

SEWER SYSTEM MANAGEMENT PLAN



LEUCADIA WASTEWATER DISTRICT
1960 La Costa Avenue
Carlsbad, CA
92009



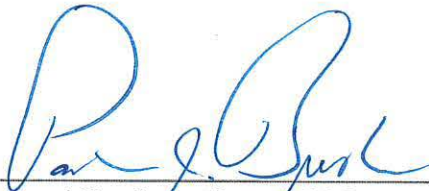
LEADERS IN
ENVIRONMENTAL
PROTECTION

**SEWER SYSTEM MANAGEMENT PLAN
2019 UPDATE**

For the

LEUCADIA WASTEWATER DISTRICT
1960 La Costa Avenue
Carlsbad, CA
92009

Certified by:



Paul Bushee, General Manager

Date: June 3, 2019

Prepared by:

Dexter Wilson Engineering, Inc.
2234 Faraday Avenue
Carlsbad, CA 92008

DWE Job No. 103-019



Table of Contents

EXECUTIVE SUMMARY

SECTION I – Goals

SECTION II – Organization

SECTION III – Legal Authority

SECTION IV – Operation and Maintenance Program

SECTION V – Design and Performance Provisions

SECTION VI – Spill Emergency Response Plan (SERP)

SECTION VII – FOG Control Program

SECTION VIII – System Evaluation and Capacity Assurance Plan

SECTION IX – Monitoring, Measurement, and Program Modifications

SECTION X – SSMP Program Audits

SECTION XI – Communication Program

APPENDIX A – Official Adoption of the 2019 SSMP

APPENDIX B – SSMP Change Log

APPENDIX C – Audits of 2019 SSMP

APPENDIX D – SERP Standard Operating Procedure (SOP)

Executive Summary

The purpose of this Sewer System Management Plan (SSMP) is to document and publicly present in a central document the programs and activities utilized by the Leucadia Wastewater District (the District or LWD, system ID: 9SSO11210) in effectively managing its wastewater collection system.

Regulatory Background

On May 2, 2006, in an effort to reduce the occurrences of sanitary sewer spills (spills) within California, a Statewide General Waste Discharge Requirement (Statewide WDR) was adopted that imposed several new requirements on all agencies that operate sewage collection systems. To date, the District has complied with all provisions prescribed in the Statewide WDR, including enrollment in electronic spill reporting, the establishment of its legal authority to enforce sewer ordinances, certification of the complete initial SSMP implementation on June 8, 2009 by the General Manager, and subsequent audits of all SSMPs.

On July 30, 2013, revisions to the Monitoring and Reporting Program for the Statewide WDR were adopted. The adoption included revisions of spill category definitions; revisions to notification, reporting, and record keeping requirements; and enhancement of water quality monitoring requirements.

This 2019 SSMP is the 5-year update to the 2014 SSMP (as required by the Statewide WDR), will be re-certified by the Board of Directors and reported to the State Board.

SSMP Development

Dexter Wilson Engineering, Inc., a consulting engineering firm, was tasked to assist the District in completing its SSMP. Prior to drafting this SSMP, every aspect of the District's activities and programs to prevent spills and to assure the proper system operation and maintenance were carefully reviewed and validated by the District. This included checks of: staff training, programs, operating procedures, historic data, and planning documents like the LWD Standard Specifications, the Asset Management Plan, and the Financial Plan Update. This review determined that the programs, procedures, plans, and management practices required for the Statewide WDR have been in place at the District for many years and are the basis for its outstanding record of environmental protection and regulatory compliance.

As an over-arching document, the SSMP strives to integrate programs and activities from the staff level to the Board level to insure that all components of District are connected and effective in preventing spills. Dexter Wilson Engineering, Inc. completed annual audits of the District's 2009 and 2014 SSMP and guided the District in the development of this 2019 version. The annual audit exceeds the WDR requirement of biennial audits and reflects the District's commitment to a proactive approach toward preventing spills.

SSMP Future Activities

The performance evaluations and audits of the 2014 SSMP are incorporated into this document. Similarly, performance evaluations and audits of this 2019 SSMP are included by reference and shall be incorporated in the future 2024 update.

Definitions

ASM	Administrative Services Manager
CIP	Capital Improvement Project
CWMS	Computerized Work Management System
DE	District Engineer
EDU	Equivalent Dwelling Units
EWA	Encina Wastewater Authority
FOG	Fats, Oil, and Grease
FSS	Field Services Superintendent
gpd	gallons per day
GM	General Manager
LRO	Legal Responsible Officer
LWD	Leucadia Wastewater District
MGD	million gallons per day
PM	Project Manager
SMA	Special Maintenance Area
SSMP	Sewer System Management Plan
TSM	Technical Services Manager
WDR	Waste Discharge Requirement

Section I – Goals

Background and Regulatory Requirements

The Statewide General Waste Discharge Requirements (Statewide WDRs) governing sanitary sewers specify that the goal of each Sewer System Management Plan (SSMP) is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system.

Leucadia Wastewater District Actions

The Leucadia Wastewater District (District) Vision Statement is:

“To be a recognized leader in wastewater services, water recycling, and environmental protection.”

The District’s Mission Statement is:

“To serve the public by collecting, transporting, recycling and treating wastewater in a safe, reliable, efficient, cost effective, and environmentally responsive manner, while providing excellent service to our customers.”

The District continually updates and evaluates several documents under these guiding Statements which include the:

Strategic Plan – Creating a vision of what the organization’s ideal future should be, evaluation of the environment in which the District exists, and the annual development of specific tactics and actions to implement the Vision and Mission.

Financial Plan – A long-term 20-year financial plan to project future financial conditions and provide guidance in the decision making process.

Asset Management Plan – A 5-year short-term and long-term 20-year plan of known and potential capital improvements required for each wastewater collection system asset class.

Sewer System Management Plan – A plan to document and evaluate programs and activities from the staff level to Board level to minimize the occurrence of spills.

Section II – Organization

Background and Regulatory Requirements

The Statewide WDRs governing sanitary sewers specify that the SSMP must identify the appropriate responsible representative, identify the organization and lines of authority, and provide a chain of communication for reporting spills from receipt of a complaint and include the person responsible for reporting spills.

Leucadia Wastewater District Actions

The District's General Manager, Paul Bushee, was authorized by the District's Board to certify the elements of the SSMP at the District's October 2007 Board meeting.

The District's organizational structure is shown below illustrating the lines of authority within the District and the chart also identifies the District positions responsible for implementing specific measures of the SSMP. The District's "Frequently Called Numbers" contain the contact information for the responsible parties. Complimentary to this is the District's Field Services Procedure for Reporting Sewer Spills which identifies the chain of communication for reporting spills to the appropriate authorities. This Field Services Procedure is an attachment to the Field Services Procedure for Spill Emergency Response Plan and Remedial Actions for Sewer System Spills and the District's Spill Emergency Response Plan in Section VI of the SSMP.

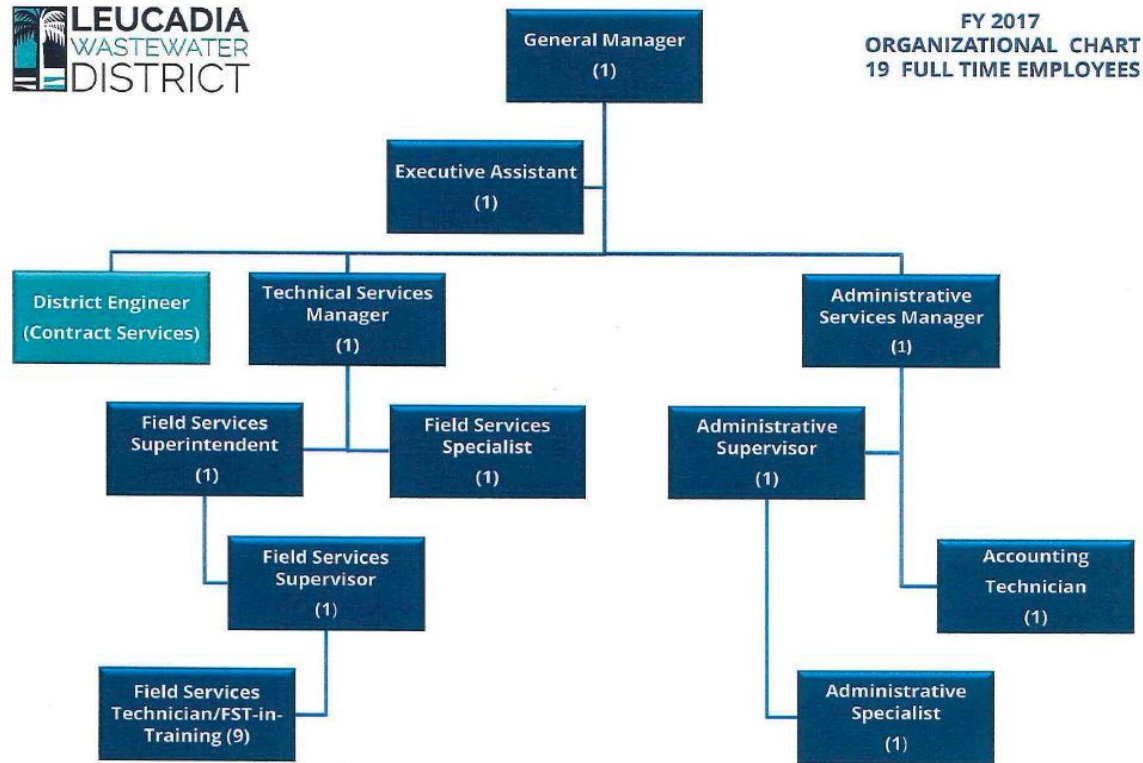
District Documents Included In This Section

- District Organizational Chart and SSMP Implementation
- District list of Frequently Called Numbers

District Documents Referenced By This Section

- SOP – Reporting Spills
- SOP – Spill Emergency Response Plan and Remedial Actions for Sewer System Spills
- SSMP Section VI – Spill Emergency Response Plan

Organizational Chart



SSMP Program Responsibilities

<u>SSMP Section</u>	<u>Responsible Party</u>
1. Goals	GM
2. Organization	GM
3. Legal Authority	GC
4. Operation and Maintenance Program	TSM, FSS, DE
5. Design and Performance Provisions	TSM, FSS, DE
6. Spill Emergency Response Plan	FSS, DE
7. FOG Control Program	
8. System Evaluation and Capacity Assurance Plan	TSM, DE
9. Monitoring, Measurement, and Program Modifications	TSM, FSS, DE
10. SSMP Program Audits	TSM, FSS
11. Communication Program	ASM, TSM, FSS

Abbreviations for Organizational Chart and SSMP Implementation Plan

- ASM, Administrative Services Manager (Richard Duffey)
- DE, District Engineer (Dexter Wilson)
- FSS, Field Services Superintendent (Jeff Stecker)
- FSSup, Field Services Supervisor (Marvin Gonzalez)
- GC, General Counsel (Wayne Brechtel)
- GM, General Manager (Paul Bushee)
- TSM, Technical Services Manager (Robin Morishita)

FREQUENTLY CALLED NUMBERS		1/3/2023	
<u>SPILL REPORTS</u>		<u>PHONE EXTENSIONS</u>	
OES	(800) 852-7550	NITZE TORRES GARCIA	3001
AFTER HOURS COUNTY HEALTH	(858) 585-5255	IAN RIFFEL	3002
EWAN MOFFAT (DEHS)	(858) 495-5579	TRISHA HILL	3003
RWQCB (CONFRANCESCO)	(858) 637-5589	COPY ROOM 1st FLR	3004
RWQCB AFTER HOURS	(858) 822-8344	BOARD ROOM	3005
CA FISHGAME	(858) 467-4218	FRONT DESK GIS	3006
ATLAS PUMPING	(800) 491-7867	ROBIN MORISHITA	3007
NRC	(800) 337-7455	GABE MENDEZ	3008
		TIANNE BAITY	3009
		KELLY GIL	3010
		MAURICIO AVALOS	3011
		RYAN GREEN	3012
		LUNCH ROOM	3013
		PAUL BUSHEE	3014
		CONFERENCE ROOM 2nd FLR	3015
		SCADA ROOM	3016
		MARVIN GONZALEZ	3017
		LEUCADIA PUMP STATION	3019
		DISTRICT ENGINEER/DEVELOPMENT	3020
		CONSTRUCTION MANAGER	3021
		SERVER ROOM	3022
		FILE ROOM	3023
		TRAINING ROOM	3025
		FIELD SVC AREA	3027
		200 BLG OFFICE AREA	3200
<u>CARLSBAD</u>		<u>CELLULAR PHONES</u>	
POLICE DEPARTMENT	(760) 931-2197	General Manager	Paul (760) 212-2837
FIRE DEPARTMENT (ADMIN)	(760) 931-2141	Director of Finance & Admin.	Ryan (760) 481-8052
GENERAL INFO.	(760) 434-2820	Director of Technical Services	Robin (760) 331-7819
STREETS/ STORM WATER	(760) 434-2980	Field Services Specialist	Ian (760) 450-5150
WATER/SEWER	(760) 438-2722	Field Services Superintendent	Marvin (760) 212-2838
WATER HOOK UP	(760) 434-2883	Field Services Supervisor	Gabe (760) 450-5356
ONCALL OPERATOR	(760) 931-2197	Field Services Supervisor	Mauricio (760) 450-5357
ONCALL SUPERVISOR	(760) 802-4790	Field Services Tech.	Steve (760) 500-1491
		Field Services Tech.	Johnny (760) 207-8249
		Field Services Tech.	Jeffrey (760) 212-2836
		Field Services Tech.	Hugo (760) 207-8264
		Field Services Tech.	Rick (760) 500-6050
		Field Services Tech.	Ryan (760) 207-8209
		Field Services Tech.	Curney (760) 450-5448
		Field Services Tech.	Trevor (760) 500-1451
		On-Call Phone	On-Call (760) 454-9021
		<u>MAVERICK MADSEN (cell)</u>	
		MAVTECK (Const. Manager)	(619) 977-3856
		<u>RANCHO SANTA FE SECURITY</u>	(800) 303-8877
		<u>ELEVATOR EMERGENCY SERV</u>	(800) 988-8474
		<u>ATEL</u>	(858) 646-4646
		<u>LWD FAX</u>	(760) 753-3094
		<u>BATIQUITOS PUMP STATION</u>	(760) 942-3588
		<u>VOICEMAIL</u>	(760) 753-0156 (9 + EXT.)
		<u>DEXTER WILSON</u>	(760) 438-4422 x105
		District Engineer (cell)	(619) 540-3869
		Natalie Frascchetti (cell)	(858) 539-9081
		Concentra	(760) 929-8269
		Sharp (Copiers)	(619) 219-2064
<u>ANSWERING SERVICE</u>			
Direct to Rep.	(559) 244-2523		
*To place an outgoing call, please dial 9 first			

Section III – Legal Authority

Background and Regulatory Requirements

The Statewide WDRs governing sanitary sewers specify that each agency must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses sufficient legal authority to prevent illicit discharges, require proper construction, ensure access to facilities, limit discharges of FOG and debris, and enforce any violation of its ordinances.

Leucadia Wastewater District Actions

The District's Wastewater Sewer Ordinance No. 139 in concert with the District's Standard Spec establishes the legal authority necessary to:

- Prevent illicit discharges,
- Require that sewers and connection be properly designed and constructed,
- Ensure access for maintenance, inspection, or repairs for facilities owned by the District,
- Limit the discharge of fats, oils, and grease, and other debris that may cause blockages, and
- Enforce any violation of its sewer ordinances.

Additionally the District has a service agreement for 18 EDUs to the Cardiff Sanitation Division of the City of Encinitas.

District Documents Referenced By This Section

- Wastewater Ordinance 139, Adopted May 8, 2019
- District Standard Spec, 2019 and updated every three years in the same cycle as the Standard Specifications for Public Works Construction, 2019.

Section IV – Operation and Maintenance Program

Background and Regulatory Requirements

The Statewide WDRs governing sanitary sewers specify the development and implementation of an operation and maintenance program as an element of each Wastewater Collection Agency's Sanitary Sewer Management Plan (SSMP). When appropriate and applicable to the agency's system, the plan must include mapping activities, routine preventative operation and maintenance activities, rehabilitation and replacement plans, training, and equipment and replacement parts inventories.

Leucadia Wastewater District Actions

Database and Mapping Activities

The District maintains an active geographic information system (GIS) database of their collection system. The database includes all gravity sewer piping, manholes, pump stations, force mains, and appurtenances (e.g. cleanouts, air release valves, blow-offs, and cathodic test stations). The District's GIS also includes the storm drain systems owned, operated, and maintained by the City of Carlsbad and the City of Encinitas. This improves response in case of a spill and facilitates the capture and removal of wastewater that enters the storm drain during a spill. The database is continually updated by the Field Services Specialist for new construction, replacement, or repairs. Additionally, when appropriate and feasible, the District strives to maintain the most accurate location of appurtenances. For example, as part of the 2009 force main evaluation efforts, all appurtenances (air release valves, cathodic test stations, etc.) on the District's most crucial force mains, Leucadia and Batiquitos, were GPS located by a licensed surveyor and entered into the District's GIS database.

District staff and field crews utilize Toughbooks with the Inframap program in their daily activities of work order completion and customer service response. If errors in the mapping are found based on field evaluation, the collection system map is promptly updated.

The District, and its consultants, use system mapping in their planning efforts for growth and system capacity evaluations. Attached to this section is a sample map of the District's sewer collection system by drainage basin illustrating the location of all the District's gravity sewer lines, manholes, pump stations, and force mains.

The database is also used in District planning documents such as the Asset Management Plan for consistent identification of assets between planning documents and actual maintenance and replacement activities.

Operation and Maintenance Activities

The District's operation and maintenance activities can be classified into three broad categories – preventative maintenance, corrective action, and reactive/customer service response.

Preventative Maintenance.

The preventative maintenance activities for each collection system asset class are discussed in the following paragraphs. In addition to such activities as cleaning and routine monitoring and inspection, preventative maintenance activities also include condition assessment evaluations for integrity and estimated useful life. These efforts are in addition to capacity evaluations and are discussed within each of the sections below.

Gravity Lines and Manholes

The District annually cleans, via Hydrocleaning, approximately 80% of its 200 miles of gravity sewer and visually inspects 98% of its 5,000 manholes. On average the field services staff Hydrocleans/Vactors 30-50 gravity pipeline segments per day depending on the configuration of the manholes and pipelines. The District's computerized maintenance management system (CMMS) generates the Hydrocleaning Work Orders identifying the segments scheduled to be cleaned. To ensure the annual cleaning schedule is adhered to, the District has two (2) Vactors. This ensures that a Vactor is available when one is in need of repair. The remaining 20% of the gravity lines are located in areas which are inaccessible to Vactor equipment. For these lines, Easement Inspection Work Orders are issued on an annual basis for District staff to walk the pipeline, hydraulically flush, and visually inspect the line. Gravity sewer lines in major roadways in the District are cleaned on a separate schedule. El Camino Real is on a three year cleaning cycle and Rancho Santa Fe Road and La Costa Avenue are on a two year cleaning cycle.

In 2011, the District changed its daily focus to emphasize Closed Circuit Television (CCTV) inspections. On a daily basis, video inspection efforts are occurring to visually inspect the gravity lines and manholes. The field services staff video inspect approximately 15 gravity pipeline segments per day. From fiscal year 2012 through 2018 Field Services staff CCTV inspected an average of 82 miles of gravity lines per year. The District plans to CCTV inspect its entire system on a three year cycle. With its two (2) video inspection vehicles, the District is poised and has been able to conduct CCTV inspections as necessary, while also responding to customer service calls and confirming corrective actions have been successfully implemented.

In addition to the regular cleaning and inspection activities, there are approximately one hundred and sixty (160) locations in the District identified as Special Maintenance Actions (SMAs). The line segments are classified as SMAs if there is an identified reason for more frequent cleaning. The lines are cleaned more frequently on a quarterly basis as set in the work management system and are also available for view in the District's GIS database. These areas are also video inspected on an annual basis. This list is reviewed and revised on an ongoing basis based on observations by FS staff.

Beginning in fiscal year 2016, the District began to regularly implement spray foam treatment as a means of root control in gravity line segments and manholes.

The District's preventative maintenance efforts also include monthly inspection of temporary construction connection plugs or traps. This is performed by District-contracted staff and reported to the District.

The District's 2008 Asset Management Master Plan identified and prioritized a list of gravity sewer segments and manholes to be inspected based on a relative remaining useful life.

During preventative maintenance activities, pipelines or manholes which require corrective action are scheduled and addressed as described later in this Section.

Pump Stations

The District operates and maintains ten (10) pump stations. The four most critical stations surrounding the Batiquitos Lagoon are inspected daily. The remaining pump stations are visited weekly at a minimum. Pump station visit tasks include noting pump run times, checking locks and alarms, exercising valves, and cycling and testing equipment as necessary. These tasks are defined on the pump station work orders and are included as part of field staff standard operating procedures. The District's ten pump stations vary greatly in size.

Additional pump station duties include daily monitoring of SCADA systems, noting any abnormal conditions (including failed check valves), and performing a test for proper SCADA function. These duties are identified in the Field Services Procedure – SCADA Alarms and cellular text messages provided in Section 6 – Spill Emergency Response Plan. The wet wells of 8 of the 10 pump stations are cleaned every two months, or more frequently, to further ensure proper and reliable pump station operation. Leucadia and Batiquitos pump stations are cleaned every 5 years.

Finally, comprehensive condition assessments are conducted by technical consultants every five years for each of the pump stations. Capital improvement projects are scheduled as a result of the condition assessment, as necessary.

Force Mains

Redundant (dual) force mains are provided for five of the District's ten pump stations: Avocado, Diana, La Costa, and the two largest and most critical pump stations, Leucadia and Batiquitos. Of the remaining five, single force main stations, three of them have been replaced since 2008. The remaining two force mains are within their projected useful life.

Additional Preventative Maintenance Activities and Efforts

- On a semiannual basis, field staff exercise and service, as necessary, all of the District's air vacuum release valves. The locations of the air release valves are maintained in the database and CMMS work orders are generated for these activities.
- The District has ten (10) "smart" manhole covers in the collection system to alarm staff of surcharge situations in manholes most at risk.
- The District has a web-based system which provides real time data for seven flow monitors within the collection system (as well as the "smart" manhole covers described above). The data collected by these flow monitors is compiled and reported monthly to the board.

Corrective Action.

The second main component of the District's operations and maintenance activities is the prompt scheduling and execution of corrective action work orders. These work orders are typically initiated due to visual inspection of a problem during preventative maintenance activities which could not be immediately resolved, which would include evidence of roots in a sewer line. A work order to video inspect the line would follow; this is an addition to the regularly scheduled CCTV activity for the line. If the corrective action requires a repair, rehabilitation, or replacement the pipeline segment or manhole will be placed on the Repair Priority list per the District's Rating Repair Lines/Manholes SOP. Any repairs deemed necessary would either be placed on a priority list for subsequent repair as part of a capital improvement project or repaired immediately by using the miscellaneous pipeline and manhole repair funds (e.g., sliplining, dig and replace, or manhole coating).

