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COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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IN REPLY PLEASE
REFER TO FILE: **SM-1**

June 26, 2019

Mr. Daniel Fox
City Manager
City of Diamond Bar
21810 Copley Drive
Diamond Bar, CA 91765

Attention David G. Liu

Dear Mr. Fox:

SEWER SYSTEM MANAGEMENT PLAN 5-YEAR UPDATE AND RECERTIFICATION

As requested, enclosed are two copies of the updated Sewer System Management Plan (SSMP) for the City of Diamond Bar.

Please note that the recently completed condition/risk assessment of the nine pump stations in the City is referenced on page 20 of this SSMP. We will be in contact with you to discuss the finance strategy for this work.

In accordance with Section D14 of the Statewide General Waste Discharge Requirements Permit, you must complete the following steps to finalize the 5-year SSMP recertification process:

1. Present the updated SSMP to City Council for adoption.
2. Following adoption by your City Council, log into the California Integrated Water Quality System and fill out the Completion Data and Certifier's Information portions of the SSMP Certification form.
3. Print and send the completed form to:

Attention Sanitary Sewer Overflow Program Manager
State Water Resources Control Board
Division of Water Quality
P.O. Box 100
Sacramento, CA 95812

Mr. Daniel Fox
June 26, 2019
Page 2

4. Upload a copy of the certified SSMP to the City's website and add a downloadable link of the SSMP to the California Integrated Water Quality System.

If you have any questions, please contact Mr. Nicholas Agbobu, Sewer Maintenance Division, at (626) 300-3382 or nagbobu@pw.lacounty.gov.

Very truly yours,

MARK PESTRELLA
Director of Public Works

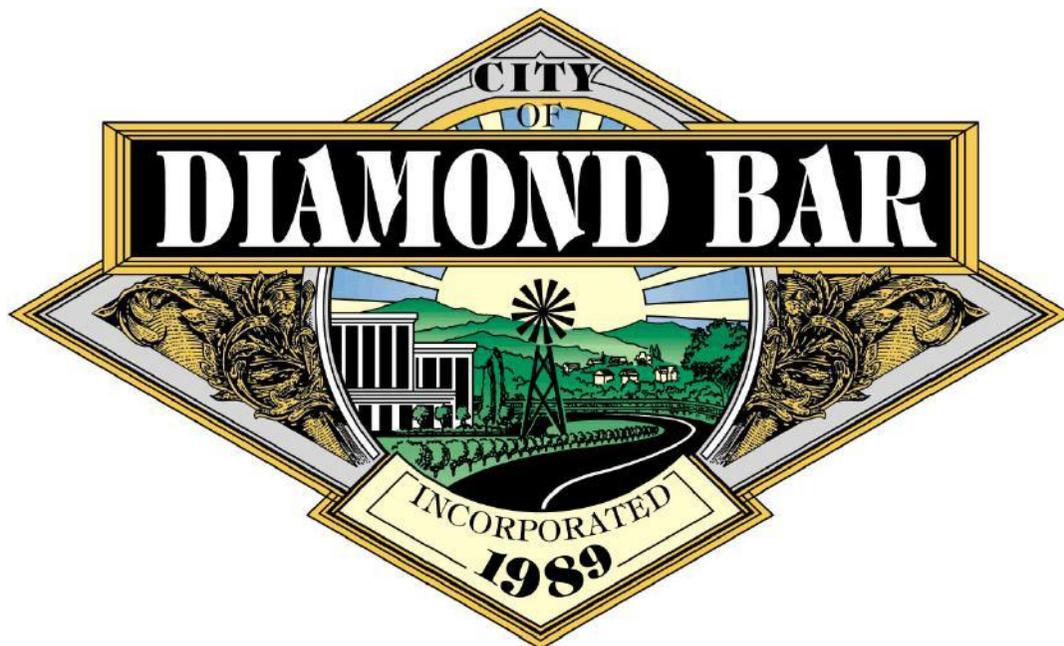


WILLIAM J. WINTER
Assistant Deputy Director
Sewer Maintenance Division

NA:jg
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Enc.

**CITY OF DIAMOND BAR
SEWER SYSTEM MANAGEMENT PLAN**



2019

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ABBREVIATIONS/ACRONYMS

ACO	Accumulative Capital Outlay Program
CADD	Computer Aided Design and Drafting
CIWQS	California Integrated Water Quality System
CCTV	Closed-Circuit Television
CMCs	City Municipal Codes
CSMD	Consolidated Sewer Maintenance District
Districts	Sewer Maintenance Districts
FOG	Fat, Oil, and Grease
GIS	Geographic Information System
I/I	Infiltration Inflow
LACPW	Los Angeles County Public Works
LACO TITLE 20	Los Angeles County Code Title 20 – Utilities
LACO TITLE 28	Los Angeles County Plumbing Code – Title 28
MMS	Maintenance Management System
RWQCB	Regional Water Quality Control Board
SMD	Sewer Maintenance Division
SO&M	Sewer Operation and Maintenance
SSMP	Sewer System Management Plan
SSOs	Sanitary Sewer Overflows
SU	Sewage Unit
SWRCB	State Water Resources Control Board
WDRs	Waste Discharge Requirements

DEFINITIONS

Geographical Information System (GIS) – A spatial database system that is used to capture, store, display, and analyze information which includes various layers used by government officials. Examples of information found on a GIS database include feature layers for a sewer map: such as sewer pipes, sewer manholes, etc. These feature layers would include information such as the pipe diameter, pipe material, pipe condition, and last date cleaned or repaired. Los Angeles County Public Works' (LACPW) GIS also contains base information such as streets and parcels.

Infiltration/Inflow (I/I) – Infiltration is generally considered to be extraneous water that enters the sewer system over longer periods of time such as groundwater seepage through cracks in the sewer. Inflow is generally considered to be extraneous water that enters the system as a direct result of a rain event such as through defects in the sewer. While it is impossible to control all I/I, it is certainly desirable to reduce I/I when cost-effective.

Lateral – The portion of sewer that connects a home or business with the mainline in the street.

Stoppage – A buildup of debris in the sewer, which stops the flow of wastewater and allows the water to back up behind the stoppage, sometimes causing an overflow. Also called blockage.

Blockage – A buildup of debris in the sewer, which stops the flow of wastewater and allows the water to back up behind the stoppage, sometimes causing an overflow. Also called a stoppage.

Wastewater Collection System – All pipelines, pump stations, and other facilities upstream of the headworks of the wastewater treatment plant that transport wastewater from its source to the wastewater treatment plant.

CITY OF DIAMOND BAR

SEWER SYSTEM MANAGEMENT PLAN (SSMP)

INTRODUCTION

On May 2, 2006, the State Water Resources Control Board (SWRCB) adopted Statewide General Waste Discharge Requirements (WDRs) and a Monitoring and Reporting Program (MRP) for sanitary sewer systems by issuing Order No. 2006-0003 and Order No. 2013-0058EXEC (revised) respectively (Appendix A). The regulations in the order were in response to growing public concern about the water quality impacts of sanitary sewer overflows (SSOs), particularly those that cause beach closures, adversely affect other bodies of water, or pose serious health and safety or nuisance problems.

Two major components of the WDRs require the following:

- (1) The owners/operators of publicly owned sewer collection systems, a mile long or greater, must apply for coverage under the WDRs.
- (2) The owners/operators must develop and implement a Sewer System Management Plan (SSMP) specific to the sanitary sewer system.

In accordance with the first element of the WDRs, the City of Diamond Bar (City) filed a Notice of Intent Application form with the SWRCB on October 30, 2006. The City subsequently received a Username and Password for electronic access to the California Integrated Water Quality System (CIWQS) database. Within the database-reporting program, the City completed a "collection system questionnaire" and must continually file all subsequent updates and all required SSO reporting.

In compliance with the second element, this document was prepared to meet the objectives contained in the WDRs order. The County of Los Angeles Consolidated Sewer Maintenance District (CSMD) provides operation and maintenance services for the City's sewer facilities; therefore, some components of the City's SSMP may be similar to those of the Sewer Maintenance Districts (Districts). This document is divided into 12 chapters, which closely align with the respective provisions contained in the WDRs. Every section or subsection of each chapter addresses one of the key elements of the SSMP directive.

This document, in conjunction with other existing agency programs referenced herein, constitute the City's SSMP. By implementing the procedures contained in this SSMP, the occurrence of SSOs should be minimized to the greatest extent practicable throughout the City's sanitary sewer collection system.

CHAPTER 1

GOALS AND ACTIONS

1.1 Goals

The goals of this SSMP are to ensure the following:

1. The City's sanitary sewer collection system is properly operated, maintained, and managed to reduce the frequency and severity of sanitary sewer overflows (SSOs) and their potential impacts on public health, safety, and the environment.
2. When SSOs occur, prompt action is taken to identify, contain, remove the cause, promptly report the event to appropriate regulatory authorities, and the public is adequately and timely notified
3. All SSOs, system deficiencies, and remedial actions taken are well documented.
4. The City's sewer system operators, employees, contractors, responders, and other agents are adequately trained and equipped to address an SSO event.
5. The City's sewer system is designed, constructed, and funded to provide adequate capacity to convey base and peak flows while meeting or exceeding applicable regulations, laws, and the generally accepted practices relative to sanitary sewer system operation and maintenance.

