Sewer System Management Plan

May 2025 Update

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Preface

This Sewer System Management Plan (SSMP) has been prepared pursuant to the requirements of State Water Resources Control Board (State Water Board) Order No. WQO-2022-0103-DWQ, *Statewide Waste Discharge Requirements General Order for Sanitary Sewer Systems* (General Order). The content of this SSMP reflects the specific requirements of the General Order, and was informed by the *SSMP Development Guide*, developed jointly by the San Francisco Bay Regional Water Quality Control Board and the Bay Area Clean Water Agencies (BACWA) in 2005, and by the subsequent *Guide for Developing and Updating of Sewer System Management Plans* prepared by BACWA in 2024.

Each section of this SSMP corresponds to a required element as described in Appendix D of the General Order. The requirements for each element are also provided as a preface for each section of this SSMP. In some cases, a section may also include additional information (in subsections) that is not part of that element's required content.

CIWQS Identification

The following designations are used in CWIQS to identify the City and its collection system:

Agency: Millbrae City

WDID: 2 SSO10155

Collection System: Millbrae City CS

1.0 Goal and Introduction

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

1.1. Regulatory Context

The Plan Introduction section must provide a general description of the local sewer system management program and discuss Plan implementation and updates.

1.2. Sewer System Management Plan Update Schedule

The Plan Introduction section must include a schedule for the Enrollee to update the Plan, including the schedule for conducting internal audits. The schedule must include milestones for incorporation of activities addressing prevention of sewer spills.

1.3. Sewer System Asset Overview

The Plan Introduction section must provide a description of the Enrollee-owned assets and service area, including but not limited to:

- *Location, including county(ies);*
- *Service area boundary;*
- *Population and community served;*
- *System size, including total length in miles, length of gravity mainlines, length of pressurized (force) mains, and number of pump stations and siphons;*
- *Structures diverting stormwater to the sewer system;*
- *Data management systems;*
- *Sewer system ownership and operation responsibilities between Enrollee and private entities for upper and lower sewer laterals;*
- *Estimated number or percent of residential, commercial, and industrial service connections; and*
- *Unique service boundary conditions and challenge(s).*

Additionally, the Plan Introduction section must provide reference to the Enrollee's up-to-date map of its sanitary sewer system, as required in section 4.1 (Updated Map of Sanitary Sewer System) of this Attachment.

1.1. Regulatory Context

This Sewer System Management Plan (SSMP) was prepared by the Public Works Department of the City of Millbrae with support from Causey Consulting. Support for the November 2024 and 2025 updates were provided by EOA Inc. The SSMP is a compendium of the policies, procedures, and activities that are included in the planning, management, operation, and maintenance of the City's sanitary sewer system.

In 2006, the State Water Resources Control Board (State Water Board) issued statewide waste discharge requirements for sanitary sewer systems, which include requirements for development of an SSMP. The State Water Board's requirements were updated and reissued as the General Order for Sanitary Sewer Systems WQO 2022-0103-DWQ, adopted on December 6, 2022, and

referred to in this SSMP as the General Order. This SSMP update and the programs described in this document reflect the requirements of the reissued General Order.

1.2. Sewer System Management Plan Update Schedule

The State Water Board's SSMP Update web site lists the following due dates:

- SSMP Update: August 2, 2025
- SSMP Audit: February 2, 2025 (six months after end of required 3-year audit period, listed as August 2, 2024). The audit was conducted on January 14, 2025 and uploaded into CIWQS.

1.3 Sewer System Asset Overview

The City of Millbrae's sanitary sewer collection system serves a population of approximately 23,216 as reported in the 2020 census. It is located in the northern portion of the San Mateo County. The service area covers 3.26 square miles with approximately 6,319 sewer connections. The collection system consists of 59.3 miles of gravity sewers, 1600 manholes and 22 miles of publicly owned lower laterals. The remaining lower and upper laterals are privately owned. The gravity sewer lines range in size from six (6) to thirty-six (36) inches in diameter. The City also operates three (3) pump stations and associated force mains. All wastewater is conveyed to and treated at the City's Publicly Owned Treatment Plant (POTW).

There are no structures within the collection system for diverting stormwater to the sanitary sewer.

The City is responsible for all main lines within the collection system, except for a small number of lines owned and maintained by the City of Burlingame that discharge to the City's system. There are a small number of lines in Millbrae that are maintained by and discharge to the City of San Bruno system. Other than these arrangements with neighboring Cities, the City does not believe that there are unique service boundary conditions and challenge(s)

Information related to the data management systems used (Asset Inventory Management System (AIMS) and Granite Net CCTV software) is provided in Section 4.2. Ownership and O&M responsibilities for sewer laterals are also discussed in Section 4.2.

Figure 1.1 is a map of the City's sanitary sewer system.

Table 1.1 lists the number of connections by type (residential, commercial, industrial).

Table 1.2 and **Table 1.3** provide the composition of the sewer piping by size and material of construction, respectively.

Table 1.4 provides the installation age distribution of the City's collection system as reported in the California Integrated Water Quality System *(*CIWQS*)*.

The City has installed 17 SmartCover units on the sanitary and storm sewer manholes. The SmartCovers transmit information on water level in manholes to the AIMS system, and issues "Advisory" and High Level Alarm" warnings by email and text message to three City employees. The system also sends diagnostic information. SmartCover locations and data can be viewed on dedicated layers in the AIMS system.

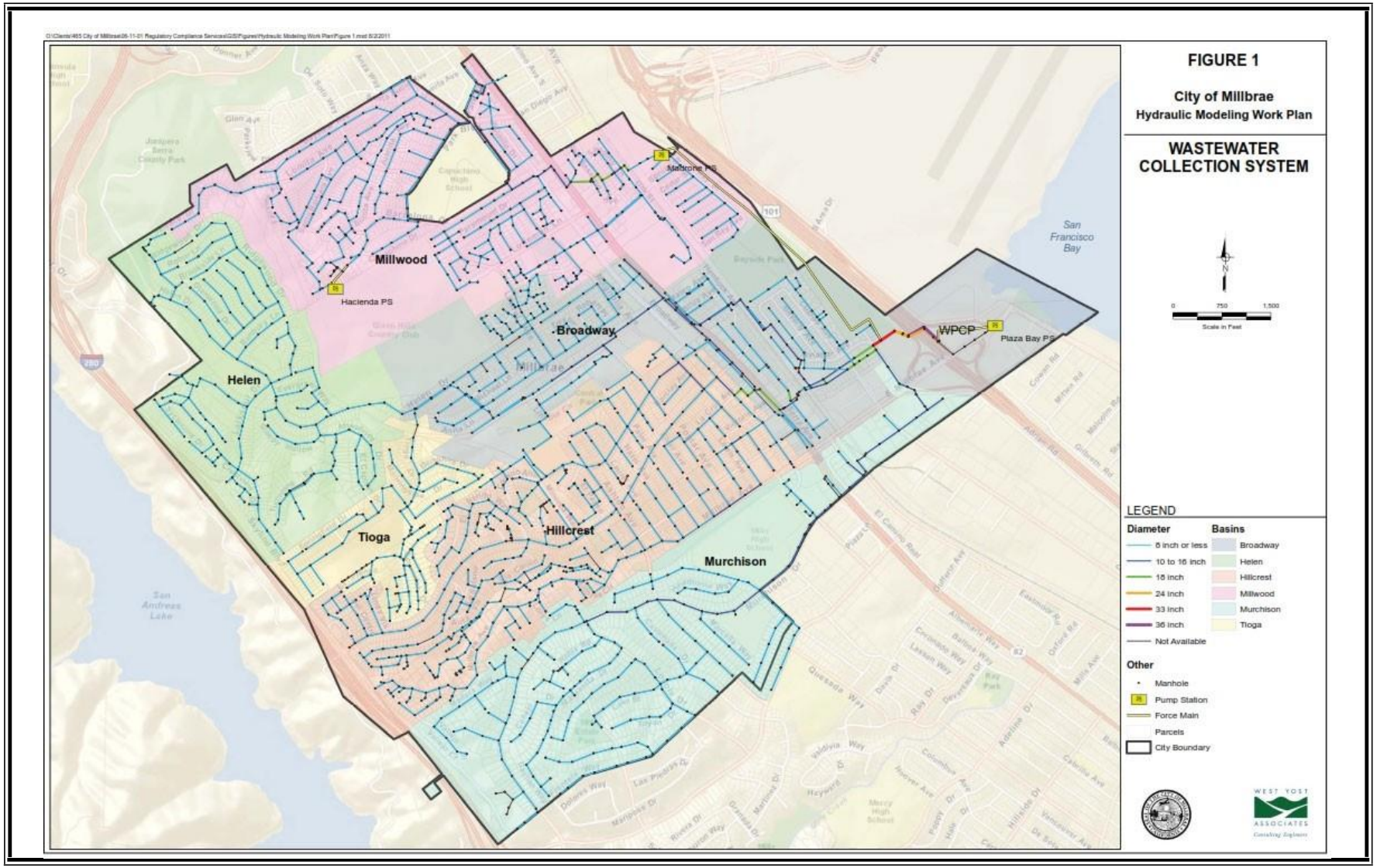


Figure 1.1 Millbrae Sewer System Map

Table 1.1: Number of Sewer Connection by Type

Type of Service	Number
Residential	6,017
Commercial	230
Industrial (High Strength)	77

Table 1.2: Gravity Sewer System Size Distribution

Diameter inches	Number of Line Segments	Pipe Length, linear feet	Portion of Sewer System, %
6	1,064	198,679	63.1
8	413	80,164	25.5
10	62	13,889	4.4
12	27	5,554	1.8
14	2	3,009	1.0
15	3	379	0.1
16	36	5,781	1.8
18	35	5,162	1.6
24	11	1,254	0.4
33	3	277	0.1
36	2	497	0.2
Totals	**1,658**	**314,645**	**100**
Total, miles	**N/A**	**59.6**	**100**

Table 1.3: Sewer System Materials of Construction

Material	Number of Line Segments	Pipe Length, LF	Percent of Sewer System
VCP	1,107	216,712	68.8
HDPE	492	85,339	27.1
RCP	5	3,079	1.0
DIP	7	1,990	0.6
CIP	1	102	0.0
PVC	32	5,617	1.8
PL	8	1,032	0.3
Transite	6	735	0.2
Liner	1	204	0.1
Other	1	146	0.05
Total	**1,659**	**414,956**	**100**

Table 1.4: Inventory of Sewer Lines by Pipe Age

Age, Years	Construction Period	Approx Miles of Main	Percent of System
0-5	2020-Present	6	10
21 - 40	2000 - 2019	12	20
41 – 60	1980– 1999	3	5
61 – 80	1960 – 1979	18	30
66 – 85	1940 – 1959	21	35
86 - 105	1920 – 1939	0	0
106 - 125	1900 – 1919	0	0
Approx Total Miles		**60**	**100**

* Source: CIWQS 2024 Annual Report

Figure 4.5 is a screen shot showing rainfall data from one of the SmartCover units.

The pump station SCADA systems also transmit alarm data to City staff. Alarms are triggered by high or low pump wet well water levels, power outages, or backup generator running (Madrone PS only).

1.4 Definitions and Abbreviations

The following are acronyms and abbreviations used in this SSMP and associated documents:

Asset Inventory Management Systems (AIMS) – see CMMS

Best Management Practices (BMP)

Refers to the procedures employed in commercial kitchens to minimize the quantity of grease that is discharged to the sanitary sewer system. Examples include scraping food scraps into a garbage can and dry wiping dishes and utensils prior to washing.

Building Lateral – see Private Sewer Lateral

Calendar Year (CY)

California Integrated Water Quality System (CIWQS)

Refers to the State Water Resources Control Board online electronic reporting system that is used to report and certify sewer spills, certify completion of the SSMP, and provide information on the sanitary sewer system.

Capital Improvement Plan (CIP)

Referring to the document that identifies future capital improvements to the City's sanitary sewer system.

Cast Iron Pipe (CIP)

City

Refers to the City of Millbrae.

Closed Circuit Television (CCTV)

Refers to the process and equipment that is used to internally inspect the condition of gravity sewers. CCTV videos are typically recorded on electronic media.

Computerized Maintenance Management System (CMMS)

Refers to a database application used to manage and document assets and maintenance activities of a collection system. The city currently uses the GIS-based Asset Inventory Management System (AIMS).

Corrugated Pipe (CP)

Ductile Iron Pipe (DIP

Enrollee:

A public, private or other non-governmental agency that has obtained coverage under the General Order. In the context of this SSMP, the enrollee is the City of Millbrae. The term is used extensively in the General Order.

Fats, Oils, and Grease (FOG)

Refers to fats, oils, and grease typically associated with food preparation and cooking activities that can cause blockages in the sanitary sewer system.

Fats, Roots, Oils and Grease (FROG)

Feet per sec (fps)

First Responder

Refers to the field crew or the On Call personnel that are the City's initial response to a spill event or other sewer system event.

Fiscal Year (FY)

Food Service Establishment (FSE)

Refers to commercial or industrial facilities where food is handled/prepared/served that discharge to the sanitary sewer system.

General Order

Refers to State Water Board Order 2022-0013-DWQ, *Statewide Waste Discharge Requirements – General Order for Sanitary Sewer Systems*. The term General Order is also used throughout Order 2022-0013-DWQ in referring to itself.

Geographical Information System (GIS)

Refers to the system that it uses to capture, store, analyze, and manage geospatial data associated with the City's sanitary sewer system assets.

Global Positioning System (GPS) Device

Refers to the handheld unit that can be used to determine the longitude and latitude of sanitary sewer overflows for use in meeting CIWQS reporting requirements. It can also be used to geolocate assets for the AIMS systems.

Grease Removal Devices (GRDs)

Refers to grease traps and grease interceptors that are installed to remove FOG from the wastewater flow at food service establishments.

High Density Polyethylene (HDPE)

Infiltration/Inflow (I/I)

Refers to water that enters the sanitary sewer system from storm water and/or groundwater.

- Infiltration enters through defects in the sanitary sewer system after flowing through the soil.
- Inflow enters the sanitary sewer without flowing through the soil. Typical points of inflow are holes in manhole lids and direct connections to the sanitary sewer (e.g. storm drains, area drains, and roof leaders).

Lateral

Refers to the piping that conveys sewage from a building to the City's sewer main. The distinction is sometimes made between the upper lateral (from building to property line) and the lower lateral (from property line to the sewer main).

Legally Responsible Official (LRO)

Refers to the individual(s) designated by the City with authority to ensure the enrolled sanitary sewer system(s) complies with this Order, and who is authorized to serve as the City's duly authorized representative. The LRO must be formally designated and registered with the State

Water Board, with an assigned username and password. Both data submitters and LROs can submit spill reports in CIWQS, but only LROs can certify reports. Refer to Section 5.1 of the General Order for a full description of required LRO qualifications and responsibilities.

Manhole (M/H)

Refers to an engineered structure that is intended to provide access to a sanitary sewer for maintenance and inspection.

Million Gallons per Day (MGD)

Mainline Sewer

Referring to City wastewater collection system piping that is not a private lateral connection to a user. Also referred to as a sewer main.

Monitoring and Reporting Program (MRP)

Refers to the Monitoring and Reporting Program section of the General Order.

Notice of Correction (NOC)

Nuisance

California Water Code section 13050, subdivision (m), defines nuisance as anything that meets all of the following requirements:

- It is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property.
- Affects at the same time an entire community or neighborhood, or any considerable number of people, although the extent of the annoyance or damage inflicted upon individuals may be unequal.
- Occurs during, or as a result of, the treatment or disposal of wastes.

Office of Emergency Services (OES)

Refers to the California State Office of Emergency Services.

Operations and Maintenance (O&M)

Pipeline Assessment and Certification Program (PACP)

Refers to the NASSCO certification program that is used for the evaluation and condition assessment of sewer lines and appurtenances from closed circuit televising of the lines and appurtenances.

Publicly Owned Treatment Works (POTW) – see WPCP below

Preventative Maintenance (PM)

Refers to maintenance activities intended to prevent failures of the sanitary sewer system facilities (e.g. cleaning, CCTV, repair).

Private Sewer Lateral (PSL)

That portion of a private property's building sewer is defined by the plumbing code, and is further defined as the piping of a drainage system that extends from the end of the building drain to the public sewer which includes the connection to the public sewer unless there is a cleanout in the sidewalk or within two and half feet of the property line. In this case the

property owner is responsible for the lateral from the building drain to the cleanout only. The General Order also uses the term "Privately-Owned Sewer Lateral" in referring to a PSL.

Private Lateral Sewage Discharges (PLSD)

Sewage discharges that are caused by blockages or other problems within a privately owned lateral.

Property Damage Overflow

Refers to a sewer overflow or backup that damages a property owner's premises.

Public Works (PW)

Pump Station

A facility that pumps sewage into a sanitary sewer force main or gravity main. Pump stations that discharge to gravity mains are also referred to as Lift Stations.

Regional Water Quality Control Board (RWQCB or Regional Water Board)

Refers to the San Francisco Bay Regional Water Quality Control Board, a part of the State Water Resources Control Board.

Sanitary Sewer Backup (Backup)

A wastewater backup into a building and/or on private property caused by blockages or flow conditions within the publicly owned portion of a sanitary sewer system.

Sanitary Sewer System or Sewer System

Refers to the sanitary sewer facilities that are owned and operated by the City of Millbrae and include main line sewers, manholes, pump stations, force mains and certain lower laterals and any other appurtenances in the publicly owned sewer system

Sensitive Areas

Refers to areas where an SSO could result in a fish kill or pose an imminent or substantial danger to human health.

Sewer Service Lateral

Refers to the piping that conveys sewage from the building to the City's wastewater collection system or to the property line cleanout.

Sewer System Management Plan (SSMP)

Spill

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. For reporting purposes, spills are grouped into one of the following four categories (definitions from General Order):

Category 1:

A Category 1 spill is a spill of any volume of sewage from or caused by a sanitary sewer system regulated under the General Order that results in a discharge to:

- A surface water, including a surface water body that contains no flow or volume of water; or

- A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly.

Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.

A spill from a City-owned and/or operated lateral that discharges to a surface water is a Category 1 spill;

Category 2:

A Category 2 spill is a spill of 1,000 gallons or greater, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

A spill of 1,000 gallons or greater that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system, is a Category 2 spill.

Category 3:

A Category 3 spill is a spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

A spill of equal to or greater than 50 gallons and less than 1,000 gallons, that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 3 spill.

Category 4:

A Category 4 spill is a spill of less than 50 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

A spill of less than 50 gallons that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 4 spill.

Spills that include multiple appearance points resulting from a single cause are considered a single spill for documentation and reporting purposes in CIWQS.

Wastewater backups into buildings caused by a blockage or other malfunction of a building lateral that is privately owned are not considered failures of the City's sewer system and do not require reporting by the City.

Note: The previous General Order used the term "Sanitary Sewer Overflow" (SSO) to describe releases from the sewer system. The term is not used in the current General Order but appears in historic documents and on the State Water Board's web site.

Spill Emergency Response Plan (SERP)

A Plan that describes actions taken by the City in response to a spill, notification and reporting requirements, and other related items. The SERP is required as Element 6 of this SSMP.

Spill Report

Refers to sewer spill report submitted through the State Water Board's CIWQS database.

Standard Operating Procedures (SOP)

Refers to written procedures that pertain to specific activities employed in the operation and maintenance of the Sanitary Sewer System.

Standard Specifications

Refers to the latest edition of Standard Specifications published by the City of Millbrae

State Water Board

Refers to the California Environmental Protection Agency (Cal EPA) State Water Resources Control Board (SWRCB). The SWRCB is the parent agency of the Regional Water Board and is the agency that issued the General Order. The General Order uses the term "State Water Board" when referring to the SWRCB. That same convention is used in this SSMP.

Supervisory Control and Data Acquisition (SCADA)

Refers to the electronic system used by the City to monitor the performance of its pump stations and to notify the operating staff when there is a condition that requires attention.

Untreated or Partially Treated Wastewater

Any volume of waste discharged from the sanitary sewer system upstream of a wastewater treatment plant headworks.

Utility and Operations Division (U&O)

Vitrified Clay Pipe (VCP)

Waste Discharge Identification Number (WDID)

State of California Waste Discharge Identification Number for reporting spills and other required information required by the General Order.

Waste Discharge Requirements (WDR)

Refers to an order regulating the discharge of wastes issued under the authority of the California Water Code. WDRs are issued by both the State Water Board and Regional Water Boards and may apply to individual dischargers or groups of dischargers, in which case the WDR is typically referred to as General or Statewide Orders. General Order No. 2022-0103-DWQ is a WDR.

