2025 Sewer System Management Plan

Prepared in Consultation with:
Causey Consulting
Walnut Creek, CA 94598

CITY OF
FOLSOM
DISTINCTIVE BY NATURE

Table of Contents

Table of Tables

Table of Figures

List of Abbreviations and Acronyms

Acronym	Definition
BMP	Best Management Practice
CalOES	California Office of Emergency Services
CCTV	Closed Circuit Television
CIP	Capital Improvement Program
City	City of Folsom
CIWQS	California Integrated Water Quality System
CMMS	Computerized Maintenance Management System
DS	Data Submitter
EWR	Environmental and Water Resources Department
FMC	Folsom Municipal Code
FOG	Fats, Oils, Grease
FROG	Fats, Roots, Oils, Grease
FPA	Folsom Planning Area
FSE	Food Service Establishment
FY	Fiscal Year
GIS	Geographical Information System
GPS	Global Positioning System
GWDR	General Waste Discharge Requirements
I/I	Inflow / Infiltration
Lake	Folsom Reservoir
LRO	Legally Responsible Official
NOAA	National Oceanic and Atmospheric Administration
NPDES	National Pollution Discharge Elimination System
O&M	Operations and Maintenance
PDF	Portable Document Format
R&R	Renewal and Replacement
RWQCB	Regional Water Quality Control Board
SACSewer	Sacramento Area Sewer District
SCADA	Supervisory Control and Data Acquisition
SECAP	Sewer Evaluation and Capacity Assessment Plan
SERP	Spill Emergency Response Plan
SOP	Standard Operating Procedure

Acronym	Definition
Spill	SSO or Overflow
SS	Sewer System
SSMP	Sewer System Management Plan
SSO	See Spill
SWRCB	State of California Water Resources Control Board
WDID	Waste Discharge Identification Number 5SSO11183
WDR	Waste Discharge Requirements for Sanitary Sewer Systems

1.0: Element 1 – SSMP Goal and Introduction

On December 6, 2022, the State Water Resources Control Board (SWRCB) adopted Statewide General Waste Discharge Requirements (GWDR) for Sanitary Sewer Systems through Order WQ 2022-0103-DWQ for Sanitary Sewer Systems, herein referred to as the "General Order". The purpose of this General Order is to ensure that municipalities properly operate and maintain their wastewater collections system. The General Order applies to all public collection system agencies in California that own or operate collection systems comprised of more than one mile of pipe or sewer lines and convey untreated wastewater to a publicly owned treatment facility. The principal elements of the General Order require each agency to adopt a Sewer System Management Plan (SSMP) and schedule that:

- Properly manages, operates, and maintains all parts of the Enrollee's sanitary sewer system.
- Reduces and prevents spills.
- Contains and mitigates spills that do occur.

The SSMP is a living planning document that must address, at minimum, the required Plan elements in Attachment D (Sewer System Management Plan – Required Elements) of the General Order. To be effective, the Sewer System Management Plan must include procedures for the management, operation, and maintenance of the sanitary sewer system(s). The procedures must: (1) incorporate the prioritization of system repairs and maintenance to proactively prevent spills, and (2) address the implementation of current industry standard practices through available equipment, technologies, and strategies. The City's development, update, and implementation of a Sewer System Management Plan addressing the requirements of WDR Attachment D is an enforceable component of the General Order.

1.1: Goals

To help reduce and prevent Spills, the City of Folsom's Environmental & Water Resources Department established seven goals:

- Provide uninterrupted sanitary sewer service.
- Minimize the risk of Spills by reducing the impact and probability of Spills and adapting the program from results of operations and Spill events.
- Mitigate Spills to minimize water quality and environmental impacts to Waters of the State.
- Ensure adequate sewer system capacity to address the City's current and future sewer flows while taking into consideration climate change, inflow and infiltration impacts, system resiliency and growth.

- Sustain aging sewer infrastructure by implementing an asset management program to extend asset lifecycle.
- Ensure adequate funding support and resources to sustain long-term asset management.
- Properly train staff at all levels to comply with the General Order.

1.2: SSMP Implementation/Updates

The General Order requires the SSMP to be updated at a minimum every 6 years and requires Internal Audits to be conducted at a minimum of every 3 years. The due dates for the SSMP updates as well as the Internal Audits are based upon the City's population at the time of the adoption of the original WDR in 2006. Any changes in population in the future will not change the reissued WDR audit and SSMP revisions schedule. In addition, the General Order requires that the adopted SSMP and the required Internal Audits be certified and uploaded to the State CIWQS database. The Internal Audits must be completed within six months following the end of the audit period stated below. Failure to meet the new SSMP revision and Internal Audit schedules requires the City to report the failure to the RWQCB along with a schedule for the completion of the required documents. Any failure to complete on schedule does not change the schedule for future SSMP updates and Internal Audit schedules.

1.3: Sewer System Management Plan Update Schedule

The tables below summarize past SSMP and Internal Audit compliance dates as well as the next legal due dates to maintain compliance with the General Order. **Table 1 – 1** outlines the six-year SSMP update cycle and **Table 1 – 2** outlines the 3-year Internal Audit schedule. Thereafter, the next due date will simply add 3 and 6-years to the date in the last column of each table. The Internal Audit will still need to be uploaded into CIWQS no later than 6 months following the end of the audit period.

Table 1 – 1: Six-Year Plan Revision Schedule

Sewer System Management Plan					
System Name	WDID Number	Original Plan Required Due Date	Required Plan Update Due Date	Required Plan Update Due Date	Required Plan Update Due Date*
City of Folsom CS	5SSO10893	8/2/2009 (Resolution No. 8526)	8/2/2014 (Resolution No. 9419)	8/2/2019 (Resolution No. 10312)	8/2/2025 (Resolution No.)
* Per Section 5.5 and Attachment E1, Section 3.11 of the General Order, Plan updates are due within six years after the required due date of the Enrollee's last Plan Update.					

Table 1 – 2: Three-Year Internal Audit Schedule

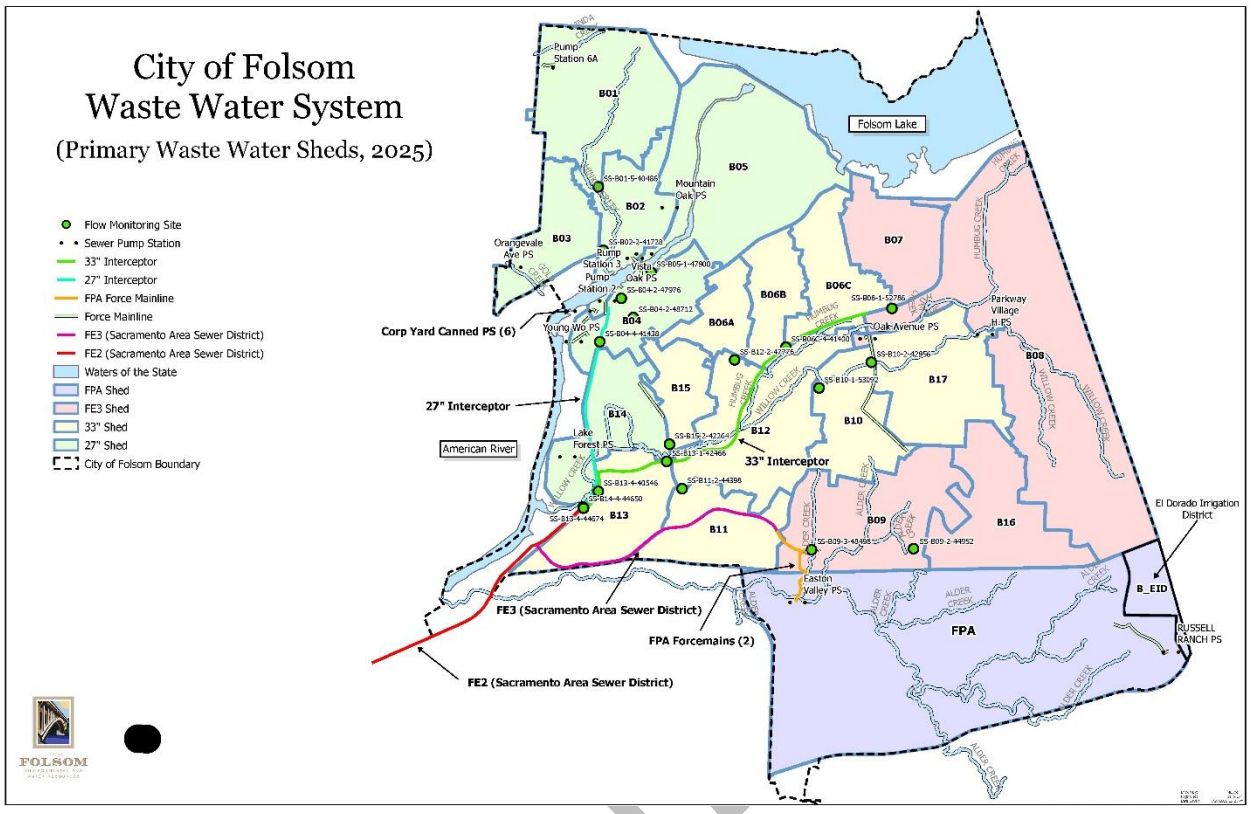
Internal Audits								
System Name	WDID Number	Original Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	End of Required 3-Year Audit Period**
City of Folsom CS	5SSO10893	8/2/2011	8/2/2013	8/2/2015	8/2/2017	8/2/2019	8/2/2021	8/2/2024 (02/04/25)
* Per Section 5.5 and Attachment E1, Section 3.11 of the General Order, Plan updates are due within six months after the end of the required 3-year audit period.								

1.4: Sewer System Asset Overview

The City of Folsom (City) is in Sacramento County, approximately 20 miles east of the City of Sacramento. Adjacent to the American River, Folsom Reservoir (Lake), and Lake Natoma. Covering a service area of roughly 30 square miles, the City's population was estimated as 84,782 as of 2023, excluding the population of Folsom Prison. The City expects continued growth, with build out population expected to reach approximately 111,000 residents by 2050.

The City's existing wastewater collection system consists of approximately 310 miles of gravity sewer mains, approximately 4.5 miles of sewer force mains, and approximately 117 miles of lower sewer laterals through 26,020 connections. Gravity pipes range in size from 2 to 33 inches in diameter and sewer is pumped throughout the system by 18 sewer lift stations. The City has 4 major sewer sheds and 18 sewer sub-basins currently monitored by 20 metering sites that all discharge to a 54-inch main interceptor in Folsom Boulevard that is owned, operated, and maintained by Sac Sewer. The City's sewage is treated at the EchoWater Resource Recovery Facility and discharged to the Sacramento River. The City utilizes a Computerized Maintenance Management System (CMMS) called LucityAM, a CentralSquare company, to manage maintenance activities within the City sewer system. Additionally, the City continues to incorporate the Folsom Plan Area (FPA) into the SSMP as new development occurs. The City maintains an active GIS mapping system that contains all required system assets and storm water conveyance facilities required by Element 4 General Order Requirements. A map of the City's current Wastewater System service area is shown in **Figure 1 – 1** below:

Figure 1 – 1: City of Folsom Wastewater Service Area Map



The City of Folsom's primary customers are residential, commercial, industrial, and institutional customers. Most of the wastewater generated within the City originates from residential users as stated in the table below:

Table 1 – 3: Collection System Flow Percentage by Land Use

Residential	Commercial	Industrial	Institutional	Mixed Use
93.96%	4.27%	0.87%	0.29%	0.61%

In addition to the City's sanitary sewer system, the City has two separate satellite agencies at the Folsom State Prison (WDIDs 5SSO11192 and 5SSO11183). The Folsom State Prison sewer system is greater than 1 mile and conveys sewer through the City's sewer system and is required to develop and maintain their own SSMP for their on-site sewer system. In April of 2007, a Joint Sewage Disposal Agreement between the City and the State of California, California Department of Corrections was established for the conveyance of sanitary sewage discharged from the Folsom State Prison. The Agreement outlines each party's area of responsibility, ownership, costs associated with improvements to the sewer line that conveys wastewater from the Folsom State Prison to the City, and costs associated with off-site capacity upgrades such as the sewer trunk in Folsom Blvd.

1.5: References

- Statewide Waste Discharge Requirements General Order for Sanitary Sewer Systems, Order Number WQ 2022-0103-DWQ:

  https://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2022/wqo_2022-0103-dwq.pdf

2.0: Element 2 – Organization

The Sewer System Management Plan (Plan) must identify:

a. The name(s) of the Legally Responsible Official as in Section 5.1 of 2022 WDR;

b. The position titles, telephone, and email addresses for management, administrative, and maintenance positions responsible for implementing specific SSMP Elements;

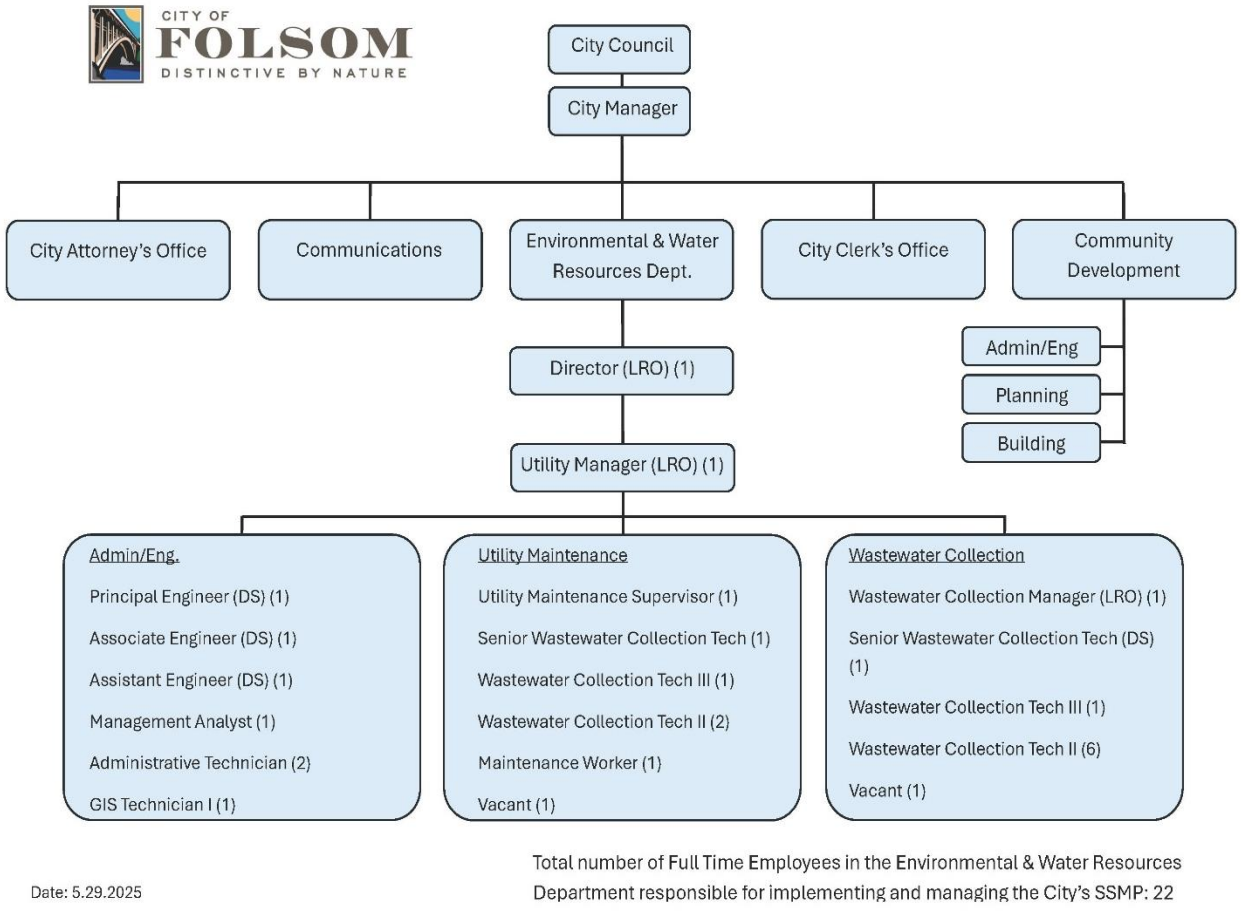
c. Organizational lines of authority; and

d. Chain of communication for reporting spills, from receipt of complaint or other information, including the person responsible for reporting spills to the State and Regional Water Board and other agencies as applicable (for example County Health Officer, County Health Agency, and State Office of Emergency Services).