1.2 Actions

The actions to be taken to satisfy the SSMP are as follows:

1. Conduct a planned and scheduled maintenance program that will minimize the risk and occurrence of SSOs, in support of the SSMP goals.
2. When SSOs do occur, respond to the reported site in a timely manner and undertake feasible remedial actions to contain the overflow impacts, including stopping the flow from reaching the storm drain, if possible.
3. Stop the overflow as soon as possible and limit public access to the overflow area to prevent public contact with any wastewater contamination.
4. Completely recover the overflow and return it to the sewer system and then clean up the contaminated area.

5. Gather and compile all pertinent information regarding the overflow event, investigate as necessary to determine probable cause, document findings, report to the appropriate regulatory agencies in a timely manner, and file the completed report.

CHAPTER 2

DESCRIPTION OF THE ORGANIZATION

2.1 Management

The City's Public Works Department manages the sanitary sewer collection system, which serves a population of approximately 55,500 residents and consists of about 159 miles of gravity sewer lines and 9 pump stations (plus 1 privately owned pump station). The City's local sewers discharge into the Sanitation Districts of Los Angeles County facilities for conveyance, treatment, and disposal.

The City has seven budgeted management positions directly involved in overseeing the sewer system maintenance responsibilities. The field operation and maintenance functions are provided by the CSMD, which is managed by the LACPW. The distribution of the City's personnel and the contracted services are depicted in the organization chart presented in Section 2.3.1a of this plan.

These personnel, in collaboration with LACPW personnel, administer the City's sewer collection system operation, provide engineering evaluation of proposed and existing sewer facilities, administer preventive maintenance and sewer construction programs, and oversee the maintenance of sewer collection system facilities and related records and plans.

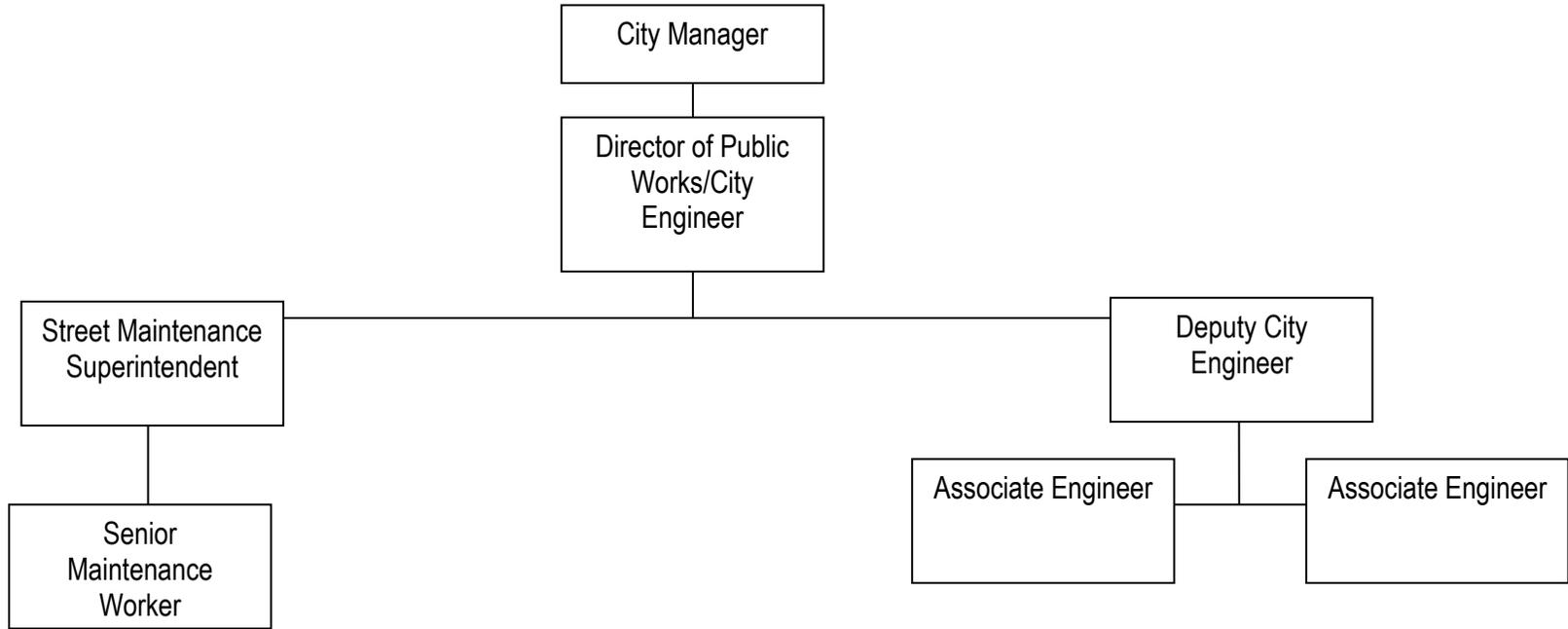
2.2 Authorized Representative

The City's Director of Public Works or City Engineer in concert with designated LACPW staff are the authorized representatives responsible for the execution of compliance actions required under the WDRs. This includes, but is not limited to, execution and certification of all reports and correspondence as required under the Order.

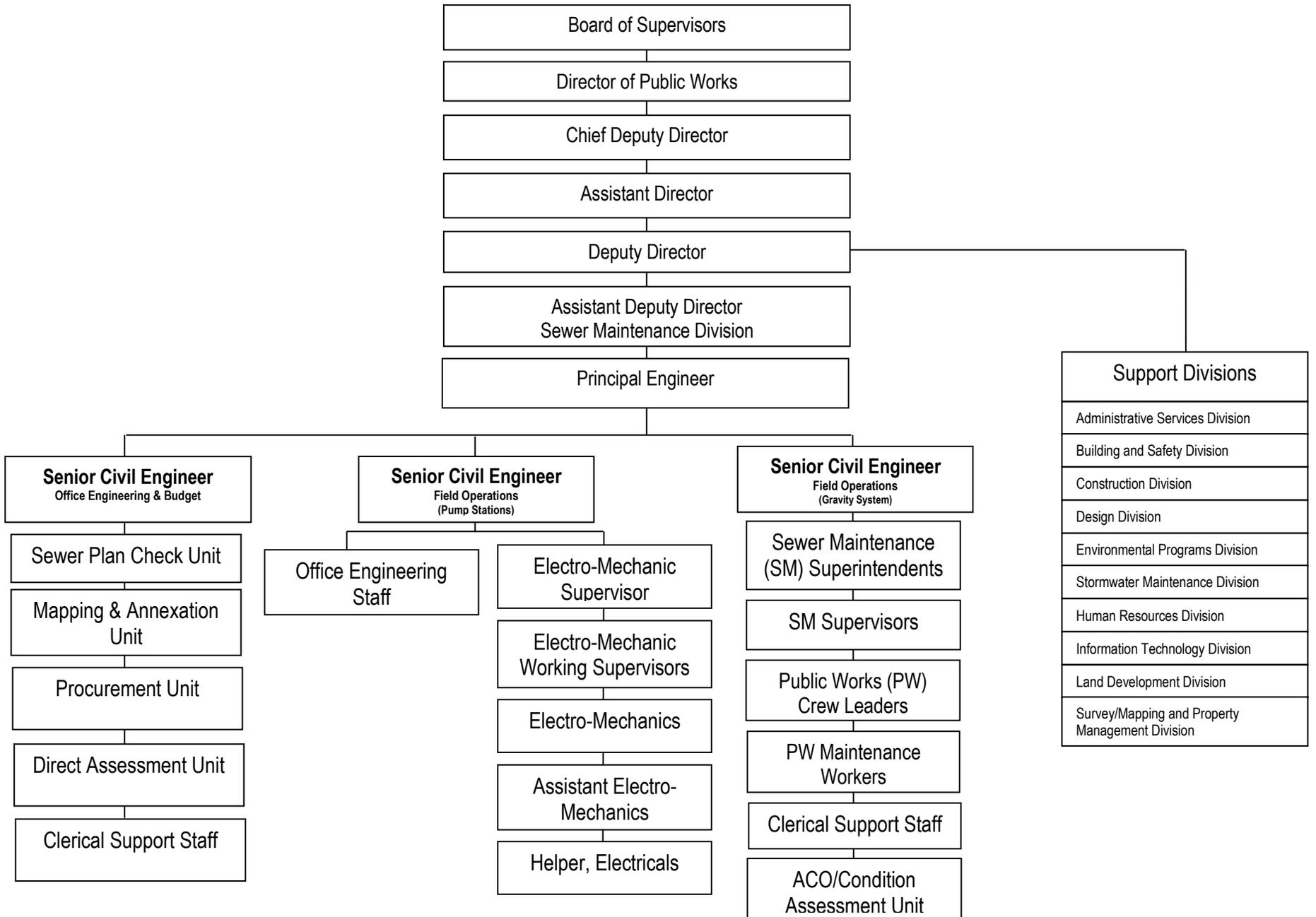
2.3 Organization Chart and Responsibilities

The organization chart showing the structure and relationship of the City and LACPW administrative, management, and field positions relative to Sewer Operation and Maintenance (SO&M) is presented in Sections 2.3.1a, 2.3.1b, and 2.3.1c, respectively, and the descriptions of responsibilities and support are presented in Sections 2.3.2 and 2.3.3.

