

HOMESTEAD VALLEY SANITARY DISTRICT

Sewer System Management Plan

REVISED SSMP ELEMENTS — FINAL

Prepared in Compliance with Order No. 2022-0103-DWQ

WDID: 2SSO10143

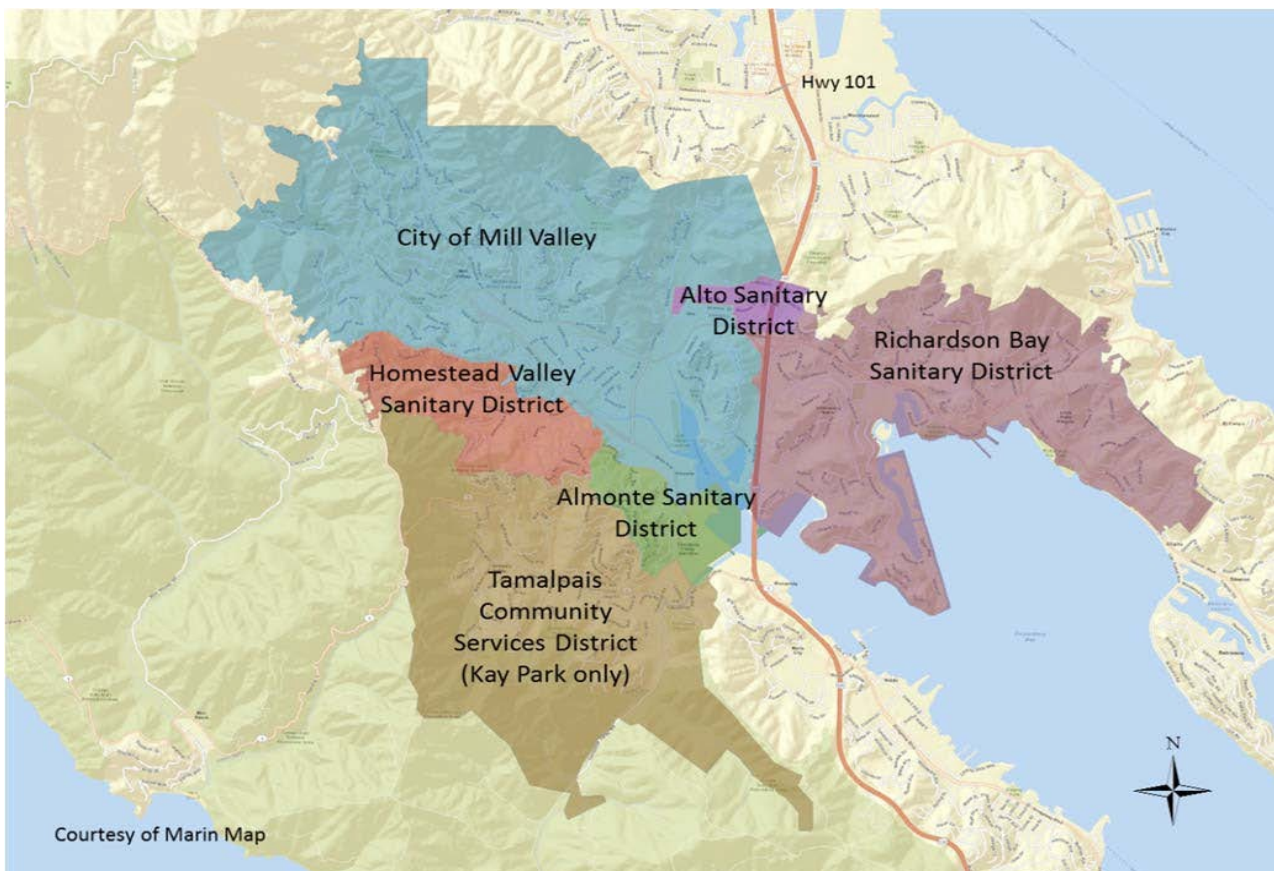
Adoption Date: July 28, 2026

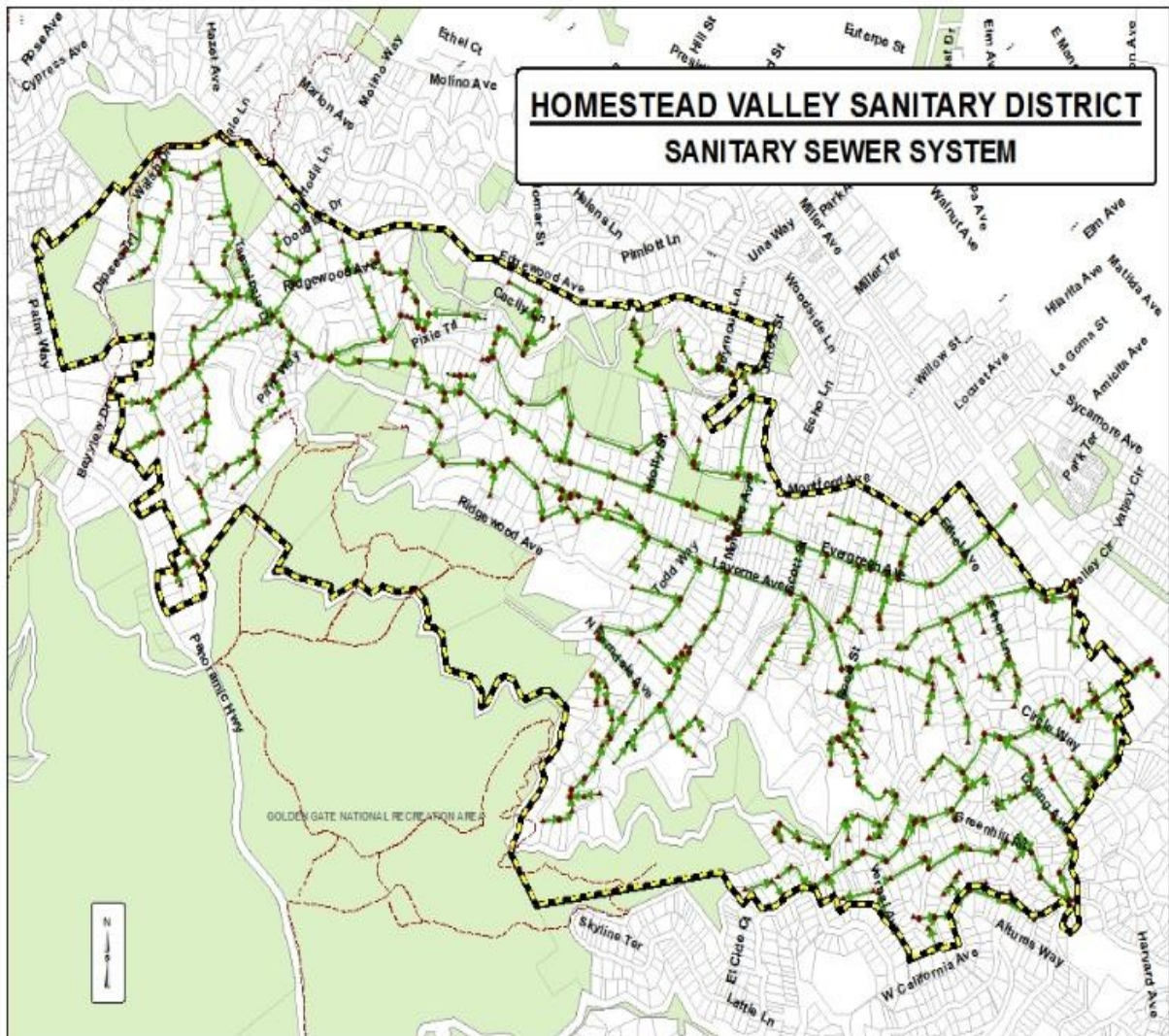
DISTRICT OVERVIEW

This Sewer System Management Plan (SSMP) has been prepared by the Homestead Valley Sanitary District (District) in compliance with the State Water Resources Control Board (SWRCB) Order No. 2022-0103-DWQ, Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems. This updated SSMP supersedes the District's prior plan adopted August 22, 2006, and subsequent revisions.

The District's Waste Discharger Identification Number (WDID) in the California Integrated Water Quality System (CIWQS) is 2SSO10143. This SSMP is uploaded directly into CIWQS as a PDF attachment and certified by the District's Legally Responsible Official (LRO) in accordance with reporting requirements.

Homestead Valley Sanitary District provides wastewater collection service to the unincorporated area of southern Marin County, bordered by the City of Mill Valley, Almonte Sanitary District, and Tamalpais Community Services District. The District serves approximately 2,500 residents and a small number of businesses. Formed in 1931, the District's collection system has been in operation since 1948. District flows are conveyed to the Sewerage Agency of Southern Marin (SASM) wastewater treatment plant in Mill Valley.





ELEMENT 1: SEWER SYSTEM MANAGEMENT PLAN GOAL AND INTRODUCTION

1.1 SSMP Goal

The goal of this Sewer System Management Plan (SSMP) is to provide a plan and schedule to:

- Properly manage, operate, and maintain all parts of the District's sanitary sewer system;
- Reduce and prevent sanitary sewer overflows (SSOs); and
- Contain and mitigate the impacts of SSOs that do occur.

The District implements this goal through the following commitments:

- Take a proactive approach to eliminating sewer spills. In the event a spill does occur, the District shall take rapid measures to contain and mitigate impacts.
- Manage, operate, and maintain the sanitary sewer system and ensure that system operators — including the District Manager, contractors, and other agents — are adequately trained and possess the knowledge, skills, and abilities required to carry out their responsibilities.
- Provide adequate resources for the operation, maintenance, and repair of the sanitary sewer system by establishing appropriate rate structures, accounting mechanisms, and auditing procedures to ensure revenues and expenditures are adequate.
- Reduce infiltration and inflow (I/I) by identifying problems in private laterals and working with property owners to rehabilitate or replace such laterals during District capital improvement projects, County road projects, and as required under the District's sewer lateral program.

1.2 SSMP Update Schedule

The District will update this SSMP no less frequently than every six (6) years. Based on the adoption date of July 2026, the next full SSMP update is due no later than July 2032.

Internal audits of SSMP implementation and effectiveness will be conducted at least every three (3) years from the adoption date, with audit findings submitted within six (6) months of the end of the audit period. The schedule is as follows:

Milestone	Target Date	Responsible Party
SSMP Adoption	July 28, 2026	Board of Directors / LRO
First Triennial Audit	No later than July 2029	District Manager
Audit Findings Submitted to Board	No later than January 2030	District Manager
Second Triennial Audit	No later than July 2032	District Manager
Next Full SSMP Update	No later than July 2032	Board of Directors / LRO

1.3 Sewer System Asset Overview

Homestead Valley Sanitary District (District) is a California Special District formed in 1931, providing wastewater collection services to the unincorporated community of Homestead Valley in southern Marin County. The District's sewer collection system has been in operation since 1948.

Service area and system characteristics are summarized below:

Attribute	Description
Location / County	Homestead Valley, unincorporated Marin County, California
Service Area Boundary	Bordered by the City of Mill Valley, Almonte Sanitary District, and Tamalpais Community Services District
Population Served	Approximately 2,500 residents
Service Connections	Primarily residential (estimated >95%); small number of commercial connections
Gravity Mainlines	Approximately 12.8 miles (67,543 linear feet) of gravity sewer mains; system is 100% gravity — no pump stations or force mains owned by the District
Pump Stations / Siphons	None — the District does not own or operate pump stations, force mains, or siphons
Pipe Material	Over 99% plastic pipe (HDPE/PVC); vitrified clay pipe (VCP) replacement was completed primarily through the annual CIP program beginning in the late 1960s
Stormwater Diversion Structures	The District does not maintain any structures that divert stormwater to the sanitary sewer system
Data Management Systems	SSGIS computerized GIS and maintenance management system; updated as system changes occur
Lateral Ownership	Private sewer laterals are owned and maintained by property owners including the point of connection with the public main. The District's Ordinance No. 2014-01 requires lateral inspection and, where necessary, rehabilitation or replacement upon sale, major renovation, blockage, or overflow.
Wastewater Treatment	District flows are conveyed to the Sewerage Agency of Southern Marin (SASM) wastewater treatment plant in Mill Valley
Unique Conditions / Challenges	Older collection system (in service since 1948); significant wet weather I/I historically, substantially reduced through pipe replacement and lateral program; steep terrain in portions of service area

Map reference: The District's GIS map of the sanitary sewer system is maintained in the SSGIS platform. The map includes all gravity line segments and maintenance holes and is available for review by State and Regional Water Board staff upon request.

ELEMENT 2: ORGANIZATION

2.1 Organizational Structure

The organizational structure for SSMP implementation is shown below.

2. Organization

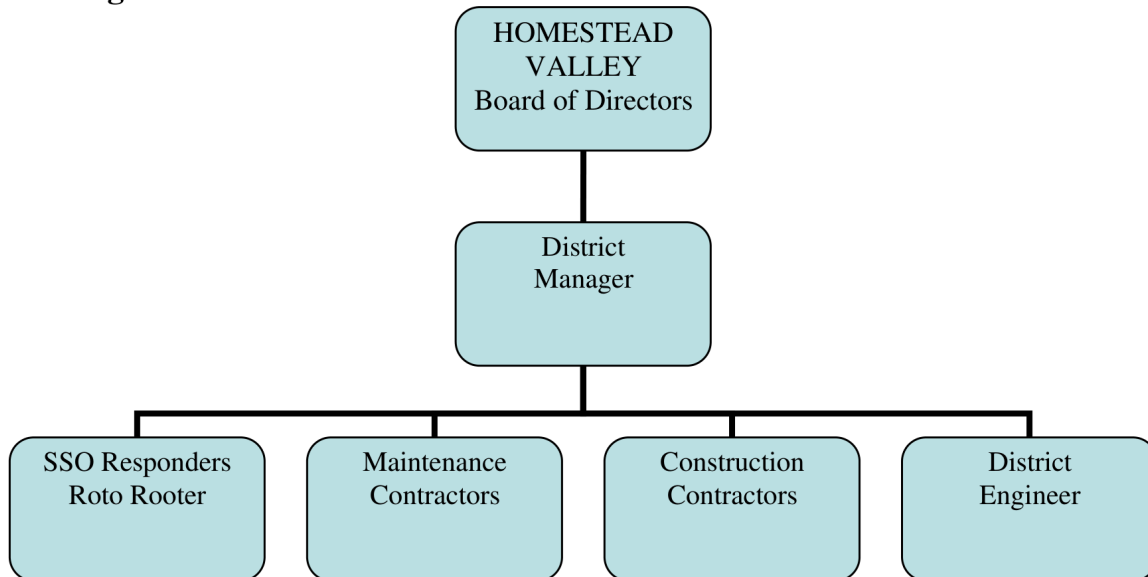


Figure 2-1: HVSD Organizational Chart (source: 2019 SSMP - confirm roles and contractor names are still current before adoption)

2.2 Roles and Responsibilities

Board of Directors: Adopts the SSMP and related policy, and approves the budget to implement it.

District Manager: Holds overall responsibility for preparing and implementing the SSMP. Directs SSO response personnel and manages sewer overflow response. Directs contractor activities for capital improvements and for sewer cleaning and CCTV inspection. Monitors the SSMP budget and performance, writes the annual work plan for maintaining, inspecting, and improving the sewer system, and prepares and submits required regulatory reports. Serves as the District's liaison to SASM and to state and regional regulatory agencies.

SSO Responders (Roto Rooter, District Manager, and other contractors as needed): Perform SSO response activities, including containment, cleanup, and initial reporting.

Maintenance Contractors (Roto Rooter): Perform SSO response activities and conduct sewer cleaning and CCTV inspection under the District Manager's direction.

Construction Contractors: Construct sewer system improvements under permit from the District.

District Engineer: Reviews and approves construction plans and inspects new and rehabilitated sewers for compliance with the District's construction standards (see Element 3, Table 3-1, and Element 5, §5.1).

2.3 SSO Reporting Chain of Communication

Upon discovery of a potential spill — whether by the public, District staff, or the maintenance contractor — the SSO Responder(s) are dispatched and the District Manager is notified. The

District Manager directs the response, determines the spill category (see Element 9, §9.4), and ensures required notifications and CIWQS reporting are completed within the applicable timeframes. All SSOs are reported to the Board of Directors in public session (see Element 11), and the District Manager serves as the point of contact with SASM and with state and regional regulatory agencies throughout the response.

ELEMENT 3: LEGAL AUTHORITY — REVISED

Legal authority for management of the District's collection system is established through the following ordinances:

- Homestead Valley Sanitary District Ordinance No. 15 (Adopted May 28, 1974)
- Homestead Valley Sanitary District Ordinance No. 2014-01 (Adopted September 23, 2014)
- Sewerage Agency of Southern Marin (SASM) Ordinance No. 83-1

Full texts of all applicable ordinances are included in Appendix B.

3.1 Summary of Legal Authorities

Table 3-1 below maps each WDR requirement to the specific District legal authority that satisfies it.

WDR Requirement	Legal Authority Reference
INFLOW AND INFILTRATION / ILLICIT DISCHARGES	
Prevent illicit discharges into the sewer system (I/I, unauthorized stormwater, chemical dumping, debris, roots, FOG, rags)	Ordinance No. 15, Sections 8.2–8.3; SASM Ordinance No. 83-1
Prevent connection of surface drains, storm drains, or groundwater sources to District sewers	Ordinance No. 15, Section 8.2
STORM SEWER COORDINATION	
Collaborate with storm sewer agencies to coordinate emergency spill responses and prevent cross-connections of sanitary and storm sewer infrastructure	All District sewers are located within public rights-of-way or District easements. The District Manager coordinates directly with County of Marin and other agencies for emergency response access. No specific ordinance section governs inter-agency storm sewer coordination; this is addressed as an operational practice rather than a codified requirement.
DESIGN AND CONSTRUCTION	
Require that sewer system components and connections be properly designed and constructed	Ordinance No. 15, Section 4.1 and Article V — requires permit to construct; compliance with District standards and approval by District Engineer
Require proper installation, testing, and inspection of new and rehabilitated sewers	Ordinance No. 15, Sections 4.2 and 4.6(d) — requires District Engineer inspection and approval; mandrel, air pressure, and/or CCTV testing required prior to acceptance per current District construction standards
SERVICE LATERALS	
Ensure access for maintenance, inspection, or repairs	All District sewers are within public rights-of-

for portions of the service lateral owned or maintained by the District	way or District easements, providing legal access for maintenance and inspection
Lateral ownership and maintenance responsibility	Ordinance No. 2014-01 — private laterals are owner-maintained; District may require inspection and rehabilitation upon sale, major renovation, blockage, or overflow
FOG AND SOURCE CONTROL	
Limit the discharge of FOG and other debris that may cause blockages	Ordinance No. 15, Sections 8.3(b),(e); SASM Ordinance No. 83-1, Section 2.08.2 (limits oil/grease: ≤300 mg/L animal/vegetable origin; ≤100 mg/L mineral/petroleum origin)
ENFORCEMENT	
Enforce any violations of the District's sewer ordinances	Ordinance No. 15, Article IX (Sections 9.1–9.5) — provides enforcement authority for violations

ELEMENT 4: OPERATION AND MAINTENANCE PROGRAM — REVISED

4.1 Collection System Mapping

The District maintains a computerized Geographic Information System (GIS) map and database inventory of its wastewater collection system using the SSGIS platform. The map includes all gravity line segments and maintenance holes. The District does not own pump stations or pressure pipes. Maps are updated as system changes occur and are available for review by State and Regional Water Board staff upon request.

4.2 Resources and Budget

The District allocates adequate resources for the operation, maintenance, and repair of its collection system. Revenues are derived from a user-supported rate structure. The District Manager monitors the O&M budget and reports annually to the Board of Directors.

4.3 Preventive Maintenance (PM) Program

The District conducts an active preventive maintenance program. Approximately one-third of the sewer system is cleaned annually on a rotating three-year cycle, with the goal of cleaning each pipe segment at a minimum of once every three years. Cleaning activities are performed by the maintenance contractor (Roto Rooter) and tracked within the SSGIS computerized maintenance management system. This cycle was established when the collection system was predominantly VCP; the District is reviewing the appropriate cleaning frequency going forward based on the system's current pipe material composition (see Element 5, §5.2), pipe slope, SSO history, and other identified problem areas.

The District Manager reviews cleaning records annually and adjusts cleaning frequencies for individual pipe segments based on findings from routine cleaning, CCTV inspections, and SSO history.

Hot Spot Preventive Maintenance Program

Pipe segments with known recurring maintenance issues are designated as 'hot spots' and are cleaned at an accelerated frequency determined by the District Manager. Conditions that result in designation as a hot spot include:

- A blockage-related SSO at a given location;
- A heavy accumulation of roots, grease, or debris removed during routine cleaning;
- A severe maintenance defect (e.g., root intrusion, grease accumulation, structural damage) identified during CCTV inspection;
- Recurring maintenance history at the location.

The District Manager reviews the Hot Spot list annually and adjusts cleaning frequencies as follows:

- Segments with two or more consecutive cleanings showing light to no accumulation are evaluated for a reduction in cleaning frequency.
- Segments with persistent moderate to heavy accumulation are evaluated for an increase in cleaning frequency.
- Frequencies are also adjusted following capital improvement projects that may change flow conditions in a pipe segment.

Cleaning Frequency Adjustment Procedures

Cleaning schedules may be accelerated between regular cycles when:

- An SSO occurs at a location — the District Manager reviews the cause and adjusts cleaning frequency if a recurring maintenance issue is identified;
- A CCTV inspection identifies a severe maintenance defect requiring immediate attention — the contractor notifies the District Manager, who directs additional cleaning;
- A routine cleaning removes a heavy amount of roots, grease, or debris — findings are documented and the segment's cleaning frequency is reviewed.

Root Control Program

Root intrusion is addressed using a combination of hydroflushing and rodding. Segments with persistent root problems are tracked in the maintenance management system. The maintenance contractor performs blade cutting as necessary, particularly in locations where root problems are pervasive. Root problems are identified through routine cleaning, CCTV inspection, and investigation of blockages and SSOs.

4.4 Inspection and Condition Assessment

The District conducts condition assessments through scheduled CCTV inspection of its sewer lines. Inspection findings are reviewed by the District Manager to:

- Identify pipe segments requiring accelerated cleaning;
- Prioritize spot repairs or capital replacement projects;
- Update system maps and maintenance records.

Private lateral inspections are required under Ordinance No. 2014-01 when properties are sold, undergo major renovations, experience blockages or overflows, or when the District determines condition issues pose a threat to public health and safety. The District also conducts lateral inspections as part of sewer main replacement projects and in advance of County of Marin road repaving projects. Property owners are notified of any required repairs.

The District coordinates with SASM for system-wide flow monitoring and hydraulic modeling efforts.

4.5 Contingency Equipment and Replacement Parts

The District contracts with Roto Rooter for all sewer maintenance, cleaning, inspection, repair, and emergency response. As a result, the District does not maintain its own inventory of contingency

equipment or replacement parts. The contractor maintains appropriate equipment and supplies to respond to emergencies and perform routine maintenance, including:

- Sewer cleaning and hydrojetting equipment;
- Vacuum/combination truck capability;
- CCTV inspection equipment;
- Bypass pumping equipment for emergency response;
- Traffic control equipment;
- Sewer plugs and spill containment supplies;
- Pipe repair materials for common pipe sizes in the District system.

Critical replacement parts for the District's collection system infrastructure are locally available through regional supply stores. The District Engineer maintains a current list of standard pipe sizes and materials used in the system to facilitate emergency procurement.

4.6 Staff Training

Training requirements for District staff and the maintenance contractor include:

- SSO response training on a regular basis, covering notification procedures, response protocols, containment methods, and CIWQS reporting requirements, per the District's Sanitary Sewer Emergency Overflow Response Program (SSEROP) and consistent with Order No. 2022-0103-DWQ, Attachment D, §4.3;
- Spill volume estimation training for field operators responding to SSO events;
- CIWQS electronic reporting procedures training for staff submitting SSO reports;
- Contractor compliance with Cal/OSHA requirements, enforced by District staff;
- Ongoing training on regulatory updates and best practices, including participation in regional training opportunities through SASM and BACWA.

New contractor employees who may respond to, report, or mitigate sewer spills receive training on the SSEROP before being placed in a response role. Current contractor employees receive refresher training on a regular basis.

4.7 Outreach to Plumbers and Building Contractors

The District participates in regional outreach programs coordinated through SASM and BACWA to inform local plumbers and building contractors of District requirements for sewer connections, private lateral standards, and FOG requirements.

ELEMENT 5: DESIGN AND PERFORMANCE PROVISIONS

The District requires that all sewer system components and connections be designed, constructed, tested, and inspected in accordance with Ordinance No. 15 (Article V, Construction Standards; Section 4.1, permit requirement; Sections 4.2 and 4.6(d), District inspection and approval prior to backfilling/connection) and the District's construction standards referenced in Element 3, Table 3-1.

5.1 Design and Construction Standards

The District's construction standards, incorporated by reference through Ordinance No. 15, Article V, and administered by the District Engineer, are shared with Richardson Bay Sanitary District and Almonte Sanitary District — confirmed as a joint three-agency standard by the title page of the District's own 2019 SSMP appendix — and establish the following minimum requirements for building sewers and District-maintained sewers:

- Pipe size: minimum 4-inch inside diameter for connections serving up to 150 fixture units; larger connections sized per the Uniform Plumbing Code's horizontal drainage piping tables.
- Minimum slope: $\frac{1}{4}$ -inch per foot (2.0%).
- Minimum cover: 18 inches on the owner's premises, 30 inches within an easement, and 48 inches within a street right-of-way; special bedding or concrete encasement is required where these depths cannot be achieved.
- Approved pipe materials for private laterals, current District practice: HDPE (polyethylene, minimum SDR-17) is the recommended material for lateral construction, with all joints and connections fused and weld beads removed from the main lateral sections; ductile iron pipe, cast iron soil pipe, and PVC (ASTM D-2241 SDR-26 or AWWA C-900 SDR-21; Schedule 40 and 80 fittings) are also approved, each subject to minimum cover and bedding requirements that vary by material and by terrain and soil conditions. VCP is not approved for new lateral construction but may be permitted for spot repairs at the District's discretion. ABS and SDR 35 PVC are not approved materials.
- Cleanouts required at the property line, at the junction with house plumbing, at bends of 22.5 degrees or greater, and at intervals no longer than 100 feet of straight run.
- An approved backwater valve is required on every connection, set at least 12 inches below the lowest plumbing fixture served.

These standards have not been separately codified as a standalone HVSD ordinance exhibit; they are incorporated by reference through Ordinance No. 15 and reproduced in full, with current material requirements, as Appendix D. They are distinct from — and take precedence over — SASM's own construction standards, which the District references informally on occasion but has not formally adopted.

5.2 Rehabilitation Method

The District's Capital Improvement Program has used pipebursting almost exclusively but also some slip-lining with fused SDR 17 pipe where pipebursting was impacted by other utility conflicts or was determined to be advantageous for another reason. Both are full-length rehabilitation methods, so the CIP replacement total is not diluted by partial point repairs.

5.3 Pipe Material Conversion and Performance History

Beginning in 1974, the District began installing and replacing sewer mains with PVC or PE (plastic/HDPE) pipe rather than vitrified clay pipe (VCP). The District's overall pipe inventory is now approximately 99% non-VCP material — roughly 985 linear feet (~1.4%) of legacy VCP remains

out of the District's 67,543-linear-foot system. This figure is cross-validated between the District's October 2024 EPA annual report (90.7% non-VCP, 61,230 of 67,543 feet at that filing) and the SASM/Mill Valley compliance memo's verified agency footage figures, updated through the District's 2025/26 CIP replacement.

This program was carried out in significant part under a 2008 EPA Administrative Order (Docket No. CWA-09(a)-08-030) requiring HVSD to bring its system into compliance with the Clean Water Act. Under that Order-era CIP specifically (2008–2025), the District replaced 48,793 linear feet of pipe, representing 72.2% completion of that program's scope — a narrower, Order-specific denominator distinct from the system-wide percentage above, per the SASM/Mill Valley compliance memo's verified agency-footage analysis. On November 25, 2024, EPA terminated the Order, finding that HVSD had demonstrated a commitment to reduce spill volume and frequency and had a credible plan for replacing the remaining clay pipe. Termination does not relieve the District of its ongoing obligation to comply with the Clean Water Act, its NPDES permit, and other applicable requirements.

The program was funded entirely through escalating EDU rates rather than bonds or loans, rising from \$250/EDU in FY2005/06 to \$1,475/EDU in FY2024/25.

ELEMENT 6: OVERFLOW EMERGENCY RESPONSE PLAN

The District's Spill Emergency Response Plan (SERP), updated May 2023, provides procedures for detecting, responding to, containing, and reporting sanitary sewer spills. The SERP addresses the requirements of SWRCB Order No. 2022-0103-DWQ and the EPA Amended Order for Compliance, Docket No. CWA-309(a)-08-030 — the latter terminated by EPA on November 25, 2024 following HVSD's demonstrated compliance (see Element 5, §5.2). The full SERP, including its own appendix of forms and procedures, is attached as Appendix A.

