

Appendix E:
Overflow Emergency Response Plan

Detailed Subsurface Sewer Leak Response Procedures

Notification:

The identification of a subsurface sewer leak is typically made during routine cleaning or robotic camera inspection by Public Works Department Utilities Operations Division crews, but the notification of a subsurface sewer leak may also be received from the public via calls to Fire or Police. During normal business hours (Monday through Friday 7:00 a.m. – 4:30 p.m.), all notifications shall be referred to the Public Works Utilities Division at (714) 536-5921. During non-business hours, all notifications shall be referred to the Utilities Division Wastewater Section standby phone number at (714) 296-9295.

Incident Procedure:

The Public Works Department, Utilities Operations Division Wastewater Section crews shall respond to all suspected subsurface sewer leaks that are within the public right-of-way and will take appropriate action as determined by an assessment process. If the suspected subsurface leak is in a service lateral to a privately-owned building, regardless if said lateral is in the public right-of-way, it is the responsibility of the party that owns the lateral to repair the line immediately once notified by the Environmental Services Manager or his/her designee.

Assessment Process:

The Public Works Utilities Operations Division Wastewater Supervisor, or his/her designee, shall investigate all reported subsurface sewer leaks within the public right-of-way.

If the Supervisor or his/her designee determines that a crack or leak could be in violation of applicable water quality and/or health care regulations, he/she shall immediately report the incident to the County of Orange Health Care Agency, and the Santa Ana Regional Water Quality Control Board ⁽¹⁾. Outside agency notifications shall be made by phone.

The Public Works Wastewater Supervisor shall immediately submit an Incident Report to the Deputy Director of the Utilities Division of Public Works Department and the Environmental Services Manager. The Deputy Director, via the Director of Public Works, shall immediately notify the City Manager in instances where the suspected crack/leak poses an immediate threat to public health and/or environment.

Upon receipt of an Incident Report, the Deputy Director of the Utilities Division shall immediately direct staff to assess the leak and, if deemed appropriate, develop a Corrective Action Plan, which may include excavation and repair/replacement, slip lining or other appropriate techniques.

Incident Action Plan:

Continuous communication shall be established with the Santa Ana Regional Water Quality Control Board with regard to all findings, decisions and timetables pertaining to repair and/or monitoring of possible subsurface leaks. Subsurface leaks, at the

determination of the Public Works Utilities Operations Division Wastewater Supervisor, may require the immediate diversion of sewage until the repair of the damaged infrastructure may be affected.

However the Wastewater Supervisor, in consultation with the Utilities Manager, may determine that the extent of the damage is not susceptible to immediate violations of applicable laws and repair may be deferred, or deemed unnecessary, but subject to a specific monitoring schedule to be determined at that time.

(1) Subsurface sewage leaks of less than 1,000 gallons per day are not subject to immediate repair and reporting to regulatory agencies unless there is a potential for contamination of Waters of the State. Nonetheless, documentation and any necessary repair of the damaged line shall be affected pursuant to the City Engineer's Corrective Action Plan and included in the sewer system audit and routine reports to the Regional Water Quality Control Board.

ATTACHMENT A:

Detailed Sanitary Sewer Overflow Response Procedures

Detailed Sanitary Sewer Overflow Response Procedures

Notification:

Notification of a sewage spill on public or private property typically will be received by telephone, either through the Public Works Department Utilities Operations Division, (714) 536-5921 or through Police Dispatch (9-1-1). During normal business hours (Monday through Friday 7:00 a.m. – 4:30 p.m.), Police Dispatch will forward all calls to the Utilities Operations Division at (714) 536-5921. During non-business hours, Police Dispatch will call the Utilities Division Wastewater Section standby phone number at (714) 296-9295.

Calls received by the Public Works Department will initiate dispatch of trained response crews to the site where the spill will be evaluated and other, appropriate City departments will be notified as necessary.

Incident Response:

The Public Works Department will respond to all reported sewage spills to identify the responsible party and follow and/or provide clean-up protocol procedures for sewage that has been discharged into the environment on public or private property.

