

CITY OF PALOS VERDES ESTATES SEWER SYSTEM MANAGEMENT PLAN



2014

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ABBREVIATIONS/ACRONYMS

ACO	Accumulative Capital Outlay Program
CADD	Computer Aided Design and Drafting
CPC	2013 California Plumbing Code
CIWQS	California Integrated Water Quality System
CCTV	Closed-Circuit Television
CMCs	City Municipal Codes
CSMD	Consolidated Sewer Maintenance District
FOG	Fat, Oil, and Grease
GIS	Geographic Information System
I/I	Infiltration Inflow
LACDPW	County of Los Angeles Department of Public Works
LACO TITLE 20	Los Angeles County Code Title 20 – Utilities
MMS	Maintenance Management System
NOI	Notice of Intent
OES	California Office of Emergency Services
RWQCB	Regional Water Quality Control Board
SMDs	Sewer Maintenance Districts
SO&M	Sewer Operation and Maintenance
SSMP	Sewer System Management Plan
SSOs	Sanitary Sewer Overflows
SU	Sewage Unit
SWRCB	State Water Resources Control Board
WDRs	Statewide General Waste Discharge Requirements

DEFINITIONS

Geographic Information System (GIS) – A database linked with mapping, which includes various layers of information used by government officials. Examples of information found in GIS include sewer maps and sewer features such as pipe location, diameter, length, material, condition, and last date cleaned or repaired. GIS also typically contains base information such as streets and parcels.

Infiltration/Inflow (I/I) – Infiltration is generally considered to be extraneous water that enters the sewer system over longer periods of time, such as groundwater, through cracks in the sewer. Inflow is generally considered to be extraneous water that enters the system as a direct result of a rain event such as through defects in the sewer. While it is impossible to control all I/I, it is certainly desirable to reduce I/I when cost-effective.

Lateral – The portion of sewer that connects a home or business with the mainline in the street.

Stoppage – A buildup of debris in the sewer, which stops the flow of wastewater and allows the water to back up behind the stoppage, sometimes causing an overflow. Also called blockage.

Blockage – A buildup of debris in the sewer, which stops the flow of wastewater and allows the water to back up behind the stoppage, sometimes causing an overflow. Also called a stoppage.

Wastewater Collection System – All pipelines, pump stations, and other facilities upstream of the headworks of the wastewater treatment plant that transport wastewater from its source to the wastewater treatment plant.

CITY OF PALOS VERDES ESTATES
SEWER SYSTEM MANAGEMENT PLAN

INTRODUCTION

On May 2, 2006, the State Water Resources Control Board (SWRCB) adopted a Statewide General Waste Discharge Requirements (WDRs) and Monitoring and Reporting Program for sanitary sewer systems by issuing Order No. 2006-0003 (Appendix A). The regulations in the order were in response to growing public concern about the water quality impacts of sanitary sewer overflows (SSOs), particularly those that cause beach closures, adverse effects to bodies of water, or pose serious health and safety or nuisance problems.

Two major components of the WDRs require the following:

- (1) The owners/operators of publicly owned sewer collection systems, a mile long or greater, must apply for coverage under the WDRs.
- (2) The owners/operators must develop and implement a Sewer System Management Plan (SSMP) specific to the sanitary sewer system.

In accordance with the first element of the WDRs, the City of Palos Verdes Estates (City) filed a Notice of Intent (NOI) Application form with the SWRCB on October 30, 2006. The City subsequently received a Username and Password for electronic access to the California Integrated Water Quality System (CIWQS) database. Within the database-reporting program, the City completed a "collection system questionnaire" and must continually file all subsequent updates and all required SSO reporting.

In compliance with the second element, this document was prepared to meet the objectives contained in the WDRs order. Since the Consolidated Sewer Maintenance District (CSMD) of the County of Los Angeles Sewer Maintenance Districts (SMDs) provides operation and maintenance services for the City's sewer facilities some components of the City's SSMP are the same as those of the SMDs. This document is divided into 12 chapters, which closely align with the respective provisions contained in the WDRs. Every section or subsection of each chapter addresses one of the key elements of the SSMP directive.

This document, with other existing agency programs referenced herein, constitute the City's SSMP. By implementing the procedures contained in this SSMP, the occurrence of SSOs should decrease or possibly be avoided throughout the City's sanitary sewer collection system.

CHAPTER 1

GOALS AND ACTIONS

1.1 Goals

The goals of this SSMP are to ensure the following:

1. The City's sanitary sewer collection system is properly operated, maintained, and managed to reduce frequency and severity of SSOs and their potential impacts on public health, safety, and the environment.
2. When an SSO occurs, prompt action is taken to identify, contain, and remove the cause; report the event to the appropriate regulatory authorities; and notify the public in a timely manner.
3. All SSOs, system deficiencies, and remedial actions taken are well documented.
4. The City's sewer system operators, employees, contractors, responders, and other agents are adequately trained and equipped to address an SSO event.
5. The City's sewer system is designed, constructed, and funded to provide adequate capacity to convey base and peak flows while meeting or exceeding applicable regulations, laws, and the generally accepted practices relative to sanitary sewer system operation and maintenance.

1.2 Actions

The actions to be taken to satisfy the SSMP are as follows:

1. Conduct a planned and scheduled maintenance program to minimize the risk and occurrence of SSOs.
2. When an SSO occurs, respond to the incident in a timely manner and undertake feasible remedial actions to contain the overflow, including stopping the flow from reaching the storm drain, if possible.
3. Stop the SSO as soon as possible and limit public access to the overflow area to prevent public contact with any wastewater contamination.
4. If possible, completely recover the overflow sewage, return it to the sewer system, and clean up the contaminated area.
5. Gather and compile all pertinent information regarding the SSO incident, investigate as necessary to determine probable cause, document findings, report the incident to the appropriate regulatory agencies in a timely manner, and file a copy of the report.

CHAPTER 2

DESCRIPTION OF THE ORGANIZATION

2.1 Management

The City serves a population of approximately 13,340 people. The City's Public Works Department manages the City's sanitary sewer collection system. The total annual budget for system operation, maintenance, and administration during 2006 was \$663,000. The collection system consists of about 78 miles of gravity sewer lines and 2 City pump stations. The City's local sewers discharge into the Sanitation Districts of Los Angeles County facilities for conveyance, treatment, and disposal.

The City has one budgeted management position directly involved in sewer system responsibilities. The field operation and maintenance services are fulfilled by utilizing the services provided by the CSMD, which is managed by the County of Los Angeles Department of Public Works (LACDPW). The distribution of the City's personnel and the contracted services are depicted in the organization chart presented in Section 2.3.1a of this plan. These personnel, in collaboration with LACDPW personnel, administer the City's sewer collection system operation, provide engineering evaluation of proposed and existing sewer facilities, administer preventive maintenance and sewer construction programs, and oversee the maintenance of the sewer collection system facilities and related records and plans.

