

**RESOLUTION NO. 2023-04**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY GUADALUPE  
APPROVING THE JANUARY 2023 SANITARY SEWER MANAGEMENT PLAN (SSMP) UPDATE**

**WHEREAS**, the City of Guadalupe is currently enrolled under State Water Resource Control Board (SWRCB) General Order 2006 – 0003 – DWQ for the operation of its sanitary sewer system, and will be enrolling under the new General Order 2022 – 0103 – DWQ, which was adopted on December 6, 2022, and becomes effective June 5, 2023; and

**WHEREAS**, the City of Guadalupe sanitary sewer system was inspected by SWRCB staff on September 26, 2022, and received a Notice of Violation on December 16, 2022, for the following violations: failure to update its SSMP every five years, failure to audit its SSMP every two years, inadequate training, lack of a fats, oils, and grease program, and sanitary sewer overflows to surface waters that occurred from 2008 - 2021; and

**WHEREAS**, staff has updated its existing SSMP to incorporate Standard Operating Procedures for training purposes, update staff contact information, add a fats, oils, and grease program, and include modifications to meet the upcoming General Order 2022 – 0103 – DWQ, as well as to respond to the Notice of Violation received by the City on December 16, 2022.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Guadalupe as follows:

1. The City of Guadalupe Sewer System Management Plan update meets the obligations of the statewide general waste discharge requirements for sanitary sewer systems and is hereby approved; and
2. The City Clerk is hereby authorized to make minor changes herein to address clerical errors, so long as substantial components of the intent of this document are maintained. In doing so, the City Clerk shall consult with the City Administrator and City Attorney concerning any changes deemed necessary.

**PASSED, APPROVED AND ADOPTED** at a regular meeting on the 24<sup>th</sup> day of January 2023 by the following vote:

**MOTION: MEGAN LIZALDE / GILBERT ROBLES**

**AYES: 5 Councilmembers: Costa Jr., Hernandez, Lizalde, Robles, Julian**

**NOES: 0**

**ABSENT: 0**

**ABSTAINED: 0**

I, Todd Bodem, Deputy City Clerk of the City of Guadalupe DO HEREBY CERTIFY that the foregoing Resolution, being **Resolution No. 2023-04**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held January 24, 2023, and that same was approved and adopted.

**ATTEST:**



Todd Bodem, Deputy City Clerk

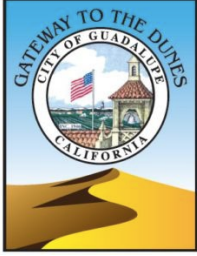


Ariston Julian, Mayor

**APPROVED AS TO FORM:**



Philip F. Sinco, City Attorney



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# City of Guadalupe Sewer System Management Plan

City of Guadalupe Public Works

Updated January 2023

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# 1 - Introduction

The City of Guadalupe in Santa Barbara County owns and operates a wastewater collection and treatment system within the City of Guadalupe city boundary that is currently regulated under General Order 2006-0003-DWQ and will be regulated under General Order 2022 - 0103 - DWQ as of June 5, 2023. The City of Guadalupe's wastewater collection system serves a city population of 8,546 people (2021 census, estimated), through an estimated 2,213 residential and 113 commercial and industrial accounts.

The City's wastewater collection system includes approximately 19 miles of gravity sewer line, 0.9 miles of force main, 368 manholes, 3 lift stations, and no siphons. The sewer mains are constructed mainly of vitrified clay pipe (VCP), and polyvinyl chloride (PVC), depending on age.

System preventive and corrective maintenance activities are organized and documented through spreadsheets. It is estimated that all wastewater collection pipes are cleaned every four years, with pipes vulnerable to blockages cleaned more frequently.

The City's primary goal is to maintain uninterrupted sewage flow without health hazard, effluent leakage, or water infiltration and inflow by preventing the occurrence of sanitary sewer overflows (SSOs) and mitigating the impact of SSOs that do occur. A list of objectives that support this goal are provided below:

1. Provide a mechanism to manage, operate, and maintain all portions of the publicly owned portions of the wastewater collection system.
2. Ensure the wastewater collection system has adequate capacity to convey peak flows.
3. Minimize the frequency and magnitude of sewer overflows.
4. Protect the public and prevent damage to public and private property.
5. Address causes of overflows and implement preventative measures.
6. Comply with statutory and regulatory requirements.

This state mandated Sewer System Management Plan (SSMP) formalizes and enhances the City's collection system management activities. The statewide permit further implements a uniform approach for all agencies owning sewer systems.

Per 2022-0103-DWQ, this document will be updated a minimum of once every six years or as changes occur, and audited every three years. Changes are to be documented in a change log.

The City of Guadalupe's latest updated map is from 2019, but is being updated as part of its Wastewater Master Plan update in 2023.

## Schedule of Events

January 24, 2023 – Council approves updated SSMP. January 2023 audit completed.

May 2023 – Enroll in new General Order

June 5, 2023 – upload existing SSMP update. Update spill response plan (no submittal required), designate legally responsible Official in CIWQS

July 2023 – Update sewer system atlas maps

August 2023 - Staff Training per Section 4.3 and Appendix E of this plan

November 10, 2023 - update collection system questionnaire including annual reporting required in Section 6 of this plan

January 2024 – upload and certify report of all Category 4 spills to CIWQS (due by February 1)

April 1, 2024 - update collection system questionnaire including annual reporting required in Section 6 of this plan

August 2024 - Staff Training per Section 4.3 and Appendix E of this plan

January 2025 – upload and certify report of all Category 4 spills to CIWQS (due by February 1)

April 1, 2025 - update collection system questionnaire including annual reporting required in Section 6 of this plan

May 2, 2025 – Audit due

August 2025 - Staff Training per Section 4.3 and Appendix E of this plan

September 2025 boundary map (due December 31, 2025)

January 2026 – upload and certify report of all Category 4 spills to CIWQS (due by February 1)

April 1, 2026 - update collection system questionnaire including annual reporting required in Section 6 of this plan

May 2, 2026 – Minimum required update of SSMP

August 2026 - Staff Training per Section 4.3 and Appendix E of this plan

January 2027 – upload and certify report of all Category 4 spills to CIWQS (due by February 1)

April 1, 2027 - update collection system questionnaire including annual reporting required in Section 6 of this plan

August 2027 - Staff Training per Section 4.3 and Appendix E of this plan

## 2 - Organization

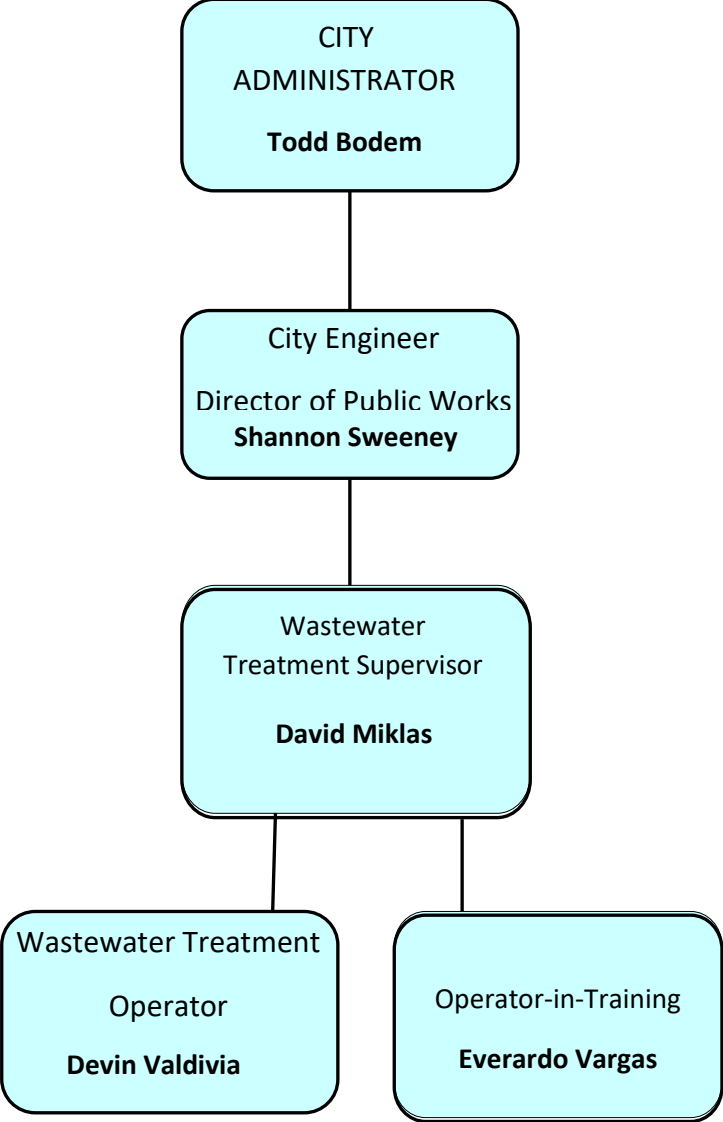
The City of Guadalupe is governed by a 5-member City Council. The City Council makes policy decisions with the City Administrator and the City Staff.

