The City of Coalinga Public Works Department

Sewer System Management Plan

Developed by Michael K. Nunley & Associates, Inc.: January 2026

Certification Statement

I certify under penalty of perjury under the laws of the State of California that the electronically submitted information was prepared under my direction or supervision. Based on my inquiry of the person(s) directly responsible for gathering the information, to the best of my knowledge and belief, the information submitted is true, accurate and complete, and complies with the Statewide Sanitary Sewer Systems General Order. I am aware that there are significant penalties for submitting false information.

Anthony Uribe
Public Works Utility Supervisor

Table of Contents

List of Figures

List of Tables

Appendices

Appendix A

SSMP Schedule

Minutes of Board Meetings for SSMP Approval

Appendix B

Current List of City Council Members

Current List of Staff

Agency Notification List for SSOs

Public Works Organizational Chart

Appendix C

City of Coalinga Sewer System Service Area Map

Appendix D

City's Standard Procedures for Sewer Connections

Appendix E

City Overflow Emergency Response Plan

SSO Report Forms – Incident and Telephone Log

Appendix F

City FOG Ordinance

City Wastewater Discharge Permit Ordinance

Appendix G

Capital Improvement Plan and Budget

Manhole Inspection and Pipeline Cleaning Documentation

System Hydraulic Evaluation & Capacity Assurance Study ***(PENDING)***

Appendix H

SSO Logs and Trend Data

Appendix I

SSMP Audit Report Form

Appendix J

Record of Training

List of Acronyms

BMP	Best Management Practice
CCTV	Closed Circuit Television
CIP	Capital Improvement Plan or Capital Improvement Program or Capital Improvement Project
CIWQS	California Integrated Water Quality System
CDFW	California Department of Fish and Wildlife
FOG	Fats, Oils, and Grease
FSE	Food Service Establishments
GIS	Geographic Information System
GWDR	General Waste Discharge Requirements and/or Waste Discharge Requirements (WDR)
HMA	High Maintenance Area
I/I	Inflow / Infiltration
LRO	Legally Responsible Official
MGD	Million Gallons Per Day
MKN	Michael K. Nunley & Associates
MS4	Municipal Separate Storm Sewer System
NPDES	National Pollutant Discharge Elimination System
O&M	Operation and Maintenance
OERP	Overflow Emergency Response Plan
OES	Office of Emergency Services
PM	Preventative Maintenance
PMP	Preventative Maintenance Program
POTW	Public Owned Treatment Works
R&R	Rehabilitation and Replacement
RWQCB	Regional Water Quality Control Board
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SSOR	Sewer System Overflow Report
SSORP	Sanitary Sewer Overflow Response Plan
SSS	Sanitary Sewer System
SWRCB	State Water Resources Control Board
UPC	Uniform Plumbing Code
WDR	Waste Discharge Requirements and/or General Waste Discharge Requirements (GWDR)
WWTP	Wastewater Treatment Plant

INTRODUCTION

This section provides background information on the purpose and organization of this Sewer System Management Plan (SSMP) and gives a brief overview of the City of Coalinga Sanitary Sewer System (SSS) sewer service area and collection system.

City Service Area and Sewer System

The City of Coalinga, situated in the southwestern San Joaquin Valley within Pleasant Valley, is served by State Routes 198 and 33, with Interstate 5 located approximately 13 miles to the east. The 2020 census recorded a city population of 17,590, which has grown modestly since then. As of 2025, the estimated total population is approximately 18,000–18,500, which includes 2,562 residents of Pleasant Valley State Prison. Coalinga annexed the prison in 2000 and incorporated its population into all current demographic figures (2020 Census). One of the City's responsibilities is to provide wastewater collection and treatment for City residents. In providing that service, the City is required to protect the environment, including preventing Sanitary Sewer Overflows (SSOs) from the City's sewer collection system.

The City's existing sewer infrastructure consists of over 42 miles of pipeline, which is owned, operated, and maintained by the City. Flows from the collection system are conveyed to the City's Wastewater Treatment Plant, which is located east of the City, near the confluence of Warthan Creek and Los Gatos Creek. While most of the collection system is conveyed by gravity, the City also operates four lift stations throughout the community to facilitate flow in areas where gravity alone is insufficient. Currently, the WWTP has a maximum design capacity flow rate of 1.3 million gallons per day (MGD).

The City's service area is shown in **Figure 1** and serves 100% of residential and commercial connections. The City's Waste Discharge Identification (WDID) Number is 5SSO20068.

SSMP Requirement Background

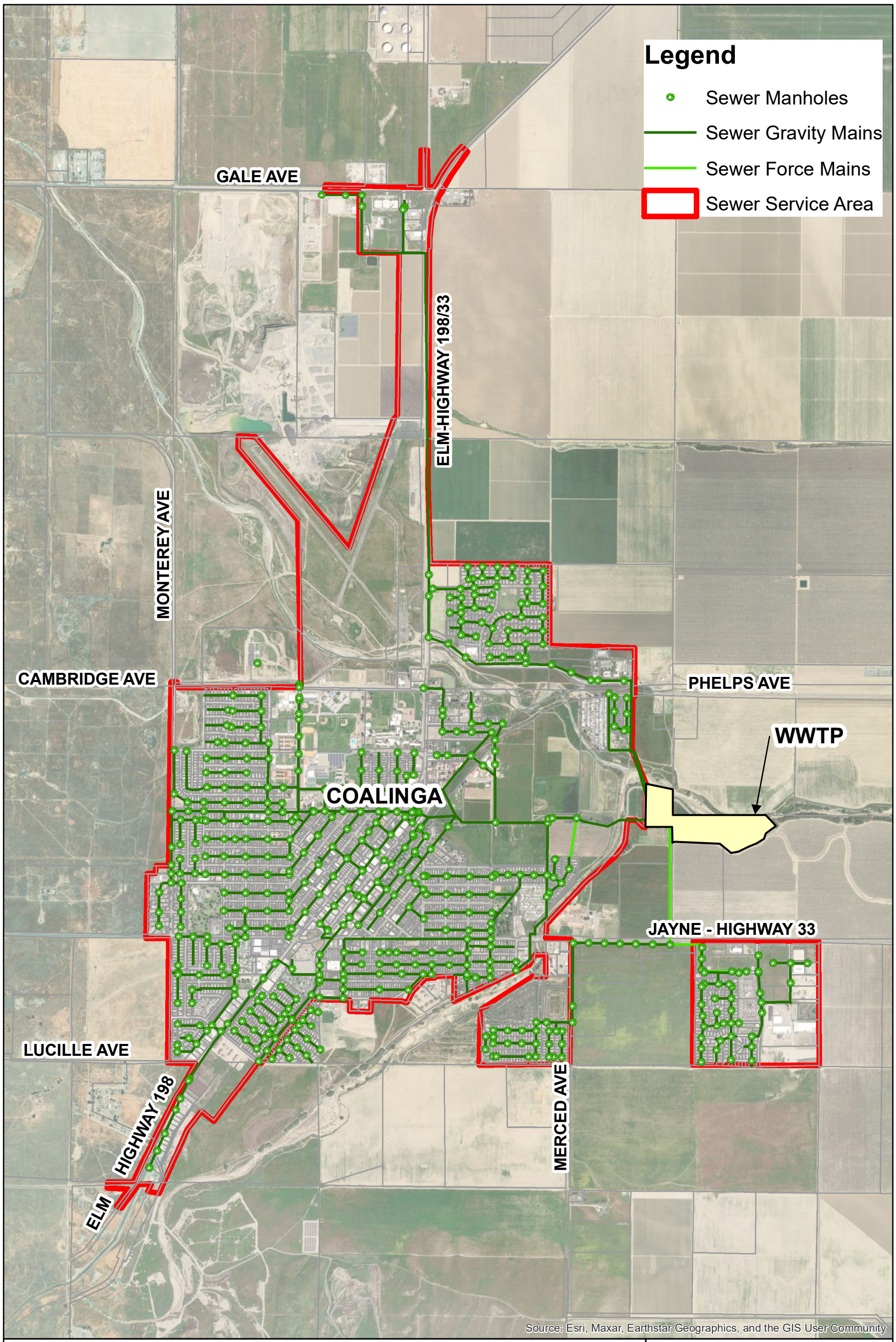
On May 2, 2006, the State Water Resources Control Board (SWRCB) adopted Water Quality Order No. 2006-0003 (Order No. WQ 2006-0003-DWQ), requiring all public wastewater collection system agencies in California with greater than one mile of sewers to be regulated under the General Waste Discharge Requirements (GWDR). The SWRCB action mandates the development of an SSMP and the reporting of SSOs using an electronic reporting system. Per Water Quality Order No. 2006-0003-DWQ an audit of the SSMP was required every two years to assess its effectiveness, and an overall update of the SSMP (using the audits to identify the sections and content to update) was required every five years from the date the original document was approved and certified.

On February 20, 2008, the state issued Attachment A, SWRCB Order No. WQO 2008-0002-EXEC, amending the Monitoring RWQC and Reporting Program for Statewide GWDR for Sanitary Sewer System. Together, these documents constitute the Sanitary Sewer System Waste Discharge Requirements (WDR).

On July 30, 2013, the State issued Attachment A to SWRCB Order No. WQO 2013-0058-EXEC, amending the Monitoring RWQC and Reporting Program for Statewide GWDR for Sanitary Sewer System. Together, these documents constitute the Sanitary Sewer System Waste Discharge Requirements. This attachment became effective on September 9, 2013.

On December 6, 2022, the SWRCB adopted Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Water Quality Order No. 2022-0103-DWQ (Sanitary Sewer Systems General Order) to provide a consistent, statewide regulatory approach to address sanitary sewer spills. In addition, now updates to SSMPs are required every six (6) years and audits completed every three (3) years.

Historically, the City of Coalinga has not maintained a formal Sewer System Management Plan (SSMP). The 2025 SSMP represents the City's first fully developed plan and will be subject to auditing and updates as required by regulation and the required schedule.



CITY OF COALINGA SEWER SYSTEM SERVICE AREA

Document Organization

This SSMP is intended to meet the requirements of both the Regional Water Quality Control Board and the Statewide GWDR. The SSMP includes eleven elements:

1. Goal
2. Organization
3. Legal Authority
4. Operation and Maintenance
5. Design and Performance Provisions
6. Overflow Emergency Response Plan
7. FOG Control Program
8. System Evaluation and Capacity Assurance Plan
9. Monitoring, Measurement, and Program Modifications
10. SSMP Program Audits
11. Communication Program

Plan & Schedule Regulatory Requirement:

Both the SSMP and the program to implement the SSMP must be certified by the City Council to comply with the requirements set forth above and must be presented to the Council for approval at a public meeting. The City has not had a current SSMP but is set to approve/certify within 12 months of the initial application for enrollment date, which will be in February 2026. The tables below identify the required SSMP updates and Audit due dates.

Table 1-1: SSMP & Subsequent Update Due Dates

Original Plan Required Due Date	Required Plan Update Due Date	Required Plan Update Due Date	Required Plan Update Due Date*
2/28/2026	2/28/2032	2/28/2038	2/28/2044
Notes: *Per Section 5.5 and Attachment E1, Section 3.11 of the General Order, Plan updates are due within six years after the required due date of the Enrollee's last Plan Update			

Table 1-2: Audit Due Dates

Original Required Plan Audit Due Date	**Required Plan Audit Due Date**	**Required Plan Audit Due Date**	**Required Plan Audit Due Date**	**Required Plan Audit Due Date**	**Required Plan Audit Due Date**	End of Required 3-Year Audit Period**
12/31/2029	12/31/2032	12/31/2035	12/31/2038	12/31/2041	12/31/2044	12/31/2047
Notes: ** Per Section 5.4 and Attachment E1, Section 3.10 of the General Order, the Audit Report is due within six months after the end of the required 3-year audit period meaning July 1 of the following year.						

ELEMENT 1 GOAL

This section identifies the goals that the City has set for the management and O&M of the sewer system and discusses the role of the SSMP in supporting these goals.

This element was developed in January 2026.

1.1 Purpose of Report

These goals provide focus for the City staff to continue high-quality work and to implement improvements in the management of the City's wastewater collection system.

1.2 Regulatory Requirements

The summarized requirements for the Goals element of the SSMP are as follows:

RWQCB Requirement

The collection system agency must develop goals to manage and maintain all parts of the collections system. The goals address the provisions of adequate capacity to convey peak wastewater flows, as well as a reduction in the frequency of SSOs and the mitigation of their impacts.

SWRCB Requirement

The collection system agency must develop goals to properly manage, operate, and maintain all parts of its wastewater collection system to reduce and prevent SSOs, as well as to mitigate any SSOs that occur.

1.2.1 Element 1 – Goal Appendix A

Supporting information for Element 1 is included in **Appendix A** which contains the following document:

- SSMP Schedule
- City Council Meeting Minutes for the approval to develop SSMP (May 2025)

1.3 Goal Discussion

Providing safe, responsive, and reliable sewer services is a key component to fulfilling the City's commitment to public health, including mitigating environmental impact.

In support of this mission, the City has developed the following goals and priorities for their staff. This document outlines responsibilities and provides procedures and guidelines for sewer system maintenance and cleaning activities.

1. Be available and responsive to the needs of the public, and work cooperatively with local, state, and federal agencies to reduce, mitigate, and properly report SSOs.
2. Properly manage and maintain the City's sanitary sewer collection system to minimize SSOs.
3. Identify, prioritize, and continuously renew and/or replace sewer collection system to maintain reliability now and into the future.
4. Provide adequate capacity for peak wet weather wastewater flows.

ELEMENT 2 ORGANIZATION

This section identifies City Staff who are responsible for implementing this SSMP, responding to SSO events, and meeting the SSO reporting requirements. This section also includes the designation of the Legally Responsible Official (LRO) to meet SWRCB requirements for completing and certifying spill reports.

This element was last updated in January 2026.

2.1 Regulatory Requirements

The summarized requirements for the Organization element of the SSMP are as follows:

RWQCB Requirement

The collection system agency's SSMP must identify Staff responsible for implementing measures outlined in the SSMP, including management, administration, and maintenance positions. Identify the chain of communication for reporting and responding to SSOs.

SWRCB Requirement

The collection system agency's SSMP must identify:

- The name of the responsible and authorized representative;
- The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. Include lines of authority as shown in an organization chart or similar documents with a narrative explanation; and
- The chain of communication for reporting SSOs, from receipt of a complaint or other information, including persons responsible for reporting SSOs to the State and RWQCB and other agencies if applicable (such as County Health Officers, County Environmental Health Agency, California Department of Fish and Wildlife (CDFW), Coast Guard, and/or State Office of Emergency Services (OES)).

2.1.1 Element 2 - Organization Appendix B

Supporting information for Element 2 is included in **Appendix B** which contains the following documents:

- Current List of City Council Members
- Current List of Staff
- Agency Notification List for SSOs
- Public Works Organizational Chart

2.2 City Organization

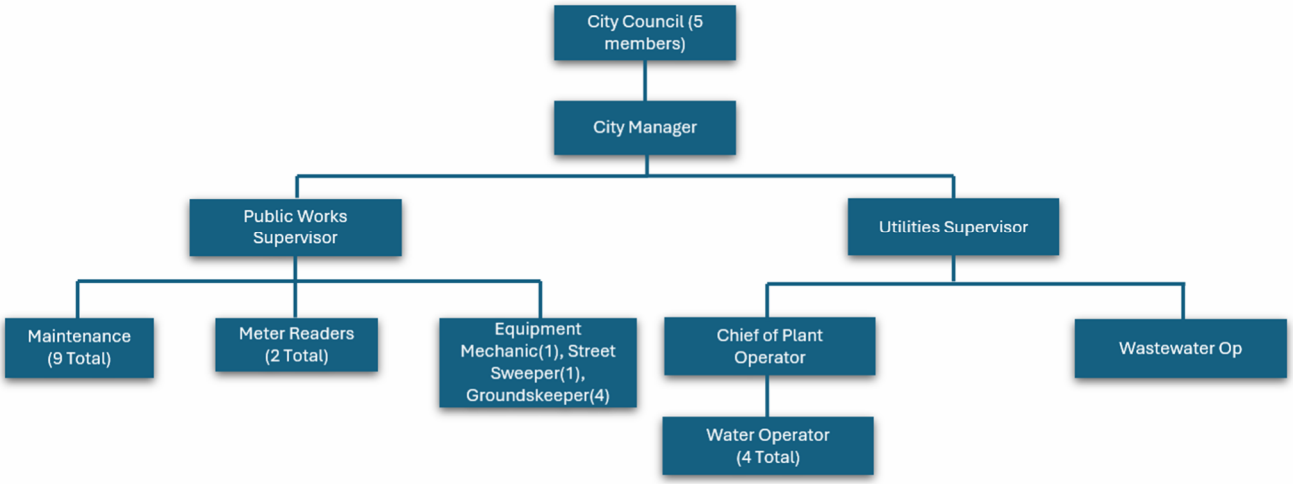
The City Council consists of five members, each appointed by the public. Each City Council Member has a specific role and each member is in charge of Districts 1-5.

The City Council in conjunction with the Public Works Department makes decisions in the best interest of the City. Policy and operational decisions are made in conjunction with the City Manager and City Staff who are responsible for the WWTP and City sewer collection System. Additionally, the City Council establishes policy, sets goals and objectives, approves the annual budget, approves expenditures, and performs other related functions. For names of the current City Council members see **Appendix B**.

2.3 Description of General Responsibilities

This section includes a brief description of the job title, authority, and respective responsibilities associated with each position. **Figure 2-1** depicts the City's organizational chart.

Figure 2-1: Organization Chart



2.4 Authorized Representative

The City has a designated LRO pursuant to Section J., Report Declaration, of the State General WDR (Order No. 2006-0003) who is responsible for data submittals and reporting. The City's LRO is the Public Works Utilities Supervisor. Their contact information is provided in **Appendix** B.

2.5 Responsibility for SSMP Implementation (Revised January 2026)

The Public Works Utilities Supervisor and Public Works Supervisor are responsible for overseeing implementation and maintenance of all elements of this SSMP.

Responsibility for Element 1 – Goals

The Public Works Utilities Supervisor is responsible for leading staff in the implementation of the City's goals.

Responsibility for Element 2 – Organization

The Public Works Utilities Supervisor is responsible for updating the organizational structure, SSMP implementation assignments, and SSO response and reporting chain of communication, as needed.

Responsibility for Element 3 – Legal Authority

The Public Works Utilities Supervisor is responsible for upholding the relevant Sanitary Code and for drafting new ordinances, as needed.

Responsibility for Element 4 – Operations and Maintenance (O&M)

The Public Works Utilities Supervisor is responsible for 1) resources and budget, 2) outreach to contractors, 3) prioritizing Preventative Maintenance (PM), 4) purchasing contingency equipment and replacement inventories, 5) training for staff, 6) updating the collection systems map, and 7) scheduling inspections and condition assessment.

Responsibility for Element 5 – Design & Performance Standards

The Public Works Utilities Supervisor or designee is responsible for reviewing design and construction documents to ensure that all construction projects meet the proper standards.

Responsibility for Element 6 – Overflow Emergency Response Plan (OERP)

The Public Works Utilities Supervisor is responsible for implementation of the OERP, including revisions to the plan and annual training for maintenance crew members and staff.

Responsibility for Element 7 – FOG Control Program

The Public Works Utilities Supervisor or their delegate is responsible for identifying grease High Maintenance Areas (HMAs) and maintaining an effective cleaning program for problematic grease-prone sewers. The Fresno County Department of Public Health Inspectors are responsible for inspecting grease traps/interceptors that have been installed at non-residential locations and for enforcing discharge regulations for the City.

Responsibility for Element 8 – System Evaluation and Capacity Assurance Plan

The Public Works Utilities Supervisor or their delegate is responsible for establishing and assessing capacity requirements for the City's sewer collection system and for preparing and implementing the System Evaluation and Capacity Assurance Plan. They are also responsible for the development and implementation of the City's long-term Capital Improvement Plan (CIP), including updating budgets and schedules.

Responsibility for Element 9 – Monitoring, Measurement and Program Modification

The Public Works Utilities Supervisor is responsible for monitoring the implementation of and assessing success of the overall SSMP program elements, with the assistance of the Chief Plant Operator. This position is responsible for identifying trends in SSO occurrences and providing recommendations to the City Council.

Responsibility for Element 10 – SSMP Audits

The Public Works Utilities Supervisor is responsible for overseeing the SSMP audits.

Responsibility for Element 11 – Communication Plan

The Public Works Utilities Supervisor is responsible for communicating with the public and regulatory agencies regarding the status of the City's SSMP.

2.6 Chain of Communication for Responding to SSO

The City has procedures that provide for effective notification of each category of SSOs through a clear and step-by-step method of communication by staff at different levels. The procedures for SSO reporting are reviewed and updated as needed to ensure full compliance with all regulatory and legal requirements.

The public may report a sewer spill by calling the Non-emergency Dispatch number at (559) 935-1525.

All spill reports start with this contact and gathering of information as required by the California Integrated Water Quality System Sewer System Overflow Report (SSOR). Guidance on completing the SSOR is provided in the CIWQS SSO Discharger Workbook and is provided in **Appendix B**. The office staff or on-call operator notifies Operations staff via

handheld radios or cell phone of the overflow and response to the SSO is conducted. The Public Works Utilities Supervisor is responsible for reporting the SSO as required by the GWDR.

In the event of a report of a possible wastewater spill, or when Staff is contacted concerning odors, standing water or an overflowing manhole, the necessary steps are taken to verify the report and ensure the safety of the public as shown in **Figure 2-2**.

Figure 2-2: Chain of Communication for Responding to SSOs

The applicable agencies that are to be contacted include: (For a complete list of current personnel to be contacted see **Appendix B**).

1. Fresno County Public Health Department
   a. Contact immediately if public contact; contact within 2 hours if spill over 1,000 gallons or reaches waters of the State.
2. Central Valley Regional Water Quality Control Board
   a. Contact within 2 hours if spill over 1,000 gallons or reaches waters of the state; RWQCB staff require a 24-hour written report and may require a 5-day technical report.
3. Freno County OES
   a. Contact within 2 hours if spill over 1,000 gallons or reaches waters of the State.
4. Cal OES Warning Center
   a. Contact within 2 hours if spill over 1,000 gallons or reaches waters of the State.
5. CA Department of Fish & Wildlife
   a. Contact within 2 hours if spill affects fish and/or wildlife.

Upon completion of containment and clean-up, The Public Works Utilities Supervisor will use the CIWQS SSO Discharger Work Book to initiate the draft SSO reports to the SWRCB's California Integrated Water Quality System database.

ELEMENT 3 LEGAL AUTHORITY

This element includes legal authority, through sewer use ordinances, service agreements or other legally binding procedures, to prevent illicit discharges into the SSS. It will also address the legal authority in place to ensure proper design and construction of any additions or repairs to the sewer system.

The City's General Sewerage Regulations, as described in Title 6 – Sanitation and Health chapter 3, maintain the Legal Authority for the sanitary sewer collection system, including **legal authority for sewer discharges**, enforcement, service charges, and supplemental regulations adopted by Council resolution.

The City is solely responsible for administering and enforcing its Pretreatment and FOG (Fats, Oils, and Grease) Programs. As the sole entity overseeing the wastewater system, the City establishes resolutions regarding sewer rate fees and directly bills its customers for wastewater services. In addition to managing customer billing and compliance, the City is also responsible for maintaining proper records, issuing building permits, overseeing new construction, and enforcing construction codes and ordinances related to the sewer system. The City is further responsible for the operation, maintenance, and upkeep of the wastewater treatment plant and all associated sanitary sewer collection system.

This element was last updated in January 2026.

3.1 Regulatory Requirements

The City will demonstrate, through its SSS use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- Prevent illicit discharges into its SSS (examples may include Inflow/Infiltration (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.);
- Require that sewers and connections be properly designed and constructed;
- Ensure access for maintenance, inspection, or repairs for portions of the sewer system owned or maintained by the Public Agency;
- Limit the discharge of FOG and other debris that may cause blockages;

3.1.1 Element 3 – Legal Authority Appendix

There is no Appendix related to Element 3.

3.2 Prevent Illicit Discharges

The proper functioning of the collection system and WWTP is essential, so any interfering illicit discharges must be prohibited. The City's current regulatory abilities are found in the following ordinances:

- City of Coalinga Ordinance – Title 6 Sanitation and Health
  Chapter 3 Sewer Services 3.10 – Discharges into the sewer system
  - Covers Fats, Oils, and Grease Ordinance

3.3 Design and Construction

The Standards and Design Specifications set forth the minimum design and construction requirements, including material selection and plan preparation, for the construction, repair, or modification of the City sewer system to ensure proper installation of sewer lines and connections.

The City's current regulatory abilities to establish design and construction standards are found in the following ordinance:

- City of Coalinga – Construction Standards December 2006
- City of Coalinga Ordinance – Title 6. Sewer Services
    - Chapter 3, Section 6-3.03 (d) Sewerage Construction

The City will contract out engineering design services that use the Standards and Specifications approved by the City along with the current version of the City of Coalinga Public Works Standard Improvement Specifications and Drawings for the construction of all new and rehabilitation-related sewer projects.

3.4 Ensure Access for Maintenance, Inspection, and Repairs

The City's current authority to ensure access for maintenance, inspection, and repairs is established through its municipal code and policies. To facilitate the maintenance, inspection, and repair of the wastewater collection system infrastructure, all City-owned assets are located either within the public right-of-way or within dedicated easements.

3.5 FOG Control

Currently, there is no legal authority for the city to regulate FSEs within the City Service area. The City is working to adopt an Ordinance to comply with previous WDR Orders No. 2006-0003-DWQ and WQ 2008-0002-EXEC in 2008 and the current WDR Order No. 2022-0103-DWQ to provide the authority to regulate the FSEs within the City Service area.

3.6 Enforcement of its Sewer Ordinance

The City has the authority to become involved if the violation pertains to general sewerage use, Pretreatment, or FOG. The City's current regulatory abilities to prohibit illegal discharge are found in the following Ordinances:

- City of Coalinga Ordinance – Title 6. Sewer Services
    - Chapter 3, Section 6-3.09 Administration and enforcement: Supplemental rules and regulations.
- City of Coalinga Ordinance – Title 6. Sewer Services
    - Chapter 3, Section 6-3.10 Discharge into the Sewer System.

3.7 Sewer Use Fees

The City collects sewer service fees directly from its customers. These fees support the operation, maintenance, and administration of the City's sewer collection system and wastewater treatment plant (WWTP), both of which are owned and operated by the City. All fees are periodically reviewed and adopted by the City Council. This is further discussed in:

City of Coalinga Ordinance – Sanitation and Health

- Title 6, Chapter 3, Section 3.03 – Connections: Permits Charges.
- Title 6, Chapter, Section 3.05 – Sewer Services: Charges

ELEMENT 4 OPERATIONS AND MAINTENANCE PROGRAM

This element discusses the actions that are performed (mostly contracted out) to accomplish the optimal Operation and Maintenance of the City's collection system. O&M activities such as identifying problem areas, inspection of pipelines, risk assessment, CIP planning, and more are performed in order to ensure that the system is kept in good working condition.

This element was last updated in January 2026.

4.1 Regulatory Requirements

Element 4 of the SSMP must identify how the City meets the following regulatory requirements:

- Maintain an up-to-date map of the SSS, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water conveyance facilities;
- Describe routine preventive O&M activities by staff and contractors; including a system for scheduling regular maintenance and cleaning of the SSS with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance Program (PMP) program should have a system to document scheduled and conducted activities, such as work orders;
- Develop Rehabilitation and Replacement (R&R) plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. R&R should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the R&R plan should include a CIP that addresses proper management and protection of infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the CIP;
- Provide training on a regular basis for staff in SSS operations, maintenance, and require contractors to be appropriately trained; and
- Provide equipment and replacement part inventories, including identification of critical replacement parts.

4.1.1 Element 4: O&M Appendix C

Supporting information for Element 4 is included in **Appendix C** which contains the following documents:

- City of Coalinga Sewer System Service Area Map

4.2 Map of Sanitary Sewer System

The Public Works Utilities Supervisor and Public Works Supervisor oversee the creation and maintenance of electronic collection system maps using a Geographic Information System (GIS). The maps are overlaid onto aerial images and provide detailed locations of the system's components with references to roads, homes, trees, etc. within City boundaries. However, electronic maps only include basic information relating to the general characteristics of the system components. This includes pipe diameters, segment lengths, and whether it is a gravity or force main.

Hard copy maps are printed and provided to the City's staff and contractors for use during routine maintenance and operations and during Capital Improvement Projects (CIPs). As-built plans and construction drawings are maintained and the system is improved through the CIP, and data is routinely integrated back into collection system mapping.

4.3 Preventative Operation and Maintenance Activities

The City's routine and non-routine maintenance consists of line cleaning, video, and visual inspection. A contractor conducts Closed Circuit Television (CCTV) sanitary sewer line inspections for the City to identify and clean any FOG,

debris, cut roots, or any other blockages in the SSS. Inspection in conjunction with cleaning provides quality control to the City by providing real time visual verification that the debris encountered is completely removed from the system. After a cleaning, the next round of maintenance will be scheduled according to the findings from the last round of inspection and maintenance. The City has determine to set a goal to perform maintenance on every collection system pipe at a minimum of every five (5) years. Sections of the collection system may be identified and cleaned more frequently as needs are identified. The city has also identified and maintains a list of several collection system pipes which require quarterly cleaning.

4.4 Rehabilitation and Replacement Plan

The risk for deterioration, blockages, and collapse increases considerably with sewer system age. To mitigate those risks, the City currently budgets for and conducts annual visual and contracted CCTV inspections of the manholes and sewer pipes on half of the sewer system. The City completes engineering reviews and assessments on the information obtained from the CCTV inspections to prioritize noted system deficiencies. Short-term and long-term rehabilitation actions are implemented to address each deficiency.

Long-term rehabilitation actions are incorporated into upcoming fiscal year budgets as capital improvement projects (CIP). Short-term rehabilitation actions are funded through the annual operating budget developed for collection system maintenance. Work for short-term and long-term rehabilitation actions are performed by area contractors through publicly bid service contracts awarded by the City. Examples of short- and long-term rehabilitation actions implemented by the City are described below.

The City completed manhole inspections and pipeline cleaning of the entire existing sewer collection system from December 2022 through September 2023.

4.5 Training

Training, including formal classroom and on-the-job are facilitated by both City staff and by outside training workshops. On-the-job cross training is pursued to ensure staff have a proficient working knowledge of the sewer system and tasks can be performed without interruption. Task proficiency is required for all job positions and promotions. However, training records have not previously been maintained by the Public Works Utilities Supervisor and the Public Works Supervisor but will be implemented and maintained in accordance with this SSMP. The City of Coalinga Public Works Supervisor is also implementing training and computer based webinars with DKF Solutions Group for all their safety training and learning management for public works and wastewater utilities.

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

In addition to the training provided by DKF Solutions Group, the City implements further safety training as a core component of its program. All staff members receive formal safety instruction, including confined space entry and hazardous materials management, as required.

The staff will also annually be trained to maintain proficiency in the Overflow Emergency Response Plan and reporting procedures for SSOs.

4.6 Equipment Inventory

The City currently operates four lift stations, so there is a need for a lift station emergency inventory. The City currently has in inventory:

- CAT D-80 Generator
- 2003 & 2015 Vac Con Combo Trucks
- 2” Trash Pumps

- 4” Trash Pumps

In the event of an emergency, local retailers are available to supply needed equipment and parts at short notice.

ELEMENT 5 DESIGN AND PERFORMANCE PROVISIONS

This section fulfills the Design and Construction requirements for both the RWQCB and SWRCB. The City is responsible for reviewing design and construction documents to ensure that all construction projects meet the City's standards. The City is responsible for updating standards for installation, and rehabilitation and repair, as needed. The City retains the responsibility for inspections of construction projects to ensure the City and County standards have been followed.

This element was last updated in January 2026.

5.1 Regulatory Requirements

Element 5 of the SSMP must identify:

- Design and construction standards and specifications for the installation of new SSSs, pump stations, and other appurtenances; and for the rehabilitation and repair of existing SSSs; and
- Procedures and standards for inspection and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

5.1.1 Element 5: Design and Performance Provisions Appendix D.

Supporting information for Element 5 is included in **Appendix D** which contains the following documents:

- City's Design Guidelines for the City of Coalinga
- City of Coalinga Construction Standards

Reference will also be made to the following documents:

- Green Book of Standard Public Works Construction

5.2 Design and Construction Standards

The City follows the standards and specifications that have jurisdiction over the area where the work is performed. Design and construction standards for the City are available on the following websites:

City of Coalinga

- City of Coalinga – City Construction Standards (attached in Appendix D)
  - https://www.coalinga.com/154/Public-Works

The City may use a combination of measures, such as spot repairs, linings, coatings, etc., depending on the site-specific conditions to restore the collection system performance to acceptable levels when rehabilitating or repairing a sewer line.

5.3 Procedures and Standards

The City provides inspections during the construction and repair of sewer facilities along the collection system through a licensed contractor. The City's standard procedure requires work to be placed into service only after it is accepted by the City Manager or their delegate following satisfactory inspection and testing. A copy of the City's standard procedure for the sewer collection system connections is included in **Appendix D**.

The City has the authority to enforce inspection and testing of new, rehabilitated, and repaired facilities, as described in SSMP Element 3: Legal Authority. The City currently contracts out this work.

ELEMENT 6 OVERFLOW EMERGENCY RESPONSE PLAN

This section outlines the steps taken in an emergency to respond to, contain, and mitigate SSOs. This section also details the procedure for notification of the various agencies, both State and local.

This element was last updated in July 2025.