2.3.1a City of Diamond Bar Organization Chart for Sanitary Sewer System Management



2.3.1b Sewer Maintenance Division Organization Chart



**2.3.1c ORGANIZATIONAL CHART WITH NAMES AND
PHONE NUMBERS**

DIAMOND BAR

City Manager		
Daniel Fox	City Manager	(909) 839-7011
Director of Public Works		
David G. Liu, P.E.	Director of Public Works/City Engineer	(909) 839-7041
Street Maintenance		
Jorge Garcia	Street Maintenance Superintendent	(909) 839-7046
Jason Fuentes	Senior Street Maintenance Worker	(909) 839-7039
City Engineers		
Vacant	Deputy City Engineer	(909) 839-7044
Christian Malpica	Associate Engineer	(909) 839-7042
Fabian Aoun	Assistant Engineer	(909) 839-7038

SEWER MAINTENANCE DISTRICTS

Board of Supervisors		
Hilda L. Solis	Supervisor, First District	(213) 974-4111
Mark Ridley-Thomas	Supervisor, Second District	(213) 974-2222
Sheila Kuehl	Supervisor, Third District	(213) 974-3333
Janice Hahn	Supervisor, Fourth District	(213) 974-4444
Kathryn Barger	Supervisor, Fifth District	(213) 974-5555
Public Works		
Mark Pestrella	Director	(626) 458-4002
VACANT	Chief Deputy Director	(626) 458-4001
Shari Afshari	Deputy Director	(626) 458-4008
Sewer Maintenance Division		
William J. Winter	Assistant Deputy Director	(626) 300-3304
Martin Moreno	Principal Engineer	(626) 300-3312
Clerical Support Staff		
Violeta Roldan	Senior Secretary IV	(626) 300-3309
(Office Engineering & Budget)		
Nicholas Agbobu	Senior Civil Engineer	(626) 300-3382
Sewer Plan Check Unit		
Sandra Medina	Associate Civil Engineer	(626) 300-3363
Mapping & Annexation Unit		
Julie Zhu	Supervising Geographic Information System Technician	(626) 300-3366
Procurement		
Cynthia Phan	Financial Specialist III	(626) 300-3322
Direct Assessment Unit		
Linh La	Staff Assistant II	(626) 300-3340
Accumulative Capital Outlay/Condition Assessment Unit		
Alex Villarama	Civil Engineer	(626) 300-3374
(Field Operations – Pump Stations)		
Jeff Bouse	Senior Civil Engineer	(626) 300-3373
Kari Eskridge	Civil Engineer	(626) 300-3390
Mark Ramirez	Electro-Mechanic Supervisor	(626) 300-4682
Electro-Mechanics		
East/Central		
George Modlin	EM Working Supervisor	(626) 446-3271 (562) 941-7011
East/Central	Electro-Mechanics	(626) 446-3271
East/Central	Assistant Electro-Mechanics	(562) 941-7011
North		
Alfredo Duran	EM Working Supervisor	(661) 222-2569
North/West	Electro-Mechanics	(661) 222-2569
North/West	Assistant Electro-Mechanics	(661) 942-6042
North/West	Helper, Electricals	(661) 942-6042
South		
VACANT	EM Working Supervisor	(323) 233-2015
South	Electro-Mechanics	(323) 233-2015
South	Assistant Electro-Mechanics	(323) 233-2015
Field Operations – Gravity System		
Robert Swartz	Senior Civil Engineer	(626) 300-3367
Gohar Tzolakyian	Staff Assistant II	(626) 300-3325
Field Offices		
Central		
Mike Garcia	SM Superintendent	(562) 941-7011
Juan Alonso	SM Supervisor	(562) 941-7011
Central	PW Crew Leaders	(562) 941-7011
Central	PW Maintenance Workers	(562) 941-7011
Central	PW Laborers	(562) 941-7011
Central	Bricklayer	(562) 941-7011
Central	Sr. Equipment Maintenance Worker	(562) 941-7011
Willa Mar	Intermediate Typist-Clerk	(562) 941-7011
Susan Carmona	Intermediate Typist-Clerk	(562) 941-7011

East		
James Pryor	SM Superintendent	(626) 446-5227
Jim Vives	SM Supervisor	(626) 446-5227
Chris Peña	SM Supervisor	(626) 446-5227
East	PW Crew Leaders	(626) 446-5227
East	PW Maintenance Workers	(626) 446-5227
East	PW Laborers	(626) 446-5227
East	Bricklayer	(626) 446-5227
East	Sr. Equipment Maintenance Worker	(626) 446-5227
Chris Pussman	Senior Typist-Clerk	(626) 446-5227
Zamir Zyada	Intermediate Clerk	(626) 446-5227
South		
Paul Bradford	SM Superintendent	(323) 233-3330
Isaac Leal	SM Supervisor	(323) 233-3330
Capice Simms	SM Supervisor	(323) 233-3330
South	PW Crew Leaders	(323) 233-3330
South	PW Maintenance Workers	(323) 233-3330
South	PW Laborers	(323) 233-3330
South	Bricklayer	(323) 233-3330
South	Sr. Equipment Maintenance Worker	(323) 233-3330
Spencer Cottrell	Intermediate Clerk	(323) 233-3330
Marilyn Lamar	Intermediate Typist-Clerk	(323) 233-3330
North		
Tim Bohannon	SM Superintendent	(661) 942-6042
Deroald Dolittle	SM Supervisor	(661) 942-6042
North	PW Maintenance Workers	(661) 942-6042
North	PW Laborers	(661) 942-6042
North	Bricklayer	(661) 942-6042
North	Sr. Equipment Maintenance Worker	(661) 942-6042
Anita Carver	Senior Typist-Clerk	(661) 942-6042
Santa Clarita		
Tim Bohannon	SM Superintendent	(661) 942-6042
Jesse Cisneros	SM Supervisor	(661) 222-2569
Santa Clarita	PW Maintenance Workers	(661) 222-2569
Santa Clarita	PW Laborers	(661) 222-2569
Support Divisions		
Administrative Services Division		
Alma D. Martinez	Admin Deputy Director	(626) 458-4078
Building and Safety Division		
Hassan Alameddine	Asst. Deputy Director	(626) 458-6385
Construction Division		
Steve Burger	Asst. Deputy Director	(626) 458-3100
Design Division		
Hector Bordas	Asst. Deputy Director	(626) 458-7800
Environmental Division		
Coby Skye	Asst. Deputy Director	(626) 458-3500
Stormwater Maintenance Division		
VACANT	Asst. Deputy Director	(626) 458-4145
Human Resources Division		
Jeff Howard	Division Chief	(626) 458-2100
Information Technology Division		
Patrick Anderson	Division Chief	(626) 458-4108
Land Development Division		
Anthony Nyivih	Asst. Deputy Director	(626) 458-4900
Survey/Mapping & Property Management Division		
James T Sparks	Asst. Deputy Director	(626) 458-7000

2.3.2 Description of Responsibilities

The description of responsibilities or roles of each position, especially as related to SSOs, are as follows:

- City Council – Responsible for establishing new and amending existing ordinances and policies governing the municipal operations and the operation of the City's sanitary sewer system, including the approvals of all SO&M contracts and agreements, to protect the community's interest.
- City Manager – Responsible for the overall management and application of all legal and policy directives that relate to the City's activities, including the operation and maintenance of the City's sanitary sewer system.
- Director of Public Works – Directs the accomplishment of statutory and policy criteria within the scope of the City Council's policy and legal requirements. Directs its execution and evaluates work accomplished within his areas of responsibility including the SO&M program. Also directs the planning, budgeting, design for the construction of new sewer collection system and rehabilitation of existing sewer collection system. Facilitates all sewer collection system operation and maintenance activities through the contract with LACPW as the City's representative in the CSMD. Responsible for the day-to-day management and operation oversight of the City's sewer collection system, including the nine sewer pump stations plus one privately owned sewer pump station.

Directs engineering and management activities relating to studies, design, investigations, and the preparation of reports, budget, and contractual agreements with private firms for technical services projects. Performs special studies, investigations, and reports concerning sewer infrastructure.

- Senior Civil Engineer – Performs a wide range of professional and complex civil engineering work in redesign, construction, management, and maintenance of public works projects; acts as the City Engineer in his/her absence; and performs other duties as assigned.
- Associate Engineer – Performs a wide range of professional engineering work in redesign, construction, management, and maintenance of Public Works projects.

Assists in the preparation of reports, budgets, and other correspondence and coordinates and facilitates with City and contract personnel in

addressing local citizen issues relative to sewer service. Oversees tracking of sewer spills, training of personnel, and the implementation of the SSMP.

- Facilities and Maintenance Superintendent - Has oversight of all contracted maintenance and repair services for the City's facilities, excluding the relatively new gravity sewer systems operation and maintenance.

