

CITY OF DIXON, CALIFORNIA

SEWER SYSTEM MANAGEMENT PLAN



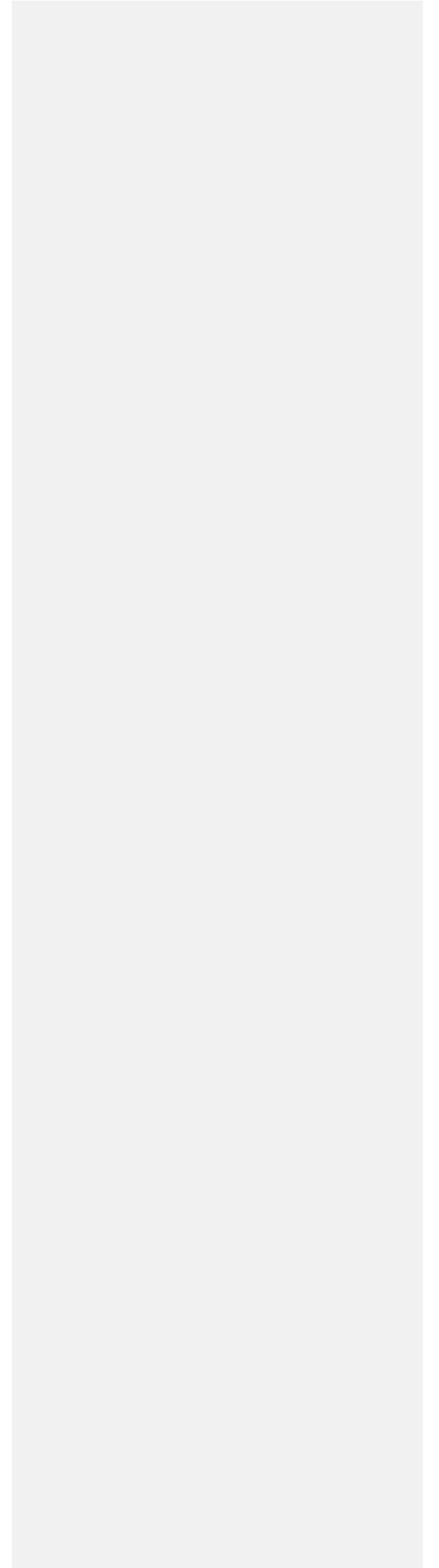
REVISED: ~~November~~JANUARY 2016~~5~~

ORIGINAL ADOPTED ON APRIL 13, 2010 PER RESOLUTION 10-056

BY CITY COUNCIL

JACK BATCHELOR, JR., MAYOR
~~JERRY CASTOÑON, SR.~~ STEVEN BIRD, VICE-MAYOR
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APPENDICES

A Supporting Documentation for Element 1

B Supporting Documentation

C Supporting Documentation

Appendix A: Introduction Supporting Documents

- California State Water Resources Control Board Order No. 2006-0003
- Resolution 10-056 & City Council Report
- California Integrated Water Quality System SSMP certification print

Appendix 1: Goals Supporting Documents

- Resolution 07-179 & City Council Report

Appendix 2: Organization Supporting Documents

- none

Appendix 3: Legal Authority Supporting Documents

- Municipal Code Section 14.01, Sewers
- Ordinance 02-006
- Ordinance 02-017
- Ordinance 08-018

Appendix 4: Operation and Maintenance Supporting Documents

- Wastewater Division Standby Policy
- Collection System Maintenance Plan
- Maintenance Scheduling Calendar
- Sewer System Map
- Capital Improvement Program Wastewater Funds 310/315 Summary
- Wastewater Collection Needs List
- Wastewater System Equipment List

Appendix 5: Design and Performance Provisions Supporting Documents

- Engineering Standards and Specifications Section DS6
- Engineering Standards and Specifications Section CS17
- Engineering Standards and Specifications Standard Details 4000-4050
- Engineering Standards and Specifications Standard Details 6000-6040

Appendix 6: Overflow Emergency Response Plan Supporting Documents

- Overflow Emergency Response Plan

Appendix 7: FOG Control Program Supporting Documents

- City of Dixon FOG Control Plan
- Wastewater Discharge Permit

Appendix 8: System Evaluation and Capacity Assurance Plan Supporting Documents

- Capital Improvement Program Wastewater Funds 310/315 Summary

Appendix 9: Monitoring, Measurement and Program Modifications Supporting Documents

- Sanitary Sewer Overflow Historical Data

Appendix 10: SSMP Program Audits Supporting Documents

- SSMP Audit Checklist

Appendix 11: Communication Program Supporting Documents

- SSMP webpage print

INTRODUCTION

This Sewer System Management Plan (SSMP) has been prepared in compliance with requirements of the State Water Resource Control Board (SWRCB) pursuant to Water Quality Order No. 2006-0003 adopted on May 2, 2006. The Order requires all public agencies that operate sanitary sewer collection systems greater than one mile in length to comply with Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems. The WDR requires development and implementation of a written SSMP, and defines eleven mandatory SSMP elements. The WDR also defines associated monitoring, record keeping, reporting, and public notification requirements.

The City of Dixon's authorized representative, City Engineer/Director of [Public Works Utilities](#), completed the certification questionnaire through the California Integrated Water Quality System (CIWQS) SSO Database. The City Council approved the original SSMP on April 13, 2010 with Resolution 10-056.

This SSMP presents eleven elements in the order presented in the WDR:

1. Goals;
2. Organization;
3. Legal Authority;
4. Operation and Maintenance Program;
5. Design and Performance Provisions;
6. Overflow Emergency Response Plan;
7. Fats, Oils, and Grease (FOG) Control Program;
8. System Evaluation and Capacity Assurance Plan;
9. Monitoring, Measurement, and Program Modifications;
10. SSMP Program Audits; and
11. Communication Plan.

This document is distributed as follows:

- [City Engineer](#)/Director of ~~Engineering~~/Public Works
- [Public Works Operations Manager](#)~~Engineer responsible for the Collections Division~~
- [Senior Civil Engineer responsible for treatment](#)
- [Collection Division Staff](#)
- [Treatment Division Staff](#)

The City of Dixon is located in Solano County and incorporates 6.7 square miles. The City of Dixon owns, operates, and maintains a municipal wastewater treatment plant and associated

collection system. The City built the Waste Stabilization Pond treatment plant ~~was originally built~~ in 1951 with periodic expansions and upgrades. The system serves a population of approximately ~~19,0297,000~~ according to the California Department of Finance, as of January 1, 2015~~2010~~ Census. The system has approximately 5,2~~20~~ sewer lateral connections and includes approximately 73 miles of gravity sewer lines and two lift stations.

ELEMENT 1: GOALS

This Sewer System Management Plan (SSMP) element identifies goals that the Wastewater Division has set for the management, operation and maintenance of the sanitary sewer system and discusses the role of the SSMP in supporting these goals. These goals provide focus for Wastewater Division staff to continue high quality work and to implement improvements in the management of the City's wastewater collection system. This section fulfills the Goals requirement of the General Waste Discharge Requirements (WDR) – SSMP requirements.