The District rehabilitates 10-20 manholes per year and maintains a prioritized list of manholes showing signs of deterioration, inflow or infiltration, and damage to the manhole lining.

The District's 2018 Asset Management Plan provides specific and general projects and corresponding cost estimates for short-term (5-year) and long term (20-year) CIP expenditures. These short-term and long-term projects are driven in large part by the Repair Priority List. These estimates of expenditures were then used in the 2018 update of the District's Financial Plan.

Proactive/Customer Response.

The last major component of the District's operation and maintenance activities is the action associated with responding to customer service calls. In response to a customer service call of slow drain or odors, the District verifies if there is a blockage in the main line. If roots are detected, follow up video inspection will be used to assess the problem. If the problem is found to be on the customer side, the customer will be notified along with a request for notifying the District when the plumber takes corrective action. Additionally, the District will notify the resident of its Lateral Reimbursement Program which was developed to assist residents in repair of their laterals when it is necessary. The Lateral Reimbursement Program entails qualifying property owners to receive 50 percent, up to a maximum of \$3,000, for lateral work that includes: lateral replacement, a lateral liner, and installation of backflow preventer. This has been determined to be an effective and efficient way to enhance public health and safety and for environmental protection.

If roots in the private lateral are the problem, the District will be on hand during cleaning by the property owner's plumber/contractor to catch the root ball to reduce the likelihood of a downstream blockage. The cleaned segment and manholes will remain within their routine hydrocleaning schedule. Additionally, Paragraphs 4.6 and 4.7 of the District's Wastewater Ordinance outline responsibilities between public and private sewer facilities.

Rehabilitation and Replacement Plans

The District has reached approximately 89.8 percent of buildout and has transitioned its capital improvement program from growth-based projects to replacement-based projects. Capacity-related improvement projects were identified in the 1999 Master Plan. All of the collection system projects identified were addressed.

To address the timely and appropriate replacement of assets as the end of their useful life approaches, the District developed in 2008 an asset management based master plan to guide the District with a replacement-based capital program. This plan was subsequently updated in January 2013 and May 2018. For each wastewater asset class in the District (gravity sewer pipelines, manholes, pump stations, force mains, and jointly-owned facilities), the Asset Management Plan provides operation and maintenance recommendations (as-related to capital replacement), as well as anticipated projects and costs for short-term capital replacement, and long-term capital replacement. The May 2018 projected costs were subsequently incorporated into the District's 2018 Financial Plan Update.

Operations and Maintenance Training

The Field Services Technician Qualification Sheet (Qual Sheet), included at the end of this section, is used to standardize and list the training requirements for each Field Services Technician (FST) level. As the individual completes a task or item on the Qual Sheet, that item is signed off and dated by the trainer. All tasks and line items specified for the specific FST level must be completed in order to be eligible for promotion to that level. For example, a FST I must complete all tasks and line items specified for a FST II to be considered for promotion to FST II.

Additionally, an individual is required to pass an oral board to be considered for either On-Call Duty or to be considered for promotion to FST III. The On-Call oral board consists of three qualified On-Call technicians. The FST III promotion oral board consists of three individuals who are FST III or higher.

In all cases, an individual must be recommended for promotion or assignment to On-Call Duty by the Field Services Supervisor (FS Supervisor) to be promoted or assigned to On-Call Duty.

Upon initial employment, each FST-in-Training is provided with the Qual Sheet. In order to be considered for promotion to FST I, an individual must complete all required FST I items on the Qual Sheet including obtaining a California Water Environment Association (CWEA) Collection System Maintenance Grade I certificate, a Class "B" driver's license with tanker and air brake endorsement, and a State of California Department of Public Health Water Treatment Grade I certificate. Once the individual completes these requirements, has a minimum of one year of FST-in-Training experience and is recommended for promotion by the FS Supervisor, he/she is promoted to FST I.

To be considered for promotion above FST I, an individual is required to obtain the appropriate CWEA Collection System Maintenance Grade certificate for the next level. For example, a FST I is required to obtain a CWEA Collection System Maintenance Grade II certificate to be eligible for promotion to FST II. This requirement is specified on the Qual

Sheet under the Written Exams section. Additionally, an individual will normally be required to have a minimum of one (1) year of experience at their current FST level before being considered for promotion.

Staff is incentivized to achieve higher grades by reimbursement of educational expenses; monetary incentives for passing certification tests, potential promotions, and increases in salary. The FSS and FS Supervisor provide regular training and updates as well as an annual review of all field services standard operating procedures (SOP) for any needed updates. The SOP updates are memorialized as part of the annual SSMP audit.

Equipment and Replacement Parts

The District has identified components and parts which are critical to maintaining proper operation of the sewer system (such as Romac couplings for emergency pipeline repairs and spare submersible pump parts for the satellite pump stations). Most notably for the pump stations, each pump station has 100% redundancy in pumping capacity where if the primary pumping facilities were to fail, secondary pumping facilities will automatically engage. Also, 6 of the 10 pump stations are equipped with emergency generators in event of main power failure to the station. During emergencies, the remaining 4 pump stations are either powered by trailer-mounted emergency generators or can be serviced by Vector trucks due to the relatively small volume of flow at these satellite pump stations.

District Documents Referenced By This Section

- SOP – Collection System Maintenance Duties
- SOP – Video Inspection Procedure
- SOP – Easement Inspection Duties
- Special Maintenance Area Cleaning Schedule
- SOP – Pump Station Duties
- SOP – Pump Station Odor Control
- Field Service Technician Qualification Sheet
- May 2018, *Asset Management Plan* by Dexter Wilson Engineering, Inc., available at www.lwwd.org
- June 2018, *Wastewater Financial Plan Study* by Raftelis, available at www.lwwd.org
- SOP – SCADA Alarms and Cellular Pages
- SOP – Rating Repair Lines/Manholes
- SOP – Switching Force Main Lines
- SOP – Bypass Pumping for Avocado and Diana Pump Stations
- SOP – Bypass Pumping for Batiquitos
- SOP – District Pipeline Location and Markout
- SOP – Traffic Control Procedures
- SOP – Switching Force Main Lines

LEGEND

- District Service Area
- District Sphere of Influence

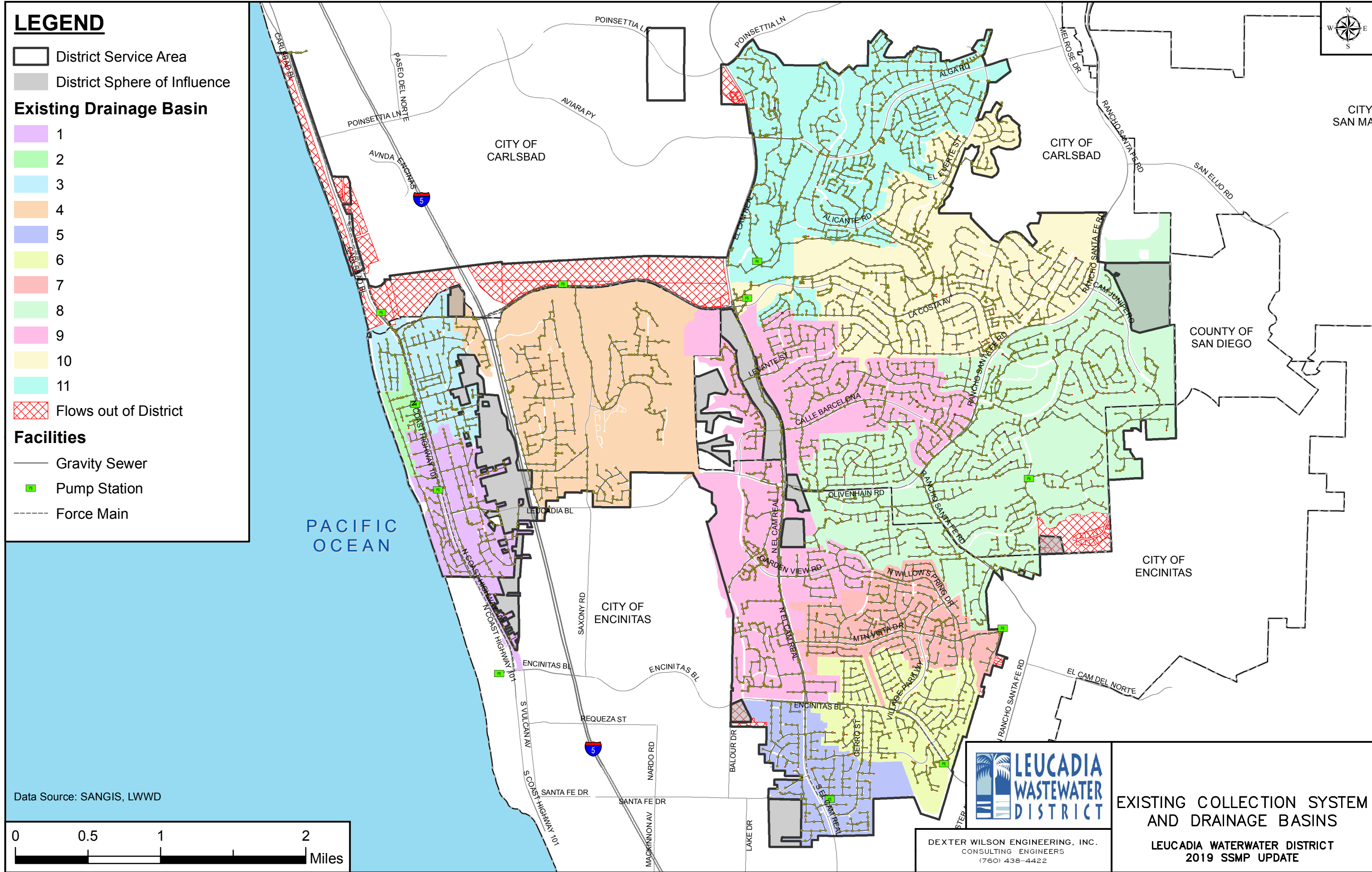
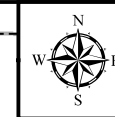
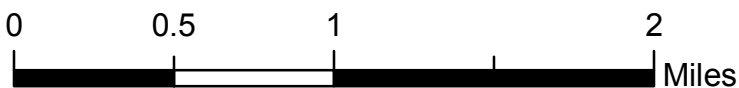
Existing Drainage Basin

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- Flows out of District

Facilities

- Gravity Sewer
- Pump Station
- Force Main

Data Source: SANGIS, LWWD



DEXTER WILSON ENGINEERING, INC.
CONSULTING ENGINEERS
(760) 438-4422

EXISTING COLLECTION SYSTEM
AND DRAINAGE BASINS
LEUCADIA WATERWATER DISTRICT
2019 SSMP UPDATE

Section V – Design and Performance Provisions

Background and Regulatory Requirements

The Statewide WDRs governing sanitary sewers specify the development and implementation of design and performance provisions as an element of each Wastewater Collection Agency's Sanitary Sewer Management Plan (SSMP). Specifically, design and construction standards and each project's specifications must be in place for the installation of new facilities and for the rehabilitation and repair of existing facilities. Additionally, procedures and standards for each project should be in place for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

Leucadia Wastewater District Actions

Certified by the District Engineer, the District maintains a set of standard specifications and drawings which are adopted by Board resolution and called the *Standard Specification and Procedures for Wastewater Facilities*, also known as the "LWD Standard Spec." The District adopted its original set of standard specifications in November 1970, and since that time, has reviewed, updated, and readopted the document periodically to match the changing design and construction environment and to meet the needs of the District. Currently, the District Engineer reviews the LWD Standard Spec every three years to determine if revisions are necessary. A team consisting of District staff, District Legal Counsel, and District Engineer revises the Standard Specs. The LWD Standard Spec is then stamped and signed by the District Engineer prior to Board adoption. The District most recently revised the LWD Standard Spec in 2019.

The LWD Standard Spec functions as the primary document provided for sewer construction. In addition to the standard specifications and drawings, it also identifies the procedures that must be followed for the District to ultimately accept privately constructed facilities. As the author of these requirements and the enforcer of adherence to these guidelines in acceptance of facilities, the District follows these same standards and specifications in the development of its own CIP projects. As part of the plans and specification for a District CIP project, the Engineer of Record for the capital project incorporates the LWD Standard Spec by reference and oversees and approves any deviations from the sections as necessary for the specific project.

The LWD Standard Spec includes the following:

- Design and Construction Standards and Specifications for the installation of
 - new sanitary sewer systems,
 - pump stations, and
 - appurtenances.
- Design and Construction Standards and Specifications for the rehabilitation and repair of existing sanitary sewer systems
- Procedures and Standards for inspecting and testing the installation of

- new sanitary sewer systems,
 - pump stations, and
 - appurtenances.
- Procedures and Standards for the rehabilitation and repair of existing sanitary sewer systems

In addition to the above, the LWD Standard Spec also includes:

- review of the preparation and processing of privately constructed wastewater facilities dedicated to the District after design review, construction inspection, testing, and acceptance by LWD,
- sewer system planning guidelines,
- the District Standard Drawings, and
- standardized forms for easements, encroachments, annexations, etc.

District Documents Referenced By This Section

- District Standard Spec, 2019

Section VI – Spill Emergency Response Plan (SERP)

Background and Regulatory Requirements

The Statewide WDRs governing sanitary sewers specify the development and implementation of a spill emergency response plan as an element of each Wastewater Collection Agency's Sanitary Sewer Management Plan (SSMP). This element identifies the agency's practices to protect public health and the environment in the event of a spill.

Leucadia Wastewater District Actions

The District has developed and implemented a Spill Emergency Response Plan (SERP) which standardizes the District's response actions to the report of a possible sanitary sewer spill, identifies the safety precautions and industry practices to ensure public and environmental health and safety, and identifies the internal and external notification and reporting requirements. Key required components of this SSMP element are discussed in the following sections.

An essential component of the SERP is the identification of the proper notification procedures to the appropriate parties. This includes regulatory agencies and other external agencies, as well as District management. A list of emergency contractors is also provided. Pages 1 through 3 of the plan provide the specific procedures for who should be contacted regarding the spill, starting with the person who actually receives the initial reporting call. One of the first steps required of the person receiving the call is to notify the Field Services Supervisor and/or Superintendent who has the responsibility, as the plan specifies, to make all required notifications within the required timeframes. The specific officials who are to be notified are listed in SERP. The plan also identifies procedures to address emergency operations, such as traffic and crowd control, while adhering to District safety procedures.

In addition to general spill response practices, the plan identifies specific additional steps which should be followed for a particular spill cause. For example, if the spill is due to the loss of power at a pump station, the first responder is required to immediately request a portable emergency generator for a pump station that does not have an installed standby emergency generator one onsite.

In the event of a spill, the SERP identifies the procedures to contain and prevent any discharge to surface waters and the plan also directs first responders to first make all practical efforts to stop and contain the spill, to correct the cause of the spill, and evaluate the feasibility of secondary containment or collection. These containment steps help to minimize any impact to the environment as a result of the spill. The SERP Standard Operating Procedure (SOP) is included as Appendix D of the SSMP.

Additionally, to further minimize or correct any adverse impact, the plan procedures specify that any wash-water, debris, and contaminated soil are collected and properly disposed of. Finally, the Field Service Supervisor/Superintendent directs, in concert with the appropriate agencies, sampling protocols, if necessary, to determine the environmental impact and remediation of the spill. For public health and safety, this step also includes working with regulatory agencies for posting of signs, as necessary (e.g., at beach or lagoon). The District maintains a standard posting and sampling procedure which would be modified to incorporate the concerns of any regulatory authorities, as necessary, as part of the spill response. For spills greater than 50,000 gallons, the Water Quality Monitoring Program reporting would be implemented to provide the appropriate sampling and documentation.

To ensure that all appropriate personnel are adequately trained on the spill response plan procedures, the plan discusses how new employees are made aware of the response plan and identifies the Field Services Supervisor and/or Superintendent responsibilities for regular training and hands-on spill response drills. The District's SCADA response procedure details how staff should respond to SCADA alarms.

Prevention of spills is paramount to the District. As part of the new hire process, all field services staff are provided with the standard list of duties which promote safety and emphasize the importance of ensuring that District facilities and infrastructure remain or are returned to operational status as quickly as possible with emphasis on ensuring a prompt and capable response to trouble reports and system alarm conditions.

Contractors performing work within the District, along with approval, are provided spill response information and direction for the related project at the pre-construction meeting.

District Documents Applicable To This Section

- SOP – Spill Emergency Response Plan
- SOP – Reporting Sanitary Sewer Spills
- SOP – Pump Station Alarm Response
- SOP – Posting and Sampling Procedure
- SOP – Standby Duty Operator (On Call)
- SOP – Emergency Procedures for Air Release Valves

Section VII – FOG Control Program

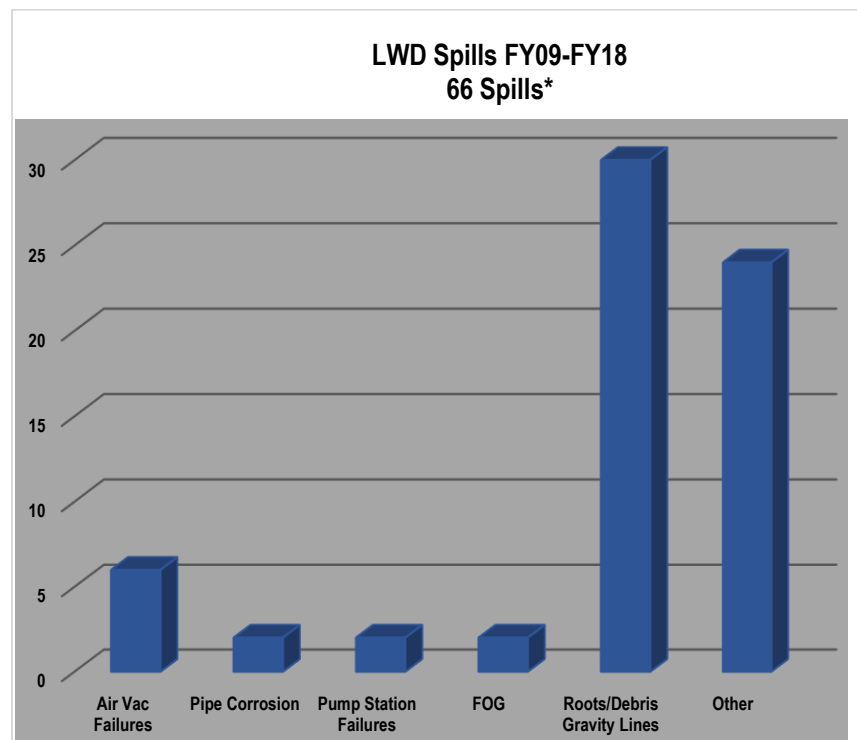
Background and Regulatory Requirements

The Statewide WDRs governing sanitary sewers specify FOG (Fats, Oils, and Grease) Control Programs as an element of each Wastewater Collection Agency's SSMP. This element requires each agency to evaluate its service area to determine whether a FOG control program is needed. If the agency determines that a formal FOG control program is not needed, justification must be provided for why it is not needed.

Leucadia Wastewater District Actions

After conducting an analysis of the District's spill prevention performance over the last 15 years, the District has determined that a formal FOG control program is not required. The District does however recognize that FOG is present in its system and as such, tracks all food service establishments, maintains a list of SMAs due to FOG, and has legal authority to address FOG related issues. These are discussed further below in conjunction with the analysis conducted to justify a formal FOG control program is not required.

The District's average daily dry weather flow exceeds 4 million gallons per day with a gravity collection system approximately 200 miles in length. There are 559 restaurant and food establishments within the District service area. Since fiscal year 2009, there have only been two private FOG-related spills of the total spills. This was due to grease in a private lateral or grease interceptor.



* Note that 36 of these spills occurred in private laterals or cleanouts

The District's spill prevention success with minimal FOG related sewage spills is, in part, a result of the District practice of cleaning the gravity lines annually and enhanced CCTV inspections, which is discussed further in the SSMP Section IV – Operation and Maintenance Program. In addition to the ongoing cleaning of the sewer system, FOG prevention remains a key component of the District's review process in the application for all new or amended sewer service permit(s). The permit application process (described in the District's Wastewater Ordinance) includes a review of FOG prevention mechanisms for food establishment and industrial permits. The permit application process must be completed for any new permit for sewer service or when improvements would require a city permit, such as significant tenant improvements to a restaurant space or the conversion of a commercial space to a restaurant. Finally, for the general public, the District website provides the public with basic information regarding the proper disposal of household FOG. Inspection of Food Service Establishments occurs on an as needed basis.

To date, as evident in the above analysis of FOG related spills, these practices are considered by the District to be the most effective and efficient practices in preventing FOG related spills. The District's Wastewater Ordinance provides sufficient legal authority to appropriately address any FOG issues that arise. Specifically, it allows the District to take corrective actions ranging from issuing a written notice that a customer is in violation of the ordinance to suspension or termination of sewer service if a violation is not corrected as directed.

District Documents Referenced By This Section

- Food Establishment Registration/Information Form
- Wastewater Ordinance No. 139, Adopted May 8, 2019
- District Standard Spec, 2019

Section VIII – System Evaluation and Capacity Assurance Plan

Background and Regulatory Requirements

The Statewide WDRs governing sanitary sewers specify that each Wastewater Collection Agency shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event as part of the Sanitary Sewer Management Plan (SSMP).

Leucadia Wastewater District Actions

The District has reached approximately 89.8 percent of buildout and has transitioned its capital improvement program from growth-based projects to replacement-based projects. The District has never experienced an spill due to a capacity shortfall and has conducted several evaluations of existing and buildout flows to insure this continued success in preventing and minimizing spills. In addition, historical flow data has been analyzed to verify the theoretically established system capacity of 215 gpd/EDU is significantly higher than the actual flow-based EDU estimate of approximately 130-150 gpd/EDU the District has seen over the last 5 years. The District has access to real-time web-based flow data to track District flows from seven of its eleven basins. The following sections highlight the District's system evaluations, design criteria, capacity enhancement measures, and CIP schedule related to capacity.

Treatment Capacity Evaluation – Flows generated within the District are treated at the regional treatment facility, Encina Water Pollution Control Facility and are monitored on a continual basis by both the District and the Encina Wastewater Authority (EWA). Flow data has been collected for the District for approximately 25 years, allowing for a long-term comparison of flows generated by the District. Flows are reported monthly to the six EWA member agencies as a continual check that each agency is within its contracted treatment capacity. The facility presently has a capacity of approximately 40.5 mgd with the District owning 7.11 mgd of this capacity. With an ultimate flow projection of 6.87 mgd, the District has approximately 0.65 mgd of emergency reserve capacity. Based on actual flow per EDU there is an even greater emergency reserve capacity.

