SECTION VI—EMERGENCY RESPONSE PLAN

Requirement[1]

Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and 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

[1] SWRCB Order No. 2006-0003-DWQ § B.13 (vi)

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.

Supporting Documents

1. "SSO Regulatory Notification, Reporting and Record Keeping" 2-21-14. (Replaced "Spill and Bypass Reporting" document).

2. "Sanitary Sewer Overflow and Backup Response Plan" 2009 Update (to be replaced by 2014 Update when finalized).

3. SSO Monitoring Plan. October 2014

The City of Benicia utilizes the "Sanitary Sewer Overflow and Backup Response Plan" published by ABAG Plan Corporation. The City was instrumental in the development of the plan since its inception in 2004 and the subsequent revisions. The plan contains all the emergency response elements required by the SSMP.

The policy requires that City employees report all water overflows found and to take the appropriate action to secure the wastewater overflow area, relieve the cause of the overflow, and ensure that the affected area is cleaned as soon as possible to minimize health hazards to the public and protect the environment. The City's goal is to respond to sewer system overflows during the regularly scheduled workday within 30 minutes. After hours response time is dependant on the location of the assigned stand-by personnel and the typical response time is less than one hour.

SSO Regulatory Notification, Reporting and Record Keeping

Spill Categories

Table VI-1 from the Monitoring and Reporting Program (MRP) of Statewide Order 2006-003-DWQ summarizes the categories of spills as defined in the Order. Correct identification of the spill category is important because reporting requirements vary depending on the spill category. The most critical is a Category 1 spill, for which a 2-hr notification requirement applies.

Table VI-1. Spill Categories and Definitions

CATEGORIES	DEFINITIONS [see Section A on page 5 of Order 2006-0003-DWQ, for Sanitary Sewer Overflow (SSO) definition]
CATEGORY 1	Discharges of untreated or partially treated wastewater of **any volume** resulting from an enrollee's sanitary sewer system failure or flow condition that: • Reach surface water and/or reach a drainage channel tributary to a surface water; or • Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
CATEGORY 2	Discharges of untreated or partially treated wastewater of **1,000 gallons or greater** resulting from an enrollee's sanitary sewer system failure or flow condition that **do not** reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.
CATEGORY 3	All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.
PRIVATE LATERAL SEWAGE DISCHARGE (PLSD)	Discharges of untreated or partially treated wastewater resulting from blockages or other problems **within a privately owned sewer lateral** connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be voluntarily reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

Notification, Reporting, and Certification Requirements

Table VI-2, also from the Statewide Order's MRP, summarizes notification, reporting, monitoring and record keeping requirements. More detailed information is provided below and in the MRP, which is included as an Attachment to this SSMP.

Table VI-2. Notification, Reporting, Monitoring, and Record Keeping Requirements

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION **(see section B of MRP)**	• Within two hours of becoming aware of any Category 1 SSO **greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water**, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number.	Call Cal OES at: **(800) 852-7550**
REPORTING **(see section C of MRP)**	• Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. • Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date. • Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred. • SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters. • "No Spill" Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred. • Collection System Questionnaire: Update and certify every 12 months.	Enter data into the CIWQS Online SSO Database (http://ciwqs.waterboards.ca.gov/), certified by enrollee's Legally Responsible Official(s). In the event CIWQS is unavailable, fax a hard copy report (using a blank CIWQS report printout as a template) to the Regional Water Board at (510) 622-2460. Submit the electronic report through CIWQS when available.
WATER QUALITY MONITORING **(see section D of MRP)**	• Conduct water quality sampling **within 48 hours** after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.	Water quality results are required to be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.
RECORD KEEPING **(see section E of MRP)**	• SSO event records. • Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP. • Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters. • Collection system telemetry records if relied upon to document and/or estimate SSO volume	Self-maintained records shall be available during inspections or upon request.

The requirement for 2-hr notification to Cal-OES applies to any Category 1 SSO greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water, The 2-hr period starts upon the City "becoming aware" of such a spill. In some cases, such awareness may require field verification. Note that reporting an SSO in CIWQS within 2 hours is not required.

Creating an SSO Report in the State Online Reporting System (CIWQS)

To create an SSO report in CIWQS, go to http://ciwqs.waterboards.ca.gov/ and enter your user name and password. Select the "SS) – Sanitary Sewer Overflow" link, then the sanitary sewer system (only one choice for the City of Benicia), and then the "Reporting New SSO" link. The program will prompt you for basic information about SSO location, volumes, and disposition (e.g. did it reach surface water), and based on that information will then direct you automatically to the appropriate reporting screens (Category 1, 2, or 3). For a Category 1 spill, you must have the OES control number for that SSO.