The City's Wastewater Systems staff, within its Public Works Department, oversees the operations and maintenance of the collection system. The Division includes a Wastewater Systems Supervisor, one Operator, and an Operator-in-Training (OIT). This division is overseen by the Public Works Director.

Staff contact information is shown in Table 1. Figure 1 shows a flowchart of the lines of authority regarding the implementation and execution of this SSMP. This figure also illustrates the chain of communication for reported spills. The Public Works Director is the person responsible for reporting spills to other agencies as applicable.

Position	Name	Phone #	Email	Role
Director of Public Works	Shannon Sweeney	805-356-3910	ssweeney@ci.guadalupe.ca.us	Legally responsible official
Wastewater supervisor	Dave Miklas	805-356-1451	dmiklas@ci.guadalupe.ca.us	Data entry
Wastewater operator II	Devin Valdivia	805-356-1451	<a href="mailto:dvaldivia@ci.guadalupe.ca.us">dvaldivia@ci.guadalupe.ca.us</a>	Operator
Operator-in-training	Everardo Vargas	805-356-1451	evargas@ci.guadalupe.ca.us	Trainee

Figure 1: SSMP Organizational Chart





## 3 – Legal Authority

Section 13.12 of the City of Guadalupe municipal code documents the City’s authority of its sewer system. Specific links to code as required in General Order 2022 – 0103 – DWQ are shown below. The City’s sewer system ordinance is included in Appendix A:

1. Prevent illicit discharges into a sanitary sewer system from inflow/infiltration; unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, grease; and trash, including rags and other debris that may cause blockages.

[https://library.qcode.us/lib/guadalupe\\_ca/pub/municipal\\_code/item/title\\_13-chapter\\_13\\_12-article\\_ii-13\\_12\\_110](https://library.qcode.us/lib/guadalupe_ca/pub/municipal_code/item/title_13-chapter_13_12-article_ii-13_12_110)

[https://library.qcode.us/lib/guadalupe\\_ca/pub/municipal\\_code/item/title\\_13-chapter\\_13\\_12-article\\_ii-13\\_12\\_140](https://library.qcode.us/lib/guadalupe_ca/pub/municipal_code/item/title_13-chapter_13_12-article_ii-13_12_140)

2. Collaborate with storm water agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer to storm sewer infrastructure;

[https://library.qcode.us/lib/guadalupe\\_ca/pub/municipal\\_code/item/title\\_13-chapter\\_13\\_24-13\\_24\\_060](https://library.qcode.us/lib/guadalupe_ca/pub/municipal_code/item/title_13-chapter_13_24-13_24_060)

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

[https://library.qcode.us/lib/guadalupe\\_ca/pub/municipal\\_code/item/title\\_13-chapter\\_13\\_12-article\\_i-13\\_12\\_030](https://library.qcode.us/lib/guadalupe_ca/pub/municipal_code/item/title_13-chapter_13_12-article_i-13_12_030)

4. Ensure access for maintenance, inspection, and/or repairs for portions of the sewer system lateral owned and/or operated by the enrollee;

[https://library.qcode.us/lib/guadalupe\\_ca/pub/municipal\\_code/item/title\\_13-chapter\\_13\\_12-article\\_i-13\\_12\\_070](https://library.qcode.us/lib/guadalupe_ca/pub/municipal_code/item/title_13-chapter_13_12-article_i-13_12_070)

5. Enforce any violation of its ordinances, service agreements, or other legally binding procedures;

[https://library.qcode.us/lib/guadalupe\\_ca/pub/municipal\\_code/item/title\\_13-chapter\\_13\\_12-article\\_vi-13\\_12\\_320](https://library.qcode.us/lib/guadalupe_ca/pub/municipal_code/item/title_13-chapter_13_12-article_vi-13_12_320)

6. Obtain easement accessibility placements locations required to system operations and maintenance, as operable.

Obtained as needed via City Council approval.

## 4 – Operations and Maintenance

The City's operation and maintenance of its collection system ensures that the system is kept in good working condition. The system is maintained regularly by City staff. Staff inspects known 'hot spots' on a weekly basis. Staff also inspect flows in various parts of the collection system on a weekly basis.

### Updated Map of Sewer System

The City maintains an up-to-date collections system map. This map was last updated in 2019 and is scheduled to be updated in 2023 to reflect the recent upsizing of the sewer trunk main. As-built plans and construction drawings are maintained as the system is improved and expanded. The map includes gravity and force mains, manholes and lift stations.

These maps are updated a minimum of every five years or upon major upgrades to the City's system. The maps are available to regulatory agencies upon request.

### Preventative Operation and Maintenance Activities

Appendix E contains Standard Operating Procedures (SOPs) for preventative operations and maintenance. A spreadsheet has been developed to record pertinent data.

### Training

Staff are trained annually on the following topics using the SOPs contained in Appendix E:

- Requirements of the General Order
- Spill Emergency Response Plan
- Skilled estimation of spill volume for field operators
- Electronic CIWQS reporting procedures for staff submitting data

### Equipment Inventory

Appendix F contains a list of critical replacement and spare parts.

The City schedules professional flushing of complete collections system every four years to ensure system functionality. Hot spots are documented and are jetted, as necessary. The City currently has an ongoing contract with a septic company to ensure that 100,000 feet of sewer line are cleaned yearly. Over the span of four years, the septic company expects to have cleaned all sewer lines. However, high risk locations are cleaned more frequently.

Training on sanitary sewer maintenance and operations is provided to staff at least once a year. This training will be documented. The actual training includes an overview of this SSMP as well as a refresher on specific responsibilities.

# 5 – Design and Performance Standards

Work on the collections system follows the standards and specifications of Santa Barbara County and State of California regulations. The City of Guadalupe refers to the City of Santa Maria’s standard drawings and specifications, which can be found in the engineering division on the City of Santa Maria’s website at

<https://www.cityofsantamaria.org/city-government/departments/public-works-services/engineering-division>

According to the City of Santa Maria, drawings and specifications are referenced to the State of California Standard Specifications. The City of Guadalupe has a City Engineer on staff to review and approve plans for public works projects, unless contracted out to a private engineering firm. Though the City of Guadalupe uses other agencies’ specifications, the City Engineer still signs and approves the design.

Procedures and standards for inspection and testing of new, repaired, or rehabilitated system components are as follows:

1. Plans are reviewed by the City Engineer to ensure consistency with standards.
2. City construction projects include a contract inspector to be onsite to verify that material and installation methods are consistent with plans and specifications.
3. New sewer main is videoed so that City staff can verify that the pipe was installed with no bellies, offsets, or other blockages that would impede flow. Deficiencies are discussed with the contractor and resolved prior to project acceptance.

# 6 – Spill Emergency Response Plan

General Order 2022 – 0103 – DWQ requires that the following items related to spill emergency response planning be addressed:

- *Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner.* The spill emergency response plan presented in Appendix C includes procedures for contacting outside agencies as appropriate. Appendix B contains contact information for these outside agencies.
- *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.* The spill emergency response plan presented in Appendix C includes procedures for contacting outside agencies as appropriate. Appendix B contains contact information for these outside agencies.
- *Comply with the notification, monitoring and reporting requirements of the General Order, State law and regulations, applicable Regional Water Board orders.* This document contains all of the elements needed to meet this item.
- *Ensure that appropriate staff and subcontractors implement the spill emergency response plan are appropriately trained.* Staff will be trained annually. Subcontractors will be provided with a copy of this document and invited to the annual training.
- *Address emergency system operations, traffic control and other necessary response activities.* City wastewater staff work with City Public Safety staff including Fire and Police to provide emergency system operations during spill events. All Public Works staff were last trained in an eight-hour in-person class on November 29, 2022 on proper traffic control, and work seamlessly with Public Safety staff on providing adequate traffic control.
- *Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system.* The Spill Response Plan and associated Standard Operating Procedures address this requirement.
- *Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State.* The contents of this Plan address this requirement.

- *Remove sewage from the drainage conveyance system.* This is included as a step in the Spill Response Standard Operating Procedure.
- *Clean the spill area drainage conveyance system in a manner that does not inadvertently impact beneficiaries receiving waters.* This is included as a step in the Spill Response Standard Operating Procedure.
- *Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery.* The City has installed sewer monitoring devices at six locations in the collection system where backups and overflows have occurred historically. These devices call the wastewater emergency phone and provide notice of surcharging conditions in advance of an actual overflow. This advance notice gives the operator the opportunity to respond and mitigate the blockage.
- *Implement preplanned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event.* The City Public Works Department is both the potentially affected water and stormwater utilities, so this coordination and collaboration already occur.
- *Conduct post-spill assessments of spill response activities.* Staff will discuss response activities after the fact to determine if additional training or adjustments to the emergency response plan are warranted.
- *Document and report spill events as required in this General Order.* This is included as a step in the Spill Response Standard Operating Procedure.
- *Annually, review and assess effectiveness of the spill emergency response plan and update the plan as needed.* Annually, City staff will develop a map showing spatial location of overflows, and two graphs, one showing the frequency of spills per year and the other showing spill volume per year. This information will be assessed to determine if any changes in operation, maintenance, monitoring may be effective at reducing potential future overflows.

