United States Environmental Protection Agency
Pacific Southwest Region (Region 9)

Clean Water Act Compliance Evaluation Inspection
Almonte Wastewater Collection System
(Satellite Collection System to Sewerage Agency of Southern Marin WWTP NPDES No. CA 0038067)

Date of Inspection: August 7, 2007

Inspection team:  Rick Sakow, EPA
                 Max Kuker, PG Environmental

Facility representatives:  Bonner Buehler

Report prepared by:  Max Kuker, PG Environmental

Date prepared:  February 11, 2008
Background

On 8/7/2007, USEPA Region 9 and its contractor inspected the Almonte Sanitary District’s (the “District”) sanitary sewer system located in Mill Valley, California. Spills and sanitary sewer overflows (SSOs) from the sewer system are prohibited by the Clean Water Act. Additionally, spills and SSOs from the District’s system are prohibited by Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, WQO No. 2006-0003. The District is an enrollee under the Statewide General Waste Discharge Requirements. Additionally, the Agency is required to comply with the San Francisco Bay Regional Water Quality Control Board’s July 2005 Section 13267 of the California Water Code letter that establishes earlier deadlines for submittal of Sewer System Management Plan (SSMP) components than the SSMP deadlines present in WQO No. 2006-003. As such, the Agency must comply with both the Section 13267 letter and WQO No. 2006-003 requirements.

The primary purpose of the inspection was to document the history of sewage spills, determine the adequacy of the District’s spill response and prevention programs, evaluate sewer maintenance activities, and assess the accuracy and reliability of its spill reporting procedures. The District’s representative during the inspection was Mr. Bonner Buehler. Mr. Max Kuker from PG Environmental, LLC led the inspection accompanied by Mr. Rick Sakow from USEPA Region 9. The weather at the time of inspection was sunny.

The District owns and operates approximately 5.5 miles of gravity sewer pipe. The District does not own or operate any pump stations or force mains. Sanitary sewage generated within the District gravity flows to the Sewage Agency of Southern Marin (SASM) wastewater treatment plant. According to Mr. Buehler, the District has approximately 780 sewer connections in its collection system. The District also has three restaurants discharging to the collection system. Discharges from the SASM wastewater treatment plant into Raccoon Strait (Central San Francisco Bay) are regulated under NPDES Permit No. CA0037711.

The District currently estimates their average dry weather flow at 110,000 to 130,000 gallons per day (gpd) and their average peak wet weather flow at approximately one million gallons per day (mgd), indicating a peaking factor of approximately 7.5 to 9. The District is billed by the SASM wastewater treatment plant based on the number of connections rather than flow which provides no incentive to reduce I&I. Mr. Buehler stated that SASM completed a significant Inflow and Infiltration (I&I) study, but did not specify if the Almonte system was included in the report. Upon further investigation SASM personnel stated that the I&I study was conducted by Black and Veatch for all member agencies in 1983/1984, but that a project was underway to summarize current I&I reduction measures through the member agencies and to identify and evaluate potential I&I projects throughout the WWTP's collection system as a whole. According to Mr. Buehler, the District has not undertaken any activities to prevent I&I in the collection system because capacity has not been a major cause of spills and overflows for the District.
The District currently and historically has had an un-written agreement with Roto-Rooter for system maintenance and spill response. This agreement is for ‘on-call’ sewer maintenance, blockage, and spill response. The extent of sewer maintenance completed by Roto-Rooter was unclear due to a lack of documentation provided to the inspectors. According to Mr. Buehler, if an individual calls his office to report an overflow or blockage, the individual is directed to call Roto-Rooter, which investigates and corrects the problem. Roto-Router provides documentation to Mr. Buehler regarding the volume of the spill, the cause of the spill, and the corrective actions taken to mitigate the spill, along with an invoice for its services. The invoices are tracked via a spreadsheet briefly describing the invoice, the service provided, and the amount charged. The District does not have any staff or equipment for spill response.

Under section 301(a) of the Clean Water Act (CWA), it is unlawful for any person to discharge any pollutant from a point source into “waters of the United States” except in compliance with a NPDES permit. The Almonte Sanitary District does not have an NPDES permit that authorizes the discharge of sewage spills. Therefore, any sewage spill from the District's collection system that flows to "waters of the United States" constitutes a violation of the Clean Water Act.