The *Enrollee's Guide to the SSO Database* provides detailed guidance for the use of the CIWQS system. The *Enrollee's Guide* is available on the City's SSMP web site and also at http://www.waterboards.ca.gov/water_issues/programs/sso/docs/discharger_workbook.pdf

For both Category 1 and Category 2 SSOs, a draft report must be submitted through CIWQS within three business days of becoming aware of the SSO. (This is in addition to the 2-hr notification for Category 1 spills of greater than 1000 gallons).[1] The draft reports must be "certified" within 15 calendar days of the SSO end date. In the event CIWQS is unavailable, fax a hard copy report (using a blank CIWQS report printout as a template) to the Regional Water Board at (510) 622-2460. Submit the electronic report through CIWQS when available.

For Category 3 SSOs, no draft report is required. Instead, a single (certified) report must be submitted within 30 calendar days of the end of the month in which the SSO has occurred.

The 2-hr notification and draft reports can be submitted through CIWQS by either a designated "Data Submitter" or by a designated "Legally Responsible Official (LRO)". However, only a LRO can certify reports. Currently, the City's Public Works Maintenance Superintendent, the Wastewater Treatment Plant Superintendent and Public Works Director are designated LROs. Normal procedure is for the City's Public Works Maintenance Superintendent to conduct all on-line reporting. However, circumstances may require other staff to file the 2-hr notification or draft reports.

[1] The CIWQS system allows a user to save a "work in progress" version of the SSO report online. Saving a "work-in-progress" version does not meet the requirement for submitting a draft report.

Amending and Recertifying SSO Reports

A certified SSO report can be amended (or additional information attached) for up to 120 calendar days after the SSO end date. After 120 days, special approval is required to amend a report. See Section C.4.b.iv of the MRP.

Private Sewer Lateral Discharge (PSLD)

CIWQS provides the option for reporting SSOs from private sewer laterals, which are not consider the responsibility of the reporting agency. In CIWQS, records of PSLDs are maintained separately from records of SSOs the agency's own facilities. The City typically does not report PSLDs.

No Spill Certification

For months during which there are no SSOs, a "no spill certification" must be submitted in CIWQS by an LRO within 30 days after the end of the month. [Note: The 2013 MRP amendment allows no spill certifications to be filed quarterly]. Filing the No-spill certification is normally the responsibility of the Public Works Maintenance Superintendent.

Annual Questionnaire

The City must annually update and certify certain information regarding the collection system. The questionnaire must be certified in CIWQS by an LRO. Certification is normally the responsibility of the Public Works Maintenance Superintendent.

Spills Exceeding 50,000 Gallons that Reach Surface Waters

The MRP requires that water quality sampling be conducted for spills of 50,000 gallons or greater that reach surface waters, and that the SSO be documented in an SSO Technical Report. Water quality monitoring for SSOs is described in greater detail below and in the SSO Monitoring Plan provided elsewhere in this Section. Requirements for the Technical Report are described in Section C.5 (p. 5-6) of the MRP.

Record Keeping

The MRP requires that records be maintained for a minimum of five years for all SSOs, including complaints received by the City that do not result in an SSO. See MRP Section E for specific requirements. The *Sanitary Sewer Report* was developed to assist staff in creating detailed and complete documentation of SSO. A copy is included as page OP-2 of the *Overflow Emergency Response Plan* . In documenting SSOs, particular attention should be given to the method(s) by which spill volumes are estimated.

Records documenting changes to the SSMP since the last certification must be maintained and attached to the SSMP. See MRP Section C.E.3. The Public Works Department Management Analyst has responsibility for maintaining the SSMP Update log.

SSO Volume Estimation

Procedures for estimating the volume of SSOs are described in Section FG 4.1-4.3 and FG 6.1 of the *Overflow Emergency Response Plan*. Upon completion of the 2015 update of that document, the City plans to conduct refresher training of field crew in SSO volume estimation methods. The Specific method(s) used to estimate the SSO volume and all supporting calculations must be thoroughly documented in the SSO spill report. If volumetric formulas are used, calculations should be checked by the Public Works engineering staff. Regulatory agencies will scrutinize spill volume estimates closely as part of inspections or enforcement actions.

