City of American Canyon

Sewer System Management Plan

August 2025

CITY OF AMERICAN CANYON

Public Works Department

4381 Broadway

American Canyon, CA 94503

WDID#2SSO10091

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RESOLUTION NO. 2025-81

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON ADOPTING THE SANTITARY SEWER MANAGEMENT PLAN {SSMP)

WHEREAS, the State Water Resources Control Board (SWRCB) adopted Statewide General Waste Discharge Requirements (WDR) Order No. 2006-0003 on May 2, 2006, requiring the preparation and implementation of a Sanitary Sewer Management Plan (SSMP) by all public entities that own or operate sanitary sewer systems greater than one mile in length; and

WHEREAS, the Waste Discharge Requirement (WDR) requires all enrollees to develop a SSMP and make it available to the public, SWRCB, and the Regional Water Quality Control Board (RWQCB); and

WHEREAS, the SSMP must be audited at least every two years and updated every five years from the original adoption date by the enrollee's governing board; and

WHEREAS, on October 25, 2006, the City filed a Notice of Intent to comply with the terms of the order and originally certified the SSMP on July 20, 2009; and

WHEREAS, the SSMP elements describe the activities the City will employ to manage, operate, and maintain the wastewater collection system effectively; and

WHEREAS, on 2025 the Public Works Utilities Department staff revised the SSMP to meet compliance regulations.

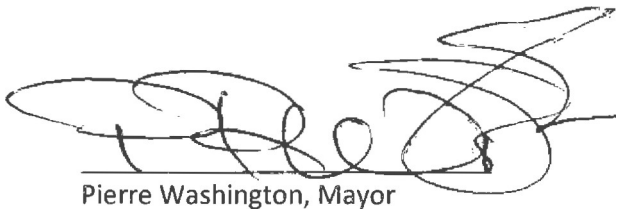
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of American Canyon as follows:

1. **The revised Sanitary Sewer Management Plan (SSMP), dated 2025, is hereby adopted.**
2. **The City Manager, or their designee, is authorized and directed to submit the adopted SSMP to the appropriate regulatory agencies and ensure ongoing compliance with WDR Order No. 2006- 0003.**
3. **The City shall continue to audit the SSMP every two years and update it at least every five years, or as otherwise required by law.**

PASSED, APPROVED and **ADOPTED** at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 16th day of September, 2025 by the following vote:

AYES: Councilmember Brando Cruz, Councilmember Melissa Lamattina, Councilmember David Oro, Vice Mayor Mark Joseph, Mayor Pierre Washington

NOES: None
ABSTAIN: None
ABSENT: None



Pierre Washington, Mayor

Taresa Geilfuss, CMC, City Clerk

ATTEST:

Teresa L. Highsmith, City Attorney

APPROVE AS TO FORM:

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LIST OF ACRONYMS

APWA	American Maintenance and Utilities Association
BMP	Best Management Practice
CASA	California Association of Sanitation Agencies
CCTV	Closed-Circuit Television
CIP	Capital Improvement Program
CIPP	Cured in place pipe (slip lining)
City	City of American Canyon
CIWQS	California Integrated Water Quality System
CMMS	Computerized Maintenance Management System
CPC	California Plumbing Code
CWEA	California Water Environment Association
FOG	Fats, Oils, and Grease
FSE	Food Service Establishments
GIS	Geographic Information System
GRD	Grease Removal Device
I &I	Infiltration and Inflow
KPI	Key Performance Indicator
LRO	Legally Responsible Official
MGD	Million Gallons per Day
MS4	Municipal Separate Storm Sewer System
NACWA	National Association of Clean Water Agencies
NASSCO	National Association of Sewer Service Companies
NPDES	National Pollution Discharge Elimination System
NGO	Non-Government Organization
NOI	Notice of Intent
NOV	Notice of Violation
O&M	Operations & Maintenance
OES	Office of Emergency Services, State of California
PACP	Pipeline Assessment & Certification Program

PERP	Pump Station Emergency Response Plan
PLSD	Private lateral Sewer Discharge
PM	Preventive Maintenance
PPE	Personal protective equipment
QA/QC	Quality Assurance/Quality Control
R&R	Rehabilitation or Repair/Replacement
RWQCB	Regional Water Quality Control Board
SCADA	Supervisory Control and Data Acquisition
SECAP	System Evaluation and Capacity Assurance Plan
SERP	Spill Emergency Response Plan
SOP	Standard Operating Procedures
SSMP	Sanitary Sewer Management Plan
Spill	Sanitary sewer overflow
SSS	Sanitary Sewer System
SSS-WDR	Statewide General WDR for Sanitary Sewer Systems
SWRCB	State Water Resources Control Board
USEPA	United States Environmental Protection Agency
WDR	Waste Discharge Requirements
WRF	Water Reclamation Facility

DEFINITIONS

Annual Report

An Annual Report (previously termed as Collection System Questionnaire in Order 2006-0003-DWQ) is a mandatory report in which the Enrollee provides a calendar-year update of its efforts to prevent spills.

California Integrated Water Quality System (CIWQS)

CIWQS is the statewide database that provides for mandatory electronic reporting as required in State and Regional Water Board-issued waste discharge requirements.

Collection System

Generic term for any system of pipes or sewer lines used to convey wastewater to a treatment facility.

Data Submitter

A Data Submitter is an individual designated and authorized by the Enrollee's Legally Responsible Official to enter spill data into the online CIWQS Sanitary Sewer System Database. A Data Submitter does not have the authority of a Legally Responsible Official to certify reporting entered into the online CIWQS Sanitary Sewer System Database.

Drainage Conveyance System

A drainage conveyance system is a publicly- or privately-owned separate storm sewer system, including but not limited to drainage canals, channels, pipelines, pump stations, detention basins, infiltration basins/facilities, or other facilities constructed to transport stormwater and non-stormwater flows.

Enrollee

A public entity that owns or operates a sanitary sewer system and has submitted a complete and approved application for coverage under the SSS WDR.

Lateral (also called Service Lateral)

A segment of pipe that connects a home or building to a sewer main, which may be located beneath a street or easement. The responsibility for maintaining a lateral can be solely that of the Enrollee or the private property owner; or it can be shared between the two parties. Local communities dictate lateral responsibility and the basis for a shared arrangement, if it applies. See Lower Lateral and Upper Lateral definitions.

Legally Responsible Official

A Legally Responsible Official is an official representative, designated by the Enrollee, with authority to sign and certify submitted information and documents required by this General Order.

Lower Lateral (also called public or publicly owned lateral)

That portion of a lateral from the property line or easement line to the sewer main. The lower lateral is owned and maintained by the City, if there is a cleanout installed on the lateral at the property line, separating the upper from the lower lateral.

Upper Lateral (also called private sewer lateral)

Privately owned sewer service lateral. The City is not responsible for this portion of the lateral.

Receiving Water

A receiving water is a water of the State that receives a discharge of waste.

Resilience

Resilience is the ability to recover from or adjust to adversity or change and grow from disruptions. Resilience can be built through planning, preparing for, mitigating, and adapting to changing conditions.

Sanitary Sewer System

A sanitary sewer system is a system that is designed to convey sewage, including but not limited to, pipes, manholes, pump stations, siphons, wet wells, diversion structures and/or other pertinent infrastructure, upstream of a wastewater treatment plant headworks, including:

- Laterals owned and/or operated by the Enrollee;
- Satellite sewer systems; and/or
- Temporary conveyance and storage facilities, including but not limited to temporary piping, vaults, construction trenches, wet wells, impoundments, tanks and diversion structures.

For purpose of this Order, sanitary sewer systems include only systems owned and/or operated by the Enrollee.

Satellite Sewer System

A satellite sewer system is a portion of a sanitary sewer system owned or operated by a different owner than the owner of the downstream wastewater treatment facility ultimately treating the sewage.

Sewer System Management Plan

A sewer system management plan is a living document an Enrollee develops and implements to effectively manage its sanitary sewer system(s) in accordance with this General Order.

Sewage

Sewage, and its associated wastewater, is untreated or partially treated domestic, municipal, commercial and/or industrial waste (including sewage sludge), and any mixture of these wastes with inflow or infiltration of stormwater or groundwater, conveyed in a sanitary sewer system.

Spill

A spill is a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure. Exfiltration of sewage is not considered to be a spill under this General Order if the exfiltrated sewage remains in the subsurface and does not reach a surface water of the State.

Wash Down Water

Wash down water is water used to clean a spill area.

Waste

Waste, as defined in Water Code section 13050(d), includes sewage and any and all other waste substances, liquid, solid, gaseous, or radioactive, associated with human habitation, or of human or animal origin, or from any producing, manufacturing, or processing operation, including waste placed within containers of whatever nature prior to, and for purposes of, disposal.

Waste Discharge Identification Number (WDID)

A waste discharge identification number (WDID) identifies each individual sanitary sewer system enrolled under this General Order. A WDID number is assigned to each enrolled system upon an Enrollee's approved regulatory coverage.

Waters of the State

Waters of the State are surface waters or groundwater within boundaries of the state as defined in Water Code section 13050(e), in which the State and Regional Water Boards have authority to protect beneficial uses. Waters of the State include, but are not limited to, groundwater aquifers, surface waters, saline waters, natural washes and pools, wetlands, sloughs, and estuaries, regardless of flow or whether water exists during dry conditions. Waters of the State include waters of the United States.

Waters of the United States

Waters of the United States are surface waters or waterbodies that are subject to federal jurisdiction in accordance with the Clean Water Act.

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Sewer System Management Plan

Element 1: Goals and Introduction

SWRCB Waste Discharge Requirement:

The goal of the Sewer System Management Plan (SSMP) is to provide a plan and schedule to: (1) properly manage, operate, and maintain all parts of the Enrollee's sanitary sewer system, (2) reduce and prevent spills, and (3) contain and mitigate spills that occur.

Introduction

1.1 System Overview

Incorporated in 1992, American Canyon is located in the southern part Napa County. With a population of 22,069 residents, it is the second largest city in the county. American Canyon is 35 miles northeast of San Francisco. The service area is bounded by Vallejo to the south, Napa airport to the north, Newell open space and hills are to the east, and the Napa River is to the west, which is the main drainage from the service area. The total city area is 4.8 square miles.

The City treats approximately 650 million gallons per year. The City maintains approximately 62 miles of sewer mains, 22 miles of lower laterals, 3.75 miles of force main, 1,385 manholes and 5359 sewer connections as of 2025. The city owns and operates 3 pump stations and 3 lift stations. All flows are conveyed to the city of American Canyon's Wastewater Reclamation Facility (WDID #283021001), which is located at 151 Mezzetta Court in American Canyon, CA. Current average dry weather flow is approximately 1.3 million gallons per day (MGD), with average wet weather flows approximately 1.9 million gallons per day (MGD). The Water Reclamation Facility is permitted for 5 MGD.

Figure 1-1 is a map of the City service area, **Figure 1-2** is a map of the sewer system and **Figure 1-3** is a map of pump stations, lift stations and force mains.

In 2022 a new pump station came online, which replaced an old pump station. Green Island Pump Station was recognized as a weak point and a liability in our system due to age and capacity. The old pump station was the cause of our last major spill and is no longer in use. Green Island Pump Station serves our industrial area of the city. Tower Road Pump Station was our only other pump station that served the industrial part of the city. The design and engineering of the new Green Island Pump Station was able to eliminate approximately 6,211 feet of force main and

turned Tower Road Pump Station into a lift station. The new pump station, elimination of force main and new sewer mains represents peace of mind for the environment, capacity and development of the industrial sector.

In 2023 Watson Ranch Lift Station came online. This serves the newest and largest subdivision currently in development in the city. This flows into Building E pump Station. It was designed and engineered similar to the Green Island Pump Station.

All the city's pump and lift stations have redundancies built in, they all have pump bypasses and either on site generators or available mobile generators. Elevation low points for all pump station service areas are identified for mitigation of any spills or environmental impacts.

In 2024 the City started implementing Start Cover technology at 3 locations in the city for I & I monitoring and advanced warning. In fiscal year 2026 the City will begin using OpenGov CMMS for all work and asset tracking. More information on these are detailed in the following elements of this SSMP.

Table 1-1 below summarizes the distribution of gravity main sizes throughout the collection system

Table 1-2 summarizes pump stations and lift stations

Table 1-1 Collection System Gravity Main Size Distribution

Pipe Size (inch)	Total Length (LF)	Percent of System
4	57.5	.02%
6	58216.3	17.9%
8	183523	56.3%
10	34829	10.7%
12	28075.5	8.6%
14	1104.5	.34%
15	16468	5%
18	163.5	.05%
21	879	.27%
24	2476.3	.76%
(Lineal Feet) **(Miles)**	**325792.6** **61.7**	**100%**

Table 1-2 Pump Stations and Lift Stations

Pump Station	Lift Station
Building E	**←Kimberly** **←Watson Ranch**
Sunset	
Green Island	**←Tower Road**

1.2 Regulatory Context

This Sewer System Management Plan (SSMP) describes the City of American Canyon's wastewater collection system management activities. The purpose of these activities are to

1. Maintain and improve the condition of the collection system infrastructure,
2. Control infiltration/inflow (I&I) and provide appropriate sewer capacity, and to
3. Minimize the number and impact of spills that occur.

The State Water Resources Control Board (SWRCB) has issued Statewide Waste Discharge Requirements for sanitary sewer systems (SSS-WDR), which include requirements for development of an SSMP. The State Water Board requirements are outlined in order No. 2022-0103-DWQ, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, dated December 6, 2022. This SSMP is organized by the SWRCB outline of elements; and contains quoted language taken from the SSS-WDR and shown in the gray box at the beginning of each element. The SSS-WDR uses the term "enrollee" to mean each individual municipal wastewater agency that has completed and submitted the required application for coverage under the WDR (in this case, enrollee is the City of American Canyon). The city's waste discharge identification number (WDID) in the California Integrated Water Quality System (CIWQS) is 2SSO10091.

The City of American Canyon's SSMP contains 11 elements and is designed to meet the SSS-WDR requirements. The structure of this document follows the section numbering and nomenclature specified in the SSS-WDR.

1.3 Sewer System Management Plan Update Schedule

The SSS-WDR general order requires the SSMP to be updated every 6 years and an audit performed every 3 years (due within 6 months after the end of the 3 year period). Table 1-3 shows the SSMP update and audit schedule. Periodic updates may be performed sooner than the due date based on audit findings or any major changes.