Attached to this inspection report are the following documents:

- Attachment 1 – Almonte Sanitary District’s Sanitary Sewer Management Program (SSMP) – August 2006;
- Attachment 2 – Almonte Sanitary District’s Annual Budget for Fiscal Year’s 2003/2004 through 2007/2008;
- Attachment 3 – Sanitary Sewer Overflow Report – June 30, 2007; and
- Attachment 4 – Roto-Rooter Plumbing – Contract Listing.

**Findings**

1. **Occurrence of spills.** Discharges to waters of the United States without a permit are prohibited under Section 301(a) of the Clean Water Act. Additionally, as per Part C.1 Prohibitions of the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, WQO No. 2006-0003, any spill that results in a discharge of untreated or partially treated wastewater to waters of the United States is prohibited. The District reported two sewage spills in calendar year 2005, three sewage spills in calendar year 2006 and one spill through May 1, 2007 from its collection system. These spills were reported to the San Francisco Bay Regional Water Quality Control Board. According to the reports, all of the reported spills were blockages as a result of root intrusion. Based on 5.5 miles of gravity sewers in the Almonte Valley Sanitary District, the spill rate was 36 spills/100 miles/yr in 2005 and was 54.5 spills/100 miles/yr in 2006. A listing of the reported spills is provided in Table 1 below.
Since May 2007, the District has been required to report all sewage spills to the State Water Resources Control Board via the California Integrated Water Quality System (CIWQS) website. The spills reported to the CIWQS system were not included in this report.

**Table 1. Reported Spills from January 1, 2005 through April 30, 2007 from the District’s Collection System**

<table>
<thead>
<tr>
<th>Incident Date</th>
<th>SSO Estimated Volume (gal)</th>
<th>SSO Estimated Volume Recovered</th>
<th>SSO Destination</th>
<th>Cause of SSO</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1, 2007</td>
<td>10</td>
<td>0</td>
<td>STREET/CURB &amp; GUTTER</td>
<td>BLOCKAGE</td>
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<tr>
<td>November 4, 2006</td>
<td>300</td>
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<td>BLOCKAGE</td>
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<tr>
<td>April 19, 2006</td>
<td>150</td>
<td>0</td>
<td>YARD/LAND</td>
<td>BLOCKAGE</td>
</tr>
<tr>
<td>February 13, 2006</td>
<td>200</td>
<td>0</td>
<td>YARD/LAND</td>
<td>BLOCKAGE</td>
</tr>
<tr>
<td>December 31, 2005</td>
<td>600</td>
<td>0</td>
<td>BUILDING/STRUCTURE</td>
<td>BLOCKAGE</td>
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<tr>
<td>February 5, 2005</td>
<td>300</td>
<td>0</td>
<td>STREET/CURB &amp; GUTTER</td>
<td>BLOCKAGE</td>
</tr>
</tbody>
</table>

2. **Failure to maintain adequate records for reported and unreported spills.** As per Part B.5 of Monitoring and Reporting Program (MRP) No. 2006-0003-DWQ, the District is required to maintain records of all SSOs. A review of District files indicated that the field “Sanitary Sewer Overflow Report” used by Roto-Rooter for reporting of spills was not consistently completed with all of the required information. For example, the June 30, 2007 report (see attachment 3) has not been completed in its entirety with all of the required information as listed on the form. The report does not include the Caller’s Name, Spill Start Time, Name of City Staff or Contractor Dispatched, Source of Spill, Cause of Spill, Final Spill Destination, or Date and Name of individual responsible for completing the Field Report. In addition, the “Time Call Received" was recorded on the field log to be 5:15 (no AM or PM), providing insufficient documentation as to if the response was immediate or whether 12 hours elapsed prior to stopping the spill.