6.1 Notification and Response

Upon notification of a potential spill — whether from the public, District staff, or the maintenance contractor — the District follows a documented notification and dispatch process. The District's emergency response contractor (Roto Rooter) serves as first responder; the District Manager handles claims processing. First responder priorities are to follow safe work practices, respond promptly with appropriate equipment, evaluate the cause of the spill, restore flow as soon as possible, contain the spill whenever feasible, and minimize public access to and contact with spilled sewage.

6.2 Reporting

Spill reporting follows the Category 1–4 timelines summarized in Element 9, §9.4. For Category 1 spills of 50,000 gallons or more, the District also conducts water quality sampling within 18 hours of becoming aware of the spill and prepares a Spill Technical Report within 45 calendar days of the spill end date.

6.3 Recovery, Cleanup, and Documentation

The SERP includes procedures for recovering and disposing of spilled sewage; cleaning and disinfecting affected private property, hard surfaces, landscaped and unimproved areas, and waterways; estimating spill volume; and conducting a post-spill assessment. Spill records are retained for at least five years.

6.4 SERP Appendix

The SERP's own appendix includes the District's Spill Response Standard Operating Procedure, current emergency contact information, the Sanitary Sewer Spill Service Call & Field Report Form, a sample warning sign, sewage volume estimation methods, a Sewer Backup Summary Report form, a Collection System Failure Analysis Form, a Residential Sewage Contamination Flyer, and a Spill Technical Report outline.

ELEMENT 7: SEWER PIPE BLOCKAGE CONTROL PROGRAM — REVISED

The District has evaluated its collection system and determined that a pipe blockage control program focused on residential FOG sources and non-flushable materials is appropriate for current conditions. The District does not currently have commercial restaurants or food service establishments (FSEs) directly connected to its collection system. The program elements below address the requirements of Order No. 2022-0103-DWQ.

7.1 Public Education and Outreach Program

The District conducts ongoing public outreach to educate residents on proper disposal of fats, oils, and grease (FOG), non-flushable materials, and other substances that can cause sewer blockages. The outreach program includes the following elements:

Outreach Topics:

- The difference between storm drains and sanitary sewers and the appropriate uses of each;
- Appropriate and non-appropriate wastes for the sanitary sewer system;
- Preventing FOG-related sewer overflows, including proper disposal of cooking grease;
- Non-flushable materials (wet wipes, personal care products, rags) and their impacts on the collection system;
- Private lateral ownership and maintenance responsibility;
- Available FOG disposal options in the community.

Outreach Channels:

- Informational materials distributed through SASM and BACWA regional programs;
- District website (where applicable) — links to SSMP, outreach materials, and contact information;
- Public notices and Board meeting communications;
- Coordination with the District's solid waste and garbage collection contractor to provide information on FOG disposal in organics carts, consistent with SB 1383 implementation.

If a FOG-caused backup or overflow occurs repeatedly at a residential property, the District Manager or maintenance contractor will inform the resident about FOG source control practices, including diverting cooking grease away from the sink drain.

The District also provides information to local plumbers and building contractors regarding proper lateral installation practices and ordinance requirements, coordinated through SASM and BACWA regional programs.

7.2 FOG Disposal Options

Residents are encouraged to dispose of cooking oil and grease using the following options:

- Organics (green) cart: small quantities of cooking oil may be absorbed into organic material (e.g., soiled paper) and disposed of in the green cart, consistent with SB 1383 organics recycling requirements;
- Solidification and trash disposal: cooking grease cooled and solidified in a sealed container may be disposed of in the garbage cart;
- Regional disposal facilities: a list of identified FOG disposal sites and liquid waste haulers is available through the Marin County HHW program and online resources.

The District Manager coordinates with the District's garbage collection contractor to promote these FOG disposal options as part of the SB 1383 outreach program.

7.3 Legal Authority

Ordinance No. 15 limits the introduction of fats, oils, and grease into the sewer system. SASM Ordinance No. 83-1, Section 2.08.2, prohibits wastewater containing more than 300 mg/L of oil or grease of animal or vegetable origin, or more than 100 mg/L of oil or grease of mineral or petroleum origin. Together, these instruments provide legal authority to control FOG discharges and require corrective action where violations occur.

7.4 FOG Requirements, Standards, and Practices

Grease traps are not required for individual dwelling units or private living quarters. The District will require installation and maintenance of properly sized grease interceptors or traps for any restaurant or food service establishment that connects directly to the District's sewer system.

Should commercial food service connections be added in the future, the District will:

- Require installation of a properly sized grease interceptor prior to connection;
- Establish a maintenance and inspection schedule for all grease interceptors;
- Require maintenance records to be kept on-site and made available to the District upon request;
- Conduct outreach to commercial users regarding best management practices (BMPs) for food handling facilities, including scraping and dry-wiping dishes prior to washing and proper waste handling.

7.5 Grease-Producing Facilities

At this time, the District does not have commercial restaurants or food service establishments connected to its sewer system. Should such connections be established in the future, the District will:

- Maintain a map and list of all FSEs connected to the District's collection system;
- Require FSEs to install, maintain, and regularly pump grease interceptors;
- Conduct periodic inspections of grease interceptors to verify compliance; and
- Enforce compliance through Ordinance No. 15 and SASM Ordinance No. 83-1 as applicable.

The District will evaluate whether to contract with a regional agency (such as Central Marin Sanitation Agency, as TCSD does) for FSE inspection services if commercial connections are added.

7.6 Sewer Cleaning to Address FOG Issues

The maintenance contractor identifies sewer segments where grease accumulation is a recurring problem during routine cleaning activities. Such segments are designated as hot spots and receive increased cleaning frequency as part of the District's preventive maintenance program (see Element 4).

The District has identified a small number of sewer segments with grade sags — low points in the pipe alignment that create conditions favorable to grease and solids accumulation independent of pipe material — and designated them as grease hot spots. These segments receive elevated cleaning frequency as part of the preventive maintenance program (see Element 4, §4.4). The complete list of designated segments, drawn from the District's SSGIS system, is provided in Table 7-1.

Table 7-1: Grease Hot Spot Segments

Segment ID	Pipe Run	Cleaning Frequency
500.35-500.33	500-series	Every 4 months
500.33-500.31	500-series	Every 4 months
500.31-500.29	500-series	Every 4 months
500.29-500.27	500-series	Every 4 months
500.27-500.25	500-series	Every 4 months
500.43-500.41	500-series	Annual
500.39-500.37	500-series	Annual
500.37-500.35	500-series	Annual
110.23-110.19	110-series	Annual
110.19-110.15	110-series	Annual
110.15-110.11	110-series	Annual
110.11-110.07	110-series	Annual
522.27-522.25	522-series	Annual
522.25-522.23	522-series	Annual

Fourteen segments are currently designated: five in the 500-series run (500.27–500.35) require cleaning every four months given more persistent grease accumulation; the remaining nine — three further upstream in the 500-series and the 110-series and 522-series segments — are cleaned annually. Source: District Hot Spot Program tracking, cross-checked against SSGIS. Grease cleaning typically requires two to three passes with different nozzle types to adequately clean the pipeline.

7.7 FOG Source Control

The District's current FOG source control program focuses on residential outreach, because no commercial FSEs are currently connected to the system. As noted in Section 7.1, the District provides information to residents on proper FOG disposal and follows up directly with property owners where repeat FOG-related blockages or overflows occur.

The District coordinates this outreach with Mill Valley Refuse Service (MVRS) and Zero Waste Marin rather than operating a separate FOG education program. MVRS, which serves the Homestead Valley area, and Zero Waste Marin already provide District residents with annual organic waste education under SB 1383 (the Organics Reduction and Recycling Ordinance), covering separation of food scraps and other organic material from the trash and sewer system. The District uses this existing channel to reinforce proper FOG disposal — cooling and disposing of grease as solid waste or through MVRS's organics collection rather than pouring it down the drain — consistent with the District's single-staff-position capacity.

If commercial FSEs are connected to the system in the future, the District will implement a formal source control inspection program including site visits, review of grease interceptor pumping records, and BMP education for facility managers.

ELEMENT 8: SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN — REVISED

8.1 Capacity Assessment

The District has established a process to assess current and future capacity requirements for the collection system. The collection system is a gravity-only system designed to handle extreme wet weather flows resulting from rainfall-driven infiltration. Dry weather capacity is adequate under all conditions.

The District participates with SASM in system-wide flow monitoring and hydraulic modeling efforts when they are undertaken. Two prior SASM flow-monitoring studies exist — an RMC Water & Environment analysis (Sewage Spill Reduction Action Plan, Volume III, October 2010), which modeled a design storm based on the January 25, 2008 event — confirmed by the District as the actual storm modeled, estimated at approximately a 20-year return-frequency, 24-hour-duration event — and a subsequent ADS Environmental Services flow monitoring study — but the District has not relied on either as a current basis for capacity planning, given their age and, for the ADS study, a documented metering problem specific to HVSD: all three HVSD monitoring sites experienced steep-grade hydraulic conditions (fast, shallow flow with surface turbulence) that the ADS report's own Table 4.3 footnote acknowledges overstated dry weather flow — a measured 12.9% share of metered flow against HVSD's 7.0% EDU share, roughly 1.8 times the expected value. SASM and its member agencies are currently discussing whether a new system-wide flow monitoring study is warranted in light of the extensive pipe replacement most member agencies have completed; Mill Valley's replacement progress remains under review and is the primary open question in that discussion. At HVSD, wet weather capacity limitations have historically been identified primarily through direct observation during extreme, prolonged wet weather events. Growth is not a significant issue within the District's service area — fewer than 1% of parcels remain undeveloped, and significant population growth is not anticipated.

The 2010 RMC analysis, notwithstanding the timeliness and reliability concerns noted above, identified one specific legacy constraint the District continues to track: the Evergreen Avenue trunk sewer from east of Linden Avenue to Miller Avenue was found undersized for the design event peak wet weather flow, with potential overflow risk compounded by backwater from SASM's Miller Avenue trunk sewer. That segment has not been upsized, but its effective capacity requirement has been significantly reduced since 2010 through the District's VCP replacement program and associated I/I reduction (see Element 5, §5.2). In addition, the downstream backwater contribution has been substantially addressed through correction of SASM's surcharging on Miller Avenue and construction of the Miller Avenue/Sycamore 30-inch intertie. The District considers this a legacy finding under active mitigation rather than a fully resolved condition, and will continue to monitor this segment if and when updated system-wide flow data becomes available.

Key capacity evaluation activities include:

- Participation in SASM flow monitoring and hydraulic modeling programs;
- Direct observation and SSO location tracking during wet weather events;
- CCTV condition assessments to identify structural deficiencies contributing to I/I;
- Annual review of SSO trends by location and cause.

8.2 Capital Improvement Plan (CIP)

The District maintains a Capital Improvement Plan to address identified deficiencies and ensure adequate hydraulic capacity under peak flow conditions. CIP priorities are established based on:

- Results of CCTV inspections and condition assessments;
- SSO history and locations;
- Age and material of existing infrastructure;
- Results of flow monitoring and modeling;
- Lateral inspection findings from Ordinance No. 2014-01 requirements.

The District Manager updates CIP budgets and schedules annually and presents the CIP to the Board of Directors for approval. Projects are funded through the District's capital revenue program.

The District has aggressively pursued pipe replacement through its annual CIP program, replacing vitrified clay pipe (VCP) with HDPE or PVC beginning in 1974 (see Element 5, §5.2). The collection system is now approximately 99% non-VCP. The adoption of the sewer lateral program in 2014 and mandatory lateral inspection during CIP projects have also resulted in significant replacement of problem private laterals, substantially reducing wet weather I/I.

8.3 Climate Change Vulnerability Assessment

In accordance with Order No. 2022-0103-DWQ, the District has evaluated the vulnerability of its sewer system assets to the direct and indirect impacts of climate change. The following climate-related risks have been identified and considered in the District's planning:

Climate Risk	Potential System Impact	District Response / Mitigation
Increased storm intensity and frequency	Greater I/I volumes exceeding collection system capacity; increased risk of wet weather SSOs; erosive forces on canyon and creek crossings	Continued CIP investment in pipe replacement and lateral rehabilitation to reduce I/I; SASM flow monitoring to detect capacity issues
Sea level rise	Potential for increased groundwater infiltration in low-lying areas; flood risk to system components near Richardson Bay	District will evaluate low-elevation segments as part of future condition assessments; coordinate with SASM on downstream capacity impacts
Wildfire	Risk of debris and sediment entering system following wildland fire; potential for post-fire flooding to introduce I/I	District Manager maintains emergency contacts with Marin County OES and fire agencies; system maps available for emergency response planning
Extended drought / water conservation	Reduced flows may increase grease accumulation in lower-velocity pipe segments; potential for sewer gas and odor issues	Maintenance contractor monitors for grease accumulation; hot spot cleaning frequencies adjusted as needed
Power disruptions	Minimal impact — District owns no	District Manager maintains

	pump stations. Extended outages could affect contractor response capability.	emergency contacts with contractor; Roto Rooter maintains independent response capability
--	--	---

The District will incorporate climate change considerations into future CIP planning, condition assessments, and SSMP updates. The District will coordinate with SASM on regional climate adaptation planning as those efforts develop.

ELEMENT 9: MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS — REVISED

The District continuously monitors SSMP implementation and measures the effectiveness of each program element. The District Manager is responsible for tracking performance, identifying trends, and modifying the SSMP as needed.

9.1 SSO Tracking and Analysis

All SSOs trigger an investigation by the District Manager to determine cause and corrective action. For each SSO, a failure-cause-remedy analysis is conducted to identify the root cause and implement corrective actions to prevent recurrence. SSO data tracked for each event includes:

- Location, date, time, and duration;
- Volume estimated (gallons) — including methodology used for estimation;
- Cause (root intrusion, grease, structural failure, capacity, debris, etc.);
- Whether overflow reached surface water;
- Corrective action taken;
- Follow-up actions planned (cleaning schedule adjustment, capital project, lateral inspection, etc.).

SSO trends — including frequency, location, and volume — are analyzed and reported to the Board of Directors on at least an annual basis. This analysis informs updates to the preventive maintenance schedule, CIP priorities, and other SSMP elements.

9.2 Monitoring and Measurement of Program Elements

The District monitors implementation and effectiveness of each SSMP element using the following tools and data sources:

- SSGIS maintenance management system: tracks cleaning schedules, inspection findings, hot spot designations, and maintenance history;
- CIWQS SSO database: provides SSO history, trends, and regulatory reporting records;
- CIP project tracking: documents capital project status, expenditures, and completion;
- Annual Board reports: summarize O&M activities, SSO trends, CIP progress, and budget performance.

The District Manager reviews these data sources at least annually to assess:

- Whether the preventive maintenance program is preventing blockages and SSOs;
- Whether the cleaning schedule is appropriately calibrated (not too frequent and not too infrequent for each segment);
- Whether CIP projects are proceeding on schedule;
- Whether any SSMP element requires modification.

9.3 Program Modifications

Any recurring SSO at the same location or from the same cause will prompt a review and modification of the relevant SSMP element. Modifications may include:

- Adjustments to the cleaning schedule or hot spot designations;
- Capital project reprioritization;
- Additional CCTV inspections;
- Updates to response procedures or contractor requirements;
- Updates to public outreach materials.

All material modifications to the SSMP are presented to the Board of Directors for adoption and are documented in the SSMP Change Log (Appendix E).

9.4 Regulatory Reporting

All SSOs are reported to the RWQCB and SWRCB via CIWQS in accordance with the timelines established under Order No. 2022-0103-DWQ. The District Manager, as LRO, is responsible for certifying all SSO reports in CIWQS.

Reporting frequency:

- Category 1 SSOs (any volume discharged to surface water, or not recovered from a drainage conveyance system that discharges to surface water): Cal OES notification within 2 hours of knowledge if the spill is 1,000 gallons or greater; draft report in CIWQS within 3 business days of becoming aware of the spill; LRO certifies within 15 calendar days of the spill end date; a Spill Technical Report is also required within 45 calendar days of the spill end date for spills of 50,000 gallons or more;
- Category 2 SSOs ($\geq 1,000$ gal, no surface water discharge): Cal OES notification within 2 hours of knowledge; draft report in CIWQS within 3 business days of becoming aware of the spill; LRO certifies within 15 calendar days of the spill end date;
- Category 3 SSOs (≥ 50 gal and $< 1,000$ gal, no surface water discharge): report and certify in CIWQS within 30 calendar days after the end of the month in which the spill occurred;
- Category 4 SSOs (< 50 gal, no surface water discharge): certify total monthly spill volume and count in CIWQS within 30 calendar days after the end of the month in which the spill(s) occurred, plus an annual detailed report of all Category 4 spills due February 1 of the following year;
- No-Spill certification: when no spills occur, the LRO certifies a “No Spill” statement within 30 calendar days of the end of each calendar month;
- Annual reports: prepared and filed as required by SWRCB and RWQCB.

9.5 SSMP Change Log

A Change Log (Appendix E) documents all modifications to the SSMP, including the date of each modification, the element(s) modified, a description of the change, and the reason for the change. The Change Log is updated at the time any modification is made and is included in each triennial audit report.

Date	Element(s) Modified	Modified By	Description of Change
July 2026	All	District Manager	Initial SSMP adoption under Order No. 2022-0103-DWQ; supersedes prior plan adopted August 22, 2006.
[Date]	[Element]	[Name]	[Description]

ELEMENT 10: SSMP AUDITS

The District conducts a comprehensive SSMP audit every three years, with more frequent review if regulatory changes occur or updates are recommended by the District Manager. Each audit evaluates all SSMP elements to confirm the SSMP is current and accurately reflects District operations, that programs remain effective and aligned with the goals in Element 1, and that any required updates are identified and tracked.

10.1 Audit Procedures, Roles and Responsibilities

The audit process is documented using a structured SSMP Audit Form (Appendix C), organized by SSMP element with a Yes/No compliance check and a discussion field for each. The audit incorporates input from the maintenance contractor and District Manager and records a timeline for any corrective actions identified.

If an audit identifies changes needed to the SSMP, those changes are incorporated and presented to the Board of Directors; the main SSMP document is expected to remain generally stable between full updates, with interim changes tracked in the SSMP Change Log (Appendix C) rather than triggering a full re-issuance. A complete SSMP update is conducted at least every six years, consistent with the Statewide WDR (see Element 1, §1.2).

10.2 SSMP Program Modification/Update Process

Audit findings and any resulting corrective actions are presented to the Board of Directors in public session and posted to the District website. Appendix C contains the SSMP Audit Form, the SSMP Change Log, and completed audits as they are performed; these are maintained and updated by the District Manager as the current record of audit history.

ELEMENT 11: COMMUNICATION PROGRAM

11.1 Communication Plan

The completed SSMP, and any modifications, are presented in public session to the HVSD Board of Directors for discussion and adoption, providing the public an opportunity for input on SSMP development and updates. All SSOs are reported to the Board in public session. The SSMP is available from the District Manager upon request and is posted on the District's website.

In the event of a spill or discharge that results in closure of a public area or affects a source of drinking water, the District notifies the public consistent with the procedures in Element 6 (Overflow Emergency Response Plan), coordinating with Marin County Environmental Health Services as needed.

The District coordinates with SASM and its member agencies — Almonte, Alto, and Richardson Bay Sanitary Districts, Tamalpais Community Services District, and the City of Mill Valley — on matters of shared infrastructure, capacity, SSO reporting, and regulatory compliance, primarily through the District Manager's participation in SASM meetings. The District does not currently receive flows from any satellite or tributary system; if that changes, the District will establish coordination procedures at that time.

No separate appendix accompanies this element; public notification procedures are documented in Element 6 and Appendix A.

PREPARATION NOTES

This document has been drafted and cross-checked against the District's 2019 SSMP, the 2023 SERP, the October 2024 EPA annual report, the November 2024 EPA termination letter, the District's Hot Spot Program tracking, SASM/Mill Valley compliance analysis, and RBSD's current SSMP, among other source documents. All ten prior open items — gravity main mileage, the Element 2 organization narrative, Element 3's ordinance section citations, and the Element 7 hot spot table — have been resolved and incorporated into the body text above. The Element 8, §8.1 design storm event (the January 25, 2008 storm, ~20-year return-frequency, 24-hour duration) has been confirmed by the District as accurate. No open items remain.

APPENDIX A

Spill Emergency Response Plan

Updated May 2023

Homestead Valley Sanitary District

SPILL EMERGENCY RESPONSE PLAN

Updated May 2023



V.W. HOUSEN
& ASSOCIATES

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- Spill Response Standard Operating Procedure
- Contact Information
- Sanitary Sewer Spill Service Call & Field Report Form (Field Report)
- Sample Warning Sign
- Sewage Volume Estimation Methods
- Sewer Backup Summary Report
- Collection System Failure Analysis Form
- Residential Sewage Contamination Flyer
- Spill Technical Report Outline

LIST OF ACRONYMS

BACWA	Bay Area Clean Water Agencies
Cal OES	Office of Emergency Services
CCTV	Closed-Circuit Television
CFR	Code of Federal Regulations
CIWQS	California Integrated Water Quality System
FOG	Fats, Oils and Grease
GPM	Gallons per Minute
HVSD	Homestead Valley Sanitary District
LRO	Legally Responsible Official
MGD	Million Gallons per Day
MRP	Monitoring and Reporting Program
NPDES	National Pollution Discharge Elimination System
OERP	Overflow Emergency Response Plan
RWQCB	Regional Water Quality Control Board
SASM	Sewerage Agency of Southern Marin
SERP	Spill Emergency Response Plan
Spill	Sanitary Sewer Spill
SWRCB	State Water Resources Control Board
WDR	General Waste Discharge Requirements

LIST OF TERMS

Bay Area Clean Water Association (BACWA) – Association comprised of Bay Area wastewater treatment and collection system agencies. BACWA represents the interests of public wastewater agencies in regulatory matters and to support the exchange of information.

Website: <http://www.bacwa.org>

Blockage – An object that partially or fully hinders flow through a sewer pipeline. The blockage can be caused by debris in the sewer, grease buildup, root intrusion, or a partial or full collapse of the pipeline. Also known as a stoppage.

California Integrated Water Quality System (CIWQS) – A computer system used by the State and Regional Water Quality Control Boards to track information about Spills, among other information. CIWQS is the tool used for online submittal of spill details, which are then made available to the public. Website: <http://www.swrcb.ca.gov/ciwqs/>

Enrollee – The legal public entity that owns a sanitary sewer system, as defined by the Statewide WDR. Also known as a sewer system agency or wastewater collection system agency.

Infiltration – The seepage of groundwater into a sewer system, including service connections. Seepage frequently occurs through defective or cracked pipes, pipe joints, connections or manhole walls and joints.

Inflow – Water discharged into a sewer system from such sources as roof leaders, cellars, yard and area drains, foundation drains, through holes in manhole covers, cross connections from the storm system or street wash waters. Inflow differs from infiltration in that it is a direct discharge into the sewer rather than a leak through defects in the sewer.

Lateral or Private Lateral – The privately-owned sewer pipeline that conveys wastewater from the premises of a user to the District's sewer system. The upper lateral extends from the building to property line (or easement line). The lower lateral extends from the property or easement line to the connection to the pipe.

Monitoring and Reporting Program – The program used by the District to monitor, maintain records, report issues and complete needed public notifications.

Regional Water Quality Control Board – San Francisco Bay Area Regional Water Quality Control Board, also known as the Regional Board or Region 2.

San Francisco Bay Regional Water Quality Control Board – Also known as Region 2 or RWQCB. This regulatory agency preserves, enhances and restores the quality of California's water resources, and ensures their proper allocation and efficient use for the benefit of present and future generations. Website: <http://www.waterboards.ca.gov/sanfranciscobay>

Sanitary Sewer Spill – A discharge of sewage from any portion of the publicly owned sanitary sewer system due to a sanitary sewer system spill, operational failure, and/or infrastructure failure

Sanitary Sewer System – Any system of pipes, pump stations, sewer lines, or other conveyances, upstream of a wastewater treatment plant headworks used to collect and convey wastewater to the wastewater treatment plant.

Sewer System Management Plan – A series of written programs that address how a collection system owner/operator conducts daily business. Each SSMP is unique for an individual discharger. The plan includes provisions to provide proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management and cost benefit.

Spill Emergency Response Plan – This document identifies measures that are needed to respond to sanitary sewer spills in a way that maximizes the protection of public health and the environment.

State Water Resources Control Board – Also called the State Board. This agency developed and passed the Statewide Waste Discharge Requirements for collection systems and maintains the spill reporting web site.

Statewide Waste Discharge Requirements – The Statewide General Waste Discharge Requirements for Sanitary Sewer Systems was adopted by the SWCRB on December 6, 2022 and is known as Order WQ 2022-0103-DWQ.

Wastewater Collection System – See Sanitary Sewer System.

1 INTRODUCTION

The Homestead Valley Sanitary District (HVSD or District) Spill Emergency Response Plan (SERP) provides guidelines for responding to, cleaning, containing, and reporting spills that occur during the collection system service area.

1.1 SPILL EMERGENCY RESPONSE PLAN OBJECTIVES

The Spill Emergency Response Plan includes measures to protect public health and the environment. This plan includes information to support District response to spills from its system in a timely manner that minimizes water quality impacts and nuisance by:

- Stopping the spill and preventing/minimizing a discharge to waters of the State¹;
- Intercepting sewage flows to prevent/minimize spill volume discharged into waters of the State;
- Recovering, cleaning up and disposing of sewage and wash down water; and
- Cleaning publicly accessible areas while preventing toxic discharges to waters of the State.

1.2 REGULATORY REQUIREMENTS

On May 2, 2006, the State Water Resources Control Board (SWRCB) issued a directive through Order No. 2006-0003-DWQ to require all public wastewater collection system agencies in California with greater than one mile of sewers to be regulated under the Statewide WDR. Portions of this Order related to monitoring and reporting were amended by Order No. 2013-0058-EXEC, dated July 30, 2013. All of the previous SWRCB Orders were superseded by Order No. 2022-0103-DWQ, effective June 5, 2023, which is referenced in this document as the Statewide WDR.

In addition to meeting the requirements of the Statewide WDR, this Spill ERP addresses the requirements of Section II of the EPA Amended Order for Compliance, Docket No. CWA-309(a)-08-030 dated September 2, 2008 (Sanitary Sewer Overflow Response Plan).

The District must develop and implement a spill emergency response plan to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. At a minimum, this plan must include procedures to:

- Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;
- Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;

¹ Waters of the State include any surface water or groundwater, including saline waters, within the boundaries of the state as defined in Water Code section 13050(e), and are inclusive of waters of the United States.

- Comply with the notification, monitoring and reporting requirements of the Statewide WDR, State law and regulations, and applicable Regional Water Board Orders;
- Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;
- Address emergency system operations, traffic control, and other necessary response activities;
- Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;
- Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;
- Remove sewage from the drainage conveyance system;
- Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;
- Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;
- Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;
- Conduct post-spill assessments of spill response activities;
- Document and report spill events as required by the Statewide WDR; and
- Annually, review and assess effectiveness of the Spill Emergency Response Plan and update it as needed.

2 SPILL CATEGORIES

Four categories of spills, Categories 1 through 4, are defined in the Statewide WDR, as defined in Table 2.1. For reporting purposes, the Statewide WDR also has requirements for a “No Spill” category.

All agencies that own or operate sanitary systems greater than one mile in length that collect and/or convey untreated or partially treated wastewater to a publicly owned treatment facility are required to report all spills, excluding private lateral spills.

TABLE 2.1 STATEWIDE WDR SPILL CATEGORIES

Category 1	A spill of any volume of sewage from or caused by a sanitary sewer system or publicly owned lateral 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 of 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.
Category 2	A spill from a sewer main of 1,000 gallons or greater that does not discharge to a surface water.
Category 3	A spill from a sewer main of equal to or greater than 50 gallons and less than 1,000 gallons that does not discharge to a surface water.
Category 4	A spill from a sewer main of less than 50 gallons that does not discharge to a surface water.

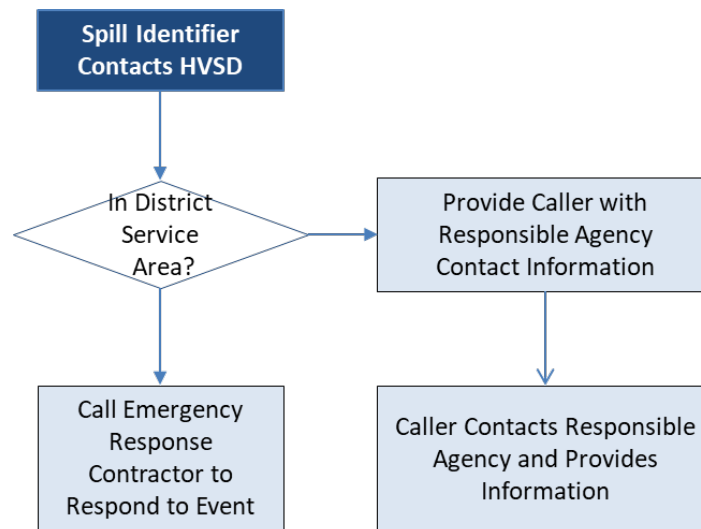
3 NOTIFICATION PROCEDURES

The District has adopted service call / spill response procedures requiring immediate response to minimize or eliminate impacts resulting from the spill. The District contracts with an emergency response contractor that provides all necessary spill response supplies. These supplies are available for use at any time. The District's Spill Response Standard Operating Procedure (SOP) is included in the Appendix, to aid staff in prompt and responsible spill response.