Milestones may be affected by staffing and equipment needs. Milestones for sewer system maintenance and spill prevention are:

- Clean the entirety of the sewer system every 3 years
- Inspect the entirety of the sewer system every 10 years
    - Proactively address any issues found
    - Documentation of all activities

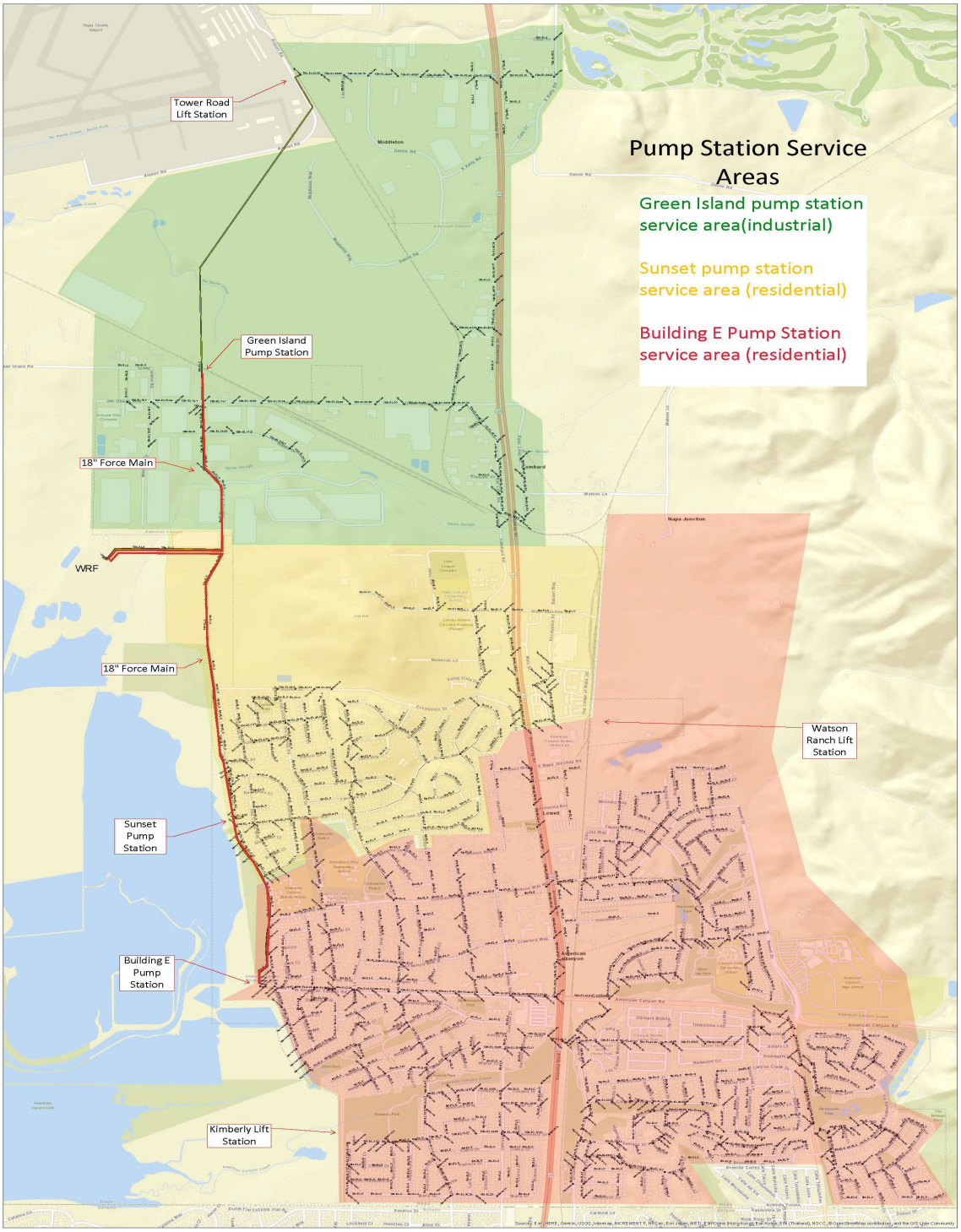
Table 1-3 SSMP update and audit schedule

SSMP Update Due Dates	8/2/2031	8/2/2037	8/2/2043
SSMP Audit Due Dates (due within 6 months after due date)	8/2/2027	8/2/2030	8/2/2033

Figure 1-1 City of American Canyon Sewer Service Area

Figure 1-2 City of American Canyon Sewer System

Figure 1-3 City of American Canyon Pump/Lift Stations and Force Mains



The City of American Canyon recognizes that the wastewater collection system is a key component of its Public Works department and is committed to providing responsible and reliable service to the community through a comprehensive maintenance and operations program. This Sewer System Management Plan (SSMP) element identifies goals that the Collection Division has set for the management, operation and maintenance of the sanitary sewer system. These goals provide focus for our Collection Division staff to continue high quality work and implement improvements in the management of the city's wastewater collection system. Maintaining public health and safety and complying with the updated SSS-WDR order are the key drivers of the implementation and updating of these goals.

The goals of the city of American Canyon SSMP are to:

- Maintain or improve the wastewater collection system condition and infrastructure in order to provide reliable service now and into the future
- Identify, prioritize, continuously renew, and replace sewer system facilities to maintain reliability, capacity and reduce I&I (inflow and infiltration)
- Minimize the number and impact of sanitary sewer spills that occur

Along with these primary goals, the City identified six key areas of concern that must be addressed on an ongoing basis to achieve and consistently implement the SSMP goals.

- Customer service
- Water quality and environmental protection
- Long-term wastewater collection and treatment service
- Long-term infrastructure investment
- Long-term financial stability
- Workforce planning and development

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Sewer System Management Plan

Element 2: Organization

SWRCB Waste Discharge Requirement:

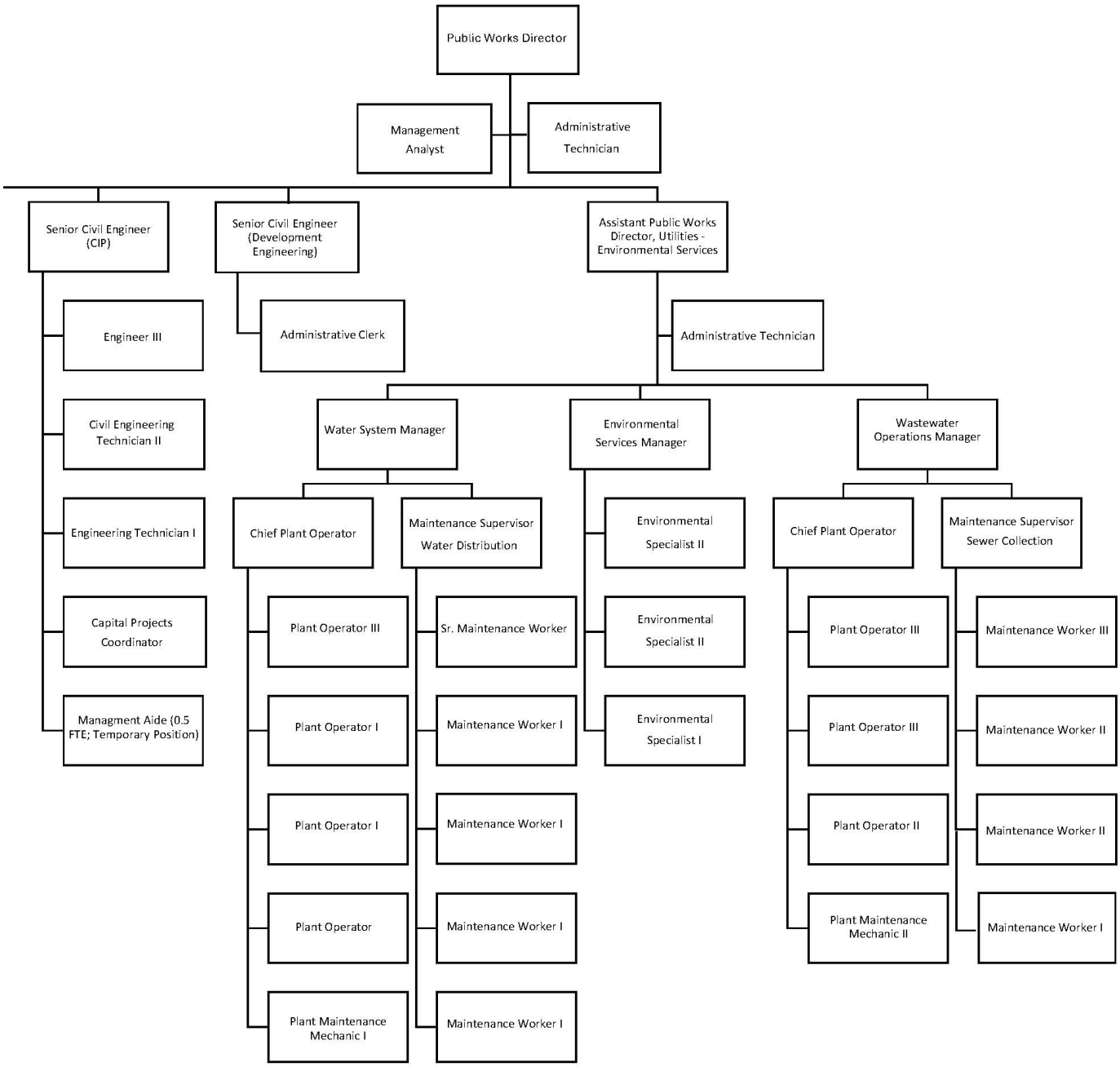
The Plan must identify organizational staffing responsible and integral for implementing the local Sewer System Management Plan through an organization chart or similar narrative documentation that includes:

- The name of the Legally Responsible Official as required in section 5.1 (Designation of a Legally Responsible Official) of this General Order;
- The position titles, telephone numbers, and email addresses for management, administrative, and maintenance positions responsible for implementing specific Sewer System Management Plan elements;
- Organizational lines of authority; and
- Chain of communication for reporting spills from receipt of complaint or other information, including the person responsible for reporting spills to the State and Regional Water Boards and other agencies, as applicable. (For example, county health officer, county environmental health agency, and State Office of Emergency Servies)

2.1 Organizational Structure

An organization chart for the city's operation is shown in **Figure 2-1**. This organization shows the lines of authority for administrative and field staff who are involved with implementing the SSMP. Following Figure 2-1 are brief descriptions of the staff positions included on the organization chart.

Figure 2-1 City of American Canyon Organization Chart



2.2 General descriptions of each position and SSMP-specific responsibilities are listed below:

City Council: Establishes policy; reviews and accepts formal plans; sets overall City direction; authorizes funds for projects, plans, programs, and staff; conducts public meetings and hearings; and approves the SSMP.

City Manager: To plan, direct, manage, and oversee the activities and operations for the City of American Canyon including administrative services, economic development, public works, community services, and contract police services; and to provide responsible, complex staff assistance to the City Council. May Act as an LRO.

City Attorney: Develops and approves legal documents, provides legal advice, conducts litigation, attends public meetings, and advises the City Council to ensure operations are compliant with state and federal regulations.

Public Works Director: Plan, direct, manage, and oversee the activities and operations of the Public Works department, including engineering functions, water, wastewater, parks and streets; to manage and administer construction and public works contracts; to coordinate assigned activities with other City departments and outside agencies; to provide highly responsible and complex administrative support to the City Manager; and to serve as a member of the City's Management Team. Can act as LRO.

Assistant Public Works Director: Oversees and manages the overall activities of the City's Utilities, including water treatment, long-term water supply, wastewater treatment, water quality control and environmental compliance, recycled water treatment; participates as a member of the Department Management Team in policy development, administrative planning and addressing of departmental problems; provides highly responsible and complex support to upper management; and performs related duties as assigned.

Administrative Clerk/Technician: Perform a wide variety of technical level administrative duties in support of a City department or program; research, collect, and analyze data and prepare draft reports; track and report operational statistics; and provide technical assistance to management. Performs clerical, administrative and organizational tasks, assists with FOG control program and public outreach, customer service.

WRF Operations Manager: Under general supervision, plan, organize and provide direct and indirect supervision over the operations and maintenance of the City's Wastewater Treatment Plant, wastewater pump stations, including the collection and treatment of wastewater for discharge and/or recycling for beneficial re-use.

Environmental Services Manager: Participates, plan, organize, and administer environmental programs such as pollution prevention, pre-treatment, stormwater, solid waste management, hazardous waste management, serve as

laboratory chemist/director at the Wastewater Treatment Plant Laboratory; ensure city-wide municipal operations are in compliance with State and Federal permit regulations; and interpret and implement related codes and regulatory legislation. Is a data submitter.

Environmental Specialist: Performs professional level analytical and specialized work of moderate difficulty in the development, implementation and promotion of environmental programs such as sustainability, integrated solid waste, hazardous waste, industrial wastewater pretreatment, storm water pollution prevention, water supply and conservation, and/or recycled water, schedules compliance sampling for regulatory reporting.

Maintenance Supervisor: Under general direction, provide direct and indirect supervision to lower-level Maintenance Workers and/or other City staff engaged in assignments in the maintenance, construction, and repair of public works grounds, property, and facilities related to parks, streets/storm drainage, or water distribution/wastewater collection.The wastewater Collection System Supervisor is the LRO. Plan review for all city development and CIPs related to the wastewater collection system. All documentation, work performed, reports are certified in CIWQS.

Maintenance Worker, I/II/III: Under supervision, performs a variety of maintenance and construction duties and operates public works, maintenance and utilities equipment. Executes and documents scheduled preventative maintenance tasks. Responds to emergency repairs and spills. Wastewater Collections Maintenance workers are data submitters, they gather, and document all spill related activities and draft reports in CIWQS.

WRF Operator I/II/III: Oversees, schedule, and participate in a variety of skilled technical duties and semi-skilled labor in the operation and maintenance of the City's wastewater or water treatment plant; perform a variety of technical tasks related to the assigned area of responsibility.

Plant Mechanic: Performs a variety of assignments related to the installation, maintenance, troubleshooting, and repair functions on equipment in water/wastewater treatment plants, and pumping stations, including Supervisory Control and Data Acquisition (SCADA) systems, Computerized Maintenance Management System (CMMS), pumps, chemical feed equipment, valves, and related mechanical/electrical/electronic equipment, components used for water or wastewater treatment, storage, and distribution; perform maintenance and repair duties on water and wastewater and related equipment; and perform a variety of technical tasks relative to assigned areas of responsibility.

Senior Civil Engineer: Plan, design, assign, supervise, and review engineering activities of public works projects; administer construction contracts and coordinate projects; develop and implement long range department planning; and perform a variety of related technical and professional engineering work in the area assigned.

Conducts plan review, responsible for keeping the City's design and construction standards up to date. Develops and updates the City's overall Capital Improvement Plan, including budgeting and prioritization of projects. Ensures that sewer collection system defects identified through the CCTV and field inspection program are adequately addressed in the Capital Improvement Plan.

Engineering I/II/III/Capital Projects Coordinator/Engineering Tech: Performs professional engineering work in the planning, design, technical investigation, inspection, and construction of projects in several areas of public works and engineering. Supports work directed by Engineering Director and Senior Civil Engineer. May act as an inspector for city projects.

2.3 Responsibility for SSMP Management, Administration and Maintenance

The City's Wastewater Collection System Supervisor is responsible for overall management, administration, maintenance and implementation of all elements of the city's SSMP. The Public Works Director or Assistant Public Works Director has the ultimate approval responsibility for this SSMP. This responsibility may be delegated to the Wastewater Operations Manager or Wastewater Collection System Supervisor. The engineering department as well as the Environmental Division contributes to some elements within this SSMP. The responsibility for day-to-day implementation and maintenance of each of the city's SSMP elements has been delegated to city staff.

The Wastewater Collection Supervisor is responsible for all elements of the SSMP with the Engineering, Environmental and Administrative staff contributing to some of these elements. The responsibility of all SSMP elements is Chris Morris, (707) 647-4542, morrisc@americancanyon.gov.

2.4 Chain-of-Communication for Reporting and Responding to Spills

The chain-of-communication responsibilities for responding to spills are shown in **figure 2-2**. Detailed information on the City's spill response procedure can be found in element 6, Spill Emergency Response Plan (SERP), and in the City's complete SERP. The responsibilities for reporting spills to the various regulatory agencies and detailed information on spill reporting can be found in Element 6 and the City's complete Spill Emergency Response Plan (SERP).