2.1: Organization Chart and Contact Information

City staff responsible for implementing and supporting the SSMP are included on the City and Environmental & Water Resources Department organization chart in **Figure 2 – 1**.

Figure 2 – 1: City and Environmental & Water Resources Department Organization Chart



2.2: Environmental and Water Resources Department

The Environmental and Water Resources Department is responsible for all the City's water and wastewater related functions. These functions include the City's Water Treatment Plant, water distribution system, wastewater collections system, Capital Improvement Program, and all associated engineering related services.

Positions responsible for management and implementation of the SSMP are discussed below:

- **City Manager –** Under broad policy direction, the City Manager plans, organizes, and directs the overall administrative activities and operations of the City; advises and assists the City Council; represents the City's interest with other governmental agencies, business interests, and the community.
- **Director – Environmental and Water Resources Department (LRO) –** The Director is responsible for overseeing all aspects of the City's water and wastewater management systems, including planning, implementing, and managing projects related to water conservation, infrastructure maintenance, compliance with state, federal and environmental regulations, and ensuring reliable water service to residents and businesses; essentially acting as the primary leader for the city's environmental and water resource initiatives.
- **Utility Manager – Engineer (LRO)** – The Utility Manager – Engineering oversees the management and direction of the operations of the Environmental & Water Resources (EWR) department. Under general direction from the Director, the Utility Manager manages the activities of the EWR divisions including sewer collection, water treatment, water distribution, utility maintenance, meters, water conservation, engineering and administration activities. The Utility Manager plans, initiates, organizes, manages, and evaluates division goals, objectives, budgets, personnel issues and policies; develops overall priorities and plans and resolves issues; provides leadership and direction to division staff; directs the administration of the respective division or unit; and may assume management of other divisions/units when so directed.
- **Wastewater Collection Manager (LRO)** – The Wastewater Collection Manager is the supervisory class in the Wastewater Collection Technician class series. This position has the day-to-day oversight and responsibility for assigned work and may delegate or authorize assigned work to the lead-worker and lower classifications. The Wastewater Collection Manager differs from the Utility Manager position by the level of responsibility and accountability for program, project, and work completion as well as the overall day-to-day administration and interpretation of personnel policies and procedures.
- **Utilities Maintenance Supervisor** – Under general direction, the Utility Maintenance Manager will plan, organize, direct, and supervise the work of crews involved in the construction and maintenance of pipelines and water/wastewater services, and the repair

of water distribution and sewer collection systems, and installation of water/wastewater utility projects and operations.

- **Senior Wastewater Collection Technician** (DS) – The Senior Wastewater Collection Technician is the lead-worker class in the Wastewater Collection Technician class series. Incumbents provide ongoing guidance and training to lower-level staff including assigning, monitoring, and reviewing work. This position is distinguished from the lower-level Wastewater Collection Technician classes by the independence with which they perform their duties of handling the most difficult and complex work. This class is further distinguished from the Wastewater Collection Manager in that the latter performs full supervisory duties.
- **Wastewater Collection Technician III** (DS) – Under general supervision, the Wastewater Collection Technician III will perform a variety of semi-skilled and skilled technical duties related to the maintenance and repair of City water and wastewater maintenance operations, wastewater collection systems, facilities, and related equipment.
- **Wastewater Collection Technician I/II –** Under supervision, perform a variety of semi-skilled and skilled technical duties related to the maintenance and repair of City water and wastewater maintenance operations, wastewater collection systems, facilities, and related equipment.
- **Maintenance Worker I/II –** Under immediate and general supervision, performs a variety of semi-skilled construction, maintenance, modification and repair activities in assigned maintenance operations areas which may include water and sewer facilities, and performs related work as required.
- **Principal Civil Engineer (DS) –** Under general direction from the Department Director or division/section lead, the Principal Civil Engineer will plan, coordinate, supervise, and participate in the performance of professional engineering activities of a complex nature involving engineering planning and design, construction project management of utilities, buildings, roads, land development, and plan check activities. Incumbents exercise direct and/or indirect supervision over lower-level personnel. The Principal Engineer may assume management of other divisions/units when so directed, including but not limited to Wastewater Collections.
- **Associate Civil Engineer (DS) –** Under general direction, the Associate Civil Engineer perform and participate in professional and technical advanced journey level civil engineering activities of a complex nature which may involve both general civil engineering work and/or design/construction of public projects for public works, community development, or utilities department. Incumbents may oversee, monitor, and/or direct the work of lower-level personnel.

- **Assistant Civil Engineer (DS)** – The Assistant Civil Engineer is the entry level in the Civil Engineer series. As experience is gained, duties become more diversified and are performed under more general supervision. This class is distinguished from the Associate Civil Engineer in that the latter serves as the journey level in the series and possesses a valid Certificate of Registration as a Civil Engineer in the State of California.
- **Management Analyst –** Under general direction, the Management Analyst will participate in planning, organizing, and controlling the budgetary, financial, procurement, personnel, and/or other professional internal support activities within a department or departments and provide professional and technical assistance to management staff. Incumbents may oversee, monitor, and/or direct the work of lower-level personnel.
- **Administrative Technician –** Under general supervision this position will perform a variety of general and specialized administrative and financial duties including budget compilation and preparation, recordkeeping work, assist in the preparation of financial reports and analysis, and provide administrative and paraprofessional support to professional and management staff. All positions have the core function of data collection, data presentation, data summarization and mathematical accuracy.
- **GIS Technician –** Performs a variety of technical office and field work duties related to the creation and maintenance of maps, tables, graphs and other geographic source data with the use of enterprise GIS, permitting, and asset management systems; and to provide technical support and queried data to department staff, other City departments, outside agencies, consultants, contractors, developers and the public.

2.3: Responsible and Authorized Representatives

The Director of Environmental and Water Resources is the City's authorized representative registered with the California Integrated Water Quality System (CIWQS) to certify all required reports and submittals. The Director has also authorized the Utility Manager – Engineer and the Wastewater Collection Manager to prepare and submit electronic reports. The Principal Civil Engineer, the Associate Civil Engineer, the Senior Wastewater Collection Technician and the Wastewater Collection Technician III are designated Data Submitters authorized to enter spill data and other WDR required information into the CIWQS system prior to LRO approval and certification.

Table 2 – 1: Responsible Officials for Sewer System Management Plan

Element	Element Name	Responsible Official	Phone	Email
1	Introduction and Goals	Marcus Yasutake, Environmental & Water Resources Director	916-461-6161	myasutake@folsom.ca.us

Element	Element Name	Responsible Official	Phone	Email
2	Organization	Marcus Yasutake, Environmental & Water Resources Director	916-461-6161	myasutake@folsom.ca.us
3	Legal Authority	Marcus Yasutake, Environmental & Water Resources Director	916-461-6161	myasutake@folsom.ca.us
4	O&M Program	Greg Buletti, Wastewater Collection Manager	916-461-6169	gbuletti@folsom.ca.us
5	Design and Performance Provisions	Vaughn Fleischbein, Principal Civil Engineer	916-461-6165	vfleischbein@folsom.ca.us
6	Spill Emergency Response Plan	Greg Buletti, Wastewater Collection Manager	916-461-6169	gbuletti@folsom.ca.us
7	Sewer Pipe Blockage Control Program	Greg Buletti, Wastewater Collection Manager	916-461-6169	gbuletti@folsom.ca.us
8	System Evaluation, Capacity Assurance, CIP	Vaughn Fleischbein, Principal Civil Engineer	916-461-6165	vfleischbein@folsom.ca.us
9	Monitoring, Measurement and Program Modifications	Vaughn Fleischbein, Principal Civil Engineer	916-461-6165	vfleischbein@folsom.ca.us
10	Internal Plan Audit	Fred Mayo, Utility Manager	916-461-6163	fmayo@folsom.ca.us
11	Communications	Fred Mayo, Utility Manager	916-461-6163	fmayo@folsom.ca.us
Appendix A	SSMP Adoption Documents	Fred Mayo, Utility Manager	916-461-6163	fmayo@folsom.ca.us
Appendix B	SSMP Internal Audit Reports	Marcus Yasutake, Environmental & Water Resources Director	916-461-6161	myasutake@folsom.ca.us

Element	Element Name	Responsible Official	Phone	Email
Appendix C	SSMP Change Log	Greg Buletti, Wastewater Collection Manager	916-461-6169	gbuletti@folsom.ca.us
Appendix D	Spill Emergency Response Plan	Greg Buletti, Wastewater Collection Manager	916-461-6169	gbuletti@folsom.ca.us

2.4: Chain-of-Communication for Reporting and Responding to Spills

In response to a spill event, the Wastewater Collection Division staff immediately implements the Spill Emergency Response Plan (SERP), discussed in more detail in Element 6 and Appendix D. The SERP provides direction for the immediate verbal and written notification of City staff and agencies. The chain-of-communication for reporting and responding to spills is included in the Sewer Spill/Backup Response Workbook, Section C-1, pages 1 to 4.

2.5: References

- Sewer Spill/Backup Response Workbook

3.0: Element 3 – Legal Authority

Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

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

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

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

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

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

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

The City's legal authority to prevent illicit discharges into the collection system requires proper design and construction of sewers and connections, as well as proper installation, testing, and inspection of sewers as provided by the City's Municipal Code, Title 13, and Title 16. The specific sections applicable for the requirements supporting the Sewer System Management Plan (SSMP) are outlined below.

Table 3 – 1: Summary of Legal Authorities

Legal Authority Issue	Folsom Municipal Code Reference
Prevent illicit discharges into the wastewater collection system.	13.08
Limit the discharge of fats, oils, and grease and other debris that may cause blockages.	13.03
Require that sewers and connections be properly designed and constructed.	13.08; 16.08; 16.36
Clearly define City responsibility.	13.08
Ensure access for maintenance, inspection, or repairs for portions of the service lateral owned or maintained by the City.	16.32
Control infiltration and inflow (I/I) from private service laterals.	13.08

Legal Authority Issue	Folsom Municipal Code Reference
Requirements to install grease removal devices (such as traps or interceptors), design standards for the grease removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements	13.03
Authority to inspect grease producing facilities.	13.03
Enforce any violation of its sewer ordinances.	1.08 to 1.10; 13.03

3.1: Agreements

The City has an agreement with the California Department of Corrections for the discharge of Folsom State Prison sewage from two (2) WDIDs into the City collection system for conveyance to the Sacramento Area Sewer District (SACSewer) for treatment and disposal.

3.2: References

- City of Folsom Municipal Code, https://www.codepublishing.com/CA/Folsom/
- Agreement for Joint Sewage Disposal, April 2, 2007, between the State Department of Corrections and the City of Folsom

4.0: Element 4 – Operations and Maintenance Program

The Sewer System Management Plan (SSMP) must include the items listed below that are appropriate and applicable to the Enrollee's system:

a. Updated map of the sanitary sewer system

b. Preventative operations and maintenance

c. Training

d. Equipment inventory

4.1: Sewer System Mapping

The City utilizes a Geographic Information System (GIS) to display location and asset information for the sanitary and storm water systems. The computerized maps show pipe locations, pipe sizes, manhole rim elevations, pipe materials, manhole depths, pump station locations, force main locations, and sewer lateral locations. The storm water maps include similar asset information, as well as information regarding the location of storm water catch basins and pipes. In addition, the GIS also includes layers for storm water conveyance systems and waters of the State of California within and abutting the sewer service area.

4.2: Preventive Operations and Maintenance Program

4.2.1: Scheduling System

The City uses a computerized management system (CMMS) called LucityAM, a CentralSquare Company. The system generates work orders and tracks orders and sewer maintenance operations and management information. The system also tracks information on condition assessment of gravity pipelines in the system. The CMMS provides information to provide data for tracking system trends, problems and/or performance. The system is used for a variety of items such as tracking the progress of basin inspections, analyzing the frequency of work orders produced for trouble lines and determining if trouble lines need to be added to the capital improvement program.

The City maintains a detailed and up-to-date Standard Operating Procedures Manual (SOP) that covers most areas of the operations and management sewer program at the City. This manual describes routine sewer operation and maintenance activities, mapping, and staff operational training. This document clearly defines a routine maintenance schedule and describes the activities that the City is performing to ensure that each component of the City's sewer collection system is inspected, cleaned, and repaired, as necessary.

Currently, the City attempts to clean all gravity pipes less than 15 inches on a 5-year cycle (246 miles from FY 19/20 through FY 24/25). However, the City will be transitioning from a 5-year inspection program to a 6-year inspection program (beginning in FY 24/25) to better align with the SSMP recertification dates as well as to accommodate for the increase in infrastructure required to inspect due to the growth in the Folsom Plan Area. Additionally, the City will

develop a plan for condition assessment of all inaccessible, high traffic area sewer lines and sewer lines greater than 15-inches (63 miles) that is consistent with industry standards and best management practices. City staff does inspect the manholes in these large lines to assure that the lines are operating properly or if there are issues, that these issues are addressed. All gravity cleaning is recorded on City forms following work and entered into the LucityAM, a CentralSquare Company, system following submittal to the administration staff. **Table 4 – 1** provides the historical fiscal year cleaning completed by City staff and as a percentage of the pipes 15 inches and smaller.

Table 4 – 1: Historical Gravity Pipe Cleaning

Fiscal Year	Gravity Cleaning, linear feet	Gravity Cleaning, miles	Annual Percentage of the System (310 Miles)
19/20	205,920	38.9	12.8%
20/21	253,440	48.1	15.5%
21/22	158,400	29.7	9.6%
22/23	248,160	47.0	15.2%
23/24	195,360	37.0	11.9%
Total	1,061,280	201	65%
Average	**212,256**	**40.2**	**13.0%**

**An additional 46 miles of gravity pipe from FY-19/20 through FY-24/25 was installed, inspected, and accepted as part of the sewer infrastructure development within the Folsom Plan Area south of Highway 50. This mileage will continue to be inspected as part of the wastewater collection division under the new 6-year program.*

***Approximately 63 miles of gravity sewer pipe located within high traffic, inaccessible by vehicle, and greater than 15" in diameter.*

4.2.2: Corrective Maintenance/Point Repairs

City staff is responsible for all corrective actions and minor repairs found during condition assessments or from the cleaning operations. These repairs are immediately scheduled and completed by the City staff. All corrective actions and repairs are tracked in the CMMS LucityAM, a CentralSquare Company system. In addition, the City staff also performs lower lateral repairs found during lower lateral repairs and condition assessments. Non-emergency sewer repairs beyond the capability of the Utility Maintenance Department that do not result an increased spill risk are incorporated into the City's Wastewater Capital Improvement Program (CIP) for rehabilitation or repair.

4.2.3: Lateral Inspections

The City has a lower lateral sewer inspection program to assure that these laterals operate properly and do not cause or lead to sewer spills. A separate two-person crew is assigned to the lateral inspection program and utilizes City work orders for the field mini-cam inspections of

the lower portions of the lateral. The lateral inspection program has established a ten-year return frequency (beginning in FY 19/20) for inspections. However, the City will be transitioning from a 10-year inspection program to a 12-year inspection program to better align with the SSMP recertification dates as well as to accommodate for the increase in infrastructure required to inspect due to the growth in the Folsom Plan Area. The field crew confirms the asset information in the field or provides updated information on the lateral. The results of the inspection are added to the CCTV Lower Lateral Inspection Form including a rating of 1 to 5 for the condition of the lateral. The form is submitted to the Senior Wastewater Technician who then enters the results of the inspection into the LucityAM, a CentralSquare Company, system utilizing the original work order assigned to the inspection. Thereafter, any further repair recommendations result in additional work orders for laterals with a rating of 3 or higher which are referred to the field repair crew. Once the repair is completed the new work order is closed or additional work orders are completed if additional work is required.

The lateral inspection program has established a ten-year (10) return frequency for inspections. However, the City will be transitioning from a 10-year inspection program to a 12-year inspection program to better align with the SSMP recertification dates as well as to accommodate for the increase in infrastructure required to inspect due to the growth in the Folsom Plan Area.

