

**Regulatory Notifications Packet
Guide To SSO Reporting Requirements**

Internal Supervisor Contact Requirements:

Supervisor contacts:	Business hours	After hours	When to contact?
Environmental Services	209.577.6200	209.652.3334	A Supervisor must be contacted when SSO is greater than 1,000 gals and reaches surface waters
Wastewater Supervisor	209.577.6234	209.652.9506	
Wastewater Supervisor	209.577.6287	209.652.7425	
Wastewater Supervisor	209.577.6239	209.652.9069	
Collection Sys Manager	209.577.6222	209.652.0326	
Senior Operator on Duty	209.577.6225 or Nextel 607	209.652.8668	

Primary Reporting Summary

Refer to Side B for contact information, timeframes and reporting procedures

If the backup or SSO is:	Required action or contact:
<ul style="list-style-type: none"> 50,000 gals or greater, and Results in a discharge to surface water or Discharged to a positive storm drain (not a rockwell or a detention basin) that was not fully recovered 	<ul style="list-style-type: none"> California Emergency Management Agency (<i>CalEMA</i>) (800) 852-7550 Within 2 hours (made by Supervisor) Submit draft report into CIWQS within three (3) business days Certify CIWQS report within 15 days Conduct water quality monitoring within 48 hours Submit technical report within 45 days
<ul style="list-style-type: none"> 1,000 gal or greater, and Results in a discharge to surface water or Discharged to a positive storm drain (not a rockwell or a detention basin) that was not fully recovered 	<ul style="list-style-type: none"> California Emergency Management Agency (<i>CalEMA</i>) (800) 852-7550 Within 2 hours Submit draft report into CIWQS within three (3) business days Certify CIWQS report within 15 days
<ul style="list-style-type: none"> LESS than 1000 gal, but Reached surface water, or Discharged to a positive storm drain (is not a rockwell or a detention basin) that was not fully recovered 	<ul style="list-style-type: none"> Submit draft report into CIWQS within three (3) business days Certify CIWQS report within 15 days
<ul style="list-style-type: none"> 1,000 gals or greater, and NOT discharged to surface water or is not fully recovered, or Any discharge to rockwells and detention basins 	<ul style="list-style-type: none"> Submit draft report into CIWQS within three (3) business days Certify CIWQS report within 15 days
<ul style="list-style-type: none"> LESS than 1,000 gals, AND NOT discharged to surface water or fully recovered, or Any discharge to rockwells and detention basins 	<ul style="list-style-type: none"> Submit certified report into CIWQS within 30 calendar days of the end of the month in which SSO occurred
<ul style="list-style-type: none"> Was caused by problems with a private service lateral 	<ul style="list-style-type: none"> Optional reporting into CIWQS

Persons authorized to perform regulatory reporting:

- Regulatory Compliance Administrator
- Wastewater Collections Supervisor
- Wastewater Collections Manager
- Deputy Director of Public Works

Legally Responsible Official (LRO) authorized to electronically sign SWRCB online SSO reports:

Collection System Manager: Robert Englent
 Business Phone: 209.577.6222
 Cell Phone: 209.652.0326
 Alternate: 209.577.6200

SSO Two (2) Hour Notification/24-Hour Certification.
 This does not replace the requirement to report to
 CIWQS-SSO e-Reporting Program within 3 days of the spill.
CaEMA Telephone Number: 1-800-852-7550

Important: * = Required Field

1. CalEMA Control number* _____
 2. Date Reported: * ____/____/____ (mm/dd/yyyy)
 3. Time Reported: * ____:____ (hh:mm)
 4. Reported By: * _____ Phone Number: * (_____) _____ - _____
 5. Reporting Sewer Agency: * City of Modesto _____
 6. Responsible Sewer Agency: * _____
 7. Overflow Street Location/Comments -please indicate the spill cause, sources, and final spill destination entered: * (e.g., drainage channel/surface water entered) _____

- City: * _____ ZIP Code: * _____ County: * _____

SSO Description if information is not available, please input 00:00 for time and 00 for gallons

8. Overflow Start Estimate: Date: * ____/____/____ (mm/dd/yyyy)
 Time: * ____:____ (hh:mm)
9. Overflow End: Date: * Date: * ____/____/____ (mm/dd/yyyy)
 Time: * ____:____ (hh:mm)
10. Estimated Overflow Flow Rate: * _____ (gallons per minute)
11. Estimated Total Overflow Volume: * _____ (gallons)
12. Overflow Volume Recovered: * _____ (gallons)
13. Person Completed: * _____ Date: ____/____/____ (mm/dd/yyyy)
 Official Title: * _____ Phone Number * _____
 Email: * _____

NOTICE OF SANITARY SEWER OVERFLOW

In accordance with California Health and Safety Code Section 5410 et. seq.

Overflow Street Location/Comments -please indicate the spill cause, sources, and final spill destination entered:* (e.g., drainage channel/surface water entered) _____

City: * _____ ZIP Code: * _____ County: * _____

SSO Description if information is not available, please input 00:00 for time and 00 for gallons

Overflow Start Estimate: Date:* ____/____/____ (mm/dd/yyyy)

Time:* ____:____(hh:mm)

Overflow End: Date:* ____/____/____ (mm/dd/yyyy)

Time:* ____:____(hh:mm)

Estimated Overflow Flow Rate: * _____ (gallons per minute)

Estimated Total Overflow Volume:* _____ (gallons)

Overflow Volume Recovered: * _____ (gallons)

Person Completed:* _____ Date: ____/____/____(mm/dd/yyyy)

Official Title: * _____ Phone Number * _____

Email:* _____ Time spill was noticed: _____

Notifications:

Notified CalEMA

Regulatory Notifications Packet

Instructions to First Responder:

1. If SSO is greater than 1,000 gals AND reaches surface waters or is expected to reach surface waters, open packet and follow Internal Supervisor Contact Requirements
2. Hand this packet to the responding supervisor authorized to make regulatory notifications
3. Enter name and title of that individual on the front of the Sewer Backup or Sewer Overflow Response Envelope

Instructions for Reporting Authority:

1. Open this packet
2. Refer to the Guide to Reporting to Regulatory Authorities for instructions.

Contents:

Form	Page Number
Guide To SSO Reporting Requirements	RN-1
Sanitary Sewer Overflow Reporting Documentation	RN-2

Print on 6"x9" envelope