



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, January 24, 2022

SAM Administration Building, 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019

Computer Audio: Please click the link below to join the Zoom webinar:

Join Zoom Meeting

<https://us02web.zoom.us/j/89537944191?pwd=dWRzK1ptbGJDT3JBZGM0aE42c1V5QT09>

Meeting ID: 895 3794 4191

Passcode: 613680

One tap mobile

+16699006833,,89537944191#,,,,*613680# US (San Jose)

[Due to the continuing state of emergency declared by the Governor related to preventing the spread of COVID-19, and pursuant to Government Code Section 54953\(e\), Sewer Authority Mid-Coastside \(SAM\) will be holding this Board meeting by Zoom Webinar; access to this meeting will be available to the Board and the public by either computer web-link or telephone audio as noted above.](#)

If you have a disability and require special assistance related to participating in this teleconference meeting, please contact the Authority at least two working days in advance of the meeting at (650) 726-0124 or via email at kishen@samcleanswater.org.

1. CALL TO ORDER

A. Roll Call:

Chair:	Deborah Ruddock (HMB)
Vice-Chair:	Kathryn Slater-Carter (MWSD)
Secretary/Treasurer:	Matthew Clark (GCSD)
Director:	Dr. Deborah Penrose (HMB)
Director:	Ric Lohman (MWSD)
Director:	Barbara Dye (GCSD)

B. January Employee Anniversaries

1. Carlos Mendez, Maintenance Mechanic III- 9 years

2. PUBLIC COMMENT / ORAL COMMUNICATION

Members of the public are welcome to submit comments via e-mail by sending them to kishen@samcleanswater.org. All comments so submitted prior to 7 pm on January 24, 2022 will be read out loud during the discussion of the respective item(s) identified in the e-mail; comments without such identification shall be read during this Item. Members of the public may also provide comments telephonically or electronically on individual items following recognition by the Board Chair presiding over the meeting.

3. CONSENT AGENDA *(Consent items are considered routine and will be approved/ adopted by a single motion and vote unless a request for removal for discussion or explanation is received from the public or Board.)*

- A. Approve Minutes of January 10,2022 Regular Board Meeting (**Attachment**)
- B. Approve Disbursements for January 24, 2022 (**Attachment**)
- C. Monthly Revenue and Expense Report for Period Ending December 31, 2021 (**Attachment**)

4. REGULAR BUSINESS *(The Board will discuss, seek public input, and possibly take action on the following items)*

- A. Recognition for CSRMA Workers Comp Excellence Award (**Attachment**)
- B. Receive the Flow Distribution Details for Calendar Year 2021 (**Attachment**)
- C. Adopt Ordinance No. 22-01 for the Non-Domestic Wastewater Source Control Program as Drafted and Direct Staff and Counsel to Publish the Ordinance as Required by Law (**Attachment**)

5. GENERAL MANAGER'S REPORT

- A. Monthly Manager's Report - December 2021

6. ATTORNEY'S REPORT

7. DIRECTORS' REPORT

8. TOPICS FOR FUTURE BOARD CONSIDERATION (**Attachment**)

9. CONVENE IN CLOSED SESSION *(Items discussed in Closed Session comply with the Ralph M. Brown Act.)*

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Half Moon Bay v. Granada CSD, Montara WSD & Sewer Authority Mid-Coastside)

- B. CONFERENCE WITH LEGAL COUNSEL –SIGNIFICANT RISK OF LITIGATION (1 CASE) Pursuant to Government Code Section 54956.9 (d) (2)
- C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (§ 54957) Title: General Manager
- D. CONFERENCE WITH LABOR NEGOTIATORS
Pursuant to Government Code (§ 54957.6); Agency Designated Representatives Kishen Prathivadi, General Manager, Jeremy Jungreis, General Counsel, and Christopher Boucher, Labor Counsel; Employee Organization: International Union of Operating Engineers, Stationary Engineers, Local No. 39, ALF-CIO
- E. CONFERENCE WITH LABOR NEGOTIATORS
Pursuant to Government Code (§ 54957.6); Agency Designated Representatives; Jeremy Jungreis, General Counsel, and Christopher Boucher, Labor Counsel, Unrepresented Employees: General Manager and Finance Officer

10. CONVENE IN OPEN SESSION *(Report Out on Closed Session Items)*

11. ADJOURNMENT

- Upcoming Regular Board Meetings: February 14, 2022 and February 28, 2022

The meeting will end by 9:00 p.m. unless extended by Board vote.

INFORMATION FOR THE PUBLIC

This agenda contains a brief description of each item to be considered. Those wishing to address the Board on any matter not listed on the Agenda, but within the jurisdiction of the Board, may do so during the Public Comment section of the Agenda and will have a maximum of three minutes to discuss their item. The Board Chair will call forward those wishing to speak on a matter listed on the Agenda at the appropriate time.

Any writing that is a public record and relates to an agenda item for an open session of a regular meeting that is distributed to the Board less than 72 hours prior to the meeting, is available for public inspection, during normal business hours, at the Authority’s office.

Board meetings are accessible to people with disabilities. Upon request, the Authority will make this agenda available in appropriate alternative formats to persons with a disability. In compliance with the Americans with Disabilities Act, the Authority will provide special assistance for participation in this meeting. Please submit requests for a disability-related modification or an accommodation in order to participate in the public meeting at least two working days in advance of the meeting by contacting the Authority at (650) 726-0124.



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
FROM: Kishen Prathivadi, General Manager
BY: Suzie Turbay, Administrative Assistant
SUBJECT: Approve Minutes of January 10, 2022 Regular Board Meeting

Executive Summary

The purpose of this report is for the Board of Directors to review the minutes for January 10, 2022

Fiscal Impact

There is no fiscal impact from this report.

Strategic Plan Compliance

The recommendation complies with the SAM Strategic Plan Goal 4: *“A well-organized, motivated, and well-trained staff with an effective Board of Directors are the most important keys to success for SAM.”*

Background and Discussion/Report

Attached are the minutes of January 10, 2022 Regular Board Meeting for review and approval.

Staff Recommendation

Staff recommends that the Board of Directors approve the minutes for the referenced Board meetings as presented.

Supporting Documents

Attachment A: Minutes January 10, 2022 Regular Board Meeting

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	

MINUTES
SAM BOARD OF DIRECTORS REGULAR MEETING
January 10, 2022

1. CALL TO ORDER

Chair Dye called the meeting to order at 7:04 p.m. from her residence in El Granada, CA. Directors attended the meeting through teleconferencing pursuant to and as permitted by Executive Order N-29-20. Consistent with Executive Order N-29-20, the San Mateo County Health Officer Shelter-In-Place order issued on March 16, 2020, members of the public were able to observe the open session portions of the meeting electronically by using the link that was provided on the agenda for the January 10, 2022 regular meeting.