Table 4 – 2: Historical Lateral Inspection Summary

Fiscal Year	Laterals Inspected	Percent of Total Laterals (26,020 laterals)
19/20	1,122	4.5
20/21	0	0
21/22	4917	19.6
22/23	1,573	6.3
23/24	0	0
Total	7,612	18.7
Average	**2,537**	**4.7**

**An additional 4,694 laterals from FY-19/20 through FY-24/25 were installed, inspected, and accepted as part of the sewer infrastructure development within the Folsom Plan Area south of Highway 50. These laterals will continue to be inspected as part of the Wastewater Collection Division under the new 12-year program.*

***Approximately 171 laterals were not able to be located due to various factors such as the cleanout being buried below landscaping, hardscaping or no lower lateral cleanout was installed. The locations are placed on a list and brought to grade by the Utility Maintenance Sewer Division and/or through CIP projects.*

4.2.4: Manhole Cleaning and Maintenance

City staff visually inspects sewer system manholes during and as a part of the regular cleaning operation as part of the 5-year inspection program. However, the City will be transitioning from a 5-year inspection program to a 6-year inspection program (beginning in FY 24/25) to better align with the SSMP recertification dates as well as to accommodate for the increase in infrastructure required to inspect due to the growth in the Folsom Plan Area. The City has established a standardized rating system based upon a 1 to 5 scale with 1 being no noticeable defects and 5 Emergency. The field staff completes the manhole inspection form and submits it to Admin staff for input to the LucityAM, a CentralSquare Company, CMMS system. The City standard procedure for Manhole Cleaning and Maintenance identifies the tasks and documentation required for this work.

Table 4 – 3: Historical Manhole Inspections

Fiscal Year	Manhole Inspections	Percent of Total (6304 Manholes)
19/20	1,251	21.1%
20/21	1,378	20.4%
21/22	1,100	16.3%
22/23	1,196	17.7%
23/24	1,003	14.9%
Total	5,928	87.8%
Average	**1,186**	**20.0%**

An additional 448 manholes from FY-19/20 through FY-24/25 was installed, inspected, and accepted as part of the sewer infrastructure development within the Folsom Plan Area south of Highway 50. This amount will be inspected as part of the wastewater collection division under the new 6-year Historical Manhole Inspections program.

***Approximately 376 manholes are located within high traffic.*

4.2.5: SMART or Mission Manhole Covers

The City utilizes thirty-two (32) Mission and Smart covers to assist the City in determining areas that may be susceptible to possible surcharging and spills. The covers automatically report high level alarms to City staff allowing them to respond quickly and correct the situation before a spill can occur. These covers are inspected and maintained regularly.

4.2.6: Pump Station Inspections and Assessment

All City pump stations are inspected weekly utilizing the Pump Station Routine Inspection Form. These inspections involve general observations and operation of the pump and generators, inspection of the wet wells, motor controls and pump station site inspection and

general test of the pump operations. In addition, the staff also conducts monthly, semi-annual and annual inspections. Monthly inspections require general station cleaning, valve exercising, and site exterior maintenance. Annually, the staff cleans the wet wells and generally observes any station issues or conditions. Annually, the staff pulls the pumps and pressure washes the pumps and inspects the impellers. All pump station inspection and service information is input to the LucityAM, a CentralSquare Company, system. Twelve (12) pump station inspections are defined in the Pump Station SOPs in the SOP Manual. The City also has six (6) additional can stations at the Corporation Yard that are inspected annually and continually monitored. The City also has developed a procedure for regular pump station bypass operations and training.

4.2.7: Lift Station Force Mains

The city inspects its sewer force mains when needed or during capital pump station upgrades. Any force main whose material is DIP will be evaluated for cathodic protection and based on the results of analyzing the pipe for cathodic protection, best management practices will be implemented. The City can clean three force mains from the large pump stations with pig launching capabilities. Cleaning is scheduled when flow information indicates the need for cleaning. Since FY 19/20 the City has cleaned 1.58 miles of the 4.26 miles of force mains from the three large stations.

Currently, four pump station have pig launching capabilities (Oak Avenue Lift Station, Easton Valley Lift Station, Russell Ranch Lift Station, and Pump Station No. 3). However, the design and installation of pig launching capabilities is now standard practice on all new pump stations and force mains. The City has also established procedures for the emergency bypassing of pump stations and force mains from major failures at a station. The staff is regularly trained on bypass pumping. The City is developing a force main maintenance program for the remainder of the force mains in the City which includes incorporating pig launching capabilities during rehabilitation projects for cleaning purposes and where feasible using push camera/CCTV for inspections.

4.3: Training

Training within the City's Wastewater Division is an important element of the job. Training helps to increase job knowledge, provides the necessary skills to perform tasks safely and helps build morale with other employees. The City's ongoing training program addresses competency in the following areas: operations and maintenance, emergency response, and safety practices. Training to all wastewater staff is provided bi-monthly and is documented and signed by each attendee. The City has developed a detail listing of all necessary training for sewer program and supporting staff.

The City will conduct regular training of sewer program staff and supporting personnel on the WDR requirements, the Sewer System Management Plan, the City Spill Emergency Response Plan (SERP), and spill volume estimation techniques. The City will also conduct field exercises on spill response, pump station and manhole bypassing, and pump station alarm systems. In

addition, separate training on the SWRCB CIWQS system is regularly conducted for all designated LROs and DSs.

Contractors performing work on the City sewer system collection system shall be required to provide training to any employees on the City SERP and confirm this training has been completed prior to beginning work in the field.

4.4: Equipment Inventory

To help deliver uninterrupted service, the City has compiled an EXCEL listing inventory of equipment and replacement parts for each of the pump stations which is managed by the staff on a regular basis. Components that present the highest risk of failure have been itemized and identified on the City's list. Items include, but are not limited to, pumps, backup generators, valves, emergency portable bypass pumps, various electrical components, pipe fittings and associated appurtenances. The City also maintains access to pipe valves, manholes, air relief values, and minor pipe fittings to assure timely repairs and operational continuity. The inventories and spare parts are regularly updated to assure timely availability.

4.5: References

- WDR Attachment D4
- City of Folsom Preventative Maintenance Standard Operating Procedures Manual
- City of Folsom Wastewater Collection System Preventative Maintenance Manual July 2019
- City of Folsom Environmental & Water Resources Training Log

5.0: Element 5 – Design and Construction Standards

The Plan must include the following items as appropriate and applicable to the Enrollee's system:

a. Updated design criteria, and construction standards and specifications, for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances.

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

5.1: Standards for Installation, Rehabilitation, and Repair

The City's Design Standards (February 2020), Construction Specifications (February 2020) and Construction Details (January 2024) are available on the City website referenced below in Section 5.3. Section 6 of the Construction Specifications (February 2020) includes the requirements for sanitary sewer construction. Conformance to the City Standards is required, and the criteria are considered a minimum.

The Folsom Construction Details webpage contains the Sanitary Sewer (SS) Standard Details effective as of January 2024.

5.2: Standards for Inspection and Testing of New Facilities

Section 6.14 of the Construction Standards includes the requirements for sewer asset inspection and testing.

5.3: References

- WDR Attachment D5
- City Standards and Details:
  https://www.folsom.ca.us/government/community-development/development-engineering-services/improvement-standards-construction-specifications-and-details

6.0: Element 6 – Spill Emergency Response Plan

The SSMP must include an up-to-date Spill Emergency Response Plan (SERP) to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The City, pursuant to the reissued WDR, completed, updated, and converted the original Overflow Emergency Response Plan to a Spill Emergency Response Plan (SERP) that was effective as of June 5, 2023. The SERP includes all new requirements and the revised sampling and testing requirements formally contained in the City Water Quality Monitoring Plan (WQMP).

6.1: Purpose

The purpose of the City of Folsom's (City) Spill Emergency Response Plan (SERP) is to support a prompt, orderly and effective response to spills (sanitary), reduce spill volumes, and collect information for prevention of future spills. A "spill" in this document is defined by State Water Board Order No. WQ 2022-0103-DWQ, as a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure.

The SERP provides guidelines for City personnel to follow in responding to, cleaning up, reporting, and properly documenting spills that may occur within the City's service area. This SERP satisfies the State Water Board Order No. WQ 2022-0103-DWQ, which requires wastewater collection agencies to have a SERP.

Additionally, the SERP outlines procedures for responding to sanitary sewer spill backups into structures as required by the City's insurer. See definitions. "Backup" is a term typically used by insurers to describe property damage resulting from exposure and contact to untreated or partially treated sewage.

6.2: Policy

The City's employees are required to report all spills from agency owned sewer mains and agency owned laterals found and to take the appropriate action to secure the spill area, properly report to the appropriate regulatory agencies, relieve the cause of the spill, and ensure that the affected area is cleaned as soon as possible to minimize health hazards to the public and protect the environment. The City's goal is to respond to sewer system spills as soon as possible following notification. The City will follow reporting procedures regarding sewer spills as set forth by the Central Valley Regional Water Quality Control Board and the State Water Board Order No. WQ 2022-0103-DWQ (WDR).

6.3: Definitions as Used in This SERP

Annual Report: An Annual Report (previously termed as Collection System Questionnaire in previous State Water Board Order No. 2006-0003-DWQ) is a mandatory report in which the City provides a calendar-year update of its efforts to prevent spills.

Basin Plan: A Basin Plan is a water quality control plan specific to a Regional Water Quality Control Board (Regional Water Board), that serves as regulations to: (1) define and designate beneficial uses of surface and groundwaters, (2) establish water quality objectives for protection of beneficial uses, and (3) provide implementation measures.

Beneficial Uses: The term "Beneficial Uses" is a Water Code term, defined as the uses of the waters of the State that may be protected against water quality degradation. Examples of beneficial uses include but are not limited to: municipal, domestic, agricultural, and industrial supply; power generation; recreation; aesthetic enjoyment; navigation; and preservation and enhancement of fish, wildlife, and other aquatic resources or preserves.

California Integrated Water Quality System (CIWQS): CIWQS is the statewide database that provides for mandatory electronic reporting as required in State and Regional Water Board-issued waste discharge requirements.

Data Submitter: A Data Submitter is an individual designated and authorized by the City's Legally Responsible Official to enter spill data into the online CIWQS Sanitary Sewer System Database. A Data Submitter does not have the authority of a Legally Responsible Official to certify reporting entered into the online CIWQS Sanitary Sewer System Database.

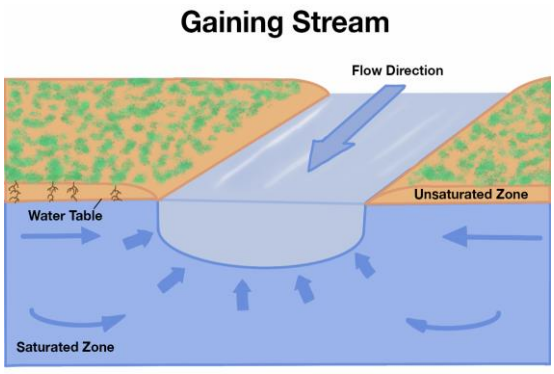
Drainage Conveyance System: A drainage conveyance system is a publicly- or privately-owned separate storm sewer system, including but not limited to drainage canals, channels, pipelines, pump stations, detention basins, infiltration basins/facilities, or other facilities constructed to transport stormwater and non-stormwater flows.

Environmentally Sensitive Area: An environmentally sensitive area is a designated agricultural and/or wildlife area identified to need special natural landscape protection due to its wildlife or historical value.

Exfiltration: Exfiltration is the underground exiting of sewage from a sanitary sewer system through cracks, offset or separated joints, or failed infrastructure due to corrosion or other factors.

FOG (Fats, Oils, and Grease): Refers to fats, oils, and grease typically associated with food preparation and cooking activities that can cause blockages in the sanitary sewer system.

Hydrologically Connected: Two waterbodies are hydrologically connected when one waterbody flows, or has the potential to flow, into the other waterbody. For the purpose of the SWRCB Order, groundwater is hydrologically connected to a surface water when the groundwater feeds into the surface water (see image to the right). The surface



waterbody in this example is termed a gaining stream as it gains flow from surrounding groundwater.

Lateral (Including Lower and Upper Lateral): A lateral is an underground segment of smaller diameter pipe that transports sewage from a customer's building or property (residential, commercial, or industrial) to the City's main sewer line in a street or easement. Upper and lower lateral boundary definitions are subject to local jurisdictional codes and ordinances, or private system ownership. A lower lateral is the portion of the lateral located between the sanitary sewer system main, and either the property line, sewer clean out, curb line, established utility easement boundary, or other jurisdictional locations. An upper lateral is the portion of the lateral from the property line, sewer clean out, curb line, established utility easement boundary, or other jurisdictional locations, to the building or property.

Legally Responsible Official: A Legally Responsible Official is an official representative, designated by the City, with authority to sign and certify submitted information and documents required by State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR).

Mainline Sewer: Refers to the City's wastewater collection system piping downstream of the sewer laterals that is not a private sewer lateral connection to a building.

Maintenance Hole or Manhole: Refers to an engineered structure that is intended to provide access to a sanitary sewer for maintenance and inspection.

Notification of a Spill: Refers to the time at which the City becomes aware of a spill event through observation or notification by the public or other source.

Nuisance: For the purpose of the State Water Board Order No. WQ 2022-0103-DWQ (WDR), a nuisance, as defined in Water Code section 13050(m), is anything that meets all of the following requirements:

- Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property;
- Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal; and
- Occurs during, or as a result of, the treatment or disposal of wastes.

Preventative Maintenance: Refers to maintenance activities intended to prevent failures of the wastewater collection system facilities (e.g., cleaning, CCTV, inspection).

Private Lateral Sewage Spill: Spills that are caused by blockages or other problems within a privately-owned lateral.

Private Sanitary Sewer System: A private sanitary sewer system is a sanitary sewer system of any size that is owned and/or operated by a private individual, company, corporation, or

organization. A private sanitary sewer system may or may not connect into a publicly owned sanitary sewer system.

Private Sewer Lateral: A private sewer lateral is the privately-owned lateral that transports sewage from private property(ies) into a sanitary sewer system.

Potential to Discharge, Potential Discharge: Potential to Discharge, or Potential Discharge, means any exiting of sewage from a sanitary sewer system which can reasonably be expected to discharge into a water of the State based on the size of the sewage spill, proximity to a drainage conveyance system, and the nature of the surrounding environment.

Receiving Water: A receiving water is a water of the State that receives a discharge of waste.

Sanitary Sewer System: A sanitary sewer system is a system that is designed to convey sewage, including but not limited to, pipes, manholes, pump stations, siphons, wet wells, diversion structures and/or other pertinent infrastructure, upstream of a wastewater treatment plant headworks, including:

- Laterals owned and/or operated by the City;
- Satellite sewer systems; and/or
- Temporary conveyance and storage facilities, including but not limited to temporary piping, vaults, construction trenches, wet wells, impoundments, tanks, and diversion structures.

For purpose of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR), sanitary sewer systems include only systems owned and/or operated by the City.

Satellite Sewer System: A satellite sewer system is a portion of a sanitary sewer system owned or operated by a different owner than the owner of the downstream wastewater treatment facility ultimately treating the sewage.

Sewage: Sewage, and its associated wastewater, is untreated or partially treated domestic, municipal, commercial and/or industrial waste (including sewage sludge), and any mixture of these wastes with inflow or infiltration of stormwater or groundwater, conveyed in a sanitary sewer system.

Sewer Backup: A sanitary sewer spill resulting from a sanitary sewer system overflow, operational failure, and/or infrastructure failure in a publicly owned sewer system, with an appearance point and subsequent discharge into a structure.

Spill: A spill is a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure. Exfiltration of sewage is not considered to be a spill under the State Water Board Order No. WQ 2022-0103-DWQ (WDR) if the exfiltrated sewage remains in the subsurface and does not reach a surface water of the State.

- Category 1 Spill:
    - A Category 1 spill is a spill of any volume of sewage from or caused by a sanitary sewer system regulated under the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR) 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.
    - A spill from a City-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the City shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR).
- Category 2 Spill
    - A Category 2 spill is a spill of 1,000 gallons or greater, from or caused by a sanitary sewer system regulated under the State Water Board Order No. WQ 2022-0103-DWQ (WDR) that does not discharge to a surface water. A spill of 1,000 gallons or greater that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system, is a Category 2 spill.
- Category 3 Spill
    - A Category 3 spill is a spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system regulated under the State Water Board Order No. WQ 2022-0103-DWQ (WDR) that does not discharge to a surface water. A spill of equal to or greater than 50 gallons and less than 1,000 gallons, that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 3 spill.
- Category 4 Spill
    - A Category 4 spill is a spill of less than 50 gallons, from or caused by a sanitary sewer system regulated under the State Water Board Order No. WQ 2022-0103-DWQ (WDR) that does not discharge to a surface water. A spill of less than 50 gallons that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 4 spill.