2.3.3 City Divisions/Departments and Other Agencies

Other divisions or departments within the City and specific contracted services are currently and will continue to be responsible for carrying out some of the compliance actions called for by the WDRs for the City. The key support units and their responsibilities are described below:

- Administrative Services Department – Responsible for procuring equipment and as-needed contract services for emergency sewer repair projects; printing and mailing of public education outreach program materials; procuring materials and supplies needed for the day-to-day operation and maintenance activities; accounting services; and training of personnel. Also responsible for investigating SSO-related claims and litigations against the City.
- Building and Safety Division – Responsible for reviewing various building permit applications, their relationship to public easements and facilities, and issuing permits for sewer connections. Also, the enforcement of Plumbing Codes involving proper connection and discharge into the public sewer system and the property owner's maintenance of their respective sewer laterals between the structure served and the public mainline sewer.
- City Code Enforcement Division – Responsible for the enforcement of Health and Safety Codes regarding waste disposal, such as the Fat, Oil, and Grease (FOG) Control Program; point source control inspection of industrial and commercial waste and grease generating facilities; and investigation of cases of illicit discharge of chemicals, debris, etc., into the public sewer system. This is undertaken in concert with the LACPW, Environmental Programs Division, Industrial Waste Unit.
- Engineering Division – Responsible for preparing plans and specifications for sewer construction and rehabilitation projects, administration of contracts for accomplishing such projects, and emergency sewer repair projects. Also, responsible for subdivision or development project plan checks to ensure compliance with the City's standards for construction of new sewer collection systems.

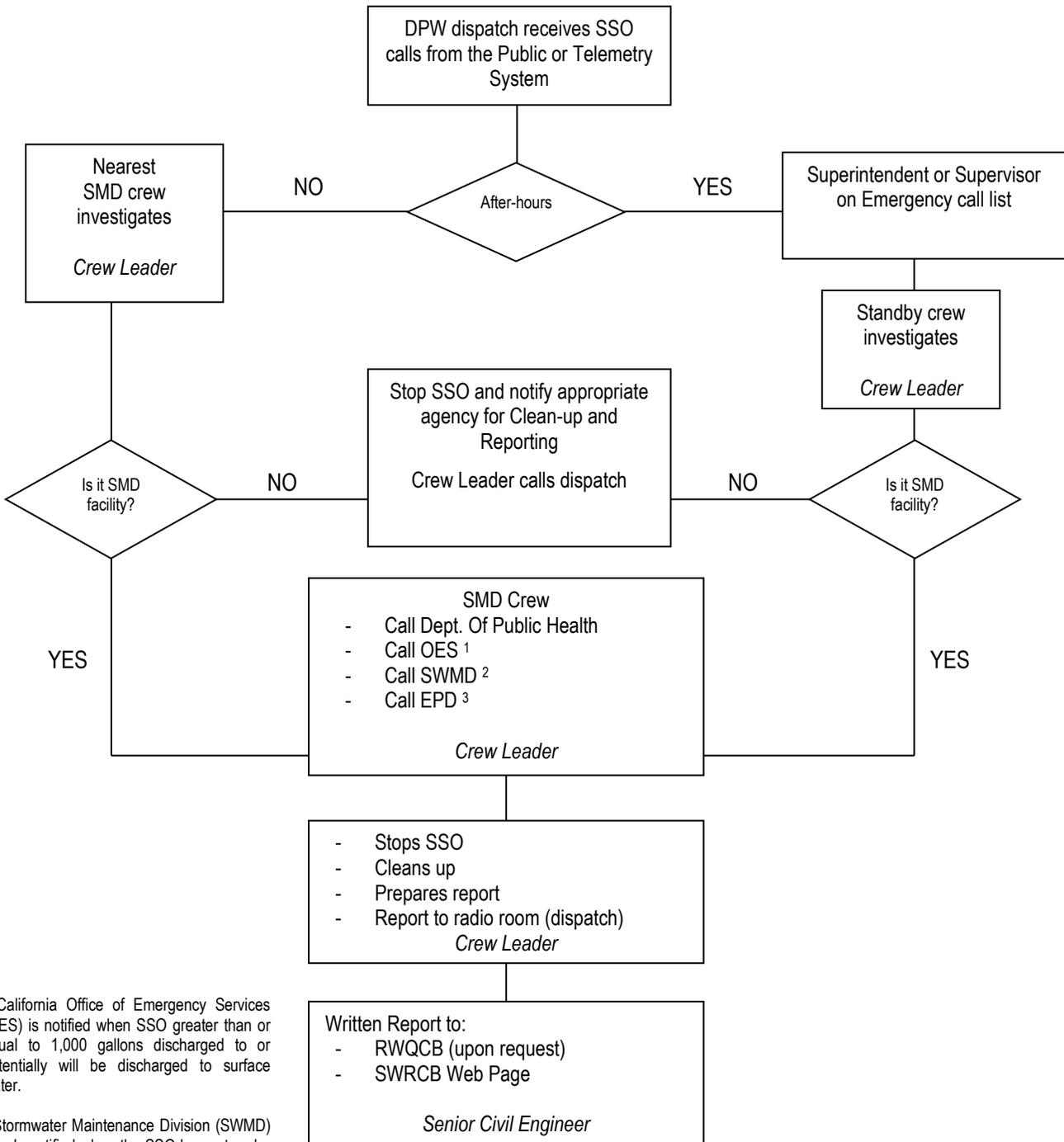
Plan checks sewer capacity studies to size proposed sewer lines and sets requirements to ensure adequate capacity in existing systems. Prepares easement documents or identifies and procures access rights for public sewer facilities located within private properties.

- LACPW – Sewer Maintenance and Environmental Programs Divisions provide critical services to the City to address the mandates of the WDRs. Sewer Maintenance Division is responsible for operational maintenance services of the City's sewer collection system, including cleaning, closed-circuit television (CCTV) inspection, manhole inspection, and repairs. Environmental Programs Division is responsible for implementing the City's industrial waste and FOG Control Programs, which include permitting, inspection, and enforcement of illicit discharges to the public sewer system in concert with the City's Code Enforcement Division.
- County of Los Angeles Fire Department – Responsible for assisting with protecting the public in the event of an SSO that expands into high-use public travel ways and/or those that reach storm drains or water courses and spread the effect of public risk to health and safety impacts.
- County of Los Angeles Sheriff's Department – Responsible for operating the Emergency Operation Center for the entire City, including handling after-hour service calls reporting SSOs, pump station malfunction calls, and forwarding those reports to the LACPW.

2.3.4 Chain of Communication for SSO Reporting

The chain of communication for reporting SSOs from receipt of a complaint or other reliable information source to reporting to the appropriate regulatory agencies is presented in Section 2.3.4a. The City's contact directory for communicating with both internal and external parties involved in responding and reporting an SSO event is shown in Section 2.3.5. The SSO emergency response plan will be discussed in greater detail in Chapter 6 of this document.

2.3.4a SSO Reporting Procedures Flow Chart



¹ California Office of Emergency Services (OES) is notified when SSO greater than or equal to 1,000 gallons discharged to or potentially will be discharged to surface water.

² Stormwater Maintenance Division (SWMD) is only notified when the SSO has entered a storm drain.

³ Environmental Program Division (EPD) is only notified when SSO of 50,000 gallons or greater are spilled to surface water.

2.3.5 City's Contact Directory for SSO Responding and Reporting

<u>After-Hour or Responsible Party</u>	<u>Name</u>	<u>Telephone</u>	<u>After-Hours or Cell Phone</u>
City Manager	Daniel Fox	(909) 839-7011	(909) 239-1700
Director of Public Works	David G. Liu	(909) 839-7041	(909) 287-9995
Building Official	Raymond Tao	(909) 839-7021	(626) 922-7914
Street Maintenance Superintendent	Jorge Garcia	(909) 839-7046	(760) 947-3392
LAC Sheriff Department	Diamond Bar/Walnut Station	(909) 595-2264	(909) 595-2264
LAC Fire Department	Diamond Bar Station	(909) 861-5995	(909) 598-4290
LAC Public Works	24-hour Dispatch	626-458-4357	800-675-4357
LAC Health Dept.		213-974-1234	
LAC Stormwater Maintenance District		626-445-7630	
Sanitation Districts of LAC		562-699-7411	
R.W.Q.C.B. (Region 4)		213-576-6600	
State O.E.S.		800-852-7550	

CHAPTER 3

LEGAL AUTHORITY

3.1 Legal Authority

The City's legal authority to own and operate a sanitary sewer system is derived from its incorporation as a City. The City in May 2, 1989, granted the County of Los Angeles the consent and jurisdiction to annex portions of the City sewer system into the CSMD. By that action, the City has entrusted the management, operation, and maintenance of its local sanitary sewer system to the CSMD. The City, however, still maintains ownership of the sewer system.