Assessment Process:

If the overflow is on public property, the Wastewater Section Supervisor or his/her designee shall be responsible for verifying the location of the overflow, providing containment and determining the cause and extent of the overflow. If additional equipment and/or personnel are required, he/she is responsible for calling out the appropriate personnel.

If the overflow is on private property, the Wastewater Section Supervisor or his/her designee will contact the responsible party for proper removal of the sewage. The responsible party shall be advised that the substance must be removed immediately under the applicable Federal, State, regional and local codes and regulations. The City may initiate cleanup if deemed appropriate to protect the health, safety and welfare of the public and the environment.

In all sanitary sewer overflows over a 1,000 gallons or that pose an immediate threat to public and/or the environment, the Public Works Department Utilities Operations Division Wastewater Section Supervisor or his/her designee shall immediately notify applicable Federal, State, regional and local agencies by phone via the California Office of Emergency Services notification hotline. In addition, the State Water Resources Control Board shall be notified through the use of the online California Integrated Water Quality System (CIWQS) reporting system established for such purposes. The Public Works Environmental Services Manager shall also be notified via phone and/or email.

Incident Action Plan:

Action taken at the scene by the Public Works Department – Utilities Division Wastewater Section or private contractor assisting with the response to sewage spills on public or private properties:

1. Contain and/or minimize the discharge.
2. Assess the situation to determine the location and cause of the blockage.
3. If it is a private spill, identify and notify the responsible party.

4. If necessary, call out for additional personnel to respond to location with additional materials and/or equipment.
5. If the spill is on public property, begin cleanup of the overflow.
6. If the spill is located on private property and the property owner or property management company cannot be contacted or is unresponsive, and the spill poses a threat to the health, safety and welfare of the public and/or the environment, initiate cleanup efforts.
7. Collect information, estimate overflow volumes and capture photo documentation.
8. Notify all applicable Federal, State, regional and local agencies by phone.
9. For small spills, notify the Public Works Wastewater Supervisor.
10. For large spills, or those spills that impact the Huntington Harbor, beaches or wetland areas or pose a threat to the health, safety and welfare of the public and/or the environment, notify management up through the Deputy Director of Public Works (Utilities Division) and the Public Works Director.
11. As warranted, the Public Works Director will contact the City Manager.

Follow-up Activities:

Actions to be taken by the Public Works Department – Utilities Division Wastewater Supervisor and the Deputy Director of Public Works (Utilities Division) and Environmental Services Manager following the completion of all cleanup activities related to the overflow:

1. The Wastewater Supervisor shall open a work order number to track all labor, materials and equipment costs.
2. The Wastewater Supervisor shall open and submit a draft State Water Resources Control Board Sanitary Sewer Overflow Report (SSO Report) utilizing the online California Integrated Water Quality System.
3. If the problem cannot be corrected through normal maintenance efforts, Utilities Manager shall contact the Public Works Engineering Division who will provide an assessment and recommended course of action.
4. Within five business days after the completion of all cleanup activities, the Wastewater Supervisor shall meet with the Deputy Director of Public Works (Utilities Division) to review the Wastewater Sections response to the overflow and to review the draft SSO Report and any recommended changes.
5. As the Legally Responsible Official pertaining to Sanitary Sewer Overflows within the City of Huntington Beach, the Deputy Director of Public Works (Utilities Division) shall make any necessary changes to the Draft SSO Report and certify the SSO Report within ten business days after the completion of all cleanup activities.
6. Send billing information to the Administrative Services Department to invoice responsible private property owners for any City costs associated with the responses/clean-up of the overflow caused as a result of activities on private property.

