility

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As caretakers of the sanitary sewer collection systems, treatment facilities, and effluent disposal sites, we are responsible for ensuring that all systems operate correctly and safely.

We are required to protect public health, the environment, and both public and private property from sanitary sewer spills. When a spill occurs, we are charged with restoring the affected area and returning it to normal conditions as quickly as possible.

It is our legal responsibility to report all sanitary sewer spills to the appropriate reporting agencies. Spill reporting is mandated by federal, state, and local (San Bernardino County) laws and regulations.

We have a duty to use all appropriate and available resources to mitigate sanitary spills. Employees are accountable for making every reasonable and honest effort to contain, control, and clean up all sewage spills.

It is also our responsibility to ensure that, after a sanitary sewer spill has occurred, corrective actions are implemented to prevent future occurrences at the affected site.

**Note:** management must be notified immediately of any spill or the potential spill. This notification must be made seven [7] days a week, twenty-four [24] hours a day.

A W & S supervisor must respond to all category 1, 2 & 3 spill locations.

\* \* See emergency reporting procedures [Attachment A]

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# Sanitary Sewer Spill Reporting

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## Spill Categories:

**Category 1** - a spill of any volume of sewage from or caused by a sanitary sewer system regulated under the General Order that results in a discharge to:

- A surface water, including a surface water body that contains no flow or volume; or
- A drainage conveyance system that discharges surface waters when the sewage is not fully captured and returned to the sanitary sewer system;
- Any spill volume not recovered is considered discharged to surface water unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility;
- A spill from an Agency owned and/or operated lateral that discharges to a surface water is a **Category 1 spill [2 hour reporting window to CAL OES]**

**Category 2** - a spill of 1,000 gallons or greater, from or caused by a sanitary sewer system regulated under the General Order that does not discharge to a surface water.

- A spill of 1,000 gallons or greater that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system, is a **Category 2 spill**.

**Category 3** - a spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system regulated under the General Order that does not discharge to a surface water.

- A spill of equal to or greater than 50 gallons and less than 1,000 gallons, that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a **Category 3 spill**.

**Category 4** - a spill of less than 50 gallons, from or caused by a sanitary sewer system regulated under the General Order that does not discharge to a surface water.

- A spill of less than 50 gallons that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a **Category 4 spill**.

**Refer to:** State Water Resources Control Board, Monitoring and Reporting Program NO. WQ 2022-0103-DWQ, Statewide Waste Discharge Requirements General Order for Sanitary Sewer Systems, Attachment E1 (Attachment D of this Document) for detailed information on notification, monitoring, reporting and recordkeeping of a spill.



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# Spill Response Procedures

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## 1. Assess the Spill and Immediate Needs

- Evaluate the spill, identify hazards, and determine what is required to contain, control, and make the work area safe.
- Record your time of arrival.
- If the spill occurs after regular working hours, on weekends, or on holidays, follow the emergency reporting procedures memo (Attachment A).
- **If sewage has entered or may enter receiving waters or dry waterways (SBC MS4 permit), make sure to emphasize this in step 2.**

## 2. Notify the Office

- Contact the office immediately after completing your assessment.
- Explain what resources are needed to mitigate the situation (pump truck, combo truck [vactor or camel], mechanical rodder, additional personnel, bypass pump, sandbags, etc.)

## 3. Make the Work Area Safe

- Put on all required personal protective equipment (PPE).
- Begin containment and control of the spill.
- *(See containment details on page 10).*

## 4. Protect Structures from Flooding

- If a building or structure is flooding due to a sewer line problem, locate the house connection clean-out cap.
- Remove the cap to reduce sewage damage to the structure.

## 5. Document the Site

- If a digital camera is available, photograph the affected area.
- **If no camera is present, request that one be brought to the location.**

## 6. Sampling

- Sewage sampling may be required.
- Contact the W&S supervisor for instructions.
- *(See sampling details on page 12)*

## 7. Relieve the Stoppage

- Begin the necessary steps to clear the blockage, always using a trap.
- If the house connection clean-out cap was removed, reinstall it once work is complete.
- Record the time the spill was relieved and the cause of the stoppage.

## 8. Estimate Spill Volume

- Perform a rough estimate of the total gallons spilled.
- Take all necessary measurements such as flow depth, distances, pooling area dimensions, etc.

## 9. School Notification

- Notify the office if any public or private school is near the affected spill area.
- The office will contact the school and inform them of the situation.

- Regulatory agencies must also be notified as required.

#### **10. Post Warning Signage**

- Install proper warning signs if instructed to do so.

#### **11. Clean the Mainline Sewer**

- Thoroughly proof (clean) the mainline sewer from structure to structure.

#### **12. Inspect Downstream Structures**

- After cleaning the mainline, inspect downstream structures to verify no additional issues remain.

#### **13. Perform Cleanup Measures**

- Remove all liquids and solids from the affected area, including washdown water.
- *(See clean-up details on page 11).*

#### **14. Private Property Damage**

- If any private property damage has occurred, or if a customer has filed a claim, **do not begin cleanup until photographs have been taken and a W&S supervisor or designee is on-site.**

#### **15. CCTV Inspection**

- CCTV the affected line section(s) immediately after cleaning, if a CCTV unit is available.
- If repairs are needed, complete the **sewer line repair request form.**

#### **16. Complete Required Documentation**

- Finish the spill report form (Attachment c) and all other incident-related documentation.
- If the spill occurred inside a building, issue a backwater valve notice to the resident/property owner.
- A full spill report must be submitted to CIWQS within 15 calendar days of the event.