Attachment A of the General Order has additional definitions for terms used in that Order.

Water Body

Any stream, creek, river, pond, impoundment, lagoon, wetland, or bay.

Water of the State

Refers to "any surface water or groundwater, including saline waters, within the boundaries of the state." (California Water Code § 13050(e)).

Water of the United States or Surface Waters

Refers to the Environmental Protection Agency definition included in the Clean Water Act Part 230.3 Definitions.

Water Pollution Control Plan (WPCP)

The City-owned sewage treatment facility operated by the Public Works Department, located at 400 East Millbrae Avenue.

2.0 Organization

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 Services.)*

2.1 Name of Legally Responsible Official

The City's current LRO is listed below. The LRO meets the requirements described in Section 5.1 of the General Order. Contact information is provided in Section 2.3 of this SSMP.

Name	Position
Craig Centis	Public Works Deputy Director, Utilities and Operations

2.2 Organization Chart

The City's organization chart is presented in Figure 2.1. The chart is periodically updated. Roles and responsibilities of key personnel relative to the wastewater collection system are as follows:

Public Works Director: Plans, organizes, directs and supervises the public works activities of the City. Oversees all City public works activities including engineering, public improvement inspections, streets, storm drains, sanitary collection and treatment, water distribution and traffic engineering. Advises City officials on public works and related engineering matters. Assists in the formation of the City's Capital Improvement Program. Administers construction contracts and consultant requests for proposals and agreements.

Public Works Deputy Director, Utilities and Operations: Designated as the Legally Responsible Official (LRO). Oversees the overall sanitary sewer program, communicates with the City Manager, provides reports to the City Council, establishes policy, plans strategy, reviews and certifies SSMP, allocates resources, delegates responsibility, authorizes outside contractors to perform services, designates Data Submitters (DS) for spill reporting. Reports to Public Works Director.

Public Works Collections Division Supervisor: - Manages collection system field operations and maintenance activities, provides relevant information to agency management, prepares and implements contingency plans, trains field crews, leads emergency response, investigates and

reports spills in CIWQS (Data Submitter). Reports to the Public Works Deputy Director for Utilities and Operations.

Lead Maintenance Worker: Responsible for maintenance and operations of the City's collection system. Implements preventive maintenance on the collection system and provides 24-hour emergency response. Reports to Public Works Streets, Collections, and Storms Supervisor.

Senior Maintenance Worker**:** Supervises and assists in the implementation of City and department rules, reports, regulations, policies and procedures; may inspect work being performed by outside contractors; inputs and retrieves data and work orders from a computer; and provides written reports. Reports to the Public Works Streets, Collections, and Storms Supervisor.

Maintenance Worker I/II – Public Works: Responds to SSOs. Performs preventive maintenance activities and mobilizes and responds to notification of stoppages and SSO's. Reports to Public Works Streets, Collections, and Storms Supervisor.

Equipment Mechanic: Supervises the vehicle garage operation under the direction of the Superintendent of Public Works. Supervises and assists in performing a variety of skilled tasks while performing major and minor mechanical repairs to automobiles, trucks, sweepers, tractors and other power-driven mechanical equipment and to do related physical work as required. Coordinates vendors associated with mechanical equipment.

City Engineer: Plans, designs, reviews, and prepares detailed engineering plans, specifications, cost estimates, contracts, and related documents for sewer and other public works projects. Coordinates with the Utilities and Operations Department on sanitary sewer system issues. Administers major public works projects. Updates engineering standard plans and specifications. Prepares reports, correspondence, budget documentation and other administrative documents. Prepares the Capital Improvement Plan and budget. Acts as resident engineer for public works projects.

Engineering Technician: Under direct and/or indirect supervision, performs sub professional engineering office and fieldwork of moderate difficulty. Responsibilities in support of the sewer collection system include drafting work for plans and base maps, locating existing utilities, assists with project and contract administration and field inspection of construction, plan checking of improvement plans, maintains division databases, prepares cost estimates, and responds to public inquires and requests for assistance either in person or over the phone.

Industrial Waste Inspector I/II: Under general supervision of the Laboratory/Source Control Supervisor, and guidance of the Senior Industrial Waste Inspector implements and enforces the Federal General Pretreatment Regulations, the City Sewer Ordinance, the Federal Storm Water Regulations and Pollution Prevention Program Requirements; performs POTW process monitoring and NPDES permit self-monitoring requirements. The position also manages the Fats, Oils and Grease program for the City.

Administrative Assistant: Provides clerical and administrative support to the collection system operations under the direction of the Public Works Director. Supports the City AIMS system by producing and completing works orders into the AIMS system, by supporting the data management in the AIMS system. Receives and responds to public inquires related to public works operations. Supports public works staff as requested and required.

Contractors: The City utilizes many outside service contractors to support collection system functions such as major electrical and instrumentation operations, major mechanical equipment, pump maintenance, engineering design and support and root control operations. These services are provided through service agreements or purchase orders issued by the City.

2.3 Contact Information

Contact information for key City personnel involved in SSMP implementation are provided in Table 2.1 below.

Table 2.1 Key City Personnel Involved in SSMP Implementation

Position	Name	Phone Number
City Manager	Tom Williams	(650) 259-2467
Director of Public Works	Sam Bautista	(650)259-2336
Public Works Deputy Director	Craig Centis	(650) 259-2376
Public Works Collections Supervisor	Chris Junio	(650) 259-2453
City Engineer	Ahmad Haya	(650)259-2393
Senior Civil Engineer	Armando Mora	(650) 259-2545
Chief WPCP Operator	Harry Kwong	(650) 259-2393
Lab/Source Control Supervisor	Kevin Cesar	(650) 259-2392
Maintenance Lead Worker	David Boicelli	(650) 259-2374

2.4 Spill Response Chain of Communication

The Chain of Command for Spill Response and Reporting is illustrated in Figure 2.2. (Not all lines of communication within the chain are utilized for a given spill – see below). The Fire Department is notified only if hazardous substances are involved. The Fire Department will send a report to the Public Works Utilities and Operations Supervisor who will use this report for reporting purposes to the regulatory agencies.

The City office is open Monday through Friday, 8:30 A.M. to 5:00 P.M. All service calls or reported spills received during business hours are directed to the Public Works Collections Supervisor and the information is recorded in CMMS with an assigned Service Call Number. Service calls received after business hours are directed to the County Dispatch Center, and the message is relayed to the designated on-call sewer worker. The sewer worker summons additional help as necessary and contacts the Collections Supervisor.

After the Sewer Maintenance Crew has contained the spill, fixed the sewer-related problem, and performed cleanup, the Sewer Maintenance Crew submits a report to the Public Works Collections Supervisor. The SSO reporting process and responsibilities are described in detail in the SERP.

Figure 2.1 Millbrae Public Works Department Organization Chart

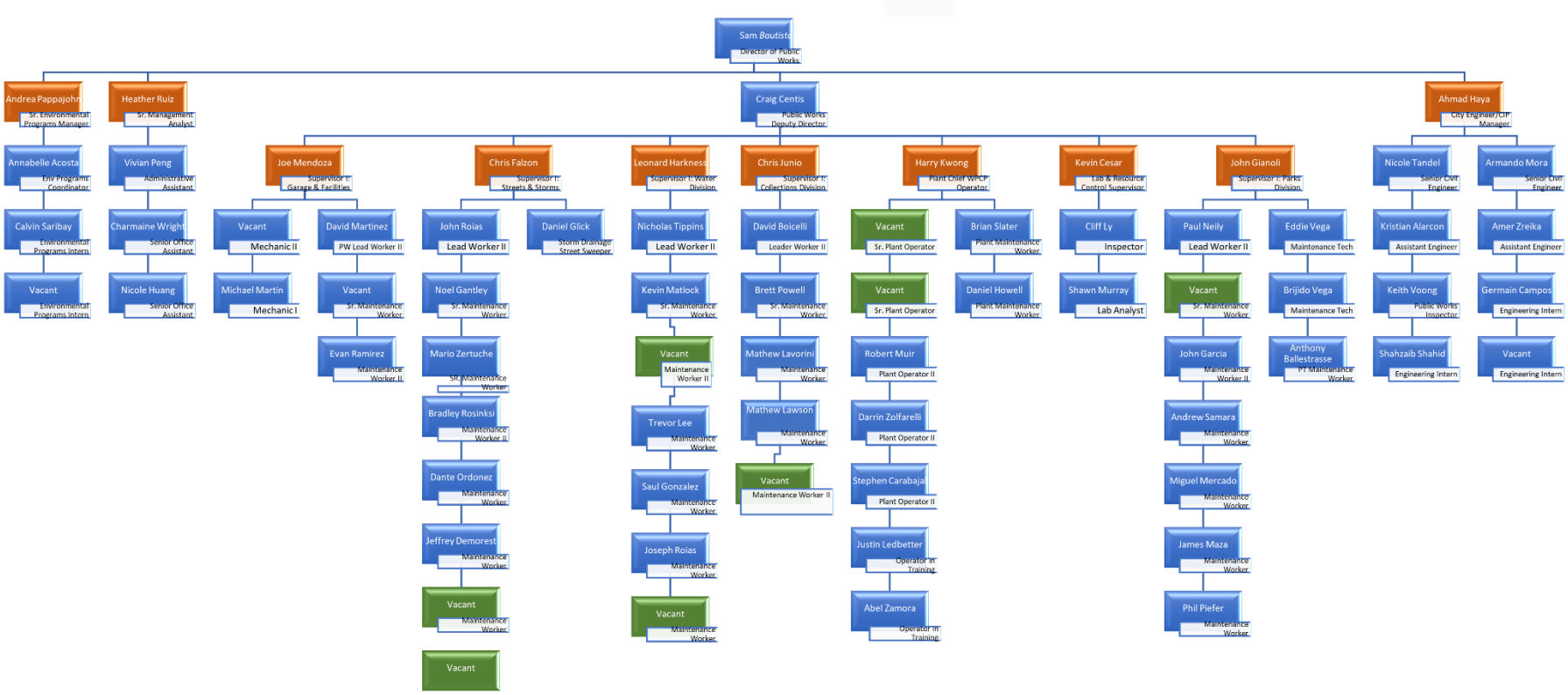
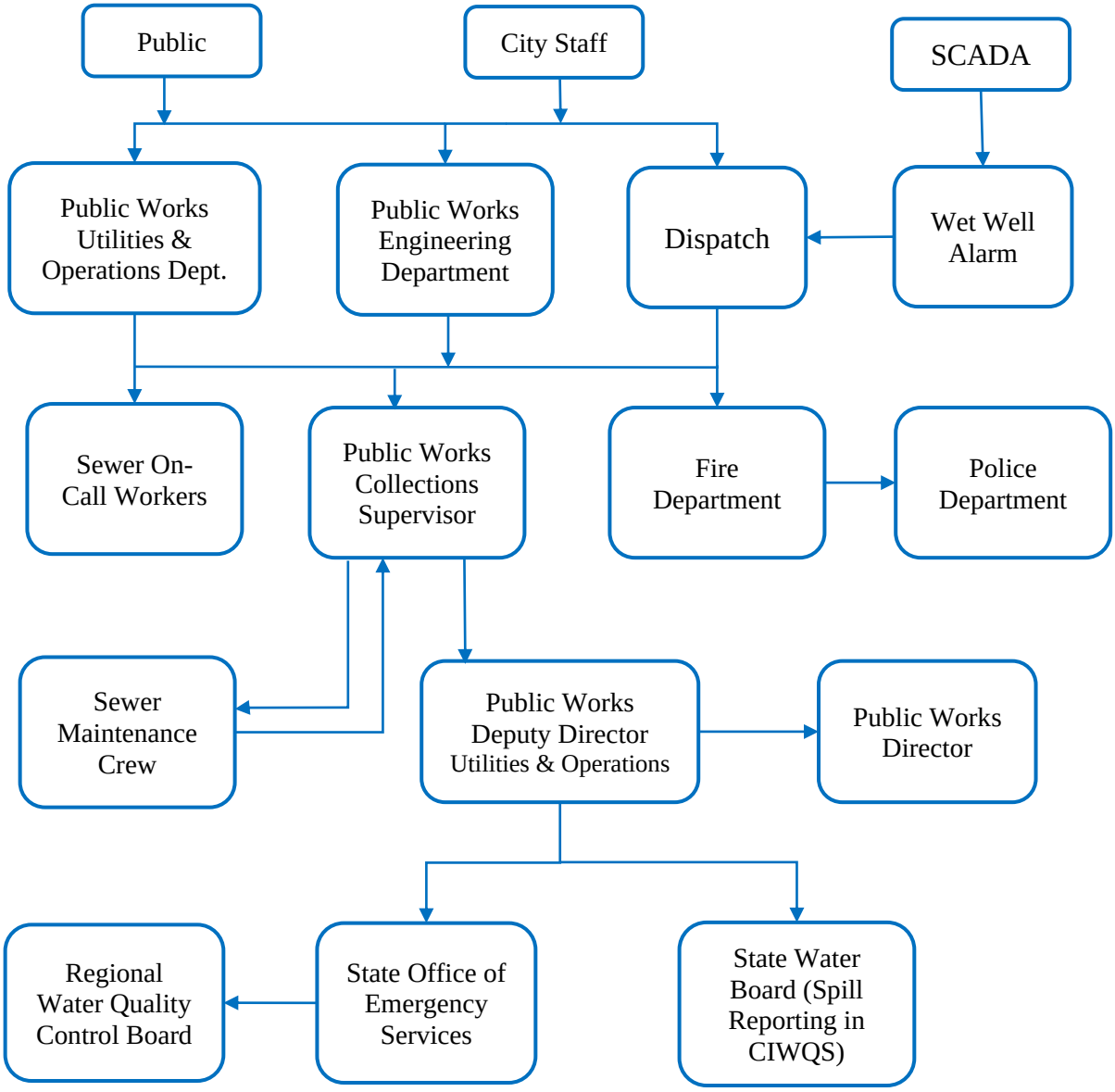


Figure 2.2 Millbrae Spill Response Chain of Communication



3.0 Legal Authority

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.*

Table 3-1 documents the City's legal authority to implement the requirements of the General Order. Except as noted, all citations are refer to the City of Millbrae Municipal Code, Title 8 Public Works, Chapter 8.20 Municipal Sanitary Sewer System.

Table 3.1: Documentation of Legal Authority

Legal Authority to	Legal Authority Reference
Prevent illicit discharges	*8.20.720 Illicit Discharge Elimination*
Limit discharge of fats, oils and grease and other debris that may cause blockages.	*8.20.290 Prohibited Waste Discharges*
Require that sewers and connections be properly designed and constructed	*8.20.240 Design Standards, General* *8.20.260 Construction Standards*
Require proper installation, testing, and inspection of new and rehabilitated sewers	*8.20.270 Inspection Requirements*
Ensure access for maintenance, inspection, or repairs for portions of the service lateral owned or maintained by the City	*8.20.240 Design Standards, General*

Legal Authority to	Legal Authority Reference
Control infiltration and inflow (I/I) from private service laterals	*8.20.440 Abatement of leaks, breaks and improper sanitary sewer connection* *8.20.450 Testing & Replacement of Sanitary Sewer Laterals* *8.20.460 Inspection of Sanitary Sewer Laterals as Precondition to Obtaining Building permit*
Requirements to install grease removal devices (such as traps or interceptors), design standards for the grease removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements[1]	*8.20.510 Pretreatment of Industrial Wastewater* *8.20.670 Interceptors- When Required* *8.20.680 Maintenance of Interceptors* *8.20.620 Retention of Records* *Title 9, 9.10.505 Adoption of California Plumbing Code, 2022 Edition*
Authority to inspect grease producing facilities	*8.20.750 Right of Entry- Inspection and Sampling*
Define City responsibility and policies for sewer lateral ownership, maintenance and rehabilitation or repair	*8.20.160 Building Drain and Sanitary Sewer Lateral* *8.20.430 Sanitary Sewer Laterals*
Requirements for Sewer Lateral Inspection	*Title 9, 9.10.615 Amendment to Plumbing Code Section 102.4.1*
Obtain easements for sewer system O&M activities,	*8.20.240 Design standards, general* *8.20.130 Extension of service area*
Enforce any violation of its sewer ordinances	*8.20.760 Enforcement Actions*

1. The Wastewater Treatment Plant's Pretreatment Program FOG policy expands upon Municipal Code requirements related to installation and maintenance of Interceptors and Grease Removal Devices.

The Public Works Collections Supervisor and City staff are also responsible for operating the municipal separate storm sewer system (MS4) within the City, so that coordination, collaboration and access to the storm drainage system agency is automatic.

4.0 Operations and Maintenance Program

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

4.1. 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.

4.2. Preventive 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:

- *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.

4.3. 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.*

4.4. Equipment Inventory

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

4.1 Collection System Maps

The wastewater collection system maps and the storm water drainage maps include the facilities and basic map information described herein. The maps are maintained in AIMS, the City's GIS-based CMMS. Some areas or facilities may not have complete information but are updated by Public Works Engineering Section staff as changes to the systems occur. Maps are also updated regularly based upon reports of changes from the field, additions or changes due to capital projects or other changes as identified by City staff.

Sewer and stormwater maps are stored in the Corporation Yard, in the City Public Works Engineering office, and in emergency response vehicles.

Wastewater Collection System Maps

Sewer system maps include the following:

- Manhole – ID number, location with reference to streets and property lines.
- Pipe and Force Main – name, location, size, shape, direction of flow, length, type of material.
- Pump Station – name, location

Storm Drainage System Maps

The storm drainage system maps are separate from the collection system maps and include the following:

- Manhole – ID number, location
- Storm water facilities – direction of flow, location, size
- Pump Station – name, location

System Boundary Map

An electronic sanitary sewer system service area boundary map that conforms with the specifications in Section 3.8 of Attachment E1 of the General Order will be submitted between July 1, 2025 and December 31, 2025.

4.2 Preventative Operation and Maintenance Activities

The elements of the City's sewer system O&M program include:

- Proactive, preventive, and corrective maintenance of gravity sewers
- Ongoing CCTV inspection program to determine the condition of the gravity sewers
- Rehabilitation and replacement of sewers that are in poor condition
- Periodic inspection and preventive maintenance for the Pump stations and force mains

The City's O&M program for the sanitary sewer system is designed to preserve and protect the City's investment in that system and to provide for its ongoing resilience, and to protect public and environmental health by minimizing the potential for sewer spills. Information provided in Section 2.2 of this SSMP describe roles and responsibilities of City staff involved in implementing the program.

Data Management Systems

<u>AIMS CMMS</u>:

The City's Asset management/CMMS is a map-based system built on the ESRI GIS platform. It incorporates the usual functions of a CCMS such as work order generation and tracking, cleaning schedules, archiving of historic maintenance data, asset information, etc. Figures 4.1 through 4.5 are screen shots from the CMMS that provide a sense of its capabilities.

<u>Granite Net Software</u>

The Granite Net Software captures CCTV videos taken by the Maintenance crew and uploads them into the AIMS CMMS at night. Video locations and video files can then be accessed through AIMS.