7. The Environmental Services Manager and staff shall conduct an investigation into the source and cause of the sanitary sewer overflow. Once the source and/or cause has been determined, enforcement action including citations and Administrative Compliance orders shall be issued to the responsible party if the sewer line is private. Public Works staff working under the direction of the Environmental Services Manager shall establish an appropriate time frame to address the deficiencies in the sanitary sewer line or cause(s) of the sanitary sewer overflow based on the threat to public health and the environment. Environmental Specialists under the direction and supervision of the Environmental Services Manager shall conduct follow-up inspections and review of documentation regarding any repairs/replacements conducted by the responsible party to ensure that the corrective actions have been implemented correctly and in a timely manner.

In the event that the overflow is the result of a blockage or malfunction of equipment or conveyance system in the City's sanitary sewer system, the Utilities Division shall conduct an investigation to determine the source/cause of the sanitary sewer overflow. Once a source or deficiency has been determined, Utilities Division staff will coordinate with the Engineering Division of Public Works Department if the cause/source of the overflow cannot be addressed with an increase in the frequency of maintenance or replacement of existing infrastructure.

ATTACHMENT B:

Detailed Subsurface Sewer Leak Response Procedures

Detailed Subsurface Sewer Leak Response Procedures

Notification:

The identification of a subsurface sewer leak is typically made during routine cleaning or robotic camera inspection by Public Works Department Utilities Operations Division crews, but the notification of a subsurface sewer leak may also be received from the public via calls to Fire or Police. During normal business hours (Monday through Friday 7:00 a.m. – 4:30 p.m.), all notifications shall be referred to the Public Works Utilities Division at (714) 536-5921. During non-business hours, all notifications shall be referred to the Utilities Division Wastewater Section standby phone number at (714) 296-9295.

Incident Procedure:

The Public Works Department, Utilities Operations Division Wastewater Section crews shall respond to all suspected subsurface sewer leaks that are within the public right-of-way and will take appropriate action as determined by an assessment process. If the suspected subsurface leak is in a service lateral to a privately-owned building, regardless if said lateral is in the public right-of-way, it is the responsibility of the party that owns the lateral to repair the line immediately once notified by the Environmental Services Manager or his/her designee.

Assessment Process:

The Public Works Utilities Operations Division Wastewater Supervisor, or his/her designee, shall investigate all reported subsurface sewer leaks within the public right-of-way.

If the Supervisor or his/her designee determines that a crack or leak could be in violation of applicable water quality and/or health care regulations, he/she shall immediately report the incident to the County of Orange Health Care Agency, and the Santa Ana Regional Water Quality Control Board ⁽¹⁾. Outside agency notifications shall be made by phone.

The Public Works Wastewater Supervisor shall immediately submit an Incident Report to the Deputy Director of the Utilities Division of Public Works Department and the Environmental Services Manager. The Deputy Director, via the Director of Public Works, shall immediately notify the City Manager in instances where the suspected crack/leak poses an immediate threat to public health and/or environment.

Upon receipt of an Incident Report, the Deputy Director of the Utilities Division shall immediately direct staff to assess the leak and, if deemed appropriate, develop a Corrective Action Plan, which may include excavation and repair/replacement, slip lining or other appropriate techniques.

Incident Action Plan:

Continuous communication shall be established with the Santa Ana Regional Water Quality Control Board with regard to all findings, decisions and timetables pertaining to repair and/or monitoring of possible subsurface leaks. Subsurface leaks, at the determination of the Public Works Utilities Operations Division Wastewater Supervisor, may require the immediate diversion of sewage until the repair of the damaged infrastructure may be affected.

However the Wastewater Supervisor, in consultation with the Utilities Manager, may determine that the extent of the damage is not susceptible to immediate violations of applicable laws and repair may be deferred, or deemed unnecessary, but subject to a specific monitoring schedule to be determined at that time.

(1) Subsurface sewage leaks of less than 1,000 gallons per day are not subject to immediate repair and reporting to regulatory agencies unless there is a potential for contamination of Waters of the State. Nonetheless, documentation and any necessary repair of the damaged line shall be affected pursuant to the City Engineer's Corrective Action Plan and included in the sewer system audit and routine reports to the Regional Water Quality Control Board.



