TO: BOARD OF DIRECTORS

REVIEWED: RAY DIENZO, P.E.
GENERAL MANAGER

FROM: ELIZABETH GAMEZ, EIT
ASSISTANT ENGINEER

DATE: APRIL 15, 2026

AGENDA ITEM
D-5
APRIL 22, 2026

APPROVE 2026 SANITARY SEWER SYSTEM MANAGEMENT PLAN UPDATE

ITEM

Consider approving 2026 Sanitary Sewer System Management Plan Update [RECOMMEND APPROVAL].

BACKGROUND

The State Water Resources Control Board ("SWRCB") established Statewide General Wastewater Discharge Requirements ("GWDR") for Sanitary Sewer Systems, Orders No. 2006 0003-DWQ and revised Monitoring and Reporting Program WQ 2013-0058-EXEC. These required all public entities that own or operate sanitary sewer systems greater than one mile in length in California to create, implement, and maintain a Sanitary Sewer Management Plan ("SSMP"). The current SSMP was approved by the Board of Directors on July 24, 2024.

On December 6, 2022, the SWRCB adopted new regulatory requirement, Statewide Sanitary Sewer System General Order No. 2022-0103-DWQ. The General Order requires existing enrollees to conduct an audit every 3 years and update the SSMP every 6 years, or as needed. The SSMP was updated to incorporate the following changes:

- Update District code references
- Update responsible staff contact information and organizational chart
- Update staff training for response to sanitary sewer overflows
- Update Fats and Oils Program public outreach materials

Attachment A is the proposed 2026 SSMP Update.

FISCAL IMPACT

Funds budgeted in Fund #130-Sewer were used to support the SSMP update, including contractor services and staff time.

STRATEGIC PLAN

Goal 2. FACILITIES THAT ARE RELIABLE, ENVIRONMENTALLY SENSIBLE AND EFFICIENT

Plan, provide for and maintain District facilities and other physical assets to achieve reliable, environmentally sensible, and efficient District operations.

Goal 5. OPERATIONS. Maintain a proactive program to ensure readiness of systems and cost-effectiveness of operations.

RECOMMENDATION

Staff recommend that the Board, by motion and roll call vote, approve the 2026 Sanitary Sewer Management Plan Update.

ATTACHMENTS

A. 2026 Sanitary Sewer System Management Plan Update

APRIL 22, 2026

ITEM D-5

ATTACHMENT A

Nipomo Community Services District

Sewer System Management Plan

Revision 3 – May 2026

WDID: 3SSO10298

Prepared By:

WALLACE GROUP®

Nipomo Community Services District

SEWER SYSTEM MANAGEMENT PLAN

Revision 3

WDID: 3SSO10298

May 2026

The Sewer System Management Plan, Revision 3 was created with the assistance of the following Nipomo CSD and Wallace Group Staff:

Nipomo CSD Staff

Elizabeth Gamez, Interim District Engineer

Francisco Maldonado, Operations Manager

Wallace Group Staff

Bill Callahan, Senior Environmental Compliance Specialist

CERTIFICATION STATEMENT

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Raymond Dienzo, PE
General Manager / LRO

SSMP – REVISION RECORD

The Nipomo CSD SSMP has undergone the following revisions and formal updates. The creation of the original SSMP and updates were approved and adopted by the District Board of Directors on the dates identified below:

Revision No.	Revision Date	Description of Revisions	Revision Completed By	Revision Approved By
0	April 2010	Initial SSMP Development	NCSD Staff	District Staff and Board of Directors
1	May 2023	Updates based on changes in organization, regulatory changes, and operational practices.	NCSD Staff and Wallce Group Staff	District Staff and Board of Directors
2	July 2024	SSMP updated to reflect changes in organization and update to District Code.	NCSD Staff	District Staff and Board of Directors
3	May 2026	The SSMP was updated based on the findings of the 2025 SSMP Audit and based on regulatory requirements in the 2022 WDRs.	NCSD Staff and Wallace Group	District Staff and Board of Directors

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Appendices

ACRONYMS AND ABBREVIATIONS

BMP	Best Management Practices
CAP	Capacity Assessment Plan
Cal OES	California Office of Emergency Services
Cal/OSHA	California Division of Occupational Health and Safety
CCR	California Code of Regulations
CCTV	Closed Circuit Television
CDFW	California Department of Fish and Wildlife
CFR	Code of Federal Regulations
CIP	Capital Improvement Plan
DISTRICT	Nipomo Community Services District
CIWQS	California Integrated Water Quality System
CMMS	Computerized Maintenance Management System
CWEA	California Water Environment Association
EHS	Environmental Health Services
ELAP	Environmental Laboratory Accreditation Program
EOP	Emergency Operating Procedure
ENROLLEE	Nipomo Community Services District
EPA	Environmental Protection Agency
FOG	Fats, Oil, and Grease
FSE	Food Services Establishment
HMA	High Maintenance Area
I/I	Inflow & Infiltration
IIPP	Injury and Illness Prevention Program
IWF	Industrial Waste Facility
LRO	Legally Responsible Official
mgd	Million Gallons per Day
MRP	Monitoring and Reporting Program (Used in this SSMP to reference MRP Order No. 2022-0103-DWQ.)
SERP	Spill Emergency Response Plan
OES	Office of Emergency Services
O&M	Operation and Maintenance
OSHA	Occupational Safety and Health Administration

ACRONYMS AND ABBREVIATIONS

PLSD	Private Lateral Sewage Discharge
PM	Preventative Maintenance
PPE	Personal Protective Equipment
R&R	Rehabilitation and Replacement
RWQCB	Central Coast Regional Water Quality Control Board
SCADA	Supervisory Control and Data Acquisition
SECACIP	Sewer Evaluation, Capacity Assurance and Capital Improvement Plan
SMP	Sewer Master Plan
SOP	Standard Operating Procedure
SSMP	Sewer System Management Plan
SPILL	Sanitary Sewer Spill
SSS	Sanitary Sewer System
SWRCB	State Water Resources Control Board
WDR	Waste Discharge Requirements (Used in this SSMP to reference WDR Order No. 2022-0103-DWQ, the Statewide General WDR for SSSs.)

INTRODUCTION

This Sewer System Management Plan (SSMP) six (6) year update was performed in compliance with the requirements of the State Water Resources Control Board (SWRCB) Statewide General Waste Discharge Requirements (WDR), Order No. 2022-0103-DWQ, which are available at the Nipomo CSD District Office and on the State Water Resources Control Board website: https://www.waterboards.ca.gov/water_issues/programs/sso/ .

0.1 Requirement Background

The WDRs require all public wastewater collection system agencies in California that own and operate sanitary sewer systems greater than one mile in length, which collect or convey untreated or partially treated wastewater to a publicly owned treatment facility, to develop, implement, and maintain a SSMP and report sanitary sewer spills(Spills) using the State's electronic reporting system, California Integrated Water Quality System (CIWQS).

The Nipomo Community Services District (District) SSMP includes the following eleven (11) Elements:

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

Each SSMP Element is prefaced with the associated WDR section and narrated with the District's policies and procedures, which address the respective SWRCB requirement.

EXECUTIVE SUMMARY

The State Water Resources Control Board's (SWRCB's) Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems, Order No. 2022-0103-DWQ require the Nipomo CSD to have and maintain a Sewer System Management Plan (SSMP), which provides a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system in order to help reduce and prevent sanitary sewer spills (Spills), as well as mitigate any Spills that do occur.

The SSMP includes the following eleven (11) Elements:

1. **Goal**

   District goals, which are included in the SSMP, are:

   1) Minimize the number and the magnitude of spills,
   2) Respond to emergency sewer calls within 1 hour 95% of the time,
   3) Conduct appropriate analysis/evaluation of SSOs utilizing historical maintenance records and develop strategies to reduce future risk,
   4) Clean entire sanitary sewer collection system every 2 years and problem lines on a more frequent basis to limit the occurrence of spills and ensure reliable service,
   5) Operate all pump stations at peak efficiency and perform preventative maintenance on equipment at all sanitary sewer pump stations on a regular basis,
   6) Conduct annual training to meet regulatory requirements and ensure staff are aware of District programs and operations.

2. **Organization**

   The Organization Element of the SSMP identifies District and Contract Staff, who are responsible for implementing the SSMP, responding to sewer spills, and meeting sewer spill reporting requirements, and identifies the lines of authority of SSMP responsibilities and chains of communication for sewer spill response and reporting. The Legally Responsible Officials (LRO) are also designated in this SSMP Element in order to meet the SWRCB requirements for completing and certifying sewer spill reports in the SWRCB's online regulatory information database and tracking system, California Integrated Water Quality System (CIWQS).

3. Legal Authority

This SSMP Element outlines the District Municipal Code Chapters and Ordinances that provide the District with the legal authority to:

a. Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;

b. Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;

c. Require that sewer system components and connections be properly designed and constructed;

d. Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee;

e. Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures; and

f. Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.

4. Operation and Maintenance Program

District operation and maintenance of its collection system ensures that the system is kept in good working condition, and this SSMP Element outlines the work that is conducted to accomplish the optimal operation and maintenance of the District collection and conveyance system. This SSMP Element details:

a. Up-to-date maps of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water Board staff access to the maps. The maps must show gravity line segments and maintenance holes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities within the sewer system service area boundaries.;

b. A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors.

   a. The scheduling system includes:
      i. Inspection and maintenance activities;
      ii. Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems;
      iii. Regular visual and closed-circuit television (CCTV) inspections of maintenance holes and sewer pipes.

   The data collection system documents data from system inspection and

maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure.

c. In-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training covers:

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

d. An inventory of sewer system equipment, including the identification of critical replacement and spare parts.

5. Design and Performance Provisions

The Design and Performance Provisions Element describes the standards and specifications for new construction, repair of the existing sanitary sewer system, and the inspection and testing of these items.

6. Spill Emergency Response Plan

The Spill Emergency Response Plan (SERP) contains the following information in order to protect public health and the environment in the event of a sewer spill:

a. Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;

b. Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;

c. Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;

d. Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;

e. Address emergency system operations, traffic control and other necessary response activities;

f. Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;

g. Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;

h. Remove sewage from the drainage conveyance system;

i. Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;

j. Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;

k. Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;

l. Conduct post-spill assessments of spill response activities;

m. Document and report spill events as required in this General Order; and

n. Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.

7. Pipe Blockage Control Program

The goal of the Pipe Blockage Control Program is to reduce and/or eliminate the amount of pipe blocking materials such as fats, oils and grease wipes, roots, etc., that may be discharged to the sanitary sewer system. This is implemented through public outreach, operations and maintenance activities, investigations and FOG Program inspections.

8. System Evaluation, Capacity Assurance, and Capital Improvement Plan

The District has completed two (2) Sewer Master Plans (2007 & 2017) to assess the existing, near term and long-term capacity needs and the condition of the system to safely collect and convey wastewater. These Master Plans identified capital improvement projects which included staff O&M based projects, hydraulicly deficient projects, and lift station evaluations. There is one project that is currently planned for 2027, Frontage Road Trunk Sewer Replacement Phase 2 to address upgrades in system capacity.

One additional analysis was completed in 2024 for new development associated with the expansion of the District sewer service area for the Dana Reserve Project. Capacity enhancements and additional sewer facilities were identified and are planned for completion prior to new community units being built.

9. Monitoring, Measurement, and Program Modifications

The District monitors the implementation of the SSMP Elements in order to measure the effectiveness of the District SSMP program in reducing sewer spills. This SSMP Element outlines the manner in which each SSMP Element is monitored and evaluated and the schedule with which the District completes this monitoring and evaluation.

10. Sewer System Management Plan Program Audits

The SSMP Program Audits Element outlines the audit process and identifies District Staff responsible for conducting or participating in SSMP Program Audits and generating the required SSMP Program Audit Report. SSMP Program Audits must occur at a minimum of every three (3) years and are required to evaluate the District SSMP Program, identify program deficiencies, and provide an improvement schedule based on the audit findings.

11. Communication Program

This SSMP Element describes the manner in which the District communicates the development, implementation, and performance of its SSMP with the public in order to provide them with the opportunity to provide input as the SSMP program is developed and implemented.

ELEMENT 1 - GOALS, REGULATORY CONTEXT, ASSET OVERVIEW AND SCHEDULE

The Nipomo CSD has the following goals for the management and maintenance of the sanitary sewer collection system. These goals provide focus for District Staff to continue high-quality work to operate and maintain District facilities and to implement improvements for management of the collection system to prevent sanitary sewer spills (Spills). The role of the SSMP in supporting these goals is discussed below.

These goals will be evaluated annually in Element 9: Monitoring, Measurement and Program Modification to assess the District's success in implementing and meeting the objectives of these goals.

1.1 Regulatory Requirement

WDR Order No. 2022-0103-DWQ Attachment D1 states:

> The goal of the Sewer System Management Plan (Plan) is to provide a plan and schedule to: (1) properly manage, operate, and maintain all parts of the Enrollee's sanitary sewer system(s), (2) reduce and prevent spills, and (3) contain and mitigate spills that do occur.

1.2 Sanitary Sewer System Goals

The District seeks to provide high quality and reliable wastewater collection and conveyance for its residents and businesses.

District SSMP Goals:

1) Minimize the number and the magnitude of spills,
2) Respond to emergency sewer calls within 1 hour 95% of the time,
3) Conduct appropriate analysis/evaluation of SSOs utilizing historical maintenance records and develop strategies to reduce future risk,
4) Clean entire sanitary sewer collection system every 2 years and problem lines on a more frequent basis to limit the occurrence of spills and ensure reliable service,
5) Operate all pump stations at peak efficiency and perform preventative maintenance on equipment at all sanitary sewer pump stations on a regular basis,
6) Conduct annual training to meet regulatory requirements and ensure staff are aware of District programs and operations.

1.3 Regulatory Context and Schedule for Audits and Updates

As required by Statewide Sanitary Sewer Systems General Order 2022-0103-DWQ, the SSMP contains several elements which are referenced in the table of contents that will help the District accomplish the goals mentioned in this element. The District is dedicated to implementing each Element of the SSMP and tracking any revisions that may be necessary as program implementation progresses. The current 2026 SSMP update was completed prior to the due date of *May 2, 2026*.

The District will begin their next SSMP Audit after *May 2, 2028*, with an identified Audit period of *May 2, 2025, through May 2, 2028*, for completion by *November 2, 2028*. The Audit will evaluate how the SSMP meets regulatory requirements, implementation of the SSMP, success of

preventative maintenance program, and sewer spill trends. A plan and schedule will be developed for the correction of any deficiencies identified in the audit and any necessary updates or general plan changes that may be required.

The District will annually review and evaluate the SSMP, Preventative Maintenance Program, and Spill Trends to identify areas of their sewer operations that may need to be modified to comply with existing regulatory requirements and reduce the number of sewer spills occurring in a calendar year.

The SSMP 6-Year Update will begin on or before *January 2, 2032* for completion, adoption and recertification by *May 2, 2032*.

In addition to the SSMP Update and SSMP Audit discussed above, the District has identified additional near-term compliance dates as required by General Order WQ-2022-0103-DWQ:

- Annual Report of Category 4 Non-Lateral Spills: *February 1st of each calendar year*
- Annual Report: *April 1st of each calendar year*

1.4 System Asset Overview and Service Area

Nipomo CSD is a public agency providing services to residential and commercial establishments and visitors. There are no industrial sewer customers in the service area. The District maintains the sewer collection and conveyance system. This system is connected to a trunk sewer system and Wastewater Treatment Plant owned and operated by the District.

The District sewer collection and conveyance system is located in San Luis Obispo County with a seven (7) square mile service area and consists of 38 miles of gravity pipelines, which vary in diameter from 6-inch to 24-inches, thirteen (13) District-owned lift stations, and 8.5 miles of force mains. Approximately 95% of the District's collection system was constructed after 1980. The remaining 5% of the system was constructed between 1960 and 1979. There are 758 manholes throughout the Districts sewer system.

The sewer system is restricted to providing sanitary sewer flows only with no diversion of stormwater into the sewer system.