1.1 Regulatory Requirement for the Goals Element

Element 1, Goals, of WDR states the following:

Section D.13 (i) - Goal: The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.

1.2 SSMP Goals

The ~~City Council adopted the~~ primary goals of the City of Dixon SSMP ~~were adopted by City Council~~ on October 23, 2007 by Resolution 07-179, which is included in Appendix 1 along with the corresponding City Council Report. The goals are as follows:

1. Maintain or improve the condition of the collection system infrastructure in order to provide reliable service now and into the future.
2. Cost-effectively minimize infiltration/ inflow (I/I) and provide adequate sewer capacity to accommodate design storm flows.
3. Minimize the number and impact of sanitary sewer overflows (SSOs) that occur.

Along with these primary goals, the City has identified six key areas of concern that must be addressed on an on-going basis to achieve and consistently implement the SSMP goals. The ~~City Council se areas of concern were also~~ adopted ~~these areas of concern by City Council~~ on October 23, 2007 by Resolution 07-179 and are as follows:

1. Customer service
2. Water quality and environmental protection
3. Long-term wastewater collection and treatment service
4. Long-term infrastructure investment
5. Long-term financial stability
6. Workforce planning and development

SSMP ELEMENT 1

GOALS

~~In November 2016, at 30-day review period allowed the public to provide comments on the goals and areas of concern.~~

~~City staff will~~ ~~These goals will be tracked~~ these goals and report progress ~~will be reported~~ in the audit required every two years. The City will make rRevisions and updates ~~will be made~~ to the goals as required. Any changes will be included in the required audits.

Comment [jk1]: Update at end of 30-day period to reflect comments received.

ELEMENT 2: ORGANIZATION

This element of the SSMP identifies City staff responsible for implementing this SSMP, responding to Sanitary Sewer Overflow (SSO) events, and meeting the SSO reporting requirements. This section also includes the designation of the Authorized Representative to meet SWRCB requirements for completing and certifying spill reports.

2.1 Regulatory Requirements for the Organizational Element-

Element 2, Goals, of WDR states the following:

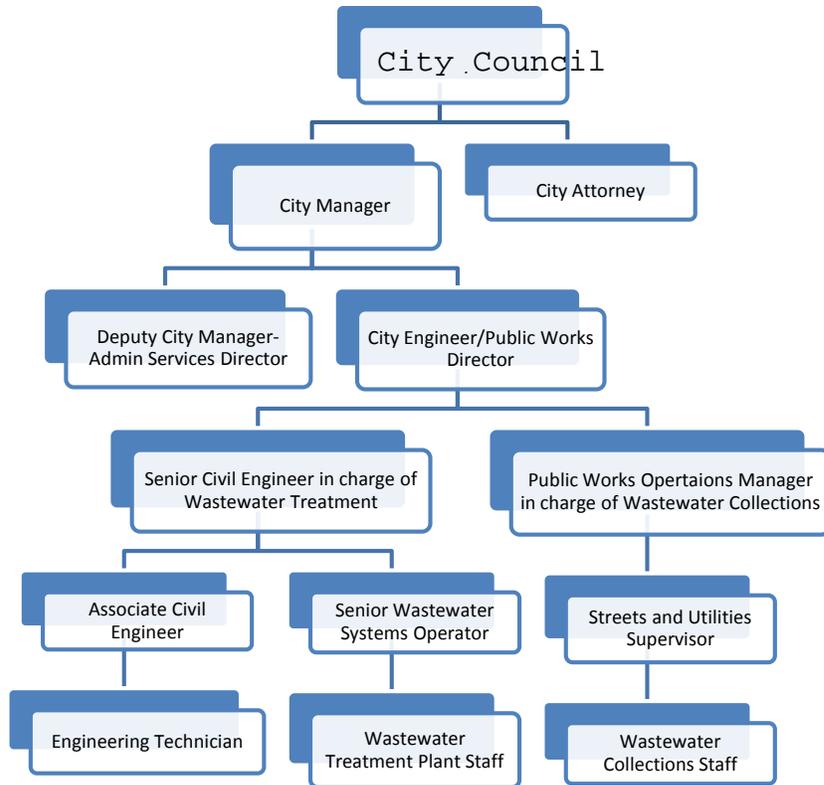
Section D.13 (ii) - Organization: The SSMP must identify:

- (a) The name of the responsible or authorized representative as described in Section J of this Order.
- (b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and
- (c) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).

2.2 Organization Chart

The portion of the City's Organization chart relates to management, operation, and the maintenance of the Wastewater collection system as shown below:

ORGANIZATIONAL CHART



SSMP ELEMENT 2

ORGANIZATION

A description of the roles for wastewater collection system participants is described below:

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

City Manager – Responsible for the day-to-day management and operation of the City under the direction of the City Council, establishes procedures, plans strategy, leads staff, allocates resources defined in the City budget, delegates responsibility, authorizes outside contractor to perform services, and serves as overall public information officer.

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.

Deputy City Manager-Administrative Services Director – Advises the City Engineer/Public Works Director and City Manager of available funding throughout the year.

City Engineer/Public Works Director – ~~Has been identified as Is~~ the Legally Responsible Person (LRO) and is responsible for submitting the monthly reports to CIWIQS. Responsible for the development and implementation of City design and construction standards, approves development plans, signs capital improvement plans and specifications, and is responsible for developing and overseeing engineering studies such as hydraulic modeling, master planning, and CIP program development.

~~Associate Civil Engineer in charge of Utility Maintenance-Public Works Operations Manager – Responsible for directing, developing, implementing, and evaluating, the existing infrastructure and manages capital improvement projects for the design and construction, oversee the operation, and maintenance of the City's utility infrastructure. Also develops and coordinates implementation of the SSMP. Issues and monitors Wastewater Discharge Permits for Food Service Establishments (FSE).~~

~~SeniorAssociate Civil Engineer in charge of Wastewater Treatment – Responsible for overseeing the operation and maintenance of the Wastewater Treatment Plant, issues and monitors non-FSE Wastewater Discharge Permits, manages capital improvement projects for the design and construction of the City's utility infrastructure, maintains the City's GIS maps and database.~~

~~Associate Civil Engineer in charge of SSMP – Develop and coordinate implementation of the SSMP and assist in the design and construction of City infrastructure, maintain the City's GIS maps and database.~~

SSMP ELEMENT 2

ORGANIZATION

Streets and Utilities Maintenance Supervisor – Responsible for the maintenance activities of the sanitary sewer system, directly supervises maintenance crews, schedules regularly maintenance activities, coordinates field operations, prepares and implements overflow emergency response plan, leads emergency response, investigates and reports SSOs, and mobilize sewer cleaning equipment and by pass pumping equipment.

Engineering Technician – Ensures that new and rehabilitated assets meet City standards, provides daily reports to the Associate Civil Engineer during construction projects, and implements enforcement actions.

