

## **Appendix G1 – COT Overflow Response Plan**

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# SEWER OVERFLOW EMERGENCY RESPONSE PLAN

Guidance on response, containment, clean-up and reporting for sanitary  
sewer overflows in the City of Tumwater

*Prepared by Public  
Works, Water  
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## **INTRODUCTION**

The City of Tumwater's Sewer Overflow Emergency Response Plan (ERP) is organized to ensure that the Wastewater Utility can maintain or return services to full operational condition in a timely manner, while minimizing any adverse impacts an overflow may have to people and the environment. Accordingly, this ERP is organized into three main sections, with several other supporting sections and appendices (see the Table of Contents above):

Section I – Field Response Procedures

Section II – Regulatory Agency Notification Procedures

Section III – Public Notification Procedures

Each and every response to a potential sewer overflow event should consider the three Procedures outlined in Sections I - III.

Note that the reporting requirements, as they relate to LOTT in Section II, are for sewer overflows only. While guidance from the Department of Ecology has indicated that reclaimed water spills in excess of 500 gallons should be reported in the same manner as sewer overflows, the City addresses these events under a separate spill response plan specifically set up for Reclaimed Water. See the City's Drinking Water Operations Manager for more information.

## **BACKGROUND**

This ERP was prepared consistent with Lacey, Olympia, Tumwater, and Thurston County (LOTT) Clean Water Alliance's National Pollution Discharge Elimination System (NPDES) Permit # WA – 003706, issued by the Washington State Department of Ecology. While LOTT is the primary NPDES Permittee and has day-to-day responsibility for the treatment plant and all permit conditions, the Permit designates the City of Tumwater, along with Lacey, Olympia and Thurston County, as contributing jurisdictions collectively sharing the responsibility for permit issues involving the treatment plant and discharge, as well as being responsible for their respective collection systems and lift stations, and the discharge of waste from the systems to the LOTT system.

This ERP is designed to ensure that every report of a sewage overflow from a sanitary sewer in the City of Tumwater service area will be immediately dispatched to the appropriate City staff for confirmation. Quick response will minimize the effects of the overflow with respect to impacts on public health, beneficial uses, and water quality of surface waters and on customer service. The ERP further includes provisions to ensure public safety pursuant to the directions provided by the Thurston County Public Health and Social Services Department (Environmental Health Division) and the Washington State Department of Health, ensuring that public notification is coordinated with the appropriate local and state authorities.

For the purposes of this ERP, "confirmed sewage spill" is also sometimes referred to as "sewer overflow," "overflow," or "SO." As the downtown Tumwater area is characterized by a mix of combined and regular sewers, any overflow in that area will be regarded as an SO, with no distinction made between sewer overflows



and combined sewer overflows. The policies and guidelines of this document will cover all overflows within the City's wastewater collection system.

The primary objectives of this ERP are to protect public health and the environment, and satisfy regulatory agencies and waste discharge permit conditions which address procedures for managing sewer overflows.

## **SAFETY PLAN**

Emergency response tasks carry a higher degree of personal risk to City and private contractor staff. Risks are increased by the following factors:

- Lack of everyday familiarity with work.
- Working outside of usual shifts, or multiple shifts.
- Remote or difficult to access locations.
- Inclement weather and flooding.
- Heavy traffic at work site.
- Coordination between staff lacking familiarity.
- High degree of stress associated with containment and control.
- High degree of public exposure.

One purpose of implementing an ERP is to prepare City staff for working under the conditions noted above. This preparation will include ERP training, which should be conducted on an annual basis using example case studies. Public Works Water Resources staff shall be made aware of the ERP as part of new employee orientation, and the Checklist for Field Response to a Sewer Overflow (Appendix A) shall be distributed to all maintenance and operations staff.

## **DISTRIBUTION AND MAINTENANCE OF ERP**

Annual updates to the ERP should be made to reflect all changes in policies and procedures as may be required to achieve its objectives. In addition, the emergency contact information listed in Appendix D shall be updated no less than once every six months.

### **A. Submittal and Availability of ERP**

Copies of the ERP and any amendments shall be distributed to the following departments and functional positions:

- Washington Department of Ecology
- Thurston County Public Health and Social Services Department
- Washington State Department of Health
- Washington State Department of Fish and Wildlife
- City of Tumwater Emergency Operations Center
- City of Tumwater Public Works Director

- City of Tumwater Water Resources Program Manager
- City of Tumwater Operations Manager
- LOTT Clean Water Alliance and Alliance Partners

## **B. Review and Update of ERP**

The ERP shall be reviewed annually and amended as appropriate. The City of Tumwater should:

- Update the ERP with the issuance of a revised or new NPDES permit.
- Conduct annual training sessions with appropriate personnel. These would typically take the form of a round-table discussion, exploring case studies and location-specific emergency scenarios.
- Review and update as the City's Sanitary Sewer Comprehensive Plan is updated, approximately every six years.
- Train all new staff of emergency procedures.



## **SECTION I - FIELD RESPONSE PROCEDURES**

The Field Response Procedures present a strategy for the City of Tumwater to mobilize labor, materials, tools, and equipment to correct or repair any condition that may cause or contribute to a sewer overflow (SO). The procedure discusses general processes and practices for responding to a wide range of potential system failures that could create an overflow to surface waters, land, or buildings. A checklist covering the basic features of the Field Response Procedures outlined in this Section is provided in Appendix A.

### **A. Receipt of Information Regarding a Possible Sewer Overflow**

The initial notification of a possible sewer overflow may come from a variety of sources, including the following:

- The general public
- Local police or fire departments
- Control systems, alarms or monitors
- City of Tumwater staff performing their normal duties
- Other local jurisdictional staff

The City's Wastewater Utility is responsible for responding to phone calls or reports on possible sewer overflows from its wastewater collection and transmission system, and to provide immediate response to investigate and correct the reported sewer overflow. Generally, telephone calls from the public reporting possible sewer overflows are received by Public Works Operations (24-hour number is 754-4150). In the case of pump or lift stations and commercial STEP systems, these are connected to the City's supervisory control and data acquisition (SCADA) system. The SCADA system notifies the on-call pump crew maintenance technician of pump station or commercial STEP system alarms including high-level conditions, power failure, or pump failure.

Internet access to Spill Reporting:

- City website Spill Reporting Webpage:  
<http://www.ci.tumwater.wa.us>

#### **1. Reported by the General Public, Police, or Fire Department**

Public Works support staff will communicate all relevant information to Operations field staff and appropriate Water Resources staff. A list of suggested questions for Support Staff to ask is provided in Appendix B. Relevant information to be collected includes:

- a. Time and date call was received.
- b. Specific location of problem.
- c. Description of problem.
- d. Time possible overflow was noticed by the caller.
- e. Caller's name, address, and contact phone number
- f. Is the Caller still at the location?
- g. Other relevant information or observations of the caller that may assist the responding investigator and crews, if required, to quickly locate, assess and stop the overflow.