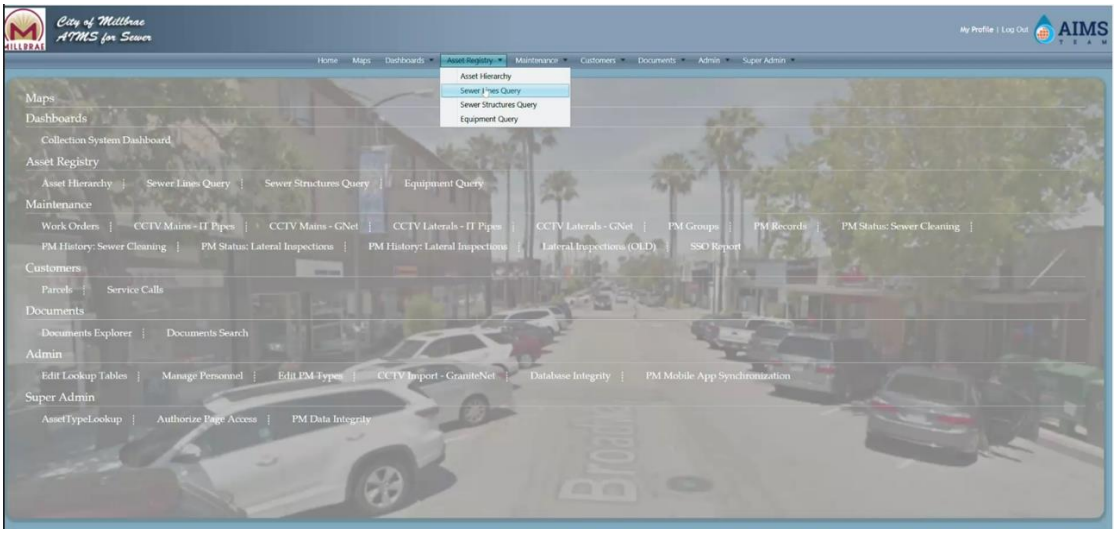


Figure 4.1 AIMS Overview Screen

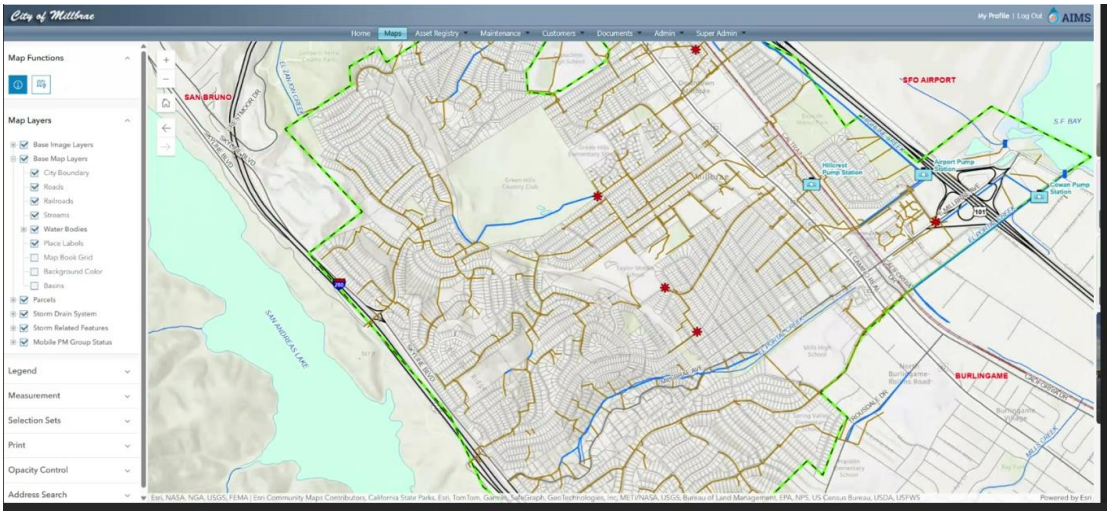


Figure 4.2 Example System Map

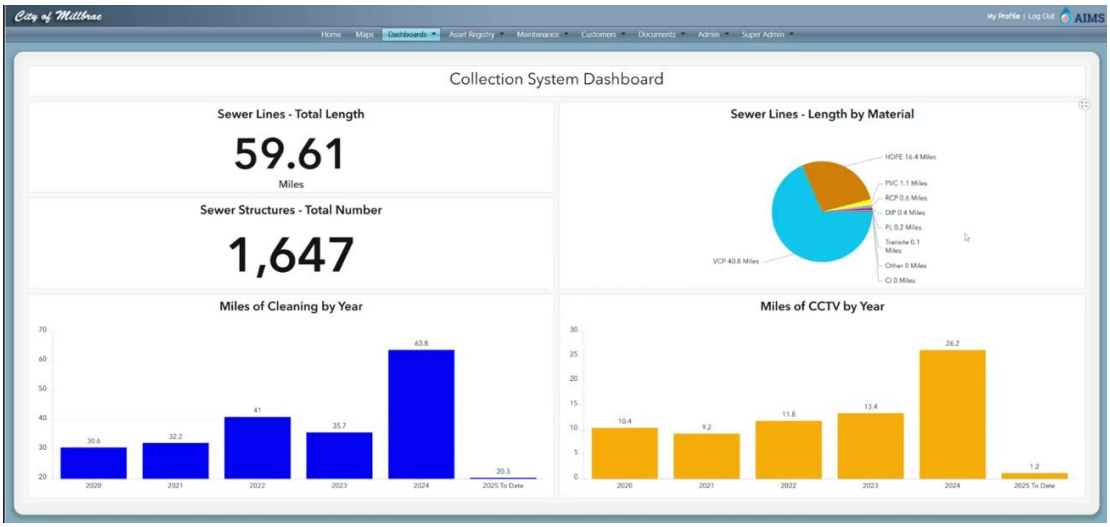


Figure 4.3 CMMS Collection System Dashboard

Figure 4.4. Example Work Order Map

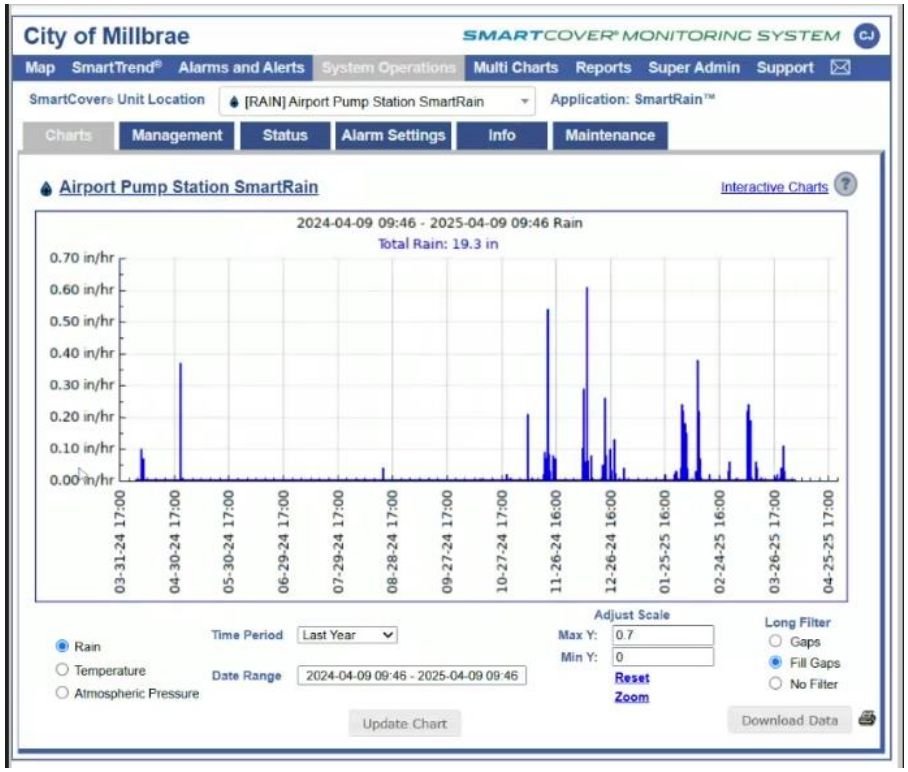


Figure 4.5. Example SmartCover Monitoring Trend

Gravity Sewer System

PM activities for the gravity sewer system include the following, each of which are discussed in this section.

Activity	Performed by
Cleaning	Line cleaning crew
CCTV Inspection & Condition Assessment	Camera crew
Pump Stations	Maintenance crew

Cleaning

The City proactively cleans the sanitary sewer system, with the goal of cleaning the entire system annually. Recently installed or rehabilitated sewer lines are primarily HDPE, which is much less prone to root intrusion and other problems and therefore does not require such frequent cleaning. HDPE lines are currently on a 5-yr cleaning cycle. A separate cleaning program for "hotspot" locations is described in Table 4.1. Historical system-wide line cleaning footages are listed in Table 4.2. Refer to the end of this section for a discussion of lateral cleaning activities.

Table 4.1 Hot Spot Line Cleaning[1]

Frequency (Area)	Number of Pipe Segments	Line Cleaning, LF/period	Line Cleaning, miles/period	Percent of System
6 months (Group 6 Bayside)	76	13,820	2.62	4.4%

Table 4.2: Historical Line Cleaning Footages

Fiscal Year	Line Cleaning, LF	Line Cleaning miles	Percent Of System
2013/2014	277,723	53	89%
2014/2015	200,417	38	64%
2015/2016	229,020	43	73%
2016/2017	274,339	52	87%
2017/2018	210,032	39.8	66%
2018/2019	85,502	35	61%
2020/2021	78,189	14.8	25%
2022/2023	112,387	21.3	35%
2023/2024	93,715	17.7	30%

[1] Former cleaning Groups 10, 11 and 12, which comprised a total of 1.5% of the system, are no longer necessary. Groups have been repaired or replaced and are now on the normal annual schedule.

The line cleaning crew executes cleaning with a variety of equipment, as described in the City's Standard Operating Procedures listed in Appendix A1.

Sewer spills are attributed to a variety of causes. Historically, the primary cause of spills was root intrusion, with relatively few attributed to FOG. The City's cleaning program is therefore primarily focused on reducing and managing root intrusion into the collection system.

CCTV Inspection & Condition Assessment

The City CCTV program is structured around a condition-based approach based upon the PACP rating system. Results of CCTV are the primary basis for prioritizing CIP repair/replacement projects, with age of pipelines, observations during cleaning, and occurrences of spills also informing CIP decisions. As in the case of cleaning, the frequency of CCTV inspections for HDPE lines can be lower than for other types of pipe material. Historical results of the City CCTV efforts are listed in Table 4.3.

Table 4.3: Historical CCTV Footages

Fiscal Year	CCTV Footages, LF	CCTV Footages miles	Percent of System
2010/2011	36,010	6.82	11.5%
2011/2012	45,304	8.58	14.5%
2012/2013	110,535	20.93	35.3%
2013/2014	125,597	23.78	40.1%
2014/2015	68,094	12.89	21.7%
2015/2016	28,557	5.41	3.2%
2016/2017	77,561	14.69	8.8%
2017/2018	77,164	33.98	57%
2018/2019	102,248	19.37	32%
2020/2021	57,686	10.93	18%
2022/2023	84,012	15.91	26%
2023/2024	115,000	21.86	35%

Pump Stations and Force Mains

The City operates and maintains three pump stations and associated force mains: Madrone, Hacienda, and Plaza Bay Pump Station, as shown in Figure 1.1. Firm capacities for the stations range from 300 to 1,425 gallons per minute.

Each of the three pump stations discharge to force mains and they are identified and described in Table 4.4 and Table 4.5.

The City conducts regular operational inspections of its Madrone pump station in accordance with OP57. Inspections for the other pump stations are similar.

All pump stations include SCADA monitoring systems that automatically page City staff if unusual conditions or alarms are registered 24/7. The Public Works Collections Supervisor is responsible for all work scheduling and documentation for the pump stations maintenance. In addition, he/she is to provide training to other collections system staff on the operations of each pump station so that staff is familiar with emergency response procedures in case of emergencies. An outside service contractor specializing in this type of maintenance provides high voltage electrical maintenance.

The Public Works Department has established emergency response procedures for pump station operations during power outages. The City contracted with DKF Solutions for the preparation of individual Pump Station Emergency Response Plans for each of the stations. Draft versions of the plans were completed in 2023 and are incorporated by reference as **Appendix B-2**.

The Pump Station Emergency Response Plans include wet well retention times, overflow containment directions and locations and directions of overflow paths from the stations. These procedures are intended to assure the maximum protection of the City's very important environmentally sensitive areas. All emergency response employees are trained and required to understand these important procedures.

The City plans to remove the Hacienda Pumps Station and replace it with a gravity line which will have the same capacity. This change will reduce O&M needs associated with that station.

Table 4.4: Pump Station Locations and Descriptions

Station Name	Address	# of Pumps	Pump Mfgr.	Capacity, gpm	Standby Power, kW
Madrone	350 Madrone	3	Fairbanks Morse	1700	50
Hacienda	871 Hacienda	1	Chicago Yeoman	30	None
Plaza Bay	401 Millbrae Ave	2	Flygt	1700	None but bypass used

Table 4.5: Force Main Locations and Descriptions

Force Main Name	Length, LF	Size, Inches	Pipe Material	Installation Date
Madrone	8,000	14	Asbestos-Cement	1980
Hacienda	400	4	Ductile Iron	1980
Plaza Bay	2,000	6	Ductile Iron	1975

Maintenance of Private Sewer Laterals

The City has no responsibility for the installation, maintenance, operation, repair or replacement of private sewer laterals connected to the City mains. This includes the upper and lower laterals. However, the city will maintain that portion of sanitary sewer lateral from a cleanout wye,

inclusive of the cleanout wye (i.e., the lower lateral) to the city sanitary sewer main under the following conditions:[2]

A. A cleanout is provided either in the sidewalk, or within two and one-half feet of the face of curb or edge of pavement where there is no sidewalk, or in a side or rear yard within two and one-half feet of the city main; when the cleanout is located outside of these designated areas, the property owner is responsible for maintaining the sanitary sewer lateral all the way to the City sanitary sewer main, including the wye connection at the main. The above maintenance responsibilities shall be conducted in full compliance with all applicable requirements contained in this chapter.

B. Prior to the City's acceptance of maintenance responsibility for that portion of a sanitary sewer lateral from a newly installed cleanout to the main, including the wye connection to the main, the property owner shall be responsible for having this section of lateral inspected internally by a closed circuit television camera and providing these results to the city for review. If the City determines that this section of the lateral is defective and does not meet City's requirements, the property owner shall be required to perform all repairs necessary to bring the condition of the lateral up to city standards. Property owner must obtain an encroachment permit from the city prior to performing any required repairs on the city's right-of-way. The City will accept maintenance responsibility for the section of the lateral from the new cleanout to the main only after both of the following conditions have been met: (1) the City has issued an encroachment permit for the required repairs in the city's right-of-way, and (2) all repair work is completed to the city's satisfaction. The City voluntarily reports all private sewer lateral SSOs as they become aware of the overflows.

Prior to transfer of ownership (close of escrow), property owners must perform an in-line closed circuit video inspection of their existing sanitary sewer lateral from the building to the City main per Millbrae Municipal Code section 8.20.450. The inspection is exempt if the lateral has been tested and passed within the last 5 years or if the entire lateral has been replaced within the last 20 years.

During the video inspection the City Sanitary Sewer Lateral Inspection Form shall be filled out and submitted to the Public Works Engineering Division. The video submitted must be in DVD format and must be performed from the building to the City main. The City has an approximate one-week turn-around time on all videos submitted and follow- up is performed via e-mail.

The City's Sanitary Sewer Lateral Rebate Program provides rebates to assist property owners with the cost of upgrades made to their private sanitary sewer laterals. Recently separated sanitary sewer laterals, sewer laterals that are required to upgrade to current City code, sewer laterals at risk of overflowing and broken sewer laterals may qualify for a rebate from the City in the amount of 20% of the total cost paid for the upgrade or up to $2,000. Funds are limited and are available on a first-come, first-serve basis. The City has currently budgets $60,000 annually for this program. Each residence is limited to one rebate from the City.

The City has developed a Lateral Maintenance Program module in the AIMS CMMS to track lateral cleaning activities. The cleaning program does not yet operate on a fixed cleaning schedule

[2] Millbrae Municipal Code Section 8.20.430

as in the case of the main lines. Currently, cleanings are done as there are opportunities arise in the schedule.

4.3 Rehabilitation and Replacement Activities

The City's Capital Improvement Plan for the next five (5) years was developed from the CCTV inspection program that assessed the condition of all gravity sewers, and that included PACP condition assessment of each line segment. The information gathered during the condition assessment was used to select and prioritize gravity sewers for repair/rehabilitation/replacement.

The City has an annual sewer rehabilitation and replacement program to rehabilitate or replace the portions of its wastewater collection system and pump stations related assets where conditions warrant. The projects that are included in the Capital Improvement Program Budget are listed in **Appendix A-2.** The funds that support the Capital Improvement Program come from the City's sewer service charges that are based upon regular sewer service charge rate analyses.

The City generally replaces about 1.5 miles of main lines every two years through CIP projects. About 0.25 miles per year are replaced by City staff as emergency repairs. Approximately 60 lower laterals/yr are replaced by City staff as "in house" projects or by contractors as part of CIP projects. The City will replace a lower lateral when a homeowner replaces an upper lateral, if there is a cleanout.

4.4 Training

The City uses a combination of in-house classes and field exercises; on the job training; conferences, seminars, OSHA classes and other training opportunities that are provided in the California area. The City requires its wastewater collection system employees to be certified in Collection System Maintenance by the California Water Environment Association. The certification process requires employees to demonstrate that they have participated in 12 hours of training every two years to renew their certificates.

The City conducts department seminars for its wastewater collection system employees on both the SSMP and SERP annually including volume estimation and SSO start time determinations. This training includes field exercises in the estimation of SSO volume and SSO containment.

In addition, the City conducts annual confined space entry and certification for all employees that might be required to enter confined spaces anywhere in the City. Finally, the City conducts bi-weekly tailgate meetings with all collections system staff to discuss topics related to safety, operations and performance expectations.

The City's maintenance crews receive work-related training on a regular basis, and the City documents the training programs and activities in writing. Training courses typically attended by staff include the following:

- PACP Certification
- Underground Utility Maintenance & Construction Safety
- CWEA TCP Prep Training
- Sewer Spill Mitigation Training
- SSO Response & Reduction Workshop

- Electrical Instrumentation: Pump Station Optimization
- First Aid & C.P.R.
- Respirator Training
- Injury & Illness Prevention Program
- Safety & Traffic Control Plans for Work Zones
- Bi-Monthly, In-House Job Site Safety Tailgates including Housekeeping & Work Practices

4.5 Equipment and Replacement Part Inventories

The list of the major equipment that City uses in the operation and maintenance of its sewer system is included in **Appendix A-3: Major Sewer System Equipment Inventory**.

The City has developed a Critical Replacement Parts List. It has also developed a Replacement Parts Inventory procedure that is included in **Appendix A-4: Critical Sewer System Replacement Parts Inventory**.

4.6 Outreach to Sewer Service Contractors

Public Works Standards for Public Works Construction on City projects require plumbers and contractors to implement proper procedures for preventing blockages in sanitary sewer laterals and sewer mains. Plumbers and contractors are required to use the specific materials and methods, and to conduct good housekeeping during their work, such as removal of foreign materials in the pipes by not disposing or pushing these materials into the main. In addition, during lateral maintenance, plumbers are required to place traps downstream of the lateral to catch and dispose of all materials from cleaning.

During permit applications or response to questions from plumbers and building contractors, Public Works refers this group of people to the City Standard Drawings and the City Municipal Code that are both available on the web or at the Public Works counter at City Hall where experienced staff are always available.

The City's standard service and construction contract language requires all contractors working in the wastewater collection system to provide training for their employees on the City's SERP, or demonstrate they have been trained on an equivalent emergency response plan of their own.

5.0 Design and Performance Provisions

The Plan must include the following items as appropriate and applicable to the Enrollee's system:

5.1. Updated Design Criteria and Construction Standards and Specifications

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.

5.2. Procedures and Standards

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 Criteria & Construction Standards & Specifications

The City of Millbrae has standards and specifications in-place for its sanitary sewer system. The City standards provide for both new construction and rehabilitation and repair of all main lines sewers, trunk sewers, manholes, pump stations and other collection system appurtenances, and were developed to reflect site-specific conditions within the City. The standards are contained in the following three documents available on the City's Public Works web site, which are incorporated into construction contract documents directly or by reference:

- Part 1: General Conditions. These provisions are applicable to all construction contracts.
- Part 2: Technical Conditions: Requirements for sewer system construction are primarily in Section 8, Sewer Collection System. Requirements from other Sections (e.g., Section 5, Construction of Underground Utilities) may also apply.
- Part 3: Standard Plans. Drawings S.1.1 through S.10 apply to sanitary sewers.

In addition, the City refers also to the *Greenbook Standard Specifications for Public Works Construction* and the *Caltrans Standard Plan and Specifications* as complementary documents for construction of new sewer facilities, rehabilitation, and repair construction methods. On certain occasions, the design by the private sector, manufacturer, and other agencies are adapted and used in City projects and private improvements.

5.2 Procedures and Standards

The City assigns an inspector or contracts with an engineering firm to inspect new construction, rehabilitation, and repair projects. The inspector ensures that all construction complies with City standards and codes prior to acceptance of the work.

The procedures and standards for inspecting and testing the installation of new sewers and appurtenances, and for rehabilitation and repair projects are described in the City standards and specifications, contract documents, manufacturer's specifications, and the City Municipal Code.