Joint Facilities Conveyance Evaluation – There are five major infrastructure elements, aside from the treatment plant, that the District owns jointly with other agencies. These include: (1) the Batiquitos Influent Sewer, (2) the Batiquitos Pump Station, (3) the Batiquitos Pump Station force mains, (4) the Lanikai Gravity sewer, and (5) the Occidental sewer. These assets are jointly owned with the City of Encinitas. Additionally, the City of Carlsbad is a joint owner of the Occidental sewer. The 2018 Asset Management Plan summarizes these facilities and details the District's ownership percentage in each facility. Like the treatment

plant capacity, the flowrate through these facilities is continually monitored by the District and the EWA.

Overall System Evaluation – In 1994, the District completed a Planning Study Update which established the primary system capacity design criteria of 215 gpd/EDU. In 1999 the District's Wastewater Master Plan was completed which evaluated the capacity of the sewer system by sub-basin based on flows existing at the time and the projected ultimate build-out flows of the District. The plan identified capacity-related improvement projects and those projects identified to address short-term capacity concerns were completed. The 2008, 2013, and 2018 Asset Management Plans confirmed that the conveyance system in place could convey the ultimate projected peak wet weather flow through the system.

The 2018 Asset Management Plan presented a historical comparison of flows, highlighting the downward trend of the District's per EDU generation rate since 2008 from 169 gpd/EDU to 149 gpd/EDU to 129 gpd/EDU in 2017. The 2018 Asset Management Plan projected an ultimate buildout flow of the District at 4.7 mgd, based on 133 gpd/EDU and a 10% safety factor.

Design Criteria – As discussed in the previous section, for planning purposes utilizing 215 gpd/EDU as a generation rate is a conservative factor for the District. This design criteria is stated in the LWD Standard Spec, which also provides EDU factors for different use types and peaking factors based on population. Lower planning factors may be used at the discretion of the District Engineer.

Pump Station Capacity Evaluation – As part of the 2008 Asset Management Master Plan and confirmed in the 2013 and 2018 Asset Management Plan updates, all ten of the collection system pump stations were evaluated to have sufficient capacity for both average and wet weather flows as well as 100 percent redundancy.

On-going Evaluation and Capacity Enhancement Measures – Currently, the District utilizes a web-based system to access real-time data and alarms from seven flow meters throughout the District. Each of the meters is strategically located to monitor the flow of a sub-basin within the District. On a monthly basis this data is compiled and reported to the Board.

Schedule – As there are no capacity-driven replacement projects currently identified for the District, there is no schedule necessary. Overall system capacity will continue to be evaluated as part of the District's Asset Management Plan process.

District Documents Referenced By This Section

- April 1995, *1994 Planning Study Update* by Parsons Engineering Science, Inc.
- *1999 Wastewater Master Plan* by Dudek and Associates, Inc.
- June 11, 2008, *Asset Management Master Plan* by Dexter Wilson Engineering, Inc., available at www.lwwd.org
- District Standard Spec, 2019
- 2013 and May 2018, *Asset Management Plan* update by Dexter Wilson Engineering, Inc.

Section IX – Monitoring, Measurement, and Program Modifications

Background and Regulatory Requirements

The Statewide WDRs governing sanitary sewers specify that each Wastewater Collection Agency shall:

- maintain relevant information that can be used to establish and prioritize appropriate SSMP activities,
- monitor the implementation and measure the effectiveness of each element of the SSMP,
- assess the success of the preventative maintenance program,
- update program elements, as appropriate, based on monitoring or performance evaluations, and
- identify and illustrate spill trends, including frequency, location, and volume.

Maintaining the applicability of the SSMP to District activities necessitates ongoing evaluation of the activities the District performs, their success, and improvement if necessary. The first two of the following sections describe the ongoing evaluation of spills as they occur and discussion of preventative maintenance evaluations. The last section describes the SSMP Evaluation Checklist used on an annual basis to evaluate the applicability and effectiveness of the District's SSMP. Completion of this evaluation will run concurrent with the annual SSMP audit. It is important to note that the District conducts annual SSMP audits instead of the bi-annual requirement set in the WDR. This proactive approach enables the District to keep the SSMP current, effectively monitor the success of its programs, and update its plans and procedures as required.

Leucadia Wastewater District Actions

Spill Occurrences and Evaluation

For each spill, the District staff critically evaluates the cause and identifies steps to prevent future spills. The District maintains the LWD Spill Summary which lists all spills dating back to 1996. The summary identifies the date, time, location, cause, size, and steps taken to mitigate and prevent future spills. All spills are included on this list whether public or private. The spill summary is included as an attachment to this section. This summary is continually updated and can be checked against California's spill database at:

http://www.waterboards.ca.gov/water_issues/programs/ciwqs/publicreports.shtml

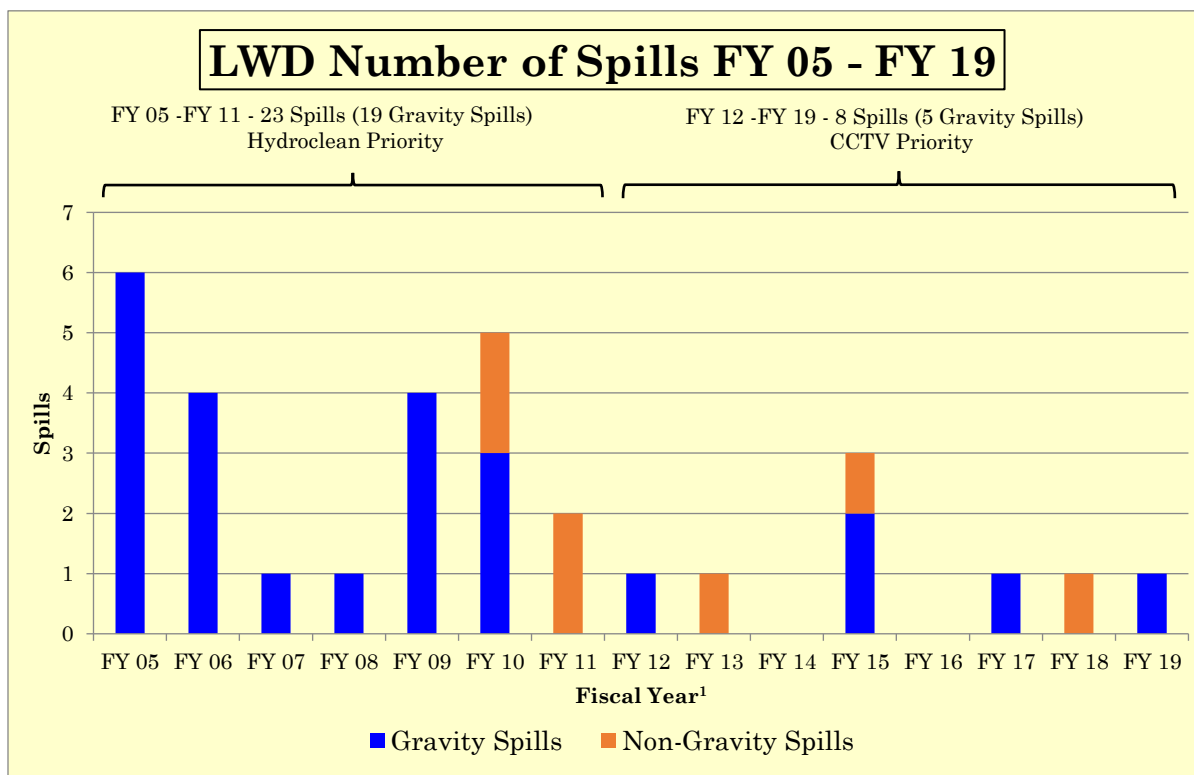
As part of the District's spill response, a debriefing is held by key staff to review the cause of every spill. The spill summary is updated and carefully reviewed for trends in frequency, location, and volume as part of completing the Spill Review Checklist (Attachment J to the Spill Emergency Response Plan).

Preventative Maintenance Program Evaluation

A review of the District's recent spill history clearly demonstrates the District's present preventative maintenance program has been successful. The graph below illustrates the decrease in the occurrence and volume of spills since FY05. This has been accomplished by implementing programs to minimize spills in addition to incentivizing District staff to maintain a no spill record. Examples of preventative maintenance programs implemented to address spill causes are discussed in the following paragraphs.

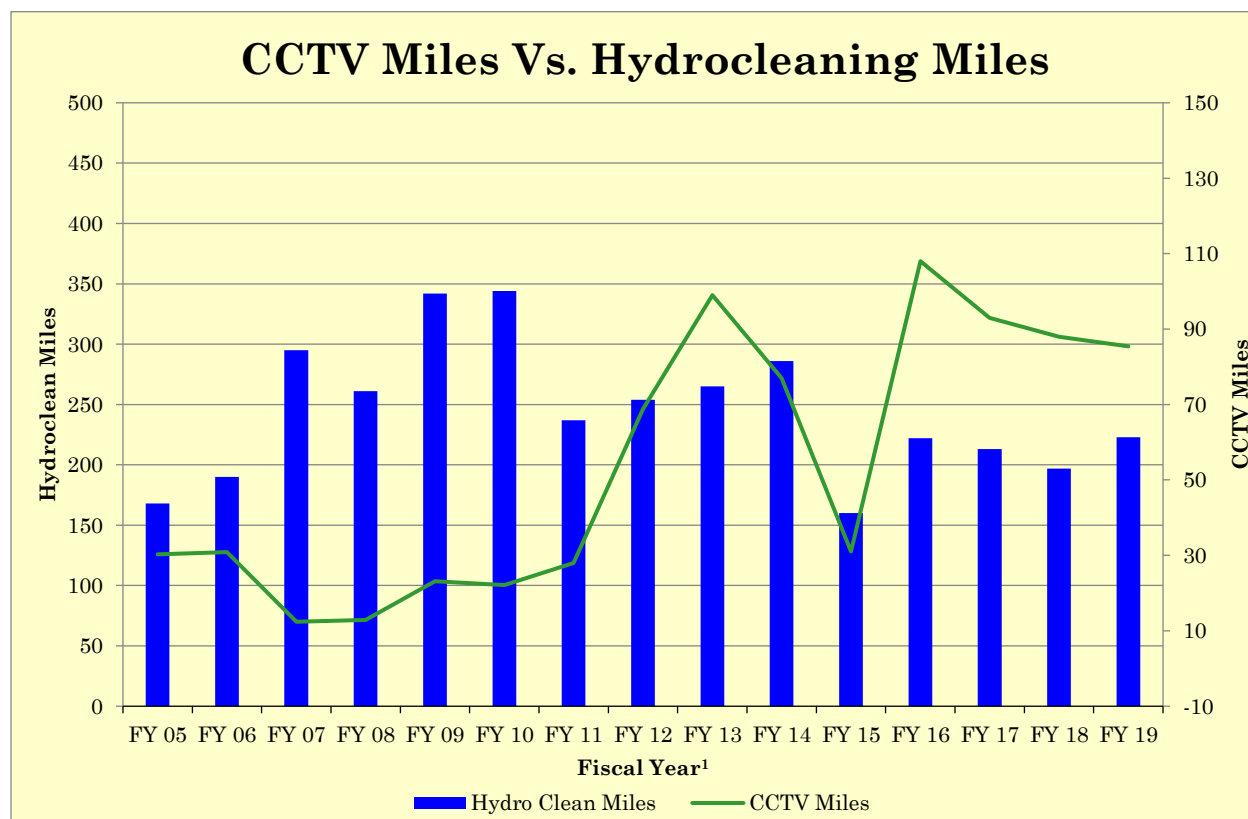
Since the addition of the second Vactor crew in 2000, the majority of the spill causes have been due to unforeseen events that are neither indicators of a lacking preventative maintenance program nor capacity related. In those cases where a potential systematic problem was identified, the District implemented procedures or developed a solution to minimize or eliminate the spill cause. For example, in 2001 and 2002, there were two spills which occurred as a result of failed air release valves on the force mains. To mitigate this, the District replaced all of the air release valves on the two force mains of interest. Additionally, on a semiannual basis, field staff exercise and service, as necessary, all of the District's air release valves. The locations of the air release valves are maintained in the database and CMMS work orders are generated for these activities.

Furthermore, the two spills that occurred in FY17 and FY18 were not a result of inadequate maintenance. The FY17 spill resulted from a single vehicle accident which sheared off an air/vacuum release valve on an off line force main. The FY18 spill resulted from a contractor connecting a housing development to the District's main trunk line.

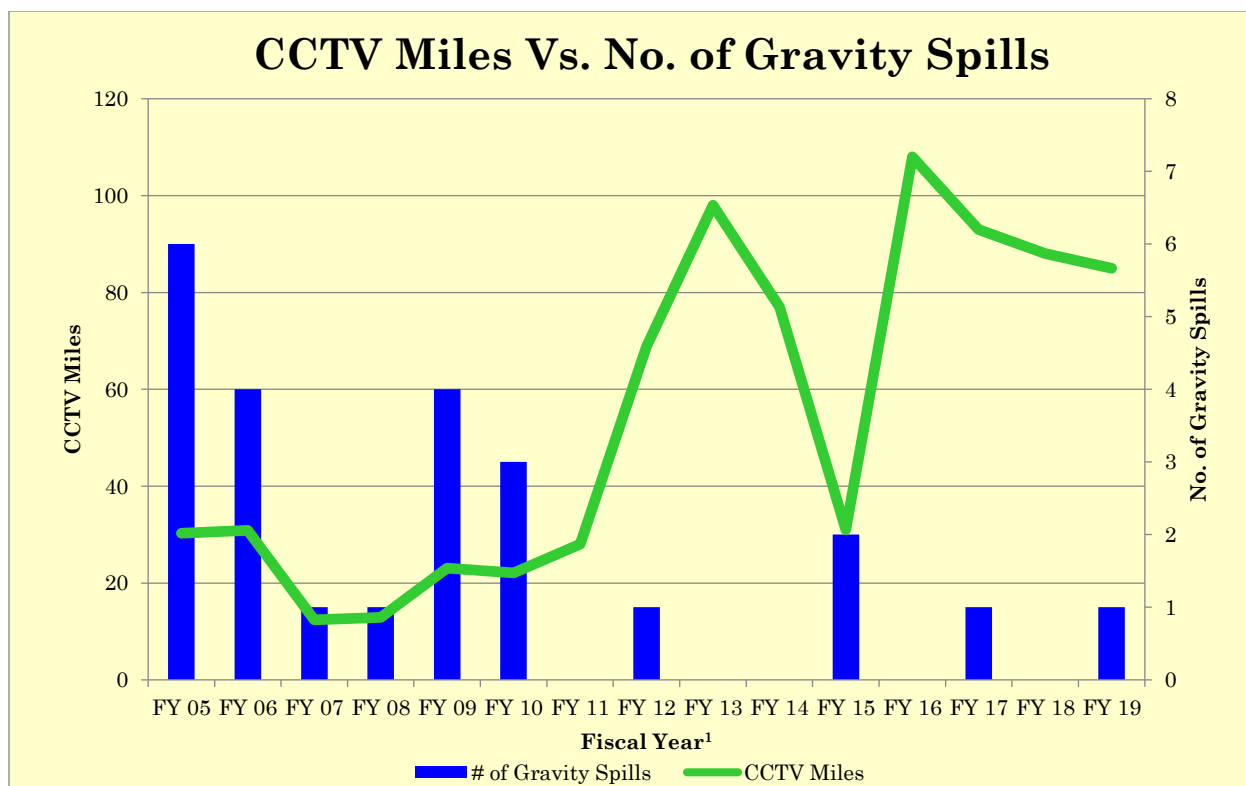


¹FY19 spill data is through May 2019

Additionally, the District has substantially increased its inspection of pipelines using CCTV, greatly enhancing the District's knowledge of the condition of the gravity sewer pipelines over knowledge obtained solely through hydrocleaning efforts. The increased CCTV have resulted in a direct increase in capital replacement projects to address areas of structural concern and has also identified areas which require more frequent preventative maintenance. Visual inspection of gravity sewer pipelines greatly reduces the potential for preventable spills. As such, the District plans to maintain its CCTV efforts as a key ongoing component to their preventative maintenance program. The following two figures illustrate the trends of hydrocleaning, CCTV inspection, and gravity system spills since FY05.



¹FY19 data is through May 2019; June 2019 CCTV inspection data is assumed to match May 2019 and hydroclean data is assumed to be the extrapolated FY19 average



¹FY19 spill and inspection data is through May 2019; June 2019 CCTV inspection data is assumed to match May 2019

Part of the District’s preventative maintenance program includes monthly inspection of any temporary construction connection plugs or traps. This is performed by a District-employed contractor and reported to the District.

Although the District does not have a formal FOG control program, as discussed in Section VII of the SSMP, the District is aware of all food service establishments in the District and has sufficient legal authority through the District’s Wastewater Ordinance to appropriately address any FOG issues that arise with a District customer. With that said, the District will conduct a comprehensive evaluation of implementation of a formal FOG program if three FOG-related spills occur in a 24 month period.

Monitoring, Measuring, and Modifying the SSMP Sections

Evaluation of spill trends and the preventative maintenance program are key elements of measuring the success of the District’s SSMP. To ensure that all elements of the SSMP are implemented, relevant, and effective, the SSMP Evaluation Checklist is conducted on an annual basis concurrent with the SSMP Audit. The evaluation is conducted by the responsible party as identified in the implementation plan and schedule of SSMP Section 2. The evaluations, along with the annual SSMP audits, will be included as an appendix in this SSMP.

District Documents Included In This Section

- LWD Spill Summary
- Spill Emergency Response Plan, Attachment J – Spill Review Checklist
- SSMP Evaluation Checklist

Leucadia Wastewater District 1960 La Costa Avenue, Carlsbad, CA 92026 (760) 753-0155
Sewage Spills (7/1/96 through 5/31/19)

Date	Time	Vol (gal)	Duration	Location of spill	City	Type of structure	Destination of spill	Beach posted	Cause of spill	Steps taken to mitigate effects of spill	Spill #	OES #
12/10/1996	0700	800	60	1910 Saxony Road	Carlsbad	pump station	contained at pump station	no	power outage	Pump station outfitted with emergency generator		
6/6/1998	0830	750	30	2804 La Costa Avenue	Carlsbad	manhole	storm drain/San Marcos Creek	no	roots in 8 inch main sewer line	Root saw/CCTV Inspection	98-002	
7/10/1998	1150	200	130	2919 Segovia Way	Carlsbad	manhole	contained on site	no	contractor pushed dirt into manhole	District is member of USA Dig Alert	98-003	
8/29/1998	2230	150	50	2912 Managua	Carlsbad	manhole	storm drain/Batiquitos Lagoon	no	contractor left debris in main line	District Construction Manager meet with contractor	98-004	
10/7/1998	0825	200	20	1021 Hermes	Carlsbad	3 inch cleanout	contained and pumped to sewer	no	roots from private lateral	Root saw/CCTV Inspection	98-007	
12/2/1998	1025	100	20	La Costa Driving Range	Carlsbad	bypass pipeline	contained and pumped to sewer	no	contractor pump bypass line failed	by pass pump stopped immediately	98-008	
12/13/1998	0630	6,000	30	1960 La Costa Avenue	Carlsbad	sewer pipeline	storm drain/Batiquitos Lagoon	yes	corrosion of pipe	District replaced 500 ft of pipeline with PVC pipe	98-009	
3/4/1999	0710	2,000	80	1960 La Costa Avenue	Carlsbad	sewer pipeline	storm drain/Batiquitos Lagoon	yes	corrosion of pipe	District replaced 500 ft of pipeline with PVC pipe	99-001	
10/9/1999	1007	750	30	Piraeus @ Olympus	Encintas	manhole	storm drain/Batiquitos Lagoon	no	debris (possibly construction)	debris removed	99-002	
4/9/2000	1100	500	10	6547 Avenida Del Paraiso	Carlsbad	pump station	storm drain/San Marcos Creek	no	power outage	District has purchased second emergency generator	000001	
4/19/2000	1200	600	30	Rancho Santa Fe Rd @ Paseo Texco	Carlsbad	manhole	storm drain/Batiquitos Lagoon	no	vandalism	District install bolt down manhole covers in this area	000002	
11/18/2000	0740	420	10	Altisma @ Alicante	Carlsbad	manhole	storm drain/San Marcos creek	no	grease stoppage	District added second vector crew	000003	00-5423
11/21/2000	1923	420	57	7614 Calle Madero	Carlsbad	manhole	contained on site	no	roots/grease stoppage	District added second vector crew	000004	
11/30/2000	1100	500	50	Calina Way	Carlsbad	manhole	storm drain/dry wash	no	grease stoppage	District added second vector crew	000005	
1/9/2001	0611	28,400	44	La Costa Avenue @ El Camino Real	Carlsbad	air vacuum release valve	storm drain/Batiquitos Lagoon	yes	failed air vacuum release valve	District replaced air vac release	001001	01-0146

Leucadia Wastewater District 1960 La Costa Avenue, Carlsbad, CA 92026 (760) 753-0155
Sewage Spills (7/1/96 through 5/31/19)