6.1 Regulatory Requirements

The City will implement a Sanitary Sewer Overflow Response Plan (SSORP) agreement that identifies measures to protect public health and the environment. At a minimum, the plan includes:

- Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSO in a timely manner;
- A program to ensure appropriate response to all overflows;
- Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, regional water boards, water suppliers, etc.) of all SSO that potentially affect public health or reach the waters of the State. All SSO shall be reported in accordance with the California Water Code, other State Laws, and other applicable RWQCB GWDR or permit requirements. The SSMP identifies the officials who will receive immediate notification;
- Procedures to ensure that appropriate contract staff and contractor personnel are aware of and follow the SSORP and are appropriately trained;
- Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- A program to ensure that all reasonable steps are taken to contain untreated wastewater and prevent discharge of untreated wastewater to waters of the United States and minimize or correct any adverse impact on the environment resulting from the SSO, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

6.1.1 Element 6 – Overflow Emergency Response Plan Appendix E

Supporting information for Element 6 shall be included in **Appendix E** which consists of the following documents:

- City Overflow Emergency Response Plan
- SSO Report Forms – Incident and Telephone Log

6.2 Sewer System Overflow Notification and Reporting

The City is responsible for spills caused by a blockage or overflow in the City sewer collection system lines only. The Public Works Utilities Supervisor and Public Works Supervisor and/or on-call person is on standby twenty-four (24) hours per day, seven (7) days per week and is aware of low manholes and system bottlenecks that have a higher risk of overflowing during an emergency.

The City may receive calls reporting sewer spills at through the Public Works Department at (559) 935-1533, through 9-1-1 emergency calls or after-hours police department dispatch at (559) 935-1525. During regular business hours, (Monday through Friday, 7:30am to 4:00pm) the Public Works Supervisor sends one or more Operations staff to respond to an SSO notification. During non-business hours the office phone number is forwarded to the on-call person.

6.3 Sewer System Overflow Response

The City's goal for responding to an SSO during business hours is immediate from receipt of call. The City's goal for responding to SSOs during non-business hours is 45 minutes. The City's on-call person is usually the SSO first responder and is responsible for mitigation, documentation, most reporting, and follow-up.

In the event of a possible wastewater spill, or when staff is contacted concerning odors, standing water or an overflowing manhole, the following steps are taken to verify the report and ensure the safety of the public.

1. City staff obtains the location and any description of the problem as well as the name and contact information of the caller for follow-up information.
2. A SSOR is initiated by the call recipient and will be provided to the first responder.
3. The Public Works Utilities Supervisor and Public Works Supervisor is contacted and dispatches a first responder to the scene.
4. The first responder may request additional support by contacting administrative staff. Administrative staff will coordinate with the Public Works Utilities Supervisor and Public Works Supervisor to contact appropriate City staff and contract support as required.
5. The Public Works Utilities Supervisor and Public Works Supervisor may notify the City Manager or other staff as necessary.
6. The Public Works Utilities Supervisor and Public Works Supervisor or first responder will notify all appropriate regulatory agencies as required by the category of spill (Category 1 or Category 2).
7. Upon mitigation, containment, and clean-up of the spill Public Works Utilities Supervisor and Public Works Supervisor or first responder will use the SSOR to report to the State Water Board CIWQS database, the RWQCB, County OES, Cal OES and the Fresno County Environmental Health Department as necessary.
   The LRO will certify the CIWQS spill report within 15 days of a Category 1 and Category 2 SSOs. The LRO will certify the CIWQS spill report within 30 days after the end of the month of which Category 3 and Category 4 SSOs occur.

6.4 Sewer System Overflow Reporting

The City is registered with the SWRCB CIWQS electronic sewage spill reporting system. The Public Works Supervisor is the Legally Responsible Official and is responsible for certifying electronic spill reports submitted via CIWQS.

A SSOR will be completed for all SSOs resulting from back-ups and/or blockages in the City's sewer collection system. The information recorded on the SSOR is entered into CIWQS in accordance with the mandated reporting timelines (shown in **Figure 6-1**) and certified by the LRO. Copies of the SSOR will be located in the City WWTP office.

Category 1 SSO:

1. Spills to surface water or spilled in a location where it probably will be discharged to surface water– call Public Works Utilities Supervisor and Public Works Supervisor. Within 2 hours call Cal OES, Fresno County OES, Fresno County Environmental Health, and RWQCB. A written report must be sent to RWQCB within 24 hours. A five (5) day written report may additionally be requested by RWQCB.
2. If a spill of any size flows into a body of surface water or drainage swale call CDFG Central Dispatch, Fresno County OES, Fresno County Environmental Health, and RWQCB, within 2 hours.
3. Submit a draft report within three (3) business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date.
4. Conduct water quality sampling of the receiving water within 18 hours of initial knowledge of spill of 50,000 gallons or greater to surface waters.

Category 2 SSO:

1. Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee's SSS failure or flow condition that do not reach surface water, a drainage channel, or a Municipal Separate Storm

Sewer System (MS4) unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly report to Chief Plant Operator. Within 2 hours call City CDFG Central Dispatch, Fresno County OES, Fresno County Environmental Health, and RWQCB.

2. Submit a draft report within three (3) business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date.

Category 3 SSO:

1. Spills of equal or greater than 50 gallons and less than 1,000 gallons that do not reach surface water, a drainage channel, or a Municipal Separate Storm Sewer System – call Public Works Supervisor.
2. Submit a certified report within 30 calendar days of the end of month in which the SSO event occurred.

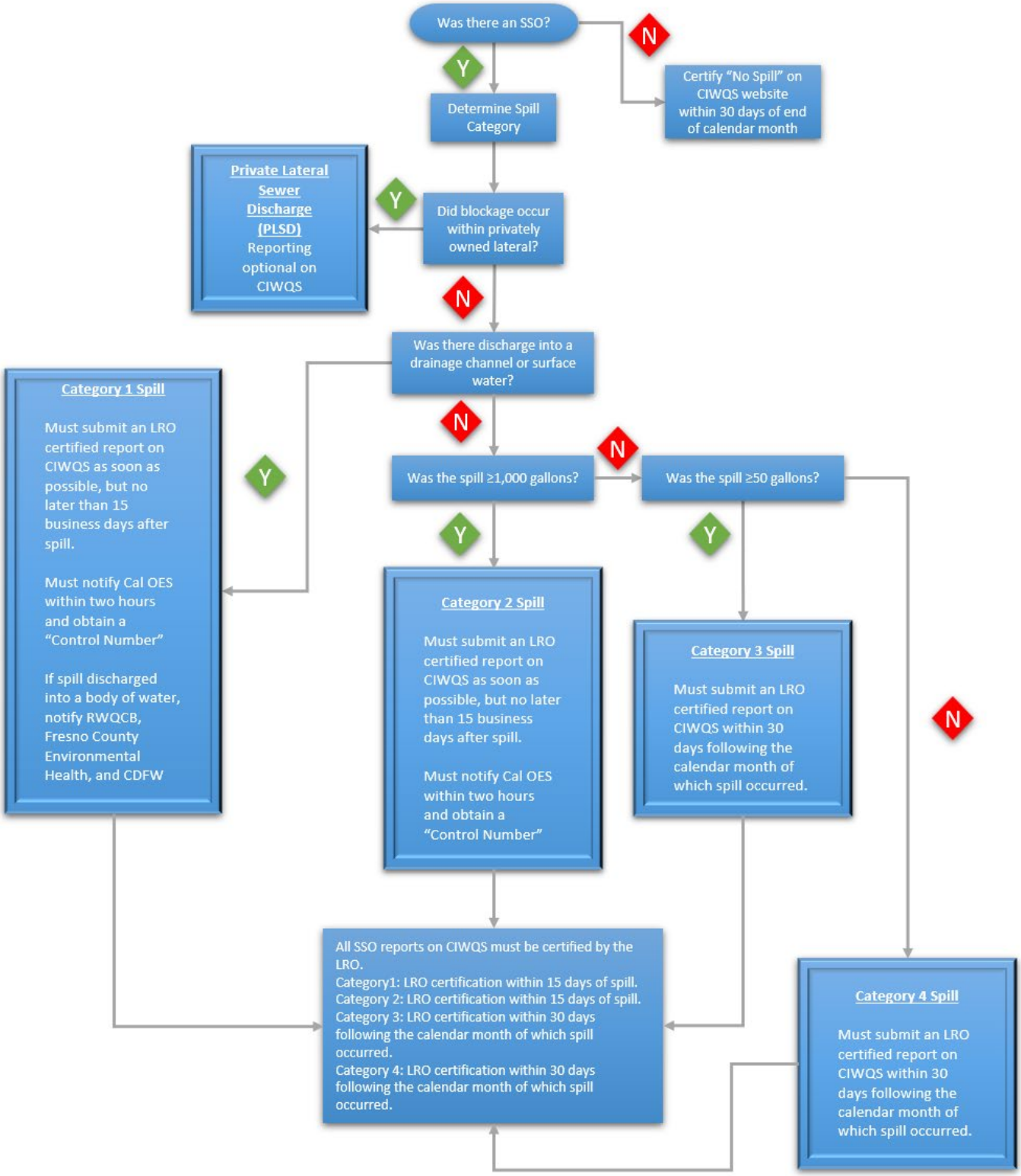
Category 4 SSO:

1. Spills less than 50 gallons that do not reach surface water, a drainage channel, or a Municipal Separate Storm Sewer System – call Public Works Supervisor.
2. Submit a certified report within 30 calendar days of the end of month in which the SSO event occurred.
3. Submit certified a report of all Category 4 spills, by February 1st after the end of the calendar year in which the spills occur.

Public Notification:

Potential public notification measures may include temporary signage to indicate pollution of surface water or ground water due to an SSO or notification through media outlets. The City Manager will be the contact person for media notification. In addition to media notification, canvassing of the neighborhoods around the spill may be done to acquire more information and to inform the public of the processes being followed to mitigate the impact of the spill. **Appendix B** includes current contact information for agency reporting.

Figure 6-1: CIWQS Reporting Requirements



1. These reporting requirements do not preclude other emergency notification requirements and timeframes mandated by other regulatory agencies.
2. If the CIWQS website is not available, you must Fax the report to RWQCB and reattempt as soon as possible.
3. Reports on CIWQS can be amended at any time; however, any amended reports will need to be certified by the LRO.

6.5 Training

City staff are trained annually in the requirements of the OERP. Training includes review of the OERP in a classroom setting, practice in response to an SSO event, and practice in SSO reporting using SSOR form and CIWQS.

6.6 Traffic and Crowd Control

SSOs often occur where public contact is likely. To minimize the possibility of contact, City staff is trained in the use of basic traffic control equipment, including safety tape and traffic cones, which are available for use in an emergency. Depending on the location of the SSO, the City Police Department may be contacted to assist with crowd control.

6.7 Sewer System Overflow Impact Mitigation

The OERP includes spill mitigation and cleanup procedures for handling a prolonged SSO situation. The OERP also covers SSO responses for different situations, including wet weather overflows, pump station failures, and force main breaks. Mitigation efforts include instructions for setting up perimeters and control zones to contain SSOs and prevent sewage from reaching surface waters, storm drains, or other sensitive environmental areas. The OERP includes discussion regarding public notification procedures when an SSO has the potential to endanger public health.

The City takes all reasonable steps to contain sewage and prevent sewage discharges to storm drains and minimize or correct any adverse impact on the environment resulting from the SSO, including such accelerated or additional monitoring as necessary to determine the nature and impact of the discharge. Operations staff will use suitable materials, to block catch basin entrances to storm drains and will recover spills that entered the system with a vacuum truck. SSO sites are thoroughly cleaned with appropriate steps for each unique situation.

Table 6-1: Hydro Jet/ Vacuum/ Pump Trucks Emergency Call-Out List

Business/ Location	Phone Number
Haaker Equipment Company 4490 S K St, Tulare, Ca 93274	(559) 220-8897
Municipal Maintenance Equipment 1930 W Winton Ave. #1 Hayward, Ca 94545	(805) 546-3619

For mitigation purposes, the Fresno County Environmental Health Department can provide the City assistance in post-SSOs monitoring. In the event of a Category 1 spill, the Fresno County Environmental Health Department is notified immediately along with other applicable agencies. The City then utilizes the Fresno County Environmental Health Department for the service of monitoring water quality following the SSO. The City will also provide any necessary support, equipment, or Staff as requested to assist in the water quality monitoring.

ELEMENT 7 FOG CONTROL PROGRAM

This section of the SSMP describes the FOG Program for the City. Currently, there is a need to specifically design a FOG Program for the City. The justification for this decision is that the City does have FSEs within its jurisdiction. Their main goal of implementing a FOG program is to decrease the amount of FOG that is entering the sewer system and minimize the risk of SSOs.

This element was last updated in January 2026.

7.1 Regulatory Requirements

The City shall evaluate its service area to determine whether a FOG control program is needed. If the City determines that a FOG program is not needed the City must provide justification as to why it is not needed. If FOG is found to be a problem, the City will prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:

- An implementation plan and schedule for a public education and outreach program that promotes proper disposal of pipe-blocking substances:
- A plan and schedule for the disposal of pipe-blocking substances generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of substances generated within a sanitary sewer system service area;
- The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages;
- Requirements to install grease removal devices (such as traps or interceptors) and the development of design standards for such devices, maintenance requirements, Best Management Practice (BMP) requirements, record keeping and reporting requirements;
- Authority to inspect grease producing facilities, enforcement authorities, and whether the City has sufficient contract staff to inspect and enforce the FOG ordinance;
- An identification of sewer system sections subject to FOG blockages and establish a cleaning maintenance schedule for identified sections; and
- Development and implementation of source control measures, for all sources of FOG discharged to the sewer system.

Compliance with this section's requirements will be met once the City has adopted the proposed Ordinances listed below and included in **Appendix F**:

- City FOG Ordinance
- City Wastewater Discharge Permit Ordinance

7.2 FOG Control Program Discussion and Outreach

The City has FSEs discharging directly into its sewer collection system. The City has general discharge restrictions currently in place, the City does not yet have a formal Fats, Oils, and Grease (FOG) control program to effectively manage all discharges. The City is currently in the process of adopting FOG control program ordinances to establish a comprehensive FOG Program focused on public education, permitting, and routine inspection of FSEs.

7.3 Identification of Grease Problem Areas and Sewer Cleaning

One objective of a FOG control program is to identify trouble spots, or High Maintenance Areas (HMAs), that are likely to accumulate fats, oils, or grease. The City's collection system does not have a history of problems associated with FOG accumulation. If the City determines that FOG HMAs exist, City staff will track the locations of grease-attributed SSOs.

During the development of the FOG Program, the City will initiate education, inspection, and permitting efforts for FOG-generating FSEs within its jurisdiction, in accordance with the City's proposed FOG ordinance provided in Appendix F.

As a preventative measure, the City will continue with its routine cleaning schedule for its sewer collection system lines. In addition to these cleanings, Operations staff will focus on identifying HMA. City information specifically on the cleaning and maintenance of sewer lines is included in Element 4: Operations and Maintenance.

7.4 Legal Authority

As part of this SSMP, the City will adopt a comprehensive FOG Ordinance designed to protect the sewer collection system and the wastewater treatment plant.

The fundamental goals of 2008-01 FOG Ordinance are:

- To aid in the prevention of SSOs from the contribution and accumulation of FOG into the sewer system from commercial establishments, particularly food preparation and serving facilities.
- To prevent the introduction of discharges into the City Sanitary Sewer System that will interfere with the operation of the system, which includes, but is not limited to, any gravity type sanitary sewer system, force main system, or the Public Owned Treatment Works (POTW).
- To protect the City Sanitary Sewer System, its personnel, and members of the public, who may be affected by sewer blockages and obstructions.
- To prevent the pass through of FOG to receiving waters.
- To improve the opportunity to reclaim and recycle all FOG from FSE grease traps or interceptors.
- To provide for fees which equitably distribute the cost of testing for FOG at the FSE.
- To enable the City to comply with its National Pollutant Discharge Elimination System (NPDES) permit and non-discharge requirement conditions, sludge use and disposal requirements, and any other Federal or State laws to which the City is subject.

The City's FOG Ordinance also includes:

- Requirements for Grease Interceptors and Gravity Separating Devices at the user's expense when, in the opinion of the City, they are necessary for the proper handling of liquid wastes containing grease.
- Requirements for all interceptors to be sized using the Uniform Plumbing Code (UPC), current edition.
- Requirements for Interceptors to be of a sufficient capacity to provide the appropriate quality of effluent as to be in an easily accessible location for the purposes of cleaning and inspection. A sample box or tee is required on all interceptors and separators.
- Requirements for interceptors and separators to be properly maintained to ensure compliance with Ordinance requirements.
- Requirements for the installation of a grease interceptor or trap shall be determined on a case-by-case basis by the City Manager Staff using the UPC as a guide.
- Requirements for the installation of a gravity separation device shall be determined on a case-by-case basis by the City Manager Staff using the UPC as a guide.

Inspections of FOG producing FSEs will be conducted once a year. If inspectors find that a grease interceptor or gravity separating device installed prior to the effective date of the ordinance is incapable of adequately retaining the FOG in the wastewater flow, the City shall notify the user, in writing, that an adequate interceptor or gravity separating device shall be installed within a specific, reasonable time period.

ELEMENT 8 SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

This section discusses the evaluation and capacity enhancement of the collection system. Element 8 also discusses design criteria used and steps taken to correct any deficiencies found in the evaluation.

This element was last updated in January 2025.

8.1 Regulatory Requirements

The requirements for the System Evaluation and Capacity Assurance element of the SSMP are summarized below.

- Evaluation: Actions needed to evaluate those portions of the SSS that are experiencing or contributing to an SSO discharge deficiency. The evaluation should provide estimates of peak flows associated with conditions similar to those causing overflow events, estimates of the WWTP's key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;
- Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified above to establish appropriate design criteria; and
- Capacity Enhancement Measures: The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP may include an implementation schedule and may identify sources of funding.
- Schedule: The City will develop a schedule of completion dates for all portions of the CIP developed in the bullet points above. This schedule may be reviewed and updated consistent with the SSMP requirements as described by the SWRCB GWDR.

8.1.1 Element 8 –Capital Improvements Appendix G

Supporting information for Element 8 is included in **Appendix G,** which contains the following documents:

- Capital Improvement Plan and Budget
- Manhole Inspection and Pipeline Cleaning Documentation

8.2 System Evaluation and Condition Assessment

The City completed manhole inspections and pipeline cleaning of the existing sewer collection system in September 2023. A map of the sewer and manholes inspected is included in **Appendix G**.

8.3 Capacity Assessment and Design Criteria

The City will maintain this Sanitary Sewer Management Plan (SSMP) in accordance with the State Water Resources Control Board's General Waste Discharge Order No. 2022-0103-DWQ.

While a detailed, standalone sewer capacity assessment has not been publicly released, the design of the collection system and treatment facilities follows standard public works engineering practices, including consideration of pipe sizing, slope, and applicable regulatory requirements. These criteria ensure the system can reliably convey and treat wastewater under normal flow conditions.

8.4 Prioritization of Corrective Action

MKN prepared a template for the City to start tracking CIPs, see **Appendix G**, as part of their capacity assurance plan. The current template will include priorities, triggers, and estimated project schedules for all future CIPs.

8.5 Capital Improvement Plan

To improve long-term planning and coordination, the City is developing a new Capital Improvement Program budget to better organize and prioritize the allocation of City funds required to complete the identified capital projects. The current CIP template that the City will implement is included in **Appendix G**.

ELEMENT 9 MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS

This section of the SSMP discusses monitoring, measurement and program modifications employed by the City. The City may prepare and implement program modifications as appropriate to address deficiencies, or as a preventative measure for improving the overall collection system. This section fulfills the Monitoring, Measurement and Program Modification requirements for both the RWQCB and SWRCB.

This element was last updated in January 2026.

9.1 Regulatory Requirements

The City shall:

- Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
- Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
- Assess the success of the SSMP;
- Update program elements, as appropriate, based on monitoring or performance evaluations; and
- Identify and illustrate SSO trends, including frequency, locations, and volume.

9.1.1 Element 9 – Monitoring, Measurement & Program Modification Appendix H

City does not have SSO Logs and Trend Data, but will implement according to this SSMP.

9.2 Monitoring and Measurement

The City uses an electronic maintenance work order system. This provides written documentation of specific work that has been completed, including the date and time the work was completed. This tool provides the City with vital information needed to determine areas of high maintenance, which may need further attention. Maintenance records are reviewed weekly by the Public Works Utilities Supervisor to prioritize activities, programs and policies that may help to eliminate future SSOs.

9.3 Identifying Trends

The City shall identify and illustrate SSO trends including frequency, location, and volume as part of the SSMP updates. A trend of either frequency or volume could indicate a chronic problem that should be specifically identified within the collection system. Should the City identify an area prone to problems maintenance and inspection services in these areas will be increased as discussed in Element 4. If increased maintenance is not enough, repair or replacement will be considered.

9.4 SSMP Updates

The SSMP is a living document and will be revised as needed. The intention of the City is to use the SSMP for training, planning and regular maintenance of the collection system. As the document is used, any deficiencies or discrepancies will be corrected. Program elements will be updated based on performance evaluations, organizational changes, new regulatory requirements, and other changing conditions. The City Manager will be responsible for revising the SSMP and maintain a revision record to track changes. In addition, the appendices, which include telephone lists and other variable information, will be revised as staffing changes are made.

ELEMENT 10 SSMP PROGRAM AUDITS

This section discusses and outlines the procedure for conducting audits of the SSMP. These audits ensure the SSMP programs are implemented as intended. This element will include a Gap Analysis form and will identify individuals to perform the audits.

The element was last updated in January 2026.

10.1 Regulatory Requirements

As part of the SSMP, the City shall conduct periodic internal audits, appropriate to the size of the system and number of SSOs. At a minimum, these audits must occur every three years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the City's compliance with the SSMP requirements including identification of any deficiencies in the SSMP and steps to correct them.

10.1.1 Element 10 – Internal Audits Appendix I

Supporting information for Element 10 is included in **Appendix I** which contains the following document:

- SSMP Audit Report Form

10.2 SSMP Audit Procedure

The City Manager or their delegate will be responsible for conducting the SSMP Audit with cooperation from the Public Works Utility Supervisor. The SSMP Report shall be prepared using the SSMP Audit Report Form in **Appendix I**. When completing the SSMP Audit Report Form, designated City Staff must evaluate the effectiveness of each element of the City's SSMP Program. A written explanation must be included for each yes or no response.

The final SSMP Audit report must be submitted to the City Manager for review and approval. SSMP Audit Reports and resulting revisions to the SSMP will be kept on file with the SSMP in the City office.

ELEMENT 11 COMMUNICATION PROGRAM

This section discusses the communication program employed by the City. This communication includes with the public as well as the regulatory agencies. It provides multiple opportunities for interested parties to provide the City with input as the SSMP and associated programs are being developed.

This element was last updated in January 2026.

11.1 Regulatory Requirements

The City shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the City as the program is developed and implemented. The City shall also create a plan of communication with systems that are tributary and/or satellite to the City's SSS.

11.1.1 Element 11 – Communication Plan Appendix J

The City Department of Public Works recognizes the importance of clear, informative communication with our residential and commercial customers. Once approved, the SSMP and its attachments will be made available for public review. **Appendix J** includes a record of training log that will be implemented according to this SSMP:

- Record of Training

11.2 Communication Program

Public meetings are held at Coalinga's City Hall at 6:00 PM every first and third Thursday of each month. When a regular meeting date falls on a holiday, the meeting is moved to the Wednesday before the originally scheduled Thursday or postponed to the next regularly scheduled Council meeting. When substantial SSMP revisions occur, the City Manager will present the revisions to the Council at a public meeting.

In addition to discussion at the public meetings the SSMP is posted on the City's website: www.coalinga.com under *Wastewater Treatment & Collections*. The public is welcome to comment at any time. The SSMP webpage on the City website is to be updated as new information is available, such as new SSMP revisions or new policies are developed, or new regulatory information is received. During council meetings implementation of different SSMP elements (e.g. FOG) are presented. Education about the prevention of SSOs and information regarding SSOs that may occur will be provided, when necessary, by the direction of the City Manager.

11.3 Staff Training and Communication

City Staff will be trained by the Public Works Utility Supervisor / Public Works Supervisor in a classroom setting in the use and implementation of the SSMP relative to any major revisions after they occur. City Staff will also be kept informed regarding minor changes (i.e., phone numbers, staff changes, etc.) as they occur via City e-mail or memos. In addition, all new City employees will receive SSMP training as part of their orientation. Records will be kept on-site by the Public Works Utility Supervisor / Public Works Supervisor on who received training and when. Currently, the City has not kept updated records of training; therefore, with this SSMP a template for recording trainings has been attached in **Appendix J** and will be implemented by the City.

Appendix A

SSMP Schedule

Minutes of City Council Meeting for SSMP Approval

Sewer System Management Plan Schedule

City of Coalinga

Main Task / Sub-task	Actions	Date / Status
(i) SSMP Development Plan and Schedule	**Initial plan on how the City intends on developing and implementing their SSMP.**	
Certification of Development Plan and Schedule	Present SSMP Development plan to City Council for approval.	Pending
(ii) Goals – Ele 1	**The goal of the SSMP is to provide a plan and schedule to properly manage, operate and maintain all parts of the sanitary sewer system.**	
SSMP Goal	Stated goals for SSMP	Completed
(iii) Organization – Ele 2	**Names and contract staff positions responsible for developing and implementing the SSMP.**	
Organizational chart	Develop organizational chart of management, administration and maintenance personnel.	Completed
SSO Chain of Communications	Develop the internal chain of communications for reporting SSO's	Completed
(iv) Legal Authority – Ele 3	**Agency's legal authority to operate and maintain its sewage collection system.**	
Ordinance development for preventing prohibited discharges	City of Coalinga – Title 6 Sanitation and Health • Ch3 Sewer Services 3.10 – Discharges into the sewer system	Already in Place
Ordinance development requiring proper design and construction	City of Coalinga – Construction Standards December 2006 City of Coalinga Ordinance – Title 6. Sewer Services • Chapter 3, Section 6-3.03 (d) Sewerage Construction	Already in Place
Ordinance development requiring inspections during and following construction	City's municipal code and policies	Already in Place
Ordinance development for the limiting of the Fats, Oils & Grease	City of Coalinga Ordinance – Title 6 Sanitation and Health	Already in Place

	Chapter 3 Sewer Services 3.10 – Discharges into the sewer system o Covers Fats, Oils, and Grease Ordinance	
Ordinance development to enforce violations	City of Coalinga Ordinance – Title 6. Sewer Services • Chapter 3, Section 6-3.09 Administration and enforcement: Supplemental rules and regulations.	Already in Place
(v) Operation and Maintenance Program– Ele 4	**Collection System operations program and procedures.**	
Mapping	Up to date mapping of the sewage collection system facilities.	Completed
Mapping updates	Develop procedures for maintain mapping data.	Completed
Preventative Maintenance Program	Develop a written description of the preventative maintenance activities the City employs.	Completed
Pipeline maintenance	Develop a schedule for line cleaning and maintenance.	Pending
Pumping and other facilities	Develop a schedule for maintenance of pumping and other facilities.	Pending
Problem areas	Identify problem areas *high maintenance areas: HMA and develop procedures for their maintenance.	Completed
Rehabilitation and replacement program	Develop a short and long term plan for the rehabilitation of replacement of piping due to system deficiencies, including funding (CIP).	In progress
Inspection Program	Develop a program and schedule for the regular visual inspection of the system.	Pending
Inspection Schedule	Develop a schedule for ongoing inspection of the entire collection system.	Pending
Work orders	Develop a system to track and schedule all maintenance activities.	Completed
Equipment and parts inventory	Develop an inventory of equipment and replacement parts.	Completed
Critical parts	Develop an inventory of critical replacement parts including procedures for acquisition.	Completed

(vi) Design and Performance Provisions – Ele 5	**Develop and implement the Capital Improvement Plan that will provide for equipment and system replacements.**	
Design standards	Develop and/or adopt design and construction standards and specifications for the installation of new sewer systems.	Completed
Inspection and testing standards	Develop and/or adopt procedures and standards for inspecting and testing	Completed
(vii) Spill Emergency Response Plan – Ele 6	**Written procedures defining how the City responds to SSO's**	
Overflow response procedures	Develop standard operating procedures for SSO response.	Completed
Notification procedures	Develop notification procedures to ensure all required regulators (and others) are properly and timely notified of an SSO event.	Completed
Emergency response training	Develop and implement Emergency Response Training Program for contract staff or contractors, if utilized.	Completed
Traffic and crowd control	Develop procedures for traffic and crowd control to be utilized during an SSO event.	Completed
Monitoring and sampling	Develop procedures for monitoring and sampling, if required, for an SSO event.	Completed
Follow-up	Develop procedures for following up on an SSO event, including investigation for the cause or responsible party.	Completed
(viii) Sewer Pipe Blockage Control Program – Ele 7	**Prepare and implement a FOG Control Program to reduce the amount of these substances from being discharged into the collection system**	
Identification of Grease Problem Areas	Evaluate system to determine if FOG related problems exist.	Completed
FOG Program	Develop a program to reduce and/or eliminate FOG related sources.	In progress
Public outreach	Develop an appropriate public education, outreach program and marketing materials designed to assist in the reduction of FOG.	In progress
Legal Authority	Develop a list of authorized parties for enforcing sewer pipe blockage control.	In progress
High Maintenance Areas	Develop and implement a inspection program of high maintenance areas.	In progress

(ix) System Evaluation, Capacity Assurance, and Capital Improvements Plan– Ele 8	**Evaluate current capacity of collection system and provide solutions to areas with needed improvement.**	
Inflow and infiltration (I&I)	Develop procedures to detect and remediate I&I problems.	Completed
Identify deficiencies	Identify areas of the system that exhibit capacity deficiencies.	Completed
Analyze defects	Analyze and prioritize repairs/replacement of pipeline defects.	Completed
Capital Improvement Projects	Annual planning	In progress
(x) Monitoring, Measurements and Plan Modifications – Ele 9	**The ongoing evaluation of the performance of the SSMP document and it's ability to achieve its stated goals.**	
Data management	Develop procedures for accumulating and analyzing system maintenance, repairs, projects, reductions of SSO's, and any other pertinent data.	In progress
Program Effectiveness	Develop procedures, report, etc. to measure the effectiveness of the SSMP.	Completed
Program changes	Develop procedures to initiate changes, enhancements, or correct deficiencies in the SSMP.	Completed
(xi) Internal Program Audits – Ele 10	**Program audits are required every three years. Audits shall document the success of the SSMP and improvements made to it.**	
Document control	Develop procedure for SSMP document control.	In progress
Key individual(s)	Identify key individual(s) responsible for the SSMP audit (every 3 years). Development of an SSMP Adhoc Audit team consisting of local agencies for peer review and direction.	In place
Checklist	Develop a checklist to assist and ensure the SSMP is in compliance and effective.	Completed
Reports	Develop reports to assist with analyzing the effectiveness of the SSMP.	Completed
Milestones	Develop milestones (time, events, etc.) that denote program review.	Completed
(xii) Communication Program – Ele 11	**The communication program in the City's outreach to the community and satellite contributors about the public collection system and the SSMP document.**	

Public outreach	Develop a protocol for soliciting and responding to public input.	Completed
Staff SSMP awareness	Develop a program to ensure contract staff awareness of SSMP procedures, protocol, etc.	Completed
FINAL SSMP CERTIFICATION	**Final SSMP document, after all elements have been developed, documented, and implemented.**	
Review by City Attorney	Review of completed SSMP by the legal counsel.	
Adoption/Certification of SSMP by District Board	Adoption and certification of final SSMP document by City Council.	
SSMP Develop 2026	Initial Release of SSMP	January 1, 2026
Adoption/Certification of SSMP by City Board	Adoption and certification of final SSMP document by District's governing body.	Pending

STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY

Subject:	Council Authorizing the Interim City Manager to Execute a Task Order with MKN Engineering to Prepare the City's Sanitary Sewer Management Plan (SSMP) Update
Meeting Date:	Thursday, May 15, 2025
From:	Sean Brewer, Interim City Manager
Prepared by:	Sean Brewer, Interim City Manager

I. RECOMMENDATION:

Council Authorizing the Interim City Manager to Execute a Task Order with MKN Engineering to Prepare the City's Sanitary Sewer Management Plan (SSMP) Update.

II. BACKGROUND:

The City of Coalinga's Sewer System Management Plan (SSMP) was last updated in 2005, and it is now required to be updated to comply with the State Water Resources Control Board (SWRCB) General Waste Discharge Order No. 2022-0103-DWQ. This updated order supersedes the previous regulations and includes several new compliance mandates, including the development of a Spill Emergency Response Plan, updated SSMP submission, and auditing every three years.

On February 28, 2025, the City of Coalinga received a Notice of Applicability, confirming the need to update the SSMP by February 28, 2026. Additionally, the City is required to submit an annual report and develop a Spill Emergency Response Plan by August 28, 2025.

MKN & Associates, Inc. (MKN), an experienced firm in wastewater infrastructure and regulatory compliance, has submitted a proposal to assist the City in updating the SSMP and optionally developing a hydraulic sewer model.

III. DISCUSSION:

MKN's proposal outlines a scope of work to update the SSMP in accordance with the new SWRCB mandates. The proposal includes the following:

- Project Management & QA/AC: Oversight and quality control throughout the project, with bi-weekly progress updates between MKN and City staff.
- Meetings: Two virtual meetings (kickoff and draft review) to ensure the City's expectations and feedback are incorporated throughout the process.
- Data Collection & Review: MKN will review existing data including the 2005 SSMP, audits, maintenance schedules, SSO records, and FOG program information.
- SSMP Element Development: MKN will update all 11 mandatory SSMP elements, including sections on goals, operations, legal authority, spill response, and communication plans. Additionally, MKN will update CAD and GIS figures as necessary.

IV. ALTERNATIVES:

- Do not approve the task order for the development of the SSMP.

V. FISCAL IMPACT:

The total cost for the SSMP update is $26,474 and will come from the Professional Services Account in the Sewer Enterprise Fund: 503-520-88100.