The following table shows the various gravity pipeline sizes:

Pipe Diameter (Inches)	Gravity Pipe Length (Miles)	Force Main Pipe Length (Miles)	Percent of Sewer System
4"	0	4.0	8.6%
6"	2.9	4.5	15.9%
8"	31.4	0	67.4%
10"	1.0	0	2.2%
12"	1.9	0	4.2%
21"	0.6	0	1.3%
24"	0.2	0	0.5%
TOTAL	**38.1**	**8.5**	**100%**

Table 1-1: Sewer Pipe Sizes

Table 4-2 illustrates the current age of sewer lines in the system.

Sewer Line Age	Percent of Sewer System
Year 2000 to Present	40%
1980 to 1999	55%
1960 to 1979	5%
1940 to 1959	0
1900 to 1939	0

Table 1-2: Sewer Pipeline Age

The District serves a population of approximately 13,771 people[1]. The District system includes approximately 3,310 sewer laterals. Sewer system customers are broken down as follows:

Type of Connection	% of Total Connections
Residential	98%
Commercial	2%
Industrial	0%
Total	**100%**

Table 1-3: Sewer Connection Types

A general overview showing the service area boundaries is provided below.

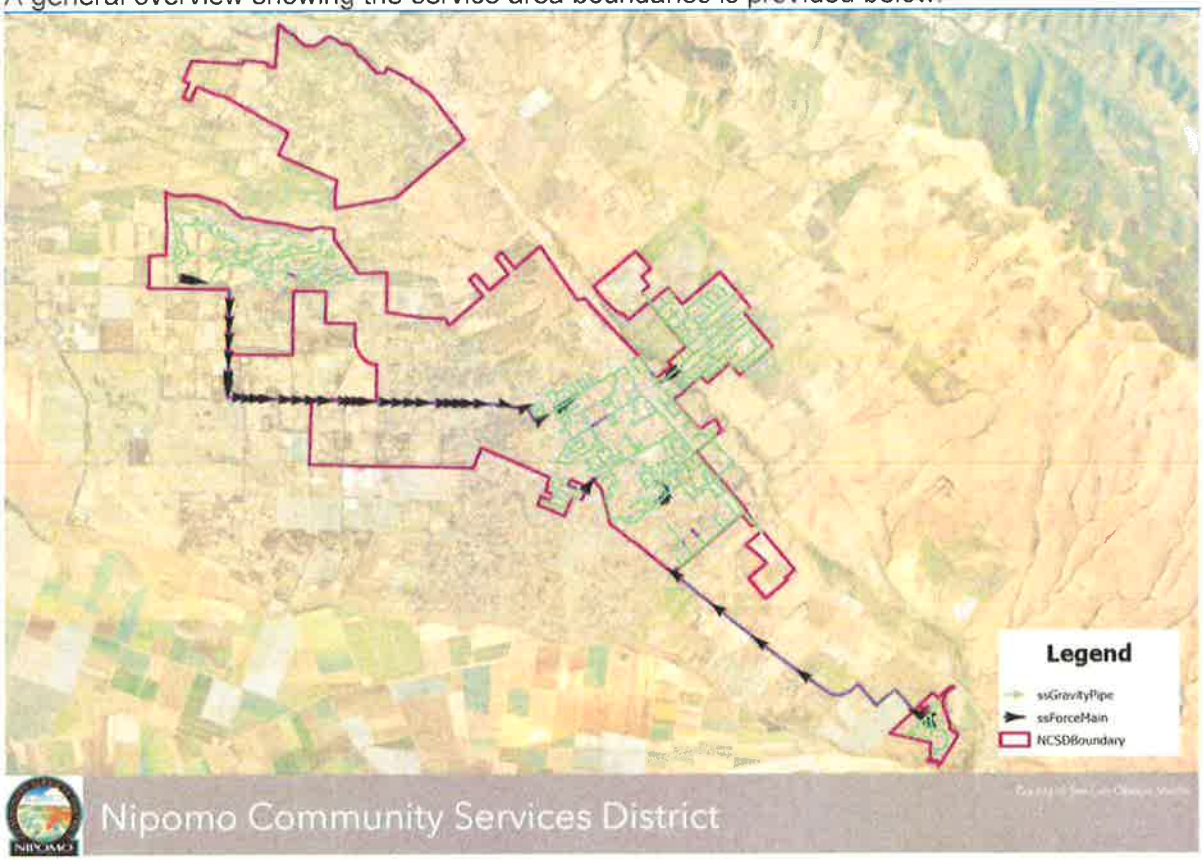


Figure 1-1: Sewer System Overview [1]

[1] US Census Population Data, 2020

Data management for the operations and maintenance of the sewer systems is provided utilizing the District *Spatial Wave* computer-based maintenance program.

Sewer laterals are owned, operated and maintained by individual property owners from the wye connection at the sewer main, back to each building. The District does not own or maintain any sewer laterals within the service area other than laterals on District owned property.

The District utilizes the following Performance Indicators for measuring effectiveness of this Element:

- Are SSMP Audits and SSMP Updates being performed as scheduled?
- Has the SSMP been approved by the governing board on the required schedule (every six years)?
- Are specific internally established sewer program milestones being monitored?
- Are asset statistics periodically reviewed and updated as necessary?
- Are system maps up to date?

System Resilience is addressed in Element 1 by:

- Redundancy: More than one member of staff is trained and able to retrieve and manage SSMP data.
- Implementing a QA/QC process to help ensure information is accurate.
- Continuous improvement with input from the field (ex: map updates).
- Using Outlook calendar reminders to ensure compliance deadlines are met.

ELEMENT 2 - ORGANIZATION

The Organization Element of the SSMP identifies Nipomo CSD (District) staff that are responsible for the management and implementation of this SSMP. This Element identifies staff's responsibilities responding to sewer spill events, and meeting sewer spill reporting requirements. The Legally Responsible Officials (LRO) are designated below to meet SWRCB requirements for completing and certifying sewer spill reports in the California Integrated Water Quality System (CIWQS).

This SSMP Element outlines the District organization, SSMP responsibilities of personnel, authorized representatives, and chains of communication for sewer spill response and reporting.

2.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Attachment D 2 states:

The collection system agency's SSMP must identify:

a) The name of the Legally Responsible Official defined in this Order;

b) The position titles, telephone numbers, and email addresses for management, administrative, and maintenance positions responsible for implementing specific Sewer System Management Plan elements;

c) Organizational lines of authority; and

d) Chain of communication for reporting spills from receipt of complaint or other information, including the person responsible for reporting spills to the State and Regional Water Boards and other agencies, as applicable. (For example, county health officer, county environmental health agency, and State Office of Emergency Services.)

WDR Order No. 2022-0103-DWQ Section 5.1 states:

> The Enrollee shall designate a Legally Responsible Official that has authority to ensure the enrolled sanitary sewer system(s) complies with this Order and is authorized to serve as a duly authorized representative. The Legally Responsible Official must have responsibility over management of the Enrollee's entire sanitary sewer system and must be authorized to make managerial decisions that govern the operation of the sanitary sewer system, including having the explicit or implicit duty of making major capital improvement recommendations to ensure long-term environmental compliance. The Legally Responsible Official must have or have direct authority over individuals that:
>
> - Possess a recognized degree or certificate related to operations and maintenance of sanitary sewer systems, and/or
>
> - Have professional training and experience related to the management of sanitary sewer systems, demonstrated through extensive knowledge, training and experience.

2.2 Responsible and Authorized Representatives

The name of the authorized representatives described in WDR Section 5.1 above is listed in Table 2-1:

Table 2-1: Nipomo CSD Authorized Representatives

Name	Title	CIWQS Database
Raymond Dienzo, PE	General Manager	Legally Responsible Official
Francisco Maldonado	Operations Manager	Legally Responsible Official

2.3 SSMP Program Implementation

An organization table showing the lines of authority for the District is described below in Table 2-2 and updated District Organization Charts which show lines of authority can be found in **Appendix 2A**.

Table 2-2: Nipomo CSD Staff and Contract Staff with SSMP Responsibilities and Contact Information

Name and Title	SSMP Responsibilities	Contact Information
District Board Phil Henry *President* Tom Glover *Vice President* Ed Eby *Director* Gary Hansen *Director* John Joyce *Director*	The Board of Directors annually adopts a budget in which funding would be allocated for SSMP related tasks. The Board is also responsible for considering and approving updates to the District's SSMP.	District Board Members can be contacted by calling the District Office and leaving a message at: (805) 929-1133.
Ray Dienzo, PE *General Manager*	The General Manager directs District Staff who manage all eleven (11) SSMP Elements.	Office: (805) 929-1133 rdienzo@ncsd.ca.gov
Craig A. Steele *Legal Counsel*	The District's Legal Counsel assists in the management of Element 3, Legal Authority.	Office: (805) 250-7550 rwglaw.com
Elizabeth Gamez *Interim District Engineer* Francisco Maldonado *Operations Manager*	The District Engineer, and Operations Manager are responsible for the overall management of the SSMP and specifically direct and implement the following SSMP Elements: • Element 1 – Goal; • Element 2 – Organization; • Element 3 – Legal Authority; • Element 4 - Operation and Maintenance Program; • Element 5 – Design and Performance Provisions;	Office: (805) 929-1133 egamez@ncsd.ca.gov Office: (805) 929-1133 ext: 107 fmaldonado@ncsd.ca.gov

Name and Title	SSMP Responsibilities	Contact Information
	• Element 6 – Spill Emergency Response Plan; • Element 7 – Pipe Blockage Control Program; • Element 8 – System Evaluation, Capacity Assurance and Capital Improvement Plan; • Element 9 – Monitoring, Measurement, and Program Modifications; • Element 10 – SSMP Audits; and • Element 11 – Communication Program The Operations Manager is assisted by Sewer System Operators to manage and implement these Elements.	

2.4 Chain of Communication for Responding to Sewer Spills

In the event of a Sewer Spill the District's Communication directives are as follows.

A sewer spill is typically reported to the District one of five ways:

1) A call to the District Office
2) A call to the Sheriff's Department
3) A call to the Fire Department
4) A call to the Public Works Department, or
5) A call by radio from District Staff

See Figure 2-1 for chain of communication.

The District Operations telephone contact number is (805) 929-1133. After hours calls are automatically forwarded to the District answering service in the event of a sewer emergency.

During the process of responding to a Spill, the following actions are taken to verify the report and ensure the safety of the public:

1) During regular business hours, the District receives the call from a citizen, Sheriff, or Fire Department and obtains the location of concern and a description of the problem. The name and phone number of the caller is requested and documented for follow-up information.

2) After hours, the answering service, contacts the on-call District staff member

and directs them to the described location. The Spill Emergency Response Plan (SERP) is initiated.

3) The District on call staff member proceeds to the location to verify the report.

4) Once a spill is verified, the District on call staff member contacts the Wastewater Supervisor or Operations Manager and requests support, as needed.

5) The Wastewater Supervisor will notify the Operations Manager and/or District Engineer both during and after business hours.

6) District on call staff responds and notifies applicable regulatory agencies.

7) Cal OES must be contacted within two (2) hours of a spill, when the spill is over 1,000 gallons reaches a drainage channel or surface water. SLO County Environmental Health, and RWQCB are additional contacts that may require notification.

8) SLO County Environmental Health may be contacted if conditions warrant due to a spill to a surface water.

SSMP Element 6 — Spill Emergency Response Plan and the associated District Spill Emergency Response Plan contains a chain of communication for reporting spills for use in the field by the District staff. This chain of communication is reproduced in Figure 2-1 for reference.

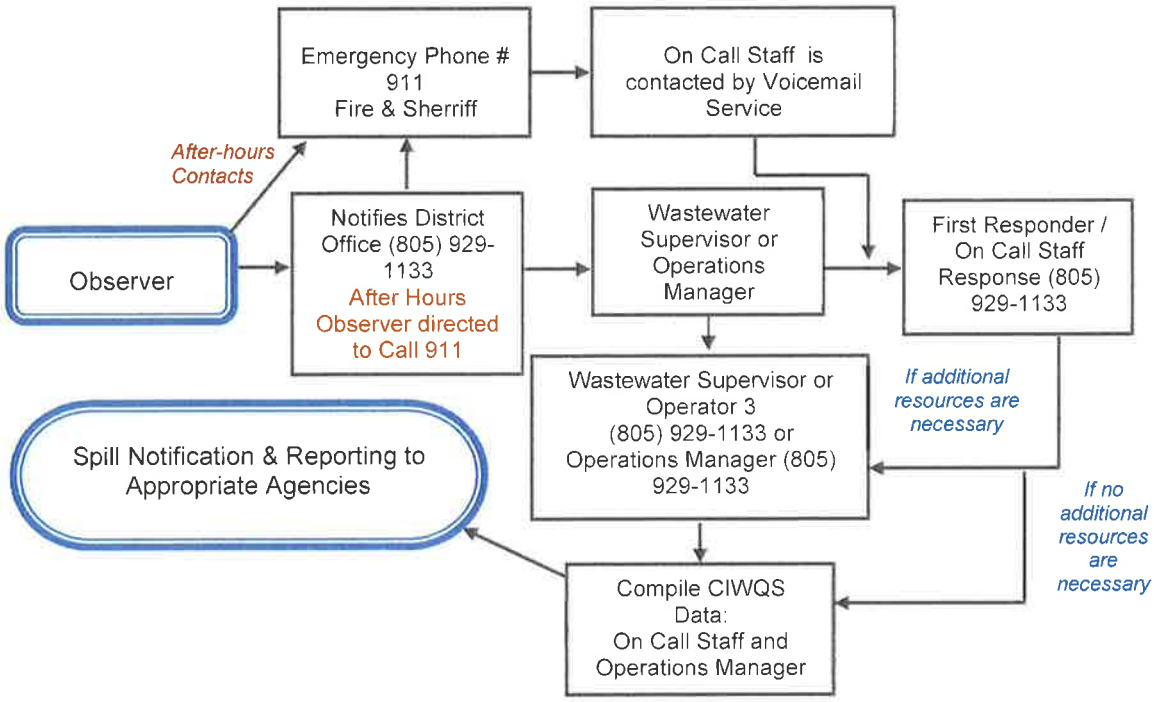


Figure 2-1: Sewer Spill Response Chain of Command

SSMP Element 6 – Spill Emergency Response Plan contains a chain of communication for reporting Spills for use in the field by Operations Staff in Figure 6-1 which is the same as Figure 2-1 above.

Sewer Spill notification is outlined in the District's – Spill Emergency Response Plan. The contact information and notification requirements associated with notifying Cal OES and other applicable agencies, such as SLO County Environmental Health Division, are included in that SSMP Element.

Upon completion of containment and clean-up, the Operations Manager initiates the Draft Sewer Spill Report in CIWQS.

The District utilizes the following Performance Indicators for measuring effectiveness of this Element:

- Have there been any changes requiring updates to the Organizational Chart?
- Have there been any changes in assigned responsibilities for implementing the SSMP?
- Is there a process in place to ensure all contact information remains up to date?