Date	Time	Vol (gal)	Duration	Location of spill	City	Type of structure	Destination of spill	Beach posted	Cause of spill	Steps taken to mitigate effects of spill	Spill #	OES #
3/21/2001	1915	4,900	35	1960 La Costa Avenue	Carlsbad	pump station	contained on site	no	failure of pressure switch	District has added additional alarms	001003	01-1713
10/21/2001	1059	100	10	6547 Avenida Del Paraíso	Carlsbad	pump station	storm drain/San Marcos Creek	no	power outage	District has purchased second emergency generator	001005	
12/3/2001	1020	750	50	1900 Coast Hwy	Encinitas	manhole # 02-0490	storm drain/Batiquitos Lagoon	no	grease stoppage	Manhole put on trouble spot list for qtrly cleaning	001006	
4/3/2002	1330	10,000	40	Hwy 101 @ Avenida Encinas	Carlsbad	airvac # B2 - 020	storm drain/Batiquitos Lagoon	yes	corroded fitting	District replaced all air vacs on B2 & B3 forcemains	002001	02-1849
5/12/2002	0906	200	44	7400 Alicante Blvd	Carlsbad	manhole # 11-1105	contained on site	no	roots coming in from unused lateral	Manhole put on trouble spot list for qtrly cleaning	002002	
6/30/2002	2320	1,300	65	7500 Gibraltá St	Carlsbad	manhole # 10-1870	storm drain/San Marcos Creek	no	construction debris/grit	Manhole on trouble spot list	002003	02-3578
8/14/2002	1500	900	45	Costa del Mar Rd	Carlsbad	manhole # 11-0760	contained on site	no	roots coming in at dead end manhole	Manhole put on trouble spot list for qtrly cleaning	002005	
9/2/2002	0843	600	34	Corinthia	Carlsbad	manhole # 11-6065	storm Drain/San Marcos Creek	no	external cost. Debris/pieces concrete	Manhole put on trouble spot list for qtrly cleaning	002006	
2/7/2003	0937	50	26	418 Hillcrest Drive	Encinitas	manhole # 03-0560	storm drain/Batiquitos Lagoon	no	roots from lateral 361 Hillcrest	Lateral letters, TVI, clean all mains on Hillcrest	003001	
2/12/2003	1645	10,000	30	Hwy 101 @ Batiquitos Pump Station	Carlsbad	Vactor dump pit at Bat psta	Batiquitos Lagoon/Pacific Ocean	yes	2 of 3 VFD's destroyed by voltage surge	Mechanical Pump, new VFD's, Surge protection	003002	03-0820
3/19/2003	0657	900	50	7504 Gibraltar St	Carlsbad	manhole # 10-1870	San Marcos Creek/Bat Lagoon	yes	roots & rocks	Manhole put on trouble spot list for qtrly cleaning	003003	03-1510
5/28/2003	0830	810	41	Saxony Rd (S of La Costa Ave)	Encinitas	manhole # 04-0670	contained in desilting basin	no	roots and debris	Manhole put on trouble spot list for qtrly cleaning	003004	
9/8/2003	0723	500	22	1100 Rcho Santa Fe Rd	Encinitas	manhole # 08-0390	storm drain/Batiquitos Lagoon	no	construction debris	TVI, clean all lines on Rcho Santa Fe	003005	
10/1/2004	0900	200	5	Hwy 101 @ Avenida Encinas	Carlsbad	airvac # B3 - 030	percolated in ground - no storm	no	Contractor left drain valve open	Drain valves plugged all air vacs - removed handles	004001	
10/20/2004	1022	3,000	15	Alga Road @ Almaden	Carlsbad	unaccepted manhole	San Marcos Creek/Bat Lagoon	yes	Developer left manhole open in rain	Placed bulkhead in Public sewer at connection	004002	04-5474

Leucadia Wastewater District 1960 La Costa Avenue, Carlsbad, CA 92026 (760) 753-0155
Sewage Spills (7/1/96 through 5/31/19)

Date	Time	Vol (gal)	Duration	Location of spill	City	Type of structure	Destination of spill	Beach posted	Cause of spill	Steps taken to mitigate effects of spill	Spill #	OES #
1/30/2005	1008	800	40	Meadows 1 force main	Carlsbad	pump station	storm drain - percolated in arroyo	no	Ductile Iron Pipe holed	Repaired forcemain - station sked for demob	005001	
2/15/2005	0915	50	33	7683 Sequoia St	Carlsbad	recently accepted manhole	storm drain	no	miscommunication about installed plug	removed plug - instituted manhole plug protocol	005002	
2/18/2005	0858	720	12	7504 Gibraltar St	Carlsbad	manhole # 10-1855	storm drain/San Marcos Creek	no	grit and grease in flat line	Manhole on list for qtrly cleaning - CCTV	005003	
4/13/2005	1020	10	10	N Coast Hwy @ Bat Lagoon Bridge	Carlsbad	Air Vac B3-020 AV	water contained on bridge	no	leaking air vac	AV isolated, inspected, cleaned & rtn'd to service	005004	
11/23/2005	0725	1,350	30	Cam de Los Coches @ La Costa Ave	Carlsbad	unaccepted manhole	storm drain - Enc Crk - Bat Lag	no	construction debris	developer installed traps, lines cleaned	005005	05-6775
1/30/2006	1445	30	30	163 La Costa Ave @ Vulcan	Encinitas	manhole # 03-0855	captured all	no	blockage cleared, no cause determined	upstrm & dwnstrm lines cleared	006001	
2/3/2006	1150	20	20	240 Cereus St btwn Hygeia & Hermes	Encinitas	private cleanout	captured all	no	blockage cleared, no cause determined	upstrm & dwnstrm lines cleared	006002	
4/4/2006	0855	100	12	La Costa Ave, 1000yds W of ECR	Carlsbad	airvac # L2-AV-030	dried in curb & gutter	no	debris prevented airvac from seating	new airvac installed	006003	
6/30/2007	0830	2,750	55	2403 Jacaranda Avenue	Carlsbad	manhole # 03-0855	storm drain/Batiquitos Lagoon	no	roots at joint	cleared line, CCTV inspection, repaired joint in-situ	007001	07-3931
11/9/2007	0600	300	29	Estrella del Mar	Carlsbad	manhole # 11-11290	brow ditch	no	construction plug	removed plug from line, accepted sewer line	007002	
9/4/2008	2000	40	50	162 Range Street	Encinitas	cleanout # 02-0240	contained on site	no	Main line blockage (roots from lateral)	cleared line, installed burrito, CCTV inspection	008001	Cat 2
11/4/2008	1630	500	170	1602 Burgundy Road	Encinitas	inside house	contained on site, captured all	no	Main line blockage (roots from lateral)	cleared line, CCTV inspection	008002	Cat 2
11/11/2008	1030	110	95	1540 Caudor Street	Encinitas	inside house	contained on site captured all	no	Main line blockage (rags)	cleared line, CCTV inspection	008003	Cat 2
05/24/2009	1202	100	73	2154 Pleasant Grove Road	Encinitas	manhole # 06-9070	stormdrain	no	Roots at joint	cleared line, CCTV inspection, repaired joint in-situ	009001	09-3897
5/25/2009	1202	1,315	100	2154 Pleasant Grove Road	Encinitas	manhole # 06-9070	storm drain/San Marcos Creek	no	Main line blockage roots thru joint	cleared line, CCTV inspection, point repair (burrito)	009001	09-3897
8/17/2009	1240	5	35	72338 Babilonia St	Carlsbad	private cleanout	captured all in curb & gutter	no	Main line blockage roots thru joint	cleared line, CCTV inspection	009002	Cat 2

Leucadia Wastewater District 1960 La Costa Avenue, Carlsbad, CA 92026 (760) 753-0155
Sewage Spills (7/1/96 through 5/31/19)

Date	Time	Vol (gal)	Duration	Location of spill	City	Type of structure	Destination of spill	Beach posted	Cause of spill	Steps taken to mitigate effects of spill	Spill #	OES #
11/3/2009	0900	500	54	7408 Calle Madero	Carlsbad	manhole # 10-1330	storm drain/ San Marcos Creek	no	Main line blockage roots in manhole	cleared line, CCTV inspection		09-7433
12/3/2009	1101	800	40	1400 Piraeus Street	Encinitas	manhole # 04-0320	storm drain	no	Main line blockage roots thru joint	cleared line, CCTV inspection		09-8081
1/9/2010	1532	1,300	65	2310 La Costa Avenue	Carlsbad	manhole # 10-0210	storm drain	no	Main line blockage, inflatable sewer plug	cleared line, CCTV inspection		10-0179
5/3/2010	1900	10,000	60	2017 N Coast Hwy (101)	Carlsbad	B2 forcemain	contained off road, captured all	no	Galvanic corrosion in 24" DIP	cutout damaged section, replaced with PVC		10-2774
8/29/2010	1253	100	167	2410 #H Altisma way	Carlsbad	private cleanout	captured portion/ storm drain	no	root intrusion	contractor cleared lateral		PVT Cat2
11/19/2010	0:00	69,780	330	2017 N Coast Hwy (101)	Carlsbad	Pump Station	Batiquitos Lagoon/ Ponto Beach	yes	Operator failed to respond to alarm	installed smart cover in overflow wetwell		106274
1/16/2011	1110	5	60	2429 La Costa Ave	Carlsbad	private lateral HOA	captured all	no	unknown	contractor cleared line		PVT Cat2
2/4/2011	1240	40	14	800 Calle Accero	Carlsbad	private manhole	storm drain	no	roots in private manhole thru joints	contractor cleaned out roots in manhole		110770
2/28/2011	1515	20	20	207 Country Haven Road	Encinitas	private cleanout	storm drain	no	unknown	contractor cleaned lateral		111233
4/4/2011	1243	1	14	120 North El Camino Real suite/apt.120	Encinitas	private grease interceptor	captured all	no	grease in lateral	contractor cleaned lateral & interceptor		PVT Cat2
4/27/2011	826	4,600	23	2017 N Coast Hwy (101)	Carlsbad	air release valve (air vac)	Batiquitos Lagoon	yes	Air Release PVC flange cracked	air release valve shut off		11-2727
10/1/2011	1530	120	75	2419 Unicomio	Carlsbad	manhole #11-6020	captured portion/dirt bankment	no	cracked mainline, roots	cleared line, CCTV inspection, install smartcover		Cat 1
1/19/2012	8:15	<5	5	1439 Encinitas Blvd	Encinitas	private cleanout	captured all	no	grease/ roots in lateral	contractor cleaned lateral		Cat 2
8/29/2012	1653	10	70	137 El Camino Real	Encinitas	private manhole	captured all	no	Roots in private manhole	LWD cleared roots from MH / contractor cleared MH		Cat 2
9/3/2012	1029	15	51	285 Aspenwood Lane	Encinitas	private lateral HOA	storm drain	no	unknown	LWD Vactored until contractor cleared lateral		Cat 1
12/10/2012	17:14	10	21	2866 Luciernaga	Carlsbad	private lateral HOA	storm drain	no	roots	LWD contained spill until plumber cleared lateral		Cat 1
1/5/2013	18:25	1	60	3200 Sello Lane	Carlsbad	private Manhole HOA	captured all	no	Roots in private manhole	LWD contained spill until plumber cleared lateral		Cat 2

Leucadia Wastewater District 1960 La Costa Avenue, Carlsbad, CA 92026 (760) 753-0155
Sewage Spills (7/1/96 through 5/31/19)

Date	Time	Vol (gal)	Duration	Location of spill	City	Type of structure	Destination of spill	Beach posted	Cause of spill	Steps taken to mitigate effects of spill	Spill #	OES #
2/2/2013	5:35	22,000	11	6500 Ponto Drive	Carlsbad	Force main	captured portion / dirt bankment	yes	Galvanic corrosion in 24" DIP	cutout damaged section, replaced 80' pipe with PVC		13-0684
5/10/2013	8:49	3	3	3543 East Calle Gavanzo	Carlsbad	private lateral	storm drain	no	unknown / lateral	plumbing contractor cleaned lateral		Cat 2
5/14/2013	14:26	20	13	2431 La Costa Ave	Carlsbad	private lateral	captured all	no	unknown / lateral	plumbing contractor cleaned lateral		Cat 2
5/28/2013	14:15	3	15	2512 La Costa Ave	Carlsbad	private lateral	dirt	no	unknown / upper lateral	plumbing contractor cleaned lateral		Cat 2
12/8/2013	11:40	20	50	660 Neptune	Encinitas	private	captured all in curb & gutter	no	unknown / lateral	plumbing contractor cleaned lateral		PLSD
4/7/2014	12:15	10	10	281 Aspenwood Lane	Encinitas	private	captured portion / storm drain	no	roots in private lateral	plumbing contractor cleaned lateral		PLSD
7/13/2014	7:37	500	108	2903 Candil Place	Carlsbad	Manhole #10-9550	homeowners back yard	no	unknown, believed cause from lateral	LWD cleared roots from mainline		Cat 3
10/22/2014	15:40	5	2	1237 Hermes Ave	Encinitas	private lateral	homeowners front yard	no	unknown / roots	plumbing contractor cleaned lateral		PLSD
10/31/2014	17:30	15	30	318 B N. El Camino Real	Encinitas	private lateral	parking lot	no	roots	LWD Vactored until contractor cleared lateral		PLSD
12/2/2014	6:50	1200	38	1336 Via Terrassa	Encinitas	Manhole #09-1135	captured portion / storm drain	no	roots in bottom of manhole thru joint	cleared line, CCTV inspection		Cat 1
2/27/2015	8:05	3	22	7221 Almaden Lane	Carlsbad	private lateral	homeowners back yard clean out	no	roots in private lateral	homeowner cleared lateral		PLSD
3/21/2015	18:06	16	34	2746 Galicia Way	Carlsbad	private lateral	captured portion / storm drain	no	roots in private lateral	plumbing contractor cleaned lateral		PLSD
4/12/2015	9:30	20	45	529 Hermes	Encinitas	private lateral	curb & gutter	no	roots in private lateral	plumbing contractor cleaned lateral		PLSD
4/13/2015	14:50	5	20	7352 Altiva Place	Carlsbad	private lateral	storm drain	no	unknown/ lateral	plumbing contractor cleaned lateral		PLSD
5/5/2015	7:07	8	24	50 feet West of Carlsbad Blvd	Carlsbad	Blow off valve	dirt/ captured portion	no	contractor left valve open	LWD vactored spill / removed dirt		Cat 3
10/14/2015	-	10	67	480 S. El Camino Real	Encinitas	private lateral	captured all	no	roots in private lateral	LWD contained spill until plumber cleared lateral		PLSD
2/2/2016	0:30	2250	-	7556 Gibraltar Street	Carlsbad	private lateral	captured portion / storm drain	no	grit build up in private lateral	LWD contained spill until plumber cleared lateral		PLSD

Leucadia Wastewater District 1960 La Costa Avenue, Carlsbad, CA 92026 (760) 753-0155
Sewage Spills (7/1/96 through 5/31/19)

Date	Time	Vol (gal)	Duration	Location of spill	City	Type of structure	Destination of spill	Beach posted	Cause of spill	Steps taken to mitigate effects of spill	Spill #	OES #
4/29/2016	11:38	10	67	7331 Bolero Street	Carlsbad	private lateral	spill absorbed into dirt	no	roots in private lateral	LWD contained spill until plumber cleared lateral		PLSD
8/5/2016	13:32	700	28	911 Elmview Drive	Encinitas	Manhole #05-0730	captured all / storm drain / detention pond	no	heavy grit	LWD Vactored out stormdrain detention pond		Cat 3
8/25/2016	10:50	10	15	1540 Coudor St	Encinitas	Private manhole	spill absorbed into dirt	no	unknown/private lateral	LWD Vactored out private manhole		PLSD
9/10/2016	10:12	60	68	137 El Camino Real	Encinitas	Private manhole	private road /captured all	no	roots 100' downstream of private manhole	LWD Vactored MH until County arrived / washed down		PLSD
3/11/2017	14:36	2000	64	1190 Encinitas Blvd	Encinitas	Private clean out	captured portion / dirt area	no	roots in clean out	LWD Vactored out private cleanout until plumber arrived		PLSD
3/30/2017	16:15	15	30	179 N El Camino Real	Encinitas	Private manhole	private road /captured all	no	roots 100' downstream of private manhole	LWD Vactored MH until County arrived / washed down		PLSD
4/5/2017	14:00	10	25	781 Garden View Court	Encinitas	private lateral	paved parking lot / dirt area	no	roots in private clean out	LWD Vactored private Clean out until plumber arrived		PLSD
5/12/2017	10:40	Unknown	80	1786 1/2 N. Coast Highway 101	Encinitas	private lateral	spill absorbed into dirt / seepage pit	no	septic tank uninstalled or removed	private company cleaned out and de-contaminated pit		PLSD
5/31/2017	17:52	20	37	7551 Romeria St.	Carlsbad	private lateral	captured portion / curb & gutter	no	unknown / roots	LWD contained spill until plumber cleared lateral		PLSD
7/17/2017	8:58	6	1440	7342 Altrva Place	Carlsbad	private lateral	captured portion / storm drain	no	possible disconnected saddle from main	LWD contained spill until plumber cleared lateral		PLSD
3/20/2018	18:59	81	50	2351 Altisma way	Carlsbad	private lateral	parking lot, captured and returned to sewer	no	roots in lateral connection	LWD contained spill until plumber cleared lateral		PLSD
3/30/2018	17:59	20	84	2110South El Camino Real	Encinitas	Grease interceptor	parking lot, captured portion returned to sewer	no	blockage in grease interceptor	LWD contained spill until plumber cleared grease interceptor		PLSD
5/22/2018	13:25	11700	18	La Costa Ave	Carlsbad	Blow off valve	La Costa Ave, storm drain /retured to sewer	no	Driver veered off the road hit blow off valve	LWD, Carlsbad & Encinitas vactored storm drain / washed down street		Cat 2
12/4/2018	13:27	50	1	Piraeus St 200 feet south of Christine Place	Encinitas	Manhole #04-0285	Piraeus storm drain, returned to sewer	no	Air plug installed by pvt contractor downstream of spill manhole	Air plug was immediately deflated and removed and overflow subsided		Cat 3

**Spill Emergency Response Plan
Attachment J**

Spill Review Checklist		
Checklist Items	YES/Done	NO
Assemble information from:		
a. Emergency Action Report		
b. Work Order / Service Request		
c. Sewer Spill Data Sheet		
Map Location of the Above (provided or attached)		
Compare to previous 5 years and determine if there is a correlation for location		
Review Work Order / Service Request history for correlation with spill location (this includes review of the cleaning schedule and noting the last cleaning date at the spill location.		
a. If correlation, determine if all identified problems have been remedied.		
Record data from Spill Data Sheet to LWD Spill Summary		
Is spill related to food establishment and potentially a FOG related issue?		
a. If line recently cleaned, evaluate whether grease interceptors in area need to be inspected.		
Are there any resources which would have prevented or minimized the occurrence of the spill?		
a. If yes, identify which of the following (can be more than one) could have been improved on:		
i. Staff		
ii. Equipment		
iii. Training		
iv. Coordination with agencies		
v. Other – please explain		
Are there any resources which would have prevented or lessened the environmental impact of the spill?		
a. If yes, identify which of the following (can be more than one) could have been improved on:		
i. Staff		
ii. Equipment		
iii. Training		
iv. Coordination with agencies		
v. Other – please explain		

SSMP Evaluation Checklist			
Date Evaluation Completed:			
<i>Last Date Checklist Revised: October 24, 2018</i>			
Monitoring, Measurement, and Modification Question	Yes	No	Update Needed in SSMP? *
Sections I, II, III (District Goals, Organization, Legal Authority)			
1. Has there been an appreciable change in the Strategic Plan?			
2. Was the current organizational chart included in the annual financial plan?			
3. Were the District goals addressed in the annual Fiscal Year Tactics & Action Plan?			
4. Has the District's Legal Authority been reviewed considering new regulations?			
5. If appropriate for three year review cycle, has the District's Standard Spec been reviewed for necessary changes?			
6. Was the staff size and organizational chain of command sufficient for implementation of the preventative maintenance programs and spill response?			
7. In review of the spill causes and environmental impacts (if any), would additional staff or a change in District organization lessened or eliminated the spill cause and environmental impact?			
8. In review of the spill causes and environmental impacts (if any), was their sufficient legal authority for the District to respond and take action as necessary?			
Section IV (Preventative Maintenance Program)			
1. Have all new construction or rehabilitation projects been entered into the GIS database?			
2. Have the new pipelines, manholes, and updates from the field been included in CMMS?			
3. Were all scheduled preventative maintenance activities in the CMMS completed as scheduled (e.g., hydrocleaning, video inspection, air release valve exercising, pump station inspections, etc.)?			
a. If not, determine cause and if additional staff is necessary to complete required schedule.			
b. Did the lateral reimbursement program continue to be implemented as intended?			
4a. Are pipeline CCTV inspections on-track for complete system inspection every three years?			
4b. Are the "special" areas as identified in Attachment C on track to be CCTV inspected every three years?			
5. Is the pipeline and manhole Repair Priority List up-to-date and being addressed?			
6. Have the annual Cathodic inspections been completed and recommendations implemented?			
7. Has the Pump Station Condition Assessment been completed and projects scheduled?			
8. Have the following standard operating procedures been reviewed and up-to-date?			
a. SOP – Collection System Maintenance Duties			
b. SOP – Video Inspection Procedure			
c. SOP – Easement Inspection Duties			

SSMP Evaluation Checklist			
Date Evaluation Completed:			
<i>Last Date Checklist Revised: October 24, 2018</i>			
Monitoring, Measurement, and Modification Question	Yes	No	Update Needed in SSMP? *
e. SOP – Pump Station Operator Duties			
f. SOP – Pump Station Odor Control			
g. SOP – Switching Force Main Lines			
h. SOP – By-pass Pumping for Avocado and Diana Pump Stations			
i. SOP – District Pipeline Location and Markout			
j. SOP – Traffic Control Procedures			
k. SOP – Emergency Procedures for Air Release Valves			
l. SOP – Emergency By-pass Pumping for Batiquitos Pump Station			
9. Has the appropriate ongoing training for these SOPs been conducted and recorded?			
Section V (Design and Performance Provisions)			
1. Has the LWD Standard Spec been sufficient to address design and construction needs?			
2. Has the LWD Standard Spec been sufficient to address inspection and testing needs?			
Section VI (Spill Emergency Response Plan)			
1. Have the following standard operating procedures and their attachments been reviewed and up-to-date?			
a. SOP – Spill Emergency Response Plan			
b. SOP – Pump Station Alarm Response			
c. SOP – Posting and Sampling Procedure			
d. SOP – SCADA Alarms and Alpha Numeric Pages			
e. SOP – Standby Duty Operator (On Call)			
f. SOP – Reporting Spills			
2. Has the appropriate ongoing training for these SOPs been conducted?			
3. Have the newly hired employees been provided with these procedures and trained on these procedures, as appropriate?			
4. Has the LRO certified No Spill for each month (when applicable)?			
5. Has the Collection System Questionnaire been updated in CIWQS?			
Section VII (FOG Control Program)			
1. Where permits processed for new food establishments in the District?			
a. If so, is there a BMP agreement on file?			
2. In review of the spill causes for the year, have any been attributable to FOG?			
3. In review of the spill causes for the past 24 months have there been three FOG-related spills? This would trigger the District to conduct a comprehensive formal evaluation of implementing a formal FOG Control Program.			
Section VIII (System Evaluation & Capacity Assurance Plan)			
1. Did the monthly board meeting agenda packets include the appropriate flow summary?			
2. Have evaluations continued with respect to the inflow and infiltration?			
Section IX (Monitoring, Measurement, & Program Modifications)			
1. Has the checklist evaluation been completed for the fiscal year?			