Water Quality Impact Monitoring

Visual monitoring is part of the initial response to determine what immediate actions should be taken. After the initial response and documentation of spill volume, an assessment of possible impacts on surface water should be conducted as part of the spill evaluation process. Where it is safe and practical, surface water in the vicinity of the SSO should be inspected visually, with observations recorded on the *Sanitary Sewer Overflow Report*. Signs of receiving water impacts include tell-tell signs of sewage (solids, grease, paper), abnormal color, fish kills, etc. Photographs should be taken for documentation.

For those SSOs that may imminently and substantially endanger human health and SSOs that cause fish kills, and if feasible and safe, water quality monitoring of surface waters should be conducted. For less serious circumstances, monitoring can be conducted if doing so is likely to provide useful information and does not impede clean-up activities. (Note: Monitoring is required for large SSOs as described below).

In cases where monitoring is optional, the collections crew should exercise their best judgment in deciding whether to conduct monitoring, and consult with the Public Works Maintenance Supervisor or City Engineer if uncertain. Water quality monitoring should not be given precedence over stopping the SSO or protection of public health. However, if sufficient personnel are available, monitoring can be conducted in parallel with these activities or with the clean-up effort. Any monitoring should be conducted in accordance with the *SSO Monitoring Plan* located in this Section.

The 2013 revisions to the Monitoring and Reporting Program for Order No. 2006-003-DWQ require water quality monitoring (sampling) within 48 hours after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface water. For smaller spills, monitoring may be conducted at the City's option or at the direction of the Solano County Environmental Health Services Division. As a rule of thumb for sampling of smaller SSOs, the City's informal policy is to collect samples for those SSOs in which 1,000 gallons or more reach surface waters. Any sampling conducted under this requirement shall be in accordance with the *SSO Monitoring Plan*. Results shall be reported in CIWQS and in the Technical Report that must be submitted for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.

SSO Monitoring Plan

Purpose

This monitoring plan is to be used to guide the collection of surface water samples collected in the event of a sanitary sewer overflow (SSO), in accordance with the Monitoring and Reporting Program (MRP) for the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (Statewide Permit). The MRP, which was revised by the SWRCB in 2013 (Order WQO 2013-0058-EXEC) requires water quality monitoring (sampling) within 48 hours after initial SSO notification for Category 1 SSOs in which 50,000 gallons or more are spilled to surface waters. For smaller spills, monitoring may be conducted at the City's option or at the direction of the Solano County Environmental Health Services Division. As a rule of thumb for sampling of smaller SSOs, the City's informal policy is to collect samples for those SSOs in which 1,000 gallons or more reach surface waters. However, in any particular situation, site-specific conditions or other factors may dictate a different threshold for sampling of smaller SSOs, based on the judgment of staff at the scene and/or in consultation with supervisors.

Protocols for Sampling and Analysis

General

The purpose of sampling is to aid in assessing the impact of an SSO on surface waters. The general approach is to collect samples at locations representative of conditions upstream, at the discharge point, and downstream. For large spills or in quickly moving water, samples should be collected at additional downstream locations. As a general rule, the upstream and downstream locations should be 100-feet from the point where the spill enters surface water, however, conditions at the site may dictate other distances. In a tidally influenced channel, reverse flows may occur during an incoming tide, making identification of upstream and downstream directions more difficult.

For large spills, multiple sampling events will typically be needed to demonstrate that impact of the spill has attenuated over time. County Health may require ongoing sampling until the results indicate a return to "background" concentrations of bacterial indicators.

Sample Personnel

If possible, samples should be collected by staff from City's Wastewater/Water Treatment Plant laboratory. [Note: all references to "lab" and "laboratory" in this Plan refer to the City's laboratory, unless otherwise indicated]. Lab staff are the most familiar with proper sample collection and handling procedures. Contact numbers for lab staff are on the sampling instructions sheet included in the sample kit. If lab staff are unavailable,

samples are collected by the City's Field Maintenance staff (collections crew). However lab staff should still be alerted that samples will be arriving at the lab.