ATTACHMENTS:

	File Name	Description
🗋	Coalinga_Proposal_SSMP_Final.pdf	SSMP Proposal MKN

Appendix B

Current list of City Council

SSO Discharger Workbook

Agency Notification List for SSOs

City Organizational Chart

City of Coalinga City Council

James Horn, Mayor
Roger Schindler, Councilman
Nathan Vosburg, Councilman
Jose Manny Ramirez, Mayor Pro-Tem
Lonnie Hedgecock, Councilman
Dawn Kahikina, Treasurer

City of Coalinga City Staff

Anthony Uribe, Public Works Utilities Supervisor	Sean Brewer, City Manager & Public Workers Director
Legally Responsible Official	
Office: (559) 935-1533 Ext 181	Office: (559) 935-1533 Ext 143
Cell: (559) 362-6567	Fax: N/A
Email: auribe@coalinga.com	Email: sbrewer@coalinga.com
Eric DeLeon, Public Works Supervisor	Matthew Gomes, Senior Plant Operator
Data Submitter	Tel: N/A
Office: (559) 935-1533 Ext 170	Fax: N/A
Fax: (559) 934-1185	Email: mgomes@coalinga.com
Email: edeleon@coalinga.com	
Alfonso Manrique, PE – Wastewater Engineer	Robert Smith, Building Inspector
Office: (559) 473-1371 Ext 101	Office: N/A
Cell: (559) 288-9172	Fax: N/A
Email: alfonso.manrique@am-ce.com	Email: rsmith@coalinga.com
Kristi, Anderson, Administrative Secretary	
Office: (559) 935-1533 Ext 150	
Fax: N/A	
Email: kanderson@coalinga.com	

24-Hour Emergency Number

City of Coalinga Police Department

911

After Hours: (559) 935-1525

Chain of Communicating Sanitary Sewer Overflows

Organization	Contact Person	Phone Number
Cal OES Warning Center		(800) 852-7550
Fresno County OES	Dispatch	(559) 600-3271 (559) 600-3111 (after hours)
RWQB for Discharge to Waters of the United States		(916) 464-3291
Fresno County Department of Public Health		(559) 600-3200
California Department of Fish and Wildlife (Central Region)		(559)243-4005

SSO Discharger Work Book

Introduction:

Registering for CIWQS

Welcome to the Sanitary Sewer Overflow (SSO) Discharger Work Book. This guide is designed to help you through the SSO database. The SSO database is the newest module of the California Integrated Water Quality System (CIWQS). However, before you are allowed to use CIWQS, you must first register and receive a CIWQS username and password. At this time, registration for both data submitters and legally responsible officials (see discussion below for an explanation of these terms) is handled by paper. The data submitter and legally responsible official registration forms can be found on the CIWQS Help Center webpage at http://www.waterboards.ca.gov/ciwqs/chc.html. The instructions for submitting the completed forms can be found at the bottom of each form.

SSO Database Overview

This section describes the general workflow for the sanitary sewer overflow (SSO) database, which is utilized by an agency (enrollee) that has applied for coverage under Statewide General Waste Discharge Requirements for Sanitary Sewer Systems - Water Quality Order No. 2006-0003-DWQ (Sanitary Sewer Order) to comply with the SSO reporting requirements.

An enrollee must report two types of information into the SSO database: sanitary sewer system/agency characteristics – collection system questionnaire and spill details – SSO report. The collection system questionnaire must be initially completed before any SSO reports can be submitted. Additionally, the collection system questionnaire must be updated annually. All SSOs (aka spills) from an enrollee's sanitary sewer system must be reported to the SSO database. The reporting deadline for submittal of a SSO report depends on the classification of the spill, which is either Category 1 (greater threat) or Category 2 (lesser threat). For a Category 1 spill, the enrollee must submit an initial, uncertified report of the spill as soon as possible but no later than 3 business days after being made aware of the SSO. The final, certified report for a Category 1 spill must be submitted within 15 calendar days of the conclusion of SSO response activities. For a Category 2 spill, the enrollee must submit a final, certified report (no initial, uncertified report required) within 30 calendar days after the end of the calendar month in which the SSO occurred.

The process of entering information into the SSO database begins with the enrollee specifying the pertinent sanitary sewer system. If the enrollee is responsible for multiple sanitary sewer systems, then, after selecting the "SSO" link from the CIWQS main menu, the enrollee needs to identify the appropriate sanitary sewer system from the "Sanitary Sewer System" screen. If the enrollee is responsible for only one sanitary sewer system, then the SSO database

automatically correlates the information to it and the “Sanitary Sewer System” screen doesn’t appear.

The collection system questionnaire is an online form which contains questions regarding the relevant characteristics of an enrollee’s sanitary sewer system and agency. After initial login, the first major task an enrollee needs to perform is completing the collection system questionnaire. A new collection system questionnaire is accessed through the “Collection System Questionnaire” link on the SSO menu. The collection system questionnaire must be updated at least every 12 months, and this is done through the “Collection System Questionnaire” link on the SSO menu.

Along with completing the collection system questionnaire, an enrollee must also report all SSOs to the database. To begin a new spill report, the enrollee selects the “Reporting New SSO” link from the SSO menu. Then, the enrollee enters the information requested on the form. A spill report can exist at several different levels of completion: “work in progress”, “draft”, “ready to certify”, and “certified”. A “work in progress” SSO report is a preparatory draft of the report with limited required information and is intended only for the enrollee’s use. To save a spill report as a “work in progress”, the enrollee selects the “Save Work in Progress” button on the “SSO – General Information” screen. A SSO report in “draft” status is a working draft of the report with more required information than “work in progress” status. By submitting a report in “draft” status, the enrollee fulfills the initial, uncertified reporting requirement for a Category 1 spill. The enrollee selects the “Submit Draft” button on the “SSO – General Information” screen to submit a report as a “draft”. Once the spill report contains all the required information, it can be submitted for certification by selecting the “Ready to Certify” button on the “SSO – General Information” screen. A “ready to certify” SSO report that is complete and accurate is certified by the enrollee through first selecting the “Modify Existing SSO” link on the SSO menu. Then, the spill report to be certified must be located by using the “SSO – Search” screen. Next, the “Certify” button on the “SSO – General Information” screen for the specified report is selected. Finally, the report is certified by selecting the “Certify” button on the “SSO – Certifying an SSO Report” screen. The database will then display a confirmation of the report certification. An enrollee has fulfilled the final, certified reporting requirement for a Category 1 or Category 2 spill by submitting a certified report in the SSO database. A spill report can be submitted directly as “ready to certify” without being submitted as a “work in progress” or “draft”, assuming the enrollee has entered all the necessary information.

When submitting a spill report, the enrollee can add supporting documentation such as pictures and reports by using the “Attachments” tab on the “SSO – General Information” screen. Additionally, the enrollee can include details about related parties (e.g., fire or police department responders) by selecting the “Spill Related Parties” tab on the “SSO – General Information” screen.

A “certified” SSO report can be modified by an enrollee to correct or add information, if necessary. To do this, an enrollee begins by locating the “certified” spill report through the “SSO – Search” screen after selecting the “Modify Existing SSO” link on the SSO menu. The “Amend” button on the “SSO – General Information” screen for the designated “certified” SSO report is then selected. The spill report is returned to “Submit Draft” status and can be modified. Finally, the spill report needs to be re-certified after the necessary modifications have been completed.

If a sanitary sewer system doesn’t have any SSOs for an entire calendar month, a “no spill certification” must be submitted (“Generate No Spill Certification” link from the SSO menu) by the enrollee. A “no spill certification” must be submitted within 30 calendar days after the end of each calendar month in which no spills occur. The database will display a confirmation of the “no spill certification” when completed.

The SSO database automatically sends email notifications to interested parties when spill reports are generated. When a SSO report is submitted in “draft” form (“Submit Draft” button selected) for the first time, an email notification is sent to the enrollee, responsible Regional Water Quality Control Board, and County Health Official (if known – this is a courtesy and not required by the Sanitary Sewer Order). Every time a report is submitted as ready for certification (“Ready to Certify” button) or certified (“Certify” button) results in email notifications being sent to the enrollee, responsible Regional Water Quality Control Board, and County Health Official (if known – this is a courtesy and not required by the Sanitary Sewer Order). However if a SSO report is saved as a “work in progress” (“Save Work in Progress” button), no email notifications are generated because the report is preliminary and only intended to be viewed by the enrollee.

As for database use by an enrollee, there are two levels of access available to staff entering the information: legally responsible officials (LROs) and data submitters. LROs have full access to enter information and certify spill reports. Data submitters, on the other hand, only have authority to enter information - they can’t certify SSO reports, including a “No Spill Certification”. An enrollee can have multiple LROs and data submitters to enter the necessary information into the SSO database for their sanitary sewer system.

Part 1: Logging in and Changing Personal Information.

To get you started we are going to show you how to log into the system and how to make changes to your personal information. While these are very basic tasks it is one of the best beginner demonstrations to the module system in CIWQS and it will introduce you to the methods with which all information is changed in the system.

User roles that need to review this section: All

1. Start by going to the CIWQS login screen at: http://ciwqs.waterboards.ca.gov/.

2. Once the page loads enter your CIWQS username into the "User ID:" field and your password into the "Password:" field.

3. Press "Login".

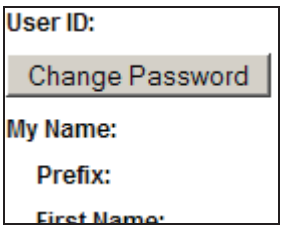
4. After you press "Login" the CIWQS main menu will appear. Depending on your access you will be provided with the links to various CIWQS modules. Including but not limited to:

   - Submit/Review a Self Monitoring Report (SMR)
   - Run Reports
   - View/Change My Personal Information
   - Create/Maintain Places
   - Create/Maintain Parties
   - Create/Maintain Regulatory Measures
   - Create/Maintain Violations
   - Create/Maintain Inspections
   - Create/Maintain Invoices
   - GeoWBS Online Editor
   - Map It!
   - Administer System
   - SSO

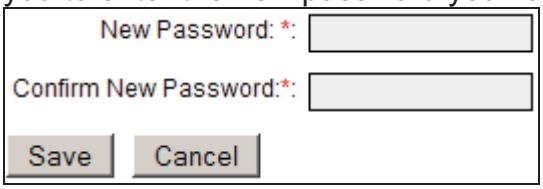
5. Select the "View/Change My Personal Information" module hyperlink.

6. You will be taken to the Personal Information page, here you can update your contact information, add a new facility, change your password, or request a more serious change.

7. Let's start with changing your password. To change your password; press the "Change Password" button.



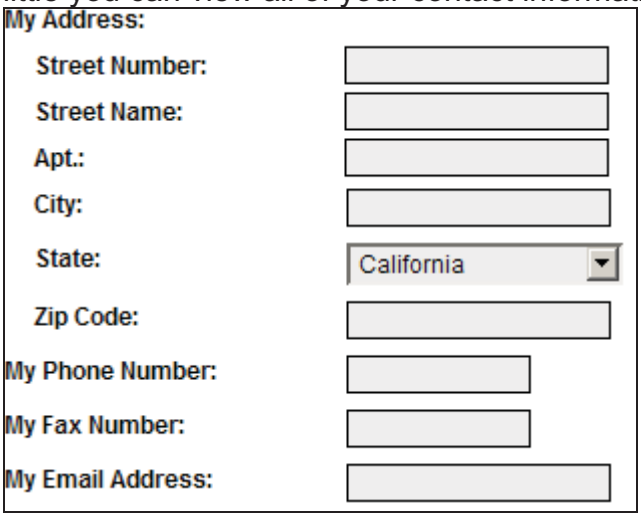
8. After pressing “Change Password” you will be taken to a new screen asking you to enter the new password you have chosen twice.



9. Once you have entered your new password press “Save”.

10. After pressing “Save” you will be asked to verify that you wish to save, press “Ok”.

11. You will be returned to the personal information screen. If you scroll down a little you can view all of your contact information.



12. If you make any changes to your contact information they have to be saved by pressing the “Save Changes” button at the bottom of the page.

13. After pressing “Save Changes” you will see a screen verifying that your changes were logged. You will also be provided with two hyperlinks. Press the first “here” hyperlink to return to the personal information screen.

14. To request another change to your account that you don't have access to make yourself press the "Request Another Change" button near the bottom of the view/change my personal information page.

15. After pressing the button your computer's email client will launch a new email window with the CIWQS Help Center email address in the "To:" field. Describe the change you wish to have made to your account and send the email. Be sure to include your name and username.

16. We are now done with this module; press the "Menu" hyperlink available at the top right corner of the page to return to the CIWQS main menu.

Part 2: Completing the SSO Collection System Questionnaire

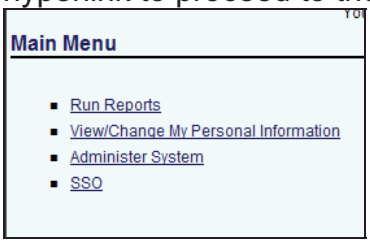
One of the first things that must be done by an enrollee is to complete the Collection System Questionnaire. For the new Sanitary Sewer Order the State has decided that instead of including a questionnaire with the Notice of Intent form they will require this online questionnaire to be filled out for each facility. This is a better system than the old one because employees at each facility can easily update the questionnaire at any time if something changes.

Note: All fields in this section, with the exception of one dropdown, are for numeric characters only. Also, the questionnaire must be updated every twelve months but can be modified more often if the enrollee desires.

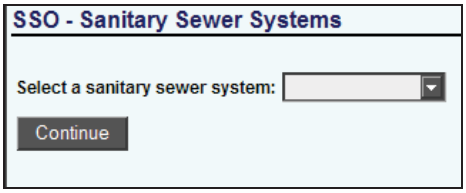
User roles that need to review this section: LRO

1. If you are not already logged into the CIWQS system proceed to this URL http://ciwqs.waterboards.ca.gov/ and login.

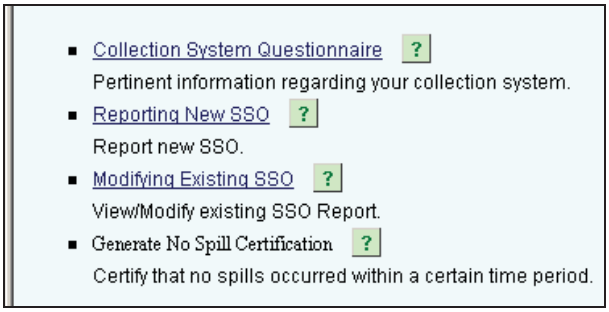
2. After logging in you will see the CIWQS main menu. Select the “SSO” hyperlink to proceed to the SSO module.



3. Upon entering the SSO module you will be required to select the collection system you wish to submit information for from the “Select a Sanitary Sewer System:” dropdown. After selecting the appropriate system press the “Continue” button.

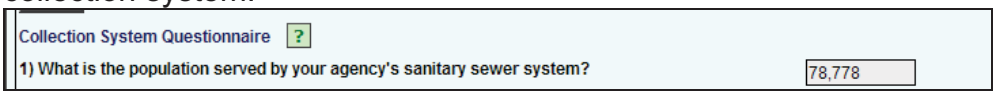


4. When a collection system has been selected you will be taken to the SSO main menu. At the top of this menu will be the “Collection System Questionnaire” hyperlink. Select that hyperlink.

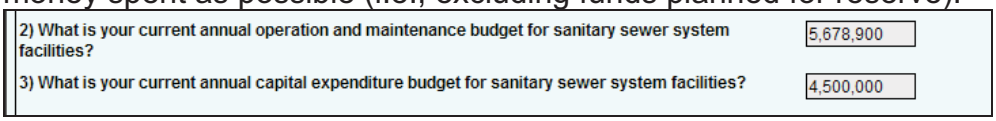


5. You will be taken to the collection system questionnaire page. It has a series of fields that need to be filled in with current information from your facility.

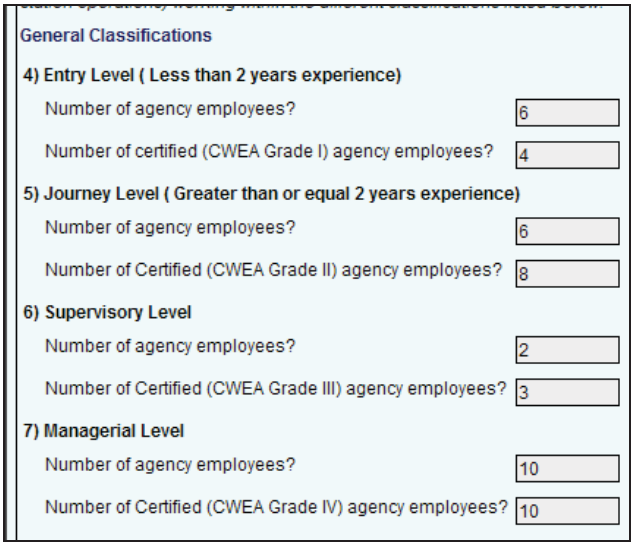
6. Question 1 requires you to enter the number of people served by your collection system.



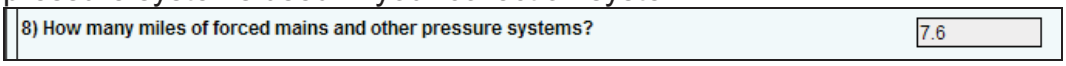
7. Questions 2 and 3 require annual budget information for the collection system. The values entered should be as close to the actual amount of money spent as possible (i.e., excluding funds planned for reserve).



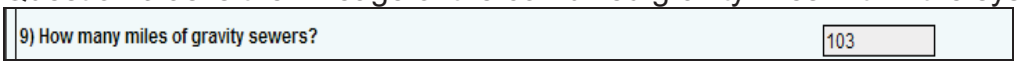
8. Sections 4 through 7 require you to enter number of employees you have in each of four experience levels and the number of employees in each of the four grades of California Water Environment Association (CWEA) collection system operator certification. There is no dependent relationship between these two numbers. For example, an enrollee can potentially have more Grade I certified employees than the total number of employees with less than 2 years experience. The number of employees can be entered as fractional values, if necessary (e.g., 1.5).



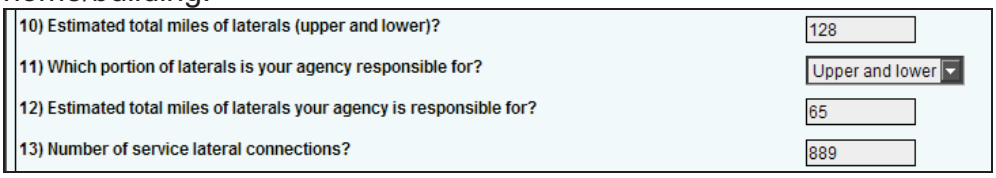
9. Question 8 requires you to enter the number of miles of forced mains and pressure systems used in your collection system.



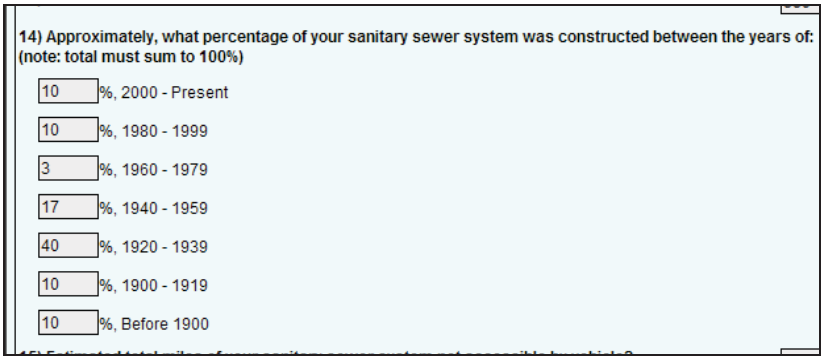
10. Question 9 asks the mileage of the combined gravity lines within the system.



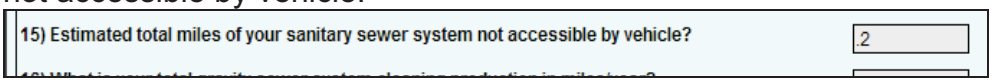
11. Questions 10 through 13 require information about the sewer laterals within the collection system. Including: their total mileage, the portion your agency is responsible for, the total mileage of that portion, and the number of service connections. The responsibility for maintaining a lateral can be split between the enrollee and private property owner. The terms “upper” and “lower” lateral indicates this. The enrollee would be responsible for the “lower” lateral section, which is connected to the main, and the private property owner would be responsible for the “upper” lateral section, which is connected to the home/building.



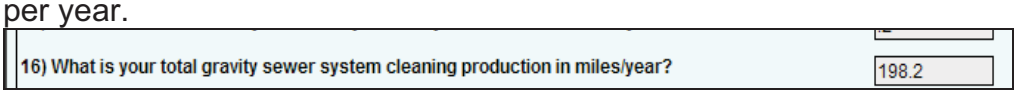
12. Section 14 is for you to enter what percentage of your collection system was constructed during various time periods. The total sum of the 7 fields in this section must equal 100.



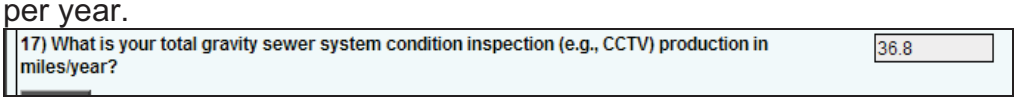
13. Question 15 is for you to enter the total miles of your collection system that is not accessible by vehicle.



14. Question 16 requires the total mileage of the collection system that is cleaned per year.



15. Question 17 is for the total mileage of the collection system that is inspected per year.



16. Once all the fields are complete look back over the questionnaire to make sure that all of the information is accurate.

17. Your questionnaire is now complete. Press one of the “Save” buttons that can be found either at the bottom left or top left of the page.

Part 3: Creating and Editing an SSO

This section describes the core purpose of the SSO module; which is the ability to report SSOs online. Before the enrollee is able to complete this task they must have a completed Collection System Questionnaire. There are two types of SSOs, Category 1 and Category 2, and both of them will be discussed and demonstrated here.

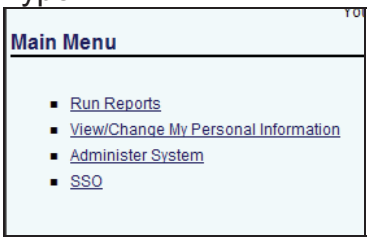
Note: In the SSO report screens only the fields with asterisks must be filled out before the report can be readied for certification or certified. This document goes over every field in the order they appear. Fewer fields must be completed to save a work in progress and to submit a draft. These mandatory fields are noted in the discussion below.

User roles that need to review this section: All

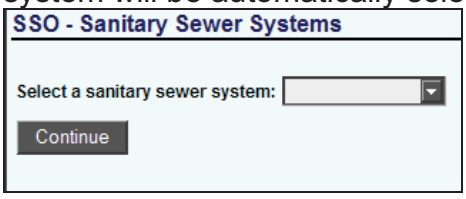
1. If you are not already in the system, proceed to the CIWQS Login page at: http://ciwqs.waterboards.ca.gov/.

2. Using your username and password log into the system.

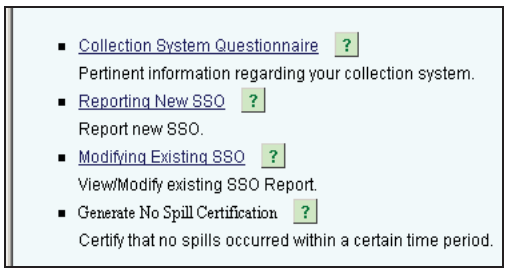
3. You will be taken to the CIWQS main menu. From that menu press the “SSO” hyperlink.



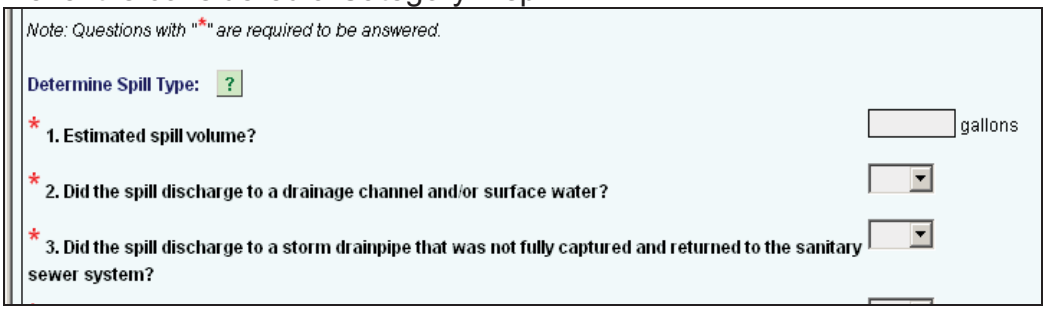
4. Upon entering the SSO module you will be required to select the sanitary sewer system (aka collection system) you wish to submit information for from the “Select a Sanitary Sewer System:” dropdown. After selecting the appropriate collection system press the “Continue” button. If your agency only has one collection system this screen will be bypassed and the collection system will be automatically selected.



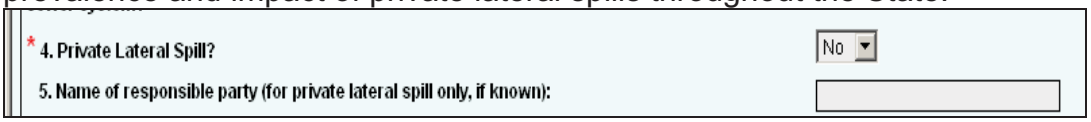
5. The SSO menu will appear. Press the “Reporting New SSO” hyperlink. It is the second one down on the page.



6. The first screen in reporting a new SSO helps you determine whether or not the SSO is a Category 1 or a Category 2 spill.
   a. If you answer yes to questions 2 or 3 and/or the spill amount is over 1000 the event is considered a Category 1 spill.
   b. If you answer no to both questions and the spill amount is under 1000 the event is considered a Category 2 spill.

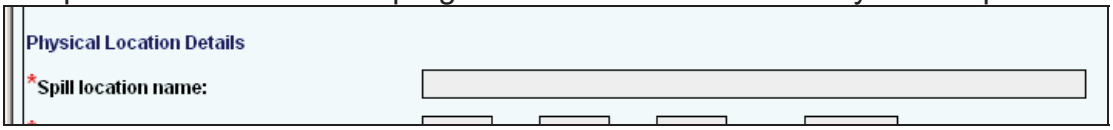


7. After entering your information in those three fields select whether or not the spill was a private lateral spill. If it was, list the responsible agency in the box provided. The reporting of private lateral SSOs is voluntary, based on the terms of the Sanitary Sewer Order, but enrollees are strongly encouraged to do so. This additional information will provide a better understanding of the prevalence and impact of private lateral spills throughout the State.

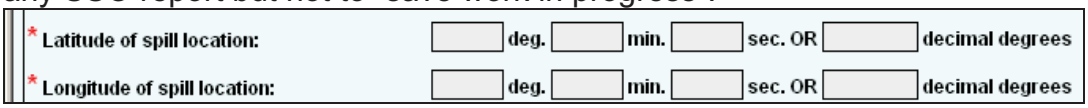


8. Check to make sure the information you entered is accurate then press the "Continue" button.

9. The SSO General Info tab will appear. Start by entering the name of the location where the spill occurred in the "Spill Location Name:" field. This entry should be a general descriptor of the spill location (e.g., street address, intersection, or manhole number). The "Spill Location Name:" field must be completed to "save work in progress" or "submit draft" for any SSO report.

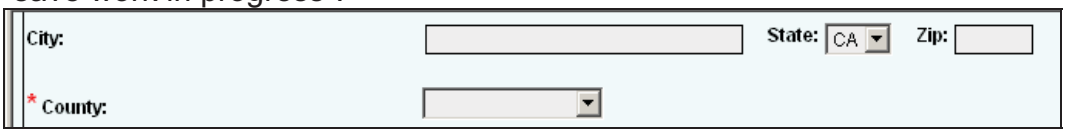


10. Enter the latitude and longitude of the spill location. Using a handheld GPS unit or referencing a web-based mapping site such as earth.google.com can determine this information. This field must be completed to “submit draft” for any SSO report but not to “save work in progress”.

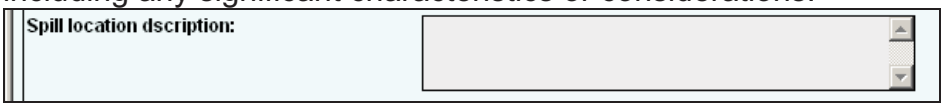


11. Enter the street address of the spill location and a cross street, if there was one.

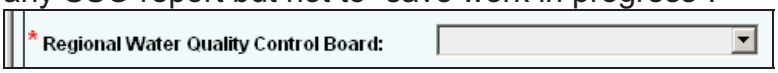
12. Enter the City, State, Zip, and county of the spill site in their corresponding fields. These fields can be found just above the “Location Description” field. This field must be completed to “submit draft” for any SSO report but not to “save work in progress”.



13. Enter a description of the spill site in the “Spill Location Description:” field. This field is optional and allows for a detailed description of the spill site including any significant characteristics or considerations.

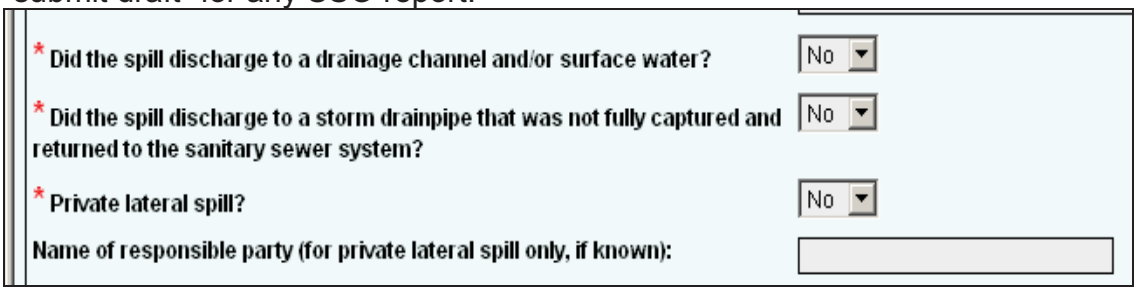


14. Select the region in which the spill occurred from the “Regional Water Quality Control Board:” dropdown. This field must be completed to “submit draft” for any SSO report but not to “save work in progress”.



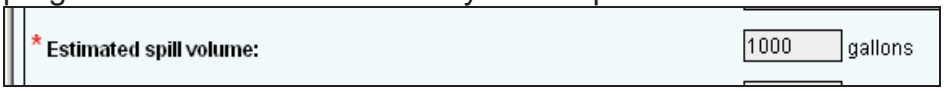
15. Select the spill appearance point from the “Spill Appearance Point:” dropdown. If you selected “other” you are required to enter a description in the text box available immediately below this field. The “Spill Appearance Point:” is where wastewater first surfaced on the spill site. This field must be completed to “submit draft” for any SSO report but not to “save work in progress”.

16. The next four questions were answered in step 6 when you were determining your spill type. If, at any time, you need to change the answers you can do so in this screen. These fields must be completed to “save work in progress” or “submit draft” for any SSO report.

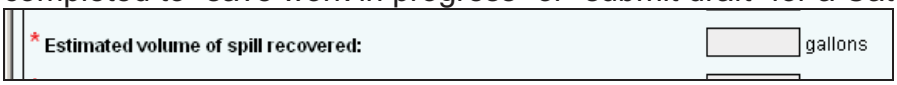


17. Select the final destinations of the spill in the “Final Spill Destination:” box. Hold CTRL on your keyboard if you wish to select multiple. If “other” was among your selections you are required to enter an explanation in the available text box. The “Final Spill Destination:” describes the areas that wastewater flowed through and ultimately reached, which means multiple entries can be selected if necessary. This field doesn’t need to be completed to “save work in progress” or “submit draft” for any SSO report.

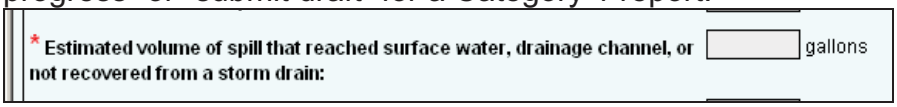
18. The field “Estimated Spill Volume:” was completed when determining your spill type. If, at any time, this number changes you can return to this screen and update the information. This field must be completed to “save work in progress” or “submit draft” for any SSO report.



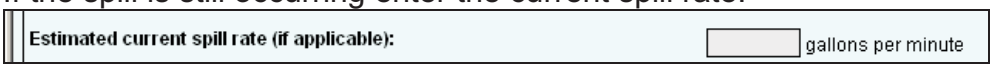
19. **This field will only appear if the spill is a Category 1.** It requires you to enter the volume of the spill that was recovered. This field doesn’t need to be completed to “save work in progress” or “submit draft” for a Category 1 report.



20. **This field will only appear if the spill is a Category 1.** Enter the volume of the spill that reached surface water, drainage channel, or was not recovered from a storm drain. This field doesn't need to be completed to "save work in progress" or "submit draft" for a Category 1 report.