These procedures and standards include testing of manholes, gravity pipes, force mains, cleanouts, pump stations and valves; compaction and material testing; pipe cleaning and CCTV inspections, SCADA testing; requirements for performance bonds; inspection fees; and inspector's checklists which needs to be addressed before acceptance of the work.

6.0 Spill Emergency Response Plan

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.*

The City's ***Spill Emergency Response Plan (SERP)***, formerly referred to as the Sewer Overflow Response Manual and its companion document, the ***Sewer Spill/Backup Response Workbook***, were originally prepared by DKF solutions in 2004 and most recently updated by DKF in 2023, in accordance with the new General Order requirements. The SERP and Workbook are included as **Appendix B-1** of this SSMP. Except for coordination with storm drain agencies (discussed in Section 3) the SERP incorporates the above-listed requirements of the General Order.

Note: Under certain headings below, only a reference to the appropriate sections of the SERP is provided. In some cases, actual text from the SERP is also reproduced under the heading, supplemented with additional discussion if needed.

6.1 City Notification of Spills

The City's employees are required to report all wastewater overflows found and to take the appropriate action to secure the wastewater overflow area, properly report to the appropriate regulatory agencies, 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 as soon as possible following notification. The City follows reporting procedures for sewer spills as set forth by the General Order.

City notification of spills may come in variety of ways including public notification, City staff observation, contractor observation, or SCADA alarm (pump station wet wells). The communication pathways for passing information to the response team are shown in Figure 2.2 Communication Chain of Command. Additional discussion can be found in Chapter 6 of the SERP and in the discussion which follows.

Public Observation (SERP Section 6.2)

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: www.ci.millbrae.ca.us. The City's telephone number for reporting sewer problems is (650) 259-2374.

Normal Work Hours

When a report of a sewer spill or backup is made during normal work hours, the Senior Office Assistant receives the call, completes the Sewer Service Callout Form, and relays the information to the Collections Supervisor who will then dispatch a Collections Crew to the incident.

After Hours

After hours callers are directed to call County Dispatch, which will notify the Standby Employee indicated on the most recent Standby Callout List.

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

- Date, time, and method of notification
- Specific location of potential problem
- Nature of call
- In case of spill, estimated start time of overflow
- Caller's name and telephone number
- Caller's observation (e.g., odor, duration, location on property, known impacts, indication if surface water impacted, appearance at cleanout or manhole)
- Other relevant information

City Staff Observation (SERP Section 6.4)

City staff conduct 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.

Contractor Observation:

The following procedures are to be followed in the event that a contractor/plumber causes or witnesses a spill. If the contractor/plumber causes or witnesses a spill they shall:

- Immediately notify the City
- Protect storm drains
- Protect the public
- Provide information to the City Field Crew such as start time, appearance point, suspected cause, weather conditions, etc.
- Direct ALL media and public relations requests to the Director of Public Works.

Figure 6.1 provides an overview of the process and actions taken when receiving a report of spill or backup.

6.2 Spill Response

The City will respond to spills as soon as feasible following notification. Figure 6-2 provides an overview of the response activities. More detailed flowcharts useful for guiding Spill Response activities are provided in Tab C of the SERP's ***Sewer Spill/Backup Response Workbook***. The following is intended to be a summary of response activities. Refer to the SERP and the Workbook for a complete discussion of spill response.

First Responder Priorities (SERP Section 7.2)

The first responder's priorities are:

- Prompt response to spills
- To follow safe work practices.
- To respond promptly with the appropriate and necessary equipment.
- To reduce spill volume and 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 Supervisor in the event of a spill needing additional resources, and/or impacting environmentally sensitive area.
- To return the spilled sewage to the sewer system.
- To restore the area to its original condition (or as close as possible). Collect information for the prevention of future spills.
- To properly document the spill and response activities, including photos and/or video where practical. Forms in the Sanitary Sewer Spill/Backup Response Workbook are available for this purpose, but other methods/forms may be used if they provide similar documentation.

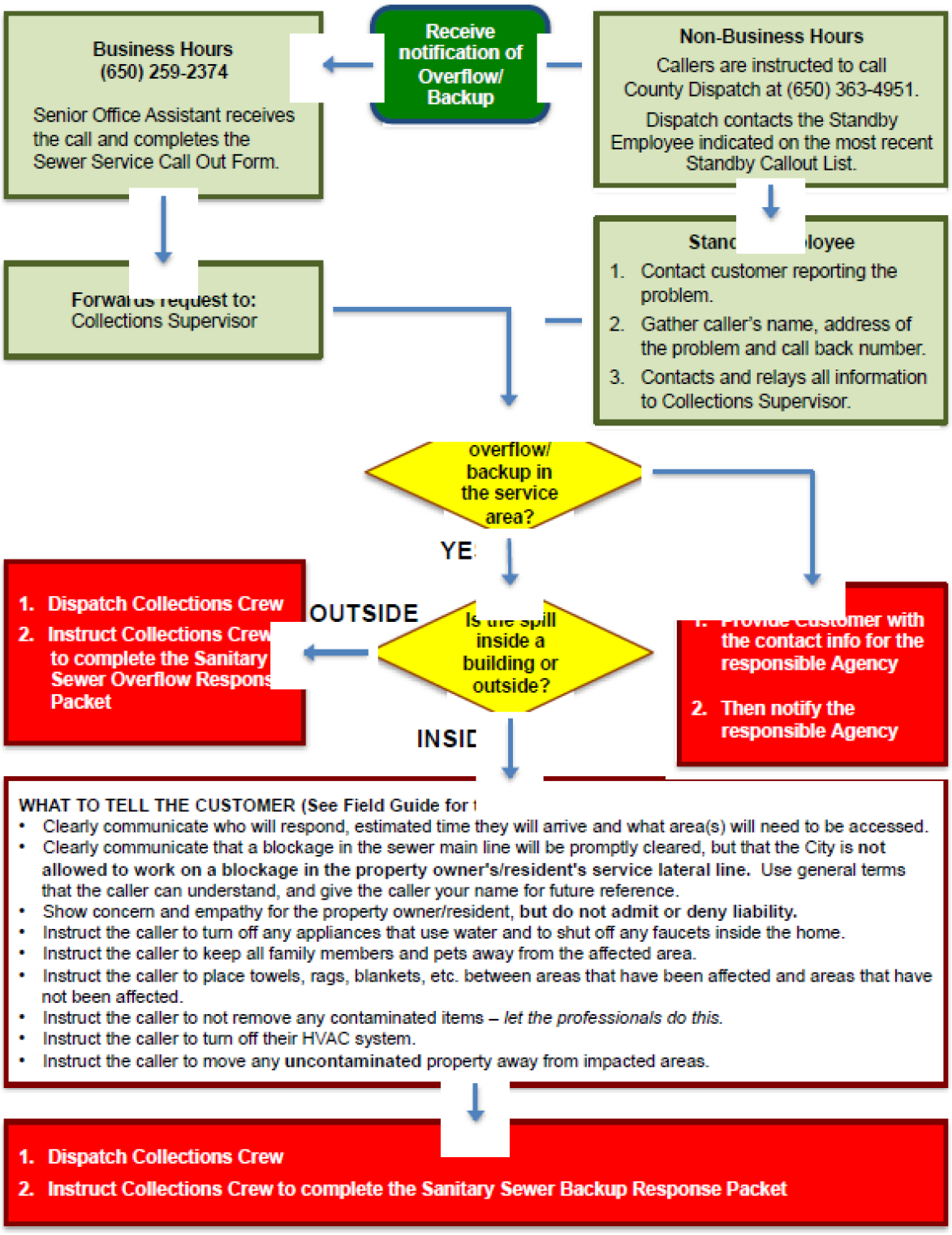


Figure 6-1: Overview of Receiving a Sewer Spill or Backup Report

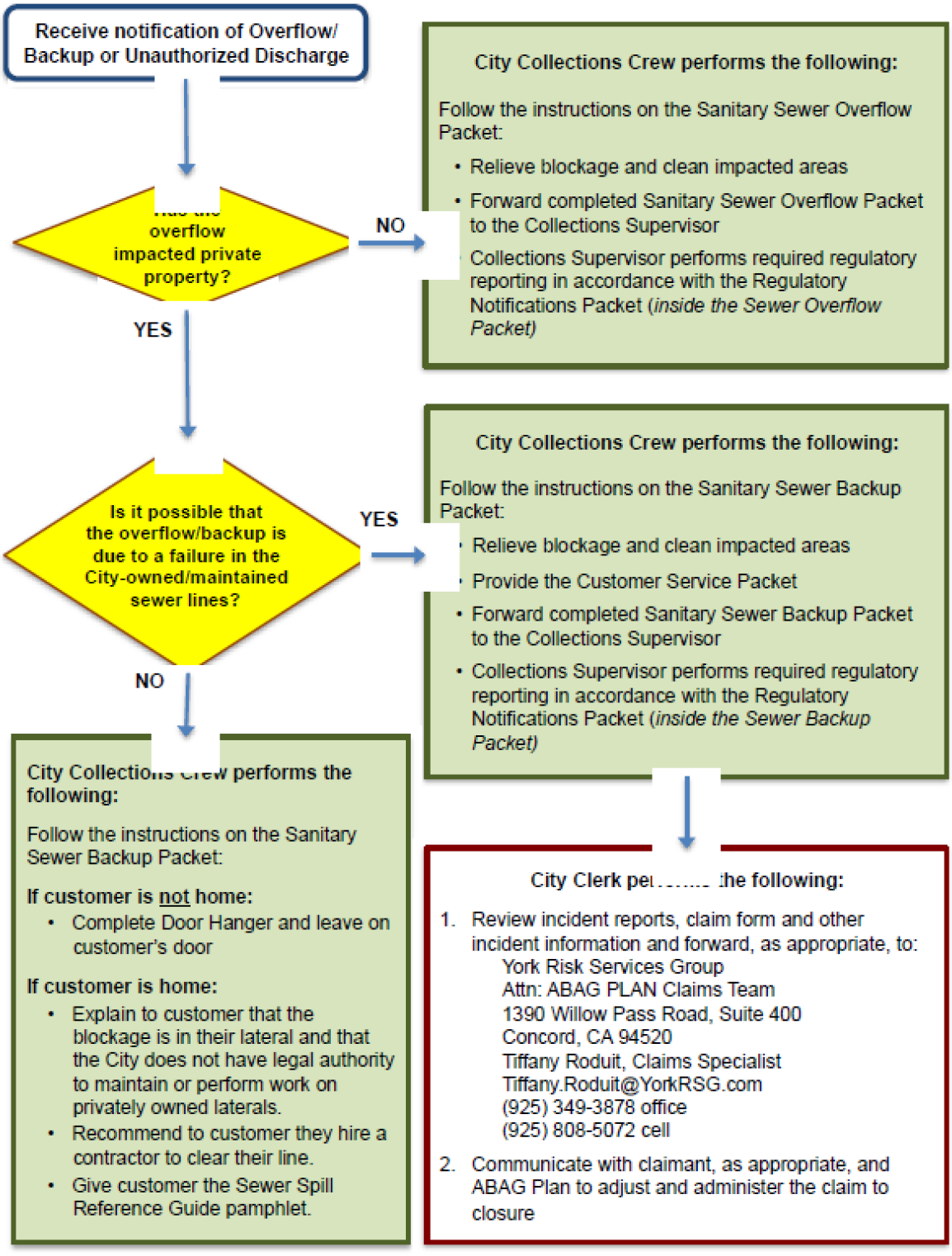


Figure 6-2: Overview of Spill/Backup Response

Safety (SERP Section 7.3)

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 beginning response activities.

Initial Response (SERP Section 7.4)

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 spill/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 reporting party 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.
  - Moderate or large spills where containment is anticipated to be difficult – proceed with clearing the blockage; however, whenever deemed necessary, call for additional assistance and implement containment measures.
  - Document the spill according to the requirements in Section 10 of the SERP, including taking photo, and/or videos of overflowing manhole(s)/cleanout(s).
- Take steps to contain, recover, and return the spill to the sanitary sewer as feasible. the spill. For procedures refer to the SERP Chapter 7 (Spill Response Procedures) and SERP Appendix E (Sanitary Sewer Spill/Backup Response Workbook).

Initiate Spill Containment Measures (SERP Section 7.5)

The first responder will attempt to contain as much of the spilled sewage as possible using the following steps:

- Determine the immediate destination of the overflowing sewage.
- Plug storm drains using air plugs, sandbags, and/or plastic mats to contain the spill, whenever appropriate. If spilled sewage has made contact with the storm drainage system, attempt to contain the spilled sewage by plugging downstream storm drainage facilities.
- Contain/direct the spilled sewage using dike/dam or sandbags.
- Vacuum retrieve sewage whenever practical.
- Pump around the blockage/pipe failure.

Restore Flow (SERP Section 7.6)

Using the appropriate cleaning equipment, set up downstream of the blockage and hydro- clean upstream from a clear manhole. Attempt to remove the blockage from the system and observe the flows to ensure that the blockage does not reoccur downstream. If the blockage cannot be cleared within a reasonable time from arrival, or sewer requires construction repairs to restore flow, then initiate containment and/or bypass pumping. If other assistance is required, immediately contact the Public Works Superintendent.

Equipment (SERP Section 7.7)

The following specialized equipment supports the City's SERP.

- *Closed Circuit Television (CCTV) Inspection Unit* – A CCTV Inspection Unit is required to determine the root cause for all spills from gravity sewers.
- *Camera* -- A digital or disposable camera is required to record the conditions upon arrival, during clean up, and upon departure.
- *Emergency Response Trucks* -- A utility body pickup truck, or open bed is required to store and transport the equipment needed to effectively respond to sewer emergencies. The equipment and tools will include containment and clean up materials.
- *Portable Generators, Portable Pumps, Piping, and Hoses* – Equipment used to bypass pump, divert, or power equipment to mitigate an SSO.
- *Combination Sewer Cleaning Trucks* -- Combination high velocity sewer cleaning trucks with vacuum tanks are required to clear blockages in gravity sewers, vacuum spilled sewage, and wash down the impacted area following the SSO event.
- *Power Rodder* – Equipment used to clear blockages that are in the hilly areas and that are hard to reach with the combo unit. Also used when laterals are draining flat- sloped to the main.
- Air plugs, sandbags and plastic mats
- Spill Sampling Kits
- Portable Lights

The standard operating procedures for all equipment listed in **Appendix A-1** are located on the City server, in binders in the main office, and on vehicles.

6.3 Recovery and Cleanup

Spill Volume Estimation

Refer to Section 8.1 of the SERP for a description of the methods that can be used to estimate flow and/or volume of a sanitary sewer spill. Formulas for use performing calculations, and visual aids to estimate flows from manholes are provided in Tab E of the Sewer Spill/backup Response Workbook. Wherever possible, document the estimate using photos and/or video of the SSO site before and during the recovery operation.

Spill Recovery (SERP Section 8.2)

Vacuum up and/or pump the spilled sewage and washdown water and discharge it back into the sanitary sewer system. Thoroughly recover and dispose of sewage and washdown water.

Clean-up and Disinfection (SERP Section 8.3)

Refer to SERP Section 8.3 for clean-up procedures for different spill conditions and locations.

Public Notification (SERP Section 8.4)

Refer to SERP Section 8.4 for public notification. Water Quality Monitoring

6.4 Water Quality Monitoring

For sewage spills in which an estimated 50,000 gallons or greater discharge into a surface water, the City is required to conduct water quality sampling as soon as possible but no later than 18 hours after the City' knowledge of a potential discharge to surface water. Refer to Section 9 of the SERP for a thorough discussion of water quality monitoring requirements, including sampling parameters, locations, equipment, laboratory requirements, safety, and other related information. An SOP for surface water sampling is provided in Tab G of the ***Sewer Spill/Backup Response Workbook***.

6.5 Regulatory Notification, Reporting and Record Keeping

Spill Documentation

In accordance with the General Order, the City maintains records for each spill. Records include:

- Documentation of spill location, duration and other related information
- Documentation of response steps and/or remedial actions
- Photographic evidence to document the extent of the SSO, field crew response operations, and site conditions after field crew SSO response operations have been completed. The date, time, location, and direction of photographs taken will be documented.
- Documentation of the spill volume, volume recovered, volume that reached surface water, and the methodologies used for how these volumes were calculated or estimated, including all assumptions made.

The Sewer Spill/Backup Response Workbook provides forms that can be used to document information regarding the spill and response activities, and for subsequent use in reporting to the State Water Board's CIWQS database. The specific reporting requirements for each spill category are listed in *Attachment E1 Notification, Monitoring, Reporting, and Recordkeeping Requirements* of the General Order.

Spill Categories

Proper identification of the spill category is essential for regulatory notification/reporting purposes, especially in the case of a Category 1 spills of 1000 gallons or greater which discharge to surface waters, for which notification to Cal OES must be provided within 2 hours of the City's knowledge of the spill. The 2-hr notification requirement also applies to Category 2 spills of 1000 gallons or greater which discharge to Waters of the State, which is defined more broadly than "surface waters" and includes discharges to groundwater.

Spill category definitions are contained in Section 1.4 of this SSMP, Section 3 of the SERP, and in Section 5.13.1 of the General Order. (The same definitions appear in each of these locations).

Spill Notification and Reporting

Spill notification and reporting requirements are summarized by spill category in a series of tables in Section 10.2 of the SERP. These tables replicate tables in *Attachment E2- Summary Of Notification, Monitoring And Reporting Requirements* of the General Order. In addition, the SERP Sewer Spill/Backup Response Workbook, Attachment B-1 is a table that summarizes these reporting requirements. That table is replicated on the following page.

The specific reporting requirements for each spill category are listed in Appendix A of the SERP, which replicate the listings in *Attachment E1 - Notification, Monitoring, Reporting, and Recordkeeping Requirements* of the General Order. In addition, the State Water Board's web site for the sewer overflow program provides *Guidance For Reporting Category 1 Spills in the California Integrated Water Quality System (CIWQS).* This document walks through the entire process for logging into CIWQS and initiating, certifying and amending a spill report, a flowchart for determining the correct spill category, and additional guidance for each of the items required in the spill report. The document can be downloaded for quick reference.

For reporting purposes, if one spill of whatever category results in multiple appearance points from the sewer system, a single spill report should be submitted into CIWQS that includes the GPS coordinates for the location of the spill appearance point closest to the failure point and descriptions of the locations of all other discharge appearance points.

A Spill Report does not have to be completed in CIWQS in one sitting. Incomplete reports can be saved in CIWQS by hitting the "Save Work in Progress" button on the report screen. Upon re-entering CIWQS, the program provides the necessary tools to locate a previously saved draft report. If spill information is entered into CIWQS by a Data Submitter, the Data Submitter can complete a draft spill report and click on the "Ready to Certify" button. The LRO will receive an automated email notification that a spill report is ready for certification.[3]

Reporting of Sewer Lateral Spills

Refer to Section 4.2.3 of this SSMP for a discussion of ownership and responsibility for maintenance of private laterals. If the City determines that a private lateral spill was caused by a failure of the City's sewer system (e.g., a main blockage that caused a spill from a lateral) or from a blockage in a lower lateral for which the City has taken responsibility per Section 4.2.3, then the spill should be reported in CIWQS under the appropriate category.

The City does **not** report private lateral spills that are not caused by a failure of the City sewer system, or from lower laterals for which it has not taken responsibility for maintenance.

Spill Report Certification

Spill reports can be submitted in CIWQS by any designated Data Submitter, but only the designated LRO(s) can certify reports. The City's current LRO is listed in Section 2.1.

The CIWQS Spill Report details the process for submitting a certified spill report. The process is well described in the above-referenced guidance document.

[3] This statement applies specifically to Category 1 spills. Procedures may be different for other spill categories.

Amending a Spill Report

A certified Spill Report can amended in order to correct or add additional information **within 90 calendar days** of the spill end date, by amending the original report or by adding an attachment to the Spill Report in CIWQS. The amended report must again be certified. **After 90 calendar days**, the City must contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a Spill Report. The LRO must submit justification for why the additional information was not reported within the amended Spill Report due date.

Spill Technical Report for Category 1 Spills Greater Than 50,000 gallons

For any spill in which 50,000 gallons or greater discharge into a surface water, the City is required to submit a Spill Technical Report **within 45 days** of the spill end date. Refer to Section 9.14 of the SERP or to Section 3.1.3 of *Attachment E1 Notification, Monitoring, Reporting, and Recordkeeping Requirements* of the General Order for the information that must be included in the report.