A. Roll Call

Directors Lohman, Clark, Penrose, Ruddock, Slater-Carter, and Dye, were present. Also present via teleconferencing were General Manager Kishen Prathivadi, Finance Officer George Evans, Supervisor of Treatment/Field Operations Tim Costello, and General Counsel Jeremy Jungreis.

B. Special Order of the Day – Election of SAM Board Officers

Chair Dye called for nominations for SAM Chair. Director Penrose nominated Director Ruddock. Director Slater-Carter seconded the motion. Hearing no further nominations, Chair Dye closed the nominations. By roll call vote, the vote on the nomination for Director Ruddock was 8 ayes/0 Noes.

Chair Ruddock thanked Director Dye for being an excellent Chair. She described her as a hands on enthusiastic, caring for staff, and her attention to detail. Chair Ruddock attributes a lot of SAMs' forward movement, and SAMs' accounting practices to Director Dyes' oversight, and encouragement.

Chair Ruddock called for nominations for SAM Vice-Chair. Director Lohman nominated Director Slater-Carter. Director Dye seconded the motion. Hearing no further nominations, Chair Ruddock closed the nominations. By roll call vote, the vote on the nomination for Director Slater was 8 Ayes/0 Noes.

Chair Ruddock called for nominations for SAM Secretary/Treasurer. Director Penrose nominated Director Clark. Director Dye seconded the motion. Hearing no further nominations, Chair Ruddock closed the nominations. By roll call vote, the vote on the nomination for Director Clark was 8 Ayes/0 Noes.

2. PUBLIC COMMENT/ORAL COMMUNICATION/ITEMS NOT ON THE AGENDA

There were no public comments.

3. CONSENT AGENDA *(single motion and vote approving all items)*

(Consent items are considered routine and will be approved or adopted by one vote unless a request for removal for discussion or explanation is received from the public or Board)

- A. Approve Minutes of November 8, 2021, December 13, 2021 Regular Board Meetings, and December 29, 2021 Special Board Meeting.
- B. Approve Disbursements for January 10, 2022
- C. Monthly Revenue and Expense Report for Period Ending November 30, 2021

Director Slater-Carter moved, and Director Penrose seconded the motion to approve all consent agenda items as presented.

Slater-Carter/Penrose/Roll Call Vote: Lohman Aye/Clark Aye/Penrose Aye/Slater-Carter Aye/Dye Aye/Ruddock Aye/8 Ayes/0 Noes. The motion passed

4. REGULAR BUSINESS

- A. Establish Board Operations Committee and Finance Committee as Standing Committees, Set Time and Place for the Meetings, and Appoint Directors

General Manager Prathivadi reviewed the staff report, and recommended that the Board of Directors establish a Board Operations Committee, a Finance Committee, appoint Directors to those committees, and set a time and place for the meetings.

Chair Ruddock appointed Director Penrose, Director Slater-Carter, and Director Clark to the Board Ops Committee with Director Penrose as Chair. Director Penrose moved, and Director Clark seconded the motion to meet the first Tuesday of every month at 4:00 pm.

Penrose/Clark/Roll Call Vote: Lohman Aye/Clark Aye/Penrose Aye/Slater-Carter Aye/Dye Aye/Ruddock Aye/8 Ayes/0 Noes. The motion passed.

Chair Ruddock appointed Director Dye, Director Slater-Carter, and herself to the Finance Committee with Director Dye as Chair. Director Dye moved, and Director Slater-Carter seconded the motion to meet the third Thursday of every month at 11:00 am.

Dye/Slater-Carter/Roll Call Vote: Lohman Aye/Clark Aye/Penrose Aye/Slater-Carter/Dye Aye/Ruddock Aye/8 Ayes/0 Noes. The motion passed.

- B. Discuss Member Agency Timeline for Monitoring and Source Control Efforts of the Non-Domestic Waste Source Control Program and Enrolling Breweries and

Wineries and Their Effluent Characterization Completed

General Manager Prathivadi reviewed the staff report, and provided an update on the timeline for monitoring and source control efforts of the Non-Domestic Wastewater Source Control Program and enrolling Breweries and Wineries and their effluent characterization completed. A discussion ensued. Gregg Dieguez, Resident of Montara, commented on continuous monitoring equipment. General Manager Prathivadi stated the continuous monitoring equipment will be considered after permitting and characterization is completed. General Counsel Jungreis commented that a revised ordinance incorporating many of the comments received in the last month will be brought back to the Board for approval on the January 24th Board meeting.

C. Update on Recent Storm Events

General Manager Prathivadi gave a presentation on the recent storm events. He discussed the December 13, 2021 event, and the “heroes” of the storm, SAM staff. He stated that staff did an excellent job preparing for the storm in which they worked around the clock making sure there were no overflows. He also stated that there were no sewage spills in the plant or at the pump stations. He commended staff stating that he is very proud of them for the excellent work they did. General Manager Prathivadi then went on to discuss more of the storm events, the impact on SAM operations and infrastructure, the background of SAM’s design capacity, the storm events of October and December, 2021, the impact they had on the SAM Plant, and recommendations for the handling of future storms. A discussion ensued. Director Dye suggested keeping the Pilarcitos Creek in mind and how an overflow might affect the property. Director Slater-Carter suggested a discussion on long term planning, and short term fixes for the SAM Plant. General Manager Prathivadi stated that SAM will re-calibrate the plant influent flow meter to report more than 15 MGD, and also re-calibrate the meter at the Walker Tank. Chair Ruddock recommended hiring a talented outside engineering firm to help develop a Request for Proposal (RFP) that looks at short term fixes and longer term jobs. She stated she would like to have staff working with a sub-committee of the Board of Directors to look at developing a Request for Qualifications (RFQ) on developing the RFP for this bigger study. Director Slater-Carter suggested having discussions on decentralized treatment and storage facilities, and looking at the lists that were prepared by Dan Child of Wastewater Management Services. Director Dye suggested factoring in hazard mitigation funding as part of the matrix for discussion of projects. Chair Ruddock stated that she would like to establish a sub-committee consisting of herself, Director Clark, and someone from Montara to form this Ad-Hoc sub-committee to take a look at the lists prepared by Mr. Child, and bring forward a recommendation for an RFP for dealing with the bigger issues of the plans and potential alternatives. Chair

Ruddock recommended a motion for the electrical, and a motion for the sub-committee to review the previous recommendations and discuss potential options to the Board to consider moving forward and address the overall Plant moves. Director Lohman volunteered for the sub-committee. Following discussion, Director Dye moved, and Director Penrose seconded the motion to direct staff to put together an RFQ for a consultant to look at the issue of the electrical location and the potential impacts to the electrical systems at the Plant.

Dye/Penrose/Roll Call Vote: Lohman Aye/Clark Aye/Penrose Aye/Slater-Carter Aye/Dye Aye/Ruddock Aye/8 Ayes/0 Noes. The motion passed.