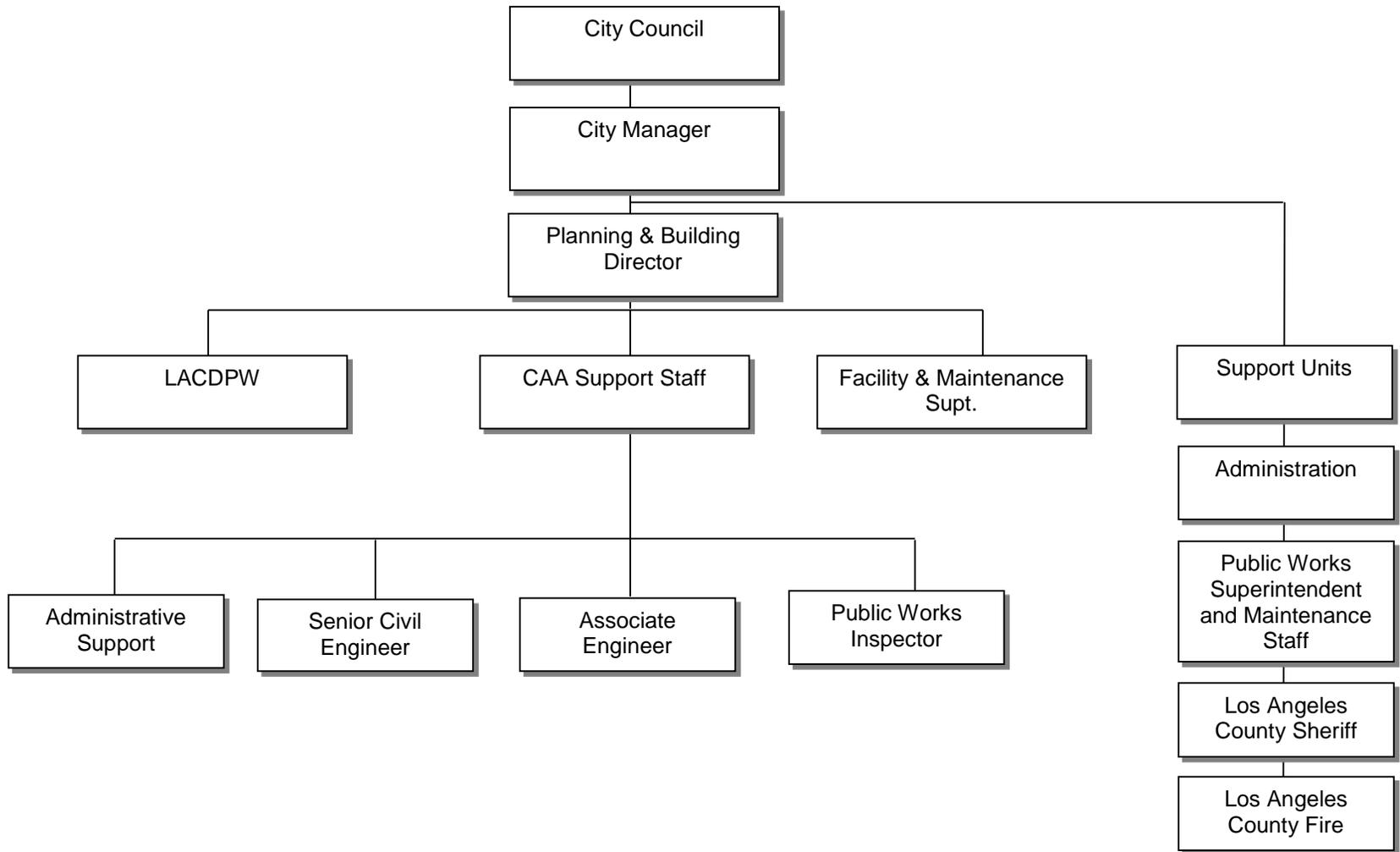
2.2 Authorized Representative

The City's Planning & Building Director in concert with designated LACDPW staff are the authorized representatives responsible for the execution of compliance actions required under the WDRs. This includes, but is not limited to, execution and certification of all reports and correspondence as required under the order.

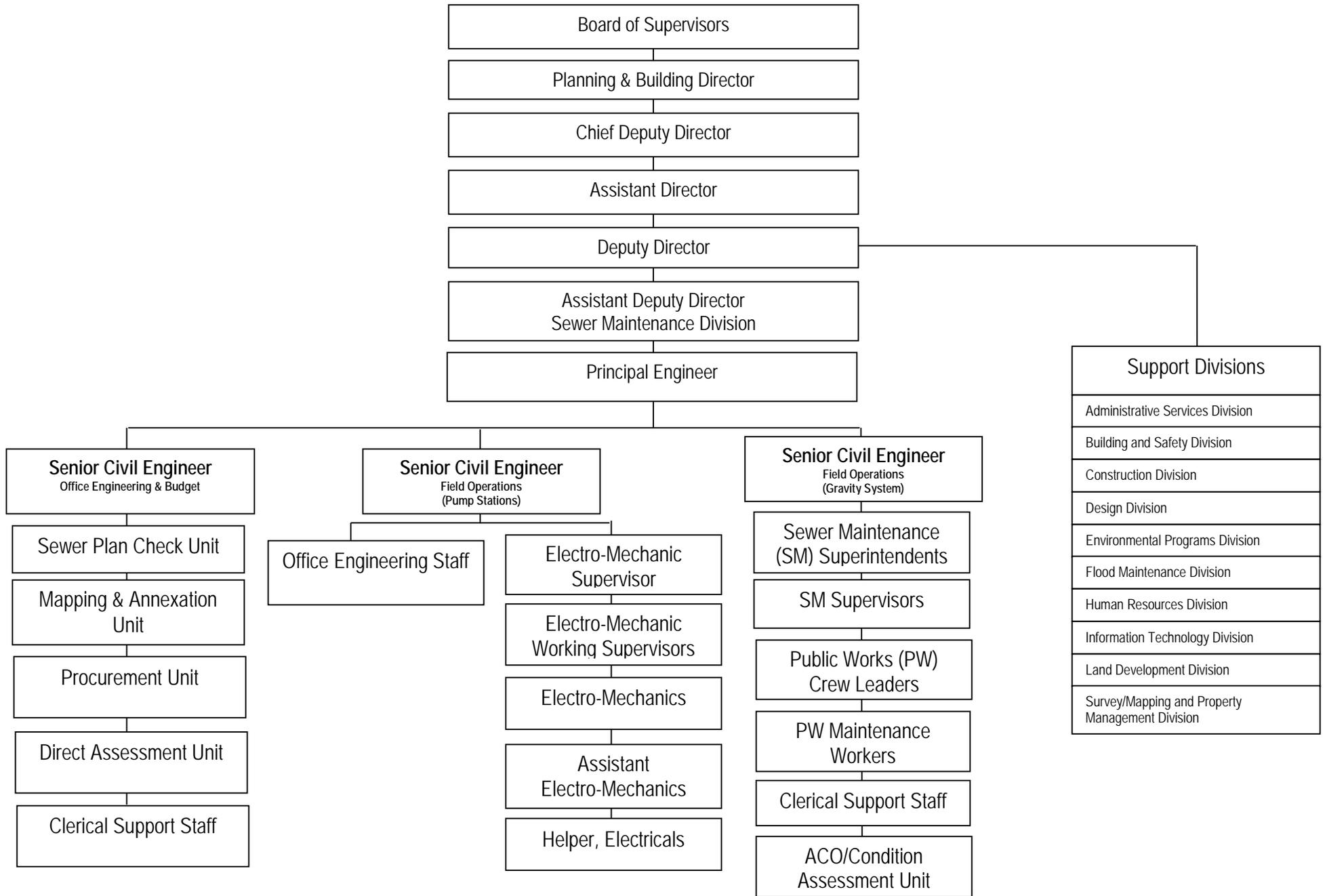
2.3 Organization Chart and Responsibilities

The organization chart showing the structure and relationship of the City and LACDPW administrative, management, and field positions relative to Sewer Operation and Maintenance (SO&M) is presented in Sections 2.3.1a, 2.3.1b, and 2.3.1c, respectively, and the descriptions of responsibilities and support are presented in Sections 2.3.2 and 2.3.3.

2.3.1a City's Organization Chart for Sanitary Sewer System Management



2.3.1b SMDs' ORGANIZATION CHART



2.3.1c Names and Telephone Numbers from the Organization Chart

City

Anton Dahlerbruch	City Manager	(310) 378-0383
Sheri Repp-Loadsman	Planning & Building Director	(310) 378-0383
Jack Rydell	City Engineer	(562) 252-2511
Mike Ross	Building Official	(310) 869-1484
Pete Tepus	Facility and Maintenance Superintendent	(310) 350-3142

SMDs

Board of Supervisors		
Hilda L. Solis	Supervisor, First District	(213) 974-4111
Mark Ridley-Thomas	Supervisor, Second District	(213) 974-2222
Sheila Kuehl	Supervisor, Third District	(213) 974-3333
Don Knabe	Supervisor, Fourth District	(213) 974-4444
Michael D. Antonovich	Supervisor, Fifth District	(213) 974-5555
Public Works		
Gail Farber	Director	(626) 458-4002
Mark Pestrella	Chief Deputy Director	(626) 458-4001
Jacob Williams	Assistant Director	(626) 458-4014
Dennis Hunter	Deputy Director	(626) 458-4016
Sewer Maintenance Division		
Dan Lafferty	Assistant Deputy Director	(626) 300-3304
Martin Moreno	Principal Engineer	(626) 300-3312
(Office Engineering & Budget)		
Nicholas Agbobu	Senior Civil Engineer	(626) 300-3382
Sewer Plan Check Unit		
Kari Eskridge	Associate Engineer	(626) 300-3390
Mapping & Annexation Unit		
Jennie Teng	Supervising C.E. Tech	(626) 300-3366
Procurement		
Cynthia Phan	Financial Specialist III	(626) 300-3322
Direct Assessment Unit		
Linh La	Staff Assistant I	(626) 300-3340
Clerical Support Staff		
Sandra Brenes	Senior Secretary IV	(626) 300-3309
(Field Operations – Pump Stations)		
Jeff Bouse	Senior Civil Engineer	(626) 300-3373
Alex Villarama	Civil Engineer	(626) 300-3374
Mark Ramirez	Electro-Mechanic Supervisor	(626) 300-4682
Gilbert Nelson, EM- South	Electro-Mechanic Working Supervisor	(323) 233-2015
George Modlin, EM-East	Electro-Mechanic Working Supervisor	(626) 446-3271
George Modlin, EM-Central	Electro-Mechanic Working Supervisor	(562) 941-7011
Jeffrey Krecklow, EM-North	Electro-Mechanic Working Supervisor	(661) 222-2569
Electro-Mechanics		
Jose Portillo, EM South	Electro-Mechanic	(323) 233-2015
Julio Gonzalez, EM South	Electro-Mechanic	(323) 233-2015
William Martinez, EM South	Electro-Mechanic	(323) 233-2015
Alfredo Duran, EM South	Electro-Mechanic	(323) 233-2015
Dave Perry, EM East/Central	Electro-Mechanic	(562) 941-7011

