



## City of Needles, California Council Action

☒ CITY COUNCIL/NPUA ☐ Board of Public Utilities ☒ Regular ☐ Special

**Meeting Date:** December 12, 2023

**Title:** Adopt the City of Needles Sewer Overflow Prevention & Response Plan dated December 5, 2023

**Background:** The State Water Resources Control Board issued the Sanitary Sewer Systems General Order to provide a consistent, statewide regulatory approach to addressing sanitary sewer spills.

The State Water Board adopted Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Water Quality Order No. 2022-0103-DWQ (Sanitary Sewer Systems General Order) on December 6, 2022. The Sanitary Sewer Systems General Order requires public agencies that own or operate sanitary sewer systems to develop and implement sewer system management plans and report all sanitary sewer spills to the State Water Board's online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database.

Enclosed is the required Sewer Overflow Prevention and Response Plan for the City of Needles. The plan is to guide employees on responding to overflows, emergency response, preventing overflows, and mitigating sewer overflows.

The Board of Public Utilities approved the recommended action on December 5, 2023

**Fiscal Impact:** None

**Recommended Action:** Adopt the City of Needles Sewer Overflow Prevention & Response Plan dated December 5, 2023

**Submitted By:** Rainie Torrance, Utility Manager

**City Management Review:** *Rainie Torrance*

**Date:** 12-6-2023

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 3

**CITY OF NEEDLES SEWER OVERFLOW  
PREVENTION  
& RESPONSE PLAN**

December 5, 2023

817 3rd Street., Needles, CA 92363

CITY OF NEEDLES

DRAFT

**SEWER OVERFLOW RESPONSE PLAN  
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## **SEWER OVERFLOW PREVENTION PLAN (SOPP)**

The objective is to prevent or minimize the potential for sewer overflows.

### **A. Implement a Sewer Maintenance Schedule.**

1. Clean all sewer lines, manholes, and cleanouts every 3 years.
  - a. Maintain a documented schedule to track activity.
2. Root control and Jetting program is completed as required in known problem areas.
3. Establish an inflow and infiltration program for the sewer lines with known problems.

### **B. Implement a Sewer Master Plan.**

The City of Needles's Master Plan was adopted by the NPUA and City Council. Projects are tracked and managed as part of their CIP program. The current Sewer CIP project summary can be obtained from the Engineering Department.

Projects address both long-term and near-term projects, and they are ranked by City staff and presented for approval by NPUA and City Council with the CIP budgets on a fiscal year cycle.

### **C. Update Sewer Master Plan.**

The Master plan will be updated as needed. The amendments will be prepared under the direction of the Utility Manager, City Engineer or designee.

### **D. Review and management of the Plan.**

This SOPP will be reviewed and amended as necessary if there are any sewer overflows. The amendments will be prepared under the direction of the Utility Manager, or designee.

Any changes/amendments will be distributed to all appropriate personnel.

This Plan will be kept at the City of Needles's wastewater treatment facility and distributed to all appropriate personnel. The City Engineer or designee will be responsible for this Plan.

## **SEWER OVERFLOW RESPONSE PLAN**

### **1) PURPOSE**

In case of sewer overflow, the City of Needles will have a formalized response plan for sewer emergencies. The response plan will have both "During Working Hours Response Procedures" and "After Working Hours Response Procedures." The hour at which a sewer overflow emergency occurs is the determining factor regarding which set of procedures will be followed. If the emergency occurs during regular working hours, Monday through Friday between 6:00 a.m. and 3:00 p.m., staff will implement "During Working Hours Response Procedures." If the emergency occurs before or after regular working hours, staff will implement "After Working Hours Response Procedures." "During Working Hours Procedures" require an appropriate combination of agency personnel consisting of trained and qualified crewmembers and a supervisor or lead person to respond to emergency calls. The qualified crewmember is sent to the reported overflow site to investigate and will report to the Supervisor if it is an overflow and if additional personnel and equipment are required. The City of Needles will maintain the following equipment and vehicles: jetter trailer, safety equipment, confined space entry equipment, overflow containment supplies, plugs (various sizes), and miscellaneous emergency pipe supplies.