#### **17. Enter Spill Data**

- **Enter all spill data into the CIWQS spill database within 3 business days, including spill response time.**

# Containment

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Containment of a sewage spill is a critical component of the spill response process. The department is required under numerous laws and regulations to contain **all** sewage spills. There are many variables in containing a spill; logistics, inclement weather, traffic control issues and other unforeseen factors.

Most spill locations share common characteristics: natural low areas, berms, curbs, storm drain inlets and basins, culverts, vacant lots, open fields, excavations, basements, etc. Staff should take advantage of these natural and structural site features when performing containment procedures.

## **Standard Containment Equipment and Materials:**

1. Sandbags
2. Plastic sheeting [visqueen], rubber sheeting
3. Booms
4. Plugs [for storm drains outlets]
5. Fire hoses
6. Dirt, sand, cinders
7. Cold patch [bagged asphalt]
8. Plywood
9. Combo truck, pumper truck, tractor/backhoe

## **Containment Techniques**

Containment techniques are generally consistent across most spill scenarios. In any situation, the objective is either to direct the spill in a controlled, safe direction or to prevent a spill from leaving a designated area. Determine the spill's source and cause (e.g. Debris). Inspect downstream manholes for blockages. Remove the blockage, if found.

## **Use of Sandbags and Plastic Sheeting**

Sandbags are the most commonly used and most effective containment tool. They can be used to either divert flow or hold a spill in place. When plastic sheeting (such as visqueen) is placed beneath or alongside sandbags, it provides a tighter seal and significantly reduces seepage. **A supply of empty sandbags must be kept on all vehicles.**

## **Traffic Control**

When traffic control is required, implement measures in accordance with the **CALTRANS watch manual** to ensure site safety for staff and the public.

## **Containment Strategies**

When feasible, divert the spill into a vacant lot or open field using sandbags or a constructed dirt berm. Once the flow has been redirected into a designated holding area, complete containment by building berms around the perimeter to prevent further movement of the spill.

*[Digging or trenching is discouraged. Many areas contain shallow underground utilities, and excavation can increase risk and complicate an already active emergency.]*

If a storm drain basin is available, it may be used as a temporary containment pit; however, it must be cleaned afterward according to the **clean-up** section of this plan. Block the storm drain outlet using plywood, plugs, sandbags, or other appropriate materials in accordance with SBC MS4 permit requirements.

Under certain circumstances, a culvert pipe may be used as a temporary spill storage area, depending on the volume and flow rate of the sewage.

# Control

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Control of a sewage spill is typically achieved by clearing the pipeline blockage through hydro-flushing or rodding. If these methods fail, set up a portable bypass pumping station [trailer mounted pump] or utilize pump trucks [camel].

Temporary bypass piping may also be required, either inground or aboveground, and operating by gravity flow or pressurization. Additional methods may be used as needed based on site conditions and operational requirements.

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# Clean-up

---

Cleaning up after a spill is a demanding task. The department is required to remove all liquid and solid debris from every spill site and storm drain. Before beginning cleanup, it is recommended to photograph the affected area, including any damage to public or private property. Once cleanup is complete, take follow-up photographs to document the restored condition.

A sewage sample may also be required from the spill location. Check with your office before disposing of any collected liquids to ensure sampling requirements have been met [see *sampling section on next page*].

## **General Clean-up Procedures:**

1. Spillage on paved streets:
  - Sweep and vacuum up all sewage and debris.
  - Wash down the street with clean water and remove all washdown water.
  - Do not allow washdown water to enter receiving waters, according to SBC MS4 permit requirements.
2. Spillage on unimproved roads, vacant lots, dry waterways, or private property:
  - Remove all liquids and solids using a trash pump or a combo truck [vactor or camel].
  - Wash down the surface area [if permissible] and collect all washdown water.
  - Rake the area to restore surface conditions.
3. Spillage inside a building or structure:
  - Do not begin cleanup until a W&S supervisor or designee is on site.
  - Take photographs and document any damage before clean-up begins.
  - Mop, squeegee, and wet-vac affected surfaces.
  - Flush surfaces with clean water, then re-mop and wet-vac.
  - Issue a backwater valve notice to the resident.
4. Storm drain clean-up:
  - If wastewater enters a storm drain, or is intentionally diverted into a drain or catch basin, use a vactor truck to vacuum the sump at a downstream catch basin.
  - Flush the upstream curb, gutter, and storm drain pipe with clean water while vacuuming downstream.
  - Continue vacuuming until all wash water is fully collected.

After completing all clean-up work, re-photograph the affected area to document final conditions.

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# Sampling Procedures

When sewage enters receiving waters [lakes, streams, creeks, channels, pools, etc.], San Bernardino County flood control district must be notified pursuant to NPDES permit no. Cas618036, area-wide urban stormwater runoff [SBC MS4 permit].

For sewage spills of 50,000 gallons or greater discharged into surface waters (category 1 spills), the department must conduct water quality sampling **within 18 hours** of becoming aware of the potential spill.