When a notification of a spill is received, it should be clearly communicated who will respond, the estimated time of arrival, and what areas will need to be accessed. The information provided by the caller should be verified before dispatching a field crew. This includes verifying the address and nearest cross street and making sure it is part of the District's conveyance system. If not, provide the caller with the phone number of the responsible agency and follow up by calling the agency and providing the details of the call.

Contact information for neighboring agencies is included in the Appendix. Figure 3.1 summarizes the District's process for spill notification and response.

FIGURE 3-1. SPILL NOTIFICATION PROCESS



3.1 ROLES FOR RESPONDING TO SPILLS

Currently, the following positions are responsible for responding to spills:

- First Responder to Spill: Emergency Response Contractor
- Claims Processing: District Manager

The contact information for those currently holding the positions named above are shown in the Appendix.

3.2 NOTIFICATION BY FIELD STAFF OR THE PUBLIC

Public observation is the most common way that the District is notified of blockages and spills. Contact information for reporting sewer spills and backups is in the phone book and on the website: <http://homesteadvalleysd.org/>. The District office telephone number is (415) 388-4796.

The District does not maintain regular working hours. When District staff receives a call reporting a sewer spill or backup, the staff member takes the information from the caller and fills out the first section of the Sanitary Sewer Spill Service Call & Field Report Form (Field Report) found in the Appendix. The person who took the call verbally communicates (do not leave a voicemail) appropriate information to the District Manager, or appropriate District personnel, along with any information collected on the Field Report. The District Manager, or appropriate District personnel, then notifies the emergency response contractor, who responds to the incident and then files a report to the District as soon as possible.

If District staff does not take the call, the District's voicemail instructs the caller how to be directly connected to the emergency response contractor, who responds to the incident and then files a report to the District as soon as possible.

The individual receiving the call should collect the information listed in Table 3.1.

TABLE 3.1. INFORMATION TO GATHER FROM CALLER OF POTENTIAL SPILL

Call Notes from Potential Spill – Conversation Checklist
• Date and time of call; • Date and time the caller first noticed the spill, if available; • Specific location of the potential problem; • Narrative description of the complaint, including any information the caller provided regarding whether the spill has reached surface waters or a drainage conveyance system, if available; • Caller's contact information, if available; and • Additional supportive information such as whether the caller smells any odor, or whether the appearance was at a cleanout or manhole would be beneficial. • Document on the same record the final resolution of the call.

3.3 STAFF OBSERVATION

District contractors perform periodic work on its sewer system facilities. Any problems noted with the sewer system facilities are reported to the District Manager who, in turn, responds to emergency situations.

3.4 REPORTING DEADLINES

Sewer Service calls are high priority events that demand a prompt response. The Statewide WDR has mandatory timelines for reporting spill events that are summarized in Table 3.2 on the following page.

TABLE 3.2 REGULATORY REPORTING TIMELINES

Element	Requirement	Method
NOTIFICATION	Category 1 Spill 1,000 gallons or greater: - Notify OES within two hours of becoming aware of the spill - Obtain an OES notification control number. - Also notify Marin County Environmental Health, and the County Health Officer	- Call Cal OES at: (800) 852-7550 - County Health Officer (415) 473-3707 and Marin County Environmental Health Services (EHS) (415) 473-6907 are also to be contacted. - During evenings/weekends, call the Sheriff Communication Center at (415) 479-2311.
REPORTING	Category 1 Spill: - Draft Report within three business days of becoming aware of the spill LRO certifies within 15 calendar days of spill end date - Spill Technical Report within 45 calendar days after the spill end date if 50,000 gallons or more Category 2 Spill: - Draft Report within 3 business days of becoming aware of the spill LRO certifies within 15 calendar days of the spill end date Category 3 & 4 Spills: - CAT 3 - Certified report within 30 calendar days of the end of month in which the spill occurred - CAT 4 - Monthly the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills within 30 calendar days after the end of the calendar month in which the spills occurred - LRO certifies annually a report of all Category 4 spills, by February 1 after the end of the calendar year in which the spills occurred “No Spill” Certification - LRO certifies that no Spill occurred within 30 calendar days of the end of the month in which there are no spills.	- Enter data into the CIWQS Online Spill Database (http://ciwqs.waterboards.ca.gov/), certified by the Legally Responsible Official(s). - All information required by CIWQS will be captured in the Sanitary Sewer Spill Report. - Certified spill reports may be updated by amending the report or adding an attachment to the spill report within 90 calendar days after the spill end date. After 90 days, the State Spill Program Manager must be contacted to request to amend a spill report along with a justification for why the additional information was not available prior to the end of the 90 days.
WATER QUALITY MONITORING	The District will conduct water quality sampling within 18 hours after being aware of Category 1 spills in which 50,000 gallons or greater are spilled to surface waters. EHS may require daily water quality sampling until compliance is achieved.	Water quality results will be included in the Spill Technical Report for Category 1 spills in which 50,000 gallons or greater reach surface waters.

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4 SPILL RESPONSE PROGRAM

This section describes responsibilities, priorities, and field response activities related to spills.

4.1 CUSTOMER RELATIONS PRACTICES

As a representative of the District, you will occasionally have to deal with an irate homeowner. A sewer backup is a stressful event and even a reasonable homeowner can become irate if it is perceived that staff members are being indifferent, uncaring, unresponsive, and/or incompetent.

Although sometimes difficult, effective management of a sewage backup situation is critical. If it is not managed well, the situation can end up in a costly, prolonged process with the homeowner. The homeowner should feel assured that the District is responsive and the homeowner's best interest is a top priority.

It is important for employees to communicate effectively with customers, especially in sewage backup situations. How we communicate – on the phone, in writing, or in person – is how we are perceived. Good communication with the homeowner results in greater confidence in our ability to address the problem satisfactorily, less chance of having the homeowner prolong the claims process, and less chance of the customer exaggerating the damage done on the property.

Here are a few communication tips:

- Give the homeowner ample time to explain the situation or to vent. Show interest in what the homeowner has to say, no matter how many times you have heard it before, or how well you understand the problem.
- As soon as possible, let the customer know that you will determine if the source of the sewer backup is in the sewer main and, if it is, will have it corrected as quickly as you can.
- Acknowledge the homeowner's concerns. For example, if the homeowner seems angry or worried about property damage, say something like, "I understand that you're concerned about the possible damage to your property, but a professional cleanup crew can restore the area."
- Express understanding and empathy for any inconveniences caused by the incident, but do not admit fault. If it is determined that the District is at fault, the property owner has the right to file a claim for any reasonable repairs or losses resulting from the incident.
- As much as possible, keep the homeowner informed on what is being done and will be done to correct the problem.
- Keep focused on getting the job done in a very professional manner. Don't wander from the problem with too much unnecessary small talk with the homeowner.
- Don't find fault or lay blame on anyone.

4.2 CONTACT INFORMATION

Following are names and contact information for the District spill responders.

- In Case of Emergency: 911
- County Sheriff Dispatch: (415) 473-7250
- Office of Emergency Services: (800) 852-7550
- District Manager: (415) 388-4796
- Contract Responder – Roto-Rooter: (415) 388-2740 or (415) 898-2700
- Agencies:
 - o California Regional Water Quality Control Board: (510) 622-2300
 - o California Department of Fish and Wildlife Services: (707) 944-5500
 - o County Environmental Health Services: (415) 473-6907
 - o California Office of Emergency Services: (800) 852-7550
 - o U.S. Coast Guard : (415) 399-3530

4.3 FIRST RESPONDER PRIORITIES

The first responder's priorities are as follows:

- To follow safe work practices, including those related to traffic control, confined space, and employee and public safety
- To respond promptly with the appropriate equipment
- To evaluate the cause of spill and determine responsibility
- To restore the flow as soon as possible
- To contain the spill whenever feasible
- To minimize public access to and/or contact with the spilled sewage

4.4 SAFETY

The First Responder is responsible for following safety procedures at all times. Special safety precautions must be observed when performing sewer work. Special consideration should be given to following all local traffic, confined space, and safety procedures.

4.5 INITIAL RESPONSE

All sewer system calls require a response to the reported location of the event in an attempt to minimize or eliminate the spill. The first responder must respond to the reporting party or site of

the problem and initiate response activities within 60 minutes after initial reporting of the spill to the District or its emergency response contractor. If the responder cannot be at the spill location within 60 minutes after the spill, then the late response shall be reported as part of the EPA SSORP Quarterly Spill Report (see Section 6).

The First Responder should determine appropriate response measures based on the circumstances and information provided by the caller (e.g., weather and traffic conditions, small backup vs. sewage flowing on the ground, etc.). If additional help is needed, contact other employees, contractors, and/or equipment suppliers. Based on available information, the First Responder should determine if a combination sewer cleaning truck and/or a spill response vehicle is needed.

Upon arrival at the site, the first responder should:

- Note arrival time at spill site, and include the time in the Field Report Form. Record basic incident information on site, and complete the form after finishing the response;
- Verify the existence of a sewer system spill or backup;
- Field-verify the address and nearest cross street, and confirm that the spill is part of the District's sewer/conveyance system;
- Identify and clearly assess the affected area and extent of spill. For spills discharging to surface water, conduct receiving water visual observations;
- Comply with all safety precautions (traffic, confined space, etc.);
- Contact caller, if time permits.
- Notify the District Manager if:
 - The spill appears to be large, in a sensitive area, or there is doubt regarding the extent, impact, or how to proceed; or
 - Additional help is needed for line cleaning or repair, containment, recovery, lab analysis, and/or site cleanup.

4.6 RESTORE FLOW

Upon arrival at the location of a spill into a house or a building, the first responder should evaluate and determine if the spill was caused by a blockage in the lateral or in the District owned sewer main, caused either by a backup in the sewer main line or nearby operations and maintenance activities.

- If a blockage is found in a property owner's lateral, it should be clearly communicated that it is not the District's responsibility to work on a private lateral.
- If a backup in the main line is found to have caused the spill in a house or building, relieve the blockage in the main line and see Section 5.5 for Claims and Restoration Firm information.

The first responder should attempt to remove the blockage from the system and restore flow to the area. Using the appropriate cleaning tools, the field crew should set up downstream of the blockage and hydroclean upstream from a clear manhole. The flows should be observed to ensure that the blockage does not recur downstream.

If the blockage cannot be cleared within a reasonable time, or sewer requires construction repairs to restore flow, then initiate containment and/or bypass pumping. If assistance is required, immediately contact other employees, contractors, and equipment suppliers. A First Responder Contact List and Emergency Contact List are included in the Appendix.

4.7 CONTAIN THE SPILL

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

- Determine the immediate destination of the spill.
- Plug storm drains using available equipment and materials to contain the spill, whenever appropriate. If spilled sewage has made contact with the storm drainage system, attempt to contain the spilled sewage by plugging downstream storm drainage facilities.
- Contain/direct the spilled sewage using dike/dam or sandbags.
- Pump around the blockage/pipe failure/pump station or vacuum flow from upstream of the blockage and dispose of downstream of the blockage to prevent further spills.
- When a spill occurs inside of a house or building, the first responder should provide a copy of the residential sewage contamination flyer in the Appendix and the property owner should be instructed to follow these guidelines:
 - Keep all family members and pets away from the affected area.
 - Place towels, rags, blankets, etc between areas that have been affected and areas that have not been affected.
 - Do not remove any contaminated items.
 - Turn off the HVAC system.
 - Move any uncontaminated property away from the spill area.

NOTE: If a spill reaches a water body, see Section 4.9 for Water Quality Sampling requirements.

4.8 SPILL NOTIFICATION SIGNAGE AND RESTRICT PUBLIC ACCESS

Barriers shall be installed to prevent the public from having contact with the sewage if possible. Signs should be posted to keep vehicles and pedestrians away from contact with spilled sewage. Do not remove the signs until directed by the District Manager. A sample warning sign is included in the Appendix of this document.

4.9 IMPACT TO SURFACE WATERS

If a spill is confirmed to have entered surface waters, the District Manager shall be immediately notified. The response team then proceeds with the following additional activities:

- Determine the extent of the spill by investigating downstream until there is no evidence of sewage or debris along the creek or water body
- Conduct Water Quality Sampling, following the process described below. If the spill is 50,000 gallons or greater, collect water quality samples **within 18 hours** of becoming aware of the spill
- Immediately post contaminated water sign(s) and protect the waterbody from public access on all sides
- Photograph sign placement and evidence of the spill in and around the waterbody to the farthest point reached by the sewage
- Determine if the waterbody is safe to enter. During the winter storm season, cleaning the waterbody may not be feasible due to high water flows
- If feasible, block the waterbody downstream of the affected area in a location that is safe to enter and is accessible to set up a pump or utilize other sewer cleaning equipment
- To the extent feasible, recover and return contaminated water to the collection system
- Perform follow-up sampling until the area shows no water quality impairment and the posted signs can be removed. The District Manager ultimately determines when this happens and makes any follow up calls to affected agencies

4.9.1 Receiving Water Visual Observations

Through visual observations and use of best available spill volume-estimating techniques and field calculation techniques, the response team shall gather and document the following information for spills discharging to surface waters.

- Estimated spill travel time to the receiving water;
- For spills entering a drainage conveyance system, estimated spill travel time from the point of entry into the drainage conveyance system to the point of discharge into the receiving water;
- Estimated spill volume entering the receiving water; and
- Photography of:
 - Waterbody bank erosion,
 - Floating matter;
 - Water surface sheen;
 - Discoloration of receiving water; and

- o Impact to the receiving water.

4.9.2 Water Quality Sampling and Analysis for Category 1 Spills of 50,000 Gallons or More

Water quality sampling and testing are required for sanitary sewer spills that are 50,000 gallons or greater and reach surface water. Sampling and testing may be required for spills less than 50,000 gallons as required by the Marin County Health Officer. The purpose of testing is to determine the extent and impact of the spill. The following guidelines must be followed:

- The First Responder should notify the District Manager to collect samples. Samples should be collected as soon as possible after the discovery of the spill event;
- If sampling is required by the County for spills less than 1,000 gallons, at a minimum, samples should be collected at the discharge point, 100 feet upstream, and 100 feet downstream;
- Sample locations required by the Statewide WDR are listed in the Table 4.1 on the following page. The County may require additional sample locations;
- Samples must be collected **within 18 hours** of initial knowledge of the spill event; and
- Records of monitoring information should include the date, exact place, and time of sampling or measurements, the individual(s) who performed the sampling or measurements, the date(s) analyses were performed, the individual(s) who performed the analyses, the analytical technique or method used, and the results of such analyses.

The required water quality sampling procedures are as follows:

- Collect one water sample, each day of the duration of the spill, upstream of the spill entry point if sewage discharges to a surface water via a drainage conveyance system; and/or
- Three receiving water sampling locations (upstream, at the spill entry point, and downstream).
- If the receiving water has no flow during the duration of the spill, report “No Sampling Due to No Flow” for the receiving water sampling locations;
- Analyze the collected receiving water samples for **Ammonia** and the appropriate other bacterial indicator(s) that include one or more of the following, unless directed otherwise by the Regional Water Board: **Total Coliform Bacteria, Fecal Coliform Bacteria, E-coli, and/or Enterococcus**; and
- Collect and analyze additional samples as required by the applicable Regional Water Board Executive Officer or designee.

Sample locations are described further in Table 4.1 on the following page. The distance above and below the sample point should be selected by the District as appropriate for the spill location. Often, samples are taken 100 feet upstream and downstream of the spill location, and also at the spill location.

TABLE 4.1 SAMPLING OF FLOW FOR SPILLS 50,000 GALLONS OR GREATER

Sampling Location	Description
DCS-001	A point in a drainage conveyance system before the drainage conveyance system flow discharges into a receiving water.
RSW-001 Point of Discharge	A point in the receiving water where sewage initially enters the receiving water.
RSW-001U: Upstream of Point of Discharge	A point in the receiving water, upstream of the point of sewage discharge, to capture ambient conditions absent of sewage discharge impacts.
RSW-001D: Downstream of Point of Discharge	A point in the receiving water, downstream of the point of sewage discharge, where the spill material is fully mixed with the receiving water.

- Sample analysis must be conducted according to sufficiently sensitive test methods approved under 40 Code of Federal Regulations Part 136 for the sample analysis of pollutants. A method is considered sufficiently sensitive when the minimum level of the analytical method approved under 40 Code of Federal Regulations Part 136 is at or below the receiving water pollutant criteria; and
- The analysis of water quality samples required per this General Order must be performed by a laboratory that has accreditation pursuant to Article 3 (commencing with section 100825) of Chapter 4 of Part 1 of Division 101 of the Health and Safety Code. (Water Code section 13176(a).) The State Water Board accredits laboratories through its Environmental Laboratory Accreditation Program (ELAP). Additional sites may require sampling, following the requirements of the County Environmental Health Services (EHS) department.

In addition, the District's water quality sampling procedures, which are the same as the EHS procedures, are:

- Keep the sterile collection bottle closed until it is to be filled. Do not contaminate inner surface of the lid or bottle rim;
- Collect water sample just below the surface in knee deep water, approximately 3 feet deep (full arm's length), without rinsing. If needed, extend the sampling pole to the fullest length to reach deeper water depth. Minimize contact with bank or beach bed as water fouling may occur;
- Remove cap and hold the bottle near its base and plunge it, neck downward, below the surface;
- Turn bottle until neck points slightly upward and mouth is directed toward the current. Fill bottle leaving about 1 inch of air to allow lab to mix by shaking. Collect a minimum of 100

mL. (If applicable, insert sterile collection bottle into the holder on the sample pole. Extend the sample pole and plunge bottle end into the water, bottle opening downward);

- Immediately place cap securely on bottle to avoid leaks and contamination;
- Dry the bottle;
- Label container with distinctive sample site name, date, and time collected; and
- Complete the laboratory requisition slip with requested information (site, bottle number, collector, date and time of collection, type of sample, test requested, name and phone number of responsible person for reporting purposes, and deliverer name). Note any field observations that may have occurred during the sampling.
- Test samples for ammonia, dissolved oxygen (options for WDR), fecal coliform, total coliform, and enterococcus. The method of analysis for ammonia and dissolved oxygen may be a readily available, good quality test kit, suitable for field analysis.

Samples should be stored and shipped according to the following procedures:

- Place water sample bottle in a cooler with frozen blue ice. Water sample must be kept cool. Ice may be used but care must be taken so water samples are not contaminated or diluted by the ice.
- Bring to a California state-certified laboratory within 8 hours of collection. For compliance tests, the holding time must not exceed 8 hours from the time of collection to time of processing or the tests will be invalidated. Other water tests for non-compliance purposes may be held below 10 degrees C until the time of analysis, up to 24 hours.

Water samples may be taken to the Water samples may be taken to the **SASM Laboratory at 450 Sycamore Avenue, Mill Valley, CA 94941, (415) 388-2402**. The water samples must be brought to the laboratory within 8 hours of collection, before 3:00 pm, for processing.

If the SASM laboratory is closed, utilize an alternate testing laboratory managed by **Caltest Analytical Laboratory at 1885 N Kelly Rd., Napa, CA 94558 (707) 258-4000, Toll Free 888-258-TEST (8378), Fax: 707.226.1001**.

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) analyses were performed, the individual(s) who performed the analyses, the analytical technique or method used, and the results of such analyses.

If deemed necessary by County EHS, sampling must be tested for compliance with Public Beach Sanitation and Ocean Water-Contact Sports bacteriological standards.

A single sample exceeds the standard if:

- Total coliform bacteria are > 1,000 per 100 mL sample, if the ratio of fecal/total coliform bacteria exceeds 0.1; or
- Total coliform bacteria are > 10,000 per 100 mL sample; or

- Fecal coliform bacteria are > 400 per 100 mL sample; or
- Enterococcus bacteria > 104 per 100 mL of sample.

The mean value of at least five weekly consecutive samples during any 30-day sampling period exceeds the standards if:

- Total coliform bacteria > 1,000 per 100 mL of sample; or
- Fecal coliform bacteria are > 200 per 100 mL sample; or
- Enterococcus bacteria are > 35 per 100 mL sample.

If water quality samples are required by an environmental or health regulatory agency or State law, or if voluntary monitoring is conducted by the District or its agent(s), as a result of any spill, 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) analyses were performed;
- The individual(s) who performed the analyses;
- The analytical technique or method used; and
- The results of such analyses.

4.9.3 Spill Technical Report

If 50,000 gallons or greater from a spill reaches surface waters, a spill Technical Report must be prepared and submitted to the CIWQS online spill database within 45 calendar days of the spill end date. The spill Technical Report must include, at a minimum, the following:

1. Spill causes and circumstances, including at minimum:
 - a) Complete and detailed explanation of how and when the spill was discovered;
 - b) Photographs illustrating the spill origin, the extent and reach of the spill, drainage conveyance system entrance and exit, receiving water, and post-cleanup site conditions;
 - c) Diagram showing the spill failure point, appearance point(s), the spill flow path, and ultimate destinations;
 - d) Detailed description of the methodology employed, and available data used to calculate the discharge volume and, if applicable, the recovered spill volume;
 - e) Detailed description of the spill cause(s);
 - f) Description of the pipe material, and estimated age of the pipe material, at the failure location;

- g) Description of the impact of the spill;
 - h) Copy of original field crew records used to document the spill; and
 - i) Historical maintenance records for the failure location.
2. The District's response to the spill:
- a) Chronological narrative description of all actions taken by the District to terminate the spill;
 - b) Explanation of how the Spill Emergency Response Plan was implemented to respond to and mitigate the spill; and
 - c) Final corrective action(s) completed and a schedule for planned corrective actions, including:
 - i) Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable,
 - ii) Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences, and
 - iii) Necessary modifications to the Spill Emergency Response Plan to incorporate lessons learned in responding to and mitigating the spill.
3. Water Quality Monitoring, including at minimum:
- a) Description of all water quality sampling activities conducted;
 - b) List of pollutant and parameters monitored, sampled and analyzed;
 - c) Laboratory results, including laboratory reports;
 - d) Detailed location map illustrating all water quality sampling points; and
 - e) Other regulatory agencies receiving sample results (if applicable).
4. Evaluation of spill impact(s), including a description of short-term and long-term impact(s) to beneficial uses of the surface water.

The District Manager is responsible for managing the development of the Spill Technical Report, and for certifying and submitting the report. An outline for the Spill Technical Report is included in the Appendix.

4.9.4 Spill Notification Signage

Barriers shall be installed to prevent the public from having contact with the sewage. Signs should be posted to keep vehicles and pedestrians away from contact with spilled sewage. If a creek, stream and/or beach have been contaminated as a result of a spill, notifications 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. “Closed” signs should be posted at the outfall and a minimum of 100 feet upstream and 100 feet downstream of the discharge. If there is a large volume of sewage, more signs must be posted downstream.

Signs must remain posted until the removal of signs is approved by EHS and the County Public Health Officer.

5 RECOVERY AND CLEANUP

The recovery and clean up phase begins when the flow has been restored and the spilled sewage has been contained to the extent possible.

5.1 RECOVERY OF SPILLED SEWAGE

Vacuum up or pump the spilled sewage and discharge it back to the sanitary sewer system.

5.2 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 a spill event. The procedures described are for dry weather conditions and should be modified as required for wet weather conditions. Where cleanup is beyond the capabilities of District staff, a cleanup contractor will be used.

5.2.1 Private Properties

If a sewage backup occurs inside a building or on private property, provide a copy of the residential sewage contamination flyer in the Appendix to the resident(s).

The homeowner is responsible for clearing any blockage in the home's plumbing system or private lateral and for any resulting flood damage to the structure. The homeowner is also responsible for damage that happens because a lateral was not properly installed. Spills inside houses or buildings should be cleaned up by a professional cleaning company. Contact information for professional cleaning companies can be found in the "Water Damage Restoration" section of the Yellow Pages.

If the sewage backup is located inside a building or on private property and the backup was caused by a blockage in the public sewer main, the District may be responsible for cleanup and restoration. If this is the case, the District will arrange for a water damage restoration company. Claims by homeowners, if applicable, should be submitted based on information in Section 5.5 of this document

5.2.2 Hard Surface Areas

- Collect all signs of sewage solids and sewage-related material either by hand or with the use of rakes and brooms.
- Take reasonable steps to contain and vacuum up the wastewater.
- Disinfect all areas that were contaminated from the spill using the disinfectant solution of household bleach diluted 10:1 with water. Apply minimal amounts of the disinfectant

solution using a hand sprayer. Document the volume and application method of disinfectant that was employed.

- Allow area to dry. Repeat the process if additional cleaning is required.

5.2.3 Landscaped and Unimproved Natural Vegetation

- Collect all signs of sewage solids and sewage-related material either by hand or with the use of rakes and brooms.
- Allow the area to dry. Repeat the process if additional cleaning is required.

5.2.4 Natural Waterways

The California Department of Fish and Game (CDFG) should be notified in the event a spill impacts any creeks, gullies, or natural waterways. CDFG will provide the professional guidance needed to effectively clean up spills that occur in these sensitive environments. Clean up should proceed quickly in order to minimize negative impact. Any water that is used in the cleanup process should be de-chlorinated prior to use.

5.2.5 Wet Weather Modifications

Omit flushing and sampling during heavy storm events with heavy runoff where flushing is not required and sampling would not provide meaningful results.

5.3 ESTIMATE THE VOLUME OF SPILLED SEWAGE

Use the methods outlined in the Appendix to estimate the volume of the spilled sewage. Some spills may occur in locations where the wastewater can seep into the ground or flow away from the spill location. In such conditions, consider when the spill was first detected and observations from bystanders in order to determine the total spill volume.

5.4 FOLLOW UP ACTIVITIES

If sewage has reached the storm drain system, the combinations sewer cleaning truck should be used to vacuum/pump out the catch basin and any other portion of the storm drain that may contain sewage.

In the event that a spill occurs at night, the location should be reinspected first thing the following day. The operator should look for any signs of sewage solids and sewage-related material that may warrant additional cleanup activities.

5.5 CLAIMS FOR BACKUPS INTO A BUILDING

The responder to a sewer backup into a house or building should complete the following:

- Gather information and fill out the Sewer Backup Summary Report included the Appendix.
- Notify the District Manager of the incident.
- Wait for restoration firm to arrive.
- Forward incident reports and related documents to the District Manager.

5.6 POST-SPILL ASSESSMENT

The objective of the failure analysis investigation is to determine the “root cause” of the spill and to identify corrective action(s) needed that will reduce or eliminate future potential for the spill to recur.

When this optional investigation is deemed necessary, the investigation should include reviewing all relevant data to determine appropriate corrective action(s). The investigation should include:

- Reviewing and completing the Field Report;
- Reviewing past maintenance records;
- Conducting a CCTV inspection to determine the condition of the line segment immediately following the spill and reviewing the video and logs; and
- Interviewing staff who responded to the spill.

The product of the failure analysis investigation should be the determination of the root cause and the identification of the corrective actions. The Collection System Failure Analysis Form in the Appendix should be used to document the assessment.

6 PUBLIC NOTIFICATION

6.1 SPILLS THAT DO NOT REACH SURFACE WATERS

For spills that are contained and do not release unrecovered sewage into a storm drain, stream or a surface water body, notification to the public shall be accomplished through the use of signs at the location of the spill. See Section 4.8 for guidelines on the installation of signs for these types of spills.

6.2 SPILLS THAT REACH SURFACE WATERS - COUNTY EHS REQUIREMENTS

The County EHS Deputy Director shall determine if a field investigation of the discharge site and potentially affected areas is required. If possible, verify the extent of the contamination in the field before the water body closure decision is made. During the field investigation, EHS staff will typically notify the EHS Deputy Director of their findings by telephone.

Creeks, streams, and beaches that have been contaminated as a result of a spill 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. “Closed” signs shall be posted at the outfall and a minimum of 100 feet upstream and 100 feet downstream of the discharge. If there is a large volume of sewage, more signs must be posted downstream.

Signs must remain posted until at least two consecutive days of samplings meet the Public Beach Sanitation and Ocean Water-Contact Sports standards as listed in Section 4.9 of this document. In the event where background levels of the water bodies may exceed the standards, EHS will analyze available test results, the situation at hand, and/or require more testing to determine if the Public Beach Sanitation and Ocean Water-Contact Sports standards can be met. The removal of signs must be approved by EHS and the County Public Health Officer.

EHS has the authority to close and re-open the beaches and water bodies for public water contact. The water bodies affected are determined by the following parameters and best professional judgment:

- The volume of sewage discharged;
- Parameters affecting flow of sewage to the water bodies;
- Direction of current;
- Tides;
- Past experience in the area; and/or
- Any other pertinent information.