- Non-Category 1 Enrollee Owned/Operated Lateral Spills
    - A spill of any volume from an Enrollee's owned and/or operated lateral that is caused by a failure or blockage in the lateral and that do not discharge to a surface water.

Training: Training is in-house or external education and guidance needed that provides the knowledge, skills, and abilities to comply with the State Water Board Order No. WQ 2022-0103-DWQ (WDR).

Wash Down Water: Wash down water is water used to clean a spill area.

Waste: Waste, as defined in Water Code section 13050(d), 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, including waste placed within containers of whatever nature prior to, and for purposes of, disposal.

Waters of the State: Waters of the State are surface waters or groundwater within boundaries of the state as defined in Water Code section 13050(e), in which the State and Regional Water Boards have authority to protect beneficial uses. Waters of the State include, but are not limited to, groundwater aquifers, surface waters, saline waters, natural washes and pools, wetlands, sloughs, and estuaries, regardless of flow or whether water exists during dry conditions. Waters of the State include waters of the United States.

Waters of the United States: Waters of the United States are surface waters or waterbodies that are subject to federal jurisdiction in accordance with the Clean Water Act.

Water Quality Objective: A water quality objective is the limit or maximum amount of pollutant, waste constituent or characteristic, or parameter level established in statewide water quality control plans and Regional Water Boards' Basin Plans, for the reasonable protection of beneficial uses of surface waters and groundwater and the prevention of nuisance.

6.4: State Regulatory Requirements for Element 6, Spill Emergency Response Plan

The Sewer System Management Plan (SSMP) must include an up-to-date Spill Emergency Response Plan (SERP) to ensure prompt detection of and response to spills to reduce spill volumes and collect information for prevention of future spills. The SERP 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;

- Comply with the notification, monitoring and reporting requirements of State Water Board Order No. WQ 2022-0103-DWQ (WDR), State law and regulations, and applicable Regional Water Board Orders;
- Ensure that appropriate staff and contractors implement the SERP 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 in State Water Board Order No. WQ 2022-0103-DWQ (WDR); and
- Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update it as needed.

The Sewer System Management Plan is available to the public at:

- https://www.folsom.ca.us/government/environmental-water-resources/wastewater-sewer/sewer-system-management-plan-ssmp

6.5: Spill Emergency Response Plan Objectives

The Spill Emergency Response Plan includes measures to protect public health and the environment. The City will respond to spills from its system(s) in a timely manner that minimizes water quality impacts and nuisance by:

- Educate staff, within and outside the Wastewater Department, that may receive a sewer spill notification about the proper sewer spill reporting process to promote faster response times;

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

Additionally, City Staff will:

- Work safely;
- Properly document each spill event in a separate file including photos and/or video where applicable;
- Collect information for prevention of future spills;
- Minimize public contact with the spilled wastewater;
- Mitigate the impact of the spill;
- Meet the regulatory reporting requirements;
- Evaluate the causes of failure related to spills;
- Perform post-spill response evaluation for adherence to procedures and effectiveness of response; and
- Revise response procedures, modify maintenance practices or provide additional training based on the results from the debrief and failure analysis of spills, if needed.

6.6: Spill Detection and Notification

Ref. State Water Board Order No. WQ 2022-0103-DWQ (WDR), ATTACHMENT D, Element 6, Page D-6.

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

6.6.1: Lift Station Alarms

The City operates 18 wastewater lift stations that are inspected weekly. In the event of a station failure the SCADA alarm system is activated and City staff is contacted. To prevent spills, wastewater from the wet well can either be pumped into a vacuum truck for disposal to a nearby sanitary sewer manhole or bypassed around the station into the sanitary sewer system.

6.6.2: Public Observation

Public observation is the most common way that the City is notified of blockages and spills. Contact numbers and information for reporting sewer spills and backups are on the City's

website at: https://www.folsom.ca.us/government/environmental-water-resources/wastewater-sewer. The City's telephone number for reporting sewer problems is 916-461-6177.

- **Normal Work Hours**: Calls are received at the main district office. The main office will notify a Sewer Crew via phone and will send an email to the Sewer Crew with caller information (name, address, phone, nature of complaint).
- **After Hours**: After hours, the main City number will give the caller instructions to call 916-461-6400. The City's dispatch will notify the standby employee. Alternatively, customers can submit a comment through the City's "Click-Fix" website.

When calls are received, either during normal work hours or after hours, the individual receiving the call will collect and include in the spill event file, at a minimum, the following information to record the complaint:

- 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.

If the spill or backup is not in the City's service area the individual receiving the call provides the customer with the contact information for the responsible agency and then notifies that agency.

If the spill or backup is in the City's service area, the Sewer Crew (during business hours) or on-call employee (after hours) will respond to the address of the complaint and perform an investigation. If the complaint is not a spill, the crew members' findings and actions taken, if any, are logged into the Daily Log through Microsoft Teams, using a field laptop if available. If a field laptop is not available, the information will be entered into the Daily Log through Microsoft Teams when the employee returns to their office.

If the complaint is a spill, the crew member will complete the Sanitary Sewer Spill and Backup Response Workbook and then enter the findings and actions taken into the City's Daily Log (Microsoft Teams) and in the Sewer Spill Field Report form.

6.6.3: City Staff Observation

City staff conducts periodic inspections of its sewer system facilities as part of their routine activities. Any problems noted with the sewer system facilities are reported to the appropriate City staff that, in turn, responds to emergency situations. Work orders are issued to correct non-emergency conditions.

6.6.4: Contractor Observation

Contractors working on the City's sewer system will be informed of contractor spill response procedures. Contractors working on behalf of property owners will be provided spill response information by the Engineering or Community Development Department when they pull a permit. The following procedures are to be followed in the event that a contractor/plumber causes or witnesses a sanitary sewer spill. If the contractor/plumber causes or witnesses a spill they should:

1. Immediately notify the City's Environmental & Water Resources Department at: 916-461-6177 and provide the following information if available:
    a. Date and time contractor first noticed the spill.
    b. Description of the contractor's observation, including any information regarding whether the spill has reached surface waters or a drainage conveyance system.
    c. Contractor's contact information.
2. Protect storm drains.
3. Protect the public.
4. Direct ALL media and public relations requests to 916-461-6018.

6.6.5: No Observation

If there are no witnesses or no call was received for a spill, City staff will contact nearby residences or business owners in the vicinity of the spill, in an attempt to obtain information that brackets a given start time that the spill began. This information will be collected and documented on the Sanitary Sewer Spill Report in the Sanitary Sewer Spill/Backup Response Workbook.

6.7: Spill Response Procedures

(Ref. State Water Board Order No. WQ 2022-0103-DWQ (WDR), ATTACHMENT D Element 6, page D-6)

6.7.1: Sewer Spill/Backup Response Summary

The City will respond to spills as soon as feasible following notification of a spill/backup.

If it is not possible that the spill/backup is due to a failure in the City-owned/maintained sewer lines the Sewer Crew performs the following:

- Follows the instructions in the Sanitary Sewer Spill/Backup Response Workbook.
- If the customer is not home the Sewer Crew completes the Door Hanger and leaves it on the customer's door.
- If the customer is home the Sewer Crew:

- Explains that the blockage is in the customer's lateral and the City does not have legal authority to maintain or perform work on privately owned laterals.
- Recommends to the customer that they hire a licensed plumber to clear their line.
- Gives the customer the Your Responsibilities as a Private Property Owner pages from the Sanitary Sewer Spill/Backup Response Workbook.

If it is possible that the spill/backup is due to a failure in the City-owned/maintained sewer lines the Sewer Crew:

- Follows the instructions in the Sanitary Sewer Spill/Backup Response Workbook.
- Reports the event to the Wastewater Collections Supervisor who shall coordinate with the Principal Engineer and the Utility Manger in order to notify the City Attorney's Office and the City's risk management consultant (Sedgwick) of the incident.
- Relieves blockage and cleans impacted areas.
- Forwards the completed Sanitary Sewer Spill/Backup Response Workbook to the Wastewater Collections Supervisor.

The Wastewater Collections Supervisor performs required regulatory reporting in accordance with the Sanitary Sewer Spill/Backup Response Workbook's Regulatory Reporting section.

If the overflow has impacted private property, the Sewer Crew:

- Follows the instructions in the Sanitary Sewer Spill/Backup Response Workbook.
- Provides the customer with forms and information as indicated in the Sanitary Sewer Spill/Backup Response Workbook.
- Forwards the completed Sanitary Sewer Spill/Backup Response Workbook to the Wastewater Collections Supervisor.

The Wastewater Collections Supervisor notifies the City Attorney's Office of incident.

The City Attorney's Office or designee:

- Reviews incident reports, claim form and other incident information and forwards, as appropriate, to Sedgwick.
- Communicates with claimant as appropriate.
- Communicates with the City's claim adjuster to adjust and administer the claim to closure.
- Properly documents in writing all activities and communications before approving the final event file.

6.7.2: First Responder Priorities

The first responder's priorities are:

- To respond promptly to spills and take photographs of the affected area and the spill.
- To follow all safe work practices and minimize public access to and contact with the spilled sewage.
- To promptly notify the Wastewater Collections Supervisor in event of a spill needing additional resources, and/or impacting environmentally sensitive areas.
- To arrive with the appropriate and necessary equipment for effective response.
- To reduce the volume of the spill and contain it wherever feasible.
- To restore sewer flow as soon as practicable.
- To return all recoverable spilled sewage to the sewer system.
- To restore the area to its original condition (or as close as possible). Collect information for the prevention of future spills.
- Properly document the spill and response activities on the forms provided in the Sanitary Sewer Spill/Backup Response Workbook, including other notes or memos, photos and/or video where practicable.

6.7.2.1: Safety

The first responder is responsible for following safety procedures at all times. Special safety precautions must be observed when performing sewer work. There may be times when City personnel responding to a sewer system event are not familiar with potential safety hazards peculiar to sewer work. In such cases it is appropriate to take the time to discuss safety issues, consider the order of work, and check safety equipment before beginning response activities.

If the first responders encounter access restrictions or unsafe conditions that prevent their compliance with spill response requirements or monitoring requirements in State Water Board Order No. WQ 2022-0103-DWQ (WDR), the City provides written documentation of access restrictions and/or safety hazards in the corresponding required report.

6.7.2.2: Initial Response

The first responder must respond to the site of the spill/backup and visually check for potential sewer stoppages. The first responder will:

- Note arrival time at the site of the spill/backup.
- Verify the existence of a public sewer system spill or backup.
- Identify and assess the affected area and extent of spill.

- Assess the spill location(s) and spread using photography, video, global positioning system (GPS), and other best available tools.
- Contact caller if time permits.
- Document the spill according to the requirements described in Section 10 of this SERP, including taking photos and/or videos of overflowing manhole(s)/cleanout(s).
- Take steps to contain, recover, and return the spill to the sanitary sewer as feasible. For procedures refer to the Sanitary Sewer Spill/Backup Response Workbook.
- Protect surface waters to the extent practicable. For procedures refer to the Sanitary Sewer Spill/Backup Response Workbook.
- Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event.

6.7.2.3: Initiate Spill Containment Measures

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

- Determine the immediate destination of the overflowing sewage.
- Plug storm drains using air plugs, sandbags, and/or plastic mats 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.
- Vacuum retrieve sewage whenever practicable.
- Pump around the blockage/pipe failure.
- Containment efforts will be documented. For procedures refer to the Sanitary Sewer Spill/Backup Response Workbook.

6.7.3: Restore Flow

Using the appropriate cleaning equipment, set up downstream of the blockage and hydro-clean upstream from a clear manhole. Attempt to remove the blockage from the system and observe the flows to ensure that the blockage does not reoccur downstream. If the blockage cannot be cleared within a reasonable time from arrival, or sewer requires construction repairs to restore flow, then initiate containment and/or bypass pumping. If other assistance is required, immediately contact the Wastewater Collections Supervisor. For procedures refer to the Sanitary Sewer Spill/Backup Response Workbook.

6.7.4: Equipment

This section provides a list of specialized equipment that may be used to support this Spill Emergency Response Plan.

- Closed Circuit Television (CCTV) Inspection Unit – A CCTV Inspection Unit is required to determine the root cause for all spills from gravity sewers.
- Camera – A digital or disposable camera (photo, video or phone) is required to record the conditions upon arrival, during clean up, and upon departure.
- Emergency Response Trucks – A utility body pickup truck, or open bed is required to store and transport the equipment needed to effectively respond to sewer emergencies. The equipment and tools will include containment and clean up materials.
- Portable Generators, Portable Pumps, Piping, and Hoses – Equipment used to bypass pump, divert, or power equipment to mitigate a spill.
- Combination Sewer Cleaning Trucks – Combination high velocity sewer cleaning trucks with vacuum tanks are required to clear blockages in gravity sewers, vacuum spilled sewage, and wash down the impacted area following the spill event.
- Rodding (snake) equipment for responding to lateral blockages.
- Air plugs, sandbags, and plastic mats.
- Spill Sampling Kits.
- Portable Lights.

Standard operating procedures for equipment that may be necessary in the event of a sanitary sewer overflow or backup can be found in the City Corporation Yard and on the City server.

6.7.5: Recovery and Cleanup

(Ref. State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR), Element 6, Attachment D, Page D-6)

The recovery and cleanup phase begins immediately after the flow has been restored and the spilled sewage has been contained to the extent possible. The spill recovery and cleanup procedures are described in the following sections.

6.7.5.1: Estimate the Flow and Volume of Spilled Sewage

A variety of approaches exist for estimating the volume of a sanitary sewer spill. The Sewer Crew members should use the method most appropriate to the sewer overflow in question and reference the Sanitary Sewer Spill/Backup Response Workbook which provides three (3) methods:

- For spills ≤ 100 gallons use the *Eyeball Estimation Method*

- For spills > 100 gallons and < 250 gallons, use the *Duration and Flow Rate Comparison Method*
- For spills ≥ 250 gallons, use both the *Duration and Flow Rate Comparison Method* in conjunction with the *Area/Volume Method*

In addition, the following will be documented on the Sewer Spill Report form:

1. Description, photographs, video and GPS coordinates of the system location where the spill originated. 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.
2. Estimated total spill volume exiting the system.
3. Description, photographs or video of the extent of the spill and spill boundaries.
4. Did the spill reach a drainage conveyance system? If yes:
    - Description of the drainage conveyance system transporting the spill.
    - Photographs/video of the drainage conveyance system entry location(s).
    - Estimated spill volume that reached the drainage conveyance system.
    - Estimated spill volume fully recovered from the drainage conveyance system.
    - Estimated spill volume remaining within the drainage conveyance system.
    - Estimated spill volume discharged to a groundwater infiltration basin or facility, if applicable.
    - Estimated spill travel time from the point of entry into the drainage conveyance system to the point of discharge into the receiving water.
5. Estimated total spill volume recovered.

6.7.5.2: Recovery of Spilled Sewage

Vacuum up and/or pump the spilled sewage and wash down water and discharge it back into the sanitary sewer system. Thoroughly recover and dispose of sewage and wash down water.

6.7.5.3: Clean-Up and Disinfection

Clean up procedures will be implemented to reduce the potential for human health issues and adverse environmental impacts associated with a spill event. The procedures described are for dry weather conditions and will be modified as required for wet weather conditions. Where cleanup is beyond the capabilities of City staff, a cleanup contractor will be used.

- **Private Property**: City crews are responsible for the cleanup when the property damage is minor in nature and is outside of private building dwellings, such as in front, side and backyards, easements, etc. In all other cases, affected property owners can call a water

damage restoration contractor to complete the cleanup and restoration. If the overflow into property is the definite cause of City system failure, the property owner can call out a water damage restoration contractor to complete the cleanup and restoration. In both cases, property owners may submit a claim form.

- **Hard Surface Areas**: Collect all signs of sewage solids and sewage-related material either by protected hand or with the use of rakes and brooms. Wash down the affected area with clean water and/or deozyme or similar non-toxic biodegradable surface disinfectant until the water runs clear. The flushing volume will be approximately three times the estimated volume of the spill. Take steps to contain and vacuum up the wastewater. Allow area to dry. Repeat the process if additional cleaning is required.
- **Landscaped and Unimproved Natural Vegetation**: Collect all signs of sewage solids and sewage-related material either by protected hand or with the use of rakes and brooms. Wash down the affected area with clean water until the water runs clear. The flushing volume will be approximately three times the estimated volume of the spill. Either contain or vacuum up the wash water so that none is released. Allow the area to dry. Repeat the process if additional cleaning is required.
- **Natural Waterways**: The Department of Fish and Wildlife will be notified by CalOES for spills greater than or equal to 1,000 gallons. For spills less than 1,000 gallons, contact Sacramento County Public Health Department for direction.
- **Wet Weather Modifications**: Collect all signs of sewage solids and sewage-related material either by protected hand or with the use of rakes and brooms. Omit flushing and sampling during heavy storm events (i.e., sheet of rainwater across paved surfaces) with heavy runoff where flushing is not required, and sampling would not provide meaningful results.