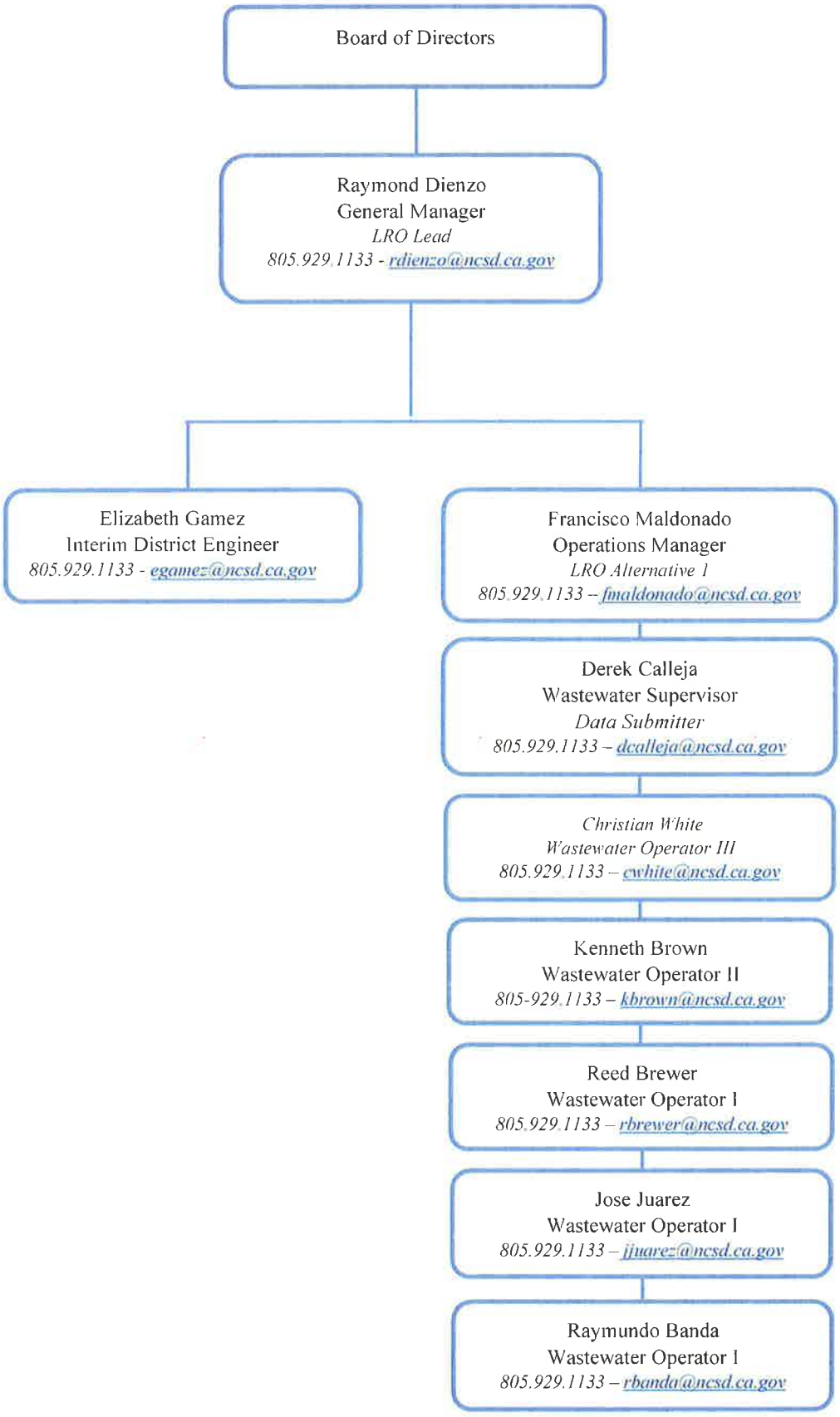
Resilience is addressed in Element 2 by:

- Ensuring that more than one person is capable and responsible for specific duties for Sewer System Management Plan implementation, e.g., back-up personnel.

- Designation of more than one LRO to help ensure full and continuous coverage of duties.
- Testing the phone notification system to ensure calls are received and routed to appropriate personnel.

APPENDIX 2

2A Organization Chart and Contact Information


Board of Directors
Raymond Dienzo
General Manager
LRO Lead
805.929.1133 - rdienzo@ncsd.ca.gov
Elizabeth Gamez
Interim District Engineer
805.929.1133 - egamez@ncsd.ca.gov
Francisco Maldonado
Operations Manager
LRO Alternative 1
805.929.1133 – fmaldonado@ncsd.ca.gov
Derek Calleja
Wastewater Supervisor
Data Submitter
805.929.1133 – dcalleja@ncsd.ca.gov
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Wastewater Operator III
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ELEMENT 3 - LEGAL AUTHORITY

The Nipomo CSD (District) maintains the legal authority for the sanitary sewer system in the District Code sections listed below. These Codes are on file at the District Office and can also be located on the District Website: **https://ncsd.ca.gov/resources/documents/district-codes/**.

3.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Attachment D 3 states:

The wastewater collection system agency must include copies or an electronic link to the Enrollee's current sewer system use ordinances, service agreements and/or other legally binding procedures to demonstrate the Enrollee possesses the necessary legal authority to:

(a). Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;

(b). Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;

(c). Require that sewer system components and connections be properly designed and constructed;

(d). Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee;

(e). Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures; and

(f). Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.

3.2 SSMP Sanitary Sewer System Legal Authority [WDR D 3 (a) – (f)]

Table 3-1 below provides the mechanisms by which the District maintains the legal authorities required by the WDRs for public and private sewer systems. These Codes and Ordinances can be found in the link identified above.

Table 3-1: District Legal Authority References

WDR Requirement	District Code
D 3 (a) Prevent illicit discharges into its sanitary sewer system (examples may include Inflow & Infiltration (I/I), storm water, chemical dumping,	District Code: • 4.04.060 Use of Sewers – Unpolluted Water Prohibited • 4.06.020 General Discharge Prohibitions

WDR Requirement	District Code
unauthorized debris and cut roots, etc.).	
D 3 (b) Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure	The District has worked with the County of San Luis Obispo to acquire a storm drain map for the NCSD sewer service area. The District has contacts for SLO County staff for access to stormwater assets within the service area in the event of a sewer spill.
D 3 (c) Require that sewers and connections be properly designed and constructed;	District Code: • 5.02.020 Plans and Specifications District Standard Specifications for Water and Sewer System Improvements, Chapter 3.0 Construction and Inspection
D 3 (d) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;	The District does not own any portion of private sewer laterals in the service area however the following code give them access to sewer laterals: • 4.04.010 – Maintenance of Sewer Laterals • 4.04.130 – Interference with Access • 4.04.120 - District Access onto Private Property • 3.02.120 – District Right of Entry and Access
D 3 (e) Enforce any violation of its sewer ordinances.	District Code: • 4.04.140 – Violation: Penalty
D 3 (f) Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable	In portions of the collection system that are on private property, the District maintains recorded easement files that document its right to access easements for operation and maintenance of the wastewater facilities in that easement. The District's Code 4.04.130 – Interference with Access provides guidance for what is allowed in the easement to ensure access to the District's facilities. For any new District-maintained sewer infrastructure located on private property, the District would require an easement agreement with the owner of the property, which would then be recorded on the property.

The District utilizes the following Performance Indicators for measuring effectiveness of this Element:

- Are the District ordinances and standards adequate for fulfilling the Sewer System Management Plan legal requirements?
- Does the District have a process in place for periodic review and evaluation of ordinances?
- Have there been instances when the code or ordinance did not address a need or circumstance?

Resilience is addressed in Element 3 by:

- Tracking industry trends and local ordinances that may affect operations as appicable.

ELEMENT 4 - OPERATION AND MAINTENANCE PROGRAM

The District's operation and maintenance of its collection system ensures that the system is kept in good working condition. Sewer lift station operations and maintenance work and sewer line operations and maintenance is primarily conducted by District staff with the support of some additional contract services. The District has a variety of preventative maintenance tasks that are in place to reduce the potential for sewer spills within the service area including sewer line cleaning, CCTV, and lift station maintenance. These programs allow for the Operations Staff to continually evaluate the system. This SSMP Element 4 outlines the work that is conducted to accomplish the optimal operation and maintenance of the District's collection system.

4.1 Regulatory Requirements

Attachment D 4. states:

The SSMP must include those sections listed below that are appropriate and applicable to the Enrollee's system:

(a) Up-to-date map(s) of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water Board staff access to the map(s). The map(s) must show gravity line segments and maintenance holes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities within the sewer system service area boundaries.;

(b) A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors.
   a. The scheduling system must include:
      i. Inspection and maintenance activities;
      ii. Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems;
      iii. Regular visual and closed-circuit television (CCTV) inspections of maintenance holes and sewer pipes.

   The data collection system must document data from system inspection and maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure.

(c) In-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training must cover:
      i. The requirements of this General Order;
      ii. The Enrollee's Spill Emergency Response Plan procedures and practice drills;
      iii. Skilled estimation of spill volume for field operators; and
      iv. Electronic CIWQS reporting procedures for staff submitting data.

(d) An inventory of sewer system equipment, including the identification of critical replacement and spare parts.

4.2 Collection System and Storm Water Maps

4.2.1 Sewer Collection and Conveyance

The District maintains a Geographic Information System (GIS) database that is linked to scanned images of records drawings for the sewer system. The database contains mainline sewer attribute information including ID number, diameter, direction of flow, segment length, material type and date built as shown in Table 4-1. The GIS data is available to all field personnel in the form of a map book that is periodically updated. Operations Staff can also electronically access the sewer system database utilizing iPads issued by the District. The District maintains a street directory that is cross referenced to the District's sewer location mapping. Mapping is updated in the GIS system as new tracts are accepted or as necessary map corrections are identified by the Operations Staff. The GIS program itself it maintained and updated by the District GIS consultant.

Facility Type	Basic Map Information	Additional Map Information
Manholes	• ID number • Location, with reference to streets and property lines	• Installation date • Rim elevation • Invert elevation • Atlas grid • Link to As-Built
Pipes	• ID number • Location, with reference to streets and property lines • Size • Direction of flow • Force mains • Length • Material type • Distance between manholes	• Installation date • Downstream elevation • Upstream elevation • Atlas grid • Link to As-Built • Lift Station Sewer Shed
Lift Stations	• Location, with reference to streets and property lines	• Atlas grid • Link to As-Built

Table 4-1. Collection System Database

The District's sewer system mapping and maintenance tracking is a collaborative effort by the District's Engineering, GIS, and Public Works.

4.2.2 Storm Water Conveyance Map

The District does not own or operate any portion of the storm drain system within its service area. Storm drain maps were developed by the County of San Luis Obispo and are utilized by District staff in the event of a sewer spill to identify storm drain inlets, outlets and intermediate manholes where spills entering the storm drain system may be isolated, recovered and returned to the sanitary sewer system. The District coordinates with the County of San Luis Obispo when spills reach storm water conveyance facilities as identified in the Spill Emergency Response Plan (SERP).

4.3 Preventative Maintenance Program

The District manages, schedules, and tracks preventative maintenance activities utilizing the *Spatial Wave* computer-based scheduling and tracking system. The system covers the following:

- Sewer Line Cleaning
- High Priority Area Cleaning and Inspections
- Manhole Inspections and Maintenance
- Lift Station Inspection and Maintenance
- Customer Complaints
- Work Orders
- CCTV Inspections
- Force Main Air Relief Valve Inspection

Routine maintenance that requires follow-up is flagged in the *Spatial Wave* system. The Operations Manager and/or Wastewater Supervisor assigns appropriate staff to follow up on flagged tasks.

4.3.1. CCTV Inspection

The District conducts CCTV inspections utilizing two (2) methods:

1) CCTV investigations on an ongoing basis as an investigative tool to identify problems identified in the field such as flow restriction, customer complaints, or as a result of line cleaning follow-up investigations.
2) CCTV investigations are planned to be initiated in Fiscal Year 2025/2026 as part of a system-wide CCTV investigation which is anticipated to be completed in the next seven (7) years. The District anticipates completing approximately 30,000 linear feet of CCTV annually to accomplish this seven-year schedule.

CCTV information will be one of the primary methods to identify sewer line rehabilitation and replacement projects in the future. Data will be evaluated on an ongoing basis to help develop Capital Projects.

As CCTV investigations are complete they will be analyzed to; identify, rank and prioritize areas of the sewer system that require rehabilitation and replacement. A summary of these CCTV investigations will be on file at the District office when completed. A decision tree informing CCTV inspections conducted after the system wide inspection project is provided below in Figure 4-2 to help establish the need for future CCTV inspections:

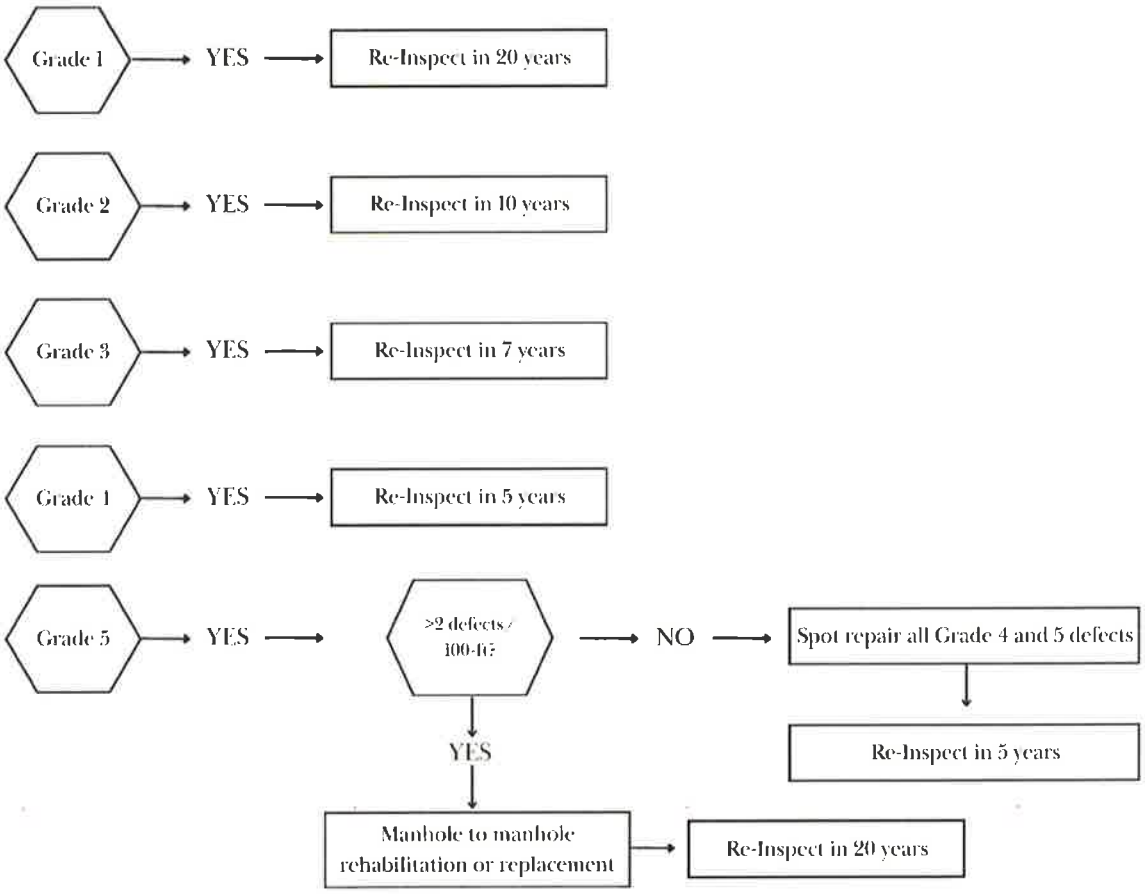


Figure 4-2 CCTV Grades above based on NASSCO defect ranking codes

4.3.2 Line Cleaning

The District implements a two (2) year schedule to clean the entire system which consists of multiple distinct sewer cleaning routes. Staff cleans and documents line cleaning conditions in the Spatial Wave system. In addition to sewer line cleaning, staff inspects and conducts maintenance on force main air relief valves semi-annually.