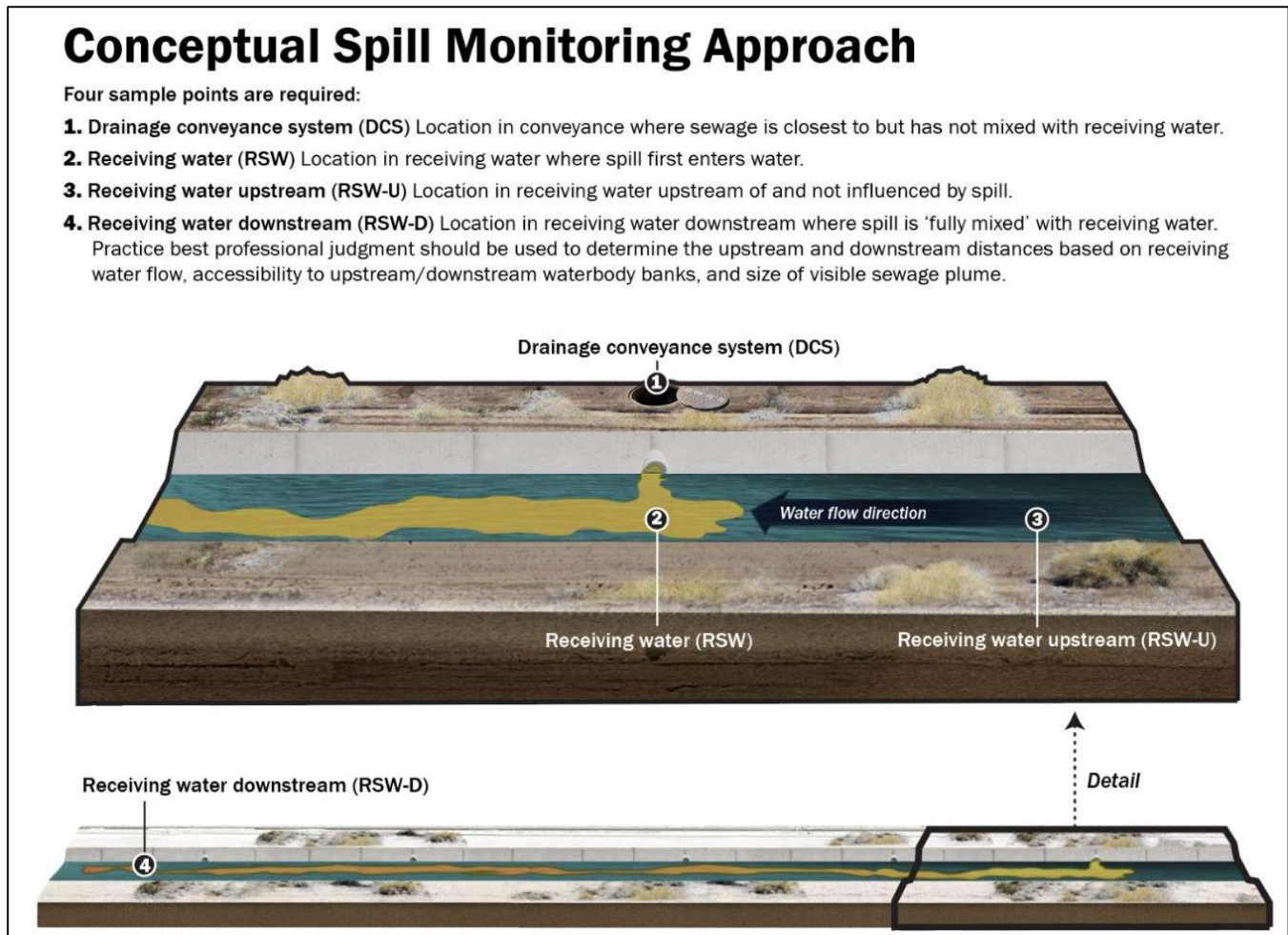
## Sampling Locations

Bacteriological sampling is required. Samples must be collected from three separate locations, described below and shown by the figure. The exact sampling points will be determined on a case-by-case basis, depending on site conditions.

**Site [L]** Upstream of Entry Point

**Site [2]** Just Below Entry Point

**Site [3]** Distance Downstream of Entry Point



### Constituents to be Analyzed

Samples will be analyzed for the following constituents as required in section 2.3.3 of Attachment E1 of the WDR (**Attachment D** of this document):

| Constituent        | Analytical method      | Maximum hold times |
|--------------------|------------------------|--------------------|
| Ammonia (nh3)      | SM 4500-NH3-G          | 28 days            |
| Fecal coliform     | SM 9222D               | 8 hours            |
| Total coliform     | EPA 1604 or Enterolert | 8 hours            |
| Fecal streptococci | SM 9230                | 8 hours            |

In most cases, the operations division will perform all required sampling procedures. If the operations division is unavailable, notify the office and a w&s supervisor for further instructions on how and where to collect the samples.

### Sample Bottle Labels

Field staff will complete all sample bottle labels using a waterproof pen. Each label must include the following information:

- Sample collection date and time
- Analyte
- Analysis method
- Station number and name
- Field staff names

Labels may be formatted using the following station identifiers:

| Station number        | Station name   |
|-----------------------|--|
| DCS-001               | conveyance system before discharge                             |
| RSW-001               | receiving water point of discharge                             |
| RSW-001U              | receiving water point upstream of discharge                    |
| RSW-XXXD <sup>1</sup> | receiving water point downstream of discharge xxx <sup>1</sup> |

**Note:**

<sup>1</sup> Additional downstream monitoring sites will be labeled in sequential order starting from the spill receiving water point of entry.