# 7 – Sewer Pipe Blockage Control Program

General order 2022 – 0103 – DWQ requires procedures for the evaluation of the service area to determine whether a sewer pipe blockage control program is needed to control fats, oils, grease, rags, and debris. The City will address requirements in the following manner:

- *Implementation plan and schedule for public education and outreach program to promote proper disposal of pipe – blocking substances.* The City will include a flyer in the City utility bill once a year to educate the public on this issue.
- *A plan and schedule for the disposal of pipe-blocking substances generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of substances generated within a sanitary sewer system service area.* The City treatment plant can handle the substances generated in the collection system but the collection system may not be able to convey them. The City uses Clay’s septic and jetting to perform preventive maintenance on the collection system as well as respond to and remove blockages.
- *The legal authority to prohibit discharges to the system and identify measures to prevent spills of blockages.* Legal authority is contained in Section 13.12.140 of the City of Guadalupe Municipal Code, which can be found at

[https://library.qcode.us/lib/guadalupe\\_ca/pub/municipal\\_code/item/title\\_13-chapter\\_13\\_12-article\\_ii-13\\_12\\_140](https://library.qcode.us/lib/guadalupe_ca/pub/municipal_code/item/title_13-chapter_13_12-article_ii-13_12_140)

Staff has identified six locations in the system that are prone to blockage or overflow and have placed monitoring devices at these locations for advance notice of potential surcharge so that staff can respond in a timely manner.

- *Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, best management practice requirements, recordkeeping and reporting requirements.* The requirement to install an interceptor for grease and sand is contained in Section 13.12.170 of the City of Guadalupe municipal Code which can be found at:

[https://library.qcode.us/lib/guadalupe\\_ca/pub/municipal\\_code/item/title\\_13-chapter\\_13\\_12-article\\_ii-13\\_12\\_170](https://library.qcode.us/lib/guadalupe_ca/pub/municipal_code/item/title_13-chapter_13_12-article_ii-13_12_170)

Appendix D contains the details of the City’s Fats, Oils and Grease program.

- *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.* This authority is contained in Section 13.12.070 of the City of Guadalupe Municipal Code which can be found at:

[https://library.qcode.us/lib/guadalupe\\_ca/pub/municipal\\_code/item/title\\_13-chapter\\_13\\_12-article\\_i-13\\_12\\_070](https://library.qcode.us/lib/guadalupe_ca/pub/municipal_code/item/title_13-chapter_13_12-article_i-13_12_070)

The City has adequate staff to inspect and enforce this ordinance once some other priority projects are completed including installation of new aerators at the wastewater treatment plant, implementation of the revised Monitoring and Reporting Program issued by the Regional Quality Control Board on December 16, 2022, installation of new components on the City's grit removal process, completion of the wastewater treatment plant effluent pump station replacement project, and repairs to the solids handling system. The City estimates implementation of this program beginning in summer 2023.

- *Identification of sanitary sewer system sections subject to fats, oils, and grease (FOG) blockages and establishment of a cleaning schedule for each section.* Sewer lift stations are a common location for FOG buildup. These sites are visually inspected once a week. When buildup of FOG occurs, staff contact a cleaning and jetting company to clean the site. Three other hotspots have been identified. These sites are cleaned a minimum of once per year.
- *Implementation of source control measures for all sources of fats, oils, and Grease reaching century sewer system for each section identified above.* Once the City staff identify sources or observe blockages, public education and enforcement will occur. See Appendix D for the Fats, Oils, and Grease program.



# **8 – System Evaluation and Capacity Assurance Plan**

In 2023, the City is in the process of updating its Wastewater Master Plan which was last updated October 2014. This document is scheduled to be completed by August 1, 2023. This document includes a capacity assessment, prioritization of actions, and a capital improvement plan of the entire collections system.

## **System Evaluation and Condition Assessment**

The City owns and operates 100,765 feet of gravity sewer main. 23,000 feet were cleaned and 3,500 feet were videoed in 2022. The goal is to clean 100,000 feet and 2,000 feet videoed per the criteria below per year. The procedure for identifying the amount and location of sanitary sewer system evaluation is as follows:

1. Prioritize sewer main cleaning of sewer mains prone to blockage or that have not been cleaned recently.
2. Schedule video condition assessment using CCTV for locations where the following conditions are observed:
  - a. Jetter gets stuck or contractor observes issues.
  - b. A piece of pipe or unusual amount of dirt is pulled out.
  - c. An overflow occurs that cannot be explained by other factors.
3. Maintain footage of sewer main cleaning video by month and year in a spreadsheet, and maintain a file of condition assessments.
4. New pipes will be videoed after installation.

If less than 2,000 feet of pipe is videoed in the previous year, then sewer main will be videoed for condition assessment to achieve a minimum of 2,000 feet of pipe videoed per year, with the oldest pipe prioritized based on actual or presumed age.

## **Capacity Assessment and Design Criteria**

The Wastewater Master Plan evaluates system hydraulic capacity of key system elements considering the following items:

- Dry weather flow conditions.
- Wet weather events that contribute to spill events.
- The capacity of key system components.
- Sources that contribute to peak flows

- Data from existing system condition assessment, inspections, audits, spill history, and other available information.
- Capacity of flood-prone systems subject to infiltration inflow.
- Capacity of systems subject to increased infiltration due to larger and/or higher intensity storm events as a result of climate change.
- Increased erosive forces in canyons and streams near underground and aboveground system components due to larger and/or higher intensity storm events.
- Capacity of major system elements to accommodate dry weather peak flows and updated design storm and wet weather events
- Necessary redundancy in pumping and storage capacity.

### **Prioritization of Corrective Action**

The Wastewater Master Plan prioritizes capital projects based on capacity assessment. City staff prioritize other corrective actions based on the potential for severe consequences if a spill were to occur or on potential for infiltration/inflow.

### **Capital Improvement Plan**

The Wastewater Master Plan contains a list of capital projects to meet build out population. Estimated completion dates are included. The City's Comprehensive Utility Rate Study, last completed November 15, 2021, states "The proposed user rates and charges are anticipated to generate sufficient revenues to meet revenue requirements of the system based on projected expenditures, transfers, customers and billable flows estimated for the Test Year."

The Trunk Main improvement Project, which upsized over 3,000 feet of sewer trunk main, was completed May 2022, and the Highway 1 Lift Station Replacement Project is currently out to bid for construction. Both these projects were identified as priority projects in the Wastewater Master Plan. Both of these projects were/are funded with available cash balance. The Pioneer Lift Station Replacement Project is scheduled for construction in 2024. \$989,665 for this project has been secured through the Proposition 1 Round 2 Integrated Regional Water Management Implementation Grant, and the remainder will be funded with available cash balance.

# 9 – Monitoring, Measurement, and Program Modifications

General Order 2022 – 0103 – DWQ lists mechanisms for addressing plan implementation effectiveness including the following:

- *Maintaining relevant information, including audit findings, to establish and prioritize appropriate plan activities.* This document will be audited and updated per the minimum Schedule listed in Section 1, Introduction. As projects are completed, programs are refined, and new information is obtained, this plan will be revised to reprioritize plan activities.
- *Monitoring implementation and measuring the effectiveness of each plan element. The ultimate goal of this plan to eliminate sanitary sewer overflows.* The City will maintain records on capital project completion, cleaning and jetting, lift station maintenance performed, public education completed, interceptors and traps inspected, and volume and frequency of overflows to determine what factors may be associated with overflows that do occur and what plan activities may need to be revised to more effectively reduce overflows.
- *Assessing the success of the preventive operation and maintenance activities.* The City will maintain records on preventative operation and maintenance activities and volume and frequency of overflows to determine what factors may be associated with overflows but do occur and what preventative operation maintenance activities may need to be revised to more effectively reduce overflows.
- *Updating the plan procedures and activities, as appropriate, based on results of monitoring evaluations.* Plan procedures and activities will be updated as appropriate based on results of monitoring evaluations.
- *Identifying and illustrating spill trends, including spill frequency, locations and estimated volumes.* Annually, City staff will develop a map showing spatial location of overflows, and two graphs, one showing the frequency of spills per year and the other showing spill volume per year.

# 10 – Sewer System Management Plan

## Audits

Section 5.4 of General Order 2022 – 0103 – DWQ requires an internal audit of the SSMP and implementation of this plan at a minimum frequency of once every three years. The resulting audit reports shall be submitted to the online CIWQS database within six months of completion, and shall include the following items, appropriately scaled to the size of the City’s system:

- Evaluate implementation and effectiveness of the SSMP in preventing spills.
- Evaluate compliance with General Order 2022 – 0103 – DWQ.
- Identify and assess SSMP deficiencies in addressing ongoing spills and discharges to waters of the State.
- Identify necessary modifications to the SSMP to correct deficiencies.

The procedure in conducting this audit is listed below. The auditor can use discretion in how to document the audit.

### Auditing Procedure:

1. Interview each staff member about overall performance.
2. Survey areas of high risk, including sewer system facilities and parts prone to flooding.
3. Suggest ways to improve efficiency in program implementation.
4. Update SSMP names and information to properly reflect current staffing.
5. Choose appropriate method to document results and findings, including action items.
6. If further action is needed, develop a schedule for implementing changes.