Sampling for Bacterial Indicator

For SSOs' that require water quality sampling, the analysis must include a bacterial indicator. The allowable indicators are total coliform, fecal coliform, enterococcus, or E. coli. The City's Water Quality Laboratory is ELAP-accredited to analyze for total/fecal coliform (multiple tube method) and enterococcus (Enterolert® method). Because enterococcus is considered a superior indicator for the presence of fecal contamination, and because the test produces result relatively quickly, enterococcus is generally the preferred bacterial indicator for SSO monitoring. The required media for the Enterolert® analysis is available at the laboratory at all times. Although the Statewide Permit requires testing using a single indicator, County Health may require testing for additional bacterial indicators.

Sampling for Other Constituents

The Statewide Permit also requires sampling for ammonia, which is normally present in wastewater but not in surface water, and thus serves as another indicator for the presence of wastewater. The laboratory is ELAP-certified for the ammonia analysis. If samples are to be analyzed within 24-hours of collection, a preservative is not required, otherwise a preservative is added to the sample at the laboratory.

Other water quality measurements that are typically run on samples from SSO events include dissolved oxygen and pH. In some cases conductivity may be useful to distinguish upstream from downstream samples in a tidal area. All of these tests are performed at the laboratory.

Sampling Equipment

The treatment plant laboratory maintains kits for use by lab staff or collection crew in collecting samples for SSOs. Kits include the following supplies:

- Bacterial samples: Pre-sterilized plastic bottles, 500 ml
- Ammonia and other samples: Plastic bottles, 1000 ml
- Dissolved oxygen: 300 ml glass BOD bottle with stopper
- Gloves, safety glasses, sample bottle labels, pen
- Forms for chain-of-custody, sampling instructions (with lab staff contact information), SSO testing instructions , and laboratory sample report
- Sampling pole and zip ties

Sample Collection Procedure

Refer to the "Sewer Overflow Instructions" (sampling instructions) form and training for specifics related to sample collection.

Accounting for Spill Travel Time

In cases where surface water monitoring is required, estimate the rate of flow of the water body (if applicable) and document how the estimate was made. This should be done even if conditions do not permit actual sampling.

The simplest method to estimate flow rate is to observe the distance an object present in the water (or placed in the water) moves in a given period of time. For example, if an object moves 25 feet in 10 seconds, the flow rate is 25/10 = 2.5 ft/second. For best accuracy, measurement over a larger distance and longer time are preferred (e.g. 100 ft is preferable to 10 feet). For time, use a stopwatch rather than counting (most cell phones are equipped with a stopwatch). An object that is mostly submerged works best, as it will be less affected by wind and surface currents. An orange or brightly colored rubber ball that floats low in the water works well for this purpose. Make sure to note if the surface water is tidally influenced, and if so, indicate whether the tide is incoming or outgoing at the time of sampling. For sampling in the Bay, note the direction of tidal flow at the time of sampling, and provide an estimate of flow velocity if possible.

Information regarding spill travel time should be used to inform decisions about sampling locations, both initial and follow-up. If water is moving quickly, the distance to downstream sample locations should be increased. A stream moving at 1 ft/second will travel 3600 feet (approximately ¾ of a mile) in one hour. A spill into rapidly moving water would be expected to dissipate quickly, whereas impacts of a spill into a marshland may persist for a long period. For water bodies that are tidally influenced, the impact of the spill may extend in multiple directions.

Sample Transport and Chain-of-Custody

Samples should be placed in the cooler with frozen blue ice (or other means to keep samples at <10 °C) and keep in a location out of the sun. Complete a chain-of-custody form and bring samples as soon as possible to the laboratory. If samples are brought in from the field by collections staff and lab staff are present, relinquished the samples to staff, who then assume chain-of-custody responsibility. If lab staff are not present, and it is clear that the laboratory will be unable to analyze the bacterial samples within the hold time, the bacteriological samples should be delivered to one of the alternative laboratories at the address listed below.

Hold Times

Analysis for bacterial indicator samples should begin within 8 hours of sample collection wherever possible. If ammonia sample will not be analyzed within 24-hrs of sample collection, preserve the sample with sulfuric acid per laboratory protocol. The hold time for preserved ammonia samples is 28 days maximum.

Follow-up Sampling

In general, follow-up sampling should be conducted if results from initial sampling indicate the continued presence of wastewater in the water body, and repeated until levels return to background conditions. The sampling locations may need to be adjusted and/or additional locations added based on information from the initial sampling.