6.7.6: Public Notification

Signs will be posted and barricades put in place to keep vehicles and pedestrians away from contact with spilled sewage. Sacramento County Public Health Department instructions and directions regarding placement and language of public warnings will be followed. Additionally, the Wastewater Collections Supervisor will use their best judgment regarding supplemental sign placement in order to protect the public and local environment. Signs will not be removed until directed by Sacramento County Public Health Department or the Wastewater Collections Supervisor.

Creeks, streams and beaches that have been contaminated because of a spill will be posted at visible access locations until the risk of contamination has subsided to acceptable background bacteria levels. Document the number and location of posted signs. The area and warning signs, once posted, will be checked every day to ensure that they are still in place. Photographs of sign placement will be taken.

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

When contact with the local media is deemed necessary, the Communications Office or their designee will provide the media with all relevant information.

6.7.7: Water Quality

See Water Sampling SOP Workbook (Ref. State Water Board Order No. WQ 2022-0103-DWQ (WDR), Element 6, Attachment A - Definitions page A-5, Attachment E1 2.3 through 2.4 pages E1-5 through E1-8)

6.8: Notification, Reporting, Monitoring and Recordkeeping Requirements

Ref. Order WQ 2022-0103-DWQ Attachment E-1 and E-2

6.8.1: Reporting Requirements

All reporting required in State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR) must be submitted electronically to the online CIWQS Sanitary Sewer System Database (https://ciwqs.waterboards.ca.gov), unless specified otherwise in State Water Board Order No. WQ 2022-0103-DWQ (WDR). Electronic reporting may solely be conducted by a Legally Responsible Official or Data Submitter(s) previously designated by the Legally Responsible Official, as required in section 5.8 (Designation of Data Submitters) of the State Water Board Order No. WQ 2022-0103-DWQ (WDR).

The City shall report any information that is protected by the Homeland Security Act, by email to SanitarySewer@waterboards.ca.gov, with a brief explanation of the protection provided by the Homeland Security Act for the subject report to be protected from unauthorized disclosure and/or public access, and for official Water Board regulatory purposes only.

Refer to the following Tables for detailed reporting requirements by spill category.

6.8.2: Regulator Required Notifications

Table 6 – 1: Spill Category 1: Spills to Surface Waters

Spill Requirement	Due	Method
Notification	• Within two (2) hours of the City's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters notify the California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1 of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR))

Spill Requirement	Due	Method
Monitoring	• Conduct spill-specific monitoring; • Conduct water quality sampling of the receiving water within 18 hours of initial knowledge of spill of 50,000 gallons or greater to surface waters.	(Section 2 of Attachment E1 of the State Water Board Order No. WQ 2022-0103-DWQ (WDR))
Reporting	• Submit Draft Spill Report within three (3) business days of the City's knowledge of the spill; • Submit Certified Spill Report within 15 calendar days of the spill end date; • Submit Technical Report within 45 calendar days after the spill end date for a Category 1 spill in which 50,000 gallons or greater discharged to surface waters; and • Submit Amended Spill Report within 90 calendar days after the spill end date.	(Section 3.1 of Attachment E1 of the State Water Board Order No. WQ 2022-0103-DWQ (WDR))

Table 6 – 2: Spill Category 2: Spills of 1,000 Gallons or Greater That Do Not Discharge to Surface Waters

Spill Requirement	Due	Method
Notification	• Within two (2) hours of the City's knowledge of a Category 2 spill of 1,000 gallons or greater threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1 of the State Water Board Order No. WQ 2022-0103-DWQ (WDR))
Monitoring	• Conduct spill-specific monitoring.	(Section 2 of Attachment E1 of the State Water Board Order No. WQ 2022-0103-DWQ (WDR))
Reporting	• Submit Draft Spill Report within three (3) business days of the City's knowledge of the spill; • Submit Certified Spill Report within 15 calendar days of the spill end date; and • Submit Amended Spill Report within 90 calendar days after the spill end date.	(Section 3.2 of Attachment E1 of the State Water Board Order No. WQ 2022-0103-DWQ (WDR))

Table 6 – 3: Spill Category 3: Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons That Does Not Discharge to Surface Waters

Spill Requirement	Due	Method
Notification	• Not Applicable	Not Applicable
Monitoring	• Conduct spill-specific monitoring.	(Section 2 of Attachment E1 of the State Water Board Order No. WQ 2022-0103-DWQ (WDR))
Reporting	• Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within 30 calendar days after the end of the month in which the spills occur; and • Submit Amended Spill Reports within 90 calendar days after the Certified Spill Report due date.	(Section 3.3 and 3.5 of Attachment E1 of the State Water Board Order No. WQ 2022-0103-DWQ WDR))
Reporting	• Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within 30 calendar days after the end of the month in which the spills occur; and • Submit Amended Spill Reports within 90 calendar days after the Certified Spill Report due date.	(Section 3.3 and 3.5 of Attachment E1 of the State Water Board Order No. WQ 2022-0103-DWQ (WDR))

Table 6 – 4: Spill Category 4: Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters

Spill Requirement	Due	Method
Notification	• Not Applicable	Not Applicable
Monitoring	• Conduct spill-specific monitoring.	(Section 2 of Attachment E1 of the State Water Board Order No. WQ 2022-0103-DWQ (WDR))
Reporting	• If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within 30 days after the end	(Section 3.4, 3.6, 3.7 and 4.4 of Attachment E1 of the State Water Board Order No. WQ 2022-0103-DWQ (WDR))

Spill Requirement	Due	Method
	of the calendar month in which the spills occurred. • Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur.	

Table 6 – 5: City Owned and/or Operated Lateral Spills That Do Not Discharge to Surface Waters

Spill Requirement	Due	Method
Notification	• Within two (2) hours of the City's knowledge of a spill of 1,000 gallons or greater, from an City-owned and/or operated lateral, discharging or threatening to discharge to waters of the State: • Notify California Office of Emergency Services and obtain a notification control number. • Not applicable to a spill of less than 1,000 gallons.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1 of the State Water Board Order No. WQ 2022-0103-DWQ (WDR))
Monitoring	• Conduct visual monitoring.	(Section 2 of Attachment E1 of the State Water Board ORDER WQ 2022-0103-DWQ)
Reporting	• Upload and certify a report, in an acceptable digital format, of all lateral spills (that do not discharge to a surface water) to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur. • Report a lateral spill of any volume that discharges to a surface water as a Category 1 spill.	(Sections 3.6, 3.7 and 4.4 of Attachment E1 of the State Water Board Order No. WQ 2022-0103-DWQ (WDR))

6.8.3: Complaint Records

The City maintains records of all complaints received whether or not they result in sanitary sewer overflows. These complaint records include, but are not limited to, records documenting

how the City 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.

All complaint records will be maintained for a minimum of five years whether or not they result in a spill. Spill files (field notes, spill/Backup Response Workbook) are kept Collections System Office at the Corporation Yard.

6.9: Post-Spill Assessments of Spill Response Activities

(Ref. State Water Board Order No. WQ 2022-0103-DWQ (WDR), Element 6, ATTACHMENT D, Page D-6)

Every spill event is an opportunity to evaluate the City's adherence to response and reporting procedures and effectiveness of the response. Each spill event is unique, with its own elements and challenges including volume, cause, location, terrain, climate, and other parameters.

As soon as possible after spill events all the participants, from the person who received the call to the last person to leave the site, will meet to review the procedures used and to discuss what worked and where improvements could be made in responding to and mitigating future spill events. The results of the debriefing will be documented and tracked to ensure the action items are completed as scheduled.

6.9.1: Failure Analysis Investigation

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 or for other spills to occur.

The investigation will include reviewing all relevant data to determine appropriate corrective action(s) for the line segment. The investigation may include:

- Reviewing and completing the Sanitary Sewer Spill Report and any other documents related to the incident.
- Reviewing the incident timeline and other documentation regarding the incident.
- Reviewing communications with the reporting party and witness.

- Reviewing volume estimate, volume recovered estimate, volume estimation assumptions and associated drawings.
- Reviewing available photographs/videos.
- Interviewing staff that responded to the spill.
- Reviewing past maintenance records.
- Reviewing past CCTV records.
- Conducting a CCTV inspection to determine the condition of all line segments immediately following the spill and reviewing the video and logs.
- Reviewing any Fats, Roots, Oils and Grease (FROG) related information or results.
- Post spill debrief records.
- Interviews with the public at the spill location.

The product of the failure analysis investigation will be the determination of the root cause and the identification and scheduling of the corrective actions. The Collection System Failure Analysis Form (in the Sanitary Sewer Spill/Backup Response Workbook) will be used to document the investigation.

6.10: Spill Response Training

(Ref. State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR), Element 6, Attachment D 4.3 page D-5 and Element 6-page D-6

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

6.10.1: Initial and Annual Refresher Training

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

Affected employees will receive annual training on the following topics by knowledgeable trainers:

- The requirements of State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR), Element 6
- The City's Spill Emergency Response Plan procedures and practice drills
- Containment and cleanup methods
- Researching and documenting Sanitary Sewer Spill Start Times

- Skilled estimation of spill volume for field operators
- Impacted Surface Waters: Sample location selection, sampling, and documentation procedures
- Electronic CIWQS reporting procedures for staff submitting data
- State Water Resources Control Board Employee Knowledge Expectations

Through SWRCB Employee Knowledge Expectations training, the employee should be able to answer the following:

1. Please briefly describe your name and job title.
2. Please describe for us approximately when you started in this field and how long you have worked for your agency.
3. Please expand on your current position duties and role in responding in the field to any spill complaints.
4. Please describe your SOPs used to respond/mitigate spills when they occur.
5. Describe any training your agency provides or sends you to for conducting spill volume estimates.
6. We are interested in learning more about how your historical spill response activities have worked in the field. We understand from discussions with management earlier that you use the SERP from the SSMP. Please elaborate on how you implement and utilize the procedures in the plan.
7. Historically, before any recent changes, can you please walk us through how you would typically receive and respond to any spill complaints in the field?
8. Can you tell us who is responsible for estimating spill volumes discharged? If it is you, please describe how you go about estimating the spill volume that you record on the work order/service request forms?
9. What other information do you collect or record other than what is written on the work order form?
10. Describe if and when you ever talk with people that call in spills (either onsite or via telephone) to further check out when the spill might have occurred based on what they or others know? If you do this, can you tell us where this information is recorded?
11. We understand you may be instructed to take pictures of some sewer spills/backups into structures. Other than these spills, when else would you typically take any pictures of a spill?
12. Please walk us through anything else you would like to add to help us better understand how your field crews respond and mitigate spill complaints.

6.10.2: Spill Response Drills

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

6.10.3: Spill Training Record Keeping

Records will be kept of all training that is provided in support of this SERP for 5 years. The records for all scheduled training courses and for each overflow emergency response training event will include date, time, place, content, name of trainer(s), names and titles of attendees, brief narrative description of the training, including training method(s) and training materials and/or equipment used.

6.10.4: Contractors Working on City Sewer Facilities

All contractors working on the City's sewer facilities will be required to follow the spill response instructions on the Sanitary Sewer Spill Response Instructions for Contractors. Additional training may be required depending on the nature of the work on any or all of the following:

- The requirements of State Water Board Order No. WQ 2022-0103-DWQ (WDR), Element 6
- Communication procedures to the City in the event a spill is caused or witnessed
- The City's Spill Emergency Response Plan procedures and practice drills
- Skilled estimation of spill volume for field operators
- Electronic CIWQS reporting procedures for staff submitting data

6.10.5: Sewer Backup Into/Onto Private Property Claims Handling Policy

It is the policy of the City that a claim form shall be offered to anyone wishing to file a claim. The following procedures will be observed for all sewer overflows/backups into/onto private property:

- City staff will offer a City claim form irrespective of fault whenever it is possible that the sanitary sewer backup may have resulted from an apparent blockage in the City-owned sewer lines or whenever a City customer requests a claim form. The claim may later be rejected if subsequent investigations into the cause of the loss indicate the City was not at fault.
- It is the responsibility of the Sewer Crew to gather information regarding the incident and notify the Wastewater Collections Supervisor or their designee.

- It is the responsibility of the City Attorney or their designee to review all claims and to oversee the adjustment and administration of the claim to closure.

6.11: Authority

This SERP is written in accordance with the State Water Board Order No. WQ 2022-0103-DWQ (WDR).

6.12: Appendices

- Reporting Requirements by Spill Category
- Training Record
- Service Call Form
- Door Hanger
- Sanitary Sewer Spill Response Instructions for Contractors
- Sanitary Sewer Spill/Backup Response Workbook

6.13: References

- WDR Attachment D, Section D6
- Spill Emergency Response Plan
- Spill Emergency Response Plan Appendices

7.0: Element 7 – Sewer Pipe Blockage Control Program

The Sewer System Management Plan must include procedures for the evaluation of the Enrollee's service area to determine whether a sewer pipe blockage control program is needed to control fats, oils, grease, rags, and debris. If the Enrollee determines that a program is not needed, the Enrollee shall provide justification in its Plan for why a program is not needed.

The procedures must include, at a minimum:

a. An implementation plan and schedule for a public education and outreach program that promotes proper disposal of pipe-blocking substances;

b. A plan and schedule for the disposal of pipe-blocking substances generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of substances generated within a sanitary sewer system service area;

c. The legal authority to prohibit discharges to the system and identify measures to prevent spills and blockages;

d. Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, best management practices requirements, recordkeeping, and reporting requirements;

e. Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the fats, oils, and grease ordinance;

f. An identification of sanitary sewer system sections subject to fats, oils, and grease blockages and establishment of a cleaning schedule for each section; and

g. Implementation of source control measures for all sources of fats, oils, and grease reaching the sanitary sewer system for each section identified above.

7.1: Plan and Schedule for Public Education and Outreach Program

The City has developed extensive webpages for disposal of both FOG and Household Hazardous Waste in the City service area for residential and commercial customers which can be found here:

- FOG: https://www.folsom.ca.us/government/environmental-water-resources/wastewater-sewer/fats-oils-and-grease-fog
- Household Hazardous Waste: https://www.folsom.ca.us/government/public-works/solid-waste/hazardous-materials

These websites provide disposal information for both residential and commercial substances that may create blockages in City sewer lines or create treatment problems with sewage treatment.

Public awareness of proper disposal of blockage materials and FOG for both business and residents is critical to decreasing the potential of related spills and FOG related maintenance problems in the City's sanitary sewer collection system. To accomplish this objective, the City has established a robust FOG control program which includes public outreach and notification during FOG related spill events, inspection of Food Service Establishments, notification of FOG buildup in sewer laterals during sewer lateral inspections and adhering to established FOG guidelines during the plan review process.

7.1.1: Commercial FSE

The City commercial FOG program includes:

- Ensuring each facility is installing the proper grease control devices during plan review and prior to construction.
- Providing information and training for FSE in the proper handling of FOG related materials and other materials that could cause pipe blockages.
- Public education and outreach for commercial FSEs.
- Proper inspection and enforcement for violation municipal requirements.
- Assure that the FSE is following the regulations for discharge and disposal of FOG products.

7.1.2: Residential Program

The residential FOG program is considered an education outreach program that consists of the following:

- Residential FOG program webpage and educational information.
- Annual outreach programs during Public Works Week when the Wastewater Division provides informational flyers and grease scrapers to the public.
- Verbal education and FOG BMP brochures are distributed to property owners when a spill caused by FOG occurs in the area.

The City webpage is available at the following location:

- https://www.folsom.ca.us/government/environmental-water-resources/wastewater-sewer/fats-oils-and-grease-fog

7.2: Plan and Schedule for Disposal of Pipe-Blocking Substances

The City has developed an extensive webpage for disposal of both FOG and Household Hazardous Waste disposals for residential and commercial customers. These pages provide disposal information for both residential and commercial substances that may create blockages in City sewer lines or create treatment problems with sewage treatment. The program includes direct disposal locations for all prohibited substances. The City coordinates with SACSewer on

outreach and disposal information with fun programs like SacTown Clog Squad and SacTown Unflushables which deal with information for residential customers on the disposal of rags, wipes, FOG, and what to properly flush down the toilet. The SacTown Clog Squad provides information for residential customers disposal of fatty food scraps, oil disposal and grease. Finally, they also provide a clear definition of what substances to properly dispose of in the sewer.