# **11 – Communications Plan**

The public is provided an opportunity for communicating on the development, implementation, and update of this SSMP through public City Council meetings, held the second and fourth Tuesdays of each month at 6 PM in the Council Chambers at 918 Obispo Street, Guadalupe, CA 93434. Every meeting contains a Community Participation Forum, where anyone speak on any item not listed on the agenda. For items that are on the agenda, community participation is welcome at the time the item is discussed. SSMP updates are brought to City Council for adoption. The public is welcome to provide input on this document at that time.

When spills occur that pose a potential threat to public health and safety, City staff contacts the County of Santa Barbara Environmental Health Department and/or Office of Emergency Services as needed for guidance and coordination on public communication, including potential beach closures.

This SSMP and all associated documents are public documents accessible to all who wish to see them per the Freedom of Information Act.

No satellite or other sewer systems connect to the City Guadalupe system so there is no communication program established for this purpose.

Key contact numbers are included in Appendix B.

## Appendix A

# City of Guadalupe Sewer System Ordinance

**Chapter 13.12 SEWER SYSTEM**

**Article I. General Provisions**

**13.12.010 Title for citation.**

The ordinance codified in this chapter shall be known as the "Sewer System Ordinance of the City of Guadalupe." (Ord. 164 Div. 1 §1, 1977)

**13.12.020 Definitions.**

Unless the particular provision or the context otherwise requires, the definitions and provisions contained in this section shall govern the construction, meaning and application of words and phrases used in this chapter, and, except to the extent that a particular word or phrase is otherwise specifically defined in this section, the definitions contained in Title 1 of this code shall also govern the construction, meaning and application of words and phrases used in this chapter. The definition of each word and phrase shall constitute, to the extent applicable, the definition of each word or phrase which is derivative from it, or from which it is a derivative, as the case may be.

1. "Biochemical oxygen demand (BOD)" means the quantity of oxygen, expressed in parts per million by weight, utilized in the biochemical oxidation of organic matter under standard laboratory conditions for 5 days at a temperature of 20 degrees Centigrade. The laboratory determination shall be made in accordance with procedures set forth in the latest edition of "Standard Methods."
2. "Building sewer lateral" means the sewer from a building to the public sewer main.
3. "Chlorine requirement" means the amount of chlorine, in parts per million by weight, which must be added to wastewater to produce a specified residual chlorine content, or to meet the requirements of some other objective, in accordance with procedures set forth in "Standard Methods."
4. "City" means the City of Guadalupe.
5. "Discharger" means any person who discharges, or who allows the discharge of any waste or wastewater into a public sewer, and includes any person who is responsible for, owns, operates or manages in any respect a business, enterprise or operation which discharges any material into the public sewer.
6. "Fixture" means any appurtenance connected to a building sewer.
7. "Ground garbage" means the residue from the preparation and dispensing of food, or the handling, storage or sale of food products and produce, that has been shredded to such a degree that all particles will be carried freely in suspension under the slow conditions prevailing at the point of discharge into the public sewer, with no particle bigger than one-half inch in any dimension.
8. "Industrial waste" means any solid, liquid or gaseous substance discharged or permitted to flow into the public sewer from any industrial, manufacturing, commercial or business establishment or process, or from the development, recovery or processing of any natural resource.
9. "Medical facility" means any hospital, clinic, medical laboratory, office of a doctor or dentist, convalescent home, or related medical or therapeutic facility.
10. "Milligrams per liter (mg/l)" means the same as parts per million.
11. "Natural outlet" means any outlet or discharge point into a watercourse, pond, ditch, lake or other body of surface water or groundwater.
12. "Parts per million (ppm)" means a weight-to-weight ratio; the ppm multiplied by a factor of 8.345 shall be equivalent to parts per million gallons of water.
13. "Pretreatment" means the treatment of wastewater from a source, before introduction into the waste water system.

14. "Public sewer" means a sewer subject to the control of the City.
15. "pH" means the logarithm (base 10) of the reciprocal of the hydrogen-ion concentration, expressed in moles per liter. It shall be determined by one of the procedures outlined in "Standard Methods."
16. "Sanitary sewer" means a sewer that conveys sewage or industrial wastes, or a combination of both, but into which stormwater, surface water or groundwater, or other unpolluted industrial wastes, are not intentionally admitted.
17. "Service charge" means the basic assessment levied on any user of the public sewer whose wastes do not exceed in strength the concentration values established as representative of normal sewage or industrial waste.
18. "Sewage" means the water-carried human, animal or household wastes in a sewer.
19. "Sewer" means a pipe or conduit for conveying sewage or industrial waste.
20. "Sewerage" means the systems of sewers and appurtenances for the collection, transportation and pumping of sewage and industrial wastes.
21. "Sewer main" means a portion of the public sewer lying in a public easement or street, and does not mean a building sewer lateral.
22. A "slug" or "slug discharge" is any discharge of a non-routine, episodic nature, including, but not limited to, an accidental spill, or a non-customary batch discharge.
23. "Standard Methods" means the examination or analytical procedures set forth in the most recent edition of "Standard Methods for the Examination of Water and Wastewater," published jointly by the American Public Health Association, the American Water Works Association, and the Water Pollution Control Federation.
24. "Storm drain" means a pipe or conduit that carries stormwater, surface water or groundwater drainage, but excludes sewage and industrial wastes.
25. "Stormwater runoff" means that portion of stormwater or floodwater that is drained into a storm drain.
26. "Surcharge" means the assessment, in addition to the service charge, which is levied on those users whose wastes are greater in strength than the concentration values established as representative of normal sewage or industrial waste by the City.
27. "Suspended solids" means solids that either float on the surface of or are in suspension in water, sewage or industrial waste, and which are removable by a laboratory filtration device. Quantitative determination of suspended solids shall be made in accordance with procedures set forth in "Standard Methods."
28. "Unpolluted water or liquid" means any water or liquid containing none of the following: Free or emulsified grease or oil; acids or alkalis; substances that may impart taste-and-odor, or color characteristics or poisonous substances in suspension, colloidal state or solution; and odorous or otherwise obnoxious gases. It shall contain not more than 1,200 parts per million by weight of dissolved solids, and not more than 20 parts per million each of suspended solids or biochemical oxygen demand. Analytical determinations shall be made in accordance with procedures set forth in "Standard Methods."
29. "Wastewater" means any liquid discharge resulting from the use of water supply for domestic, commercial or industrial purposes.
30. "Wastewater system" means all facilities for collecting, pumping, treating or disposing of sewage or industrial waste, and it includes sewerage as well as the wastewater treatment plant.
31. "Wastewater treatment plant" means an assemblage of devices, structures and equipment for treating sewage and industrial waste.
32. "Watercourse" means a channel in which a flow of water occurs, either continuously or intermittently. (Ord. 92-309 § 1; Ord. 164 Div. 1 §2, 1977)

### **13.12.030 Design and construction—Inspection.**

A. Plans for sewerage construction shall meet all design requirements of the City, and shall also meet the design requirements as established from time to time by the Engineer and approved by the City Council.

B. Inspection of all sewerage construction shall be made on behalf of the City in the manner described in the most recently effective edition of the Uniform Plumbing Code, or other authority governing such construction approved by the



City Council. (Ord. 214 §1, 1982; Ord. 164 Div. 1 §10, 1977)

**13.12.040 Connection to public sewer required.**

The owner or occupier of any property used for human occupancy abutting on any street or easement in which there is located a sewer main, is required at his or her expense to construct a building sewer lateral serving waste discharge fixtures in or on the property, and connect the lateral to the main in accordance with the provisions of the applicable plumbing code, construction standards of the City, and the provisions of this chapter, within 120 days after notice from the City to do so, provided that such main is within 200 feet of the property. (Ord. 164 Div. 1 §3, 1977)

**13.12.050 Private sewer connections—Maintenance.**

Any person owning or controlling any premises connected to the public sewer shall keep all building sewer laterals and fixtures in good working order and repair at all times, at his or her own expense. (Ord. 164 Div. 1 §7, 1977)

**13.12.060 Private disposal facilities—Prohibited when.**

Except as provided in this chapter, it is unlawful to construct or maintain a privy, privy vault, septic tank cesspool, leachfield or other similar facility intended for use for the disposal of wastewater. (Ord. 164 Div. 1 §4, 1977)

**13.12.070 Inspection authority.**

Any agent or employee of the City, while in the discharge of his or her duties, shall be allowed access to make personal examination of any premises connected to the public sewer for the inspection of sewer pipes and equipment connected to such sewer, examination of processes and business records related to processes which discharge or cause a discharge into the public sewer, plus a personal assessment or analysis of discharge amounts and qualities. Such access shall be allowed at all times and places, and to the degree necessary to take sampling and make examinations necessary or convenient to carry out the purpose of this chapter, or determine the nature and extent of any suspected pollution or wastewater nuisance. (Ord. 164 Div. 1 §8, 1977)

**13.12.080 Discharge of sewage—Prohibited where.**

It is unlawful to discharge any sanitary sewage, industrial wastes or polluted water, except where suitable treatment has been provided in accordance with this chapter, into any place other than a public sewer. (Ord. 164 Div. 1 §5, 1977)

**13.12.090 Damaging or destroying sewer facilities prohibited.**

No person shall wilfully break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is part of the wastewater system. (Ord. 164 Div. 1 §6, 1977)