Director Dye moved, and Director Slater-Carter seconded the motion to create an Ad-Hoc Sub-Committee to look at emerging threats to the Plant, future impacts of climate change, and general capital improvement needs.

Dye/Slater-Carter/Roll Call Vote: Lohman Aye, Clark Aye, Penrose Aye/Slater-Carter Aye/Dye Aye/Ruddock Aye/ 8 Ayes/0 Noes. The motion passed.

5. GENERAL MANAGERS REPORT

A. Monthly Managers' Report – November 2021

The Board concurred to receive the Manager's Report for November 2021.

6. ATTORNEY'S REPORT

General Counsel Jungreis stated that he had nothing to report and requested a short Closed Session.

7. DIRECTOR'S REPORT

Chair Ruddock informed the Board of Governor Newsome's' release of his budget, and stated that SAM should pay particular attention to the budget for opportunities for SAM. Director Dye suggested SAM consider the possibility of hiring a consultant to help with funding. General Counsel Jungreis recommended that he, General Manager Prathivadi, and Chair Ruddock spend time with the CASA Governor Affairs Director to find out about opportunities and use them as a screening tool for the Board to narrow down what they are going after. Chair Ruddock suggested talking with Congresswoman Speier and Congress Woman Eshoo's offices to schedule an appointment for them to come and see the SAM Plant. Director Slater-Carter suggested talking to the contenders for Congresswoman Speiers' seat.

8. TOPICS FOR FUTURE BOARD CONSIDERATION – NONE

9. CONVENE IN CLOSED SESSION (*Items discussed in Closed Session comply with the Ralph M. Brown Act*)

The Board went in to Closed Session at 8:38 pm.

10. CONVENE IN OPEN SESSION (*Report Out on Closed Session Items*)

The Board came out of Closed Session at 8:42 pm.

11. ADJOURNMENT

Chair Ruddock adjourned the meeting at 8:42 p.m.

Respectfully Submitted,

Approved By:

Suzie Turbay
Administrative Assistant

Board Secretary



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
FROM: Kishen Prathivadi, General Manager
BY: George Evans, Finance Officer
SUBJECT: **Approve Disbursements for January 24, 2022**

Executive Summary

The purpose of this report is for the Board of Directors to review and approve the disbursements for the referenced period.

Fiscal Impact

Expenditures are paid per the adopted General and Contract Collection Services Budgets for FY2120/22. The total expenditure amount for January 24, 2022 is \$246,415.97.

Strategic Plan Compliance

The recommendation complies with the SAM Strategic Plan Goal 3 *“Consider long-term costs, and ensure that finances are stable and understandable by the board, member agencies, and the public.”*

Background and Discussion/Report

Attached please find the A/P check register for the period of January 11, 2022 through January 24, 2022 (\$192,293.14) as well as the payroll check register for the pay period ending January 7, 2022 (\$54,122.83).

Staff Recommendation

Staff recommends that the Board approve the disbursements for the period of January 11, 2022 through January 24, 2022, and the payroll check register for the pay period ending January 7, 2022 as presented.

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	

Supporting Documents

Attachment A: AP Check Register for January 24, 2022

Attachment B: Payroll Check Register for PPE January 7, 2022

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	



Sewer Authority Mid-Coastside

Check Register

By Vendor Name

Payment Dates 1/11/2022 - 1/24/2022

Payment Number	Payment Date	Vendor Name	Payable Date	Description (Item)	Amount
Vendor: 0006 - A-1 Septic Tank Service, Inc.					
105355	01/24/2022	A-1 Septic Tank Service, Inc.	01/13/2022	Clean Out Wet Well - Princeton...	3,437.50
Vendor 0006 - A-1 Septic Tank Service, Inc. Total:					3,437.50
Vendor: 0008 - AAAA Generator Services					
105356	01/24/2022	AAAA Generator Services	01/11/2022	Annual PM-Standby Power Syst...	24,795.00
Vendor 0008 - AAAA Generator Services Total:					24,795.00
Vendor: 0009 - Advanced IPM					
105357	01/24/2022	Advanced IPM	01/07/2022	Monthly Pest Control	206.00
Vendor 0009 - Advanced IPM Total:					206.00
Vendor: 0028 - Alpha Analytical Laboratories, Inc					
105358	01/24/2022	Alpha Analytical Laboratories, I...	01/12/2022	BAL BOD Tests/Handling & Disp...	245.00
105358	01/24/2022	Alpha Analytical Laboratories, I...	01/13/2022	BAL BOD Tests/Handling & Disp...	305.00
105358	01/24/2022	Alpha Analytical Laboratories, I...	01/13/2022	BAL BOD Tests/Handling & Disp...	245.00
105358	01/24/2022	Alpha Analytical Laboratories, I...	01/13/2022	BAL BOD Tests/Handling & Disp...	305.00
Vendor 0028 - Alpha Analytical Laboratories, Inc Total:					1,100.00
Vendor: 0056 - AT&T Mobility 287267792749					
105359	01/24/2022	AT&T Mobility 287267792749	01/09/2022	January 9 Statement - Wireless ...	188.91
Vendor 0056 - AT&T Mobility 287267792749 Total:					188.91
Vendor: 0055 - AT&T					
105351	01/11/2022	AT&T	12/31/2021	December Service 960 757-1068..	1,918.12
Vendor 0055 - AT&T Total:					1,918.12
Vendor: 0096 - Brown and Caldwell					
105360	01/24/2022	Brown and Caldwell	01/11/2022	WWTP Operation Assistance	3,588.32
Vendor 0096 - Brown and Caldwell Total:					3,588.32
Vendor: 0107 - Calcon Systems, Inc.					
105361	01/24/2022	Calcon Systems, Inc.	12/30/2021	Main Plant Service Calls: Dece...	27,854.82
105361	01/24/2022	Calcon Systems, Inc.	12/30/2021	Main Plant Emergency/After H...	2,330.00
Vendor 0107 - Calcon Systems, Inc. Total:					30,184.82
Vendor: 0134 - Cintas Corporation #464					
105363	01/24/2022	Cintas Corporation #464	01/10/2022	Uniforms	393.51
105363	01/24/2022	Cintas Corporation #464	01/10/2022	Uniforms	32.44
105363	01/24/2022	Cintas Corporation #464	01/10/2022	Uniforms	26.71
105363	01/24/2022	Cintas Corporation #464	01/10/2022	Uniforms	36.26
105363	01/24/2022	Cintas Corporation #464	01/17/2022	Uniforms	413.98
105363	01/24/2022	Cintas Corporation #464	01/17/2022	Uniforms	32.44
105363	01/24/2022	Cintas Corporation #464	01/17/2022	Uniforms	26.71
105363	01/24/2022	Cintas Corporation #464	01/17/2022	Uniforms	36.26
Vendor 0134 - Cintas Corporation #464 Total:					998.31
Vendor: 0133 - Cintas					
105362	01/24/2022	Cintas	01/07/2022	Electrostatic Spray Admin Areas	776.60
Vendor 0133 - Cintas Total:					776.60
Vendor: 0739 - Environmental Systems Research Institute, Inc.					
105364	01/24/2022	Environmental Systems Researc...	01/05/2022	Arc GIS Renewal: 2022	3,000.00
Vendor 0739 - Environmental Systems Research Institute, Inc. Total:					3,000.00
Vendor: 0235 - Fisher Scientific					
105365	01/24/2022	Fisher Scientific	12/20/2021	Weighing Dishes: Lab	83.78
Vendor 0235 - Fisher Scientific Total:					83.78
Vendor: 0289 - Hassett Hardware					
105366	01/24/2022	Hassett Hardware	01/11/2022	Schedule 80 Pipe/Fittings: Princ...	71.08
105366	01/24/2022	Hassett Hardware	01/11/2022	Schedule 80 Pipe/Fittings: Princ...	7.65