Wastewater Collections Maintenance Staff –Conducts preventative and corrective maintenance to the system, mobilizes and responds to notifications of stoppages and SSO's, CCTV's infrastructure, reports condition of City assets, and maintains pump stations. Assess the condition of the system utilizing the NASSCO rating system.

CONTACT INFORMATION

POSITION	NAME	PHONE NUMBER	EXT
Mayor	Jack Batchelor, Jr	707-678-7004	<u>1202</u>
Vice Mayor	Steven Bird Jerry Castañon, Sr	707-678-7004	<u>12014</u>
Councilmember	Jerry Castañon, Sr. Steven Bird	707-678-7004	<u>12040</u>
Councilmember	Ted Hickman	707-372-7007	
Councilmember	Scott Peterson	707-678-7004	<u>1203</u>
City Attorney	Douglas White	916-468-0950	
City Manager	Jim Lindley	707-678-7004	<u>1101</u>
City Engineer/Director of Public Works	Joe Leach	707-678-7031	<u>5305</u>
Associate Engineer PW Operations Manager - Maintenance	Jason Riley Janet Koster	707-678-70531	<u>104311</u>
Sr. Civil Associate Engineer - Treatment	Jason Riley Chris Gioia	707-678-7031	<u>531103</u>
Associate Civil Engineer –SSMP	Deborah Barr Christina Castro	707-678-7031	<u>53067</u>
Streets & Utilities Maintenance Supervisor	Pernell Colter	707-678-7051	103
Senior Wastewater Systems Operator	Sandy Jones	707-678-7059	
Engineering Technician	Andy Timko Jacob Smith	707-678-7031	<u>5303306</u>
On-Call Maintenance Staff (after hours)		530-682-6263	

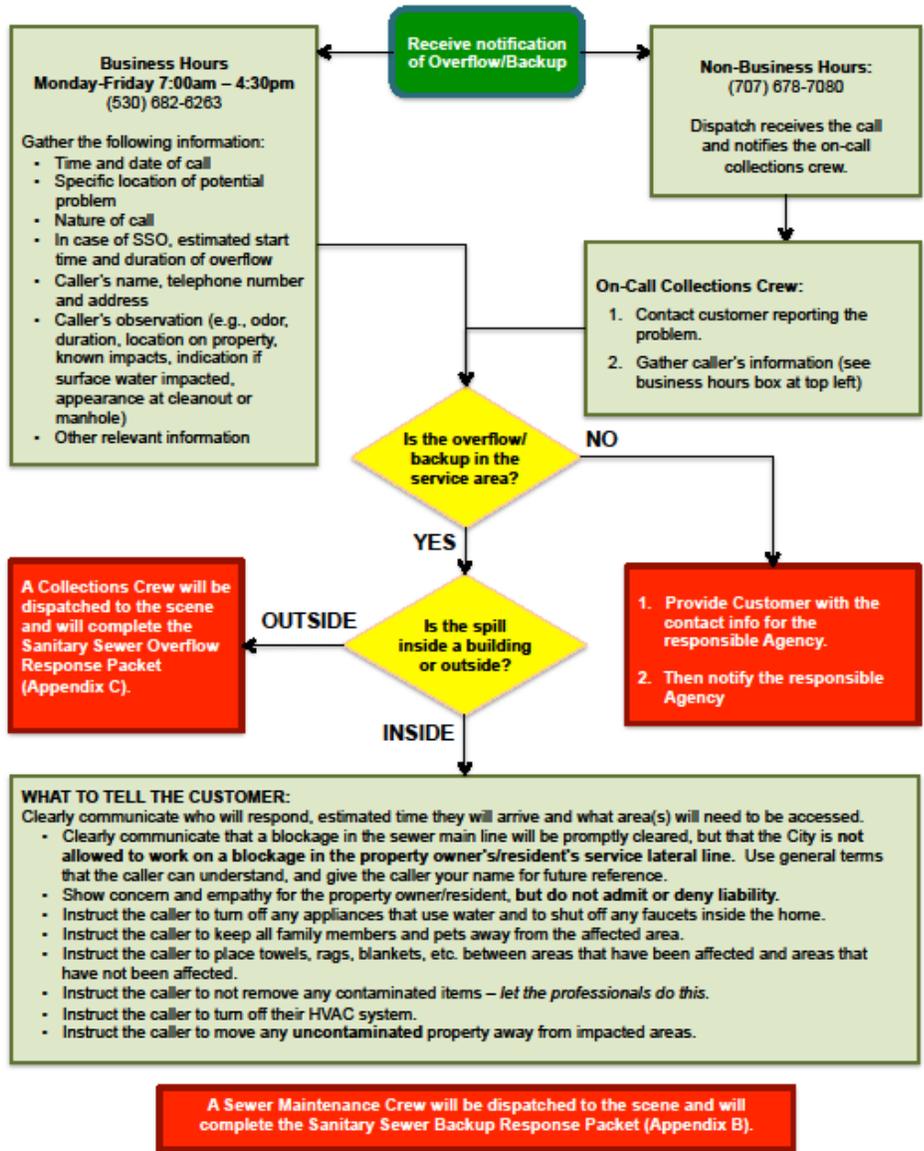
2.3 Authorized Representative

The City Engineer/Public Works Director, Joseph Leach, is the Legally Responsible Official (LRO) or duly authorized representative to prepare, certify and submit electronic spill reports to the RWQCB and SWRCB and to notify other government agencies.

2.4 SSO Reporting Chain of Communication

Sanitary system overflow (SSO) detection, notification, response, and reporting processes ~~is will~~ ~~be~~ described in Element 6 – Overflow Emergency Response Plan. The process is illustrated below:

Figure 6.1 Overview of Receiving a Sewage Overflow or Backup Report Procedure



SSMP ELEMENT 2

ORGANIZATION

The regulatory notification responsibility and requirements are included in the Sanitary Sewer Overflow and Backup Response Plan and include the following:

City of Dixon: Overflow Emergency Response Plan	A-1 Side A
Regulatory Notifications Packet Regulatory Reporting Guide	

Reporting Instructions				
Deadline	See reverse side for definitions of the categories of spills of untreated or partially treated wastewater from publically owned sanitary sewer system			Spill from Private Lateral
	Category 1	Category 2	Category 3	
2 hours after awareness of SSO	If the SSO is greater than or equal to 1,000 gallons, call CalOES at (800) 852-7550	-	-	-
3 Days after awareness of SSO	Submit Draft Spill Report in the CIWQS* database	Submit Draft Spill Report in the CIWQS* database	-	-
15 Days after response conclusion	Certify Spill Report in CIWQS*. Update as needed until 120 days after SSO end time	Certify Spill Report in the CIWQS* database. Update as needed until 120 days after SSO end time	-	-
30 Days after end of calendar month in which SSO occurred	-	-	Certify Spill Report in the CIWQS* database. Update as needed until 120 days after SSO end time	-

* In the event that the CIWQS online SSO database is not available, make notifications the State Water Resources Control Board (SWRCB) by phone or email until the CIWQS online SSO database becomes available.