"After Working Hours Procedures" require an on-call person assigned to respond to the reporting party's call, usually within 30 minutes. Typically, the on-call person is assigned for a designated number of days from a pool of employees trained and qualified to perform on-call duties. Upon arrival at the overflow, the on-call person will assess the situation, call out additional personnel, specify the appropriate equipment required at the scene, and begin mitigating the overflow. The service vehicle will be equipped with the minimum equipment required to respond to any overflow initially.

### **2) WORKING HOURS RESPONSE PROCEDURES**

These procedures pertain to sewer overflow emergencies occurring Monday through Friday between 6:00 a.m. and 3:00 p.m.

**THE FOLLOWING PROCEDURES ARE TO BE FOLLOWED WHEN RESPONDING TO ALL SEWER OVERFLOW EMERGENCIES:**

- A. Emergency call received.
- B. Qualified staff member(s) notified/dispatched to an emergency.
- C. Supervisor and/or lead on-call person assumes responsibility as Incident Coordinator. See the contact list that will be reviewed and updated as necessary based on current staffing. If the on-call person is not available, contact should be made to the after-hours call center at 760-326-5700, and they will reach out to the appropriate staff member who can assume the responsibility as Incident Coordinator.
- D. Incident Coordinator contacts the Utility Manager.
- E. The first crewmember at the scene evaluates the situation and communicates with the Incident Coordinator.

During evaluation, the first person(s) at the site has six duties:

1. Determine if the overflow emergency is completely private, a risk to public right-of-way or waters of the U.S., or threatening public right-of-way (ROW) or waters of the U.S.
    - i. A private overflow is defined as a sewer spill that is COMPLETELY contained on private property with no threat to spill into waters of the U.S. (private or public land) or into the public ROW.
    - ii. A risk is defined as a spill that is likely to enter into the waters of the U.S. (private or public land) or into the public ROW.
    - iii. A threat to public ROW or waters of the U.S. is defined as a spill that is either;
      - a) spilling into the waters of the U.S. (private or public land) or into the public ROW or
      - b) it is imminent that the spill will enter the waters of the U.S. (private or public land) or into the public ROW.
  2. Determine cause of the overflow emergency.
  3. Evaluate the situation, determine what resources are needed to remedy the situation, and report the information to the Incident Coordinator.
  4. Take digital pictures of sewer overflow emergency to determine the amount of spill for reporting and documentation.
  5. Commence preliminary steps to mitigate the overflow.
  6. Take steps to protect the health and safety of the building occupants.
- F. Initiate a Plan of action.

#### **Private**

- i. Notify property owner that they need to call a plumber and rectify the situation as soon as possible.
- ii. The property owner needs to be informed of the proper clean-up procedures (i.e., DO NOT hose down into the public ROW)
- iii. Make proper notifications to the following:
  - a. City of Needles Engineering
  - b. SWRCB

#### **Private — Risk**

- i. Call for additional personnel and equipment as required.
- ii. Contact the Supervisor to respond to calls within city boundaries that are/will affect a city storm drain.
- iii. The Supervisor will notify property owner that they need to call a plumber and rectify the situation as soon as possible.
- iv. The Incident Coordinator tracks spill progress to ensure the spill does not become a threat, as defined above.
- v. The property owner needs to be informed of the proper clean-up procedures (i.e., DO NOT hose down into the public ROW)
- vi. Make proper notifications to the following:
  - a. City of Needles Engineering-Stormwater
  - b. SWRCB

### **Private — Threat**

- i. Call for additional personnel and equipment as required.
- ii. Contact the Supervisor to respond to calls within city boundaries that are/will affect a city storm drain.
- iii. Call a plumber from the approved list
- iv. Supervisor will notify property owner/Supervisor or resident(s) that water will be shut off immediately — INQUIRE if there is any tenant with a medical condition that requires water service (e.g., dialysis, etc.).
- v. Notify the water department to shut off the water
- vii. Notify the property owner that a plumber has been called to rectify the situation as soon as possible and that the City will be back charging them for the costs,
- viii. Make proper notifications to the following:
  - a. City of Needles Engineering
  - b. State Water Resources Control Board (SWRCB)