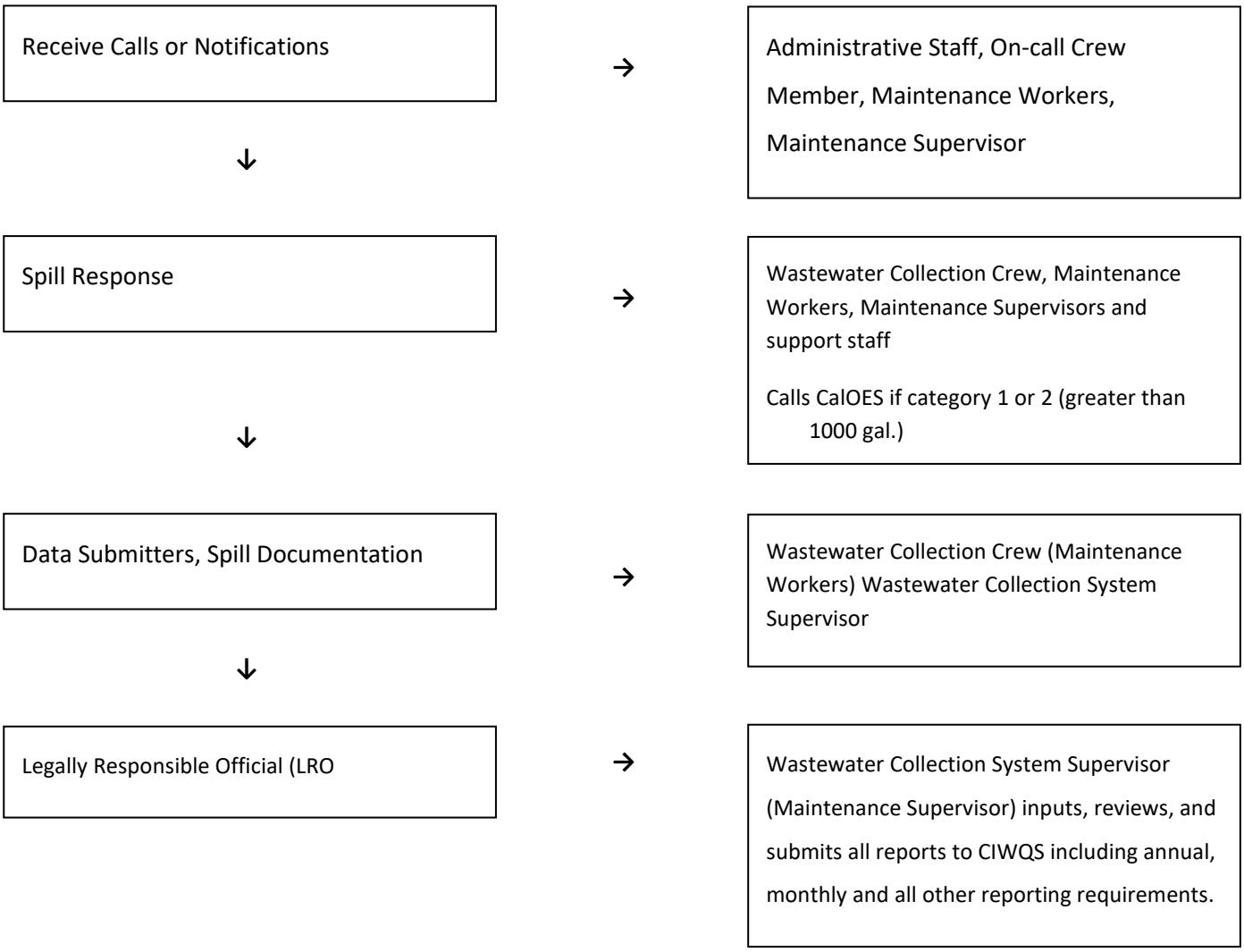
Important phone numbers for city staff involved in spill response are shown on **table 2-1**

The Public Works staff perform spill response and documents each incident as indicated in the Spill Emergency Response Plan (SERP). The wastewater collection division staff handles the spill documenting and reporting. The wastewater Collection System Supervisor reviews all documentation and certifies all reports in CIWQS.

Table 2-1 Phone Numbers for Spill Responders

Responsible Party	Name	Phone Number
Office	**Administrative Staff**	**(707) 647-5325** **(707) 647-5324** **Answering service (on-call)** **(707) 995-8674**
Legally Responsible Official (LRO)	**Jason Holley** **Erica Ahmann Smithies** **Chris Morris**	**(707) 647-4542**
Data Submitters	**Eric Rosenberger** **Andy Cervantes** **Thomas Valenti** **Pam Phillips**	**(707) 647-4542**
Wastewater Operations Manager	**Nolan Garcia**	**(707) 647-5325**
Assistant Public Works Director	**Norman Woods**	**(707) 647-5325**
Public Works Director	**Erica Ahmann Smithies**	**(707) 647-4558**

Figure 2-2 Spill Response and Reporting Responsibilities



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Sewer System Management Plan

Element 3: Legal Authority

SWRCB Waste Discharge Requirement:

The Plan must include copies or an electronic link to the Enrollee's current sewer system use ordinances, service agreements and/or other legally binding procedures to demonstrate the Enrollee possesses the necessary legal authority to:

- Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;
- Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;
- Require that sewer system components and connections be properly designed and constructed;
- Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee;
- Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures; and
- Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.

3.1 Legal Authority

The City of American Canyon has the legal authority to:

- Prevent illicit discharges
- Require proper design and construction of sewers and connections
- Access facilities for maintenance, inspection and repairs
- Enforce any violation of its Sewer Ordinances
- Access and enforce Easements

Enforcement authority is granted to City representatives in the American Canyon Municipal Code, Chapter 14, Sewer Use Regulations. Violations of the Code can be addressed through criminal, judicial, and/or administrative

actions and fines. The Sewer Use Regulations and Ordinances can be accessed online via the City of American Canyon Law Library.

3.1.1 Prevent Illicit Discharges

Measures prohibiting illicit discharges are included in American Canyon Municipal Code, Chapter 14. Sections include the prevention of discharge of pollutants into the sewers that would obstruct or damage the collection system, interfere with the treatment process, or threaten harm to human health or the environment. Examples of discharges covered are included below.

Industrial Waste:

Section 14.16.090 Prohibited wastes.

Section 14.16.340 Restricted waste discharges.

Stormwater and Infiltration/Inflow:

Section 14.28 Stormwater and Pollution Discharge Control Program

Section 14.28.040 Discharge of pollutants.

Other Discharges:

Section 14.13.140 Specific prohibitions – obstructions.

Section 14.16.150 Specific prohibitions – pollutant causing interference

3.1.2 Proper Design and Construction

The City's engineering design standards and specifications outlines the sanitary sewer system requirements. Section 5 of the design standards outlines the sanitary sewer system purpose which includes details and requirements for design and installation of all sewer related facilities, and additional design considerations such as flow and pipe capacity. Section 71 of the standard specifications details sewer description, right-of-way, materials, bedding and backfill, pipe laying, joints, existing manholes, sewer structures, coating manholes, and testing. In addition, Municipal Code Title 16 are the building and construction codes that apply to design and construction. Specific applicable municipal codes are listed below.

Section 14.08 defines side sewer, public sewer and private sewer among other definitions

Section 14.12.090 Installation permits and fees.

Section 14.12.110 Plumbing and sewers on private property.

Section 16.06.020 is the adoption of the California uniform plumbing code.

3.1.3 Access for Maintenance, Inspection, and Repairs including Easement Accessibility

American Canyon Municipal Code, Chapter 14.16.050, Right of Entry, outlines the authority for Representatives of the City to obtain right-of-entry for the purposes of inspection, sampling, records examination and copying, and any additional duties. For easement accessibility, Engineering Standard Specifications Section 71-1 provide Right-of Way. Other related municipal codes are listed below:

Section 14.12.110 Plumbing and sewers on private property

Section 14.12.210 Powers and authorities of inspectors.

Section 14.12.220 Maintenance responsibility for lateral sewer

The majority of city owned sewer facilities are within city owned property and right-of-ways. There are only a few areas that have sewer mains within private property requiring easement access. The City requires and maintains a 20’ easement on both sides of a sewer main that is within private property, as stipulated in the City’s engineering standard plans and specifications.

3.1.4 Enforcement of Violations

American Canyon Municipal Code, Chapter 14.24, Enforcement, gives the City Manager or his designee the authority to serve a written notice of violation to any user that has violated, or continues to violate, any provision of American Canyon Municipal Code, Chapter 14, Sewer Use Regulations. Article I, Administration Enforcement Remedies, further outlines additional measures the City Manager can take in the form of legal action and financial assurance. Article II, Supplemental Enforcement Remedies and Article III, Affirmative Defense addresses publication of significant violations, non-issuance of permits and enforcement of the city response plan.

3.2 Collaboration with Storm Sewer Agencies

The City of American Canyon's storm water system is the only local agency related to storm water within the sewer boundary of the City. Public Works is the department that has both the storm water and Wastewater collection division that this SSMP is applied to. Both divisions work closely and communicate on a daily basis. The Collection Division has extensive knowledge of the City storm water system, along with available maps, with both crews helping each other out when needed. Both divisions take part in the same required training outlined in element 4 under training. We will occasionally work with Napa County when local rivers and creeks may be impacted.

Supporting Documents for Element 3

- *American Canyon Municipal Code, Title 14, Sewer Use Regulations*
- *American Canyon Municipal Code, Title 16, Building and Construction*
- *City of American Canyon Engineering Standard Plans and Specifications for Public Improvements*

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Sewer System Management Plan

Element 4: Operation and Maintenance Program

SWRCB Waste Discharge Requirement:

The Plan must include the items listed below that are appropriate and applicable to the Enrollee's system.

Updated Map of Sanitary Sewer System

An up-to-date map(s) of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water Board staff access to the map(s). The map(s) must show gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities within the sewer system service area boundaries.

Preventative Operation and Maintenance Activities

A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors. The scheduling system must include:

The scheduling system must include:

- Inspection and maintenance activities;
- Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems;
- Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes.

The data collection system must document data from system inspection and maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure.

Training

In-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training must cover:

- The requirements of this General Order;
- The Enrollee's Spill Emergency Response Plan procedures and practice drills;
- Skilled estimation of spill volume for field operators; and
- Electronic CIWQS reporting procedures for staff submitting data.

Equipment Inventory

An inventory of sewer system equipment, including the identification of critical replacement and spare parts.

4.1 Sanitary Sewer System Mapping

The City of American Canyon maintains sewer system mapping as GIS shape files. The files are maintained as a part of a comprehensive GIS program used to document City infrastructure.

The City maintains electronic and hard copy mapping of the sewer collection system showing all gravity mains, manholes, cleanouts, pump/lift stations, and force mains. The City's mapping also includes other City utilities such as Storm Drainage, Water distribution, recycled water and Electric. The Engineering Division is responsible for maintaining and updating maps. Field staff will periodically send updates to the Engineering Division if field data is not accurate on the maps or any changes need to be made.

Figure 1-2 Shows a map of the collection system. **Figure 1-3** is a map of pump/lift stations and force main information. All maps are available to the State and Regional water boards upon request.

The sewer system mapping is available to all City personnel in a variety of formats. The GIS can be accessed from any City computer workstation. For use in the field, The Esri ArcGIS maps can be accessed by the field crew utilizing an Esri Explorer application on their phones. Field staff have also been provided with hard copy indexed map books carried in their vehicles.

Updates to the sewer collection system mapping come from two sources:

1. New asset construction or rehabilitation/replacement of existing assets:
    (a) The Public Works Wastewater Collection Supervisor maintains maps, both hard copy and files, of all "as-built" drawings that are received from the Engineering Division. The other maintenance supervisors do this as well.
2. Updates/corrections to existing mapping from field staff:
    (a) Field staff record "red line" markups on the hard copy indexed map books carried in their vehicles whenever they see something in the field that does not match what is shown on the system maps. Field staff take photos of the red-line markups and sends them to the Engineering Department.

4.1.1 Storm Drain Information

The City owns and operates the storm drain system. The City maintains GIS and mapping information of all storm drain facilities. City utility maps include storm drainage along with the other utilities. This can be used to determine the routing of spills, in order to potentially block storm drains and contain the volume of overflows before they reach waters.

4.2 Preventative Operation and Maintenance

4.2.1 Gravity Sewers

The City has a dedicated 5-man crew for the operation and maintenance of its 62 miles of gravity sewers. The crew performs an assortment of scheduled preventative, predictive, and breakdown maintenance on various systems and equipment.

Staff responds to customer concerns and complaints immediately and investigates the problem location and best course of action. This is 24/7/365 with standby personnel available during all non-business hours.

The City owns 2 combination trucks, a Vac-Con and a new, larger Vactor purchased in 2021. These two trucks enhance our flexibility, reliability and versatility with all sewer related issues. Both machines, while similar, are different in certain specs so the City can address all possible situations. For example, the Vac-Can has a ¾ inch jetter hose while the Vactor has a 1-inch jetter hose. The Vac-Con has a fan blower, that has faster suction, the Vactor has a PD blower that can pump from a distance, giving us the capability to pump from hundreds of feet away. The Vactor also holds more water and has a larger debris body. In 2022 The City purchased the Cues Flexitrax C550 CCTV inspection camera and related equipment. The City has a fully outfitted and dedicated CCTV trailer with all the equipment necessary to inspect the whole collection system. Along with 2 Rigid push cameras and a smaller handheld camera the City is fully equipped to inspect all sewer facilities. The City utilizes an Eel with over 300 feet of cable for rodding activities to clear blockages from mains, laterals and when jetting does not clear the blockage or clean fully.

The City's preventative maintenance activities include weekly "hot spots" inspections of areas that are prone to or have a history of sewer backups and FOG issues. This hot spot list is fluid and continuously updated to reflect the needs of the system and proactively prevent future spills. Based on what is found during these weekly inspections will dictate if spot cleaning, CCTV inspections, repairs or public outreach are needed at that time. This is also the purpose for the enhanced cleaning and monitoring program.

The regular preventative basin cleaning program, planned and executed by the Wastewater Collection Division, is an ongoing program that is designed to systematically clean all gravity sewer lines every 3 years. The City currently maintains maps, spreadsheets and paper copies of all preventative work performed, with a transition to OpenGov CMMS in 2025.

An important aspect of the City's Collection System cleaning program is the recording of cleaning results for each manhole-to-manhole pipe segment. The results provide a basis for the wastewater Collection Supervisor to modify the frequency or method of cleaning for that pipe segment to reflect current field

conditions. Follow-up video inspections and/or repairs are requested as needed by the Wastewater Collection Supervisor to improve the quality of cleaning and for training of City employees.

The City monitors technological changes in sewer cleaning tools to identify potential additions to the standard array of tools available to District cleaning crews.

4.2.1.1 Enhanced Cleaning and Monitoring Program

The enhanced cleaning and monitoring program, performed by the Wastewater Collection Division, involves cleaning of mainlines or laterals (the publicly-owner lower lateral) at a higher frequency. Regular monitoring and checking known problem areas. The frequency may vary depending on what is found during field inspections and cleaning activities, ranging from weekly to annually. This program targets individual assets, unlike the regular basin cleaning program that includes all assets within a basin. Pipeline assets are added to the enhanced cleaning program based on one of the following criteria:

- Asset experiences a spill due to blockage
- Asset is a known problem area for FOG or debris accumulation based on O&M experience
- CCTV inspection shows defects that are known to cause heavy debris accumulation indicating high risk of future blockage/spill

When an asset is cleaned, the debris load is noted similar to the regular preventative basin cleaning program. An asset may be removed from the enhanced cleaning program list at the discretion of the Wastewater Collection Supervisor if the source/cause of the previously noted heavy debris load is known to have been eliminated.

Like the regular preventative basin cleaning program, this program is continuously assessed and revised based on the field reports. Assets that remain in the enhanced cleaning program for long periods of time will typically be targeted for rehabilitation or replacement if the reason for debris accumulation is related to the structural integrity of the line such as bellies, offset joints, protruding taps, and root intrusion. All work performed is documented and stored with the Wastewater Collection Supervisor.

4.2.2 CCTV Inspection Program

The City uses its CCTV camera trailer with the Cues Flexitrax C550 camera system and GraniteNet inspection software to inspect the City's 62 miles of pipe. 2 Rigid push cameras are used to inspect the City's 22 miles of lower laterals and in areas where the Cues camera doesn't fit. The City's CCTV inspection program is performed by the Wastewater Collection Division. The City conducts CCTV condition assessment using the

National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification Program (PACP) coding standard. The NASSCO PACP method provides quantitative standardized inspection results that allow for straight-forward prioritization of system deficiencies.