3. **Failure to contain and mitigate the impacts of an SSO.** As per Part D.3 of the State Water Resources Control Board Order No. 2006-0003-DWQ, in the event of a spill, the enrollee shall take all feasible steps to contain and mitigate the impacts of an SSO. The District does not have the staff, equipment, or training to respond to and contain spills and mitigate the impacts. This is demonstrated in Table 1 and by the fact that the District is not able to recover sewage after it exits the collection system. The District relies on a verbal agreement with Roto-Router to respond to spills and correct problems which may have caused the spill. The average distance between Mill Valley and Roto-Router in Novato is approximately 18 miles; therefore, it is unlikely that a response time would be less than 25 minutes. Other factors could lengthen the time considerably, e.g., traffic on US 101. The response time for Roto-Router varies, but according to Mr. Buehler, typically ranges between 0.5 and 1 hour. The quicker response times are
typically due to spills occurring during normal Roto-Router working hours because the responders may be conducting maintenance or other activities in an area closer to the District. There is no written or verbal agreement between the District and Roto-Router regarding the maximum response time for SSOs. In addition, the District is limited to tasking Roto-Rooter with small jobs (under $15,000 for any one project) without procuring the work through a contract with a bid and proposal process. This limitation could possibly prevent Roto-Rooter from properly responding, in the event of a catastrophic spill.

4. **Efforts to reduce I&I and wet weather peaking ratios.** While acknowledging that the inspection focus and time spent on-site was limited, it appeared that the District has no, or limited, incentive to investigate or minimize I&I flows because capacity has not been a major cause of spills and overflows for the District. In addition, the District is billed by SASM per connection rather than for the actual flow to the WWTP. As mentioned previously, the District has an apparent peaking factor of approximately 7.5:1 to 9:1. This significant difference in dry weather and wet weather flows has a significant impact on the SASM WWTP. The District is encouraged to initiate a more aggressive approach to I&I reduction and to actively participate in SASM sponsored studies and activities. Focused and sustained efforts to reduce I&I and ultimately reduce wet weather peaking ratios will benefit both the District and SASM by reducing unnecessary and costly wastewater treatment plant upgrades, and the potential for blending and/or bypasses at the wastewater treatment plant.

**Summary**

The information gathered during the inspection indicates a lack of adequate documentation of maintenance and spill records, reporting, and tracking. The lack of this documentation appears to stem from a failure to implement a mechanism to clearly track the operation and maintenance of the sewer system, spills and associated activities, and planning for future maintenance activities. These mechanisms are essential for enabling the District to evaluate its activities to decrease the number or eliminate spills completely from its sewer system. Tracking spills and maintenance is important to identify areas where increased maintenance may be necessary. For example, Mr. Buehler stated that the entire system (approximately 5.5 miles) is cleaned annually, but the documentation provided to the inspection team did not clearly substantiate the statement. Mr. Buehler also stated that Roto-Rooter is responsible for tracking their maintenance activities, but again the documentation provided did not appear to be a sufficient tracking system to adequately document activities. The evaluation of the tracking of spills and maintenance is important to identify areas where increased maintenance may be necessary.

The District should augment their current spill data acquisition and tracking to collect all required information for all SSOs and vital information such as what was the source and mechanism of initial identification of a spill (e.g., resident via government pages listing for Sanitary District) and response time. The District collected relevant information on a
field tracking form that was completed by field teams; however, better tracking and evaluation of the information could allow for future performance tracking and reporting.

The District has no equipment or staff available to contain or mitigate SSOs, and relies on Roto-Rooter to correct problems as they arise. According to Mr. Buehler, Roto-Rooter should be cleaning and repairing “hot-spot” areas within the system as part of routine maintenance as time allows; however, as stated previously, the inspection team could not verify that these activities were completed by the documentation provided by the District. According to Mr. Buehler, routine maintenance would include both cleaning and if necessary TV inspection of the “hot-spot” areas. Mr. Buehler did not maintain a list of hot-spot areas for the District’s system, but provided a Roto-Rooter document “Roto-Rooter Plumbing, Contract Listing” of those locations. The inspection team was not able to determine if the frequency of cleaning and TV inspection listed on this document was actually completed. In addition, since no written contractual agreement has been prepared between the District and Roto-Rooter defining on-going maintenance requirements for the collection system, routine maintenance may be overlooked or not completed.