**13.12.100 Special agreement authorized when.**

Nothing in this chapter shall be construed as prohibiting any special agreement or arrangement between the City and any person whereby a waste of unusual strength or character may be admitted to the wastewater system, either before or after pretreatment, provided that there is no impairment of the functioning of the wastewater system by reason of the admission of such wastes, and no extra costs are incurred by the City without recompense by the person. (Ord. 164 Div. 1 §9, 1977)

**Article II. Discharge Restrictions**

**13.12.110 Stormwater and other unpolluted waters.**

No person shall discharge, or cause or allow to be discharged, any stormwater, surface water, groundwater, roof runoff, subsurface drainage, cooling water or unpolluted industrial process waters into any sanitary sewer. Stormwater and

all natural unpolluted water shall be discharged to such drains as are specifically designated as storm drains, or to a natural outlet approved by the City. Industrial cooling water or unpolluted process waters may be discharged, upon approval of the City, into a storm drain. (Ord. 164 Div. 2 §1(a), 1977)

### **13.12.120 Discharge requiring prior City approval.**

A. Approval by the City shall be obtained prior to the discharge into the public sewer of any waters of wastes having any of the following characteristics:

1. A peak of 5-day 20-degrees Centigrade biochemical oxygen demand (BOD) greater than 300 mg/l;
2. A peak of suspended solids content greater than 300 mg/l;
3. A peak of ammonia (as nitrogen) content greater than 25 mg/l;
- 4. A total flow of 50,000 gallons or more per workday;
5. A toxic pollutant content in toxic amounts, as defined in standards issued under Section 307(a) of the Federal Water Pollution Control Act Amendments of 1972;
6. A pollutant loading that exceeds one percent of the wastewater treatment plant design loading;
7. A character such that, in the opinion of the City, its discharge has a significant adverse impact, either singly or in combination with other discharges, on the wastewater system or on the quality of effluent from the wastewater system;
8. A discharge from a holding tank on a vehicle, boat or portable toilet.

B. Any discharger discharging or proposing to discharge a waste having any of the characteristics listed in subsection A of this section shall file a report with the City that includes pertinent data (either actual or predicted) relating to the quantity and quality of the wastes. The discharger shall pay the costs of any tests necessary to determine whether or not approval shall be given. The City shall not approve the discharge whenever, in its opinion the discharge has an unacceptable adverse impact, either singly or in combination with other discharges, on the wastewater system or on the quality of effluent from the wastewater system. (Ord. 164 Div. 3 §1, 1977)

### **13.12.130 Medical facility wastes.**

A. The following wastes may be discharged to the wastewater system from a medical facility, as long as waste particles pass through a maximum of one-half inch mesh opening:

1. Wet organic kitchen wastes from food preparation and disposal, but excluding all paper and plastic items;
2. Infectious wastes, defined as:
  - a. Laboratory and surgical operating room wastes, except as excluded in subsections below,
  - b. Wastes from outpatient areas and emergency rooms similar to those excluded in subsection (A)(2)(a) above,
  - c. Equipment, instruments, utensils and other materials of a disposable nature, that may harbor or transport pathogenic organisms and that are used in the rooms of patients having a suspected or diagnosed communicable disease which, by nature of the disease, is required to be isolated by public health agencies.

B. The following wastes shall not be discharged from a medical facility to the public sewer by any means:

1. Solid wastes generated in rooms of patients who are not isolated because of a suspected or diagnosed communicable disease;
2. Recognizable portions of the human anatomy;
3. X-ray processing waste and other related radioactive wastes, except those within the minimum level allowed by law;
4. All solid wastes not included in subsection A of this section.

C. Nothing in this section shall be construed to limit the authority of the Health Officer of Santa Barbara County to define wastes as being infectious and, with the concurrence of the City, to require that they be discharged to the sewer. (Ord. 164 Div. 2 §2, 1977)

### **13.12.140 Prohibited discharges.**

No person shall discharge, cause or allow to be discharged, any of the following described waters or wastes to a public sewer:

1. Any solids, liquids or gases which, by themselves or by interaction with other substances, may cause fire or explosion hazards, or in any other way be injurious to persons, property or the operation of the wastewater system. These substances include, but are not limited to, gasoline, benzene, naphtha, solvent and fuel oil;
2. Any noxious or malodorous solid, liquid or gas, which either singly or by interaction with other substances, is capable of interfering with wastewater treatment or processes, creating a public nuisance or hazard, or preventing entry into sewers for their maintenance and repair;
3. Any ashes, asphalt, dead animals, offal, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, whole blood, animal manure, bones, hair or fleshing, entrails, paper dishes, paper cups, milk containers, or other similar paper products, or any other solids, greases, slurries or viscous materials of such character or in such quantity that, in the opinion of the City, it may cause an obstruction to the flow in the sewer or interfere with the proper function of the wastewater system;
4. Any wastewater which contains more than 100 mg/l of fat, oil or grease;
- 5. Any toxic substance, chemical element or compound, in quantities sufficient to impair the operation or efficiency of the wastewater treatment facilities, or that will pass through the wastewater treatment plant and cause the effluent thereof to exceed State or federal water-quality requirements;
6. Any liquids having a pH lower than 6.5 or higher than 8.5, or having any corrosive property capable of causing damage or hazards to structures, equipment, persons or the wastewater system;
7. Any wastes containing radioactive substances, without obtaining a special permit from the City issued pursuant to Sections 13.12.120 and 13.12.140 through 13.12.170 of this chapter;
8. Any liquid or vapor having a temperature greater than 120 degrees Fahrenheit;
9. Any garbage that is not ground garbage;
10. Any pumping wastes from septic tanks, cesspools or chemical toilets;
11. Any water or wastes containing nonbiodegradable cutting oils, commonly called soluble oils, which form persistent water emulsions;
12. Any concentration of nonbiodegradable oil, petroleum oil, or refined petroleum products greater than 10 mg/l or 5 pounds/day;
13. Any waste with a concentration of reducing agents or substances which will significantly increase the amount of chlorine or other disinfecting agent, or upset biological stabilization by imposing an additional air amount;
14. Any amounts of a chlorinated hydrocarbon or an organic phosphorus compound, commonly known as pesticides;
15. Any waste which results in discoloration of treatment plant effluent;
16. Recognizable portions of the human anatomy;
17. Any infectious waste which cannot be effectively disinfected by chlorination;
18. Any hypodermic needles, syringes or associated articles;
19. Any waters or wastes containing toxic substances exceeding the following concentrations in mg/l:

Arsenic	0.1
Barium	1.0
Boron	1.0
Cadmium	0.01
Chromium, total	0.05
Copper	0.25

Cyanide	0.2
Fluoride	1.5
Iron	5.0
Lead	0.1
Mercury	0.005
Nickel	0.25
Selenium	0.01
Sulfide	0.1
Zinc	0.25

20. Any water added for the purpose of diluting wastes, which wastes would otherwise exceed applicable maximum concentration limitations;

21. Any waste, if it may have an adverse or harmful effect on sewers, maintenance personnel, wastewater treatment plant personnel or equipment, wastewater treatment plant effluent quality, public or private property, or may otherwise endanger the public, the local environment or create a public nuisance. The City, in determining the acceptability of specific wastes, shall consider the characteristics of the waste and the adequacy and nature of the collection, treatment and disposal system available to handle the waste;

22. Any water-softener regeneration waste which, during any 30-day period, contains more than 999 pounds of salt. (Ord. 164 Div. 2 §1(b), 1977)

**13.12.150 Equalized discharges.**

If the City decides such action is reasonably necessary to protect the wastewater system or operation, any discharger discharging in excess of 50,000 gallons in any 24-hour period shall construct and maintain, at his or her own expense, a suitable storage and flow-control facility to insure equalization of the discharge over the 24-hour period. This facility shall have a capacity of at least 80% of the total normal volume of a 24-hour production period, and the outlet to the sewer shall be equipped with a rate-discharge controller or other approved device, the regulation of which shall be approved by the City. (Ord. 164 Div. 3 §4, 1977)

**13.12.160 Pretreatment restrictions.**

A. When the City determines that it is necessary to modify or eliminate wastes or portions of wastes that are harmful to the structures, processes or operation of the wastewater system, or persons using or operating the system, the discharger shall provide, operate and maintain at his or her expense such pretreatment or processing facilities as may be determined by the City necessary to eliminate the harmful aspects of the discharge.

B. Plans, specifications and any other pertinent information relating to the proposed pretreatment facilities or discharge shall be submitted for the approval of the City and, when required by the City or any other authority, by the California Regional Water Quality Control Board or the United States Environmental Protection Agency. No premises and no new facilities may be connected to the public sewer, and no harmful discharge commenced until such approval or approvals are obtained in writing.

C. When pretreatment facilities are provided, whether or not required, they shall be maintained continuously in satisfactory and effective operation by the discharger.

D. Pretreatment facilities and operations shall comply with applicable Pretreatment Standards and Requirements by Industrial Users as specified by Title 40 Section 403.8(f)(1)(I) of the Code of Federal Regulations.