Check Register

Payment Dates: 1/11/2022 - 1/24/2022

Payment Number	Payment Date	Vendor Name	Payable Date	Description (Item)	Amount
105366	01/24/2022	Hassett Hardware	01/11/2022	Schedule 80 Pipe/Fittings: Princ...	3.92
105366	01/24/2022	Hassett Hardware	01/11/2022	Water Line PCV Fittings: Princet...	59.01
105366	01/24/2022	Hassett Hardware	01/12/2022	Hole Saw/Fittings - BSTP VFD: P...	33.44
105366	01/24/2022	Hassett Hardware	01/12/2022	Hole Saw/Fittings - BSTP VFD: P...	42.19
105366	01/24/2022	Hassett Hardware	01/12/2022	Return - Hole Saw - BSTP VFD: P...	-29.52
Vendor 0289 - Hassett Hardware Total:					187.77
Vendor: 0295 - Hue & Cry Security Systems, Inc					
105367	01/24/2022	Hue & Cry Security Systems, Inc	01/15/2022	2022 February Environmental ...	178.60
Vendor 0295 - Hue & Cry Security Systems, Inc Total:					178.60
Vendor: 0299 - ICMA Retirement					
105353	01/14/2022	ICMA Retirement	01/14/2022	ICMA 457 Deferred Comp	385.00
Vendor 0299 - ICMA Retirement Total:					385.00
Vendor: 0343 - Johnson Controls					
105368	01/24/2022	Johnson Controls	12/20/2021	Troubleshoot/Repair Pull Statio...	3,264.56
Vendor 0343 - Johnson Controls Total:					3,264.56
Vendor: 0756 - KBA Docusys, Inc.					
105369	01/24/2022	KBA Docusys, Inc.	01/11/2022	Copier Lease Usage/Supplies	179.44
Vendor 0756 - KBA Docusys, Inc. Total:					179.44
Vendor: 0354 - Kemira Water Solutions, Inc.					
105370	01/24/2022	Kemira Water Solutions, Inc.	01/05/2022	Aluminum Chloride: Plant	5,169.84
Vendor 0354 - Kemira Water Solutions, Inc. Total:					5,169.84
Vendor: 0387 - Maze & Associates					
105371	01/24/2022	Maze & Associates	12/31/2021	Accounting Services	5,500.00
105371	01/24/2022	Maze & Associates	12/31/2021	Additonal Scope: Additional Co...	1,000.00
105371	01/24/2022	Maze & Associates	12/31/2021	Additional Scope: FY2020-21 Ye...	2,000.00
105371	01/24/2022	Maze & Associates	12/31/2021	Additional Scope: Financial Tran...	2,325.00
Vendor 0387 - Maze & Associates Total:					10,825.00
Vendor: 0393 - McMaster-Carr Supply Co.					
105372	01/24/2022	McMaster-Carr Supply Co.	01/07/2022	Pressure Transmitter Piping Su...	207.75
Vendor 0393 - McMaster-Carr Supply Co. Total:					207.75
Vendor: 0401 - Mid-America Administrative & Retirement Solutions LLC					
105373	01/24/2022	Mid-America Administrative & ...	12/01/2021	Jan/Feb/Mar 2022 Retirement ...	2,070.00
105373	01/24/2022	Mid-America Administrative & ...	12/01/2021	Jan/Feb/Mar 2022 Retirement ...	3,105.00
Vendor 0401 - Mid-America Administrative & Retirement Solutions LLC Total:					5,175.00
Vendor: 0409 - Montara Water and Sanitary District					
105374	01/24/2022	Montara Water and Sanitary Dis..	12/31/2021	11/01/21-01/03/22 Service	164.31
Vendor 0409 - Montara Water and Sanitary District Total:					164.31
Vendor: 0415 - Motion Industries, Inc					
105375	01/24/2022	Motion Industries, Inc	01/10/2022	Wet Well Scrubber Bearing: Por...	201.11
Vendor 0415 - Motion Industries, Inc Total:					201.11
Vendor: 0278 - MTA Parts Inc.					
105376	01/24/2022	MTA Parts Inc.	01/07/2022	Pump #4 U-Joint: Portola PS	30.07
105376	01/24/2022	MTA Parts Inc.	01/07/2022	Grease Gun Adaptor: Plant	13.11
Vendor 0278 - MTA Parts Inc. Total:					43.18
Vendor: 0450 - Operating Engineers Local 39					
105354	01/14/2022	Operating Engineers Local 39	01/14/2022	Union Dues	1,165.03
105354	01/14/2022	Operating Engineers Local 39	01/14/2022	Per Capita	183.00
Vendor 0450 - Operating Engineers Local 39 Total:					1,348.03
Vendor: 0462 - Pacific EcoRisk Inc					
105377	01/24/2022	Pacific EcoRisk Inc	12/31/2021	NPDES Acute Toxicity Testing: 2...	10,736.10
Vendor 0462 - Pacific EcoRisk Inc Total:					10,736.10
Vendor: 0468 - Pacifica Community Television					
105378	01/24/2022	Pacifica Community Television	12/31/2021	Video Recording Sessions 12/13...	600.00
Vendor 0468 - Pacifica Community Television Total:					600.00