Annual Reporting

The General Order requires submission of an Annual Report by April 1 of each year. The report covers the previous calendar year, taking the place of (and expanding upon) the previous General Order's Collection System Questionnaire. The required content for the Annual Report is described in *Attachment E1 Notification, Monitoring, Reporting, and Recordkeeping Requirements* of the General Order, starting on p. E1-17. Much of the required information does not change from year to year; other information is specific to the reporting period (e.g., cleaning footages, spill causes, actions to address system deficiencies).

The Annual Report is generated through an interactive process on the State Board Web Site. After logging into the City's CIWQS account, Click on "Sanitary Sewer Systems" and then "Annual Report". A document to aid in preparing the report is available at Guidance For Submitting The Annual Report In The California Integrated Water Quality System (CIWQS).

Section 5.11 of the General Order (main body) requires the following performance indicators, depicted as 10-year trend charts, be included in the Annual Report:

- Total annual spill volume, per Spill Category
- Total annual number of spills, per Spill Category

The graphs are generated by CIWQS based on historic spill data submitted by the City. Refer to the Guidance Document for the process of generating and attaching the graphs to the Annual Report.

Record Keeping

In addition to spill documentation referred to above, the City maintains records of all complaints whether or not they result in spills. Refer to SERP Section 10.3

Records are also kept for all training that is provided in support of this Plan. The records for all scheduled training courses and for each overflow emergency response training event and will include date, time, place, content, name of trainer(s), and names and titles of attendees.

Table 6.1: Summary of Notification & Reporting Requirements

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.	-	See + note below.	-	Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database.

* A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water is a Category 1 spill.

++ Agency owned lateral spills (Cat 2-4) to be reported by Feb 1 of the following year.

- **Monthly Spill Reporting of Non-Category 1 Lateral Spills:** If either (1) no spills occur during a calendar month or (2) only Category 4, and/or Enrollee-owned and/or operated lateral spills (that do not discharge to a surface water) occur during a calendar month, the Enrollee shall certify, within 30 calendar days after the end of each calendar month, either a "No-Spill" certification statement, or a "Category 4 Spills" and/or "Non-Category 1 Lateral Spills" certification statement, in the online CIWQS Sanitary Sewer System Database, certifying that there were either no spills, or Category 4 and/or Non-Category 1 Lateral Spills that will be reported annually for the designated month.

- **Annual Certified Spill Reporting of Category 4 and/or Lateral Spills:** For all Category 4 spills and spills from its owned and/or operated laterals that are caused by a failure or blockage in the lateral and that do not discharge to a surface water, the Enrollee shall annually upload and certify a report, in an appropriate digital format, of all recordkeeping of spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occurred.

Coordination with Storm Drain Agency and other Utilities

As described in Section 3, the Public Works Collections Supervisor and City staff are also responsible for operating the municipal separate storm sewer system (MS4) within the City, so that coordination with storm drainage system agency is automatic. The Collections group coordinates with the WWTP's Lab and Source Control Supervisor, who has responsibility for the FOG Program. The fact that the Public Works Deputy Director of Utilities and Operations is the designated LRO for CIWQS also facilitates close coordination between the Collections group and other City utilities operations.

Post-Spill Assessments

Refer to SERP Section 11 for a discussion of post-spill assessment and failure analysis.

Spill Response Training

Refer to SERP Section 12 for a discussion of Initial and Annual Resfresher

7.0 Blockage Control Program

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 Introduction

FOG has not been considered a major problem in the City and historically contributed to a relatively a small percentage of the total spills. As indicated in Section 9 Table 9-2, the majority of City SSOs are caused by roots and debris in the collection systems, and by other causes. Nevertheless, the City recognizes the potential for FOG to cause or contribute to spills and has implemented FOG Control Program that contains the elements referenced above. The FOG Control Program is administered through the WPCP's Environmental Services Group, under the supervision of the Laboratory and Source Control Supervisor. The Preventative Operation and Maintenance Activities described in Section 4.2 of this SSMP, which are aimed at minimizing the number of spills from all causes, are performed by the Collections group of the Utilities and Operations Division, working under the Collections Supervisor.

7.2 FOG Control Program

The WWTP considers FOG a "pollutant of concern" and the FOG Program targets public education efforts for FOG reduction to both residential and commercial customers, as well as requirements for installation and maintenance of grease removal devices at certain food service establishments. These requirements were formalized City's April 2, 2021 *Fats, Oils and Grease (FOG) Policy for Food Service Establishments*, a copy of which is included as **Appendix C** of this SSMP.

The FOG Control Program is intended to work in conjunction with the City's preventive maintenance program (sewer cleaning) to prevent FOG-related spills.

Elements of the City's FOG Control Program include:

- Requirement for the installation of grease removal devices (GRDs)
- Permitting food service establishments (FSE)
- Requirement for proper operation and maintenance of GRDs
- Verification of grease handling and disposal practices
- FSE inspections
- Public Education and Outreach, and
- Enforcement.

FSEs subject to the FOG Policy are required to install GRDs consistent with the recommended procedures for design, construction and installation based on the current adopted Millbrae Plumbing Code enforced by the WPCP. Plan check review for grease removal device installation is coordinated during the building permit application process.

In addition, FSEs subject to the FOG Policy are required to obtain a wastewater discharge permit, which provides the legal framework to enforce the elements of the FOG Policy. The discharge permit contains specific permit conditions, which require FSEs to implement FOG Best Management Practices (BMP) including:

- Proper GRD operation and maintenance
- Documentation and retention of GRD pumping/cleaning activities
- Employee training on FOG handling BMPs, proper equipment cleaning, spill response clean-up and control procedures
- Prohibition on the installation and use of food waste disposal grinder
- Proper disposal of grease, oils, and meat fat
- Prohibition on the use or addition of chemical or biological agent for the maintenance of GRD

The discharge permit is also to provide information on facility specifics relating to local limits, inspection requirements and rights of entry, reporting requirements relating to spill or accidental discharges, records retention, confidential information, limit or permit transfer, perjury clause, fees, permit duration and renewal process. The City progressive enforcement actions for various field violation scenarios include verbal and written notice of correction, notices of violations, cleanup requirements, and administrative and criminal penalties. Each level of corrective action includes a schedule to achieve timely compliance. Inspections and enforcement by City environmental programs staff

Public education and outreach as also an integral element of the FOG Program. Control Outreach is provided to FSE staff and management during routine inspection. Other materials distributed may include grease scrapers, list of grease haulers and cooking oil recyclers, and general technical information on grease removal devices. Inspectors strive to provide educational information to ensure FSE staff and management to ensure continued compliance with their discharge permit. The Collection crew provides additional outreach by distributing FOG door hangers and brochures to homeowners during service calls and routine preventive maintenance activity. FOG-related brochures are available on the City website.

7.3 Implementation Plan for Public Education and Outreach

In order to educate the public on proper FOG disposal, a residential outreach program was initiated by the City in 2010. This program is ongoing, and includes the following activities:

- FOG prevention messages in local newspapers, City Newsletter, City cable channel, and the City website.
- Participation in public outreach events.
- Distribution of grease collection cans, posters, handouts, and small promotional gifts at special events.
- Regular display of educational handouts at library, City Hall, and Community Center.
- Distribution of educational handouts at information distribution events throughout the year.

The City has been active in promoting environmental awareness through newsletters, posters, television, website, and various media, and has also participated in a number of events throughout the year. In addition, the City has an ongoing commercial outreach program to educate commercial establishments on the use of BMPs and the proper maintenance of grease recovery devices to reduce FOG. This program includes the following activities:

- Continual permitting and monitoring.
- Provide regular quarterly report correspondence to members of the business community to educate business owners, managers, and staff regarding FOG BMPs.
- Provide multi-language grease trap cleaning posters to new permittees.
- Provide PowerPoint presentation for restaurants that describes BMPs for grease control.

Permitting, monitoring, and regular correspondence provided opportunities to educate business owners, managers, and staff regarding FOG BMPs. The City also participates regionally with other agencies in the development and maintenance of websites that promote environmentally friendly resources for the proper disposal of wastes and FOG.

7.4 Hot Spot Cleaning

The City's Hot Spot Cleaning Program is described in Section 4 and Table 4.1, and supplements the "normal" O&M Program activities (line cleaning, CCTV, etc) described in Section 4. This Program evaluates the pipe segments that are considered FOG or blockage problem areas, and develops appropriate maintenance actions to assure they do cause spills by assigning more frequent maintenance cleaning. In addition, the program defines the means that pipes are placed on and taken off the Hot Spot maintenance list.

7.5 Legal Authority for Blockage Control Program

The legal authority to implement, monitor and enforce the elements of the FOG Control Program and FOG Policy, and to prevent the discharge of debris that may cause blockages in the collection system is provided by Title 8, Chapter 8.20 of the Municipal Code and by Title 9, Chapter 9.25. which adopts the California Plumbing Code. Specific code sections are listed in Section 3, Table 3.1 of this SSMP.

8.0 System Evaluation Capacity Assurance and Capital Improvements

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 Plan must include procedures to:

- *Evaluate the sanitary sewer system assets utilizing the best practices and technologies available;*
- *Identify and justify the amount (percentage) of its system for its condition to be assessed each year;*
- *Prioritize the condition assessment of system areas that:*
  - *Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies;*
  - *Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas;*
  - *Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List;*
- *Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods;*
- *Utilize observations/evidence of system conditions that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State;*
- *Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities; and*
- *Identify system assets vulnerable to direct and indirect impacts of climate change, including but not limited to: sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions.*

8.2. Capacity Assessment and Design Criteria

The Plan must include procedures to identify system components that are experiencing or contributing to spills caused by hydraulic deficiency and/or limited capacity, including procedures to identify the appropriate hydraulic capacity of key system elements for:

- *Dry-weather peak flow conditions that cause or contributes to spill events;*
- *The appropriate design storm(s) or wet weather events that causes or contributes to spill events;*
- *The capacity of key system components; and*
- *Identify the major sources that contribute to the peak flows associated with sewer spills.*
- *Necessary redundancy in pumping and storage capacities.*

The capacity assessment must consider:

- *Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;*
- *Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions;*

- *Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change;*
- *Increases of erosive forces in canyons and streams near underground and above-ground system components due to larger and/or higher-intensity storm events;*
- *Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and*
- *Necessary redundancy in pumping and storage capacities.*

8.3. Prioritization of Corrective Action

The findings of the condition assessments and capacity assessments must be used to prioritize corrective actions. Prioritization must consider the severity of the consequences of potential spills.

8.4. Capital Improvement Plan

The capital improvement plan must include the following items:

- *Project schedules including completion dates for all portions of the capital improvement program;*
- *Internal and external project funding sources for each project; and*
- *Joint coordination between operation and maintenance staff, and engineering staff/consultants during planning, design, and construction of capital improvement projects; and Interagency coordination with other impacted utility agencies.*

8.1 Condition Assessment

As noted in Section 4 of this SSMP, the City uses the results of CCTV Inspection and the PACP rating system to prioritize CIP repair/replacement projects, with age of pipelines, observations during cleaning, and occurrences of spills also informing CIP decisions. The Capital and Operating budget allocates approximately $1,000,0000 per year for the sewer replacement program, in addition to allocating funds for other specified projects. As indicated in Section 1 Table 1.3, 30% of the system main lines have been replaced since 2000.

8.2 Capacity Assessment and Design Criteria

The City completed a capacity assurance evaluation documented in the November 2014 Wet Weather Alternative Analysis (Alternatives Analysis) Report by West Yost Associates. The Alternatives Analysis included evaluations of the collection system pipelines and force mains, pump stations and treatment plant for current and future dry and wet weather conditions. Because the City is essentially fully built out, the evaluations were conducted to determine the impacts of infiltration and inflow on the entire City sewer related facilities. The Alternatives Analysis determined that under both average and peak day dry weather conditions there was adequate capacity in the collection system and pump stations. However, during peak wet weather conditions several portions of the collection system and the Madrone Street Pump Station and force main had insufficient capacity to convey peak wet weather flows.

The Alternatives Analysis included the use of the City hydraulic model to define pipelines with inadequate capacity. The model was calibrated using the results of flow monitoring in the winter of 2010/2011 by V&A Engineering and reported in the Millbrae Flow Monitoring and I&I Report, August 2011. This information, the model and field flow monitoring were used to prepare the Capacity Assurance Report (CAR). The Alternatives Analysis developed various alternatives to assure adequate capacity in the collection system pipes and the Madrone Pump Station by a combination of increasing capacity and by reducing rainfall dependent infiltration and inflow in

the most economical manner. The Alternatives Analysis identified a recommended schedule for all the recommended projects to alleviate the wet weather capacity issues in priority order.

The capacity-related design criteria, including base wastewater flow and peaking factors, are included in the 2012 Capacity Assurance Report and the 2014 Wet Weather Alternatives Design Report including the use of a design storm with a return frequency of 10-years, 24-hour.

Potential capacity issues related to State mandates for increased housing - typically met through higher density "infill" housing projects - were not specifically addressed in the 2012 Capacity Assurance Report, but are addressed through the City's planning process that individual development projects are subject to.

8.3 Prioritization

The above-described condition and capacity assessments are used to prioritize corrective actions. The likely severity of potential spills (e.g., potential volume, proximity to surface waters) is a factor taken into account in the prioritization process.

8.4 Capital Improvement Plan

The City annually prepares/updates a list of capital improvement projects that includes projects to address identified wastewater collection system capacity issues from the above Alternatives Analysis and projects identified through the condition assessment process. Collections and Engineering staff select and prioritize the projects to be includedon the annual list. In 2022-2023, the City completed the Aviadore / E. Millbrae Avenue capacity upgrade project. Design, permitting and other preparatory work associated with another key capacity-related project, expansion of the Madrone Lift Station, will continue during the 2026-2027 period. The City's current proposed Sewer Fund Capital Improvement Program for FY 2025-2027 is included as **Appendix A-2**.

8.5 Resiliency Considerations

The primary hazards relative to the impact of climate change on the collection system and treatment plant are 1) Shoreline flooding from SF Bay resulting from storm surges and high tides, which are increasing with sea level rise, and 2) Inland flooding during major rainfall events that overwhelm local creeks and storm drain systems and are exacerbated by high tides. Inland flooding also increases rates of inflow and infiltration into the system.

To address these hazards, the San Mateo County Flood and Sea Level Rise Resiliency District (OneShoreline) was established by State legislation in 2020 to support independent efforts in a coordinated and connected way. A key project being undertaken by the District is the Millbrae and Burlingame Shoreline Resilience Project (MBSRP), which is designed to provide long-term climate resilience against sea level rise and extreme storms for developed, natural, and public access areas, and to enhance public access and recreation, and to promote healthy and sustainable ecosystems proximate to the Bay shoreline. Separate, but coordinated projects are being undertaken by San Francisco Airport to the north, and City of San Mateo to the south.

Alternatives being evaluated under the MBSRP must meet the SF Bay Protection Standard, which is FEMA's 100-year base flood elevation plus six feet of future seal level rise. The alternatives must also provide for conveyance of increased stormwater runoff from inland flooding.

A Conceptual Alternatives Feasibility Analysis which describes and evaluates three alternatives for the MBSRP was released in October 2023. The public review and comment process and other related activities are ongoing. Upon selection of a preferred alternative, the EIR process and CEQA analysis will commence in Summer of 2025.

Information on the MBSRP is available at https://oneshoreline.org/projects/millbrae-burlingame/ The Conceptual Alternatives Feasibility Analysis and other related project document is available at https://oneshoreline.org/wp-content/uploads/2023/11/Conceptual_Alternatives_Feasibility_Analysis_Final_Rev.pdf

Impacts of climate change are also taken into account as part of the City's master planning processes and are taken into consideration when prioritizing future CIP capacity upgrades in storm and sewer systems.

The City addresses other resiliency issues (fires, seismic safety, etc) through various policies, initiatives and plans that are not specifically targeted to wastewater infrastructure, but which may impact that infrastructure. In fall of 2021 the City approved the 2021 San Mateo County Multijurisdictional Local Hazard Mitigation Plan (LHMP), which was an update to the 2016 Plan. The LHMP identifies mitigation measures to reduce the risks posed by potential hazards and to strengthen community resilience. The Health, Safety and Hazardous Materials Element of the City's 2040 General Plan is integrated with LHMP.

9.0 Monitoring, Measurement, and Program Modifications

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 Adaptive Management

The City's SSMP is intended to be a living document that, at a minimum, is updated at the frequency specified in the General Order. The SSMP Audit (Section 10) is used as the primary aid to evaluate SSMP effectiveness, and along with other assessment tools such as results of CCTV inspection, to guide any needed changes to operational procedures and activities. The specific performance indicators tracked by the City are described in the following section.

9.2 Performance Indicators

The indicators that the City will use to measure and evaluate the performance of its wastewater collection system and the effectiveness of its SSMP are:

- Total number of spills;
- Number of spills for each cause (roots, grease debris, pipe failure, capacity, Pump station failures, and other);
- Portion of sewage recovered compared to total volume spilled: and
- Volume of spilled sewage discharged to Waters of the State.
- CCTV inspection, linear feet
- Mainline cleaning, linear feet
- Hot spot cleaning, linear feet
- QA/QC of cleaned sewer mains, percentage
- Private lateral inspections, each
- Smoke testing, linear feet

Table 9.1 lists the total number of spills for all categories over the period of FY 2009/2010 through CY 2024. Performance is shown separately for gravity mains, pump stations, and force mains. As indicated in Table 9.1, there is considerable year-to-year variability in the total number of spills, but there has been an overall downward trend over the years.

Table 9.1: Gravity Sewer, Pump Station, and Force Main Spills

Period	Gravity Sewer Spills	Pump Station Spills	Force Main Spills
FY 2009/10	45	0	0
FY 2010/11	26	0	0
FY 2011/12	38	0	0
FY 2012/13	13	0	0
FY 2013/14	3	0	0
FY 2014/15	6	0	0
FY 2015/16	1	0	0
FY 2016/17	8	0	0
July – Dec 2017	4	0	0
CY 2018	7	0	0
CY 2019	3	0	0
CY 2020	3	0	0
CY 2021	4	0	0
CY 2022	4	0	0
CY 2023	1	0	0
CY 2024	2	0	0

*

Table 9-2 lists the total number of spills by cause. The number of spills attributed to roots has decreased dramatically, as a result of an aggressive cleaning and pipe replacement program. Relatively few spills are attributed to FOG, suggesting that the FOG Program and hot spot cleaning has been effective. Since 2018, debris has contributed to the largest number of spills. In general, debris-induced spills are more difficult to control through preventative maintenance.

Table 9.2: Totals Spills by Cause

Period	Roots	Debris	FOG	Capacity	Vandalism	Pipe Failure	Other	Total
FY 2009/10	25	12	2	5	0	1	0	45
FY 2010/11	14	3	1	6	1	1	0	26
FY 2011/12	22	12	1	0	0	3	0	38
FY 2012/13	6	4	0	1	0	2	0	13
FY 2013/14	2	1	0	0	0	0	0	3
FY 2014/15	3	1	1	0	0	1	0	6
FY 2015/16	1	0	0	0	0	0	0	1
FY 2016/17	3	1	1	2	0	0	0	7
Jul-Dec 2017	1	1	2	0	0	0	0	4
CY 2018	1	4	2	0	0	0	0	7
CY 2019	0	0	0	1	0	1	0	3
CY 2020	0	2	0	0	0	1	0	3
CY 2021	1	1	0	1	0	0	1	4
CY 2022	0	2	1	1	0	0	0	4
CY 2023	0	0	0	1	0	0	0	1
CY 2024	0	1	0	0	0	1	0	2

Table 9-3 lists total spill volume, volume recovered, and volume reaching surface water for each period. For these metrics, the overall trends are not as clear, primarily because a single spill of high volume will dominate the metric. For instance, the large spill on October 24, 2021 was related to a massive storm that impacted the entire region and exceeded the wastewater treatment plant's capacity. Increased I&I resulting from an unmaintained section of the Highline Canal (SFO responsibility) caused stormwater to flow into collection system manholes, affected the sanitary sewer pump stations and adding enormous flow to the Aviador Area where overflows occurred.