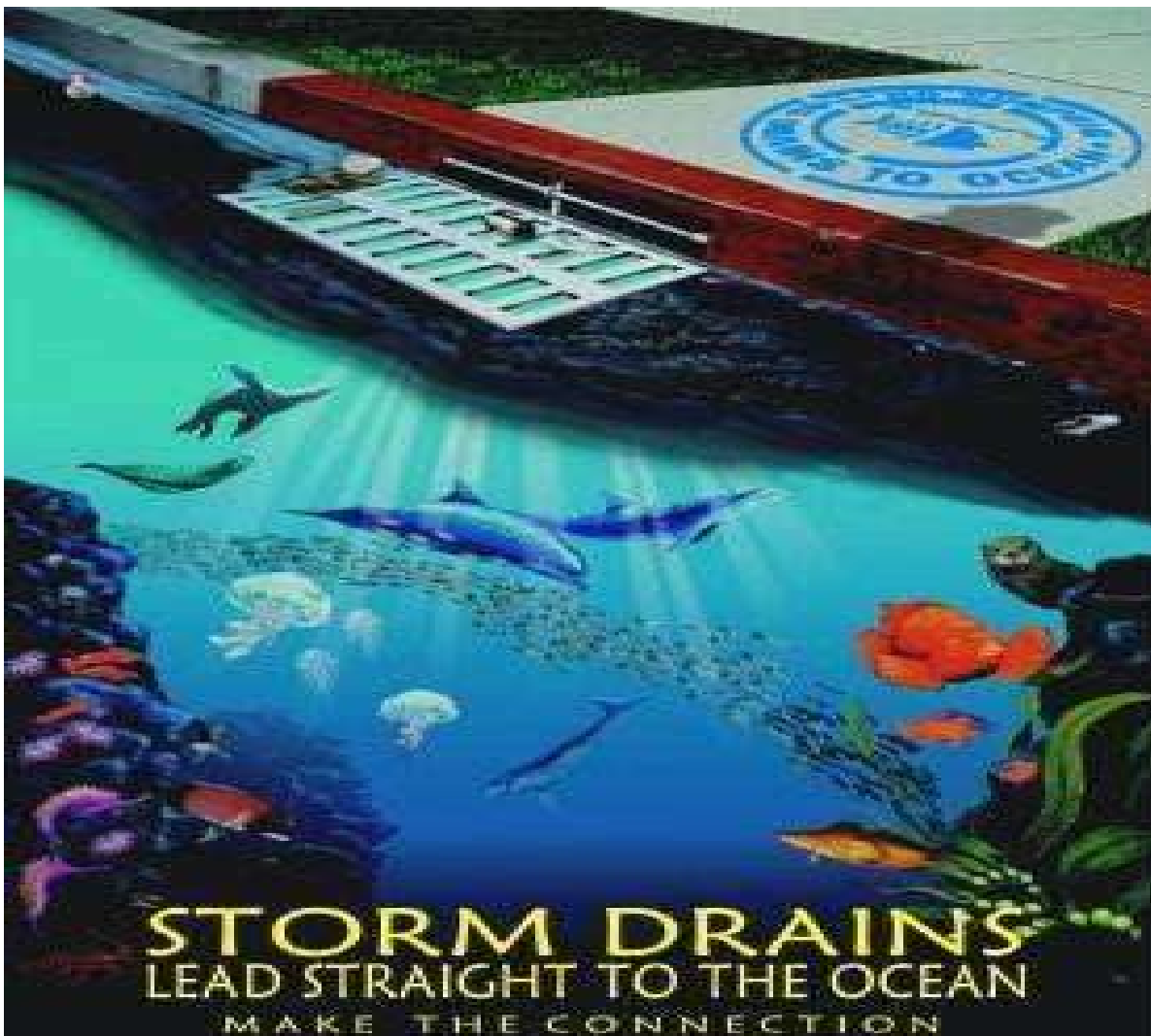
### Transport

All samples will be kept on ice from time of collection until receipt by laboratory personnel. Samples must be transported to the nearest ELAP-accredited laboratory and analyzed within the required maximum holding time.

# Corrective Actions

---

1. Management and the W&S supervisor will evaluate every spill occurrence.
2. Each affected line segment will be CCTV inspected. The CCTV inspection will be completed in a timely manner, and all sewer line repair request forms will be reviewed and processed appropriately.
3. Each spill location will be assigned a preventive maintenance schedule. The type and frequency of scheduled cleaning will be determined based on the conditions identified during the CCTV inspection.
4. All spill locations receive follow-up CCTV inspections. Inspections will be scheduled at three-month intervals to assess the effectiveness of the established maintenance schedule. Cleaning frequencies will be adjusted as needed.
5. Details of each spill will be reviewed to identify and recommend improvements to spill response procedures and notification procedures.
6. All W&S employees will be briefed on each sewer spill occurrence.
7. Follow-up actions, such as sewer repairs or system upgrades through capital improvements, will be defined and recommended as necessary.



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# Attachment A

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Reporting Procedures and Responsibilities  
During Emergencies [Memo]



## INTEROFFICE MEMO

DATE: May 1, 2025 (REVISED)

PHONE: (760) 955-9885

FROM: LISA GREEN  
WAS Supervisor

MAIL CODE: 0450

TO: GREG SNYDER  
CHRIS BISHOP  
LISA GREEN

---

SUBJECT: EMERGENCY REPORTING PROCEDURES AND RESPONSIBILITIES FOR LAHONTAN REGION

COUNTY SERVICE AREA 70, IMPROVEMENT ZONE SP-2 - HIGH COUNTRY COUNTY SERVICE AREA 42 - ORO GRANDE  
COUNTY SERVICE AREA 64 - SPRING VALEY LAKE COUNTY  
SERVICE AREA 70S7 - LENWOOD COUNTY SERVICE AREA 82 - TRONA  
ALL CONTRACTUAL FACILITIES THAT W&S PROVIDES SEWER SERVICES

---

**NOTE: THIS REPORTING PROCEDURE SUPERSEDES ALL PREVIOUS REPORTING INSTRUCTIONS**

The following procedures will be implemented when a Sanitary Sewer Overflow [SSO] occurs and sewage flows or threatens to flow into the community from public (District) wastewater facilities & Conveyance systems.