Sewer manholes are inspected visually during sewer cleaning and/or CCTV, and any significant leaks or defects are documented and transmitted to the Wastewater Collection Supervisor. Manholes with significant defects may be scheduled for near-term repairs that are performed internally by the Wastewater Collection Division which has the capability to perform structural repairs and injection grouting to stop infiltration and inflow. Manhole repairs that cannot be completed internally will be completed by contractors as part of the R&R program.

City staff will use the data collected using the CCTV truck and the GraniteNet software to perform the following tasks:

- Identify problem areas, hotspots, blockages, or known problem areas, such as grease accumulation or shallow slope
- Identify root intrusions into the City's Collection System to create a sewer root maintenance plan
- Identify the sewer mains and manholes that need immediate repair and revise the City's CIP
- Rate the sewer lines using the NASSCO rating system to establish ongoing funding for major rehabilitation, upsizing, or replacement of the collection system as the system wears out or upgrading of the system because of expansion
- Create a cleaning and CCTV schedule for every City sanitary sewer line at a maximum of every 3 years
- Notify residents of identified problems within their laterals

In addition to the inspection schedule, based on regular cleaning and the enhanced cleaning and monitoring will dictate additional CCTV inspections needed for a given segment of pipe. These spot inspections are separate from the regular scheduled CCTV inspections of the collection system. These inspections are to investigate and address sewer issues found during routine cleaning, customer complaints or for spill investigations.

4.2.3 Pump and Lift Stations

The City's Wastewater Department operates and maintains 3 pump stations and 3 lift stations. The 3 pump stations have on site generators and the 3 lift stations have capabilities and access to portable

generators with transfer switches in place. The City has multiple portable generators available to be used at any pump/lift station. All 6 stations have a pump bypass in place to utilize bypass pumping. The City owns 2 portable trailer-mounted 6-inch diesel engine-driven pumps, along with three 4", four 3" and a 2" submersible pump at its disposal.

The City operates an extensive Supervisory Control and Data Acquisition {SCADA) system that closely monitors all the City's wastewater facilities, including the pump and lift stations. All stations are each monitored by a local programmable logic controller (PLC), which transmits data to the SCADA system over a wireless network. Each lift station is monitored for water levels and pump status. A level indicator is shown on the local lift station display and also sends a remote reading to the SCADA system. The PLC controller uses this indication to start and stop the pumps and to generate an alarm when warranted.

Each lift station is visited by the Wastewater Operator weekly, and any observations or notes are kept in a logbook located at each station. Typical weekly inspection activities include:

- Record pump run hours
- Manually run pumps to trigger and verify operation of low-level alarm
- Manually test operation of high-high level float
- **General visual inspection and level transducer cleaning**

The Wastewater Collection Division conducts thorough cleaning of each pump and lift station wet well. Frequency and need are based on what is found during the weekly inspections. Wet wells may be cleaned as often as monthly, or annually at a minimum.

4.2.4 Pump Station Emergency Response Plan (PERP)

In 2025 the City contracted with DKF Solutions to create pump station emergency response plans for the 3 pump stations, similar to our existing spill emergency response plan (SERP) but tailored to each specific pump station. Spills from pump stations, while rare, can have the largest volume and have the biggest impact on the environment. This is to aid in our emergency response and be prepared for all issues related to the pump stations, mitigate disasters and minimize environmental impact. These plans also act as SOPs and a training guide for operators. **4.2.5 Root Control**

The City's Wastewater Collections Division has identified invasive roots in the City's sewer system and private laterals using the CCTV truck during routine inspections, for spill investigations and during customer complaints. City staff removed the locations in the City's system during cleaning and noted the locations as part of a root removal project using mechanical cutters and/or jetting. City staff documents mains and laterals

with root problems, and for locations with significant root problems. These areas are regularly inspected and cleaned as part of the enhanced cleaning and monitoring program. These areas will remain in the program until they are repaired, replaced or the root cause is removed.

4.2.6 Odor Control

In the event that the City receives an odor complaint, the Wastewater Collection Division responds by flushing the line and/or installing manhole seals to eliminate the odor. Complaints are often in areas of low flow or end runs. The City will investigate and try to resolve the cause of the complaint.

4.2.7 Non-Routine Maintenance

The City's Collections Division responds to complaints regarding spills, missing or shifted manhole lids, lift station malfunctions, sewer odors, and customer blockages, among others.

4.2.8 Emergency Maintenance

The City developed emergency maintenance procedures in the Spill Emergency Response Plan. Refer to Element 6 for more information.

4.2.9 Force Mains

The City's collection system includes 3.75 miles of force main pipelines, with 18-inch diameter for the majority of it. The City performs periodic inspections of the force main points of discharge for visible signs of corrosion or material degradation. ARVs (air release valves) are installed and regularly maintained. A large section of old force main was eliminated when the new Green Island Pump Station was installed, turning the Tower Road Pump Station into a lift station, refer to the SSMP introduction.

4.3 CMMS Computer Maintenance Management System (NEW)

In 2025 the City invested in a CMMS, utilizing OpenGov as its computerized maintenance management system (CMMS). The City keeps records of service calls and generates automatic work orders for all regular maintenance. The CMMS tracks historical information about each pipe segment that is used to help define the priority maintenance schedule. Work order functionality in CMMS was implemented in fiscal year 2026. All City service calls, and work orders are recorded in the CMMS. City staff and an after-hours answering service are available to receive customer phone calls 24 hours a day, 7 days a week. All customer calls are recorded, and a work order is generated through the CMMS to address the customer's complaint or request. All maintenance work and asset tracking will be documented through OpenGov CMMS.

4.4 Smart Covers

In 2024 the City invested in and implemented Smart Cover technology. 3 units were purchased and installed at various locations throughout the city for I & I tracking and advanced warning of potential spills or pipe failures. Each Smart Cover will stay at a location for at least a year to record I & I impact in a given area to generate and prioritize CIPs. They will then be relocated to another location to track I & I with the goal of having I & I data for the whole system. In 2025, 2 additional Smart Covers will be installed in a fixed location for sensitive, high impact areas such as near a creek or wetlands to act as advanced warning for eliminating or minimizing spill impacts to the environment.

4.5 Training Program

The City uses a combination of on-the-job training, conferences, seminars, and other training opportunities to provide technical and compliance training for its wastewater collection system staff. Vendors provide training for new tools or equipment.

In addition, employees receive annual training to comply with the requirements of the State Waste Discharge Requirements (WDR) shown in the list below. This training involved both classroom and practical scenario-based training in the response, mitigation, and reporting of overflows, surface water quality sampling and reporting procedures. The recurrent training will cover any updates/changes to documentation and/or process since the most recent training event. Training is provided by in-house as well as external sources.

The Wastewater Collection Division are trained annually on the critical topics outlined below:

- Spill Emergency Response Plan procedures and practice drills
- Spill volume estimation
- CIWQS reporting procedures for data submitters and LRO
- Surface water quality sampling
- SSMP/SERP review
- Confined space entry
- Trenching/excavating
- Flagging/traffic safety
- Lockout/tagout procedures
- CPR, first aid, bloodborne pathogens

- Defensive driving
- Lifting/back safety
- Fall protection
- Heat illness
- Workplace violence
- Hazard communication
- Injury/illness prevention

The Wastewater Collection Supervisor keeps records of all training. Each employee also keeps a record of their training. In addition, Human Resources will retain some records such as CPR, first aid and bloodborne pathogens.

Other potential sources of training include classes, webinars and publications that support sewer system education and training including the City's risk management and insurance program pools that provide specific risk-based training for claims and risk reduction.

4.5.1 Conferences and CEUs

City staff regularly attend conferences for training and CEU opportunities throughout the year. Examples of these are the CWEA, APWA, WEF conferences. The wastewater Collection Division takes full advantage of classes and conferences available to enhance and expand their knowledge and gain needed CEUs. To learn and stay up to date on the latest procedures and best practices in their field.

Each employee is responsible for maintaining their certifications and licenses. CWEA's online training network, DKF's Training Link as well as American Water College and Sac State Office of Water Program are examples of the sources used.

4.5.2 NASSCO Certification

The National Association of Sewer Service Companies (NASSCO) is a certification for CCTV inspection to ensure a standardized condition assessment of sewer facilities. Applying a rating system for each pipe segment, manhole and laterals to establish a priority ranking and to identify areas needed for repairs or CIPs. All Wastewater Collection Division workers are required to get and maintain this certification.

4.5.3 CWEA Collection System Maintenance (CSM) Certifications

All Wastewater Collection Division employees are required to get and maintain their CWEA Collection System Maintenance certification. Entry level employees for the Wastewater Collection Division (Maintenance Worker 1) are required to get their CSM grade 1 as a condition for passing probation. A Maintenance Worker 2 is required to get their CSM grade 2, a Maintenance Worker 3 is required to get their CSM grade 3, positions above that are recommended to get the CSM grade 4 certification.

4.5.4 Leadership and Team Building

To enhance crew effectiveness, efficiency and for succession planning, all Wastewater Collection Division employees attend leadership and team building courses at various times throughout the year. Examples of these are local leadership classes through the county, regional training such as RGS (regional Government Services), APWA, CWEA and in-house or onsite training.

4.5.5 Weekly Tailgates

The City utilizes DKF training Link online weekly 15-minute tailgate meetings covering a range of topics. These tailgate safety meetings are required by Cal/OSHA regulations in Title 8, Sections 8406 and 1509 of the California Code of Regulations; however, the City has expanded the tailgate schedule to include sewer operations, maintenance and any relevant topics.

4.5.6 Contractors Working on City Sewer Projects

The City requires all contractors working on sewer collection system assets to review and maintain a hard copy of the City's SERP. In addition, all City projects that may impact collection system lines or facilities will require that the emergency procedures be discussed regularly, and especially at the preconstruction meeting at the start of a project. Contractors are required to train their workers on the contents of the City's SERP as part of their pre-project safety training and preparation. When sewer bypass pumping is required for project construction, the City will require the contractor to develop a detailed bypass pumping plan that includes redundancy for all equipment as well as spill detection and remote alarming equipment. Review of the sewer bypass pumping plan will be conducted by the City's Project Engineer and/or the Wastewater Collection Supervisor.

4.6 Critical Equipment Inventory

The City has equipment available for regular maintenance and repairs, as well as to respond to spill events and emergency situations. Below is a current list of the City's equipment, these are kept at the City's Water Reclamation

Facility. The City also has a list of contractors that can be contacted during a spill event or emergency to provide a variety of services including private residence cleaning, force main and pipeline repairs.

- 2 Combination trucks (rodder, vacuum), 1 Vactor, 1 Vac-Con
- Various nozzles for cleaning and blockages
- All traffic control devices: cones, men working signs, stop/slow signs, detour and arrow signs, road closed signs, barricades
- 2 Service trucks outfitted with all tools needed
- CCTV trailer outfitted with the Cues C550 camera system
- 2 Rigid push cameras, 300' each
- 1 Rigid inspection camera 40'
- 1 Eel, motor drive rodder with over 300 feet of rods
- 1 Rigid chain machine, to clear blockages in laterals
- 2 Backhoes
- 2 Dump trucks
- 1 Forklift
- Containment equipment such as spill kits and storm drain covers
- 1 Air compressor with air hose and jackhammers
- 11 pumps, 2 portable trailer-mounted 6-inch diesel engine-driven pumps, three 4", four 3" and a 2" submersible pump, suction and discharge hose for all
- Multiple portable generators
- Confined space entry equipment, tripods, Davit arm, harnesses, 5 gas detectors, winches, ladders
- Battery operated power tool, drills, impact drills, grinders, cut off wheels, reciprocating saw, 14" chop saw
- Gas powered chainsaws, weed eaters and blowers
- PPE: eye ware, gloves, eyewash, earplugs, earmuffs, hard hats, muck boots
- Sonetics radio communication system
- Pipe plugs, assorted sizes
- Pipe couplings, assorted sizes
- Repair clamps, assorted sizes
- PVC pipe, assorted sizes and fittings

- Lighting, both battery powered, and diesel powered light towers

The Plant Mechanic maintains inventories of spare parts for the City's Lift Stations. An inventory of common critical spare parts is maintained at the WRF that includes:

- Spare pump parts for all types of pumps
- Float switches
- Motor starters
- Level transducers
- Floats
- Fuses, various types of electrical connectors
- Pipe fittings and gaskets

Parts that aren't on hand are available at our local Pace Supply Company or specialized local supplier such as Motion Industries. Pace Supply Company is available to us 24/7 and after hours for our emergency needs.

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Sewer System Management Plan

Element 5: Design and Performance Provisions

SWRCB Waste Discharge Requirement:

- Updated design criteria, and construction standards and specifications, for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances. If existing design criteria and construction standards are deficient to address the necessary component-specific hydraulic capacity as specified in section 8 (System Evaluation, Capacity Assurance and Capital Improvements) of this Attachment, the procedures must include component-specific evaluation of the design criteria.
- Procedures, and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps, and other equipment and appurtenances.

5.1 Design and Construction Standards for Installation, Rehabilitation and Repair

Design and performance provisions for work related to the City's sanitary sewer system are detailed in the Public Works Engineering Standard Plans and Specifications. The current Public Works Standard Plans and Specifications have been updated in 2025. This was a complete overhaul and update to all city standards that reflect new procedures, materials and other improvements/changes within the industry. Bound versions of the Public Works Engineering Standard Plans and Specifications are available or can be downloaded from the City's website at AmericanCanyon.gov.

Specifications for pump stations have historically been developed on a case-by-case basis as needed for construction of specific pump station facilities or for improvements to facilities. New pump stations are seldom required, and specific needs can be addressed on a case-by-case basis, so no development of pump station standards is necessary.

The Public Works Engineering Standard Plans and Specifications are composed of four elements:

- Engineering Design Standards - Provides detailed guidance for design of public sewer system improvements.
- Specific Provisions - Provides guidance to design professionals and construction contractors on the materials, installation and required testing methods for public sewer system improvements.

- Approved Materials list - Provides a list of the approved materials as they relate to the Standard Details.
- Standard Details - provides details for the installation of the public sewer system improvements.

5.2 Procedures and Standards for Inspection, Testing, Rehabilitation and Repair

All new construction, rehabilitation and repair projects affecting the City sanitary sewer system are reviewed and tested by the Public Works Department for conformance with the Public Works Engineering Standard Plans and Specifications. The Development Section of Public Works Engineering oversees permitting and plan review for new development projects. The Capital Improvement Section of Public Works Engineering performs construction inspection and testing.

Inspection is required for all sewer improvements and other work within the public right-of-way, all public easements, and for any work for which an encroachment permit has been issued. The City inspects new sewer facilities at all phases of the work in order to ensure complete conformance with the requirements of the City's standard specifications. At a minimum, work is inspected at the following points during the progress of sewer installation:

- Prior to the placement of any fill material.
- Immediately after the placement of all pipe and prior to bedding or to backfill.
- Duringall backfill and compaction operations.
- Prior to and during the placement and compaction of any aggregate base material.
- Form and reinforcement inspections prior to pouring anyconcrete.
- Prior to paving.
- During all paving operations.
- Prior to requests for payment for any contract items of work.

The City's Specific Provisions include specific testing procedures for public sewers that include:

- Cleaning and flushing
- Low pressure air testing
- Pipe deflection testing
- CCTV inspection
- Water or vacuum manhole testing

The City has engineers and staff that handle inspections and utilizes outside contract forces to monitor the construction of CIP projects and customer service installations to ensure compliance with the city’s

specifications. The city has a well-established inspection scheduling and tracking system and utilizes a VPM, Virtual Project Management software that tracks all phases of projects. The inspection standards are enforced for private development projects, as well as City capital improvement projects.