E. When an industrial user is found to be in violation of the requirements for pretreatment, that user shall prepare, with consultation of the City Engineer, a compliance schedule for the installation of technology to meet applicable Pretreatment Standards and Requirements. Any such compliance schedule shall be approved by the City Engineer.

F. All industrial users shall submit all notices and self-monitoring reports necessary to assess and assure compliance by industrial users with Pretreatment Standards and Requirements, including but not limited to those required by Chapter 13.12 of the City of Guadalupe Municipal Code and/or Section 403.12 of the Code of Federal Regulations.

G. Any information submitted to the City pursuant to these regulations may be claimed as confidential by the submitter. Any such claim must be asserted at the time of the submission in the manner prescribed on the application form or instructions, or, in the case of other submissions, by stamping the words "CONFIDENTIAL" on each page containing such information. If no claim is made at the time of submission, the City may make the information available to the public without further notice. All information submitted to the City shall be available to the public at least to the extent provided for by 40 Code of Federal Regulations 2.302. (Ord. 92-309 §§2—5; Ord. 164 Div. 3 §2, 1977)

#### **13.12.170 Interceptors for grease or sand.**

A. An interceptor, included but not limited to a grease and oil or sand interceptor, shall be provided when it is necessary for the proper exclusion of wastes harmful to the wastewater treatment facility or process. All interceptors, whether or not required, shall be of a type and capacity approved by the City, and shall be located as to be readily and easily accessible for cleaning and inspection.

B. The City shall notify any discharger when it has determined that an interceptor is necessary, and the discharger shall construct and place into operation the interceptor within 120 days. Plans, specifications and other pertinent information relating to a proposed interceptor shall be submitted for approval by the City.

C. Grease and oil or sand interceptors shall be constructed of impervious materials capable of withstanding abrupt and extreme changes of temperature. They shall be of substantial construction, watertight, and equipped with easily removable covers which, when bolted in place, shall be gaslight and watertight.

D. When a required interceptor is provided, it shall remain continuously in satisfactory and effective operation by the discharger, at his or her expense. An interceptor is not considered properly maintained if it does not intercept and hold all sand, oil or grease, or other constituent involved. No wastewater from public facilities shall pass through the interceptor prior to discharge to the public sewer. (Ord. 164 Div. 3 §5, 1977)

#### **13.12.180 Discharge of slugs prohibited.**

No person shall cause the discharge of a slug into the public sewer. (Ord. 164 Div. 3 §3, 1977)

#### **13.12.185 City Engineer to prepare limits for specific pollutants.**

→ A. In accordance with Section 403.5(b) of the Code of Federal Regulations, the City Engineer shall develop limits for specific pollutants. These include:

1. Wastestreams with a closed cup flashpoint of less than 140 degrees Fahrenheit or 60 degrees Centigrade using the test methods specified in 40 Code of Federal Regulations 261.21.

2. Solid or viscous pollutants in amounts which will cause obstruction to the flow in the City's sewer system and/or wastewater treatment plant resulting in interference.

3. Any pollutant, including oxygen demanding pollutants (BOD, etc.) released in as discharge at a flow rate and/or pollutant concentration which will cause interference with the City's sewer system and/or wastewater treatment plant.

4. Heat in amounts which will inhibit biological activity in the City's sewer system and/or wastewater treatment plant resulting in interference, but in no case heat in such quantities that the temperature at the City's treatment plant exceeds 40 degrees Centigrade, unless authorized by all relevant government agencies.

B. The City Engineer shall develop these limits within 6 months of the effective date of the ordinance codified in this chapter. (Ord. 92-309 §6)

### **Article III. Industrial Users**

#### **13.12.190 Permit—Required for new connection.**

A. Any nongovernmental user of the City's wastewater system identified in the Standard Industrial Classification Manual, 1972, Office of Management and Budget, as amended and supplemented, under one of the following divisions, shall apply for a permit by the first day of October 1974, or thereafter prior to making a new connection:

→ Division A	Agriculture, Forestry and Fishing
Division B	Mining
Division D	Manufacturing
Division E	Transportation, Communications, Electric, Gas and Sanitary Services
Division G	(As defined by the Standard Industrial Classification Manual, 1972, Office of Management and Budget, as amended and supplemented) shall be added to the list of industrial types requiring a discharge permit.
Division I	Services

B. Any industrial, commercial or medical facility on whose premises is a soft-water regenerative system or device shall apply for such permit.

C. A user in a division listed in subsections A and B of this section may be excluded from the permit requirement if it is determined that the user will introduce only primarily segregated domestic wastes, or wastes from sanitary conveniences. Prior to obtaining a permit, each such user who discharges or proposes to discharge industrial wastes to a public sewer shall file with the City an application and report that shall include pertinent data relating to the quality, quantity and characteristics of the wastes discharged to the wastewater system.

D. Amendment of the discharge permit is required if there is a significant change in the quality, quantity or other characteristic of the discharges. (Ord. 92-309 §7; Ord. 164 Div. 4 §1, 1977)

#### **13.12.200 Metering of volume of waste.**

→ Devices for measuring the volume of waste discharged may be required by the City if the volume of any discharger cannot otherwise be determined from the metered-water consumption records. Metering devices for determining the volume of wastewater shall be installed, owned and maintained by the discharger. Following approval and installation, such meters may not be removed without the consent of the City. (Ord. 164 Div. 4 §3, 1977)

#### **13.12.210 Control manholes.**

A. When required by the City, the owner of any property served by a building sewer lateral carrying industrial wastes shall install a suitable control manhole in the building sewer lateral to facilitate observation, sampling and measurement of wastes. Such manhole, when required, shall be accessible and safely located, and shall be constructed in accordance with plans approved by the City. The manhole shall be installed by the owner at his or her expense, and shall be maintained by him or her so as to be safe and accessible at all times.

B. All measurements, tests and analyses of the characteristics of water and wastes to which reference is made in this section shall be determined in accordance with "Standard Methods," and shall be determined at the control manhole provided, or upon suitable samples taken at such control manhole shall be considered to be the nearest downstream manhole in the public sewer from the point at which the building sewer lateral is connected. (Ord. 164 Div. 4 §2, 1977)

#### **13.12.220 Waste sampling.**

→ Industrial wastes discharged into the public sewer shall be subject to periodic inspection and a determination of character and concentration of such wastes. The determination shall be made as often as may be deemed necessary by the City. Samples shall be collected in such a manner as to be representative of the composition of the wastes. The sampling may be accomplished either manually, or by the use of mechanical equipment acceptable to the City. Installation, operation and maintenance of the sampling facilities shall be the responsibility of the discharger and shall be subject to the approval of the City at all times. (Ord. 164 Div. 4 §4, 1977)

#### **13.12.230 Sampling and analysis procedures.**

A. Sampling and laboratory procedures used in the examination of industrial wastes shall be those set forth in "Standard Methods." However, alternate methods for certain analyses of industrial wastes may be used subject to mutual agreement between the City and the discharger. All sampling and analysis of industrial wastewaters shall be accomplished by a laboratory certified to analyze wastewater by the California Department of Public Health, and the costs shall be the responsibility of the discharger.

B. The City may also make its own analyses of the wastes, and such determination shall be binding on the discharger for all purposes. The costs of sampling and analysis of industrial wastes by the City shall be paid by the discharger. (Ord. 164 Div. 4 §5, 1977)

**Article IV. Connection to Public Sewer**

**13.12.240 Property entitled to connection—Permit required.**

All real property inside the City limits is entitled to be connected to and served by the sanitary sewer system of the City, where a main sewer is in an abutting street; provided, that a connection permit is obtained pursuant to the plumbing code, and the sewer connection charges provided in this Article IV are paid, which right shall continue as long as the sewer service charges prescribed by this chapter are paid. (Ord. 184 §2, 1979; Ord. 177 §2, 1978; Ord. 164 Div. 5 §1, 1977)

**13.12.250 Connection charges.**

A. A sewer connection charge shall be collected for each new sewer connection made to the public sewer from any parcel of land wholly in the City limits. Such charges shall be payable at the time the sewage connection is applied for.

B. The connection charges are as follows:

1. Residential.

a. Single-family: \$1,874.50 / unit

b. Multifamily: \$1,249.75 / unit

c. Hotel: \$1,874.50 / residential unit and \$1,041.50 / room

2. Nonresidential.

Meter size	Charge
3/4"	\$1,874.50
1"	\$2,109.00
1 1/2"	\$2,811.75
2"	\$5,623.75
3"	\$7,428.25
4"	\$10,768.25

Beginning January, 1994, and continuing with each succeeding January, the City Council of the City of Guadalupe shall by resolution adjust the sewer system connection fee in accordance with the following formula establishing the multiplier to be applied to the above stated charges.

$$\text{Multiplier} = \frac{1 + (\text{current ENRCI}) - (\text{base ENRCI})}{\text{base ENRCI}}$$

"Base ENRCI" shall be the Engineering News Record Construction Cost Index as of October, 1992 (464.72).

“Current ENRCI” shall be the Engineering News Record Construction Cost Index at the time specified for modification of the sewer connection fee.

“Multiplier” shall be the figure used to multiply the base fees established above.