**NOTE: Field Staff, W&S Supervisors, Managers or other responsible employees acting in their capacity will initiate the standard emergency response procedures necessary to curtail the overflow or stoppage.**

The first employee with knowledge of the SSO will contact the following:

**1. Lisa Green, Water & Sanitation Supervisor**

Office: (909) 386-8883

Fax: (909) 386-8839

Home: (909) 844-5110

Cell: (760) 954-3263

If Lisa Green is not available, contact:

**2. Chris Bishop, Water & Sanitation Supervisor**

Office: (760) 261-6032

Fax: (909) 386-8839

Home: (760) 963-2015

Cell: (909) 269-1094

If Chris Bishop is not available, contact:

**Greg Snyder, Division Manager**

Office: (909) 386-8886

Fax: (909) 386-8839

Home: (951) 956-0411

Cell: (909) 501-8259

NOTE: The Water and Sanitation Supervisor or Manager will initiate & perform the Emergency Notification Procedures and provide all vital information to the following agencies:

Lahontan Regional Water Quality Control Board- Victorville Office: (760) 241-6583

Fax: (760) 241-7308

Jan Zimmerman, Supervising Engineering Geologist South  
Lahontan Watersheds Division

THREE NOTIFICATION CALLS WERE REQUIRED (CALIFORNIA OFFICE OF EMERGENCY SERVICES, REGIONAL WATER CONTROL BOARDS, AND LOCAL HEALTH DEPARTMENT). REQUIRED NOTIFICATION HAS BEEN CHANGED TO CALL OFFICE OF EMERGENCY SERVICES (CAL OES) ONLY SINCE CAL OES NOTIFIES THE REGIONAL WATER QUALITY CONTROL BOARDS AND LOCAL HEALTH DEPARTMENTS WHEN A SPILL IS RECEIVED.

The Water and Sanitation Division and/or Special Districts Department will maintain daily contact with the Local Regional Quality Control Board and State Health Department in the reporting of bacteriological results.

CATEGORY 1 - "2" HOUR NOTIFICATION TIME FRAME "MAXIMUM" TO OES  
CATEGORY 2 - WITHIN TWO HOURS NOTIFICATION OF 1,000 GALLONS OR GREATER  
CATEGORY 3 - NO CALL REQUIRED  
CATEGORY 4 - NEW CATEGORY ADDED NO CALL REQUIRED

State Office of Emergency Services

Office: (800) 852-7550 (All of California) or  
(916) 845-8911

The Department of Fish and Game requires written notification within 14 days of the incident at the following address:

Department of Fish and Game - Region 6  
3602 Inland Empire Blvd.  
Ontario, CA 91764

Office: (909) 484-0167

Mohave River Fish Hatchery

Office: (909) 484-0167

State Health Department

Wei H. Chang, District Engineer  
Jarrett Hamud, Associate Sanitary Engineer

Office: (909) 383-4328  
(909) 383-4328  
(909) 383-4320

Department of Public Health

Division of Environmental Health Services  
Kristian Alsolor, Division Chief

Office: (909) 387-5159  
Cell: (909) 454-4449  
Fax: (909) 387-4323

Emergency After Hours and Weekends

(800) 442-2283

Office of Emergency Services (County) Eric Fyvie, Manager

Office: (909) 356-3998  
Fax: (909) 356-3965

Emergency Dispatch Center (County) Alisha Johnson, Manager

Office: (909) 356-3805

Department of Water Resources (Southern)  
California Control Center  
Operations at Castaic  
Jose Lopez, Sr. Operator

Office: (661) 944-8600  
Fax: (661) 944-1790

Curtis Green, Operations Supervisor

Clinical Laboratory  
Isabel Navarro

Office: (909) 825-7693  
Fax: (909) 825-7696

Regional Parks  
Beahta Davis, Director

Office: (909) 387-2886

**UTILITIES** - Emergency Contact Numbers:

Underground Service Alert (USA)  
Southern California Edison  
Southern California Gas Company  
Southwest Gas  
Telephone: Contel/GTE  
(For repair crew, local "USA" does their locations) Verizon

811  
(800) 655-4555  
(800) 427-2200  
(800) 443-8093  
611

Directory Assistance  
800 Listings

(800) 483-2000  
411  
(800) 555-1212



## INTEROFFICE MEMO

DATE: May 1, 2025 (REVISED)

PHONE: (760) 955-9885

FROM: LISA GREEN  
WAS Supervisor

MAIL CODE: 0450

TO: GREG SNYDER  
CHRIS BISHOP  
LISA GREEN

---

SUBJECT: EMERGENCY REPORTING PROCEDURES AND RESPONSIBILITIES FOR SANTA ANA REGION

COUNTY SERVICE AREA 70S3 - LYTLE CREEK COUNTY SERVICE  
AREA 70 GH- GLEN HELEN COUNTY SERVICE AREA 53B -  
FAWNSKIN

GLEN HELEN REHABILITATION CENTER (SHERIFF'S ACADEMY)

ALL CONTRACTUAL FACILITIES THAT WATER AND SANITATION PROVIDES SEWER SERVICES

---

NOTE: THIS REPORTING PROCEDURE SUPERSEDES ALL PREVIOUS REPORTING INSTRUCTIONS

The following procedures will be implemented when a Sanitary Sewer Overflow [SSO] occurs and sewage flows or threatens to flow into the community from public (District) wastewater facilities & Conveyance systems.

NOTE: Field Staff, W&S Supervisors, Operations Managers or other responsible employees acting in their capacity will initiate the standard emergency response procedures necessary to curtail the overflow or stoppage.