6.3 PUBLIC CONTACT

The District Manager shall be responsible for public notification, if necessary.

7 SPILL DOCUMENTATION

In accordance with the WDR, the District should maintain the following records for each sanitary sewer spill. Records are maintained at the District office.

1. Records are retained for at least five (5) years
2. Records are readily available, either electronic or hard copies, for review by Water Board staff during onsite inspections or through an information request
3. Records are retained for each of the following spill-related events and activities:
 - a. Spill event complaints
 - b. Category 4 spills (in addition to records for Cat 1 through 3 spills listed under Reporting)
 - c. Sewer system telemetry records
 - d. Sewer system management plan implementation records
 - e. Audit records
 - f. Equipment Records
 - g. Work orders

This section also lists spill-specific documentation that is required, which includes spill location and spread and volume estimation.

Specific requirements for recordkeeping are listed further in the sections below.

7.1 RESPONSIBILITIES

The First Responder should complete a work order and Field Report. The First Responder should follow the procedures and complete the Sewer Backup Summary Report if a spill has occurred in a residence or building.

The District Manager will prepare a file for each individual spill.

7.2 SPILL EVENT COMPLAINTS

The District shall maintain records for each of the following spill-related events and activities:

- Spill event complaint, including but not limited to records documenting how the District responded to notifications of spills. Each complaint record must, at a minimum, include the following information:
 - Date, time, and method of notification;
 - Date and time the complainant first noticed the spill, if available;
 - Narrative description of the complaint, including any information the caller provided regarding whether the spill has reached surface waters or a drainage conveyance system, if available;
 - Complainant's contact information, if available; and
 - Final resolution of the complaint.
- Records documenting the steps and/or remedial action(s) undertaken by the District;
- Records documenting how estimate(s) of volume(s) and, if applicable, volume(s) of spill recovered were calculated;
- All California Office of Emergency Services notification records, as applicable; and
- Water quality monitoring records.

7.3 RECORDKEEPING OF CATEGORY 4 SPILLS

The District shall maintain the following records for each individual Category 4 spill:

1. Contact information: Name and telephone number of District contact person to respond to spill-specific questions;
2. Spill location name;
3. Description and GPS coordinates for the system location where the spill originated;
4. Did the spill reach a drainage conveyance system? If Yes:
 - a. Description of drainage conveyance system location;
 - b. Estimated spill volume fully recovered within the drainage conveyance system;
 - c. Estimated spill volume remaining within the drainage conveyance system; and
 - d. Estimated total spill volume exiting the sanitary sewer system.
5. Spill date and start time;
6. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
7. System failure location (for example, main, pump station, etc.);
8. Description of spill response activities including description of immediate spill containment and cleanup efforts;
9. Description of how the volume estimation was calculated, including, at minimum:

- a. The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered); and
 - b. The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time.
10. Description of implemented system modifications and operating/maintenance modifications.

7.4 RECORDKEEPING FOR TOTAL ANNUAL SPILL INFORMATION

The District shall keep the following records summarizing annual spills:

1. Estimated total annual spill volume;
2. Description of spill corrective actions, including at minimum:
 - a. Local regulatory enforcement action taken against the sewer lateral owner in response to a spill, as applicable; and
 - b. System operation, maintenance and program modifications implemented to prevent repeated spill occurrences at the same spill location.

7.5 SEWER SYSTEM TELEMETRY RECORDS

The District shall maintain the following sewer system telemetry records if used to document compliance with Statewide WDR, as applicable:

1. Supervisory control and data acquisition (SCADA) system(s);
2. Alarm system(s);
3. Flow monitoring device(s) or other instrument(s) used to estimate sewage flow rates, and/or volumes;
4. Computerized maintenance management system records; and
5. Asset management-related records.

7.6 SEWER SYSTEM MANAGEMENT PLAN IMPLEMENTATION RECORDS

The District shall maintain records documenting the implementation of its Sewer System Management Plan, including documents supporting its Sewer System Management Plan audits, corrections, modifications, and updates to the Sewer System Management Plan.

7.7 AUDIT RECORDS

The District shall maintain, at minimum, the following records pertaining to its Sewer System Management Plan audits, and other internal audits:

1. Completed audit documents and findings;
2. Name and contact information of staff and/or consultants that conducted or involved in the audit; and
3. Follow-up actions based on audit findings.

7.8 EQUIPMENT RECORDS

The District shall maintain a log of all owned and leased sewer system cleaning, operational, maintenance, construction, and rehabilitation equipment.

7.9 WORK ORDERS

The District shall maintain record of work orders for operations and maintenance projects.

7.10 SPILL SPECIFIC MONITORING (DOCUMENTATION)

Spill-specific monitoring means the gathering of information and data for a specific spill event to be reported or kept as records. The WDR requires the following assessments, as a component of data gathering following a spill.

7.10.1 Spill Location and Spread

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

- Photography and GPS coordinates for:
 - The system location where spill originated; or
 - 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.

7.10.2 Spill Volume Estimation

The District shall estimate the total spill volume using updated volume estimation techniques, calculations, and documentation for electronic reporting. The District 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, including:

- Initial service call information
- Spill Report Form
- Copies of the certified CIWQS report forms including volume estimate
- CCTV inspection, if completed
- Water quality sampling and test results, if applicable
- Spill Technical Report, if prepared

7.11 OTHER RECORDS

In addition to the abovementioned records, the following additional records should also be retained for all spills when available and as applicable:

- All original recordings for continuous monitoring instrumentation
- Service call records and complaint logs of calls received by the District for the previous five years
- Work orders, work completed, and any other maintenance records from the previous five years that are associated with spills
- Documentation of performance and implementation measures for the previous five years

8 REGULATORY REPORTING

This section describes the requirements that have been established for reporting of spills to the regulatory agencies.

Table 8.1 summarizes key deadlines to be aware of for spill reporting. Table 8.2 lists all regulatory reporting requirements and timelines that are also described further in this section. Table 8.3 lists contact information for spill reporting.

Figure 8.1 presents a flow chart showing the external reporting and response requirements based on the type of spill.

TABLE 8.1. KEY DEADLINES FOR SPILL REPORTING

2 HOURS of being aware of spill	Call Office of Emergency Services & Health Department if Category 1 sewer main spill is 1000 gallons or more
3 BUSINESS DAYS of being aware of spill	Submit draft reports to CIWQS for Category 1 and sewer main or Category 2 sewer main spills
15 CALENDAR DAYS from spill end date	Certify Category 1 and Category 2 spills
30 CALENDAR DAYS from end of month if applicable	Certify Category 3 and/or Category 4 sewer main spills or submit "No Spill" report
45 CALENDAR DAYS from spill end date	Submit Spill Technical Report for spills 50,000 gallons or larger that reach surface waters
90 CALENDAR DAYS from spill end date (Cat 1 or 2) or certified spill report due date (Cat 3)	Submit amended spill report for Category 1 through 3 spills
FEBRUARY 1 of each year	Submit Category 4 spill summary report

TABLE 8.2. SPILL REPORTING REQUIREMENTS

If Spill	Then Notify
Category 1 Spill: 1000 gallons or more reaching a surface water or with the potential to reach a surface water.	2-Hour Notification to Cal OES: (800) 852-7550. Ask for an OES Control Number (for RWQCB). County Health Officer (415) 473-3707 and Marin County Environmental Health Services (EHS) (415) 473-6907 are also to be contacted. During evenings/weekends, call the Sheriff Communication Center at (415) 473-7250. Within 3 Business Days of having knowledge of spill report to SWRCB using CIWQS Within 15 Calendar Days of Conclusion of Response certify by LRO using CIWQS Within 45 Calendar Days of Conclusion of Response submit Spill Technical Report via CIWQS online database if 50,000 gallons or more Additional Notification as Needed – California DFWS: (707)-944-5500
Category 2 Spill: 1,000 gallons or more without the potential to reach surface waters.	Within 3 Business Days of having knowledge of spill report to SWRCB using CIWQS. Within 15 Calendar Days of Conclusion of Response certify by LRO using CIWQS.
Category 3 Spill: 50 gallons to 999 gallons without the potential to reach surface waters. Category 4 Spill: 49 gallons or less, not reaching surface waters.	Within 30 Calendar Days past End of Month with Spill Event, report to SWRCB and certify by LRO using CIWQS. By February 1 of the Year Following the Year in Which Cat 4 Spills Occurred submit annual report to SWRCB and Certify by LRO using CIWQS.
No Spill Reporting: (no spills in month.	Within 30 Calendar Days past End of Month report by LRO to SWRCB using CIWQS.
Member Agency spill (respond and then contact member agency)	• SASM: (415) 388-2402 • City of Mill Valley: (415) 388-4033 • Homestead Valley Sanitary District: (415) 388-4796 • Alto Sanitary District: (415) 388-3696 • Almonte Sanitary District: (415) 388-8775 • Tamalpais Community Services District: (415) 389-8722
Annual Report (Was Collection System Questionnaire)	Update and certify April 1 beginning in 2024 (Submit Collection System Questionnaire on prior schedule in 2023)

TABLE 8.3. CONTACT INFORMATION FOR SPILL REPORTING

California Integrated Water Quality System (CIWQS)

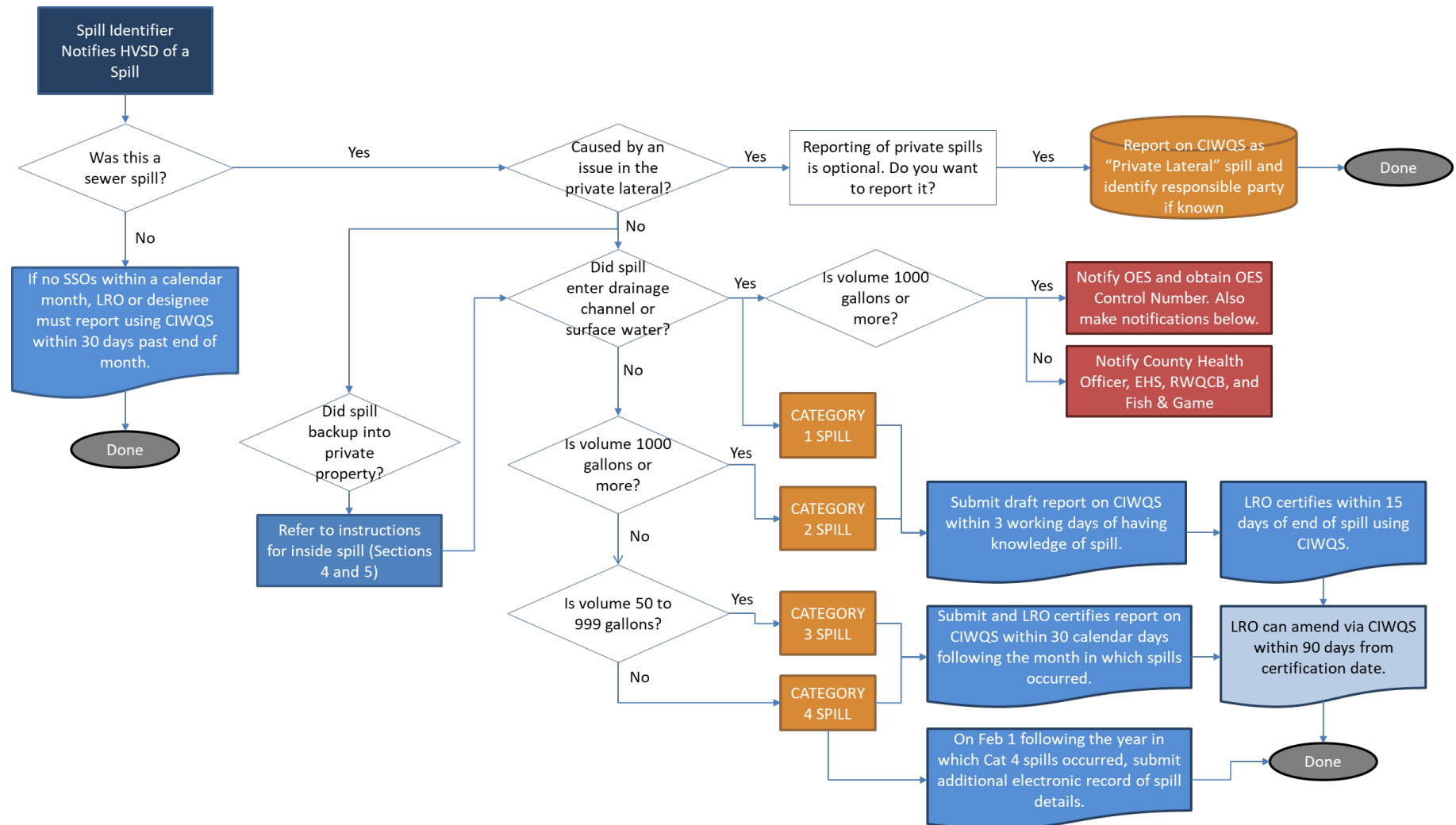
SWRCB REPORTING TIMEFRAMES DEPEND ON THE SIZE AND FINAL DESTINATION OF THE SPILL

- CIWQS must be used for reporting if the website is available (<http://ciwqs.waterboards.ca.gov>)
 - User Name: XXXX
 - Password: XXXX
 - Waste Discharge Identification Number (WDID): 2SSO10143
- The spill database will automatically generate an email notification with customized information about the spill upon initial reporting and final certification for all Category 1 spills.
- Emails must be sent to the EHS and the San Francisco Bay RWQCB.
- Fax the RWQCB if the website is down.

Two-Hour Notification

1. State Office of Emergency Services (OES)
 - Phone: (800) 852-7550. Make sure you ask for an “OES CONTROL NUMBER”
2. Marin County Environmental Health Services
 - Phone – Day: (415) 499-6907
 - Phone – Night: (415) 499-7235 (Sheriff’s Communication Center)
 - County Health Officer: (415) 473-3703
3. RWQCB Region 2 (San Francisco Bay)
 - Phone – Day: (510) 622-2300
 - Phone – Night: (510) 622-2369
 - Online: RB2SpillReports@waterboards.ca.gov

FIGURE 8.1 EXTERNAL REPORTING AND RESPONSE REQUIREMENTS



8.1 MULTIPLE APPEARANCE POINTS – SINGLE SPILL

For reporting purposes, if one spill event of whatever category results in multiple appearance points in a sewer system, a single spill report is required in CIWQS which includes the GPS coordinates for the location of the spill appearance point closest to the failure point, blockage or location of the flow condition that caused the spill, and descriptions of the locations of all other discharge points associated with the single spill event.

8.2 2-HOUR NOTIFICATION TO REGULATORY AGENCIES OF SPILLS

Cal OES is to be notified of a Category 1 spill greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water. In addition, both the County Health Officer and EHS are to be contacted. During regular business hours, the Health Officer can be reached at (415) 473-3707 and the main EHS phone number to call is (415) 473-6907. During evenings/weekends, call the Sheriff Communication Center at (415) 479-2311.

The First Responder is responsible for reviewing field data for reporting to regulatory agencies. If it is determined that the criteria for OES notification was met, then the First Responder must notify OES of the event no later than two (2) hours after:

1. The District has knowledge of the spill;
2. Notification is possible; and
3. Notification can be provided without substantially impeding cleanup or other emergency measures.

The OES phone number is (800) 852-7550.

The First Responder is responsible for obtaining an OES Control number. Following the initial notification to OES and until the spill report is certified in the SWRCB online spill Database, the LRO will provide updates (or provide direction for updates to be provided) to OES regarding substantial changes to estimated volume of untreated or partially treated sewage discharged and any substantial changes to known impact(s).

8.3 DETAILED REPORTING REQUIREMENTS

The following sections describe the detailed reporting requirements for each category of spill.

8.3.1 Spill Reporting for Category 1 Spills

The first responder will immediately notify the District Manager. The first responder will fill out the Field Report and turn it in to the Legally Responsible Official (LRO). The District Manager, or their designee, will meet with field crew(s) at the site of the spill event to assess the situation. In the event of a very large spill or a spill in a sensitive area, the District Manager may notify the Board of Directors.

8.3.1.1 Draft Spill Report

- Cal OES and EHS shall receive notification with 2 hours of having knowledge of any Category 1 spills greater than or equal to 1,000 gallons, as stated earlier in this section.
- The Data Submitter must then submit the initial draft report to the SWRCB's CIWQS Online spill database @ <http://ciwqs.waterboards.ca.gov/ciwqs> within 3 business days of becoming aware of the spill.

Table 8.4 lists information that is required in the draft spill report. The data provided in the draft spill must be supplemented further, during the certification process, as discussed further below

TABLE 8.4 CATEGORY 1 AND 2 CIWQS DRAFT SPILL REPORT – REQUIRED INFORMATION

Required Information for Category 1 and 2 Draft Spill Reports	
1.	Contact information: Name and telephone number of contact person to respond to spill-specific questions;
2.	Spill location name;
3.	Date and time the District was notified of, or self-discovered, the spill;
4.	Operator arrival time;
5.	Estimated spill start date and time;
6.	Date and time the District notified the California Office of Emergency Services, and the assigned control number;
7.	Description, photographs, and GPS coordinates of the system location where the spill originated;
8.	If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
9.	Estimated total spill volume exiting the system;
10.	Description and photographs of the extent of the spill and spill boundaries;
11.	Did the spill reach a drainage conveyance system? If Yes: a. Description of the drainage conveyance system transporting the spill; b. Photographs of the drainage conveyance system entry location(s); c. Estimated spill volume fully recovered from the drainage conveyance system; d. Estimated spill volume remaining within the drainage conveyance system; e. Description and photographs of all discharge point(s) into the surface water;
** Items 12 and 13 are required for Category 1 spills only **	
12.	Estimated spill volume that discharged to surface waters; and
13.	Estimated total spill volume recovered.

8.3.1.2 Spill Certification for Category 1 Spills – 15 Calendar Days of the Spill End Date

Within 15 calendar days of the spill end date, the LRO must review and certify the report in the CWIQS Online spill database @ <http://ciwqs.waterboards.ca.gov/ciwqs>

The Certified Spill Report requires additional information to supplement the data provided in the Draft Spill Report. Table 8.5 on the following page summarizes information that is required during spill certification.

TABLE 8.5 CATEGORY 1 AND 2 CIWQS SPILL CERTIFICATION – REQUIRED INFORMATION

Required Information for Category 1 and 2 Spill Certification	
	1. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill; 2. Spill end date and time; 3. Description of how the spill volume estimations were calculated, including at a minimum: a. The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered); and b. The methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time; 4. Spill cause(s) (for example, root intrusion, grease deposition, etc.); 5. System failure location (for example, main, lateral, pump station, etc.); 6. Description of the pipe material, and estimated age of the pipe material, at the failure location; 7. Description of the impact of the spill; 8. Whether or not the spill was associated with a storm event; 9. Description of spill response activities including description of immediate spill containment and cleanup efforts; 10. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps; 11. Spill response completion date; 12. Detailed narrative of investigation and investigation findings of cause of spill; 13. Reasons for an ongoing investigation (as applicable) and the expected date of completion;
	** Items 14 through 17 are required for Category 1 spills only ** 14. Name and type of receiving water body(s); 15. Description of the water body(s), including but not limited to: a. Observed impacts on aquatic life; b. Public closure, restricted public access, temporary restricted use, and/or posted health warnings due to spill; c. Responsible entity for closing/restricting use of water body; and d. Number of days closed/restricted as a result of the spill. 16. Whether or not the spill was located within 1,000 feet of a municipal surface water intake; and 17. If water quality samples were collected, identify sample locations and the parameters the water quality samples were analyzed for. If no samples were taken, "Not Applicable" shall be selected.

8.3.1.3 Spill Amendments for Category 1 Spills – 90 Calendar Days of the Spill End Date

The District shall update or add additional information to a Certified Spill Report within 90 calendar days of the spill end date by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The Enrollee shall certify the amended report. After 90 calendar days, the District shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the Amended Spill Report due date.

8.3.2 Spill Reporting for Category 2 Spills

The first responder will fill out the Field Report and turn it in to the LRO.

8.3.2.1 Draft Spill Report – 3 Business Days of Becoming Aware of the Spill

Within 3 business days of becoming aware of the spill, the LRO must submit the initial report to the SWRCB's CWIQS Online Spill Database @ <http://ciwqs.waterboards.ca.gov/ciwqs>. The draft report shall include Items 1 through 11 of the list provided above for the Category 1, 3-day draft report.

8.3.2.2 Spill Certification for Category 2 Spills – 15 Calendar Days of the Spill End Date

Within 15 calendar days of the spill end date, the LRO must review and certify the report in the CWIQS Online Spill Database @ <http://ciwqs.waterboards.ca.gov/ciwqs>. The Spill Certification must include, in addition to the information provided in the draft report, Items 1 through 13 of the list provided above for the Category 1 Spill Certification. *In addition, the Spill Certification must include a new Item 14 - Whether or not the spill was located within 1,000 feet of a municipal surface water intake.*

8.3.2.3 Amended Certified Spill Reports for Individual Category 2 Spills – 90 Calendar Days of the Spill End Date

The District shall update or add additional information to a Certified Spill Report within 90 calendar days of the spill end date by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The LRO shall certify the amended report. After 90 calendar days, the District shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the Amended Spill Report due date.

8.3.3 Spill Reporting for Category 3 and 4 Spills

8.3.3.1 Monthly Spill Reporting for Category 3 Spills

Within 30 calendar days of the end of the calendar month in which the spill occurred, the LRO must submit and certify a report to the SWRCB's CWIQS Online Spill database @ <http://ciwqs.waterboards.ca.gov/ciwqs>. For each spill, the report shall include the information shown in Table 8.6.

TABLE 8.6 CATEGORY 3 CIWQS SPILL CERTIFICATION – REQUIRED INFORMATION

Required Information for Category 3 Spill Certification
1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions; 2. Spill location name; 3. Date and time the Enrollee was notified of, or self-discovered, the spill; 4. Operator arrival time; 5. Estimated spill start date and time; 6. Description, photographs, and GPS coordinates where the spill originated; 7. If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field; 8. Estimated total spill volume exiting the system; 9. Description and photographs of the extent of the spill and spill boundaries; 10. Did the spill reach a drainage conveyance system? If Yes: a. Description of the drainage conveyance system transporting the spill; b. Photographs of the drainage conveyance system entry locations(s); c. Estimated spill volume fully recovered from the drainage conveyance system; and d. Estimated spill volume discharged to a groundwater infiltration basis or facility, if applicable. 11. Estimated total spill volume recovered; 12. Description of the spill event destination(s), including GPS coordinates, if available, that represent the full spread and reaches of the spill; 13. Spill end date and time; 14. Description of how the spill volume estimations were calculated, including, at minimum: a. The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered); and b. The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time. 15. Spill cause(s) (for example, root intrusion, grease deposition, etc.); 16. System failure location (for example, main, pump station, etc.);

Required Information for Category 3 Spill Certification

17. Description of the pipe/infrastructure material, and estimated age of the pipe/infrastructure material, at the failure location;
18. Description of the impact of the spill;
19. Whether or not the spill was associated with a storm event;
20. Description of spill response activities including description of immediate spill containment and cleanup efforts;
21. Description of spill corrective actions, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of the major milestones for those steps; including, at minimum:
 - a. Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable, and
 - b. Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences at the same spill event location, including:
 - i. Adjusted schedule/method of preventive maintenance;
 - ii. Planned rehabilitation or replacement of sanitary sewer asset;
 - iii. Inspected, repaired asset(s), or replaced defective asset(s);
 - iv. Capital improvements;
 - v. Documentation verifying immediately implemented system modifications and operating/maintenance modifications;
 - vi. Description of spill response activities;
 - vii. Spill response completion date; and
 - viii. Ongoing investigation efforts, and expected completion date of investigation to determine the full cause of spill.
22. Detailed narrative of investigation and investigation findings of cause of spill.

8.3.3.2 Amended Certified Spill Reports for Individual Category 3 Spills – 90 Calendar Days of the Spill End Date

The District shall update or add additional information to a Certified Spill Report within 90 calendar days of the spill end date by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The LRO shall certify the amended report. After 90 calendar days, the District shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the Amended Spill Report due date.

8.3.3.3 Monthly Spill Reporting for Category 4 Spills

Within 30 calendar days of the end of the calendar month in which the spill occurred, the LRO must submit and certify the estimated total spill volume exiting the sanitary sewer system and the total number of all Category 4 spills to the SWRCB's CIWQS Online spill database @ <http://ciwqs.waterboards.ca.gov/ciwqs>.

8.3.3.4 Annual Spill Reporting for Category 4 Spills

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.

8.3.4 No Spill Certification (Monthly)

If no spills occur during a calendar month, the LRO shall certify, within 30 calendar days after the end of each calendar month, a “No-Spill” certification statement in the online CIWQS Sanitary Sewer System Database, certifying that there were no spills in the designated month.

If a spill starts in one calendar month and ends in a subsequent calendar month, and the District has no further spills of any category, in the subsequent calendar month, the LRO shall certify “no-spills” for the subsequent calendar month. If the District has no spills from its systems during a calendar month, but the District voluntarily reported a spill from a private lateral or a private system, the LRO shall certify “no-spills” for that calendar month.

8.3.5 CIWQS Not Available

In the event that the CIWQS online spill database is not available, the LRO will fax or e-mail all required information to the RWQCB office at (510) 622-2460 in accordance with the time schedules identified above. In such an event, the District will submit the appropriate reports using the CIWQS online spill database when the database becomes available. A copy of all documents that certify the submittal in fulfillment of this section shall be retained in the spill document file.

8.3.6 Amending Spill Reports

The LRO is responsible for amending spill reports. Certified spill reports may be updated by amending the report or adding an attachment to the spill report within 90 calendar days after the spill end date. After 90 days, the District must contact the State spill Program Manager to request to amend a spill report along with a justification for why the additional information was not available prior to the end of the 90 days. The SWRCB Spill Program Manager contact information is as follows:

State Board: SanitarySewer@waterboards.ca.gov

Walter Mobley
State Water Resources Control Board
Division of Water Quality

1001 I Street 15th Floor
Sacramento, CA 95814
E-mail: Walter.Mobley@waterboards.ca.gov
Phone: (916) 323-0878

8.4 EPA REPORTING REQUIREMENTS

On the fifteenth day of January, April, July, and October in each year in which activities are conducted pursuant to the EPA Administrative Order, District shall submit a tabulation of all sewage spills occurring during the previous calendar quarter. The quarterly reports shall indicate, for each spill, the spill date, spill volume, volume recovered, spill location, cause, and spill destination. Certified and uncertified spill reports submitted to the SWRCB's CIWQS during the previous calendar quarter may be included.

If the District cannot be at the spill location within 60 minutes after becoming aware of the spill, the late response shall be reported as part of the quarterly spill report. The District will include in the quarterly spill report a description of all late responses, reasons for each late response, and steps that will be taken to improve the response time.

9 EQUIPMENT INVENTORY

The District's emergency response contractor maintains a stock of emergency response equipment which is available if needed for spill response. The District does not maintain specialized equipment to support spill response.

SASM maintains water quality sampling kits for the District that include:

- Sterile plastic bottles, 125 mL and 250 mL
- Laboratory requisition forms
- Styrofoam container, ice chest, or equivalent
- Blue ice packs, frozen
- Waterproof marker and ballpoint pen
- Labels for collection bottles
- Towel for drying bottles
- Sampling pole for collecting samples
- Rubber boots and/or rubberized waders

These supplies meet EHS standards for proper water quality sampling.

10 TRAINING

This section provides information on the training that is required to support this Spill Emergency Response Plan.

10.1 EMPLOYEES AND CONTRACTOR EMPLOYEES

10.1.1 Initial and Annual Refresher Training

All District personnel and contractor employees who may have a role in responding to, reporting, and/or mitigating a sewer system spill should receive training on the contents of this Spill Emergency Response Plan. 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.

10.1.2 Spill Training Record Keeping

The District Manager keeps records of all training that is provided in support of this plan. The records for all scheduled training courses and for each spill emergency response training event should include date, time, place, content, name of trainer(s), and names of attendees.

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APPENDIX B

Legal Authority — Ordinances

HVSD Ordinance No. 15 (1974); HVSD Ordinance No. 2014-01; SASM Ordinance No. 83-1

APPENDIX B

District and SASM Ordinances

HOMESTEAD VALLEY SANITARY DISTRICT OF MARIN COUNTY

(H.V.S.D.)

ORDINANCE NO:15
(NEW SERIES)

AN ORDINANCE REPEALING PRIOR ORDINANCES. ESTABLISHING
GENERAL REGULATIONS FOR THE DISPOSAL OF SEWAGE, THE CON-
STRUCTION AND USAGE OF SEWAGE FACILITIES. ESTABLISHING
FEES AND RULES FOR CONNECTING TO THE DISTRICT SEWER SYSTEM.
DECLARING VIOLATIONS HEREOF TO BE PUBLIC NUISANCES AND
PROVIDING FOR ABATEMENT OF SAID NUISANCES AND DECLARING
ANY VIOLATION THEREOF TO BE A MISDEMEANOR.