### **Public**

- i. Correct the cause of the overflow.  
Correct the cause of the spill (blockage, pump station failure).
- ii. Clean up overflow site.  
Cleanup of the site requires four steps:
  1. Thorough cleansing of the site and removal of debris
  2. Disinfecting of site.
  3. Determination of the size of the spill
  4. Posting of signs if necessary
- iii. The Wastewater Supervisor Incident Coordinator contacts City Risk Management if (1) the spill is caused by City main blockage or (2) there is damage to personal property involved in the spill or sewage has entered a storm drain.
- iv. Written reports from crew member(s) who responded to the call.  
The written report must contain the following information: overflow amount, location, time, and who has been notified.
- v. Incident Coordinator initiates "Reporting" to SWRCB, if necessary.  
The supervisor will consult with SWRCB to meet all reporting and posting requirements. See Page 8 for the reporting requirements for SWRCB.

### **3) AFTER WORKING HOURS RESPONSE PROCEDURES**

These procedures pertain to sewer overflow emergencies occurring after hours Monday through Sunday.

**THE FOLLOWING PROCEDURES ARE TO BE FOLLOWED WHEN RESPONDING TO ALL SEWER OVERFLOW EMERGENCIES.**

- A. Emergency calls received by the agency's after-hours answering service.
- B. On-call person notified.  
The on-call person receives information on sewer overflow emergencies (time, location, and caller).
- C. On-call person evaluates the situation.

During evaluation, the first person(s) at the site has seven (7) duties:

1. Determine if the overflowing emergency is completely private, a risk to public right-of-way or waters of the U.S., or threatening public right-of-way or waters of the U.S.
  - i. A private overflow is defined as a sewer spill that is **COMPLETELY** contained on private property with no threat to spill into the waters of the U.S. (private or public land) or into the public ROW.
  - ii. A risk is defined as a spill that is likely to enter into waters of the U.S. (private or public land) or into the public ROW.
  - iii. A threat to public ROW or waters of the U.S. is defined as a spill that is either a) spilling into the waters of the U.S. (private or public land) or into the public ROW or b) it is imminent that the spill will enter the waters of the U.S. (private or public land) or into the public ROW.
2. Determine the cause of the overflow emergency.
3. Evaluate the situation, determine what resources are needed to remedy the situation, and report the information to the Incident Coordinator,
4. Take pictures of sewer overflow emergency to determine the amount of spill for reporting and documentation.
5. Commence preliminary steps to mitigate the overflow.
6. Take steps to protect the health and safety of the building occupants.
7. Contact Supervisor for all private sewer overflows that are at risk of reaching a city storm drain.

D. Initiate a Plan of action.

#### **Private**

1. Notify the property owner that they need to call a plumber and rectify the situation as soon as possible.
2. The property owner needs to be informed of the proper clean-up procedures (i.e., DO NOT hose down into the public ROW)
3. Make proper notifications to the following:
  - i. Supervisor (Within City of Needles jurisdictional boundaries only.)
  - ii. City of Needles Engineering
  - iii. SWRCB

#### **Private - Risk**

1. Contact the Supervisor for immediate response.
  - i. The supervisor will call for additional personnel and equipment as required.
  - ii. The supervisor will notify the property owner that they need to call a plumber and rectify the situation as soon as possible.
  - iii. The supervisor will track spill progress to ensure the spill does not become a threat, as defined above.
  - iv. The property owner needs to be informed of the proper clean-up procedures (i.e., DO NOT hose down into the public ROW)
  - v. Make proper notifications to the following:
    - a. City of Needles Engineering
    - b. SWRCB



### **Private - Threat**

1. The supervisor will call for additional personnel and equipment as required.
2. The supervisor will call a plumber from the approved list  
The supervisor will notify the property owner/Supervisor or resident(s) that water will be shut off immediately — INQUIRE if there is any tenant with a medical condition that requires water service (e.g., dialysis, etc.).
3. Shut off and lock the water meter to be done by the Water Department
4. The supervisor will notify Arizona Water and the City of Needles that the water meter has been shut off and locked until further notice
5. The supervisor will notify the property owner that a plumber has been called to rectify the situation as soon as possible and that the city will be back charging them for the costs.
6. Supervisor will make proper notifications to the following:
  - i. City of Needles Engineering-Stormwater
  - ii. SWRCB