The operator, after recording the initial information from the caller, will then notify the responsible Utility contact listed in Table 1:

**Table 1: Wastewater Utility Staff Contacts**

Shift	Water Resources	Operations
Monday thru Friday (except holidays) 8:00AM – 5:00PM	Dan Smith Water Resources Manager <ul style="list-style-type: none"> <li>• Work: 360-754-4140,</li> <li>• Cell: 360-870-6938</li> </ul> Tim Wilson Water Resources Specialist <ul style="list-style-type: none"> <li>• Work 360-754-4140</li> </ul>	Steve Craig Operations Manager <ul style="list-style-type: none"> <li>• Work: 360-754-4150</li> <li>• Cell: 360-507-7635</li> </ul> Danny Miller Collections Lead <ul style="list-style-type: none"> <li>• Work: 360-754-4150</li> <li>• Cell: 360-239-7146</li> </ul>
After Hours, Weekends and Holidays	Maintenance Worker on call 360-754-4150	Maintenance Worker on call 360-754-4150

## 2. Reported by Pump Station SCADA

Pump station failures are monitored and received by the pump stations SCADA system. The SCADA system notifies the on-call staff of all alarm conditions. Once notified, the on-call staff will respond and immediately investigate the potential overflow. See Appendix A, Checklist for Field Response, for more information.

## 3. Observed by City Staff

A sewer overflow detected by any personnel in the course of their normal duties should be reported immediately to the Water Resources Manager and Operations Manager. The reporting personnel should convey all relevant overflow information as summarized in the questions listed in Appendix B.

## 4. Reported or Observed by LOTT

Under the terms of an Interlocal Agreement with the LOTT Clean Water Alliance, Appendix F, the City has agreed to assist LOTT with the response and containment of a confirmed sewer overflow determined to arise from LOTT-owned property both within and outside the City's jurisdiction and vice versa. The nature of assistance will vary depending upon the circumstances of the sewer overflow, but may include the provision of both manpower and equipment. The LOTT response supervisor will determine the extent of requested assistance, and be responsible for making the request to the City through the City's Operations Manager. The City has the right to prioritize its response to its own emergencies should multiple emergencies occur simultaneously. Coordination with LOTT is discussed further in Sections II and III below.

## 5. Notification of Overflow to LOTT and Sewer Overflow Report Form

After confirmation that a sewer overflow has occurred or is occurring, the Operations Manager will contact LOTT to notify them of the overflow, as outlined in Section II below. A Sewer Overflow Report Form (Appendix C) will be completed by the Operations Manager within 24 hours of confirmation that a sewer overflow has occurred, summarizing pertinent information regarding the overflow. The Sewer Overflow Report Form will be provided to Water Resources Program Manager for additional compliance follow-up, as needed.

The Operations Manager or his designee is responsible for updating the Report with information through the end of the event, and submitting it to LOTT so they can finalize an Overflow Report that they will submit to the Department of Ecology. Information on this form can also be used to disseminate information to the public, and coordination posting and closure of water bodies, and public parks and access areas. See Section III for more information on Public Notification.

## 6. Summary of Individual Responsibilities

A matrix of emergency responsibilities is provided in the following Table:

**Table 2: Emergency Responsibilities**

Source	Receipt of Call	Initial Responder	Confirmation	Response Coordinator	SO Form	SO Notification
Potential SO is discovered by whom?	Who takes the initial call?	Who is tasked with confirming the SO?	Who does the 1 <sup>st</sup> Responder call to confirm SO?	Who manages the emergency response?	Who fills out the SO form?	Who notifies LOTT?
Public / Staff	Operator	On-call storm/sewer	Manager or Collections Lead	Manager or Collections Lead	Manager or Collections Lead	Manager or Collections Lead
Pump Station SCADA	Collections Crew Staff	Collections Crew Staff	Manager	Manager	Manager	Manager

## B. Dispatch of Crews to Site of Sewer Overflow

Failure of any wastewater collection system asset that threatens to cause, or causes an SO, will trigger an immediate response by the City’s operations staff to isolate and correct the problem. Crews and equipment shall be available to respond to any SO location, and will be dispatched immediately. Additional operations personnel shall be called in as needed. In circumstances where a crew is dispatched, the following procedures apply.

### 1. Dispatching Crews

Operators receiving notification of a possible or confirmed sewer overflow shall notify the responsible Wastewater Utility staff in Table 1 to investigate.

After the overflow has been confirmed, the investigating personnel shall notify the Operations Manager regarding the overflow. This contact shall be made by phone or radio, as needed. The Operations Manager shall then act as the project manager for containment, correction, and/or cleanup of the confirmed SO.

### 2. Crew Instructions and Work Orders

Responding crews should be dispatched by radio or telephone. Crews responding to a confirmed SO should receive instructions from the Operations Manager regarding appropriate crews, materials, supplies, and equipment needed.



Dispatchers will ensure that the entire message has been received and acknowledged by the crews that were dispatched. All standard communications procedures should be followed. All employees being dispatched to the site of an SO shall proceed immediately to the site of the overflow. Any delays or conflicts in assignments must be immediately reported to the Operations Manager for resolution.

Response crews should, in all cases, report their findings, including possible damage to private and public property, to the Operations Manager immediately upon completing their investigation. If the Operations Manager has not received findings from the field crew within one (1) hour, the Operations Manager shall contact the Response Crew to determine the status of their investigation.

A "Sewer Overflow Record" shall be created in GBA/Lucity for the sewer overflow response by the Crew Lead or Operations Manager, and all tasks associated with the response shall be assigned to a work order with the appropriate asset identifier.

### 3. Additional Resources

If additional resources outside of those available within the City are needed or contemplated, the Operations Manager should convey requests for additional personnel, material, supplies, and equipment to LOTT or LOTT Partners. A separate mutual aid agreement for the LOTT Partners provides the legal mechanism for this support. A copy of the agreement can be found in Appendix F. The following are contact information for these parties:

**Table 3: LOTT and Alliance Partner Phone Contact Information**

Partner	Daytime	Night
LOTT Clean Water Alliance	(360) 528-5700	(360) 528-5700
City of Lacey	(360) 491-5644	(360) 704-2740
City of Olympia	(360) 753-8588	(360) 753-8333
Thurston County	(800) 926-7761	(800) 926-7761

Private contractors and equipment may be called to assist with sewer overflow containment, correction, or cleanup. The Operations Manager shall determine whether such assistance is required, and will be responsible for coordinating the request.

Typically, if a contractor is needed, the City will employ the Small Works Roster (SWR), through the City's roster found at <http://www.mrscrosters.org/> accessing the list of SWR contractors maintained by the Municipal Resources Services Center. Operations & Maintenance also maintains a list of vendors, if equipment is needed that is not on hand or readily available from LOTT or one of the LOTT Partners.

If the scope of the overflow event is such that extensive outside resources are needed, and a coordinated effort among multiple agencies will be needed to manage the event over a period that may last several days, the Operations Manager, in consultation with the Water Resources Program Manager, shall request that the an Emergency Declaration is made to facilitate cleanup response.

#### **4. Private Property and Preliminary Assessment of Damage**

When responding to a call that likely involves private property, the Response Crew should conduct a preliminary damage assessment. Appropriate still photographs and video footage of the outdoor area of the sewer overflow and impacted area should be taken if possible. This information should be forwarded to the Water Resources Program Manager for filing with the Overflow Report.

City of Tumwater staff may not enter private property without first attempting to obtain the consent of the Property Owner. When the Owner is available, City staff should work with the Owner, informing them of the nature of work to be required on the Owner's property, and completing and signing a Private Property Waiver Form (Appendix D). A preliminary damage assessment should be conducted prior to initiating the work in order to document existing damages not caused by City personnel during the SO response.

