



City of Hollister

Sewer System Management Plan

Revision 1
January 2017

Prepared by:



WALLACE GROUP®

CERTIFICATION STATEMENT

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.



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ACRONYMS AND ABBREVIATIONS

ABS	Acrylonitrile Butadiene Styrene
BMP	Best Management Practices
CAP	Capacity Assessment Plan
Cal OES	California Office of Emergency Services
Cal/OSHA	California Division of Occupational Health and Safety
CCR	California Code of Regulations
CCTV	Closed Circuit Television
CDFW	California Department of Fish and Wildlife
CFR	Code of Federal Regulations
CIP	Capital Improvement Plan
City	City of Hollister
CIWQS	California Integrated Water Quality System
CWEA	California Water Environment Association
EHS	Environmental Health Services
ELAP	Environmental Laboratory Accreditation Program
EOP	Emergency Operating Procedure
EPA	Environmental Protection Agency
FOG	Fats, Oil, and Grease
FSE	Food Services Establishment
HMA	High Maintenance Area
I/I	Inflow & Infiltration
IIPP	Injury and Illness Prevention Program
LRO	Legally Responsible Official
mgd	Million Gallons per Day
MRP	Monitoring and Reporting Program (Used in this SSMP to reference MRP Order No. WQ 2013-0058-EXEC, which is the MRP to WDR Order No. 2006-0003-DWQ.)
OERP	Overflow Emergency Response Plan
OES	Office of Emergency Services
O&M	Operation and Maintenance
OSHA	Occupational Safety and Health Administration
PLSD	Private Lateral Sewage Discharge
PM	Preventative Maintenance

PPE	Personal Protective Equipment
PVC	Polyvinyl Chloride
R&R	Rehabilitation and Replacement
RWQCB	Central Coast Regional Water Quality Control Board
SCADA	Supervisory Control and Data Acquisition
SECAP	Sewer Evaluation and Capacity Assessment Plan
SCSMP	Sewer Collection System Master Plan
SOP	Standard Operating Procedure
SSOR	Sewer System Overflow Report
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SSS	Sanitary Sewer System
SWRCB	State Water Resources Control Board
VCP	Vitrified Clay Pipe
WDR	Waste Discharge Requirements (Used in this SSMP to reference WDR Order No. 2006-0003-DWQ, the Statewide General WDR for SSSs.)

SSMP UPDATE AND ADOPTION RECORD

The City of Hollister’s SSMP has undergone the following revisions and formal updates.

Revision No.	Adoption/ Revision Date	Description of Revision and/or Five Year Update	Revision Completed By	Revision Approved By
0	2007	The City created a document entitled the Sewer System Management Plan (SSMP) Development Guide to address the requirements of the 2006 Sanitary Sewer System (SSS) Orders issued by the State Water Resources Control Board (SWRCB).	City of Hollister Staff	Unknown
1	February 2017	The SSMP was revised in accordance with the findings and recommendations of the November 2, 2015 SSMP Audit. This revision also served as the five (5) year update.	Wallace Group	City Council



EXECUTIVE SUMMARY

The State Water Resources Control Board's (SWRCB's) Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems, Order No. 2006-0003-DWQ, and Amended Monitoring and Reporting Program (MRP), Order No. WQ 2013-0058-EXEC, require the City of Hollister (City) to have, maintain and implement a Sewer System Management Plan (SSMP), which provides "a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system" in order to "help reduce and prevent sanitary sewer overflows (SSOs), as well as mitigate any SSOs that do occur" [Order No. 2006-0003-DWQ Section D.13(i)].

The SSMP is a living document which should be understood and implemented by City staff and assessed, modified and updated on a regular basis.

The SSMP includes the following eleven (11) Elements:

1. Goal

The City's goals, which are included in the SSMP, are:

- a) Have less than 5 SSOs in 2016 and 2017 calendar years.
- b) Purchase a Vac Con truck that is dedicated to the sewer system. The current Vac Con is used for both sewer and storm drain cleaning.
- c) Evaluate hiring 1-2 FTE Utility Maintenance staff dedicated to sewer system operations, maintenance and management.
- d) Analyze CCTV Data to develop a Rehabilitation and Replacement Program based on CCTV findings by the end of 2016/17 fiscal year.
- e) Clean the entire collection system on a biennial (2year) schedule.

2. Organization

The Organization Element of the SSMP identifies the City of Hollister Staff, who are responsible for implementing the SSMP, responding to SSOs, and meeting the SSO reporting requirements, and identifies the lines of authority of SSO responsibilities and chains of communication for SSO response and reporting. The Legally Responsible Official (LRO) is also designated in this SSMP Element in order to meet the SWRCB requirements for completing and certifying SSO reports in the SWRCB's online regulatory information database and tracking system, California Integrated Water Quality System (CIWQS).

3. Legal Authority

This SSMP Element outlines the City Municipal Code Chapters that provide the City with the legal authority to:

- a. Prevent illicit discharges;
- b. Require that sewers and connections be properly design and constructed;
- c. Limit the discharge of fats, oils, and grease (FOG) and other debris that may cause blockages; and
- d. Enforce any violation of its sewer ordinances.