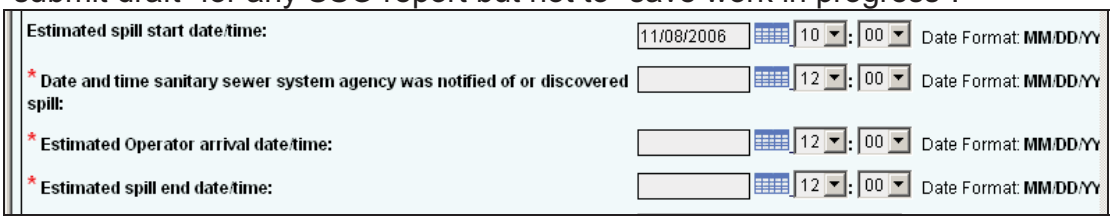


21. If the spill is still occurring enter the current spill rate.



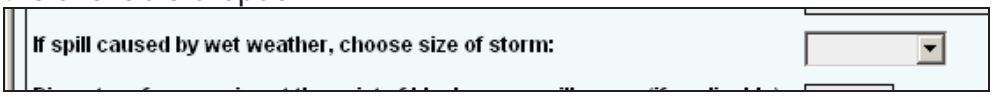
22. The next four fields require you to enter date and time information:
    a. Enter the "Estimated Spill Start Date/Time"
    b. Enter the Date/Time your agency discovered or was notified of the spill.
    c. Enter the "Estimated Operator Arrival Date/Time"
    d. Enter the "Estimated Spill End Date/Time"

    Item (a) above must be completed to "save work in progress" or "submit draft" for any SSO report. Items (b), (c), and (d) above must be completed to "submit draft" for any SSO report but not to "save work in progress".

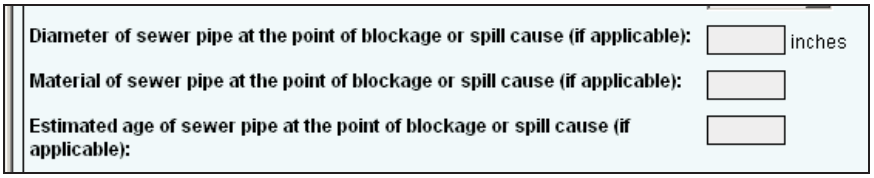


23. Please select a cause for the spill from the available dropdown. If the cause you selected was other you are required to enter an explanation in the available text box. This field must be completed to "submit draft" for any SSO report but not to "save work in progress".

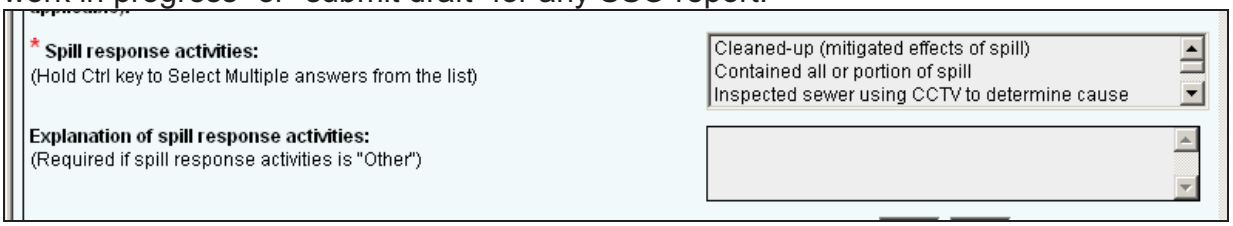
24. If the spill was cause by wet weather please select the size of the storm from the available dropdown.



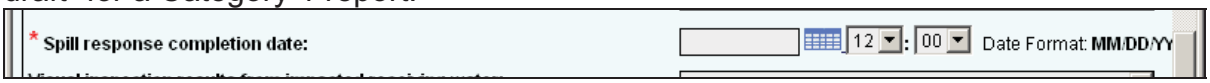
25. If applicable to the spill cause you selected, the next three fields ask information about the point of blockage for the pipe or spill cause. The information asked is the diameter (in inches) of the pipe, the material of the pipe, and the age of the pipe. For material of pipe, abbreviations such as PVC and VCP are acceptable.



26. In this field, please enter the response activities that your agency initiated because of the spill. If your selection is other, you are required to enter an explanation of the activities. This field doesn't need to be completed to "save work in progress" or "submit draft" for any SSO report.



27. **This field will only appear if the spill is a Category 1.** This field requires the user to enter the date/time they completed their spill response activities. This field doesn't need to be completed to "save work in progress" or "submit draft" for a Category 1 report.

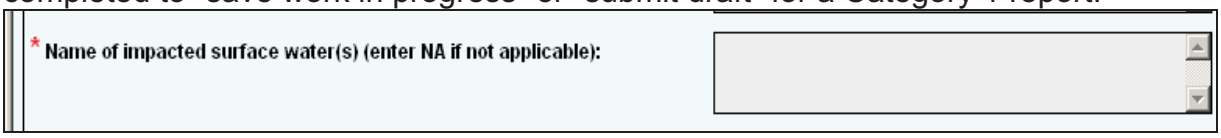


28. The user can enter a description of the visual inspection results from the impacted receiving water.

29. **This field will only appear if the spill is a Category 1.** Select whether or not health warnings were posted because of the spill. This field doesn't need to be completed to "save work in progress" or "submit draft" for a Category 1 report.

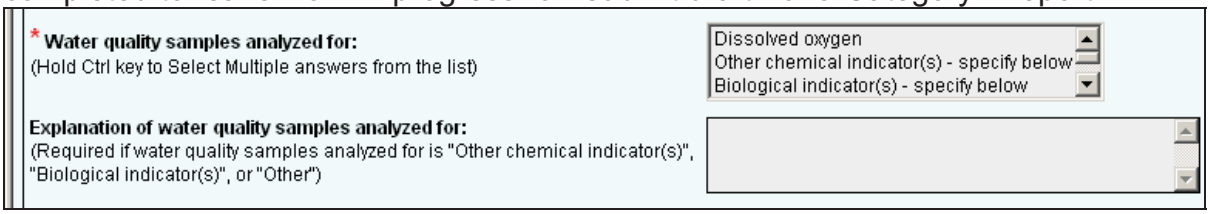
30. **This field will only appear if the spill is a Category 1.** Enter the names of any and all beaches that were impacted by the spill. This field doesn't need to be completed to "save work in progress" or "submit draft" for a Category 1 report

31. **This field will only appear if the spill is a Category 1.** Enter the names of any and all surface waters impacted by the spill. This field doesn't need to be completed to "save work in progress" or "submit draft" for a Category 1 report.

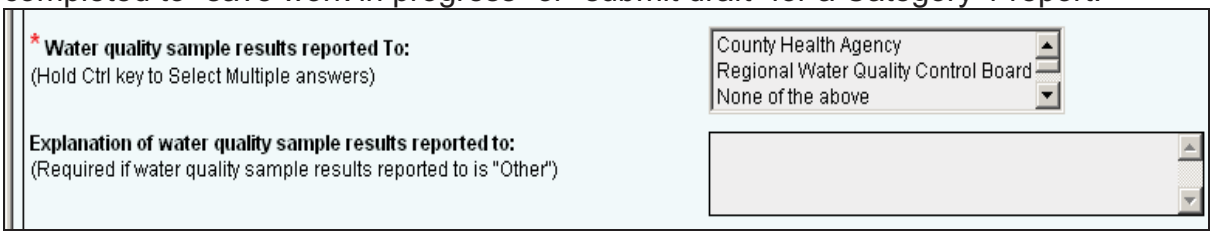


32. **This field will only appear if the spill is a Category 1.** Choose whether or not there is an ongoing investigation concerning the spill event. This field doesn't need to be completed to "save work in progress" or "submit draft" for a Category 1 report.

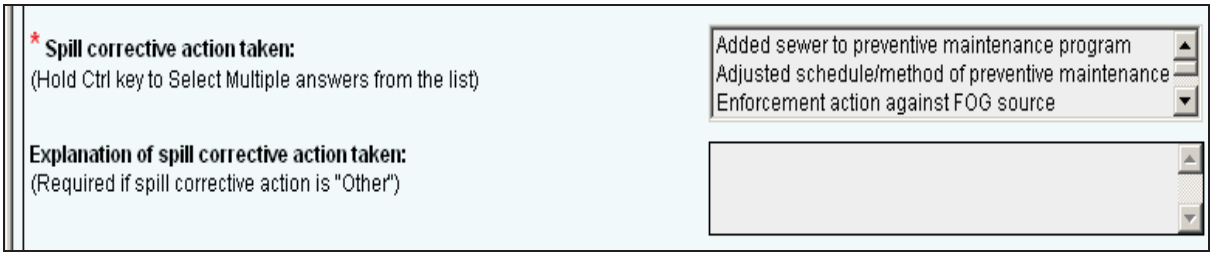
33. **This field will only appear if the spill is a Category 1.** Select what the water quality samples taken from the spill were analyzed for. Hold CTRL to select multiple. Please note that some selections require a description to be entered in the accompanying text field. This field doesn't need to be completed to "save work in progress" or "submit draft" for a Category 1 report.



34. **This field will only appear if the spill is a Category 1.** Select which agencies the results of the water samples were reported to. Hold CTRL to select multiple. Please note that a selection of "other" requires a description to be entered in the accompanying text field. This field doesn't need to be completed to "save work in progress" or "submit draft" for a Category 1 report.

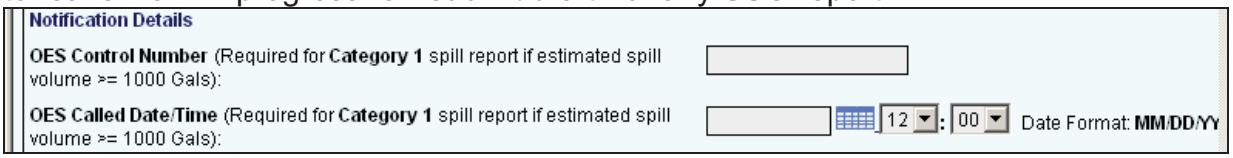


35. **This field will only appear if the spill is a Category 1.** Select which corrective actions were taken by your agency in response to the spill. Hold CTRL to select multiple. Please note that a selection of "other" requires a description to be entered in the accompanying text field. This field doesn't need to be completed to "save work in progress" or "submit draft" for a Category 1 report.

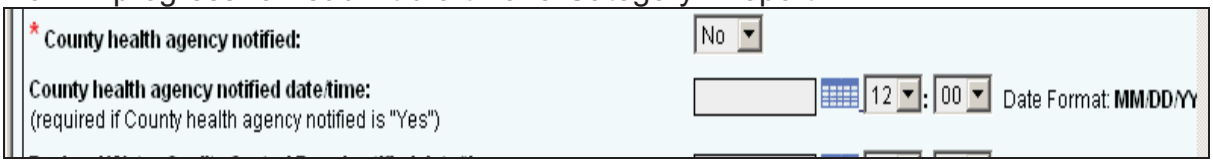


36. Enter an overall description of the spill.

37. Enter the OES Control Number for your agency and the date/time you notified OES of the spill. This field must be completed to "ready to certify" or "certify" a Category 1 report if the estimated spill volume is greater than or equal to 1,000 gal and wastewater reached a drainage channel/surface water or storm drainpipe that was not fully captured. This field doesn't need to be completed to "save work in progress" or "submit draft" for any SSO report.

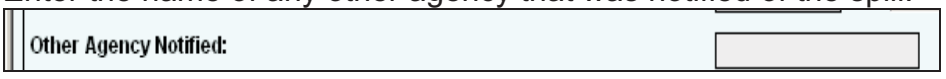


38. **These fields will only appear if the spill is a Category 1.** Select whether or not you notified your county health agency of the spill. If yes enter the date/time they were notified. This field doesn't need to be completed to "save work in progress" or "submit draft" for a Category 1 report.

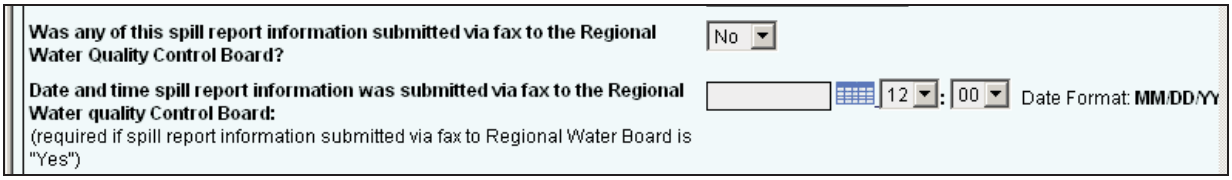


39. Enter the date and time that your Regional Water Quality Control Board was notified of the spill, if applicable. For example, some Regional Water Quality Control Boards require 24-hour notification of certain spills, which an enrollee can note was completed by entering the information in this field.

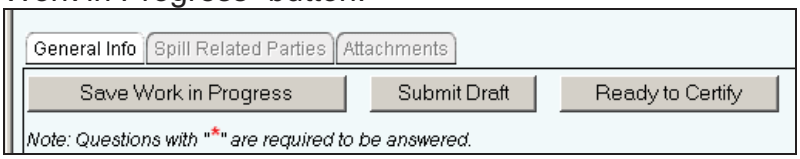
40. Enter the name of any other agency that was notified of the spill.



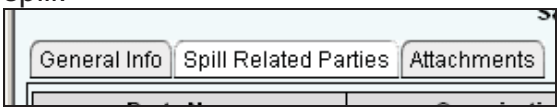
41. Select whether or not any of the information available in the report you just filled out was faxed to your Regional Water Quality Control Board. If some of the information was faxed, enter the date/time the fax was sent in the accompanying field. The Sanitary Sewer Order requires spill report information to be faxed to the responsible Regional Water Quality Control Board if the SSO database is not available for the enrollee to meet the applicable reporting deadline. When the SSO database becomes available, the enrollee must enter all faxed information into the SSO database.



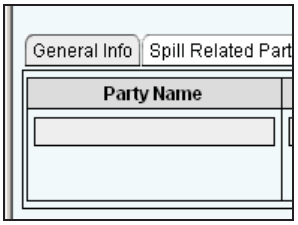
42. The “General Info” tab of your SSO report is now complete. Press the “Save Work in Progress” button.



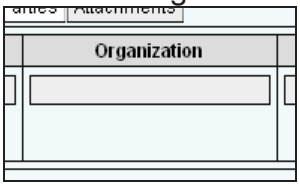
43. Select the “Spills Related Parties” tab. The purpose of this tab is to list any private parties who may have caused, contributed to, or were impacted by the spill.



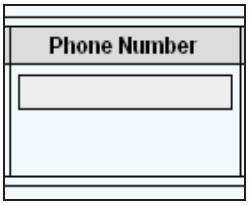
44. Enter the names of any individual or representatives in the “Party Name” field.



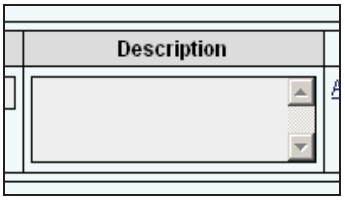
45. Enter the organization name in the “Organization” field.



46. Enter a number at which the part can be reached in the “Phone Number” field.

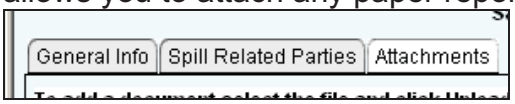


47. Enter a description of how the party is related to the spill in the “Description” field.

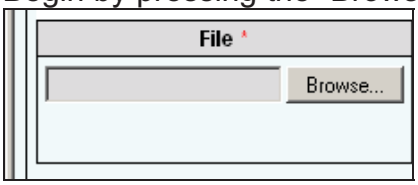


48. Once all of the information is complete for a party press the “Add” hyperlink to the right of the “Description” field. The information will be saved and you will then be allowed to enter another party. If, at any time, you wish to remove a party press the “Delete” hyperlink.

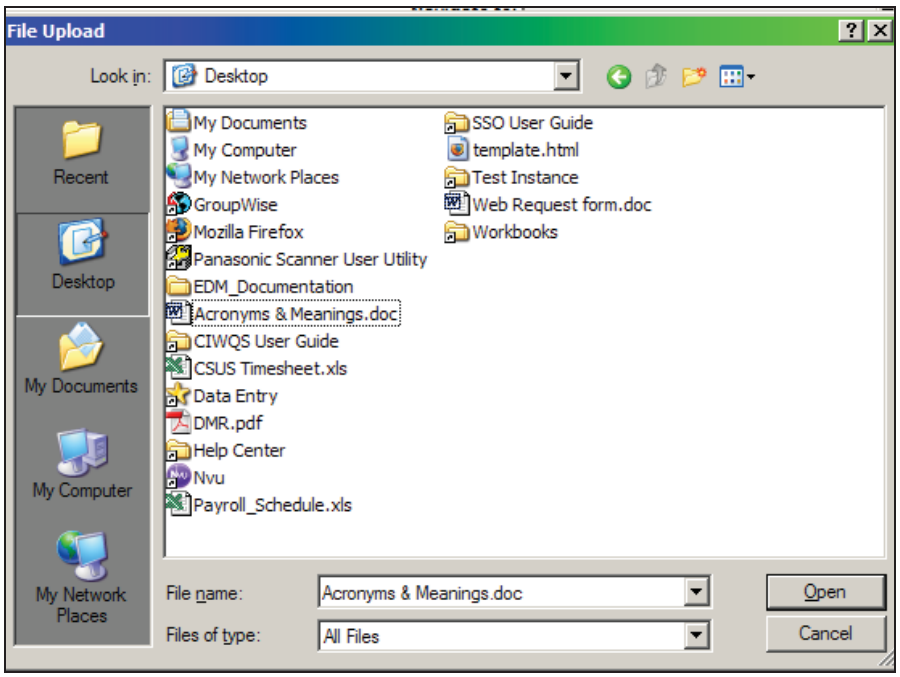
49. When you are finished adding parties select the “Attachments” tab. This tab allows you to attach any paper reports, pictures, diagrams, etc. of the spill.



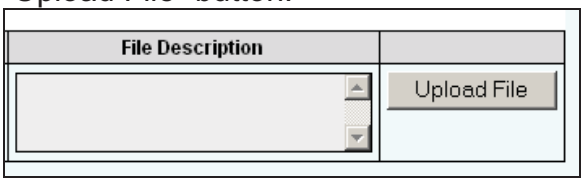
50. Begin by pressing the “Browse” button.



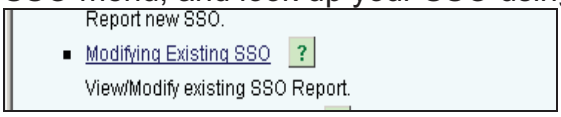
51. A file search window will appear. Locate the file you wish to attach, select it and press the “Open” button.



52. You will be returned to the attachments screen. Enter a brief description of the file you will be uploading into the “File Description” field and press the “Upload File” button.



53. Your SSO Spill report is now complete. If at any time you wish to edit the report before you certify it select the “Modify Existing SSO” hyperlink from the SSO menu, and look up your SSO using one of the available search fields.



54. To learn how to save drafts and certify your report proceed to the next section of this document.

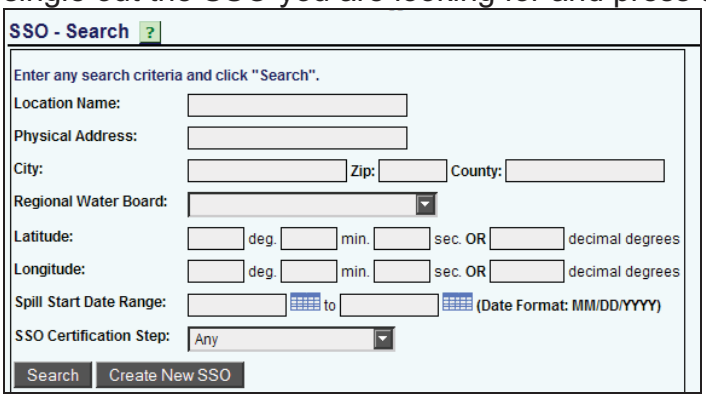
Part 4: Submitting Drafts and Certifying an SSO

When the agency begins submitting drafts the system will start tracking all the changes made to certain fields. When the agency decides that it is ready to certify the SSO the Legally Responsible Official will have to finish the last few screens.

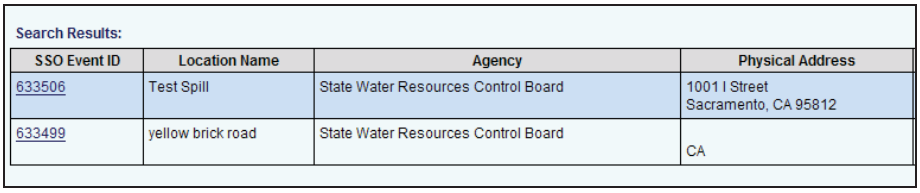
User roles that need to review this section: All, Certification LRO specific.

1. From the SSO main menu select the “Modify Existing SSO” hyperlink.

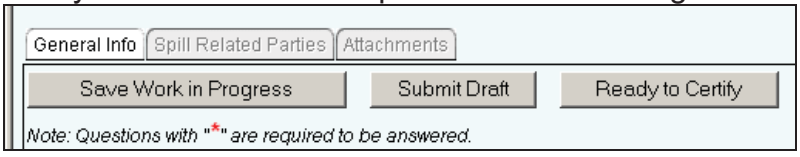
2. You will be taken to the SSO search screen. Enter any information that will single out the SSO you are looking for and press the “Search” button.



3. You SSO will appear. There will be a hyperlink in the “SSO Event ID” column, select it.



4. The SSO General Info tab will appear. If you press the “Submit Draft” button the system will save the report and start tracking version numbers.

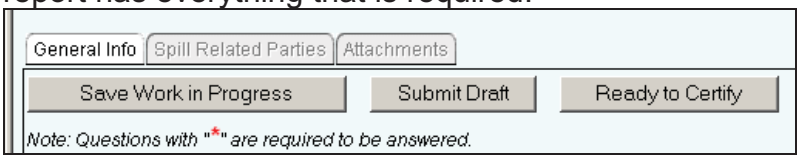


5. Every time you submit a new draft a new version number will be created and any changes to certain fields will be tracked. Click on any of the “View History” hyperlinks to see a history of the changes for these fields.

Close Window

SSO Event ID	Version	Current Spill Amount	Date Entered	User Info
601730	8	28	12/05/2005	Nick Arhontes (narhontes)
601730	7	34	12/05/2005	Nick Arhontes (narhontes)
601730	6	36	12/05/2005	Nick Arhontes (narhontes)
601730	5	36	12/05/2005	Nick Arhontes (narhontes)
601730	4	36	12/05/2005	Nick Arhontes (narhontes)
601730	3	36	11/28/2005	Nick Arhontes (narhontes)
601730	2	36	11/28/2005	Nick Arhontes (narhontes)
601730	1	36	11/28/2005	Nick Arhontes (narhontes)

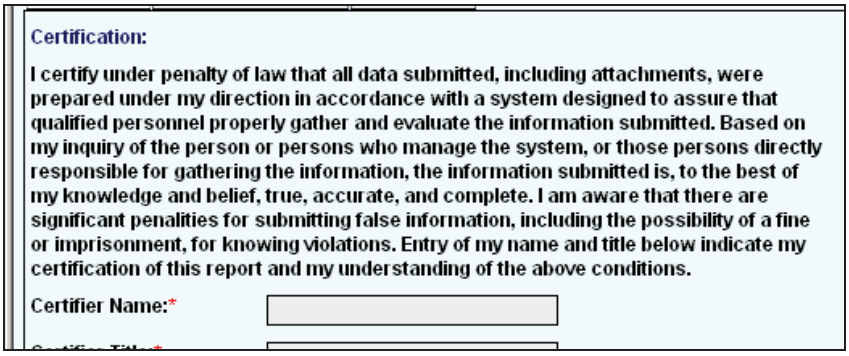
6. When you decide it is finally time to certify your SSO report press the “Ready to Certify” button. This will perform an error check and make sure that your report has everything that is required.



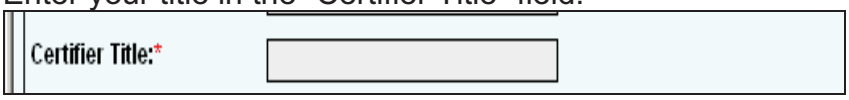
Note: Only the LRO can complete the rest of this section.

7. If the report passes the error check the “Certify” button will then become available. Press the “Certify” button.

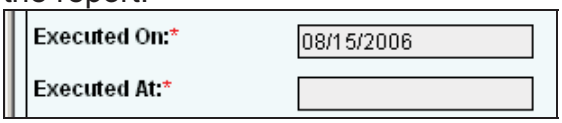
8. You will be taken to the Certification Screen. Start by entering your name in the “Certifier Name:” field.



9. Enter your title in the “Certifier Title” field.



10. The “Executed On:” field will be pre-populated with the date. Complete the “Executed At:” field, which indicates the location/office of the LRO certifying the report.



11. Once all four field are complete press the “Certify” button.

12. Your SSO report is now completed and submitted to the regional board. If at anytime you realize that some of the information has changed or is incorrect for some other reason you may look up the report and press the “Amend” button to reopen the report for editing. It will then have to be recertified.

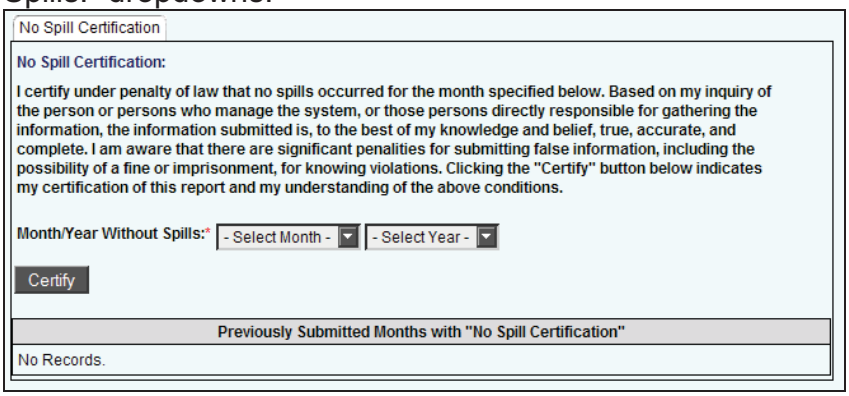
Part 5: No Spill Certification

Perhaps your agency doesn't have any spills to report for your period. That can be taken care of by completing no spill certification.

User roles that need to review this section: LRO

1. From the SSO main menu select the "Generate No Spill Certification" hyperlink.

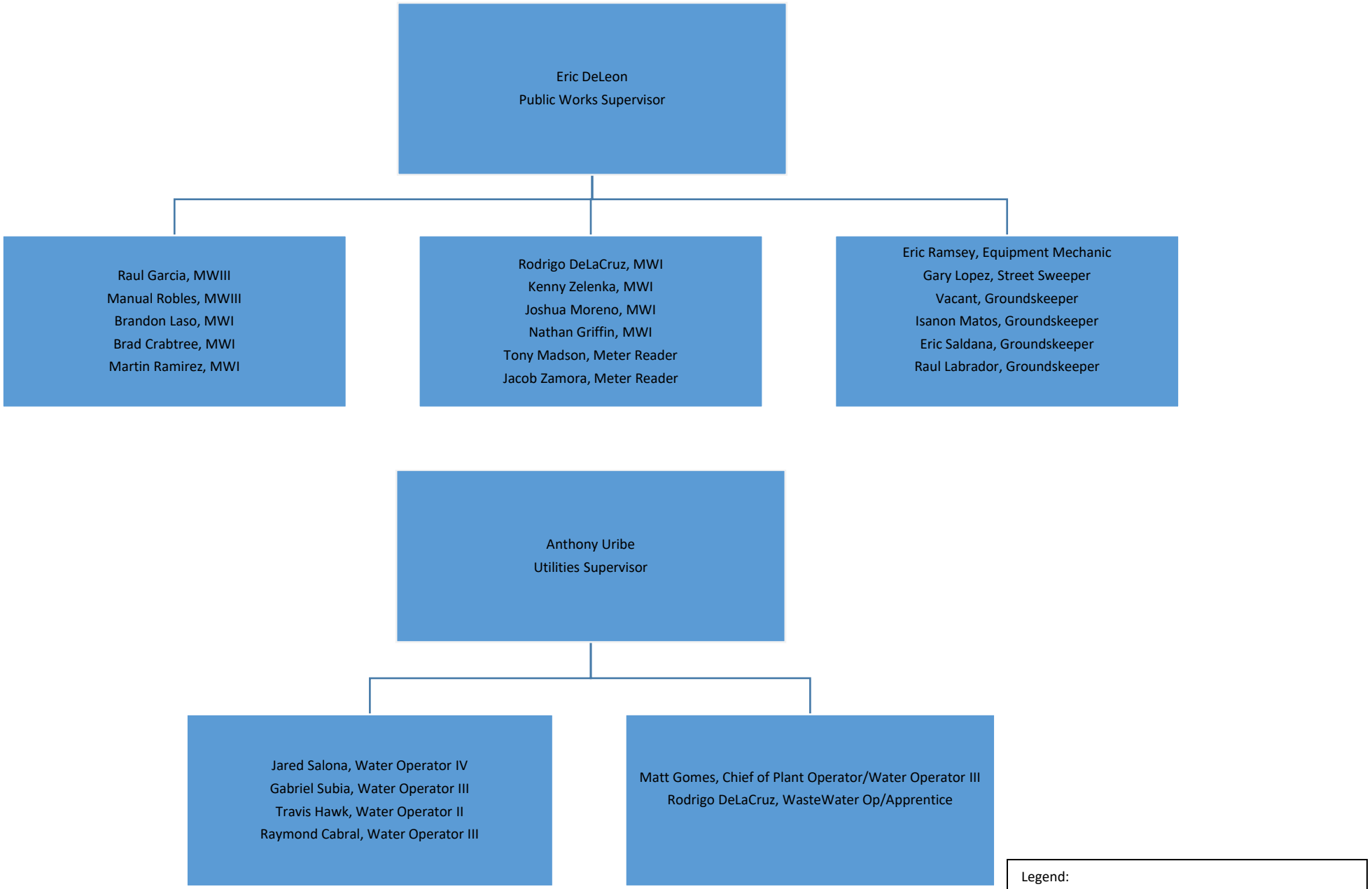
2. The no spill certification section is only two dropdowns and a certification page. Select the period you didn't have a spill from the "Month/Year Without Spills:" dropdowns.