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Fax: (909) 386-8839  
Home: (909) 844-5110  
Cell: (760) 954-3263

If Lisa Green is not available, contact:

2. **Chris Bishop, Water & Sanitation Supervisor**

Office: (760) 261-6032  
Fax: (909) 386-8839  
Home: (760) 963-2015  
Cell: (909) 269-1094

If Chris Bishop is not available, contact:

3. **Greg Snyder, Division Manager**

Office: (909) 386-8886  
Fax: (909) 386-8839  
Home: (951) 956--0411  
Cell: (909) 501-8259

NOTE: The Water and Sanitation Supervisor or Manager will initiate & perform the Emergency Notification Procedures and provide all vital information to the following agencies:

Santa Ana Regional Water Quality Control Board

Office: (951) 782-4130

Chuck Griffin, Chief of Surveillance and Enforcement  
After hours and weekends (Office of Emergency Services)

Office: (951) 782-4996  
Office: (800) 852-7550

THREE NOTIFICATION CALLS WERE REQUIRED (CALIFORNIA OFFICE OF EMERGENCY SERVICES, REGIONAL WATER CONTROL BOARDS, AND LOCAL HEALTH DEPARTMENT). REQUIRED NOTIFICATION HAS BEEN CHANGED TO CALL OFFICE OF EMERGENCY SERVICES (CAL OES) ONLY SINCE CAL OES NOTIFIES THE REGIONAL

WATER QUALITY CONTROL BOARDS AND LOCAL HEALTH DEPARTMENTS WHEN A SPILL IS RECEIVED.

The Water and Sanitation Division and/or Special Districts Department will maintain daily contact with the Local Regional Quality Control Board and State Health Department in the reporting of bacteriological results.

CATEGORY 1 - "2" HOUR NOTIFICATION TIME FRAME "MAXIMUM" TO OES CATEGORY 2-  
WITHIN TWO HOURS NOTIFICATION OF 1,000 GALLONS OR GREATER  
CATEGORY 3 - NO CALL REQUIRED  
CATEGORY 4 - NEW CATEGORY ADDED NO CALL REQUIRED

State Office of Emergency Services

Office: (800) 852-7550 (All of California)

Or (916) 845-8911

The Department of Fish and Game requires written notification within 14 days of the incident at the following address:

Department of Fish and Game - Region 6  
3602 Inland Empire Blvd.  
Ontario, CA 91764

Office: (909) 484-0167

Fontana Water Company  
Seth Zielke, Director of Operations

Office Emergency: (909) 428-8746

Office: (909) 822-2201

West San Bernardino County Water District  
John Thiel, General Manager  
  
Linda Jadeski, Assistant General Manager

Office: (909) 875-1804

Fax: (909) 875-1849

City of Rialto Answering  
Service

Office: (909) 421-7279

Mike Orena, Director of Public Worker NOTE:  
(Water Services Controlled by Veloia)

Office: (909) 383-4328

(909) 383-4328

(909) 383-4308

State Health Department

Office: (909) 387-5159

Wei H. Chang, District Engineer

Cell: (909) 454-4449

Jarrett Hamud, Associate Sanitary Engineer

Fax: (909) 387-4323

Department of Public Health

Division of Environmental Health Services  
Kristian Alselor, Division Chief

Emergency After Hours and Weekends

(800) 442-2283

United States Forest Service

Lytle Creek Ranger Station

Dispatch Center

Mike Nobles, District Ranger

Office: (909) 382-2851

(909) 382-2752

(909) 383-5654

Office: (909) 382-2860

Office of Emergency Services (County) Eric

Fyvie, Manager

Office: (909) 356-3998

Fax: (909) 356-3965

Emergency Dispatch Center (County)

Alisha Johnson, Manager

Office: (909) 356-3805

Clinical Laboratory

Isabel Navarro

Office: (909) 825-7693

Fax: (909) 825-7696

Big Bear Municipal Water District

Jared Cheek, General Manager

Office: (909) 866-5796

Fax: (909)866-6485

BBARWA

David Lawrence, General Manager

Office Emergency: (909)261-6645

Office: (909) 584-4018

**UTILITIES** - Emergency Contact Numbers:

Underground Service Alert (USA)

811

Southern California Edison

(800) 655-4555

Southern California Gas Company

(800) 427-2200

Southwest Gas

(800) 443-8093

Telephone: Contel/GTE

611

(For repair crew, local "USA" does their locations) Verizon

(800) 483-2000

Directory Assistance

411

800 Listings

(800) 555-1212

# Attachment B

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## SBC W&S Spill Flow Chart

# Attachment C

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SBC W&S Spill Report Form

**COUNTY OF SAN BERNARDINO  
SPECIAL DISTRICTS DEPARTMENT  
WATER & SANITATION DIVISION**

**Spill Report**

**SECTION 1 OF 6**

FACTS SHEET

DATE OF SPILL \_\_\_\_\_ / \_\_\_ / \_\_\_ County: San Bernardino County

SPILL REPORT NUMBER \_\_\_\_\_ Region: LAHONTAN/SANTAANA/COLORADO(circ/eonef)

LOCATION OF SPILL \_\_\_\_\_  
NEAREST CROSS STREET \_\_\_\_\_

THOMAS MAP GUIDE  \_\_\_\_\_ GP S. COORDINATES: \_\_\_\_\_

SSO IDENTIFICATION [ID] NUMBER: \_\_\_\_\_ SSO CATEGORIES: 1 / 2 / PLSD [circle **one**]