Ruben Chavira, EM East/Central	Electro-Mechanic	(626) 446-3271
Noe Delgado, EM East/Central	Electro-Mechanic	(562) 941-7011
Luis Bernal, EM East/Central	Electro-Mechanic	(626) 446-3271
Filiberto Delgado, EM North/West	Electro-Mechanic	(661) 222-2569
Kirk Sennett, EM North/West	Electro-Mechanic	(661) 942-6042
Anthony Valles, EM North/West	Electro-Mechanic	(661) 222-2569
Assistant Electro-Mechanics		
Raul Torres, EM North/West	Asst. Electro-Mechanic	(661) 942-6042
Mariano Copado, EM East/Central	Asst. Electro-Mechanic	(626) 446-3271
Helper, Electricals		
Jeffrey Savella, EM South	Helper, Electrical	(323) 233-2015
Luis Rodriguez, EM South	Helper, Electrical	(323) 233-2015
Zaven Thomassian, EM South	Helper, Electrical	(626) 446-3271
Bryan Goodman, EM East/Central	Helper, Electrical	(626) 446-3271
John Hernandez, EM East/Central	Helper, Electrical	(562) 941-7011
Ray Pereira, EM North/West	Helper, Electrical	(661) 942-6042
Field Operations – Gravity System		
Robert Swartz	Senior Civil Engineer	(626) 300-3367
Mike Garcia, Central	SM Superintendent	(562) 941-7011
James Pryor, East	SM Superintendent	(626) 446-5227
Paul Bradford, South	SM Superintendent	(323) 233-3330
John Feese, North	SM Superintendent	(661) 942-6042
Tim Bohannon, Central	SM Supervisor	(562) 941-7011
Juan Alonso, Central	SM Supervisor	(562) 941-7011
Jim Vives, East	SM Supervisor	(626) 446-5227
Chris Pena, East	SM Supervisor	(626) 446-5227
Jesse Cisneros, South	SM Supervisor	(323) 233-3330
Capice Simms, South	SM Supervisor	(323) 233-3330
Michael Duncan, North	SM Supervisor	(661) 942-6042
Stephen Vincent, Santa Clarita	SM Supervisor	(661) 222-2569
Accumulative Capital Outlay/Condition Assessment Unit		
Fernando Villaluna	Civil Engineer	(626) 300-3380
PW Crew Leaders		
Central		
Francisco Arellano Jr	PW Crew Leader	(562) 941-7011
Jaime Ochoa	PW Crew Leader	(562) 941-7011
Gerald S Oberg	PW Crew Leader	(562) 941-7011
Diane Giles	PW Crew Leader	(562) 941-7011
Isaac R Leal	PW Crew Leader	(562) 941-7011
Dajuan N Clark	PW Crew Leader	(562) 941-7011
East		
Edward A Martinez	PW Crew Leader	(626) 446-5227
Terry H Taylor	PW Crew Leader	(626) 446-5227
Michael T Cooper	PW Crew Leader	(626) 446-5227

Vidal A Tovar	PW Crew Leader	(626) 446-5227
Marc A Ruiz	PW Crew Leader	(626) 446-5227
Darrell Carter	PW Crew Leader	(626) 446-5227
Ernesto Duran	PW Crew Leader	(626) 446-5227
Ricardo Montano Jr	PW Crew Leader	(626) 446-5227
Ernie C Aleman	PW Crew Leader	(626) 446-5227
South		
Jerome A Murray	PW Crew Leader	(323) 233-3330
Dennis C Walton	PW Crew Leader	(323) 233-3330
Dewayne E Moore	PW Crew Leader	(323) 233-3330
Claude Redwine	PW Crew Leader	(323) 233-3330
Leo Sanders	PW Crew Leader	(323) 233-3330
Angelo Quihuiz	PW Crew Leader	(323) 233-3330
Daryll A Carrillo	PW Crew Leader	(323) 233-3330
Alfonso M Munoz	PW Crew Leader	(323) 233-3330
Donald R Moore	PW Crew Leader	(323) 233-3330
Antonio Nieto	PW Crew Leader	323) 233-3330
North		
Donald W Allen	PW Crew Leader	(661) 942-6042
Deraold Dolittle	PW Crew Leader	(661) 942-6042
Daryl S Richardson	PW Crew Leader	(661) 942-6042
Santa Clarita		
Rico A Nunley	PW Crew Leader	(661) 222-2569
Michael Nicholson	PW Crew Leader	(661) 222-2569
Charles R Padget	PW Crew Leader	(661) 222-2569
George Y Sanchez	PW Crew Leader	(661) 222-2569
Brian C Tethers	PW Crew Leader	(661) 222-2569
PW Maintenance Workers and Laborers		
Central		
Miguel Reynoso	PW Maintenance Worker	(562) 941-7011
Joel Campos	PW Maintenance Worker	(562) 941-7011
Jose A Moreno	PW Maintenance Worker	(562) 941-7011
Timothy J Banuelos	PW Maintenance Worker	(562) 941-7011
Adrian Mendez	PW Maintenance Worker	(562) 941-7011
Manuel E Mares	PW Maintenance Worker	(562) 941-7011
Yao R Guan	PW Maintenance Worker	(562) 941-7011
Zion D Sanchez	PW Maintenance Worker	(562) 941-7011
Daniel A Segovia	PW Maintenance Worker	(562) 941-7011
Gabriel R Ponce	PW Maintenance Worker	(562) 941-7011
Gabriel Guajardo	PW Maintenance Worker	(562) 941-7011
Saul P Hernandez	PW Maintenance Worker	(562) 941-7011
Vince L Sutherland	PW Maintenance Worker	(562) 941-7011
Paul Guerrero	PW Maintenance Worker	(562) 941-7011
Alfredo Beltran	PW Maintenance Worker	(562) 941-7011
Oliver W Lloyd	Bricklayer	(562) 941-7011
Frank E Benson	Sr. Equipment Maintenance Worker	(562) 941-7011
East		
Merrill D Price	PW Maintenance Worker	(626) 446-5227
Daniel G Johnson	PW Maintenance Worker	(626) 446-5227
Mark Peifer	PW Maintenance Worker	(626) 446-5227
Jesus Medina	PW Maintenance Worker	(626) 446-5227
Eric R Briones	PW Maintenance Worker	(626) 446-5227
Donald L Banks	PW Maintenance Worker	(626) 446-5227
James Gray	PW Maintenance Worker	(626) 446-5227
Hope Nwachuku	PW Maintenance Worker	(626) 446-5227
Jason R Tella	PW Maintenance Worker	(626) 446-5227
Michael T Shelton	PW Maintenance Worker	(626) 446-5227
Dwayne L Edmond	PW Maintenance Worker	(626) 446-5227
Jesus R Garcia	PW Maintenance Worker	(626) 446-5227
Charles Richards	PW Maintenance Worker	(626) 446-5227
Shaun Skvarca	PW Maintenance Worker	(626) 446-5227
Jonathan De Leon	PW Maintenance Worker	(626) 446-5227

Vernon E Wingo	Bricklayer	(626) 446-5227
South		
Anthony Gardiner Jr	PW Maintenance Worker	(323) 233-3330
Ernesto Flores	PW Maintenance Worker	(323) 233-3330
Jeffrey P Jackson	PW Maintenance Worker	(323) 233-3330
Patrick Pandey	PW Maintenance Worker	(323) 233-3330
Kevin R Gibson	PW Maintenance Worker	(323) 233-3330
Dewayne Johnson	PW Maintenance Worker	(323) 233-3330
Jorge Nevarez	PW Maintenance Worker	(323) 233-3330
Derrick L Dennis Jr	PW Maintenance Worker	(323) 233-3330
Charles Bernard Iv	PW Maintenance Worker	(323) 233-3330
Neftali A Juarez	PW Maintenance Worker	(323) 233-3330
Justin Ellis	PW Laborer	(323) 233-3330
Brandon Washington	PW Laborer	(323) 233-3330
Antonio Ochoa	PW Laborer	(323) 233-3330
Cory Tolliver	PW Maintenance Worker	(323) 233-3330
Juan Torres	PW Maintenance Worker	(323) 233-3330
Edward S Sorensen	Bricklayer	(323) 233-3330
North		
Nickolous J Trigueiro	PW Maintenance Worker	(661) 942-6042
Frank J Fernandez	PW Maintenance Worker	(661) 942-6042
Enrique F Martin	PW Maintenance Worker	(661) 942-6042
William Kenyon	PW Maintenance Worker	(661) 942-6042
Shannan M Anastasi	PW Maintenance Worker	(661) 942-6042
Rodney Roberson	Bricklayer	(661) 942-6042
Virgil D Fowler	Sr. Equipment Maintenance Worker	(661) 942-6042
Santa Clarita		
Corey Stowe	PW Maintenance Worker	(661) 222-2569
Eric A Beam	PW Maintenance Worker	(661) 222-2569
Christian Jensen	PW Maintenance Worker	(661) 222-2569
Eddie Terry Jr	PW Maintenance Worker	(661) 222-2569
Kevin Myers	PW Maintenance Worker	(661) 222-2569
Clerical Support Staff		
Jim Prem, <small>Central</small>	Senior Clerk	(562) 941-7011
Jennifer Garcia, <small>Central</small>	Senior Clerk	(562) 941-7011
Chris Pussman, <small>East</small>	Senior Typist-Clerk	(323) 233-3330
Zamir Zyada, <small>East</small>	Intermediate Clerk	(626) 446-5227
Marilyn Lamar	Intermediate Typist-Clerk	(323) 233-3330
Norma Valdez, <small>South</small>	Intermediate Typist-Clerk	(323) 233-3330
Anita Carver, <small>North</small>	Senior Typist-Clerk	(661) 942-6042
Support Divisions		
Administrative Services Division		
Ghayane Zakarian	Division Chief	(626) 458-4078
Building and Safety Division		
Hector Bordas	Asst. Deputy Director	(626) 458-6385
Construction Division		
James T. Sparks	Asst. Deputy Director	(626) 458-3100
Design Division		
Rossana D'Antonio	Asst. Deputy Director	(626) 458-7800
Environmental Programs Division		
Pat Proano	Asst. Deputy Director	(626) 458-3500
Flood Maintenance Division		
Sree Kumar	Asst. Deputy Director	(626) 458-4145
Human Resources Division		
Jeffrey Howard	Division Chief	(626) 458-2100
Information Technology Division		
Khaled Tawfik	Division Chief	(626) 458-4108
Land Development Division		
Anthony Nyivih	Asst. Deputy Director	(626) 458-4900
Survey/Mapping & Property Management Division		
Steven Steinhoff	Asst. Deputy Director	(626) 458-7000