When access to private property is required to clean, contain, or correct an SO, but the Owner is either uncooperative or unavailable, City staff shall exhaust reasonable alternatives in terms of correcting the problem off-site, or locating the property Owner. When these measures fail to resolve the SO, the Police Department should be contacted at 360-754-4200. The Police can help to mediate disputes with uncooperative Owners, and can assist in locating absent Owners. Finally, the City Attorney's Office (360-754-4121) should be contacted to assist in obtaining legal assistance for the purpose of protecting public health and the environment.

Following containment and cleanup of the overflow, the Manager overseeing response on private property shall complete an Incident Report and submit to the Director for consideration under the City's insurance program. The City Clerk shall also be notified to determine what, if any, additional information is required for consideration by the City's insurance provider.

#### **5. Field Supervision and Inspection**

The Operations Manager and/or Water Resources Program Manager should visit the site of the overflow to ensure that provisions of this overflow response plan and other directives are met.

#### **6. Coordination with Hazardous Material Response**

Upon arrival at the scene of a sewer overflow, the responder or Response Crew should investigate for signs of hazardous materials. Should a suspicious substance (e.g., oil sheen, foamy residue) be found on the ground surface, or should a suspicious odor (e.g., gasoline) not common to the sewer system be detected, the responder or Response Crew should immediately contact the Operations Manager or Water Resources Manager for guidance before taking further action.

Should it be determined that there is a need to alert the Hazardous Materials Response Team, the Responder or Response Crew shall await the arrival of the Hazardous Materials Response Team to take over the scene. Remember that any vehicle engine, portable pump, or open flame (e.g., cigarette lighter) can provide the ignition for an explosion or fire if flammable fluids or vapors are present. Keep a safe distance and observe caution until assistance arrives.

***Call 9-1-1 for Hazardous Materials Response Team***



There are two levels of Hazardous Materials Response Teams. The first team to respond will be the local fire department. Local fire departments are qualified to deal with containment of hazardous materials (Level B response). After an initial assessment, the fire department will determine whether the regional Level A response team from Fort Lewis is required. If the Operations Manager determines that a Hazardous Materials Response Team is required, a 9-1-1 call should be placed. The 9-1-1 operator will require details such as the exact location, estimated amount of hazardous materials, approximate description of hazardous materials, and an assessment of whether anyone has been injured or otherwise affected by the hazardous materials.

Upon arrival of the Hazardous Materials Response Team, the Response Crew will take direction from the person with the lead authority on that team. Only when that authority determines that it is safe and appropriate for the Response Crew to proceed can they move forward with the containment, clean-up activities, and correction.

### **C. Overflow Containment, Clean-Up, and Correction**

This section describes specific actions to be performed by the Response Crew(s) during a sewer overflow. The objectives of these actions are:

- To protect public health, property and environment from sewage overflows and restore the surrounding area back to normal as soon as possible.
- To establish perimeters and control zones with appropriate traffic cones and barricades, vehicles, or use of natural topography (e.g., ditches, hills, berms). If portions of the street need to be blocked off, the following contacts should be initiated. Public Works Dispatch will forward road closure information to Fire Departments, schools, and other emergency responders and public works departments if necessary.
- To promptly notify the appropriate agencies and individuals pursuant to this plan.
- To contain and recover the sewer overflow to the maximum extent possible including preventing the discharge of sewage into surface waters.

Under most circumstances, the City of Tumwater will handle all response actions with its own Operations staff. For circumstances beyond the City of Tumwater's own response capability, private contractors may assist, and legal mechanisms are in place to request assistance from the LOTT Partners.

Coordination with LOTT is outlined in Sections II and III below. Tumwater staff and personnel from the Partner jurisdictions have the skills and experience to respond rapidly and in the most appropriate manner. An important issue with respect to an emergency response is to ensure that the temporary actions necessary to divert flows and repair the problem do not produce a problem elsewhere in the system. For example, repair of a force main could require the temporary shutdown of a pump station and diversion of the flow at an upstream location. If the closure is not handled properly, sewage system back-ups may create other overflows and property damage.

Circumstances may arise when the City could benefit from the support of private sector construction assistance. This may be true in the case of large diameter pipes buried to depths requiring sheet piling and dewatering should excavation be required. The City may also choose to use private contractors for open excavation operations that might exceed the equipment on hand, or which might take more than one day to complete.

If the sewer overflow involves underground pipe, particularly in locations where other utilities may be located, an emergency utilities locate should be called in. The 24-hour contact number for the Utilities Underground Location Center is 8-1-1 or 1-800-424-5555.

### **1. Responsibilities of Response Crew upon Arrival**

It is the responsibility of the first personnel who arrive at the site of a sewer overflow to protect the health and safety of the public by mitigating the impact of the overflow to the extent possible. Should the overflow not be Tumwater's responsibility but there is imminent danger to public health, public or private property, or to the quality of "Waters of the State", then prudent emergency action should be taken until the responsible party assumes responsibility and provides actions. Upon arrival at an SO, the Response Crew should do the following:

- Determine the cause of the overflow, e.g. sewer line blockage, pump station mechanical or electrical failure, sewer line break, etc.;
- Identify and request, if necessary, assistance or additional resources to correct the overflow or to assist in the determination of its cause;
- Determine if private property is impacted. If yes, the Response Crew should inform the Water Resources Program Manager so the Thurston County Public Health and Social Services Department may be advised.
- Take immediate steps to stop the overflow, e.g. relieve pipeline blockage, manually operate pump station controls, repair pipe, etc. Extraordinary steps such as shutting down a pump station or diverting flow may be considered where overflows from private property threaten public health and safety (e.g., an overflow running off private property into the public right-of-way).
- Request additional personnel, materials, supplies, or equipment that will expedite and minimize the impact of the overflow.

### **2. Initial Measures for Containment**

- Determine the ultimate destination of the overflow, e.g. storm drain, street curb gutter, body of water, creek bed, etc.
- Identify and request the necessary materials and equipment to contain or isolate the overflow, if not readily available; and
- Initiate measures to contain the overflowing sewage and, where possible, recover sewage that has already been discharged.
- Take immediate steps to contain the overflow, e.g., block or bag storm drains, recover through vacuum truck, divert into downstream manhole, etc.

### **3. Additional Measures under Potentially Prolonged Overflow Conditions**

- Under prolonged overflow conditions, additional measures may be required to correct or contain the event.
- In the event of a prolonged sewer line blockage or a sewer line collapse, a determination should be made to set up a portable by-pass pumping operation around the obstruction.



- Appropriate measures shall be taken to determine the proper size and number of pumps required to effectively handle the sewage flow.
- Continuous or periodic monitoring of the by-pass pumping operation shall be implemented as required.
- Issues raised by regulatory agencies (such as advice from the Department of Fish and Wildlife Biologist) shall be addressed in conjunction with emergency repairs.