In compliance with the WDRs, this Chapter highlights the City's legal authority to: (1) prevent illicit discharges into the sanitary sewer system; (2) require that sewers and connections be properly designed and constructed; (3) ensure access for maintenance, inspection, or repairs; (4) limit the discharges of FOG and other debris that may cause blockage; and (5) enforce any violation of sewer ordinances or City Municipal Codes (CMCs). The legal authorities for the specific areas stipulated in the WDRs are covered in various sections of the CMCs and Chapters 20.20, 20.24, 20.22, 20.32, 20.36, and 20.40 of the Los Angeles County Code Title 20 – Utilities (LACO TITLE 20).

3.1.1 Legal Authority to Prevent Illicit Discharges into the Sanitary Sewer System

In accordance with the CMCs, Title 15, Section 15.00.710, the City has adopted the 2016 Edition of the California Plumbing Code (CPC). Per Title 13, Chapter 13.00, of the CMCs, the City has also adopted the latest Edition of LACO TITLE 20, which regulates sanitary sewers and industrial waste in the County as its Sanitary Sewer and Industrial Waste Use Ordinance. LACO Code, Section 20.36.010, prohibits the illegal dumping of offensive or damaging substances such as chemicals, debris, etc. Other sections of the LACO Code that prohibit various forms of illicit discharges are 20.24.020, 20.24.200, 20.32.080, 20.32.650, etc. The City, as one of the CSMD cities, benefits from the CSMD Infiltration/Inflow (I/I) Control Program. This program consists of sewer line cleaning and maintenance, which includes CCTV and other mechanisms to detect I/I. By ordinance, LACO Code, Section 20.40.045, the County of Los Angeles Board of Supervisors has established a financial plan to ensure capital replacement or rehabilitation of sewer lines prone to I/I within the CSMD. LACO Code, Section 20.24.080, requires that property owners be responsible for maintenance of their house laterals, including the elimination of cracks, tree roots, and other debris. These laws combined

constitute the City's legal authority to prevent illicit discharges into the sewer system.

3.1.2 Legal Authority to Require that Sewers and Connections be Properly Designed and Constructed

LACO TITLE 20, Sections 20.32.330 and 20.32.340, as adopted by the City, requires that the design of new mainline sewers and pumping plants, respectively, comply with Part 3 of Chapter 20.32 of LACO TITLE 20. Section 20.32.350 of LACO TITLE 20 requires that the design of new house laterals also conform to the requirements of Part 3, Chapter 20.32, of LACO TITLE 20. In accordance with LACO TITLE 20, Section 20.32.580, the construction of a collection sewer system is required to conform to all the requirements prescribed by Division 2 of LACO TITLE 20, Standard Specifications for Public Works Construction ("Green Book"), and Special Provisions and Standard Plans, all on file in the Director of Public Works/City Engineer's office. The inspection of new mainline sewers and pumping plants to ensure proper construction is covered under Section 20.30.590 of the LACO TITLE 20 and regulated under the CMCs.

3.1.3 Legal Authority to Ensure Access for Maintenance, Inspection, or Repairs

LACO TITLE 20, Division 2, as adopted by the City gives the City the legal right to set requirements to allow unrestricted maintenance access to the public sewer infrastructure located on private property. In accordance with Section 20.32.430 of LACO TITLE 20, the access is secured through the City's enforcement of the requirement for legally recorded sewer easements around all public sewer appurtenances located in private properties. Sewer easements are detailed on the sewer construction plans and are thoroughly reviewed by the City and LACPW for adequacy in size and accuracy of alignment during the plan check process. Plan checkers take special care to ensure that maintenance crews will have sufficient access for the movement of equipment and materials for routine and emergency repairs or construction work on the system.

3.1.4 Legal Authority Limiting the Discharge of FOG and other Debris that May Cause Blockage

The City, by adopting CPC and LACO TITLE 20, has the legal authority to satisfy this element of the WDRs. CPC requires the installation of grease interceptors at restaurants and other food establishments that generate grease in the City. Section 714.1 of CPC prohibits the discharge of FOG and other substances that may, among other things, clog, obstruct, fill, or necessitate frequent repairs, cleaning out, or flushing of sewer facilities in the City's sewer system.

This prohibition is also contained in LACO TITLE 20, Section 20.36.400. LACO TITLE 20, Section 20.36.560, gives the Director of Public Works/City Engineer the authority to require the installation of treatment facilities, including grease interceptors, at any facility that generates FOG in the amount that will damage or increase the maintenance costs of the sewer collection system.

3.1.5 Legal Authority to Enforce any Violation of Sewer Ordinances

LACO TITLE 20, Section 20.24.090, gives the Director of Public Works/City Engineer the legal authority to inspect mainline sewers, sewage pumping plants, interceptors, etc., as often as deemed necessary, to ascertain whether such facilities are maintained and operated in accordance with the provisions of Division 2 of LACO TITLE 20.

Under Section 20.24.100 of LACO TITLE 20, the Director of Public Works/City Engineer is empowered to enforce all the requirements prescribed in Division 2, Sanitary Sewers and Industrial Waste, and in accordance with Section 20.24.110, may delegate this authority. LACO TITLE 20, Section 20.24.160, allows criminal penalties for any violations.

LACO TITLE 20, CPC, standard plans, specifications, and other material cited in this chapter are filed at the Director of Public Works'/City Engineer's office.

CHAPTER 4

OPERATION AND MAINTENANCE PROGRAM

4.1 Preventive Maintenance Program

The City is within the CSMD and, therefore, relies on the staff and resources of the LACPW for the SO&M of its collection sewer system. The CSMD's SO&M Programs described in detail in the Districts' SSMP are applicable in the City. The CSMD East Yard (Appendix B) located at 2849 South Myrtle Avenue in the City of Irwindale provides sewer services to the City. In addition, personnel from the other four sewer maintenance yards, shown in Appendix B, provide after-hour services, such as standby, callback, and other sewer emergency services, to the City. The maintenance equipment utilized within the City is owned by the CSMD. A complete inventory of the CSMD equipment assigned to the East Yard is presented in Appendix C.

The City's maintenance programs are funded through levying an annual sewer service charge of \$41.50 per equivalent single-family dwelling unit, otherwise called a sewage unit (SU). This is included in the \$50.50 per SU levied by the CSMD and collected with the annual tax bills of property owners in the cities that are within the CSMD. The total annual revenue generated from the City for the various sewer programs through the \$50.50 per SU charge is approximately \$1,014,014. These funds are managed and administered by the LACPW and reviewed and adjusted annually to ensure sufficient revenues to fund the maintenance programs.

The following is a summary of the CSMD preventive maintenance activities implemented by the CSMD within the City:

4.1.1 Sewer Line and Manhole Inspection

The interior and exterior of manholes are inspected semiannually for any structural defects, sewage flow condition, presence of vermin or rodents, deleterious industrial waste, odors, and any signs of unusual settlement around the manhole and along sewer alignments.

4.1.2 Gas Trap Manholes and Siphons

On a monthly basis these facilities are inspected and cleared of any stoppages or flow restrictions.

4.1.3 Drop Manholes

These facilities are inspected and cleared of stoppages and flow restrictions on variable frequencies based on prior inspection records.

4.1.4 Sewer Line Cleaning

Sewer lines are cleaned by hydro jetting or rodding. Frequency of cleaning is based on inspection records. Sewer lines known to accumulate grease, garbage grinds, or sand are placed on monthly, quarterly, or semiannual cleaning schedules and those prone to root growth are periodically rodded or chemically treated.

4.1.5 Vermin and Rodent Control

Sewers infested by insects are chemically treated. Those infested by rodents are baited.

4.1.6 Sewage Pump Stations

Majority of the Districts' pump stations are equipped with SCADA/alarm systems and are inspected at least once a week. Pumps and motors are lubricated, control mechanisms and valves are checked and adjusted as necessary, and equipment is repaired or modified as required.

4.1.7 Work Schedules

CSMD work orders within the City are generated and tracked by the LACPW's Maintenance Management System (MMS). CSMD field crew activities are recorded in various forms, such as service requests, cleaning reports, sewer maintenance daily reports, manhole adjustments, overflow report forms, etc., and maintained in the MMS database. The reports are made available to the City upon request.

4.1.8 City Sewer Mapping System

The City maintains "as-built" sewer plans of the City's sewer facilities. Data on the plans, such as system location and alignment, pipe material, size, etc., are stored in the Sewer Maintenance Division (SMD) Computer Aided Design and Drafting (CADD) System and Geographical Information System (GIS). Printed system maps are stored in the Mapping and Annexation Unit of the SMD located at 1000 South Fremont Avenue, Alhambra, California. These maps are also distributed to the SMD's field crew, for work scheduling and responding to emergencies, and to cities

and other agencies. The maps are regularly updated to reflect any changes in the system. System maps are located online <http://dpw.lacounty.gov/smd/sewernetwork>.

SMD also create maps with GIS. This mapping system includes sewer features such as pipe or manhole location, diameter, material, flow direction, etc. The system includes map base layers, such as aerial images, streets, parcels, and storm drain systems also available from other divisions within LACPW, County departments and other governmental agencies.

4.2 Rehabilitation and Replacement Plan

The City's sewer collection systems are in the CSMD, and the City participates in the CSMD's Accumulative Capital Outlay (ACO) Program. As a result, the City also benefits from the Sewer Condition Assessment Program.