2.3.2 Description of Responsibilities

The description of responsibilities or roles of each position, especially as related to SSOs, are as follows:

- City Council – Responsible for establishing new and amending existing ordinances and policies governing the municipal operations and maintenance of the City's sanitary sewer system, including the approvals of all SO&M contracts and agreements, to protect the community's interest.
- City Manager – Responsible for the overall management and application of all legal and policy directives that relate to the City's activities, including the operation and maintenance of the City's sanitary sewer system.
- Planning & Building Director – Directs the accomplishment of statutory and policy criteria within the scope of the City Council's policy and legal requirements. Directs its execution and evaluates work accomplished within his areas of responsibility, including the SO&M Program. Also directs the planning, budgeting, design for the construction of a new sewer collection system, and rehabilitation of the existing sewer collection system. Facilitates all sewer collection system operation and maintenance activities through the contract with LACDPW. Responsible for the day-to-day management and operation oversight of the City's sewer collection system, including the two sewer pump stations.
- City Engineer – Directs engineering and management activities relating to studies, design, investigations, and the preparation of reports, budget, and contractual agreements with private firms for technical services projects. Performs special studies, investigations, and reports concerning sewer infrastructure.
- Senior Civil Engineer - Performs a wide range of professional and complex civil engineering work in redesign, construction, and management and maintenance of public works projects; acts as the City Engineer in his/her absence; and performs other duties as assigned.
- Facilities and Maintenance Superintendent – Has oversight of all contracted maintenance and repair services for City facilities.

- Office Administrative and Clerical Assistants - Assist in the preparation of reports, budgets, and other correspondence; and coordinate and facilitate City and contract personnel in addressing local citizen issues relative to sewer service.

2.3.3 City Divisions/Departments and Other Agencies

Other divisions or departments within the City and contracted services responsible for carrying out some of the compliance actions called for by the WDRs for the City are described below:

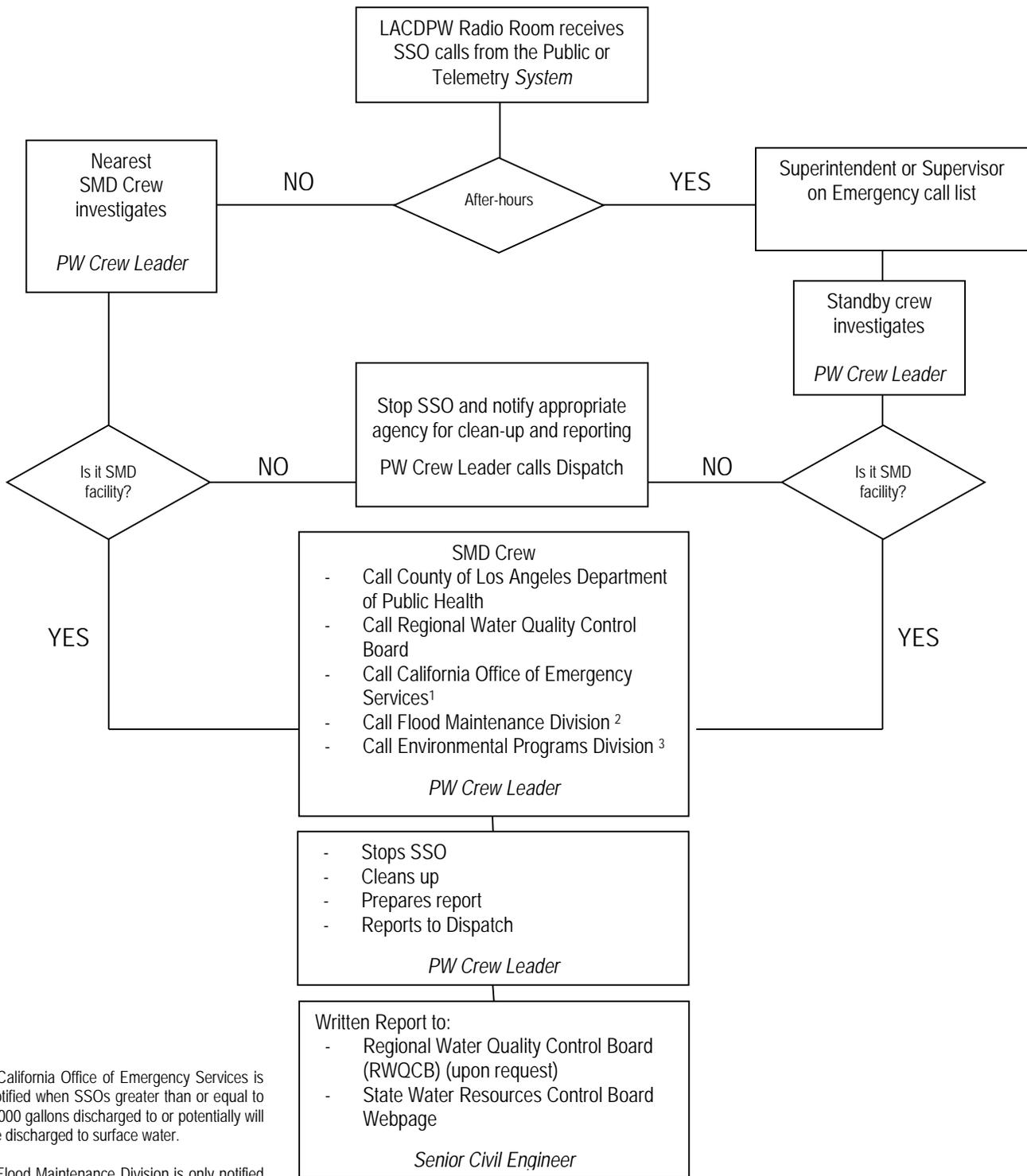
- Administrative Services Division – Responsible for procuring equipment and as-needed contract services for emergency sewer repair projects; printing and mailing of public education outreach program materials; procuring material and supplies needed for the day-to-day operation and maintenance activities; accounting services; and training of personnel. Also responsible for investigating SSO-related claims and litigations against the City.
- Building and Safety Division – Responsible for reviewing various building permit applications, their relationship to public easements and facilities, and issuing permits for sewer connections. Also, the enforcement of Plumbing Codes involving proper connection and discharge into the public sewer system and the property owner's maintenance of their respective sewer laterals between the structure served and the public mainline sewer.
- City Code Enforcement Division – Responsible for the enforcement of Health and Safety Codes regarding waste disposal, such as the Fat, Oil, and Grease (FOG) Program, point source control inspection of industrial and commercial waste and grease generating facilities, and investigation of cases of illicit discharge of chemicals, debris, etc., into the public sewer system. This is undertaken in concert with the LACDPW, Environmental Programs Division, Industrial Waste Unit.
- Engineering Division – Responsible for preparing plans and specifications for sewer construction and rehabilitation projects, administration of contracts for accomplishing such projects, and emergency sewer repair projects. Also responsible for subdivision or development project plan checks to ensure compliance with the City's standards for construction of new sewer collection systems. Plan checks sewer capacity studies to size proposed sewer lines and sets requirements to ensure adequate capacity in existing systems. Prepares easement documents or identifies and procures access rights for public sewer facilities located within private properties.

- LACDPW – Sewer Maintenance Division provides critical services to the City to address the mandates of the WDRs. Sewer Maintenance Division is responsible for operational maintenance services of the City's sewer collection system, including cleaning, closed-circuit television (CCTV) inspection, manhole inspection, and repairs.
- Los Angeles County Fire Department – Responsible for assisting with protecting the public in the event of an SSO that expands into high-use public travel ways and/or those that reach storm drains or water courses and spread the effect of public risk to health and safety impacts.
- Los Angeles County Sheriff's Department – Responsible for operating the Emergency Operation Center for the entire City, including handling after-hour service calls reporting SSOs, pump station malfunction calls, and forwarding those reports to LACDPW.