The District evaluates the frequency at which the entire system is cleaned based on the results of sewer line cleaning logs, sewer spill history and the results of CCTV data. Changes in sewer line cleaning and prioritization of sewer repairs based on sewer line cleaning observations may consider the following protocol in Figure 4-3 below:

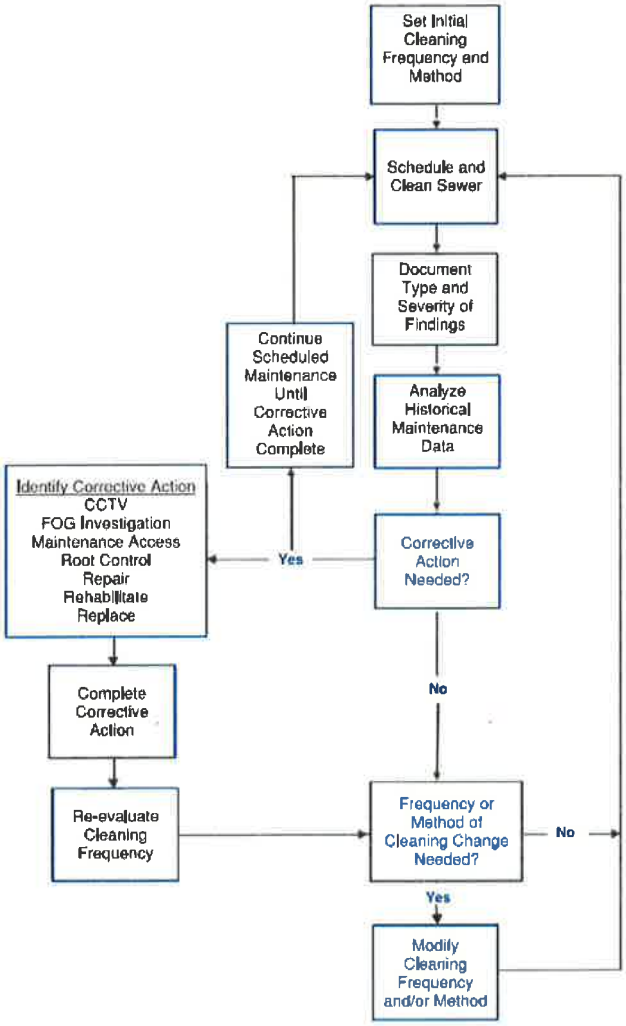


Figure 4-3: Sewer Line Cleaning Flow Chart

4.3.3 Manhole Inspection

District manholes and cleanouts are inspected in conjunction with routine sewer line cleaning activities and as part of the Hot Spot/High Priority inspections. When significant issues are observed during these routine manhole inspections, a more detailed inspection and assessment is conducted by maintenance staff. Relevant information is maintained in the District *Spatial Wave* system for consideration in future rehabilitation and/or CIP.

4.3.4 High Priority Areas

Quarterly cleanings are performed at historical problem areas (Hot Spots) based on field crew experience. The District also participates in an active FOG Program. The current lists are dynamic and revised as needed. These documents are maintained at the District Public Works office.

4.3.5 Lift Station Operation and Maintenance

The District maintains thirteen (13) lift stations. Daily SCADA observations are completed including verifying pump run times, wet well levels, alarms and flow trends. Bi-weekly inspections are performed on each lift stations. Inspections include electrical equipment, instrumentation, wet well condition, pump operation and general housekeeping. Lift Station wet wells are cleaned quarterly. Staff utilizes the District Lift Station Log when completing lift station inspections to document observed conditions. A copy of this log is on file at the District office.

A summary of Lift Station descriptions is included in **Table 4-3** below:

Lift Station	No. of Pumps/ Pump Capacity (gpm)/ Horsepower (hp)	Wet Well Containment Capacity (Active)
Bracken	2 Flygt pumps/ 110 gpm/ 10 hp Generator receptacle capable for trailer mounted power	401 gallons
Gardenia	2 Flygt pumps/ 110 gpm/ 3.2 hp Generator receptacle capable for trailer mounted power Camlock for Bypass Capabilities	431 gallons
Hazel	2 Gorman Rupp pumps/ 110 gpm/ 10 hp Generator receptacle capable for trailer mounted power	734 gallons
Honey Grove	2 Gorman Rupp pumps/ 200 gpm/ 14 hp Generator receptacle capable for trailer mounted power	541 gallons
Juniper	2 Flygt pumps/ 175 gpm/ 10 hp Generator receptacle capable for trailer mounted power	253 gallons
La Mirada	2 Flygt pumps/ 190 gpm/ 5 hp Generator receptacle capable for trailer mounted power	293 gallons
Maria Vista	2 ABS pumps/ 100 gpm/ 16.5 hp Generator receptacle capable for trailer mounted power Camlock for Bypass Capabilities	220 gallons
Misty Glenn	2 Flygt pumps/5hp Generator receptacle capable for trailer mounted power Camlock for Bypass Capabilities	587 gallons

Nipomo Palms	2 Flygt pumps/ 175 gpm/ 10 hp Generator receptacle capable for trailer mounted power Camlock for Bypass Capabilities	1315 gallons
Oakglen	2 Flygt pumps/ 175 gpm/ 5 hp Generator receptacle capable for trailer mounted power	489 gallons
Tefft	2 Fairbanks Morse pumps/ 640 gpm/ 30 hp Permanent Generator with ATS Camlock for Bypass Capabilities	592 gallons
The Oaks	2 ABS pumps/4.7 hp Generator receptacle capable for trailer mounted power	643 gallons
Woodgreen	2 Flygt pumps/10 hp Generator receptacle capable for trailer mounted power	1184 gallons

Table 4-3 Lift Station Summary

Air relief valves on associated lift station force mains are inspected and maintained on a quarterly basis.

4.4 Training

Training programs include formal classroom, informal on-the-job and hands-on training. Training is conducted by both District Staff and by outside training workshops. On-the-job cross training is pursued to ensure Staff has a proficient working knowledge of the sewer system. District Wastewater Operators are also cross trained so that critical tasks can be performed without interruption even when the crew members change. Task proficiency is a requirement for all job positions and promotions. Training records are maintained to monitor completed classes and for scheduling. Certification in Collection System Maintenance is required as well as training through online courses.

Crews are initially trained in the proper operation and maintenance of all new major mobile equipment and facilities by the contractor or manufacturer. Written operation and maintenance manuals are used as resource material for initial start-up training as well as new Staff training.

Safety training is an integral part of the District's program. Every Staff member receives formal training. Staff is trained in confined space entry and in hazardous materials management, as required.

The District also plans to conduct regular training in the following areas on an annual basis:

- The requirements of General Order WQ 2022-0103-DWQ;
- Spill Emergency Response Plan procedures and practice drills;
- Estimation of spill volume and spill response/mitigation; and
- Electronic CIWQS reporting procedures for staff submitting data.

Training records are maintained at the District Operations Office.

4.5 Equipment and Replacement Parts Inventory

Equipment and replacement parts inventories are provided as discussed below.

4.5.1 Critical Parts and Equipment

The District does not keep parts and supplies in inventory that can be readily accessed from local suppliers due to space/storage constraints. Replacement of underground pipelines, manholes and lift stations is contracted out to licensed contractors who have the equipment, materials and staff to complete the work.

The equipment identified in Table 4-3 is utilized during response to emergency conditions, such as a sewer spill, as well as for conducting area and preventive maintenance activities, and pump station maintenance. Operations Staff also maintain an inventory of replacement parts as shown in Table 4-4. These materials are kept on hand to address unscheduled maintenance activities and overflows. Staff experience and knowledge of local availability of critical parts needed for system operation and maintenance contributes to the maintenance of this inventory. Although these specific numbers vary throughout the year, listed is an average that staff uses for inventory ordering.

The District's lift stations are equipped with emergency generator connections that allow the use of portable generators or onsite standby generators to operate the stations in the event of a prolonged power outage. The following pieces of equipment are utilized as backup systems in the event of a lift station emergency:

Manufacturer	Type	Year	Specifications	Location	Quantity	Use
Freightliner	Vactor	2024	3000 psi @ 60 gpm	Yard Shop	1	Hydro-Cleaner/ Combination Unit
Caterpillar	XQ60 Generator	2011	60 kW, 97.6 HP	Yard	2	Emergency Auxiliary Power
Honda	GX Trash Pump	2010	3-inch, 319 gpm capacity	Yard Shop	1	Emergency By-Passing
Godwin	CDI 100M Pump	2015	4-inch	Yard Shop	1	Emergency By-Passing
Godwin	NC150 Pump	2016	6-inch	Yard Shop	1	Emergency By-Passing
Flygt	2" Sump Pump with Hose	2015	110V, 2"-20' Hose	Yard Shop	1	Emergency By-Passing

Table 4-3. Emergency Response Wastewater Collection Equipment

Item	Size	Quantity	Location
6" Ring and Lid	30"	5	Yard Shop
4" Ring and Lid	24"	3	Yard Shop
2" Composite Riser Ring	24"	5	Yard Shop
Composite Ring	24"	2	Yard Shop
Precast Concrete Risers	4"	8	Yard Shop

Table 4-4. Replacement Parts Inventory

The District is enrolled in the California Water/Wastewater Agency Response Network (CALWARN), to support their emergency preparedness and to access mutual assistance from surrounding agencies within the State. In addition to CALWARN, the District utilizes the Contractors and Vendors shown in Table 4-5 for routine and emergency services.

Contractor/Vendor	Contact Information	Services
Electricraft Inc.	(805) 544-8224	Lift Station Electrical Assistance
Quinn Equipment	(805) 207-9823	Rental Emergency Generators
Pacific Petroleum	(805) 925-1947	Pumper Trucks
Xylem (Flygt)	(951) 356-9359	Lift Station Pumps
Environmental Water Solutions (Gorman-Rupp)	(310) 763-7929	Lift Station Pumps
Brax Comapny	(661) 432-2729	Lift Station Pumps
John Lisee Pump Inc. (Fairbanks Morse)	(562) 927-2623	Lift Station Pumps
Flow n Control (ABS)	(818) 330-7425	Lift Station Pumps
Iconix Waterworks	(805) 354-0378	Pipe, Couplings, and other Miscellaneous Parts
R. Baker Inc	(805) 489-8711	General Engineering Contractor Services
W.M. Lyles Company	(559) 217-7482	General Engineering Contractor Services
Famcon Pipe and Supply	(805) 347-1306	Pipe, Manhole Covers, Expandable Plugs and Fittings

Table 4-5. Contractors and Vendors

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Were all map updates completed in a timely manner?
- Are all staff aware of procedures for providing map update information?
- Are newly installed sewer assets incorporated into the system maps?
- Are there terrain features or assets that should be incorporated in future map updates (e.g. exposed pipe, siphons, ARVs, surface water, etc.)
- Are the District's maintenance and operations work orders periodically reviewed for accuracy and completeness?
- Does the District monitor "open", "overdue", or "not yet completed" work orders to ensure completion of tasks?

- Are inspection and maintenance activities reducing the number and volume of spills?
- Is maintenance work being completed as scheduled?
- Has all training been completed as scheduled?
- Have records of training and attendance been documented and maintained?
- Have contractors received, at a minimum, direction for reporting and responding to spills?
- Has the District experienced any equipment failure that inhibited a spill response?

Resilience is addressed in Element 4 by:

- Developing and using forms (paper or electronic) for data collection to help ensure all pertinent information is consistently collected.
- Periodically evaluating inspection cycle intervals to help ensure they are optimized.
- Requiring staff to demonstrate ability and/or knowledge for all training activities.
- Periodic review of the Contractor, Vendor and Equipment Inventory Lists.

ELEMENT 5 - DESIGN AND PERFORMANCE PROVISIONS

The standards and specifications for new construction and repair of the existing sanitary sewer system described in this SSMP Element are utilized to ensure a high quality, well designed, and functioning sanitary sewer system.

5.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Section D 5 states that the SSMP must identify:

(a) Updated design criteria, and construction standards and specifications, for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances. If existing design criteria and construction standards are deficient to address the necessary component-specific hydraulic capacity as specified in section 8 (System Evaluation, Capacity Assurance and Capital Improvements), the procedures must include component-specific evaluation of the design criteria.;

(b) Procedures, and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps, and other equipment and appurtenances

5.2 Design and Construction Standards and Specifications

The District has Standards and Design Specifications to ensure that sanitary sewer lines and connections are properly designed and constructed. The purpose of the Standards and Specifications is to provide minimum standards for the design, types and uses of materials, and the preparation of plans for construction, repair, or alteration of District facilities.

Installation of all new sanitary sewer systems, lift stations, and other appurtenances, as well as rehabilitation and repair of existing sanitary sewer systems, must adhere to the latest District Standard Details and Specifications. A link to these Standards is provided below: https://ncsd.ca.gov/wp-content/uploads/2025/12/v2-251210-STANDARDS-UPDATE.pdf.

5.3 Inspection and Testing Procedures and Standards

District staff or contract inspectors inspect all new construction, repairs and rehabilitation work. Inspection staff ensures that all construction meets District standards and requirements. All new and rehabilitated sewers are cleaned, pressure tested and CCTV inspected before acceptance. Flexible pipe is also mandrel tested to identify grade variations or other construction deflects. The District requires that all new and rehabilitated sewers be warranted for a period of one (1) year. Prior to the expiration of the warranty period, these facilities are visually inspected, CCTV inspected as required, and maintenance records are reviewed to ensure that the facilities are functioning properly. Lift Stations are designed by Professional Engineers with design and testing standards that are specific to each site, following the Districts minimum design criteria.

The District utilizes the following Performance Indicators for measuring effectiveness of this Element:

- Are plan checking QA/QC processes helping to ensure adherence to the standards?
- Were any design or installation deficiencies found during warranty inspections?
- Are deviations from standard procedures and/or specs, testing, etc., justified and documented?

Resilience is addressed in Element 5 by:

- Staying informed on industry trends and standards.
- Performing warranty inspections of newly installed or repaired assets to evaluate design and installation practices.
- Evaluating as-built changes for trends and areas for design and performance improvements.

ELEMENT 6 - SPILL EMERGENCY RESPONSE PLAN

Sanitary Sewer Spills ("Spills") can occur due to unforeseen accidents, unusual equipment failures, or other events not controllable by the District. A Spill response plan is maintained by the District Public Works Office for District maintenance personnel to use as guidance in responding to Spills. The Spill response plan defines procedures to:

- protect public health and the environment
- comply with local, state, and federal regulatory agency requirements
- protect District personnel, the wastewater collection system, and private and public properties

The Spill Emergency Response Plan (SERP) is summarized in this SSMP Element. The District has developed a comprehensive Spill Emergency Response Plan to address emergency response and follow up activities for Spills experienced in the District's collection and conveyance system. This plan is located at the District office and on maintenance staff trucks. This document is the primary references for staff to use during all Spills.

6.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Attachment D 6 states:

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

a) Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;

b) Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;

c) Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;

d) Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;

e) Address emergency system operations, traffic control and other necessary response activities;

f) Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;

g) Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;

h) Remove sewage from the drainage conveyance system;

i) Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;

j) Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;

k) Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;

l) Conduct post-spill assessments of spill response activities;

m) Document and report spill events as required in this General Order; and

n) Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.

6.2 Initial Spill Notification Procedures

If a member of the public witnesses a Spill, they contact District staff by way of the District Operations Office at (805) 929-1133 during normal business hours. Calls to the District after hours or on weekends and holidays are directed to the District Answering Service which contacts staff responsible for "On-Call" duty.

If District staff is contacted during normal business hours Monday through Friday, excluding legal holidays, administrative staff at the District Office calls the Supervisor or the next available staff to investigate the situation utilizing the contact information found in the SERP. If District staff needs assistance responding to the Spill, the first responder calls additional staff utilizing the information found in Table 6-1.

Table 6-1: District Contact Information

District Office Phone Number for Normal Working Hours: (805) 929-1133 After Hours Calls forward to Answering Service	
Operations Manager Francisco Maldonado Office: (805) 929-1133 ext: 236 Cell: (805) 459-4736	**Wastewater Supervisor** Derek Calleja Office: (805) 929-1133 Cell: (805) 459-3798

If District staff are contacted ***after normal business hours***, on a holiday, or during the weekend, On-Call staff are contacted by the District answering service. The call will be routed to the District On-Call phone, and staff responds accordingly.