SSMP Evaluation Checklist			
Date Evaluation Completed:			
<i>Last Date Checklist Revised: October 24, 2018</i>			
Monitoring, Measurement, and Modification Question	Yes	No	Update Needed in SSMP? *
2. Are there changes that need to be made to the Spill Review Checklist?			
3. Are there changes that need to be made to the evaluation checklist?			
a. If yes, are the changes substantial enough such that the SSMP needs to be revised? SSMP revisions will typically occur on a 5-year basis. The following is a list of items which would trigger a revision of the SSMP prior to the standard 5-year cycle update. Other minor changes within the District's organization, procedures, & activities would not necessitate an SSMP revision, but would be captured in the next revision cycle.			
i. A substantial change in organization such that the chain of command for spill response or reporting are altered.			
ii. A substantial change in the regulations such that the District's legal authority (Standard Spec) is deemed by District counsel to provide insufficient authority to the District.			
iii. A substantial change in regional board reporting policy (or other regulatory agency) such that standard operating procedures for spill response must be substantially re-written.			
iv. Review spill causes deems a formal FOG Control Program must be implemented.			
v. The ongoing monitoring of District flow results indicates that the current conclusion that sufficient capacity exists in the District collection system to accommodate buildout flows is no longer valid.			
4. Were there any Notice and Order letters issued by the District?			
a. If yes, are there any recommended changes to Legal Authority (ordinances, agreements, plan check process, etc.) which warrant revision as a result of issuing Notice and Orders?			
Section X Evaluation (SSMP Program Audits)			
1. Has the SSMP Program Audit been completed for the fiscal year?			
2. Are there changes that need to be made to the Audit checklist?			
Section XI Evaluation (Communication Program)			
1. Is the SSMP section of the District website up-to-date? And has the SSMP status been relayed to the public?			
2. Has the District continued to attend meetings with Encina Wastewater Authority, the City of Carlsbad, and the City of Encinitas as appropriate?			
3. In review of the spill causes and environmental impacts (if any), would additional ongoing communication with the Encina Wastewater Authority, the City of Carlsbad, or the City of Encinitas lessened or eliminated the spill cause and environmental impact?			
* If an update is needed in the SSMP,			
1. Determine if the update is significant enough to warrant re-development and re-adoption of the SSMP prior to the 5-year re-adoption schedule and			
2. Describe the update needed.			

Section X – SSMP Program Audits

Background and Regulatory Requirements

The Statewide WDRs governing sanitary sewers specify that the District shall conduct periodic internal audits, appropriate to the size of the system and the number of spills. These audits must occur at a minimum of every two years and a report must be prepared and kept on file. The audit shall focus on evaluating the effectiveness of the SSMP and the District's compliance with the SSMP requirement, including the identification of any deficiencies in the SSMP and the steps to correct them.

Leucadia Wastewater District Actions

The District performs its SSMP Audit (Attachment A) on an annual basis in concert with the Section IX – Monitoring, Measurement, and Program Modifications checklist. A report is generated which incorporates both of these items and will include the identification of any deficiencies identified and the steps to correct them. The findings of the audit are reported to the Board and the audit report is received and filed. Additionally, the audit report is posted on the District's website for public review.

The District has conducted annual audits of the 2014 SSMP. These audits are included by reference. Audits of this 2019 SSMP shall be subsequently included as an appendix in this SSMP revision.

District Documents Included In This Section

- SSMP Audit Checklist

District Documents Referenced By This Section

- LWD FY15 SSMP Audit Report
- LWD FY16 SSMP Audit Report
- LWD FY17 SSMP Audit Report
- LWD FY18 SSMP Audit Report

ATTACHMENT A

SSMP Audit Checklist			
Section	Requirement	SSMP Current	SSMP Implemented
I - Goals	Reduce, prevent, and mitigate spills		
II - Organization	Designate Legal Responsible Oversight		
	Organizational Chart		
	Contact info for SSMP implementation		
III - Legal Authority	Prevent illicit discharges		
	Require proper design and construction		
	Ensure access to facilities		
	Limit FOG		
	Enforce violations		
IV - O&M Program	Up to date mapping		
	Describe routine PM program		
	Rehabilitation and replacement plan		
	Proper training		
	Equipment and replacement part inventories		
V - Design and Performance Provisions	Design and construction standards for new facilities		
	Design and construction standards for rehab and replacement facilities		
	Procedures and standards for inspection and testing of new facilities		
	Procedures and standards for inspection and testing of rehab facilities		
VI - Spill Emergency Response Plan	Notification procedures		
	Response plan		
	Appropriate training		
	Procedures for emergency operations		
	Program to contain and prevent spills from reaching waters		
VII - FOG Control Program	Determine if applicable		
VIII - System Capacity Assurance	Capacity evaluation up to date		
	Design criteria in place		
	Capacity enhancement measures		
	Schedule		
IX - MMM	Maintain relevant info		
	Monitor implementation		
	Assess success of PM program		
	Update program elements		
	Identify and illustrate spill trends		
X - SSMP Audits	Conduct annual audit		
	Prepare audit report		
	Record changes made/corrective action taken		
XI - Communication Program	Communicate regarding preparation		
	Communicate regarding performance		
	Communicate with surrounding agencies		

Section XI – Communication Program

Background and Regulatory Requirements

The Statewide WDRs governing sanitary sewers specify that the District shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the District as the program is developed and implemented. The District shall also create a plan of communication with systems that are tributary or satellite to the District's sanitary sewer system.

Leucadia Wastewater District Actions

The District maintains an approach of open and direct communication with its customers and community. Additionally, the District regularly interacts with the cities served by the District, namely the City of Carlsbad and the City of Encinitas. Finally, as a member agency of the Encina Wastewater Authority, which treats the wastewater generated within the District, staff of both agencies are in frequent contact. The District's communication efforts are further described below.

Communication with the Community

The District maintains two key communication tools to interact with its customers and surrounding community. These include the District's website and newsletter.

Website. The District's website www.lwwd.org, updated in 2014 to improve transparency, provides information on the District ranging from the organizational structure and board meeting minutes to capital improvement projects and planning documents. The District's Asset Management Plan, Financial Plan, SSMP and most recent annual SSMP Audit are posted on the website for public review.

Newsletter. The semi-annual newsletter that the District distributes within its service area is used to announce the completion of the annual SSMP audit and any modification to the SSMP. The District also has a Face Book page that is updated weekly to keep the public informed on current events happening in the District.

Communication with Surrounding Cities

The District service area includes portions of the City of Encinitas and the City of Carlsbad, in addition to co-owning wastewater pumping and/or transmission facilities. The District maintains open communication with both cities as necessary in addition to notifying storm water officials of any spills. Field Services Specialist attends utility coordination meetings with the City of Encinitas monthly and with the City of Carlsbad every two months.

Communication with Encina Wastewater Authority

As a member of the jointly owned Encina Water Pollution Control Facilities, which treat the wastewater generated within the District service area, the General Manager attends monthly Encina Wastewater Authority Board of Directors meeting and Member Agency Managers meeting. Additionally, two members of the District Board represent the District on the Encina Wastewater Authority Board of Directors. Agencies also occasionally contract and share resources as appropriate.

Opportunity for Public Comment

The District's SSMP webpage and newsletter provide the community with avenues to contact the District with any questions they may have regarding the SSMP.

The District reports spills electronically to the California Integrated Water Quality System (CIWQS). The electronic spill data, which has a public information section as well as information regarding regulatory actions, is available at:

http://www.waterboards.ca.gov/water_issues/programs/ciwqs/publicreports.shtml

Performance updates are provided in the form of the Operations Report given to the Board, and included in the public meeting minutes, as part of the Section IX – Monitoring, Measurement, and Program Modifications and the Section X – SSMP Program Audits sections.

APPENDIX A

OFFICIAL ADOPTION OF THE 2019 SSMP

LEUCADIA WASTEWATER DISTRICTMinutes of a Regular Board Meeting
June 12, 2019

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, June 12, 2019 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

President Kulchin called the meeting to order at 5:00 p.m.

2. Roll Call

DIRECTORS PRESENT: Kulchin, Omsted, Hanson, and Sullivan

DIRECTORS ABSENT: Juliussen

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, Field Services Specialist Ian Riffel, District Engineer Dexter Wilson, and Steven Henderson of Dexter Wilson Engineering, Inc.

3. Pledge of Allegiance

President Kulchin led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

Upon a motion duly made by Director Sullivan, seconded by Director Omsted, and unanimously carried, the Board of Directors approved the agenda by the following vote:

Director	Vote
President Kulchin	Yes
Vice President Juliussen	Absent
Director Omsted	Yes
Director Hanson	Yes
Director Sullivan	Yes

6. Presentations and Awards

None.

CONSENT CALENDAR**7. Approval of Board and Committee Minutes**

Minutes of the following meetings:

May 7, 2019 Special Board Meeting

May 8, 2019 Regular Board Meeting

May 23, 2019 Community Affairs Committee Meeting
June 5, 2019 Engineering Committee Meeting
June 5, 2019 Investment and Finance Meeting

8. Approval of Demands for May/June 2019

Payroll Checks numbered 21355-21427; General Checking – Checks numbered 52854-52973

9. Operations Report (A copy was included in the original June 12, 2019 Agenda)

10. Finance Report (A copy was included in the original June 12, 2019 Agenda)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of May 2019.

12. Establishing an Appropriations Limit of the LWD for Fiscal Year 2020 (FY20)

Adopt Resolution No. 2311 Establishing an Appropriations Limit of the Leucadia Wastewater District (LWD) for the Fiscal Year 2020 (July 1, 2019 to June 30, 2020) Pursuant to Article XIII (B) of the California Constitution

Upon a motion duly made by Director Sullivan, seconded by Director Hanson, and unanimously carried, the Board of Directors approved the Consent Calendar by the following vote:

Director	Vote
President Kulchin	Yes
Vice President Juliussen	Absent
Director Omsted	Yes
Director Hanson	Yes
Director Sullivan	Yes

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on May 22, 2019.

Director Sullivan reported on EWA's May 22, 2019 Board meeting.

B. EWA Member Agency Manager's (MAM) - Meeting held on June 4, 2019.

GM Bushee reported on EWA's MAM June 4, 2019 meeting.

14. Committee Reports

A. Community Affairs Committee (CAC) Meeting was held on May 23, 2019.

Director Sullivan reported that the CAC reviewed and agreed with the following summer newsletter article topics, along with the production schedule:

- Wipes Clog Pipes Campaign;
- No rate increases for fiscal year 2020;
- Lateral Grant Story;
- Graphic on proper sewer connection vs. improper connection;
- Recent school tours;

- Teacher grant applications;
- Batiquitos (B3) Force Main Discharge Section Replacement ;
- Easement maintenance and Inspections - Importance of Access;
- Standout Achievements; and
- Call for local photographers

She stated that the CAC made suggested edits and directed staff to move forward with the newsletter and production schedule. She noted the next CAC meeting was scheduled for Tuesday, June 11, 2019 at 1:00 p.m.

The CAC also received an update on the Downstream E-Newsletter Performance Report. This item was for information only and there was no action taken.

B. Engineering Committee (EC) Meeting was held on June 5, 2019.

President Kulchin reported that the EC reviewed the following recommendations:

- Authorize the General Manager to execute an Agreement with Charles King Company for construction services to complete the Batiquitos (B3) Force Main Discharge Section Replacement Project in an amount not to exceed \$444,660;
- Authorize the General Manager to execute a two-year procurement agreement with Evoqua Water Technologies LLC to furnish and deliver Ferrous Chloride in an amount not to exceed \$322,000; and
- Adopt the 2019 update of the District's Sanitary Sewer Management Plan (SSMP) completed by Dexter Wilson Engineering, Incorporated.

The EC concurred with staff to present these recommendations to the Board of Directors and they will be discussed later in the agenda.

C. Investment and Finance Committee Meeting (IFC) Meeting was held on June 5, 2019.

Director Hanson reported that the IFC reviewed the following recommendation:

- Authorize the General Manager to enter into an agreement with Multi-Bank Securities, Inc., to add them as an additional financial broker-dealer.

The IFC concurred with staff to present this recommendation to the Board of Directors and it will be discussed later in the agenda.

OLD BUSINESS

15. Adopt the Fiscal Year 2020 (FY20) Budget.

ASM Duffey presented the item stating that the Board reviewed the recommended FY20 Budget at their Special Board meeting on May 7th and during the meeting the Board directed staff to finalize the budget. He stated that staff recommends that the Board adopt the FY20 Budget.

Upon a motion duly made by Director Sullivan, seconded by Director Hanson, and unanimously carried, the Board of Directors adopted the FY20 Budget by the following vote:

Director	Vote
President Kulchin	Yes
Vice President Juliussen	Absent
Director Omsted	Yes
Director Hanson	Yes
Director Sullivan	Yes

PUBLIC HEARING

16. A proposal to adopt an ordinance increasing the amount that may be paid to directors and officers of the District for service to the District.

President Kulchin opened the public hearing for comments. There were no public comments. President Kulchin closed the public hearing.

17. A proposal to consider collecting the District's Wastewater Service Charge for Fiscal Year 2020 (FY20) on the San Diego County Tax Roll.

President Kulchin opened the public hearing for comments. There were no public comments. President Kulchin closed the public hearing.

ACTION ITEMS

18. Board of Directors Compensation Adjustment

Adopt Ordinance No. 140 Increasing Compensation of Directors and Confirming meetings that Qualify for Director Compensation.

ASM Duffey presented this item stating at the April Board meeting the Board of Directors authorized staff to notice a public hearing for a proposed stipend increase from \$190 to \$200 per day of service.

Upon a motion duly made by Director Sullivan, seconded by Director Hanson, and unanimously carried, the Board of Directors adopted Ordinance No. 140 Increasing Compensation of Directors and Confirming meetings that Qualify for Director Compensation by the following vote:

Director	Vote
President Kulchin	Yes
Vice President Juliussen	Absent
Director Omsted	Yes
Director Hanson	Yes
Director Sullivan	Yes

19. Collection of Wastewater Service Charges on the County Tax Roll for Fiscal Year 2020 (FY20)

Adopt Resolution No. 2312 Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2019 – June 30, 2020.

ASsup Hill presented this item noting that the District has been collecting wastewater service charges on the tax roll since 1979. She noted that the FY20 sewer service rate will be \$343.68 per year per equivalent dwelling unit (EDU) and is unchanged from FY19. She stated that staff

recommends that the Board adopt Resolution No. 2312 – Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2019 – June 30, 2020.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted Resolution No. 2312 – Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2019 – June 30, 2020 by the following vote:

Director	Vote
President Kulchin	Yes
Vice President Juliussen	Absent
Director Omsted	Yes
Director Hanson	Yes
Director Sullivan	Yes

20. 2019 Update of the District's Sewer System Management Plan (SSMP)

Adopt the 2019 Update of the District's SSMP completed by Dexter Wilson Engineering, Inc.

Mr. Steven Henderson with Dexter Wilson Engineering presented background on the Sanitary Sewer Management Plan (SSMP). He stated that the 2006 Statewide Sanitary Sewer Systems Waste Discharge Requirements (Statewide WDR) required collection system operators to develop and implement a Sewer System Management Plan (SSMP). He continued that an update of the SSMP is required every five years or when there are significant changes to the SSMP and the current SSMP was adopted in July 2014. He stated that, therefore, an update of the SSMP is necessary to comply with the five-year update requirement. Mr. Henderson said that the significant changes to the SSMP include:

1. Updates from the District's Asset Management Plan (updated in May 2018) and Standard Specifications (updated in May 2019).
2. Updating of the District's spill history and spill trends.
3. Addition of appendices per State Board guidelines to better track SSMP updates and revisions.
4. Updates of the contact list, standard operating procedures and preventative maintenance activities.

President Kulchin asked how to avoid gravity spills. Mr. Henderson answered stating that spills are normally caused by blockages, root intrusions, or defects in the pipe and that spills can be prevented with regular CCTV inspections and by adding problematic areas to the repair priority list.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Omsted, and unanimously carried, the Board of Directors adopted the 2019 Update of the District's Sewer System Management Plan by the following vote:

Director	Vote
President Kulchin	Yes
Vice President Juliussen	Absent
Director Omsted	Yes
Director Hanson	Yes
Director Sullivan	Yes

21. Batiquitos (B3) Force Main Discharge Section Replacement Project

Authorize the General Manager to execute an agreement with Charles King Company for construction services to complete the Batiquitos (B3) Force Main Discharge Section Replacement Project in an amount not to exceed \$444,660.00.

FSSpec Riffel presented the item and provided background information noting it is a tactical goal and that replacing the discharge section of the B3 Force Main is a prudent and cost-effective method for its maintenance and rehabilitation.

FSSpec Riffel continued that design was completed in April 2019 and bids were solicited on April 15th. He stated that four bids were received. He said that the apparent low bidder was Charles King Company (CKC) with a bid of \$444,660. FSSpec Riffel explained that Infrastructure Engineering Corporation evaluated the bids and recommended that the bid be awarded to CKC.

Director Sullivan asked if CKC has worked on District projects previously. FSSpec Riffel answered affirmatively.

Director Hanson asked if this project will help alleviate some of the issues that have occurred through the years in the Lanikai area. FSSpec Riffel answered affirmatively.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Sullivan, and carried, the Board of Directors authorized the General Manager to execute an agreement with Charles King Company for construction services to complete the B3 Force Main Discharge Section Replacement Project in an amount not to exceed \$444,660.00 by the following vote:

Director	Vote
President Kulchin	Yes
Vice President Juliussen	Absent
Director Omsted	Yes
Director Hanson	Yes
Director Sullivan	Yes

22. Ferrous Chloride

Authorize the General Manager to execute a two-year agreement with Evoqua Water Technologies LLC to furnish and deliver Ferrous Chloride in an amount not to exceed \$322,000.

FSS Stecker presented the item and explained the switch from Bioxide to Ferrous Chloride (Ferrous) was to control the level of hydrogen sulfide (H₂S) in the Leucadia Pump Station Force Mains. He continued that staff conducted a 120 day trial that demonstrated that Ferrous was more effective than Bioxide at reducing H₂S and at a lower cost.

FSS Stecker stated that the Request for Bid (RFB) was distributed to six known chemical suppliers and that two bids were received. He said that Evoqua Water Technologies (EWT) submitted the lowest bid at \$1.80 per gallon. FSS Stecker explained that staff evaluated the bids and recommends that the Board award the Ferrous procurement agreement to EWT as the lowest responsible and responsive bidder.

Following discussion, upon a motion duly made by Director Hanson, seconded by Director Sullivan, and unanimously carried, the Board of Directors authorized the General Manager to execute an agreement with Evoqua to furnish and deliver Ferrous Chloride in an amount not to exceed \$322,000 by the following vote:

Director	Vote
President Kulchin	Yes
Vice President Juliussen	Absent
Director Omsted	Yes
Director Hanson	Yes
Director Sullivan	Yes

23. Adding MultiBank Securities, Inc. (MBS) as an authorized financial broker-dealer.

Authorize the General Manager to execute an agreement with Multi-Bank Securities, Inc. to add them as an additional authorized financial broker-dealer and provide fixed-income securities broker-dealer services.

ASM Duffey presented the item. He provided background information on LWD's three investment pools and the investment manager (PFM Company). He noted that the LWD currently does not have any funds invested in FDIC insured Certificates of Deposit (CDs) and is unable to purchase them through PFM.

ASM Duffey stated MBS is a broker-dealer with an excellent on-line platform for researching, investing, and monitoring CDs. He noted that LWD's Investment Policy allows the use of authorized financial dealers and institutions as long as certain requirements are met. He stated that MBS meets all the requirements and all CDs purchased will be held in a third-party safekeeping account in LWD's name.

President Kulchin asked what are the current CD rates? ASM Duffey stated 2.5 - 2.8% for a three to five year range.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Hanson, and unanimously carried, the Board of Directors authorized the General Manager to execute an agreement with Multi-Bank Securities, Inc. (MBS) to add them as an additional authorized financial broker-dealer and provide fixed-income securities broker-dealer services by the following vote:

Director	Vote
President Kulchin	Yes
Vice President Juliussen	Absent
Director Omsted	Yes
Director Hanson	Yes
Director Sullivan	Yes

24. Unrepresented Employees Salary and Benefits Resolution

Adopt Resolution No. 2314 setting forth salaries, benefits and other working conditions for unrepresented employees for the period July 1, 2019 to June 30, 2020.

ASsup Hill presented the recommendation and provided background information on this item. She stated that the Salary and Benefits Resolution was developed consistent with the Board's direction at the May 7th Special Board Meeting.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Hanson, and carried, the Board of Directors adopted Resolution No. 2314 - Setting Forth Salaries, Benefits

and other Working Conditions for Unrepresented Employees for the Period July 1, 2019 to June 30, 2020 by the following vote:

Director	Vote
President Kulchin	Yes
Vice President Juliussen	Absent
Director Omsted	Yes
Director Hanson	Yes
Director Sullivan	Yes

INFORMATION ITEMS

25. Project Status Updates and Other Informational Reports

- A. 2019 LWD Annual Employee Luncheon is scheduled for Thursday, July 11, 2019 at Stagecoach Park in Carlsbad, CA.

EA Baity announced the date, time, and location of the Annual Employee Luncheon.

- B. CSDA Board of Directors Candidate Statements for Seat B.

EA Baity announced that the District had received four candidate statements for the CSDA Board of Directors Seat B.

26. Directors' Meetings and Conference Reports

- A. The 2019 CSDA Legislative Days Conference was held May 21-22, 2019 at the Sacramento Convention Center in Sacramento, CA.

Director Sullivan stated they did not get to meet with any of the elected officials but did get to meet with some of their staff and they were warmly received.

Director Omsted stated Senator Bates office was impressed on LWD's letter regarding SB 332.

27. General Manager's Report

None.

28. General Counsel's Report

GC Brechtel reported on the following item:

- Plantier versus Ramona Water District

29. Board of Directors' Comments

Director Hanson stated that this year is CSDA's 50th Anniversary.

Director Sullivan stated that CSDA was started in San Diego County.

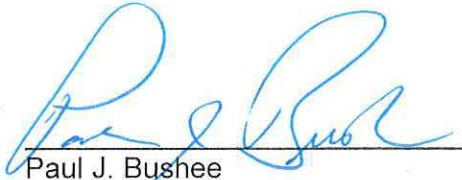
30. Closed Session

Conference with Legal Counsel to discuss exposure to litigation pursuant to California Government Code Sec. 54956.9(d)(2) – City of Carlsbad Cease and Desist Notice.

There was no reportable action.

31. Adjournment

President Kulchin adjourned the meeting at approximately 6:10 p.m.



Paul J. Bushee
Secretary/General Manager
(SEAL)



David Kulchin, President

APPENDIX B

SSMP CHANGE LOG

LEUCADIA WASTEWATER DISTRICT 2019 SEWER SYSTEM MANAGEMENT PLAN CHANGE LOG			
Date	SSMP Element/ Section	Description of Change/Revision Made	Change Authorized By:
1/3/2023	VI	Updated OERP to SERP per reissued Statewide Sewer Systems General Order 2022-0103 DWQ	DTS*
5/30/2023	VI	Added Appendix D, SERP Standard Operating Procedure (SOP)	DTS

*See attached email from the District's Director of Technical Services.