Supporting Documents for Element 5:

- *City of American Canyon Municipal Codes*
- *City of American Canyon Engineering Standard Plans and Specifications for Public Improvements*

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Sewer System Management Plan

Element 6: Spill Emergency Response Plan (SERP)

SWRCB Waste Discharge Requirements:

The Plan must include an up to date Spill Emergency Response Plan to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The Spill Emergency Response Plan must include procedures to:

- Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;
- Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;
- Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;
- Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;
- Address emergency system operations, traffic control and other necessary response activities;
- Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;
- Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;
- Remove sewage from the drainage conveyance system;
- Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;
- Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;
- Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;
- Conduct post-spill assessments of spill response activities;
- Document and report spill events as required in this General Order; and
- Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.

6.1 Spill Emergency Response Plan (SERP)

The city has a spill Emergency Response Plan as laid out and updated in accordance with the SSS-WDR general order for handling all sewer spills. The plan includes notification procedures for emergency response, spill recovery, overflow mitigation, cleanup, and restoration of damaged dwellings and buildings. It also includes provisions for public notification, testing for contamination, and notification to regulators.

The plan includes procedures for after-hours and weekend spill events. One Maintenance Worker and one Wastewater Operator are always available on an on-call basis. These employees can be reached 24 hours per day on their city cell phones. Figure 6-2 shows the flow chart procedure when responding to a spill or backup report, which is also in the SERP.

6.2 Spill Reporting Policy

All spills and backups are investigated to determine the cause and corrective actions needed to prevent future incidents. Category 1 and 2 Spills greater than or equal to 1,000 gallons are reported to the State Office of Emergency Services (OES) within two (2) hours after the City is notified of the spill.

All overflows are reported in the State Water Board's electronic reporting system (CIWQS). The plan also includes reporting requirements to other regulatory agencies as may be appropriate. The Wastewater Collection System Supervisor is responsible for reviewing and completion of the spill reports and entering the data into CIWQS. **Figure 6-1** shows the reporting requirements

Figure 6-1 Spill Reporting Categories

Deadline	Category 1 Spill	Category 2 Spill	Category 3 Spill	Category 4 Spill
2 hours after awareness of spill	Within two (2) hours of the City's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to Waters of the State, notify CalOES and obtain a notification control number.	Within two (2) hours of the City's knowledge of a Category 2 spill of 1,000 gallons or greater threatening to discharge to Waters of the State, notify CalOES and obtain a notification control number.	-	-
Within 18 hours of awareness of spill	Conduct water quality sampling of the receiving water within 18 hours of initial knowledge of spill of 50,000 gallons or greater to surface waters.	-	-	-
3 Business Days after awareness of spill	Submit Draft Spill Report in the CIWQS database.	Submit Draft Spill Report in the CIWQS database.	-	-
15 Days after the spill end date	Submit Certified Spill Report within 15 calendar days of the spill end date. (Submit Amended Spill Report, as needed, within 90 calendar days after the spill end date.)	Submit Certified Spill Report within 15 calendar days of the spill end date. (Submit Amended Spill Report, as needed, within 90 calendar days after the spill end date.)	-	-
Within **30 calendars days** after the end of the calendar month in which the spill occurs	-	-	Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database (Submit Amended Spill Report, as needed, within 90 calendar days after the Certified Spill Report due date.)	Certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database.
45 days after spill end date	Submit Technical Report within 45 calendar days after the spill end date for a Category 1 spill in which 50,000 gallons or greater discharged to surface waters; and	-	-	-
By February 1st after the end of the calendar year in which the spills occur.	-	-	-	Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database.

Note: If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field in the CIWQS Database.

6.3 Sanitary Sewer Overflow Detection and Notification

The processes that are employed to notify the City of the occurrence of a spill include observation by the public, receipt of an alarm, and observation by City staff or other public employees during the normal course of their work.

6.3.1 Public Observation

Public observation is the most common way the city receives notification of blockages and spills. Contact numbers and information for reporting sewer spills and backups are on the City's website at *americancanyon.gov*. The City's telephone number for reporting sewer problems during business hours is (707) 647-4550 and during non-business hours is (707) 995-8674.

Business Hours

Monday–Friday 7:00 a.m.–3:30 p.m.

City staff receives the call, takes the information from the caller, and communicates it to the field crew.

Non-Business Hours

Dispatch receives the call, takes the information from the caller, contacts the on-call crew via cell phone, and communicates the necessary information to the on-call crew.

The individual receiving the call collects the following information:

- Time and date of call
- Specific location of potential spill or incident
- Nature of call
- In case of a spill, estimated start time and duration
- Caller's name, telephone number, and address
- Caller's observations (e.g., odor, duration, location on property, known impacts, indication if surface water impacted, appearance at cleanout or manhole)
- Other relevant information

Figure 6-2 shows the flow chart procedure for spill/backup response, which is also included in the SERP.

6.3.2 City Staff Observation

City staff conduct periodic inspections of the City's sewer system facilities as part of their routine activities. Any problems with the sewer system facilities are reported to appropriate City staff who, in turn, respond to emergencies. City staff issues work orders to correct non-emergency conditions.

6.3.3 Contractor Observation

The following are the procedures in the event that a contractor causes or witnesses an SSO. If the contractor causes or witnesses an SSO, they will perform the following steps:

1. Immediately notify the City by calling (707) 647-4550 during business hours or (707) 995-8674 during non-business hours
2. Protect the public
3. Protect storm drains
4. Provide information, such as start time, appearance points, suspected cause, and weather conditions, to City staff
5. Direct all media and public relations requests to the City Manager's Office.

6.4 Spill Overflow/Backup Response Procedures

6.4.1 Spill Overflow/Backup Response Summary

The City will respond to spills as soon as feasible following notification of a spill/backup or unauthorized discharge. **Figure 6-2**, Overview of Spill/Backup Response, is an overview of the response activities.

6.4.2 First Responder Priorities

The following are the first responder's priorities:

- Follow safe work practices
- Respond promptly with the appropriate and necessary equipment
- Contain the spill wherever feasible
- Restore flow as soon as practicable
- Minimize public access to and/or contact with the spilled sewage
- Promptly notify the City Public Works Assistant Director/Director in the event of a major spill
- Return the spilled sewage to the sewer system
- Restore the area to its original condition (or as close as possible)
- Photograph and document areas affected and unaffected by the spill

6.4.3 Safety

The first responder is responsible for following safety procedures at all times. Special safety precautions are necessary when performing sewer work. There may be times when City personnel responding to a sewer system event are not familiar with potential safety hazards particular to sewer work. In such cases, it is appropriate to take the time to discuss safety issues, consider the order of work, and check safety equipment before starting the job. This includes use of gas monitoring detectors for air quality in manholes and traffic controls on the site.

6.4.4 Initial Response

The first responder must respond to the reporting party/problem site and visually check for potential sewer stoppages or overflows.

The first responder will perform the following tasks:

- Note arrival time at the site of the overflow/backup.
- Verify the existence of a public sewer system spill or backup.
- Determine if the overflow or blockage is from a public or private sewer.
- Identify and assess the affected area and extent of the spill.
- Contact the caller if time permits.
- Document conditions upon arrival with photographs.
- Decide whether to proceed with clearing the blockage to restore the flow or initiate containment measures. Guidance for this decision is as follows:
    - Small spills (i.e., spills that are easily contained) – proceed with clearing the blockage.
    - Moderate or large spill where containment is anticipated to be simple – proceed with the containment measures.
    - Moderate or large spills where containment may be difficult – proceed with clearing the blockage; however, whenever deemed necessary, call for additional assistance and implement containment measures.
- Take steps to contain the spill, for detailed procedures, refer to the SERP

6.4.5 Containment and Prevention Program

The City's SERP identifies the steps to take for emergency response. The City will conduct annual exercises in accordance with the updated SSS-WDR general order, to ensure that all aspects of the SERP, including training and emergency equipment, are functional at all times.

The City will update the SERP as necessary when information/procedures have changed, and based on the audits discussed in Element 10, Sewer System Management Plan Program Audits.

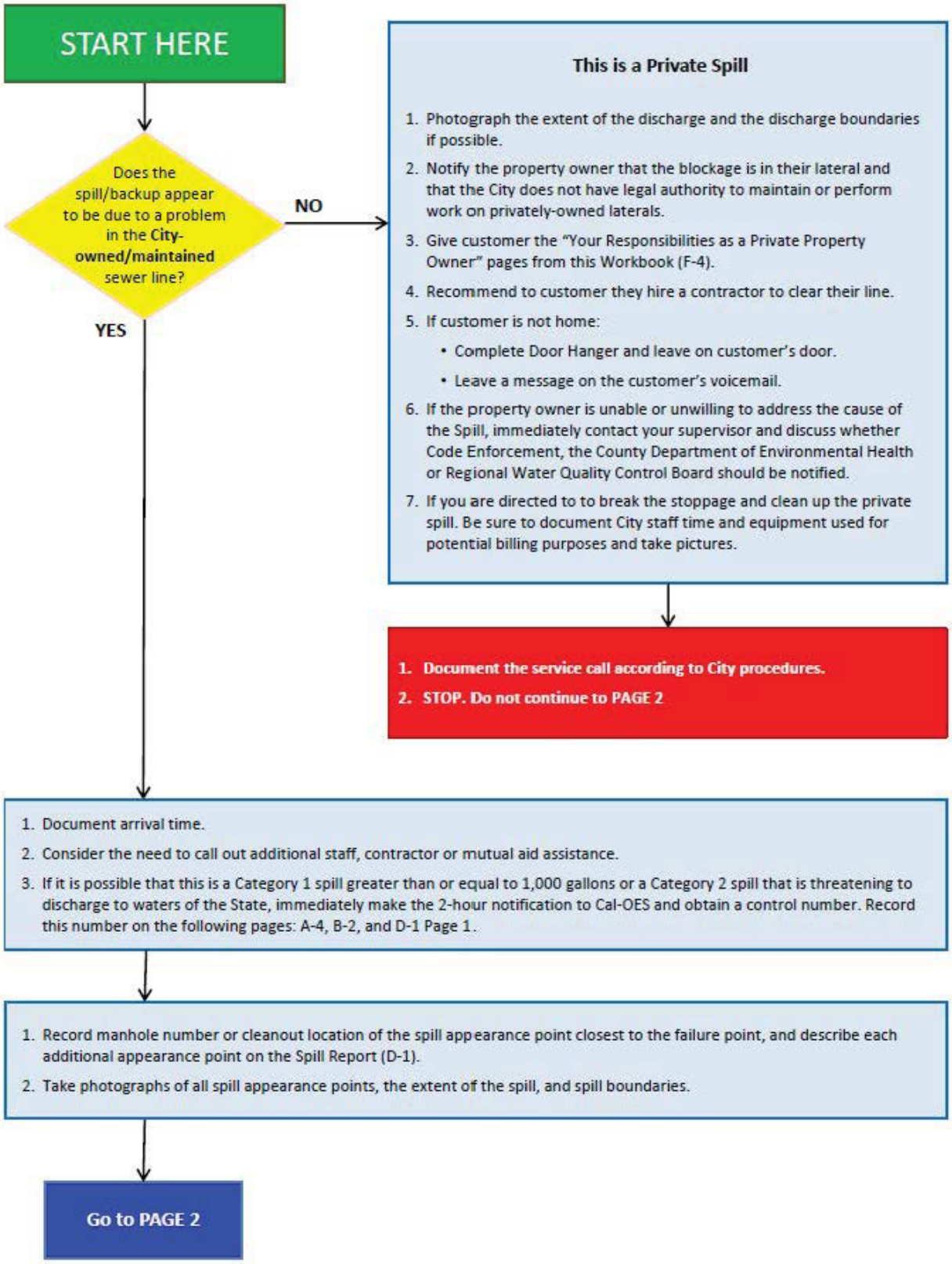
6.5 SERP services

The City utilizes DKF Solutions Group for their SERP services subscription. This subscription includes keeping our SERP continually updated and includes required training in addition to their bi-weekly tailgates. In addition to the benefit all the related training they offer, these services are to keep the city in compliance with the updated Statewide Waste Discharge Requirements for Sanitary Sewer Systems (WDR-SSS).

Supporting Documents for Element 6:

- *Spill Emergency Response Plan (SERP)*

Figure 6-2 Flow Chart for Spill/Backup Response (SERP)



Continue from PAGE 1

BEGIN DIVERSION AND CONTAINMENT, AS NECESSARY

1. **DIVERT AWAY FROM SENSITIVE AREAS:**

   a. Cover unplugged storm drains w/mats, or use dirt/other material to divert sewage away from sensitive areas (e.g., schools, playgrounds, intersections, etc.)

   b. ENSURE PUBLIC CONTACT DOES NOT OCCUR. Use cones/barricades to isolate area.

2. **CONTAIN SPILL & RETURN TO SYSTEM, IF POSSIBLE:**

   a. As practical, plug or block drainage conveyance system entry locations or use rubber mats to cover basin inlet and divert flow to a downstream sanitary sewer manhole (*barricade manhole if left open and monitor after barricade)* or area suitable to capture the spill for later collection.

      If any amount has already reached the drainage conveyance system, trace it downstream to a dry manhole and block it from entering surface waters. i.e., plugs, sandbags, or vacuum truck.

   b. If you are confident that you can capture the spill in the drainage conveyance system, trace it downstream to a dry manhole and then divert the spill to the drainage conveyance system for later recovery and return to the sanitary sewer.

   c. Use bypass pumps to pump around blockage until it can be removed.

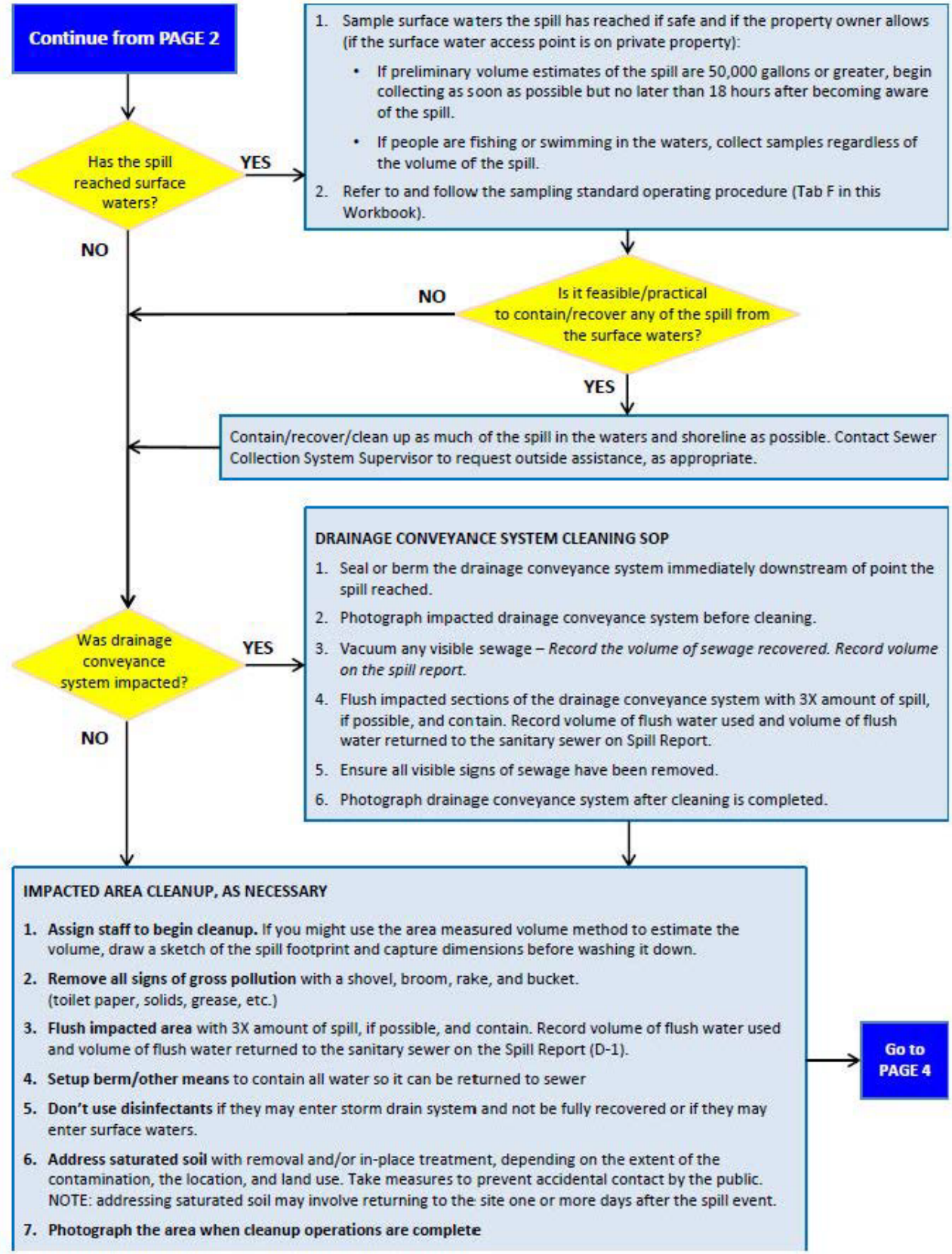
   d. Divert to low area of ground where it can be collected later.