2.3.4 Chain of Communication for SSO Reporting

The chain of communication for reporting SSOs, from receipt of a complaint or other information sources to the appropriate regulatory agencies, is presented in Section 2.3.4a. The City's contact directory for communicating with both internal and external parties involved in responding and reporting an SSO event is shown in Section 2.3.5. The SSO emergency response plan will be discussed in greater detail in Chapter 6.

2.3.4a City's SSO Reporting Procedures Flow Chart



¹ California Office of Emergency Services is notified when SSOs greater than or equal to 1,000 gallons discharged to or potentially will be discharged to surface water.

² Flood Maintenance Division is only notified when the SSO has entered a storm drain.

³ Environmental Programs Division is only notified when SSOs of 50,000 gallons or greater are spilled to surface water.

2.3.5 City's Contact Directory for SSO Responding and Reporting

<u>After-Hour or Responsible Party</u>	<u>Name</u>	<u>Telephone</u>	<u>After-Hour or Cell Phone</u>
City Manager	Anton Dahlerbruch	(310) 378-0383	(310) 567-1554
Planning & Building Director	Sheri Repp-Loadsman	(310) 378-0383	(310) 592-9835
City Engineer	Jack Rydell	(310) 378-0383	(562) 252-2511
Building Official	Mike Ross	(310) 378-0383	(310) 869-1484
Facility & Maintenance Supt.	Pete Tepus	(310) 350-3142	(310) 963-2086
Public Works Services	Dispatch	(310) 378-0383	(310) 378-4211
Palos Verdes Estates Police Dept.	24-hour Dispatch	(310) 378-4211	
County of Los Angeles Fire Dept.	Dispatch	(310) 378-0383	911
LACDPW	24-hour Dispatch	(626) 458-4357	(800) 675-4357
DPH		(213) 974-1234	
LACDPW Flood Maintenance Division		(626) 445-7630	
LACDPW Environmental Programs Division	24-hour Dispatch	(626) 458-4357	(800) 675-4357
Sanitation Districts of Los Angeles County		(562) 699-7411	
RWQCB (Region 4)		(213) 576-6600	
California Office of Emergency Services		(800) 852-7550	

CHAPTER 3

LEGAL AUTHORITY

3.1 Legal Authority

The City's legal authority to own and operate a sanitary sewer system is derived from its incorporation as a City. The City on December 20, 1939, granted the County of Los Angeles the consent and jurisdiction to annex sewered portions of the City into the CSMD. By that action, the City has entrusted the management, operation, and maintenance of its local sanitary sewer system to the CSMD. The City, however, still maintains full ownership of the sewer system.

In compliance with the WDRs, this Chapter highlights the City's legal authority to: (1) prevent illicit discharges into the sanitary sewer system; (2) require that sewers and connections be properly designed and constructed; (3) ensure access for maintenance, inspection, or repairs; (4) limit the discharges of FOG and other debris that may cause blockage; and (5) enforce any violation of sewer ordinances or City Municipal Codes (CMCs). The legal authorities for the specific areas stipulated in the WDRs are covered in various sections of the CMC and within the 2013 California Plumbing Code (CPC):

3.1.1 Legal Authority to Prevent Illicit Discharges into the Sanitary Sewer System

In accordance with the CMC, Chapter 15.12, the City has adopted the 2013 Edition of the CPC, as its plumbing code. Per Section 714.0 of the CPC, illicit discharges are described and prohibited from discharge into the sanitary sewer system. The City, as one of the CSMD cities, benefits from the CSMD's I/I control program. This program consists of sewer line cleaning and maintenance program, which includes CCTV and other mechanisms to detect I/I. By ordinance, LACO TITLE 20, Section 20.40.045, the County of Los Angeles Board of Supervisors has established a financial plan to ensure capital replacement or rehabilitation of sewer lines prone to I/I within the CSMD. These laws combined constitute the City's legal authority to prevent illicit discharges into the sewer system.

3.1.2 Legal Authority to Require that Sewers and Connections be Properly Designed and Constructed

In accordance with CPC, Chapter 15.12, the City has adopted the 2013 Edition of the California Plumbing Code, as its plumbing code. Per Sections 715.0 through 721.0 of the CPC, the design requirements for private sewers are detailed. For the construction of a collection sewer system, public sewers are required to conform to all of the requirements prescribed by Division 2, of the LACO TITLE 20, the Standard Specifications for Public Works Construction (“Green Book”), and by the Special Provisions and Standard Plans, all on file in the office of the City's Building & Planning Director per Section 12.12.130 of the CMCs.

3.1.3 Legal Authority to Ensure Access for Maintenance, Inspection, or Repairs

In accordance with the Green Book, all public sewers are either on public property or within legally recorder sewer easements on private property. Sewer easements are detailed on the sewer construction plans and are thoroughly reviewed by the City and the LACDPW for adequacy in size and accuracy of alignment during the plan check process. Plan checkers take special care to ensure that maintenance crews will have sufficient access for the movement of equipment and materials for both routine and emergency repairs or construction work on the system.

3.1.4 Legal Authority Limiting the Discharge of FOG and other Debris that May Cause Blockage

In accordance with CPC, Chapter 15.12, the City has adopted the 2013 version of the California Plumbing Code, as its plumbing code. Per Section 714.0 of the CPC, illicit discharges are described and prohibited from discharge into the sanitary sewer system, including FOG and other debris. Also Sections 1014.0 and 1015.0 of the CPC requires the installation of grease interceptors at restaurants and other food establishments that generate grease in the City.

3.1.5 Legal Authority to Enforce any Violation of Sewer Ordinances

For private sewers, per Section 15.08.130, a violation of any of the City's Building Codes, including the adopted CPC, is deemed to be a misdemeanor. The violation may also be deemed an infraction in the discretion of the City. Chapter 13 of the CMC authorizes the City Engineer to permit all public sewer connections and enforce any public sewer ordinance violations.

CHAPTER 4

OPERATION AND MAINTENANCE PROGRAM

4.1 Preventive Maintenance Program

The City is within the CSMD and, therefore, relies on the staff and resources of the CSMD for the SO&M of its collection sewer system. The CSMD's SO&M Programs described in detail in the SMDs' SSMP are applicable in the City. The CSMD South Yard (Appendix B) provides sewer services to the City. In addition, personnel from the other four sewer maintenance yards, shown in Appendix B, provide after-hour services, such as standby, call-back, and other sewer emergency services to the City. The maintenance equipment utilized within the City is owned by the CSMD. A complete inventory of the CSMD equipment assigned to the South Yard is presented in Appendix C.

The City's maintenance programs are funded through levying of an annual sewer service charge currently at \$41.50 per equivalent single-family dwelling unit, otherwise called a sewage unit (SU). This is included in the \$50.50 per SU levied by the CSMD and collected with the annual tax bills of property owners in the cities that are within the CSMD. The total annual revenue generated for the various sewer programs through the \$50.50 per SU charge is approximately \$274,000. These funds are managed and administered by the LACDPW and reviewed and adjusted annually to ensure sufficient revenue to fund the maintenance programs.

The following is a summary of the CSMD preventive maintenance activities implemented by the CSMD within the City:

4.1.1 Sewer Line and Manhole Inspection

The interior and exterior of manholes are inspected semiannually for any structural defects, sewage flow condition, presence of vermin or rodents, deleterious industrial waste, odors, and any signs of unusual settlement around the manholes and along sewer alignments.

4.1.2 Gas Trap Manholes and Siphons

On a monthly basis these facilities are inspected and cleared of any stoppages or flow restrictions.

4.1.3 Drop Manholes

These facilities are inspected and cleared of stoppages and flow restrictions on variable frequencies based on prior inspection records.

4.1.4 Sewer Line Cleaning

Sewer lines are cleaned by hydro jetting or rodding. Frequency of cleaning is based on inspection records. Sewer lines known to accumulate grease, garbage grinds, or sand are placed on monthly, quarterly, or semiannual cleaning schedules and those prone to root growth are periodically rodded or chemically treated.

4.1.5 Vermin and Rodent Control

Sewers infested by insects are chemically treated. Those infested by rodents are baited.

4.1.6 Sewage Pump Stations

All pump stations are equipped with telemetry/alarm system and are inspected twice a week. Pumps and motors are lubricated, control mechanism and valves are checked and adjusted as necessary, and equipment is repaired or modified as required.

4.1.7 Work Schedules

CSMD work orders within the City are generated and tracked by the LACDPW's Maintenance Management System (MMS). CSMD field crew activities are recorded in various forms, such as service requests, cleaning reports, sewer maintenance daily reports, manhole adjustments, overflow report forms, etc., and maintained in the MMS database. The reports are made available to the City upon request.