From the information gathered during the inspection it appears the routine and event driven maintenance of the District’s sanitary sewer collection system has been and will continue to be contracted to Roto-Rooter. The use of the contractor is indicative of a reactive program rather than proactive program and response times tend to be slower. Additionally, the details provided in work orders to the contractor, records of work performed by the contractor and spill response and reporting were judged to be minimal. SSO frequency was increasing when measured on a SSO per 100 miles/year basis, but it was unclear if this was indicative of more overflows or an improved reporting process. The data shows that additional efforts remain necessary to reduce the occurrence of SSOs. The majority of the spills were the result of blockages from root intrusion which are directly related to and attributable to operation and maintenance issues.

According to the District’s SSMP, adopted by the Almonte Board of Directors August 28, 2006, the District is in the process of developing an electronic preventative maintenance and cleaning tracking program. The District did not provide any evidence that this activity had been initiated. The District is encouraged to prioritize the development of this tracking system to be completed as soon as possible.
ATTACHMENT 1

Almonte Sanitary District’s Sanitary Sewer Management Program (SSMP) – August 2006
Almonte Sanitary District
Sewer System Management Plan
Adopted by the ALMONTE Board of Directors on August 28, 2006

1. Goals
The goal of this SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help to reduce and prevent SSOs as well as mitigate any SSOs that do occur.

2. Organization

ALMONTE Board of Directors: Adopts SSMP plan and policy. Approves budget to implement SSMP.


SSO Responders (Roto Rooter, District Manager, other contractors): Performs SSO response activities.

Maintenance Contractors (Roto Rooter). Performs SSO response activities. Conduct sewer cleaning and televising activities.

Construction Contractors: Construct sewer system improvements.
Names and telephone numbers for all responsible ALMONTE personnel are shown on exhibit ‘A’.

In accordance with the attached “Sewage spill response policy and procedure” (Exhibit ‘B’), all SSO’s are immediately reported to the District Manager. It is the District Manager’s responsibility to report all SSOs to the Marin County Department of Health Services, the Regional Water Quality Control Board, the State Water Resources Control Board, the State Office of Emergency Services, and the California Department of Fish and Game (if applicable).

3. **Overflow emergency response plan**
   ALMONTE’s “Sewage spill response policy and procedure” is attached as Exhibit ‘B’.

4. **Fats, oils, and grease (FOG) control program**
   ALMONTE has evaluated its wastewater collection system and determined that the current program for managing fats, oils and grease is sufficient.

   ALMONTE Ordinance No. 19 in conjunction with the Sewerage Agency of Southern Marin (SASM) Ordinance No. 83-1 provides authority to limit the quantity of grease that may be introduced into the drainage or sewerage system in quantities that can effect line stoppage or hinder sewage treatment or private sewage disposal. A grease trap is not required for individual dwelling units or for any private living quarters.

   ALMONTE has required the installation and maintenance of a grease trap at the one restaurant that connects directly to the District’s sewer system. This sewer line has been placed on the District’s preventative maintenance program to ensure timely cleaning to prevent overflows due to grease accumulation.

5. **Legal authority:**

   Legal Authority for the management of ALMONTE’s collection systems is provided by the District’s Ordinance No. 19 and No. 31(Adopted September 28, 1970 and July 22, 1985 respectively in conjunction with the Sewerage Agency of Southern Marin (SASM) Ordinance No. 83-1 which pertains to the collection systems of SASM’s member agencies, including ALMONTE.

   a. **Authority to control inflow and infiltration**
      ALMONTE SEWER ORDINANCE NO. 31 provides authority for the District to regulate the proper construction and use of private and public sewer within the District. The ordinance prohibits the connection of surface drains for storm or ground water to District sewers. Also, no surface or storm water, seepage or unpolluted water from any source shall be permitted to enter into a sanitary sewer by any means.
SASM Ordinance No. 83-1 was adopted by the SASM Board of Directors on April 21, 1983. Section 2.01-(k) of this ordinance states that “No individual, company, or government agency shall discharge sewage to a sewer owned and operated by an Agency tributary to a treatment works operated by SASM which causes SASM’s interceptor sewers and sewage collection systems to be overloaded”. This provision grants SASM legal authority to control excessive infiltration and inflow into the SASM sewer system. Ordinance 83-1 also prohibits the discharge of any stormwater, groundwater and/or unpolluted water into the SASM sewer system.

b. Authority to prohibit the discharge of fats, oils and grease and other debris that might cause blockages

ALMONTE Ordinance No. 19 limits the introduction of fats, oils and grease as well as debris that might cause blockages.