INDEX

<u>ARTICLE I</u>	Repeal of Previous Ordinances
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THE GOVERNING BOARD OF HOMESTEAD VALLEY SANITARY DISTRICT DOES ORDAIN
AS FOLLOWS:

ARTICLE I

All Ordinances heretofore adopted by this District, except Ordinances
No. 10 and No. 11 (New Series), be and the same are hereby repealed.

ARTICLE II

Definitions

Unless otherwise clearly indicated by the context, the terms used
herein shall have the following meaning:

Section 2.1: Applicant: The person making application for a permit
in the capacity of owner or authorized agent of the owner of the premises for
which a permit is requested.

Section 2.2: Board: The Governing Board of Homestead Valley Sanitary District.

Section 2.3: Bond: A cash deposit or duly executed performance bond (issued by a State licensed insurance company), the form of which is approved by the Board.

Section 2.4: Building: Any structure used for human habitation or within which any sewage is or may be produced.

Section 2.5: Connection Fee: The charge imposed by District for connection of private sewer directly or indirectly to District sewer.

Section 2.6: County: County of Marin, State of California.

Section 2.7: District: Homestead Valley Sanitary District.

Section 2.8: District Sewers: All lines, pipes and sewerage facilities owned by District.

Section 2.9: Easement: A duly recorded right of way owned by District for the maintenance, operation, repair, construction and reconstruction of District sewers.

Section 2.10: Fixture: Outlets, roughed in plumbing for washbowl, water closet, bathtub, separate shower, laundry tub, open drain, laundry drain or any opening to the disposal collecting system of a premise for the entry of sewage excepting swimming pools and wading pool drains.

Section 2.11: Inspection Fee: A charge imposed by District to defray the cost to District of inspecting premise, private sewer or public sewer.

Section 2.12: Inspector: Any person designated by the Board.

Section 2.13: Minimum Depth: The smallest permissible vertical distance from the highest point on any sewer pipe as laid to the final grade.

Section 2.14: Minimum Gradient: Minimum rate of decline along sewer lines as laid.

Section 2.15: Permit: Written authorization issued by the Board or its designee.

Section 2.16: Person: Any human being, individual, firm, company, partnership, association, corporation (private, public or municipal), United States of America, the State of California and all districts, political subdivisions, governmental agencies and subsidiaries thereof.

Section 2.17: Plans: Plans and specifications prepared and certified by a duly licensed civil engineer.

Section 2.18: Premise: Any lot, place or parcel or real property, improved or unimproved, within the territorial limits of the District that is (a) held in common ownership, (b) designated by the planning commission having jurisdiction thereof as a single parcel or portion thereof, and (c) not proposed to be subdivided.

Section 2.19: Primary Building: A single dwelling house, store, business house, establishment or rental unit with plumbing facilities, or other construction as determined by Board.

Section 2.20: Private Sewer: A lateral sewer connecting one premise to a District sewer.

Section 2.21: Secretary: Secretary of the Board and manager of the District, appointed by the Board.

Section 2.22: Street: Any public highway, road, street, avenue, alley way, public place, public easement or a right of way for motor vehicles.

ARTICLE III

Sewage Facilities

Section 3.1: Every premise in the District upon which a building exists or is hereafter erected shall be connected by a separate private sewer, of a minimum size of 4 inches interior diameter, to the District's sewer system except:

a. Buildings which are situated upon premises all of which are located more than 400 feet (measured in the horizontal plane) from the nearest District sewer.

b. Buildings which are situated upon property not adjoining the sewer if the Board has determined that a right-of-way for connection cannot be obtained.

Section 3.2: Private sewers for primary buildings or serving a building or a group of buildings located on one premise and having a total of not more than 180 fixture units, as per the 1973 Uniform Plumbing Code, in the

aggregate, may be constructed of a pipe having a nominal interior diameter of 4 inches, provided a minimum slope of 2% is obtainable.

Section 3.3: Private sewers for other buildings shall be constructed of pipe having a nominal interior diameter of not less than 6 inches, unless the Board has granted a variance to this requirement in accordance with the standards hereinafter set forth, in which case the nominal interior diameter of said private sewer shall be 4 inches, provided a minimum slope of 2% is obtainable. The Board may grant a variance to permit a 4 inch private sewer provided that a request is received for such variance and the Board makes affirmative findings to each of the following facts:

a. The premise is more than 400 feet horizontally distant from the nearest property line to the nearest point on the District sewer.

b. There is at the date of the application for the variance a 4 inch lateral installed and available for use by said premise and the said 4 inch lateral or private sewer was not constructed or installed at the request, authorization, or behest of the applicant.

c. There shall be no more than three (3) buildings allowed on one 4" line under this variance.

Section 3.4: Grant of variance to separate private sewers must be accompanied by a properly made out and recorded Maintenance Agreement entered into by the owners of the premises involved and filed with the District.

Section 3.5: Every premise required to be connected to the District sewer system shall complete said connection within sixty days after the effective date of this Ordinance or prior to occupancy (whichever shall last occur).

Section 3.6: Every premise in this District upon which a building exists or is hereafter erected that is not required to connect to the District sewers by virtue of one of the exceptions set forth in Section 3.1 above shall provide alternate sewage facilities approved by permit by the Board. Except as to septic tanks heretofore installed and approved by the Marin County Health Department, every premise shall complete said approved sewerage facility within sixty days after effective date of this Ordinance or prior to occupancy (whichever event shall last occur).

Section 3.7: Any premise within the Homestead Valley watershed but

outside the District boundaries may be connected to the District sewers upon such conditions as may be determined by the Board.

Section 3.8: Private sewers, four and six inch, must be maintained, repaired and replaced by the owners of the premises they serve.

Section 3.9: Any request for variance to this Ordinance or Standards must be made to the Secretary in writing.

ARTICLE IV

Permits

Section 4.1: No person shall connect or reconnect any fixture or drain directly or indirectly to the District sewers or cause any fixture or drain to be connected or reconnected without a permit.

Said person shall apply to the Secretary for a permit for such connection and shall provide such information as the Board may require, such as plans and topography maps. Simultaneously with filing of an application a fee of \$15.00 for inspection shall be paid and a connection fee computed as follows:

a. Each primary building having no more than two rooms in which fixtures are to be included, \$500 for the first 11 fixture units as per the 1973 Uniform Plumbing Code and \$20 for each additional fixture unit.

b. Each additional room in which additional fixtures are to be provided, \$20 for each fixture unit as per the 1973 Uniform Plumbing Code.

c. Reconstruction to utilize existing connections to District sewers and not including any increase in plumbing fixtures, after approval of existing line and connection by the Inspector, shall not require any fee in addition to the \$15 inspection fee.

Section 4.2: All construction pursuant to Section 4.1 hereof shall comply with requirements of this Ordinance and must be approved by the Inspector in writing prior to backfilling.

Section 4.3: The Secretary may require the applicant to post a bond in an amount to be approved by the Board and to comply with all County ordinances, State and Federal statutes.

Section 4.4: The alteration, remodeling or relocation of all sewer lines, public or private, must be reported to the District.

Section 4.5: No person shall construct or cause to be constructed any sewage facilities not connected to the District sewers without a permit.

A permit for such purpose may be obtained from the Secretary after providing information required. As a condition to the receipt of such permit, applicant shall show evidence to the Secretary that the statutes, ordinances and regulations of the State of California and the County of Marin have been complied with. The applicant shall obtain written approval of the facility as constructed prior to use from the County Health Department. If all requirements hereunder are met, applicant shall obtain from the Secretary a written permit for said facility which shall expire sixty days after premises become subject to Section 3.1 hereof.

Section 4.6: No person shall construct or cause to be constructed any sewer line, other than a private sewer serving or to serve one premise, except as provided herein:

a. The applicant shall apply to the Secretary for a permit for said construction providing said Secretary with such information as may be required.

b. At the time of application for such permit, the applicant shall post a bond in an amount determined by the Board.

c. Prior to construction, where necessary, the applicant shall offer to the District, after a preliminary title report, a duly recorded easement of a size and location determined by the Board.

d. The construction undertaken pursuant to the permit shall comply with the requirements of this Ordinance and any conditions imposed in the permit and must be approved by the Inspector in writing prior to connection and back-filling.

e. A condition of the permit hereunder shall be that the applicant shall maintain such construction for a period of one year from completion or until accepted by the District, whichever event is later, and to post a penal bond in an amount established by the Board to assure compliance with said condition.

f. All permits required from the County of Marin, the State and Federal governments shall be obtained by the applicant.

g. Applicant shall pay the sum of \$15 for an inspection fee in addition to all inspection and connection fees applicable to private sewers.

ARTICLE V

Construction

Materials, specifications and design shall conform to the District's standards of construction attached hereto and by this reference incorporated herein. Copies of such standards shall be available for examination in the office of the Secretary at all times.

ARTICLE VI

Sewer Accesses

Section 6.1: District manholes, lampholes, rodholes and/or their covers shall not be covered by paving, resurfacing, regrading or other work.

Section 6.2: Any necessary change or resetting of said castings shall be undertaken by duly licensed plumbers, sewer contractors or paving contractors at their sole expense under the supervision and inspection of the Inspector.

Section 6.3: No person shall place or cause to be placed any dirt, debris or other objectionable material into the sewers maintained by the District. The sewers shall be left clear and in working order.

Section 6.4: It shall be unlawful for any person to erect or cause to be erected any structure over District easements or to dump any debris into said easements.

ARTICLE VII

Unused Laterals

Section 7.1: The owner of any property upon which there was a structure connected to a District sewer main by a lateral shall close and stub off said lateral in a manner and at a place approved by the District Board within 30 days of receipt of written notice from the District Board. Said notice shall be sent whenever any said property becomes unused due to fire, obsolescence or any other cause.

Section 7.2: If the owner fails to close and stub off said lateral within the time limit prescribed, the District shall proceed to do so. In such event, the District shall charge the owner and the owner shall owe the District the reasonable value of such services.

Section 7.3: Any closed or stubbed off lateral may be used for reconnection to the District mains at the discretion of the District Board. No charge for connection shall be made, other than inspection fees, provided the reconnection is effected within two years after cessation of use and provided there is no increase in plumbing fixtures.

ARTICLE VIII

Use of District Facilities

Section 8.1: No solid or liquid wastes other than domestic and sanitary sewage originating within the District shall be discharged directly or indirectly into the District sewers without the permission of the Board.

Section 8.2: No leaders from roofs and no surface drains for rainwater shall be connected to any sanitary sewer. No surface or subsurface drainage, rainwater, stormwater, seepage, pooling water or unpolluted industrial process waters shall be permitted to enter any part of the public sewer system by any device or method whatsoever.

Section 8.3: Except as hereafter provided, no person shall discharge or cause to be discharged any of the following described waters or wastes into any public sewer:

- a. Any liquid or vapor having a temperature higher than 150° Fahrenheit.
- b. Any water or waste which contains more than 100 parts per million by weight of fat, oil or grease.
- c. Any gasoline, benzine, naphtha or fuel oil or other inflammable or explosive liquids, solids or gas.
- d. Any garbage that has not been shredded to such a degree that all particles will be carried freely into the flow conditions normally prevailing in public sewers with no particle greater than 1/2 inch in dimension.
- e. Any ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastic, wood, ranch manure or any other solid or viscous substance capable of causing obstruction to the flow in sewers or other interference with the proper operation of the sewage works.
- f. Any waters or waste having a pH lower than 5.5 or higher than 9.0 or having any other corrosive property capable of causing damage or hazard

to structures, equipment and personnel of the sewage works.

g. Any waters or waste containing a toxic or poisonous substance in sufficient quantity to injure or interfere with any sewage treatment plant constituting a hazard to humans or animals or creating a hazard in the receiving waters of the sewage treatment plant.

h. Any waters or waste containing suspended solids of such character and quantity that unusual attention or expense is required to handle such materials at the sewage treatment plant.

i. Any noxious or malodorous gas or substance capable of creating a public nuisance.

j. Any septic tank sludge.

ARTICLE IX

Enforcement and Penalties

Section 9.1: Officers and employees of the District are hereby authorized to enter upon private property and inspect laterals for violation of this ordinance.

Section 9.2: In addition to such other penalties as may be provided by law, any person who violates or causes to be violated the provisions of this ordinance is guilty of a misdemeanor punishable by fine not to exceed \$100, imprisonment not to exceed one month, or both such fine and imprisonment. Each and every violation of this ordinance shall be deemed a separate violation and each and every day or part of a day a violation of the ordinance, rule or regulation such continues shall be deemed a separate offense hereunder and shall be punishable as such.

Section 9.3: Violation of any provision of this ordinance is hereby declared to constitute a public nuisance.

Section 9.4: Abatement of said nuisance may be undertaken by recourse to the Court of competent jurisdiction at the direction of the Board or as herein provided:

a. Written notice of appearance shall be given to the property owner or owners at least ten days prior to the date set for hearing before the Board on the question of whether a nuisance exists. Service of the notice may be given either by personal delivery thereof to the person to be notified or by

deposit in the United States mail in a sealed envelope, postage prepaid, addressed to such person to be notified at his last known business or residence address as the same appears in the public records or other records pertaining to the matters in which such notice is directed. Service by mail shall be deemed to have been completed at the time of deposit in the Post Office. A copy of the notice shall be conspicuously posted in front of the property on which the nuisance exists or is alleged to exist or any other location on the property where it will most likely give notice to the owner or owners at least ten days prior to the date set for hearing. Said notice shall direct the owner or owners of the property on which the nuisance exists to appear before the Board at a stated time and place to show cause why the nuisance should not be abated as provided in this chapter.

b. The notice shall be substantially in the following form:

ORDER TO SHOW CAUSE
RE ABATEMENT OF PUBLIC NUISANCE

TO:

You are hereby notified to appear before the Board of Directors of the Homestead Valley Sanitary District on the ____ day of _____, 19 __, at _____ at the hour of ____ o'clock, M., or as soon thereafter as the matter may be heard and show cause, if any you have, why that certain _____ should not be condemned as a public nuisance, and said nuisance be abated by its repair or removal and why its repair or _____ and why the cost of such abatement should not be assessed upon the property from which the nuisance is abated, such cost to constitute lien upon said property until paid.

Dated this ____ day of _____, 19 ____.

District Secretary

c. At the time stated in the notice the Board of Directors shall hear and consider all objections or protests, if any, to the proposed abatement of the public nuisance. The hearing may be continued from time to time. After final action is taken by the Board of Directors on the disposition of any protest or objections which are received, the Board may declare by resolution that a public nuisance exists and may order the

Secretary to abate the nuisance. The Board may further order that the cost of any such abatement will be assessed upon the property from which the nuisance is abated and that such costs shall constitute a lien upon such property until paid.

The decision of the Board of Directors shall be final and conclusive unless the owner or owners shall file within 15 days after the aforesaid decision is rendered an action and/or appeal to a court of competent jurisdiction.

d. At any time within 30 days after the passage of any resolution directing the abatement of a nuisance, the Secretary shall serve and post a copy thereof in a manner giving notice prescribed in subsection a. hereof.

At any time following a period of 15 days after serving and posting a copy of the resolution ordering abatement as required above, the District Secretary may abate such nuisance as directed by the Board.

e. The Secretary may direct any officer or his assistant, deputy, employee, contracting agent or any other representative to enter upon private property for the purpose of abating the public nuisance.

f. The Secretary abating the nuisance shall keep an account of the cost of abatement and shall render an itemized report to the Board showing them the cost of removing and/or abating the nuisance.

Before the report is submitted to the Board, a copy shall be posted for at least 3 days on or near the door of the Board's chambers with the notice and the time when the report will be submitted to the Board for confirmation. A copy of the account and notice shall also be mailed to the owner of the property at the address shown on the last equalized assessment roll at least ten days prior to submission to the Board.

At the time fixed for receiving and considering the report, the Board shall hear it and any objections by the property owners liable to be assessed for the work of abatement. Thereupon, the Board may make such modifications in the report as it deems necessary, after which, by order or resolution, the report shall be confirmed.

Section 9.5: The cost of such abatement as determined by the Board shall be levied as an assessment against the aforesaid property and certified to the County Auditor. Such special assessment shall be a lien on the property

and shall be collected as any other assessment by the County and paid to the District and all laws applicable to the levy, collection and enforcement of County taxes shall be applicable to such special assessment taxes.

ARTICLE X

Severability

If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Board hereby declares that it would have passed this ordinance and each section, subsection, paragraph, sentence, clause and phrase thereof irrespective of the fact that any one or more sections, subsections, paragraphs, sentences, clauses or other phrases be declared unconstitutional.

This ordinance shall be entered in the minutes of the Board. There being no newspaper published in the District, it is ordered that this ordinance to be posted by the Secretary for one week in the following public places within the District, as per District Resolution No. 22:

- (1) Fire House, corner Melrose and Evergreen Avenues.
- (2) Telephone Pole, corner Ethel and Evergreen Avenues.
- (3) Telephone Pole, intersection Homestead Blvd and LaVerne Avenue.

THIS ORDINANCE SHALL TAKE EFFECT upon expiration of the week of posting.

PASSED AND ADOPTED by the Governing Board of the HOMESTEAD VALLEY SANITARY DISTRICT of Marin County, California, this 28th day of May, 1974, by the following vote:

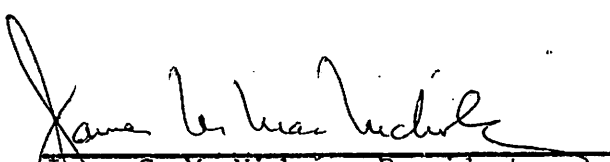
AYES: MEMBERS: MacNichols, Davies, Schwarz, Spalding and Wolf

NOES: MEMBERS: None

ABSENT: MEMBERS: None

ATTEST:


Gus Wolf, Secretary
Governing Board, H.V.S.D.


James G. MacNichols, President
Governing Board, H.V.S.D.

References: Section 6491.1 Health & Safety Code, State of California
" 6521 " " "
" 6523 " " "
" 6523.3 " " "
" 54739 Government Code "
" 54740 " " "

ORDINANCE NO. 2014 - 01

**AN ORDINANCE REGULATING THE
CONSTRUCTION, USE AND MAINTENANCE OF PRIVATE
SEWER LATERALS**

HOMESTEAD VALLEY SANITARY DISTRICT

**THE DISTRICT BOARD OF DIRECTORS HEREBY ESTABLISHES THIS ORDINANCE TO
REGULATE THE CONSTRUCTION, USE AND MAINTENANCE OF PRIVATE SEWER
LATERALS AND TO OPERATE IN CONJUNCTION WITH EXISTING DISTRICT
ORDINANCES**

IN ORDER TO ENSURE THE PROPER CONSTRUCTION AND MAINTENANCE OF PRIVATE
SEWER LATERALS WITHIN THE SANITARY DISTRICT (HEREINAFTER REFERRED TO AS
“DISTRICT”), THE BOARD OF DIRECTORS DO HEREBY ORDAIN:

Sections:

100	Findings
150	Definitions
200	Sewer laterals – new construction
250	Connection
280	Improper and Illegal Connections
300	Sewer lateral maintenance
400	Sewer laterals – mandatory inspections
410	Sewer laterals – access to premises
420	Sewer laterals – inspection report - requirements
430	Sewer laterals – required repairs
440	Sewer laterals – common interest developments
450	Sewer laterals – multiple connections
460	Responsibilities of property owner
500	Prohibited discharges
550	Punishment – prohibited discharges
560	Damage to District sewer system
570	Punishment–Contractors-Violation of Section 280

Section 100: FINDINGS

The District finds and determines that Inflow and Infiltration (hereinafter referred to as I&I) is a serious problem for the District in that during heavy rains a significant amount of water is introduced into the District's system as a result of I & I from breaches in the entire pipeline system that leads to the SASM treatment facility. To a great extent, much of this I & I is introduced into the District's pipelines and sewer mains from the sewer laterals or unpermitted drainage structures leading from a property to the District's sewer mains. As a result of I & I, the Sewerage District of Southern Marin's (SASM's) sewer treatment facilities have the potential to become overburdened during periods of heavy rains leading to sewage overflows and possible spills into the waters of Richardson Bay. Such overflows and spills can lead not only to significant fines and penalties against the District by state and federal water regulatory agencies, but may pose a significant risk to the environment, and the health and safety of the public at large.

The District has determined that it is in the public interest to address I & I contributed by private sewer laterals and, as such, it is an District priority to authorize the enforcement of the upgrade and repair of private sewer laterals.

Section 150: DEFINITIONS

LATERAL SEWER, LATERAL or PRIVATE SEWER LATERAL is hereby defined as a privately owned sewer which conveys sewage from a building to the District's collection system, including all pipes, fittings, and appurtenances, from the outer face of the building served to the connection into the District's sewer main, including the connection itself.

INFLOW means any water other than sewage that is directed toward or connected to the District's collection system through drainage ditches, open or enclosed culverts, roof drains, yard or area drains, or any other source of storm or ground water.

INFILTRATION means water other than sewage which enters into the District's collection system through cracks, breaks, open joints, or other deficiencies which may exist in laterals or in the District's system.

INFLOW AND INFILTRATION are sometimes referred to collectively as "I and I".

COMMERCIAL BUILDING means any building, or portion thereof, designed, intended or used to accommodate a business, commercial, mixed commercial and residential or industrial enterprise, or a public or private school.

COMMON INTEREST DEVELOPMENT means a development characterized by individual ownership of a condominium housing unit or a residential parcel coupled with the shared ownership of (or right to use) common areas and facilities, including, but not limited to, condominium projects, community apartment projects, stock cooperatives and planned unit developments, which contains three (3) or more dwelling units and which has a sewer service lateral shared by three (3) or more dwelling units.

NOTICE TO REPAIR means the notice issued by the District Manager or District Engineer to the Owner advising that the Owner appears to be in violation of the respective Code or Ordinance with respect to the Owner's sewer service lateral, or in violation of the Code or Ordinance in a manner of the sewer service lateral's connection to the District Sewer System, which order directs the abatement of the identified violation in a timely manner.

OWNER means any person, partnership, association, corporation or fiduciary having legal title (or any partial interest) in any real property situated within the District.

REPAIR means restoration of the lateral in a manner that eliminates breaks, voids, separations, sags, or other defects that allow non-sewage materials, including but not limited to groundwater, roots, soils, and infiltration, to enter the lateral.

SEWER MAIN means a District owned pipeline designed and operated to accept sewage from a sewer service lateral for disposal.

SEWER SERVICE LATERAL INSPECTION means an inspection of a sewer service lateral that consists of the retention of a licensed plumber by the Owner in order to visually examine and inspect a sewer service lateral in the manner deemed appropriate by the District Manager or District Engineer. Such an inspection shall, at a minimum, include the use of a closed-circuit television inspection device for the purposes of determining whether the sewer service lateral complies with the requirements of this Chapter.

Section 200: NEW CONSTRUCTION SEWER LATERALS

All new residential, apartments, industrial and commercial buildings shall have installed a new sewer service lateral. A minimum four-inch lateral shall serve single or duplex residential dwelling units. A minimum six inch lateral shall be installed to serve buildings with three or more residential units, and industrial and commercial buildings. Construction shall conform to District standards.

Section 250: CONNECTION PERMITS

Prior to constructing a lateral or connecting a new building to an existing lateral, or undertaking a major repair of a lateral, the owner shall apply for and obtain a connection permit from the District.

The application shall include a plan showing the location of the lateral and the proposed repair or replacement, and all buildings, other utilities, significant features and topography of the property and showing the public right-of-way or easement in which the lateral and the District sewer are located, and the proposed connection of the lateral to the District's sewer.

Section 280: IMPROPER AND ILLEGAL CONNECTIONS TO PRIVATE SEWER LATERAL

It shall be improper and illegal for a Contractor or Homeowner to connect the following to a private sewer lateral: storm drains, roof drains, pool drains and/or non-sewage pipes or drains. Violation of this Section is punishable under Section 570.

Section 300: OWNERSHIP, MAINTENANCE AND REPAIR OF PRIVATE SEWER LATERALS

A. Private sewer laterals shall be owned, maintained and repaired by the owner of the property, which the lateral serves. The entire service lateral, from the building connection to and including the "wye" connection or other-tie-in to the sewer main, shall fall within the owner's responsibility for installation, maintenance and repair.

B. Property owners must clean, maintain and repair laterals serving their property sufficient to keep the lateral in operable condition at all times. The property owner shall perform such duties as may be required in response to observed overflows or seepage attributable to the lateral, or as discovered by smoke testing, televising or other surveys of the lateral. Where such maintenance requires excavation and/or replacement of existing facilities, the property owner shall apply for and receive a connection permit (see Section 250 above) from the District.

Where there are multiple connections to a sewer lateral, please refer to Section 450 A. for recommendations on sharing costs for maintenance.

Section 400: MANDATORY INSPECTIONS

A. **HEALTH AND SAFETY BASIS FOR REQUIRING A SEWER SERVICE LATERAL INSPECTION.** An Owner shall have the sewer service lateral of his or her real property inspected in accordance with the requirements of this Chapter (as directed and within the time period indicated by the District Manager or District Engineer) upon the occurrence of any of the following events:

1. **Overflow or Malfunction.** Whenever the District Manager or District Engineer determines that the sewer service lateral has recently overflowed or has recently malfunctioned;

2. **Lateral Failure or Lack of Maintenance.** Whenever the District Manager or District Engineer finds that there is sufficient evidence to conclude that the sewer service lateral has failed, is likely to fail, or has not been properly maintained.
3. **Public Health Threat.** Upon any other reasonable cause to believe that there is a threat to the public health, safety, or welfare due to the condition of a sewer service lateral.
4. **Age of pipes and/or extent of foliage causing higher flow within the service area.** Whenever the District Manager or District Engineer determines that the age of pipes (clay, plastic or other material) in combination with observed foliage (tree roots near the sewer lateral suggesting root intrusion causing infiltration) or the age of the pipes independently are causing a higher than average flow in a neighborhood or area, the District Manager or District Engineer may direct an inspection of the sewer service lateral to determine the need for repair.
5. This Section shall apply to residential properties, fixed and floating properties, commercial properties, publicly owned buildings, common interest developments, apartment buildings and any structure which has a sewer lateral.

B. EVENTS REQUIRING A SEWER SERVICE LATERAL INSPECTION –

ALL PROPERTIES. An Owner shall have the sewer service lateral of his or her Property inspected in accordance with the requirements of this Chapter upon the occurrence of any of the following events:

1. **Additions and Improvements.** Prior to the issuance of a county or city building permit for a building addition or new improvements on the real property where said addition or improvements (or cumulative additions or improvements through multiple projects over the prior 3 years) have a value of \$50,000 or greater.
 - a. District shall notify the relevant jurisdiction (City or County) of this requirement so that Issuance of a building permit is conditioned upon meeting the requirement of a lateral inspection.
2. **Transfer of Property Title.** Where the sale of any real property with sewer improvements is proposed, the seller shall have the sewer service lateral inspected prior to transfer of property title.
 - a. It is suggested that the seller provide an inspection report to the District Manager or District Engineer as specified in Section 420 of the sewer lateral upon offering the home for sale. **The responsibility for any repair of a lateral is an issue between the buyer and seller.**
 - b. Should the seller fail to have an inspection conducted on the property prior to the sale of the property, the District shall require the new owner to conduct an inspection and make any necessary repairs to the lateral.
3. **Whenever the District is replacing a sewer main or conducting repair of a sewer main or the City or County is doing road resurfacing on or near the road where the private sewer lateral connects to the sewer main.** Owners will be notified by the District of the current work and need for an inspection report on their lateral prior to the

road work or construction so that any remedial work to the lateral is completed prior to the construction or road work.

Where an Owner refuses to provide an inspection, District may conduct a televised inspection and Owner shall be responsible for the costs of such inspection. Should an inspection reveal the need for repairs, the District may issue a Notice of Repair to the Owner and have the remedies provided for in Section 430 D. of this Ordinance to ensure repairs are made and costs are paid.

C. EXCEPTION TO INSPECTION FOR RECENT PRIOR INSPECTIONS AND REPAIRS. The following exceptions do not apply to any Inspection required under subparagraph A. above. Upon request and the submission of appropriate documentation, the District may, at its sole discretion, grant an exception to the Inspection requirements of subparagraph B. above as indicated.

Section 410: ACCESS TO PROPERTIES FOR SEWER LATERAL INSPECTIONS

Officers and employees of the District (or any designated representative thereof including the District Manager or District Engineer) are hereby authorized to enter upon private property and inspect laterals for violation of this and other District Ordinances. When possible the district will attempt to give advance notice to the property owner prior to inspecting sewer facilities. Typical circumstances requiring inspection of laterals include but are not limited to following purposes:

- A. To determine the size, depth, and location of any sewer connection.
- B. To determine the end outlet of any sewer connection by depositing harmless testing materials in any plumbing fixture attached hereto and flushing the same, if necessary.
- C. To determine, by measurements and samples, the quantity and nature of the sewage or wastewater being discharged into any sewer or overflowing from any sewer.
- D. To determine the location of the roof, swimming pool, floor and surface drains, and whether or not they physically connect to a sewer.
- E. To assess the condition of the lateral where he/she suspects that the lateral may be allowing inflow or infiltration.