7.3: Legal Authority to Prohibit Discharges to Prevent Spills and Blockages

FMC Title 13, Chapter 13.03, Regulations to Prohibit and Control the Discharge of Fats, Oils and Grease into the Sanitary Sewer Collection System established the legal authority for management and enforcement of blockage control materials and FOG related discharges. The Folsom Municipal Code legal authority can be found at:

- http://www.codepublishing.com/CA/Folsom/

7.4: Authority to Install Grease Control Devices

FMC Title 13, Chapter13.03.090 states that all FSEs must install, operate, and maintain a grease control device if they meet any of the following provisions:

a. New construction.

b. Renovation or remodeling that alters the existing plumbing at or below grade of the existing finished floor or alters the use, occupancy or function of the space, which would contribute to the production of fats, oils, and grease.

c. When deemed necessary by the Environmental and Water Resources Director to protect public health or safety or reduce/eliminate FOG.

d. If the FSE has a prohibited discharge.

e. If the FSE is deemed by the Environmental and Water Resources Director to contribute to or have reasonable potential to be the cause of an spill.

f. If there is a change in land use where the change has the potential to significantly increase FOG production and/or make a prohibited discharge of FOG reasonably foreseeable without a grease interceptor.

Grease control devices shall meet minimum design and performance requirements of the latest edition of the Uniform Plumbing Code and the California Plumbing Code as well as satisfying all requirements as designated by the Environmental and Water Resources Director. Grease control devices must be approved by the Environmental and Water Resources Director or City Engineer, in writing, prior to construction and installation.

In addition, the City developed Grease Control Device Guidelines for the Building Department to reference when an application is submitted for new construction or tenant improvements for Food Service Establishments.

7.5: FSE Inspections

Within this ordinance, Section 13.03.140 – Scope of inspections and monitoring gives the City of Folsom the authority to enter upon private property during regular business hours to investigate the source of any prohibited discharge to the sanitary sewer collection system or to verify compliance with the provisions of the chapter. The Wastewater Collections Division of the Environmental and Water Resources Department conducts inspections of all FSEs every two years. The FSE inspection process is defined in the Folsom Municipal Code Section 13.03.140 (B). The FSE inspection investigates the source of any prohibited discharge to the sanitary sewer collection system or to verify compliance with the provisions of this chapter. The inspections may include, but are not limited to, the following:

1. Operation and maintenance of grease control devices.
2. Prohibition of the use of food grinders.
3. Inspection of any vehicle, truck, trailer, tank truck or other mobile equipment that may have the ability to discharge to the municipal sewer system.
4. Erection and maintenance of monitoring and sampling devices for the purpose of measuring any discharge to the city sanitary sewer collection system.
5. Inspection, review and copying of all records of the FSE relating to preventing prohibited discharges to the sanitary sewer collection system. This may include, but is not limited to, operation, inspection, maintenance and cleaning records related to grease control devices and grease waste pumping manifests.
6. Inspection, sampling and testing of any discharge to the city sanitary sewer collection system for the purpose of determining the potential for a prohibited discharge. The investigation of the integrity of all grease control devices. The taking of photographs or videotape, measurements or drawing, and creation of any other record reasonably necessary to document conditions on the premises.

7.6: Enforcement Authorities

The City Municipal Code Section 13.03.150 to 200 provides the City enforcement polices and steps for enforcement of non-compliance with both blockage control materials and FOG. Violations of this chapter shall constitute a public nuisance. The provisions of the chapter shall be administered and enforced within the City by the Environmental and Water Resources Director or other staff and enforcement officials designated by the Environmental and Water Resources Director.

7.7: Identification of Sewer Sections Subject to FOG

The City has identified areas that are subject to FOG blockages and are placed on a Preventive Maintenance Schedule and are flushed and cleaned on a scheduled basis. See Element 4 for further information on cleaning.

7.8: Implementation of Source Control Measures for FOG Reaching the Sewer System

The City has established significant public information and outreach to assure that FOG or other potential pipeline blockage causing materials do not reach the City sewer system. In addition, when spills do occur, field staff provides educational materials in and around the spill area to assure customers understand the things that cause sewage spills. They provide the property owners copies of a City BMP brochure. Finally, field inspections of FSEs assure that these customers are complying with the City discharge ordinance requirements and, if not complying, provide the discharger with education and best management practice documents. If not, return inspections and full enforcement will be used to bring the discharger into compliance.

The City has also developed processes through the Household Hazardous Waste (HHW) program that allows residential customers to be able to receive individual household hazardous waste pick-ups of certain hazardous waste such as motor oil, paint, stains, poisons, medications, and electronics. The City has also developed a residential drop-off service for larger quantities of these same materials.

7.9: References

- WDR Attachment D7
- Folsom Municipal Code Title 13, Chapter 13.03 - http://www.codepublishing.com/CA/Folsom/
- Uniform Plumbing Code
- California Plumbing Code
- City of Folsom Fats, Oils and Grease Webpage - https://www.folsom.ca.us/government/environmental-water-resources/wastewater-sewer/fats-oils-and-grease-fog
- Household Hazardous Waste Webpage - https://www.folsom.ca.us/government/public-works/solid-waste/hazardous-materials

8.0: Element 8 – System Evaluation, Capacity Assurance Plan and Capital Improvements

The Plan must include procedures and activities for:

a. Routine evaluation and assessment of system conditions;

b. Capacity assessment and design criteria;

c. Prioritization of corrective actions; and

d. A capital improvement plan.

8.1: Routine Evaluation and Assessment of System Conditions

Sewer infrastructure rehabilitation and replacement projects are identified through the City's System Evaluation and Capacity Assurance Plan (SECAP) and through ongoing condition assessment programs. Condition assessment programs include Closed Circuit Television (CCTV) inspections, zoom camera inspections, manhole inspections, smoke testing, sewer flushing/cleaning, sewer lateral inspections and FOG inspections. Once these tasks have been performed, each item inspected is ranked on a City rating scale from 0 (No defects) to 5 (Emergency). Through these efforts any item ranking 3 or above is placed on a list for monitoring and further assessment for rehabilitation or replacement. From this list, staff develops a multi-year, comprehensive plan for the Rehabilitation and Replacement (R & R) Program of these deficient systems. After developing this R & R Program, staff identifies the necessary projects in its annual Capital Improvement Plan (CIP). The City's CIP is prepared with the following goals:

- Ensure that existing infrastructure is maintained and replaced.
- Provide for new capacity related capital projects related as identified in the City's System Evaluation and Capacity Assurance Plan.

In Fiscal Year 2024/25, the City issued a request for proposal to prepare a Sanitary Sewer Master Plan that will assist the City in developing a project prioritization system that will rely on severity of consequences of potential spills. This new prioritization system and the current City criteria above will be used for projects in the future to development the short- and long-term capital improvement program.

8.2: Capacity Assessment and Design Criteria

8.2.1: Hydraulic Analysis

In 2017 the City contracted with Water Works Engineers for the updating of its Sewer Collection System Evaluation, Capacity Assurance and Capital Plan (SECAP) Report. This evaluation included a significant expansion of the earlier hydraulic model to include approximately 252 miles of the City sewer system. The model used the City's standard design storm with a 10-year return, 6-hr duration, 1.73-in rainfall storm listed in NOAA Atlas 14,

Volume 6, Version 2. The temporal distribution of the storm was developed via the Sacramento Method for Rainfall Zone 3 at a mean elevation of 350 feet. The resulting hydraulic model has been being used by the City to evaluate both pump and pipeline capacity since to assure the sewer system has the necessary capacity to operate without impacts to the public or the environment.

The intent of the SECAP is to prevent spill's by identifying system hydraulic capacity deficiencies including identification of areas with high inflow and infiltration into the sewer system. Steps are then taken to establish short- and long-term CIP's to address identified hydraulic deficiencies and develop a schedule for completing all portions of the capital improvement program. In addition, the model also includes the results of the 2016 Wastewater Infrastructure Plan for the Folsom Planning Area (FPA) south of Highway 50. The SECAP Report identified several necessary capital improvements that the City has been pursuing in both the City and the new Folsom Plan Area. Several of the projects completed from the 2017 SECAP included:

- Folsom Boulevard I&I reduction project
- 12" main in Blue Ravine and East Bidwell
- Diversion weir to Orchard Drive
- Installation of flow meters and by-pass pumping infrastructure at Pump Station 3
- Several I&I reduction efforts in several of the Sewer Sheds
- Greenback Sewer and lift station
- Sewer Lateral R&R
- Some of the sewer facilities identified in the Folsom Plan Area Specific Plan Infrastructure
- Initiated several of the long-term capital projects for I&I, pump stations and manhole sealing efforts

The City has recently determined that there is a need to update the SECAP and to develop a broader Sewer Collection System Master Plan. The City issued a request for proposals and awarded a contract for the Sanitary Sewer Master Plan on April 22nd, 2025. The following areas will be addressed as part of the Master Plan:

- Review Existing City Information
- Develop Land Use Planning Information
- Develop Design Flow and Hydraulic Criteria
- Hydraulic Model Flow Loading and Initial Model Run
- Wastewater Flow Data Analysis and Model Calibration

- Capacity Assessment and Sensitivity Analysis
- Update the SECAP
- Develop Project Prioritization based upon severity of consequences of potential spills
- Develop a Five-Year Capital Improvement Projects and Cost Estimates
- Develop Flow Monitoring locations for FPA Area
- Prepare and Submit Draft and Final Sanitary Sewer Master Plan

8.3: Prioritization of Corrective Actions

It is intended that the Sanitary Sewer Master Plan will establish a new, well-defined prioritization process for future capital projects for staff to utilize to assure that projects will recognize and consider the likelihood of and consequences of failure, consequences of system sewage spills, long term pipe replacements needs, and assurance that City pumping facilities continue to operate as designed into the future.

8.4: Capital Improvement Program (CIP)

The City budget document includes a proposed Capital Improvement Plan (CIP) for all capital improvements. The CIP is developed over a five-year planning horizon and is updated annually. Only the first year of the CIP is funded by the City Council. The inclusion of a project in the CIP in future years shows the intent to fund the project. Circumstances and priorities may change. Each project is reevaluated in subsequent fiscal years and therefore only the first year of the plan is appropriated.

Annually, the Administration and Engineering Division of the Environmental & Water Resources Department reviews the previous capital needs listing, reviews both recent operational, and condition assessment results to prioritize the projects for the next fiscal year.

8.4.1: Project Funding

The City funds the sanitary sewer related capital improvement program from the annual sewer services charges paid by customers and from connection fees paid for sewer system expansion. Approximately every 5 years, the City conducts a Sewer Rate Study to assure that adequate rates and charges are available to properly fund identified capital and operational needs for the future.

8.4.2: Joint Coordination

The development of the annual CIP is coordinated by the Principal Engineer and includes collaboration with the Design Consultant, the CIP Engineering Division, the Wastewater Collections Division, the Utility Maintenance Wastewater Division and other divisions within the City at all stages from planning, design, implementation and construction. The City also requests input and comments on all project plans by other utilities and agencies in the service area as needed.

8.5: References

- WDR Attachment D8
- City Sewer Master Plan Request for Proposals
- City of Folsom Sewer Collection System Evaluation, Capacity Assurance and Capital Plan - https://www.folsom.ca.us/home/showpublisheddocument/786/637467522258230000
- City of Folsom Plan Area, Sewer Master Plan Technical Memorandum, Waterworks Engineers, February 2016
- City of Folsom FY 2024-25 Budget - https://www.folsom.ca.us/home/showpublisheddocument/18646/638623342187030000

9.0: Element 9 – Monitoring, Tracking and Reporting

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

a. Maintain relevant information, including audit findings, to establish and prioritize appropriate SSMP activities;

b. Monitor the implementation and measuring the effectiveness of each element of the SSMP;

c. Assess the success of the preventative maintenance activities;

d. Updating SSMP procedures and activities, as appropriate, based on monitoring and performance evaluations; and

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

9.1: Adaptive Management

The City regularly tracks and updates the performance results of the sanitary sewer program. In addition, the SERP is also reviewed for effectiveness and any changes are made to assure proper and timely responses prior to the annual report certification requirement on April 1st of each year. The City also pursues and evaluates the SSMP Audit Report corrective actions to determine when and how the program should be modified and changed. Finally, the sewer program uses the historical performance results, post spill assessments and operation and maintenance results during the development of the Annual Sewer Report to assess the need for further adaption of the program to reduce spills to Waters of the State and to review and consider implementing technology changes to further improve operations of the program. All modification and changes to the SSMP are included in the SSMP Change Log.

9.2: Effectiveness

The effectiveness of each SSMP element is measured using selected performance indicators and operation experiences and results. These indicators are tracked and reported regularly and included in the annual performance requirements in the SSMP Annual Report submitted to the CIWQS system annually prior to April.

Performance indicator data are incorporated into historical graphs presented in Appendix E attached. Some of the historical performance indicators tracked includes the following:

- Total number of spills (from gravity, owner owned laterals and lower laterals)
- Number of Spills by Spill Category
- Number of spills for each cause (debris, grease, roots, structural, vandalism and other)
- Portion of sewage contained/recovered compared to total volume spilled

- Volume and percentage of spilled sewage discharged to surface water
- Number and volume of owner owned/operated lateral spills
- Comparison of city spill information to RWQCB and SWRCB spill rates and indices
- Selected operational performance results.

The city also maintains the following metrics for the operations and maintenance of the sewer collection system.

- Annual gravity line, linear feet/year
- Annual CCTV, linear feet/year
- Annual gravity line cleaning and lower lateral cleaning, percentage of the system
- Annual CCTV, percentage of the system
- Annual number of manhole inspections completed
- Annual number of lateral inspections completed

9.3: Assess Success of Preventative Maintenance Activities

Based on the above monitoring and performance evaluations and historical graphs, the most recent audit report and any changes identified in the SSMP Change Log, the elements of the SSMP will be updated or modified, as appropriate. At a minimum, the SSMP will be updated every six (6) years and include any significant program changes. In accordance with Subsection D.14 of the Order, the updated SSMP will be re-certified by the City Council and uploaded and certified by the City LRO into the CIWQS database.

9.4: Identify and Illustrate Performance Trends

The city regularly tracks both spill and operational indicators in tables that are used to create the graphs included in Appendix E. These graphs are used to assist in determining the effectiveness of the program and to compare the program results with RWQCB Region 5 and all enrolled agencies in the State. Trends from the various metric results are used to determine changes and adapt improvements in the program activities to assure continuing and improving effectiveness.

9.5: References

- WDR Attachment D9 - https://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2022/wqo_2022-0103-dwq.pdf
- Appendix E Spill and Operations Performance Graphs

10.0: Element 10 – SSMP AUDITS

10.1: SSMP Audits

The SSMP shall include internal audit procedures, appropriate to the size and performance of the system, for the Enrollee to comply with Section 5.4 (Sewer System Management Plan Audits) of the 2022 General Order.

As previously described in Element 9, the City audits and updates the SSMP on a triennial (every 3 years) basis. The first City audit report was due on February 2, 2025, and covered the period of August 2, 2021, through August 2, 2024. The Report covered the three-year period, and the Report was completed, certified and uploaded within six (6) months following the end of the three-year audit period to the State CIWQS system by the City's LRO. In the future, the schedule for the audit period and the completion of the Audit Report will be three years from February 2, 2028, irrespective of the date the audit report is completed and uploaded.

If updates or changes are required to the SSMP or the SERP, between the six-year SSMP revision dates, the changes must be tracked in the SSMP Change Log in Appendix C. The SSMP Change Log is intended to provide evidence of the implementation and continuous improvement of the sewer program as a living planning document evidencing the effective management of the sewer system with time and performance results.

If the City fails to complete, certify and upload the SSMP Audit Report on the WDR required schedule, they must report this failure to the RWQCB and SWRCB along with a schedule for the completion as previously required. The timing of a late audit report does not alter the required schedule for the next Audit Report.

10.2: References

- WDR Attachment D, Section D10.
- Sewer System Management Plan Internal Audit Report dated January 2025.