Check Register

Payment Dates: 1/11/2022 - 1/24/2022

Payment Number	Payment Date	Vendor Name	Payable Date	Description (Item)	Amount
Vendor: 0484 - Principal Life Insurance Company					
105379	01/24/2022	Principal Life Insurance Company	01/01/2022	2022-01 Health Benefits	2,452.64
105379	01/24/2022	Principal Life Insurance Company	01/01/2022	2022-01 Health Benefits	304.13
105379	01/24/2022	Principal Life Insurance Company	01/01/2022	2022-01 Health Benefits	327.82
105379	01/24/2022	Principal Life Insurance Company	01/01/2022	2022-01 Health Benefits	701.69
105379	01/24/2022	Principal Life Insurance Company	01/01/2022	2022-01 Health Benefits	559.89
Vendor 0484 - Principal Life Insurance Company Total:					4,346.17
Vendor: 0525 - Republic Services of San Mateo County					
105380	01/24/2022	Republic Services of San Mateo ...	12/31/2021	December Disposal & Hauling F...	12,048.72
Vendor 0525 - Republic Services of San Mateo County Total:					12,048.72
Vendor: 0588 - Signa Mechanical					
105381	01/24/2022	Signa Mechanical	01/13/2022	Rebuild Grinder Pump - Seal Co...	899.07
105381	01/24/2022	Signa Mechanical	01/13/2022	Rebuild Grinder Pump - Seal Co...	372.89
105381	01/24/2022	Signa Mechanical	01/13/2022	Rebuild Grinder Pump - Seal Co...	882.71
105381	01/24/2022	Signa Mechanical	01/13/2022	Rebuild Grinder Pump - Seal Co...	1,186.82
105381	01/24/2022	Signa Mechanical	01/13/2022	Rebuild Grinder Pump - Seal Co...	879.74
Vendor 0588 - Signa Mechanical Total:					4,221.23
Vendor: 0602 - SRT Consultants Inc.					
105382	01/24/2022	SRT Consultants Inc.	12/31/2021	Dec Engineering Support: RDT F...	635.00
105382	01/24/2022	SRT Consultants Inc.	12/31/2021	Dec Engineering: Aeration Basin...	720.00
105382	01/24/2022	SRT Consultants Inc.	12/31/2021	December Engineering Support	3,059.96
105382	01/24/2022	SRT Consultants Inc.	12/31/2021	December Engineering Support:...	332.50
105382	01/24/2022	SRT Consultants Inc.	12/31/2021	December Engineering Support:...	5,195.00
105382	01/24/2022	SRT Consultants Inc.	12/31/2021	December Engineering Support:...	2,097.50
105382	01/24/2022	SRT Consultants Inc.	12/31/2021	December Engineering Support:...	1,242.50
105382	01/24/2022	SRT Consultants Inc.	12/31/2021	December Engineering Support:...	1,087.50
105382	01/24/2022	SRT Consultants Inc.	12/31/2021	December Engineering Support:...	662.50
105382	01/24/2022	SRT Consultants Inc.	12/31/2021	December Engineering Support:...	402.50
105382	01/24/2022	SRT Consultants Inc.	12/31/2021	December Engineering Support:...	612.50
105382	01/24/2022	SRT Consultants Inc.	12/31/2021	December Engineering Support:...	122.50
105382	01/24/2022	SRT Consultants Inc.	12/31/2021	December Engineering Support:...	122.50
105382	01/24/2022	SRT Consultants Inc.	12/31/2021	December Engineering Support:...	122.50
105382	01/24/2022	SRT Consultants Inc.	12/31/2021	December Engineering Support:...	437.50
105382	01/24/2022	SRT Consultants Inc.	12/31/2021	December Engineering Support:...	192.50
105382	01/24/2022	SRT Consultants Inc.	12/31/2021	December Engineering Support:...	245.00
105382	01/24/2022	SRT Consultants Inc.	12/31/2021	December Engineering Support:...	122.50
105382	01/24/2022	SRT Consultants Inc.	12/31/2021	December Engineering Support:...	192.50
Vendor 0602 - SRT Consultants Inc. Total:					17,727.46
Vendor: 0604 - Staples Business Credit					
105384	01/24/2022	Staples Business Credit	01/13/2022	Office & Lunchroom Supplies	67.63
105384	01/24/2022	Staples Business Credit	01/13/2022	Office & Lunchroom Supplies	157.81
105384	01/24/2022	Staples Business Credit	01/14/2022	Office & Lunchroom Supplies	8.44
105384	01/24/2022	Staples Business Credit	01/14/2022	Office & Lunchroom Supplies	19.69
Vendor 0604 - Staples Business Credit Total:					253.57
Vendor: 0609 - State Water Resources Control Board					
105385	01/24/2022	State Water Resources Control ...	01/05/2022	Facility: 2 417068001 Annual Pe...	25,398.00
Vendor 0609 - State Water Resources Control Board Total:					25,398.00
Vendor: 0653 - TJC and Associates, Inc					
105386	01/24/2022	TJC and Associates, Inc	01/11/2022	Montara PS Condition Assessm...	3,020.75
Vendor 0653 - TJC and Associates, Inc Total:					3,020.75
Vendor: 0662 - Tyler Technologies					
105387	01/24/2022	Tyler Technologies	12/31/2021	Annual Positive Pay Fees: 2021-...	2,438.00
Vendor 0662 - Tyler Technologies Total:					2,438.00
Vendor: 0663 - Umpqua Bank					
105352	01/11/2022	Umpqua Bank	12/31/2021	Visa Statement	378.65
105352	01/11/2022	Umpqua Bank	12/31/2021	Visa Statement	104.21
105352	01/11/2022	Umpqua Bank	12/31/2021	Visa Statement	1,150.00

Check Register

Payment Dates: 1/11/2022 - 1/24/2022

Payment Number	Payment Date	Vendor Name	Payable Date	Description (Item)	Amount
105352	01/11/2022	Umpqua Bank	12/31/2021	Visa Statement	1,035.00
105352	01/11/2022	Umpqua Bank	12/31/2021	Visa Statement	374.38
105352	01/11/2022	Umpqua Bank	12/31/2021	Visa Statement	19.28
105352	01/11/2022	Umpqua Bank	12/31/2021	Visa Statement	44.99
105352	01/11/2022	Umpqua Bank	12/31/2021	Visa Statement	25.00
105352	01/11/2022	Umpqua Bank	12/31/2021	Visa Statement	64.67
105352	01/11/2022	Umpqua Bank	12/31/2021	Visa Statement	2,967.52
105352	01/11/2022	Umpqua Bank	12/31/2021	Visa Statement	617.64
105352	01/11/2022	Umpqua Bank	12/31/2021	Visa Statement	45.00
Vendor 0663 - Umpqua Bank Total:					6,826.34
Vendor: 0671 - Univar USA Inc					
105388	01/24/2022	Univar USA Inc	01/06/2022	Sodium Bisulfite: Plant	5,484.36
Vendor 0671 - Univar USA Inc Total:					5,484.36
Vendor: 0681 - USA Blue Book					
105389	01/24/2022	USA Blue Book	01/10/2022	Lansas Plug: Portola PS	1,585.49
Vendor 0681 - USA Blue Book Total:					1,585.49
Grand Total:					192,293.14

Report Summary

Fund Summary

Fund	Payment Amount
100 - Operating Fund	163,086.09
300 - Contract Services	29,207.05
Grand Total:	192,293.14