Steven Henderson

Subject: FW: State Water Board Approves Changes to SSMP Requirements - Update Overflow Emergency Response Plans by June 2023

Attachments: SSS DWR - FINAL (Effective 05 JUN 23).pdf

From: Robin Morishita <RMorishita@lwwd.org>

Sent: Tuesday, January 3, 2023 12:01 PM

To: Marvin Gonzalez <MGonzalez@lwwd.org>

Cc: Paul Bushee <PBushee@lwwd.org>; Gabriel Mendez <GMendez@lwwd.org>; Mauricio Avalos <MAvalos@lwwd.org>; Dexter Wilson (dexter@dwilsoneng.com) <dexter@dwilsoneng.com>; Natalie Fraschetti <natalie@dwilsoneng.com>

Subject: FW: State Water Board Approves Changes to SSMP Requirements - Update Overflow Emergency Response Plans by June 2023

Good Morning Marvin,

I have attached a copy of the reissued SSS WDR (Sanitary Sewer Systems Waste Discharge Requirements) also referred to as State Water Resources Control Board (SWRCB) ORDER WQ 2022-0103-DWQ (Order). The reissued WDR becomes effective on 05 JUN 23. However, as a requirement of the reissued WDR we are required to update our Overflow Emergency Response Plan (OERP) by 04 JUN 23. Please note that the reissued WDR has changed the name of the OERP to the SERP (Spill Emergency Response Plan). The SERP is part of our SSMP. Please refer to Page D-6, Attachment D of the WDR for the SERP requirements.

I have included the chart below from the SWRCB website for Sewer System Management Plan & Audit Required Due Dates, Transition from General Order 2006-003-DWQ to Proposed General Order Reissuance (Order).

Sewer System Management Plan & Subsequent Update Due Dates					
System Name	WDID Number	Original Plan Required Due Date	Required Plan Update Due Date	Required Plan Update Due Date	Required Plan Update Due Date (per Proposed Order)
Leucadia Wastewater District CS	9SSO11210	8/2/2009	8/2/2014	8/2/2019	8/2/2025

Program Audit Due Dates								
System Name	WDID Number	Original Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date (per Proposed Order)
Leucadia Wastewater District CS	9SSO11210	8/2/2011	8/2/2013	8/2/2015	8/2/2017	8/2/2019	8/2/2021	8/2/2024

In accordance with this chart, the update of our SSMP is not due until 02 AUG 25. Therefore, we will need to update our SERP (SSMP Section VI) and insert it into our current SSMP and indicated this change on the SSMP Change Log (Appendix B of our SSMP). The SSMP was developed by Dexter Wilson Engineering. Please contact Natalie for a proposal to update our SERP. Thanks, stay safe and have a great afternoon.

Regards, Robin

APPENDIX C
AUDITS OF THE 2019 SSMP

APPENDIX D

SPILL EMERGENCY RESPONSE PLAN (SERP)

STANDARD OPERATING PROCEDURE (SOP)

Leucadia Wastewater District

SPILL EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE

PAGE: 1 of 7
EFFECTIVE: June 4, 2023
REVIEW: July 1, 2024



SUBJECT: SPILL EMERGENCY RESPONSE PLAN AND REMEDIAL ACTIONS FOR SEWER SYSTEM SPILLS

1.0 PURPOSE

This Spill Emergency Response Plan (SERP) includes measures to protect public health and the environment by requiring the response to spills be in a timely and safe manner in order to minimize water quality impacts and nuisance by: immediately stopping the spill and preventing/minimizing a discharge to waters of the State, intercepting sewage flows to prevent/minimize spill volume discharged into waters of the State, thoroughly recovering, cleaning up and disposing of sewage and wash down water, and cleaning publicly accessible areas while preventing wastewater discharges to waters of the State.

The procedure for responding to sewage spills was developed and instituted to:

- a. Standardize the proper method used by Field Services Staff (FS Staff) when responding to a report of a possible spill.
- b. Ensure that all safety precautions and industry practices are consistently followed to minimize the impact of a sewage spill to public health, worker safety, and the environment.
- c. Provide notification to all appropriate external agencies and Leucadia Wastewater District (LWD) management of the spill in accordance with 40 CFR 122.41; State Water Resources Control Board (SWRCB) Order WQ-2022-0103-DWQ, Statewide Waste Discharge Requirements General Order for Sanitary Sewer Systems (SSS WDR), dated December 6, 2022; and San Diego Regional Water Quality Control Board (SDRWQCB) Waste Discharge Requirements Order R9-2007-005, dated Feb 14, 2007.

2.0 SAFETY

Nothing in these procedures supersedes, or in any other way, relaxes LWD Safety Procedures regarding Traffic Safety, Electrical Safety, Lockout/Tagout, Confined Space, Infectious Disease, or Illness and Injury Prevention. Personal safety supersedes satisfying the requirements of the SSS WDR, for example the requirement to obtain photographs of the incident.

3.0 PROCEDURE

- A. Any LWD employee (including answering service staff), being notified of a “sewage spill or overflow”, will carry-out the following duties:**

Leucadia Wastewater District

SPILL EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE

PAGE: 2 of 7
EFFECTIVE: June 4, 2023
REVIEW: July 1, 2024



- 1) Politely interact with the caller, obtain all relevant information and fill out a "Work Order/Service Request" {Attachment (a)}. (Note time spill is reported.)
- 2) Utilizing your cell phone immediately notify the Field Service Supervisor (FS Sup) and/or Field Service Superintendent (FSS) or the Standby Duty Operator that sewage spill has been reported. If sewer overflow is backing up into a building or residence, the Director of Finance and Administration must also be notified. Use LWD Emergency phone card or Frequently Called Numbers {Attachment (b)}. [Note time notification was made.]

B. Standby Duty Operator (staff member responding to spill)

- 1) Quickly, but **safely**, proceed to the location of the reported spill in **one of the Vectors**.
- 2) Call for additional support either through the FS Sup, FSS or the Secondary Standby Duty Operator.
- 3) Upon arrival, immediately investigate and assess the situation, especially for any safety hazards. Determine if there are any exceptional or additional measures required to protect the public, such as traffic control or crowd control. As practical and within safety limits consider the use of barriers, taping of the area, or requesting assistance from law enforcement officials.
- 4) Determine the type of water overflowing/spilling (wastewater, potable water, groundwater or other). **Make a rapid estimate of spill flowrate or its volume, the source of the spill, and its destination.** {see photos of various spill volumes, Attachment (c)}.
- 5) Note time of arrival on Emergency Action Report {Attachment (d)}.
- 6) Immediately make all practical efforts to contain the overflowing sewage and then, as rapidly as possible, **correct the cause of the spill**. Objective is to minimize impacts to public health and State waters. [Note times spill is contained and/or stoppage corrected on Sewer Spill Data Sheet {Attachment (i)}].

Note: If any aspect of the spill (e.g., spill greater than 1000 gals, reaches surface waters or waters of the State, spill location, spill destination, damage to private property, media interest, injury, etc.) is "exceptional" or there is any doubt regarding the spill, LWD staff member is to immediately notify the FS Sup, FSS, Director of Technical Services (DTS) or General Manager (GM) at their offices or homes.

(If spill is due to power outage at a pump station, notify FS Sup immediately. If the station has an emergency generator, confirm that it is operating. If the power outage occurs at a station without an emergency generator, request a portable emergency generator be brought to the affected pump station. See also the Standard Operating Procedure - Pump Station Alarm Response)

Leucadia Wastewater District

SPILL EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE

PAGE: 3 of 7
EFFECTIVE: June 4, 2023
REVIEW: July 1, 2024



(If the source of the spill is a forcemain, notify the FS Sup immediately so that commercial pumper trucks can be dispatched without delay.)

(Spill Response includes deploying spill kit barriers across the entrance of nearby storm drains, verifying proper lift station operation or securing lift station

operation as required, and checking manholes for stoppages caused by grease or other debris.)

(Note: If circumstances preclude spill containment, the responding FS Staff member will, as soon as practical, determine the ultimate destination of the spill and evaluate the feasibility of secondary containment or collection.)

- 7) Keep FS Sup informed of all aspects of the Spill (time of arrival on scene, estimated volume or amount of spill, **all requirements for extra staff or special equipment**, with periodic updates/re-assessments, and the cause of the spill, including the determination if it is a private lateral spill and the property owner's responsibility.)
- 8) Record the various times of events and details of the spill response on Sewer Spill Data Sheet. {Attachment (i)}. Use handheld GPS device to determine latitude and longitude of spill location and spill destination, if this location is substantially different (over 1000 yards away).
- 9) The FS Staff member shall visually assess the spill location(s) and spread using photography, global positioning system (GPS), and other best available tools. The FS Staff member shall document the critical spill locations, including:
 - Photography and GPS coordinates for:
 - The system location where spill originated (for multiple appearance points of a single spill event, the points closest to the spill origin)
 - Photography for:
 - Drainage conveyance system entry locations,
 - The location(s) of discharge into surface waters, as applicable,
 - Extent of spill spread, and
 - Extent of spill spread, and
- 10) Through visual observations and use of best available spill volume-estimating techniques and field calculation techniques, the Enrollee shall gather and document the following information for spills discharging to surface waters:
 - Estimated spill travel time to the receiving water;
 - For spills entering a drainage conveyance system, estimated spill travel time from the point of entry into the drainage conveyance system to the point of discharge into the receiving water;

Leucadia Wastewater District

SPILL EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE

PAGE: 4 of 7
EFFECTIVE: June 4, 2023
REVIEW: July 1, 2024



- Estimated spill volume entering the receiving water; and
- Photography of:
 - Waterbody bank erosion,
 - Floating matter,
 - Water surface sheen (potentially from oil and grease),
 - Discoloration of receiving water, and
 - Impact to the receiving water.

- 11) If required, assist pumper truck operator in returning all collected wastewater to sewer collection system.
- 12) Assist with any and all repair/remediation and cleaning efforts directed by FSS and/or FS Sup.
- 13) Review the Emergency Action Report sheet {Attachment (d)} and the Sewer Spill Data Sheet {Attachment (i)}, completing all sections with the required data.
- 14) Take photographs, if possible, to record spill size, spill damage, and response.
- 15) As soon as practical after the spill/overflow has been corrected/cleared, wash and/or remediate all areas affected by the spill. Wash water and other debris, as well as contaminated soil should be collected and properly disposed of.

C. Field Services Supervisor and Field Services Superintendent

- 1) Will dispatch additional assistance as required/requested by responding FS Staff. Will request assistance from list of emergency contractors as necessary. {see Attachment (f)}
- 2) Either the Superintendent or a Supervisor will respond to the scene and assume command of the incident response as the Incident Commander. The Incident Commander will contact the Director of Technical Services (DTS) and maintain communications with the DTS regarding the incident.
- 3) Will make all required telephonic notifications to the Regional Water Quality Control Board, SD County's Office of Environmental Health, and the Office of Emergency Services (OES) within two hours for any spill reaching a storm drain, or drainage channel that is not fully contained and recovered, surface waters, or water of the State. {see Attachment (b), Attachment (h), and Attachment (j)}
- 4) Based upon size and location of sewer spill, will coordinate with District Engineer (DE), RWQCB, Environmental Health, and Fish and Game to determine number, locations, frequency, and type of analyses for the samples required to determine environmental impact of spill and prepare and carry out a written plan and protocol as soon as practical but within 1st 24 hours.
- 5) DE will make recommendations as soon as possible to incorporate additional resources such as an environmental scientist or biologist as necessary. Note: If spill is greater

Leucadia Wastewater District

SPILL EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE

PAGE: 5 of 7
EFFECTIVE: June 4, 2023
REVIEW: July 1, 2024



than 50,000 gallons the Water Quality Monitoring Program must be implemented {see Attachment (k)}.

- 6) Will conduct an immediate investigation into the spill, including a review of the affected sewer line's preventative maintenance history within 24 hours using Spill Review Checklist {Attachment (i)}.
- 7) After investigation is completed and properly documented, a narrative report will be submitted to the GM, via the DTS.
- 8) Will conduct a spill response debriefing.
- 9) Will ensure completion of any requirements of regulatory agencies as soon as can be ***safely*** carried out (e.g., ***posting*** of affected areas, sampling, soil remediation or capping, environmental mitigation, etc.).{see Attachment (k)}
- 10) Will prepare and/or review all follow up documentation for inclusion in the SWRCB spill database, California Integrated Water Quality System (CIWQS) within twenty-four hours depending on spill category.{see Attachment g and j}

Note: Procedures for Beach Posting is provided separately.

4.0 TRAINING

A. LWD employees:

- 1) Will be issued a copy of this procedure and its attachments as part of their “new hire” orientation.
- 2) Will become familiar with the procedure and the duties required during a Spill Response.
- 3) Will attend Spill Response Training annually, at a minimum, as directed by the FSS

B. Field Services Superintendent and/or Supervisor

- 1) Will provide both regular training (on-site) and drills (simulated and “Hands On”) on spill response annually as well as provide the opportunity to attend offsite training.
- 2) Will review procedures annually to ensure compliance with all required regulations and report the completion of the review to the Legally Responsible Official (LRO) for CWIQS Certification.
- 3) Will routinely monitor and, otherwise quality assure, that emergency response equipment and supplies are maintained in a high degree of readiness.
- 4) Will conduct annual review of these procedures as well as LWD's collection system and the storm drain system within LWD service area to determine in advance any probable locations for sewage spills and the deployment of

Leucadia Wastewater District

SPILL EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE

PAGE: 6 of 7
EFFECTIVE: June 4, 2023
REVIEW: July 1, 2024



secondary containment. These locations will be included in Spill Emergency Response Plan Training.

- 5) Will review spill investigation and implement any required improvements to this procedure as part of the annual SSMP Audit process.

5.0 PREPARATION

A. Field Services Supervisor

- 1) Will periodically spot check that Vactors and OnCall Vehicle have all required materials to properly respond to and contain a sewer spill. This will include at a minimum:
 - a. Tough book and laptop
 - b. tarps
 - c. shovel
 - d. disposable camera/digital camera
 - e. hand-held GPS device (with spare batteries) or GPS app on phone
 - f. applicable forms (complete SERP)
 - g. Operators assigned an operable cell phone with important phone numbers pre-programmed in memory
 - h. materials and supplies required to properly post signs warning of water contamination
 - i. sample bottles and chain of custody forms to conduct water sampling

B. Stand By Duty Operator

Preparation for spill response is part of the Standard Operating Procedure for Stand By Duty Operators. See the SOP for specific requirements.

ATTACHMENTS

The list of attachments to this plan are as follows:

- a. Customer Service Request
- b. List of Frequently Called Numbers
- c. Reference Sheet for Estimating Sewer Spill Volume
- d. Emergency Action Report
- e. Spill Response Checklist
- f. Services and Support Emergency Contacts List
- g. Spill Reporting Flow Chart
- h. Spill Review Checklist
- i. Sewer Spill Data Sheet

Leucadia Wastewater District

SPILL EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE

PAGE: 7 of 7
EFFECTIVE: June 4, 2023
REVIEW: July 1, 2024



ASSOCIATED SOPs (Included)

- SOP – Reporting Spills
- SOP – Posting and Sampling Waters Impacted by a Sanitary Sewer Spills
- SOP – Standby Duty Operator
- SOP – Pump Station Alarm Response
- SOP – Emergency Procedures for Air Release Valves



CUSTOMER SERVICE REQUEST

Date: _____ Time: _____

Received By: _____

Name of Person Reporting Problem: _____

Identity: _____ Homeowner _____ Plumber _____ Public Agency Employee

Other: _____ Phone # _____

Location/Address of Problem _____
or Pump Station: _____

Cross Street: _____

Problem: _____ Overflowing Sewage _____ Manhole Cover _____ Odor
_____ Slow Drain _____ Other

Description of Problem/Alarm/Supplemental Information:

<input type="checkbox"/>	Dispatched Vector Crew (Name)	_____	Time: _____
<input type="checkbox"/>	Dispatched On call Employee (Name)	_____	Time: _____
<input type="checkbox"/>	Notified Operations Supervisor	hand _____ page _____ cell _____	Time: _____
<input type="checkbox"/>	Notified District Superintendent	hand _____ page _____ cell _____	Time: _____
<input type="checkbox"/>	Crew Request for Additional Assistance		Time: _____

Problem Resolved/Closed by Supervisor

Date: _____

Time: _____

Comments: _____

attachment (a) _____

LWD SERP ATTACHMENT B



Reference Sheet for Estimating Sewer Spills from Overflowing Sewer Manholes

All estimates are calculated in gallons per minute (gpm)



5 gpm



25 gpm



50 gpm



100 gpm



150 gpm



200 gpm



225 gpm



250 gpm



275 gpm

All photos were taken during a demonstration using metered water from a hydrant in cooperation with the City of San Diego's Water Department.

rev. 4/99



Emergency Action Report

Operator _____ Date _____

Eqmt used: _____ Hours OT: _____ Total Miles: _____

Pump Station: LEU BAT SAX LaC Dia Avo EE MdsI Mds3 VP5 VP7 EE RV

Problem: heartbeat - power outage - phase fail - high wetwell - high drywell - pump fail

Time received page: _____ Virtual Response only _____

Time arrived at pump station: _____ (initials)

Time problem corrected: _____

Action taken: _____

Customer Service:

Problem: slow drain - odor - missing or loose MH cover - lateral - *other*

Time notified: _____ How notified: _____ MH#: _____

Customer name: _____ ph #: _____

Service Address: _____

Action taken: _____

Spill Response:

Time notified: _____ How notified: _____ call back ph# _____

Spill location: _____ cross street: _____

Action taken: _____

Sewer Spill Data Sheet completed & filed with Supervisor. _____ (initials)

Additional Comments on back of this sheet yes/no

Attachment (d)

SPILL RESPONSE CHECK LIST

Time Notified _____

Call Supervisor: Supervisor Avalos (760.450.5357)
Supervisor Mendez (760.450.5356)

Time On Scene _____

Is spill from: Gravity Line _____

Force Main _____
Secure Pump Station or _____

Isolate Force Main _____

Pump Station _____
Secure Pump Station _____

ASSESS SITUATION / SURROUNDINGS:

Is area safe _____

Secure Area:

Is traffic control needed _____ > Request Additional Personnel _____

Is police needed _____ Carlsbad Police: (phone number)
SD County Sheriff (Encinitas): (phone number)

SPILL CONTAINMENT:

Isolate storm drain(s) Block drain inlet _____

Berm storm drain channel _____

Stop flow _____

Contain wastewater from spreading _____

Estimate spill volume _____

Did spill enter a water body? Name, if known _____

Determine spill location: Address _____

Description _____

GPS Latitude _____

Longitude _____

Notify Supervisor or Superintendent of location/estimated volume for notifications _____
Superintendent Gonzalez (760.212.2838)

If spill entered a water body, receiving water visual observations: (from Attachment E1
Section 2.3.1, Receiving Water Visual Observations)

Take photos (if/when safe) _____

Including, if possible:

Spill location _____

Spill spread _____

Surrounding area _____

Impacted area(s) _____

If entered water:

Waterbody bank erosion, if any _____

Visible floating matter from spill, if any _____

Water surface sheen (possible oil and grease), if visible _____

Discoloration _____

Any impacts, for example dead fish _____

Remove spilled wastewater _____

Estimated volume collected _____

Clean area _____

Ensure all water used in wash down is collected and properly disposed of.

FOR PUMP STATION FAILURE

Power Outage: Standby Generator Running _____

Mobile Generator Required _____

Call Supervisor: Supervisor Avalos (760.450.5357)
Supervisor Mendez (760.450.5356)

Bypass Pump Station: Bypass Pump Required _____
Call Supervisor: Supervisor Avalos (760.450.5357)
Supervisor Mendez (760.450.5356)

Vactor Bypass _____

Pumper Truck Bypass _____
Call Supervisor: Supervisor Avalos (760.450.5357)
Supervisor Mendez (760.450.5356)

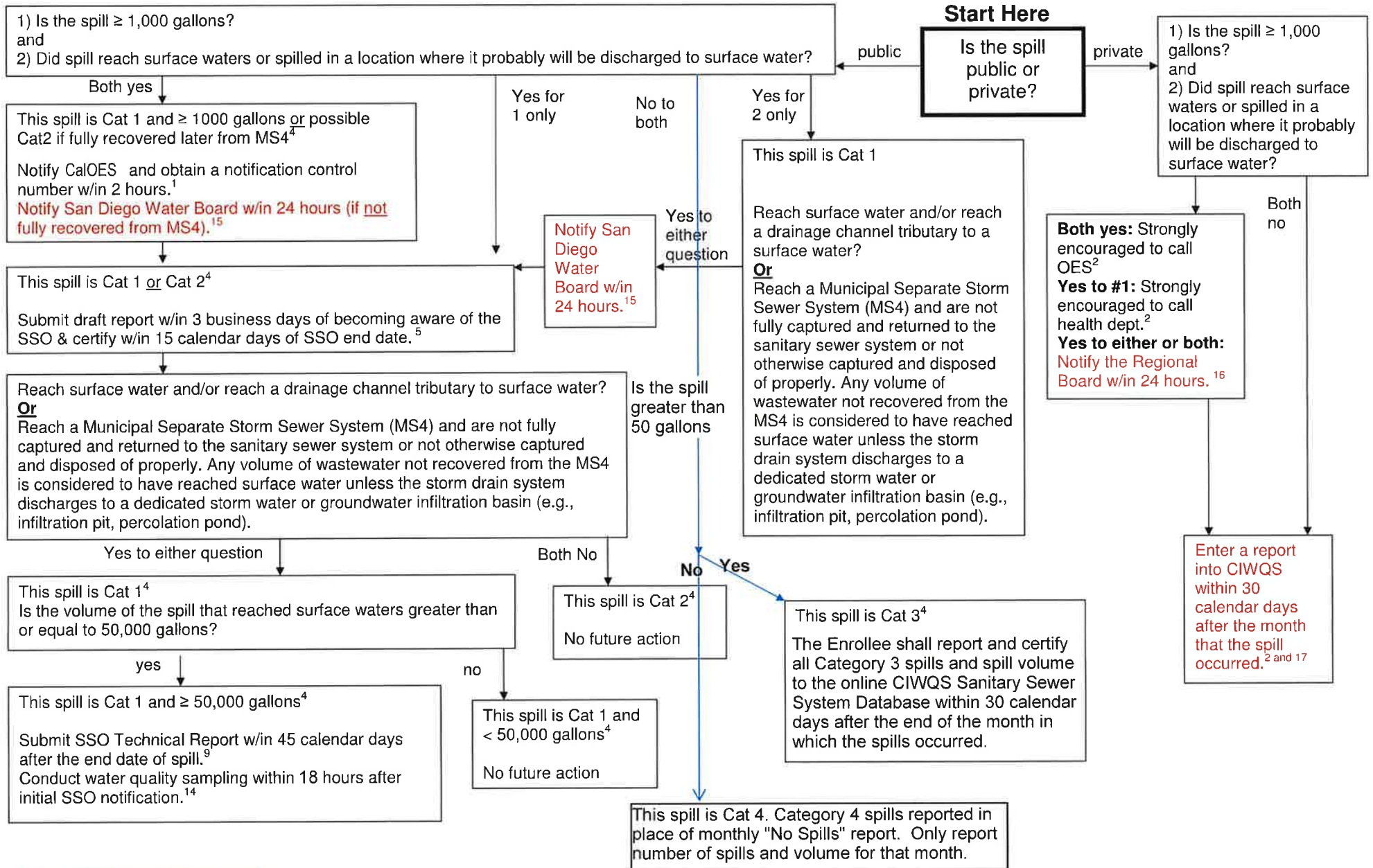
Reduce Influent Flow _____

Services and Support Emergency Contacts

Name	Phone Number
ADS, Neal Volk	858-292-2091
Affordable Drain	760-944-1607
Answering Service for LWD	760-753-6565
Arrow Pipeline, Lane Post	760-476-9388
Atlas Pumping	619-443-7867
Ayala, Mike Mendez	760-585-8928
B & C Crane Service	760-749-7477
B & D Construction, George Vernaci	951-830-9119
Barrett Pumps, Eric	619-232-7867
Barry Trucking, Russ Barry	909-574-4697
Bay City Electric, Emergency After Hours	619-938-2800
Berg Electric, Howard Powell	760-746-2554
Bob Moorco	760-722-1541
Carson & Beauloyee, Ron Beauloyee	619-234-2865
Co's Traffic Control	858-775-4600
Cues West, Julie	909-923-2001
Cues West, Tom Rebezo	619-797-7311
Cummins	323-869-7402
Detection Instruments	602-797-0630
Dig Alert	800-227-2600
Dion International Trucks	619-263-7295
Downstream	760-746-3521
Electrical Sales Inc., Joe LaRussa	760-613-1131
Electro Test Instruments	858-695-9551
Evoqua, Bioxide	800-566-1568
Godwin Pump	951-681-3636
Grainger	760-471-0400
Graybar	760-591-4788
Haaker Equipment	909-598-2706
Haaker Equipment, Dave Thomas	909-721-7987
Hank Logan (Base 9)	760-390-5038
Hi TechGov LLC, Bob Summers	530-363-0510
Interstate Batteries	858-271-5003
iWater	949-768-4549
Jones Chemical	800-562-7920
JWC	949-833-3888
La Costa Resort	760-438-9111
Marco Crane	619-520-0468
McEnna Construction, Bruce	858-755-2290