4.1.8 City Sewer Mapping System

The City maintains "as-built" sewer plans of the City's sewer facilities. Data on the plans, such as system location and alignment, pipe material, size, etc., are stored in the SMDs' Computer Aided Design and Drafting System (CADD). Information generated by CADD is printed on Index Map Sheets stored by LACDPW, Sewer Maintenance Division, located at 1000 South Fremont Avenue, Alhambra, California. The Index Maps are also kept at the SMDs' field maintenance yards. The maps are updated, as necessary, to reflect any changes in the system.

4.2 Rehabilitation and Replacement Plan

The City's sewer collection systems are in the CSMD, and the City participates in the CSMD's Accumulative Capital Outlay (ACO) Program. As a result, the City also benefits from the CSMD's Sewer Condition Assessment Program.

4.2.1 ACO Program of the CSMD

As previously stated, the City participates in the ACO Program of the CSMD. Property owners within the CSMD are levied an annual charge of \$5 per SU for sewer collection system rehabilitation and replacements. The \$5 per SU charge is also a component of the total \$50.50 per SU annual sewer service charge collected from property owners districtwide with the property owners' annual tax bills. The program is managed and administered by LACDPW.

Under the ACO Program, any portion of the sewer system found to be structurally deficient through routine inspection, sewer emergency response, or the Condition Assessment Program is immediately repaired as an emergency repair project or documented in a prioritized list of future short- and long-term ACO sewer rehabilitation and replacement projects. However, the LACDPW will refer portions of the system that have sewer capacity-related problems, such as hydraulic deficiencies resulting from over development or change in the zoning, to the City for appropriate corrective action. There are currently no known capacity-related SSO problems in the City.

4.2.2 Condition Assessment Program

There are currently approximately 78 miles of sewer lines and 2 pump stations within the City. The existing City collection sewer facilities are listed in Appendix D. The existing sewer pipes, ranging from 8 to 12 inches in diameter, are predominantly of vitrified clay pipe material. Naturally, as these sewer lines age, structural problems, such as cracks, joint separation, root intrusion, etc., will develop. To ensure that these problems are properly mitigated, the WDRs require that the City or its agent have a program in place to minimize and correct these issues and ensure that the program is well funded.

As described earlier in this document, the City is within the CSMD and participates in the CSMD's Condition Assessment Program. Property owners within the CSMD are assessed an annual fee of \$4 per SU for sewer system condition assessment. This charge is part of the current annual sewer service charge of \$50.50 per SU levied and collected with the property owners' annual tax bills for the CSMD. This charge is reviewed and adjusted annually by the LACDPW to raise sufficient funds for the Condition Assessment Program. Under the Condition Assessment Program, the entire sewer collection system within the City is inspected by CCTV to assess the condition of the pipes on a ten-year-cycle basis. The CCTV inspection schedule for the City is presented in Appendix E. The LACDPW is responsible for the management and administration of the funds and program.

4.3 Equipment Maintenance and Replacement Policy

The equipment utilized in the maintenance of the City's sewer facilities is owned by the CSMD. The LACDPW has full responsibility for the maintenance and replacement of equipment. The LACDPW Equipment Replacement Policy is described in Chapter 4.3 of the SMDs' SSMP.

4.4 Training for Field Operations Personnel and Contractors

All personnel needed for the operation and maintenance of the City's sewer system are employed by the LACDPW. The training of CSMD personnel is a function of the LACDPW and not the City. The training methodologies utilized by the LACDPW are contained in Chapter 4.4 of the SMDs' SSMP. The City does not have any formalized training for contractors doing work within the City. However, City sewer construction projects are awarded to competitively selected contractors with well trained and qualified personnel for any given project. The designed plans and specifications for City sewer construction projects contain detailed instructions on the City's permitting requirements, standards, and policies that must be adhered to by contractors doing work within the City.

CHAPTER 5

DESIGN AND PERFORMANCE PROVISIONS

5.1 Design and Construction Standards and Specifications

The City requires that all sewers be designed in accordance with the LACDPW standards. LACDPW has standard plans and specifications for construction of sanitary sewers and appurtenances to ensure that sewer lines and connections are properly designed and constructed. The LACDPW specifications by reference incorporate the Standard Plans and Specifications for Public Works Construction, Special Provisions, and Standard Drawings. In addition, the LACDPW has other publications, such as the Private Contract Sanitary Sewer Procedural Manual, Guidelines for the Design of Pump Stations, etc., to ensure consistency in the design of collection systems within unincorporated County areas. The City requires that these publications also be followed in the design of sewer systems within the City. To further assure that sewer facilities are properly designed, the City requires that construction drawings be prepared by licensed engineers. The construction drawings are thoroughly reviewed by the City and SMDs engineers prior to approval for construction and inspection of the actual construction work. SMDs review plans to ensure that appropriate maintenance standards are integrated into the design from a maintenance standpoint only.

5.2 Procedures and Standards for Inspection and Testing of New and Rehabilitated Collection Sewer Facilities

The City provides inspection by utilizing own staff or outsourcing to qualified consultants for the inspection of new sewer construction projects. The inspection of sewer rehabilitation projects under the ACO program are conducted by LACDPW inspectors. The City requires that “as-built” sewer plans of the completed projects be submitted prior to final approval for acceptance of sewer facilities for public use.

In compliance with SMDs policy, the City also requires that all newly constructed pump stations be inspected by experienced SMDs staff prior to transferring such facilities to the SMDs for maintenance.

CHAPTER 6

OVERFLOW EMERGENCY RESPONSE PLAN

6.1 Overflow Response Procedure

The City, as a member of the CSMD, relies on the services of the SMDs to respond to SSOs within the City. Therefore, the SMDs' Overflow Procedure described in Chapter 6 of the SMDs' SSMP is utilized by the CSMD in the City. Furthermore, the LACDPW 24-hour emergency phone number 1-800-675-HELP (4357) is readily available to City staff and residents to promptly notify LACDPW staff of SSO events in the City.

6.1.1 Regulatory Agencies Notification and Time Frame

The CSMD is responsible for reporting SSOs to the appropriate regulatory agencies for the City. As discussed in Chapter 2, SSOs that occur in the City are reported to the LACDPW by telephone or by telemetry at the pump stations. Upon receipt of such calls, LACDPW Officials follow the notification guidelines contained in Chapter 6 of the SMDs' SSMP, also presented in Sections 6.1.1a and 6.1.1b of this document.

6.1.1a Regulatory Agencies Notification and Time Frame Table

SSO Category	Type or Description	Agencies to be Notified	Type of Notification and Timeframe	
			Timeframe	Written Report/Online Database
1	<p>Any volume of untreated or partially treated SSO:</p> <ul style="list-style-type: none"> Reach surface water and/or drainage channel tributary to surface water. Discharge to a storm drain and not fully captured and returned to the sanitary sewer system or not captured and disposed of properly. Any volume not recovered from storm drain is considered to have reached surface water. 	California Office of Emergency Services ($\geq 1,000$ gallons)	As soon as possible, but no later than 2 hours after becoming aware of the spill.	Call and obtain control number.
		Department of Public Health	Within 15 minutes after becoming aware of the spill.	Call and obtain operator number.
		Flood Maintenance Division (only if entered into storm drain)	As soon as possible, but no later than 2 hours after becoming aware of the spill.	NA
		Environmental Programs Division ($\geq 50,000$)	As soon as possible, but no later than 2 hours after becoming aware of the spill.	Conduct water quality sampling within 48 hours of initial spill. CIWQS Online Database – Upload water quality results. SSO Technical Report – Submit report within 45 calendar days on conclusion of SSO in which 50,000 gallons or greater are spilled to surface water.
		RWQCB (Region 4 or 6)	As soon as possible, but no later than 2 hours after becoming aware of the spill.	Certify that the notification has been made as soon as possible, but no later than 24 hours after becoming aware of the spill.
		SWRCB	As soon as we become aware of the SSO, reporting is possible and can be provided without substantially impeding cleanup or other measures.	CIWQS Online Database Initial Report – ASAP, but no later than initial 3-business days after we are made aware of it. Final Certified Report – Within 15 calendar days on conclusion of the SSO response and remediation. Additional Information – Anytime in form of an attachment.
2	<p>$\geq 1,000$ gallons of untreated or partially treated SSO:</p> <ul style="list-style-type: none"> Does not reach surface water, drainage channel, or storm drain unless discharge to storm drain system is fully recovered and disposed of properly. 	Flood Maintenance Division (only if entered into storm drain)	Same as above.	NA
		Department of Public Health	Same as above.	NA
		RWQCB (Regions 4 and 6)	Same as above.	Same as above.
		SWRCB	Same as above.	Same as above.
3	All other discharge of untreated or partially treated resulting from sewer system failure or flow condition.	Department of Public Health	Same as above.	NA
		RWQCB (Region 4 and 6)	Same as above.	Same as above.
		SWRCB	Same as above.	CIWQS Online Database – Within 30 days after the end of the calendar month in which the SSO occurred.
PLSD	Private lateral sewage discharge (PLSD) caused by blockages or other problems within a privately owned lateral.	Department of Public Health	Same as above.	NA
		RWQCB (Regions 4 and 6)	Same as above.	Same as above.
		SWRCB (optional)	NA	NA
NA	No SSO in a calendar month.	SWRCB	NA	CIWQS Online Database – Certified within 30 days after the end of the calendar month, certified statement that no SSO occurred.
NA	Collection System Questionnaire.	SWRCB		CIWQS Online Database - Update and certify every 12 months.