4.2.1 ACO Program of the CSMD

As stated, the City participates in the ACO Program of the CSMD. Property owners within the CSMD are levied an annual charge of \$5 per SU for sewer collection system rehabilitation and replacements. The \$5 per SU charge is also a component of the total \$50.50 per SU annual sewer service charge collected from property owners districtwide with the property owners' annual tax bills. The program is managed and administered by the LACPW.

Under the ACO Program, any portion of the sewer system found to be structurally deficient through routine inspection, sewer emergency response, or the Condition Assessment Program is immediately repaired as an emergency repair project or documented in a prioritized list of future short- and long-term ACO sewer rehabilitation and replacement projects. However, the LACPW will refer portions of the system that have sewer capacity-related problems, such as hydraulic deficiencies, resulting from over development or change in the zoning, to the City for appropriate corrective action. There are currently no known capacity-related SSO problems in the City.

4.2.2 Condition Assessment Program

The existing City collection sewer facilities are listed in Appendix D. The existing sewer pipes, ranging from 8 to 12 inches in diameter, are predominantly of vitrified clay pipe material. Naturally, as these sewer lines age, structural problems, such as cracks, joint separation, root intrusion, etc., will develop. To ensure that these problems are properly mitigated, the WDRs require that the City or its agent have a program in

place to minimize and correct these issues and ensure that the program is well funded.

As described earlier in this document, the City is within the CSMD and participates in the CSMD's Condition Assessment Program. Property owners within the CSMD are assessed an annual fee of \$4 per SU for sewer system condition assessment. This charge is part of the current annual sewer service charge of \$50.50 per SU levied and collected with the property owners' annual tax bills for the CSMD. This charge is reviewed and adjusted annually by the LACPW to raise sufficient funds for the Condition Assessment Program. Under the Condition Assessment Program, the entire sewer collection system within the City is inspected by CCTV to assess the condition of the pipes on a ten-year cycle basis. The CCTV inspection schedule for the City is presented in Appendix E. The LACPW is responsible for the management and administration of the funds and program.

The condition/risk assessment of all nine pump stations within the City, conducted by LEE and RO, Inc., was completed in June 2019. The report on the assessment (Enclosed) shows that the pump stations have varying degrees of structural, electrical, capacity and risk level issues. The needed rehabilitation projects to correct the identified deficiencies will be done in several separate ACO projects to be scheduled over the next 10 to 15 years. The total cost of the projects could be as high as \$20 million, depending on the rehabilitation options selected. Progress on the rehabilitation efforts dependent on when funding becomes available, will be tracked and documented in the City's future SSMP Audit reports.

4.3 Equipment Maintenance and Replacement Policy

The equipment utilized in the maintenance of the City's sewer facilities is owned by the CSMD. LACPW has full responsibility for the maintenance and replacement of equipment. The LACPW Equipment Replacement Policy is described in Chapter 4.3 of the Districts' SSMP.

4.4 Training for Field Operations Personnel and Contractors

All personnel needed for the operation and maintenance of the City's sewer system are employed by the LACPW. The training of CSMD personnel is a function of the LACPW and not the City. The training methodologies utilized by the LACPW are contained in Chapter 4.4 of the Districts' SSMP. The City does not have any formalized training for contractors doing work within the City. However, City sewer construction projects are awarded to competitively selected contractors with well trained and qualified personnel for any given project. The designed plans and specifications for City sewer construction projects contain detailed instructions on the City's permitting requirements, standards, and policies that must be adhered to by contractors doing work within the City.

CHAPTER 5

DESIGN AND PERFORMANCE PROVISION

5.1 Design and Construction Standards and Specifications

The City requires that all sewers be designed in accordance with LACPW standards. LACPW has standard plans and specifications for construction of sanitary sewers and appurtenances to ensure that sewer lines and connections are properly designed and constructed. LACPW specifications by reference incorporate the standard plans and specifications for Public Works' construction, special provisions, and standard drawings. In addition, LACPW has other publications, such as the Private Contract Sanitary Sewer Procedural Manual, Guidelines for the Design of Pump Stations, etc., to ensure consistency in the design of collection systems within unincorporated County areas. The City requires that these publications also be followed in the design of sewer systems within the City. To further ensure that sewer facilities are properly designed, the City requires construction drawings be prepared by licensed engineers. The construction drawings are thoroughly reviewed by the City and SMDs engineers prior to approval for construction and inspection of the actual construction work. SMD review plans to ensure that appropriate maintenance standards are integrated into the design from a maintenance standpoint only.

5.2 Procedures and Standards for Inspection and Testing New and Rehabilitated Collection Sewer Facilities

The City provides inspection by outsourcing to qualified consultants for the inspection of new sewer construction projects. The inspection of sewer rehabilitation projects under the ACO Program are conducted by LACPW inspectors. The City requires that as-built plans of the completed projects be submitted prior to final approval for acceptance of sewer facilities for public use.

In compliance with LACPW policy, the City also requires that all newly constructed pumping stations be inspected by experienced SMD staff prior to transferring such facilities to the CSMD for maintenance.

CHAPTER 6

OVERFLOW EMERGENCY RESPONSE PLAN

6.1 Overflow Response Procedure

The City, as a member of the CSMD, relies on the services of the LACPW to respond to SSOs within the City. Therefore, the Overflow Procedure described in Chapter 6 of the Districts' SSMP is utilized by the CSMD in the City. Furthermore, the LACPW 24-hour emergency phone number 1-800-675-HELP (4357) is readily available to City staff and residents to promptly notify LACPW staff of SSO events in the City.

However, in the event of an SSO in which a City crew is the first responder, the City is responsible for containing the release, if possible, and securing the area until LACPW personnel arrive.

6.1.1 Regulatory Agencies Notification and Timeframe

The CSMD is responsible for reporting SSOs to the appropriate regulatory agencies for the City. As discussed in Chapter 2, SSOs that occur in the City are reported to the LACPW by telephone. Upon receipt of such calls, LACPW Officials follow the notification guidelines contained in Chapter 6 of the Districts' SSMP, also presented in Sections 6.1.1a and 6.1.1b of this document.

6.1.1a Regulatory Agencies Notification and Time Frame Table

SSO Category	Type or Description	Agencies to be Notified	Type of Notification and Timeframe	
			Timeframe	Written Report/*Online Database
1	Any volume of untreated or partially treated SSO: <ul style="list-style-type: none"> Reach surface water and/or drainage channel tributary to surface water Discharge to a storm drain and not fully captured and returned to the sanitary sewer system or not captured and disposed of properly. Any volume not recovered from storm drain is considered to have reached surface water. 	DPH	Within 15 minutes after becoming aware of the spill.	Call and obtain operator number.
		OES (≥ 1,000 gallons)	As soon as possible, but no later than 2 hours after becoming aware of the spill.	Call and obtain control number.
		SWMD (only if entered into storm drain)	As soon as possible, but no later than 2 hours after becoming aware of the spill.	NA
		EPD (≥ 50,000)	As soon as possible, but no later than 2 hours after becoming aware of the spill.	Conduct Water Quality Sampling within 48 hours of initial spill. CIWQS Online Database – Upload water quality results. SSO Technical Report – Submit report within 45 calendar days on conclusion of SSO in which 50,000 gallons or greater are spilled to surface water.
		SWRCB	As soon as we become aware of the SSO, reporting is possible and can be provided without substantially impeding cleanup or other measures.	CIWQS Online Database Initial Report - ASAP but no later than initial 3 business days after we are made aware of it. Final Certified Report – Within 15 calendar days on conclusion of the SSO response and remediation. Additional Information – Anytime in form of an attachment.
2	≥ 1,000 gallons of Untreated or partially treated SSO: Does not reach surface water, drainage channel or storm drain unless discharge to storm drain system is fully recovered and disposed of properly.	DPH	Same as above	NA
		SWMD (only if entered into storm drain)	Same as above	NA
		SWRCB	Same as above	Same as above
3	All other discharge of untreated or partially treated resulting from sewer system failure or flow condition.	DPH	Same as above	NA
		SWRCB	Same as above	CIWQS Online Database – Within 30 days after the end of the calendar month in which the SSO occurred.
PLSD	Private lateral sewage discharge (PLSD) caused by blockages or other problems within a privately-owned lateral	DPH	Same as above	NA
		SWRCB (optional)	NA	NA
NA	No SSO in a calendar month	SWRCB	NA	CIWQS Online Database – Certified within 30 days after the end of the calendar month, certified statement that no SSO occurred.
NA	Collection System Questionnaire	SWRCB	NA	CIWQS Online Database - Update and certify every 12 months.