Moorco	619-925-9567
Nash Welding	760-310-9967
Neal Electric	619-748-7274
NRC Environmental, Lance Klein	800-33SPILL
One Source	760-966-4500
Pacific Drain	760-436-8600
Pacific Pipe	760-471-7473
Piperin, Craig Berry	760-510-6747
Plumbers Depot, Vickie	310-913-2733
Quality Chevrolet	760-745-7221
Rancho Santa Fe Alarm	800-303-8877
Rebel Equipment Rentals	760-633-3100
San Elijo Joint Powers Authority	760-753-0352
SCADA phone	760-632-7047
SCADA, Rick Patecell	951-302-1018
SDGE Emergency	800-411-7343
Sloan Electric	619-239-5174
Smart Cover	760-402-3793
Smith & Loveless	913-888-5201
Southern Electric, Robert	760-535-7965
Sparling Instruments	626-444-0571
Specialty Seal	619-477-7338
Sunbelt Rentals	619-574-1904
TC Construction	619-448-4560
Tiago, J.D. Dye	760-471-9531
Trench Plate Rental	760-746-8564
Triton Doors	760-735-6366
TS Supply	760-747-3513
US Fish and Wildlife Service	760-431-9440
Vallecitos Treatment Plant	760-744-4550
Vapex, Patrick	407-579-3693
Vortex Doors	760-471-7744
Waste Management	619-596-5120
West Coast Safety	800-804-7772
West Coast Underground, Chad Awad	858-382-9455

Revised 6-18-2014



Spill Review Checklist		
Checklist Items	YES/Done	NO
Assemble information from:		
a. Emergency Action Report		
b. Work Order / Service Request		
c. Sewer Spill Data Sheet		
Map Location of the Above (provided or attached)		
Compare to previous 5 years and determine if there is a correlation for location		
Review Work Order / Service Request history for correlation with spill location (this includes review of the cleaning schedule and noting the last cleaning date at the spill location.		
a. If correlation, determine if all identified problems have been remedied.		
Record data from Spill Data Sheet to LWD Spill Summary		
Is spill related to food establishment and potentially a FOG related issue?		
a. If line recently cleaned, evaluate whether grease interceptors in area need to be inspected.		
Are there any resources which would have prevented or minimized the occurrence of the spill?		
a. If yes, identify which of the following (can be more than one) could have been improved on:		
i. Staff		
ii. Equipment		
iii. Training		
iv. Coordination with agencies		
v. Other – please explain		
Are there any resources which would have prevented or lessened the environmental impact of the spill?		
a. If yes, identify which of the following (can be more than one) could have been improved on:		
i. Staff		
ii. Equipment		
iii. Training		
iv. Coordination with agencies		
v. Other – please explain		

LEUCADIA WASTEWATER DISTRICT
SEWER SPILL DATA SHEET

Date: _____

Report completed by: _____

Event:

- a) Spill Reported to LWD
- b) LWD on scene
- c) Spill contained
- d) Problem corrected
- e) Cleanup completed
- f) OES (if > 1000 gals)
- g) SD Dept Enviro Health
- h) City Storm Water

Time:

Comments:

Control # _____
Carl: 438-2722 x 7134 or 802-8101
Enc: 633-2632

Additional Information: (check if applicable)

- ☐ **Photographs taken** **Spill Lat & Long** _____ N _____ W
☐ **Property Damage:** (describe include address if any structure was flooded)

☐ **Spill water released to environment or storm sewer:** (describe and estimate amount)

☐ **Spill volume estimate:** (include length width and depth of contained spill and/or estimate flowrate from pipe or manhole with estimated duration of flow and amount returned to system)

☐ **Method of spill containment and problem correction:** (describe how contained and how corrected, For example: deployed canvas across storm drain, secured lift station, line jetted.)

☐ **Method of spill cleanup and disposal of wastewater & debris/soil:** (describe cleanup activity and disposal. For example: vactored spill, washed down street, returned all water (estimated 1000 gallons) to lift station wet well, contaminated soil removed to plant.

☐ **Potential Human Contact:** (describe measures to prevent, e.g. post & barricade area)

☐ **Cause of problem (if Known):**

- ☐ LWD problem ☐ Homeowner problem ☐ Vandalism (must report to PD)

APPENDIX D

SERP ASSOCIATED SOPs

Leucadia Wastewater District

SPILL EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE



PAGE: 1 of 3
EFFECTIVE: June 4, 2023
REVIEW: July 1, 2024

SUBJECT: REPORTING SPILLS

1.0 Purpose:

The purpose of this procedure is to ensure that timely, proper, and standard notification and reporting of spills are carried out by Leucadia Wastewater District (LWD) Field Services Staff (FS Staff). Following this procedure carefully will ensure all regulatory requirements are met.

2.0 Procedure:

Whenever a spill occurs from a LWD sewer line, the following procedure shall be followed:

- a. During working hours notify the Field Services Superintendent or Supervisor(s) (continue until one of them is notified) verbally or by phone or if, after work-hours, Standby Duty Operator (SDO) is called on District cell phone (760) 454-9021 or home phone.
- b. Ensure one of the Field Services Supervisors (FS Sup), (760) 450-5357 or (760) 450-5356 and Field Services Superintendent (FSS) (760) 212-2838 are notified.
- c. During working hours, notified Field Services personnel or, after working hours, the SDO responds to spill. Individual(s) on scene confirms volume and/or flow rate, time of day when notified of spill, time arrived on scene, time spill contained and time spill ended. See Note below and try to determine the start time of the spill and record that data.

Note: If flow rate provided, Spill Volume must be calculated by backtracking to find 1st person having knowledge of spill and that time of day - for example, call answering service, and then call original caller back, or if another public agency, until you get the name and number of the person who called in the original report to verify time of spill --- Calculation is minutes from time spill first discovered to time of spill was stopped by clearing stoppage multiplied by spill flowrate.

- d. Responding personnel or SDO must also provide street address of spill, GPS coordinates (lat and long of spill), spill destination, usually storm drain (or creek/arroyo). If the spill clearly stops short of the storm drain, like on shoulder of road, FS Staff should get a digital picture showing that the spill clearly "ends" for historical proof. If sewage spill is from a private lateral, LWD practice is to Vactor until plumber comes (make sure a plumber is called out) – same documentation.

Note: The following steps will be carried out by SDO, unless FS Sup (or FSS) has spoken with SDO and verified that they will carry out notification/reporting responsibilities.

Leucadia Wastewater District

SPILL EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE

PAGE: 2 of 3
EFFECTIVE: June 4, 2023
REVIEW: July 1, 2024



- e. Call General Manager (760)-212-2837 and the Director of Technical Services (760) 331-7819
- f. **(WITHIN 2 HOURS !!)** If Volume estimate is greater than or equal to 1000 gallons or ***sewage reaches storm drain from LWD sewer in any amount that is not fully contained and recovered***, call California Office of Emergency Services (Cal OES) at **800.852.7550** and provide all information requested – **don't hang up without obtaining OES notification control number and write it down.**
- g. San Diego County Health # (858) 495-5579
- h. Be prepared to post beach and take samples at times specified. Decision to post is usually based on spill volume and approximate distance from where spill enters surface waters or waters of the state. See Posting and Sampling SOP.
- i. Next, if spill in Carlsbad, Call either Carlsbad Water during normal work hours **760.438.2722** or Carlsbad Police Department dispatcher outside business hours, **760.931.2197** or Storm Water Hotline (760) 602-2799
- j. If spill occurs in Encinitas, Call the Storm Water Hot Line (760) 633-2787 during normal work hours and Encinitas' on-call operator outside business hours, **760.633.2922**.
- k. If spill larger than 1000 gals, call CA Fish and Game G(858) 467-4249
- l. If spill backs up into a home. Call the Director of Finance & Administration (DFA) at (760) 481-8052. If the DFA is not available, contact CSRMA/Carl Warren at **(855) 763-5898 or Cell (805) 509-1426**
- m. Then call Restoration Management at **(858) 688-6765**
- n. Provide updates to Cal OES as necessary regarding substantial changes to the volume discharged or impacted area since time of initial reporting. Continue updates until California Integrated Water Quality System (CIWQS) reporting is complete.
- o. Prepare information to file Draft Spill Report (Use Sewer Spill Data Sheet)
- p. CIWQS Data Submitter enters draft spill report into CIWQS within three (3) business days using <http://ciwqs.waterboards.ca.gov/ciwqs> for category 1 and 2 spills.
- q. Access site via login and password. If website is down, fax or email to Regional Board within required timeframe.

Leucadia Wastewater District

SPILL EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE

PAGE: 3 of 3
EFFECTIVE: June 4, 2023
REVIEW: July 1, 2024



- r. When you get to site: select spill
- s. Then follow the instructions carefully and **verbatim**. Upload Water Quality data/results, if required, as a PDF in Attachments.

Note: The latitude and longitude will auto-populate after inputting the street address.

- t. Submit final CIWQS report for a Category 1 or Category 2 spill within 15 calendar days. Report for Category 3 and Category 4 spill within 30 calendar days after the end of the month in which the spills occurred. See Attachment (a) for determining spill category and Attachment (b) for Final Report requirements.
- u. If spill is >50,000 gallons prepare spill Technical Report per outline in Attachment (d). Submit technical report within 45 calendar days.
- v. Prepare hard copy and electronic file of all spill-related paperwork. (All attachments and other information as appropriate)

Attachments

- a. Spill Category Flow Chart
- b. Requirements for Final CIWQS report
- c. Spill Review Checklist
- d. Spill Technical Report Outline for spills >50,000 gallons
- e. Sewer Spill Data Sheet

Leucadia Wastewater District

SPILL EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE

PAGE: 1 of 7
EFFECTIVE: June 4, 2023
REVIEW: July 1, 2024



SUBJECT: POSTING AND SAMPLING WATERS IMPACTED BY A SANITARY SEWER SPILL

1.0 PURPOSE

The procedure is for the Leucadia Wastewater District (LWD) for responding to sewage spill often includes a requirement to post and sample a body of water impacted by a sanitary sewer spill as a precautionary measure to protect the public from potential exposure to infectious disease.

The steps in this procedure outline the most typical posting requirements based on the drainage basin characteristics of the District service area. These steps should be followed unless otherwise directed by the Field Services Supervisor (FS Sup) or Field Services Superintendent (FSS).

2.0 SAFETY

Nothing in these procedures supersedes, or in any other way, relaxes LWD Safety Procedures regarding Traffic Safety, Electrical Safety, Lockout/Tagout, Confined Space, Infectious Disease, or Illness and Injury Prevention.

3.0 PROCEDURE

A. Standby Duty Operator (SDO) (staff member responding to spill) will:

1. When directed by San Diego County, Department of Environmental Health, or other agency, retrieve the posting and sampling materials from the Chemical Building Side Room.
2. Notify the FS Sup (FSS) that you are going to post and/or sample the beach.
3. Proceed to the South Carlsbad beach (or to the designated area to be posted).

Due to the hazards involved with posting and/or sampling, personal protective equipment including rubber boots, traffic vest, eye protection, and nitrile gloves must be worn.

Depending on size or proximity of the spill to the beach, number of signs or samples are subject to change from the below procedure.

4. Signs are to be posted in the sand approximately 10 feet before the high tide mark of the shoreline. Eight (8) signs are to be placed North of the Lagoon mouth, starting near

Leucadia Wastewater District

SPILL EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE

PAGE: 2 of 7
EFFECTIVE: June 4, 2023
REVIEW: July 1, 2024



the rock breakwater, at 30 yard (30 long paces) intervals moving North.(see Attachment {A}) Wording on the signs should face the beach.

5. An additional eight (8) signs are to be placed South of the Lagoon, starting near the rocky breakwater, at 30 yard (30 long paces) intervals moving South. (see Attachment {A})
6. All daily samples to be placed on ice as they are collected at the designated time (usually low tide) **and during daylight hours**, nine (9) samples are to be taken. The samples are to be labeled as to their location:
 - A point in the receiving water where sewage initially enters the receiving water (RSW-001 Point of Discharge).
 - A point in the receiving water, upstream of the point of sewage discharge, to capture ambine tconditions absent of sewage discharge impacts (RSW-001U Upstream of Point of Discharge).
 - A sample, labeled **"bridge"** is to be taken using a bucket lowered from the Hwy 101 bridge into the mouth of the Batiquitos Lagoon (RSW 001D Downstream of Point of Discharge)..

The remaining six (6) are to be taken in the surf (no more than ankle deep) moving from 150 feet North of the Lagoon mouth and ending approximately 150 feet South of the Lagoon mouth:

- "1N" will be taken 150 ft North of the Lagoon mouth,
 - "2N" will be taken 100 ft North of the Lagoon mouth and
 - "3N" will be taken 50 ft North of the Lagoon mouth.
 - "4S" will be taken 50 ft South of the Lagoon mouth,
 - "5S" will be taken 100 ft South of the Lagoon mouth and
 - "6S" will be taken 150 ft South of the Lagoon mouth.
7. Deliver nine (9) sample bottles to Encina Wastewater Authority Laboratory immediately, after ensuring all bottles are properly labeled with sample location, sample time and date, name of person taking sample and properly filling out Encina Chain of Custody Form (see Attachment (C)).

While taking the required "daily" samples on the North and South shorelines, SDO should check and replace as required, signs posted is steps 4 and 5 above.

B. Field Services Supervisor and/or Field Services Superintendent

Leucadia Wastewater District

SPILL EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE

PAGE: 3 of 7
EFFECTIVE: June 4, 2023
REVIEW: July 1, 2024



- 1) Will ensure that all efforts to protect public from spill are in place, including traffic control.
- 2) Will determine the location, frequency, type of environmental analysis, and other monitoring elements required to measure environmental impact of spill.
- 3) Will make all required telephonic notifications and provide (or otherwise ensure that) results of all sample analyses to the San Diego County's Office of Environmental Health (DEHS) and the San Diego Regional Water Quality Control Board (RWQCB) **as soon as they are available**. See also the Spill Emergency Response Plan (SERP) for Emergency Response to spills.
- 4) Will confirm that results include:
 - 1) The date(s) the analyses were performed,
 - 2) The individual(s) who performed the analyses,
 - 3) The analytical technique or method used, and
 - 4) The results of such analyses.
 - 5) Request relevant records from Encina documenting maintenance and calibration of analytical equipment

The documentation of the above efforts shall be the District's Water Quality Monitoring Program. In addition to the above, if the spill is greater than 50,000 gallons, insure that ammonia is evaluated in the samples in addition to bacteriological indicators required by DEHS or RWQCB. These samples must be taken within 18 hours of becoming aware of the spill.

4.0 TRAINING

A. LWD employees:

- 1) Will be issued a copy of this procedure and its attachments as part of their "new hire" orientation.
- 2) Will become familiar with this procedure and the duties required to post and sample during a spill Response.

B. Field Services Superintendent and/or Supervisor

- 1) Will provide both regular training (on-site) and drills (simulated and "Hands On") on spill response annually as well as provide the opportunity to attend offsite training.
- 2) Will review procedures annually to ensure compliance with all required regulations.
- 3) Will routinely monitor and, otherwise quality assure, that emergency response equipment and supplies are maintained in a high degree of readiness.
- 4) Will conduct annual review of these procedures.

Leucadia Wastewater District

SPILL EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE

PAGE: 4 of 7
EFFECTIVE: June 4, 2023
REVIEW: July 1, 2024



5.0 PREPARATION

A. Field Services Supervisor

- 1) Will periodically spot check that an adequate supply of posting and sampling equipment and supplies are readily available. This will include at a minimum:
 - a. (1) Sledge Hammer
 - b. (50) wooden stakes
 - c. (40) Warning – Contaminated Water Signs
 - d. (1) Staple Gun
 - e. (2) boxes of staples (minimum 3/8 inch)
 - f. (8) clean sample bottles
 - g. (16) Bottle Labels
 - h. (1) black Sharpie Pen
 - i. (3) Encina Chain of Custody sheets (Attachment {C})
 - j. (2) 50 foot rolls of yellow barrier tape

B. Standby Duty Operator:

- 1) Will ensure check inventory of posting and sampling supplies is adequate (see above).

ATTACHMENTS

The list of attachments to this SOP are as follows:

- a. Posting Locations for Warning Signs at South Carlsbad Beach
- b. Sampling Locations for Warning Signs at South Carlsbad Beach
- c. Encina Wastewater Authority Chain of Custody



LEUCADIA
WASTEWATER
DISTRICT

ATTACHMENT A

Eight Warning Signs each side of Lagoon
30 yards (30 long paces) apart

Copyright © and (P) 1988-2006 Microsoft Corporation and/or its suppliers. All rights reserved.

Leucadia Wastewater District

SPILL EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE

PAGE: 6 of 7
EFFECTIVE: June 4, 2023
REVIEW: July 1, 2024



ATTACHMENT B

LWD SSO Response Plan Sampling Locations at South Carlsbad Beach





LEUCADIA
WASTEWATER
DISTRICT

[illegible]

Leucadia Wastewater District

SPILL EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE

PAGE: 1 of 5
EFFECTIVE: June 4, 2023
REVIEW: July 1, 2024



SUBJECT: STANDBY DUTY OPERATOR (ON CALL)

1.0 PURPOSE

The procedure for employees assigned as Standby Duty Operator (SDO) was developed to:

- a. Standardize the duties performed by Field Services staff when assigned to Standby Duty
- b. Ensure that all safety precautions are consistently followed to minimize the potential for worker accident or injury.
- c. Ensure that Leucadia Wastewater District facilities and infrastructure remain operational or are returned to operational status as quickly as possible by ensuring a prompt and capable response to trouble reports and system alarm conditions.
- d. Provide notification to LWD management and staff of problems with the potential to cause sanitary sewer overflows and other significant problems within the Collection System.

2.0 SAFETY

Nothing in these procedures supersedes, or in any other way, relaxes LWD Safety Procedures regarding Traffic Safety, Electrical Safety, Lockout/Tagout, Confined Space, Respiratory Protection, Hearing Conservation, SDS, Bloodborne Pathogens, Illness and Injury Prevention, or the Substance Abuse policy.

3.0 PROCEDURE

Note: Any LWD employee (including answering service staff), being notified of a "sewage spill or overflow", must immediately notify either the Field Services Supervisor, Field Services Superintendent, or Technical Services Manager and then carry-out the LWD Overflow Emergency Response Plan.

A. Employees assigned Standby Duty Operator (SDO) will:

1. Remain within 30 minute travel time of the District while assigned to Standby Duty. While this distance is variable, this requirement incorporates a trip that can be reasonably completed at posted speed limits under normal traffic conditions within 30 minutes. Responding to an alarm or trouble report is never a reason to drive at an unsafe speed or manner.
2. Refrain from activities that would impede a 30 minute response. Crowded events, special ceremonies, medical or dental procedures, etc., could significantly impede response time, regardless of the proximity of the activity to the District's service area.

Leucadia Wastewater District

SPILL EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE

PAGE: 2 of 5
EFFECTIVE: June 4, 2023
REVIEW: July 1, 2024



SDO is required to notify the Field Services Supervisor (or Superintendent) whenever an emergency circumstance would prevent the SDO from carrying out Standby Duty.

Additionally, Field staff will obtain a substitute for Standby Duty whenever potential schedule conflicts are known.

3. Refrain from behaviors that could impact physical or mental ability to respond to Collection System alarms and trouble calls. Alcohol and illegal drug use is prohibited by LWD policy, but employees assigned to Standby Duty are also expected to ensure that use of prescription and/or "over the counter" drugs do not interfere with their ability to drive or otherwise respond to a Standby Duty callout.

Additionally, activities that would impact a SDO's ability to be rested sufficiently to competently respond to a callout should also be avoided.