Russell Norman, P.E. (916) 323-5598
Russell.Norman@waterboards.ca.gov
 Victor Lopez, Water Resources Control Engineer (916) 323-5511
Victor.Lopez@waterboards.ca.gov

Note: For reporting purposes, if one SSO event results in multiple appearance points, complete one SSO report in the CIWQS SSO Online Database, and report the location of the SSO failure point, blockage or location of the flow condition that caused the SSO, in the CIWQS SSO Online Database, including all the discharge points associated with the SSO event.

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ELEMENT 3: LEGAL AUTHORITY

This element of the SSMP discusses the City's legal authority to control discharges into its sanitary sewer system.

3.1 Regulatory Requirements for the Legal Authority Element

Element 3, Legal Authority, of WDR states the following:

Section D.13 (iii) - Legal Authority: Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- (a) Prevent illicit discharges into its sanitary sewer system (examples may include ~~I/I~~, storm water, chemical dumping, unauthorized debris and cut roots, etc.);
- (b) Require that sewers and connections be properly designed and constructed;
- (c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;
- (d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and
- (e) Enforce any violation of its sewer ordinances.

3.2 Legal Authority

City of Dixon's Municipal Code was updated on June 24, 2014 through Ordinance No. 14-009 to add Article XII which prohibits the discharge of fats, oils, and grease from food service establishments and Ordinance No. 14-010 to add Article XIII which regulates private sewer laterals to Chapter 14.01 of Title 14 to comply with all applicable state and federal laws, including the Clean Water Act and the Porter-Cologne Water Quality Control Act.

3.2.1 Prevent Illicit Discharges

All measures prohibiting illicit discharges are included in The Municipal Code Chapter 14.01 *Sewer Part 2 General Sewer Use Requirements*. The specific purpose of this section is to prevent the discharge of pollutant into the sewers that would obstruct or damage the collection system, interfere with treatment, or threaten harm to human health or the environment. Examples of discharges covered are included below. Refer to Appendix 3 for the complete Code.

Storm water and I/I

Section 14.01.23 *Prohibited Discharge Standards* Part B states “No user shall introduce or cause to be introduced into the POTW the following pollutants, substances, or wastewater:” Paragraph 12 goes on to read, “Storm water, surface water, ground water, artesian well water, roof runoff, street drainage, yard drainage, subsurface drainage, swimming pool drainage, condensate, deionized water, noncontract cooling water, and unpolluted wastewater, unless specifically authorized by the director.”

Industrial Waste

Section 14.01.410 *Wastewater Discharge Permit Requirement* Part A states, “No significant industrial user shall discharge wastewater into the POTW without first obtaining a wastewater discharge permit from the Director.” This permit includes conditions as are deemed reasonably necessary by the Director to prevent pass through or interference, protect the quality of the water body or disposal fields receiving the treatment plant’s effluent, prevent excessive maintenance and operational costs, protect worker health and safety, facilitate sludge management and disposal, and protect against damage to the POTW. Section 14.01.300 *Pre-Treatment Facilities* requires all non-residential users to provide wastewater treatment as necessary to comply with the code.

Other Discharges

Section 14.01.23 *Prohibited Discharge Standards* lists eighteen specific prohibited discharges into the Dixon wastewater system.

3.2.2 Proper Design and Construction

Prior to construction within the City’s right-of-way to connect a sewer later to the public sewer system, all applicants are required to obtain an encroachment permit per Municipal Code Chapter 13.01 *Encroachments*. ~~The Engineering Division all inspect a~~All encroachment work ~~shall be inspected by the Engineering Department~~. All sewers and connections ~~must are required to~~ be designed and constructed to current City of Dixon Engineering Standards and Specifications. Further information ~~is located~~~~can be found~~ in this document under SSMP Element 5, Design and Performance.

3.2.3 Access for Maintenance, Inspection and Repairs

The Municipal Code Section 14.01 *Sewer* Part 7 *Compliance* Monitoring includes section 14.01.70 *Right of Entry: Inspection and Sampling*. This section outlines the Director’s authority to obtain right-of-entry for the purposes of inspection, sampling, records examination and copying, and the performance of any additional duties. However,

current City codes do not ensure access for maintenance and repairs for existing City facilities. Typically, existing City facilities are within City right-of-way, such as streets, properties (such as a park), or easements through private property. In these cases, the lack of City codes regarding access is not an issue because the City already has the right of access. In cases where the City facility exists on private property and the City does not have an easement, it is questionable as whether the City has the legal right of access to the facilities. In the future, as staffing allows, it is the City's intent to identify those instances ~~wherewhich~~ the City does not have a legal easement for its sanitary sewer facilities ~~thatwhich~~ exist on private property and subsequently obtain such easement. ~~In 2017, it is also~~ the City's intent to will add appropriate sections to the City Code to allow for access for maintenance and/or repair of all facilities.

For new construction, Section DS6-05A of City Engineering Standards and Specifications requires the installation of all new sanitary sewers ~~to be installed~~ in the pavement area of the street. Under special circumstances, Section DS6-05B also allows ~~for the placement of~~ sanitary sewer lines ~~to be placed~~ in a minimum fifteen foot (15') wide easement crossing one lot only, if approved in advance of improvement plan submittal by the City Engineer. Deeper lines require a wider easement to the satisfaction of the City Engineer.

3.2.4 Limitation of Fats, Oil and Grease Discharge

The Municipal Code Section 14.01 *Sewer*, Article XII Discharges of Fats, Oils, and Grease from Food Service Establishments limits the discharge of Fat, Oil, and Grease (FOG) that can be discharged from Food Service Establishments into the public sewer system by requiring a discharge permit and annual inspections of the facilities. Further information ~~can be found is located~~ in this document under SSMP Element 7, Fat, Oil, and Grease (FOG) Control Program.

3.2.5 Enforcement of Violations

The Municipal Code Section 14.01 *Sewer*, Part 8 *Administrative Enforcement Remedies* gives the Director authority to serve upon the user a written notice of Violation to any non-residential user that has violated, or continues to violate, any provision of Chapter 14.01. Part 9 *Judicial Enforcement Remedies* and Part 10 *Supplemental Enforcement Action* further outlines additional measures the Director that can ~~be taken by the director~~ in the form of legal action and financial assurance.

SSMP ELEMENT 3

LEGAL AUTHORITY

Article XIII, Private Sewer Laterals, gives the Director authority to enforce the maintenance, repair and replacement of private sewer laterals to prevent or address spills or blockages within private sewer laterals.

However, current Municipal City Code does not address collection system issues such as vandalism or other types of activities that may result in the destruction of the collection system infrastructure ~~that which~~ ultimately may lead to sanitary sewer overflows. In 2017, it is the City's ~~intent in the future to will~~ add appropriate language to the Municipal City Code to address this issue.