#### 4. Cleanup

- After isolation of the spill has been accomplished, removal of the material may begin. Fresh water may be introduced at the beginning of the spill in the street or storm system to aid in pickup. This may be done with an available hydrant in coordination. The area will be flushed and vacuumed until all visible sewerage is removed from the street or storm system.
- Sewer overflow sites are to be thoroughly cleaned after an overflow. No readily identified residue (e.g., sewage solids, papers, rags, plastics, rubber products) is to remain.
- If the spill has reached the street and is in danger of entering or has entered the storm system, the Response Crew shall make every effort to track and block the flow to isolate and contain the spill.
- Where practical, the area is to be thoroughly flushed and cleaned of any sewage or wash-down water. Solids and debris are to be flushed, swept, raked, picked up, and transported for proper disposal. Wash water should be collected using a vacuum truck or other means of recovery.
- The overflow site is to be secured to prevent contact by members of the public until the site has been thoroughly cleaned. Posting if required should be undertaken pursuant to Section III below.
- Where appropriate, the overflow site is to be disinfected and/or deodorized. Consult with the Operations and/or Water Resources Manager to determine appropriate disinfection measures.
- Where sewage has resulted in ponding, the area should be pumped dry and the residue disposed in accordance with applicable regulations and policies.
- If a ponded area contains sewage that cannot be pumped dry, it may be treated with bleach. If sewage has discharged into a body of water that may contain fish or other aquatic life, bleach or other appropriate disinfectant should not be applied and the Thurston County Department of Environmental Health and Department of Ecology should be contacted for specific instructions. Follow-up may also be necessary with the WA Department of Fish & Wildlife.
- Use of portable aerators may be required where complete recovery of sewage is not practical and where severe oxygen depletion in existing surface waters is expected.

#### D. Customer Satisfaction

Public Works should ensure that once a sewer overflow is confirmed and fully addressed, there is a follow-up by phone, or in person if onsite, with the citizen(s) reporting the overflow. The cause of the overflow, if known, and its resolution can be disclosed at that time.

Generally, customer follow-up will be completed by the Operations or Water Resources Manager, or their designee.

## **SECTION II - REGULATORY AGENCY NOTIFICATION PROCEDURES**

As a requirement of LOTT's NPDES Permit, the Washington State Departments of Ecology and Health shall be notified immediately of any Sewer Overflow. This will be done by LOTT. Therefore, once a sewer overflow is known to have occurred or is occurring, LOTT is to be notified immediately by calling 360-528-5700. The person calling LOTT shall confirm that the call has been received by LOTT, and note the date and time the call was made. LOTT's Spill Reporting Requirements, as detailed in Appendix E, shall then be followed.

In addition, if there is a need to intentionally bypass a pump station or the collection system to a waterway, this must be reported to LOTT immediately, so that LOTT can provide assistance in this effort and request Department of Ecology (DOE) or other agency involvement if necessary.

LOTT, besides notifying DOE immediately of an overflow event, will submit a detailed written report regarding the overflow to the Department of Ecology within 30 days, unless the report is requested earlier by the Department Ecology. Information regarding the City's response to the sewer overflow shall be submitted to LOTT as outlined below in a timely manner.

### **Sewer Overflow Report**

After the initial notification of an overflow is made to LOTT, a Sewer Overflow Report form (see Appendix C) shall be submitted to LOTT, for their submission to the Department of Ecology. The form shall be completed by the Operations Manager, who will provide a copy to the Water Resources Manager and submit to LOTT. Following submission of the Sewer Overflow Report to LOTT, the Operations Manager shall update the City's Lucity Database for tracking and compliance with federal regulations.

For instances where the Water Resources Manager is the lead response coordinator, the Water Resources Manager shall submit the report to LOTT and complete the entry in GBA/Lucity.

Information regarding the sewer overflow shall include the following:

- Indication that the sewage overflow had reached surface waters, i.e., all overflows where sewage was observed running to surface waters, or there was obvious indication (e.g. sewage residue) that sewage flowed to surface waters. The crew shall identify the surface water, if known.
- Indication that the sewage overflow had not reached surface waters. Guidance in characterizing these overflows to include:
  - Sewage overflows to covered storm drains (with no public access) where personnel verify, by inspection, that the entire volume is contained in a sump or impoundment and where complete clean up occurs leaving no residue.
  - Preplanned or emergency maintenance jobs involving bypass pumping if access by the public to a bypass channel is restricted and subsequent complete clean up occurs leaving no residue (Any preplanned bypass under these circumstances will not be considered an SO).
  - An overflow where observation or on-site evidence clearly indicates all sewage was retained on land and did not reach surface water and where complete cleanup occurs leaving no residue.

- Location of overflow:
  - The address where the overflow occurred, including cross street. Preferably, a map of the affected area will be included.
  - If a sump pump is discharging to the street, the address of each house that is pumping sewerage.
  - The structure number(s) where the sewerage is overflowing from the system, if available.
- Photos of the overflow and response to overflow if available; email representative photos to addresses listed in Appendix F.
- Cause of the overflow:
  - The upstream and downstream structure number, if known, shall be documented identifying the line section of the cause of the overflow.
  - If the overflow is caused by a blockage, the material causing the blockage shall be identified.
  - A failure analysis of the affected line should be performed using CCTV, if possible, to help determine the extent of the problem.
- Determination of the start time of the sewer overflows by one of the following methods:
  - Date and time information received and/or reported to have begun and later substantiated by a sewer Investigator or Response Crew.
  - Visual observation.
  - Pump station and lift station SCADA system, flow charts and other recorded data.
- Determination of the stop time of the sewer overflows by one of the following methods:
  - When the blockage is cleared or flow is controlled or contained.
  - The arrival time of the sewer Investigator or Response Crew, if the overflow stopped between the time it was reported and the time of arrival.
- Determination of the volume of the sewer overflows, when possible:
  - When the rate of overflow is known, multiply the duration of the overflow by the overflow rate.
  - An estimation of the rate of sewer overflow in gallons per minute (GPM) can be obtained through one of the following methods:
    - Direct observations of the overflow
    - Measurement of actual overflow
    - When the rate of overflow is not known, investigate the surrounding area for evidence of ponding or other indications of overflow volume.
    - Photographs of the event, when possible.
    - Assessment of any damage to the exterior areas of public or private property. Personnel shall enter private property when possible for the purpose of estimating damage to structures, floor and wall coverings, and personal property.

## LUCITY Documentation

Following notification to LOTT and submittal of the Sewer Overflow Report, the Operations Manager shall document the overflow in the City's Lucity database. **ALL** fields should be recorded.

The screenshot shows a software window titled "Sewer Overflows - No Filter". The interface includes a toolbar with various icons, a header section with fields for "Overflow Rec #", "Alt ID", "Status", and "Overflow Reported", and a "Confirmed" checkbox. Below this is a tabbed menu with options like "Info Receipt", "Investigation", "Cleanup", and "Affected Assets". The main form area contains several input fields: "Received" (07/01/2013, 01:30 PM), "Taken By" (Marc LaVack), "Reported By" (Tory (Athletic Club)), and "Reported Phone". A "Location" section includes fields for "Address" (4833 TUMWATER VALLEY DR SE), "Cross Street", "Location", and "Zip Code", along with a "Parcel Number" field. At the bottom, there are fields for "Overflow Start", "Overflow End", "Reported As", "Overflow Source", "Second Source", and "Third Source". The status bar at the bottom right indicates "Record 8 of 8", "View Mode", and "Ready..."



## SECTION III - PUBLIC NOTIFICATION PROCEDURES

This section describes the actions the City of Tumwater will take, in cooperation with LOTT, Thurston County Environmental Health, and Washington State Departments of Health and Ecology, to limit public access and exposure to areas potentially impacted by sewer overflows. If any of the following conditions are relevant to the overflow, the City will initiate discussions regarding a Health Advisory/Public Notice as outlines in this section:

- The overflow has or will reach a surface water
- The overflow has occurred in a public park or similar area of public use
- There may be exposure to a vulnerable population, such as a hospital, school or day care center
- The overflow is in a wellhead protection area

The Operations Manager or Collections Lead shall contact Water Resources staff to coordinate and initiate Public Notifications activities described below.