C. The term “fixture,” as used in this section, means any plumbing, mechanical or other device designed or used, directly or indirectly, for supplying water within a building or structure, which water is thereafter conveyed, directly or indirectly, to the wastewater (sewer) system of the City. The following devices are examples of fixtures: Each faucet, spigot or water fountain located within a building or structure is a fixture. (Ord. 92-321 §3; Ord. 184 §2, 1979; Ord. 177 §2, 1978; Ord. 164 Div. 5 §2, 1977)

#### **13.12.260 Tapping sewer laterals—Permission required.**

No person shall tap a building sewer lateral into a city sewer main unless written permission therefor has been granted by the City. (Ord. 184 §2, 1979; Ord. 177 §2, 1978; Ord. 164 Div. 5 §3, 1977)

### **Article V. Rates and Charges**

#### **13.12.270 Charges required.**

The following charges set out in this Article V shall be made and collected for furnishing the service of sewage collection and disposal through the public sewer. It shall be a debt due from the discharger. (Ord. 90-292; Ord. 200 §1, 1980; Ord. 184 §1, 1979; Ord. 177 §1, 1978; Ord. 169 §§1, 2, 1977; Ord. 164 Div. 6 §1(a), 1977)

#### **13.12.280 Rate schedule.**

Every person, firm or corporation using property, whether within or outside of the City, which is connected to the City sanitary sewer service, shall pay a charge for sanitary sewer service based upon the use of such property in accordance with the rate schedule established by resolution of the City Council. (Ord. 2013-414 §27; Ord. 90-292 §1; Ord. 200 §1, 1980; Ord. 184 §1, 1979; Ord. 177 §1, 1978; Ord. 169 §§1, 2, 1977; Ord. 164 Div. 6 §1(a), 1977)

#### **13.12.290 Delinquency penalty.**

Any charge not paid within 15 days following billing therefor shall be deemed delinquent. (Ord. 90-292)

#### **13.12.291 Annual C.P.I. increase.**

Rates provided in Section 13.04.060 shall automatically be adjusted in January by the Public Works Director to match the Consumer Price Index of the preceding year. (Ord. 90-292)

### **Article VI. Enforcement**

#### **13.12.300 Disconnection and other City work authorized when—Costs.**

The City may immediately disconnect any building sewer lateral from a sewer main or sewer or plug any such building sewer lateral within any easement or public street whenever the premises connected by such building sewer lateral to a sewer main is the point of the discharge made in violation of this chapter. The premises shall not be reconnected to the wastewater system and discharge shall not be further allowed, until the City shall have estimated the cost of disconnection and reconnection, and such costs shall have been paid to the City by the discharger. Any difference between the estimated costs and the actual costs of disconnection and reconnection shall be paid or refunded, as the case may be. (Ord. 92-309 §8; Ord. 164 Div. 7 §2, 1977)

#### **13.12.310 Violation—Notice—Correction requirements.**



Any discharger found to be violating any provision of this chapter shall be served by the City Clerk, by registered or certified mail, with a written notice stating the nature of the violation, and providing a reasonable time limit for the satisfactory correction thereof. Any discharger with knowledge of the notice shall, within the period of time stated in the notice, or within such extension thereof as may be granted by the City, correct and cease the violation. Any discharge of wastewater in violation of the provisions of this chapter is a public nuisance. (Ord. 164 Div. 7 §1, 1977)

**13.12.320 Violation—Penalty.**

A. Any person guilty of violating any of the provisions of this chapter, or performing any act declared by this chapter to be unlawful, shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine and/or imprisonment in accordance with the general penalty provision then in effect in the City, pursuant to Chapter 1.08 of this code, as amended.

B. Any person guilty of violating the pretreatment provisions of this chapter shall be deemed to be guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine of \$1,000.00 a day for each violation of the pretreatment standards and requirements. (Ord. 92-309 §9; Ord. 86-271 §27; Ord. 164 Div. 7 §3, 1977)

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# Appendix B

## Emergency Contacts

Emergency	Name	Daytime Phone	After Hours (if different)
Emergency		911	
Santa Barbara County Dispatch		805-692-5744	
Local Police	City of Guadalupe Police Department	805-343-2112	
Fire Department	City of Guadalupe Fire Department	805 343 1340 x125	
HAZMAT Team	See Fire Dept.	805 343 1340 x125	
Hospital/Critical Care Facility	Marion Medical	805 739 3000	
Power Company	PG&E	800 743 5000	
Electrical Outage Line - Critical Cust.	PG&E	1-877-771-9574	
Elected Official	Mayor Ariston D. Julian	805-356-3891	
County Health Public Officer	Dr. Henning Ansorg	805-681-5102	
County Director of Environmental Health	Lars Siefert	805-681-4934	805-346-8470
County OES		805-681-5592	
County HAZMAT Team	Aaron Gao	805-346-8352	
CDHS District Engineer	Kurt Souza	805 566 1326	805-684-0846
Department of Water Resources	David Rolph	916 651 9635	
Department of Fish and Game	HQ	916 445 0411	
Department of Toxic Substances Control	Regional Duty Officers	800 728 6942	
Regional Water Quality Control Board	San Luis Obispo	805-549-3147	
CA OES	Warming Center 24/7	800-852-7550	
	CDHS Duty Officer-Drinking Water Program	916-845-8911	
FBI	Los Angeles 24/7	310-447-6565	
	Santa Maria Resident Agency 24/7	805-346-2728	
EPA	24 hr Environmental Emergency	800-300-2193	
DHS	Trisha Wathen	559-447-3398	
HHS		916-654-3454	
CDC	Emergency Response	800-232-4636	
ATF	ATF Office	888-283-2662	
Media	KSBY	805-541-6666	
	Santa Maria Times	805-925-2691	

# Appendix C

## Spill Emergency Response Plan

### **Introduction**

A sanitary sewer overflow (SSO) can impact public health and the environment. A quick response is necessary to minimize impacts.

### **Communication/Notification**

A certified wastewater operator is on call 24 hours per day, seven days per week. The on-call operator carries an emergency contact phone, number (805) 310-9994. This number is known by City of Guadalupe Public Safety (Police and Fire) and Santa Maria Dispatch. In addition, sewer monitoring devices call out to this emergency phone when alarm conditions exist.

### **Response**

Appendix E contains a Standard Operating Procedure (SOP) for spill response. This SOP forms the basis of annual training as well as actual response, and includes definition of spill categories, notification, sampling, and reporting requirements per General Order 2022-0103-DWQ.

### **Follow-up**

After all actions associated with a spill are completed, wastewater staff will perform a debriefing of the spill, including cause, response effectiveness, and any recommended changes to the management plan, operations, or maintenance.

# Appendix D

## Fats, Oils, and Grease (FOG) Program

The FOG Program comprises the following steps:

1. Identify all businesses that have grease traps/interceptors.
2. Make contact with identified businesses and educate on the City's sewer ordinance.
3. Make arrangements for inspecting grease traps/interceptors.
4. When FOG buildup occurs downstream of residential areas, educate residences on proper handling of FOG.

# Appendix E

## Standard Operating Procedures

Collections system daily tasks

Collections system weekly tasks

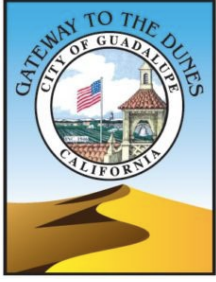
Collections system cleaning/videoing

Spill response

Spill volume estimation

Collections system stormwater issues

Wastewater power outages



**Department**  
Public Works

**Division**  
Wastewater

**Author**  
S. Sweeney

**Collections System  
Daily Tasks**

**Version**  
1

**Effective Date**  
1/24/23

**Purpose**  
Collections system daily tasks maintain visibility of the system on a daily basis. This SOP is for weekdays.

<b>Step</b>	<b>Action</b>
1	Visually inspect all lift stations.
2	Record pump run time and test pumps at Pioneer Lift Station.
3	Record pump run time and test pumps at Gularte Lift Station.
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**Issues**



**Department**  
Public Works

**Division**  
Wastewater

**Author**  
S. Sweeney

**Sewer Collections  
Weekly Tasks**

**Version**  
1

**Effective Date**  
1/24/2023

**Purpose**

Sewer collections weekly tasks are done to meet General Order 2022-0103-DWQ and to maintain good sewer system operation and minimize sewer overflows.

Step	Action
1	Check the following hot spot locations (visually observe flow):  Campodonico and 3 <sup>rd</sup> Tognazzini and 3 <sup>rd</sup> Olivera and 9 <sup>th</sup> Olivera and 10 <sup>th</sup> Olivera and 12th Obispo and 12th
2	Test functionality of M80 sewer monitors monthly
3	Wash down lift station wet wells.
4	Test Highway 1 Lift Station pumps.
5	

**Issues**



**Department**  
Public Works

# Collections System Cleaning/Videoing

**Division**  
Wastewater

**Version**  
1

**Author**  
S. Sweeney

**Effective Date**  
1/24/23

**Purpose**

Cleaning the collections system helps reduce overflows. Videoing identifies deficiencies

**Step**

**Action**

1

Clay's is under contract to clean 100,000 feet of sewer main per year. Coordinate this activity to achieve this goal.

2

Video new sewer main installed. The goal is two thousand feet of sewer main video per year. Identify sewer main to be video if not performed within the last 10 years, starting with oldest pipe first.