In cases of accidental damage during construction work, an incident may occur either on existing City facilities within City right-of-way (such as streets, properties (such as a park) or easements through private property) or on existing City facilities in private property in which the City does not have an easement.

When accidental damage during construction work occurs on existing City facilities within City right-of-way, the damage would typically have occurred during work performed via a City Encroachment Permit, a Subdivision Improvement Agreement or a City Capital Improvement Project. In any of those cases ~~where a contractor damages to~~ existing City facilities, ~~is required to the contractor must be repaired by the contractor the damage~~ at no cost to the City. For work via a City Encroachment Permit, ~~legal authority is defined in~~ the City of Dixon Encroachment Permit General Rule and Regulation #11 ~~define the City's legal authority~~. The City of Dixon Encroachment Permit General Permit Rules and Regulations are included in Appendix 3. For work done via a Subdivision Improvement Agreement (SIA), legal authority exists in Section 4 of the City's standard SIA, which is included in Appendix 3. For work done via a City Capital Improvement Project, legal authority exists in Section 7-11 of the General Provisions of the City's Engineering Standards and Specifications, which is included in Appendix 3.

In cases of damage to an existing City facility during unpermitted work or work on private property in which the City does not have an easement, it is the City's intent ~~in the future~~ to add appropriate language to the Municipal City Code to address these cases in 2017.

SSMP ELEMENT 5 DESIGN AND PERFORMANCE PROVISIONS

ELEMENT 4: OPERATION AND MAINTENANCE PROGRAM

This element of the SSMP discusses the City's operation and maintenance program for the sanitary sewer system.

4.1 Regulatory Requirements for the Operation and Maintenance Program Element

Element 4, Operation and Maintenance Program, of WDR states the following:

Section D.13 (iv) – Operation and Maintenance Program: The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:

- (a) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water conveyance facilities;
- (b) Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;
- (c) Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspection of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;
- (d) Provide training on a regular basis for staff in sanitary sewer system operations and maintenance and require contractors to be appropriately trained; and
- (e) Provide equipment and replacement part inventories, including identification of critical replacement parts.

4.2 Maps

The City of Dixon maintains a Graphical Information System (GIS) map of the City's wastewater system. The City currently maintains layers of information ~~that~~which include sewer manholes, sewer lines, storm drain structures, storm drain lines, city limits, parcels, streets, subdivisions,

SSMP ELEMENT 5 DESIGN AND PERFORMANCE PROVISIONS

assessment districts, and zoning. The information collected using the CCTV and the Hansen Information Technologies Program can be linked to the City's sewer line layer data in GIS using the Granite XP Software. The GIS layers are updated on an as-needed basis. Utility maps have been converted to 8.5" x 11" flip books that contain both storm drain and sanitary sewer information. These map books are ~~at kept in~~ the City Engineering/Public Works Department and in field vehicles to locate and identify wastewater and storm drain structures and lines and to aid in the response to a SSO.

4.3 Preventative Operations and Maintenance Program

Gravity Sewers

The wastewater maintenance crew performs an assortment of scheduled, preventative, predictive, and breakdown maintenance on a variety of systems and equipment.

The City's preventative maintenance activities include routine inspections of "hot spots" and lift stations. The maintenance staff has identified fourteen "hot spots" throughout town. Staff inspects t~~hese locations are inspected~~ on a monthly basis and cleanse~~d~~ as necessary. Staff records inspection logs are recorded per each visit with the dates, with the inspector's initials, and comments.

Staff responds to c~~ustomer concerns and complaints are responded to~~ immediately and investigates d to determine the problem location and best course of action.

The City of Dixon owns and operates a Vac-Con Truck and CCTV Truck to clean and inspect the City's 73 miles of sewer mains. The City has been cleaning and CCTV the sanitary sewer lines since July 2009 and completed all the City's lines by December 2013. City staff will complete t~~he second round of inspections and cleaning will be completed by 2018. City staff will use t~~he data collected using the CCTV Truck and the Granite XP Program will be used for the following items:

1. Identify problem areas, "hot spots", defined as areas susceptible to sewer backups, blockages, or a known problem area such as grease accumulation or shallow slope.
2. Identify root intrusions into the City's sewer mains to create a sewer root maintenance plan.
3. Identify the sewer mains and manholes that need immediate repair and revise the City's capital improvement plan (CIP).
4. Rate the sewer lines using the NASSCO rating system to establish on-going funding for major rehabilitation, upsizing, or replacement of the collection system as the system wears out, or upgrading of the system as a result of expansion.

SSMP ELEMENT 5 DESIGN AND PERFORMANCE PROVISIONS

5. Create a cleaning and CCTV schedule for every City sanitary sewer line at a maximum of every five years.
6. Notify residents of identified problems within their laterals.

Lift Stations

The City's Collection Division is responsible for the daily inspections of the lift stations. Weekly inspections include visual check of the equipment, manual cycling of pumps, and checking and cleaning floats if necessary. The Supervisory Control and Data Acquisition (SCADA) computer system records and stores alarms automatically. Removal of debris from lift stations are conducted every six months or when a problem begins to form. ~~City staff inspects~~ Lift stations ~~are inspected~~ extensively every year. Extensive maintenance includes cleaning sumps, and removing pumps for inspection and repairs if necessary. ~~City staff~~ ~~Lift station inspections sheets~~ ~~are tracked~~ and maintained ~~see~~ lift station inspection sheets in the Collection's office. The lift stations currently have backup alarm alerts for conditions such as;

1. High Water Alarm (Mechanical Float)
2. Hi-Hi Water Level
3. Milltronics Level Control Working
4. Intrusion Alarm

An Overflow Emergency Response Plan was prepared for both the Lincoln Street Lift Station and the Pitt School Lift Station in May 2014 and can be found in the On-Call case at all times.

Root Control

The City of Dixon's Collections Division has identified invasive roots within the City's sewer system and private laterals using the CCTV truck during routine inspections. ~~City staff removed~~ ~~The~~ locations within the City's system ~~were removed~~ during cleaning and ~~also~~ noted as part of a root removal project using chemical agents and mechanical cutters. ~~City staff documents~~ ~~Private laterals with root problems~~ ~~are documented~~ and, for locations with significant root problems, notices along with pictures of the problem are delivered to the homeowners responsible for the laterals.

Odor Control

In the event the City of Dixon receives an odor complaint, the Collection Division will respond by flushing the line and/or install manhole seals to eliminate the odor. The complaints are often in areas of low flow or end runs.

Non-Routine Maintenance

SSMP ELEMENT 5 DESIGN AND PERFORMANCE PROVISIONS

The City's Collection Division responds in the event of complaints regarding manhole overflows, missing or shifted manhole lids, lift station malfunctions, sewer odor complaints, complaints of customer blockages, etc.

Emergency Maintenance

The City has developed emergency maintenance procedures contained within the Sanitary Sewer Overflow and Backup Response Plan. Refer to Element 6 for more information.