### A. Coordination with Thurston County Environmental Health Division

Once it is confirmed that a Public Notification of the SO is necessary, the Water Resources Program Manager will contact Thurston County Environmental Health staff (currently Sue Davis) at 360-867-2643 and LOTT to coordinate the Public Notice to be issued jointly.

### B. Public Notice/Health Advisory

The Thurston County Health Officer has the authority to issue a health advisory. Accordingly, the City of Tumwater will work with Thurston County Environmental Health Division and LOTT to ensure a coordinated public health message. Notify the following individuals if a public health/notice advisory is being issued:

- City Administrator
- Public Works Director
- Communications Specialist

Water Resources staff will coordinate messages and tools with the City's Communication Specialist, Thurston County and LOTT to ensure consistent and accurate information is communicated to the public. Water Resources staff will work with program staff for updates and any emerging needs that may occur.

Table 4: List of Agency Contacts to Coordinate Health Advisory

Contact Name	Title	Email	Work Phone
City of Tumwater:			
Dan Smith	Water Resources Program Manager	<a href="mailto:desmith@ci.tumwater.wa.us">desmith@ci.tumwater.wa.us</a>	360-754-4140
Tim Wilson	Water Resources Specialist	<a href="mailto:twilson@ci.tumwater.wa.us">twilson@ci.tumwater.wa.us</a>	360-754-4140
Heidi Cerniwey	Communications Specialist	<a href="mailto:hcerniwey@ci.tumwater.wa.us">hcerniwey@ci.tumwater.wa.us</a>	360-754-4130

**Thurston County Environmental Health Division:**

Sue Davis	<a href="mailto:daviss@co.thurston.wa.us">daviss@co.thurston.wa.us</a>	360-867-2626
On-Call Number	(after hours, holidays and weekends)	360-867-2661

**LOTT Cleanwater Alliance**

Ben McConkey	<a href="mailto:BenMcConkey@lottcleanwater.org">BenMcConkey@lottcleanwater.org</a>	360-480-3045
Dennis O'Connell		360-480-3069
Ken Butti	<a href="mailto:KenButti@lottcleanwater.org">KenButti@lottcleanwater.org</a>	360-791-7942

Communication tools available and to consider include (but not limited to):

- News Release – Updated list in public folders in Outlook call Public Folders/News Media list.
- Website notification
- Signs at site
- TCTV reader board
- Door to door
- Fact sheets
- Media interviews

Questions received by City Support Staff that cannot be answered by the information they have can be referred to one of the Water Resources personnel (listed in Table 4) for follow-up.

### **C. Other Public Notices**

Although media notifications will be the primary means of getting information out to the general public, some additional steps may be required depending upon the nature and location of the overflow and the potential threat to public health. Water Resources staff, in consultation with Thurston County, LOTT, and State personnel, shall determine the need for further public notification through measures that may include:

- Follow-up news releases
- Pre-scripted public service announcements
- Door hangers for distribution in the vicinity of the SO, and/or
- Other measures.

As with initial media contacts, Water Resources staff and/or the Communication Specialist will coordinate messages and communications strategies with staff from any affected Partner jurisdiction.

### **D. Temporary Public Access Closure and Signage**

In coordination with the Thurston County Public Health and Social Services Department, the City may need to take steps to limit public access to areas potentially impacted by a sewer overflow. If posting is deemed necessary, Thurston County Public Health shall be the lead agency for posting of the site(s). The City shall assist in the posting of the site and Public Notification of such posting.

## **Appendix A – Checklist for Field Response to Sewer Overflow**

### **Responsibilities of Response Crew on Arrival**

- Determine the cause of the overflow, e.g. sewer line blockage, pump station mechanical or electrical failure, sewer line break, etc.
- Notify Water Resources Manager immediately if the overflow has reached a surface water or has the potential for public contact.
- If necessary, request additional resources to contain and minimize the impact of the overflow or to assist in determining its cause.
- Take immediate steps to stop the overflow, e.g. relieve pipeline blockage, manually operate pump station controls, repair pipe, etc. Extraordinary steps such as shutting down pump stations, or diverting flow may be considered where overflows from private property threaten public health and safety (e.g., an overflow running from private property into the public right-of-way).
- Assess whether hazardous materials (oil, gasoline, ammonia, etc.) are present. If so, call 9-1-1 to coordinate hazardous material response.
- Get Private Property Waiver Form signed if incident is on private property and needs to be addressed by City forces.
- If portions of the street need to be blocked off, contact TCOMM (704-2740) who will forward road closure information to Fire Departments and other emergency responders

### **Initial Measures for Containment**

- If the spill has reached the street and is in danger of entering or has entered the storm system, make every effort to track and block the flow to isolate and contain the spill.
- Take immediate steps to contain the overflow, e.g., block or bag storm drains, recover with vacuum truck, divert into downstream manhole, etc.
- Determine the ultimate destination of the overflow, e.g. storm drain, street curb gutter, body of water, creek bed. If it is a creek, lake, salt water, or other surface water, let the Water Resources Manager know so that the Public Notification Procedure can be initiated.

### **Additional Measures For Potentially Prolonged Overflow Conditions**

- In the event of a prolonged sewer line blockage or a sewer line collapse, determine whether to set up a portable by-pass pumping operation around the obstruction.
- Take appropriate measures to determine the proper size and number of pumps required to effectively handle the sewage flow.
- Monitor the by-pass pumping operation continuously or periodically as required.
- Address issues raised by regulatory agencies (such as posting of public areas or access to surface water) in conjunction with emergency repairs.



## **Cleanup after an Overflow**

- After the spill has been isolated, remove any remaining material. Fresh water may be introduced at the beginning of the spill in the street or storm system to aid in cleanup. This may be done with an available hydrant.
- Flush and vacuum the area until all visible sewage or wash-down water is removed from the street or storm system.
- Where sewage has resulted in ponding, pump the area dry and dispose of the contaminated soil in accordance with applicable regulations and policies.
- Sweep, rake and/or pick up all solids and debris and transport to proper disposal.
- Secure the overflow site to prevent contact by the public until the site has been thoroughly cleaned. If required, post the site.
- Where appropriate, disinfect and/or deodorize the site using lime.
- If sewage has discharged into a body of water that may contain fish or other aquatic life, do not apply bleach or other disinfectant.
- Use portable aerators if required when complete recovery of sewage is not practical and where severe oxygen depletion in existing surface waters is expected. Consult with Department of Ecology.
- Complete Incident Report form and notify the City Clerk.

## Appendix B – Questions for Dispatcher/Call Responder to Ask Regarding Potential Sewer Overflow

For calls received from general public:

Name:		Phone Number:	
Address :			
What is the nature of the problem?			
Where is the problem located?			
In your home?	<input type="checkbox"/> YES / <input type="checkbox"/> NO	On your property?	<input type="checkbox"/> YES / <input type="checkbox"/> NO
Back, front driveway?		Out of a manhole or pipe?	
Somewhere else?			
Describe the problem:			
Odor?	<input type="checkbox"/> YES / <input type="checkbox"/> NO	Visible sewage?	<input type="checkbox"/> YES / <input type="checkbox"/> NO
Noise?	<input type="checkbox"/> YES / <input type="checkbox"/> NO	Describe:	
How long has it been going on?			
Is it flowing in any particular direction?			
Where is it coming from?			
How large is the problem? How widespread?			
Is the problem getting worse or better?	<input type="checkbox"/> Better / <input type="checkbox"/> Worse		
Have you called any other agencies?	<input type="checkbox"/> YES / <input type="checkbox"/> NO	If so, which agencies?	
Have you noticed any health effects*?	<input type="checkbox"/> YES / <input type="checkbox"/> NO	Shortness of breath?	<input type="checkbox"/> YES / <input type="checkbox"/> NO
Dizziness?	<input type="checkbox"/> YES / <input type="checkbox"/> NO	Light-headed?	<input type="checkbox"/> YES / <input type="checkbox"/> NO

\* If any health effects are identified, have caller contact their medical doctor for additional guidance. If symptoms are severe, caller should be directed to 9-1-1.