After normal operating hours, one member of Staff is on-call as a primary on-call wastewater emergency responder. See Spill Response Chain of Communication below:

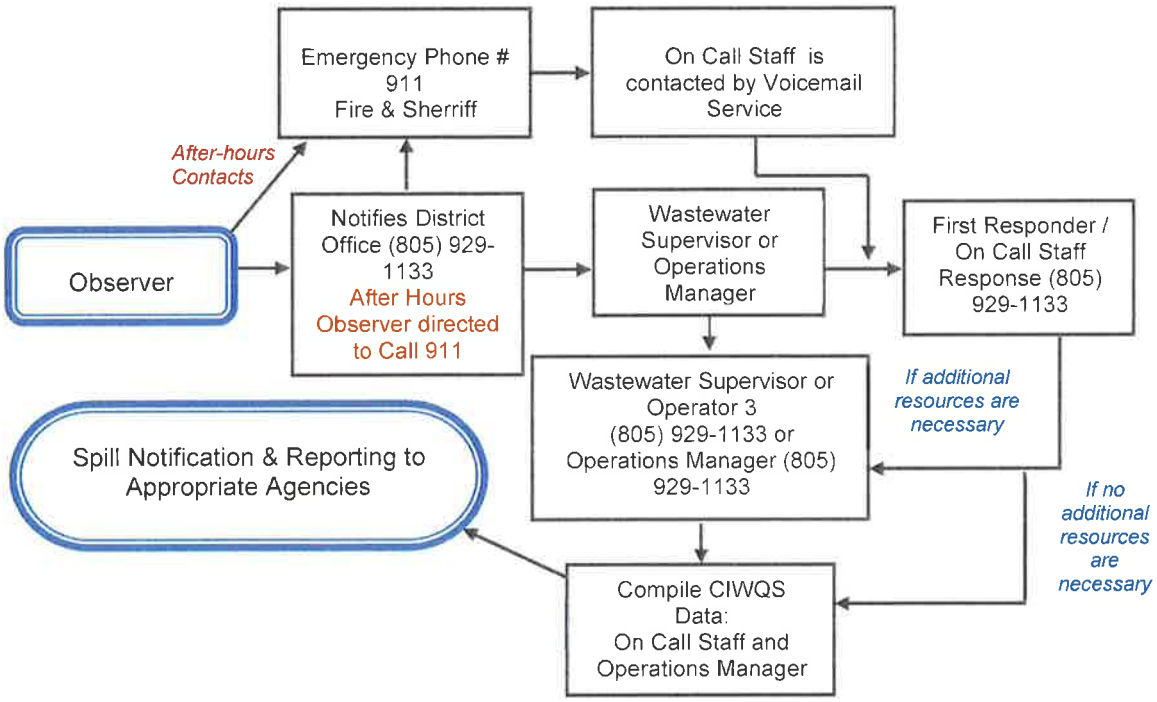


Figure 6-1: Spill Response Chain of Communication

6.3 Spill Response Program

The District SERP documents provide a comprehensive Emergency Response Program consisting of the following:

- Spill Detection and Notification
- Spill Response Procedures
- Spill Recovery and Cleanup
- Traffic Control
- Pump Station and Force Main Failure
- Coordination with Stormwater Agencies and Utilities
- Water Quality Monitoring/Sampling
- Receiving Water Beneficial Uses
- Notification, Reporting and Record Keeping Requirements
- Spill Volume Estimation Guide
- Post Spill Debriefing / Failure Analysis Investigation
- Spill Response Training (training records maintained at District office)
- Spill Response Field Checklist

6.4 Spill Notification and Reporting Procedures

This section of the SERP ensures proper notification and reporting of Spills, which occur in the District's sanitary sewer system, to protect public and environmental health.

An overview of the notification and reporting process is illustrated on the following page in Table 6-1. This overview is not inclusive of all the notification and reporting requirements and procedures. The following section of this SSMP Element corresponding to each Spill category for notifications and reporting must be referenced and followed.

Spill Category 1: Spills to Surface Waters and/or SW Conveyance System		
Spill Requirement	**Schedule**	**Method**
Notification	**Within two (2) hours** of the Enrollee's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters: Notify the California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550
Reporting	• Submit Draft Spill Report **within three (3) business days** of the Enrollee's knowledge of the spill; • Submit Certified Spill Report **within 15 calendar days** of the spill end date; • Submit Technical Report **within 45 calendar days** after the spill end date for a Category 1 spill in which **50,000 gallons or greater** discharged to surface waters; and • Submit Amended Spill Report within **90 calendar days** after the spill end date.	CIWQS
Spill Category 2: Spills of 1,000 Gallons of Greater That Do Not Discharge to Surface Waters		
Spill Requirement	**Schedule**	**Method**
Notification	**Within two (2) hours** of the Enrollee's knowledge of a Category 2 spill of 1,000 gallons or greater, discharging or threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550
Reporting	• Submit Draft Spill Report **within three (3) business days** of the Enrollee's knowledge of the spill; • Submit Certified Spill Report **within 15 calendar days** of the spill end date; and • Submit Amended Spill Report **within 90 calendar days** after the spill end date.	CIWQS

Spill Category 3: Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons That Does Not Discharge to Surface Waters		
Spill Requirement	**Schedule**	**Method**
Notification	Not Applicable	Not Applicable
Reporting	• Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within **30 calendars days** after the end of the month in which the spills occur; and • Submit Amended Spill Reports **within 90 calendar days** after the Certified Spill Report due date.	CIWQS
Spill Category 4: Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters		
Spill Requirement	**Schedule**	**Method**
Notification	Not Applicable	Not Applicable
Reporting	• If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within 30 days after the end of the calendar month in which the spills occurred. • Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur.	CIWQS

Enrollee Owned and/or Operated Lateral Spills That Do Not Discharge to Surface Waters		
Spill Requirement	**Schedule**	**Method**
Notification	**Within two (2) hours** of the Enrollee's knowledge of a spill of 1,000 gallons or greater, from an enrollee- owned and/or operated lateral, discharging or threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number. Not applicable to a spill of less than 1,000 gallons.	California Office of Emergency Services at: (800) 852-7550
Reporting	• Upload and certify a report, in an acceptable digital format, of all lateral spills (that do not discharge to a surface water) to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur. • Report a lateral spill of any volume that discharges to a surface water as a Category 1 spill.	CIWQS

Table 6-1: Spill Notification and Reporting Overview

6.4.1 Spill Notification Procedure

Spill notification procedures vary based on whether the Spill is classified as a Category 1, Category 2, Category 3, Category 4 or Enrollee Owned Lateral and are the SERP: Spill Notification section.

Notification of Spills of 1,000 Gallons or Greater to the California Office of Emergency Services

Per Water Code section 13271, for a spill that discharges in or on any waters of the State, or discharges or is deposited where it is, or probably will be, discharged in or on any waters of the State, the District shall notify the California Office of Emergency Services and obtain a California Office of Emergency Services Control Number as soon as possible **but no later than two (2) hours** after:

- The District has knowledge of the spill; and
- Notification can be provided without substantially impeding cleanup or other emergency measures.

The notification requirements in this section apply to individual spills of 1,000 gallons or greater, from an Enrollee-owned and/or operated laterals, to a water of the State.

Spill Notification Information

The Enrollee shall provide the following spill information to the California Office of Emergency Services before receiving a Control Number, as applicable:

- Name and phone number of the person notifying the California Office of Emergency Services;
- Estimated spill volume (gallons);
- Estimated spill rate from the system (gallons per minute);
- Estimated discharge rate (gallons per minute) directly into waters of the State or indirectly into a drainage conveyance system;
- Spill incident description:
  - Brief narrative of the spill event, and
  - Spill incident location (address, city, and zip code) and closest cross streets and/or landmarks;
- Name and phone number of contact person on-scene;
- Date and time the Enrollee was informed of the spill event;
- Name of sanitary sewer system causing the spill;
- Spill cause or suspected cause (if known);
- Amount of spill contained;
- Name of receiving water body receiving or potentially receiving discharge; and
- Description of water body impact and/ or potential impact to beneficial uses.

Notification of Spill Report Updates

Following the initial notification to the California Office of Emergency Services and until such time that the Enrollee certifies the spill report in the online CIWQS Sanitary Sewer System Database, the Enrollee shall provide updates to the California Office of Emergency Services regarding substantial changes to:

- Estimated spill volume (increase or decrease in gallons initially estimated);
- Estimated discharge volume discharged directly into waters of the State or indirectly into a drainage conveyance system (increase or decrease in gallons initially estimated); and
- Additional impact(s) to the receiving water(s) and beneficial uses.

6.4.1.1 **Category 1 Spills** (Spills to Surface Waters)

Within **two (2) hours** of the District's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters:

- Notify the California Office of Emergency Services and obtain a notification control number.

Table 6-2: Regulatory Agency Notification Information for a Spill to Surface Water

Regulatory Agency Contacts	
California Office of Emergency Services (Cal OES)	Within two (2) hours of the District's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters notify the California Office of Emergency Services and obtain a notification control number at (800) 852-7550
Regional Water Quality Control Board (RWQCB)	***Optional*** – If spill is over 1,000 gallons, reaches waterway, or occurred in area with likely public contact, call (805) 549-3147 or (805) 542-4638.
SLO County Environmental Health	***Optional***- If spill reaches waterway, call (805) 781-5544. Give the spill information.
California Department of Fish and Wildlife	***Optional*** -If spill reaches waterway, call state office (916) 445-0045.

6.4.1.2 **Category 2 Spills**

(Spills of 1,000 Gallons or Greater That Do Not Discharge to Surface Waters)

Within **two (2) hours** of the District's knowledge of a Category 2 spill of 1,000 gallons or greater, discharging or threatening to discharge to waters of the State:

- Notify California Office of Emergency Services and obtain a notification control number.

6.4.1.3 **Category 3 Spills**

(Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons That Does Not Discharge to Surface Waters)

- Not Applicable

6.4.1.4 **Category 4 Spills**

(Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters)

- Not Applicable

6.4.1.5 **Enrollee Owned and or Operated Lateral Spills that do not Discharge to Surface Waters**

Within two (2) hours of the District's knowledge of a spill of 1,000 gallons or greater, from an enrollee- owned and/or operated lateral, discharging or threatening to discharge to waters of the State:

- Notify California Office of Emergency Services and obtain a notification control number.
- Not applicable to a spill of less than 1,000 gallons.

6.4.2 Spill Reporting Procedure

Spill reporting procedures vary based on whether the Spill is classified as Category 1, Category 2, Category 3, Category 4 or District Owned Lateral. A full description of Spill reporting requirements is found in the City SERP.

Category 1 Spills

- Submit Draft Spill Report within three (3) business days of the District's knowledge of the spill;
- Submit Certified Spill Report within 15 calendar days of the spill end date;
- Submit Technical Report within 45 calendar days after the spill end date for a Category 1 spill in which 50,000 gallons or greater discharged to surface waters; and
- Submit Amended Spill Report within 90 calendar days after the spill end date.
  Spill Technical Report

Category 2 Spills

- Submit Draft Spill Report within **three (3) business days** of the District's knowledge of the spill;
- Submit Certified Spill Report within **15 calendar days** of the spill end date; and
- Submit Amended Spill Report within **90 calendar days** after the spill end date.

Category 3 Spills

- Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within **30 calendars days** after the end of the month in which the spills occur; and
- Submit Amended Spill Reports **within 90 calendar days** after the Certified Spill Report due date.

Category 4 Spills

- If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within **30 days** after the end of the calendar month in which the spills occurred.

- Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by **February 1st** after the end of the calendar year in which the spills occur.

Enrollee Owned and/or Operated Lateral Spills That Do Not Discharge to Surface Waters

- Upload and certify a report, in an acceptable digital format, of all lateral spills (that do not discharge to a surface water) to the online CIWQS Sanitary Sewer System Database, by **February 1st** after the end of the calendar year in which the spills occur.
- Report a lateral spill of any volume that discharges to a surface water as a Category 1 spill.

6.5 SERP Training

The District implements a formal training program which will include annual training of District Staff on this SSMP Element and SERP. The District will also require contractor personnel to train on and follow SERP through their contracts. The District will maintain a log of SERP Training as training is completed.

6.6 Spill Impact Mitigation Program

The Spill Mitigation Program is comprised of the mitigation practices contained in the SERP, which is on file at the District Operations Office.

The SERP includes Water Quality Monitoring, Beneficial Uses identification and Spill Impact Mitigation section providing information to post water body warning and closure signs in the event that a spill reaches a surface water. The District works in conjunction with the San Luis Obispo County Health Department to conduct water quality sampling for any spill impact assessment that may be required.

6.7 Spill Coordination with Stormwater Management Agencies and Public Water Systems

The County of San Luis Obispo manages the MS4 Stormwater Program which includes the entire District service area. Maps of the stormwater collection and conveyance system have been provided to the District which allows staff to isolate any areas impacted by a sewer spill, recover this wastewater and return it to the sewer system. Staff have contacts for the County in the event notification or assistance is required for a sewer spill reaching any part of the storm drain system. Municipal water system contacts will be notified of spills that may occur within 1000 ft of a surface water intake.

6.8 Post Spill Investigations

The District conducts Post Spill Investigations for Cat 1, 2, 3, and 4 spills as warranted per instructions in Section 11 of the 2023 SERP.

The District utilizes the following Performance Indicators for measuring effectiveness of this Element:

- Have staff's spill response efforts helped to prevent the discharge of sewage to surface waters?
- Do post-spill assessments indicate staff are following the procedures outlined in the SERP?
- Is SERP training effective and are staff demonstrating adequate knowledge and abilities?

Resilience is addressed in Element 6 by:

- All staff with sewer response duties are trained to respond to spill events.
- Post-spill assessments are conducted to evaluate staff's adherence to the SERP and to identify areas for improvement.
- Data collection forms are used to direct staff to collect all the required data to be submitted to CIWQS and are designed as a guide to a proper spill event response.
- The District Wastewater Operators are trained in several different spill volume estimation methods to account for different circumstances.

ELEMENT 7 – PIPE BLOCKAGE CONTROL PROGRAM

The District has identified a significant number of commercial facilities that contribute fats, oils and grease (FOG) into the District's sewer system. FOG has been a contributing factor in sanitary sewer spills and requires the District to conduct additional maintenance. Roots and disposable wipes have also been identified as pipe blocking sources.

7.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Attachment D 7 states:

> The Sewer System Management Plan must include procedures for the evaluation of the Enrollee's service area to determine whether a sewer pipe blockage control program is needed to control fats, oils, grease, rags and debris. If the Enrollee determines that a program is not needed, the Enrollee shall provide justification in its Plan for why a program is not needed. The procedures must include, at minimum:
>
> (a). An implementation plan and schedule for a public education outreach program that promotes proper disposal of pipe blocking substances;
>
> (b). A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
>
> (c). The legal authority to prohibit discharges to the system and identify measures to prevent spills and blockages;
>
> (d). Requirements to install grease removal devices (such as traps or interceptors) and the development of design standards for such devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
>
> (e). Authority to inspect grease producing facilities, enforcement authorities, and whether the City has sufficient staff to inspect and enforce the FOG ordinance;
>
> (f). An identification of sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and
>
> Implementation of source control measures for all sources of fats, oils, and grease reaching the sanitary sewer system for each section identified above

7.2 Pipe Blockage Control Program Public Education and Outreach

The District currently has approximately 38 miles of sanitary sewer pipelines in their service area. The service area includes a variety of residential and commercial facilities. The focus of an effective Pipe Blockage Control Program includes residential customers, commercial facilities and commercial food service/preparation facilities.

The District's FOG Program outreach began in 2010, and it remains a major component of the SSMP program. Prior to program "kick off" the District worked to inform FSEs of the FOG Program and its requirements. FOG information flyers were mailed to each FSE. Following the distribution of the flyers; FSE permit applications were issued to each owner or manager of each facility. This allowed each affected party to ask questions and receive information regarding the FOG Program prior to any inspection of the facility.

The District has made available the following items for each Food Service Establishment (FSE) within the District:

- Best Management Practices (BMP) in English and Spanish
- Grease Hauler List
- Cleaning Record Form (English and Spanish)
- Contractor Pumping Record
- How to Clean Your Grease Trap Document

Inspectors have these items available when an FSE is inspected. The cost of the program is included in the sewer rates. At this time permitting and inspection require no additional fees.

Residential outreach is also an important element for reducing the amount of FOG entering the collection system. While requiring grease traps and interceptors is not possible for the residential community, education is an effective method to help regulate FOG in the system.

In addition to the District's FOG Control Program outreach, the District has independently developed outreach materials for other pipe blocking materials such as "disposable" wipes and any other consumer items that do not belong in the sewer.

The District provides the following outreach and education materials that consist of the following:

- Residential and commercial outreach on proper Disposal of Wipes - "Toilets are not Trashcans" flyer,
- Residential Outreach Page: "Don't Let Roots, Wipes, and FOG Cause Sewer Problems"

Copies of educational outreach documents for food service establishments are available at the District Office and website: **https://ncsd.ca.gov/resources/.**

The District refers the appropriate businesses to the available information, to assist them with FOG compliance. Examples of outreach for "other pipe blocking materials" are also found in **Appendix 7A** and **7B**.