4. Confirm to the Field Services Supervisor and staff at the weekly meeting that you are assuming the responsibility for Standby Duty. Announce any substitutions you are aware of. Be attentive to previous callouts or problems discussed at this meeting. In the event, that this meeting is cancelled or missed, SDO will conduct an information exchange with the person going off Standby Duty, the Field Services Supervisor, and the technician checking pump stations.
5. Confirm that both portable emergency generators have a full fuel tank and will start and run (about 10 minutes). Appropriate entries for these generators must be recorded on their respective checksheets.
6. Confirm and log emergency fuel supply inventory, available in flammable storage lockers.
7. Contact the LWD answering service as soon as you assume Standby Duty and confirm your cellular and home telephone numbers.
8. Prior to the end of each work day, review the LWD SCADA system, note the pump run times, noting any and all displayed alarm conditions, confirm that your cell phone number is in the lead position on the SCADA system and perform a "tag test," generated through the SCADA system and received by the SDO's cell phone. This tag test and any alarm conditions must be recorded in the SCADA logbook.
9. **Ensure that your cellular phone is turned on and remains charged and operable.**

Leucadia Wastewater District

SPILL EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE



PAGE: 3 of 5
EFFECTIVE: June 4, 2023
REVIEW: July 1, 2024

10. Ensure that duty truck has over one half tank of fuel, a charged and operable gas detector, an operable GPS unit, flashlight, digital camera with extra batteries, mapbook, Toughbook tablet, and all required emergency report forms. Ensure duty truck mileage log is maintained on a daily basis.
11. Will ensure that Vactors and OnCall Vehicle have all required materials to properly respond to and contain a sanitary sewer overflow. This will include at a minimum:
 - a. laptop computer
 - b. tarps
 - c. shovel
 - d. disposable camera/digital camera (with extra batteries)
 - e. hand-held GPS device (with spare batteries)
 - f. the Spill Emergency Response Plan (SERP) (with forms)
 - g. an operable cell phone with important phone numbers pre-programmed in memory
 - h. sample bottles and chain of custody forms to conduct water sampling (if needed, extra bottles in Bldg. 200)
12. Confirm adequate posting supplies at Batiquitos Pump Station and District Workshop (Storage room of AWT chemical building)

Note: Duty truck, or other District vehicles designated for standby duty by Field Services Supervisor, are “for official use only” and must be operated in accordance with LWD Vehicle Use Policy.

13. Immediately respond to all SCADA alarms and reported problems within LWD, by driving the duty truck to source of the alarm and correcting the cause of the alarm or report.

Note: Responding to a pump station alarm requires use of gas detector for atmospheric check and use of climber safety devices where installed.

- a. For reports of spills, slow drains or other residential plumbing problems, SDO will proceed directly to the District yard and then drive the Vactor to the problem location, unless this location is directly on the route to the District's yard. In this case, SDO will stop briefly to determine the extent of the problem prior to deploying the Vactor.
- b. For pump station electrical alarms, SDO will proceed directly to pump stations that are equipped with standby generators to ensure they are operating properly, and to the District yard to pick up the portable generator in the cases where the pump station is not equipped with an installed standby generator. See also the SOP – Pump Station Alarm Response.

Leucadia Wastewater District

SPILL EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE

PAGE: 4 of 5
EFFECTIVE: June 4, 2023
REVIEW: July 1, 2024



- c. In the case of electrical alarms from more than one pump station, SDO will have LWD answering service contact and call out additional Field Services staff to assist with these multiple alarms. Additional staff, who are called, will drive directly to District yard and then proceed to the required location in a District vehicle.
 - d. **For “Communication Failure” alarms from pump stations (other than Leucadia or Batiquitos), SDO will wait 30 minutes, to determine if this alarm condition has cleared, before responding to this alarm by physically checking the pump station. (This is known as a “virtual response”).**
 - e. Check-in with LWD answering service every hour during every response and keep the answering service advised of your location and the alarm status. Answering service will contact Field Services Supervisor and/or Field Services Superintendent anytime that the SDO fails to check in with the answering service as required.
 - f. SDO will re-check the SCADA system when response is completed to ensure all SCADA alarms are reset.
 - g. SDO will check out with answering service when response is completed and SDO is returning home.
14. Perform other duties as assigned by Field Services supervisor. Occasionally, potential trouble spots, pump stations without SCADA communication, beach posting and sampling requirements, and recycled water operations, will require SDO to perform additional duties as assigned.
15. Debrief each callout with the Field Services Supervisor and with Field Services staff during the weekly staff meeting.

B. Field Services Supervisor (or Superintendent)

- 1. Will ensure that a qualified field service staff member, who is fit for duty, is always assigned to Standby Duty.
- 2. Will ensure that a second field staff is assigned to Standby Duty when circumstances dictate higher levels of response are required.
- 3. Will be available to make decisions regarding changes to the SCADA system, pump station control parameters, or response priorities in response to multiple or conflicting alarms.

Leucadia Wastewater District

SPILL EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE

PAGE: 5 of 5
EFFECTIVE: June 4, 2023
REVIEW: July 1, 2024



4. Will perform periodic checks to ensure Standby Duty procedures are being carried out in accordance with the written procedures.
5. Will ensure that all follow up actions required to restore the Collection System to a fully operational condition are accomplished as soon as practical.

4.0 TRAINING

A. LWD employees:

- 1) Will be issued a copy of this procedure and its attachments as part of their “new hire” training.
- 2) Will become and remain familiar with this procedure and with the SERP.
- 3) Will attend training as directed by the Field Services Superintendent.

B. Field Services Superintendent and Supervisor

- 1) Will provide regular training and updates on changes within the District’s service area and with the Collection System operation as well as provide the opportunity to attend offsite training.
- 2) Will routinely monitor and, otherwise quality assure, that emergency response equipment and supplies are maintained in a high degree of readiness.
- 3) Will conduct annual review of these procedures with Field Services staff.
- 4) Will conduct annual review of these procedures and implement any required improvements to this procedure.

Leucadia Wastewater District

SPILL EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE

PAGE: 1 of 6
EFFECTIVE: June 4, 2023
REVIEW: July 1, 2024



SUBJECT: PUMP STATION ALARM RESPONSE

1.0 PURPOSE

The primary objective of the Leucadia Wastewater District's pumping station alarm system is to provide timely alert for pump station problems, to prevent the overflow of sewage, and the resulting impacts to public health and the environment.

2.0 GENERAL

There are ten (10) pumping stations operated by the District. These stations are located throughout the District and vary in size and type. The District's staff must be prepared to respond to many different types of emergencies that may occur at any one of these stations.

3.0 SAFETY

Whenever District personnel (usually the pump station operator or the Standby Duty Operator (SDO)) respond to an emergency situation, the most critical requirement is to safely, and competently restore these facilities to their normal operating condition as soon as possible.

All applicable safety and operating procedures must be followed so that the response does not escalate the situation.

Nothing in these procedures supersedes, or in any other way, relaxes LWD Safety Procedures regarding Traffic Safety, Electrical Safety, Lockout/Tagout, Confined Space, Infectious Disease, or Illness and Injury Prevention.

Typical pump station emergency response may require the following safety procedures to be initiated:

- Lockout / Tagout
- Confined Space Entry
- Traffic Control
- Equipment and Vehicle Operation
- Use of Personal Protective Equipment

4.0 PROCEDURES

Assigned District personnel have the primary responsibility for the response to an emergency or alarm condition at District's pumping facilities. The following general steps should be performed to prevent injury and limit the spread of the emergency:

Leucadia Wastewater District

SPILL EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE

PAGE: 2 of 6
EFFECTIVE: June 4, 2023
REVIEW: July 1, 2024
REVIEW: July 1, 2023



1. Safely and quickly proceed to the alarming pump station.
2. Assess situation prior to exiting the vehicle
3. Establish communications with the Office or Answering Service.
4. Alert and direct any bystanders away from the immediate vicinity of the emergency.
5. Take all actions required to limit the extent of the emergency, including efforts to contain any overflowing sewage.
6. Summon any additional assistance required.

Tripped pumps should only be attempted to be reset once to prevent further damage to the pump.

After these initial general steps have been carried out, the following specific actions should be carried out to bring the emergency under control. These steps may also include initiating the Overflow Emergency Response Plan, see Section 10 for Emergency Response Plan. The proper response procedures should be followed for each specific emergency.

4.1 POWER FAILURE

GENERAL – San Diego Gas and Electric Company normally provides three phase AC electrical power to LWD pump stations. The following summarizes emergency power needs for each station.

LEUCADIA – The Leucadia Pump Station standby diesel generator (480V) also starts automatically in the event of loss of power. It takes care of all power needs for the pump station, main office and buildings 200,300 & 400 (generator will start on loss of phase, voltage drop, etc.).

BATIQUITOS – The Batiquitos Pump Station is also equipped with a standby diesel generator (480V). In the event of loss of power, the generator will automatically start, but it can only supply enough power for two pumps (generator will start on loss of phase, voltage drop, etc.).

SAXONY, LA COSTA, VILLAGE PARK 5, AND ENCINITAS ESTATES – Generators are also permanently installed at Saxony, La Costa, Village Park 5, and Encinitas Estates. All generators have integral diesel fuel tanks except the generator at Encinitas Estates which uses Natural Gas supplied by SDG&E piping. The generators start automatically whenever the normal SDG&E electrical power is lost or below normal (loss of phase, voltage drop, etc.).

AVOCADO, DIANA, RANCHO VERDE, VILLAGE PARK 7 – These stations are equipped with a power receptacle and a manual transfer switch. In the case of a power failure at these locations, a trailer mounted portable standby diesel generator (480V/240V) is available as the source of emergency electrical power. The portable generator is equipped with two power cords one for 240 volts and another for 480 volts). The cords and receptacles are indexed so

Leucadia Wastewater District

SPILL EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE

PAGE: 3 of 6
EFFECTIVE: June 4, 2023
REVIEW: July 1, 2024
REVIEW: July 1, 2023



the 480 volt cord cannot be plugged into a 240 volt receptacle and vice versa. The fuel tank is an integral part of the trailer's frame and holds about 200 gallons of diesel fuel.

PROCEDURES

- a. Power outage at a pump station with a permanent standby emergency generator (Leucadia, Batiquitos, Saxony, La Costa, Village Park #5, and Encinitas Estates). If a power outage should occur at one these pump stations, responding Field Services staff or SDO shall carry out the following procedures:
 1. Immediately notify the power supplier, SDG&E, at (888) 411-7343, and notify their dispatcher of the location of the power failure. Ensure the dispatcher understands the importance of restoring power to this critical facility and request their name and an estimated time for power restoration. Record their name and provide them with a "call-back" phone number.
 2. At least every thirty (30) minutes, monitor and inspect the standby diesel generator to ensure it is operating properly. Closely track fuel consumption and quantity of diesel fuel remaining in storage tank. Replenish if below half full.
 3. Tour the pumping facility and make sure that all necessary equipment is in operation and functioning normally.
 4. Call the Field Services Supervisor at (760) 450-5356 and/or (760) 450-5357.
 5. Continue to monitor facility operation until normal power is restored, then restart any equipment as necessary.
 6. Make additional tours every thirty minutes to ensure all equipment is functioning normally.
 7. After normal SDG&E power has been restored, ensure all equipment is properly operating. Re-start any equipment equipped with "Start-Stop" buttons.
 8. Ensure the standby diesel generator completely shuts down after its programmed cool down period. Enter all required information on the generator's compliance log sheet.
 9. Log generator run hours on log sheet in emergency section.

Leucadia Wastewater District

SPILL EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE

PAGE: 4 of 6
EFFECTIVE: June 4, 2023
REVIEW: July 1, 2024
REVIEW: July 1, 2023



- b. Power outage at a pump stations which requires a portable generator (Avocado, Diana, Rancho Verde, and Village Park #7). If a power outage should occur at any of these pump stations, then responding Field Services staff shall carry out the following procedures:
1. Test generator before leaving yard.
 2. Immediately call the District office or the Answering Service and direct the person answering to call other Field staff to assist with the emergency in the event of multiple stations affected or as need for assigned. (VP 7 will require assistance backing down driveway).
 3. Call the Field Services Supervisor at (760) 450-5356 and/or (760) 450-5357.
 4. Upon arrival at the affected pump station, if required operator will perform atmospheric test. the pump station operator will ensure both pumps' Hand/Off/Auto (HOA) switches are in the "Off" position and that the Manual Transfer Switch is in the middle position (neutral).
 5. Determine the pump station's voltage (480VAC or 240 VAC) and then plug the appropriate power cord from the diesel generator into the pump station's power receptacle.

Note: These connection plugs are color coded (RED for 480VAC and BLUE for 240VAC).

6. When the connections are complete and have been checked, start the diesel generator. After it comes to speed (about 30 seconds), close the Manual Transfer Switch by moving it into the emergency position "toward" the power cord connection.
7. Monitor and inspect the portable diesel generator to ensure it is operating properly.
8. Re-enter the pump station and place the pumps' HOA switch back into the "automatic" position and ensure all necessary equipment is back in operation and functioning normally.
9. Contact the power supplier, SDG&E, at (888) 302-1907, and notify their dispatcher of the location of the power failure. Ensure the dispatcher understands the importance of restoring power to this critical facility and request their name and an estimated time for power restoration. Record their name and provide them with a "call-back" phone number.

Leucadia Wastewater District

SPILL EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE

PAGE: 5 of 6
EFFECTIVE: June 4, 2023
REVIEW: July 1, 2024
REVIEW: July 1, 2023



10. Continue to monitor pump station and generator operation until normal power is restored. Secure the generator and move the Manual Transfer Switch to the middle (neutral) position.
11. Contact the power supplier, SDG&E, at (888) 302-1907, and notify their dispatcher of the location of the power failure. Ensure the dispatcher understands the importance of restoring power to this critical facility and request their name and an estimated time for power restoration. Record their name and provide them with a "call-back" phone number.
12. Place station back on "line" power.
13. Remove the generator's power cord and move the Manual Transfer Switch to the normal position "away" from the power cord connection.
14. Restart any equipment as necessary.
15. Make a final inspection of the pump station to ensure that all equipment is functioning normally and that the standby diesel generator completely shuts down and resets.
16. Properly stow all power cables and portable trailer gear. Double check the trailer connection and return the generator to the yard. Refuel the generator prior to properly parking and disconnecting the trailer.
17. Log generator run hours for portable generator in Building 300 inbox.

Note: In the case of electrical alarms from more than one pump station, responding field staff or SDO will have LWD answering service contact and call out additional Field Services staff to assist with these multiple alarms. Additional responding staff, who are called out, will drive directly to District yard and then proceed to the required location in a District vehicle.

4.2 DISASTERS

The extent of damage to structures or equipment by natural or man-related disaster depends on the proximity, the magnitude and the nature of the disaster. Assigned personnel should proceed as directed to each station, considering safety at all times, and when circumstances allow, personnel should survey damage and functionality of the pump station and its force main. Priority should be given to starting or maintaining pumping without damage to existing system or other utilities. Standard operating procedures should be followed where possible.

Leucadia Wastewater District

SPILL EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE

PAGE: 6 of 6
EFFECTIVE: June 4, 2023
REVIEW: July 1, 2024
REVIEW: July 1, 2023



4.3 ACCIDENTS

In case of accidents, 911 should be called immediately. Standard first aid procedures should be followed. As soon as possible after all safety issues have been properly addressed, procedures to address the pump station emergency should be carried out.

5.0 TRAINING

A. LWD employees:

- 1) Will be issued a copy of this procedure and its attachments as part of their “new hire” orientation.
- 2) Will become familiar with the procedure
- 3) Will attend training as directed by the Field Services Superintendent.

B. Field Services Superintendent and/or Supervisor

- 1) Will provide both regular training (on-site) as well as provide the opportunity to attend offsite training.
- 2) Will review procedures annually to ensure compliance with all required regulations.
- 3) Will routinely monitor, and otherwise quality assure, that staff is performing these activities properly.
- 4) Will conduct annual review of these procedures and implement any required improvements to this procedure.

Leucadia Wastewater District

SPILL EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE

PAGE: 1 of 4
EFFECTIVE: June 4, 2023
REVIEW: July 1, 2024



SUBJECT: EMERGENCY PROCEDURES FOR AIR RELEASE VALVES FOR THE LEUCADIA, BATIQUITOS & SAXONY PUMP STATION FORCE MAINS

1.0 PURPOSE

The purpose of this procedure is to standardize the method used by Field Services staff for an air release valve leak. It is intended to ensure operation, maintenance, and data collection for the Collection System owned and operated by LWD are accomplished in a consistently safe and efficient manner.

2.0 SAFETY

All District Safety Procedures regarding Traffic Safety, Electrical Safety, Lockout/Tagout, Respiratory Protection, Confined Space, Hearing Protection, and Illness and Injury Prevention must be adhered to.

- ✓ *Traffic vests, safety shoes, nitrile gloves, and leather gloves and other appropriate PPE must be used when operating the Vector and working in and around sanitary sewers.*
- ✓ *Hearing Protection and other appropriate PPE must be used when operating the Vector.*
- ✓ *Arrow Lights, flashers, and traffic cones are to be used whenever LWD vehicles are being operated in the public right-of-way.*
- ✓ *Second employee with chase truck must be used whenever traffic density requires extra control.*
- ✓ *For Safety purpose: Always use two man crews whenever possible.*

3.0 PREPARATION

- a. Inspect LWD vehicle.
- b. Ensure all required Personal Protective Equipment is available.
- c. Ensure handheld GPS, onboard computer, map book and cell phone are available and in working order.

4.0 GENERAL PROCEDURE

Upon arrival at each air release valve:

Leucadia Wastewater District

SPILL EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE



PAGE: 2 of 4
EFFECTIVE: June 4, 2023
REVIEW: July 1, 2024

- a. Stay in truck for about a minute to observe the traffic flow and the overall safety of the location.
- b. Step out of the vehicle and make final check of traffic pattern and neighborhood.
- c. Coordinate all work and safety activities with any assigned co-worker.

5.0 CONTROLLING A LEAK ON AN AIR RELEASE VALVE

Leucadia Pump Station Force Main

- ✓ Determine which force main air release valve is leaking, L1 force main runs west along the north side of La Costa Ave. and L2 along the south.
- ✓ ***If the air release valve is connected to the duty force main, proceed to the station: If possible, isolate air vac valve from isolation point near air release valve. Then responding field services operator must secure the pump station by turning off all pump controls at the hand off auto (HOA) switch, allowing the flow to go into emergency overflow basin. Then immediately open the force main isolation valve that's not affected and close the affected force main isolation. Place pump controls HOA's back in auto, and verify flow and pump output.***
- ✓ If the air release valve is not connect to the duty force main, proceed to the stations force main valve vault
- ✓ Turn the exhaust fan on (switch located on west wall)
- ✓ Remove valve vault grading above the vault ladder, pull up ladder and make sure it locks into place.
- ✓ Preform atmospheric check
- ✓ Unlock lock and remove cable.
- ✓ Open the desired force main by turning the valve wheel counter clock wise, after the valve is all the way opened turn the valve back clock wise one eighth quarter turn.
- ✓ Close the desired force main valve by turning the valve clock wise, after the valve is all the way closed.
- ✓ Re-installed cable through valve wheels and lock. (Cable and lock are in place to prevent unauthorized personnel opening or closing valves).
- ✓ Check pump station flow to verify flow output, Log force main changes in Operators log book and on the pump station check sheet. (Notating the date, time and operator making changes).
- ✓ Check all air release for leaks after force main changes have been made.
- ✓ Notify Supervisor or Superintendent, call answering service for back up
- ✓ Park truck in the safest area adjacent to the air release valve
- ✓ Deploy any required safety devices; cones, rotating beacons, emergency flashers etc.
- ✓ Remove the air release valve can lid
- ✓ Insert the valve key into valve can, make sure the valve key is in the top of the isolation valve.

Leucadia Wastewater District

SPILL EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE



PAGE: 3 of 4
EFFECTIVE: June 4, 2023
REVIEW: July 1, 2024

- ✓ Turn the valve clock wise to close the isolation valve, after you get the valve all the way closed, turn valve counter clock wise one quarter turn.
- ✓ Refer to SOP for Reporting Sanitary Sewer Spills
- ✓ If spill reaches Lagoon, Refer to Posting and Sampling Waters Impacted by a Sanitary Sewer Spill SOP.

Batiquitos Pump Station Force Main

- ✓ Determine which force main air release valve is leaking. B2 & B3 force main runs north along the east side of Carlsbad Blvd.
- ✓ ***If the air release valve is connected to the duty force main, proceed to the station: If possible, isolate air vac valve from isolation point near air release valve. Then responding field services operator must secure the pump station by turning off all pump controls at the hand off auto (HOA) switch, allowing the flow to go into emergency overflow basin. Then immediately open the force main isolation valve that's not affected and close the affected force main isolation. Place pump controls HOA's back in auto, and verify flow and pump output.***
- ✓ B2 & B3 force main isolation valves are located inside pump station;
- ✓ Remove the force main isolation valve can lid
- ✓ Insert the valve key into valve can, make sure the valve key is in the top of the isolation valve.
- ✓ Open the desired force main by turning the valve wheel counter clock wise, after the valve is all the way opened, turn the valve back clock wise one eighth turn.
- ✓ Close the desired force main valve by turning the valve clock wise, after the valve is all the way closed.
- ✓ Check pump station flow to verify flow output, log force main changes in Operators log book and on the pump station check sheet. (Notating the date, time and operator making changes).
- ✓ Check all air release valves for leaks after force main changes have been made.
- ✓ Notify Supervisor or Superintendent, call answering service for back up
- ✓ Park truck in the safest area adjacent to the air release valve
- ✓ Deploy any required safety devices; cones, rotating beacons, emergency flashers etc.
- ✓ Remove the air release valve can lid, if no valve can, close root valve.
- ✓ Insert the valve key into valve can, make sure the valve key is on the top of the isolation valve.
- ✓ Turn the valve clock wise to close the isolation valve, after you get the valve all the way closed.
- ✓ Notify Encina Wastewater Authority (EWA) of force main change.
- ✓ Refer to SOP for Reporting Sanitary Sewer Spills
- ✓ If spill reaches Lagoon, Refer to Posting and Sampling Waters Impacted by a Sanitary Sewer Overflow SOP.

Leucadia Wastewater District

SPILL EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE



PAGE: 4 of 4
EFFECTIVE: June 4, 2023
REVIEW: July 1, 2024

Saxony Pump Station Force Main

Location:

Saxony force mains isolation valves are located along La Costa Ave, Saxony pump station discharges into either L1 or L2 force mains. L1 isolation valve is located in the west bound bike lane, L2 isolation valve in the number 1 lane going east bound.

- 1.) Park truck in the safest area adjacent to the pump station.
- 2.) Deploy any required safety devices; cones, rotating beacons, emergency flashers etc.
- 3.) Remove the force main valve can lid of the desired force main isolation valve you're opening.
- 4.) Insert the valve key into valve can, make sure the valve key is on the top of the isolation valve.

6.0 TRAINING

A. LWD employees:

- 1) Will be issued a copy of this procedure and its attachments as part of their "new hire" orientation.
- 2) Will become familiar with the procedure
- 3) Will attend training as directed by the Field Services Superintendent.

B. Field Services Superintendent and/or Supervisor

- 1) Will provide both regular training (on-site) as well as provide the opportunity to attend offsite training.
- 2) Will review procedures annually to ensure compliance with all required regulations.
- 3) Will routinely monitor and, otherwise quality assure that staff is performing these activities properly.
- 4) Will conduct annual review of these procedures and implement any required improvements to this procedure.
- 5) Will periodically spot check that staff has all required materials to properly carry out this procedure. This will include at a minimum:
 - a) Map books, Toughbook tablet and laptop computer
 - b) Hand-held GPS device (with spare batteries)
 - c) An operable cell phone with important phone numbers pre-programmed in memory
 - d) Valve Key