4.4 Rehabilitation and Replacement Program

The City utilizes a combination of inspection activities to assess the condition of sewer assets including:

- Routine (daily) above ground inspections of the collection system facilities, and lift stations to identify defects, damage or other identified problems,
- Reviewing videos of the system-wide CCTV inspection to determine whether repairs or rehabilitation/replacement are warranted,
- Reviewing manhole inspection forms, and
- Dye testing as requested to monitor and reduce I/I.

The City repaired several high priority locations in 2012. In 2014, the [City awarded the Sewer Line and Manhole Replacement Project](#). ~~The City was awarded and completed the~~ [project](#) by April 2015. The City includes a repair project in the CIP program each year.

4.5 Training Program

The WWTP and Collections Division maintain a matrix for each staff member associated with Wastewater and Collections that includes certifications, license numbers, expiration dates, and continuing education unit requirements. The City of Dixon offers numerous in-house training programs and participates in the California Water Environmental Association (CWEA) and NASSCO certification programs ~~that which~~ require ongoing continuing education to maintain certifications.

The trainings include:

- Qualified Applicators Pesticide License, C
- CPR
- Class B License
- NASSCO
- First Aid ~~and~~ [Blood Borne Pathogen Exposure](#)

SSMP ELEMENT 5 DESIGN AND PERFORMANCE PROVISIONS

- Chlorine Safety
- Driver Safety
- Sludge Dewatering Systems
- Confined Space Entry
- Trenching Training
- Back Safety
- Flagging Training
- Lockout/Tagout Procedures

4.6 Contingency Equipment and Replacement Parts Inventory

Being updated.

SSMP ELEMENT 5 DESIGN AND PERFORMANCE PROVISIONS

ELEMENT 5: DESIGN AND PERFORMANCE PROVISIONS

This element of the SSMP discusses the City's design and performance provisions for the installation of the sanitary sewer system.

5.1 Regulatory Requirements

Element 5, Design and Performance Provisions, of WDR states the following:

Section D.13 (v) –Design and Performance Provisions:

- (a) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems, and**
- (e) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.**

5.2 Standards for Installation, Rehabilitation and Repair

5.2.1 Design and construction standards

The City maintains design and construction standards for the installation of new sanitary sewer pipeline, manhole, lateral and cleanout facilities. Pump stations are currently not permitted unless approved by the City Engineer. Design and construction of rehabilitation projects to the City's sanitary sewer system are on a case-by-case basis and may specify use of alternative technologies not addressed in the City standards, such as pipe lining or pipe bursting.

The standards are found in the City of Dixon Engineering Standards and Specifications (City Standards) document. Sanitary sewer design standards are located in Section DS6, Sanitary Sewer Design, of the City Standards and are included in Appendix 5. Sanitary sewer construction standards are located in Section CS17, Construction Specifications-Sanitary Sewer System, of the City Standards and are included in Appendix 5. Additionally, sanitary sewer standard details (Details 4000-4050 and 6000-6040) are located in Section 3 of the City Standards. The sanitary sewer standard details are also included in Appendix 5.

City Standards are periodically reviewed, revised, and amended to reflect new theories and practice in engineering design and new construction materials and techniques. It

SSMP ELEMENT 5 DESIGN AND PERFORMANCE PROVISIONS

has been the intent of the City Engineer to update City Standards every five years to keep them current with industry standards, to provide the City with higher quality infrastructure construction, to extend the service life of utilities, and reduce future repair and rehabilitation costs that would become a financial burden to the existing residents of the City. City Standards were last amended in ~~August 2014~~ ~~November 2009~~ by Resolution No. ~~14-12009-191~~. The ~~2009~~ ~~last~~ revision included a revision to the City's standard manhole detail, which now requires a cast-in-place base.

5.3 Standards for Inspection and Testing of New, Rehabilitated, and Repaired Facilities

City Standards Section CS17, Construction Specifications- Sanitary Sewer System, contains procedures and standards for inspecting and testing sanitary sewer facilities. Specifically, Section CS17.G specifies inspection requirements. Section CS17.H specifies sewer line testing requirements, including pipe cleaning and flushing, PVC deflection testing, manhole vacuum air testing, sewer line low-pressure air testing, and video inspection. Section CS17 is included in Appendix 5.

SSMP ELEMENT 6 OVERFLOW EMERGENCY RESPONSE PLAN

ELEMENT 6: OVERFLOW EMERGENCY RESPONSE PLAN

This element of the SSMP discusses the City's contingency plan and procedures for responding to a sanitary sewer overflow event.

6.1 Regulatory Requirements

Element 6, Overflow Emergency Response Plan, of WDR states the following:

Section D.13 (vi) –Overflow Emergency Response Plan: Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

- (a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- (b) A program to ensure an appropriate response to all overflows;
- (c) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification;
- (d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- (e) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- (f) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

Overflow and Emergency Response Plan Discussion

The City currently has an Overflow Emergency Response Plan (OERP) which addresses both Sanitary Sewer Overflows (SSOs) and Backups. The OERP was prepared by David Patzer, Risk Management Solutions, in May 2014 and is included in Appendix 6.

SSMP ELEMENT 6 OVERFLOW EMERGENCY RESPONSE PLAN

6.2 Sanitary Sewer Overflow (SSO) Detection and Notification

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

6.2.1 Public Observation

Public observation is the most common way that the City is notified of blockages and spills. Contact numbers and information for reporting sewer spills and backups are in the phone book and on the City's website: <http://ci.dixon.ca.us>. **The City's telephone number for reporting sewer problems during business hours is (530) 682-6263. After hours the reporting number is (707) 678-7080.**

Normal Work Hours

When a report of a sewer spill or backup is made during normal work hours (7:00 am – 4:30 pm), City staff receives the call, takes the information from the caller, and communicates it to the field crew.

After Hours

Dispatch receives the call, takes the information from the caller, pages the on-call crew, and communicates the necessary information to the on-call crew.