### **Public**

1. The Wastewater Supervisor will call for additional personnel and equipment as required.
2. Correct the cause of the overflow.  
Correct the cause of the spill (blockage, pump station failure).
3. Clean up overflow site.  
Clean-up of the site requires four steps:
  1. Thorough cleansing of the site and removal of debris
  2. Disinfecting of site
  3. Determination of the size of the spill
  4. Posting of signs if necessary
4. Contact City Risk Management during the next working day if (1) the spill is caused by the City main blockage or (2) there is damage to personal property involved in the spill.
5. Written reports from crew member(s) who responded to call.  
The written report must contain the following information: overflow amount, location, time, and who has been notified.
6. Supervisor initiates "Reporting" to SWRCB, if necessary.  
The supervisor will consult with SWRCB to meet all reporting and posting requirements.  
See Page 8 for the reporting requirements for SWRCB.

#### **4) SEWAGE SPILL EMERGENCY AND NOTIFICATION PROCEDURE**

##### **Purpose**

The purpose of this safety practice is to provide procedures to be implemented in the event of a wastewater spill.

##### **General**

In the event of a spill, the first priority is to assess the situation and control the spill. If the discharge cannot be contained, the on-call person and any other personnel deemed necessary to assist in correcting or controlling the spill should be notified. All wastewater spills must be reported promptly to the proper agencies, as identified in this procedure.

##### **City Staff Notification**

Notification of City staff should be made within 30 minutes from the time you become aware of a spill.

##### **Private Spills Affecting City Storm Drains**

The Supervisor shall be contacted immediately for any private sewer spill that reaches a city storm drain. The Supervisor will make all appropriate agency notifications.

#### **PRIORITY NOTIFICATION LIST**

Manhole, Sewer Line, Pump Station Related Spills City of Needles Emergency — After Hours (760) 326-5700 — Operator (24 Hrs.)

Applicable contacts (see attached contact list):

1. Utility Manager
2. Operations staff
3. Water Department Supervisor
4. Chief Plant Operator

Private Sewer Spills that Reach City Storm Drains (see attached contact list):

1. Utility Manager
2. Operations staff
3. Water Department Supervisor
4. Chief Plant Operator

##### **Incident Documentation:**

The following information must be recorded accurately and documented.

- a. Date and time that the spill started.
- b. Date and time that the spill was stopped. In the event that the overflow has not been abated, then state what is being done and give an estimated time of repair/correction.
- c. Estimate the volume discharged. Include how you arrived at the quantity.
- d. Location of the spill, i.e., street location, lagoon, creek, north, south, yards, feet, etc.

- e. Structure where the spill occurred, i.e., pump station, manhole, force main, sewer line, etc.
- f. Cause of spill, i.e., equipment/power failure, etc.
- g. Final destination of the spill and other conditions, if applicable, i.e., lagoon, creek, flood control channel, etc.
- h. Include what tasks were made, i.e., repairs, equipment inspections

In the event of a wastewater spill, immediate notification must be made to the proper authorities. The responsibility of notifying the authorities is to be made by the Legally Responsible Official (LRO)(or designee). Prior to reporting the spill, review the documentation to make sure it is complete. Remember, always document the date, time, and name of the person receiving the incident report.

Private sewer spills affecting any city storm drain shall be reported by the wastewater Supervisor. The wastewater supervisor will be responsible for completing and forwarding all appropriate paperwork to the proper personnel and agencies.

#### **A. California Integrated Water Quality Systems (CIWQS)**

The State Water Resources Control Board (SWRCB) must be notified within 24 hours. The SSO can be reported online through their portal to capture the details of the incident. If this is not possible, prior to notifying SWRCB, complete a "Sewage Spill Report Form" (Exhibit A). This report form is designed to include the important details of the spill so the facts are communicated to SWRCB. This report should be submitted via facsimile within 24 hours following a sewer overflow event. Contact with the SWRCB staff can be made Monday through Friday, 8:00 a.m. to 4:30 p.m. During all other hours, weekends, and holidays, a message can be left with SWRCB.