3. Press the "Certify" button.

4. No spill certification is now complete.

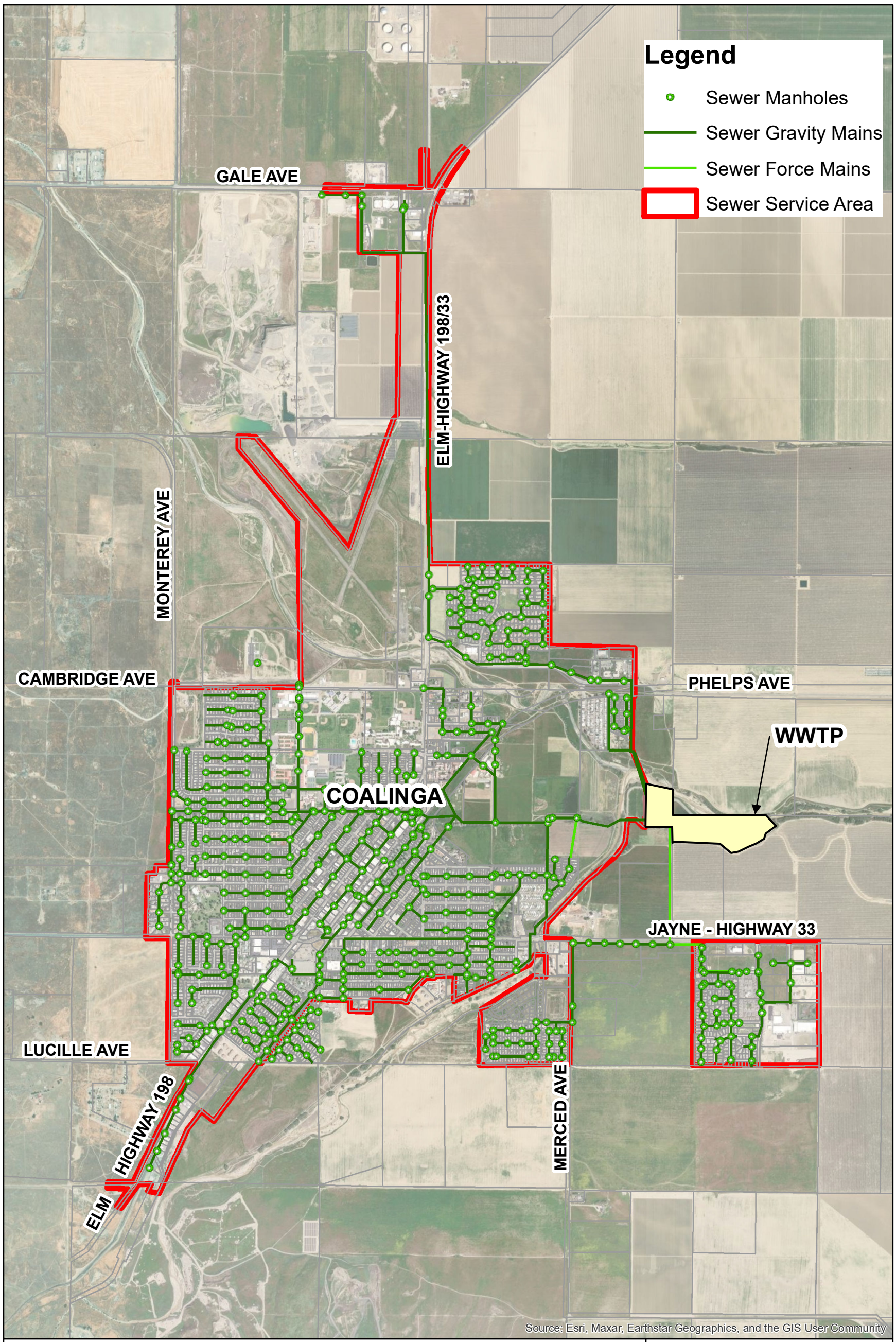
PUBLIC WORKS/UTILITIES ORGANIZATION CHART



Legend:
MWI = Maintenance Worker I
MWII = Maintenance Worker II
MWIII = Maintenance Worker III
Water Op/Apprentice = Water Operator/Apprentice

Appendix C

City of Coalinga Sewer System Service Area Map



CITY OF COALINGA SEWER SYSTEM SERVICE AREA

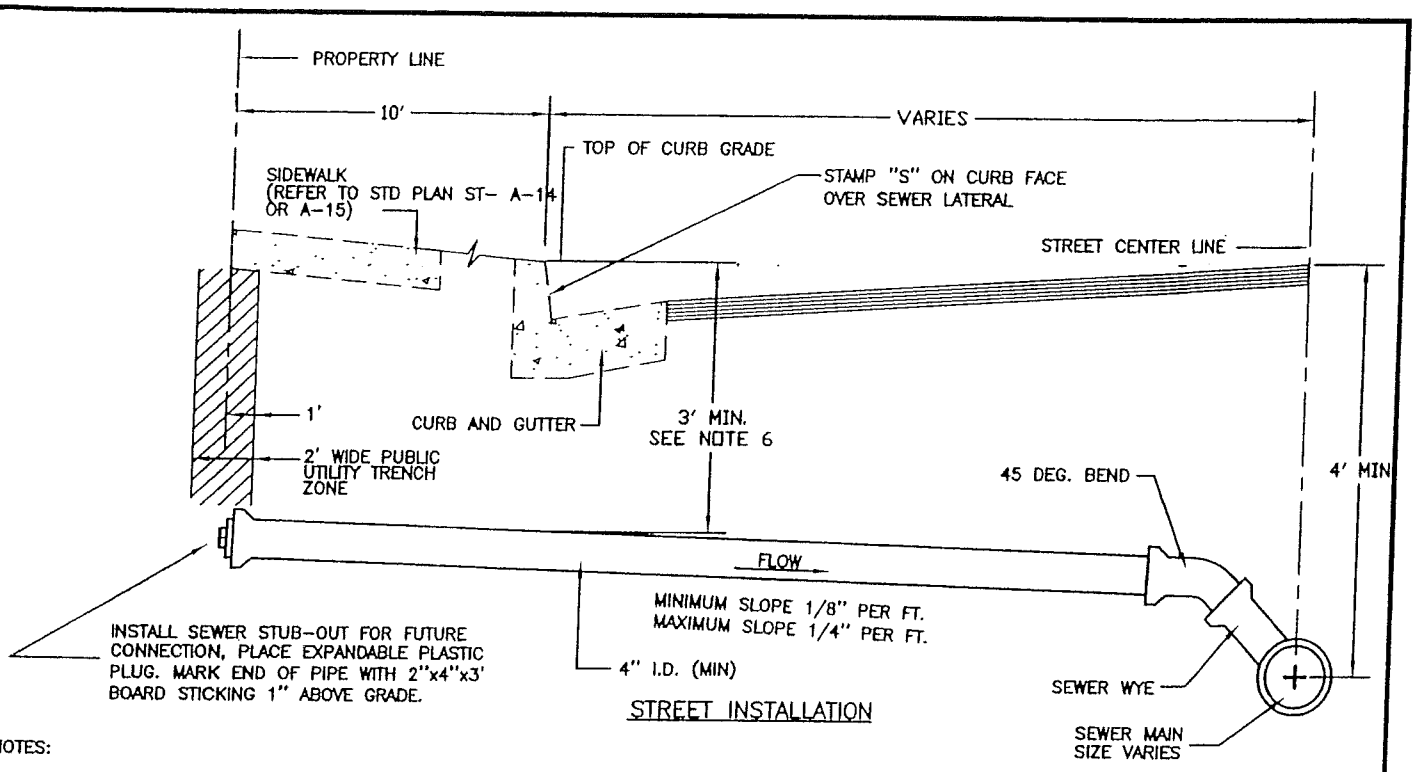
Appendix D

City's Standard Procedure for Sewer Connections

CITY OF COALINGA

CONSTRUCTION STANDARDS

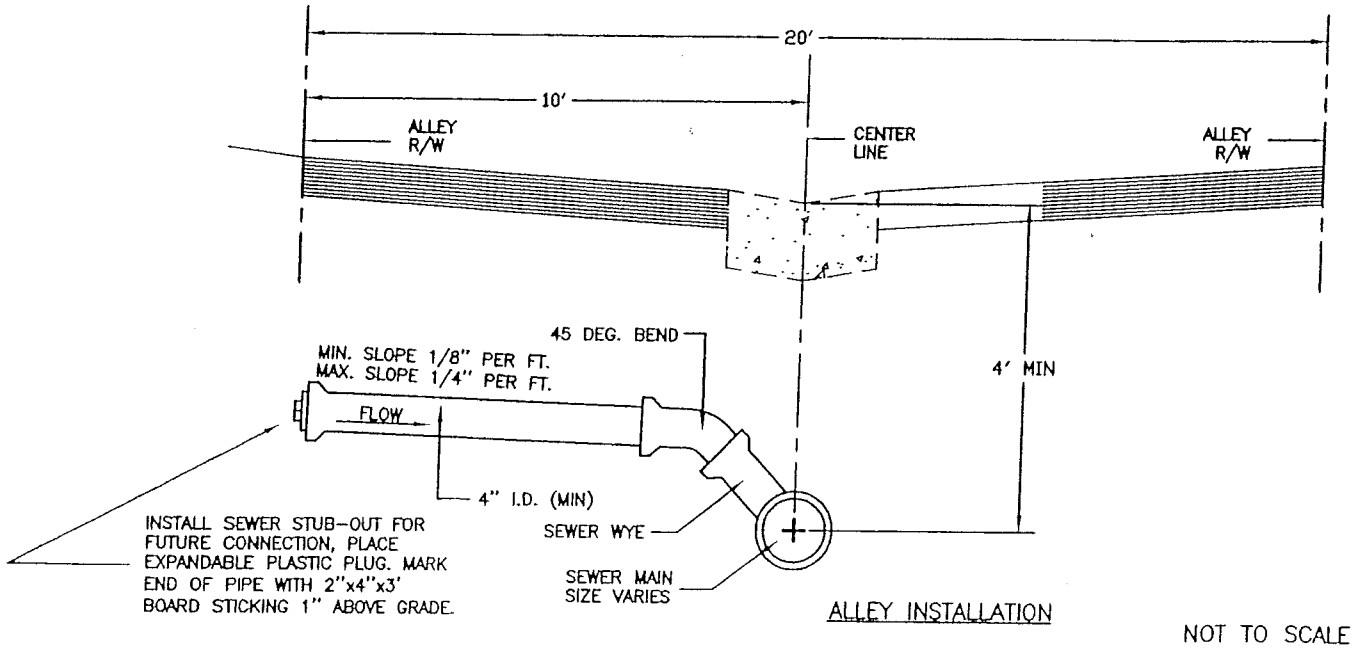
DECEMBER 2006



STREET INSTALLATION

NOTES:

1. SEWER SERVICE LATERAL WITHIN A RESIDENTIAL SUBDIVISION SHALL BE LOCATED 10 FT OFF FROM CENTER OF LOT.
2. LATERALS LOCATED SO NOT TO CONFLICT WITH PUBLIC UTILITIES.
3. SEWER SERVICE LATERAL TO BE OF SAME MATERIAL AS SEWER MAIN TO WHICH CONNECTED.
4. FOR CONNECTION TO EXISTING SEWER MAIN USE PREFABRICATED 45 DEG. WYE FOR THE MAIN LATERAL CONNECTION. TAPPING OF SEWER MAIN OR USE OF "T" SADDLES ARE NOT ACCEPTABLE. PREFABRICATED WYE SHALL BE SDR 35 PVC OR VITRIFIED CLAY. PIPE SHALL MATCH SIZE AND FLOW LINE OF EXISTING PIPE.
5. SERVICES WITH LESS THAN 3' COVER SHALL USE CAST IRON PIPE, ASTM A-74.



ALLEY INSTALLATION

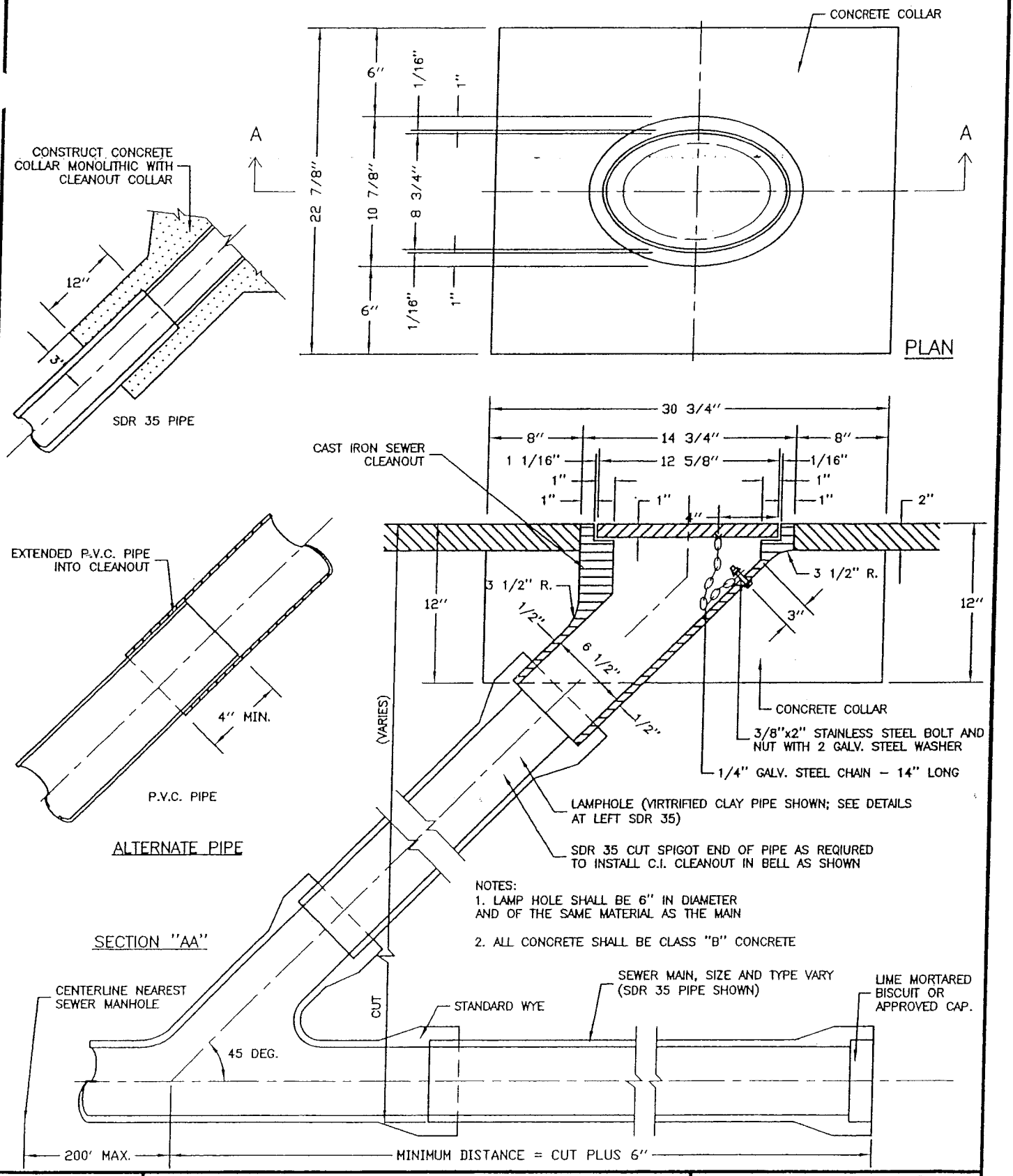
NOT TO SCALE

SEWER

Service Lateral
Street and Alley Installation

PUBLIC WORKS DEPT. STD. DRAWING

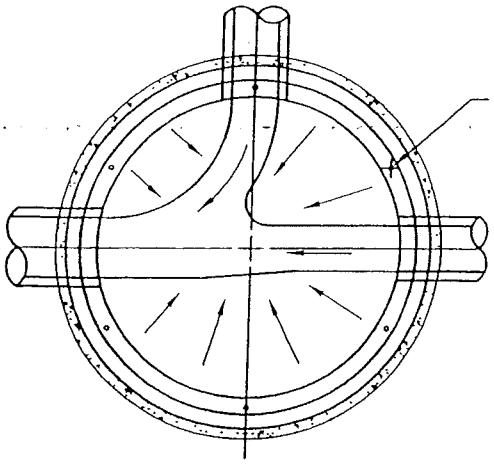
Revision:	Date:
.	.
Engineer: OSCAR M. RAMIREZ	Date: 1/2006
Drawn by: L. RIOS	Date: 1/2006
Std. No. S-1	Rev.



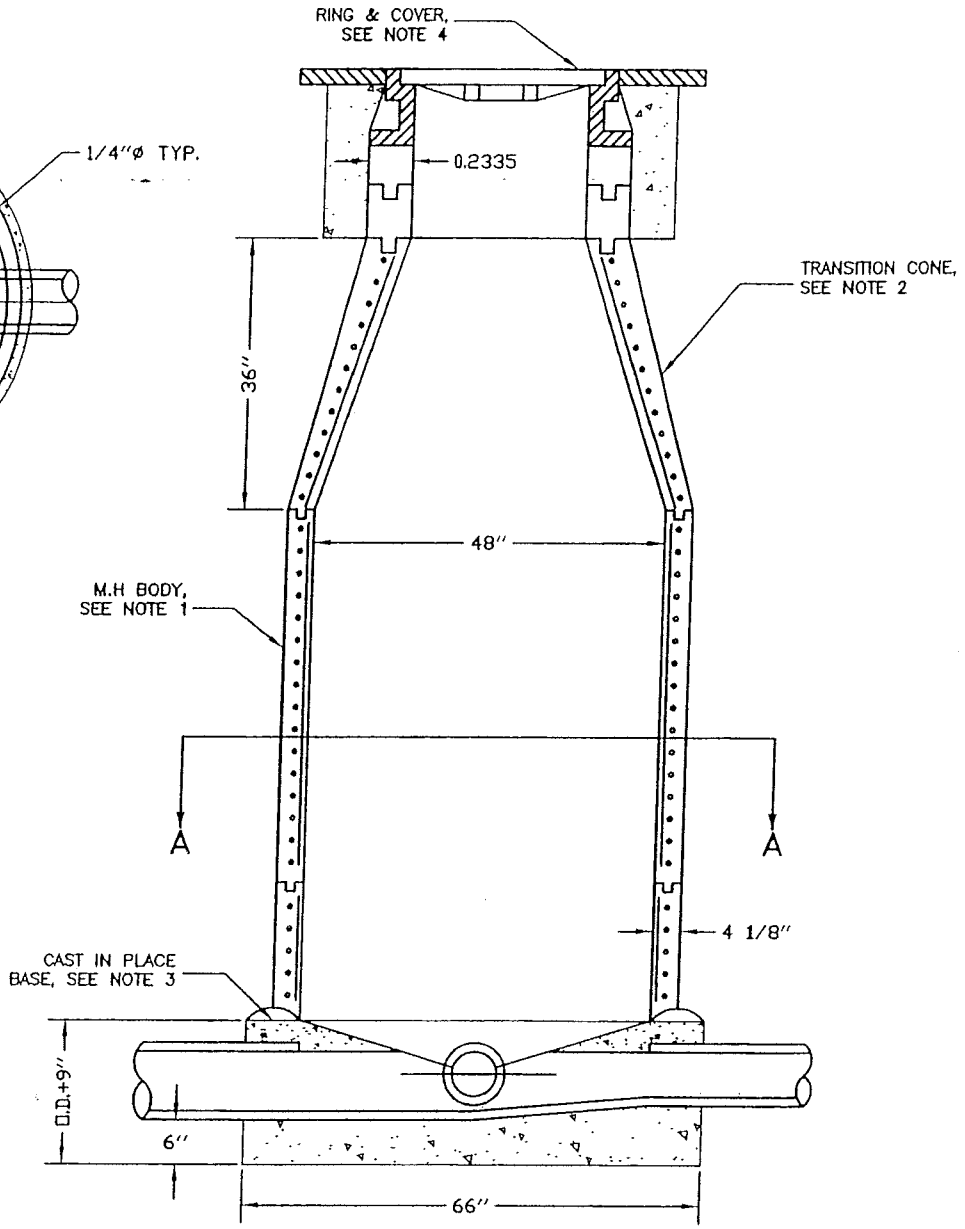
SEWER
Clean Out

PUBLIC WORKS DEPT. STD. DRAWING

Revision:	Date:
.	.
Engineer: OSCAR M. RAMIREZ	Date: 1/2006
Drawn by: L. RIOS	Date: 1/2006
Std. No. S-2	Rev.



SECTION A–A



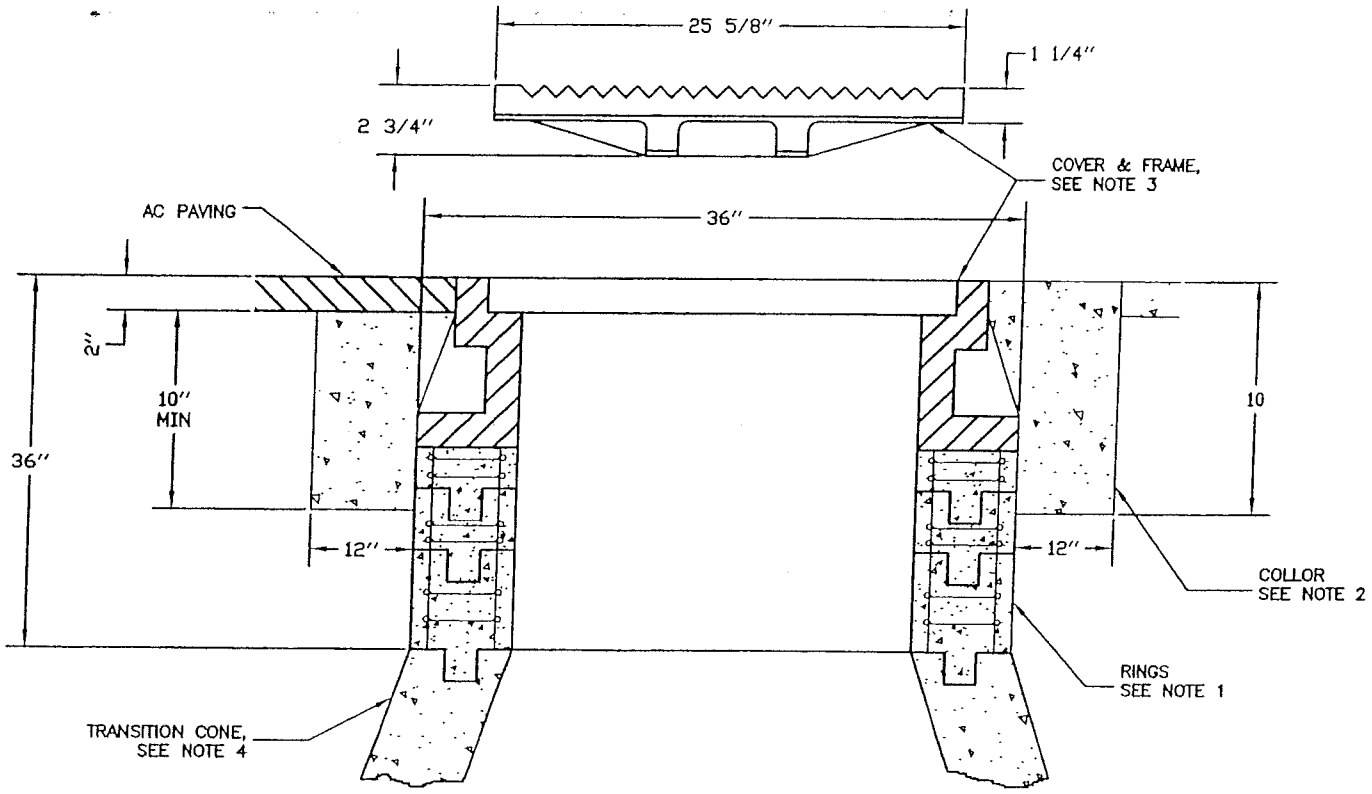
NOTES:

1. USE 48" MANHOLE (MH) FOR 24" DIA. SEWER MAIN LINES AND SMALLER. THE MANHOLE BODY SHALL BE PRECAST REINFORCED CONCRETE (PRC) PIPE SECTIONS (48" DIA X 30" OR 15"), 1/8" MIN. WALL THICKNESS WITH 1/4" DIA. REINFORCING COILS EVERY 3 IN. PAIRS OF 1/4" DIA. VERTICAL REINFORCING BARS AROUND PERIMETER, ALL PER ASTM C478.
2. THE MH TRANSITION CONE SHALL BE A 3' LX 4' DIA. X 2' DIA. PRC SECTION, EITHER CONCENTRIC OR ECCENTRIC, VARIABLE THICKNESS AS SHOWN , WITH 1/4" DIA REINFORCING REINFORCING COILS EVERY 3" AND 4 PAIRS OF 1/4" DIA. VERTICAL REINFORCING BARS AROUND THE PERIMETER. A;; PER ASTM–478.
3. THE MH BASE SHALL BE A CAST IN PLACE , 3000 PSI CONCRETE STRUCTURE WITH A THICKNESS OF NO LESS THAN THE OUTSIDE DIA. OF THE LARGEST PIPE PLUS 9".
4. FOR DETAILS OF MH RING AND COVER SEE STD NO S–4

SEWER
48 '' MANHOLE

PUBLIC WORKS DEPT. STD. DRAWING

Revision:	Date:
.	.
Engineer: OSCAR M. RAMIREZ	Date: 1/2006
Drawn by: L. RIOS	Date: 1/2006
Std. No. S–3	Rev.



NOTES:

1. MANHOLE RINGS SHALL BE 24" I.D. X 5 3/4' WIDE X 2 1/2", 6" OR 8" DEEP PRE-CAST REINFORCED CONCRETE. MINIMUM REINFORCEMENT IN EACH RING SAHLL BE FOUR 1/4" DIA. HOOPS WITH TIES, EVENLY SPACED.

2. MANHOLE FRAME SHALL BE CAST IN PLACE WITH A 2000 PSI CONCRETE COLLAR, 12" WIDE X 10" DEEP FOR CONCRETE PAVED TRAVEL WAYS. PLACE 2" AC PAVEMENT OVER 12" DEEP MH COLLAR USED IN AC PAVED TRAVEL WAYS

3. MANHOLE FRAME AND COVER SHALL BE CAST IRON IN ACCORDANCE WITH THE DIMENSIONS SHOWN. KP IRON FOUNDRY MODEL KP-24"-6" OR EQUAL AS APPROVED BY PUBLIC WORKS.

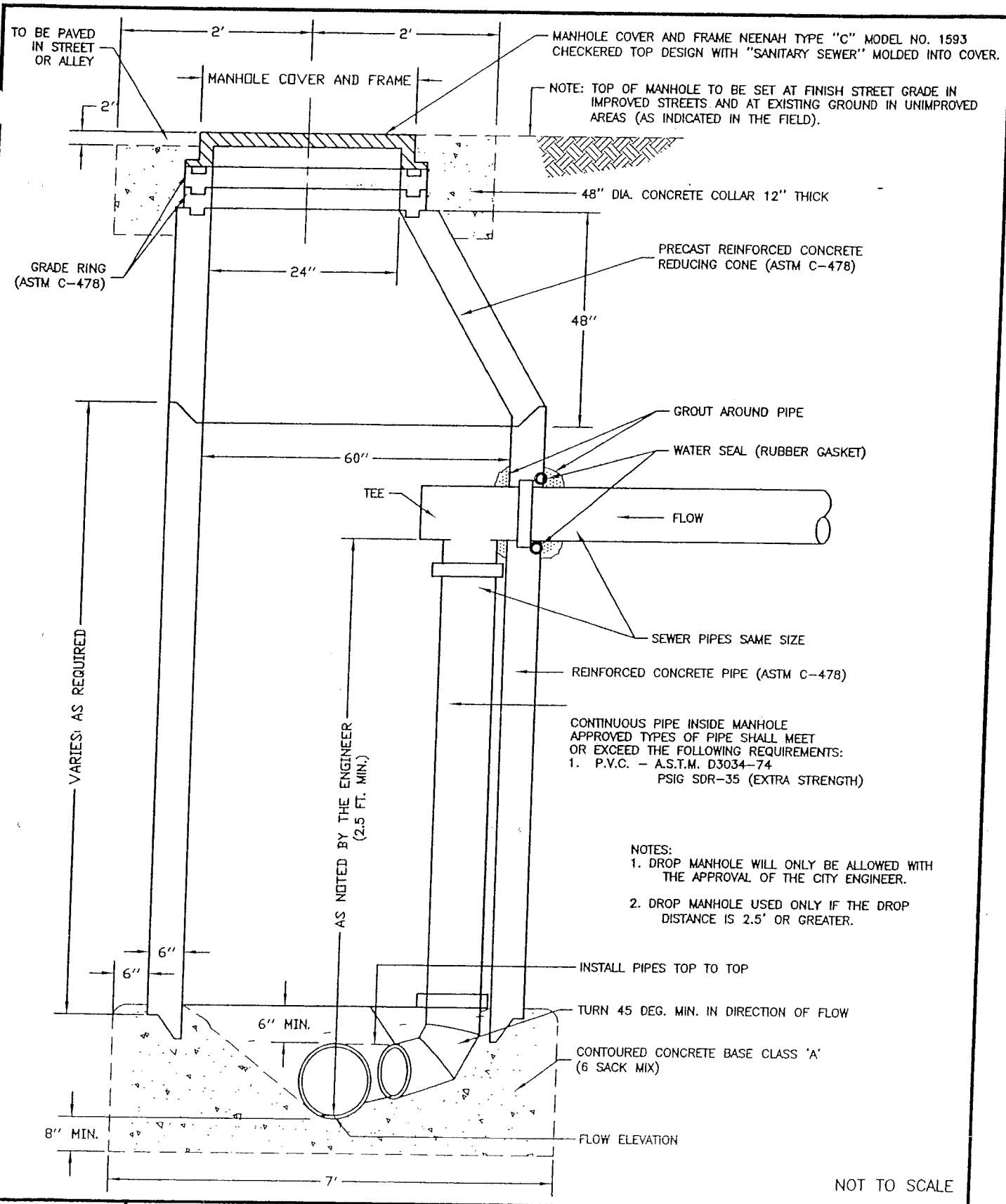
4. FOR DETAILS OF MANHOLE TRANSITION, BODY AND BASE SECTION SEE STD. NO S-3.

THE CITY OF COALINGA 1906

SEWER
Manhole Rings
Frame And Cover

PUBLIC WORKS DEPT. STD. DRAWING

Revision:	Date:
.	.
Engineer: OSCAR M. RAMIREZ	Date: 1/2006
Drawn by: L. RIOS	Date: 1/2006
Std. No. S-4	Rev.

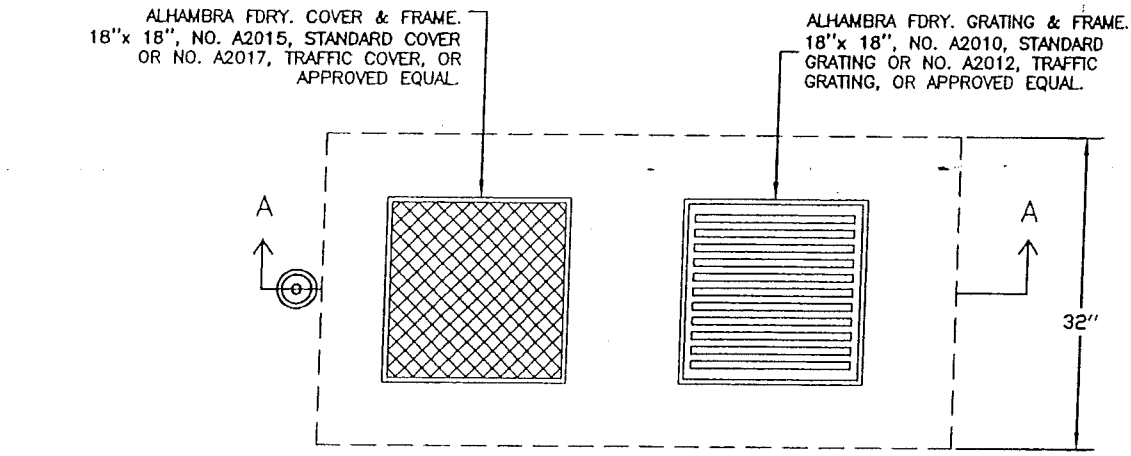


NOT TO SCALE

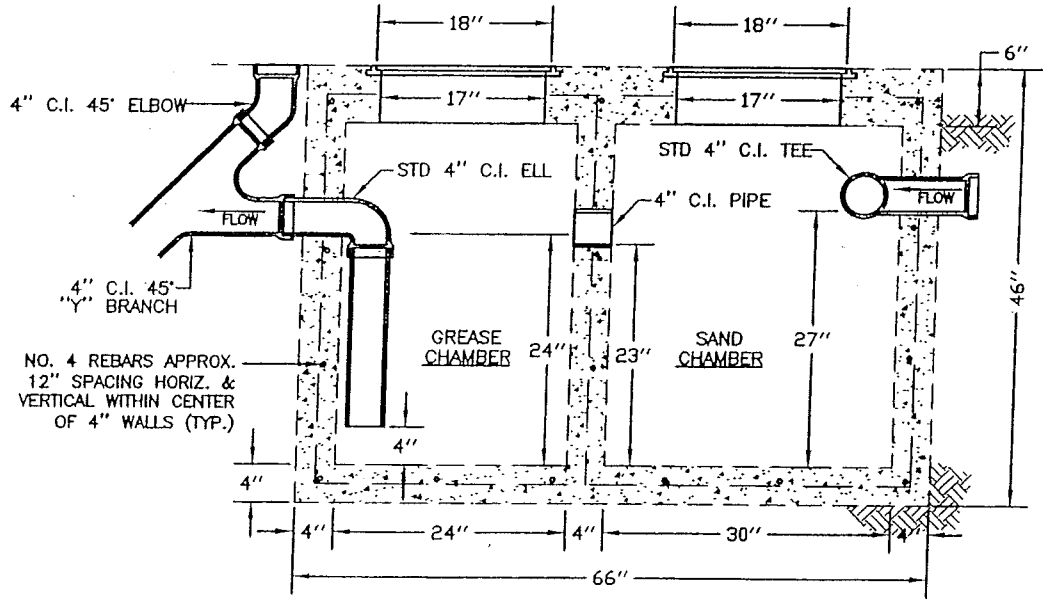
SEWER
Drop Manhole

PUBLIC WORKS DEPT. STD. DRAWING

Revision: .	Date: .
Engineer: OSCAR M. RAMIREZ	Date: 1/2006
Drawn by: L. RIOS	Date: 1/2006
Std. No. S-6	Rev.



PLAN



SECTION "AA"

NOTES:

1. DIMENSIONS SHOWN ARE MINIMUM. PROPER SIZING TO BE DETEMINED BY CALCULATION, SUBJECT TO APPROVAL OF CITY ENGINEER.
2. RESPONSIBILITY FOR CLEANING & MAINTENANCE BELONGS TO THE PROPERTY OWNER.
3. AN ALTERNATE GREASE INTERCEPTOR DEVICE OF STANDARD MANUFACTURE MAY BE SUBSTITUTED FOR THAT SHOWN ABOVE, SUBJECT TO APPROVAL OF THE CITY ENGINEER AND CITY BUILDING OFFICIAL.

THIS STANDARD APPLIES TO:
A. RESTUARANTS
B. AUTOMOTIVE GARAGES
C. CAR WASHES
D. OTHER, AS DETERMINED BY THE CITY ENGINEER AND CITY BUILDING OFFICIAL

NOT TO SCALE

SEWER
Sand And Grease Interceptor

PUBLIC WORKS DEPT. STD. DRAWING

Revision:	Date:
.	.
Engineer: OSCAR M. RAMIREZ	Date: 1/2006
Drawn by: L. RIOS	Date: 1/2006
Std. No. S-7	Rev.

Appendix E

City Overflow Emergency Response Plan

SSO Report Forms – Incident and Telephone Log

CITY OF COALINGA PUBLIC WORKS DEPARTMENT

OVERFLOW EMERGENCY RESPONSE PLAN (OERP)

AUGUST 28, 2025

PREPARED FOR:

CITY OF COALINGA PUBLIC WORKS DEPARTMENT
155 W DURIAN AVE,
COALINGA, CA 93210

PREPARED BY:

MKN
8405 N. FRESNO STREET STE. 120
FRESNO, CA 93720
559.500.4750

TABLE OF CONTENTS

LIST OF TABLES

LIST OF APPENDICES

List of Abbreviations

BMP	Best Management Practices
CIWQS	California Integrated Water Quality System
CCTV	Closed Circuit Television
CDFG	California Department of Fish and Game
City	City of Coalinga
PWD	Public Works Department
EMA	Emergency Management Agency
ft	Feet
fps	Feet per Second
gal	Gallons
gpm	Gallons per Minute
GWDR	General Waste Discharge Requirements
MKN	Michael K. Nunley & Associates, Inc.
MRP	Monitoring and Reporting Program
NPDES	National Pollutant Discharge Elimination System
OERP	Overflow Emergency Response Plan
OES	Office of Emergency Services
RWQCB	Regional Water Quality Control Board
SCADA	Supervisory Control and Data Acquisition
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SWRCB	State Water Resources Control Board
WDR	Waste Discharge Requirement
WWTP	Wastewater Treatment Plant

Quick Reference – Emergency Contacts

Emergency Contacts	
Contacts	**Phone Number**
District Personnel	
City of Coalinga Public Works Office	(559) 935-1533
Public Works Utilities Supervisor Anthony Uribe	(559) 362-6567 (cell)
Public Works Supervisor Eric De Leon	(559) 935-1533 Ext. 170 office (559) 974-1257cell
Chief Plant Operator Matthew Gomes	(559) 816-7644 Cell
City Engineer Tri City Engineering, Inc.	(559) 447-9075 office
Police, Sheriff, and Fire	9-1-1
To reach On-Call personnel in the following areas	
Coalinga Police Department (after hours)[1]	(559) 935-1525
City of Coalinga CSD & City Manager Sean Brewer	(559) 935-1533 ext. 143
Reporting Agencies	
Fresno County OES	(559) 600-3271 (559) 600-3111 (after hours)
Fresno County Department of Public Health	(559) 600-3200
RWQCB Office	(916) 464-3291
CDFG Central Dispatch	(559) 243-4005
Clean-up contractors or rentals	
Herc Rental	(559) 442-8400
United Rentals	(559) 495-4000
Sun Belt Rental	(559) 834-6400
Pace Supplies Ferguson	(888) 585-8137 (559) 253-2900
Council Members[2,3]	
Nathan Vosburg	Mayor
James Horn	Mayor Pro-Tem
Shannon Jensen	Clerk
Media[3]	
CBS47/KSEE24 ABC30	(559) 222-2411 (559) 442-1170
Coalinga Press	(559) 362-9668
Civic Media	(559) 935-1533
Testing Lab	
BSK & Associates	559) 497-2880
Notes:	
[1)] After hours are defined as any time outside the standard operating office hours of 7:00 AM to 5:30 PM from Monday to Thursday [2)] Phone numbers located in City Office [3)] To be contacted by City Manager	

1.0 INTRODUCTION

This section provides background information related to the purpose and organization of this Overflow Emergency Response Plan (OERP) and provides a brief overview of the City of Coalinga Public Works Department (City) sewer service area and sewer collection system.