Analytical Methods

The following analytical methods are used at the City's Laboratory:

- Enterococcus: IDEXX Enterolert® – preferred bacterial indicator for SSOs (SM9230D)
- Total Coliforms: Multiple Tube Fermentation - alternative bacterial indicator for SSOs (SM 9221)
- Fecal Coliforms: Multiple Tube Fermentation - alternative bacterial indicator for SSOs (SM 9221E)
- Ammonia: Ammonia selective electrode with distillation (SM 4500-NH3-D)
- Dissolved Oxygen: Luminescence based sensor (Hach Method 10360)
- pH: (SM 4500-H^+ B)
- Salinity: Electrical conductivity (SM2520 B)

Use of Accredited Laboratory

Samples for ammonia and bacterial indicators must be analyzed by an accredited or certified laboratory. The City's Wastewater/Water Plant laboratory is accredited to analyze for enterococcus, total coliform, fecal coliform, and ammonia. If analysis by the laboratory is not possible, it can be performed by the City's contract lab (CalTest) or the California Department of Public Health laboratory. Information for these labs is as follows:

Caltest Analytical Laboratory

1885 North Kelly Road
Napa, CA 94558
phone: 707-258-4000
Fax: 707-226-1001
Contact: Mike Hamilton

Napa - Solano County Public Health Laboratory
2201 Courage Dr.
Fairfield, CA 94533
Phone:(707-784-4410

Equipment Maintenance and Calibration

Lab staff are responsible for having a supply of appropriate sampling containers on hand, and for adding preservatives where required. Lab staff also are responsible for calibrating instruments that are maintained at the lab (e.g. D.O., pH, and conductivity meters).

Training:

Lab staff conduct annual training for City collections crew in the procedures described in this Plan.

Attachments:

- Sewer Overflow Instructions (sampling instructions)
- Sanitary Sewer Overflow Testing Instructions (instructions to lab staff)
- Sanitary Sewer Overflow Form (form for recording testing results)
- Example Chain of Custody Form

SEWER OVERFLOW SAMPLING INSTRUCTIONS

- **RESPOND TO OVERFLOW**
- **FOR A CATEGORY 1 SSO THAT EXCEEDS 1000 GALLONS, CALL THE CALIFORNIA OFFICE OF EMERGENCY SERVICES (CAL OES) at 800-852-7550 and get a CONTROLNUMBER.**
- **IF 50,000 GALLONS OR MORE OF THE OVERFLOW GOES INTO A CREEK, THE BAY OR STORM DRAIN SAMPLES MUST BE COLLECTED WITHIN 48 HRS OF BECOMING AWARE OF THE SSO. FOR LESSER QUANTITIES, SAMPLING IS OPTIONAL, BUT SHOULD BE DONE IF POSSIBLE. CONTACT WATER QUALITY STAFF TO COLLECT SAMPLES (phone numbers below). IF THIS IS NOT POSSIBLE, SAMPLES WILL BE TAKEN BY COLLECTIONS CREW.**
  - **DETERMINE DIRECTION OF WATER MOVEMENT FROM POINT OF DISCHARGE. ESTIMATE AND RECORD WATER VELOCITY.**
  - **COLLECT UPSTREAM (BLUE TAPE), DOWNSTREAM (GREEN TAPE), AND DISCHARGE POINT (ORANGE TAPE) SAMPLES. Fill the bottles the way you were shown in training. RECORD Date & Time, SAMPLE LOCATIONS, & YOUR NAME on the "Chain of Custody" (COC) form. Don't write on the blue or green tape**
- **CALL WASTEWATER PLANT LABORATORY TO ADVISE THAT TESTING IS REQUIRED. TAKE SAMPLES TO WTP LAB (OR CONTRACT LAB) FOR ANALYSIS AS SOON AS POSSIBLE**
- **COPY UTILITY MAP PAGE & IDENTIFY UPSTREAM, DOWNSTREAM, AND DISCHARGE POINT LOCATIONS.**
- **REPORT CATEGORY 1 SSOs IN CIWQS WITHIN 3 BUSINESS DAYS.**

Water Quality Division Emergency Info (Confidential!!)				
Employee	**Work Phone**	**Direct connect**	**Cell Ph #**	**Home Ph #**
Allison Connor	4781			
Erika Sheetenhelm	4781			
Nicole Van Aken	4781			

Sanitary Sewer Overflow (SSO) Testing Instructions:

The Corp yard will collect samples, call you, then bring samples to the lab.

Step 1:

Sign and fill out Chain of Custody (COC) form. Make sure to have the sampler sign the COC also (or whoever has delivered the samples).

Step 2:

Take pH and temperature, record on SSO form.