3

Update the video and jetting spreadsheet at least monthly.

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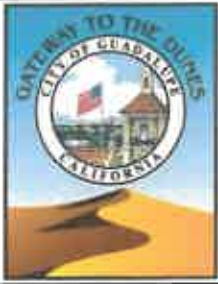
11

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**Issues**





<b>Department</b> Public Works
<b>Division</b> Wastewater
<b>Author</b> S. Sweeney

<b>Spill Response</b>	
<b>Version</b> 2	
<b>Effective Date</b> 6/5/2023	

**Purpose**

There are regulatory requirements for any sanitary sewer overflow (SSO). This SOP summarizes those regulatory requirements, per General Order 2022 – 0103 – DWQ. See Attachment E for extensive details.

Step	Action
1	Protect sewage from getting into receiving waters with berms around storm drains.
2	Stop the overflow.
3	To the extent possible, remove sewage from drainage conveyance system and clean in a manner that does not inadvertently impact receiving waters.
4	Take pictures or otherwise document the incident.
5	Clean up the spill and disinfect. For assistance, contact: Clay's Septic: (805) 264 – 0522 Pacific Petroleum: (805) 260-5000 daytime or (805) 925-1947 any time
6a	<u>Category 1 - any spill that can or does reach water that isn't fully contained</u> <b>Notify</b> - call OES (800) 852-7550 within 2 hours of knowledge. Call RWQCB (805)-549-3147 within 24 hours of knowledge (see GO 2022-0103-DWQ Attachment E for more details) <b>Sample</b> - within 18 hours of knowledge for spills > 50,000 gal, BOD, TSS, total nitrogen, ammonia, total & fecal coliform, e coli, and enterococcus. Contact Clinical Laboratory (805) 737-7300 or (805) 717-7644 after hours <b>Report</b> – draft to CIWQS within 3 business days of knowledge. Certify within 15 calendar days of end of spill. Technical report within 45 calendar days for spills over 50,000 gallons.
6b	<u>Category 2 – spills greater than 1,000 gallons that can't or don't reach surface water</u> <b>Notify</b> – none <b>Sample</b> - none <b>Report</b> - draft to CIWQS within 3 business days of knowledge. Certify within 15 calendar days of end of spill.
6c	<u>Category 3 - 1,000 gallons &gt; spills &gt;50 gallons that can't or don't reach surface water</u> <b>Notify</b> - none <b>Sample</b> - none <b>Report</b> – certify in CIWQS within 30 calendar days after the end of the month in which the spill occurred.
6d	<u>Category 4 spills less than 50 gallons that can't or don't reach surface water (includes any discharge (includes building or lateral due to main blockage)</u> <b>Notify</b> – none <b>Sample</b> - none <b>Report</b> - monthly certify number and volume of spills in CIWQS within 30 calendar days after the end of the month in which the spill occurred
7	No spill report in CIWQS within 30 calendar days after the end of the month in which no spills occurred
8	Gather data necessary to complete CIWQS spill report.

### Spill Data Collection Sheet

Name	
Spill Location	
Date/time notified of spill	
Date/time spill started (estimated)	
Date/time operator arrived	
Date/time spill ended	
Estimated volume spilled	
Estimated volume into drainage facility	
Estimated volume into infiltration basin	
Estimated volume recovered	
Spill volume estimate method used	
Cause of spill	
Infrastructure failure location (ie, pipe, pump)	
Age of infrastructure failed	
Impact of spill	
Caused by storm?	
Spill response	
Corrective action taken	
Spill response completion date	

Photos: take photos of spill, failure location, drainage conveyance entry point, spill destination point.



<b>Department</b> Public Works
<b>Division</b> Wastewater
<b>Author</b> S. Sweeney

<b>Spill Volume Estimation</b>
<b>Version</b> 1
<b>Effective Date</b> 1/11/2023

**Purpose**  
Spill volume estimation of sewer overflows is necessary to determine spill category and for notification/sampling/reporting requirements

Step	Action
1	<p><u>Visual estimate:</u> The volume of very small spills can be estimated by imagining the amount of water that would spill from a 5-gallon bucket. If the spill is larger than the amount of liquid from a 5-gallon bucket, try to visualize how many buckets the standing water would fill and then multiply by the number of bucket volumes by 5. This method can be useful for contained spills under 100 gallons.</p>
2	<p><u>Measured volume (only useful if not raining):</u></p> <ol style="list-style-type: none"> <li>1. Sketch the shape of the contained area of sewage.</li> <li>2. Measure or pace off the dimensions and add the dimensions to your sketch.</li> <li>3. Measure the depth in several locations and then average the depth for the spill. (If the shape and depth vary, break your sketch into sections and calculate the volume of each by repeating the steps below).</li> <li>4. Convert the dimensions to feet (if they are not in feet to begin with).</li> <li>5. Calculate the area using the following formulas (depending on the shape of the spill):            Rectangle Area = length X width            Circle Area = diameter X diameter X 0.785            Triangle Area = base X height X 0.5</li> <li>6. To get the volume in cubic feet, multiply the area times the average of the depths you measured</li> <li>7. Multiply the volume by 7.48 to convert to gallons</li> </ol>
3	<p><u>Upstream connections:</u> Multiply number of upstream connections by 8 gallons per hour for duration of overflow.</p>
4	<p><u>Volume recovered:</u> Determine volume of waste collected by vactor. Subtract out water used for cleaning.</p>
5	<p>Other methods may be used per the Sewer Spill Estimation Guide developed by Orange County. Reference this document if any of those methods are used.</p>

**Issues**



**Department**  
Public Works

# Sewer collections system Stormwater Issues

**Division**  
Wastewater

**Version**  
1

**Author**  
S. Sweeney

**Effective Date**  
2/9/2021

**Purpose**

Below are actions that can be taken in advance of and during storms that can reduce the introduction of storm water into the wastewater system, which can in turn reduce the potential for sewer overflows during storms.

Step	Action
1	Check the manhole at Third Street and Tognazzini. The manhole is adjacent to the gutter. Consider installing plugs in the pick holes to reduce the potential for storm water intrusion during larger storms.
2	Check the manhole in the 2 <sup>nd</sup> St. alley. The manhole is at the end of the alley gutter. Consider installing plugs in the pick holes to reduce the potential for storm water intrusion during larger storms.
3	A sewer manhole on the north edge of the Trus Pro property is located in a dirt storm water ditch. Verify that the manhole lid is secure, and install plugs in the pick holes to reduce storm water intrusion during any storm that causes runoff.
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**Issues**

It is a violation of City of Guadalupe Municipal Code 13.1 2.110 for stormwater to be discharged into sanitary sewer.



<b>Department</b> Public Works	<b>Wastewater Power Outage</b>
<b>Division</b> Wastewater	<b>Version</b> 1
<b>Author</b> S. Sweeney	<b>Effective Date</b> 8/1/2019

**Purpose**

Power outages can negatively impact the ability for the City of Guadalupe to transport and process wastewater. In the event of a power outage, refer to this SOP.

Step	Action
1	Call PG&E at (800) 743-5000 for an update on the power outage and its anticipated length. Indicate that you are utility and supply meter numbers where power is out.
2	Gather a working flashlight, metal pick, keys, and a gas monitor.
3	Check to see if the wastewater treatment plant has power. If not, check the following items: <ul style="list-style-type: none"> <li>• Are the generators on (Onan at headworks, Cummins at front gate)?</li> <li>• Is the bar screen running? If not, refer to the emergency operations SOP to divert to the manual screen.</li> <li>• Are the influent pumps running? If not, try resetting.</li> <li>• Are the Biolac blowers running?</li> </ul>
4	Check Guadalupe (Highway 1) electricity by opening white manhole with lock and flipping light switch. If power is out, open the wet well manhole and check level. If the wet well is half full call Clays at (805) 264 – 0522 for a truck to empty the wet well. Do not wait for them, ask them to call you when they arrive and move on.
5	Check Pioneer lift station electricity by flipping the light switch. If power is out, open the wet well manhole and check level. If the wet well is 80% full call Clays at (805) 264 – 0522 for a truck to empty the wet well. This wet well takes a long time to fill so this is not a priority.
6	Check Gularte lift station electricity by putting a pub in hand and checking for operation. If power is out, open the wet well manhole and check level. If the wet well is 80% full call Clays at (805) 264 – 0522 for a truck to empty the wet well. This wet well takes a long time to fill so this is not a priority.
7	The plant and each lift station should be checked at least once an hour on a rotating basis until power is restored
8	Once power is restored, check to make sure that the bar screens, influent pumps, and blowers are working at the wastewater plant. Check to make sure the electricity is on it each lift station and that each pump works.

**Issues**

Meter numbers:  
 Pioneer lift station: 98731R  
 Guadalupe (Highway 1) lift station: M93519  
 Gularte lift station: 1009464263  
 WWTP headworks/office: 1447R4  
 WWTP Biolac aerators: 89611T

# Appendix F

## Equipment Inventory

### Critical Replacement

- Pioneer Lift Station pump
- M80 (can be moved from lower to higher priority locations)

### Spare Parts

- M80 floats
- Pioneer Lift Station fuses
- Lift station grease