Account Summary

Account Number	Account Name	Payment Amount
100-1010-5114	Bonus, Awards, Certificati...	378.65
100-1010-5209	Med Ins Reimbursement -...	2,070.00
100-1010-5323	Software License & Maint...	2,542.21
100-1010-5330	Misc. Professional Services	11,425.00
100-1010-5410	Professional dues and fees	1,150.00
100-1010-5411	Registration Fees	1,035.00
100-1010-5421	Telephones	1,918.12
100-1010-5422	Cellular Servcies	188.91
100-1010-5445	Mileage, Parking & Tolls	25.00
100-1010-5511	Rental/Lease Equipment -...	179.44
100-1010-5610	Janitorial Services	776.60
100-1010-5812	Food	374.38
100-1010-5816	Office Supplies	95.35
100-2020	Retirement Medical	3,105.00
100-2021-5318	Engineering & Architectur...	6,080.71
100-2021-5323	Software License & Maint...	3,000.00
100-2021-5326	Equipment Maintenance	31,770.31
100-2021-5330	Misc. Professional Services	7,025.82
100-2021-5417	Uniform Services	807.49
100-2021-5431	Water	164.31
100-2021-5433	Solid Waste (Trash)	12,048.72
100-2021-5442	Meals	64.67
100-2021-5612	Building & Structures Mai...	3,470.56
100-2021-5613	Security Services	178.60
100-2021-5724	State Permit	25,398.00
100-2021-5812	Food	2,967.52
100-2021-5814	Maintenance Supplies	639.81
100-2021-5816	Office Supplies	222.49
100-2021-5817	Chemicals	10,654.20
100-2021-5818	Safety Supplies	617.64
100-2021-5822	Fuel, Oil, Lubricant	45.00
100-2022-5330	Misc. Professional Services	11,836.10
100-2022-5813	Laboratory Supplies	83.78
100-2024	Union Dues	1,348.03
100-2027	Deferred Comp	385.00
100-2028	Dental Insurance	2,452.64
100-2029	Vision Insurance	304.13
100-2030	Life Insurance	327.82
100-2031	LTD	701.69
100-2032	STD	559.89
100-4041-5318	Engineering & Architectur...	14,667.50
300-3031-5417	Uniform Services	64.88
300-3032-5417	Uniform Services	53.42
300-3033-5417	Uniform Services	72.52
300-3033-5616	CS Repairs - MWSD	29,016.23
Grand Total:		192,293.14

Project Account Summary

Project Account Key	Payment Amount
None	177,625.64

Project Account Summary

Project Account Key	Payment Amount
21MP01-5318	192.50
21MP02-5318	122.50
21MP03-5318	245.00
21OT02-5318	122.50
21PO01-5318	1,087.50
21PO02-5318	5,195.00
21TP01-5318	967.50
21TP02-5318	1,332.50
21TP03-5318	1,242.50
21TP04-5318	2,097.50
21TP05-5318	122.50
21TP06-5318	122.50
21TP07-5318	402.50
21TP08-5318	662.50
21TP09-5318	437.50
21TP10-5318	122.50
21TP11-5318	192.50
Grand Total:	192,293.14



Sewer Authority Mid-Coastside

Payroll Check Register Checks

Pay Period: 12/25/2021-1/7/2022

Packet: PYPKT00881 - PPE 2022-0107

Payroll Set: Sewer Authority Mid-Coastside - 01

Employee	Employee #	Check Type	Date	Amount	Number
Clark, Matthew	0026	Regular	01/14/2022	184.70	1731
Dye, Barbara	0031	Regular	01/14/2022	92.35	1732
Slater-Carter, Kathryn	0015	Regular	01/14/2022	184.70	1733



Sewer Authority Mid-Coastside

Payroll Check Register

Direct Deposits

Pay Period: 12/25/2021-1/7/2022

Packet: PYPKT00881 - PPE 2022-0107

Payroll Set: Sewer Authority Mid-Coastside - 01

Employee	Employee #	Date	Amount	Number
Aguilar-Ibal, Gabriel	0004	01/14/2022	4,938.46	3257
Costello, Timothy J	0001	01/14/2022	4,049.42	3258
Costello, Timothy J	0001	01/14/2022	100.00	3258
Harvey, Keith	0010	01/14/2022	2,775.12	3259
Hussein, Jr., Tazammal Aiyub	0040	01/14/2022	500.00	3260
Hussein, Jr., Tazammal Aiyub	0040	01/14/2022	200.00	3260
Hussein, Jr., Tazammal Aiyub	0040	01/14/2022	1,869.41	3260
Long, George J	0002	01/14/2022	4,561.94	3261
Mejia, Julio A	0044	01/14/2022	1,426.74	3262
Mendez, Carlos	0009	01/14/2022	3,442.48	3263
Partida, David	0006	01/14/2022	5,166.81	3264
Rovai, Angelo	0042	01/14/2022	2,651.90	3265
Ahumada, Jose	0039	01/14/2022	2,148.63	3266
Preciado , Felipe	0036	01/14/2022	3,303.44	3267
Young, Anthony Edward	0024	01/14/2022	3,378.78	3268
Evans, George	0025	01/14/2022	3,781.91	3269
Evans, George	0025	01/14/2022	250.00	3269
Prathivadi, Kishen	0012	01/14/2022	6,341.79	3270
Turbay, Susan	0007	01/14/2022	2,404.85	3271
Lohman , Richard	0017	01/14/2022	92.35	3272
Penrose, Deborah	0021	01/14/2022	184.70	3273
Ruddock, Deborah Rose	0018	01/14/2022	92.35	3274



Sewer Authority Mid-Coastside

Payroll Check Register

Report Summary

Pay Period: 12/25/2021-1/7/2022

Packet: PYPKT00881 - PPE 2022-0107

Payroll Set: Sewer Authority Mid-Coastside - 01

Type	Count	Amount
Regular Checks	3	461.75
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	22	53,661.08
Total	25	54,122.83