1.1 Purpose

The purpose of the OERP is to support an orderly and effective response to sanitary sewer overflows (SSOs). The OERP provides guidelines for the City, as the Enrollee, to follow in responding to, cleaning up, and reporting SSOs that may occur within the City's service area. State Water Resources Control Board (SWRCB) Order No. 2022-0103-DWQ requires wastewater collection agencies to have an OERP, this OERP satisfies the requirement.

1.2 Background

The City of Coalinga, located in the southwestern San Joaquin Valley within Pleasant Valley, is accessible via State Routes 198 and 33, with Interstate 5 approximately 13 miles to the east.

The 2020 census recorded a city population of 17,590, growing modestly since then. As of 2025, the estimated total population is approximately 18,000–18,500, which includes 2,562 residents of Pleasant Valley State Prison. Coalinga annexed the prison in 2000 and incorporates its population in all current demographic figures (2020 Census).

The oldest portion of the City of Coalinga's wastewater collection system was constructed by the City during the first half of the 20th century. Today, the City's existing sewer infrastructure consists of over 42 miles of pipeline, with pipe diameters ranging from 6 inches to 24 inches. While the majority of the system is gravity-fed, the City also operates four lift stations located throughout various parts of the community to facilitate flow in areas where gravity alone is insufficient. Wastewater collected through the system is conveyed to the City's Wastewater Treatment Plant (WWTP), which is situated on a 43.05-acre site east of the City, near the confluence of Warthan Creek and Los Gatos Creek. This facility serves as the City's primary wastewater treatment facility.

In 1982, the City completed an expansion of the WWTP, increasing its treatment capacity to 0.93 million gallons per day (MGD). Subsequently, in 1991, the City submitted a Report of Waste Discharge to support additional operational changes and an increase in the allowable discharge volume. As part of this modification, the City rehabilitated a previously abandoned primary clarifier and aerobic digester, which had been removed from service during the earlier upgrade. These improvements increased the facility's treatment capacity to a maximum of 1.3 MGD.

The current treatment process includes upgraded mechanical bar screens and five treatment ponds. Additionally, the plant is equipped with two effluent pumps that discharge treated water for field irrigation and percolation. The facility's peak monthly discharge volume is approximately 27 million gallons.

1.3 Goals

The primary goals of this OERP are to protect public health and safety, prevent adverse impacts to the environment, and facilitate compliance with overflow-related regulatory requirements.

1.4 Objectives

This OERP will help the City achieve the following objectives:

- Timely and proper notifications of responders, regulatory agencies, and other potentially affected entities.
- Provision for appropriate customer service
- Protection of the wastewater treatment facility, sewer system, and all appurtenances
- Protection of sewer collection system personnel
- Protection of private and public property adjacent to the collection and treatment facilities
- Minimizing adverse impacts of SSOs
- Timely implementation of corrective action
- Accurate and consistent identification, investigation, and reporting related to SSOs
- Ensuring appropriate City staff follow the OERP and effectively manage emergency operations and other necessary response activities

1.5 Regulatory Requirements for OERP Element of SSMP

The collection system agency shall develop and implement an overflow emergency response plan that identifies measures that the City will take in order to protect public health and the environment. At a minimum, this plan must include the following:

1. Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner.

2. A program to ensure an appropriate response to all overflows.

3. Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health services, regional water boards, water supplies, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the Monitoring and Reporting Program (MRP). All SSOs shall be reported in accordance with this MRP, the California Water Code, other State laws, and other applicable Regional Water Board Waste Discharge Requirements (WDR) or National Pollutant Discharge Elimination System (NPDES) permit requirements. The Sewer System Management Plan should identify the officials who will receive immediate notification.

4. Procedures to ensure that appropriate staff and on-call contractor personnel are aware of following the Emergency Response Plan and are appropriately trained.

5. Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and

6. A program to ensure that all reasonable steps are taken to contain untreated wastewater and prevent discharge of untreated wastewater to waters of the United States and minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

2.0 SSO DETECTION AND NOTIFICATION

The processes that are employed to notify the City of the occurrence of an SSO include observation by the public, observation by City staff during the normal course of their work, and receipt of an alarm.

2.1 Public Observation

The Chain of Communication for reporting SSOs begins with the Public Works office being contacted by residents, 911 dispatchers which relayed to non-emergency dispatch, or police and fire departments. The City of Coalinga Public Works Office telephone contact number is (559) 935-1533. This telephone number is answered twenty-four (24) hours per day by either City Staff or a message referring to callers to the on-call operator. During regular business hours, (Monday through Thursday, 7:00am to 5:30pm) the Superintendent sends one or more operations staff to respond to an SSO notification.

2.2 City Staff Observation

City staff conduct periodic inspections of its sewer system facilities as part of their routine activities. Any problems noted with the sewer system facilities are reported to appropriate City staff that, in turn, respond to emergency situations. Work orders are issued to correct non-emergency conditions. Due to the small size of the City, all Staff are expected to respond to SSOs. Staff are trained upon hire, and a refresher training course is completed annually.

2.3 Alarms

The City of Coalinga is in the process of developing an alarm system in their four lift stations. This system will operate based on flow levels and is connected to an auto-dialer that alerts City personnel in the event of an SSO. Currently, the City has an alarm system that implements a siren and light to indicate an SSO.

2.4 Notification and Response

Appendix A presents a notification and response flowchart that outlines the required chain of communications for various SSO occurrences.

3.0 SSO RESPONSE PROCEDURES

3.1 First Responder Priorities

The first responders are considered the sewer/plumbing crews who have arrived at the scene of an SSO after being notified by the public, plant staff, or receipt of an alarm.

The first responder's priorities are:

- To follow safe working practices
- To respond promptly with the appropriate equipment
- To contain the overflow where feasible
- To restore the flow within the system as soon as practicable
- To minimize public access to and/or contact with the overflowed sewage
- To estimate start time and photograph the incident as required in Section 3.5, when possible
- To promptly notify the City Administrator in event of a major SSO
- To restore the overflow area to its original condition (or as close as possible)

3.2 Safety

The City owns two vacuum trucks and are dispatched when an SSO event occurs. If the vacuum trucks are needed, all safety measures outlined in the safety manual are followed. Furthermore, the first responder must always follow established safety procedures. Proper safety precautions must be observed when performing sewer work, and all City staff are required to adhere to safety protocols. Additionally, staff will receive training upon arrival at the SSO site to ensure compliance with safety guidelines.

3.3 Initial Response

The first responder must respond to the SSO site and visually check for potential sewer stoppages or overflows.

The first responder is responsible for:

- Documenting the location and any description of the problem, as well as the name and contact information of the caller for follow-up information. Using the information to fill out the Telephone Log Form (**Appendix B)**.
- Noting the arrival time at the site using SSO Incident Report form (**Appendix C**).
- Identifying and assessing the affected area and extent of the overflow

- Taking photos of the spill on arrival, during, and after correction actions have been implemented, noting: the location, if the manhole has lifted, weather conditions, if pick holes are clean, flood elevation, presence of debris, and flow of stormwater.
- Verifying if the overflow sewage is present and was caused by failure/blockage in the public system (note appearance point(s), and
- Initiating containment measures to return sewage to the City sewer system
- Notifying the Public Works Supervisor during working hours. After hours call the non-emergency phone number (559-935-1525) when:
    - The SSO appears to be flowing to a storm drain
    - The SSO is in a sensitive area
    - There is doubt regarding the extent of the SSO impact
    - There are questions on how to proceed
    - Additional help is needed

3.4 Initiate SSO Containment Measures

The first responder should attempt to contain as much of the overflowed sewage as possible using the following steps:

- Determine the immediate destination of the overflowing sewage
- Plug storm drains, when applicable, using air plugs, sandbags, and/or plastic mats to prevent sewage from entering the storm drain system. When the SSO has made contact with the storm drainage system, attempt to contain the sewage by plugging downstream storm drainage facilities
- When applicable, contain/direct overflow sewage away from storm drain system inlets and bodies of water using a dike/dam or sandbags
- When applicable, use the City-owned Vacuum trucks to pump around the blockage/pipe failure/pump station
- For SSOs at the WWTP, a tractor may be used to divert and/or contain the overflow and prevent migration off-site. Use truck and trailer to import dirt as necessary

3.5 Spill Specific Monitoring Requirements

The Enrollee shall visually assess the spill location(s) and spread using photography, global positioning system (GPS), and other best available tools. The Enrollee shall document the critical spill locations, including:

- Photography and GPS coordinates for:
    - The system location where the spill originated. For multiple appearance points of a single spill event, the points closest to the spill origin.

- Photography for:
    - Drainage conveyance system entry locations
    - The location(s) of discharge into surface waters, as applicable
    - Extent of spill spread, and
    - The location(s) of clean up

To assess the approximate spill magnitude and spread, the City shall estimate the total spill volume using updated volume estimation techniques, calculations, and documentation for electronic reporting, as outlined in Appendix D. The City shall update its notification and reporting of estimated spill volume (which includes spill volume recovered) as further information is gathered during and after a spill event.

3.6 Restore Flow

Using the appropriate cleaning equipment, City staff will set up downstream of the blockage and hydro clean upstream from a nonimpacted manhole. Attempt to remove the blockage from the system and observe the flows to ensure that the blockage does not recur downstream. Crews should attempt to capture the blocked material and remove it to evaluate the cause of the blockage.

If the blockage cannot be cleared within a reasonable time (15 minutes), or the sewer requires construction repairs to restore flow, then initiate containment and/or bypassing pumping. If assistance is required, immediately contact the Public Works Supervisor who will contact other employees, contractors, and equipment suppliers.

3.7 Water Quality Sampling and Analysis

For sewage spills that are an estimated 50,000 gallons or greater that are discharged into surface water, the City will conduct water sampling no later than 18 hours after knowledge of a potential discharge into water.

The water quality sampling procedures are:

- Collect one water sample, each day of the duration of the spill, at:
    - A point in a drainage conveyance system before the drainage conveyance system flow discharges into a receiving water, if sewage discharges to a surface water via a drainage conveyance system; and/or
    - A point in the receiving water where sewage initially enters the receiving water; and/or
    - A point in the receiving water, upstream of the point of sewage discharge, to capture ambient conditions absent of sewage discharge impacts; and/or
    - A point in the receiving water, downstream of the point of sewage discharge, where the spill material is fully mixed with the receiving water; and/or
    - If the receiving water has no flow during the duration of the spill, the Enrollee must report “No Sampling Due To No Flow” for its receiving water sampling locations.

The City will analyze the collected receiving water samples for the following constituents:

- Ammonia, and
- Appropriate bacterial indicator(s) per the applicable Basin Plan water quality objectives, including one or more of the following, unless directed otherwise by the Regional Water Board:
    - Total Coliform Bacteria
    - Fecal Coliform Bacteria
    - E-coli
    - Enterococcus

The City will collect and analyze additional samples as required by the applicable Regional Water Board Executive Officer or designee.

4.0 RECOVERY AND CLEAN-UP

4.1 Estimate the Volume of Overflowed Sewage

To estimate the volume of overflowed sewage, City staff will use the pictures and tables included in **Appendix D** to assess the spill to determine the Category of SSO. Wherever possible, document the estimate using photos of the SSO site before and during the recovery operation.

4.2 Recovery of Overflowed Sewage

Vacuum up and/or pump the overflowed sewage and discharge it back into the sanitary sewer system.

4.3 Clean-Up and Disinfection

Clean-up and disinfection procedures should be implemented to reduce the potential for human health issues and adverse environmental impacts that are associated with an SSO event. Where clean-up is beyond the capabilities of City staff, a clean-up contractor will be used.

The clean-up and disinfection procedures are:

- Small spill clean-ups may be accomplished with absorbents and buckets
- Larger spills may require use of a vacuum truck or other equipment
- For spills greater than 500 gallons pump liquid to headworks or primary clarifier at the WWTP
- If the WWTP operator advises against pumping through WWTP, utilize any of the local septic pumpers for off-site disposal
- Once standing water has been removed using above methods, spread lime over area and post warning signs if the potential for public contact exists
- Once the area has been secured and lime has been in place for a minimum of 1 hour, proceed with final clean-up of dirt, solids, etc.
- Treat each incident separately for disinfection
- Equipment used must be disinfected
- Enlist the assistance of other public agencies or contractors if necessary
- Electronically document all procedures used

4.4 Public Notification

Post signs and place cones or barricades to keep vehicles and pedestrians away from contact with sewage. Do not remove the signs until clean-up is completed. A sample warning sign is included in **Appendix E**.

Any near open water locations that have been contaminated as a result of an SSO should be posted at visible access locations until the risk of contamination has subsided to acceptable background levels. The warning signs once posted should be checked every day to ensure that they are still in place.

In the event that an overflow occurs at night, the locations should be inspected first thing the following day. The field crew should look for any signs of sewage solids and sewage-related material that may warrant additional clean-up activities.

Major SSOs may warrant broader public notice. The City Manager and/or Public Works Utilities Supervisor will authorize contact with local media when significant areas may have been contaminated by sewage.

4.5 Failure Analysis Investigation

The City will conduct a failure analysis investigation following each SSO. The objective of the failure analysis investigation is to determine the "root cause" of the SSO and to identify corrective action(s) needed that will reduce or eliminate future potential for the SSO to recur. The investigation should include reviewing all relevant data to determine appropriate corrective action(s) for the sewer system segment within which the SSO occurred. The investigation should include:

- The completed SSO Report Form and available photographs
- Incident map
- Pump station records, if applicable
- Review of filed interview notes from response staff
- Review of past applicable maintenance records
- CCTV inspection to determine the condition of the line segment immediately following the SSO and reviewing the video and logs
- Interview of staff that responded to the SSO
- Review and discussion of the Overflow Emergency Response Plan and whether revisions are necessary to provide more efficient and relevant procedures

The product of the failure analysis investigation should be the determination of the root cause of the SSO and the identification of corrective actions. Upon completion of the investigation, make any necessary revisions, notify all staff and interested parties of the changes that were made, and provide trainings on the revised plan if necessary.

5.0 SSO NOTIFICATION, MONITORING, REPORTING, AND RECORDKEEPING REQUIREMENTS

5.1 SSO Categories

The California State Water Resources Control Board (SWRCB) has established guidelines for classifying and reporting SSOs. Reporting and documentation requirements vary based on the type of SSO.

Table 5-1 provides the SSO categories as defined by the SWRCB.

Table 5-1: SSO Categories[1]

Category	Category Definitions
Category 1	A spill of any volume of sewage from or caused by a sanitary sewer system regulated under this General Order that results in a discharge to: • A surface water, including a surface water body that contains no flow or volume of water; or • A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed properly. Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility. A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the Enrollee shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.
Category 2	A spill of 1,000 gallons or greater, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water. A spill of 1,000 gallons or greater that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system, is a Category 2 spill
Category 3	A spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water. A spill of equal to or greater than 50 gallons and less than 1,000 gallons, that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 3 spill.
Category 4	A spill of less than 50 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water. A spill of less than 50 gallons that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 4 spill.

Note:

1. *Per State Water Resources Control Board Order No. 2022-0103-DWQ*

5.2 SSO Notification Procedures

5.2.1 Internal Notification Category 1 & 2 SSOs

The field crew (working hours) or on-call staff (after hours) will immediately notify the Public Works Utilities Supervisor or designee.

The field crew will fill out the SSO Report Form and submit it to the Public Works Utilities Supervisor or designee. The Public Works Utilities Supervisor will forward the report to the City Engineer and/or City Manager.

In the event of a Category 1 & 2 overflows, the Public Works Utilities Supervisor may notify the City Engineer and/or City Manager. The Public Works Utilities Supervisor may notify the City Council.

5.2.2 Internal Notification Category 3 & 4 SSOs

The field crew will fill out the SSO Report form and submit it to the Public Works Utilities Supervisor or designee. The Public Works Utilities Supervisor will forward the report to the City Engineer and/or City Manager.

5.2.3 External Notification Requirements

The City shall prepare Notifications per the State Water Resources Control Board Order No. 2022-0103-DWQ as shown below:

- Category 1 Spill: Spills to Surface Waters – 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.
- Category 2 Spills: Spills of 1,000 gallons or Greater That Do Not Discharge to Surface Waters – 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 surface waters, notify the California Office of Emergency Services and obtain a notification control number.
- Category 3 Spills: Spills of Equal or Greater than 50 Gallons and Less Than 1,000 Gallons That Does Not Discharge to Surface Waters – No notification required.
- Category 4 Spills: Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters – No notification required.
- Enrollee Owned and/or Operated Lateral Spills That Do Not Discharge to Surface Waters – Within two (2) hours 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 of Emergency Services and obtain a notification control number. No notification required for spills of less than 1,000 gallons.

5.3 SSO Monitoring Procedures

The City shall follow Monitoring Procedures per the State Water Resources Control Board Order No. 2022-0103-DWQ as shown below:

- Category 1 Spill: Spills to Surface Waters – Conduct spill specific monitoring as shown in Section 3.5 and conduct water quality analysis of the receiving water within 18 hours of initial knowledge of spill of 50,000 gallons or greater to surface waters, as described in as shown in Section 3.7.
- Category 2 Spills: Spills of 1,000 gallons or Greater That Do Not Discharge to Surface Waters – Conduct spill specific monitoring, as shown in Section 3.5.
- Category 3 Spills: Spills of Equal or Greater than 50 Gallons and Less Than 1,000 Gallons That Does Not Discharge to Surface Waters – Conduct spill specific monitoring, as shown in Section 3.5.
- Category 4 Spills: Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters – Conduct spill specific monitoring, as shown in Section 3.5.
- Enrollee Owned and/or Operated Lateral Spills That Do Not Discharge to Surface Waters – Conduct visual monitoring.

5.4 SSO Reporting Procedures

The City shall follow Reporting Procedures per the State Water Resources Control Board Order No. 2022-0103-DWQ as shown below:

- Category 1 Spill: Spills to Surface Waters –
    - 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.
- Category 2 Spills: Spills of 1,000 gallons or Greater That Do Not Discharge to Surface Waters –
    - 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 Amended Spill Report within 90 calendar days after the spill end date.

- Category 3 Spills: Spills of Equal or Greater than 50 Gallons and Less Than 1,000 Gallons That Does Not Discharge to Surface Waters –
    - 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.
    - After 90 calendar days, the Legally Responsible Official shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a certified Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the 90-day timeframe for amending the certified Spill Report, as provided above.
- Category 4 Spills: Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters –
    - 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.

A regulatory reporting guide is included in **Appendix A**.

5.5 SSO Record Keeping Requirements

The General Waste Discharge Requirements (GWDR) and MRP require that individual SSO records be maintained by the City for a minimum of five years from the date of the SSO. This period may be extended when requested by a Regional Water Quality Control Board Executive Officer.

All records shall be made available for review upon SWRCB or RWQCB staff's request during on-site inspection or through an information request. Records shall be retained for all SSOs, including but not limited to the following when applicable:

- Service call records and complaint logs of calls received by the City, documenting how the City responded to all notifications of possible or actual SSOs (including complaints that do not result in SSOs), including:

- Date, time, and method of notification
- Date and time the complainant or informant first noticed the SSO
- Narrative description of the complaint, including any information the caller can provide regarding whether or not he/she knows if the SSO has reached surface waters, drainage channels, or storm drains
- Follow-up return contact information for complainant or informant for each complaint received, if not reported anonymously
- Final resolution of the complaint
- Electronic monitoring records relied upon for documenting SSO events and/or estimating SSO volume discharged, including:
- Supervisory Control and Data Acquisition (SCADA) systems records, logs, etc.
- Alarm systems alerts
- Listing of flow monitoring devices or other instruments used to estimate wastewater levels, flow rates, or volumes
- Records documenting steps and/or remedial actions taken to control and terminate the SSO and recover as much of the discharged volume as possible
- Records documenting how estimates of volume discharged, and volume recovered were calculated

If water quality samples are required by an environmental or health agency, State Law, or if voluntary monitoring is conducted by the City or its agent(s) as result of any SSO, records of monitoring information shall include:

- The date, exact place, and time of sampling or measurements
- The individual(s) who performed the sampling or measurements
- The date(s) individual analyses were performed
- The individual(s) who performed the analyses
- The analytical technique or method used
- The results of such analyses

6.0 EQUIPMENT

This section provides a list of specialized equipment that is required to support this Overflow Emergency Response Plan.

- Field Manual
- Event Folder:
    - SSO Reports
    - SSO Log Sheet
    - Telephone Log Sheet
    - Incident Report Form
- GPS, Cell phone, and/or radio
- Flashlight
- Camera
- Tape measure
- Traffic Control Equipment (safety tape, signs, cones, etc.)
- Personal Protective Equipment:
    - Rubber Gloves
    - Rubber Boots
    - Goggles
    - Respiratory mask
- Technical data sheets for response equipment, pumps, generators, etc.
- Sandbags, lime, absorbents, booms, and other items to contain spill and protect storm drains
- Portable Generators, Portable Pumps, Piping, and Hoses
- Combination Sewer Cleaning Truck
- Backup Combination Vacuum Trucks
- Closed Circuit Television (CCTV) Inspection Unit

7.0 SSO RESPONSE TRAINING

7.1 Initial and Annual Refresher Training

All City personnel who may have a role in responding to, reporting, and/or mitigating a sewer system overflow should receive training on the contents of this OERP. All new employees should receive training before they are placed in a position where they may have to respond. Current employees should receive annual refresher training on this plan and the procedures to be followed.

7.2 SSO Response Drills

Periodic training drills should be conducted to ensure that employees are up to date on the procedures, the equipment is in working order, and the required materials are readily available. The training drills should cover scenarios typically observed during sewer-related emergencies (e.g. mainline blockage, mainline failure, force main failure, pump station failure, and lateral blockage). The results and the observations during the drills should be recorded and action items should be tracked to ensure completion.

7.3 Training Sessions

The City will implement this OERP and hold monthly meetings that cover a variety of topics applicable to their responsibilities and safety requirements. SSO emergency response will be a topic at these sessions on a routine basis.

7.4 SSO Training Record Keeping

Records should be kept of all training that is provided in support of this plan. The records for all scheduled training courses and for each overflow emergency response training event should include date, time, place, content, name of trainer(s), and names of attendees. The City shall update the training record log within 48 hours of the most recent training session.

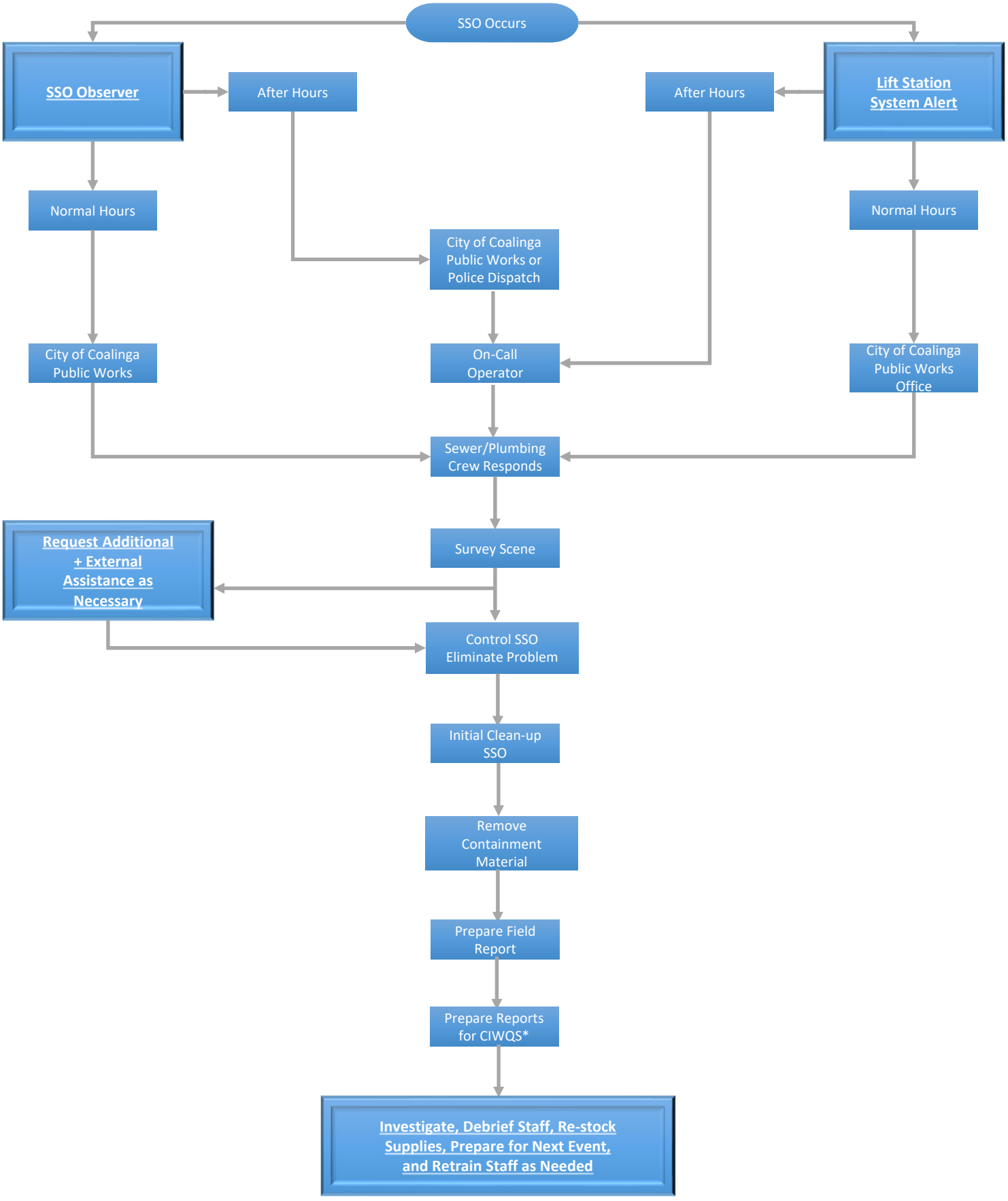
7.5 Contractors Working on City Sewer Facilities

Any contractors that work or otherwise utilize the sewer system are required to comply with all legal requirements associated with SSO responses, be provided with a copy of the City's OERP and have knowledge of it's response procedures and requirements.

Appendix A

Notification and Response Flow Chart and Regulatory Reporting Guide

Appendix A: Notification and Response Flowchart



* Submit Reports to CIQWS** as per Regulatory Reporting Guide
** If CIWQS website is not available, you must fax all required information to RWQCB and reattempt as soon as possible.

Regulatory Reporting Guide

Deadline	Category 1 Spill[1]	Category 2 Spill[2]	Category 3 Spill[2]	Category 4 Spill[2]
2 hours after awareness of spill	Within two (2) hours of the WCW's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to Waters of the State, notify CalOES and obtain a notification control number.	Within two (2) hours of the WCW's knowledge of a Category 2 spill of 1,000 gallons or greater threatening to discharge to Waters of the State, notify CalOES and obtain a notification control number.	-	-
Within 18 hours of awareness of spill	Conduct water quality sampling of the receiving water within 18 hours of initial knowledge of spill of 50,000 gallons or greater to surface waters.	-	-	-
As soon as possible	Notify the Public Workers Supervisor, City Engineer, and On-Call Operator.			
3 Business Days after awareness of spill	Submit Draft Spill Report in the CIWQS database.	Submit Draft Spill Report in the CIWQS database.	-	-
15 days after the spill end date	Submit Certified Spill Report within 15 calendar days of the spill end date. (Submit Amended Spill Report, as needed, within 90 calendar days after the spill end date.)	Submit Certified Spill Report within 15 calendar days of the spill end date. (Submit Amended Spill Report, as needed, within 90 calendar days after the spill end date.)	-	-
Within 30 Calendar days after the end of the calendar month which the spill occurs	-	-	Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database (Submit Amended Spill Report, as needed, within 90 calendar days after the Certified Spill Report due date.)	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.
45 days after 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	-	-	-
By February 1st after the end of the calendar year in which the spills occur.	-	See + note below.	-	Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database.

Notes:

(1) A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water is a Category 1 spill.

(2) Agency owned lateral spills (Cat 2-4) to be reported by Feb 1 of the following year.

Appendix B

Telephone Log Form

City of Coalinga Public Works Department

Telephone Log

Phone Call From: _____ Title: _____

Company (if applicable): _____

Phone Number Called From: _____ Office / Cell

Date of Call: _____ Time of Call: _____ am / pm

Person Contacted: _____ Title: _____

Phone Number Called: _____ Office / Cell

Conversation Summary: _____

Message Date	Time	With Whom	For Whom	Date & Time Returned	
	am / pm				am / pm
	am / pm				am / pm
	am / pm				am / pm

Follow-up Required: _____

Appendix C

SSO Incident Report Form

City of Coalinga Public Works Department

Telephone Log

Phone Call From: _____ Title: _____

Company (if applicable): _____

Phone Number Called From: _____ Office / Cell

Date of Call: _____ Time of Call: _____ am / pm

Person Contacted: _____ Title: _____

Phone Number Called: _____ Office / Cell

Conversation Summary: _____

Message Date	Time	With Whom	For Whom	Date & Time Returned	
	am / pm				am / pm
	am / pm				am / pm
	am / pm				am / pm

Follow-up Required: _____

Appendix D

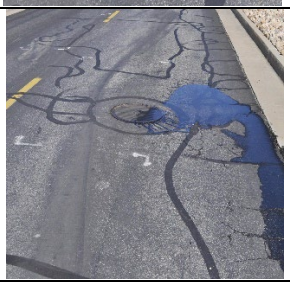
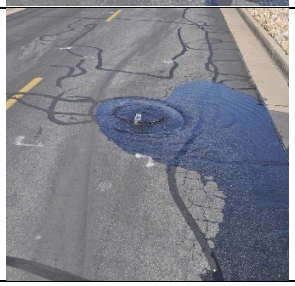
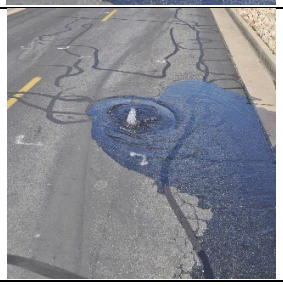
Category of SSO Photo Index and SSO Category Determination

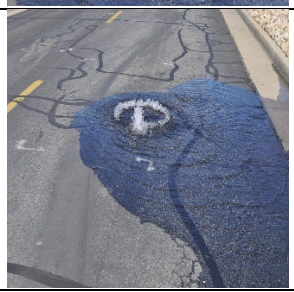
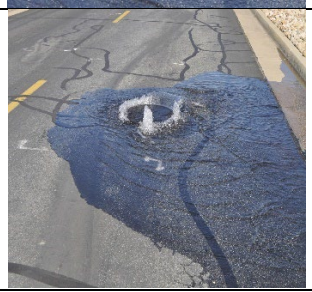
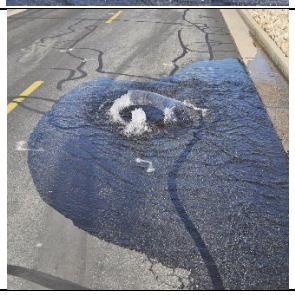
Flow Rate Index

Compare the Spill to the reference images below to estimate the flow rate of the current overflow.

NOTE: If the manhole cover in your picture has vent holes or more than one pry hole, do not use these pictures for comparison.