ADMINISTRATIVE REGULATION

Office of the City Manager

Number	AR 808
Sections	1-7
Effective Date	_____
Responsible Department	Public Works
Amended Date	2/18/21
Review Date	_____

SUBJECT: Sanitary Sewer Overflow and Subsurface Sewer Leak Response Procedures

1. **Purpose:** To minimize the impact of an accidental discharge from the City's wastewater collection system.
2. **Authority:** Section 401 of the Huntington Beach City Charter
3. **Application:** This regulation applies to all officers and employees of the City of Huntington Beach.
4. **Definitions:**
 - 4.1. Sanitary Sewer Overflow: An above-ground release of untreated sewage from the City's wastewater collection and/or pumping system.
 - 4.2. Subsurface Sewer Leak: A release of untreated sewage through collection system pipelines and/or pumping system defects below the ground.
5. **Responsibilities:**
 - 5.1. All discharges of sewage, whether a sanitary sewer overflow or a subsurface sewer leak, shall be reported to the Public Works Utilities Division.
 - 5.2. The Deputy Director of Public Works (Utilities Division), Wastewater Section Supervisor or his/her designee, will be responsible for reporting all discharges of sewage immediately to applicable Federal, State, regional and local agencies.
 - 5.3. Any discharge caused by defects in the system that cannot be corrected by the Public Works Utilities Division through normal maintenance efforts will be referred to the Engineering Division for assessment and recommended action.
 - 5.4. The Director of Public Works, Deputy Director of Public Works (Utilities Division), and Environmental Services Manager shall be notified of all discharges of sewage that are a threat or pose a threat to public health or the environment.
 - 5.5. Records of discharges shall be kept for a period of not less than five years, subject to the latest adopted version of the City's records retention policy.
6. **Procedures:**
 - 6.1. The Deputy Director of Public Works (Utilities Division), Wastewater Section Supervisor or his/her designee will identify the responsible party for each discharge.
 - 6.2. Discharges that are determined to be caused by activities on private property will be directed to the Public Works Department Wastewater Section for cleanup, billing and agency notifications. The Environmental Services Manager of Public Works Department shall conduct investigation into the source/cause of the sewer overflow and enact

Administrative Regulation - Office of the City Manager

enforcement actions ranging from Administrative Citations to Compliance Orders to the owner(s) of the private sanitary line for the spill. Subsequent follow-up regarding corrective actions to address and correct the deficiencies shall be conducted by Public Works Environmental Specialist under the direction of the Environmental Services Manager.

- 6.3.** Discharges that are determined to be caused by activities on City property, or which responsibility cannot be established, will be directed to the Public Works Department Wastewater Section for cleanup and agency notifications.
- 6.4.** Actions to alleviate discharges will be performed in the following order:
 - 6.4.1. Contain and/or minimize the discharge.
 - 6.4.2. Identify and notify the responsible party.
 - 6.4.3. Collect information, estimate discharge volumes and capture photo documentation.
 - 6.4.4. Begin cleanup of the discharge (concurrently with 6.4.3.)
 - 6.4.5. Notify all applicable Federal, State, regional and local agencies.
 - 6.4.6. Notify Public Works management up through the Director of Public Works.
 - 6.4.7. Inform the Public Works Department, Engineering Division for an assessment and recommended course of action if the problem cannot be corrected through normal maintenance efforts.
- 6.5.** Discharges on private property that may pose an imminent threat to public health or the environment will be directed to, and cleaned up by, the Public Works Department Wastewater Section.
- 6.6.** Private property owners, businesses and homeowner associations will be billed for all City costs, including overhead, associated with the response or cleanup of a spill caused as a result of their activities.

7. Attachments

- Attachment A: Detailed Sanitary Sewer Overflow Response Procedures
- Attachment B: Detailed Subsurface Sewer Leak Response Procedures
- Attachment C: Online Sanitary Sewer Overflow Report Form
- Attachment D: Calculation of Sanitary Sewer Overflow Volumes

Initiating Department Head

Approved as to Form

Oliver Chi, City Manager