6.1.1b Agency Telephone/Fax Numbers

Agency	Contacts	Hours of Operation
Department of Public Health	(213) 974-1234	Answered on a 24-hour, 7-day basis
OES	(800) 852-7550	Answered on a 24-hour, 7-day basis
RWQCB (Region 4)	(213) 576-6600 (213) 576-6650	Answered only during normal working hours
LACDPW Flood Maintenance Division	(626) 445-7630	Answered only during normal working hours
East Area	(626) 798-6761	Answered only during normal working hours
South Area	(562) 861-0316	Answered only during normal working hours
West Area	(818) 896-0594 (818) 248-3842	Answered only during normal working hours
LACDPW Environmental Programs Division	(626) 458-4357	Answered on a 24-hour, 7-day basis
SWRCB		Online database website address
LACDPW Emergency Phone Number	(800) 675-4357	Answered on a 24-hour, 7-day basis

6.1.2 Procedure to Ensure that Staff and Contractors are Aware and Appropriately Trained to Follow the Emergency Response Plan

The procedure to ensure that staff and contractors are aware and appropriately trained to follow the Emergency Response Plan is mainly the function of the LACDPW. City staff, however, is familiar with the SMDs reporting procedures, which are included in the SMDs' SSMP.

6.1.3 Procedure to Address Emergency Operations such as Crowd Control and Other Necessary Response Activities

The City does not play a significant role in addressing emergency operations. Emergency operations are performed by LACDPW staff or contractors doing emergency repair SSO-related work for the County or City. The County of Los Angeles Fire and Sheriff's Departments also play active roles in the control and protection of the general public during emergency SSO operations.

6.1.4 Program to Eliminate or Minimize the Discharge of SSOs into Waters of the United States

One of the main functions performed by LACDPW for the City is to eliminate or minimize the discharge of SSOs into Waters of the United States. The City's role is limited to ensuring that their collection system has sufficient capacity for all operating conditions and ensures that LACDPW staff is promptly notified of SSO events when they occur.

CHAPTER 7

FOG CONTROL PROGRAM

7.1 Public Education Outreach Program

The City currently benefits from the LACDPW Public Education Outreach Program. Under this program, information on proper disposal of FOG and other SSO prevention measures, such as the installation of backwater valves, house lateral maintenance, etc., is disseminated by the CSMD to City residents through publication of Annual Reports, brochures, and individual notices to property owners. LACDPW Sewer Maintenance and Industrial Waste Management Program personnel also assist in passing useful information on SSO prevention and FOG onto home and business owners. Public education materials are posted on <http://dpw.lacounty.gov/smd/smd/> and <http://dpw.lacounty.gov/Environmental Programs Division/cleanla>.

To complement County efforts, the City will initiate its own Public Education Outreach Program. This will consist of including SSO- and FOG-related articles from the LACDPW and other sources, such as the City's newsletters and webpage <http://www.palosverdes.com/PVE/>, and by maintaining continuous communication with the County and City residents and businesses on these issues.

7.2 Disposal Methods for FOG Generated within the City's Sanitary Sewer System

The function of disposing FOG generated within the City's sanitary sewer system is performed by CSMD staff on behalf of the City. The methods used by the LACDPW are contained in the SMDs' SSMP.

7.3 Legal Authority to Prohibit Discharges to the System and Identify Measures to Prevent SSOs and Blockages Caused by FOG

The legal authority to prohibit discharges of FOG into the sewer system is discussed in Chapter 3 of this document. Requirements for grease interceptors at food establishments to prevent the discharge of grease to the collection sewer system and educating the public on proper disposal methods for FOG are also discussed elsewhere in this chapter.

7.4 Authority to Inspect Grease-Producing Facilities, Enforcement Authorities, and Evidence of Adequate Staffing to Inspect and Enforce the FOG Ordinance

Title 13 Public Services, Chapter 13 of the City's CMC authorizes the City Engineer to issue a permit for all industrial waste discharges. This provides the City Engineer with the authority to inspect grease-producing facilities for compliance with permit requirements and pursue enforcement of any code violations.

7.5 Cleaning Schedule for Identified FOG-Prone Sewer Segments

The cleaning schedule for identified FOG-prone sewer segments is performed by the CSMD for the City. The methods used by CSMD staff are described in the SMDs' SSMP.

CHAPTER 8

SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

8.1 System Evaluation and Capacity Assurance Plan

The City is responsible for ensuring that the public sewer infrastructure is correctly designed, adequately sized, and easily maintained. The CSMD also provides a supporting role in reviewing all proposed sewer plans for new developments in the City to ensure that they conform to County design standards and to ensure that requirements for acceptability for maintenance are met.

8.2 Adequate Capacity and Correct Design

The City Engineer or hired qualified private company provides thorough review of all sewer plans for proposed development projects in the City to ensure that (1) they are properly designed with sufficient capacity for current and future base, peak, and wet-weather flow demands; and (2) any impact of proposed project on existing sewer system is mitigated prior to being approved by the City Engineer. During construction, the projects are continuously inspected by the City Engineer or hired construction inspectors to ensure that the sewer facilities are constructed in accordance with the approved plans and specifications.

8.3 Capacity Enhancement Plan

The Collection Sewer System Capacity Enhancement Program is a combined effort between the City and the LACDPW. The CSMD's programs to optimize the use of available sewer capacity and prevent SSOs include the CCTV Program to identify pipe segments needing repairs, I/I reduction and tree-root intrusion control programs, sewer cleaning program, and the ACO Program to effect repairs or replacement of damaged pipes. These programs are described in Chapters 3 and 4 of the SMDs' SSMP. The City's plan to compliment the LACDPW's efforts will be through its Pump Station Assessment and Capacity Study Program starting in Fiscal Year 2015-16. Pump stations identified to have deficiencies through the Pump Station Assessment and Capacity Study Program will be prioritized and included in the City's future Capital Improvement Program for appropriate upgrades.

CHAPTER 9

MONITORING, MEASUREMENT, AND MODIFICATION PROGRAM

9.1 Monitoring

The City will document all relevant data on SSOs that occurred in the City. This will include the quarterly SSO reports from the LACDPW, Annual Reports published by the LACDPW, the Sewer Maintenance Productivity Report (Appendix F) for the City, and any special reports to regulatory agencies, etc. The data will be analyzed to evaluate the effectiveness of the City's SSMP.

9.2 SSMP Program Effectiveness Evaluation

The biennial SSMP audit shall be used as one of the tools in assessing the effectiveness of the City's SSMP. The evaluation of the City's SSMP Program effectiveness shall be based on such key performance indicators as the total number of overflows, overflow response time, reduction in repeated incidents of SSOs at the same location, total overflow equal to or greater than 1,000 gallons or reaching the waters of the United States, reduction in number of overflows that are caused by sewer capacity-related problems, and any other effectiveness parameters established by the SWRCB.

9.3 Program Modification

The City shall continually update or modify the key elements of its SSMP based on the results of the above-mentioned monitoring and program effectiveness evaluations. The City shall also make recommendations to the LACDPW, as necessary, on elements of the SMDs' SSMP to be adjusted or revised within City boundaries to better serve its residents.

9.4 SSO Location Mapping and Trends

The annual SSO location maps prepared by the LACDPW are enclosed in Appendix G. The cause of each SSO incident is also recorded and shown on the map sheets. These maps are used for establishing SSO patterns, identifying hot spots, and work assignment scheduling by LACDPW field personnel.

CHAPTER 10

SSMP PROGRAM AUDIT AND CERTIFICATION

10.1 SSMP Program Audit

The LACDPW shall conduct an internal audit and prepare a report every two years for the City's review. The audit shall focus on evaluating the effectiveness of the SSMP and records of the City and SMDs' compliance actions during the audit period. The most recent report of the audit must be kept on file in the City's Planning & Building Director's office.

10.2 SSMP Certification

The SSMP shall be certified by the Planning & Building Director or authorized representatives to be in compliance with the requirements set forth in the WDRs and be presented to the City Council for approval at a public meeting. The City authorized representative must also complete the certification portion in the online SSO Database Questionnaire (<http://ciwqs.waterboards.ca.gov/>) by checking the appropriate milestone box, printing and signing the automated form, and sending the signed form to:

Attention Sanitary Sewer Overflow Program Manager
State Water Resources Control Board
Division of Water Quality
P.O. Box 100
Sacramento, CA 95812

10.3 SSMP Modification and Recertification

The SSMP must be updated every five years to keep it current. When significant amendments are made to any portion or portions of the SSMP, it must be resubmitted to the City Council for approval and recertification. The recertification shall be in accordance with the certification process described in Section 10.2.

CHAPTER 11

COMMUNICATION AND SSMP AVAILABILITY

11.1 Communication

The City shall provide all stakeholders and interested parties, such as the general public and other agencies, with status updates on the development and implementation of the SSMP and consider comments made by them. The City shall utilize media, such as letters, newsletters, brochures, notices in the newspapers, and the City's home webpage, for conveying this information.