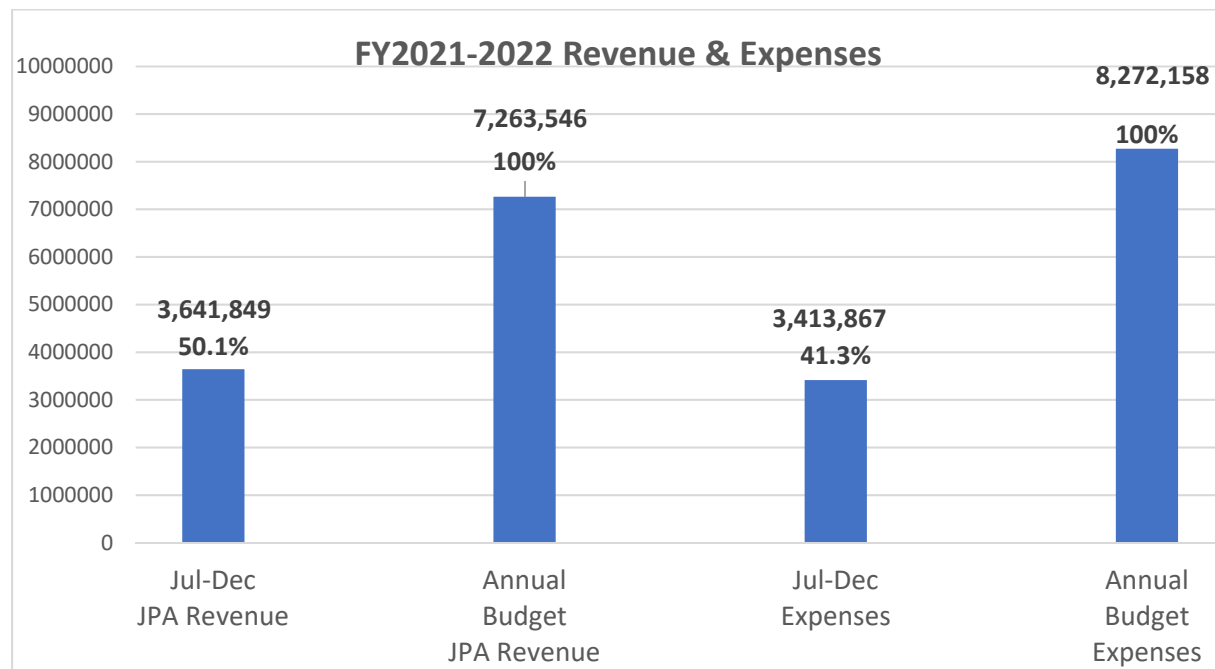
SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
FROM: Kishen Prathivadi, General Manager
BY: George Evans, Finance Officer
SUBJECT: **Monthly Revenue and Expense Report for Period Ending December 31, 2021**

Executive Summary

The purpose of this report is for the Board of Directors to review the budget reports for the period ending June 30, 2022. The revenue for the period ending December 31, 2021 is \$3.642M which represents approximately 50.1% of the annual budget. The expense for period ending December 31, 2021 is \$3.414M which represents approximately 41.3% of the annual budget.



BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	

Having the expenses running this much lower than revenues at this point in the year is very encouraging.

Fiscal Impact

There is no fiscal impact from this report.

Strategic Plan Compliance

The recommendation complies with the SAM Strategic Plan Goal 3: *“Consider long-term costs and ensure that finances are stable and understandable by the board, member agencies, and the public.”*

Background and Discussion/Report

Attached please find the revenue and expenditures report for the period ending December 31, 2021, which represents 50.0% of Fiscal Year 2021/22. After receiving constructive input from the Finance Committee, the attachments included on our monthly report have been revised for brevity and clarity, as well as the removal of duplication.

General Budget

The adopted General Budget for FY 2021/22 includes \$7.399 million in revenue, of which \$7.264 million is from member agency assessments, \$115,000 is from NDWSCP fees (Attachment B).

Cash Flow

The cash balances in the various accounts as of December 31, 2021 were:

<u>Account</u>	<u>Balance</u>
A/P Checking Account	\$1,306,489.78
Payroll Checking Account	\$76,966.44
Money Market	\$723.19
LAIF Statement	\$2,938,375.15
Total:	\$4,322,554.56

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	

Staff Recommendation

Staff recommends that the Board accept the Revenue and Expense Report for period ending December 31, 2021.

Supporting Documents *

- Attachment A: Summarized Financial Statements for period ending December 31, 2021
- Attachment B: General Budget Report for period ending December 31, 2021
- Attachment C: Aging Receivable Report for period ending December 31, 2021

**Note: In response to the request from the Finance Committee, it was determined to alter the format of the General Budget Report. Those changes have not yet been completed. At this time we are still working on finalizing the Budget Report to reflect all the changes requested. In lieu of the updated versions of the Budget Report, we are including the current version of the budget report that includes all but one of the requested changes.*

Until the final version of the updated General Budget Report has been completed, we will present the version of that report that doesn't include one of the changes requested by the Finance Committee; "Dollars Remaining" which can be calculated manually and provided upon request. We thank you in advance for your patience.

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	

SEWER AUTHORITY MID-COASTSIDE
Statement of Net Position
December 31, 2021

December 31, 2021

ASSETS

Current Assets		
Cash and investment		4,234,994
Accounts Receivable		189,150
Interest Receivable		-
Prepaid Expense		47,454
Total Current Assets		4,471,598
Non-current Assets		
Advances		22,100
Capital assets, non-depreciable		863,857
Capital assets, net of accumulated depreciation		16,221,092
Total Non-current Assets		17,107,049
Total Assets		21,578,646

DIFFERED OUTFLOWS

Deferred outflows of resources	683,330
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LIABILITIES

Current liabilities		
Accounts payable		442,593
Accrued expenses		(1)
Accrued payroll		(168,297)
Accrued compensated absences - current portion		82,099
Lease Liability		1
Total Current Liabilities		356,395
Non-current Liabilities		
Net pension liability		3,126,056
Accrued compensated absences - non-current portion		76,962
Other post employment benefits		516,026
Total Non-current Liabilities		3,719,044
Total Liabilities		4,075,439

DIFFERED INFLOWS

Deferred inflows of resources	139,874
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NET POSITION

Invested in capital assets, net of related debt	17,084,949
Unrestricted	961,715
Total Net Position	18,046,663

SEWER AUTHORITY MID-COASTSIDE
Statement of Revenues, Expenses, and Changes in Net Position
July 1, 2021 through December 31, 2021

	July 1, 2021 - December 31, 2021	Expected to Date	Variance Favorable/ (Unfavorable)	FY2021/2022 Budget	July 1, 2020 - December 31, 2020
OPERATING REVENUE					
Operating and maintenance assessments	2,392,613	2,392,613	-	4,785,226	2,657,134
Collection assessments	436,806	436,806	-	873,613	390,346
Pass-through	45,175	-	45,175	-	-
Other income	10,076	57,477	(47,401)	115,000	31,722
Total operating revenue	2,884,670	2,886,896	(2,226)	5,773,839	3,079,202
OPERATING EXPENSES					
Treatment	2,028,925	1,727,829	(301,096)	3,457,060	2,656,028
Collection	333,719	436,630	102,911	873,613	228,676
Laboratory	216,929	91,596	(125,333)	183,267	92,560
Administration	777,760	639,692	(138,068)	1,279,899	810,427
Infrastructure	56,533	1,238,664	1,182,131	2,478,320	336,133
Depreciation	-	-	-	-	-
Total operating expense	3,413,867	4,134,412	720,545	8,272,158	4,123,824
OPERATING LOSS	(529,197)	(1,247,516)	718,319	(2,498,319)	(1,044,622)
NON-OPERATING REVENUES (EXPENSES)					
Interest and dividend income	0	9,996	(9,996)	20,000	2,839
Bad debts	-	-	-	-	-
Total non-operating revenues (expenses)	0	-	-	-	2839
Increase before contributions	(529,197)	(1,237,520)	708,323	(2,478,319)	(1,041,783)
Capital contributions	1,239,160	1,239,160	-	2,478,321	996,399
CHANGE IN NET POSITION	709,963	1,641	708,323	2	(45,384)