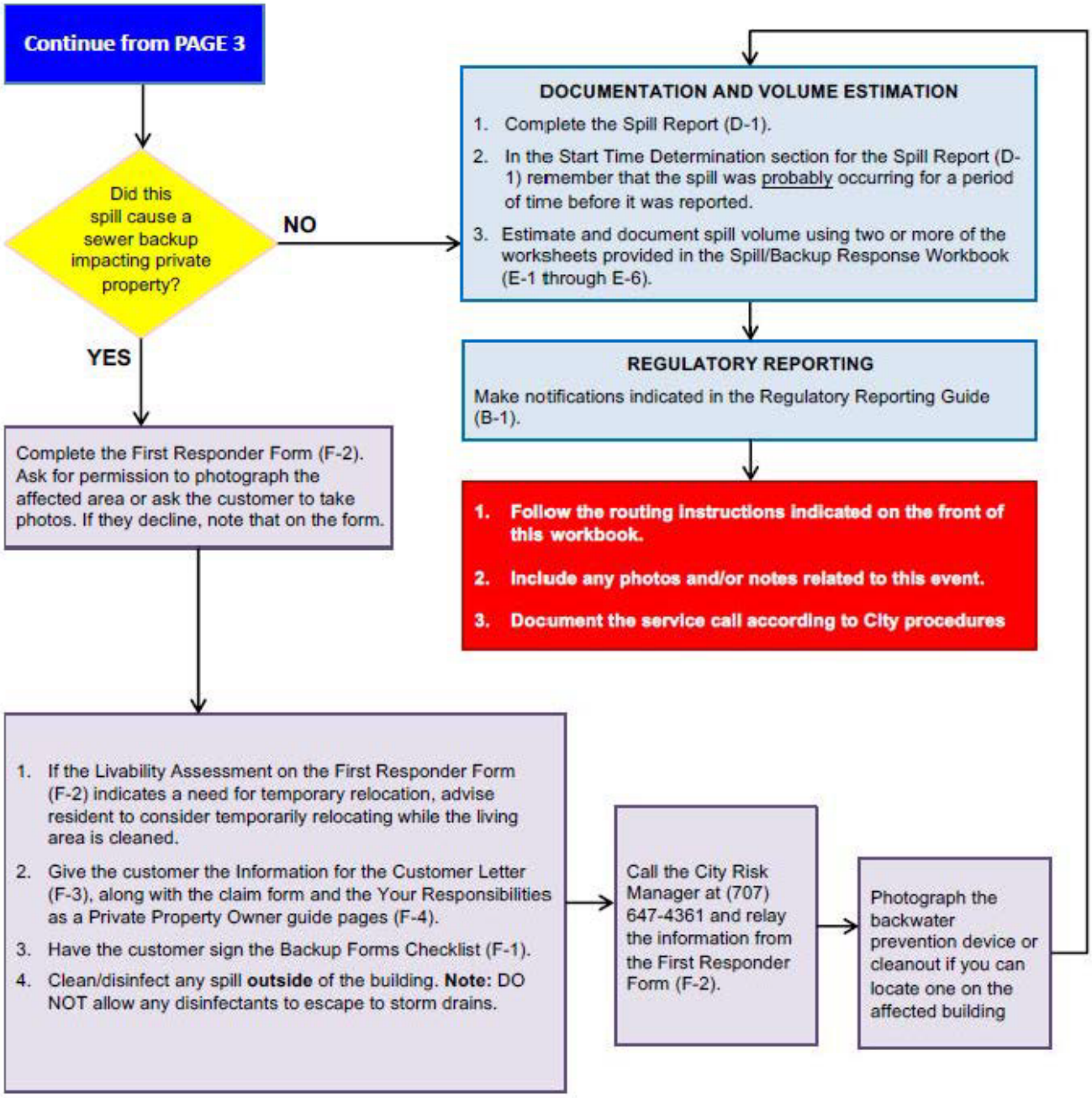
3. **PHOTOGRAPH each drainage conveyance system entry location.**

ADDRESS CAUSE OF SPILL/BACKUP ASAP

1. For spill/backups not related to a pump station, relieve the stoppage. Note the distance of the obstruction from the manhole and catch/remove debris that could cause another stoppage. After flow has returned to normal, clean the pipe thoroughly. Consider televising (CCTV) the affected line.
2. For pump station related spill/backups refer to that station's Emergency Response Plan.
3. Photograph staff activities while clearing the blockage.

Go to PAGE 3


Continue from PAGE 2
Has the spill reached surface waters?
YES
1. Sample surface waters the spill has reached if safe and if the property owner allows (if the surface water access point is on private property):
• If preliminary volume estimates of the spill are 50,000 gallons or greater, begin collecting as soon as possible but no later than 18 hours after becoming aware of the spill.
• If people are fishing or swimming in the waters, collect samples regardless of the volume of the spill.
2. Refer to and follow the sampling standard operating procedure (Tab F in this Workbook).
NO
Is it feasible/practical to contain/recover any of the spill from the surface waters?
NO
YES
Contain/recover/clean up as much of the spill in the waters and shoreline as possible. Contact Sewer Collection System Supervisor to request outside assistance, as appropriate.
Was drainage conveyance system impacted?
YES
NO
DRAINAGE CONVEYANCE SYSTEM CLEANING SOP
1. Seal or berm the drainage conveyance system immediately downstream of point the spill reached.
2. Photograph impacted drainage conveyance system before cleaning.
3. Vacuum any visible sewage – Record the volume of sewage recovered. Record volume on the spill report.
4. Flush impacted sections of the drainage conveyance system with 3X amount of spill, if possible, and contain. Record volume of flush water used and volume of flush water returned to the sanitary sewer on Spill Report.
5. Ensure all visible signs of sewage have been removed.
6. Photograph drainage conveyance system after cleaning is completed.
IMPACTED AREA CLEANUP, AS NECESSARY
1. Assign staff to begin cleanup. If you might use the area measured volume method to estimate the volume, draw a sketch of the spill footprint and capture dimensions before washing it down.
2. Remove all signs of gross pollution with a shovel, broom, rake, and bucket. (toilet paper, solids, grease, etc.)
3. Flush impacted area with 3X amount of spill, if possible, and contain. Record volume of flush water used and volume of flush water returned to the sanitary sewer on the Spill Report (D-1).
4. Setup berm/other means to contain all water so it can be returned to sewer
5. Don't use disinfectants if they may enter storm drain system and not be fully recovered or if they may enter surface waters.
6. Address saturated soil with removal and/or in-place treatment, depending on the extent of the contamination, the location, and land use. Take measures to prevent accidental contact by the public. NOTE: addressing saturated soil may involve returning to the site one or more days after the spill event.
7. Photograph the area when cleanup operations are complete
Go to PAGE 4


Continue from PAGE 3
Did this spill cause a sewer backup impacting private property?
NO
YES
DOCUMENTATION AND VOLUME ESTIMATION
1. Complete the Spill Report (D-1).
2. In the Start Time Determination section for the Spill Report (D-1) remember that the spill was probably occurring for a period of time before it was reported.
3. Estimate and document spill volume using two or more of the worksheets provided in the Spill/Backup Response Workbook (E-1 through E-6).
REGULATORY REPORTING
Make notifications indicated in the Regulatory Reporting Guide (B-1).
1. Follow the routing instructions indicated on the front of this workbook.
2. Include any photos and/or notes related to this event.
3. Document the service call according to City procedures
Complete the First Responder Form (F-2). Ask for permission to photograph the affected area or ask the customer to take photos. If they decline, note that on the form.
1. If the Livability Assessment on the First Responder Form (F-2) indicates a need for temporary relocation, advise resident to consider temporarily relocating while the living area is cleaned.
2. Give the customer the Information for the Customer Letter (F-3), along with the claim form and the Your Responsibilities as a Private Property Owner guide pages (F-4).
3. Have the customer sign the Backup Forms Checklist (F-1).
4. Clean/disinfect any spill outside of the building. Note: DO NOT allow any disinfectants to escape to storm drains.
Call the City Risk Manager at (707) 647-4361 and relay the information from the First Responder Form (F-2).
Photograph the backwater prevention device or cleanout if you can locate one on the affected building

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Sewer System Management Plan

Element 7: Sewer Pipe Blockage Control Program

SWRCB Waste Discharge Requirements:

The Sewer System Management Plan must include procedures for the evaluation of the Enrollee's service area to determine whether a sewer pipe blockage control program is needed to control fats, oils, grease, rags and debris. If the Enrollee determines that a program is not needed, the Enrollee shall provide justification in its Plan for why a program is not needed.

The procedures must include, at minimum:

- An implementation plan and schedule for a public education and outreach program that promotes proper disposal of pipe-blocking substances;
- A plan and schedule for the disposal of pipe-blocking substances generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of substances generated within a sanitary sewer system service area;
- The legal authority to prohibit discharges to the system and identify measures to prevent spills and blockages;
- Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, best management practices requirements, recordkeeping and reporting requirements;
- Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the fats, oils, and grease ordinance;
- An identification of sanitary sewer system sections subject to fats, oils, and grease blockages and establishment of a cleaning schedule for each section; and
- Implementation of source control measures for all sources of fats, oils, and grease reaching the sanitary sewer system for each section identified above.

7.1 Implementation Plan and Schedule for Public Education

The City's FOG Public Outreach Program includes Domestic FOG outreach and Industrial/Commercial FOG outreach. Domestic FOG outreach efforts are coordinated to occur seasonally and are provided with City utility service billing and/or online via social media. Domestic FOG outreach is also distributed to residential areas showing high amounts of FOG in the sanitary sewer. Commercial outreach is provided to permitted Food Service Establishments (FSEs) as part of their regular inspections. Additionally, outreach is provided to residents and to mobile food vendors at City affiliated events.

Outreach Schedule:

1. Focused residential outreach in the form of FOG door hangers is distributed to homes on City blocks in the

vicinity of blockages on an as needed basis.

2. Outreach is issued to permitted Food Service Establishments (FSEs) throughout the year during their regular inspections.
3. Outreach to students, volunteers and faculty at educational events such as "Wetland Explorers" and other City sponsored tours and events during the Spring and Fall months.
4. Outreach to residents and participating mobile food vendors at events such as "Meet Me in the Streets" during the summer months.
5. Holiday Cooking Practices campaigns are posted on social media and/or FOG related flyers are included with the City utility service billing during the Fall holidays.

Examples of informational flyers that have been distributed to the public can be found in **Figure 7-1**

7.2 FOG Disposal

The City maintains a list of known licensed grease haulers that service FSEs located within the City's collection system based on records obtained from the FSE inspection program. All licensed grease haulers in the service area dispose at either East Bay Municipal Utility District, Santa Rosa, or Napa Wastewater Treatment Plants. Currently, the City's WRF does not accept hauled grease.

If an FSE reports grease interceptor cleaning/hauling by a grease hauler that is not on the City's list of known providers, the City will contact the company to confirm they are appropriately licensed and are disposing of grease at an appropriately licensed acceptance facility.

7.3 Legal Authority

Legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG is granted to City representatives in the American Canyon Municipal Code, Chapter 14.16 Sewer Use Regulations.

Applicable subsections include:

§14.16.010 City may deny new or increased contributions of pollutants.

§14.16.020 Industrial users – Must comply with pretreatment standards.

§14.16.030 Discharge permit elements.

§14.16.040 Compliance schedule.

§14.16.050 Right of entry.

§14.16.080 Acceptable wastes—Domestic and industrial sanitary sewage. Includes the maximum concentration allowed for grease (vegetable based) in domestic sanitary sewage.

§14.16.140 Specific prohibitions – Obstructions including grease.

§14.16.220 Prohibits any industrial user who discharges "any water or waste containing petroleum-based oil and grease in excess of 50 parts per million, or vegetable and animal-based oil and grease in excess of 75 parts per million."

See an example of a Commercial Wastewater Discharge Permit in supporting documents. Permits are typically valid for a period of 3 years.

7.4 Grease Removal Device (GRD) Requirements

Grease Removal Devices (GRDs) are required. American Canyon Municipal City Code § 14.16.470 (F) (G) states that "Grease, oil and sand interceptors shall be provided when, in the opinion of the city manager or his designee, they are necessary for the proper handling of liquid wastes, containing grease in excessive amounts, or any flammable wastes, sand and other harmful ingredients; except that such interceptors shall not be required for building used for residential purposes. All interceptors shall be of a type and capacity approved by the city manager or his designee and shall be so located as to be readily and easily accessible for cleaning and inspection. Domestic waste from toilets, urinals, wash basins or any fixture receiving fecal material shall not flow through the removal device. All grease, oil and sand interceptors shall be maintained by the owner, at his expense, in continuously efficient operation at all times. (Emulsifying chemicals may not be used to dissolve grease.)"

7.4.1 GRD Installation and Design Standards

The City requires that new Food Service Establishments (FSEs) and existing FSEs being remodeled install GRDs as part of the building permit review and approval process. The City may also require existing FSEs that are found to be discharging FOG excessively in violation of City Code Section 14.16.220 to install grease removal devices. The City of American Canyon has adopted the California Plumbing Code (CPC), which is strictly applied to all new or remodeled FSEs.

Ultimately, Chapter 10 of the CPC serves as the City's design standard for GRDs. Typically, newly constructed FSEs will be required to install gravity grease interceptors per CPC Section 1014.3 and Appendix H of the CPC. Where existing or remodeled FSEs are determined to require additional GRDs, the City may consider the use of smaller distributed hydromechanical grease interceptors as described in CPC Section 1014.2.

7.4.2 GRD Maintenance and Record Retention Requirements

Section C of the City's standard Commercial Wastewater Discharge Permit requires each permittee to implement minimum best management practices (BMPs). These include the installation of drain screens, the segregated disposal of waste cooking oil, prohibitions against discharge of food waste into the drainage system, dry wiping of greasy pots and pans, and training of employees on FOG disposal methods. Section C of the City's standard Commercial Wastewater Discharge Permit requires permittees to maintain records for a minimum of 3 years for all BMPS implemented and grease disposal activity.

7.5 Authority To Inspect and Enforce

Authority to inspect grease producing facilities and enforcement authority is granted to City Representatives in the American Canyon Municipal Code, Chapter 14.16 Sewer Use Regulations.

§14.16.050 Right of entry

§14.16.060 Remedies for noncompliance

§14.16.070 Discharge permits

§14.16.380 Damage caused by discharge

§14.16.400 Disposal of unacceptable wastes

§14.16.460 Procedures – Outlined.

§14.16.470 Other implementing provisions – Outlined.

The City of American Canyon's Water Reclamation Facility has one permanent Environmental Specialist and an ESD Manager who are responsible for implementing and enforcing the FOG and Pretreatment Programs. There are two additional Environmental Specialists and an administrative clerk that also support these programs.