Step 3:

Measure Dissolved Oxygen, record on SSO form.

Step 4:

Shake and pour plastic Caltest bottles into HNO3 preserved plastic pints (located in the acid cabinet under the muffle furnance). Store in refrigerator.

Step 5:

A fecal coliform sample needs to be set up. The hold time for this is 8 hrs. Will a lab tech be able to set this for you within 8 hrs? If yes, refrigerate sample and go to Step 5. If no, place sample in cooler with ice for transport to the WTP. You will need to set up an Enterolert Quantitray sample at the WTP. Incubate at 41 degC for 24-28 hrs.

An alternative to this would be to contact Caltest and drive the sample to them for analysis.

Step 6:

An ammonia sample needs to be run. The unpreserved hold time for this is 24 hrs. Will a lab tech be able to run this within 24 hrs? If yes, refrigerate sample. If no, the sample must be preserved. Shake and pour sample into a plastic pint containing H2SO4 (located in the acid cabinet under the muffle furnance). Store in refrigerator.

Original sent to Corp Yard: _____
Copy to WWTP Sup't.: _____
Copy to Lab Files: _____
(Date and initial ALL before copying)

BENICIA SANITARY SEWER OVERFLOW FORM

Benicia WWTP Laboratory - ELAP Lab Certificate No. 1510

(Attach this form to the Map Page and Benicia COC)

Date: _____ Time Received: _____ Sample received by: _____

Overflow Location: _____ Map Page No. _____

Address (IF EXACT ADDRESS IS KNOWN): _____

WATER QUALITY DIVISION LAB DATA REPORT

Upstream location: _____ Sample time: _____ Sampler: _____

pH: _____Standard Units Fecal Coliform or Enterococci (circle one): ___ MPN/100 mLs

Dissolved Oxygen: _____ mg/L Ammonia: _____mg/L

Downstream location: _____ Sample time: _____Sampler: _____

pH: _____Standard Units Fecal Coliform or Enterococci (circle one): ___ MPN/100 mLs

Dissolved Oxygen: _____ mg/L Ammonia: _____mg/L

Any other sample locations: _____ Sample time: _____ Sampler: _____

pH: _____Standard Units Fecal Coliform or Enterococci (circle one): ___ MPN/100 mLs

Dissolved Oxygen: _____ mg/L Ammonia: _____mg/L

Comments: _____

_____

_____

_____

_____

Reviewed by Lab Director or Lab Analyst (initials)**:** _____ **Date:** _____

City of Benicia Laboratory ELAP #1510
CHAIN OF CUSTODY

Company Name:	**City of Benicia WWTP**			Project:	**Sanitary Sewer Overflow Located at :**
Mailing Address:	**614 E. 5th St.**				
City:	**Benicia**	State:	**CA**	Zip Code:	**94510**
Telephone:	**(707) 746-4294**	Fax #:		**(707) 745-1199**	
Report To:	**Nate Rankin/Jeff Gregory**			E-mail Address:	QC Data:
Sampler Signature:				Sampler (Print Name):	

Attach map page showing exact locations of OVERFLOW, Upstream & Downstream Locations

Cal EMA 800-852-7550 AND SoCo R M 784-6765 M-F or SoCo Sheriff Dispatch 421-7090 RB 510-622-2369 & F&G 800-645-7911

ANALYSES REQUESTED (Please provide method)

Upstream Sample Location:	Date / Time Sampled	Matrix Desc.	# of Cont.	Container Type	LabLite's Sample #	NH3	DO	Ent	pH						Comments/ Temp.(If required)
		AQ	1	pint poly		X									
		AQ	1	pint poly				X							
		AQ	1	BacT bottle			X								Remove foil & fill to shoulder
		AQ	1	glass BOD w/ stopper			X								Fill Up and Cap
Downstream Sample Location:	**Date / Time Sampled**														
		AQ	1	1 pint poly		X									
		AQ	1	1 pint poly				X							
		AQ	1	BacT bottle			X								Remove foil & fill to shoulder
		AQ	1	glass BOD w/ stopper			X								Fill Up and Cap
							NOTE – RUN FECAL COLIFORM OR ENTEROLERT								

Relinquished By:	Received By:	Date / Time:
Relinquished By:	Received By:	Date / Time:
Relinquished By:	Received By:	Date / Time:

Were Samples Received in Good Condition? ❑ Yes ❑ No Samples on Ice? ❑ Yes ❑ No