Nothing herein shall be deemed to provide the District Manager or District Engineer with any right or authority to enter a building or other apparently private or interior area of a real

property, except to the extent such entry is expressly authorized by state law or by consent or permission of the resident.

Section 420: SEWER LATERAL INSPECTION REPORT – REQUIREMENTS

A. INSPECTION REPORT STANDARDS. The sewer service lateral Inspection Report required by this Chapter shall be prepared in accordance with the following requirements and specifications.

1. The Inspection Report shall be prepared by a licensed plumber; the written inspection report shall be accompanied by a DVD of the sewer service lateral.
2. The Inspection Report shall identify all of the following:
 - a. Any and all defects that could allow infiltration into the lateral or otherwise create a maintenance issue in the District sewer system. Such defects may include but not be limited to the following: displaced joints, open joints, root intrusion, substantial deterioration of the line, cracks, leaks, inflow or infiltration or extraneous water, root intrusion, grease and sediment deposits or other conditions likely to increase the chance for blockage of the sewer service.
 - b. Whether any connection, by pipes or otherwise, allows rainwater to groundwater to enter the sewer service lateral or public sewer.
 - c. Whether the sewer service lateral has an installed backwater device where any outlet or trap of the sewer service lateral is below the level of the nearest manhole. If a backwater device is already installed, the report shall indicate whether the backwater device is functioning properly.
3. The Inspection Report shall contain an express certification from the certified inspector that the property has been inspected for any outdoor drain connection to the District sewer system and that no such unpermitted Lateral exists. The Report shall be prepared in a format acceptable to the District.
4. Based upon the District staff evaluation of the deficiencies outlined in the Report, the District will determine the level of repair or replacement that is necessary.

B. COMPLIANCE WITH REGULATIONS. The Inspection Report shall, in all other aspects, comply with the requirements and specifications described in the District Manager or District Engineer's specification for a sewer service lateral Inspection Report as established in subsection 1, below.

1. Requirements for an Inspection Report: The following items are required to be addressed in an inspection report:
 - a. Date of inspection;
 - b. Name of inspector and name of plumbing firm along with license #;
 - c. Certification that a televised video was taken of the lateral;
 - d. A certification that no roof, swimming pool, floor and/or surface drains or any other non-sewage drains are physically connected to the lateral or sewer main;
 - e. Identification with respect to the sewer lateral of any displaced joints, open joints, root intrusion, substantial deterioration of the line, cracks, leaks, inflow or infiltration or extraneous water, root intrusion, grease and sediment deposits or other conditions likely to increase the chance for blockage of the sewer service.
 - f. Certification that an installed backwater device is in place where any outlet or trap of the sewer service lateral is below the level of the nearest manhole. If a backwater device is already installed, the report shall indicate whether the backwater device is functioning properly.
 - g. A Declaration under penalty of perjury that the report is true and correct.

Section 430: SEWER LATERALS – REQUIRED REPAIRS

A. NOTICE TO REPAIR. Upon receipt of the sewer service lateral Inspection Report pursuant to this Chapter, the District Manager or District Engineer will determine whether it indicates any deficiencies in the operation of the sewer service lateral and, thereafter, shall provide the Owner(s) with a Notice to Repair as may be deemed appropriate by the Manager or District Engineer. The District Manager or District Engineer shall provide the determination and issue a Notice to Repair within 3 business days after receipt of the Inspection Report. The Notice to Repair/Replace shall specifically identify the deficiencies to be corrected and shall establish a deadline of 180 days, within which the Owner(s) shall complete the required corrective actions. The corrective action may include a requirement that the lateral be replaced altogether and also may include the installation of cleanouts and backwater valves if those devices are otherwise required by this Ordinance or any uniform code adopted by the District.

B. OBLIGATIONS OF THE OWNER. The Owner shall repair his or her sewer service lateral to the satisfaction of the District Manager or District Engineer, and, if a building permit is required for the repairs, the Owner shall obtain a final permit inspection and approval of the relevant Building Official.

C. REPAIRS TO IMPROPER CONNECTIONS CONSISTING OF MULTIPLE PRIVATE CONNECTIONS TO A COMMON LATERAL. A sewer service lateral serving more than one residential dwelling, except as provided for in Section 450 is an improper connection and shall be repaired or replaced as deemed appropriate by the District Manager or District Engineer. The Owner of each affected residential dwelling shall be responsible for

disconnecting their sewer service lateral from the common lateral and connecting to the nearest sewer main.

D. FAILURE TO REPAIR UPON DISTRICT NOTIFICATION: Should an Owner fail to conduct the required repairs upon issuance of a Notice to Repair by the District, the District shall have several options in order to ensure that the repair or replacement is completed:

- 1. Public Nuisance:** Continued habitation of any home, building or continued operation of any industrial facility in violation of a Notice to Repair or Replace a private sewer lateral is hereby declared to be a Public Nuisance. The District may cause proceedings to be brought for the abatement of the occupancy of the home, building or industrial facility (i.e., a court order directing the occupant(s) to vacate the home, building or industrial facility until the directed repairs are made) during the period of such violation. The District shall have the right to recover its attorney fees and costs for the pursuit of the abatement.
- 2. Disconnection of Private Sewer Lateral to Sewer Main:** The District shall have the right to commence proceedings in Marin Superior Court to seek a court order disconnecting the private sewer lateral from the sewer main, thus leaving the home, building or industrial facility without sewer service. The District shall have the right to recover its attorney fees and costs for the pursuit of disconnection.
- 3. Corrections of Violations:** Section 6523 of the California Health and Safety Code provides that in order to enforce the provisions of any Ordinance of an District, the District may correct any violation of an Ordinance of the District. The cost of such correction may be added to any sewer service charge payable by the person violating the Ordinance or the owner or tenant of the property upon which the violation occurred, and/or the District may place a lien on the property wherein the violation occurred or the District may pursue a civil action for recovery of the costs. Whatever option the District pursues under this subsection 3. the District shall be entitled to its costs and attorney fees.

Section 440: COMMON INTEREST DEVELOPMENTS

The Homeowners association of a Common Interest Development shall, along with the Owner, be jointly and severally liable for the duties and obligations imposed by this Chapter in relation to any sewer service lateral located within a common area of the Development. If no homeowners association exists, then the individual unit owners, considered jointly, shall be liable for the duties and obligations with respect to sewer service laterals established by this Chapter.

Section 450: PRIVATE SEWER LATERALS – MULTIPLE CONNECTIONS

It shall be the policy of the District to require one private sewer lateral serving one single family home. However, the District is cognizant that the sewer service system within the District is very old and contains many hillside single-family homes that are serviced by one private sewer lateral (e.g., one private sewer lateral for two or more homes). Where no apparent deficiency exists with a shared service lateral, the District shall allow the multiple service lateral. Where repairs are necessary, the owners of the residences served by the lateral shall jointly be responsible for the repairs. Where repairs and/or replacement of such a lateral is necessary, the District may require the construction of a new private service lateral for each residential single family home or the construction of a new larger private service lateral to accommodate the multiple residences.

Where multiple residential connections are allowed to one private sewer lateral, the District encourages the homeowners to enter into a maintenance agreement between all of the homeowners sharing the private lateral to ensure that there is a mechanism in place to pay for required repairs and/or replacement of the private sewer lateral. In general terms, a common method is to proportion the costs of the maintenance, repair or replacement among the homeowners sharing the lateral. For example, homeowners upstream of the shared-lateral section requiring rehabilitation would proportion their costs relative to the length of the shared lateral which serves their home divided by the length of the entire shared lateral from the sewer main upstream to the point of the repair. The relative percentage may vary along the pipe depending on the number of connections upstream of the repair.

Section 500: PROHIBITED DISCHARGES

A. No person shall discharge or deposit, or cause or allow to be discharged or deposited into the District sewer system any wastewater which contains any of the following:

1. Cooking grease whether emulsified or not.
2. Waste automotive radiator coolant
3. Explosive mixtures
4. Radioactive wastes
5. Solid or viscous wastes which may cause obstruction to the flow in a sewer pipeline, including cleansing wipes or “flushable” wipes.
6. Any toxic substances in excess of the United States Environmental Protection District standards pursuant to Section 307 (a) of the Clean Water Act, or any other substances which may interfere with the biological processes of the wastewater system.
7. Petroleum products of any kind.

Section 550: PUNISHMENT FOR VIOLATION OF PROHIBITED DISCHARGES

A. Misdemeanor: Section 6523 of the California Health and Safety Code provides that the violation of any ordinance, rule or regulation of a sanitary district by any person is a misdemeanor punishable by imprisonment in the county jail not to exceed 30 days or by a fine not to exceed one thousand dollars (\$1,000) or both. Each and every connection, occupancy, prohibited discharge in violation of this Ordinance shall be deemed a separate violation and each and every day or part of a day a violation of the Ordinance, rule or 426 regulation continues shall be deemed a separate offense hereunder and shall be punishable as such.

Section 560: DAMAGE TO DISTRICT SEWER SYSTEM

It is unlawful for any person to maliciously, willfully, or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment that is part of the District 434 Sewer System. Any violation of this Section shall be punishable under Section 550 (above) and any 435 violation may constitute other crimes under the California Penal Code or the United States Codes.

Section 570: PUNISHMENT – CONTRACTORS – VIOLATION OF SECTION 280

Should a Contractor make any connections in violation of Section 280 of this Ordinance, the Contractor shall be guilty of a misdemeanor within the meaning of Section 6523 of the California Health and Safety Code and shall be punished in accordance with the provisions of Section 550 of this Ordinance. Additionally, the District shall report such a Contractor to the State Licensing Board.

Section 600: SEVERABILITY

If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional and invalid, such decision shall not affect the validity of the remaining portion of this ordinance. The Board of Directors hereby declares that it would have passed this ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

Section 650: EFFECTIVE DATE OF ORDINANCE

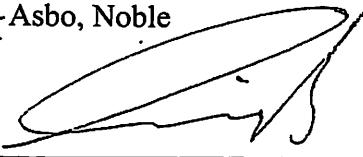
This Ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty (30) days after the date of its passage and shall be published once before the expiration of fifteen (15) days after said passage, with the names of the Directors voting for or against the same, in the Marin Independent Journal, a newspaper of general circulation published in the County of Marin, State of California.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Homesfeed Valley Sanitary District, held on the 13 day of Sept., 2014 by the following vote:

AYES 3 Cronin, Leibof and Tregoning

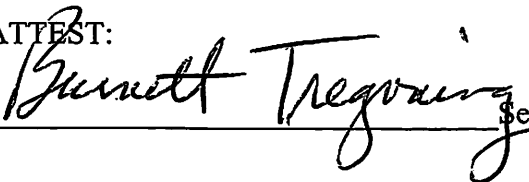
NOES 0 None

ABSENT: 2 Asbo, Noble



President, Board of Directors

ATTEST:



Secretary

ORDINANCE NO. 83-1

AN ORDINANCE ADOPTING AND ESTABLISHING WASTEWATER DISCHARGE REQUIREMENTS FOR THE USERS OF THE SANITARY SEWERAGE FACILITIES OF THE SEWERAGE AGENCY OF SOUTHERN MARIN

The Board of Commissioners of the Sewerage Agency of Southern Marin, a joint powers agency, Marin County, California, does ordain as follows:

ARTICLE I

GENERAL PROVISIONS

SECTION 1.01 Purpose and Policy. This Wastewater Discharge Ordinance sets uniform requirements for discharges into the wastewater collection and treatment system and enables SASM to comply with the administrative provisions of the Clean Water Grant Regulations, the water quality requirements set by the Regional Water Quality Control Board and the applicable effluent limitations, national standards of performance, toxic and pretreatment effluent standards, and any other discharge criteria which are required or authorized by State or Federal law, and to derive the maximum public benefit by regulating the quality and quantity of wastewater discharged into the sewer system tributaries to a SASM treatment works. This Ordinance provides a means for determining constituents and characteristics, and the issuance of permits to certain users.

SECTION 1.02 Definitions. Unless otherwise defined herein, terms shall be as adopted in the latest edition of Standard Methods for the Examination of Water and Wastewater, published by the American Public Health Association, and the Water Pollution Control Federation. Waste constituents and characteristics shall be measured by Standard Methods unless expressly stated, or as established by Federal or State regulatory agencies.

- (a) "Agency" - Any public entity which is a member of SASM, including: the Almonte Sanitary District, the Alto Sanitary District, The City of Mill Valley, the Homestead Valley Sanitary District, the Richardson Bay Sanitary District, or the Tamalpais Community Services District.
- (b) "Building Sewer" - A sewer conveying wastewater from the premises of a user to a community sewer.
- (c) "Beneficial Uses" - Uses of the waters of the State that may be protected against quality degradation including domestic, municipal, agricultural and industrial supply, power generation, recreation, aesthetic enjoyment, navigation and the preservation and enhancement of fish, wildlife, and other aquatic resources or reserves, and other uses, both tangible or intangible as specified by Federal or State law.
- (d) "Community Sewer" - A sewer owned and operated by an Agency tributary to a treatment works operated by SASM.
- (e) "Compatible Pollutant" - Biochemical oxygen demand, suspended solids, pH and fecal coliform bacteria, plus additional pollutants identified in SASM's National Pollutant Discharge Elimination System (NPDES) Permit if SASM's treatment works was designed to treat such pollutants, and in fact does remove such pollutants to a substantial degree.
- (f) "Contamination" - An impairment of the quality of the waters of the State by waste to a degree which creates a hazard to the public health through poisoning or through the spread of disease. Contamination shall include any equivalent effect resulting from the disposal of wastewater, whether or not Waters of the State are affected.

- (g) "Federal Act" - The Federal Water Pollution Control Act, PL 92-500, and any amendments thereto; as well as any guidelines, limitations, and standards promulgated by the Environmental Protection Agency pursuant to the Act.
- (h) "Holding Tank Waste" - Any waste from holding tanks such as vessels, chemical toilets, campers, trailers, septic tanks, and vacuum pump tank trucks.
- (i) "Incompatible Pollutant" - Any pollutant which is not a "compatible pollutant" as defined in this Section.
- (j) "Major Contributing Industry" - Any wastewater contributor identified in the Standard Industrial Classification (SIC) Manual in any of Divisions A, B, D, E and I that: (1) has a discharge flow of 50,000 gallons or more per average work day (if seasonal, the average shall be computed on the period of use), or (2) has a flow or pollutant loading greater than five per cent of the design capacity of SASM's treatment works, or (3) has in its wastes toxic pollutants in toxic amounts as defined in the standards issued under Section 307(a) of the Federal Water Pollution Control Act Amendments of 1972, or (4) is found by an Agency's or SASM's authorized representative to have significant impact, either singly or in combination with other contributing industries, on the treatment works or upon the quality of effluent from the treatment works.
- (k) "Manager" - The manager of SASM or his designated representative.
- (l) "Mass Emission Rate" - The weight of material discharged to the community sewer system during a given time interval. Unless otherwise specified, the mass emission rate shall mean pounds per day of a particular constituent or combination of constituents.

- (m) "Person" - Any individual, firm, company, partnership, association, and private, public and municipal corporations responsible corporate officer, the United States of America, the State of California, districts and all political subdivisions, governmental agencies and mandatories thereof.
- (n) "Pollution" - An alteration of the quality of the Waters of the State by waste to a degree which unreasonably affects such waters for beneficial use or affects the facilities which serve such beneficial uses. Pollution may include contamination.
- (o) "Premises" - A parcel of real estate or portion thereof including any improvements thereon which is determined by an Agency or SASM to be a single user for purposes of receiving, using, and paying for service.
- (p) "Reclaimed Water" - Water which, as a result of treatment of waste, is suitable for direct beneficial use or a controlled use that would, not otherwise occur.
- (q) "SASM" - The Sewerage Agency of Southern Marin.
- (r) "Treatment Works" - Any devices and systems used in the storage, treatment, recycling, and reclamation of municipal sewage or industrial wastes of a liquid nature or necessary to recycle or reuse water at the most economical cost over the useful life of the works, including interceptor sewers, outfall sewers, sewage collection systems, pumping, power, and other equipment and appurtenances; extensions, improvements, remodeling, additions and alterations thereof; elements essential to provide a reliable recycled supply such as standby treatment units and clear well facilities; and any works, including site acquisition of the land that will be an integral part of the treatment process or is used for ultimate disposal of residues resulting from such treatment; or any other method or system for preventing, abating, reducing, storing, treating, separating

or disposing of municipal waste, including storm water run-off, or industrial waste, including waste in combined storm water and sanitary sewer systems.

- (s) "Unpolluted Water" - Water to which no constituent has been added, either intentionally or accidentally, which would render such water unacceptable to the Agency having jurisdiction thereof for disposal to storm or natural drainages or directly to surface waters.
- (t) "User" - Any person that discharges, causes or permits the discharge of wastewater into a community sewer.
- (u) "User Classification" - A classification of user based on the 1972 edition of the Standard Industrial Classification (SIC) Manual prepared by the Executive Office of Management and Budget.
- (v) "Waste" - Includes sewage and any and all other waste substances, liquid, solid, gaseous, or radioactive, associated with human habitation, or of human or animal origin, or from any producing, manufacturing, or processing operation of whatever nature, including such waste placed within containers of whatever nature prior to, and for purposes of, disposal.
- (w) "Wastewater" - Waste and water, whether treated or untreated, discharged into or permitted to enter a community sewer.
- (x) "Wastewater Constituents and Characteristics" - The individual chemical, physical, bacteriological and radiological parameters, including volume and flow rate and such other parameters that serve to define, classify or measure the contents, quality, quantity and strength of wastewater.
- (y) "Waters of the State" - Any water, surface or underground, including saline waters within the boundaries of the State.

ARTICLE II

REGULATIONS

SECTION 2.01 Prohibitions on Discharges. No person shall discharge wastes to a community sewer which cause, threaten to cause, or are capable of causing either alone or by interaction with other substances:

- (a) A fire or explosion;
- (b) Obstruction of flow or injury to the treatment works;
- (c) Danger to life or safety of personnel;
- (d) A strong offensive odor or prevention of the effective maintenance or operation of the treatment works;
- (e) Air pollution by the release of toxic or malodorous gases or malodorous gas-producing substances;
- (f) Interference with the wastewater treatment process;
- (g) SASM's effluent or any other product of the treatment process, residues, sludges, or scums, to be unsuitable of reclamation and reuse or to interfere with the reclamation process;
- (h) A detrimental environmental impact or a nuisance in the Waters of the State or a condition unacceptable to any public agency having regulatory jurisdiction over SASM;
- (i) Discoloration or any other condition in the quality of SASM's treatment works effluent such that receiving water quality requirements established by law cannot be met;

- (j) Conditions at or near SASM's treatment works which violate any statute or any rule, regulation, or ordinance of any public agency or State or Federal regulatory body;
- (k) Cause SASM's treatment works to be overloaded or cause excessive Agency collection or treatment costs, or may use a disproportionate share of the Agency's capacity;
- (l) Containing solid materials that will interfere with the maintenance or operation of the treatment process;
- (m) Having a temperature high enough to inhibit biological activity in the treatment process or to interfere with other operation or maintenance functions.

SECTION 2.02 Prohibitions on Storm Drainage and Groundwater. Storm water, groundwater, rainwater, street drainage, subsurface drainage or yard drainage shall not be discharged through direct or indirect connections to a community sewer unless a permit is issued by SASM. SASM may approve the discharge of such water only when no reasonable alternative method of disposal is available.

If a permit is granted for the discharge of such water into a community sewer, the user shall pay the applicable charges and fees and meet such other conditions as required by SASM.

SECTION 2.03 Prohibition on Unpolluted Water. Unpolluted water, including, but not limited to cooling water, process water or blow-down from cooling towers or evaporative coolers shall not be discharged through direct or indirect connection to a community sewer unless a permit is issued by the SASM. SASM may approve the discharge of such water only when no reasonable alternative method of disposal is available.

If a permit is granted for the discharge of such water into a community sewer, the user shall pay the applicable charges and fees and shall meet such other conditions as required by SASM.

SECTION 2.04 Limitations on Radioactive Wastes. No person shall discharge or cause to be discharged, any radioactive waste into a community sewer except:

- (a) When the person is authorized to use radioactive materials by the State Department of Health or other governmental agency empowered to regulate the use of radioactive materials, and
- (b) When the waste is discharged in strict conformity with current California Radiation Control Regulations (California Administrative Code, Title 17) and the Atomic Energy Commission regulations and recommendations for safe disposal, and
- (c) When the person is in compliance with all rules and regulations of all other applicable regulatory agencies.

SECTION 2.05 Limitations on the Use of Garbage Grinders. Waste from garbage grinders shall not be discharged into a community sewer except:

- (a) Wastes generated in preparation of food normally consumed on the premises, or
- (b) Where the user has obtained a permit for that specific use from SASM, and agrees to undertake whatever self-monitoring is required to enable SASM to equitably determine the charges and fees based on the waste constituents and characteristics.

Such grinders must shred the waste to a degree that all particles will be carried freely under normal flow conditions prevailing in the community sewer. Garbage grinders shall not be used for grinding plastic, paper products, inert materials, or garden refuse.

SECTION 2.06 Limitations on Point of Discharge. No person shall discharge any substances directly into a manhole or other opening in a community sewer other than through an approved building sewer unless he has been issued a permit by SASM. If a permit is issued for such direct discharge

the user shall pay the applicable charges and fees and shall meet such other conditions as required by SASM.

SECTION 2.07 Holding Tank Waste. No person shall discharge any holding tank waste into a community sewer unless he has been issued a permit by SASM. Unless otherwise allowed by SASM under the terms and conditions of the permit, a separate permit must be secured for each separate discharge. This permit will state the specific location of discharge, the time of day the discharge is to occur, the volume of the discharge and the wastewater constituents and characteristics. If a permit is granted for discharge of such waste into a community sewer, the user shall pay the applicable charges and fees and shall meet such other conditions as required by SASM. An exception to the above is that no permit will be required for discharge of domestic wastes from mobile home holding tanks provided that such discharges are made into a SASM approved facility designed to receive such wastes.

SECTION 2.08 Limitations on Wastewater Strength.

SECTION 2.08.1 No person shall discharge wastewater containing in excess of:

- 0.1 mg/l arsenic
- 0.2 mg/l cadmium
- 2.0 mg/l copper
- 1.0 mg/l cyanide
- 1.0 mg/l lead
- 0.01 mg/l mercury
- 1.0 mg/l nickel
- 0.2 mg/l silver
- 0.5 mg/l total chromium
- 3.0 mg/l zinc

SECTION 2.08.2 No person shall discharge any wastewater:

- (a) Containing more than 300 mg/l of Oil or Grease of animal or vegetable origin.

- (b) Containing more than 100 mg/l of Oil or Grease of mineral or petroleum origin.
- (c) Having a pH lower than 6.0.
- (d) Containing in excess of 0.02 mg/l total identifiable chlorinated hydrocarbons which cannot be removed by SASM's wastewater treatment process.
- (e) Containing in excess of 1.0 mg/l phenolic compounds which cannot be removed by SASM's wastewater treatment process.

SECTION 2.08.3 Effluent limitations promulgated by the Federal Act shall apply in any instance where they are more stringent than those in this Ordinance. Under Section 307(b) of the Act, Federal pretreatment standards are designed to achieve two purposes: (1) to protect the operation of publicly owned treatment works, and (2) to prevent the discharge of pollutants which pass through such works inadequately treated. Users in industrial categories subject to effluent guidelines issued under Section 304(b) of the Act, which are discharging incompatible pollutants to publicly owned treatment works, are required to adopt best practicable control technology currently available, as defined by the Administrator pursuant to Section 304(b) of the Act. Where SASM's treatment works was designed to and does achieve substantial removal of pollutants other than the four pollutants listed in the definition for compatible pollutants in Section 1.02f (BOD, suspended solids, pH, and fecal coliform bacteria), SASM may, at its discretion, not require the user to achieve best practicable control technology currently available, since this would lead to an uneconomical duplication of treatment facilities. While the term "substantial removal" is not subject to precise definition, it generally contemplates removals in the order of 80 per cent or greater. Minor incidental removals in the order of 10 to 30 per cent are not considered "substantial." For some industrial categories it may be necessary to define pretreatment guidelines for problems that may arise as a result of the discharge into SASM's treatment works. However, any adjustments required for particular industrial categories should be considered in connection with SASM's requirements rather than in the national pretreatment standard.

- (a) If SASM determines that the limitation in Sections 2.08.1 and 2.08.2 may not be sufficient to protect the operation of the SASM's treatment works, or
- (b) If SASM determines that the limitations in Sections 2.08.1 and 2.08.2 may not be sufficient to enable SASM's treatment works to comply with water quality standards or effluent limitations specified in SASM's National Pollutant Discharge Elimination System (NPDES) permit.

SECTION 2.09 Disposal of Unacceptable Waste. Waste not permitted to be discharged into the community sewer must be transported to a State approved disposal site. The required "Waste Haulers Report" must be completed and a copy furnished within 30 days to SASM by the discharger.

ARTICLE III

DISCHARGE REPORT, WASTEWATER DISCHARGE PERMITS, AND ADMINISTRATION

SECTION 3.01 Discharge Reports. SASM may require that any person discharging or proposing to discharge wastewater into a community sewer file a periodic Discharge Report. The Discharge Report may include, but not be limited to, nature of process, volume, rates of flow, mass emission rate, production quantities, hours of operation, number and classification of employees, or other information which relates to the generation of waste including wastewater discharge. Such reports may also include the chemical constituents and quantity of liquid or gaseous materials stored on site even though they are not normally discharged. In addition to Discharge Reports, the Agency may require information in the form of Wastewater Discharge Permit applications and self-monitoring reports.

SECTION 3.02 Wastewater Discharge Permits.

SECTION 3.02.1 Mandatory Permits. Each "major contributing industry" as defined in Section 1.02 or other users with a discharge equivalent to that of a major contributing industry, if not connected to a community sewer, must obtain a Wastewater Discharge Permit before connecting to or discharging into a community sewer. Each currently connected "major contributing industry" or equivalent user must obtain a Wastewater Discharge Permit within 90 days after the effective date of this Ordinance.

SECTION 3.02.2 Optional Permits. The Manager may issue a Wastewater Discharge Permit to any user, upon application, in accordance with the terms of this section in the following categories.

- (a) A user who requests charges and fees to be based on an estimate of wastewater flow, or

- (b) Any user whose wastewater strength is less than the normal range for the user classification to which he is assigned because of pretreatment, process changes or other reasons.

SECTION 3.02.3 Permit Application. Users seeking a Wastewater Discharge Permit shall complete and file with the Manager, an application in the form prescribed by the Manager, and accompanied by the applicable fees. The applicant may be required to submit, in units and terms appropriate for evaluation, the following information.

- (a) Name, address, and SIC number of applicant;
- (b) Volume of wastewater to be discharged;
- (c) Wastewater constituents and characteristics including but not limited to those mentioned in Sections 2.08 as determined by a laboratory approved by SASM;
- (d) Time and duration of discharge;
- (e) Average and 30-minute peak wastewater flow rates, including daily, monthly, and seasonal variations if any;
- (f) Site plans, floor plans, mechanical and plumbing plans, and details to shown all sewers and appurtenances by size, location, and elevation;
- (g) Description of activities, facilities and plant processes on the premises including all materials, processes and types of materials which are or could be discharged;
- (h) Each product produced by type, amount, and rate of production;
- (i) Number and type of employees, and hours of work;

- (j) Any other information as may be deemed by the Manager to be necessary to evaluate the permit application.

The Manager will evaluate the data furnished by the user and may require additional information. After evaluation and approval of all the data required, the Manager may issue a Wastewater Discharge Permit subject to terms and conditions provided herein.

SECTION 3.02.4 Permit Conditions. Wastewater Discharge Permits shall be expressly subject to all provisions of this Ordinance and all other ordinances, regulations, charges and fees established by SASM. The conditions of Wastewater Discharge Permits shall be uniformly enforced by the Manager in accordance with this Ordinance, and applicable State and Federal regulations. Permits may contain the following:

- (a) The unit charge or schedule of charges and fees for the wastewater to be discharged to a community sewer;
- (b) The average and maximum wastewater constituents and characteristics;
- (c) Limits on rate and time of discharge or requirements for flow regulations and equalization;
- (d) Requirements for installation of inspection and sampling facilities;
- (e) Pretreatment requirements;
- (f) Specifications for monitoring programs which may include sampling locations, frequency and method of sampling, number, types and standards for tests and reporting schedule;

- (g) Requirements for submission of technical reports or discharge reports;
- (h) Requirements for maintaining plant records relating to wastewater discharge as specified by SASM, and affording SASM access thereto;
- (i) Mean and maximum mass emission rates, or other appropriate limits when incompatible pollutants (as defined by Section 1.02j) are proposed or present in the user's wastewater discharge.
- (j) Other conditions as deemed appropriate by SASM to insure compliance with this Ordinance.