Section 2.01 (b) of SASM Ordinance No. 83-1 states that “No individual, company, or government agency shall discharge sewage to a sewer owned and operated by an Agency tributary to a treatment works operated by SASM which causes an obstruction to the treatment works (which by definition includes the sanitary sewer collection system).” In addition, Section 2.08.2 of Ordinance No. 83-1 states that “No person shall discharge any wastewater containing more than 300 mg/l of oil or grease of animal or vegetable origin or containing more than 100 mg/l of oil or grease of mineral or petroleum origin.

c. Authority to require proper design and construction of new and rehabilitated sewers and connections

ALMONTE Ordinance No. 31 requires compliance with District regulations and the requirement to obtain a permit to construct sewers within the District.

d. Authority to require proper installation, testing, and inspection of new and rehabilitated sewers

Almonite Ordinance No. 31 requires inspection and approval by the District engineer of all sewers and that workmanship and materials shall be in accordance with the applicable sections of the Uniform Plumbing Code and the District’s standards for sewer construction.

e. Authority to enforce

Ordinance No. 19 and No. 31 provides for enforcement for any violation of the Ordinance.

f. Authority to access ALMONTE sewers for maintenance, inspection, and repairs

All ALMONTE sewers are in public right-of-ways or in ALMONTE easements that allow ALMONTE access for maintenance, inspection, and repair.

6. Measures and activities (operations and maintenance control program)
   a. Collection system map
ALMONTE maintains an up-to-date map and database inventory of its wastewater collection system. The map shows all gravity line segments and maintenance holes. The District does not own pumping facilities or pressure pipes.

b. Resources and budget
ALMONTE allocates adequate resources for the operation, maintenance, and repair of its collection system. ALMONTE’s operating and capital revenues are derived from a user-supported rate-paying structure.

c. Prioritized preventive maintenance
ALMONTE has an aggressive preventative maintenance program. The District is currently cleaning its off-road easements annually and street sewers every other year by rodding and/or hydro-flushing. The District has also established a program to provide increased preventive maintenance to troublesome sewer sections, with annual, semiannual or quarterly maintenance. The District is currently working on computerization of the preventive maintenance and cleaning programs.

d. Scheduled inspections and condition assessment
ALMONTE is discussing establishing a televising and condition assessment program for its sewers. Because of the frequency of the cleaning program, problems identified in the course of normal maintenance are dealt with on an as-needed basis through spot repairs or larger replacement projects.

e. Contingency equipment and replacement inventories
ALMONTE currently conducts all sewer system maintenance, cleaning, inspection, repair and replacement using contract services provided by Roto Rooter. ALMONTE therefore does not maintain an inventory of contingency equipment or replacement parts.

f. Training
ALMONTE has a limited staff consisting of one part-time manager, who has extensive experience in wastewater treatment and collection system operation. Staff is responsible for inspection of collection system repairs in conjunction with the District Engineer. ALMONTE currently conducts all sewer system maintenance, cleaning, repair and replacement using contract services. ALMONTE staff is responsible for ensuring that contractors comply with Cal OSHA requirements. ALMONTE staff receives training in most safety matters on an annual basis in accordance with a schedule provided by our workers’ compensation provider, Special District Risk Management Authority (SDRMA).
ALMONTE staff is also responsible for emergency response to Sewer System Overflows. In accordance with ALMONTE's “Sewage spill response policy and procedure”, SSO response training is required and conducted annually.

g. Outreach to plumbers and building contractors
ALMONTE is prepared to participate in a region-wide outreach program.

7. Design and construction standards
On an as-needed basis, ALMONTE uses the services of registered engineers when installation, rehabilitation, and/or repairs of the ALMONTE collection system are required. The following plans apply to sanitary sewer collection systems and not to pump stations.

a. **Standards for installation, rehabilitation and repair**
   ALMONTE utilizes standards for installation, rehabilitation and repair of District sewers as provided for in the District’s based on the design and construction standards provided by the District engineer.

b. **Standards for inspection and testing of new and rehabilitated facilities**
   ALMONTE utilizes procedures as outlined in the District’s design and construction standards.