Table 9.3: Totals for Sewer Mains
(Volume Spilled, Portion Contained, and Volume to Surface Waters)

Period	Total Spill Volume, gallons	Volume Contained and Returned to Sewer, gallons	Volume Entering Surface Water
FY 2009/10	8,328	31	5,650
FY 2010/11	18,002	4	17.150
FY 2011/12	325	90	0
FY 2012/13	16,621	63	16,000
FY 2013/14	115	100	0
FY 2014/15	440	85	300
FY 2015/16	4,138	3,238	900
FY 2016/17	8,975	75	8,900
July – Dec 2017	125	125	0
CY 2018	1,135	970	0
CY 2019	1,587	222	1,365
CY 2020	3,955	1,975	0
CY 2021	284,509	25	284,280
CY 2022	12,340	340	12,000
CY 2023	4,500	4,500	0
CY 2024	939	180	0

9.3 SSMP Updates and Modifications

The City will recertify its SSMP at least every six years in accordance with the schedule established by the General Order (i.e., by 8/2/2025), or when substantial changes are made in the SSMP. The City will determine the need to update its SSMP more frequently based on the results of the audits and the performance of its wastewater collection system using the metrics described in this section.

10.0 Internal Audits

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 LRO shall submit an audit Report in CIWQS. The report will be viewable by Water Board staff only. Sewer system operators must be involved in completing the audit, which at a minimum must:

- *Evaluate the implementation and effectiveness of the Enrollee's SSMP in preventing spills;*
- *Evaluate the Enrollee's compliance with this General Order;*
- *Identify Sewer System Management Plan deficiencies in addressing ongoing spills and discharges to waters of the State; and*
- *Identify necessary modifications to the Sewer System Management Plan to correct deficiencies.*

The Enrollee shall submit a complete audit report that includes:

- *Audit findings and recommended corrective actions;*
- *A statement that sewer system operators' input on the audit findings has been considered; and*
- *A proposed schedule for the Enrollee to address the identified deficiencies.*

The City audited its implementation and compliance with the provisions of this SSMP on 1/15/2025 and uploaded the audit report to CIWQS in accordance with the schedule established by the General Order (i.e., by 2/2/2025).[4] The January 2025 audit team included the Collections Supervisor, the Public Works Deputy Director, and an outside consultant (EOA Inc) who assisted in coordinating the audit and preparing the audit report.[5]

A Sewer System Management Plan Audit Report Form was developed to guide the audit process and includes the General Order requirements for each SSMP element. The audit format was adapted from a document developed by the BACWA Collection System subcommittee. The results of the audit, including the identification of any deficiencies and the steps taken or planned to correct them should be included in an Audit Report. A copy of the Audit Report report should be added to SSMP **Appendix D**. Modifications and changes to the SSMP are identified and tracked in **Appendix E, SSMP Change Log**.

The audit can contain information about successes in implementing the most recent version of the SSMP and identify revisions that may be needed for a more effective program. Tables and figures or charts can be used to summarize information about these indicators. An explanation of the SSMP development, and accomplishments in improving the sewer system, should be included in the audit, including:

- How the sewer system agency implemented SSMP elements during the audit period;
- The effectiveness of implementing SSMP elements;

[4] The Audit Report is due within six months after the end of the required 3-year audit period. The end of the 3-year audit period was 8/2/2024. See https://www.waterboards.ca.gov/water_issues/programs/sso/lookup/

[5] The previous (February 2023) Audit also included the Lead Collection System Maintenance Worker and WWTP Lab/Source Control Supervisor for portions of the audit.

- A description of the additions and improvements made to the sanitary sewer collection system in the past reporting period; and
- A description of the additions and improvements planned for the upcoming reporting year with an estimated schedule for implementation.

It is recommended that the City conduct a review of its spill files at the time of the audit to ensure that the files are complete and contain all required records.

11.0 Communication Program

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.*

The public is notified of spills and discharges that result in closures of public areas (including streets and surface waters) by erecting cones and barricades, and by posting warning signs in accordance with the Spill Emergency Response Plan. The necessary equipment and signage are kept in the City's emergency response vehicle.

The City's Water & Sewer Service web page encourages customers who experience problems (e.g., sewage backups) that they suspect is related to the City's mainline system to call the City's Public Works Department, and provides phone numbers for use during business and non-business hours. This page also has a feature ("Millbrae Works") that provides the public with an interactive, map-based means of reporting sewer system (and other) concerns.

The Water & Sewer Service web page and Chapter 8.20.430 of the City's Municipal Code clearly defines the property owners' responsibilities for the ownership, maintenance and replacement of private lateral. As main lines are televised, if problems are seen in the lateral such as roots and grease, letters are sent to the property owner recommending necessary actions and potential financial assistance may be available to assist with the problem.

Other information provided upon request to interested parties includes: a copy of completed SSMP, brochures and materials regarding collection system operations and maintenance, FOG and contact information and/or opportunities for input into the development and implementation process. The complete SSMP and all references are available at the city webpage.

The City also has brochures and information on collection system programs at various department counters in the city as well as available on the City website.

The State Water Board's Sanitary Sewer System Spill Reports web page provides a GIS-based application for obtaining information on reported sanitary sewer spills from both public systems and private lateral/private sewer systems. Detailed information on these spills can be accessed through the Interactive Sanitary Sewer System Spill Report feature.

The Collections Division, at least annually, communicates with the City Council at a public meeting that allows for input from the public regarding the implementation and results of the collection system operations.

The Collections Division communicates as necessary with the City of San Bruno and City of Burlingame staff regarding O&M and capital improvements for lines associated with connections to and from those agencies' systems (see Section 1.3).[6] In addition, informal arrangements with these neighboring agencies can provide for mutual assistance when needed.

Refer to Section 4.6 for information regarding the City's outreach to and requirements for Sewer Service Contractors.

[6] In preparing the 2025 SSMP Update, the City located Council Resolutions from 1963 and 1977 authorizing execution of joint power agreements related to these connections. The executed agreements were not located.

Appendix A-1

STANDARD OPERATING PROCEDURES

The City of Millbrae maintains a library of standard operating procedure that is divided into two groups: **Operations Standard Procedures** and **Equipment Standard Operating Procedures**. The titles of these SOPs are listed below, and are incorporated by reference into this SSMP.

Operations Standard Operating Procedures:

OP-3 Lateral Cleaning.doc

OP-4 Hand Rodding.doc

OP-5 Power Rodding.doc

OP-6 Sewer Lateral Video Inspection.doc

OP-7 Sewer Main Video Inspection.doc

OP-8 Pipe Bursting.doc

OP-14 Pipe Locating-USA Marking.doc

OP-16 Sewer Callouts.doc

OP-17 Sewer Main Repairs.doc

OP-18 Sewer Lateral Repairs.doc

OP-50 Pumping Utility Vault Lids.doc

OP-52- USA Ticket Handling.doc

OP-54-Shoring, Excavating.doc

OP-56 Confined Space Entry.doc

OP-57 Maintenance at Madrone Pump Station.pdf

OP-59 Concrete & Asphalt Cutting.doc

Equipment Standard Operating Procedures:

EQ-1 Cable Machine.doc

EQ-2 Seeker Lateral Camera.doc

EQ-3 Pathfinder Mainline Camera.doc

EQ-4 H.D.P.E. Fusion Welder.doc

EQ-22 Backhoe.doc

EQ-29 Utility (Pickup) Truck.doc

EQ-38 Bobcat Loader.doc

EQ-40 Steel Plates.doc

EQ-42 MSDS.doc

EQ-46 VacConCombination Machine.doc

EQ-47 Pipe Bursting Equipment.doc

EQ-57 Power Rodder.doc

EQ-59 Self Contained Breathing Apparatus.doc

Appendix A-2

CITY OF MILLBRAE – PROPOSED 2025 – 2027

CAPITAL IMPROVEMENT PROGRAM

Wastewater Projects Only

Proposed projects are listed by the various funds for the FY 2025-2027 CIP. Projects are denoted as "New," "Roll-over (R)" (designed or in design in a previous FY) and continued in design, construction or will be in construction in FY 2025-2027 and as "multi-year" (M) (project that are phased and completed over a few or several years: from preliminary, design, environmental studies, and construction.

Note: As of May 2025, this project list has not yet been approved by the City Council. Council consideration of the proposed projects is scheduled for June 2025.

FY 2025-2027 SEWER FUND CAPITAL IMPROVEMENT PROJECTS

		Project Cost	FY26	FY27
S1	**Hacienda Lift Station Rehab (R)** This project would replace the existing lift station which has been experiencing excessive mechanical breakdowns due to its age. In addition, most of the repair parts are no longer manufactured, or in stock, and are difficult to find, causing long downtime and interim measures to service the neighborhood. Design is completed.	$3,500,000	$3,500,000	-

		Project Cost	FY26	FY27
S2	**Sludge Thickener & Digester No. 2 Rehab (R)** This project would replace the existing lift station which has been experiencing excessive mechanical breakdowns due to its age. In addition, most of the repair parts are no longer manufactured, or in stock, and are difficult to find, causing long downtime and interim measures to service the neighborhood. Design is completed.	$900,000	$900,000	-

		Project Cost	FY26	FY27
S3	**Recycled Water Project (M) (R)** This project is continuing from FY 2024-25. A feasibility study will be finalized by the end of 2026. The feasibility study will provide the basis of design. Staff will continue into the design phase in FY 2025-2027. Grant funded	$800,000	$800,000	-

		Annual Cost	FY26	FY27
S4	**Annual Collection System Inspection** Annual inspection of 15% of the sewer collection system via closed-circuit television (CCTV) and maintenance cleaning. The city has completed 60% of the system.	Ongoing	$200,000	$200,000
S5	**Bi-Annual Flow Monitoring of Collection System** Flow monitoring of the sewer collection system.	Ongoing	$150,000	-

		Annual Cost	FY26	FY27
S6	**Annual Sewer Lateral & Main Replacement** Annual repair and replacement of sewer main and sewer lateral at various locations based on inspection data by City's Public Works Department or emergency.	Ongoing	$500,000	$500,000

		Annual Cost	FY26	FY27
S7	**Annual Water Pollution Control Plant Capital Equipment Maintenance & Replacement** Annual funding of emergency replacement or repairs of equipment at Water Pollution Control Plant (WPCP).	Ongoing	$300,000	$300,000

		Annual Cost	FY26	FY27
S8	**Asset Information Asset Management (AIMS) (M)** Annual funding to continue digital mapping, entering and displaying geographic information system (GIS), and managing the assets of the sanitary sewer system.	Ongoing	$25,000	$25,000

		Project Cost	FY26	FY27
S9	**Aviador & East Millbrae Ave Capacity Upgrade (M)** Design will begin in FY 2024-2025. The project is to upsize existing sanitary sewers from Aviador Avenue and Millbrae Avenue to Adrian Road and from Aviador Avenue to Hwy 101 along the southside of the canal \o provide capacity for MSASP developments per Capacity Assurance Report. This will be funded by impact fees.	$620,000	$120,000	$500,000
	Sewer Fund Impact	$620,000	$120,000	$500,000

		Project Cost	FY26	FY27
S10	**Annual Sanitary Replacement (N)** Design for the replacement of the sanitary sewer in Helen Drive between Mosswood Drive and Larkspur Drive. This project will be coordinated with proposed work with the Hillbourgh Water Transmission Line and other locations to be determined.	Ongoing	$200,000	$2,500,000

		Project Cost	FY26	FY27
S11	**Madrone Force Main & Pump Station Replacement Project (M)** An assessment of the force main was underway in FY 2023-2024, subsequently, the project will commence with environmental studies, permitting, and coordination for the force main alignment using an existing easement on San Francisco International Airport land.	$8,000,000	$200,000	TBD

		Project Cost	FY26	FY27
S12	**City SCADA Upgrade Project (M)** Continued from FY 2024-25, staff will continue implement projects listed in the SCADA Master Plan and utilize existing funding. Improvements include the upgrade of computer terminals and an upgrade of the existing SCADA operating system.	$1,500,000	$600,000	$600,000

		Project Cost	FY26	FY27
S13	**WPCP Aeration Tank and Secondary Clarifiers Improvements (N)** This new project will assess conditions and replace valves at the aeration basin and clean and coat basin/clarifier interior, and replace the inlet valves	$1,000,000	$120,000	TBD

	Sludge Thickener System Improvements Program (N) (M)	Project Cost	FY26	FY27
S14	Sludge Gas Water Line Replacement (first half); incl methane gas line; Digester 2 piping	$500,000	$500,000	
S15	Sludge Gas Water Line Replacement (second half); including #3 water line; sludge cleaning injection system; Digester 1 piping	$500,000	$75,000	
S16	Sludge Thickener & Digester #2	$750,000	$750,000	TBD

		Project Cost	FY26	FY27
S17	**WPCP Bell Press Upgrades** Equipment purchase	$50,000	$50,000	

		Project Cost	FY26	FY27

S18	**WPCP Dechlorination System Upgrade** Preliminary Engineering	$50,000	$50,000	TBD

		Project Cost	FY26	FY27
S19	**WPCP Wet Well Size (Upsize)** Design and installation	$50,000	$50,000	

		Project Cost	FY26	FY27
S20	**Lower Hillcrest SB4 South Sanitary Sewer Replacement (M) (R)** Design was completed. Construction starts in FY 2025 through 2026. The project will replace aging sanitary sewers within the Lower Hillcrest Sub-Basin 4 South Lower in Magnolia Avenue, Landsdale Avenue, Taylor Blvd., Poplar Avenue, Elder Ave, Palm Ave, and Central Park easement. The project will reduce inflow and infiltration into the sewer collection system and reduce treatment costs while freeing up conveyance capacity within the collection system.	$4,000,000	$4,000,000	-

		Project Cost	FY26	FY27
S21	**Millbrae Downtown Sewer Replacement & Pavement Resurfacing Project (M) (R)** This is the Sewer Fund contribution towards the pavement repair needed after the recent completion of Broadway Sanitary Sewer Replacement Project and the work sewer work on Taylor Blvd and Broadway.	$700,000	$700,000	

Total New Expenditures		**$8,470,000**	**$4,625,000**

Appendix A-3

MAJOR SEWER SYSTEM EQUIPMENT INVENTORY

Equipment Number	Major Equipment Type	Year Purchased
712	Ford F250 Pick Up Truck	2015
305	Street Sweeper Freightliner/Tymco	2016
711	Vac-Con Combo Unit Freightliner/Chassis	2014
760	Ford F150	2014
771	Ford F250 Utility	2018
772	Ford Transit Van CUES CCTV Granite Net	2018
778	Ford F150	2023
779	Gapvac Peterbuilt Chassis	2024
330	Ford 650 Dump Truck	2016
332	Ford 650 Dump Truck	2017
470	John Deere 310 Sl Backhoe	2018
360	John Deere 310 Sl Backhoe	2020
673	Bobcat with Hammer and Backhoe Attachment	2019
377	Wacker Asphalt Roller	2007
710	Sulair Air Compressor	2020
	Bri-Mar Hydraulic Dump Trailer	2005
480	Wacker Light Tower	2002
476	Wacker Light Tower	2002
326m	Addco Battery Powered Message Board	2022
325 A	Wanco Battery Arrow board	2022
324A	Wanco Battery Arrow board	2022
475M	Vermac Message Board	2023
759M	Vermac Message Board	2023
323	Power Washer Hydrotech	1995
	Trick Pipe Bursting Unit	2010
	6” HDPE Fusion Unit	2005
	4” HDPE Fusion Unit	2005

	Wacker Trench Tamper	2000
	Wacker Asphalt Tamper	2006
	Stihl Cut-Off Saw	2005
	Stihl Walk-Behind Saw	2008
	Honda EN500 Generator	2005
	Honda EU1000 Generator 7	2009
	Honda 3500 SX Generator on Trailer	2000
	Spartan Cable Machine X3	2000
	Friat Thermal Coupler Unit	2005
	12’ Equipment Trailer	2000
	15’ Equipment Trailer	2000
	Bosch Bulldog Small Hammer	2008
	Stihl Chainsaws 12”-30”	2002
	Stihl Pole Saws (2)	2002
	Milwaukee Large SDS hammer Drill	2024
	Milwaukee tracker and locater	2024
	Milwaukee Lateral Camera	2024
	Industrial scientific VLOC 3 Locator	2018

Appendix A-4

CRITICAL SEWER SYSTEM REPLACEMENT PARTS INVENTORY

Part Description as of xxx	Number in Inventory	Location
6”x 6”x 6” Clay WYE	4	Aviador
6”x 6”x4 ” Clay WYE	5	Aviador
8”x 8”x 4” Clay WYE	3	Aviador
6”x 6” VCP Pipe	1	Aviador
45 HDPE Elbow	17	Aviador
Flexible Thermal Coupler 4”	8	Aviador
4” Thermal Coupler	9	Aviador
6” Thermal Coupler	4	Aviador
4” HDPE Clean Out Adaptor	5	Aviador
6” HDPE Clean Out Adaptor	3	Aviador
6” Clay to Clay Band	11	Aviador
8” Clay to Plastic Band	7	Aviador
4” Clay to Clay Band	7	Aviador
4” 33° HDPE Elbows	22	Aviador
6”x 6”x 6” HDPE WYE	1	Aviador
6”x 6”x 4” HDPE WYE	7	Aviador
4”x 4”x 4” HDPE WYE	1	Aviador
4’x 4’ Check Valve	0	Aviador
4” Pop-Up Valve	72	Aviador
6”x 20” HDPE Pipe (Grey)	1	Aviador
12”x12” SDR Pipe	1	Aviador
B9 Concrete Box	2	Aviador
8” Round Concrete Box	3	Aviador
6”x 20” HDPE Pipe (Black)	11	Corp Yard
4”x 20” HDPE Pipe (Black)	11	Corp Yard
4” Corrugated Pipe	200	Aviador
6” Corrugated Pipe	250	Aviador

Appendix B-1

SPILL EMERGENCY RESPONSE PLAN (SERP)

Note: The SERP was updated in July 2023 by DKF Solutions, Inc. and is incorporated by reference into this SSMP.

Appendix B-2

PUMP STATION Spill Emergency Response Plans

Note: The Emergency Response Plans for the Madrone, Hacienda, and Plaza Bay Pump Stations were updated in July 2023 by DKF Solutions, Inc. and are incorporated by reference into this SSMP

Appendix C

CITY OF MILLBRAE FOG POLICY

City of Millbrae

Fats, Oils and Grease (FOG) Policy for Food Service Establishments

Final

April 2, 2021

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APPENDICES

1.0 INTRODUCTION

The State Water Resources Control Board (SWRCB) Order No. 2006-003-DWQ, *Statewide General Waste Discharge Requirements for Sanitary Sewer Systems* includes requirements for a Sanitary Sewer Management Plan (SSMP). The City of Millbrae's (City's) SSMP includes a Fats, Oils and Grease (FOG) Control Program. The FOG Control Program works in conjunction with the City's preventative maintenance program to prevent FOG related Sanitary Sewer Overflows (SSOs). The Water Pollution Control Plant (WPCP) Environmental Service Group is responsible for administering the City's FOG Control Program.

The legal authority to implement, monitor and enforce the elements of the FOG Program in the City's service area is in the City of Millbrae Municipal Code Chapter 8.20 *Municipal Sanitary Sewer* and Chapter 9.25, which adopts the California Plumbing Code.

This Policy serves as a guide to implementing the FOG Control Program and preventative maintenance program with specific direction for the installation and maintenance of grease removal devices (GRD) in food service establishments (FSE).

2.0 DEFINITIONS

Best Management Practices (BMPs): Procedures or actions which may eliminate or reduce the amount of pollutants or constituents discharged or eliminate a specific discharge to the sewer system. May include schedule of activities, prohibition of practices, maintenance procedures, other management practices, treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

Fats, Oils and Grease (FOG): means any animal or vegetable-based fats, oils, and grease generated from food preparation, food service, and kitchen cleanup.

Food Service Establishment (FSE): includes, but is not limited to, any facility preparing and/or serving food for commercial use or sale. This includes restaurants, cafes, lunch counters, cafeterias, hotels, hospitals, convalescent homes, factory or school kitchens, catering kitchens, bakeries, grocery stores with food preparation (excluding stores with only food-warming operations), meat cutting and preparation, and other food handling facilities not listed above where fats, oils, and grease may be introduced into the sanitary sewers

Grease Removal Device (GRD): means a device used to remove FOG from kitchen waste discharged to the sanitary sewer, i.e., a grease interceptor, grease trap, or other mechanical device.

Grease Interceptor (or Interceptor): means a GRD consisting of a portioned vault, with a minimum volume of 750 gallons, that is typically installed inground or underground and outside of the building which it serves.

Grease Trap (or Trap): means a GRD designed to serve one to four (4) kitchen fixtures. Traps are usually 50 gallons or less in volume and are typically located inside a kitchen, under the sink, or in the floor.

Major Remodel: means a remodel which includes significant change to the kitchen and which has a building permit valuation of at least $100,000, not including the purchase and installation cost of any GRD installed during the remodel.