4. Operation and Maintenance Program

The City's operation and maintenance of its collection system ensures that the system is kept in good working condition, and this SSMP Element outlines the work that will be conducted to accomplish operation and maintenance of the City's collection system. This SSMP Element details:

- a. Sanitary sewer and storm drain system maps, which is developed and maintained in GIS;
- b. Preventative Maintenance Program, which consists of activities such as cleaning of sewer lines and other regular maintenance;
- c. Rehabilitation and Replacement Plan, which focuses on sewer pipes at risk of collapse or prone to more frequent blockages due to pipe defects and includes a time schedule for funding and completing the capital improvement plan;
- d. Training program and records for City Staff and Contractor collection system operation and maintenance activities; and
- e. Equipment and replacement part inventory with critical replacement parts and equipment identified.

The Operation and Maintenance Program Element includes the recommended capital improvement plan (CIP), funding mechanisms, and CIP time schedule from the 2010 Sewer Collection System Master Plan (SCSMP).

Additional staff time will be required in order for the City to comply with the requirements for this SSMP Element and complete all of the work discussed in this SSMP Element. Several work tasks are identified associated with; sewer line cleaning, CCTV and manhole assessments, training on new standard operating procedures, development and implementation of a GIS based work order/work history tracking system, sewer system staffing analysis, updates to CIP plans and rehabilitation and replacement projects. The results of these work efforts are required to be incorporated into the SSMP on an ongoing basis.

5. Design and Performance Provisions

The Design and Performance Provisions Element describes the standards and specifications for new construction, repair of the existing sanitary sewer system, and the inspection and testing of these assets. If new plans, specifications and/or testing methods are adopted by the City, they should be incorporated into the SSMP.

6. Overflow Emergency Response Plan

The Overflow Emergency Response Plan (OERP) contains the following information in order to protect public health and the environment in the event of a SSO:

- a. Notification procedures for primary responders and regulatory agencies;
- b. Notification procedures for regulatory agencies and other potentially affected entities for SSOs that potentially affect public health or reach the waters of the State;
- c. OERP training procedures for City Staff and Contractors responsible for responding to SSOs;
- d. Emergency operations procedures for response activities, such as traffic and crowd control; and
- e. A SSO mitigation and impact assessment program.

The City should continually evaluate the effectiveness of this response plan and modify it as conditions change or as appropriate. City staff will require training on newly adopted Overflow Emergency Response Procedures and associated spill response templates.

7. FOG Control Program

The goal of the FOG Control Program is to reduce the amount of FOG discharged to the sanitary sewer system. This SSMP Element includes the following information:

- a. Public education outreach implementation plan and schedule;
- b. FOG disposal plan and schedule;
- c. The legal authority to prohibit FOG discharges and prevent associated SSOs;
- d. Grease control device installation, maintenance, best management practices, and record keeping and reporting requirements and design standards;
- e. High maintenance area identification and cleaning maintenance schedule; and
- f. FOG source control measure development and implementation.

While several of the items described above are in compliance with the requirements of this section, the City has several tasks to complete for full compliance with this Element. A FOG Control Program must be developed and implemented, consisting of; program

outreach, initial contact with Food Service Establishments (FSEs), potential updates to City Municipal Codes enhancing the City's legal authority, development and implementation of a FSE inspection program.

8. System Evaluation and Capacity Assurance Plan

The System Evaluation and Capacity Assurance Plan consists of a sanitary sewer system hydraulic evaluation, which is used to establish appropriate design criteria and a short- and long-term Capital Improvement Program (CIP) with an implementation schedule and identification of funding sources.

The City of Hollister 2010 Sewer Collection System Master Plan (SCSMP) evaluates the collection system's capacity and maintains a CIP and implementation schedule in order to respond to problem areas identified in these evaluations. The City is currently in the process of updating the SCSMP and will be conducting additional staff investigations and evaluations on CCTV and system inspection data. This SSMP Element will need to be revised to incorporate the updated information upon its completion.

9. Monitoring, Measurement, and Program Modifications

The City's plan provides a plan and information to monitor the implementation of the SSMP Elements in order to measure the effectiveness of the City's SSMP program in reducing SSOs. This SSMP Element outlines the manner in which each SSMP Element is monitored and evaluated and the schedule with which the City completes associated tasks to conduct this monitoring and evaluation.

10. Sewer System Management Plan Program Audits

The SSMP Program Audits Element outlines the audit process and identifies the City Staff responsible for conducting or participating in SSMP Program Audits and generating the required SSMP Program Audit Report. SSMP Program Audits must occur at a minimum of every two (2) years and are required to evaluate the City's SSMP Program, identify program deficiencies, and provide an improvement schedule based on the audit findings. The next City Audit is due on or before August 2, 2017.

11. Communication Program

This SSMP Element describes the manner in which the City communicates the development, implementation, and performance of its SSMP with the public in order to provide them with the opportunity to provide input as the SSMP program is developed and implemented.

Additionally, the City will need to implement communications with Satellite Sewer Agencies (County) and conduct other outreach efforts with the public through social media, newsletters and the City's website regarding sewer related matters.

This Sewer System Management Plan (SSMP) was developed in compliance with the requirements of the State Water Resources Control Board (SWRCB) Statewide General Waste Discharge Requirements (WDR), Order No. 2006-0003-DWQ, and Amended

Monitoring and Reporting Program (MRP) Order No. WQ 2013-0058-EXEC, which are both included in Appendix 0A.