The City's Environmental Services Division maintains a database of all permitted FSEs. All permittees are scheduled for an inspection at least once during their 3-yr. permit cycle, and the City schedules the inspections throughout the 3-yr. permit cycle. Some permittees may be inspected more frequently and this can be triggered by any of the following:

- Excessive FOG accumulation noted downstream of the facility
- Private lateral spill or backup

- Poor condition of GRD noted during a previous inspection

When conducting the inspections, the City uses the FOG Inspection Report. An example is included in **Figure 7-2**

A typical inspection includes the following items:

1. Review any changes to ownership, business operations, or wastewater/drain utilities.
2. Inspect each GRD for solids/grease accumulation and review grease hauling records/receipts. Determine if current GRD maintenance schedule appears adequate or if changes to the schedule and permit specifications are warranted.
3. Determine if any liquid wastes (such as used cooking oil) are being stored on-site and if storage and spill prevention is adequate to prevent an illicit discharge to the storm drain system.

The City maintains on file all previous Industrial Discharger Inspection Reports for each FSE and also keeps a spreadsheet for each permittee that provides an abbreviated summary of the results of each FSE inspection that is easier for a City employee to review in order to gain an understanding of previous inspection results and enforcement actions that have occurred.

7.6 FOG Hot Spots and Enhanced Collection System Maintenance for FOG

Sewer lines that have been subject to increased FOG accumulation are moved into an Enhanced Cleaning and monitoring Program (see Section 4.2). This includes regular weekly monitoring, documenting and inspection with periodic cleaning when necessary. Triggers for identifying lines subject to increased FOG accumulation include the following:

- The occurrence of spills that are due to FOG based on spill investigatory CCTV inspection
- The occurrence of private lateral spills or backups due to FOG
- Observations from the City's regular CCTV inspection program that show a high level of FOG accumulation
- Observations of material removed from the line during the City's regular cleaning program.

As part of our weekly hot spot inspections, FOG hots spots are included and are regularly updated. We notify the environmental division of areas that we find FOG in the system. They will generate and coordinate outreach in these areas, with the Wastewater Collection Division assisting. In addition to users discharging FOG, some FOG hot spots are due to structural defects such as bellies or low points in the gravity mains and low flow conditions where FOG can accumulate. These areas have been and are regularly inspected by CCTV and show no structural damage. An up to date list and breakdown are shown below:

Structural (part of CIP SS5):

- 115 Independence Drive
- 724 Westpark

Customer discharging, (grease traps in place and inspected regularly):

- 5075 Main street (restaurant area, Sonic, Panda Express, Hilo Hawaiian BBQ, etc.)
- South end of Main street
- 42 Melvin Rd

7.7 Source Control Measures

FOG problem areas that are included on the Enhanced 180-day Cleaning Program are typically due to one of the following sources:

1. Food Service Establishments
2. High Density Residential Areas

The City uses the wastewater discharge permitting process and FOG Inspections to control FOG from FSEs. New business licenses and business improvements are communicated through the planning or engineering departments and evaluated through the business license review process. The City also uses its Public Education and Outreach Materials to control and manage FOG from high density residential areas.

Supporting Documents for Element 7:

- *Commercial Wastewater Discharge Permit*

Figure 7-1 Public Outreach

CITY OF AMERICAN CANYON

POLLUTION PREVENTION FOR FOOD TRUCKS

Please do your part to help protect our shared water resources. Food truck greywater and fats, oil, and grease (FOG) must not enter storm drains and catch basins. Greywater is the gently used water from your activities that may contain traces of dirt, food, used cooking oil, etc.

Improperly disposing of greywater down storm drains or catch basins can wash away treatment used to prevent mosquito growth, decreasing the effectiveness of mosquito population control. FOG can also lead to clogged sewer pipes and overflows on the streets.

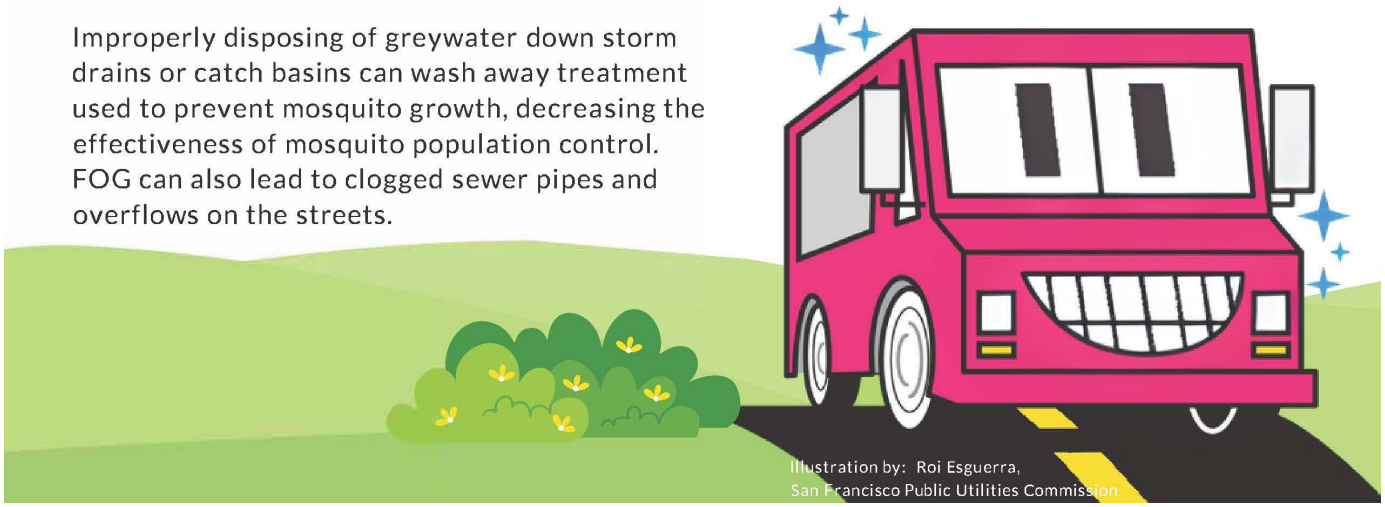
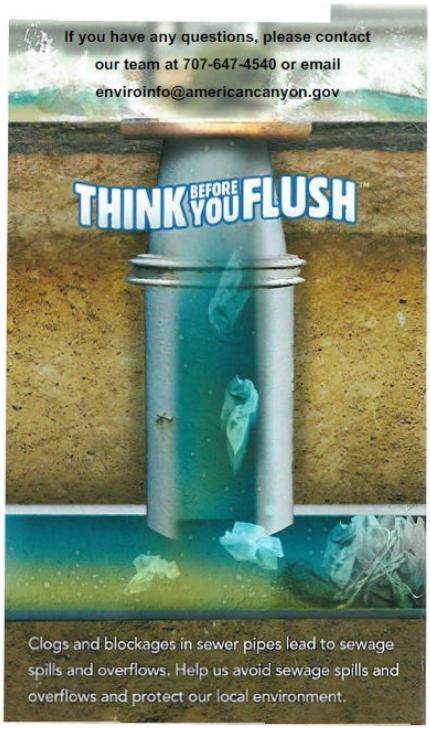


Illustration by: Roi Esguerra, San Francisco Public Utilities Commission



CITY OF AMERICAN CANYON

The City of American Canyon's Sewer Collections Group has detected large quantities of rags (wipes, paper towels, gloves) and FOG (Fats, Oil and Grease) from the sewer lines in your area. Do not flush anything down the drain or toilet that can lead to an obstruction in the sewer.

Figure 7-2 FOG Inspection Form

CITY OF AMERICAN CANYON

Fog Inspection Report for Food Services

Inspector: Name Name Time Inspection Started:

Date: Time Inspection Completed:

Inspection Type: Monitoring

Facility Information

Facility Name: _____ Phone: _____

Facility Correspondent: _____ Address: _____

Type of Facility

☐ Fast food ☐ Dinner ☐ Grocery ☐ Bakery ☐ Deli ☐ Meat Market ☐ Donut Shop ☐ Ice Cream

☐ Other: _____

Grease Removal System

Type: ☐ Interceptor ☐ Trap ☐ Manual ☐ Automatic ☐ None ☐ N/A ☐ Other: _____

Size: _____ gal Location: _____

Condition: ☐ Good (grease is being trapped) ☐ Poor (grease is passing on into the sewer)

Grease system Depth: _____in Solid Depth: _____in % of Solid in System (max 25%): _____

Maintenance Records

Cleaning Firm or Hauler: _____

Phone: _____

Grease removal on a schedule: ☐ Yes ☐ No Explain: _____

Date of last service: _____

Maintenance Records are available for review: ☐ Yes ☐ No

Maintenance Records available for review	Dates of Records

Figure 7-2 FOG Inspection Form

Best Management Practices	Yes	No	Comments:
Screening devices in sinks	☐	☐	
Sink garbage disposal unit used	☐	☐	
Food and Grease Scraped off pots, pans, plates & utensils to trash before washing	☐	☐	
Establishment recycles waste cooking oil	☐	☐	
Wash water discharged to sewer	☐	☐	
grease trap or interceptor cleaned regularly	☐	☐	
Solid waste storage covered	☐	☐	
outdoor grease and oil storage containers are covered	☐	☐	
Spills and leaks are cleaned up properly	☐	☐	
BMP/Outreach Posters guides accessible	☐	☐	

Outreach Provided: ☐

Compliance Status

☐ In Compliance ☐ Non-compliance

Recommended Enforcement

☐ Verbal/Written Notice ☐ Notice of Violation ☐ Notice to Comply ☐ Stop Work ☐ Fine

Comments:

Follow-up Date:

Name & Title of Correspondent: _____

Correspondent Signature: _____ Date: _____

Inspector Signature: _____ Date: _____

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Sewer System Management Plan

Element 8: System Evaluation, Capacity Assurance and Capital Improvement

SWRCB Waste Discharge Requirements:

The Plan must include procedures and activities for:

- Routine evaluation and assessment of system conditions;
- Capacity assessment and design criteria;
- Prioritization of corrective actions; and
- A capital improvement plan.

8.1 System Evaluation and Condition Assessment

The assessment of the collection system includes all components of the City's collection system, including pipelines, appurtenances, manholes, and pump stations. The City performs regular assessments of gravity mains by utilizing CCTV equipment, field inspections by staff and while performing cleaning, visual assessments of pump stations and points of discharge of force mains, and manholes. Condition assessment is a key process of our operations and maintenance program detailed in element 4 of this SSMP.

The City has identified all assets within 150 feet of a waterway and identified 11 total creek crossings, 9 gravity main and 2 force main creek crossings. These areas take priority and are regularly inspected and monitored. Low points are identified for each pump station in case of a failure. Two Smart Cover flow monitors are scheduled to be added in 2025 near surface water for advanced warning.

The City is not aware of any exiting of sewage from the collection system and continuously inspects and evaluates for defects such as cracks, separated joints, and infiltration. Significant findings are addressed in a timely manner through the new OpenGov CMMS and GraniteNet inspection data sent to engineering.

8.1.2 Condition assessment Methodology

CCTV inspections conducted using the NASSCO PACP coding interface result in the creation of a standardized report that documents the locations within the pipe at which observations were made. A still picture of each observation is taken, and a live video for the entire inspection is also provided.

Every observation made using a PACP code is classified as either a structural defect (i.e. cracks, offsets, corrosion, etc.), maintenance defect (i.e. debris, grease, roots, etc.), or a miscellaneous observation (i.e. tap, manhole, end of survey, etc.). Appendix D of the PACP Manual includes a condition grading system that rates

the severity of each defined structural and maintenance defect on a scale from 1-5. Standard NASSCO PACP reports can be configured to automatically record the associated "maintenance grade" and "structural grade" for each observation made during an inspection. As a general guideline, defect severity levels 1-5 may cause failure of the asset on a timeline as described below:

- Severity 5 - asset has failed or will likely fail within next 5 years (asset requires immediate attention, very poor condition)
- Severity 4 - asset will probably fail in 5 to 10 years (asset is in poor condition)
- Severity 3 - asset may fail in 10 to 20 years (asset is in fair condition)
- Severity 2 - asset unlikely to fail for at least 20 years (asset is in good condition)
- Severity 1- asset failure unlikely in the foreseeable future {asset is in excellent condition

NASSCO has developed an overall asset condition rating system, known as the PACP "Quick Rating". The Quick Rating is a four-digit code, with the following characteristics:

1. First digit is the highest severity observation noted (1-5)
2. Second digit is the number of observations of the highest severity
3. Third digit is the second highest severity observation noted
4. Fourth digit is the number of observations of the second highest severity

The Quick Rating provides a quantitative assessment of asset condition. A quick rating can be generated for either structural observations only, maintenance observations only, or for both types of observations combined. The quick rating system prioritizes assets first by the highest severity observation {the first digit), and second by the quantity of defects. It only takes one severity 5 defect, which may indicate that the asset has already failed or is near to failing, to cause an SSO. A single severity 5 defect is considered more serious than several severity 4 defects.

8.1.3 Maintain Documents and Recordkeeping

Inspection and assessment activities are documented in the City's OpenGov CMMS (as of 2025, FY 26), as well as GraniteNet CCTV inspection software and the City's computer servers. The City utilizes Smart Cover flow level monitoring devices to help evaluate system performance and for advanced notification of potential failures. All collected data is used for the purpose of documenting maintenance efforts, evaluating system performance, and making maintenance and corrective action decisions today and into the future.

8.1.4 Impacts of Climate Change

The City has determined that the collection system is not especially impacted by climate change impacts, as detailed in the WDR requirements; *(a) sea level rise*, *(b) flooding and/or erosion due to increased storm volumes, frequency, and/or intensity, (c) wildfires, (d) increased power disruptions:* all equipment is above the projected sea level rise floodplain. All pump stations are equipped with a pump bypass with available pumps and generators (on site and portable). The collection system has the equipment to perform bypass pumping and a 4MG emergency storage pond at our largest pump station. The City maintains back-up power for its pump stations and vital facilities which guard against extended power outages that may accompany climate change and wildfires. With regular testing and previous power outage of two weeks with no issues showed the City is in a position to anticipate possible impacts and be prepared to act, as needed. Moreover, the City is continually looking for areas to improve resiliency, The City is prepared for emergencies during larger storm events.

8.2 Capacity assessment

The City's 2016 Sewer System Master Plan summarizes the results of the flow monitoring and hydraulic model analysis. The Master Plan identifies all hydraulic deficiencies (for both Existing Conditions and Future Conditions) and develops planning level capital improvement project descriptions and cost estimates to address each deficiency.

A recommended completion date for each capital improvement project is provided in the Master Plan based on consideration of the following factors:

- Severity of the deficiency and potential volume of an spill caused by this deficiency
- Proximity of the deficiency to waterways
- Coordination with other City Publics Works projects

Anticipated pace of development for deficiencies triggered by future growth

8.2.1 Hydraulic Capacity Design Criteria

The City's Public Works Standard Specifications provide design requirements for new sanitary sewer collection system piping. The standards generally include the following:

- Base sewer flow factors are provided for residential, commercial, and industrial developments Peak sewer flow factors are provided for residential, commercial, and industrial developments
- Infiltration and Inflow (1/1) is required to be added to peak sewer flow, and an 1/1 rate is provided for both new and existing sewer lines

- Manning's Equation is required to be used to determine pipe capacity, minimum Manning's "n" value of 0.013 shall be used
- Minimum public sewer main size is 8" and cannot be designed to flow surcharged

The City's design/performance criteria for hydraulic model evaluation of the existing collection system infrastructure are defined below:

1. For the City's Existing Conditions hydraulic model, sewer loads from currently developed parcels are based on the analysis of flow monitoring data, not based on application of the City Standard flows.
2. For the City's Existing Conditions hydraulic model, I/I loads from currently developed parcels are based on the analysis of flow monitoring data and the development of synthetic hydrographs for the Design Storm, not based on application of the City Standard flows.
3. For the City's Future Conditions hydraulic model, additional flows from new and infill development shall be determined based on the City Standard flow factors.
4. The City's Design Storm is the 10-year, 24-hour return period event of 6.47" per NOAA Atlas 14, Volume 6, Version 2. The temporal distribution of the storm is developed per the applicable Soil Conservation Service (SCS) standard distribution.
5. A hydraulic capacity deficiency for the gravity sewer system is defined as any location where the calculated hydraulic grade line at peak wet weather flow associated with the Design Storm is less than 3'-0" below the rim of a manhole.
6. A hydraulic capacity deficiency for a sewer lift station is defined as any lift station where there is not a redundant standby pump available to pump the calculated peak wet weather flow associated with the Design Storm.