ERTS #: \_\_\_\_\_

LOTT Incident #: \_\_\_\_\_

**Appendix C – Sewer Overflow Report Form**

Sewer Overflow / Spill Report Form							
Call Rec'd By:				<input type="checkbox"/>	Initial Report		
Date:				<input type="checkbox"/>	Follow-Up Report		
Time:				<input type="checkbox"/>	On-Going Incident		
				<input type="checkbox"/>	Other		
Spill began:		At:		Spill stopped:		At:	
	Date		Time		Date		Time
Gallons Spilled:				Material Spilled:			
Spill Location:	Address, manhole, nearest intersection or other identifiable location						
Spilled to:	<input type="checkbox"/> Ground, no runoff	Runoff to:		Street, catch basin, storm system, stream or water body			
Cause of spill:	Line blockage, CSO, STEP system malfunction, etc						
Clean-up & disposal:	Actions taken & by whom						
Prevention:	Actions taken to prevent re-occurrence (clean line, replace equipment, etc)						
Person reporting spill to LOTT:				Name		Phone #	
<b>Notifications by EMAIL or PHONE</b>							
AGENCY / CONTACT	CALLED (Time, Date & Name)			EMAILED (Time, Date & Name)			
LOTT Clean Water Alliance 360-528-5700							
Ben McConkey 360-528-5749				<a href="mailto:benmconkey@lottcleanwater.org">benmconkey@lottcleanwater.org</a>			
City of Tumwater Public Works – Contacts for Inter-Agency Coordination							
Jay Eaton 360-754-4145				<a href="mailto:jeaton@ci.tumwater.wa.us">jeaton@ci.tumwater.wa.us</a>			
Dan Smith 360-754-4149 / 870-6938				<a href="mailto:desmith@ci.tumwater.wa.us">desmith@ci.tumwater.wa.us</a>			
Tim Wilson 360-754-4140				<a href="mailto:twilson@ci.tumwater.wa.us">twilson@ci.tumwater.wa.us</a>			
Thurston County Environmental Health							
Sue Davis 360-867-2643				<a href="mailto:DAVISS@co.thurston.wa.us">DAVISS@co.thurston.wa.us</a>			
After Hours Emergency 360-867-2661							

SEWER OVERFLOW/SPILL REPORT FORM DETAIL

1. Ecology ERTS number will be assigned by DOE when LOTT reports overflow.
2. 5-digit incident number will be assigned by LOTT.
3. Record the name of the Gateway Services or other City staff member taking the call.
4. Record the exact time the call is received.
5. Record the date the call is received.
6. Check this box if this is the initial spill call.
7. Check this box if this is follow-up information for a previously reported spill (use a new sheet).
8. Check this box if the spill is on-going.
9. Check this box if needed for other types of information relating to a spill.
10. Record the name of the person reporting the spill to LOTT.
11. Record the reporting person's phone number for contact.
12. Record the date the spill started.
13. Record the time the spill started.
14. Record the date the spill was stopped.
15. Record the time the spill was stopped.
16. Record the volume of the spill in gallons (may be an estimate).
17. Record the type of material spilled (raw sewage, STEP system effluent, or Class A Reclaimed Water if more than 500 gallons)
18. Record the location of the spill – preferably an address.
19. Check this box if the spill was onto the ground or into a storm retention pond.
20. Check this box if the spill ran off the ground to another location.
21. Record to where the spill ran – a street, catch basin, storm sewer, or water body.
22. Record the reported cause of the spill – what caused the spill or why it happened.
23. Record the actions taken to stop the spill, to clean up the spilled material, and who took the action.
24. Record the actions taken to prevent a reoccurrence of the spill (what was done to eliminate the cause of the spill).
25. After collecting all the data above (or what is available at the time of the call) immediately call LOTT at 528-5700, and inform them of the spill and pertinent information regarding the spill. After informing LOTT of the spill, contact Andy or Steve in Water Resources so that they can coordinate any needed Public Notices with Public Works Dispatch, Thurston County Environmental Health and the Dept of Health – Shellfish Program. Record the time & date of each call and initial.

## Appendix D – Private Property Waiver Form

### **ACKNOWLEDGEMENT OF RISKS, RELEASE AND WAIVER, AND HOLD HARMLESS AGREEMENT PERTAINING TO SEWER/STORMWATER CREW ASSISTANCE ACTIONS**

I, the undersigned, do hereby acknowledge that I have asked and agreed to allow a City of Tumwater employee to enter the following address in order to assist me in locating the cause of a sewer backup or stormwater flooding issue at the following address:

---

*(Address of property)*

I understand that while the City of Tumwater has offered assistance in identifying the source of the problem on my property, **it is not an admission of negligence or liability on the part of the City and I am responsible for maintenance and repair of the line up to and including the connection point at the sewer or water main.** I agree that the City cannot assume responsibility for damages on private property resulting from side lateral, invasive tree root, or other pipe/connection issues beyond the City sewer or water main.

I hereby waive and release any and all rights and causes of action for damages or injury against the City of Tumwater, its officers and employees, for any and all loss, damage, injury, claim, or legal action arising out of or in connection with the assistance of City staff and sewer backup or stormwater flooding events resulting from sources beyond the City sewer or water main.

**I HAVE FULLY READ THE ABOVE DOCUMENT, UNDERSTAND ITS CONTENTS FULLY, CERTIFY THAT I AM THE OWNER OF THE PROPERTY STATED ABOVE, AND AGREE TO ITS TERMS AND CONDITIONS ENTIRELY.**

---

Property Owner Signature

---

City of Tumwater Employee

---

Printed Name

---

Printed Name

---

City Department

---

Date Signed

---

Date Signed



## Appendix E Spill Reporting Requirements



### Spill Reporting Requirements For Partner Jurisdictions

The LOTT Alliance's NPDES permit requires that all sanitary sewer collection system spills, including those occurring from STEP systems, and reclaimed water spills are reported to the Washington State Department of Ecology and, in most cases, the Department of Health. The cities of Lacey, Tumwater, and Tumwater are required to report sewage and reclaimed water spills (reclaimed water spills greater than 500 gallons) to LOTT, which in turn notifies the state agencies. The following reporting requirements need to be followed by partner jurisdiction staff to ensure timely reporting:

1. All spills need to be reported to the LOTT Clean Water Alliance at 360.528.5700 as soon as practical by the responding jurisdiction, but never later than 20 hours after the spill is discovered. LOTT must report spills verbally to Ecology within 24 hours.
  - a. Exceptions:
    - i. If the spill enters any type of waterway – pond, creek, river, or Puget Sound – it must be reported immediately to LOTT at the number listed above.
    - ii. If there is a need to directly bypass a pump station or collection line to a waterway this must be reported to LOTT as soon as the decision is made – preferably prior to initiating the bypass as Ecology must be immediately notified.
2. Provide as much information and detail as possible during the report:
  - a. Name of person reporting spill and contact phone number
  - b. Name of person in charge of spill management and cleanup
  - c. Location by address or nearest street and cross-street
  - d. Start & stop times of the spill
  - e. Volume of the spill (estimate is ok)
  - f. Cause of the spill and type of water (raw sewage, step system effluent, reclaimed water in amounts greater than 500 gallons, etc...)
  - g. Clean up actions (diverted, vactored, lime to ground area, etc...)
  - h. Actions taken to prevent recurrence of the spill
  - i. If photos were taken of the spill, email a representative sample of the spill photos to [benmconkey@lottcleanwater.org](mailto:benmconkey@lottcleanwater.org) and [kerbutti@lottcleanwater.org](mailto:kerbutti@lottcleanwater.org).
3. If the spill does enter a receiving water body it is likely that the jurisdiction will need to make two or more reports – the initial report with information available at the time and follow-up report(s) with all the details listed above.
4. The point of contact for questions concerning these requirements is Ben McConkey at 360.528.5749 or [benmconkey@lottcleanwater.org](mailto:benmconkey@lottcleanwater.org)

Revised – 7 March 2011

## **Appendix F – Interlocal Agreement between the Cities of Olympia, Lacey, Tumwater and the LOTT Alliance for Sanitary Sewer Emergency Response Mutual Aid**

*When recorded return to:*

City of Olympia  
PO Box 1967  
Olympia, WA 98507-1967

### **INTERLOCAL AGREEMENT BETWEEN THE CITIES OF OLYMPIA, LACEY, TUMWATER AND THE LOTT ALLIANCE FOR SANITARY SEWER EMERGENCY RESPONSE MUTUAL AID**

**Whereas**, RCW 39.34.010 permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and

**Whereas**, pursuant to RCW 39.34.080, each party is authorized to contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform: provided, that such contract shall be authorized by the governing body of each party to the contract and shall set forth its purposes, powers, rights, objectives and responsibilities of the contracting parties;

**Whereas**, LOTT Clean Water Alliance (Hereafter “LOTT”) owns and operates the Budd Inlet Wastewater Treatment facility, permitted under Chapter 90.48 RCW as a Publicly Owned Treatment Works (POTW); and

**Whereas**, LOTT owns, operates, and maintains a system of sewers, pump stations, and pressure mains tributary to the POTW; and

**Whereas**, Tumwater, Olympia, and Lacey (Hereafter “Cities”) own, operate, and maintain systems of sewers, pump stations, and pressure mains tributary to the LOTT system and POTW; and



**Whereas**, the LOTT and Cities systems are interconnected, with the Cities' sewers, pump stations, and pressure mains feeding the LOTT sewers, pump stations, and pressure mains en route to the POTW, and

**Whereas**, in January 2001, the U.S. Environmental Protection Agency (USEPA) prepared a notice of proposed rulemaking which would have required LOTT to develop a Sanitary Sewer Overflow Emergency Response Plan (SSOERP) as one of the major components of the Capacity, Management, Operation and Maintenance (CMOM) standard permit condition. Although the proposed rulemaking was later withdrawn from the Federal Register, the USEPA has continued to incorporate CMOM in its permitting guidance. In January 2005 the USEPA published a Guide for Evaluating CMOM at Sanitary Sewer Collection Systems which reiterates the requirement for SSOERP; and

**Whereas**, in both the 2001 rulemaking proposal and the 2005 Guide, the USEPA has stressed coordination and cooperation between neighboring jurisdictions. The 2001 proposal includes a requirement for satellite communities to either be covered by the rules and regulations of the POTW National Pollutant Discharge Elimination System (NPDES) permit, or to obtain individual NPDES permits of their own. This would require each of the LOTT partner jurisdictions to develop and maintain SSOERP's, or integrate their system into the LOTT SSOERP; and

**Whereas**, mutual assistance and cooperation among LOTT and LOTT's three City partners will provide a higher level of service to all the customers in each respective service area. It will help limit the extent and potentially damaging effects of sanitary sewer overflows to property and human health. It will allow for a coordinated response to the adverse impact of natural disasters and events, such as earthquake and storms, on the proper function of either party's sewer collection and transmission system. In particularly sensitive areas, the team approach can make a difference in limiting sanitary sewer overflow impacts on wildlife, natural resources, and the local economy. Finally, an increased level of assistance and cooperation will limit reliance on Contractor support during the initial containment phase of a sanitary sewer overflow, allowing a measured allocation of financial resources.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the CITIES and THE LOTT ALLIANCE (LOTT) agree as follows:

**I. Purpose/Objective**

The purpose of this Agreement is to allow CITIES and LOTT to share resources and provide mutual aid in the event of a sanitary sewer overflow emergency, or other Major Disruption of sewer service, in either party's jurisdiction.

## II. Definitions

In this Agreement, the following words shall have the meanings set forth below:

Capacity, Management, Operation and Maintenance (CMOM): The use of widely accepted wastewater industry practices to manage, operate, and maintain collection systems, including the investigation of capacity-constrained areas of the collection system and responding to sanitary sewer overflow (SSO) events.

Major Disruption: An event or disaster, such as a power outage, earthquake, storm, tsunami, or flood, that results or could result in the collapse, breakdown, and/or inability of the sewer collection and transmission system to function as designed without the use of significant additional equipment and labor not normally allocated to the routine operation and maintenance of the system.

National Pollutant Discharge Elimination System (NPDES): A provision of the Clean Water Act which prohibits discharge of pollutants into waters of the United States unless a special permit is issued by EPA, a state, or, where delegated, a tribal government on an Indian reservation.

Requesting Party: Party requesting assistance with a sanitary sewer overflow event arising in that party's jurisdiction.

Responding Party: Party to whom a request for assistance with a sanitary sewer overflow event is made.

Sanitary Sewer Overflow Event (or Emergency): While there is no industry-accepted or USEPA-approved definition of a sanitary sewer overflow event, for the purposes of this agreement it is generally accepted to be the imminent or actual occurrence of sewage overflows from any part of a wastewater collection and transmission system operated by either party that discharges sewage onto the ground, and/or into a surface water or storm water system.

Sanitary Sewer Overflow Emergency Response Plan (SSOERP): The most current Plan each party has in place to address sanitary sewer overflow events.

## III. Scope of Agreement/Work

Any party to this Agreement may request mutual aid from any other party to this Agreement to assist in response and containment of sanitary sewer overflow events, or a Major Disruption, including efforts to avoid such an event from occurring, arising in either party's respective jurisdiction. The nature of assistance will vary depending on the

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and LOTT Clean Water Alliance 2012

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circumstances of the event, but may include mutual aid in the form of personnel and/or equipment. In the event mutual aid is desired, the following process shall generally be followed:

A. Requests for Mutual Aid. All requests for aid shall be directed to staff of the respective jurisdictions pursuant to the "Notice" section (Section XV) of this agreement.

B. Response to a Request for Mutual Aid. Participation in responding to the other party's Major Disruption is voluntary and at the sole discretion of the Responding Party. Each party is responsible for protecting its own constituency and jurisdiction. The parties to this Agreement shall not be liable to any other party, or be considered to be in breach of or default under this Agreement, for denying a request to respond.

Upon receiving a request for aid, the Responding Party shall:

1. Determine whether or not personnel and/or equipment is available to respond and let the Requesting Party know, as soon as possible, if they will respond;
2. Assign personnel and apparatus in accordance with availability;
3. Dispatch the designated apparatus with instructions to report to the person designated and authorized by the party requesting such aid to supervise the response effort.