6.1.1 Agency Telephone Numbers

Agency	Contacts	Hours of Operation
Department of Public Health	(213) 974-1234	Answered on a 24-hour, 7-day basis
California Office of Emergency Services	(800) 852-7550	Answered on a 24-hour, 7-day basis
RWQCB (Region 4)	(213) 576-6600 (213) 576-6650	Answered only during normal working hours
LACPW Stormwater Maintenance Division	(626) 445-7630	Answered only during normal working hours
East Area	(626) 798-6761	Answered only during normal working hours
South Area	(562) 861-0316	Answered only during normal working hours
West Area	(818) 896-0594 (818) 248-3842	Answered only during normal working hours
LACPW Environmental Programs Division	(626) 458-4357	Answered on a 24-hour, 7-day basis
SWRCB		Online database website address
LACPW Emergency Phone Number	(800) 675-4357	Answered on a 24-hour, 7-day basis

6.1.2 Procedure to Ensure that Staff and Contractors are Aware and Appropriately Trained to Follow the Emergency Response Plan

The procedure to ensure that staff and contractors are aware and appropriately trained to follow the Emergency Response Plan is mainly the function of the LACPW. City staff, however, is familiar with the SMD reporting procedures, which are included in the Districts' SSMP.

6.1.3 Procedure to Address Emergency Operations such as Crowd Control and Other Necessary Response Activities

The City does not play a significant role in addressing emergency operations. Emergency operations are performed by LACPW staff or contractors doing emergency repair SSO-related work for the County or City. The County of Los Angeles Fire and Sheriff's Departments also play active roles in the control and protection of the public during emergency SSO operations.

6.1.4 Program to Eliminate or Minimize the Discharge of SSOs into Surface Water

One of the main functions performed by the LACPW for the City is to eliminate or minimize the discharge of SSOs into surface water. The City's role is limited to ensuring that their collection system has sufficient capacity for all operating conditions and ensures that LACPW staff is promptly notified of SSO events when they occur.

CHAPTER 7

FOG CONTROL PROGRAM

7.1 Public Education Outreach Program

The City currently benefits from the LACPW Public Education Outreach Program. Under this program, information on proper disposal of FOG and other SSO prevention measures, such as the installation of backwater valves, house lateral maintenance, etc., is disseminated by the CSMD to City residents through publication of Annual Reports, brochures, and individual notices to property owners. LACPW Sewer Maintenance and Industrial Waste Management Program personnel also assist in passing useful information on SSO prevention and FOG onto home and business owners. Public education materials are posted on <http://dpw.lacounty.gov/smd/smd/> and <http://dpw.lacounty.gov/Environmental Programs Division/cleanla>.

To complement County efforts, the City will initiate its own Public Education Outreach Program. This will consist of including SSO- and FOG-related articles from the LACPW and other sources, such as the City's newsletters and webpage (www.diamondbarca.gov), and by maintaining continuous communication with the LACPW, City residents, and other stakeholders on these and other issues. City personnel also disseminate information to residents during meetings or while conducting right-of-way lateral work inspections.

7.2 Disposal Methods for FOG Generated within the City's Sanitary Sewer System

This function is performed by CSMD staff on behalf of the City. The methods used by the LACPW are contained in the Districts' SSMP.

7.3 Legal Authority to Prohibit Discharges to the System and Identify Measures to Prevent SSOs and Blockages Caused by FOG

The legal authority to prohibit discharges of FOG into the sewer system is discussed in Chapter 3 of this document. Requirements for grease interceptors at food establishments to prevent the discharge of grease to the collection sewer system and educating the public on proper disposal methods for FOG are also discussed in this chapter.

7.4 Requirement to Install Grease-Removal Devices, Design Standards for Grease-Removal Devices, Maintenance Requirements, Best Management Practices Requirements, Recordkeeping, and Reporting Requirements

The LACPW, under a separate agreement with the City (Appendix F), is charged with the responsibility of enforcing the County's Sanitary Sewers and Industrial Waste Ordinance in the City. The County's Industrial Waste Program is managed by the LACPW, Environmental Programs Division. The design standards for grease removal devices and all the requirements imposed on industrial waste facilities that discharge waste or FOG into the City's sewer system are similar to those imposed in the unincorporated County and as presented in Chapter 7.4 of the Districts' SSMP.

7.5 Authority to Inspect Grease-Producing Facilities, Enforcement Authorities, and Evidence of Adequate Staffing to Inspect and Enforce the FOG Ordinance

LACO TITLE 20, Section 20.24.090, as adopted by the City, gives the Director of Public Works/City Engineer the authority to inspect grease-producing facilities for compliance with permit requirements. There are currently a total of 83 facilities holding Industrial Waste Permits in the City. In accordance with the aforementioned agreement, the LACPW is responsible for issuing permits and inspecting facilities for compliance with conditions of their permit. The LACPW in concert with the Director of Public Works/City Engineer is also responsible for the enforcement of all industrial waste permits and Code violations in the City.

7.6 Cleaning Schedule for Identified FOG-Prone Sewer Segments

The cleaning schedule for identified FOG-prone sewer segments is performed by the CSMD for the City. The methods used by CSMD staff are described in the Districts' SSMP.

CHAPTER 8

SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

8.1 System Evaluation and Capacity Assurance Plan

The City is responsible for ensuring that the public sewer infrastructure is correctly designed, adequately sized, and easily maintained. The CSMD also provides a supporting role in reviewing all proposed sewer plans for new developments in the City to ensure that they conform to County design standards and to ensure that requirements for acceptability for maintenance are met.

8.2 Adequate Capacity and Correct Design

The Director of Public Works/City Engineer or hired qualified private company provides thorough review of all sewer plans for proposed development projects in the City to ensure that (1) they are properly designed with sufficient capacity for current and future base, peak, and wet-weather flow demands; and (2) any impact of proposed project on existing sewer system is mitigated prior to being approved by the Director of Public Works/City Engineer. During construction, the projects are continuously inspected by the Director of Public Works/City Engineer or hired construction inspectors to ensure that sewer facilities are constructed in accordance with the approved plans and specifications.

8.3 Capacity Enhancement Plan

The Sewer Collection System Capacity Enhancement Program is a combined effort between the City and the LACPW. The CSMD's programs to optimize the use of available sewer capacity and prevent SSOs include the CCTV Program to identify pipe segments needing repairs, I/I reduction and tree-root intrusion control programs, sewer cleaning program, and the ACO Program to effect repairs or replacement of damaged pipes. These programs are described in Chapters 3 and 4 of the Districts' SSMP.

CHAPTER 9

MONITORING, MEASUREMENT, AND MODIFICATION PROGRAM

9.1 Monitoring

The City will document all relevant data on SSOs that occurred in the City. This will include quarterly SSO reports from the LACPW, Annual Reports published by the LACPW, Sewer Maintenance Productivity Report (Appendix H) for the City, and any special reports to regulatory agencies, etc. The data will be analyzed to evaluate the effectiveness of the City's SSMP.

9.2 SSMP Program Effectiveness Evaluation

The biennial SSMP audit shall be used as one of the tools in assessing the effectiveness of the City's SSMP. The evaluation of the City's SSMP Program effectiveness shall be based on such key performance indicators as the total number of SSOs, SSO response time, reduction in repeated incidents of SSOs at the same location, total SSOs equal to or greater than 1,000 gallons or reaching surface waters, reduction in number of SSOs that are caused by sewer capacity-related problems, and any other effectiveness parameters established by the SWRCB.

9.3 Program Modification

The City shall continually update or modify the key elements of its SSMP based on the results of the above-mentioned monitoring and program effectiveness evaluations. The City shall also make recommendations to the LACPW, as necessary, on elements of the Districts' SSMP to be adjusted or revised within City boundaries to better serve its residents.

9.4 SSO Location Mapping and Trends

The annual SSO location map prepared by the LACPW is enclosed in Appendix H. The cause of each SSO incident is also recorded and shown on the map sheet. This map is used for establishing SSO patterns, identifying hot spots, and work assignment scheduling by LACPW field personnel.

CHAPTER 10

SSMP PROGRAM AUDIT AND CERTIFICATION

10.1 SSMP Program Audit

The City shall conduct an internal audit and prepare a report every two years. The audit shall focus on evaluating the effectiveness of the SSMP, City's records, and SMD's compliance actions during the audit period. The most recent report of the audit must be kept on file in the Director of Public Works/City Engineer's office.

10.2 SSMP Certification

The SSMP shall be certified by the Director of Public Works/City Engineer or authorized representatives to be in compliance with the requirements set forth in the WDRs and be presented to the City Council for approval at a public meeting. The City authorized representative must also complete the certification portion in the online SSO Database Questionnaire (<http://ciwqs.waterboards.ca.gov/>) by checking the appropriate milestone box, printing and signing the automated form, and sending the signed form to:

Attention Sanitary Sewer Overflow Program Manager
State Water Resources Control Board
Division of Water Quality
P.O. Box 100
Sacramento, CA 95812

10.3 SSMP Modification and Recertification

The SSMP must be updated every five years to keep it current. When significant amendments are made to any portion or portions of the SSMP, it must be resubmitted to the City Council for approval and recertification. The recertification shall be in accordance with the certification process described in Section 10.2.

CHAPTER 11

COMMUNICATION AND SSMP AVAILABILITY

11.1 Communication

The City shall provide all stakeholders and interested parties, such as the public and other agencies, with status updates on the development and implementation of the SSMP and consider comments made by them. The City shall utilize media, such as letters, newsletters, brochures, notices in newspapers, and the City's home webpage, for conveying this information.

11.2 SSMP Availability

Copies of the SSMP will be maintained in the Director of Public Works'/City Engineer's office and posted in the City's home webpage. The document shall also be made readily available to the RWQCB (Regions 4) upon request and to the operators of any collection system or treatment facility downstream of the City's system.