8. **Capacity management**
   a. **Capacity assessment**
      ALMONTE has established a process to assess the current and future capacity requirements for the collection system facilities. The ALMONTE collection system is designed to handle extreme wet weather flows due to rainwater infiltration into the sewer system. Dry weather capacity is therefore much more than adequate under all circumstances. Wet weather capacity limitations have been identified through simple observation of collection system conditions when extreme, prolonged wet weather conditions prevail.
      Growth is not an issue in the ALMONTE service area. The District has very few remaining building sites left, much less than 1% of current capacity.

b. **System evaluation and capacity assurance plan**
   A capital improvement plan has been prepared and implemented as discussed in section 8.a above to provide hydraulic capacity of all sewer system elements under peak flow conditions.

9. **Monitoring, measurement, and program modifications**
   Any SSO that occurs at any time will trigger an investigation by the District Manager. The cause of the SSO will be determined and the SSMP will be modified by the District Manager to minimize the likelihood that an SSO does not reoccur in the same location for the same reason.
   All SSO’s will be reported to the ALMONTE Board of Directors; to the San Francisco Regional Water Quality Control Board in accordance with reporting standards adopted by the Regional Board in November, 2004; and to the State Board in accordance with forthcoming participation in an online reporting program. The annual report format is designed to identify and illustrate trends including frequency, location and volume.

10. **SSMP audits**
   The District Manager is responsible for monitoring the effective and complete implementation of the SSMP. The District Manager will prepare and file a written point by point compliance review of the SSMP at least once per year. Any deficiencies in implementation will be corrected. This audit will focus on evaluating the effectiveness of the SSMP and compliance with State and regional SSMP requirements.
11. Communication program

The completed SSMP and modifications thereto are and will be presented in public session to the ALMONTE Board of Directors for discussion, modification, and adoption. In addition, all SSOs are and will be reported to the ALMONTE Board of Directors in public session.
Date: August 23, 2006 (Rev. 8/5/07)
From: Bonner Beuhler, District Manager

Subject: Sewage spill response policy and procedure

The following procedures are to be followed when an overflow occurs from any of the Almonte Sanitary District sewer collection system:

Step by step priority for response
Good judgment is necessary in the implementation of these guidelines. The underlying criteria are to:

PROTECT THE PUBLIC
PROTECT THE ENVIRONMENT
CONDUCT ALL ACTIVITIES SAFELY

1. Notify Roto Rooter (415-388-2740) and District Manager Bonner Beuhler (home: [redacted]; cell: [redacted]; pager: [redacted])

2. Stop the spill or overflow. Make sure Roto Rooter personnel are responding. For pump station problems, troubleshoot problems, attempt to stop the spill or overflow.

3. Contain any spilled sewage if possible and return to the sewer system if possible.

4. Post warning signs and barricade the spill area if possible and appropriate.

5. Collect samples if required.

6. Make notifications.

7. Document and report all activities.
Responsibilities
Immediate spill response investigation and action.
  District Manager
Assembly and direction of crew to assist Roto Rooter.
  District Manager
Reporting and notifications.
  District Manager
Post-spill analysis and follow-up.
  District Manager

Specific required procedures per Regional Board direction dated November 15, 2004
1. Estimation of spill volume. The total volume of each spill shall be estimated. The estimate can be made based on visual observations.
2. Visual monitoring. The receiving water shall be monitored near the location where the overflow entered surface water for abnormal conditions, such as effects to aquatic life, abnormal color, etc. Photos may be used for documentation.
3. Water quality monitoring. Samples of the receiving water must be taken when the overflow volume exceeds 1,000 gallons or when the overflow may imminently and substantially endanger human health or cause fish kills. Samples shall be taken at the point of overflow as well as upstream and downstream of the spill. Analyses shall include ammonia, dissolved oxygen and fecal coliform.