A complete formal written report of the incident is to be forwarded to SWRCB within thirty (30) days. The following sewage spills should be reported:

1. Any discharge to a retention basin, dry wash, flowing wash, and open storm drains.
2. Any discharge of more than 50 gallons.
3. Any discharge near homes, schools, parks, or areas that are accessible to the public.

## **5) POSTING WARNING SIGNS AND SAMPLING**

A. The posting of receiving waters with contaminated water signs is required if directed by SWRCB. The City has made the decision to be proactive in this area. Therefore, if a spill occurs and there is a possibility of wastewater entering recreational waters or other waterways where the public may come in contact, posting of those areas will be made, but only at the direction of the Utility Manager or designee.

B. Contaminated water signs are to be posted at the spill site and the quarantine area, as determined by Health Services and/or as necessary to reasonably warn the public.

1. If posting of lagoons or wetlands is required, the signs shall be placed at a minimum of 50-foot intervals for high-use areas and every 600 feet for low-use areas.

C. The location and placement of all warning signs and tape shall be recorded using the "City of Needles Sewage Spill Quarantine Report Form" and the vicinity map associated with the spill site (Exhibit C). Twice daily, inspections of the spill site and quarantined area shall be made to replace and/or repair signs and ensure that proper posting is being maintained. Each site visit will require that a "Sewage Spill Quarantine Report" be completed documenting sign replacement and other items of importance.

1. Warning signs are to be maintained until the Utility Manager or designee has given direction.
2. A guideline for determining when it is appropriate to remove warning signs when a spill has been made to a creek (waterway) is as follows: three days after spill posting, take a fecal coliform sample both up and downstream of the spill area. If the MPN is less than 1,000 (fecal coliform) or less than 200 (Membrane Filter Method), signs can be removed, or if the downstream results are less or equal to the results obtained at the upstream location, signs can be removed.

D. An inventory of spill warning signs in English and Spanish, wood stakes and caution tape, will be maintained at the Public Works Yard. These supplies will be maintained at a sufficient level to ensure proper posting of an area in the event of a major spill.

E. Supervisor shall maintain a backup inventory of spill signs for all private sewer spills affecting public storm drains within city boundaries.

### **SAMPLING**

A. Sampling of the receiving waters should be conducted as soon as possible after the spill incident has been controlled. Wastewater Personnel will collect the sample and deliver it to the lab.

B. The Utility Manager or designee will develop a sampling program and implement collection and testing as soon as possible after the spill.

C. Daily laboratory results will be reported to the Utility Manager or designee prior to notifying SWRCB. SWRCB is to be notified daily of test results as long as restrictions are in place to protect the public.

## **6) MEDIA AND PUBLIC RESPONSE**

A. The Utility Manager or designee will handle information to the media.

B. Inquiries by the public, newspapers, television, and radio stations should be referred to the Utility Manager or designee. Only when directed by management, should personnel attempt to respond to questions or explain the spill incident and/or actions being taken.

Public Notification Requirements.

Utility Manager will issue media releases as required.

## **7) SEWAGE SPILL INFORMATION AND REPORTING FORMS**

A. State Water Resources Control Board

1) If a sewer overflow event results in a discharge to surface waters.

a) Report by Electronic Self-Monitoring Reports (eSMR) within 24 hours of a sewer overflow event. This report shall include the information from the Sewer Overflow Report (SOR) form.

b) Submit the SSO report via the state portal no later than five days following the starting date of the sewer overflow event. In the event that the SSO report cannot be submitted through the portal, the completed SOR form and any additional pertinent information should be submitted.

## **8) MITIGATION OF CITY CAUSED SPILL**

A. Purpose: If the backup of the City's main sewer line causes a sewage spill, the City has a responsibility to restore or replace any lost property to its pre-spill condition as soon as possible. It is important that all assigned sewer personnel, regarding any liability demands, follow proper procedures within the wastewater division. In order to best ensure that an individual's or company's property is restored to as close to its pre-spill condition as possible, the following steps will be taken:

### **B. Public Works:**

1. General: Wastewater employees are required to report potential liability claims against the City to their immediate Supervisor. That supervisor will report this information to the Utility Manager immediately upon being informed by a given employee. No wastewater employee shall offer opinions to the public regarding City liability in any incident that may occur in the course of their work. Risk Management will determine liability in all cases following an investigation into each incident. Division employees are to refer all inquiries regarding liability claims to the Utility Manager. The Utility Manager or designee will be responsible for any press releases or direct responses to inquiries by members of the press.