CHAPTER 12

CSMD AND CITY RESPONSIBILITIES UNDER THE WDRs

12.1 CSMD vs. City Responsibilities

The CSMD and the City, which is a part of the CSMD, will play significant roles, jointly and separately, toward achieving the goals of the WDRs. The LACPW shall apply for coverage under the WDRs for facilities it owns. The City will apply for coverage for its own facilities.

The SMD shall prepare a comprehensive SSMP for the Districts. The City in coordination with the LACPW will prepare its own SSMP. The City has previously adopted codes and regulations providing it with legal authority in conjunction with agreements with the Districts to enforce items stipulated in the WDRs.

Section 12.2 shows the CSMD cities, including the City, and the SSO-related services currently provided by the LACPW to each of the cities. It also contains information on estimated population of the cities. The CSMD shall perform all functions under the WDRs related to the SO&M Program. The CSMD shall also be responsible for correcting structural deficiencies under the ACO Program. The cities will be conducting the capacity study of their collection systems, if necessary, and correcting identified hydraulic deficiencies. The matrix on Section 12.3 is a listing of the key elements of the SSMP and the roles for the CSMD and the City. By completing and signing this matrix, the City, as owner, and the CSMD, as service provider, mutually agree that it is an accurate description of what each entity will be responsible for under the WDRs. Upon approval by both parties, this document becomes a part of the City's and Districts' SSMP.

12.2 LACPW Sewer-Related Services to the 37 CSMD Cities

City	CSMD	ACO Program	Sewer Maintenance Agreement	Building and Safety	Industrial Waste	City Engineers	*Population
Agoura Hills	X	X			X		20,330
Artesia	X	X		X	X		16,522
Baldwin Park	X	X					75,390
Bell Gardens	X	X			X		44,054
Bellflower	X	X			X		76,616
Bradbury	X	X					1,048
Calabasas	X	X			X		23,058
Carson	X	X		X	X	X	91,714
Commerce	X	X		X	X	X	12,823
Cudahy	X	X			X		23,805
Diamond Bar	X	X			X		55,544
Duarte	X	X		X	X		21,321
Glendora	X	X					50,073
Hawaiian Gardens	X	X			X		14,254
Hidden Hills	X	X					1,856
Industry	X	X		X			219
Irwindale			X	X	X		1,422
La Cañada Flintridge	X	X		X	X		20,246
La Habra Heights	X	X					5,325
La Mirada	X	X		X	X	X	48,527
Lakewood	X	X		X	X	X	80,048
Lawndale	X	X		X	X		32,769
Lomita	X	X		X	X	X	20,256
Malibu	X	X					12,645
Palos Verdes Estates	X	X					13,438
Paramount	X	X			X		54,098
Pico Rivera	X	X			X		62,942
Rancho Palos Verdes	X	X			X		41,643
Rolling Hills	X	X		X			1,860
Rolling Hills Estates	X	X		X	X		8,067
Rosemead	X	X			X		53,764
San Dimas	X	X			X		33,371
Santa Clarita	X	X			X		177,641
Santa Fe Springs	X	X		X			16,223
South El Monte	X	X					20,116
Temple City	X	X		X	X	X	35,558
Walnut	X	X			X		29,172
West Hollywood			X		X		34,399
Westlake Village	X	X		X	X		8,270
TOTALS:	37	37	2	16	28	6	1,340,427

* The population data was obtained from the year 2010 Census data. Individual cities should verify the accuracy of the above data. Through the General Services Agreement, a city can request County resources upon specific request. The LACPW currently provides at least some degree of service to all 88 cities in the County of Los Angeles

12.3 ROLES FOR THE CONSOLIDATED SMD AND CITIES UNDER THE WASTE DISCHARGE REQUIREMENTS

	A	B	C	D	E	F	G
1	Task	WDR	Description or Requirement of the WDR	Completion Date	City of	County	Comments/Concerns
2	Identifier	Reference		w/ MOU	Diamond Bar	Consolidated	
3				Regional Board 4			
4				10,000 – 100,000 served			
5							
6		D9	Allocate Adequate Resources		X	X	City for capacity related CIP, County for O&M & ACO
7		D9	Establish proper rate structure		X	X	
8		D9	Establish proper accounting mechanisms		X		
9		D9	Establish audit procedures		X		
10							
11		B1	Apply for coverage under WDR with SWRCB	11/2/2006	X	X	City as owner, County as operator
12		G	Reporting Program Initiation	1/2/2007	X	X	
13		B2	SWRCB to issue application instructions	7/2/2006	X	X	
14		B2	Appoint legally Authorized Representative		X	X	
15			Submit Completed Application Package		X	X	
16							
17		D13	Sewer System Management Plan				
18			Complete Development Plan & Schedule	11/2/2007	X		
19			Certification	5/2/2009	X		County support role only
20			Approval by Governing Board	5/2/2009	X		
21			Available at office or on internet	5/2/2009	X		
22							
23		D13(i)	Goal	11/2/2007	X		
24		D13(ii)	Organization	11/2/2007	X		
25			Identification of Authorized representative		X	X	
26			Organizational Chart		X		
27			Contact List		X	X	
28			SSO Reporting Chain of Communication		X	X	
29		D13(iii)	Legal Authority	5/2/2009	X	X	
30			Sewer System Use Ordinance Adoption		X	X	
31			Service Agreement or MOU or other legally binding procedure		X	X	
32							
33							
34		D13(iv)	Operations and Maintenance Program	5/2/2009		X	CSMD City
35			Up-to-date Mapping Procedures		X	X	
36			Description of routine O&M activities			X	
37			Preventive Maintenance Program			X	
38			Rehabilitation and Replacement Program		X	X	
39			Short-term		X	X	

40		Long-term		X	X	
41		Capital Improvement Plan		X	X	
42		Project Schedules		X	X	
43		Schedule for funding		X	X	
44		Training		X	X	City support role – spill containment and public education outreach
45		Develop training program			X	
46		Staff			X	
47		Contractors		X	X	
48		Equipment & Replacement Part Inventory Definition			X	
49						
50	D13(v)	Design and Performance Provisions	8/2/2009	X	X	City for new and capacity related CIP
51		Development of design and construction standards		X	X	City for new and County for rehab projects
52		Development of inspection and testing standards		X	X	
53						
54	D13(vi)	Overflow Emergency Response Plan	5/2/2009	X	X	
55		Adoption of Proper Notification Procedures			X	
56		Program for Appropriate Response Procedure		X	X	
57		Procedures for Prompt Notification			X	
58		Contractor & Staff verification procedure & drills		X	X	
59		Procedures for emergency operations communication		X	X	
60		Reasonable steps program to contain and prevent SSO		X	X	
61						
62	D13(vii)	FOG Program	5/2/2009			City covered by County I.W. Program
63		Implementation Plan and Schedule for Public Education Outreach Program		X	X	
64		Disposal Plan of FOG from the sewer system			X	
65		Definition of legal authority		X	X	
66		Grease removal device requirements		X	X	
67		Inspection Authority		X	X	
68		Inspection authority definition		X	X	
69		Identification of grease problems areas			X	
70		Development of source control measures		X		
71		Public Education Outreach Program		X	X	
72	D13(viii)	System Evaluation and Capacity Assurance Measures	8/2/2009	X	X	
73		Evaluations		X	X	
74		Design Criteria		X		
75		Capacity Enhancement Measures		X	X	
76		Schedules		X	X	
77		Capital Improvement Program		X	X	
78						
79	D13(ix)	Monitoring, Measurement and Modification	8/2/2009		X	
80		Development and Management of Changed Provisions				
81						
82	D13(x)	SSMP Program Audits	8/2/2009	X	X	
83		Preparation of Biannual reports (minimum)		X	X	
84						
85	D13(xi)	Communication Program	8/2/2009			

86		Conduct Public Hearings		X		City's program to complement County
87		Prepare Public Outreach Pieces		X	X	
88		Coordinate with LA San Distr. / L.A. CO. Communication Plans			X	
89						
90	D14	SSMP Approval by Governing Board	5/2/2009	X		
91						
92	D14	Update SSMP (every 5 years)	5/2/2014	X	X	County support role
93		Complete the online SSO Database Questionnaire		X		
94		Certify Compliance		X		
95		Governing Board re-certification & approval		X		
96						
97	G	Monitoring and Reporting Requirements	1/2/2007	X	X	
98	G3	Obtain SSO Database Account (CIWQS)		X	X	
99	G3	Complete Collection System Questionnaire	w/in 30 days	X		
100	G3	Update Collection System Questionnaire annually		X		
101						
102	G3	SSO Recordkeeping	5 years from date	x	X	

City Authorized Representative:

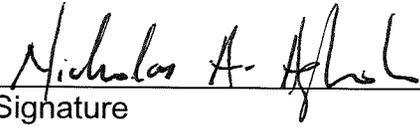
DAVID G. LIU
Print Name


Signature

10.14.19
Date

SMD Authorized Representative:

Nicholas A. Agbobu
Print Name


Signature

6/27/19
Date