New Food Service Establishment: means a) a new building which will contain a FSE; b) the installation of a FSE in an existing building which has not previously contained a FSE requiring a Plan Check from the City.

Sewer Line "Hot Spot": means a location in the sanitary sewer system where one or more FOG-related sewer overflows have occurred that requires significantly increased maintenance to prevent FOG-related line blockages, and/or where a significant potential exists for FOG-related line blockages to occur. The designation of a "Hot Spot" will be solely at the discretion of the City, based on the history and characteristics of the location.

Uniform Plumbing Code: means the "2019 California Plumbing Code" (California Code of Regulations, Title 24, Part 5). If there are future revisions to the UPC that relate to sizing of GRDs, the City reserves the right to use either the present or revised UPC, as appropriate.

Working Capacity: means the total volume of solids, water, and grease that a Grease Interceptor or grease trap is designed to contain under normal operating conditions.

3.0 PERSONNEL RESPONSIBILITIES

3.1 Environmental Compliance Inspector

The Environmental Compliance Inspector (ECI) is responsible for the day-to-day implementation and enforcement of the FOG control program. The ECI's duties are to:

- Perform inspections and prepare inspection reports.
- Maintain and update the permitted FSE inventory list.
- Manage the FSE permit process (applications, permits, renewals).
- Prepare informal (WN) and formal notices (Late Notices, NOV, fines, etc).
- Inform Laboratory Source Control Supervisor of IU violations,
- Review Planning Department applications for applicable FSEs that must install GRDs and approval of GRD types and sizes.

3.2 Laboratory/Source Control Supervisor

The Laboratory/Source Control Supervisor monitors the ECI's actions and manages the FOG Control Program. The Supervisor's duties are to:

- Manage activities and enforcement measures of the Environmental Compliance Inspector.
- Review and issue NOVs.

- Review and sign for fines issued.
- Recommend and prepare enforcement actions (AO, SCO, CDO, etc.)
- Review Planning Department applications for applicable FSEs that must install GRDs and approval of GRD types and sizes.

3.3 Superintendent of WPCP

The Superintendent has direct responsibility for the FOG Control Program. The Superintendent duties are to:

- Review and sign for fines issued.
- Issue permits and Administrative Order enforcement actions (AO, SCO, CDO, etc.)
- Hear IU appeals.
- Suspend or revoke discharge permits

3.4 Director of Public Works

The Director's duties are to:

- Conduct SC hearings for appeals.
- Make final decision of fine for Show Cause hearing.
- Issue order to restrict, suspend or disconnect a user from the City's wastewater collection system.

3.5 City Attorney

The City Attorney's duties are to:

- Advise staff during enforcement matters as required
- Manage civil and criminal litigation on behalf of the City

4.0 GREASE REMOVAL DEVICE REQUIREMENTS

All new FSEs, all existing FSEs undergoing a Major Remodel and all existing FSEs upstream of a Sewer Line "Hot Spot" shall have at least one GRD, as specified below. See also Table 1.

4.1 New Food Service Establishment

A new FSE, as defined in the Definitions section above, is a new building which will contain a FSE or the installation of a FSE in an existing building which has not previously contained a FSE requiring a Plan Check from the City. A business will not be considered a new FSE solely on the basis of a change of menu, name, and/or ownership.

All new FSEs shall install an Interceptor sized in accordance with Appendix H of the Uniform Plumbing Code (UPC). Interpretation of Appendix H and the variables used in the sizing calculation shall be at the discretion of the City. The City will accept interceptor sizing based on Appendix H updated by the International Association of Plumbing and Mechanical Officials (IAPMO) although changes may not be in the UPC currently codified by the City.

The interceptor shall drain all fixtures and equipment in the establishment which may receive FOG, including but not limited to utensil sinks, food preparation sinks, hand washing sinks in kitchen areas, mop sinks, and floor drains and floor sinks in kitchen and washing areas. The dishwashing machine shall be plumbed to the interceptor, unless specified otherwise by the City. Any discharge to the sanitary sewer from routine cleaning of exhaust hoods and ducts shall be plumbed to the interceptor. No drains from toilets, showers, or other domestic discharges shall be connected to the interceptor.

If there is an outside refuse area and/or washing area plumbed to the sanitary sewer it must drain to the kitchen interceptor or to another properly sized interceptor. Note any proposed outside refuse area and/or washing area plumbed to the sanitary sewer should also be covered and bermed to prevent discharge to storm drainage.

4.2 Major Remodel

Any FSE which is: a) upstream of a Sewer Line "Hot Spot," as defined above; and b) undergoing a Major Remodel, as defined above, shall install an interceptor. The requirements shall be the same as for a new FSE, except for the following:

1. A remodeled FSE may be allowed to not connect some minor kitchen drains, such as hand washing sinks or floor drains, where connection of these drains to the interceptor would require excessive replumbing. The determination shall be solely at the discretion of the City, on a case-by case-basis. For any drain exempted from connection to the interceptor, the FSE shall maintain employee training and/or signage to prevent discharge of FOG to the drain.
2. Any FSE which is not upstream of a Sewer Line "Hot Spot" but is undergoing a Major Remodel, as defined above, shall install, at a minimum, one or more grease traps, as required for an existing FSE which is upstream of a "Hot Spot".

4.3 Existing Food Service Establishments Upstream of Sewer Line "Hot Spot"

The City will maintain a current list of the locations designated as "Hot Spots". The list will reference the evidence supporting each designation. Such evidence may include, but is not limited to, maintenance records, SSO reports, or videotapes. The designation of a "Hot Spot" shall be solely at the discretion of the City. The minimum GRD requirement for any FSE above (upstream) a designated "Hot Spot" shall be one or more traps draining at least the utensil sinks and dishwasher prerinse sink (scrap sink). The sizing of the trap(s) shall be as follows:

1. For FSEs that do not currently have any GRD in place, the installed trap(s) shall be sized in accordance with Table 102 in Chapter 10 of the UPC, or subsequent revisions, at the discretion of the City. Manufacturer specifications may be used instead of the UPC table, if adequate documentation is provided to assure the City that the trap size is appropriate for the fixtures drained.
2. Existing FSEs with one or more traps currently installed shall not be required to install a larger trap if the size of the trap is at least 70% of the size specified by Table 102 in

Chapter 10 of the UPC. Those FSEs with installed traps sized at less than 70% of the UPC requirement shall be required to install larger or additional traps to meet the appropriate sizing requirement of the UPC.

3. The City reserves the right to require installation of an interceptor if such installation is appropriate due to the size, menu, and location of the FSE.

FSEs upstream of a designated "Hot Spot", that have a grease trap meeting the requirements in this Section, will be issued a wastewater discharge permit. The permit shall authorize the FSE to discharge from their kitchen drains without installation of an interceptor. However, if the City determines that the FSE's grease trap(s) and operating practices are inadequate and the FSE continues to contribute significant quantities of FOG to a downstream Sewer Line "Hot Spot," the permit can be revoked and the FSE shall be required to install an interceptor. If the permit is revoked, the FSE shall be subject to the same requirements as described above in Section 4.2 for a FSE upstream of a "Hot Spot" and undergoing a Major Remodel. Such revocation will only occur after the City has worked with the permittee to resolve the problem and has documented reasonable evidence that FOG discharges from the FSE are contributing to the "Hot Spot" problem

4.4 Grease Traps

All grease trap installations (existing traps or new installations) shall comply with all of the following requirements (note that these requirements do not apply to interceptor installations):

- Dishwashing machines shall not drain to a Grease Trap, unless the FSE can document that the volume and temperature of wash water and rinse water discharged, in combination with any detergent, soap, and/or disinfectant in the water, will not render the Trap ineffective.
- All new or existing Grease Trap installations shall comply with 1014.3 of the UPC. This requires a flow control device, meeting certain criteria, to be installed either on each fixture drain before the trap inlet or at the trap inlet itself.
- For any kitchen drain not connected to the Grease Trap, the FSE shall maintain employee training and/or signage adequate to prevent discharge of FOG to the drain.
- Installation of specialized grease removal devices of proprietary design, such as the Big Dipper, will be considered by the City on a case-by- case basis. Approval will be contingent on demonstration that the device will reliably perform at least as well as a conventional Grease Trap meeting the requirements of the UPC.

4.5 Existing Food Service Establishments Not Upstream of "Hot Spot"

Existing FSEs that are not upstream of a Sewer Line "Hot Spot" do not have permit or GRD requirements. However, owners and operators of such establishments should consider that if the FSE discharges sufficient amounts of FOG to cause an obstruction in the sanitary sewer, they would be in violation of City Municipal Code Section 8.20.290(D)(11) and 8.20.485. Such

discharge would also be likely to plug the FSE's drain lines, causing sewage back-ups into the kitchen.

Upon request, City personnel will provide FSEs with information regarding employee training and GRDs to minimize FOG discharge to the sewer.

Table 1. Grease Removal Device (GRD) Installation Requirements

FSE Type	Grease Removal Device Requirements
New FSE	Interceptor
Major Remodel upstream of a "Hot Spot"	Interceptor
Major Remodel not upstream of a "Hot Spot"	Grease Traps
Existing FSE upstream of a "Hot Spot"	Grease Traps (draining at least the utensil sinks and dishwasher prerinse sink) OR Interceptor if deemed appropriate by City
Existing FSE not upstream of a "Hot Spot"	No requirement

5.0 REQUIREMENTS FOR FSEs SUBJECT TO THIS POLICY

All new FSEs, Major Remodels, and all existing FSEs upstream of a Sewer Line "Hot Spot" are subject to this Policy and will have a wastewater discharge permit issued by the City and at least one grease removal device (GRD), as described in this Policy. The sole exception is any FSE granted a permit waiver, as discussed in Section 5.1 below. All FSEs that are subject to this Policy must comply with the requirements of Sections 5.2 through 5.5 below, unless granted a permit waiver.

5.1 Permit Waiver

All FSEs must have a current wastewater permit issued by the City, unless the City grants a permit waiver. Waivers will be granted only to those FSEs that can demonstrate to the satisfaction of the City that they are not a significant source of FOG. This will normally be the case only if there is no cooking or cleanup taking place at the facility.

5.2 Grease Recycling Bin

All FSEs shall have a bin or drum for collecting waste kitchen grease and used cooking oil. FOG cleaned out of grease traps shall not be placed in this container, as it is more difficult to recycle. The container shall be used and maintained adequately to prevent spillage or leakage.

The container shall be serviced (emptied or exchanged) and recycled in a legal manner at an appropriate frequency. Receipts or other documentation of such service shall be retained at the FSE and presented to City staff on request. The FSE shall maintain adequate employee training and/or kitchen signage to assure that the container is used and maintained in an appropriate manner.

5.3 No Stormwater Pollution

All FSEs shall operate so as to prevent any discharge of FOG or other wastes to storm water drainage in violation of City Municipal Code Chapter 8.70 *Storm Water Management and Discharge Control*. Serious or repeated discharges to storm drainage from an FSE will be referred to the appropriate City staff for enforcement action.

5.4 GRD Additives Prohibited

Addition of enzymes, solvents, or emulsifiers to GRDs (grease Traps or Interceptors) or to drains leading to these devices is prohibited

5.5 Food Grinders Prohibited

A food grinder (garbage disposal) shall not discharge to a GRD (Grease Trap or Grease Interceptor).

6.0 MAINTENANCE REQUIREMENTS FOR GRDs

The wastewater permit issued to an FSE will specify the required minimum frequency for maintaining (pumping or hand cleaning) the GRD(s) and how the FSE will verify this maintenance.

Regardless of the frequency of maintenance, any GRD with a combined level of floating FOG and settled solids in any compartment which exceeds 25% of the liquid depth of that compartment will be considered to be in violation.

All vents, baffles, inlet and outlet devices, and flow control devices necessary for proper operation of the GRD must be in place and in working condition at all times.

All GRDs shall be completely cleaned out and left empty by a registered transporter of inedible kitchen grease, as described in 6.1, prior to the closure of a FSE, the associated building or a change in ownership. In the event the tenant cannot be located the building owner shall assume responsibility for cleaning the GCDs.

6.1 Grease Interceptors and Large Grease Traps

For an FSE with a Grease Interceptor or a Grease Trap larger than 30 gallons liquid capacity (35 gpm rating / 70 pound grease storage capacity), the Interceptor or Trap shall be pumped (i.e., all compartments pumped empty) and the contents legally disposed at a minimum frequency of once every three months. The City may require more frequent pumping if inspections by City staff indicate that pumping every three months is not adequate. At the discretion of the City, the required frequency may be reduced if the FSE provides documentation (e.g., hauler certifications) adequate to establish that less frequent pumping would suffice. Such documentation shall be based on a minimum of one year of quarterly pumping and will be verified by City inspections.

All pumping shall be performed by persons who are certified by the California Department of Food and Agriculture (DFA) as a registered transporter of inedible kitchen grease. The pumper

shall transport the pumped waste to an authorized receiving facility, as defined by the DFA. DFA regulations require the pumper to provide the FSE with a waste removal receipt which includes the name of the FSE, the date of the pumping, the working capacity of the Interceptor pumped (see Section 2.0 Definitions) and the total gallons pumped.

6.2 Grease Traps

FSEs with a grease trap of 30 gallons liquid capacity (35 gpm rating / 70 pound grease storage capacity) or less may choose to comply with the procedure specified in Section 6.1 above, except that the minimum pumping frequency shall be monthly, unless modified in the permit, as described above.

All FSEs with a grease trap of 30 gallons liquid capacity (35 gpm rating / 70 pound grease storage capacity) or less who do not choose to comply with the above shall comply with the procedure specified below:

- The Grease Trap shall be cleaned by FSE staff and/or a contractor, at a minimum frequency of once every 15 days. The City may require more frequent cleaning if inspections by City staff indicate that cleaning every 15 days is not adequate. At the discretion of the City, the required frequency may be reduced if the FSE provides documentation (e.g., logbook observations) adequate to establish that less frequent cleaning would suffice. Such documentation shall be based on a minimum of six months cleaning at a minimum 15-day frequency and will be verified by City inspections.
- Persons cleaning a Trap shall assure that all grease and sediment is removed and appropriately disposed. They shall also assure that all baffles, flow control devices, and other equipment are properly installed subsequent to the cleaning. All wastes removed from the Trap during cleaning shall be placed in a drum or other dedicated container and be removed by a registered transporter of inedible kitchen grease, as described in Section 6.1 above. The trap waste may not be placed in the grease recycling bin specified in Section 5.2, unless the grease hauler provides written certification that this is acceptable and the hauler complies with all DFA regulations for inedible kitchen grease.
- Cleaning of a Trap shall be documented on a log sheet maintained by the FSE. The log sheet shall include, at a minimum, the date of the cleaning event, the name of the person(s) performing the cleaning, their signature, the quantity of waste removed from the Trap, and any other relevant observations. The completed log sheets shall be maintained onsite for a minimum of three years and provided to City staff on request. The FSE shall provide to the City a copy of their current log sheet at a frequency specified by the FSE permit.

Table 2. Grease Removal Device (GRD) Maintenance Requirements

GRD Type and Size	Frequency	Pumping Requirements
Interceptor or Grease Trap > 30 gallons liquid capacity (35 gpm rating / 70 pound grease storage capacity)	Once every 3 months[1] (i.e. quarterly)	DFA registered transporter
Grease Trap ≤ 30 gallons liquid capacity (35 gpm rating / 70 pound grease storage capacity)	Monthly[1]	DFA registered transporter
	Once every 15 days[1]	FSE staff/contractor
Any GRD with combined level of floating FOG and settle solids in any compartment > 25% liquid depth of that compartment	Immediate cleaning required	

Notes:

[1] Or as determined by City

Appendix D

SSMP AUDIT REPORT

Note: The status of follow-up actions as of May 2025 are indicated below in red.

City of Millbrae - SSMP Audit Checklist
Audit Date: January 14, 2025

The purpose of the SSMP Audit is to evaluate the effectiveness of the City of Millbrae SSMP and to identify any needed for improvement.

Directions: Check YES or NO for each question. If NO is answered for any question, describe the updates/changes needed and the timeline to complete those changes. Include discussion for YES responses as appropriate.

AUDIT PREFACE

The City's SSMP was updated in November 2024, incorporating needed updates that were identified in the February 2023 audit and also new requirements under the reissued Statewide General Order for Sanitary Sewer Systems (Order WQ-2023-0103-DWQ), hereafter referred to as the General Order. The November 2024 update had not been certified by the City Council as of the date of this January 14, 2025 audit. Because some minor additions and corrections were identified in this audit, the SSMP will be updated prior to Council certification, and will be submitted in CIWQS prior to the August 2, 2025 due date.

The audit format has been updated to reflect changes to element titles and requirements of the reissued General Order.

ELEMENT 1 – GOAL AND INTRODUCTION		YES	NO
1.0	Is the goal stated in the SSMP appropriate and accurate?	☑	☐
1.1	Is Regulatory Context provided and accurate	☑	☐
1.2	Is an update schedule for audits and audits provided?	☑	☐
1.3	Does the Sewer System Asset Overview section accurately reflect General Order requirements?	☐	☑

***Discussion*:** The Goal shown in Section 1.0 of the SSMP is as stated in the General Order and embraced by the City. Information on the number of residential, commercial and industrial connections is not included in the current SSMP. An additional Section 1.4 (Definitions and Abbreviations) is included but not required under the General Order. Data Management systems are described elsewhere in the SSMP

Actions: For the 2025 update, add a discussion of the sewer lines from the City of Burlingame that discharge to the Millbrae system (but are owned and operated by Burlingame. Also mention that there a few lines in Millbrae that discharge to the City of San Bruno's system, which are maintained by San Bruno. Include a reference to the discussion of lateral ownership in Section 4.2. Provide information on number of residential, commercial and industrial connections if available. Move the description of data management systems to this section. DONE

ELEMENT 2 - ORGANIZATION			
2.1	Is the listing of LROs current?	☑	☐
2.2 2.3	Is the organization chart, contact information, and staff responsibilities for those involved in implementation of the SSMP complete and accurate?	☑	☐
2.4	Is information regarding the Chain of Communication for Reporting and Responding to spills accurate and up-to-date?	☑	☐
***Discussion*:** Position descriptions and contact information are all accurate. One minor needed change to the Organization Chart and Table 2.1 was noted. ***Actions*:** For the 2025 update, change the name of Maintenance Lead Worker in Org Chart and Table 2.1. Also remove "Interim" from that Position. **DONE**			

ELEMENT 3 – LEGAL AUTHORITY			
3.0	Does the SSMP contain current references to the City of Millbrae Municipal Code documenting the City's legal authority to:		
A.	Prevent illicit discharges?	☑	☐
B.	Require proper design and construction of sewers and connections	☑	☐
C.	Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the City?	☑	☐
D.	Limit discharges of fats, oils and grease?	☑	☐
E.	Enforce any violation of its sewer ordinances?	☑	☐
F.	Were any changes or modifications made in the past year to City Sewer Ordinances, Regulations or standards?	☑	☐
***Discussion**:* The City's FOG Policy, added to the November 2024 and 2025 updates, expand upon Municipal Code requirements related to installation and maintenance of Interceptors and Grease Removal Devices.			

For May 2025 SSMP Update, added references for legal authority to obtain easements (per RWB Inspection, comments on SSMP)

ELEMENT 4 – OPERATIONS AND MAINTENANCE PROGRAM			
4.1	Collection System Maps		
A.	Does the SSMP reference the current process and procedures for maintaining the City's wastewater collection system maps?	☑	☐
B.	Are the City's wastewater collection system maps complete, current and sufficiently detailed?	☑	☐
C.	Are storm drainage facilities identified on the collection system maps? If not, are spill responders able to determine locations of storm drainage inlets and pipes for possible discharge to waters of the state?	☑	☐
4.2	Preventative Operation and Maintenance Activities		
A.	Does the SSMP describe current preventive maintenance activities and the system for inspecting and prioritizing the cleaning of sewers?	☑	☐
B.	Is there an ongoing condition assessment program sufficient to develop a capital improvement plan addressing the proper management and protection of infrastructure assets? Are the current components of this program documented in the SSMP?	☑	☐
4.3	Training: Does the SSMP document current training expectations, programs, and General Order Requirements?	☑	☐
4.4	Equipment and Replacement Inventory		
A.	Does the SSMP list the major equipment currently used in the operation and maintenance of the collection system and documents the procedures of inventory management?	☑	☐
B.	Are contingency and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?	☑	☐
Outreach to Plumbers and Building Contractors			
	Does the SSMP document current outreach efforts to plumbers and building contractors?	☑	☐

Discussion:

Maps: Both storm and sewer systems use the AIM CMMS for system maps, however the map files for the two systems are separate. Because the streets, sanitary sewers and storm sewers are all managed by the Public Works Department Utilities and Operations group, the Collections crew, which is part of that group are very familiar with and have ready access to both map sets.