11.2 SSMP Availability

Copies of the SSMP will be maintained in the City's Planning & Building Director's office and posted in the City's home webpage. The document shall also be made readily available to the RWQCB (Regions 4) upon request and to the operators of any collection system or treatment facility downstream of the City's system.

CHAPTER 12

CSMD AND CITY RESPONSIBILITIES UNDER THE WDRs

12.1 CSMD vs City Responsibilities

The CSMD and the City, which is a part of the CSMD, will play significant roles, jointly and separately, toward achieving the goals of the WDRs. The LACDPW shall apply for coverage under the WDRs for facilities it owns. The City will apply for coverage for its own facilities.

The LACDPW shall prepare a comprehensive SSMP for the SMDs. The City in coordination with the LACDPW will prepare its own SSMP. The City has previously adopted codes and regulations providing it with legal authority in conjunction with agreements with the SMDs to enforce items stipulated in the WDRs.

Section 12.2 shows the CSMD cities, including the City, and the SSO-related services currently provided by the LACDPW to each of the cities. It also contains information on estimated population of the cities. The CSMD shall perform all functions under the WDRs related to the SO&M Program. The CSMD shall also be responsible for correcting structural deficiencies under the ACO Program. The cities will be conducting the capacity study of their collection systems, if necessary, and correcting identified hydraulic deficiencies. The matrix on Section 12.3 is a listing of the key elements of the SSMP and the roles for the CSMD and the City. By completing and signing this matrix, the City, as owner, and the CSMD, as service provider, mutually agree that it is an accurate description of what each entity will be responsible for under the WDRs. Upon approval by both parties, this document becomes a part of the City's and SMDs' SSMP.

12.2 LACDPW Sewer-Related Services to the 38 CSMD Cities

City	CSMD	ACO Program	Sewer Maintenance Agreement	Building and Safety	Industrial Waste	City Engineers	*Population
Agoura Hills	x	X			x		20,537
Artesia	x	X		x	x		16,380
Baldwin Park	x	X					75,837
Bell Gardens	x	X			x		44,054
Bellflower	x	x			x		72,878
Bradbury	x	X					855
Calabasas	x	x			x		20,033
Carson	x	x		x	x	x	89,730
Commerce	x	x		x	x	x	12,568
Cudahy	x	x			x		24,208
Diamond Bar	x	x			x		56,287
Duarte	x	x		x	x		21,486
Glendora	x	x					49,415
Hawaiian Gardens	x	x			x		14,779
Hidden Hills	x	x					1,875
Industry	x	x		x			777
Irwindale			x	x	x		1,446
La Cañada Flintridge	x	x		x	x		20,318
La Habra Heights	x	x					5,712
La Mirada	x	x		x	x	x	46,783
Lakewood	x	x		x	x	x	79,345
Lawndale	x	x		x	x		31,711
Lomita	x	x		x	x	x	20,046
Malibu	x	x					12,575
Palos Verdes Estates	x	x					13,340
Paramount	x	x			x		55,266
Rancho Palos Verdes	x	x			x		41,145
Rolling Hills	x	x		x			1,871
Rolling Hills Estates	x	x		x	x		7,676
Rosemead	x	x			x		53,505
San Dimas	x	x			x		64,980
Santa Clarita	x	x			x		151,088
Santa Fe Springs	x	x		x			17,438
South El Monte	x	x					21,144
Temple City	x	x		x	x	x	33,377
Walnut	x	x			x		30,004
West Hollywood			x		x		35,716
Westlake Village	x	x		x	x		8,368
TOTALS:	36	36	2	16	27	6	1,274,553

* The population data was obtained from the year 2000 Census data. Individual cities should verify the accuracy of the above data.

Through the General Services Agreement, a city can request County resources upon specific request. The LACDPW currently provides at least some degree of services to all 88 cities in the County of Los Angeles.

12.3 Roles of the CSMD and Cities Under the WDRs

	A	B	C	D	E	F	G
1	Task	WDR	Description or Requirement of the WDR	Completion Date	City of	County	Comments/Concerns
2	Identifier	Reference		w/ MOU	Palos Verdes Estates	Consolidated	
3				Regional Board 4			
4				10,000 – 100,000 served			
5							
6		D9	Allocate adequate resources		X	X	City for capacity-related Capital Improvement Projects, LACDPW for O&M and ACO
7		D9	Establish proper rate structure		X	X	
8		D9	Establish proper accounting mechanisms		X		
9		D9	Establish audit procedures		X		
10							
11		B1	Apply for coverage under the WDRs with the SWRCB	11/2/2006	X	X	City as owner, LACDPW as operator
12		G	Reporting Program Initiation	1/2/2007	X	X	
13		B2	SWRCB to issue application instructions	7/2/2006	X	X	
14		B2	Appoint legally authorized representative		X	X	
15			Submit completed application package		X	X	
16							
17		D13	Sewer System Management Plan				
18			Complete Development Plan and Schedule	11/2/2007	X		
19			Certification	5/2/2009	X		LACDPW support role only
20			Approval by Governing Board	5/2/2009	X		
21			Available at office or on Internet	5/2/2009	X		
22							
23		D13(i)	Goal	11/2/2007	X		
24		D13(ii)	Organization	11/2/2007	X		
25			Identification of authorized representative		X	X	
26			Organizational Chart		X		
27			Contact List		X	X	
28			SSO Reporting Chain of Communication		X	X	
29		D13(iii)	Legal Authority	5/2/2009	X	X	
30			Sewer System Use Ordinance Adoption		X	X	
31			Service Agreement or MOU or other legally binding procedure		X	X	
32							
33							
34		D13(iv)	Operations and Maintenance Program	5/2/2009		X	CSMD and City
35			Up-to-date Mapping Procedures		X	X	
36			Description of routine SO&M activities			X	
37			Preventive Maintenance Program			X	
38			Rehabilitation and Replacement Program		X	X	
39			Short-term		X	X	
40			Long-term		X	X	

41		Capital Improvement Plan		X	X	
42		Project Schedules		X	X	
43		Schedule for funding		X	X	
44		Training		X	X	City support role – spill containment and public education outreach
45		Develop training program			X	
46		Staff			X	
47		Contractors		X	X	
48		Equipment and Replacement Part Inventory Definition			X	
49						
50	D13(v)	Design and Performance Provisions	8/2/2009	X	X	City for new and capacity-related Capital Improvement Projects
51		Development of design and construction standards		X	X	City for new and LACDPW for rehab projects
52		Development of inspection and testing standards		X	X	
53						
54	D13(vi)	Overflow Emergency Response Plan	5/2/2009	X	X	
55		Adoption of Proper Notification Procedures			X	
56		Program for Appropriate Response Procedure		X	X	
57		Procedures for Prompt Notification			X	
58		Contractor and staff verification procedure and drills		X	X	
59		Procedures for emergency operations communication		X	X	
60		Reasonable steps program to contain and prevent SSO		X	X	
61						
62	D13(vii)	FOG Program	5/2/2009			City covered by LACDPW Industrial Waste Program
63		Implementation Plan and Schedule for Public Education Outreach Program		X	X	
64		Disposal Plan of FOG from the sewer system			X	
65		Definition of legal authority		X	X	
66		Grease removal device requirements		X	X	
67		Inspection Authority		X	X	
68		Inspection authority definition		X	X	
69		Identification of grease problems areas			X	
70		Development of source control measures		X		
71		Public Education Outreach Program		X	X	
72	D13(viii)	System Evaluation and Capacity Assurance Measures	8/2/2009	X	X	
73		Evaluations		X	X	
74		Design Criteria		X		
75		Capacity Enhancement Measures		X	X	
76		Schedules		X	X	
77		Capital Improvement Program		X	X	
78						
79	D13(ix)	Monitoring, Measurement, and Modification	8/2/2009		X	
80		Development and Management of Changed Provisions				
81						
82	D13(x)	SSMP Program Audits	8/2/2009	X	X	
83		Preparation of Biannual reports (minimum)		X	X	
84						
85	D13(xi)	Communication Program	8/2/2009			
86		Conduct Public Hearings		X		City's program to complement LACDPW

87		Prepare Public Outreach Pieces		X	X	
88		Coordinate with LA San Distr. / L.A. CO. Communication Plans			X	
89						
90	D14	SSMP Approval by Governing Board	5/2/2009	X		
91						
92	D14	Update SSMP (every 5 years)	5/2/2014	X	X	LACDPW support role
93		Complete the online SSO Database Questionnaire		X		
94		Certify Compliance		X		
95		Governing Board recertification and approval		X		
96						
97	G	Monitoring and Reporting Requirements	1/2/2007	X	X	
98	G3	Obtain SSO Database Account (CIWQS)		X	X	
99	G3	Complete Collection System Questionnaire	w/in 30 days	X		
100	G3	Update Collection System Questionnaire annually		X		
101						
102	G3	SSO Recordkeeping	5 years from date	X	X	

City Authorized Representative: _____
 Print Name Signature Date

SMDs Authorized Representative: _____
 Print Name Signature Date