2. Potential Claims: When an individual informs any member of the Public Works Department that he or she intends to file a liability claim against the City, that individual will be directed to contact the Risk Management Office for the appropriate procedures to make a claim.

3. Response to a Spill: When a spill occurs, Wastewater personnel will:

- (a) Refrain from giving any opinions as to the cause of the emergency.
- (b) Be courteous and professional.
- (c) Be customer oriented.
- (d) Inspect the scene carefully.
- (e) Take digital photographs of the spill damage before any cleanup is begun.
- (f) Obtain the details surrounding the emergency.
- (g) Refrain from arguing with affected residents.
- (h) Do not apologize for the emergency.
- (i) Obtain and fill out the City's reporting form, Emergency Incident Report.
- (j) Turn in the Emergency Incident Form to the immediate Supervisor as soon as possible.

4. Notification of Risk Management: When a spill is determined to be caused by the backup of the City main sewer line and not the lateral, the Wastewater Supervisor will notify the Utility Manager and Risk Management at the first possible time during working hours if:

- (a) The spill is caused by the City's main sewer line backup and
- (b) The spill has caused some property damage to the residence or business (i.e., carpet soiled, furniture or cloths contaminated that must be thrown away, etc.),

or

(c) If, in the opinion of the Wastewater Supervisor, there exists the possibility of a future claim from the spill (i.e., loss of wages, emotional stress, etc.).

5. Wastewater Department Responsibility: The Wastewater Department will be responsible for stopping the spill and clearing the blockage. Wastewater Department will contact Risk Management, who will work with either a Contractor or staff, for the following:

(a) Risk Management will authorize the removal of and clean up of all sewage/spill contamination to the dwelling. This includes but is not limited to the removal of all contaminated carpeting, drywall, fixtures, and furniture.

Note: No demolition or repairs will be made without prior approval from Risk Management. The Public Works office will keep a file of appropriate private emergency cleaning services firms,

(b) Restoring or replacing all removed drywall, molding, and permanent fixtures that cannot be cleaned to as close to pre-spill condition as possible.

(c) Re-plastering and repainting all removed or damaged surfaces of the dwelling to as near as possible to its condition prior to the spill,

(d) If emergency housing is needed, the Utility Manager or their designee will authorize it. Generally, the maximum stay is three (3) days. If a party is unable to return to their home/apartment after day three, the homeowner or apartment dwellers must provide for their own shelter. On a case-by-case basis, the Utility Manager may grant an extension beyond the three-day period. The Public Works office will keep a file of appropriate emergency shelter locations.

(e) Provide instructions to the residents of any spill site for the cleaning of all personal items contaminated (i.e., cloths, drapes, or furniture). Advice given should be to minimize the disposal of personal items or furniture if they can be properly cleaned.

6. What the Wastewater Department is NOT responsible for: The Wastewater Department will not be responsible for replacing or paying for any of the following items:

(a) Carpeting replacement

(b) Clothing cleaning or replacement

(c) Furniture replacement

(d) Food, phone calls, and any miscellaneous expenses. Note: The above-listed items will be addressed through the claims process.

### **C. Risk Management:**

When Risk Management receives notification of a sewage spill from the Wastewater Supervisor, Risk Management will take the following actions:

1. Determine if there has been property damage that might warrant a claim, and if there is,

2. Notify the City's claims adjusting services that there has been a sewage spill and that a claims adjuster is needed to document the spill damage.