The City is aware of the requirement to submit a collection system boundary map that meets the required map specifications during the latter half od 2025.

Scheduled Inspections and Condition Assessments: Historic CCTV footages are tabulated in 4.3 of the SSMP Results of CCTV are the primary basis for prioritizing CIP repair/replacement projects, with age of pipelines, observations during cleaning, and occurrences of spills also informing CIP decisions. Pipe ratings are maintained in the Granite Net CCTV software.

Prioritized Preventative Maintenance: Historic line cleaning footages are tabulated in 4.2 of the SSMP. Cleaning of the entire system annually is the City's stated goal but is not always achieved in practice. HDPE lines, many of which were recently installed, are much less prone to root intrusion and other problems and do not require such frequent cleaning. These lines are on a 5-yr cleaning cycle.

The City no linger utilizes root foaming based on impacts to the treatment plant. The City's preference for addressing root problems is to repair or replace the line, or at a minimum, accelerate its cleaning cycle.

Equipment Inventory: Detailed listings of key equipment and replacement parts are included in the SSMP as Appendices A-3 and A-4, respectively. The City purchased a new GapVax cleaning truck (Eq. # 774)) in 2024.

Action:

A description of the new Lateral Maintenance Program interface created for the AIMS CMMS by the AIMS consultant in 2024 should be added to the SSMP. Lateral cleaning is not yet on a rigid schedule but is currently performed as the opportunity arises. DONE

ELEMENT 5- DESIGN AND PERFORMANCE STANDARDS			
5.1	Does the SSMP reference current design and construction standards for the installation for new sanitary sewer systems, Pump stations and other appurtenances and for the rehabilitation and repair of existing sanitary sewer systems?	☑	☐
5.2	Does the SSMP document current procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and the rehabilitation and repair of existing sewer lines?	☑	☐

Discussion:
Design and Construction Standards consisting of General Conditions, Technical Conditions, and Standard Plans are available on the City's web site. The latter two documents were updated in 2024. Standards for inspection and testing are described in the SSMP.

ELEMENT 6 - SPILL EMERGENCY RESPONSE PLAN			
A.	Does the City's Spill Emergency Response Plan establish procedures for the emergency response, notification, and reporting of spills?	☑	☐
B.	Is City staff and contractor personnel appropriately trained on the procedures of the SERP?	☑	☐
C.	Considering spill performance data, is the SERP effective in handling spills in order to safeguard public health and the environment?	☑	☐
D.	Are all spill and claims reporting forms current?	☑	☐
E.	Does all spill event recordkeeping meet the General Order requirements? Are all spill event files complete and certified in the CIWQS system?	☑	☐
F.	Have any required Technical Report and Water Quality Sampling requirements been completed and uploaded to CIWQS?	☑	☐
G.	Was training on SSMP and SERP completed and documented? Were field exercises with field staff on spill volume estimation conducted and documented?	☑	☐
H.	Did all public improvement plans and specifications that could impact collection system operations include requirements for SERP training or were contractor SERP programs at least as stringent as the City SERP?	☑	☐

Discussion: The City's SERP, updated by DKF Solutions in 2024, includes changes/updates that reflect the reissued General Order. In addition, DKF now offers an online service for documenting spills that is consistent with CIWQS documentation and reporting requirements. It includes features such as access from mobile devices, a spill volume estimation calculator, logging of calls to CalOES, and other features. The City has subscribed to this service and plans to implement it in 2025.

ELEMENT 7 – BLOCKAGE CONTROL PROGRAM			
A.	Does the Blockage Control Program include efforts to educate the public on proper handling and disposal of FOG and other materials that could cause sewer blockages??	☑	☐
B.	Does the FOG Control Program identify sections of the collection system subject to FOG blockages, establish a cleaning schedule and address source control measures to minimize these blockages?	☑	☐
C.	Are requirements for grease removal devices, best management practices (BMP), record keeping and reporting established in the City's FOG Control Program?	☑	☐
D.	Does the City have sufficient legal authority to implement and enforce the Blockage Control Program?	☑	☐
E.	Is the current Blockage Program effective in minimizing blockages of sewer lines resulting from discharges of FOG to the system	☑	☐

Discussion: SSMP Section 7 historically referred to a FOG Control Program, and the although the City's activities are directed toward control of FOG and other materials that can result in blockages, the term "blockage" has not been formally adopted or widely used.

The City's activities for blockage control include regular cleaning of sewer lines (including tracking and more frequent cleaning of "hot spot" areas), rehab or replacement of sewer lines with piping materials less susceptible to root instruction, Public Outreach & Education efforts, and specific requirements for installation and maintenance of grease interceptors or other grease removal devices at facility that generate FOG.

The 2021 FOG Policy, implemented through the City's Pretreatment Program, has been effective in minimizing spills related to FOG. Over the five-year period from 2000-2024, there was only one very small (20 gallon) Category 3 (now considered Category 4) spill that originated from a lower lateral.

Public outreach materials directed toward FOG and other blockage-related materials (e.g. wipes) are posted on the City's web site at https://ci.millbrae.ca.us/351/Pretreatment-Program

The City's Municipal Code provides legal authority to prohibit the discharge of FOG and debris that may cause blockages. The City's FOG Policy supplements the Code's FOG provisions by providing additional details on interceptor and grease trap installation requirements. It also spells out internal (City staff) responsibilities for implementation of the policy.

Actions: SSMP Section 7 could benefit from some increased emphasis on blockages caused by materials other than FOG. For the 2025 update, add discussion to this section as appropriate.

For May 2025 SSMP Update, added more on "other" blockage control efforts, mostly by reference to O&M activities described in Section 4.

ELEMENT 8 - SYSTEM EVALUATION ASSURANCE AND CAPITAL IMPROVEMENTS			
8.1	Are the requirements related to *System Evaluation and Capital Improvements addressed in the SSMP?*	☑	☐
8.2, 8.3 8.4	Has a capacity assessment been conducted and design criteria established to identify hydraulic deficiencies in the system, along with recommendations for both short and long-term prioritized capacity enhancement and improvement projects?	☑	☐
8.4.	Does the SSMP address resilience issues related to climate change?	☑	☐

Discussion:

Requirements for Section 8.1 are met primarily though through CCTV inspections and the associated pipeline ratings, and through visual observations of manhole conditions during cleaning events The condition assessment process feeds directly into planning for CIP projects.

The Capacity Assessment requirements for Section 8.2 have been met primarily through the 2014 Wet Weather Alternative Analysis and the 2012 Capacity Assurance Report, which provided a list of recommended projects for the CIP Program and design criteria.

Potential capacity issues related to State mandates for increased housing – typically met through higher density "infill" housing projects - were not specifically addressed in the 2012 Capacity Assurance Report, but are addressed through the City's planning process that individual development projects are subject to.

A number of the remaining capacity improvement projects are scheduled for construction over the 2024–2027 period. The City's 5-year CIP budget allocates ~$15 M for these and other defined collection system projects, $3.1 M for (primarily) sewer lateral replacement projects, and another $5 M for design and construction of main replacement projects not specifically defined at this point.

The SSMP's resiliency discussion focuses on the increased potential for shoreline flooding of low-lying system assets exacerbated by sea level rise, and of inland flooding during major storm events. Regional actions being taken to address these hazards are described.

There is no significant discussion of wildfire hazards, which is largely outside of the Collection System's purview. Fire and emergency medical services for the City are provided by the Central County Fire Department.

Actions:

The 2025 SSMP update should expand on the following in Section 8:

- Potential capacity issues related to high density housing referred to above.
- Additional discussion regarding the impact of other climate change-related issues (e.g., wildfires, power outages) and their potential impact on system assets.

For the 2025 SSMP Update, added the first paragraph highlighted above. An updated version of the 2nd paragraph based on the proposed 2-yr CIP budget for 2025-27 was added. Also wording at the end of Section 8.5 regarding the Hazard Element of the City General Plan.

ELEMENT 9 - MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS			
A.	Does the SSMP accurately portray the methods of tracking and reporting selected performance indicators?	☑	☐
B.	Is the City able to sufficiently evaluate the effectiveness of the SSMP elements based on relevant performance indicators?	☑	☐

Discussion:

Section 9.2 of the SSMP lists Performance Indicators that are tracked. Metrics related to spill frequency, volume, and cause are tracked in Tables 9.1, 9.2 and 9.3. Annual cleaning and CCTV footages, and "Hot Spot" cleaning frequencies are tracked in tables in Section 4. The tables are current through 2024. Trend charts were not included in the 2024 update, although certain trends charts that are now generated in CIWQS are publicly available, along with all spill report data submitted to CIWQS.

Action:

Consider adding charts of the performance indictors tracked to SSMP Sections 4 and 9.

Charts were not created for May 2025 SSMP update.

ELEMENT 10 – SSMP PROGRAM AUDITS			
A	Has SSMP implementation been effective in preventing spills?	☑	☐
B.	Have deficiencies in the SSMP been identified?	☑	☐
C.	Is the City in compliance with the General Order?	☑	☐
D.	Has operator input on the audit findings been considered?	☑	☐

Discussion:

The City believes it's implementation of the SSMP has been effective in preventing and reducing impact of spills, as evidenced by an overall downward trend in the number of spills and spill volume, with the large spill that occurred during the extreme storm event of 10/24/2021 being a notable exception.

The City compliance with requirements of the General Order includes but is not limited to reporting of spills in CIWQS, updating the SERP, conducting this audit, updating the SSMP, and implementing it O&M program. The audit identified several minor items to be addressed in the next SSMP update, but no major deficiencies.

Although the SSMP was updated in 2024 to conform with new requirements, the City plans to do further updating in 2025 before the SSMP is certified by the City Council and submitted in CIWQS by August 2, 2025.

Operator input on audit findings is addressed through regular communication between Collections Supervisor and his crew.

Discussion, continued:

The SSMP is posted on the City's web site, with the Audit as an Attachment. The City also will prepare and submit Annual Reports as required under the reissued General Order.

The SSMP's change log was updated with information on the 2024 update and will continue to be updated with any future changes.

Added May 2025 SSMP changes to Change Log

ELEMENT XI – COMMUNICATION PROGRAM			
A.	Does the City effectively communicate with the public and other agencies about spills, development and the implementation of the SSMP?	☑	☐

Discussion: The public is informed of spills through use of cones, barriers and/or warning signs as appropriate for any particular spill. The public has access to all spill data through the CIWQS interactive spill map and CIWQS public reports.

The SSMP is posted on the City's web site. The City's Water & Sewer Service web page provides a mechanism for the public to communicate questions and concerns to the City. For emergency help, phone numbers are provided for use during business and non-business hours.

There are no satellite systems that discharge to the City's collection systems other than small line segments that discharge from the Citty of Burlingame, which are maintained by Burlingame. The City communicates with that agency as needed.

Audit Team: Audit Date: 1/15/2025

Ray Goebel, EOA, Inc. (All sections)

Chris Junio, Collections Supervisor (All sections)

Craig Centis, Public Works Deputy Director (All sections)

Audit Document Prepared by:

Ray Goebel, EOA, Inc

Reviewed by:

Chris Junio, Collections Supervisor

Review Completion Date: 1/28/2024

Appendix E

LOG OF SSMP CHANGES

Date	SSMP Element	Description of Change/Revision Made	Person Authorizing Change
8/1/2018	Introduction	Intro Table 1 and 3 revised.	Jane Kao
8/1/2018	II	Figure II-1, Table II-1, and Table II-2 revised	Jane Kao
8/1/2018	IV	Figure IV - 1, Table IV-1, Table IV-2, Table IV-3 (and narratives), Table IV-4, IV-2.1.3 Root Foaming, IV-2.5 Training, and Appendix IV-B revised	Jane Kao
8/1/2018	VII	Table VII-1 revised	Jane Kao
8/1/2018	IX	Table IX - 1, Figure IX - 1, Figure IX - 2, Table IX - 2, Figure IX - 3, Table IX - 3, and Figure IX - 4 revised	Jane Kao
8/1/2018	X	2018 Audit Added	Jane Kao
Nov. 2024	All	The entire SSMP was updated to conform with the requirements of the re-issued General Order, including both format and content. Hyperlinks to external content were added. Removed references to former Baykeeper consent decree. Appendices were moved from individual sections to the end of the document. Additional changes are described below. Section number citations below refer to current numbering scheme	Chris Julio
Nov. 2024	Section 1	Introduction incorporated into Section 1. Added SSMP Plan Update Schedule, additional definitions. Updated Tables 1.1, 1.2, 1.3.	Chris Julio
Nov. 2024	Section 2	Updated LRO info, Table 2.1,	Chris Julio
Nov. 2024	Section 3	Updated Table 3.1 (added additional citations)	Chris Julio
Nov. 2024	Section 4	Deleted redundant Org chart, system map. Updated Tables 4.1, 4.2, 4.3. Deleted description of root foaming (no longer used)	Chris Julio
Nov. 2024	Section 5	Deleted detailed listings of City Standard Drawings (replaced with link to Public Works web site)	Chris Julio
Nov. 2024	Section 6	Updated to reflect specific requirements of General Order and revisions to SERP, e.g. updated description of water quality monitoring, updated Table 6.1 (Notification & Reporting requirements), discussion of annual reporting, coordination with agencies.	Chris Julio
Nov. 2024	Section 7	Now titled “Blockage Control Program”. Updated description of FOG Program and Policy	Chris Julio
Nov. 2024	Section 8	New text to conform with General Order requirements. Update on CIP activities. Added discussion of system resiliency issues and links to external information	Chris Julio
Nov. 2024	Section 9	Updated performance metrics (Tables 9.1, 9.2, 9.3). Deleted charts.	Chris Julio
Nov. 2024	Section 10	Updated discussion of audit and SSMP update requirements. Removed audit template (current audit is in Appendix D)	Chris Julio
Nov. 2024	Section 11	Updated discussion and provided links to external web sites	Chris Julio
Nov. 2024	Appendix A-2	Updated CIP Budgets	Chris Julio
Nov. 2024	Appendix A-3	Updated Equipment Inventory	Chris Julio
Nov. 2024	Appendix A-4	Updated Replacement Parts Inventory	Chris Julio
Nov. 2024	Appendix B-1	Updated Spill Emergency Response Plan (SERP)	Chris Julio
Nov. 2024	Appendix B-2	Added Pump Station Emergency Response Plans (by ref.)	Chris Julio
Nov. 2024	Appendix C	Added new FOG policy	Chris Julio
Nov. 2024	Appendix D	Added Feb 2023 Audit Report	Chris Julio

Nov. 2024	Appendix E	Updated Log of SSMP changes	Chris Julio
May 2025	Section 1,	Added table for number of residential, commercial, industrial customers	Chris Julio
May 2025	Section 1 Section 4	Added information on SmartCovers to section 1.3, and screen shot of SmartCover rainfall data (Fig. 4.5)	Chris Julio
May 2025	Section 2	Updated Organization chart	Chris Julio
May 2025	Section 3	Added Muni Code references for authority to secure easements to Table 3.1.	
May 2025	Section 4	Added information/screen shots for data management system (AIMS CMMS and Granite Net software)	Chris Julio
May 2025	Section 4	Added information regarding lateral cleaning	Chris Julio
May 2025	Section 8	Added discussion regarding impact of "infill" housing to Section 8.3. Revised Section 8.4 (CIP) to refer to a more recent listing of proposed CIP projects. Expanded Section 8.5 Resiliency Considerations	Chris Julio
May 2025	Section 9	Updated Tables 9-1 to 9.3 through end of CY 2024	Chris Julio
May 2025	Section 11	Added information regarding communication with Cities of San Bruno and Burlingame	Chris Julio
May 2025	Appendix D	Added January 2025 Audit Report	Chris Julio
May 2025	All	Minor formatting changes, typos, etc	Chris Julio

Appendix F
SSMP COUNCIL ADOPTION DOCUMENTS

RESOLUTION 21-89

CITY OF MILLBRAE, COUNTY OF SAN MATEO
STATE OF CALIFORNIA

***

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILLBRAE APPROVING THE REVISED SEWER SYSTEM MANAGEMENT PLAN

WHEREAS, on May 2, 2006, pursuant to its authority under California Water Code Section 13263, the State Water Resource Control Board (SWRCB) adopted the Statewide General Waste Discharge Requirements (WDR) to regulate sanitary sewer wastewater collection systems; and

WHEREAS, the WDR applies to all public collection system agencies in California that own or operate collection systems with more than one mile of sewer lines that convey untreated wastewater to a publicly owned treatment facility; and

WHEREAS, the WDR requires each agency to prepare, certify, adopt and implement a Sewer System Management Plan (SSMP) and review and revise the SSMP at least every five years or earlier when significant changes are made to the SSMP; and

WHEREAS, the SSMP describes the activities the City uses to manage its sanitary sewer collection system effectively and to reduce sewer overflows and sets forth a formalized asset rehabilitation, operation, and maintenance program for the City collection system; and

WHEREAS, on June 14, 2016, City Council adopted Resolution 16-16 approving the 2016 SSMP; and

WHEREAS, in 2018, staff audited the 2016 SSMP and made necessary updates; and

WHEREAS, the 2018 updated SSMP needs to be certified by the City Council.

NOW, THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF MILLBRAE adopts a resolution approving the 2018 Revised Sewer System Management Plan.

REGULARLY PASSED AND ADOPTED this 8th day of December, 2021.

Mayor

ATTEST:

Acting City Clerk 12-17-2021

Resolution No. 21-89

I do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Millbrae this 8th day of December 2021, by the following vote:

AYES:	COUNCILMEMBERS:	Schneider, Oliva, Papan, Fung, and Holober
NOES:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	None
ABSTAIN:	COUNCILMEMBERS:	None
EXCUSED:	COUNCILMEMBERS:	None

Aging CITY CLERK 12.17.2021

RESOLUTION 25-36

CITY OF MILLBRAE, COUNTY OF SAN MATEO
STATE OF CALIFORNIA

***

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILLBRAE APPROVING THE UPDATED SEWER SYSTEM MANAGEMENT PLAN

WHEREAS, on May 2, 2006, pursuant to its authority under California Water Code Section 13263, the State Water Resource Control Board (SWRCB) adopted the Statewide General Waste Discharge Requirements (WDR) to regulate sanitary sewer wastewater collection systems, and adopted an updated WDR on December 6, 2022 (Order WQ 2022-0103-DWQ); and

WHEREAS, the WDR applies to all public collection system agencies in California that own or operate collection systems with more than one mile of sewer lines that convey untreated wastewater to a publicly owned treatment facility; and

WHEREAS, the current WDR requires each agency to prepare, certify, adopt and implement a Sewer System Management Plan (SSMP) and review and revise the SSMP at least every six years or earlier when significant changes are made to the SSMP; and

WHEREAS, the SSMP describes the activities the City uses to manage its sanitary sewer collection system effectively and to reduce sewer overflows and sets forth a formalized asset rehabilitation, operation, and maintenance program for the City collection system; and

WHEREAS, on December 17, 2021 the City Council adopted Resolution 21-89 approving the August 2018 SSMP Update; and

WHEREAS, in February 2023, staff conducted an audit of the 2018 SSMP, identified needed updates and prepared the November 2024 SSMP Update; and

WHEREAS, in January 2025, staff conducted an audit of the November 2024 SSMP and prepared the May 2025 SSMP Update for City Council approval; and

WHEREAS, the May 2025 SSMP Update needs to be approved by the City Council.

NOW, THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF MILLBRAE adopts a resolution approving the May 2025 Sewer System Management Plan Update (Exhibit A).

RESOLUTION 25-36

REGULARLY PASSED AND ADOPTED this 24 day of June, 2025.

Anders Fung, Mayor

ATTEST:

Nicole Deputy City Clerk
For Elaine Tran, City Clerk 7/1/2025

Resolution No. 25-36

I do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Millbrae this 24th day of June 2025, by the following vote:

AYES:	COUNCILMEMBERS:	Fung, Holober, Rainaldi, Riley, Nguyen
NOES:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	None
ABSTAIN:	COUNCILMEMBERS:	None
EXCUSED:	COUNCILMEMBERS:	None

Nicole Deputy City Clerk
CITY CLERK 7/1/2025