Describe which reference photo(s) were used and any additional factors that influenced applying the reference photo data to the actual Spill:

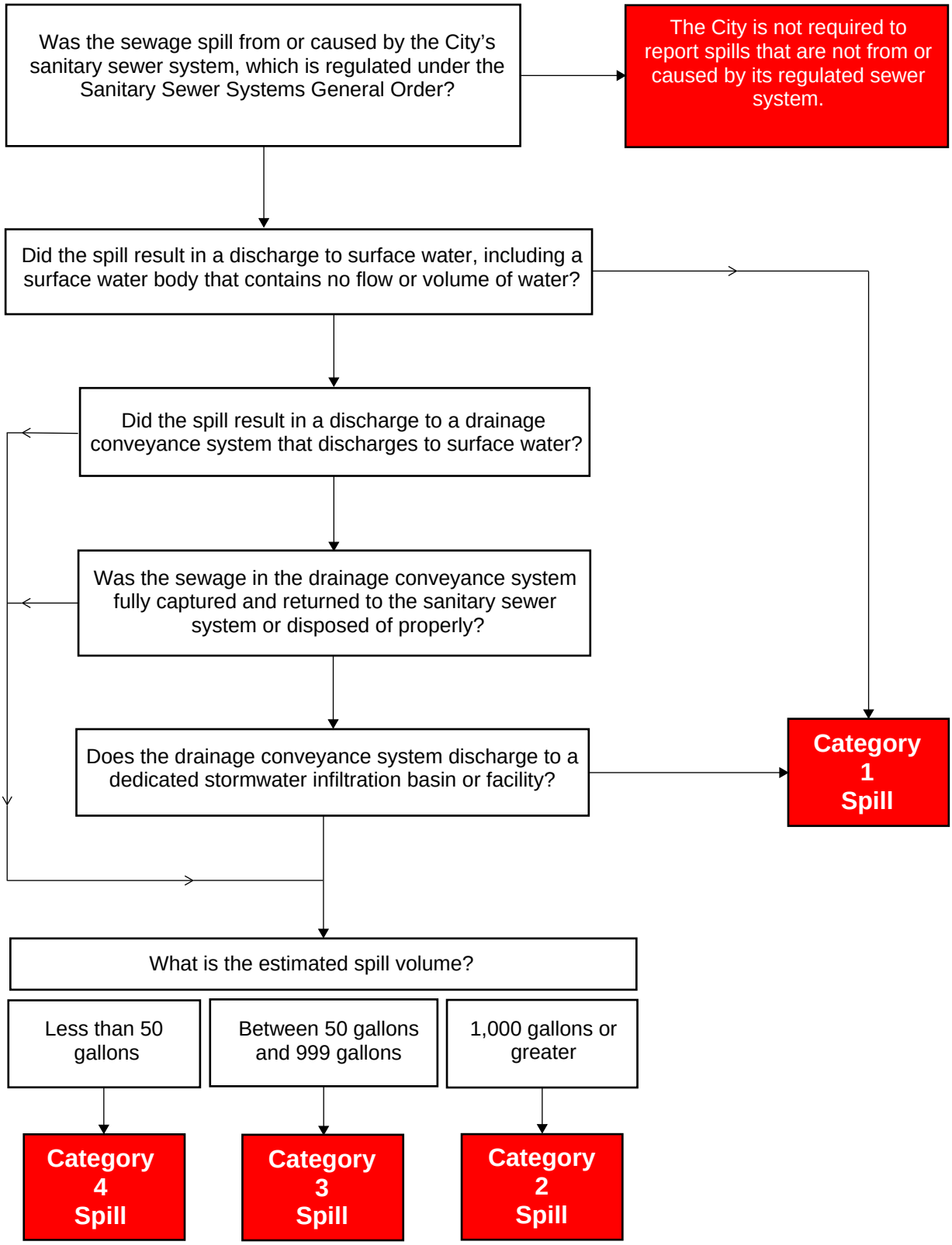
Flowrates	5 GPM	25 GPM	50 PM	100 GPM
Near View				
Far View				

Flowrates	150 GPM	200 GPM	300 PM	400 GPM
Near View				
Far View				

Source: CWEA Southern Section Collection Systems Committee Overflow Simulation

SSO Category Determination

INSTRUCTIONS: Answer each question in order and stop at the red box once you have determined the category.



Attachment D - Sample Templates for SSO Volume Estimation

TABLE 'A'

ESTIMATED SSO FLOW OUT OF M/H WITH COVER IN PLACE

24" COVER

Height of spout above M/H rim **H** in inches	S S O FLOW **Q** in gpm	in MGD	Min. Sewer size in which these flows are possible
1/4	1	0.001	
1/2	3	0.004	
3/4	6	0.008	
1	9	0.013	
1 1/4	12	0.018	
1 1/2	16	0.024	
1 3/4	21	0.030	
2	25	0.037	
2 1/4	31	0.045	
2 1/2	38	0.054	
2 3/4	45	0.065	
3	54	0.077	
3 1/4	64	0.092	
3 1/2	75	0.107	
3 3/4	87	0.125	
4	100	0.145	
4 1/4	115	0.166	
4 1/2	131	0.189	
4 3/4	148	0.214	
5	166	0.240	
5 1/4	185	0.266	
5 1/2	204	0.294	
5 3/4	224	0.322	6"
6	244	0.352	
6 1/4	265	0.382	
6 1/2	286	0.412	
6 3/4	308	0.444	
7	331	0.476	
7 1/4	354	0.509	
7 1/2	377	0.543	
7 3/4	401	0.578	8"
8	426	0.613	
8 1/4	451	0.649	
8 1/2	476	0.686	
8 3/4	502	0.723	
9	529	0.761	

36" COVER

Height of spout above M/H rim **H** in inches	S S O FLOW **Q** in gpm	in MGD	Min. Sewer size in which these flows are possible
1/4	1	0.002	
1/2	4	0.006	
3/4	8	0.012	
1	13	0.019	
1 1/4	18	0.026	
1 1/2	24	0.035	
1 3/4	31	0.044	
2	37	0.054	
2 1/4	45	0.065	
2 1/2	55	0.079	
2 3/4	66	0.095	
3	78	0.113	
3 1/4	93	0.134	
3 1/2	109	0.157	
3 3/4	127	0.183	
4	147	0.211	
4 1/4	169	0.243	
4 1/2	192	0.276	
4 3/4	217	0.312	6"
5	243	0.350	
5 1/4	270	0.389	
5 1/2	299	0.430	
5 3/4	327	0.471	
6	357	0.514	
6 1/4	387	0.558	8"
6 1/2	419	0.603	
6 3/4	451	0.649	
7	483	0.696	
7 1/4	517	0.744	
7 1/2	551	0.794	
7 3/4	587	0.845	10"
8	622	0.896	
8 1/4	659	0.949	
8 1/2	697	1.003	
8 3/4	734	1.057	
9	773	1.113	

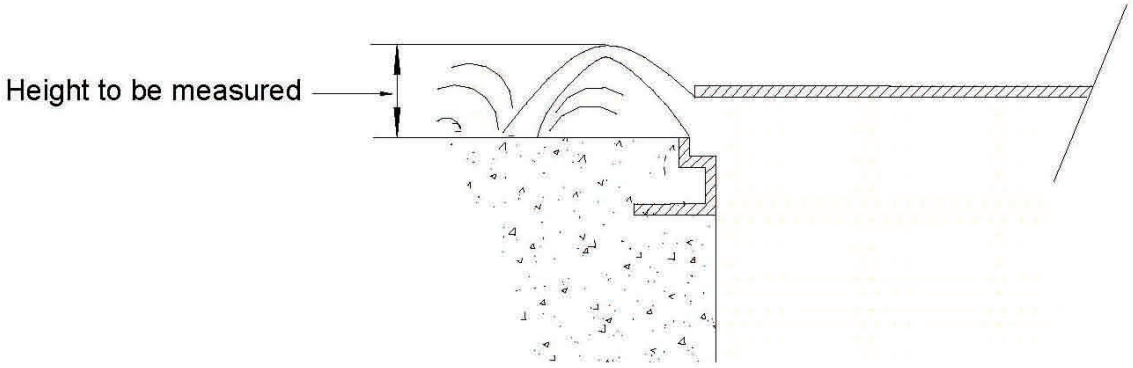
Disclaimer:
This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

The formula used to develop Table A measures the maximum height of the water coming out of the maintenance hole above the rim. The formula was taken from hydraulics and its application by A.H. Gibson (Constable & Co. Limited).

Example Overflow Estimation:

The maintenance hole cover is unseated and slightly elevated on a 24" casting. The maximum height of the discharge above the rim is 5 ¼ inches. According to Table A, these conditions would yield an SSO of 185 gallons per minute.

FLOW OUT OF M/H WITH COVER IN PLACE



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

TABLE 'B'

ESTIMATED SSO FLOW OUT OF M/H WITH COVER REMOVED

24" FRAME

Water Height above M/H frame H in inches	S S O FLOW Q in gpm	in MGD	Min. Sewer size in which these flows are possible
1/8	28	0.04	
1/4	62	0.09	
3/8	111	0.16	
1/2	160	0.23	
5/8	215	0.31	6"
3/4	354	0.51	8"
7/8	569	0.82	10"
1	799	1.15	12"
1 1/8	1,035	1.49	
1 1/4	1,340	1.93	15"
1 3/8	1,660	2.39	
1 1/2	1,986	2.86	
1 5/8	2,396	3.45	18"
1 3/4	2,799	4.03	
1 7/8	3,132	4.51	
2	3,444	4.96	21"
2 1/8	3,750	5.4	
2 1/4	3,986	5.74	
2 3/8	4,215	6.07	
2 1/2	4,437	6.39	
2 5/8	4,569	6.58	24"
2 3/4	4,687	6.75	
2 7/8	4,799	6.91	
3	4,910	7.07	

36" FRAME

Water Height above M/H frame H in inches	S S O FLOW Q in gpm	in MGD	Min. Sewer size in which these flows are possible
1/8	49	0.07	
1/4	111	0.16	
3/8	187	0.27	6"
1/2	271	0.39	
5/8	361	0.52	8"
3/4	458	0.66	
7/8	556	0.8	10"
1	660	0.95	12"
1 1/8	1,035	1.49	
1 1/4	1,486	2.14	15"
1 3/8	1,951	2.81	
1 1/2	2,424	3.49	18"
1 5/8	2,903	4.18	
1 3/4	3,382	4.87	
1 7/8	3,917	5.64	21"
2	4,458	6.42	
2 1/8	5,000	7.2	24"
2 1/4	5,556	8	
2 3/8	6,118	8.81	
2 1/2	6,764	9.74	
2 5/8	7,403	10.66	
2 3/4	7,972	11.48	30"
2 7/8	8,521	12.27	
3	9,062	13.05	
3 1/8	9,604	13.83	
3 1/4	10,139	14.6	
3 3/8	10,625	15.3	36"
3 1/2	11,097	15.98	
3 5/8	11,569	16.66	
3 3/4	12,035	17.33	
3 7/8	12,486	17.98	
4	12,861	18.52	
4 1/8	13,076	18.83	
4 1/4	13,285	19.13	
4 3/8	13,486	19.42	

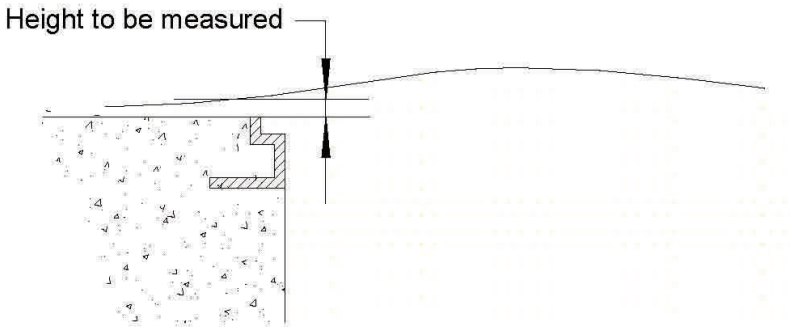
Disclaimer:
This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

The formula used to develop Table B for estimating SSO's out of maintenance holes without covers is based on discharge over curved weir -- bell mouth spillways for 2" to 12" diameter pipes. The formula was taken from hydraulics and its application by A.H. Gibson (Constable & Co. Limited).

Example Overflow Estimation:

The maintenance hole cover is off and the flow coming out of a 36" frame maintenance hole at one inch (1") height will be approximately 660 gallons per minute.

FLOW OUT OF M/H WITH COVER REMOVED (TABLE "B")



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

TABLE 'C'

ESTIMATED SSO FLOW OUT OF M/H PICK HOLE

Height of spout above M/H cover H in inches	SSO FLOW Q in gpm
1/8	1.0
1/4	1.4
3/8	1.7
1/2	1.9
5/8	2.2
3/4	2.4
7/8	2.6
1	2.7
1 1/8	2.9
1 1/4	3.1
1 3/8	3.2
1 1/2	3.4
1 5/8	3.5
1 3/4	3.6
1 7/8	3.7
2	3.9
2 1/8	4.0
2 1/4	4.1
2 3/8	4.2
2 1/2	4.3
2 5/8	4.4
2 3/4	4.5
2 7/8	4.6
3	4.7
3 1/8	4.8
3 1/4	4.9
3 3/8	5.0
3 1/2	5.1
3 5/8	5.2
3 3/4	5.3
3 7/8	5.4
4	5.5
4 1/8	5.6
4 1/4	5.6
4 3/8	5.7
4 1/2	5.8
4 5/8	5.9
4 3/4	6.0
4 7/8	6.0
5	6.1

Height of spout above M/H cover H in inches	SSO FLOW Q in gpm	
5 1/8	6.2	
5 1/4	6.3	
5 3/8	6.3	
5 1/2	6.4	
5 5/8	6.5	
5 3/4	6.6	
5 7/8	6.6	
6	6.7	
6 1/8	6.8	
6 1/4	6.8	
6 3/8	6.9	Unrestrained
6 1/2	7.0	M/H cover will
6 5/8	7.0	start to lift
6 3/4	7.1	
6 7/8	7.2	
7	7.2	
7 1/8	7.3	
7 1/4	7.4	
7 3/8	7.4	
7 1/2	7.5	
7 5/8	7.6	
7 3/4	7.6	
7 7/8	7.7	
8	7.7	
8 1/8	7.8	
8 1/4	7.9	
8 3/8	7.9	
8 1/2	8.0	
8 5/8	8.0	
8 3/4	8.1	
8 7/8	8.1	
9	8.2	
9 1/8	8.3	
9 1/4	8.3	
9 3/8	8.4	
9 1/2	8.4	
9 5/8	8.5	
9 3/4	8.5	
9 7/8	8.6	
10	8.7	

Note: This chart is based on a 7/8 inch diameter pick hole

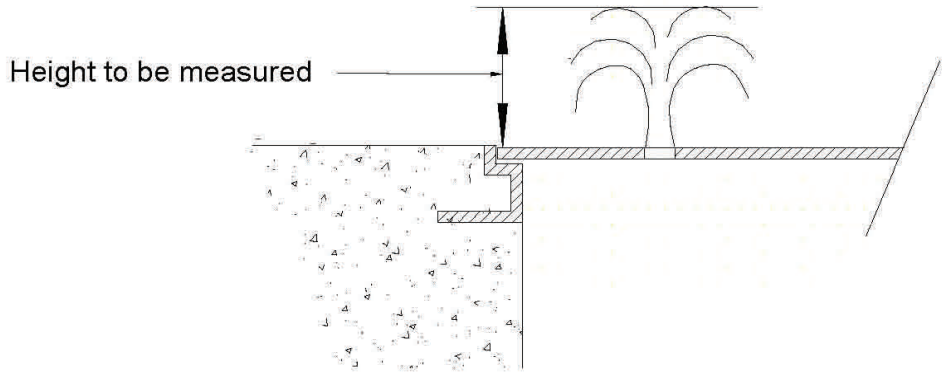
Disclaimer: This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

The formula used to develop Table C is Q=CcVA, where Q is equal to the quantity of the flow in gallons per minute, Cc is equal to the coefficient of contraction (.63), V is equal to the velocity of the overflow, and A is equal to the area of the pick hole.[2] If all units are in feet, the quantity will be calculated in cubic feet per second, which when multiplied by 448.8 will give the answer in gallons per minute. (One cubic foot per second is equal to 448.8 gallons per minute, hence this conversion method).

Example Overflow Estimation:

The maintenance hole cover is in place and the height of water coming out of the pick hole seven-eighths of an inch in diameter (7/8") is 3 inches (3"). This will produce an SSO flow of approximately 4.7 gallons per minute.

FLOW OUT OF VENT OR PICK HOLE (TABLE "C")



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

[2] Velocity for the purposes of this formula is calculated by using the formula h = v squared / 2G, where h is equal to the height of the overflow, v is equal to velocity, and G is equal to the acceleration of gravity.

Appendix E

Sample Warning Sign

DANGER
RAW SEWAGE HAS CONTAMINATED WATER

CONTACT MAY CAUSE ILLNESS
Keep children and pets out of this area.

PELIGRO
AGUA CONTAMINADA
CONTACTO CON EL AGUA

PUEDE CAUSAR ENFERMEDADES
Mantenga a niños y mascotas fuera de esta área.

For more information – Para más información
Contact: Public Works Office
(559) 935-1534

Appendix F

Sanitary Sewer Spill Report

SSLOCSD
Sanitary Sewer Spill Report

Spill location name: _____

Address: _____
Number (N, S, E, W) Street Name (Rd, St, Ct, etc.)

Estimated spill volume that reached a separate storm drain that flows to a surface water body?_____

Estimated spill volume recovered from the separate storm drain that flows to a surface water body? _____

Estimated spill volume that directly reached a drainage channel that flows to a surface water body? _____

Estimated spill volume recovered from a drainage channel that flows to a surface water body? _____

Estimated spill volume discharged directly to a surface water body? _____

Estimated spill volume recovered from surface water body? _____

Estimated spill volume discharged to land? (Discharges directly to land, storm drain system, or drainage channel that flows to a storm water infiltration/retention structure, field, or other non-surface water location. Also backups to buildings)_____

Estimated spill volume recovered from the discharge to land? _____

Did the spill discharge to a drainage channel and/or surface water? Yes ☐ No ☐

Did the spill reach a storm drainpipe that is not part of a combined sewer system? Yes ☐ No ☐

If spill reached a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system? Yes ☐ No ☐

Spill location description: _____

_____

Number of appearance points: _____ Spill appearance points (Check all that apply):

☐ Inside building or structure
☐ Force main
☐ Gravity mainline
☐ Manhole
☐ Other sewer system structure
☐ Pump station
☐ Lateral cleanout (private)
☐ Upper or lower lateral (private)
☐ Other (specify below)

Spill appearance point explanation (Required if spill appearance point is "Other" and/or multiple appearance points are selected): _____

_____

Final spill destination (Check all that apply):

☐ Beach
☐ Building or structure
☐ Drainage channel
☐ Separate storm drain
☐ Street/curb and gutter
☐ Surface water
☐ Paved surface
☐ Unpaved surface
☐ Other (specify below)

Explanation of final spill destination (Required if spill destination point is "Other"): _____

_____

Estimated spill start date and time: _____

Date and time sanitary sewer system agency was notified of or discovered spill: _____

Estimated Operator arrival date and time: _____ Estimated spill end date and time: _____

Spill cause (Check all that apply):

☐ Debris from lateral
☐ Debris - rags
☐ Debris from construction
☐ Vandalism
☐ Natural disaster
☐ Damage by others
☐ Operator error
☐ Pipe structural problem/failure
☐ Pipe structural problem/installation
☐ Pump station controls
☐ Pump station mechanics
☐ Pump station power failure
☐ Root intrusion
☐ Grease deposition (FOG)
☐ Other (specify below)

Spill cause explanation (Required if spill cause is "Other"): _____

Where did failure occur? (Check all that apply):

☐ Force main
☐ Gravity mainline
☐ Manhole
☐ Air relief valve
☐ Pump station - controls
☐ Pump station - mechanical
☐ Pump station - power
☐ Siphon
☐ Other (specify below)

Explanation of where failure occurred (Required if where failure occurred is "Other"): _____

_____

Was this spill associated with a storm event? Yes ☐ No ☐

Sewer pipe at the point of blockage or failure: _____
Diameter (inches) Material Estimated Age (years)

Spill response activities (Check all that apply):

☐ Cleaned-up
☐ Mitigated effects of spill
☐ Contained all or portion of spill
☐ Restored flow
☐ Returned spill to sewer system
☐ Returned some to sewer system
☐ Property owner notified
☐ Enforcement agency(s) notified
☐ Other (specify below)

Explanation of spill response activities (Required if spill response activities is "Other"): _____

_____

Spill response completion date: _____ Spill corrective action taken (Check all that apply):

☐ Added sewer to preventive maintenance program
☐ Adjusted schedule/method of preventive maintenance
☐ Enforcement action against FOG source
☐ Inspected sewer using CCTV to determine cause
☐ Plan rehabilitation or replacement of sewer
☐ Repaired facilities or replaced defect
☐ Other (specify below)

Explanation of spill corrective action taken (Required if spill corrective action taken is "Other"): _____

_____

Is there an ongoing investigation? Yes ☐ No ☐ Reason for ongoing investigation? _____

_____

Visual inspection results from impacted receiving water: _____

_____

Health warnings posted: Yes ☐ No ☐ Did the spill result in a beach closure? Yes ☐ No ☐

If **YES**, name of impacted beach(s) (enter N/A if None): _____

Name of impacted surface water(s) (enter un-named if un-named): _____

Water quality samples analyzed for (Check all that apply):

☐ No water quality samples taken
☐ Not applicable to this spill
☐ Dissolved oxygen
☐ Other chemical indicators (specify below)
☐ Biological indicators (specify below)
☐ Other (specify below)

Explanation of water quality samples analyzed for (Required if water quality samples analyzed for is "Other chemical indicators," "Biological indicators," or "Other"): _____

Water quality sample results reported to (Check all that apply):

☐ OES
☐ County Health Agency
☐ Regional Water Quality Control Board
☐ No water quality samples taken
☐ Not applicable to this spill
☐ Other (specify below)

Explanation of water quality sample results reported to (Required if water quality sample results reported to is "Other"): _____

_____

Explanation of volume estimation methods used (Describe how you developed spill volume estimates for this spill): _____

_____

OES Notification (Required for Category 1 spill greater or equal to 1,000 gallons): _____
Control No. Date/Time OES called

Contact person _____
Name Title Phone number

Report Completed by: _____ Date: _____

mkn

Appendix F

City FOG Ordinance

City Wastewater Discharge Permit Ordinance

The City of Coalinga

Fats, Oils, and Grease (FOG) Ordinance

January 2026

Table of Contents

SECTION 6-321 - FATS, OILS, & GREASE (FOG) CONTROL PROGRAM

a) Title.

This section shall be referred to as the "City of Coalinga FOG Control Program ordinance" or "FOG Ordinance."

b) Purpose.

The purpose of the FOG Ordinance is to reduce Sanitary Sewer Overflows and blockages, and to protect public health and the environment by minimizing public exposure to unsanitary conditions. By controlling the discharge of fats, oils, and grease to the wastewater collection system, excessive buildup in sewer lines can be lessened, thereby increasing the system's operating efficiency and reducing the number of sewer line blockages and overflows.

c) General FOG Discharge Prohibitions.

No Food Service Establishment shall discharge or cause to be discharged into the sewer system FOG that may accumulate and/or cause or contribute to blockages in the sewer system or at the sewer lateral which connects the Food Service Establishment (FSE) to the sewer system.

d) Specific FOG Prohibitions.

The following specific prohibitions shall apply to all Food Service Establishments:

(1) Discharge of any FOG-containing wastewater that is not connected to a grease removal device is prohibited, unless a waiver has been granted in accordance with Subsection (1).
(2) Non-grease laden sources, such as but not limited to hand-wash sinks, toilets, urinals, and stormwater, shall not be connected to a grease removal device.
(3) No dishwasher shall be connected to a grease trap.
(4) Discharge of wastewater with temperatures in excess of 140° F (60° C) into any grease trap is prohibited.
(5) Garbage disposals (food grinders) shall be prohibited at all New Food Service Establishments. Existing Food Service Establishments shall remove all garbage disposals when they remodel or within one hundred eighty (180) days from receiving a notice from the Director to remove its garbage disposal(s) based on the Director's finding that the FSE at any time caused or contributed to an SSO.
(6) Direct disposal of any waste cooking oil into any drain or cleanout that is connected to the sewer system is prohibited.
(7) Introduction of any additive into a grease removal device or directly into the sewer system for the purpose of emulsifying FOG, biologically/chemically treating FOG for grease remediation, or as a supplement to any grease removal device maintenance is prohibited, unless specifically authorized in writing by the Director.
(8) Discharge of any waste which has been removed from a grease removal device into the sewer system is prohibited.

e) FOG Wastewater Discharge Permit Required.

All Food Service Establishments shall obtain a FOG Wastewater Discharge Permit. Nothing in the permit is intended to relieve the Food Service Establishment of any local, state, or federal regulation. Any denial of a permit may be appealed in the City of Coalinga Code of Ordinance, under Title 1, Chapter 4.

f) Permit Application Requirements.

FOG Wastewater Discharge Permit Applications shall include the following information:

(1) Name, address, telephone number, description of the Food Service Establishment and service activities.
(2) Name of any and all principals/owners of the Food Service Establishment.
(3) Name and address of property owner or lessor and the property manager where the Food Service Establishment is located.
(4) Floor, site and plumbing plans showing detailed sewer connections and grease removal devices.
(5) Specifications of all grease removal devices.
(6) Operational statement of FSE.
(7) Any other information as may be specified in the application form.

g) FOG Wastewater Discharge Permit Conditions.

(1) FOG Wastewater Discharge Permits must contain the following:
    (i) A statement that indicates the wastewater discharge permit duration.
    (ii) A statement that the wastewater discharge permit is nontransferable.
    (iii) A statement of applicable civil and criminal penalties for violation of permit and FOG ordinance.
(2) FOG Wastewater Discharge Permits may contain the following conditions or limits if found necessary to meet the intent of this Ordinance by the Director:
    (i) Limits on discharge of FOG and other pollutants.
    (ii) Requirements to install, operate, and maintain adequate pretreatment devices including grease removal devices.
    (iii) Requirements for proper operation and maintenance of all pretreatment devices.
    (iv) Grease removal device maintenance frequency and schedule.
    (v) Requirements for implementing, maintaining, and reporting on the status of Best Management Practices.
    (vi) Requirements for maintaining and submitting logs and records, including waste hauling records and manifests and to have such records available for inspection.
    (vii) Requirements to self-monitor.
    (viii) Additional requirements as may be determined to be reasonably appropriate by the Director or as specified by other Regulatory Agencies to protect the collection system.
    (ix) Other terms and conditions, which may be reasonably applicable to ensure compliance with the FOG Control Program.

h) FOG Wastewater Discharge Permit Modifications.

FOG Wastewater Discharge Permit modifications are subject to Section 6-335 (h) of this Article consistent with the terms, requirements and policies in this section.

i) Best Management Practices.

All Food Service Establishments shall implement Best Management Practices (BMPs) in an effort to minimize the discharge of FOG to the sewer system, including, but not limited to, the following, as applicable:

(1) Installation of Drain Screens. Drain screens shall be installed on all drainage pipes in food preparation areas.

(2) Segregation and Collection of Waste Cooking Oil. All waste cooking oil shall be collected and stored properly in recycling receptacles such as barrels or drums. Such recycling receptacles shall be maintained properly to insure that they do not leak. Licensed waste haulers or an approved recycling facility must be used to dispose of waste cooking oil.

(3) Disposal of Food Waste. All food waste should be disposed of directly into the trash or garbage and not into sinks and shall be disposed of in a manner that will ensure against leakage in the trash container or anywhere else.

(4) Employee Training. Employees of the Food Service Establishment shall be trained by ownership/management periodically as specified in the FOG wastewater discharge permit on the following subjects:

(i) Dry-wiping pots, pans, dish ware and work areas before washing to remove grease.

(ii) Properly disposing food waste and solids in plastic bags prior to disposal in trash bins or containers to prevent leaking and odors.

(iii) The location and use of absorption products to clean under fryer baskets and other locations where grease may be spilled or dripped.

(iv) Properly disposing grease or oils from cooking equipment into a proper grease receptacle without spilling.

Training shall be documented along with employee signatures. Training records shall be available for review at any time by authorized representatives of the city.

(5) Maintenance of Mechanical Exhaust Ventilation Filters. Filters shall be cleaned as frequently as necessary to be maintained in good operating condition. The wastewater generated from cleaning exhaust filters shall be disposed of properly.

(6) Kitchen Signage. Best management and waste minimization practices shall be posted conspicuously in the food preparation and dishwashing areas at all times.

j) FOG Pretreatment Required for New and Existing Food Service Establishments.

Food Service Establishments are required to install, operate and maintain an approved type and adequately sized grease interceptor necessary to maintain compliance with the objectives of this section, subject only to the variance and waiver provisions and other exceptions of this section. The grease interceptor shall be adequate to separate and remove FOG contained in wastewater discharges from Food Service Establishments prior to discharge to the sewer system. Fixtures, equipment, and drain lines located in the food preparation and cleanup areas of Food Service Establishments that are sources of FOG discharges shall be connected to the grease interceptor.

(1) New Food Service Establishments shall include and install grease interceptors prior to commencing discharges of wastewater to the sewer system.

(2) Existing Food Service Establishments shall install grease interceptors in any of the following circumstances:

(i) When the FSE changes ownership;

(ii) When any change in operation results in or has the potential to result in the increase of the amount of FOG generated and/or discharged by FSE in an amount that alone or collectively causes or creates a potential SSO to occur;

(iii) When it is determined by the Director that the FSE caused or contributed to grease-related blockages in the sewer system, has sewer laterals connected to hot spots, or has been determined to contribute significant FOG to the sewer system, based on inspection and sampling;

(iv) During a remodel;

(v) Any other time the Director reasonably determines that installation of a grease interceptor is necessary to avoid an adverse impact to the sewer system.

(3) Any Existing FSE that receives a notice from the Director to install a grease interceptor must install the interceptor within 180 days unless otherwise required by the Director.

k) Variance of Grease Interceptor Requirement.

Notwithstanding any other provision in this section, an Existing FSE may obtain a variance, at the Director's discretion, from the grease interceptor requirement to allow alternative pretreatment technology that is equally effective in controlling the FOG discharge in lieu of a grease interceptor. One such type of alternative pretreatment technology is a grease trap. Consideration of granting the variance will be based on the following:

(1) There is insufficient space for installation and/or maintenance of a grease interceptor.

(2) There is inadequate slope for gravity flow between kitchen plumbing fixtures and the grease interceptor and/or between the grease interceptor and the private collection line or the public sewer. The FSE can demonstrate, to the satisfaction of the Director, that the alternative pretreatment technology is equivalent or better than a grease interceptor in controlling FOG. In addition, the FSE must be able to demonstrate, after installation of the proposed alternative pretreatment technology, its continued ability to effectively control FOG discharge.

The variance may be rescinded if subsequent monitoring shows accumulation of FOG in the sewer lateral or the collection system downstream of the Food Service Establishment's connection or if the Food Service Establishment caused or contributed to a Sanitary Sewer Overflow. A grease interceptor must be installed within 180 days of the rescission of a variance. Denial or revocation of a variance may be appealed pursuant to City of Coalinga Code of Ordinance, under Title 1, Chapter 4.

l) Waiver from Grease Removal Device Requirement.

When granting a variance is not possible because the installation of a grease interceptor is not feasible and no equivalent alternative pretreatment can be implemented, an FSE may apply for and be granted a conditional waiver with the imposition of line maintenance cost recovery charges as established in the Master Fee Schedule. An FSE requesting a waiver must demonstrate that it has negligible FOG discharge and insignificant impact to the sewer system. Although a waiver may be granted, the Director may impose additional requirements including, but not limited to, the requirement to provide space and plumbing segregation for future installation of a grease interceptor. Denial or revocation of a waiver may be appealed pursuant to City of Coalinga Code of Ordinance, under Title 1, Chapter 4.

m) Cost Recovery.

All costs incurred for cleaning the sewer line to remove FOG buildup caused or contributed to by an FSE shall be reimbursed to the city by the FSE. Factors for determining responsible parties for cost recovery charges include the FSEs that are discharging into the affected sewer line, the presence of grease removal devices or alternative pretreatment in the FSE, proper maintenance of grease removal devices by the FSE, implementation of BMPs, and any waivers or variances granted.

n) Drawing Submittal Requirements.

At the time of obtaining a FOG Wastewater Discharge Permit or upon request by the Director:

(1) FSEs may be required to submit copies of design and as-built facility site plans, mechanical and plumbing plans and details to show all sewer locations and connections. The documents shall be in a

form acceptable to the Director for review of existing grease control devices, monitoring facilities, metering facilities and operating procedures. The review of plans and procedures shall in no way relieve the FSE of the responsibility to modify the facilities or procedures in the future, as necessary to produce an acceptable discharge and to meet the requirements of this FOG Control Program.

(2) FSEs may be required to submit a schematic drawing of the grease removal device or alternative pretreatment, piping and instrumentation diagram, and wastewater characterization report.

(3) At the Director's discretion, all drawings and/or reports may be required to be prepared by a California Registered Civil, Chemical, or Electrical Engineer.

o) Grease Interceptor Requirements.

Any FSE that is required to provide FOG pretreatment shall install operate and maintain an approved type and properly sized grease interceptor, or other grease removal device authorized under an approved variance, necessary to maintain compliance with the purpose of the FOG Control Program.

(1) Approved grease interceptor sizing and installation shall conform to the latest approved edition of the California Uniform Plumbing Code.

(2) Grease interceptors shall be constructed in accordance with the design approved by the Director and shall have a minimum of two compartments with fittings designed for grease retention.

(3) Grease interceptors shall be installed at a location where it shall be at all times easily accessible for inspection, cleaning and removal of accumulated grease.

(i) Grease interceptors may not be installed in any part of the building where food is handled.

(ii) If a location is not available on the property of the FSE, a street encroachment permit may be requested to authorize installation of a grease interceptor in a public access area such as the street or sidewalk area.

(iii) There will be no obstruction from landscaping or parked vehicles, with the exception of parked vehicles in a public access area as granted through a street encroachment permit.

(4) Access manholes, with a minimum diameter of twenty-four (24) inches, shall be provided over each grease interceptor chamber and sanitary tee. The manholes shall also have readily removable covers to facilitate inspection, grease removal and wastewater sampling activities.

(5) The original design of the grease interceptor shall not be modified unless the manufacturer recommends the modification in writing.

(i) Any modification will be at the Food Service Establishment's expense.

(ii) The city is not liable for any non-compliance as a result of any modification.

p) Grease Interceptor Maintenance Requirements.

Grease interceptors shall be maintained in efficient operating condition by periodic complete removal of all contents of the devices including wastewater, accumulated FOG, floating materials, sludge and solids.