3. Upon request, provide the Claimant with a copy of the City or Buena Sanitation Claim form.

4. Make the final recommendation to either settle or deny any filed claim.

**D. Claims Adjusting Service:**

When notified by the City's Risk Management Division of a sewage spill that needs a claims adjuster, adjusting service will provide the following:

1. Notify the potential Claimant (owner or renter of the site of the spill) of the adjuster's representation of the City.
2. Investigation of the claim.
3. Negotiate the replacement of any damaged/removed floor covering, drapes, or furniture.
4. Negotiation of the settlement of any remaining expenses claimed by the owner and/or renter of the property where the spill occurred.
5. Make a recommendation to the City Risk Supervisor to either settle or deny the claim,

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EXHIBIT A

**SANITARY SEWER OVERFLOW REPORT FORM**

**To be used in the event that an SSO cannot be reported through the SWRCB portal  
10-17-23**

1. SANITARY SEWER OVERFLOW REPORTED TO:
2. ENTER FAX, VOICE MAIL, OR NAME OF SWRCB STAFF
3. DATE REPORTED:     /     /     (M/DD/YY)
4. TIME REPORTED:     (MILITARY OR 24-HOUR TIME)
5. REPORTED BY:
6. PHONE: (   )
7. RESPONSIBLE SEWER AGENCY: CITY OF NEEDLES
8. OVERFLOW START: DATE: /     /     (M/DD/YY)
9. TIME:     (MILITARY OR 24-HOUR TIME)
10. OVERFLOW END: DATE: /     /     (M/DD/YY)
11. TIME:     (MILITARY OR 24-HOUR TIME)
12. TOTAL OVERFLOW VOLUME:     (GALLONS)
13. OVERFLOW VOLUME RECOVERED:     (GALLONS)

SANITARY SEWER OVERFLOW LOCATIONS:

STREET:

CITY:

COUNTY: SAN BERNARDINO

ZIP CODE:

SANITARY SEWER OVERFLOW STRUCTURE I.D.:

NUMBER OF OVERFLOWS AT THIS LOCATION IN PAST 12 MONTHS:

OVERFLOW CAUSE - SHORT DESCRIPTION - CIRCLE ONE

ROOTS	GREASE	LINE BREAK	INFILTRATION
ROCKS	BLOCKAGE	POWER FAILURE	PUMP STATION FAILURE
DEBRIS	VANDALISM	FLOOD DAMAGE	MANHOLE FAILURE
OTHER	CONSTRUCTION		

15. OVERFLOW CAUSE - DETAILED DESCRIPTION OF CAUSE:

16. SANITARY SEWER OVERFLOW CORRECTION - DESCRIPTION OF ALL  
PREVENTATIVE AND CORRECTIVE MEASURES TAKEN OR PLANNED:

INITIAL AND SECONDARY RECEIVING WATERS:

17. DID THE SANITARY SEWER OVERFLOW REACH SURFACE WATERS?  
(Y OR N)

AFFECTED AREA POSTING:

18. WERE SIGNS POSTED TO WARN OF CONTAMINATION?: (Y. OR N)  
19. HOW MANY DAYS WERE THE WARNING SIGNS POSTED?  
20. REMARKS:

NOTE:IF THE SANITARY SEWAGE OVERFLOW EVENT RESULTS IN A DISCHARGE OF MORE THAN 1,000 GALLONS TO SURFACE WATERS, THIS FORM MUST BE RECEIVED BY SWRCB NO LATER THAN FIVE (5) DAYS AFTER THE OVERFLOW START DATE.

The following certification must be completed within the five-day notice:

I swear under penalty of perjury that the information submitted in this document is true and correct. I certify under penalty of perjury that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**EXHIBIT B**  
**CITY OF NEEDLES SEWAGE SPILL QUARANTINE REPORT FORM**

DATE: TIME:            AM/PM

COMPLETED BY:

SPILL LOCATION:

QUARANTINE AREA:

LOCATION OF WARNING SIGNS:

NOTE: SIGN PLACEMENT AT THE SPILL SITE AND QUARANTINE AREA  
SHALL BE AT A MINIMUM INTERVAL OF EVERY 50 FEET AND/OR AS  
NECESSARY TO REASONABLY WARN THE PUBLIC.

SPILL SITE:

SPILL SITE SIGN REPLACEMENT:

QUARANTINE AREA:

QUARANTINE AREA SIGN REPLACEMENT:

COMMENTS:

\*THIS REPORT IS TO BE MAINTAINED AS A PERMANENT RECORD