8.3 Prioritization of Corrective Action

The City's policy is to repair, rehabilitate, or replace all Severity 5 Structural defects as soon as possible, barring budgetary constraints and other, more important existing CIPs already under way. Severity 5 Maintenance defects that require a physical repair to alleviate the defect will also be addressed in the same priority. Severity 5 Maintenance defects that do not require physical repair but can be managed through targeted enhanced O&M techniques will be added to the City's enhanced cleaning program.

Structures that have completely failed and are no longer allowing flow with a spill imminent, will become an emergency CIP and repaired immediately.

The City's policy regarding Severity 4 Structural defects is to also include the necessary repairs in the City's Sewer Master Plan. The repair of Severity 4 Structural defects is prioritized and scheduled based on a Risk of Failure analysis as further described below.

Risk of Failure = Probability of Failure x Consequences of Failure

Probability of Failure= PACP Structural Quick Rating/1000 + PACP Maintenance Quick Rating/1000 + X

Where X = 2 for pipes on the enhanced cleaning schedule due to roots, and; X = 1 for other pipes on the enhanced cleaning schedule.

Criticality of Failure = Capacity Rating + Location Rating

The Capacity Rating is based on the pipe diameter and is related to the potential spill volume according to **Table 8-1** below.

TABLE 8-1 - CAPACITY RATINGS

Pipe Diameter	Capacity Rating
8" or less	1
10"-12"	2
14"-18"	3
Greater than 18"	4

City Staff (typically Senior Civil Engineer- Capital Improvements) initially review condition assessment data when new data is available from CCTV field work. Licensed City Staff or contracted civil engineering consultants will review CCTV inspection videos and reports for assets with Severity 4 and 5 defects and provide preliminary R/R method recommendation reports including cost estimates. The Senior Civil Engineer- Capital Improvements and Public Works Director will then conduct the Risk of Failure analysis to aid in prioritizing and scheduling future capital improvement projects on a 10-year horizon. The City has invested significantly in the sewer collection system within the CIP.

8.4 Capital Improvement Program Development

City Staff group identified sanitary sewer collection system asset R/R activities into capital improvement project bid packages that are publicly bid for construction. Projects may be bundled by risk, for example the highest risk assets may be bundled into the first year of the capital improvement plan {CIP}. Projects may also be bundled by geographic proximity, construction methodology, or ease of coordination with other City Public

Works projects such as water and streets projects. The Senior Civil Engineer- Capital Improvements updates the CIP at least bi-annually based on work completed and new CCTV inspection data received. Projects that are scheduled within the next two years are contracted out for design to civil engineering consultants or designed in-house if practicable. Civil engineering consultants or City Staff produce construction plans and specifications, which are bid publicly for construction. The City may also develop an on-call list for typical sanitary sewer collection system R/R work {i.e. cured-in-place- pipe lining, manhole sealing, etc.) that can be used to complete work which does not require civil engineering design. Small R/R projects may also be completed in-house, if practicable.

8.4.1 Capital Improvement Budgeting

The City's sewer collection system is operated as an enterprise fund, meaning that its operations are financed in a manner similar to private business enterprises, where the costs (expenses, including capital depreciation) of providing sewer service are financed primarily through user charges. Using a valuation of all of its sewer facilities and an estimate of design life, the City has identified annual depreciation amounts in the sewer system. In the City's sewer collection system, depreciation amounts are estimated for gravity sewers, manholes, lift stations, and the public portions of sewer laterals and cleanouts.

The goal of the Capital Improvement Program (CIP) is to fully fund this annual depreciation amount, primarily by setting sewer service rates at a level which generates revenue in excess of operating expenses, with the additional revenue directed to projects that replace aging and fully depreciated sewer infrastructure. Where portions of a specific replacement project are attributable to new development, funding derived from service charge revenue may be augmented by revenue from sewer capacity (development) fees.

Supporting Documents for Element 8:

- *City of American Canyon's Capital Improvement Program*
- *City of American Canyon Engineering Standard Plans and Specifications for Public Improvements*

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Sewer System Management Plan

Element 9: Monitoring, Measurement and Program Modifications

SWRCB Waste Discharge Requirement:

The Plan must include an Adaptive Management section that addresses Plan-implementation effectiveness and the steps for necessary Plan improvement, including:

- Maintaining relevant information, including audit findings, to establish and prioritize appropriate Plan activities;
- Monitoring the implementation and measuring the effectiveness of each Plan Element;
- Assessing the success of the preventive operation and maintenance activities;
- Updating Plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations; and
- Identifying and illustrating spill trends, including spill frequency, locations and estimated volumes.

9.1 Maintaining of Relevant Data

Relevant and accurate data is important for the assessment of performance against goals established by the SSMP and for the formulation of program modifications when necessary. The City maintains compliant and blockage records in electronic and paper format, maintains records of spills, cleaning, inspections, repairs, and other preventative maintenance activities. This information is used to establish and prioritize appropriate SSMP activities. The City will maintain information that can be used in the SSMP performance monitoring through the CIWQS database administered by the Regional Water Quality Control Board to track information under the statewide general SSO order. All CIWQS information is available through the Public Reports portal: http://www.waterboards.ca.gov/water_issues/programs/ciwqs/publicreports.shtml.

The City will evaluate the performance of its sanitary sewer system using the performance measures in this Section. The City will also update the SSMP based on the results of the audit discussed in Section 10, Element 10 Sewer System Management Plan Program Audits.

9.2 Monitoring and Assessment

Currently the City keeps records on staff computers, City networks, CIWQS and paper hard copies. The City will be utilizing OpenGov CMMS in 2025 to more efficiently track and utilize records and assets. With the available information, the City will be able to track various parameters related to service calls, maintenance, inspection

activities, reports and can also compare spill trends from previous years and identify system components that continually contribute to system failures. Specifically, the City will track the following parameters with which to measure the effectiveness of the SSMP and its effectiveness in reducing spills:

- Number of spills per year
- Volume of spills per year
- Cause of each spill (roots, grease, debris, pipe failure, capacity, pump station failure, and/or other)
- Number of spills per year by cause
- Response time to spills and other service calls (time from call received to time First Responder arrived on site)
- Length of gravity sewers cleaned annually
- Length of gravity sewers CCTV inspected annually
- Record of pump station maintenance
- Footage of sewer mainlines rehabilitation
- Capital projects completed

The SSMP will be audited as described in Element 10 SSMP Audits, based on this performance data.

9.3 Performance Measures

The City has established performance indicators relative to specific SSMP activities that can be quantitatively measured. Performance indicators are developed to provide the City a means by which to monitor its performance in effectively executing SSMP programs. The City intends to use the indicators shown in table 9-1 to measure the performance of its sanitary sewer system and the effectiveness of its SSMP. The City will continue to track the data shown in **Table 9-1**. Tracking such data will allow the City to identify and illustrate spill trends, including frequency, location, and volume. Additional measures to improve performance include implementation of the programs mentioned in previous Elements of the SSMP.

Table 9-1 Performance Indicator Measurements

Performance Category	Measured Units
Pump Stations	• Work Orders • Maintenance Hours • Power Usage and Cost
Line Maintenance	• Work Orders • Maintenance – Length & Hours • Line Cleaning – By Frequency & Category • Cleaning – Efficiency • Cleaning - # Soft of Blockages Broken
Service Calls	• Number • Response Time (Spills) • Spills • Spill By Category • Spill By Volume • Spill By Cause
Condition Assessment	• Pipe Surveys by CCTV • Manhole Surveys – Number & Hours
Repair	• By Type • Number • Hours
Inspections	• USA Responses • Lateral – Number & Length

9.4 Performance Monitoring and Program Modifications

The City will evaluate the performance of its SSMP using the performance indicators noted in Section 9.3. City staff will periodically update the SSMP with information such as contact numbers and the spill response chain of communication. The City will evaluate the performance of the wastewater collection system and programs and will review the successes and needed improvements of the SSMP as part of the audit as described in Element 10, Sewer

System Management Plan Program Audits. A comprehensive SSMP update will occur every 6 years as required by the State Water Resources Control Board.

9.5 Sanitary Sewer Spill Trends

Table 9-2 Shows the City's collection system's spill history, displaying spill number, category, volume and cause for the last 6 years. Figure 9-1 shows spill volume in gallons spilled per year for the last 6 years.

9.6 Spill Analysis

As a required part of each SSMP Audit, spill events are analyzed in detail to identify key information such as frequency, location, cause, and volume. These trends are illustrated in order to determine causation that may be addressed through adjustment of the preventative maintenance program or CIPs.

Figure 9-1: 6-Year Spill Volume History

Spill Start	Spill Category	Spill Volume	Cause
1/17/2019	Category 3	150	Debris/rags
2019		**150**	
2/27/2020	Category 3	5	Wipes
8/2/2020	Category 3	850	FOG
2020		**855**	
9/27/2021	Category 3	230	Debris/wipes
10/14/2021	Category 3	12	Roots
12/16/2021	Category 1	3600	Pipe break
2021		**3842**	
3/8/2022	Category 3	55	Debris/rags
5/5/2022	Category 3	130	FOG
7/13/2022	Category 3	75	FOG
7/21/2022	Category 2	8800	Pipe break
12/31/2022	Category 1	1418	P/S failure
2022		**10478**	
2/19/2023	Category 3	220	Debris/wipes
9/9/2023	Category 3	127	Roots
2023		**347**	
1/18/24	Enrollee-Owned/Operated Lateral Spill	12	Roots
2/6/2024	Category 3	584	Roots
6/28/2024	Category 3	373	FOG
7/30/2024	Category 3	459	FOG
2024		**1428**	
1/17/2025	Enrollee-Owned/Operated Lateral Spill	5	Roots
2/13/2025	Enrollee-Owned/Operated Lateral Spill	102	Roots
2025		**107**	

Table 9-2 6-Year Spill History Data

Spill Start	Spill Category	Spill Volume	Cause
1/17/2019	Category 3	150	Debris/rags
2/27/2020	Category 3	5	Wipes
8/2/2020	Category 3	850	FOG
9/27/2021	Category 3	230	Debris/wipes
10/14/2021	Category 3	12	Roots
12/16/2021	Category 1	3600	Pipe break
3/8/2022	Category 3	55	Debris/rags
5/5/2022	Category 3	130	FOG
7/13/2022	Category 3	75	FOG
7/21/2022	Category 2	8800	Pipe break
12/31/2022	Category 1	1418	P/S failure
2/19/2023	Category 3	220	Debris/wipes
9/9/2023	Category 3	127	Roots
1/18/24	Enrollee-Owned/Operated Lateral Spill	12	Roots
2/6/2024	Category 3	584	Roots
6/28/2024	Category 3	373	FOG
7/30/2024	Category 3	459	FOG
1/17/2025	Enrollee-Owned/Operated Lateral Spill	5	Roots
2/13/2025	Enrollee-Owned/Operated Lateral Spill	102	Roots

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Sewer System Management Plan

Element 10: Internal Audits

SWRCB Waste Discharge Requirements:

The Plan shall include internal audit procedures, appropriate to the size and performance of the system, for the Enrollee to comply with section 5.4 (Sewer System Management Plan Audits) of this General Order.

The City will audit its SSMP at least every three years as required by the SSS-WDR general order unless the City determines that significant modifications to its Plan should be documented earlier, or if regulations significantly change between audits.

The audit provides structure for a systematic review of each SSMP element in order to ensure the SSMP contains current information, regulatory requirements are satisfied, and programs are effective and meeting City goals for the operation of the collection system stated in Element I. If updates or changes are required, the content and timeline to complete those changes will be described in the audit.

As part of the audit process, City staff will update critical information in the SSMP, such as contact information, names of the key staff in the response chain of communication, or other similar data as needed. A comprehensive SSMP update will occur every 6 years, as required by the SSS-WDR general order. Updates may periodically happen within the 6 years when there are major changes to policies, procedures, structure and regulations. The City will determine the need to update its SSMP more frequently if warranted by the results of the audits and/or the performance of its sanitary sewer system using information from the Monitoring and Measuring Program.

The City Council will approve any significant changes to the SSMP. The Public Works Director, Assistant Public Works Director, or assigned staff, has the authority for approval of minor changes, such as employee names, contact information, updated documents, or limited procedural changes.

Changes made to the SSMP will be documented in the Change Log and located within the Sewer System Management Plan on the City website. This 2025 SSMP is fully updated and rewritten to reflect the City's updated policies and procedures, organizational changes, commitment to excellence and transparency as well as implementing the updated state wide general order requirements (SSS-WDR). The change log will document any changes made in the future based off this updated SSMP.

The SSMP Audit results will also be included in this Documents link.

Supporting Documents for Element 10:

- *Sewer System Management Plan (SSMP) Audit*

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Sewer System Management Plan

Element 11: Communication Program

SWRCB Waste Discharge Requirements:

The Plan must include procedures for the Enrollee to communicate with:

- The public for:
  - Spills and discharges resulting in closures of public areas, or that enter a source of drinking water, and
  - The development, implementation, and update of its Plan, including opportunities for public input to Plan implementation and updates.
- Owners/operators of systems that connect into the Enrollee's system, including satellite systems, for:
  - System operation, maintenance, and capital improvement-related activities.

11.1 Communication Plan

The City maintains open communication with the public using several outlets:

- **City Website** – The City maintains a website with the Sewer System Management Plan (SSMP), Spill Emergency Response Plan (SERP), SSMP audit, Master plan, Engineering Standard Plans and Specifications as well as any other related documents. Contact numbers are also on the website. *https://www.americancanyon.gov/Live/Utilities-Services/Water/Wastewater-Collection-Treatment*
- **City Council Meetings** – City Council meetings are public meetings that are also televised on a local broadcast station, streamed live on YouTube and through a link on the City website. They are recorded for future viewing. Significant changes to the SSMP will result in a council agenda action item presented at a regularly scheduled City Council meeting.
- **Utility Billing –** The City uses inserts in the utility bills, printed in English, Spanish and Tagalog, to notify ratepayers of applicable information.
- **Notices in Public Spaces –** Staff posts notices at City Hall, City Library, Rec Centers, Senior Centers, bulletin boards and other city owned facilities for any information that requires public notification or outreach.

- **Social Media –** The City posts notices on the City's Facebook page, affiliated Facebook pages and on Nextdoor.
- **Email –** The City sends email notifications to residents.
- **Text Messages –** The City may utilize text messaging to all residents when immediate notification is necessary.
- **Neighborhood outreach –** occasionally staff will physically visit areas of the city to educate the public and send out flyers such as for FOG outreach in areas where we find FOG in the collection system.

11.2 Communication with Satellite and Tributary Systems

The City does not have any tributary or satellite systems connected to the City's wastewater collection system.

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City of American Canyon

Sewer System Management Plan (SSMP)

CHANGE LOG

DATE	ELEMENT	CHANGE/REV. DESCRIPTION	NAME

City of American Canyon

Sewer System Management Plan (SSMP)

CHANGE LOG

DATE	ELEMENT	CHANGE/REV. DESCRIPTION	NAME