7.3 FOG Disposal Facilities

The District does not own nor operate a FOG disposal facility; however, licensed FOG hauling contractors are identified as part of the District's FOG Pipe Blockage Control Program, and the District provides a list of these licensed haulers to each food service establishment (FSE).

A list of grease trap and interceptor vendors, pumping and waste hauling contractors in San Luis Obispo County that haul FOG for disposal is available in the District's Sanitary Sewer website link identified above and is also provided below:

Grease Haulers in San Luis Obispo County	
R. P. Environmental	(805) 929-5509
Clay's Septic and Jetting	(800) 928-2529
Salinas Tallow	(800) 621-9000
Central Grease Inc.	(559) 846-9393
Liquid Environmental Solutions	(866) 694-7327
Marborg Industries	(805) 963-1852
Valley Septic	(805) 928-1414
Triple J Grease Removal	(805) 878-4854

7.4 Discharge Prohibition Legal Authority and Spill Prevention Measures

The District's current Ordinance meets the requirements set forth by the new Statewide General Order 2022-0103 DWQ. The current code that allows the District to enforce FOG ordinances is shown in the table below.

If the District finds that a grease interceptor or gravity-separating device installed prior to the effective date of the current ordinance is incapable of adequately retaining the grease or oil in the wastewater flow, the District shall notify the user, in writing, that an adequate interceptor or gravity-separating device shall be installed within a specific, reasonable time period.

Table 1. District Ordinances for FOG Control

District Code	Description
Code 4.08.200	Establishment of enforcement authority
Code 4.08.130	Limits on types of wastes discharged to public sewers
Code 4.08.131	Requirements on specific design and construction of grease interceptors and/or traps
Code 4.08.131	Requirements for the installation of grease interceptors
Code 4.08.132	Requirements on maintenance of grease interceptors
Code 4.08.200	Enforcement
Code 4.08.210	Right of entry

7.5 Requirements to Install Grease Removal Devices

See Section 7.4 above.

7.6 FOG Control Program Inspection, Enforcement, and Staffing

The goals of the FOG Control Program are to reduce the amount of fat, oils, and grease entering the sewer system, inspect all food service establishments for FOG violations, provide education to FSEs and reduce maintenance costs from grease related problems. Doing so should reduce the risk of Sanitary Sewer Overflows and increase the longevity of the sewer collection lines.

The District's FOG Control Program meets the guidelines required by the State and Regional Water Quality Control Board and includes following:

- Restaurants and food service establishments (FSEs) that generate grease are required to obtain a Source Control/FOG Permit.
- FSEs are inspected at a minimum of twice per year. FSEs may be inspected more frequently as determined by the District and/or as warranted by current program compliance and past history.
- All FSEs are required to use best management practices (BMP) to reduce grease discharged to the sewer system (e.g.; store waste grease in barrels to haul off site, scrape remaining food off plates and into trash receptacle before washing).
- Any FSE planning a remodel is required to include installation of a grease trap/interceptor.
- All new FSE construction will require installation of a grease trap/interceptor, regardless of size (type of foods produced may negate the need for trap installation; a variance will be issued in lieu of permit for trap installation).
- Exemptions or variances shall be available to FSEs that do not generate grease, do not cause related sewer blockages, and/or have limited space on their property that makes it impossible to install a grease trap/interceptor.
- Garbage grinders will be prohibited in all restaurants except where specifically allowed by the District.
- Several options regarding program fees will be evaluated annually. Program fees are intended to help alleviate the burden of the program costs and to assist in facilitating a successful FOG Control Program. The District currently is absorbing the program and inspection costs in its General Fund.

7.7 Problem Area Identification and Sewer Cleaning

One objective of a FOG control program is the identification of trouble spots, or HMA, that are likely or prove to have grease accumulation. The District identifies potential grease problem areas by tracking locations and causes of dry weather blockages and sewer spills. FOG accumulation is also documented when seen in the sewer system during a visual inspection by Closed Circuit Television (CCTV). If the specific trouble spots occur in close proximity to several restaurants or grease-producing facilities the FSEs will be considered a potential source of the

FOG in the sewer and increased inspections will take place. Additionally, the identified locations will be noted in the O&M program and will be monitored for cleaning frequency requirements.

The District's Operations Staff maintain a sewer atlas. This data is used in conjunction with cleaning logs, for which Staff will note the date and time of hot spot cleaning as well as debris type and severity. The District has compiled a list of 'hot spots', or High Maintenance Areas (HMAs), within the community. These areas of concern have been put on a quarterly cleaning schedule. The District tracks these "hot spots" on a Sewer Atlas and in the GIS Mapping System which is accessed/maintained at the District Operations office.

Additional information about cleaning and maintenance is included in Element 4: Operations and Maintenance Program.

7.8 Other Source Control Measures

The District's source control efforts to reduce or eliminate pipe blocking materials and related problems in the pipeline sections identified in the HMA maintenance list are addressed through the actions previously described in this Element. Additionally, the District provides outreach and education to residential customers through the District website previously referenced in this Element.

The District utilizes the following Performance Indicators for measuring effectiveness of this Element:

- Have there been any blockages/spills from any identified problem areas?
- Have there been spills due to excessive fats, oil, grease, roots, or non-disposable wipes discovered in the sewer system during the audit period?
- Are there serial violators among FSEs?
- Are enforcement trends decreasing?
- Are Source Control and O&M staff included in the plan check process?

Resilience is addressed in Element 7 by:

- Inspection of select manholes and pipelines directly downstream of grease producing businesses to ensure source control is effective.
- Residential FOG outreach and education program.
- Performance of regular assessments of system assets to monitor performance.
- QA/QA process for evaluating pipe cleaning effectiveness.

APPENDIX 7

7A What Not to Flush Flyer
7B Roots, Wipes and FOG Outreach

We need everyone's help...

Toilets Are Not Trashcans!

Many household cleaning products are labeled and marketed as disposable; many baby hygiene products are labeled both disposable and flushable. And while these products may be marketed as a convenience item in this way, the truth is that these household wipes and cleaning towelettes have the ability to clog and stop up not only the sewer line on your property, but also can cause blockage and service problems in the public sewer system and pump stations. Unlike toilet paper, these products don't break down once they are flushed. They can cause blockages in your private sewer lateral, especially older pipelines that may have grease, roots, or other obstructions already existing.

The following items should never be flushed into the sewer system:

- Disinfecting wipes, Baby wipes.
- Q-tips.
- Toilet cleaning pads.
- Mop or "Swiffer" type refills.
- Paper towels.
- Moist towelettes.
- "Disposable" Kitty Litter
- Dental Floss
- Any consumer item that is not toilet paper.

A repair of the private sewer lateral can leave the homeowner with an expensive repair bill. On a larger scale when these products make their way into the public sewer system they collect together and cause clogs in the sewer main lines and get tangled in pump stations requiring repair or replacement of equipment.

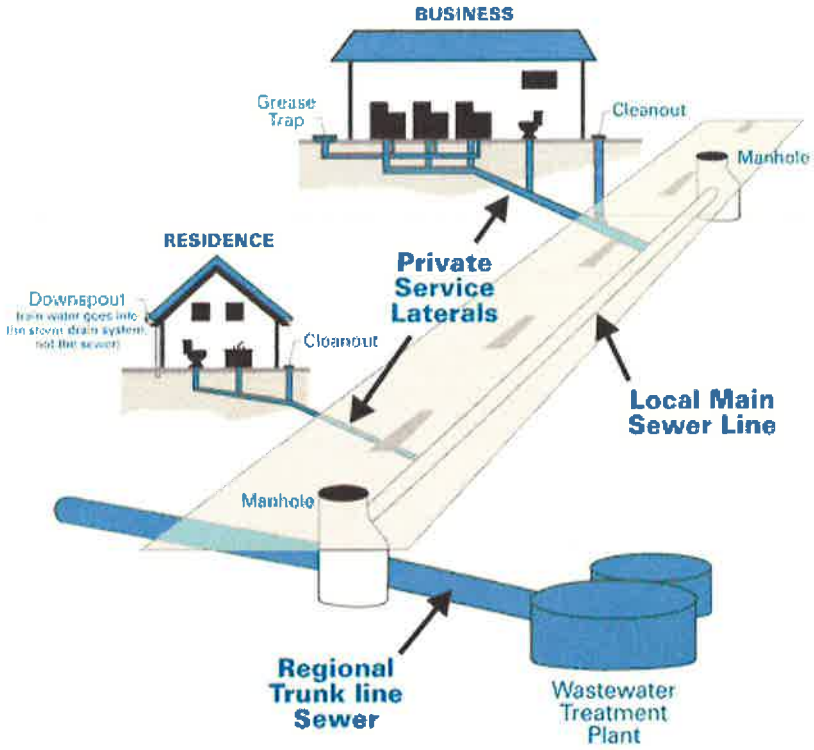


Diagram of a sanitary sewer system

Nipomo CSD (805) 929-1133

Nipomo Community Services District Pipe Blockage Control Program
Don't Let Roots, Wipes, and FOG Cause Sewer Problems

Your home's plumbing is connected to the public wastewater system through an underground pipe called a "private sewer lateral." As the property owner, you own this pipe and are responsible for keeping it flowing freely and repairing cracks and breaks. Laterals do not necessarily end at the curb or property line but extend all the way to the public sewer main, which often is located in the middle of the street. The Nipomo Community Services District maintains the public sewer.

Preventing Sewer Spills

These steps can help you avoid the unpleasant and usually costly experience of a sewage backup in your home.

- Do not pour Fats, Oils or Grease (FOG) down drains. After soaking a greasy pan, place a paper towel over the drain basket to catch grease and food particles as you slowly pour the water down the drain. Put the paper towel in your green waste cart. Collect waste cooking oil and grease in a container with a tight-fitting lid and bring it to a hazardous waste collection center or dispose of into the trash.
- Do not flush wipes, diapers or feminine hygiene products, even if they are labeled "flushable." As homes age, roots often infiltrate sewer laterals. So-called flushable products catch on these intrusions, or on grease build-up, and form clogs and sewer backups.
- Don't plant trees and large shrubs near sewer lines. Roots grow toward sewer line cracks in search of water, often forming root balls that clog the line.
- When buying a home, consider having the sewer lateral inspected. A licensed plumber's video inspection may reveal cracks, breaks, offsets, and root intrusion. The pipe may need to be cleaned, repaired, or replaced.

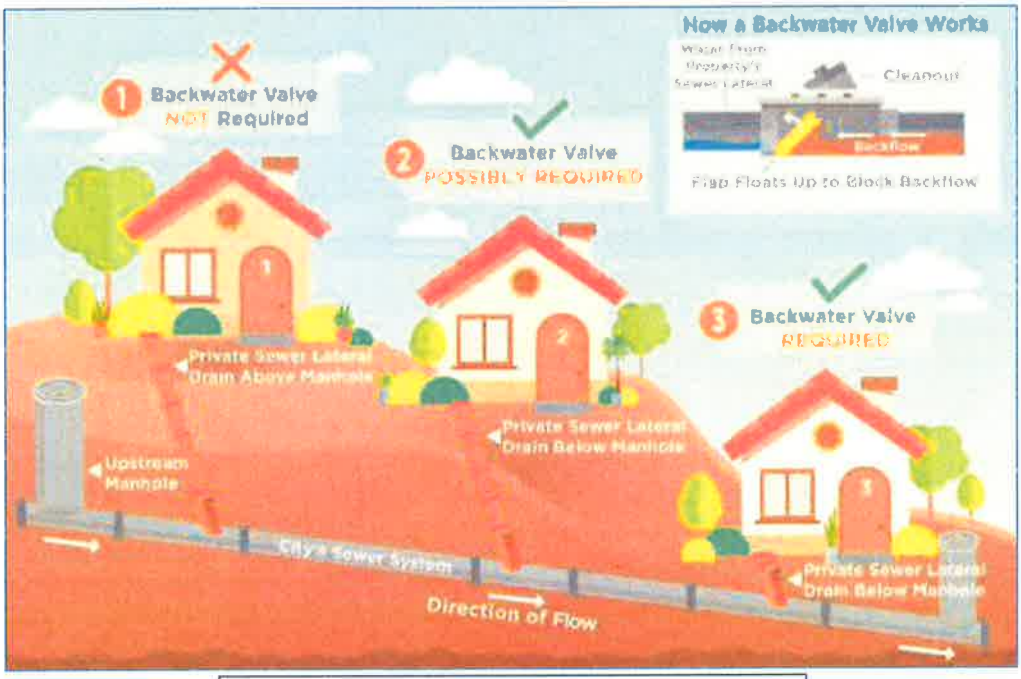
A Simple Device Can Protect Your Home

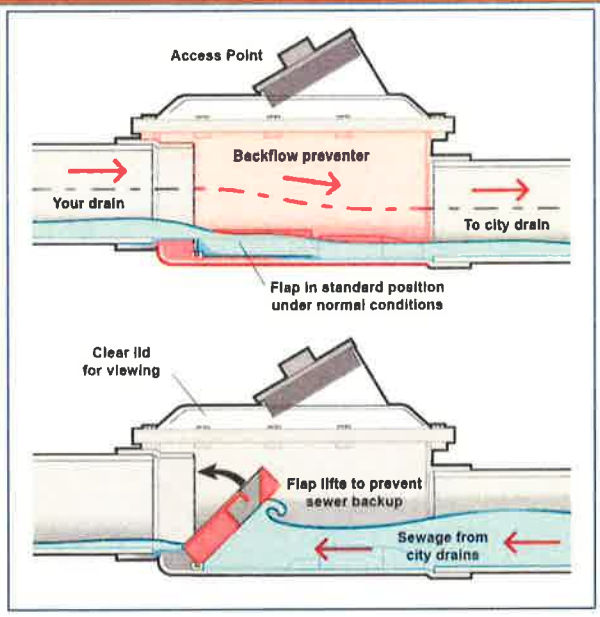
An overflow protection device or sewer backwater valve can prevent sewage from backing up into your home. If a clog occurs in the public sewer main or in your private lateral downstream of the device, an overflow protection device keeps the spill outside. While still not desirable, an outside spill avoids property damage, substantially reduces health risks, and can be cleaned up much more quickly and easily.

If you have an overflow protection device (backwater valve/backflow preventer), inspect it periodically to make sure it is working correctly and not inadvertently

covered with dirt. If an overflow occurs and the device is not operating properly, your insurance might not fully cover the cost of property damage.

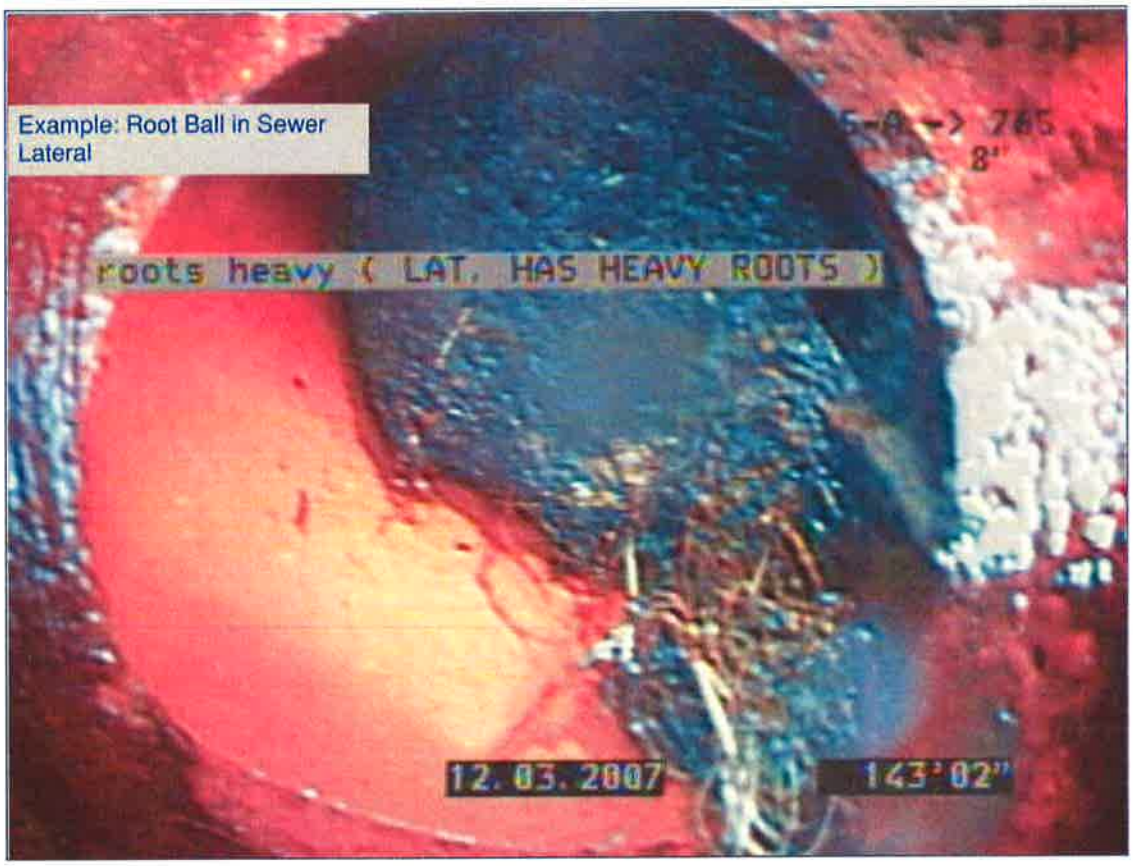
If you don't have an overflow protection device, consider installing one. We recommend that a licensed plumber install the device, since elevation and location are critical for it to function properly.