11.0: Element 11 – Communication Program

11.1: Communication Program

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

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

The City maintains a website and uses social media platforms to inform the public about City activities including spills and discharges that result in closures of public areas or discharges to public drinking water sources. In addition, the City SERP also requires that these areas be properly posted to protect the public during spill events. The City's website is an effective communication channel for providing alerts and news to the public. The main page of the website provides important announcements, links agendas and minutes for City Council meetings, and other key information for City residents. Various Environmental & Water Resources (EWR) Department information is also published on the City's SSMP pages on the website link below in Section 11.2.

The City has provided information about the SSMP and a PDF of the Audits and the Plan on the City website. The website also has a link to CIWQS sewer spill public reports website utilizing the City WDID of 5SSO10893.

The City also uses its website to notify the public of important upcoming Council activities related to SSMP adoptions, sewer maintenance program and annual CIP projects and funding.

The City meets regularly with the Folsom State Prison satellites to assure compliance with the SSMP and the City WDR requirements.

Finally, the City has also developed procedures in the SERP for the protection of the public in and around the site of a sewage spill. In addition, the City has procedures for the proper notification of the public if sewage enters a source of drinking water in the service area.

11.2: References

- WDR Attachment D, Section D11
- City Council Website at: https://www.folsom.ca.us/government/city-council-and-commissions

- Sanitary Sewer website https://www.folsom.ca.us/government/environmental-water-resources/wastewater-sewer/sewer-system-management-plan-ssmp
- City of Folsom Spill Emergency Response Plan

Appendix A: Plan City of Folsom City Council Adoption Documents

RESOLUTION NO. 8526

A RESOLUTION ADOPTING THE SEWER SYSTEM MANAGEMENT PLAN

WHEREAS, since June of 2002, the City has been under a Cease and Desist Order, a Cleanup and Abatement Order and a National Pollutant Discharge Elimination System (NPDES) Permit issued by the Regional Water Quality Control Board (RWQCB) for Operations and Maintenance of the Waste Water Collection System; and

WHEREAS, the City has complied with all elements of the order issued by the RWQCB; and

WHEREAS, the State Water Resources Control Board (SWRCB) has mandated all public collection system agencies in California that own or operate collection systems comprised of more than one mile of pipe or sewer lines, which convey untreated wastewater to a publicly owned treatment facility is responsible for preparing a Sewer System Management Plan (SSMP) as required by the (SWRCB) adoption of the Statewide General Waste Discharge Requirement (GWDR) on May 2, 2006; and

WHEREAS, the RWQCB has rescinded the Cease and Desist Order, and the NPDES Permit; and

WHEREAS, the City is required to enroll under the GWDR; and

WHEREAS, the City has developed a SSMP in accordance with the requirement of the GWDR:

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom adopts the Sewer System Management Plan dated May 2009.

PASSED AND ADOPTED this 28th day of July 2009, by the following roll call vote:

AYES:	Council Members(s):	Starsky, Howell, Sheldon, Miklos
NOES:	Council Members(s):	None
ABSENT:	Council Members(s):	Morin
ABSTAIN:	Council Members (s):	None

Stephen E. Miklos, MAYOR

ATTEST:

Christa Schmidt, CITY CLERK

Resolution No. 8526
Page 1 of 1

RESOLUTION NO. 9419

A RESOLUTION APPROVING THE UPDATED SEWER SYSTEM MANAGEMENT PLAN

WHEREAS, the State Water Resources Control Board (SWRCB) adopted the General Waste Discharge Requirement Order (GWDR) on May 2, 2006; and

WHEREAS, the GWDR mandates all public collection system agencies in California that own or operate collection systems comprised of more than one mile of pipe or sewer lines, which convey untreated wastewater to a publicly owned treatment facility is responsible for preparing a Sewer System Management Plan (SSMP); and

WHEREAS, the City has developed a SSMP in accordance with the requirement of the GWDR; and

WHEREAS, the City is continuing to comply with the State's GWDR; and

WHEREAS, recertification of the City's SSMP will satisfy compliance with the State's GWDR; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom approves the updated Sewer System Management Plan dated August 2014.

PASSED AND ADOPTED this 26th day of August 2014, by the following roll-call vote:

AYES:	Council Member(s):	Sheldon, Starsky, Miklos, Morin, Howell
NOES:	Council Member(s):	None
ABSENT:	Council Member(s):	None
ABSTAIN:	Council Member(s):	None

Kerri M. Howell, MAYOR

ATTEST:

Christa Saunders, CITY CLERK

Resolution No. 9419
Page 1 of 1

RESOLUTION NO. 10312

A RESOLUTION APPROVING THE UPDATED SEWER SYSTEM MANAGEMENT PLAN

WHEREAS, the State Water Resources Control Board (SWRCB) adopted the General Waste Discharge Requirement (GWDR) on May 2, 2006; and

WHEREAS, the GWDR mandates all public collection system agencies in California that own or operate collection systems comprised of more than one mile of pipe or sewer lines, which convey untreated wastewater to a publicly owned treatment facility, is responsible for preparing a Sewer System Management Plan (SSMP); and

WHEREAS, the City has developed a SSMP in accordance with the requirement of the GWDR; and

WHEREAS, the City is continuing to comply with the State's GWDR; and

WHEREAS, recertification of the City's SSMP will satisfy compliance with the State's GWDR; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom approves the updated Sewer System Management Plan dated August 2019.

PASSED AND ADOPTED on this 23rd day of July 2019, by the following roll-call vote:

AYES:	Council Members:	Gaylord, Kozlowski, Sheldon, Aquino, Howell
NOES:	Council Members:	None
ABSTAIN:	Council Members:	None
ABSENT:	Council Members:	None

Kerri M. Howell, MAYOR

ATTEST:

Christa Freemantle, CITY CLERK

Resolution No. 10312
Page 1 of 1

Appendix B: Plan Internal Audit Reports

CITY OF
FOLSOM

Environmental and Water Resources Department

2024 Sewer System Management Plan

Internal Audit

January 2025

Audit Period: August 2, 2021, Through August 2, 2024

WDID: 5SSO10893

Prepared in Consultation with:
Causey Consulting
Walnut Creek, CA 94598

Appendix C: SSMP Change Log SSMP Change Log

Date	SSMP Element / Section	Description of Changes/Revisions Made	Change Requested By	LRO Approval
General Element Changes				
Element 1 – Goal and Introduction				
Element 2 – Organization				
Element 3 – Legal Authority				
Element 4 – Operations and Maintenance Program				
Element 5 – Design and Performance Provisions				
Element 6 – Spill Emergency Response Plan				

Date	SSMP Element / Section	Description of Changes/Revisions Made	Change Requested By	LRO Approval
Element 7 – Sewer Pipe Blockage Control Program				
Element 8 – System Evaluation, Capacity Assurance and Capital Improvements				
Element 9 – Monitoring, Measurement and Program Modifications				
Element 10 – Internal Audits				
Element 11 – Communication Program				
Appendix A - SSMP Adoption Documents				
Appendix B - SSMP Aduit Reports				
Appendix C: SSMP Change Log				

Date	SSMP Element / Section	Description of Changes/Revisions Made	Change Requested By	LRO Approval
Appendix D - Spill Emergency Response Plan				
Appendix E - Spill and Operational Performance Graphs				

Appendix D: Spill Emergency Response Plan

City of Folsom Environmental & Water Resources Department

Sewer Spill Emergency Response Plan

Effective Date: _____

Revised Date: _____

Approved by: _____

Signature: _____

Date: _____

Prepared by: David Patzer
DKF Solutions Group, LLC
dpatzer@dkfsolutions.com

City of Folsom Environmental & Water Resources Department

Sewer Spill/Backup Response Workbook

City of Folsom Environmental & Water Resources Department

Sewer Spill Emergency Response

Water Sampling SOP Workbook

Appendix E: Historical Spill and Operational Performance Results

Spill Performance Results

California Integrated Water Quality System Project (CIWQS)

COLLECTION SYSTEM OPERATIONAL REPORT

Please see the **Glossary of Terms** for explanations of the search results column headings. **More information about the report is found at the bottom of this page**.

Click to Print This Page (Select Printer as Adobe PDF)

SEARCH CRITERIA: [REFINE SEARCH] [NEW SEARCH] [GLOSSARY]
Date Range: Start_Date (**07/01/2021**) End_Date (**08/02/2024**)

DRILLDOWN HISTORY: [GO BACK TO LISTING OF COLLECTION SYSTEMS]
City Of Folsom CS
Agency: Folsom City - Environmental & Water Resources Dept

General Information

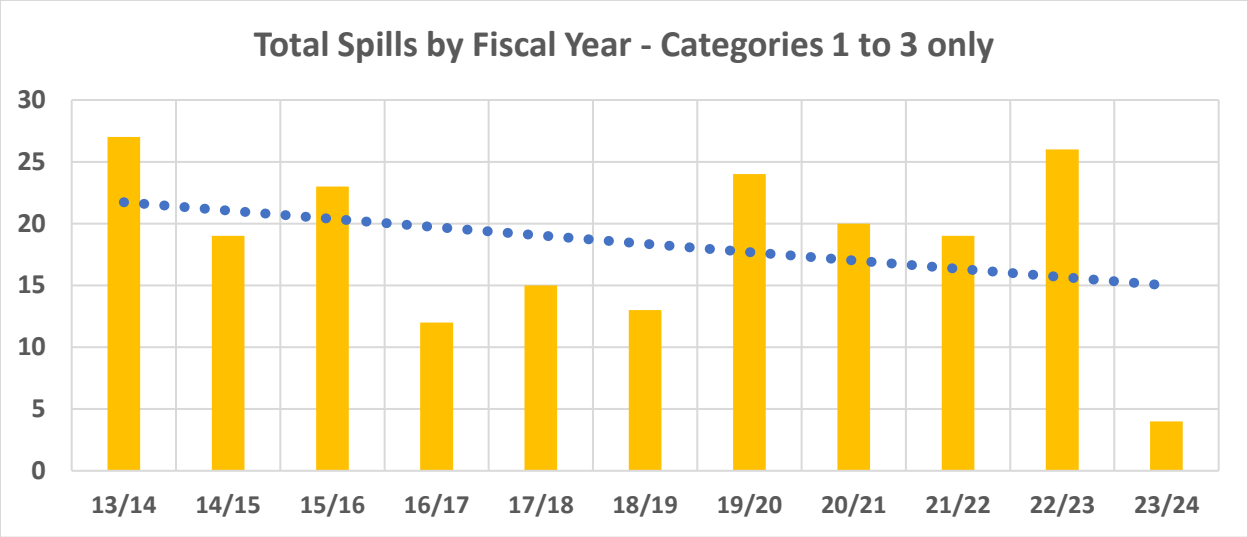
Region	Place ID	Place Name	CS Category	Place Address	Place County
5S	631501	City Of Folsom CS	Municipal(Public)	50 Natoma Folsom CA 95630	Sacramento

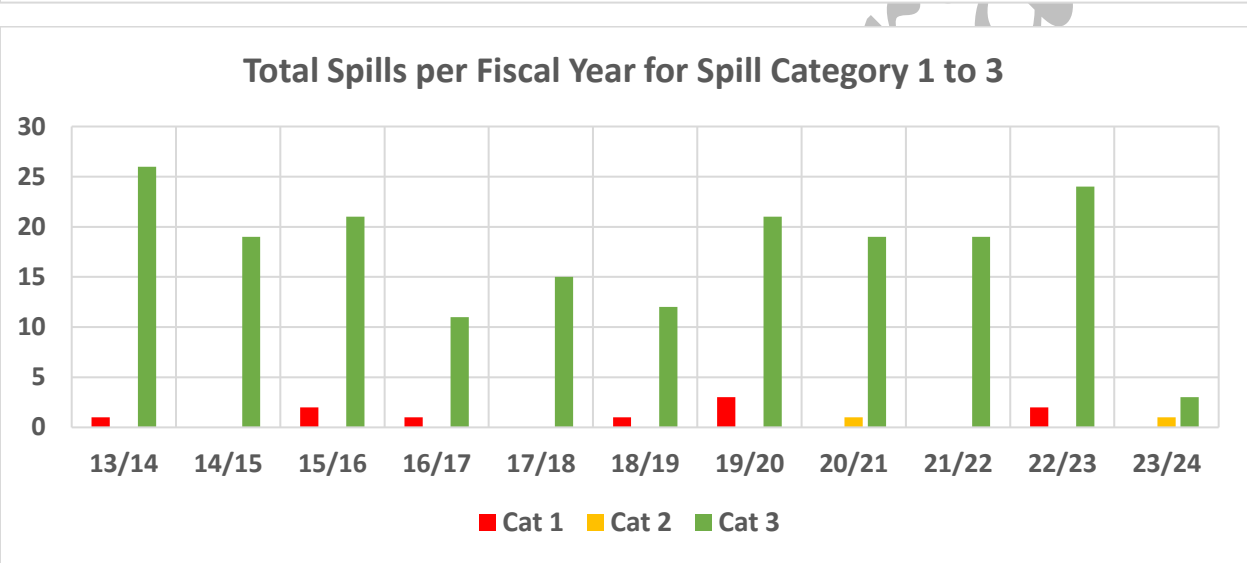
Collection System Spill Summary

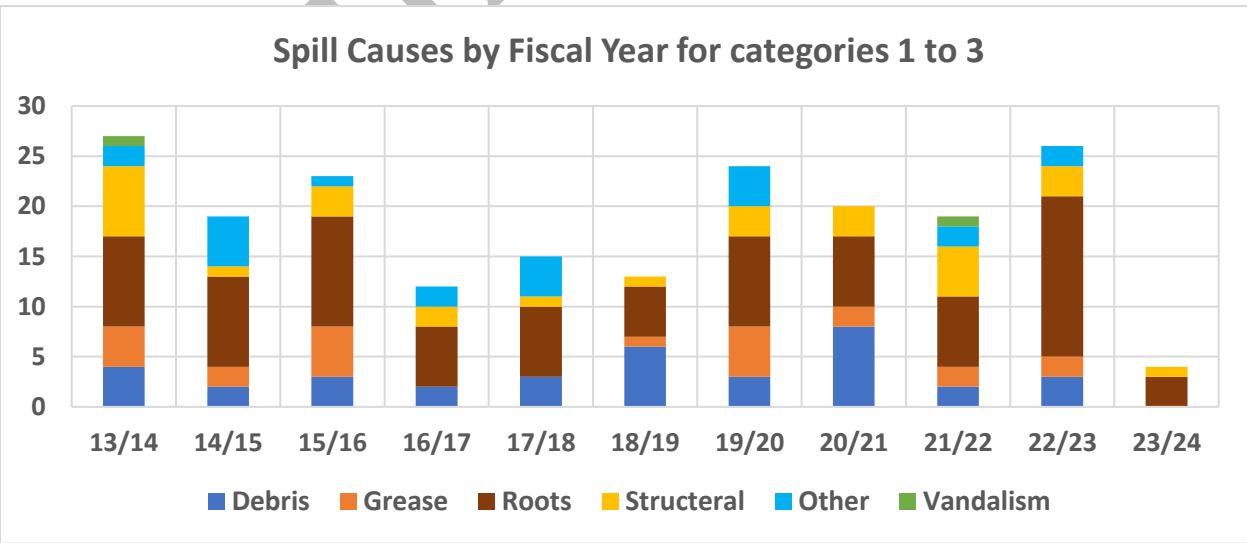
Operational Indices: City Of Folsom CS

Spill Rate Index (spills/100mi/yr)							
	Category 1			Category 2		Category 3	
	Main System	Laterals	Other	Main System	Other	Main System	Other
City Of Folsom CS	0.21	0.0	0.0	0.1	0.0	2.07	0.0
State Municipal(Public) Average	1.85	8.01	1.23	1.85	2.67	3.42	0.73
Region Municipal Average	2.33	0.89	2.91	2.75	5.51	4.65	1.06