Notification and reporting
All Overflows are to be reported to the State Water Quality Control Board using the internet based reporting system at https://ciwqs.waterboards.ca.gov/ciwqs/index.jsp. Almonte’s user name is bbeuhler and the password is Password1.

Overflows in excess of 1,000 gallons and overflows that imminently and substantially endanger human health are also to be reported within 24 hours to the State Office of Emergency Services at 800-852-7550 and to the Marin County Department of Health Services at 415-499-6907.

Overflows that cause a fish kill are to be reported within 24 hours to the State Department of Fish and Game at 707-944-5500, the State Office of Emergency Services at 800-852-7550, and to the Marin County Department of Health Services at 415-499-6907.

All SSO’s, regardless of volume, are to be documented in Almonte files and reported to the State Board in an annual report by March 15th of each year.
## Assistance

**Almonte Maintenance Contractor for SSO: Roto Rooter – 415-388-2740**

### Pipeline contractors
- Roto Rooter ........................................... 388-2740
- Maggiora & Ghilotti ............................. 459-8640
  - after hours ........................................
- Ghilotti Brothers ................................. 454-7011
- Forde Construction .............................. 924-3072
  - after hours ........................................
- Team Ghilotti ...................................... 720-5936

### 2,000 gallon tank trucks
- Mountain Sewer Service ....................... 383-6000
- Roto Rooter ......................................... 388-2740
- Roy’s sewer service ............................. 456-2320

### 4,000 gallon tank trucks
- Erickson (Richmond) ........................... 510-235-1393
- IT Corporation (San Jose) ..................... 408-894-1200

### Equipment Rental
- Hertz Rents (Corte Madera) ................. 924-4444
- Davis Rents (San Rafael) ..................... 454-1225

### Welders
- Zappetini & Son .................................. 454-2511
- Sun Ironworks .................................... 453-7562

### Plating or shoring
- Plank Inc. ........................................ 707-763-7070
- Baker Tanks ...................................... 510-439-8251

## Training
This policy and procedure will be reviewed with all Almonte staff annually.

## What to do when the public reports a sewage overflow
Most overflows that occur in Southern Marin are not actually Almonte responsibility. When the public calls to report an overflow, staff’s responsibility is to get the right information to the responsible agency per the attached procedure as quickly as possible. Roto Rooter is the emergency SSO responder for all of the following SASM agencies.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Phone Number</th>
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<tr>
<td>Alto SD</td>
<td>388-3696</td>
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<tr>
<td>City of Mill Valley</td>
<td>388-4033</td>
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<tr>
<td>Homestead Valley SD</td>
<td>388-4796</td>
</tr>
<tr>
<td>Tamalpais Valley CSD</td>
<td>388-6393</td>
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ATTACHMENT 2

### ALMONTÉ SANITARY DISTRICT
#### ANNUAL BUDGET
#### JULY 1, 2007 TO JUNE 30, 2008 Draft

<table>
<thead>
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<tr>
<td>2B Aid from other Governments</td>
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<tr>
<td>3 County Collection</td>
<td>(1,936)</td>
<td>(2,202)</td>
<td>(1,936)</td>
<td>(1,936)</td>
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8/6/2007
ATTACHMENT 3

SANITARY SEWER OVERFLOW REPORT

FOR OFFICE/DISPATCH USE

DATE CALL RECEIVED: 10/30/07  TIME: 5:15 AM/PM (Circle One)

RECEIVED BY: David Brown

CALLER'S NAME: ________________

CALLER'S PHONE NO: 725-7852

SPILL LOCATION: 276 N. Morning Ave

CROSS ST: ________________

SPILL START TIME: ________________ AM/PM (Circle One)

DESCRIPTION OF COMPLAINT: ________________

TIME CREW/CONTRACTOR DISPATCHED: ________________ AM/PM (Circle One)

NAMES OF CITY STAFF OR CONTRACTOR DISPATCHED: ________________

FIELD REPORT (FOR RESPONSE CREW USE)

DATE ARRIVED AT SITE: 11/20/07  TIME: 5:15 AM/PM (Circle One)

CREW NAME (S): David

TIME OVERFLOW STOPPED: 6:50 AM/PM

SOURCE OF SPILL: □ MANHOLE NO: ________________ □ PIPE □ CLEAN OUT

□ PUMP STATION □ OTHER: ________________

ESTIMATED OVERFLOW: 10 GALS MINUTE

SIZE OF PIPE AT BLOCKAGE: __________ INCHES  LENGTH OF PIPE: __________ FT.