SECTION 3.02.5 Duration of Permits. 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 a year or may be stated to expire on a specific date. If the user is not notified by the Agency 30 days prior to the expiration of the Permit, the Permit shall be extended one additional year. The terms and conditions of the Permit may be subject to modification and change by SASM during the life of the Permit as limitations or requirements as identified in Section 2.08 are modified and changed. The user shall be informed of any proposed change in his Permit at least 30 days prior to the effective date of change. Any changes or new conditions in the Permit shall include a reasonable time schedule for compliance.

SECTION 3.02.6 Transfer of a 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, or a new or changed operation.

SECTION 3.02.7 Revocation of Permit. Any user who violates the conditions of the Wastewater Discharge Permit, any provisions of this Ordinance, applicable State and Federal regulations, or any of the following, is subject to having his Permit revoked:

- (a) Failure of user to factually report the wastewater constituents and characteristics of his discharge;
- (b) Failure of the user to report significant changes in operations, or wastewater constituents and characteristics; or
- (c) Refusal of reasonable access to the user's premises for the purpose of inspection or monitoring.

SECTION 3.03 Monitoring Facilities. Users who propose to discharge, or who in the judgement of SASM could discharge now or in the future, wastewater with constituents and characteristics different from that produced by a domestic premise may be required to install a monitoring facility.

When more than one user can discharge into a common building sewer, SASM may require installation of a separate monitoring facility for each user. Also when, in the judgment of SASM, there is a significant difference in wastewater constituents and characteristics produced by different operations of a single user, SASM may require that separate monitoring facilities be installed for each separate discharge.

Monitoring facilities that are required to be installed shall be constructed, operated and maintained at the user's expense. The purpose of the facility is to enable inspection, sampling and flow measurement of wastewaters produced by a user. If sampling or metering equipment is also required by SASM it shall be provided, installed, and operated at the user's expense. The monitoring facility will normally be required to be located on the user's premises outside of the building. SASM may, however, when such a location would be impractical or cause undue hardship on the user, allow the facility to be constructed in the public street or sidewalk area, with the approval of the public agency having jurisdiction over that street or sidewalk, and located so that it will not be obstructed by landscaping or parked vehicles.

If the monitoring facility is inside the user's fence, there shall be accommodations to allow safe and immediate access for SASM personnel, such as a gate secured with a SASM lock. There shall be ample room in or near such facility to allow accurate sampling and compositing of samples for analysis. The entire facility and the sampling and measuring equipment shall be maintained at all times in a safe and proper operating condition by and at the expense of the user.

Whether constructed on public or private property, the monitoring facilities shall be constructed in accordance with SASM's requirements and all applicable local construction standards and specifications.

When, in the judgment of SASM, an existing user requires a monitoring facility, the user will be so notified in writing. Construction must be completed within 90 days following written notification unless a time extension is otherwise granted by SASM.

SECTION 3.04 Inspection and Sampling. SASM may inspect the facilities of any user to ascertain whether the purpose of this Ordinance is being met and all requirements are being complied with. Persons or occupants of premises where wastewater is created or discharged shall allow SASM or its representative ready access at all reasonable times to all parts of the premises for the purposes of inspection or sampling or in the performance of any of their duties. SASM shall have the right to set up on the user's property such devices as are necessary to conduct sampling or metering operations. Where a user has security measures in force which would require proper identification and clearance before entry into their premises, the user shall make necessary arrangements with their security guards so that upon presentation of suitable identification, personnel from SASM will be permitted to enter without delay for the purposes of performing their specific responsibilities.

SECTION 3.05 Pretreatment. Users shall make wastewater acceptable under the limitations established herein before discharging into any community sewer. Any facilities required to pretreat wastewater to a level acceptable to SASM shall be provided and maintained at the user's

expense. Detailed plans showing the pretreatment facilities and operating procedures shall be submitted to SASM for review, and shall be approved by the Agency before construction of the facility. The review and approval of such plans and operating procedures will in no way relieve the user from the responsibility of modifying the facility as necessary to produce an effluent complying with the provisions of this Ordinance. Any subsequent changes in the pretreatment facilities or method of operation shall be reported to and be approved by SASM.

SECTION 3.06 Protection from Accidental Discharge. Each user shall provide protection from accidental discharge of prohibited materials or other wastes regulated by this Ordinance. Facilities to prevent accidental discharge of prohibited materials shall be provided and maintained at the user's expense. Detailed plans showing facilities and operating procedures to provide this protection shall be submitted to SASM for review, and shall be approved by SASM before construction of the facility.

The review and approval of such plans and operating procedures will in no way relieve the user from the responsibility of modifying the facility as necessary to provide the protection necessary to meet the requirements of this Ordinance.

SECTION 3.07 Confidential Information. All information and data on a user obtained from reports, questionnaires, permit applications, permits and monitoring programs, and from inspections shall be available to the public or any other governmental agency without restriction unless the user specifically requests and is able to demonstrate to the satisfaction of SASM that the release of such information would divulge information, processes or methods which would be detrimental to the users' competitive position.

When requested by the person furnishing a report, the portions of a report which might disclose trade secrets or secret processes shall not be made available for inspection by the public but shall be made available to governmental agencies for use in making studies; provided, however, that such portions of a report shall be available for use by the state or any

state agency in judicial review or enforcement proceedings involving the person furnishing the report. Wastewater constituents and characteristics will not be recognized as confidential information.

Information accepted by SASM as confidential, shall not be transmitted to any governmental agency or to the general public by SASM until and unless prior and adequate notification is given to the user.

SECTION 3.08 Special Agreements. Special agreements and arrangements between SASM and any persons or agencies may be established when in the opinion of SASM unusual or extraordinary circumstances compel special terms and conditions. Special agreements will only be entered into provided they conform to state and federal requirements.

SECTION 3.09 Plans for and Inspection of Sewerage Construction. Plans for sewerage construction shall meet all design requirements of the Agency having area jurisdiction and shall also meet the design requirements as established from time to time by the Engineer of SASM.

Inspection of all sewerage construction shall be made by personnel of the Agency in the manner described in the rules and regulations pertaining thereto.

ARTICLE IV

ENFORCEMENT

SECTION 4.01 Accidental Discharges.

SECTION 4.01.1 Notification of Discharge. Users shall notify SASM immediately upon accidentally discharging wastes in violation of this Ordinance to enable countermeasures to be taken by SASM to minimize damage to the community sewer, treatment facility, treatment processes and the receiving waters.

This notification shall be followed, within 15 days of the date of occurrence, by a detailed written statement describing the causes of the accidental discharge and the measures being taken to prevent future occurrence.

Such notification will not relieve users of liability for any expense, loss or damage to the sewer system, treatment plant, or treatment process, or for any fines imposed on SASM on account thereof under Section 13350 of the California Water Code or for violations of Section 5650 of the California Fish and Game Code.

SECTION 4.01.2 Notices to Employees. In order that employees of users be informed of SASM requirements, users shall make available to their employees copies of this Ordinance together with such other wastewater information and notices which may be furnished by SASM from time to time directed toward more effective water pollution control. A notice shall be furnished and permanently posted on the user's bulletin board advising employees whom to call in case of an accidental discharge in violation of this Ordinance.

SECTION 4.01.3 Preventive Measures. Any direct or indirect connection or entry point for persistent or deleterious wastes to the user's plumbing or drainage system should be eliminated. Where such

action is impractical or unreasonable the user shall appropriately label such entry points to warn against discharge of such wastes in violation of this Ordinance.

SECTION 4.02 Issuance of Cease and Desist Orders. When the Agency finds that a discharge of wastewater has taken place, in violation of prohibitions or limitations of this Ordinance, or the provisions of a Wastewater Discharge Permit, the Manager may issue an order to cease and desist, and direct that those persons not complying with such prohibitions, limits, requirements, or provisions to:

- (a) Comply forthwith;
- (b) Comply in accordance with a time schedule set forth by the Agency, or
- (c) Take appropriate remedial or preventive action in the event of a threatened violation.

SECTION 4.03 Submission of Time Schedule. When SASM finds that a discharge of wastewater has been taking place, in violation of prohibitions or limitations prescribed in this Ordinance, or wastewater source control requirements, effluent limitations or pretreatment standards, or the provisions of a Wastewater Discharge Permit, SASM may require the user to submit for approval, with such modification as it deems necessary, a detailed time schedule of specific actions which the user shall take in order to prevent or correct a violation of requirements.

SECTION 4.04 Appeals. Any user, permit applicant, or permit holder affected by any decision, action, or determination, including Cease and Desist Orders, made by the Manager, interpreting or implementing the provisions of this Ordinance or in any permit issued herein, may file with the Manager a written request for reconsideration within 10 days of such decision, action, or determination, setting forth in detail the facts supporting the user's request for reconsideration.

If the ruling made by the Manager is unsatisfactory to the person requesting reconsideration, he may within 10 days after notification of SASM action, file a written appeal to SASM's governing body. The written appeal shall be heard by the governing body within 30 days from the date of filing. SASM's governing body shall make a final ruling on the appeal within 15 days of the close of the meeting. The Manager's decision, action, or determination shall remain in effect during such period of reconsideration.

ARTICLE V

ABATEMENT

SECTION 5.01 Public Nuisance. Discharges of wastewater in any manner in violation of this Ordinance or of any order issued by the Manager as authorized by this Ordinance, is hereby declared a public nuisance and shall be corrected or abated as directed by the Manager. Any person creating a public nuisance shall be subject to provisions of Agency codes or ordinances governing such nuisance.

SECTION 5.02 Injunction. Whenever a discharge of wastewater is in violation of the provisions of this Ordinance or otherwise causes or threatens to cause a condition of contamination, pollution or nuisance, SASM may petition the Superior Court for the issuance of a preliminary or permanent injunction or both, as may be appropriate in restraining the continuance of such discharge.

SECTION 5.03 Damage to Facilities. When a discharge of wastes causes an obstruction, damage, or any other impairment to SASM facilities, SASM may assess a charge against the user for the work required to clean or repair the facility and add such charge to the user's sewer service charge.

SECTION 5.04 Correction of Violations; Collection of Costs; Injunction. In order to enforce the provisions of this Ordinance, the Agency may correct any violation hereof. The cost of such correction may be added to any sewer service charge payable by the person violating the Ordinance or the owner or tenant of the property upon which the violation occurred, and SASM shall have such remedies for the collection of such costs as it has for the collection of sewer service charges. SASM may also petition the Superior Court for the issuance of a preliminary or permanent injunction, or both, as may be appropriate, restraining any person from the continued violation of this Ordinance.

SECTION 5.05 Civil Liabilities and Penalties. Any person who intentionally or negligently violates any provision of this Ordinance, requirements, or conditions set forth in permits duly issued, or who discharges wastewater which causes pollution, or violates any cease and desist order, prohibition, effluent limitation, national standard of performance, pretreatment or toxicity standard, shall be liable civilly to liabilities imposed by SASM against which the violation occurs. Said civil liability may be in a sum of not to exceed six thousand dollars (\$6,000) for each day in which such violation occurs.

SASM may petition the Superior Court to impose, assess and recover such sums. In determining such amount, the court shall take into consideration all relevant circumstances, including, but not limited to, the extent of harm caused by the violation, the nature and persistence of the violation, the length of time over which the violation occurs, and corrective action, if any.

SECTION 5.06 Falsifying of Information. Any person who knowingly makes any false statements, representation, record, report, plan or other document filed with SASM or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this Ordinance, is hereby declared to be in violation of this Ordinance, and subject to the Civil Liabilities imposed under Section 5.05 of this Ordinance, or subject to prosecution and punishment under Section 5.06 of this Ordinance.

SECTION 5.07 Termination of Service. In order to effect its powers, SASM or the appropriate member Agency may enter upon private property for the purpose of inspection and maintenance of sanitary and waste disposal facilities and may terminate service to property in which a violation of any rule, regulation, or this Ordinance is found to exist.

Prior to termination of service, however, the SASM Board shall notify, in writing, the owner and tenant, if any, of such property that service is intended to be so terminated and conduct a hearing thereon as herein provided. Such notice shall be mailed to the owner at the address

shown on the records of the Assessor of the County, or as known to the Clerk, and a copy shall be delivered to the tenant or posted conspicuously on the property. The notice shall state the date of proposed termination of service and the reasons therefor and the date the SASM Board shall hold a hearing upon such intended termination. Such hearing shall not be held less than ten days subsequent to the giving of notice as herein required.

ARTICLE VI

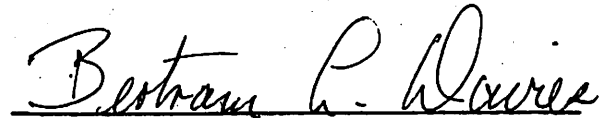
SEVERABILITY

If any provision of this Ordinance or the application to any person or circumstances is held invalid, the remainder of the Ordinance or the application of such provisions to other persons or other circumstances shall not be affected.

ARTICLE VII

AMENDMENTS AND MODIFICATIONS

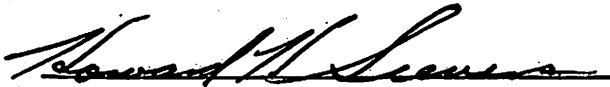
The Agency may, from time to time, modify the provisions of this Wastewater Discharge Ordinance for any reason the Agency deems appropriate. Any changes shall be complied with by any person that is currently or beginning discharging to the treatment works.



President

Sewerage Agency of Southern Marin

Countersigned:



Secretary

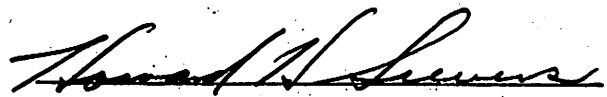
(Seal)

I hereby certify that the foregoing is a full, true, and correct copy of an ordinance which was duly and regularly passed and adopted by the Board of Commissioners of the Sewerage Agency of Southern Marin, Marin County, California, at a meeting duly held on the 21st day of April, 1983, by the following vote of the Commissioners thereof;

AYES, and in favor thereof, Commissioners: Binderup, Davies, Rein,
Roberts, Sievers and Willat.

NOES, Commissioners: None.

ABSENT, Commissioners:


Secretary

(Seal)

**SEWERAGE AGENCY OF SOUTHERN MARIN
RESTATED JOINT EXERCISE OF POWERS AGREEMENT
(Restated as of January 27, 2000)**

**SEWERAGE AGENCY OF SOUTHERN MARIN
RESTATED JOINT EXERCISE OF POWERS AGREEMENT
(Restated as of January 27, 2000)**

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This "Restated Agreement" is made and entered into by and between the local government entities who are presently parties to the "Sewerage Agency of Southern Marin Joint Exercise of Powers Agreement" dated June 1, 1979 (the "Agreement") or who subsequently become parties to this Restated Agreement.

Recitals

1.0. The Sewerage Agency of Southern Marin (the "Agency") was formed by the Almonte Sanitary District, Alto Sanitary District, City of Mill Valley, Richardson Bay Sanitary District and Tamalpais Community Services District when those public agencies (the "Member Entities") executed the Agreement effective July 1, 1979.

2.0. The Agreement has been amended six times since the Agency was formed. One such amendment, the Second Amendment dated October 15, 1979, added Homestead Valley Sanitary District as a party to the Agreement as a Member Entity.

3.0. The Member Entities of the Agency wish to restate the Agreement for the following reasons:

3.1. To modernize the Agreement by eliminating outdated provisions and by adding new provisions which reflect the Agency's current organizational philosophy and operational practices; and

3.2 To incorporate all of the provisions of the Agreement in a single written instrument.

Terms and Conditions

In consideration of the Recitals stated above and the following Terms and Conditions, the Member Entities of the Agency agree that the Agreement shall be amended and restated in its entirety to read as follows:

Section 1. Definition of Terms.

"Act" means the provisions of Chapter 5 of Division 7 of Title 1 of the Government Code (commencing with Section 6500) pertaining to joint exercise of powers agreements.

"Agency" means the Sewerage Agency of Southern Marin.

"Agreement" means the "Sewerage Agency of Southern Marin Joint Exercise of Powers Agreement" dated June 1, 1979, together with the six amendments to the Agreement approved prior to the effective date of this Restated Agreement.

"Commission" means the governing board of the Agency.

"Member Entity" means any city or district which is a party to this Restated Agreement. Currently the Member Entities are the: Almonte Sanitary District, Alto Sanitary District, City of Mill Valley, Homestead Valley Sanitary District, Richardson Bay Sanitary District, and Tamalpais Community Services District.

"Sewer Service Charge" means a periodic lump sum charge payable by each Member Entity to the Agency in accordance with this Restated Agreement

"Restated Agreement" means this "Sewerage Agency of Southern Marin Restated Joint Exercise of Powers Agreement".

Section 2. Creation of Agency. The Agency is a public agency of the State of California which was formed by the Agreement pursuant to the provisions of Article 1, Chapter 5, Division 7, Title 1 of the Government Code of the State of California relating to the joint exercise of powers common to public agencies. The Agency is a separate public agency apart from the Member Entities and is the agency which shall administer and execute this Restated Agreement.

Section 3. Purposes. The purposes of this Restated Agreement are to continue the Agency and to plan, acquire, construct, maintain, own and operate facilities for the collection, treatment, reclamation and disposal of sewage and other wastewater for the benefit of lands and inhabitants within or without the collective boundaries of the Member Entities.

Section 4. Term and Effect. This Restated Agreement shall become effective when all eligible Member Entities have approved and authorized its execution by their respective governing bodies and it shall continue in full force and effect until the Agency is dissolved as provided in Section 21.2. This Restated Agreement supersedes the Agreement and any other existing agreements between Member Entities providing for wastewater treatment and disposal.

Section 5. Powers.

5.1. The Agency has the power and authority to plan, acquire, construct, maintain, own and operate facilities for the collection, treatment, reclamation and disposal of sewage and other wastewater for the benefit of lands and inhabitants within or without the boundaries of the Member Entities. The Member Entities relinquish, and the Agency assumes for the benefit of the Member Entities, responsibility for all functions pertaining to the treatment and disposal of sewage and other wastewater. The Agency may perform directly or enter into contracts to perform any or all of these functions.

5.2. The Agency is authorized, in its own name, to do all acts necessary for the exercise of its powers for the purposes of this Restated Agreement, including but not limited to any or all of the following:

5.2.1. To make and enter into contracts and apply for and accept grants, advances, and contributions;

5.2.2. To employ agents, consultants and employees;

5.2.3. To acquire, construct, manage, maintain and operate any buildings, works or improvements;

5.2.4. To acquire, hold or dispose of property;

5.2.5. To sue and be sued in its own name;

5.2.6. To incur debts, liabilities, or obligations; to issue revenue bonds, notes, warrants, and other evidences of indebtedness to finance the costs and incidental expenses of the projects of the Agency;

5.2.7. To exercise all powers conferred by the Act;

5.2.8. To exercise all powers conferred by other provisions of this Restated Agreement; and

5.2.9. To exercise all other powers common to the Member Entities not specifically mentioned in this Restated Agreement which may be necessary to carry out the purposes of this Restated Agreement.

5.3. The Agency and/or any one or more of its Member Entities are authorized to participate, jointly or severally, in any program of insurance or self-insurance as to which participation by public agencies is authorized under California law. The expense of participation in such programs shall be shared proportionately by the participants according to their respective responsibilities for the costs of premiums, deductibles, fees, retentions or other assessments of any kind, as well as costs of administration and overhead and other relevant factors. No part of the costs of any such program shall be borne, directly or indirectly, by any party to this Restated Agreement who is not a participant in that program.

5.4. No debt, liability or obligation of the Agency shall constitute a debt, liability or obligation of any Member Entity.

5.5. The Agency has no power to levy or cause to be levied ad valorem property taxes.

5.6. As required by Government Code Section 6509, the manner in which the Agency exercises its powers shall be subject to the restrictions applicable to the exercise of powers by a sanitary district pursuant to the Sanitary District Act of 1923 (Health and Safety Code Section 6400 et seq.).

Section 6. Governing Body of the Agency. The Agency shall be governed by the Commission. Each Member Entity shall appoint one commissioner as its representative on the Commission. Each commissioner shall have one vote. Each Member Entity shall also appoint an alternate who shall exercise the Member Entity's voting right in the absence of the regular commissioner. Each commissioner and alternate shall be a voting member of the governing body of the Member Entity that he or she represents and shall serve at the will and pleasure of that Member Entity.

Section 7. Officers and Duties.

7.1. A President, a Vice-President and a Secretary shall be elected by the Commission from its own members. The term of each office shall be one year and thereafter until a successor is elected.

7.2. The Agency's officers shall perform directly, or, with approval of the Commission, cause to be performed by other Agency representatives, the duties described below and such other duties as may be imposed by the Commission:

7.2.1. President: Sign contracts and other instruments on behalf of the Agency.

7.2.2. Vice President: Act in the absence of the President.

7.2.3. Secretary: Countersign contracts and instruments on behalf of the Agency; keep minutes of all Commission meetings, copies of which shall be provided to Commission members and the Member Entities.

7.3. The Commission may appoint a General Manager who shall perform such duties as specified in this Restated Agreement and as assigned and directed by the Commission. The General Manager shall report to the Commission.

7.4. In the absence of a General Manager, the Commission shall cause the duties of the General Manager to be performed by other persons.

7.5. The Commission shall designate a person who has the qualifications specified in Government Code Sections 6505.5 and 6505.6 as the Agency's Treasurer. Unless the Commission specifies otherwise, the Treasurer shall also serve as Auditor-Controller of the Agency to draw warrants to pay demands against the Agency approved by the Commission. The Treasurer and Auditor-Controller shall have the duties and obligations set forth in Government Code Sections 6505.5 and 6505.6.

Section 8. Enforcement.

8.1. The Agency is authorized to take any or all legal and equitable actions, including but not limited to injunction and specific performance, which are necessary and permitted by law to enforce this Restated Agreement.

8.2. The Agency is authorized and empowered to require the Member Entities to observe and comply with applicable provisions of law and any and all orders, contractual commitments, regulatory standards, permits and grant conditions, and other similar obligations and requirements which have been lawfully imposed on the Agency in the conduct of its governmental functions; and each Member Entity agrees to conform and comply with such obligations and requirements and, as necessary, to impose and enforce such obligations and requirements on its constituents and others to the extent the Member Entity is legally able to do so.

Section 9. Duties of the Commission; Compensation.

9.1. The duties of the Commission shall be:

9.1.1. To make all policy decisions.

9.1.2. To exercise all of the powers of the Agency except those which may be and have been lawfully delegated to others;

9.1.3. To submit full and regular reports to the Member Entities; and

9.1.4. To adopt from time to time such orders, resolutions, ordinances and other rules and regulations, including bylaws, for the conduct of its affairs and the business of the Agency as may be required.

9.1.5. To adopt an annual budget; and

9.1.6. To cause the obligations of the Agency under this Restated Agreement to be fully performed.

9.2. The members of the Commission shall receive no compensation except as may be provided by the respective Member Entities which they represent.

Section 10. Meetings of the Commission.

10.1. Regular meetings of the Commission shall be held at such time and place as shall be established by the Commission by resolution.

10.2. All meetings of the Commission shall be called, noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act (Section 54950 et seq.).

Section 11. Quorum. The attendance at a Commission Meeting of a majority of the voting members of the Commission constitutes a quorum. Any action of the Agency shall require the affirmative vote of a majority of the quorum unless by law a greater number of affirmative votes is required.

Section 12. Accountability Reports and Audits.

12.1. The Agency shall cause accurate and correct financial records and books of account to be kept as required by law and in conformance with the Uniform Systems of Accounts of the State Controller. There shall be strict accountability for all funds and properties of the Agency. The books and records of the Agency shall reflect all receipts and disbursements of the Agency including the details of the costs and expenses of construction, operation and maintenance of Agency properties and facilities and all financial transactions between the Agency and its Member Entities. The books and records of the Agency shall be open to inspection at all reasonable times by representatives of the Member Entities and the public.

12.2. The Commission shall cause annual audits of the accounts and financial records of the Agency to be conducted in accordance with the requirements of Government Code §§6505 and 6505.6.

12.3. The Commission shall cause periodic financial reports, including all such reports as are required by law, to be prepared and reviewed by the Commission on a regular basis.

Section 13. Bonding Persons Having Access to Property.

13.1. Any officer at the Agency or other person who has charge of, handles, or has access to cash, cash equivalents, securities, evidences of indebtedness, bank or investment accounts, or other financial instruments of any kind of the Agency, shall be required to file an official bond with the Agency in such amount as may be established by the Commission. Should an existing bond of any officer or officers or person or persons be extended to cover the obligations provided in this Restated Agreement, that bond shall be the official bond required to be posted by this Restated Agreement. The premium on any such bond or bonds shall be an appropriate expense of the Agency. Any payment to the Treasurer or Auditor-Controller required in the operation of the Agency shall be an appropriate charge against the Agency.

13.2. The General Manager shall have overall responsibility for the financial assets and other property of the Agency and shall cause all claims and demands for the disbursement of Agency funds to be reviewed and approved prior to submittal of the claims and demands to the Commission for its approval.

Section 14. Bonds.

14.1. The Agency shall have the power and authority to issue and sell bonds in accordance with applicable law.

14.2. For purposes of referendum and vote on an Agency-wide basis, the boundaries of the Agency shall be the consolidated boundaries of its Member Entities. Under applicable law, the Agency may form improvement districts in which event the boundaries of the improvement districts shall be determinative with respect to referendum and voting. Bond elections shall be conducted pursuant to the Uniform District Election Law and applicable provisions of the Elections Code.

14.3. The Agency shall have and exercise all powers conferred on "local agencies" by the provisions of the law with respect to revenue bonds.

Section 15. Operating Funds and Sewer Service Charges.

15.1. An operating fund shall be established and maintained which shall be used to pay all administrative and incidental expenses incurred by the Agency, together with all costs of maintenance and operations.

15.2. The Agency shall impose on and collect from the Member Entities a periodic Sewer Service Charge, the revenues from which shall be deposited in the operating fund. The manner in which the Sewer Service Charge is imposed and the amount of the charge shall be determined by the Agency.

15.3. Each Member Entity, in turn, shall derive the revenues necessary to pay its Sewer Service Charges to the Agency.

Section 16. Other Funds, Fees and Charges.

16.1. The Agency shall establish and maintain such other funds as are required to adequately account for revenues and expenses of the Agency which must or, in the discretion of the Commission, should be accounted for separately from the operating fund's revenues and expenses such as, for example, a fund or funds pertaining to capital facilities, repayment of bonds, and other similar activities.

16.2. In addition to its Sewer Service Charge, the Agency may impose and collect other fees and charges as authorized by law.

16.3. Excess capital funds, if any, generated by and not expended for annual capital replacement requirements, or from other sources, are the property of the Agency and, after approval by the Commission, may be used to pay for capital improvements, including payment of indebtedness incurred to make capital improvements or to establish reserves for such purposes.

16.4. Excess funds, if any, generated from whatever source for administration, operation and maintenance requirements but not expended are the property of the Agency. After provision, if any, for such reserves as the Commission determines are necessary and desirable, the Commission may allocate all or a share of such funds to reduce the amounts required for the following year's budget or to make capital improvements.

Section 17. Ownership and Operation of Properties and Facilities; Functional Responsibilities.

17.1. The Agency shall own, operate and maintain all properties and facilities which are or were contributed by the Member Entities or other properties and facilities which are or were financed by Agency funds including cash, Sewer Service Charge revenues and the proceeds from the sale of revenue bonds.

17.2. Member Entities shall retain ownership of and operate and maintain their respective properties and facilities including wastewater collector systems.

17.2.1. The Agency and any Member Entity may, by agreement, provide for operation and maintenance of that Member Entity's facilities, all or in part, by the Agency. Any such agreement must provide that all costs associated with the operation and maintenance of a Member Entity's facilities by the Agency shall be charged to and paid by the Member Entity.

17.2.2. Member Entities will be responsible for processing and review of permit applications, collection and accounting for permit fees, inspection of connections and all attendant record keeping, and will retain all fees generated from those functions.

17.2.3. Unless otherwise agreed upon, member Entities will have total responsibility for their respective wastewater collector systems and the right to impose charges to pay for this service within their respective jurisdictions is reserved to them.

Section 18. Hold Harmless.

18.1. It is specifically understood and agreed that no Member Entity nor any of its officers or employees, is responsible for any damage or liability occurring by reason of anything done or not done by the Agency in connection with any work, authority or jurisdiction not delegated to the Member Entity under this Restated Agreement. It is also understood and agreed that, pursuant to Government code Section 895.4, the Agency shall fully indemnify and hold each Member Entity harmless from any damage or liability occurring by reason of anything done or not done by the Agency in connection with any work, authority or jurisdiction not delegated to any of the Member Entities under this Restated Agreement.

18.2. It is specifically understood and agreed that neither Agency nor any of its officers or employees, is responsible for any damage or liability occurring by reason of anything done or not done by any of the Member Entities pursuant to this Restated Agreement. It is also understood and agreed that, pursuant to Government Code Section 895.4, each Member Entity shall fully indemnify and hold the Agency harmless from any damage or liability occurring by reason of anything done or not done by such Member Entity pursuant to this Restated Agreement.