*PRIVATE SPILL RESPONSIBLE PARTY INFO:*

DISTRICT \_\_\_\_\_ EASEMENT \_\_\_\_\_ Y/N

UPSTREAM M/H / C/O \_\_\_\_\_ DOWNSTREAM M/H / C/O \_\_\_\_\_  
DIA. OF PIPE \_\_\_\_\_

MAP NUMBER \_\_\_\_\_

TIME CALL RECEIVED \_\_\_\_\_ PHOTOGRAPHS TAKEN \_\_\_\_\_ Y / N

TIME ARRIVED \_\_\_\_\_ SEWAGE SAMPLE TAKEN \_\_\_\_\_ Y / N

**TOTAL TIME FOR RESPONSE** \_\_\_\_\_ TIME SPILL \_\_\_\_\_ PRIVATE PROPERTY DAMAGED \_\_\_\_\_ Y / N

CONTAINED \_\_\_\_\_ BACKWATER VALVE NOTICE ISSUED \_\_\_\_\_ Y / N

TIME SPILL OVER \_\_\_\_\_ CAUSE OF SPILL 1 \_\_\_\_\_

**TOTAL DURATION OF SPILL** \_\_\_\_\_ 2 \_\_\_\_\_

TOTAL AMOUNT RECOVERED . \_ TOTAL  
AMOUNT BY-PASSED \_\_\_\_\_  
TOTAL AMOUNT REACHING \_\_\_\_\_

[GALLONS]

[by: pumper truck, combo truck, by-pass, other]

RECEIVING WATERS \_\_\_\_\_

[LOCATION OF AFFECTED WATERWAY]

**TOTAL AMOUNT OF SPILL >>> \_\_\_\_\_**

\_\_\_\_\_  
[GALLONS]

If SSO entered any of the following [*Circle applicable item[s]*]: 1] Drainage Channel, 2] Surface Waters, 3] Discharge into an *S/D* pipe and was not fully recovered, 4] Discharge into an *S/D* pipe and was fully recovered.

CREW LEADER \_\_\_\_\_ CREW [S] \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

W & S SUPERVISOR NOTIFIED Y / N

TIME NOTIFIED \_\_\_\_\_ DATE NOTIFIED \_\_\_\_\_

BRIEF REPORT ON MITIGATION, CLEAN UP METHODS, PRIVATE PROPERTY DAMAGE, ETC..

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NOTES.....

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SPILL CALCULATIONS: *[DETAILED REPORT ON ESTIMATED GALLONAGE]*

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|  |  |  |  |
|--|--|--|--|
| 18) CALIFORNIA INTEGRATED WATER QUALITY SYSTEM (CIWQS) |  |  |  |
| 19)  |  |  |  |

NOTES.....

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SPILL CALCULATIONS: *[DETAILED REPORT ON ESTIMATED GALLONAGE]*

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**COUNTY OF SAN BERNARDINO  
SPECIAL DISTRICTS DEPARTMENT  
WATER & SANITATION DIVISION**

Colorado Region

SECTION 4 OF 6

**SPILL REPORT  
NOTIFICATION SHEET**

DATE      \_\_\_/\_\_\_/\_\_\_

DATE OF SPILL      \_\_\_/\_\_\_/\_\_\_      DURATION OF SPILL      \_\_\_\_\_

SPILL REPORT NUMBER      \_\_\_\_\_      RECEIVING WATERS      Y/N

NAME OF PERSON CONTACTING LISTED AGENCY [S]      \_\_\_\_\_

0 E S CONTROL NUMBER:      \_\_\_\_\_

| AGENCY [S]   | DATE NOTIFIED | TIME NOTIFIED | CONTACT PERSON/<br>MESSAGE LEFT |
|--|---------------|---------------|---------------------------------|
| 1) LISA GREEN W& S SUPERVISOR                          |               |               |                                 |
| 2) CHRIS BISHOP W& S SUPERVISOR                        |               |               |                                 |
| 3) GREG SNYDER DIVISION MANAGER                        |               |               |                                 |
| 4) REGIONAL PARKS REPRESENTATIVE                       |               |               |                                 |
| 5) COLORADO REGIONAL BOARD                             |               |               |                                 |
| 6) CALIFORNIA OFFICE OF EMERGENCY SERVICES             |               |               |                                 |
| 7) CALIFORNIA DEPARTMENT OF HEALTH SERVICES            |               |               |                                 |
| 8) DEPARTMENT OF PUBLIC HEALTH                         |               |               |                                 |
| 9) DEPARTMENT OF HEALTH SERVICES-COUNTY                |               |               |                                 |
| 10) CA DEPARTMENT OF WATER RESOURCES                   |               |               |                                 |
| 11) CA DEPARTMENT OF FISH AND GAME                     |               |               |                                 |
| 12) SBC FLOOD CONTROL DISTRICT [SBC MS4 PERMIT]        |               |               |                                 |
| 13) CALIFORNIA INTEGRATED WATER QUALITY SYSTEM (CIWQS) |               |               |                                 |
| 14)  |               |               |                                 |
|  |               |               |                                 |
|  |               |               |                                 |
|  |               |               |                                 |
|  |               |               |                                 |

NOTES.....

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SPILL CALCULATIONS: *[DETAILED REPORT ON ESTIMATED GALLONAGE]*

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**COUNTY OF SAN BERNARDINO  
SPECIAL DISTRICTS DEPARTMENT  
WATER & SANITATION DIVISION**

**Spill Report**

**CORRECTIVE ACTION SHEET**

SECTION 5 OF 6

**DATE**     \_\_\_ / \_\_\_ / \_\_\_

**DATE OF SPILL**             \_\_\_ \_\_\_ / \_\_\_ \_\_\_ / \_\_\_ \_\_\_

**SPILL REPORT NUMBER**         \_\_\_\_\_

**LOCATION**                             \_\_\_\_\_

**DISTRICT**                            \_\_\_\_\_

**UPSTREAM M/H**                    \_\_\_\_\_                    **DOWNSTREAM M/H**                    \_\_\_\_\_

**LINE SEGMENT NUMBER**         \_\_\_\_\_

---

|                        |       |          |
|------------------------|-------|----------|
| PREVIOUS CCTV RECORDS: | Y / N | DETAILS: |
|------------------------|-------|----------|