PIPE MATERIAL: □ PLASTIC □ CONCRETE □ STEEL □ CLAY □ OTHER: ________________

CAUSE OF SPILL: □ PAPER □ GREASE □ ROOTS □ WET WEATHER

□ GRIT/GRAVEL □ OTHER: ________________

FINAL SPILL DESTINATION: □ STORM DRAIN □ CAPTURED IN STORM DRAIN

□ DIRT CHANNEL □ BUILDING STRUCTURE □ YARD/LAND

□ STREET/CURB GUTTER □ OTHER: ________________

FIELD REPORT COMPLETED BY: ________________  DATE: ________________

(PRINT NAME)

(COMPLETE REMAINDER OF FORM IF THE ENTIRE SPILL WAS NOT COLLECTED)

V
ATTACHMENT 4

“Roto-Rooter Plumbing – Contract Listing”
ROTO ROOTER PLUMBING

CONTRACT LISTING

12/15/05 to 12/15/05

MONTE SANITARY DISTRICT
Due: 02/03/06
Last 02/03/04
Terms: YEARLY
Sold /-

39 GREENE ST MILL
Type: D B
LotChg: 172.00
TolDue: 0.00
Ph: 415
ReqChg: 0.00

ILL VALLEY CA 949

MONTE SANITARY DISTRICT
Due: 08/15/04
Last 08/24/04
Terms: EVERY 6 MONTHS
Sold 12/18/98

ARK LN MILL
Type: M N
LotChg: 315.00
TolDue: 0.00
Ph: 415
ReqChg: 0.00

ILL VALLEY CA 949

MONTE SANITARY DISTRICT
Due: 03/06/06
Last 03/17/04
Terms: YEARLY MARCH
Sold /-

8 GREENE ST MILL
Type: N
LotChg: 982.00
TolDue: 0.00
Ph: 415
ReqChg: 0.00

ILL VALLEY CA 949 (94941)

MONTE SANITARY DISTRICT
Due: 08/24/04
Last 08/24/04
Terms: EVERY 6 MONTHS
Sold 12/17/98

PARKING MILL
Type: N N
LotChg: 852.50
TolDue: 0.00
Ph: 415
ReqChg: 0.00

ILL VALLEY CA 949 (94941)

MONTE SANITARY DISTRICT
Due: 01/21/06
Last 01/18/06
Terms: CLARIFYING PROGRAM
Sold /-

HIGHLAND LN MILL
Type: D B
LotChg: 1576.00
TolDue: 0.00
Ph: 415
ReqChg: 0.00

ILL VALLEY CA 949 (94941)

MONTE SANITARY DISTRICT
Due: 03/17/06
Last 04/26/06
Terms: YEARLY MARCH
Sold /-

MORNINGSUN AVE MILL
Type: M B
LotChg: 350.00
TolDue: 0.00
Ph: 415
ReqChg: 0.00

ILL VALLEY CA 949

MONTE SANITARY DISTRICT
Due: 01/19/06
Last 01/19/06
Terms: YEARLY JANUARY
Sold /-

2 VALLEY CA 949

MONTE SANITARY DISTRICT
Due: 02/10/06
Last 02/10/04
Terms: YEARLY EASEMENTS
Sold /-

HOMESTEAD BLVD MILL
Type: D B
LotChg: 1284.50
TolDue: 0.00
Ph: 415
ReqChg: 0.00

ILL VALLEY CA 949 (94920)

NYT SANITARY DISTRICT
Due: 01/21/06
Last 01/21/06
Terms: 12 MONTH
Sold /-

STADIUM WAY MILL
Type: D B
LotChg: 0.00
TolDue: 0.00
Ph: 415
ReqChg: 0.00

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<td>PAINROSE PATH MILL</td>
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<td>40 CLEVELAND AVE MILL</td>
<td>55000 654-8469</td>
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