Section 19. Capacity Allocation.

19.1. It has previously been established by the Commission and agreed to by the Member Entities that the Member Entities have been allocated and presently own capacity entitlements in the Agency's treatment plant and other jointly used capital facilities as follows:

<u>Member Entity</u>	<u>Capacity Allocations</u>	
	<u>By Percentage</u>	<u>By EDUs*</u>
Almonte SD	5.2	936
Alto SD	3.4	612
Homestead Valley SD	7.3	1,314
City of Mill Valley	49.2	8,856
Richardson Bay SD	35.5	6,030
Tamalpais CSD	<u>1.4</u>	<u>252</u>
	100.0	18,000

*EDU - The average flow of wastewater produced by a single family Equivalent Dwelling Unit, which the parties have determined and agreed equates to 200 gallons per day.

19.2. Each Member Entity is entitled to discharge wastewater to the Agency for treatment, reclamation and disposal up to but not exceeding the Member Entity's established Capacity Allocation measured in EDUs.

19.3. The Agency's costs incurred for the repair, renovation and replacement of its capital facilities, as authorized and approved by the Commission, shall be allocated to the Member Entities, and the Member Entities shall pay those costs in the same proportions as their respective percentages of the Capacity Allocations.

19.4. Member Entities may enter into agreements with one or more other Member Entities to acquire, temporarily or permanently, some portion or all of that Member Entity(ies') unused Capacity Allocation upon such terms and conditions as the affected Member Entities may mutually agree in writing; but no such agreement shall be effective without the consent of the Agency, which consent shall not be unreasonably withheld. Agency considerations will include an assessment of the impact on the adequacy of Agency facilities. Any reallocations of Capacity Allocations pursuant to this Subsection shall be recognized by the Agency for purposes of capital facilities charges and other similar purposes.

19.5. If the Commission undertakes to increase the capacity of the Agency's capital facilities, only those Member Entities which elect to purchase and pay for additional Capacity Allocations shall share in the new capacity, such sharing to be in proportion to the participating Member Entities'

respective contributions. But no such increase in the Agency's capacity shall affect the right of Member Entity to continue to discharge wastewater pursuant to the Member Entity's present Capacity Allocation except to the extent it may subsequently be modified pursuant to Section 19.4 above.

19.6. The provisions of this Section are for the benefit of the Agency and of each Member Entity, and any affected party is entitled to pursue such remedies as may be afforded by law to protect the party's interests.

Section 20. Settlement of Disputes.

20.1. Except as indicated in Subsections 20.2 and 20.3 below, if a dispute arises as to the construction, interpretation or implementation of any provision of this Restated Agreement and the dispute directly affects the Agency, the dispute shall be submitted to binding arbitration in accordance with Sections 20.1 and 20.4.

20.2. A dispute between two or more Member Entities which does not directly affect the Agency is not governed by this Section.

20.3. At the request of any party to a dispute concerning the withdrawal of a Member Entity from the Agency or the termination of the Agency, the dispute shall not be governed by Sections 20.1 and 20.4.

20.4. Except as otherwise provided in this Section, the arbitration proceeding shall be conducted in accordance with the provisions of Title 9 of Part 3 of the Code of Civil Procedure.

20.5. A single arbitrator shall be selected by unanimous agreement of all members of the Commission. In the absence of unanimous agreement, the Commission, by majority vote (counted by excluding the votes of members in dissent), shall select an arbitrator and the members of the Commission in dissent shall select an arbitrator. The two arbitrators so selected shall select a third arbitrator and the dispute shall be determined by a majority vote of the panel of arbitrators. If for any reason the parties are unable to select an arbitrator in accordance with the provisions of this Subsection, the arbitrator shall be appointed by the Presiding Judge of the Marin County Superior Court.

20.6. The fees and expenses of the arbitrator or arbitrators shall be shared equally by each side to the dispute. Otherwise each party shall bear its own costs and expenses of the proceedings, including attorneys' fees.

20.7. Nothing in this Section shall preclude any party in a proper case from commencing a proceeding in a court of law seeking urgent interim or provisional relief. Pursuit of interim or provisional relief shall not constitute a waiver of the right to pursue arbitration under this Section, nor shall it relieve a party of its obligation to arbitrate all matters pertaining to the dispute which are not resolved by the court.

Section 21. Withdrawal or Dissolution. Upon withdrawal of a Member Entity from the Agency or upon dissolution of the Agency, there shall be partial or complete distribution of assets and discharge of liabilities as follows:

21.1. Withdrawal.

21.1.1. A Member Entity may withdraw from the Agency with the unanimous consent of the remaining Member Entities and upon mutually agreeable terms and conditions. In the absence of unanimous consent and mutual agreement, a Member Entity may withdraw only if the Agency's continued existence and governmental effectiveness will not be jeopardized by the withdrawal of the Member Entity and the Member Entity pays or secures payment of (a) all cost and expenses incurred by reason of the Member Entity's withdrawal and (b) the value of any economic detriment suffered or to be suffered by the Agency due to the withdrawal.

21.1.2. Upon withdrawal of any Member Entity from the Agency, the withdrawing Member Entity shall receive its proportionate share of the assets of the Agency and shall contribute its proportionate share toward discharge of the liabilities of the Agency, whether actual or contingent, as the same appear on the books of the Agency.

21.2. Dissolution. The Agency may be dissolved at any time by unanimous agreement of its Member Entities. Upon dissolution of the Agency, each Member Entity shall receive its proportionate share of the assets of the Agency and shall contribute its proportionate share toward discharge of any enforceable liabilities incurred by the Agency as the same appear on the books of the Agency.

21.3. For purposes of distributions and contributions required by Sections 21.1.2 and 21.2 above, the determination of what constitutes a "proportionate share" shall be made by the Commission in accordance with the following principles:

21.3.1. A "proportionate share" is an amount of money, property or money and property measured in dollars which the Commission determines is owed to or by a Member Entity taking into account pertinent factors such as, for example, the value of contributions made to the Agency by the Member Entity as compared to the contributions of other Member Entities, the proportionate value of benefits received by a Member Entity, the time value of money, the length of the Member Entity's participation in the Agency, and any other factors which the Commission determines to be reasonable and relevant and will lead to a fair and equitable result for all Member Entities and the Agency.

21.3.2. Any surplus money remaining after dissolution shall be returned to the Member Entities pursuant to Government Code Section 6512 in proportion to the respective contributions made by the Member Entities to the Agency.

21.3.3. The Agency's assets may be distributed in kind or they may be sold and the

proceeds distributed. If assets are to be distributed in kind and if a particular asset was contributed by a Member Entity, the asset shall be reconveyed to the contributing Member Entity if that Member Entity so requests and the reconveyance is otherwise consistent with that Member Entity's proportionate share.

21.3.4. Contributions which may be required of a Member Entity pursuant to Section 21.1.2 shall be made in money and not by property unless the Commission expressly agrees to accept a contribution of property

Section 22. Miscellaneous.

22.1. The section headings used in this Restated Agreement are for convenience only and are not to be construed as modifying or governing the language in the section referred to.

22.2. This Restated Agreement is made in the State of California and under its Constitution and laws, and it is to be so construed.

22.3. To preserve a reasonable degree of flexibility, many parts of this Restated Agreement are stated in general terms. The Commission may from time to time adopt and implement rules and regulations to further define the rights and obligations of the Member Entities and of the Agency to carry out the purposes of this Restated Agreement.

22.4. This Restated Agreement may be amended in any particular, from time to time, by unanimous approval of the Member Entities.

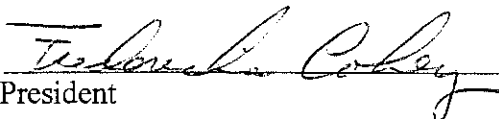
Section 23. Partial Invalidity. If any one or more of the terms, provisions, promises, covenants, or conditions of this Restated Agreement shall to any extent be adjudged invalid, unenforceable, void, or voidable for any reason by a court of competent jurisdiction, each and all of the remaining terms, provisions, promises, covenants, and conditions of this Restated Agreement shall not be affected and they shall be valid and enforceable to the fullest extent permitted by law.

Section 24. Successors. This Restated Agreement shall be binding upon and shall inure to the benefit of the successors of the parties.

Section 25. Effective Date. The effective date of this Restated Agreement shall be January 27, 2000.

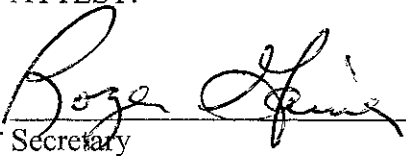
As evidence of their Restated Agreement, each of the Member Entities has caused this instrument to be executed and attested by its duly authorized officers, and its official seal to be applied.

ALMONTE SANITARY DISTRICT



President

ATTEST:



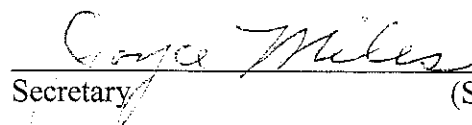
Secretary (Seal)

ALTO SANITARY DISTRICT



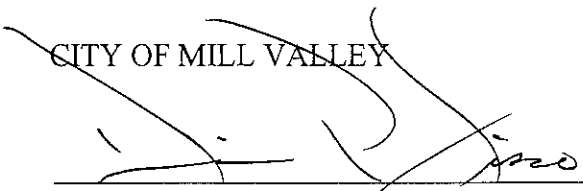
President

ATTEST:



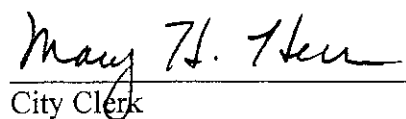
Secretary (Seal)

CITY OF MILL VALLEY



Mayor

ATTEST:



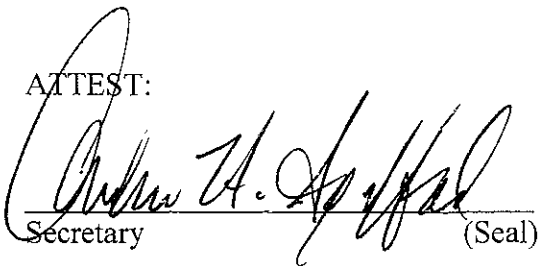
City Clerk (Seal)

HOMESTEAD VALLEY SANITARY DISTRICT



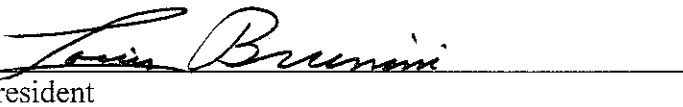
President

ATTEST:



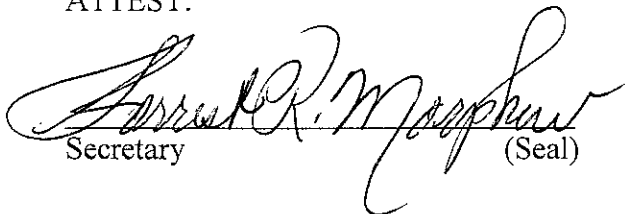
Secretary (Seal)

RICHARDSON BAY SANITARY DISTRICT



President

ATTEST:



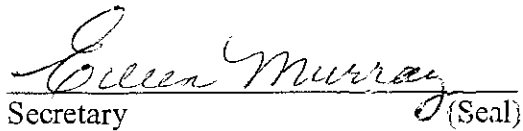
Secretary (Seal)

TAMALPAIS COMMUNITY SERVICES DISTRICT



President

ATTEST:



Secretary (Seal)

APPENDIX C

SSMP Audit Form and Change Log

HOMESTEAD VALLEY SANITARY DISTRICT

SSMP Audit Report Form

Audit Period Covered: _____ through _____

Audit completed by: _____ on _____

This SSMP Internal Audit is prepared for submittal into the online CIWQS Sanitary Sewer System Database per the requirements of Attachment E1, Section 3.10 of State Water Resources Control Board Order No. 2022-0103-DWQ (“Statewide WDR”). The District's maintenance contractor and District Manager input has been considered in compiling the audit findings below.

This audit:

- Evaluates the implementation and effectiveness of the District's SSMP in preventing spills;
- Evaluates the District's compliance with the Statewide WDR;
- Identifies SSMP deficiencies in addressing ongoing spills and discharges to waters of the State; and
- Identifies necessary modifications to the SSMP to correct deficiencies.

Introduction

#	Question	Yes	No
	Is the current system description complete and up to date? Are all infrastructure statistics (gravity main mileage, pipe material inventory) current and complete?		

Discussion:

Element 1 – Goal and Introduction

#	Question	Yes	No
A	Are the goals stated in the SSMP still appropriate and accurate?		
B	Is the SSMP update schedule (Element 1, §1.2) current — adoption date, triennial audit dates, and next full update date?		

Discussion:

Element 2 – Organization

#	Question	Yes	No
A	Is the contact information (District Manager, maintenance contractor, District Engineer) current?		
B	Is the SSO Responder list current?		
C	Is the Organizational Chart (Figure 2-1) current — roles, contractor names?		
D	Are the position/role descriptions an accurate portrayal of current responsibilities?		
E	Is the chain of communication for reporting and responding to SSOs accurate and up to date?		

Discussion:

Element 3 – Legal Authority

#	Question	Yes	No
A	Does the SSMP contain current references to Ordinance No. 15, Sections 8.2–8.3, for authority to prevent illicit discharges (I/I, unauthorized stormwater, FOG, debris)?		
B	Does the SSMP contain current references to Ordinance No. 15, Section 4.1 and Article V, for authority to require proper design and construction of sewers and connections?		
C	Does the SSMP contain current references to Ordinance No. 15, Sections 4.2 and 4.6(d), for authority to require installation, testing, and inspection of new and rehabilitated sewers?		
D	Does the SSMP contain current references to Ordinance No. 15, Sections 8.3(b) and (e), and SASM Ordinance No. 83-1, §2.08.2, for authority to limit FOG and debris discharges?		
E	Does the SSMP contain current references to Ordinance No. 15, Article IX, for authority to enforce violations of the District's sewer ordinances?		
F	Were any changes or modifications made since the last audit to Ordinance No. 15, SASM Ordinance No. 83-1, or the District's construction standards? If so, are they reflected in the SSMP Change Log?		

Discussion:

Element 4 – Operation and Maintenance Program

#	Question	Yes	No
A	Does the SSMP reference the current process for maintaining the District's SSGIS sewer system maps?		
B	Are the District's collection system maps complete, current, and sufficiently detailed?		
C	Does the SSMP describe current preventive maintenance activities and the system for prioritizing cleaning?		
D	Based on SSO information in CIWQS and the annual EPA/SASM reports, are preventive maintenance activities sufficient and effective in minimizing SSOs and blockages?		

#	Question	Yes	No
E	Is there an ongoing condition assessment (CCTV) program sufficient to rank pipe condition and schedule rehabilitation? Are current components documented in the SSMP?		
F	Does the CIP address proper management of infrastructure assets, with a schedule for short- and long-term work and funding (EDU rate history)?		
G	Does the SSMP list the major equipment currently used (Roto Rooter contractor equipment)?		
H	Are contingency equipment and replacement parts sufficient to respond to emergencies?		
I	Are training records current?		
J	Does the SSMP document current training expectations and programs?		

Discussion:

Element 5 – Design and Performance Provisions

#	Question	Yes	No
A	Does the SSMP reference current design and construction standards (Ordinance No. 15, Article V) for new sewers and rehabilitation of existing sewers?		
B	Does the SSMP document current procedures and standards for inspecting and testing new and rehabilitated sewers (Sections 4.2, 4.6(d))?		
C	Is the pipe material conversion / VCP replacement status (§5.2) current, and cross-checked against the most recent EPA annual filing and SASM/member-agency figures?		

Discussion:

Element 6 – Overflow Emergency Response Plan

#	Question	Yes	No
A	Does the SERP contain proper notification procedures so primary responders and		

#	Question	Yes	No
	regulatory agencies are informed of all SSOs as required by the WDR and MRP?		
B	Does the SERP have a program to ensure an appropriate response to all overflows?		
C	Does the SERP contain procedures for prompt notification to regulatory agencies and other potentially affected entities, and does the SSMP identify who receives immediate notification?		
D	Are the maintenance contractor and District Manager aware of and trained on SERP procedures?		
E	Does the SERP address emergency operations such as traffic control and other necessary response activities?		
F	Does the SERP ensure reasonable steps are taken to contain and prevent discharge to waters of the United States and minimize environmental impact?		
G	Considering SSO performance data, is the SERP effective in safeguarding public health and the environment?		
H	Was water quality sampling conducted within 18 hours, and a Spill Technical Report filed within 45 calendar days, for any Category 1 SSO of 50,000 gallons or more?		
I	Is the SERP current — most recent version reflected, and does it match the version attached as Appendix A?		

Discussion:

Element 7 – Sewer Pipe Blockage / FOG Control Program

#	Question	Yes	No
A	Does the FOG Control Program include public education on proper handling and disposal of FOG, if applicable to current connections?		
B	Does the District have sufficient legal authority (Ordinance No. 15, §8.3(b),(e); SASM Ordinance No. 83-1, §2.08.2) to prohibit FOG-related discharges and blockages?		
C	Are grease hot spot segments and cleaning frequency (§7.6) current, and confirmed with the maintenance contractor?		
D	Is the current program effective in minimizing blockages from FOG, roots, and debris?		

Discussion:

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Element 8 – System Evaluation and Capacity Assurance Plan

#	Question	Yes	No
A	Does the Element evaluate known hydraulic deficiencies (e.g., the Evergreen Avenue segment) and their current status?		
B	Does the CIP establish a schedule of completion dates for short- and long-term improvements, reviewed against current budget and activity?		
C	Is the status of SASM-wide flow monitoring — and whether a new study has been commissioned — current in the SSMP?		
D	Are repair and replacement projects developed based on condition assessment and field maintenance results?		

Discussion:

Element 9 – Monitoring, Measurement, and Program Modifications

#	Question	Yes	No
A	Does the District maintain relevant information to establish and prioritize SSMP activities?		
B	Does the District monitor implementation and measure effectiveness of each SSMP element?		
C	Does the District assess the success of the preventive maintenance program?		
D	Does the District update program elements based on monitoring or performance evaluation?		
E	Does the SSMP identify and illustrate SSO trends by frequency, location, and volume?		
F	Is the reporting frequency table (§9.4) current with CIWQS Category 1–4 requirements?		

Discussion:

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Element 10 – SSMP Audits

#	Question	Yes	No
A	Does the audit focus on the effectiveness of the SSMP? If not, what needs to change to increase effectiveness?		
B	Were the audit results shared with the Board of Directors?		
C	Will the SSMP Audit be completed, reviewed, and filed as an appendix to the SSMP on a triennial basis?		
D	Do any proposed changes to the SSMP represent a substantial change in policy or procedure requiring Board approval?		

Discussion:

Element 11 – Communication Program

#	Question	Yes	No
A	Does the District communicate regularly with the public and adjacent/tributary agencies about SSMP development and implementation, with opportunity for input? Were audit findings and SSMP updates presented to the Board in public session?		

Discussion:

Change Log

#	Question	Yes	No
A	Is the SSMP Change Log (below) current and up to date?		

[illegible]

APPENDIX D

Specifications for Building Sewer Construction

Current District pipe material requirements

HOMESTEAD VALLEY SANITARY DISTRICT

Sewer System Management Plan

APPENDIX D

Specifications for Building Sewer Construction

These specifications derive from a construction standard originally shared jointly by Homestead Valley Sanitary District, Richardson Bay Sanitary District, and Almonte Sanitary District, and are incorporated by reference through HVSD Ordinance No. 15, Article V. Section II.D (Pipe Materials) reflects current District practice, which supersedes the original joint-agency table where the two differ.

I. PROCEDURES

All building sewers installed within the District shall conform to the following minimum standards and requirements.

A. Jurisdiction. All property to be served shall be within the District boundaries. The District has jurisdiction over all private building sewers from a point two (2) feet or less outside the building foundation to the point of connection to the District sewer system. District jurisdiction includes, but is not limited to, issuance of permits to construct, specification of design, type of material and construction requirements, as well as inspection and testing.

B. Ownership. All private sewers, building sewers, or pumping or lift systems from inside the structures to the point of connection to the District system are owned privately and are to be maintained by the owner of the property served.

C. Liability. The District and its officers and employees shall not be liable for injury or death to any person or damage to any property arising during, or growing out of, the performance of any work described in this Appendix.

D. Permit Required. Prior to installation of any new building sewer or plumbing alteration, a sewer connection permit must be secured from the District Office. New plumbing or plumbing changes within the building come under the jurisdiction of the Town of Tiburon or Marin County Building Department and will require a separate permit from those agencies.

E. Compliance with Regulations. Any person constructing a sewer within a street shall comply with all State, County, or City laws, ordinances, rules and regulations pertaining to the cutting of pavement, opening, barricading, lighting and protection of trenches, backfilling and repaving thereof, and shall obtain all permits and pay all fees required by the department having jurisdiction prior to the issuance of a permit by the District. Any person requesting a permit shall also comply with all applicable guidelines, including the District's Local Guidelines adopted pursuant to the Environmental Quality Act of 1970, and shall make all deposits required and pay all fees which may be established by the District to process applications to comply with said Act. The plumber must have a copy of all necessary permits on the job when the building sewer is being constructed.

F. Plan Required. A plan showing the location of the proposed structure and location of the building sewer on the property shall be furnished to the District at the time the sewer connection permit is issued. The plan shall show the envelope of the building, all easements, and the depth and grade of the proposed building sewer. The District Inspector or District Engineer may require a survey by a registered land surveyor or engineer if necessary to ascertain the location of property lines or easements. The plumber must have this plan on the job when the building sewer is being constructed.

G. Inspection. All building sewers shall be inspected by the District Inspector prior to backfilling and shall be tested for watertightness in the presence of the District Inspector. Inspections must be arranged twenty-four (24) hours before the work is to be inspected, Sundays and holidays excluded. The District Office shall advise the owner or agent of the approximate inspection time. A surcharge of \$50 per return inspection shall be charged for return inspections.

H. Location of Building Sewer. It is the responsibility of the property owner or contractor to locate and uncover the building sewer or wye installed to serve the property. If no building sewer or wye can be found even though District

records indicate such a connection, the building sewer shall be connected to the District system at a location designated by the District Inspector or District Engineer, at the expense of the permittee.

I. Mainline Taps. Special permission must be obtained from the District to make a tap or connection to the District's public sewer. Connection to a public sewer may be permitted only after field inspection by the District Inspector and a finding that no wye or building sewer was already installed. Each connection, when permitted, shall be made only in the presence of and at the direction of the District Inspector. On 6-inch sewers, installation of a wye is required; on larger pipes, a tap may be made using epoxy adhesive to seal the connection. A "Tap Tite" or equal pipe-penetration connection on sewers larger than 6 inches may be used upon advance permission from the District Inspector or District Engineer.

J. Sewage Pumps. Special application must be made for installation of an individual sewage pump where gravity service is not feasible. All pumping systems shall be installed in accordance with all applicable codes. The District will only inspect the pressure line from the sewage pump to the point of connection to the District sewer system.

K. Service to More Than One Dwelling. Service to more than one dwelling with a single sewer requires either special permission from the District or a separate public sewer main extension as set forth in the District's Sewer Use Code (Ordinance No. 15).

II. DESIGN REQUIREMENTS

A. Pipe Size. The minimum size of a building sewer serving up to one hundred fifty (150) fixture units shall be 4 inches inside diameter. The minimum size of a building sewer serving more than one hundred fifty (150) fixture units shall conform to the size requirements for horizontal drainage piping based on fixture unit loading as given in the Uniform Plumbing Code. In no event shall a building sewer connect to a sewer of a lesser size on the downstream side.

B. Minimum Pipe Slope. The minimum grade of a building sewer shall be ¼-inch per foot (2.0%).

C. Minimum Pipe Cover. The minimum cover over the top of a building sewer shall be: (1) 18 inches within the owner's premises; (2) 30 inches within an easement outside the owner's premises; (3) 48 inches within a street right-of-way. Where these minimum covers cannot be obtained, special pipe bedding and/or concrete encasement may be required by the District Inspector or Engineer.

D. Gravity Sewers — Pipe Materials (Current District Practice). Sewer pipelines shall be installed as shown on the approved plans and in accordance with the provisions below and as directed by the District. The specific use of pipe and pipe products is subject to District approval; use of pipe other than that specified below must be reviewed by the District and specifically authorized in writing.

Table 1 — Approved Materials for Private Side Sewer/Lateral Construction

Pipe Specification	Status	Joints / Notes
HDPE (Polyethylene), minimum SDR-17	Recommended	Fused joints/connections required; weld beads removed from main lateral sections
PVC, ASTM D-2241, SDR-26	Approved	Minimum 3-ft cover with imported bedding and pipe zone backfill
PVC, AWWA C-900, SDR-21	Approved	Minimum 3-ft cover with imported bedding and pipe zone backfill
PVC, Schedule 40	Approved	Fittings and short runs
PVC, Schedule 80	Approved	Fittings and short runs
Ductile Iron Pipe, rubber ring joints	Approved	Minimum 18-in cover on private property with imported bedding
Cast Iron Soil Pipe (no hub)	Approved	Minimum 18-in cover on private property with imported bedding
Vitrified Clay Pipe (VCP)	Not approved for	May be permitted for spot repairs at the

Pipe Specification	Status	Joints / Notes
	new lateral construction	District's discretion
ABS (Acrylonitrile Butadiene Styrene)	Not approved	—
PVC, ASTM D3034, SDR-35	Not approved	—

Pipe specifications may also depend on terrain and soil conditions; the District Engineer may require additional bedding or a different approved material where site conditions warrant.

E. Pressure Sewers. The pressure portion of a discharge line shall be equal in size to the pump discharge. The pipe shall have a working pressure rating of not less than 150 psi. The test pressure shall be 50 psi.

III. CONSTRUCTION

A. Laying Pipe. Building sewers shall be laid by the shortest route from the plumbing outlet to the sewer connection. All pipe shall be laid accurately to line and grade, on a firm bed, with full bearing for its entire length between bells. An adequate bell hole shall be dug at the end of each pipe length for making the joint. Both bell and spigot shall be clean before the joint is made, with no foreign material entering the pipe. Water shall be pumped from the trench while pipes are laid and joints made. Backfill shall be carefully and uniformly placed around the pipe with no rocks or clods touching the pipe; imported bedding material may be required in rocky areas. Pipe shall not be covered until inspected by the District Inspector.

B. Cleanouts. Cleanouts shall be installed: (1) at the junction of the building sewer at the property line (tee or wye fitting, used for a test plug and then permanently sealed unless otherwise required); (2) at the junction of house plumbing and the building sewer, two feet outside the building; (3) at each bend or change in direction of 22½ degrees or more; and (4) where a run of pipe without bends exceeds one hundred (100) feet. Cleanouts shall be brought to grade, properly capped, and completely watertight.

C. Backwater Valves. The District requires the installation of an approved backwater device, with the rim elevation at least twelve (12) inches below the lowest plumbing fixture served. If a building does not have an approved backwater device installed, one shall be installed as a required condition for issuance of a permit by the District.

D. Testing of Gravity Sewers. All building sewers shall be tested by plugging and filling with water, or with compressed air to five (5) psi, as directed by the District Inspector or Engineer. Water leakage shall not exceed one hundred (100) gallons per day per inch of diameter per mile of sewer main being tested (0.3 gallons per hour per 100 feet of 4-inch diameter pipe). When an air test is made, the pressure must not drop over a fifteen (15) minute test period.

E. Testing of Pressure Sewers. Pressure sewers shall be tested under a water pressure not less than the working pressure under which they will be used; a 100 psi air pressure test may be substituted. In either method, the piping shall withstand the test without leaking for not less than fifteen (15) minutes.

F. Existing Septic Tanks. When an existing septic tank is being abandoned or is encountered during work: (1) all building sewers shall completely bypass the septic tank; (2) the septic tank shall be pumped out and cleaned; (3) the septic tank shall be filled with crushed rock or pea gravel or otherwise made safe; and (4) the septic tank shall be abandoned per the Uniform Plumbing Code and County Health Department regulations. The County Health Department shall be notified when a septic tank is abandoned or encountered, and its standards must also be followed.

G. Trenches for Building Sewers Excavated and Backfilled. Trenches for building sewers within public streets shall be excavated and backfilled, and pavement restored, in strict accordance with the laws, ordinances and regulations of the State of California, County of Marin, Town of Tiburon, or any agency having jurisdiction over the street.

H. Special Conditions. When special construction conditions are encountered that are not covered in these specifications, the District Inspector or Engineer will direct the permittee in the required procedures.

I. Permit Expiration. If work under a permit is not completed within one (1) year from the date of issuance, the permit shall become void; a paid fee shall be returned to the permittee, less a \$100 service charge retained by the District. Further work shall not be done until a new permit has been secured and a new permit fee paid.

J. Permits Are Non-Transferable. Permits issued by the District are for the property for which the permit was issued and shall not be transferred to another property without written approval of the District Board. The permit shall show the name of the permittee and identify the property by Assessor's Parcel Number.