Tree Roots

Roots thrive in the warm, moist, nutrient-rich atmosphere above the water level inside sanitary sewers. The flow of warm water inside the sewer pipe causes water vapor to escape to the cold and/or dry soil surrounding the pipe. Tree roots are attracted to the water vapor leaving the pipe and they follow the vapor trail to the source of the moisture, which is usually from cracks or loose joints in the sewer pipe. Tree roots will penetrate the opening to reach the nutrients and moisture inside the pipe. This continues in winter even though trees appear to be dormant. Once inside the pipe, roots will continue to grow and if not disturbed, they will completely fill the pipe with many hairy root masses at each point of entry. The network of roots grows, forming a root ball inside the pipe, trapping grease, tissue paper, and other debris discharged from the residence or business.



Homeowners will notice the first signs of a slow flowing drainage system by hearing gurgling noises from toilet bowls or drains become slower when emptying their tubs. A complete blockage will occur if no remedial action is taken to remove the roots and resulting blockage.

As roots continue to grow, they exert considerable pressure at the crack or joint where they entered the pipe. The force exerted by the root growth can break the pipe and may result in total collapse of the pipe. Severe root intrusion and structurally damaged pipes will require replacement. Tree roots growing inside sewer pipes are generally the most expensive sewer maintenance item experienced by District residents. Roots from trees growing on private property throughout the District sewer areas are responsible for many of the sanitary sewer backups and damaged sewer pipes. Homeowners should be aware of the location of their building sewer and refrain from planting trees, bushes, and hedges near the building sewers. You may want to consult tree experts and ask their advice. The replacement cost of a building sewer line as a result of damage from tree roots can be very expensive.

If your home was built before 1980, you may have clay or iron pipes. These pipes are more likely to have cracks or joint problems caused by ground settling than PVC pipes. Look at your yard and walk above the area where your building sewer is located. Walk with a person on each side of you, holding hands with your arms stretched out wide. If anyone bumps into a tree or large bush before you get to the street or sewer main, your sewer lateral may be subject to root intrusion.

Other than removing the trees or replacing the building sewers with PVC pipe, there isn't any permanent solution. If the blockage is bad, the roots have to be cut and flushed away. The foam-type aquatic herbicide can be added a couple weeks later. The foaming herbicide fills the pipe, killing the roots on the top of the pipe as well as the sides. Annual use usually will keep them from returning. Please do not use any copper sulfate type root-killer. The copper crystals will only affect roots on the bottom of the pipe, and since roots are found in the top of the pipe, above the water level, only a tiny part of the root problem will be affected. Also, the copper will end up at the wastewater treatment plant and may adversely affect the sludge treatment process and cost the municipality and you more money.

If your plumber has to cut out roots from your building sewer, please call (805) 929-1133. We will send a crew to make sure that the roots the plumber cut out do not cause problems for your neighbors downstream.

ELEMENT 8 SYSTEM EVALUATION, CAPACITY ASSURANCE AND CAPITAL IMPROVEMENT PLAN

8.1 Regulatory Requirements

Attachment D 8 states:

The Plan must include procedures and activities for:

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

(a). **System Evaluation & Condition Assessment**: The Plan must include procedures to:

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

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

- Dry-weather peak flow conditions that cause or contributes to spill events;

- The appropriate design storm(s) or wet weather events that causes or contributes to spill events;
- The capacity of key system components; and
- Identify the major sources that contribute to the peak flows associated with sewer spills.
- The capacity assessment must consider:
  - Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;
  - Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions;
  - Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change;
  - Increases of erosive forces in canyons and streams near underground and above- ground system components due to larger and/or higher-intensity storm events;
  - Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and
  - Necessary redundancy in pumping and storage capacities.

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

(d). **Capital Improvement Plan**: The capital improvement plan must include the following items:

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

8.2 System Evaluation & Condition Assessment

A Sewer System Master Plan was completed by Cannon Corporation in 2007 for both Town and Blacklake sewer systems. In 2017, MKN & Associates completed a Sewer System Master Plan for the Blacklake sewer system only. Both plans address dry and wet weather existing sanitary sewer system needs and future needs based on data collected during the evaluation of the collection system and provides recommendations for capital improvements based on priorities. The evaluation of the collection system included:

- Capacity Analysis: Results from the SewerCad software model of the District sewer system were used to determine improvements required to resolve existing capacity deficiencies and to prepare the collection system facilities for future loading rates.

- Capital Improvement and Maintenance Program: A list was developed of prioritized system improvements to meet existing and future design flows based on analysis as part of the Sewer System Master Plan. Cost estimates for implementation were also developed. Several lift station and other collection system improvements are identified in each of these Master Plans.

There is one project remaining from these Master Plans which is identified below.

Table 8-1: Existing Projects from Master Plans

Project	Schedule	Source of Funding
Frontage Road Trunk Sewer Replacement Phase 2	2027	Funded Replacement Sewer Reserves

In 2024 the District completed a Development Phasing Study for the new Dana Reserve development which incorporates necessary system capacities to collect and convey flows at this new development through the existing collection and conveyance system to the District Wastewater Treatment Plant. This study considers sewer flows for the next ten (10) years for both collection and conveyance pipelines and one lift station. This study identifies the following Capital Projects to serve the Dana Reserve project and convey flows through the existing system.

Capital projects identified as part of this study are provided below which are being completed to meet peak dry weather flows associated with existing conditions and new development for the next ten (10) years are provided below.

Table 8-2: Dana Reserve Projects

Dana Reserve Project: NCSD Sewer System Improvements			
Project	**Required Improvements**	**Source of Funding**	**Schedule**
1	Connection to Dana Reserve collection area.	Developer	Prior to first unit
2	Sanitary sewer lift station for Dana Reserve Development. (by Developer)	Developer	Prior to first unit
3	Replace existing 10-inch with 3,500 LF of 15-inch PVC sewer main and manholes between Juniper Street and Grande Avenue. (In Progress by District)	Funded Replacement Sewer Reserves	In progress. Expected completion July 2026
	Replace existing 12-inch with 1,170 LF 18-inch PVC sewer main and manholes between Grande Avenue and Division Street. (In Progress by District)	Funded Replacement Sewer Reserves	In progress. Expected completion July 2026

8.3 Capacity Evaluation & Design Criteria

Design criteria, as shown in Table 8-3 below, were applied in the analysis of the trunk sewer collection model. Gravity pipe performance was analyzed based on maximum percent full depth over diameter (d/D) ratio, defines as the depth of flow in a pipe divided by the diameter of the pipe.

Table 8-3: Hydraulic Criteria for Existing & Future Systems

Standard	Criteria
Velocity	Minimum: 2.0 ft/s Maximum: 15 ft/s
Minimum Pipe Size	6-inch
Maximum Allowable Flow Depth	12" or less pipelines: d/D < 50% 15" or greater pipelines: d/D < 0.75

8.4 Prioritization of Corrective Actions

The one (1) existing project from the 2007 and 2017 Master Plans is identified in Table 8-1. As there is only one project, there are no other projects to rank and/or prioritize. Table 8-2 provides a schedule based on projects that are required to meet additional wastewater flows associated with new developments. Master Plans can be accessed on the District website: **https://ncsd.ca.gov/news-info/** .

8.5 Capital Improvement Plan

See Tables 8-1 and 8-2 above which includes project titles, schedules and sources of funding.

8.6 Additional WDR Requirements

After the Dana Reserve Project is completed, the District will evaluate the need for a system wide Sewer Master Plan. When this Master Plan scope is developed, it will consider the following WDR requirements:

- Prioritize the condition assessment of system areas that:
  - Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies;
  - Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas;
- Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List;
- Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods;

- Utilize observations/evidence of system conditions that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State;
- Identify system assets vulnerable to direct and indirect impacts of climate change, including but not limited to: sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions.
- Outline how capacity assessment considers:
  - Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;
  - Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions;
  - Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change;
  - Increases of erosive forces in canyons and streams near underground and above- ground system components due to larger and/or higher-intensity storm events;
- Capital Improvement Plan that includes:
  - Project schedules including completion dates for all portions of the capital improvement program;
  - Internal and external project funding sources for each project; and
  - Joint coordination between operation and maintenance staff, and engineering staff/consultants during planning, design, and construction of capital improvement projects; and Interagency coordination with other impacted utility agencies.

The District utilizes the following Performance Indicators for measuring effectiveness of this Element:

- Has the District maintained its schedule for routine O&M and is data being reviewed in a timely manner?
  - CCTV Gravity Mains
  - Laterals
  - Manholes
  - Pump Stations
- Are inspection efforts discovering deficiencies in a timely manner?
- Are maintenance and inspection activities properly documented?
- Number of capacity-related spills or surcharge condition during the audit period.
- Has the District followed its system evaluation/condition assessment schedule?
- Has the District followed its prioritization/corrective procedures for sewer repair and capacity improvement projects?
- Have projects been completed before deficiencies caused failures?
- Has the District's capital improvement plan schedule been followed?

Resilience is addressed in Element 8 by:

- Annual review of the Capital Improvement Plan by all appropriate individuals including Management, Engineering, and Operations during budget preparation.

ELEMENT 9 - MONITORING, MEASUREMENT & PROGRAM MODIFICATIONS

The District monitors the implementation of the SSMP elements in order to measure the effectiveness of the District's SSMP in reducing sewer spills. The manner in which each SSMP element is monitored and evaluated and the schedule with which the District completes this monitoring and evaluation is described in this SSMP Element.

9.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Section D 9 states:

The Plan must include an Adaptive Management section that addresses Plan-implementation effectiveness and the steps for necessary Plan improvement, including:

(a). Maintaining relevant information, including audit findings, to establish and prioritize appropriate Plan activities;

(b). Monitoring the implementation and measuring the effectiveness of each Plan Element;

(c). Assess the success of the preventative maintenance activities;

(d). Updating Plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations; and

(e). Identifying and illustrating spill trends, including spill frequency, locations and estimated volumes.

9.2 Data Management

The District uses *Spatial Wave* computer-based maintenance system to maintain accurate and relevant inspection and maintenance records for the collection system, including field data such as pipe cleaning and inspection frequencies, lift station inspections, and information regarding spills. Much of the documentation is maintained electronically, which allows for ease of access and analysis. This helps District staff to make informed decisions and prioritize activities when encountering routine and unexpected tasks.

9.3 Monitoring SSMP Elements

Monitoring of the District's SSMP focuses on each element in terms of its implementation and effectiveness. The SSMP includes performance indicators for each element, which are intended to measure effectiveness by District staff. In addition, implementation responsibilities are included for each element to help ensure the SSMP is managed and implemented as intended.

9.4 Preventative Maintenance Program Assessment

The District's Preventative Maintenance Program includes CCTV inspection, line cleaning, visual manhole inspection, lift station maintenance, high priority area identification and maintenance. The District will review these operation and maintenance practices annually and compare them with annual Spill records. Use of the *Spatial Wave* maintenance tracking system allows for inspections and maintenance following predetermined schedule and for progress to be tracked. Regular maintenance meetings are a forum for communicating what work following identified schedules and those that may need additional attention. O&M meetings are also an opportunity to discuss any problems which may have been identified. Changes can and are

readily made to the planned work as needed to address higher priorities in the collection system.

9.5 SSMP Updates

The District is committed to continuous improvement and monitors and evaluates performance of work programs and SSMP elements to ensure intended outcomes are achieved while looking for areas for improvement. Although the SWRCB requires that the SSMP be updated every six years, the SSMP is considered a living document and may require updating on a more frequent basis.

At a minimum, the District will review and revise the SSMP annually as warranted. The Operations Manager is responsible for revising and maintaining the SSMP.

A revision record will be maintained to track changes.

9.6 Sewer Spill Trends

The District monitors spill trends during required annual CIWQS Reports (Annual Reports), at a minimum every three years during required audits, utilizing its *Spatial Wave* database, inspection records and CIWQS data. These resources are helpful in planning and programing work, and adjusting as needed, enabling the District to adapt and to adjust based on a review of system data.

The District will continue to plan and adjust operation and maintenance practices so that the number of Spills experienced on an annual basis remains low.

The District utilizes the following Performance Indicators for measuring effectiveness of this Element:

- Are SSMP Elements periodically evaluated for effectiveness?
- Are work activities and spill events being documented?
- Has a plan and schedule been established to address audit findings/deficiencies from the last audit?
- Is Trend Analysis being performed on spill causes?
- Have work programs been assessed and updated as necessary?

Resilience is addressed in Element 9 by:

- Development of performance indicators to measure effectiveness of the SSMP.
- Performing periodic reviews of the SSMP to help ensure it is being properly implemented.
- Developing and implementation of a timeline to correct deficiencies found during the audit process.
- Periodically evaluating work programs to help ensure effectiveness.

ELEMENT 10 - SEWER SYSTEM MANAGEMENT PLAN PROGRAM AUDITS

SSMP audits are required to identify and correct deficiencies in the most current revision of the District's SSMP and provide a schedule to correct identified deficiencies. This SSMP Element outlines the audit process and identifies staff responsible for conducting or participating in SSMP audits and generating the required SSMP Audit Report.

10.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Section D 10 requires:

The Plan shall include internal audit procedures, appropriate to the size and performance of the system. Additionally, the General Order requires;

The internal audit shall be appropriately scaled to the size of the system(s) and the number of spills. The Enrollee's sewer system operators must be involved in completing the audit. At minimum, the audit must:

- Evaluate the implementation and effectiveness of the Enrollee's Sewer System Management Plan in preventing spills;
- Evaluate the Enrollee's compliance with this General Order;
- Identify Sewer System Management Plan deficiencies in addressing ongoing spills and discharges to waters of the State; and
- Identify necessary modifications to the Sewer System Management Plan to correct deficiencies.

The Enrollee shall submit a complete audit report that includes:

- Audit findings and recommended corrective actions;
- A statement that sewer system operators' input on the audit findings has been considered; and
- A proposed schedule for the Enrollee to address the identified deficiencies.

10.2 SSMP Program Audits

The General Manager and Operations Manager are the Legally Responsible Officials (LROs). The LROs or their designee are responsible for assuring the SSMP audit is conducted and complete based on the schedule outlined on the SWRCB lookup website which requires audits to be conducted at a three-year interval from the prior audit. Audits should be conducted with the cooperation of the District staff responsible for sewer system operations and maintenance, administrative staff, and engineering staff. When conducting the SSMP audit, District staff must evaluate the effectiveness of each SSMP Element. A comprehensive, effective review of the District's SSMP must be documented in a SSMP Audit Report.