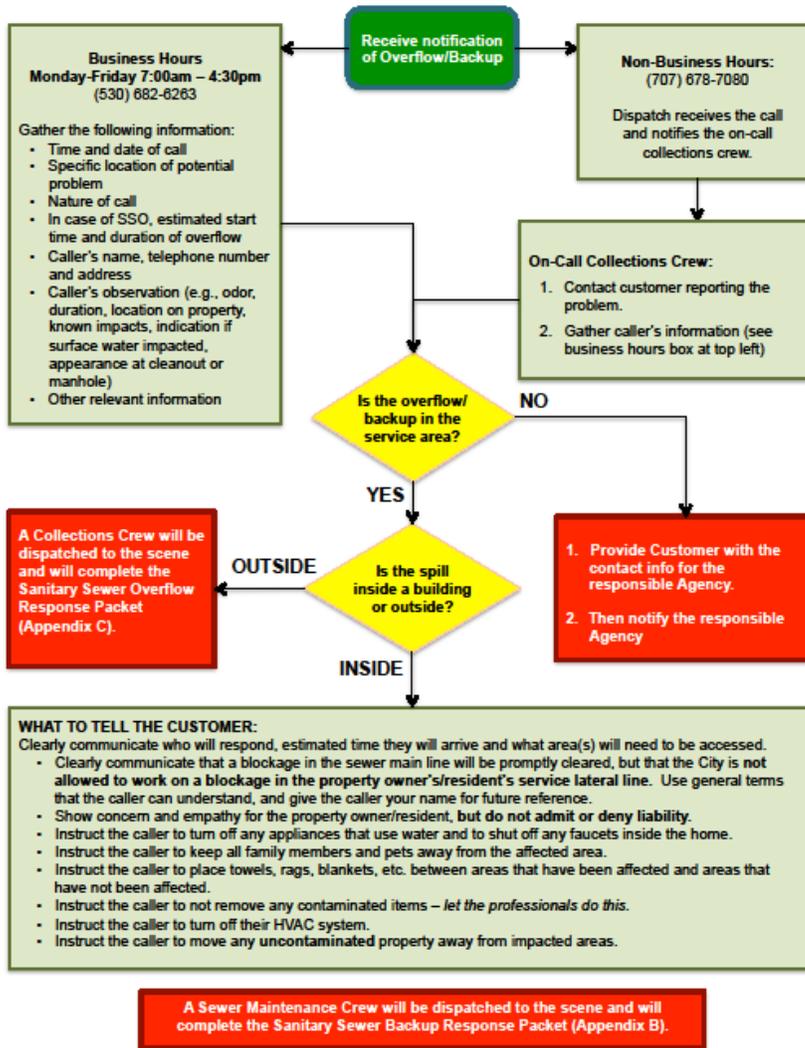
When calls are received, either during normal work hours or after hours, the individual receiving the call will collect the following information:

- Time and date of call
- Specific location of potential overflow or incident
- Nature of call
- In case of SSO, estimated start time of overflow and how long it has been occurring
- 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

The following (Figure 6.1) is an overview of receiving a sewage overflow or backup report (see next page):

SSMP ELEMENT 6 OVERFLOW EMERGENCY RESPONSE PLAN

Figure 6.1 Overview of Receiving a Sewage Overflow or Backup Report Procedure



SSMP ELEMENT 6 OVERFLOW EMERGENCY RESPONSE PLAN

6.2.2 City Staff Observation

City staff conducts periodic inspections of its sewer system facilities as part of their routine activities. Any problems noted with the sewer system facilities are reported to appropriate City staff that, in turn, responds to emergency situations. Work orders are issued to correct non-emergency conditions.

6.2.3 Contractor Observation

The following procedures are to be followed in the event that a contractor causes or witnesses a Sanitary Sewer Overflow. If the contractor causes or witnesses an SSO, they will:

1. Immediately notify the City by calling ~~(530) 682-6263 during business hours or~~ (707) 678-7080 ~~after hours~~
2. Protect storm drains
3. Protect the public
4. Provide Information to City Staff such as start time, appearance point(s), suspected cause, weather conditions, etc.
5. Direct ALL media and public relations requests to the City Engineer/Public Works Director.

Appendix D includes a handout for Contractors with a flowchart of the above procedures.

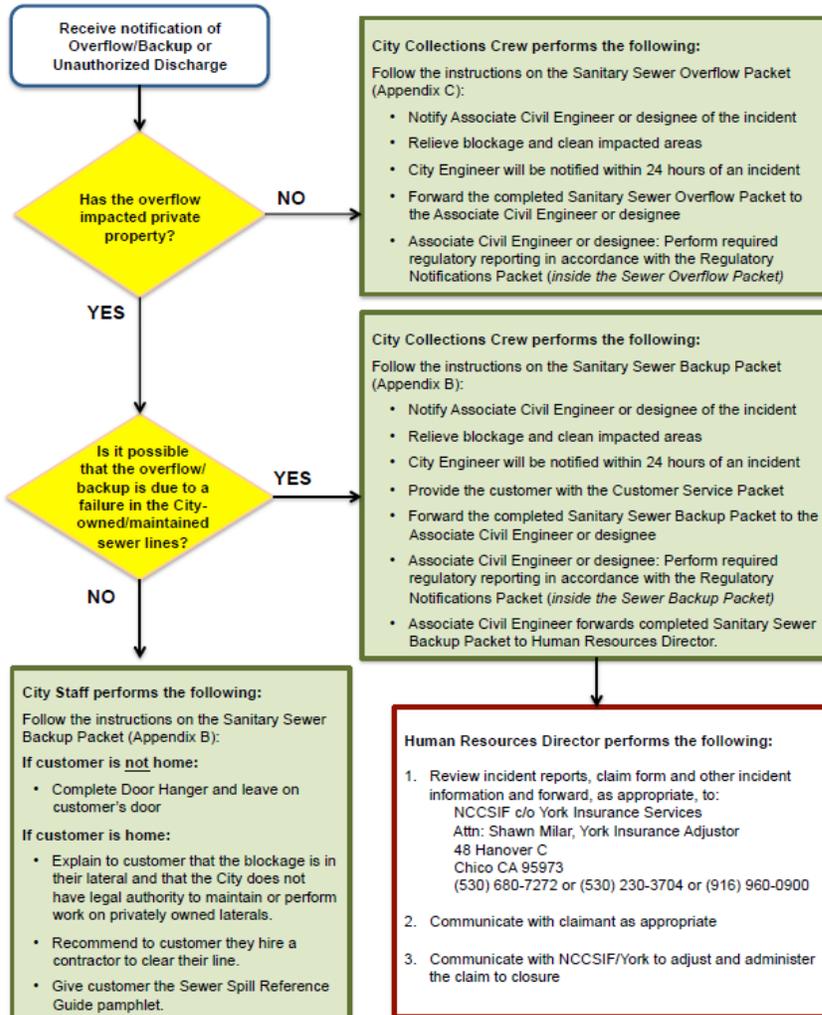
6.3 Sanitary Sewer Overflow (SSO) Response Procedures

6.3.1 Sewer Overflow/Backup Response Summary

The City will respond to SSO's as soon as feasible following notification of an overflow/backup or unauthorized discharge. The following (Figure 7.1) is an overview of the response activities.

SSMP ELEMENT 6 OVERFLOW EMERGENCY RESPONSE PLAN

Figure 7.1 Overview of SSO/Backup Response



SSMP ELEMENT 6 OVERFLOW EMERGENCY RESPONSE PLAN

6.3.2 First Responder Priorities

The first responder's priorities are:

- To follow safe work practices.
- To respond promptly with the appropriate and necessary equipment.
- To contain the spill wherever feasible.
- To restore the flow as soon as practicable.
- To minimize public access to and/or contact with the spilled sewage.
- To promptly notify the Public Works Operations Manager~~Associate Civil Engineer~~ in event of major SSO.
- To return the spilled sewage to the sewer system.
- To restore the area to its original condition (or as close as possible).
- To photograph and document affected and unaffected areas from a spill.