(1) No FOG that has accumulated in a grease interceptor shall be allowed to pass into any sewer lateral, sewer system, storm drain, or public right of way during maintenance activities.

(2) Food Service Establishments that are located in an area that is considered to be a hot spot will be required to submit data and information necessary to establish a maintenance frequency for their grease interceptor.

(3) The maintenance frequency for all Food Service Establishments with a grease interceptor shall be determined in one of the following methods:

(i) Grease interceptors shall be fully pumped out and cleaned at a frequency such that the combined FOG and solids accumulation does not exceed the 25% Rule. Regardless, the interval between cleaning shall not exceed six (6) months.

(ii) The owner/operator of a Food Service Establishment may submit a request to the Director asking for a change in the maintenance frequency at any time. The Food Service Establishment has the burden of responsibility to prove that the change reflects actual operating conditions based on the average FOG accumulation over time, and meets the requirements of the 25% Rule. The Food Service Establishment must also show that it is in full compliance with the conditions of its FOG Wastewater Discharge Permit and this section. Upon approval by the Director, the FOG Wastewater Discharge Permit will be modified accordingly to reflect the change in maintenance frequency.

(iii) If the grease interceptor contains, at any time, FOG and solids accumulation that exceeds the 25% Rule, the Food Service Establishment shall be required to have the grease interceptor serviced immediately so that all FOG, sludge and other materials are completely removed from the interceptor. If necessary, the Food Service Establishment may be required to increase the maintenance frequency of the grease interceptor from its current frequency.

(4) Wastewater, accumulated FOG, floating materials, sludge, solids, and other materials removed from the grease interceptor shall be disposed offsite properly by licensed waste haulers in accordance with federal, state, and/or local regulations.

q) Grease Trap Requirements.

Grease traps may be authorized by the Director through a variance under Subsection (k) with the following conditions:

(1) Grease traps shall be installed in waste lines leading from drains, sinks and other fixtures or equipment where grease may be introduced into the sewer system in quantities that can cause blockage.
(2) Grease traps shall be properly sized and installed in accordance with the latest approved edition of the California Uniform Plumbing Code.
(3) The original design of the grease trap shall not be modified unless the manufacturer recommends the modification in writing.
(4) Any modification will be at the FSE's expense.
(5) The city is not liable for any non-compliance as a result of any modification.
(6) Grease traps shall be maintained in efficient operating conditions by removing accumulated grease. The interval between cleaning will be established by the Director, but shall not exceed two (2) weeks. Baffles shall be removed and cleaned during the maintenance process, when applicable.
(7) Grease traps shall be kept free of all food residues and any FOG waste removed during the cleaning and scraping process.
(8) Grease traps shall be inspected periodically to check for leaking seams and pipes and for effective operation of the baffles and flow regulating devices.
(9) Grease traps and their baffles shall be maintained free of all caked-on FOG and waste.
(10) Dishwashers and food waste disposal units shall not be connected to or discharged into any grease trap.
(11) The temperature of any water entering a grease trap shall not exceed 140° F (60° C).

r) Monitoring Requirements.

(1) The Director may require, through the FOG Wastewater Discharge Permit or at any time, an FSE to construct and maintain in proper operating condition, at the FSE's sole expense, flow monitoring, constituent monitoring, and/or sampling devices.
(2) The location of monitoring or metering devices shall be subject to approval by the Director.

(3) At all times, FSEs shall provide immediate, clear, safe and uninterrupted access to authorized representatives of the city to all monitoring and metering devices.

s) FSE Requirements.

FSEs may be required by the Director to submit waste analysis plans, contingency plans, and meet other necessary requirements to ensure proper operation and maintenance of any grease removal device and compliance with this section, (s) Record Keeping Requirements. FSEs shall keep all records, including manifests, receipts, and invoices of all cleaning and maintenance of grease removal devices. All records shall be made available to authorized representatives of the city upon request. In addition to the above-mentioned documents, records include logbooks of maintenance activity, BMPs and employee training, sampling data, spill reports, line cleaning reports, and any other information deemed appropriate by the Director to ensure compliance with the FOG Control Program and this section.

The City of Coalinga

Wastewater Discharge Permit Ordinance

January 2026

Table of Contents

SECTION 6-335 - WASTEWATER DISCHARGE PERMITS

a) Wastewater Discharge Permit Required.

At the discretion of the Control Authority, all users proposing to connect to or contribute to the Publicly Owned Treatment Works (POTW) shall obtain a Wastewater Discharge Permit before connecting to or contributing to the POTW.

(1) All existing users connected to or contributing to the POTW on the effective date of this section must obtain a Wastewater Discharge Permit within ninety (90) days of such date.
(2) Any user proposing a new connection to the POTW shall obtain a Wastewater Discharge Permit prior to beginning discharge.
(3) Liquid Waste Haulers shall obtain a Wastewater Discharge Permit prior to transporting liquid waste to a discharge point designated by the Control Authority.

b) Authorization to Discharge.

The Wastewater Discharge Permit expressly authorizes a user to discharge wastewater to the POTW and is issued for that purpose. If, for any reason, a Wastewater Discharge Permit is revoked, suspended, or otherwise held invalid, authorization to discharge is terminated.

c) Wastewater Discharge Permit Enforceability.

Wastewater Discharge Permits shall be expressly subject to all provisions of this Code and all other applicable regulations, user charges and fees established by the city. Any violation of the terms and conditions of a Wastewater Discharge Permit shall be deemed a violation of this ordinance. Obtaining a Wastewater Discharge Permit does not relieve a permittee of its obligation to comply with all federal and state pretreatment standards or with any other requirements of federal, state, and local law.

d) Authority to Deny New or Increased Contributions.

The Control Authority shall have the authority to deny or condition new or increased contributions of pollutants or changes in the nature of pollutants to the POTW by permitted and non-permitted users where such contributions do not meet applicable pretreatment standards or requirements or where such contributions would cause the POTW to violate its Waste Discharge Requirements.

e) Wastewater Discharge Permit Application.

All users may be required to file with the Control Authority a Wastewater Discharge Permit application in a form prescribed by the Control Authority prior to obtaining a Wastewater Discharge Permit.

(1) Users proposing a new connection to the regional sewer system shall submit a completed Wastewater Discharge Permit application at least ninety (90) days prior to connecting to or contributing to the POTW.
(2) Existing users shall apply for a permit reissuance a minimum of ninety (90) days prior to the expiration of their existing Wastewater Discharge Permit.
(3) New or existing users failing to submit a completed discharge permit application will be assessed a penalty charge as designated in the City of Coalinga Finance tab under, ‘New Fees for Development & Other Miscellaneous Services’ updated fee structure.

f) Wastewater Discharge Permit Application Contents.

In support of the application, the user shall submit, in units and terms appropriate for evaluation, the following information:

(1) Name, address, and location (if different from the address);
(2) Standard Industrial Classification (SIC) number;
(3) Description of activities, facilities, and plant processes on the premises, including all materials which are or could be discharged;
(4) Number and type of employees and hours of operation of the plant and proposed or actual hours of operation;
(5) Each product produced by type, amount, process or processes, and rate of production;
(6) Average daily wastewater flow rates, including daily, monthly and seasonal variations;
(7) Type and amount of raw materials processed (average and maximum per day);
(8) Site plans, floor plans, mechanical and plumbing plans and details to show all sewers, sewer connections, and appurtenances by their size, location and elevation;
(9) Time and duration of discharge;
(10) Wastewater constituents and characteristics including, but not limited to, those mentioned in the City of Coalinga Ordinance under Title 6, Chapter 3, Section 6-3.10, as determined by a state-certified laboratory. Sampling and analyses shall be performed in accordance with the techniques described in Section 6-336(l) and Section 6-336(m);
(11) Where known, the nature and concentration of any pollutants in the discharge which are limited by any city, state or federal pretreatment standards, and a statement regarding whether or not the pretreatment standards are being met on a consistent basis and if not, whether additional operation and maintenance and/or additional pretreatment is required for the user to meet applicable pretreatment standards or city effluent limitations;
(12) If additional pretreatment and/or operation and maintenance will be required to meet the pretreatment standards or city effluent limitations, the schedule and conditions of scheduling shall be in accordance with those described in Section 6-336(g);
(13) Any other information as may be deemed by the Control Authority to be necessary to evaluate the permit application. The Control Authority will evaluate the data furnished by the user and may require additional information. After evaluation and acceptance of the data furnished, the Control Authority shall issue a Wastewater Discharge Permit, subject to the terms and conditions provided herein.

g) Permit Conditions.

Wastewater Discharge Permits shall include such conditions as are deemed reasonably necessary by the Control Authority to prevent pass-through or interference, protect the quality of the treatment plant's effluent, protect worker health and safety, facilitate sludge management and disposal, and protect against damage to the POTW.

(1) Wastewater Discharge Permits must contain:
    (i) A statement that indicates wastewater discharge permit duration in accordance with Section 6-335(i) of this Code;
    (ii) A statement that the wastewater discharge permit is nontransferable in accordance with Section 6-335(j) of this Code;
    (iii) Effluent limits based on applicable pretreatment standards;

(iv) Self monitoring, sampling, reporting, notification, and record-keeping requirements, when applicable. These requirements shall include an identification of pollutants to be monitored, sampling location, sampling frequency, and sample type based on federal, state, and local law; and

(v) A statement of applicable civil and criminal penalties for violation of pretreatment standards and requirements, and any applicable compliance schedule. Such schedule may not extend the time for compliance beyond that required by applicable federal, state, or local law.

(2) Wastewater Discharge Permits may contain, but need not be limited to, the following conditions:

(i) The unit charge or schedule of user charges and fees for the wastewater to be discharged to the regional sewer system;

(ii) Limits on the average and maximum wastewater constituents and characteristics;

(iii) Limits on the average and minimum rate and time of discharge or requirements for flow regulations and equalization;

(iv) Requirements for installation and maintenance of inspection and sampling facilities;

(v) Specifications for monitoring programs which may include sampling locations, frequency of sampling, number, types, and standards for tests and reporting schedule;

(vi) Compliance schedules;

(vii) Requirements for submission of technical reports (See Section 6-336);

(viii) Requirements for maintaining and retaining plant records relating to wastewater discharge as specified by the Control Authority, and affording the Control Authority access thereto;

(ix) Requirements for notifying the Control Authority prior to and obtaining approval of any new introduction of wastewater constituents or any substantial change in the volume or character of the wastewater constituents being introduced into the regional sewer system;

(x) Requirements for notifying the Control Authority of slug discharges;

(xi) Other conditions as deemed appropriate by the Control Authority to ensure compliance with this article.

(3) Wastewater Discharge Permits for septage haulers may contain the following additional conditions:

(i) Restrictions for allowing only the discharge of domestic or residential waste from septic tanks or chemical toilets, or any other liquid waste approved by the Control Authority;

(ii) The specific location for the discharge of the approved wastes;

(iii) Requirements to prepare a manifest before transporting the waste off-site, containing at a minimum:

(1) The transporter's name, address, and Wastewater Discharge Permit number;

(2) The generator's name, address, telephone number and business type;

(3) The description and volume of the waste hauled;

(4) The name and location of the disposal site;

(5) The signature of the generator and the transporter;

(iv) Requirements to submit the manifest to the Control Authority prior to any discharge at the disposal site;

(v) Requirements to pay all City of Coalinga sewer utility bills in full; and

(vi) Any other general and/or special operating conditions.

h) Permit Modifications.

The Control Authority may modify a Wastewater Discharge Permit for good cause, including, but not limited to, the following reasons:

(1) To incorporate any new or revised federal, state, or local pretreatment standards or requirements;
(2) To address significant alterations or additions to the user's operation, processes, or wastewater volume or character since the time of wastewater discharge permit issuance;
(3) A change in the POTW that requires either a temporary or permanent reduction or elimination of the authorized discharge;
(4) Information indicating that the permitted discharge poses a threat to the POTW or city personnel;
(5) Violation of any terms or conditions of the Wastewater Discharge Permit;
(6) Misrepresentations or failure to fully disclose all relevant facts in the wastewater discharge permit application or in any required reporting; or
(7) To correct typographical or other errors in the Wastewater Discharge Permit.

i) Duration of Permit.

Wastewater Discharge Permits shall be issued for a specified time period, not to exceed five (5) years. A permit may be issued for a period less than five years at the discretion of the Control Authority. Each Wastewater Discharge Permit will indicate a specific date upon which it will expire.

j) Transfer of Permit.

Wastewater Discharge Permits are issued to a specific user for a specific operation. A Wastewater Discharge Permit shall not be reassigned or transferred or sold to a new owner, new user, different premises, a new or changed operation, or remodel of an existing facility which is retained by the current owner.

k) Revocation of Permit.

The Control Authority may revoke a Wastewater Discharge Permit for good cause, including, but not limited to, the following reasons:

(1) Failure of a user to factually report the sewage constituents and characteristics of his discharge;
(2) Failure of a user to report and get approval of significant changes in operations, site plans, floor plans, mechanical and plumbing plans or sewage constituents and characteristics prior to the commencement of any change;
(3) Misrepresentation or failure to fully disclose all relevant facts in the wastewater discharge permit application;
(4) Falsifying self-monitoring reports;
(5) Tampering with monitoring equipment;
(6) Refusal of reasonable access to a user's premises and/or records;
(7) Failure to meet effluent limitation;
(8) Failure to pay fines or penalties;
(9) Failure to pay sewer charges;
(10) Failure to meet compliance schedules;
(11) Failure to complete a wastewater discharge permit application;
(12) Failure of a user to report an accidental or slug discharge as required in Section 6-336(k) of this article.

(13) Violation of any pretreatment standard or requirement, or any terms of the Wastewater Discharge Permit, or this ordinance.

l) Discharge Reports.

Reporting requirements shall be in accordance with Section 6-336.(Reporting Requirements for industrial users)

Appendix G

Capital Improvement Plan and Budget

Manhole Inspection and Pipeline Cleaning Documentation

System Hydraulic Evaluation & Capacity Assurance Study - *PENDING*

City of Coalinga 5-10 Year CIP Budgeting Template

City	Project Description	Project Priority		FY2025	FY2026	FY2027	FY2028	FY2029	Source	Risk Factor	FY2030	FY2031	FY2032	FY2033	FY2034	Hold
			P													
			C													
			P													
			C													
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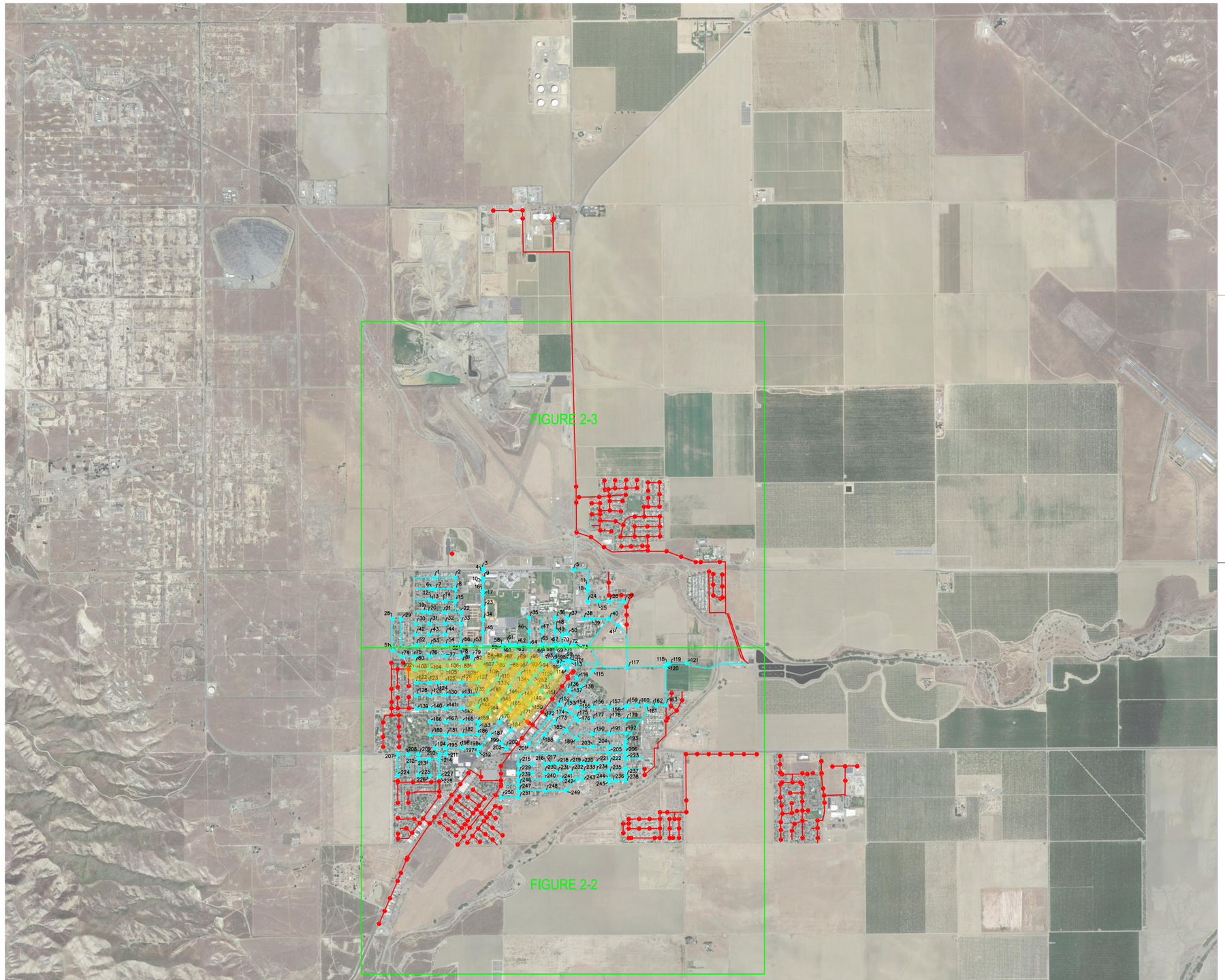
Total				$ -	$ -	$ -	$ -	$ -			$ -	$ -	$ -	$ -	$ -	$ -



CITY OF COALINGA

CCTV INSPECTION PROJECT

LEGEND

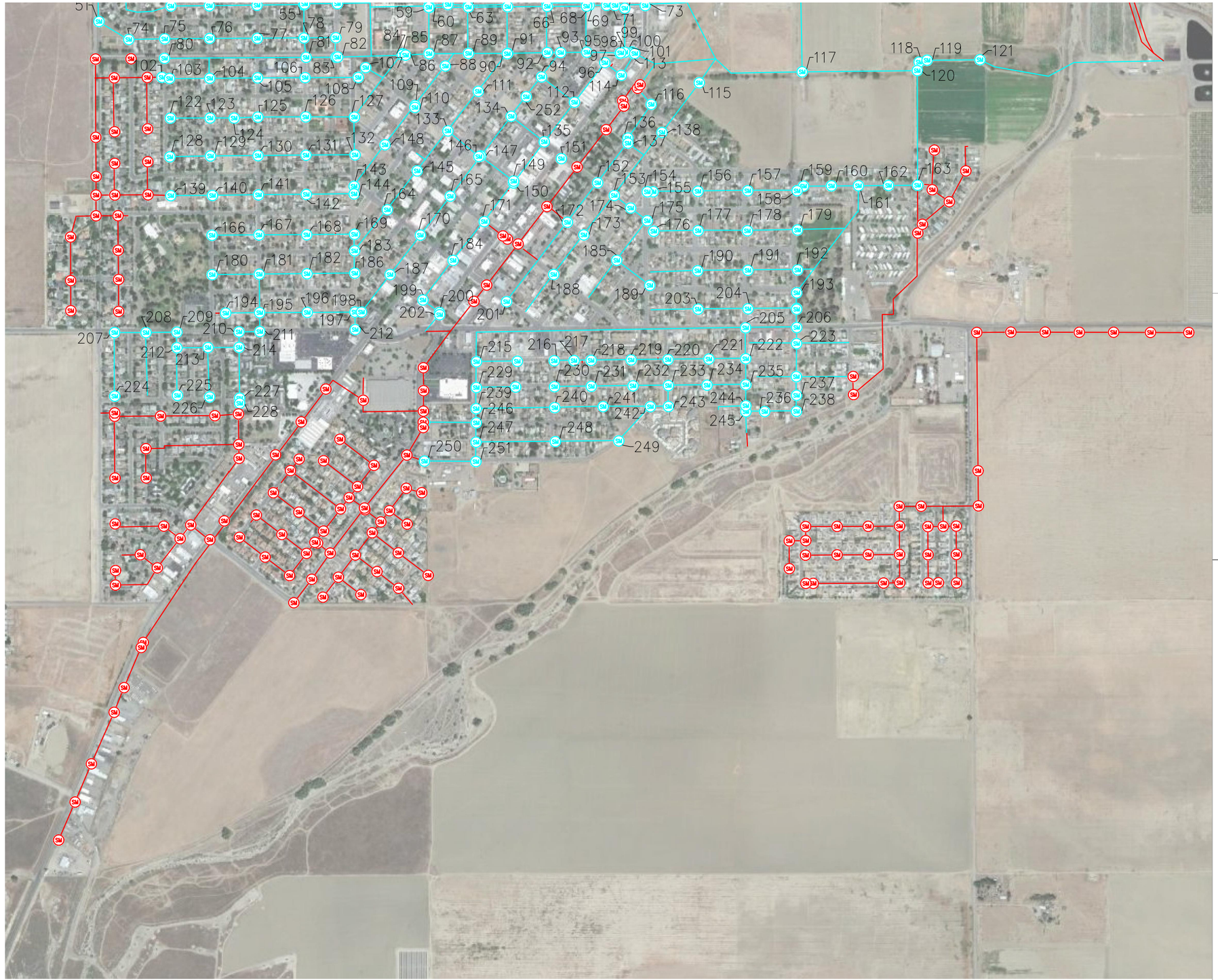
MAINS COMPLETED INSPECTION IN 2023	
MAINS TO NOT BE INSPECTED	
MANHOLES INCLUDED IN SURVEY	SM
MANHOLES NOT INCLUDED IN SURVEY	SM

NORTH

SCALE IN FEET

0 3,000 FT

FIGURE 2-1 SEWER MAINS TO BE INSPECTED VIA CCTV SURVEY



CITY OF COALINGA

CCTV INSPECTION PROJECT

LEGEND

MAINS COMPLETED INSPECTION IN 2023

MAINS TO NOT BE INSPECTED

MANHOLES INCLUDED IN SURVEY — SM

MANHOLES NOT INCLUDED IN SURVEY — SM

NORTH

SCALE IN FEET

0 — 1,000 FT

FIGURE 2-2 SEWER MAINS TO BE INSPECTED VIA CCTV SURVEY

CITY OF COALINGA

CCTV INSPECTION PROJECT

LEGEND

MAINS COMPLETED INSPECTION IN 2023

MAINS TO NOT BE INSPECTED

MANHOLES INCLUDED IN SURVEY (SM)

MANHOLES NOT INCLUDED IN SURVEY (SM)

NORTH

SCALE IN FEET

0 1,000 FT

FIGURE 2-3 SEWER MAINS TO BE INSPECTED VIA CCTV SURVEY

Appendix H

SSO Logs and Trend Data

Refer to Element 9

Appendix I

SSMP Audit Report Form

Sewer System Management Plan Audit Report

Name of Agency	
Date of Audit	
Name of Auditor	

System Overview	
LF of gravity sewer mains	
LF of Public force mains	
Total LF of all Public sewer lines	
Number of pump stations	
LF of private sewer mains, excl. laterals	*
LF of private sewer laterals	*
Population served	
Current average monthly single family residential sewer rate	

*Source:

I. GOALS

1 Are the goals stated in the SSMP still appropriate and accurate?
   - **Yes / No**

2 If you answered No to question 1, describe content and schedule for updates, or provide additional comments for Yes response.

II. ORGANIZATION

REFERENCE MATERIAL

- **Organization chart**
- **Phone list**

3 Is the SSMP up to date with City's organization and staffing contact information?
   - **Yes / No**

4 If you answered No to question 3, describe content and schedule for updates, or provide additional comments for Yes response.

LEGAL AUTHORITY

REFERENCE MATERIAL

- **Ordinances**
- **Enforcement actions**

5 Does the SSMP contain up-to-date information about the City's legal authority?
   - **Yes / No**

6 Does the City have sufficient legal authority to control sewer use and maintenance?
   - **Yes / No**

7 If you answered No to question 5 or 6 describe content and schedule for necessary changes, or provide additional comments for Yes response.

IV. OPERATIONS AND MAINTENANCE

a. COLLECTION SYSTEM MAPS

REFERENCE MATERIAL

- **Summary of information included in mapping system**

8 Does the SSMP contain up-to-date information about the City's maps?
   - **Yes / No**

9 Are the City's collection system maps complete, up-to-date, and sufficiently detailed?
   - **Yes / No**

10 If you answered No to question 8 or 9, describe content and schedule for necessary changes, or provide additional comments for Yes response.

b. RESOURCES AND BUDGET

REFERENCE MATERIAL
- **Current Capital Improvement Plan (CIP)**
- **Current operating budget**

11 Does the SSMP contain up-to-date information about the City's resources and budget?
   - **Yes / No**

12 Are the City's resources and budget sufficient to support effective sewer system management?
   - **Yes / No**

13 Do your agency's planning efforts support long-term goals?
   - **Yes / No**

14 If you answered No to questions 11, 12 or 13, describe content and schedule for necessary changes, or provide additional comments for Yes response.

---

c. PRIORITIZED PREVENTIVE MAINTENANCE

REFERENCE MATERIAL
- **Cleaning schedules**
- **List or map of hotspots**
- **Work orders**
- **Incidence Reports**
- **Customer feedback**

Table 1. Annual Preventive Maintenance Activities

Maintenance activities (lineal ft/yr)	2026	2027	2028	2029	2030
CCTV (video inspection)					
Cleaning with CCTV					
Cleaning					
Smoke testing					

15 Does the SSMP contain up-to-date information about the City's preventive maintenance activities?
   - **Yes / No**

16 Considering the information in Tables 1-3, are the City's preventive maintenance activities sufficient and effective in reducing and preventing SSO's and blockages?
   - **Yes / No**

17 If you answered No to questions 15 or 16, describe content and schedule for necessary changes, or provide additional comments for Yes response.

---

d. SCHEDULED INSPECTIONS AND CONDITION ASSESSMENT

REFERENCE MATERIAL
- **Inspection reports**
- **Infiltration and Inflow (I/I) monitoring studies and reports**
- **Pipe and manhole condition data**

18 Does the SSMP contain up-to-date information about the City's inspections and condition assessment?
   - **Yes / No**

19 Are the City's scheduled inspections and condition assessment system effective in locating, identifying, and addressing deficiencies?
   - **Yes / No**

20 If you answered No to questions 18 or 19, describe content and schedule for necessary changes, or provide additional comments for Yes response.

---

e. CONTINGENCY EQUIPMENT AND REPLACEMENT INVENTORIES

REFERENCE MATERIAL
- **Funds spent on equipment and materials**
- **Equipment and parts inventory**

21 Does the SSMP contain up-to-date information about equipment and replacement inventories?
   - **Yes / No**

22 Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?
   - **Yes/No**

23 If you answered NO to question 21 and/or 22, describe content and schedule for necessary arrangements, or provide additional comments for YES response.

---

f. TRAINING

REFERENCE MATERIAL
- **Employee training records**

24 Does the SSMP contain up-to-date information about the City's training expectations and programs?
   - **Yes /No**

25 Do supervisors believe that their staff is sufficiently trained?
   - **Yes/No**

26 Are staff satisfied with the training opportunities and support offered to them?
   - **Yes/No**

27 If you answered NO to questions 24, 25 and/or 26, describe content and schedule for necessary improvements, or provide additional comments for YES response.

---

g. OUTREACH TO PLUMBERS AND BUILDING CONTRACTORS

REFERENCE MATERIAL
- **Flyers/mailings**
- **Mailing lists**

28 Does the SSMP contain up-to-date information about the City's outreach to plumbers and building contractors?
   - **Yes /No**

29 Has the City conducted or participated in any outreach activities to plumbers and building contractors?
   - **Yes/No**

30 If you answered NO to questions 28 and/or 29, describe content and schedule for future activities, or provide additional comments for YES response.

Table 2. Number of Permits issued to plumbers for work that could impact City facilities:

2017:	2021:	2025:
2018:	2022:	2026:
2019:	2023:	2027:
2020:	2024:	2028:

Permit process includes inspection by City staff.

V. DESIGN AND CONSTRUCTION STANDARDS

REFERENCE MATERIAL

- **Design and construction standards**
- **Ordinances**

31 Does the SSMP contain up-to-date information about the City's maps?
   - **Yes / No**

32 Are design and construction standards, as well as standards for inspection and testing of new and rehabilitated facilities, sufficiently comprehensive and up-to-date?
   - **Yes / No**

33 If you answered NO to questions 31 and/or 32, describe content and schedule for necessary revisions, or provide additional comments for YES response.

OVERFLOW EMERGENCY RESPONSE PLAN

REFERENCE MATERIAL

- **Data submitted to CIWQS**
- **Service call data**

Table 3. Annual SSO Statistics

Indicator	2026	2027	2028	2029	2030
Number of SSO's (total)					
Wet season SSO's*					
Dry season SSO's*					
Number of SSO's (by volume range)					
< 10 gal					
10 – 99 gal					
100 – 999 gal					
1000 – 9999 gal					
≥ 10,000 gal					
Total SSO Volume					
Volume reaching waters of the State					
Volume not contained by not reaching waters of the State					
Volume recovered					
Net volume (total minus recovered)					
Number of SSO's per 100 mile of sewer per year					
Volume of SSO's per 100 mile of sewer per year					
Total Volume conveyed to the plant (million gal)					
Total volume SSO / Total volume conveyed, gallons / million gallons					
Number of SSO (by cause)					
Blockages:					
Roots					
Grease					
Debris					
Debris from Laterals					
Animal Carcass					
Construction Debris					
Multiple causes					
Infrastructure failure					
Inflow & Infiltration					
Electrical Power Failure					
Flow Capacity Deficiency					
Natural Disaster					
Bypass					
Cause Unknown					
Average Response Times, minutes					

Business Hours					
Notification to arrival on site					
Notification to complete clearage					
Non-business hours					
Notification to arrival on site					
Notification to complete clearage					
Number of locations with multiple SSO's					

*Wet season defined as _____, dry season _____. Season does not necessarily reflect conditions at the time of the SSO.

34 Does the SSMP contain up-to-date information of the City's Overflow Emergency Response Plan?
- **Yes / No**

35 Considering the information in Table 3, is the Overflow Emergency Response Plan effective in handling SSO's?
- **Yes / No**

36 If you answered NO to questions 34 and/or 35, describe content and schedule for necessary revisions and implementation, or provide additional comments for YES response.

VI. FATS, OILS, AND GREASE (FOG) CONTROL PLAN

REFERENCE MATERIAL
- **List or map of FOG sources in service area**
- **List or map of hotspots**
- **Cleaning schedules**
- **Restaurant inspection reports or summaries**
- **Data submitted to CIWQS**
- **Service call data**

Table 4. FOG Control Statistics

	2026	2027	2028	2029	2030
Number of SSO's caused by FOG					
Number of FOG inspections completed					

37 Does the SSMP contain up-to-date information about the City's FOG control program?
- **Yes / No**

38 Considering the information in Table 4, is the current FOG program effective in documenting and controlling FOG sources?
- **Yes / No**

39 If you answered NO to questions 37 and/or 38, describe content and schedule for necessary changes, or provide additional comments for YES response.

CAPACITY MANAGEMENT

REFERENCE MATERIAL
- **Capacity assessment reports**
- **CIP**
- **SSO data**

Table 5. SSO's Caused by Hydraulic Limitations

	2026	2027	2028	2029	2030
Number of SSO's caused by capacity limitations					

40 Does the SSMP contain up-to-date information about the City's capacity assessment?
- **Yes / No**

41 Has the City completed a capacity assessment and identified and addressed any hydraulic deficiencies in the system?
- **Yes / No**

42 If you answered NO to questions 40 and/or 41, describe content and schedule for necessary activities, or provide additional comments for YES response.

VII. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

43 Does the SSMP contain up-to-date information about the City's data collection and organization?
- **Yes / No**

44 Is the City's data collection and organization sufficient to evaluate the effectiveness of your SSMP?
- **Yes / No**

45 If you answered NO to questions 43 and/or 44, describe content and schedule for necessary improvements, or provide additional comments for YES response.

The City believes that the current performance indicators (Table 3) and tracking of preventive maintenance activities (Table 1) are sufficient to evaluate effectiveness of the SSMP in minimizing SSO's. However, the actual effectiveness of these indicators can only be determined by examining trends over multiple years.

VIII. SSMP AUDITS

46 Will this SSMP Audit be submitted with the Annual Report to the Regional Water Board by March 15?
- **Yes / No**

IX. COMMUNICATION PROGRAM

REFERENCE MATERIAL
- **Mailings and mailing lists**
- **Website**
- **Other communication records such as newspaper ads, site postings, or other outreach**
- **Customer feedback**

47 Does the SSMP contain up-to-date information about the City's public outreach activities?
- **Yes / No**

48 Does the SSMP contain up-to-date information about the City's communications with satellite and tributary agencies?
- **Yes / No**

49 Has the City effectively communicated with the public and other agencies about the SSMP, and addressed feedback?
- **Yes / No**

50 If you answered NO to questions 47, 48, and/or 49, describe content and schedule for necessary improvements, or provide additional comments for YES response.

51. If you have any further questions or comments regarding this Audit Report please use the space provided.

Appendix J

Record of Training

Training Title		[Training Title I]	SSO Training	FOG Training	Audit Training	Maintenance & CCTV Inspection	CIP Training	Etc.	
Date		MM/DD/YYYY							
District Staff & Title	[Staff Member Name & Title]	X							