10.2.1 Summary of Procedure:

1. Gather appropriate documents using the SSMP Audit Data & Records Request, which is provided in **Appendix 10A**.

2. Interview District staff responsible for the administration, operations, maintenance and engineering associated with system performance information.

3. Develop Audit Report and reference all documents reviewed and used as evidence of compliance with the WDR. Create a plan and schedule for updates to the SSMP based on changes in operational strategies or deficiencies found in the SSMP.

4. Evaluate the effectiveness of the District's SSMP and compliance with each WDR requirement using the ranking methodology outlined in Table 10-1.

Table 10-1: SSMP Audit Ranking Criteria

Ranking	Ranking Basis
In Compliance	All requirements specified in the element are met.
Substantial Compliance	The majority of requirements in the element are met.
Partial Compliance	Half of the requirements in the element are met.
Marginal Compliance	Less than half of the requirements in the element are met.
Out of Compliance	None of the requirements in the element are met.

The SSMP Audit Report must be signed and certified by the Legally Responsible Official (LRO).

The SSMP Audit Report must be certified using the language provided below:

> "I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Subsequent SSMP audits must be conducted continuously on a three-year interval following the schedule outlined below which is based on the dates required by the 2022 WDR:

- SSMP Audit Period: May 2, 2025 - May 2, 2028 (Audit report due 2/2/29)
- SSMP Update: Update due 5/2/32.

Additional SSMP Audit and SSMP Update regulatory schedules required after the dates shown above should be identified in the following link:
https://www.waterboards.ca.gov/water_issues/programs/sso/lookup/

To assist in the audit process, the District should consider quarterly or semiannual reviews and revisions to specific SSMP Elements and associated supporting documents. These reviews and revisions will help ensure current operational practices and procedures are reflected in the

SSMP and documentation of these activities is readily available during an audit by the Regional Water Quality Control Board, and/or State Water Resources Control Board.

SSMP Audit Reports must be kept on file and submitted to the online CIWQS Sanitary Sewer Database within six (6) months after the end of the 3-year audit period.

The District utilizes the following Performance Indicators for measuring effectiveness of this Element:

- Have audits been performed as required?
- Have the audits assessed compliance, implementation, and effectiveness?
- Have deficiencies been identified?
- Has a plan and schedule to rectify the deficiencies been established?

Resilience is addressed in Element 10 by:

- Periodically evaluating key performance indicators during the audit period to assess effectiveness and make corrections, if necessary, prior to the audit.
- Evaluating previous audits to ensure deficiencies have been rectified.
- Scheduling the audit due dates and completing the audit on time.

APPENDIX 10

10A Audit Data and Records Request

SSMP AUDIT DATA & RECORDS REQUEST						
A. SSMP ADMINISTRATIVE		**YES**	**LOCATED WHERE?**	**NO**	**N/A**	**COMMENTS**
A1 a.	Has your agency enrolled in the State-wide GWDR and designated the responsible or authorized representative (LRO)?					
b.	Provide a copy of the SSMP Certification in CIWQS.					
c.	Provide a copy of the CIWQS print-out for all LROs and Data Submitters.					
d.	Provide a copy of your Operational Report(s) from CIWQS					
e.	Does the SSMP include a narrative that discusses: summary of plan and associated schedules, sewer system asset overview, updated maps?					
A2 a.	Has your agency adopted a SSMP?					
b.	Provide a copy of the SSMP.					
c.	Provide a copy of the Meeting Minutes for the agency governing body's meeting during which the SSMP was adopted.					
A3 a.	Does your agency have a copy of the GWDRs available to agency staff? Where is it kept?					
A4 a.	How does agency ensure revenues and expenditures related to sanitary sewer system are available to: comply with General Order, fully implement the SSMP, conduct O&M and necessary repairs, ensure proper spill response?					

SSMP AUDIT DATA & RECORDS REQUEST

B. GOALS			YES	LOCATED WHERE?	NO	N/A	COMMENTS
B1	a.	Has your agency developed SSMP and Spill reduction goals?					
	b.	Provide documentation that your agency has made progress toward meeting these goals.					
C. ORGANIZATION			**YES**	**LOCATED WHERE?**	**NO**	**N/A**	**COMMENTS**
C1	a.	Does your SSMP clearly identify the names and job titles the LROs?					
C2	a.	Does your SSMP have an organizational chart or table showing individual roles and responsibilities for implementation of the SSMP?					
	b.	Are names, titles, and telephone numbers provided in this chart or table?					
C3	a.	Is the chain of communication for reporting Spills included in the SSMP?					
	b.	Are names, titles, and telephone numbers provided in this chain of communication?					

SSMP AUDIT DATA & RECORDS REQUEST

D. LEGAL AUTHORITY		YES	LOCATED WHERE?	NO	N/A	COMMENTS
D1 a.	Provide the sanitary sewer system use ordinances, service agreements, or other legally binding procedures or documents which demonstrates the agency's legal authority:					
b.	Prohibit illicit discharges					
c.	Collaborate w/ Stormwater Agencies for sewer spill response and prevent cross connections of sanitary sewer and storm sewer infrastructure.					
c.	Require that sewers and connections be properly designed and constructed					
d.	Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency					
e.	Enforce any violation of its sewer ordinances					
f.	Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.					

E. OPERATIONS AND MAINTENANCE (O&M)		YES	LOCATED WHERE?	NO	N/A	COMMENTS
E1 a.	Provide the following documents:					
b.	An updated map of the agency's sanitary sewer system and storm drain system.					
c.	A schedule for maintenance and cleaning of the sanitary sewer system.					

SSMP AUDIT DATA & RECORDS REQUEST						
d.	How do O&M and R&R schedules enhance System Resilience?					
e.	Documentation for maintenance and cleaning of the sanitary sewer system.					
f.	Documentation for scheduled and conducted activities, such as work orders and/or reports and invoices from contractors.					
g.	The O&M contract if the agency's collection system is operated and maintained by a contract operations firm.					
h.	The agency's Rehabilitation and Replacement Plan					
i.	» Summary of the agency's CCTV program and schedule. Include samples of inspections and summary of findings.					
j.	» List of current and planned projects					
k.	» Time schedule for planned projects					
l.	» Schedule for developing the funds needed for rehabilitation and replacement projects					
m.	Standard Operating Procedures for Sewer System Operations and Maintenance activities.					
n.	Training records for staff operations and maintenance activities and contractor operations and maintenance activities. Training records for CIWQS reporting. Spill volume estimation. Spill response training.					

SSMP AUDIT DATA & RECORDS REQUEST						
o.	» All applicable licenses and certifications required for agency or contract staff. Provide documents stating this requirement.					
p.	Assessment of O&M Staff "Core Competencies" (Skills, Knowledge and Abilities)					
q.	Equipment and replacement part inventories, including identification of critical replacement parts.					
r.	» If critical replacement parts are not kept in stock, identify and provide method in which these parts are acquired when needed (List of emergency contractors and/or suppliers).					
s.	» If critical replacement parts are not kept in stock, provide applicable mutual aid agreements.					
q	Equipment and replacement part inventories, including identification of critical replacement parts.					
r.	» If critical replacement parts are not kept in stock, identify and provide method in which these parts are acquired when needed (List of emergency contractors and/or suppliers).					
s.	» If critical replacement parts are not kept in stock, provide applicable mutual aid agreements.					
F. DESIGN & PERFORMANCE PROVISIONS		**YES**	**LOCATED WHERE?**	**NO**	**N/A**	**COMMENTS**
F1 a.	Provide the following documents:					
b.	Design and construction standards and specifications for:					
c.	» the installation of new sanitary sewer systems					

SSMP AUDIT DATA & RECORDS REQUEST						
d.	» pump stations and other appurtenances specific to the agency's collection and conveyance system					
e.	» the rehabilitation and repair of existing sanitary sewer systems					
f.	Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances specific to the agency's collection and conveyance system and for rehabilitation and repair projects.					

SSMP AUDIT DATA & RECORDS REQUEST						
G. SPILL EMERGENCY RESPONSE PLAN		YES	LOCATED WHERE?	NO	N/A	COMMENTS
G1	a. Provide the agency's Spill Emergency Response Plan					
	b. Notification procedures ensuring that the primary responders, regulatory agencies, and potentially affected entities are informed of all Spills in accordance with the Monitoring and Reporting Program, Order No. 2022-0103.					
	c. A program to ensure an appropriate response to all spills.					
	d. Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Spill Emergency Response Plan and are appropriately trained.					
	e. Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities.					
	f. Procedures to address spill volume estimation.					
	g. A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States.					
	h. A program to ensure that all reasonable steps are taken to minimize or correct any adverse impact on the environment resulting from the Spills, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.					
	i. Plan to coordinate with storm drain agencies and other impacted utilities in the event of a Spill. Plan to conduct Post Spill Assessments.					

SSMP AUDIT DATA & RECORDS REQUEST						
H. SEWER PIPE BLOCKAGE CONTROL PROGRAM		**YES**	**LOCATED WHERE?**	**NO**	**N/A**	**COMMENTS**
H1	a. Public Education and Outreach Program for pipe blocking substances.					
	b. Disposal facilities for pipe blocking substances.					
	c. Ordinance demonstrating the agency's legal authority to prohibit discharges to the sewer system and prevent spills and blockages.					
	d. Requirements to install grease removal devices, design standards for these devices, maintenance requirements, BMPs, recordkeeping and reporting requirements.					
	e. Ordinance demonstrating the agency's legal authority to prohibit FOG discharges to the system and inspect FOG producing facilities.					
	f. Evidence of FOG Control Program inspection and enforcement activities.					
	g. Documentation of hot spots in the collection system, which are caused by FOG.					
I. SYSTEM EVALUATION, CAPACITY ASSURANCE, AND CIP		**YES**	**LOCATED WHERE?**	**NO**	**N/A**	**COMMENTS**
I1	a. Provide procedures to evaluate the sanitary sewer system assets.					
	b. Percentage of system assessed annually and rationale for this frequency.					

SSMP AUDIT DATA & RECORDS REQUEST						
c.	Provide information that demonstrates condition assessment prioritizes areas that: 1) Have high level of environmental consequences if vulnerable to failure or are deficient for any reason; 2) Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas; 3) Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List					
d.	Provide information demonstrating system is assessed using visual observations, video surveillance and/or other comparable system inspection methods.					
e.	Provide information demonstrating corrective actions for areas that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State.					
f.	Provide information that demonstrates you have identified system assets vulnerable to direct and indirect impacts of climate change, including but not limited to: sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions.					
g.	Provide analysis and procedures to identify system components that are experiencing or contributing to spills caused by hydraulic deficiency and/or limited capacity, including procedures to identify the appropriate hydraulic capacity of key system elements for: • Dry-weather peak flow conditions that cause or contributes to spill events; • The appropriate design storm(s) or wet weather events that causes or contributes to spill events; • The capacity of key system components; and • Identify the major sources that contribute to the peak flows associated with sewer spills.					

SSMP AUDIT DATA & RECORDS REQUEST						
h.	Information that demonstrates the capacity assessment considers: Data from existing system condition assessments, system inspections, system audits, spill history, and other available information: • Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions: • Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change: • Increases of erosive forces in canyons and streams near underground and above- ground system components due to larger and/or higher-intensity storm events: • Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and • Necessary redundancy in pumping and storage capacities.					
i.	Demonstrate how corrective actions are prioritized based on these condition assessments based on the severity of the consequences of potential spills.					
j.	Capital Improvement Plans: based on the results of these condition assessments provide the following: 1) project schedules, including completion dates for all rehabilitation and replacement projects or CIP; 2) Internal and External project funding sources for each project; 3) Information demonstrating coordination between operations and maintenance staff, engineering staff and consultants during the planning, design and construction of CIP. If other utility agencies are impacted, document coordination efforts.					

SSMP AUDIT DATA & RECORDS REQUEST

J. MONITORING, MEASUREMENT & PROGRAM MODIFICATIONS		YES	LOCATED WHERE?	NO	N/A	COMMENTS
J1 a.	Adaptive Management strategies					
b.	Provide relevant information, including audit findings, to establish and prioritize appropriate Plan activities;					
c.	Provide relevant information demonstrating the implementation and measuring the effectiveness of each Plan Element;					
d.	Provide relevant information demonstrating the success of the preventive operation and maintenance activities;					
e.	Provide relevant information demonstrating update of plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations;					
f.	Identification of SSO trends.					
K. SSMP PROGRAM AUDITS		**YES**	**LOCATED WHERE?**	**NO**	**N/A**	**COMMENTS**
K1 a.	Provide historical SSMP Program Audit Reports.					
L. COMMUNICATION PROGRAM		**YES**	**LOCATED WHERE?**	**NO**	**N/A**	**COMMENTS**
L1 a.	Provide the agency's Communication Program and evidence of its implementation.					

ELEMENT 11 - COMMUNICATION PROGRAM

Communicating the objectives of the SSMP and the importance of sanitary sewer system management practices to the public is essential. An informed public can assist and support the District by reducing customer sewer blockages, which will potentially decrease sewer spills.

11.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Section D 11 states:

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

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

11.2 Communication Program

There are several opportunities for stakeholders and the public to participate and provide input into the development and update of the District's SSMP. During its initial development stage, as with each SSMP Audit and update of the SSMP, the SSMP and related documents are presented to the Board of Directors for review and acceptance. Prior to each Board Meeting, various documents are included in the Agenda packet which are readily available for review on the District's website.

The District maintains a website to inform the public about its activities. Typical information available on the website includes general information about the District, including contact information. The website also serves to update the public on any news.

Table 11-1: District Communication Program Overview

Activity	Frequency	Stakeholders
District Website: https://ncsd.ca.gov/	Year-round	All
Board Meetings	Fourth Wednesday of each month @ 9am	All
Social Media – Facebook & Twitter	Year-round	All
District Office	Year-round	All

11.2.1 District Website

Information is posted on the District website, **https://ncsd.ca.gov/** and includes reports, documents, maps, links, District meeting minutes and agendas, educational material and public service announcements. The District SSMP can be found on the website. Sewer spill emergency contact information is also provided on the District website.

Updates and revisions to the SSMP will be posted and maintained on the District website when completed.

11.2.2 District Board Meetings

District Board Meetings are generally held on the fourth Wednesday of each month at 148 South Wilson Street at 9am. Utility sewer operation, Sewer Spill Reports, SSMP updates, significant revisions, audits and SSMP status reports are presented at the Board meetings to receive input.

11.2.3 Social Media

The District uses social media (Facebook & Twitter) to post information about utility projects, public education and outreach, and other highlight items.

11.2.4 District Office

The District Office located at 148 South Wilson Street, has copies of educational material, public service announcements, and staff that provide assistance and education to the public. Office hours are Monday- Friday from 8:00am to 4:30pm.

11.2.5 Public Notices for Spills

As specified in the NCSD SERP, during a spill, it is standard procedure to secure the affected area and keep the public away. This is generally done using barricades, cones, and caution tape. Should the District experience a spill that may require closure of public areas or enter a source of drinking water, signs will be immediately placed indicating the issue and providing contact information. Staff will remain on site to provide an additional safety factor until appropriate authorities respond and direct otherwise. Following a spill, the County of San Luis Obispo Health Department is the lead agency for public area closures and communication with the public. The District works closely with County representatives in getting the communication message out to the public as well as posting significant incidents on the District's website.

11.3 Satellite and Tributary Systems

The County of San Luis Obispo operates a sewer system that is tributary to the District collection system. The County and the District have a written agreement in which the County agrees to limit wastewater flow and quality and pay its share of wastewater plant operation and maintenance costs. The District will promptly notify the County of any changes to the SSMP that may affect the County's sewer collection system.

The District utilizes the following Performance Indicators for measuring effectiveness of this Element:

- Does the District place all SSMP action items on the agenda for regular counsel/board meetings?

- Does the District have signage, or other means, readily available to notify the public of environmental or public risk factors related to a sewage spill?
- Does the District perform outreach to residential customers?

Resilience is addressed in Element 11 by:

- Use the SSMP as a tool to communicate to the public how the District is managing the system.
- Maintain a consistent presence in the service area by attending community events or issuing periodic newsletters or other communications to the public.
- Make it clear and easy for the public to contact the District for sewer related issues and/or questions.