6.3.3 Safety

The first responder is responsible for following safety procedures at all times. Special safety precautions must be observed when performing sewer work. There may be times when City personnel responding to a sewer system event are not familiar with potential safety hazards peculiar 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 at the site.

6.3.4 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:

- 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 spill.
- Contact caller if time permits.
- If the spill is large or in a sensitive area, document conditions upon arrival with photographs.
- Decide whether to proceed with clearing the blockage to restore the flow or to initiate containment measures. The guidance for this decision is:
 - 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.

SSMP ELEMENT 6 OVERFLOW EMERGENCY RESPONSE PLAN

o Moderate or large spills where containment ~~may be anticipated to be~~ difficult – proceed with clearing the blockage; however, whenever deemed necessary, call or additional assistance and implement containment measures.

- Take steps to contain the SSO. For detailed procedures refer to Appendix B: Sanitary Sewer Backup Procedures, and Appendix C: Sanitary Sewer Overflow Packet.

6.2.6 Containment and prevention program

The City's OERP does a "pretty good job" of identifying the steps that should be taken for emergency response, per the ECO:LOGIC audit. It is the City's intent to conduct periodic exercises to ensure that all aspects of the OERP, including training and emergency equipment, are functional at all times.

It is the City's intent to update the OERP as stated above in the near future. The City will also update the OERP based on the results of the biennial audit discussed in Section 10.

SSMP ELEMENT 7 FATS, OILS, AND GREASE (FOG) CONTROL PROGRAM

ELEMENT 7: FATS, OILS, AND GREASE (FOG) CONTROL PROGRAM

This element of the SSMP discusses the City's Fats, Oils and Grease (FOG) control measures, including discussion of the City Code related FOG, discussion of the City's Wastewater Discharge Permit and identification of problem areas, focused cleaning and source control.

7.1 Regulatory Requirements

Element 7, Fats, Oil and Grease Control Program, of WDR states the following:

Section D.13 (vii) –FOG Control Program: Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:

- (a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
- (b) A plan and schedule for the disposal of FOG 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 FOG generated within a sanitary sewer system service area;
- (c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
- (d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
- (e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance;
- (f) An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and
- (g) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above.

SSMP ELEMENT 7 FATS, OILS, AND GREASE (FOG) CONTROL PROGRAM

7.2 Public Education and Outreach Program

The City of Dixon has ~~recently~~ developed a FOG program. The program includes public education and outreach during the Wastewater Discharge Permit process, the inspection process, and through the public notification during the CCTV process.

7.3 FOG Source Control

The City of Dixon's Wastewater Discharge Permit is required for all food stores, eating places, and food preparers that bake or cook on the premises. This permit formally outlines the City's requirements of pretreatment systems maintenance procedures and maintenance records, and proper handling of pretreatment system waste. The City's Community Development Department, Building ~~Division~~Department, provides guidance in determining the proper pretreatment system to comply with the Uniform Building Code (UBC). The Wastewater Discharge Permit requires each establishment to self monitor, sample, measure flow, document results, and notify the City in the event of a violation to prevent illegal discharge of FOG into the sanitary sewer system.

7.4 Disposal of FOG

FOG discharge to the sanitary sewer system is prohibited. Users are required to properly dispose of pretreatment waste and cooking grease. The City's WWTP does not currently accept trucked or hauled waste. The Wastewater Discharge Permit contains the following policies to ensure proper disposal of waste:

- Facilities with a grease interceptor shall keep receipts of pumping company names and service dates.
- Facilities with grease traps that utilize service companies shall keep records of company names and service dates.
- Facilities with grease traps that services in-house must keep record of service dates only, and describe and demonstrate pretreatment waste handling procedure.
- Facilities with fryers shall keep cooking grease (yellow grease) storage containers on-site and receipts of rendering company service dates. (There may be other venues for handling the grease, such as transfer to another restaurant or release to a private party for personal use, such as making biodiesel fuel. ~~At a minimum, t~~The facility must, ~~at a minimum,~~ be able to show storage containers and explain yellow grease handling procedure. The inspector may require a facility without a fryer to off-haul used cooking grease if poor work practices are identified (e.g. FOG liquid in trash or accumulated in the sewer system).

SSMP ELEMENT 7 FATS, OILS, AND GREASE (FOG) CONTROL PROGRAM

7.5 Legal Authority for FOG Program

The Municipal Code Section 14.01 Sewer, Part 2 *General Sewer Use Requirements*, section 14.01.23 *Prohibited Discharge Standards, Specific Prohibition* item 17 ~~which~~ states, “No user shall introduce or cause to be introduced into the POTW the following pollutants, substances, or wastewater; Fats, oils, or greases of animal or vegetable origin in concentrations greater than 100 milligrams per liter (100 mg/l), except as specifically authorized by the Director in the Wastewater Discharge Permit.”

Further detail of the City’s Legal Authority is discussed in Element 3, Legal Authority.

7.6 Requirements to install Grease Trap Removal Devices

The Municipal Code Section 14.01 Sewer, Part 2 *General Sewer Use Requirements*, section 14.3.2.C: Grease, oil, and sand interceptors shall be provided when, in the opinion of the Director, they are necessary to comply with local limits for the proper handling of wastewater containing excessive amounts of grease and oil, or sand; except that such interceptors shall not be required for residential users. All interceptor units shall be of type and capacity approved by the Director and shall be so located to be easily accessible for cleaning and inspection. Such interceptors shall be inspected, cleaned, and repaired regularly, as needed, by the user at their expense.

7.7 Authority to Inspect Grease Producing Facilities

The Municipal Code Section 14.01 *Sewer*, Part 8 *Administrative Enforcement Remedies* gives the Director authority to serve upon the user a written notice of Violation to any user that has violated, or continues to violate, any provision of Chapter 14.01. Part 9 *Judicial Enforcement Remedies* and Part 10 *Supplemental Enforcement Action* further outlines additional measures ~~that can be taken by~~ the Director may take in the form of legal action and financial assurance.

Attachment B of the Wastewater Discharge Permit, paragraph 10 Inspection and Monitoring states, “User shall allow a City of Dixon inspector exhibiting proper credential and identification, to enter upon the premises upon requires and without unreasonable delay, for the purpose of inspection and sampling. Reasonable times for inspection may include times that are unannounced, and may include any time during which the User’s activities’ may result in a process waste discharge to the sanitary sewer system.

SSMP ELEMENT 7 FATS, OILS, AND GREASE (FOG) CONTROL PROGRAM

7.8 Identification of Grease Problem Areas and Sewer Cleaning

A FOG problem area contains one or more line blockage as a result of Fat, Oil, and/or Grease accumulated in a line. The City of Dixon has identified several FOG problem areas around town. FOG problem areas are mainly in trunk line segments in commercial districts that serve concentration of food facilities and multifamily dwelling complexes. City staff hydro-flushes or inspects the identified “Hot Spot” areas of town ~~are hydro-flushed or inspected~~ on a monthly basis to prevent backups or service ~~interruptions~~interruptions to customers.