C. Operational Command and Control. Overall responsibility for operational command and control of the event remains at all times with the Requesting Party. The Responding Party is responsible for the care and custody of its own personnel and equipment.

#### **IV. Request for Loan of Vehicles and/or Equipment**

Any party (borrowing party) may make a request to borrow vehicles and/or equipment from another party, when appropriate for that party to provide services, subject to the terms of this Agreement. This Agreement creates no obligations. Loaning vehicles and/or equipment is entirely voluntary.

The parties to this Agreement recognize that the responsibility of each party is to serve its own jurisdiction. If, during the loan period, the vehicle and/or equipment is needed by the party from whom equipment and/or vehicles have been loaned (loaning party), the borrowing party shall immediately relinquish custody back to the loaning party.

#### **Training**

The loaning party shall provide training on how to properly use the vehicle and/or equipment by a person qualified to provide such training. Necessary training over one

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and LOTT Clean Water Alliance 2012

hour in duration will be paid by the borrowing party at the rate of the salary and benefits of the person providing the training.

**Transfer of Custody**

Transfer of custody occurs when the loaning party relinquishes physical control of the vehicle and/or equipment to the borrowing party, without an operator provided by loaning party.

**No Representations/Warranties**

The loaning party makes no representations or warranties about the vehicle and/or equipment to the borrowing party. The borrowing party is solely responsible for inspecting the vehicle and/or equipment and determining that it is fit for the purpose for which it is to be used.

**Routine Maintenance**

Loans of up to thirty (30) days in duration: The loaning party will remain responsible for the cost of any routine maintenance of the vehicle and/or equipment during this period. The borrowing party and loaning party will coordinate to ensure that all necessary maintenance is performed while the vehicle and/or equipment is in the custody of the borrowing party.

Loans of thirty (30) days or more in duration: The borrowing party will be responsible for the cost of any routine maintenance of the vehicle and/or equipment during this period. The borrowing party and loaning party will coordinate to ensure that all necessary maintenance is performed while the vehicle and/or equipment is in the custody of the borrowing party.

- V. **Information Sharing & Public Records Requests.** CITIES and LOTT agree to provide each other with the latest maps of each others' sewer systems in a mutually acceptable electronic format at least once each year. In addition, each party agrees to provide the other with any SSOERP within ninety (90) days of adoption and/or amendment.

The parties mutually agree that documents shared between them may be sensitive and that certain records may be exempt from public disclosure under RCW 42.56.420 or other applicable law. The parties, therefore, agree to take all appropriate steps to ensure that such information and records are not shared beyond the parties to this Agreement. In the event LOTT or CITIES receives a public records request for documents that could reasonably be exempt from disclosure, the party receiving the request agrees to consult with the other party about how best to respond, prior to releasing records. If the parties

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and LOTT Clean Water Alliance 2012

disagree about disclosure, the party responding to the public disclosure request will provide notice adequate to allow the other party time to seek an injunction prohibiting release of the records, should the other party wish to do so.

**VI. Reimbursement for Assistance**

The Responding Party shall track and account for all labor, equipment and other direct costs associated with such assistance, and submit its expenses to the Requesting party within 30 days of the event.

Equipment Damage. Each party shall be responsible for any repair and/or damage done to its own vehicles or equipment as a result of participation in a mutual aid incident, except when damage is as a result of the other party's negligence.

**VII. Method of Payment**

Payment will be made by the Requesting Party within thirty (30) days of receipt of a properly detailed expense invoice from the Responding Party.

**VIII. Indemnification**

LOTT and the CITIES each agree to defend, indemnify and hold the other, their officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including reasonable attorney fees, arising out of or in connection with each entity's respective performance of its responsibilities under the Agreement, except to the extent such injuries and damages are caused by the negligence of the other.

**IX. Dispute Resolution**

In the event of any dispute, the parties shall first attempt to resolve the issues through mediation prior to filing any action in court.

**X. Joint Board**

This Agreement creates no Joint Board and no separate legal entity.

**XI. Duration of Agreement**

This Agreement shall be effective for five (5) years unless otherwise terminated in the manner described under the termination section of this Agreement.

**XII. Termination of Agreement**

This Agreement may be terminated upon sixty (60) days notice to the other parties using the method of notice provided for in this Agreement.

**XIII. Entire Agreement**

This Agreement sets forth all terms and conditions agreed upon by CITIES and LOTT and supercedes any and all prior agreements, oral or otherwise, with respect to the subject matter addressed herein.

**XIV. Recording**

Prior to its entry into force, this Agreement shall be filed with the Thurston County Auditor's Office or posted upon the websites or other electronically retrievable public source as required by RCW 39.34.040.

**XV. Notice**

Any notice required under this Agreement shall be to the party at the address listed below and shall become effective three days following the date of deposit in the United States Postal Service.

CITY OF OLYMPIA  
Attn: Water Resources Director  
PO Box 1967  
Olympia, WA 98507-1967

CITY OF TUMWATER  
Attn: Director of Public Works  
555 Israel Road S.W.  
Tumwater, WA 98501

CITY OF LACEY  
Attn: Water/Wastewater Supervisor  
1200 College Street SE  
Lacey, WA 98503

LOTT CLEAN WATER ALLIANCE:  
Attn: Facilities Director  
500 Adams Street NE  
Olympia, WA 98501

Interlocal Agreement between City of Olympia, City of Lacey, City of Tumwater,  
and LOTT Clean Water Alliance 2012

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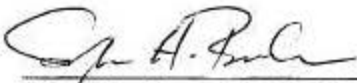
**XVI. Interpretation and Venue**

This Agreement shall be governed by the laws of the State of Washington as to interpretation and performance. The parties hereby agree that venue for enforcement of this agreement shall be the Superior Court of Thurston County.

**XVII. Effective Date**


This Agreement shall take effect on the date of the last authorizing signature affixed hereto.

**CITY OF OLYMPIA**

  
\_\_\_\_\_  
Mayor (or Mayor Pro Tem)

Date: 8/14/12

Approved as to form:

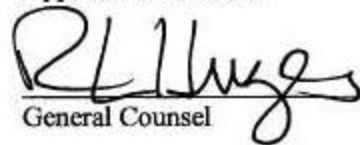
  
\_\_\_\_\_  
City Attorney (CA)

**LOTT CLEAN WATER ALLIANCE**

  
\_\_\_\_\_  
Board President ~~Executive Director~~

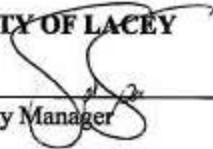
Date: 9/24/2012

Approved as to form:

  
\_\_\_\_\_  
General Counsel

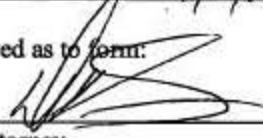


**CITY OF LACEY**

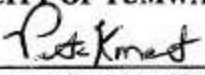
  
\_\_\_\_\_  
City Manager

Date: 9/4/2012

Approved as to form:

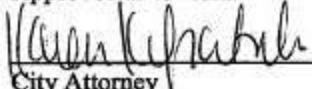
  
\_\_\_\_\_  
Asst. City Attorney

**CITY OF TUMWATER**

  
\_\_\_\_\_  
Mayor (or Mayor Pro Tem)

Date: 9/11/12

Approved as to form:

  
\_\_\_\_\_  
City Attorney