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

|                       |       |          |
|-----------------------|-------|----------|
| PRESENT CCTV RECORDS: | Y / N | DETAILS: |
|-----------------------|-------|----------|

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

---

|                       |       |          |
|-----------------------|-------|----------|
| PREVIOUS MAINTENANCE: | Y / N | DETAILS: |
|-----------------------|-------|----------|

|                        |  |  |
|------------------------|--|--|
| SCHEDULED MAINTENANCE: |  |  |
|------------------------|--|--|

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

|                               |       |          |
|-------------------------------|-------|----------|
| CURRENT SCHEDULED MAINTENANCE | Y / N | DETAILS: |
| NEXT SCHEDULED DATE:          |       |          |
| SCHEDULED AT _____ INTERVALS  |       |          |

---

|  |       |                   |
|--|-------|-------------------|
| SEWER MAINLINE REPAIR  | Y / N | DETAILS:          |
| <b>GP S. COORDINATES OF REPAIR[s]:</b>                                   |       |                   |
| REPAIR PERFORMED BY MAINTENANCE STAFF, OR BY CONTRACTOR?                 |       |                   |
| NAME OF CONTRACTOR:  |       | PHONE NUMBER:     |
| JOB SITE FOREMAN:  |       | COMPETENT PERSON: |
| DETAILED DESCRIPTION OF REPAIR/ EXCAVATION WORK/ BYPASS INFORMATION ETC. |       |                   |
|  |       |                   |
|  |       |                   |

|                                    |     |            |                  |     |
|------------------------------------|-----|------------|------------------|-----|
| EMPLOYEE [S] - TIME REGULAR HOURS> | ___ | ___        | OVER TIME HOURS> | ___ |
| EQUIPMENT - TIME REGULAR HOURS>    | ___ |            | OVER TIME HOURS> | ___ |
| PERMIT[S] Y / N                    |     | COST Y / N | AMOUNT>          | ___ |



Name of Lab performing analyses: \_\_\_\_\_

Phone number of Lab : \_\_\_\_\_

Lab person performing analyses: \_\_\_\_\_

| <del>ANALYTE</del> | <del>LOCATION</del> | <del>RESULTS</del> | METHOD | DATE PREPARED | DATE ANALYZED |
|--------------------|---------------------|--------------------|--------|---------------|---------------|
|--------------------|---------------------|--------------------|--------|---------------|---------------|

|                     |     |  |  |  |  |
|---------------------|-----|--|--|--|--|
| Fecal Colifonns     | L1] |  |  |  |  |
| Fecal Streptococcus | L1] |  |  |  |  |
| Total Coliforms     | L1] |  |  |  |  |
| Fecal Colifonns     | L2] |  |  |  |  |
| Fecal Streptococcus | L2] |  |  |  |  |
| Total Coliforms     | L2] |  |  |  |  |
| Fecal Colifonns     | L3] |  |  |  |  |
| Fecal Streptococcus | L3] |  |  |  |  |
| Total Coliforms     | L3] |  |  |  |  |
| Fecal Colifonns     | L4] |  |  |  |  |
| Fecal Streptococcus | L4] |  |  |  |  |
| Total Coliforms     | L4] |  |  |  |  |
| Fecal Coliforms     | L5] |  |  |  |  |
| Fecal Streptococcus | L5] |  |  |  |  |
| Total Coliforms     | L5] |  |  |  |  |
| Fecal Colifonns     | L6] |  |  |  |  |
| Fecal Streptococcus | L6] |  |  |  |  |

# Appendix I

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## Sewer System Management Plan Change Log

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# Appendix J

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## SSMP Monitoring Parameters

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## Arrowhead Regional Medical 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> </ul>   |      |   |             |
| Legal Authority                    | <ul style="list-style-type: none"> <li>• Periodically review section</li> </ul>   |      |   |             |
| Operations and Maintenance Program | <ul style="list-style-type: none"> <li>• Percentage of gravity pipelines cleaned</li> <li>• Percentage of pipelines inspected by televising               <ul style="list-style-type: none"> <li>• Number of pipe failures</li> </ul> </li> <li>• Regular training related to SSMP requirements               <ul style="list-style-type: none"> <li>• Equipment inventory tracked</li> <li>• Periodically review section</li> </ul> </li> </ul>  |      |   |             |
| Design and Performance Provisions  | <ul style="list-style-type: none"> <li>• Periodically review section</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> <li>• Spill responses and assessed</li> <li>• Conduct annual review of Spill Emergency Response Plan</li> </ul> |      |   |             |

| SSMP Element  | Parameters for Tracking Effectiveness (Annual)   | Date | Evaluation of plan element implementation and effectiveness | Reviewed by |
|---|--|------|---|-------------|
| Sewer Pipe Blockage Control Plan                                | <ul style="list-style-type: none"> <li>• Periodically review section</li> <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 fats, oils, and grease 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>• 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</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 due to sulfuric acid, 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> <li>• Determine funding sources</li> <li>• Periodically review section</li> </ul> |      |   |             |

| SSMP Element                                      | Parameters for Tracking Effectiveness (Annual)  | Date | Evaluation of plan element implementation and effectiveness | Reviewed by |
|---|---|------|---|-------------|
| 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>• Periodically review section</li> </ul> |      |   |             |
| Internal Audits                                   | <ul style="list-style-type: none"> <li>• Date of completion of last annual audit</li> <li>• Audits are occurring during original audit cycle</li> <li>• Audit is uploaded to CIWQS within 6 months of end of audit period</li> <li>• 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>• Periodically review section</li> </ul>  |      |   |             |

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