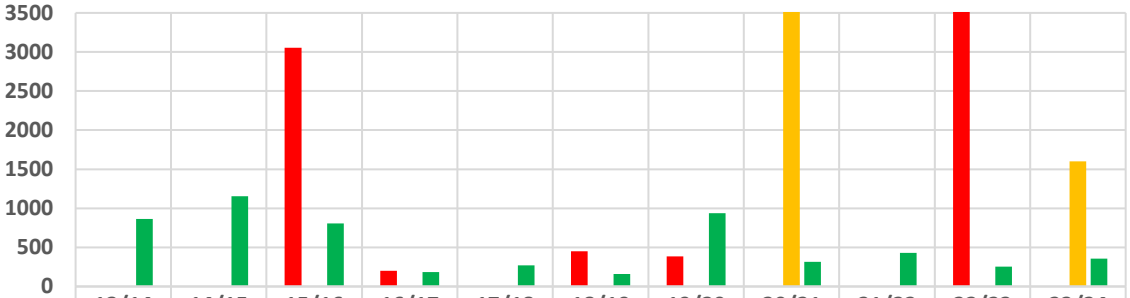
Net Volume Spills Indice (gallons/1000 Capita/yr)							
	Category 1			Category 2		Category 3	
	Main System	Laterals	Other	Main System	Other	Main System	Other
City Of Folsom CS	52.93	0.0	0.0	1.17	0.0	1.89	0.0
State Municipal(Public) Average	8679.52	258.17	3571.15	280.92	2414.95	87.83	52.78
Region Municipal Average	17130.51	554.28	10245.01	592.12	5268.6	123.74	44.35


Total Spills by Fiscal Year - Categories 1 to 3 only
30
25
20
15
10
5
0
13/14
14/15
15/16
16/17
17/18
18/19
19/20
20/21
21/22
22/23
23/24


Total Spills per Fiscal Year for Spill Category 1 to 3
30
25
20
15
10
5
0
13/14
14/15
15/16
16/17
17/18
18/19
19/20
20/21
21/22
22/23
23/24
Cat 1
Cat 2
Cat 3

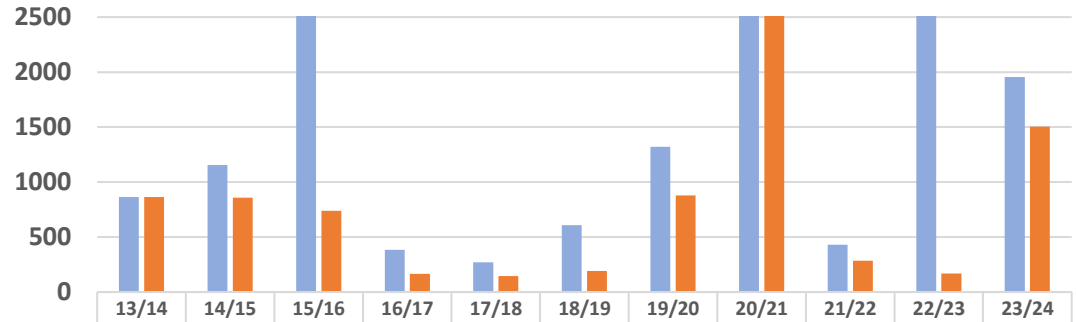

Spill Causes by Fiscal Year for categories 1 to 3
30
25
20
15
10
5
0
13/14
14/15
15/16
16/17
17/18
18/19
19/20
20/21
21/22
22/23
23/24
Debris
Grease
Roots
Structeral
Other
Vandalism

Total Volumes by Spill Categories 1 to 3



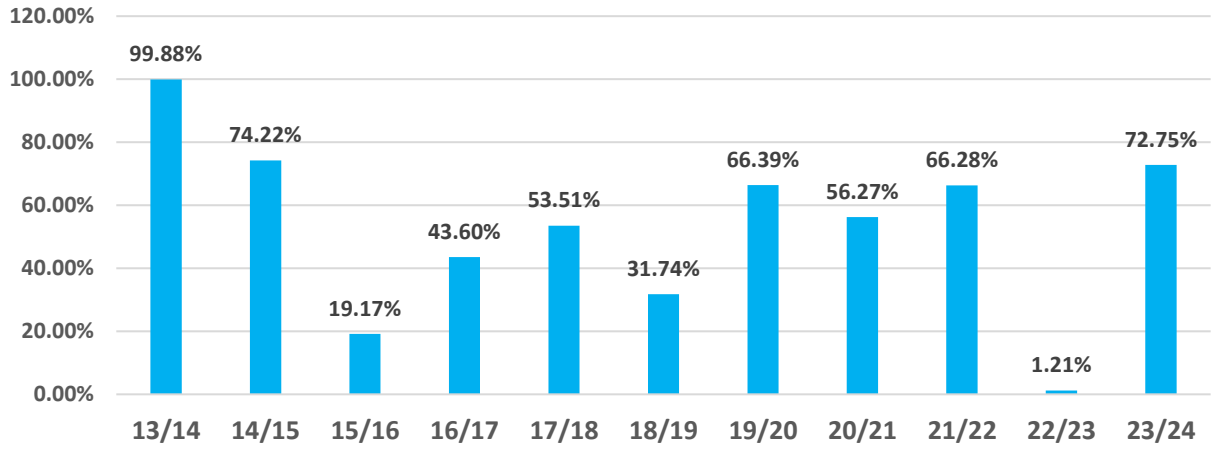
	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24
Vol Cat 1	1	0	3055	200	0	450	383	0	0	13620	0
Vol Cat 2	0	0	0	0	0	0	0	144000	0	0	1600
Vol Cat 3	863	1156	805	183	271	158	938	316	430	254	355

Comparison of Annual Spill verses Recovered Volumes for Categories 1 to 3

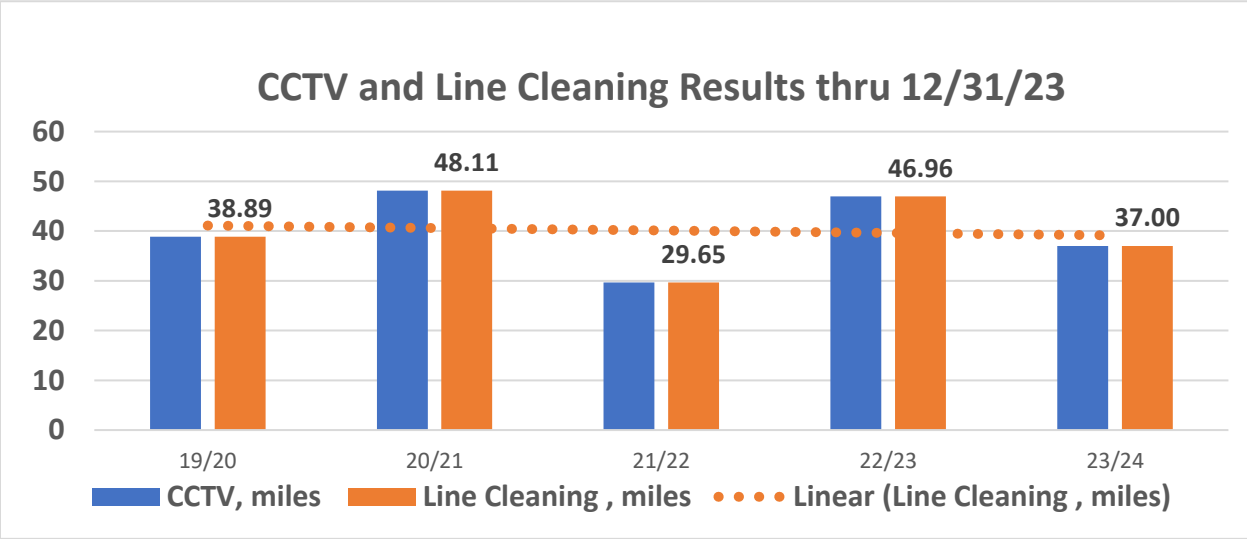


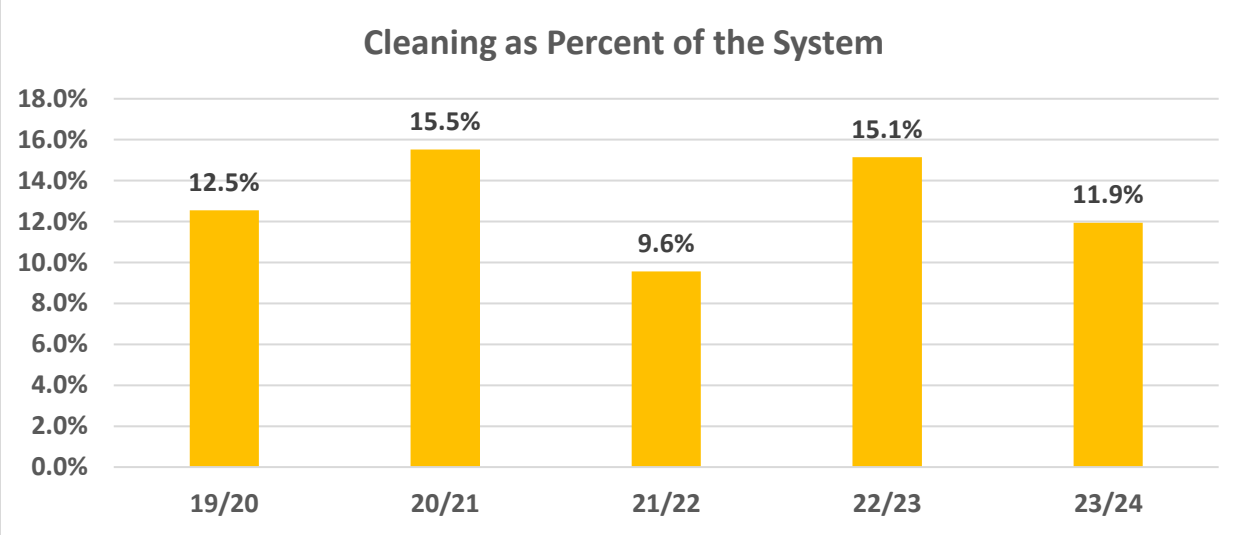
	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24
Spill Volume	864	1156	3860	383	271	608	1321	144316	430	13874	1955
Recovered Volume	863	858	740	167	145	193	877	81209	285	168	1505

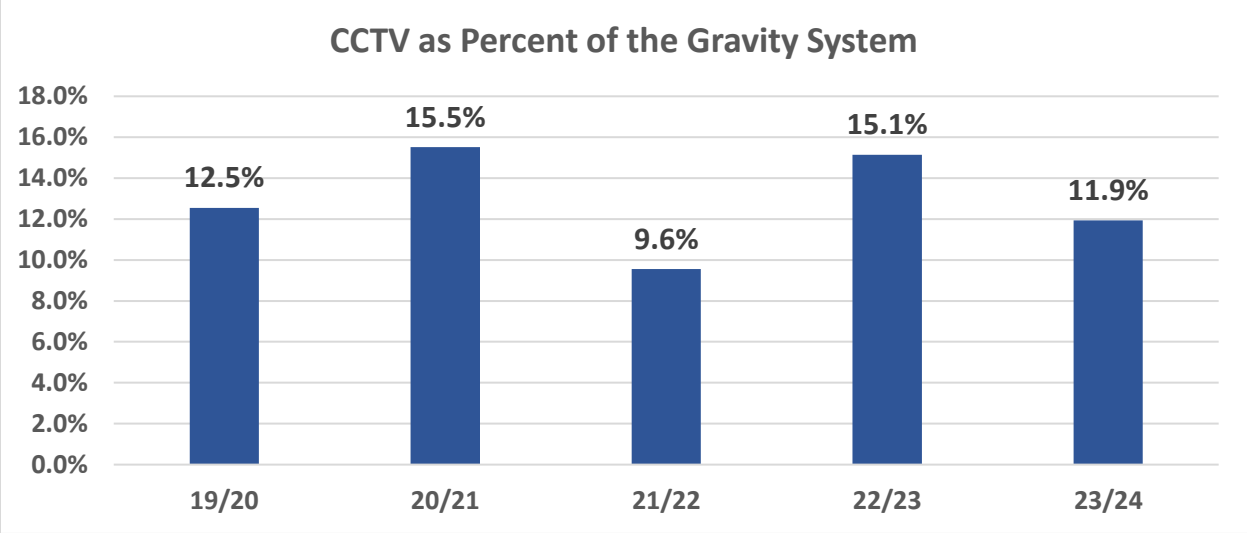
Fiscal Year Percentage of Spills Recovered for Categories 1 to 3

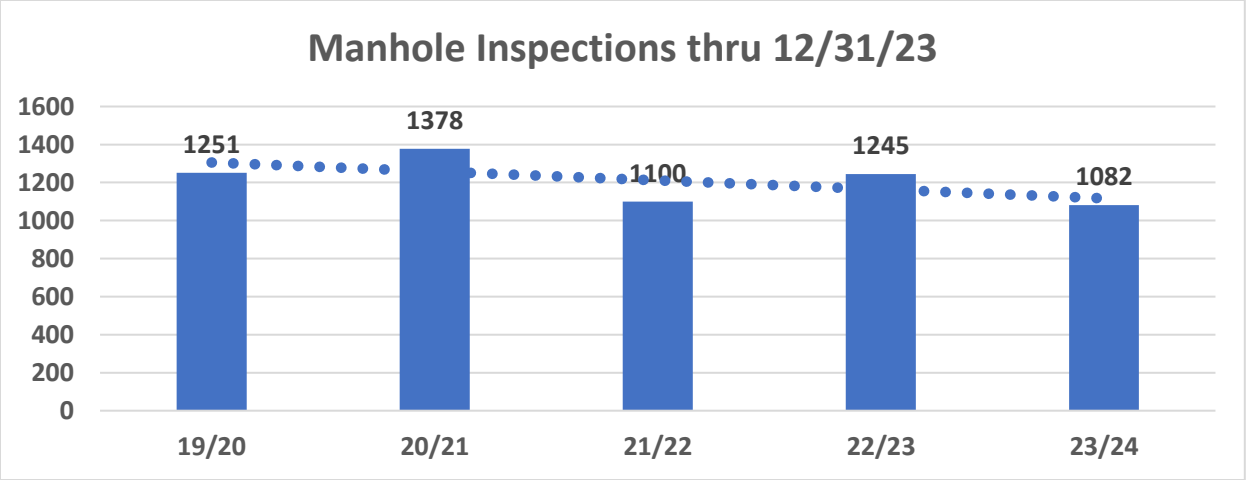


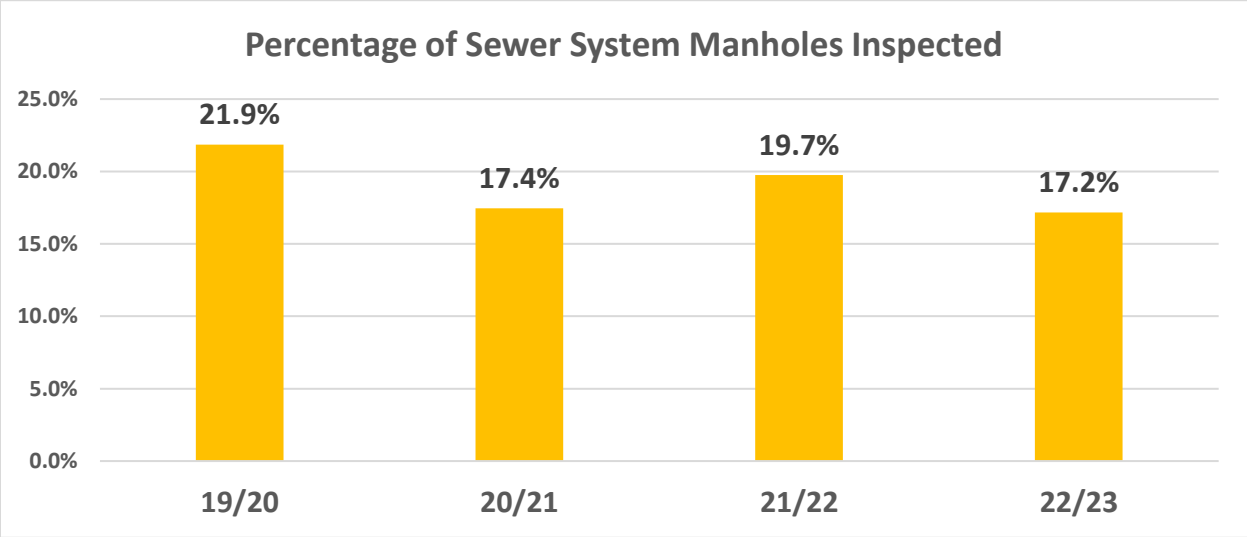
Operational Performance Results








Manhole Inspections thru 12/31/23
1600
1400
1200
1000
800
600
400
200
0
1251
1378
1100
1245
1082
19/20
20/21
21/22
22/23
23/24


Percentage of Sewer System Manholes Inspected
25.0%
20.0%
15.0%
10.0%
5.0%
0.0%
21.9%
17.4%
19.7%
17.2%
19/20
20/21
21/22
22/23