		December Budget	December Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Fund: 100 - Operating Fund										
Object: 4011 - Operating Fund Assessment - HMB										
100-1010-4011	O & M Assessments - HMB	61,315.09	61,315.09	0.00	0.00 %	367,890.54	367,890.54	0.00	0.00 %	735,781.00
100-2021-4011	O & M Assessments - HMB	162,646.91	162,646.91	0.00	0.00 %	975,881.46	975,881.46	0.00	0.00 %	1,951,763.00
100-2022-4011	O & M Assessments - HMB	8,919.00	8,919.00	0.00	0.00 %	53,514.00	53,514.00	0.00	0.00 %	107,028.00
100-4041-4011	O & M Assessments - HMB	120,611.57	120,611.57	0.00	0.00 %	723,669.42	723,669.42	0.00	0.00 %	1,447,339.00
Total Object: 4011 - Operating Fund Assessment - HMB:		353,492.57	353,492.57	0.00	0.00 %	2,120,955.42	2,120,955.42	0.00	0.00 %	4,241,911.00
Object: 4012 - Operating Fund Assessment - Granada										
100-1010-4012	O & M Assessments - GCSD	21,523.27	21,523.27	0.00	0.00 %	129,139.62	129,139.62	0.00	0.00 %	258,279.00
100-2021-4012	O & M Assessments - GCSD	57,093.53	57,093.53	0.00	0.00 %	342,561.18	342,561.18	0.00	0.00 %	685,122.00
100-2022-4012	O & M Assessments - GCSD	3,130.81	3,130.81	0.00	0.00 %	18,784.86	18,784.86	0.00	0.00 %	37,570.00
100-4041-4012	O & M Assessments - GCSD	42,337.97	42,337.97	0.00	0.00 %	254,027.82	254,027.82	0.00	0.00 %	508,056.00
Total Object: 4012 - Operating Fund Assessment - Granada:		124,085.58	124,085.58	0.00	0.00 %	744,513.48	744,513.48	0.00	0.00 %	1,489,027.00
Object: 4013 - Operating Fund Assessment -Montara										
100-1010-4013	O & M Assessments - MWSD	22,153.22	22,153.22	0.00	0.00 %	132,919.32	132,919.32	0.00	0.00 %	265,839.00
100-2021-4013	O & M Assessments - MWSD	58,764.56	58,764.56	0.00	0.00 %	352,587.36	352,587.36	0.00	0.00 %	705,175.00
100-2022-4013	O & M Assessments - MWSD	3,222.44	3,222.44	0.00	0.00 %	19,334.64	19,334.64	0.00	0.00 %	38,669.00
100-4041-4013	O & M Assessments - MWSD	43,577.13	43,577.13	0.00	0.00 %	261,462.78	261,462.78	0.00	0.00 %	522,926.00
Total Object: 4013 - Operating Fund Assessment -Montara:		127,717.35	127,717.35	0.00	0.00 %	766,304.10	766,304.10	0.00	0.00 %	1,532,609.00
Object: 4022 - NDWSCP Revenue - Permit Fee										
100-2021-4022	NDWSCP Revenue - Permit Fee	2,082.50	1,239.59	-842.91	-40.48 %	12,495.00	6,016.23	-6,478.77	-51.85 %	25,000.00
Total Object: 4022 - NDWSCP Revenue - Permit Fee:		2,082.50	1,239.59	-842.91	-40.48 %	12,495.00	6,016.23	-6,478.77	-51.85 %	25,000.00
Object: 4024 - NDWSCP Revenue - Trucked Waste										
100-2021-4024	NDWSCP Revenue - Trucked Waste	833.00	1,055.00	222.00	26.65 %	4,998.00	4,060.00	-938.00	-18.77 %	10,000.00
Total Object: 4024 - NDWSCP Revenue - Trucked Waste:		833.00	1,055.00	222.00	26.65 %	4,998.00	4,060.00	-938.00	-18.77 %	10,000.00
Object: 4025 - NDWSCP - Leachate										
100-2021-4025	NDWSCP - Leachate	6,664.00	0.00	-6,664.00	-100.00 %	39,984.00	0.00	-39,984.00	-100.00 %	80,000.00
Total Object: 4025 - NDWSCP - Leachate:		6,664.00	0.00	-6,664.00	-100.00 %	39,984.00	0.00	-39,984.00	-100.00 %	80,000.00
Object: 4310 - Interest Earnings										
100-1010-4310	Interest Earnings	1,666.00	0.01	-1,665.99	-100.00 %	9,996.00	0.06	-9,995.94	-100.00 %	20,000.00
Total Object: 4310 - Interest Earnings:		1,666.00	0.01	-1,665.99	-100.00 %	9,996.00	0.06	-9,995.94	-100.00 %	20,000.00
Object: 5010 - Salaried Employees										
100-1010-5010	Salaried Employees	18,915.47	24,122.40	-5,206.93	-27.53 %	113,492.82	103,789.95	9,702.87	8.55 %	227,076.49
100-2021-5010	Salaried Employees	9,147.17	11,473.12	-2,325.95	-25.43 %	54,883.02	47,485.74	7,397.28	13.48 %	109,810.01

Monthly Budget Report

For Fiscal: Current Period Ending: 12/31/2021

		December Budget	December Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
100-2022-5010	Salaried Employees	3,209.53	3,824.36	-614.83	-19.16 %	19,257.18	15,799.56	3,457.62	17.95 %	38,529.83
	Total Object: 5010 - Salaried Employees:	31,272.17	39,419.88	-8,147.71	-26.05 %	187,633.02	167,075.25	20,557.77	10.96 %	375,416.33
	Object: 5011 - Hourly Employees									
100-1010-5011	Hourly Employees	16,867.79	25,865.80	-8,998.01	-53.34 %	101,206.74	111,234.14	-10,027.40	-9.91 %	202,494.55
100-2021-5011	Hourly Employees	66,263.86	76,185.64	-9,921.78	-14.97 %	397,583.16	335,692.86	61,890.30	15.57 %	795,484.59
	Total Object: 5011 - Hourly Employees:	83,131.65	102,051.44	-18,919.79	-22.76 %	498,789.90	446,927.00	51,862.90	10.40 %	997,979.14
	Object: 5012 - BOD Wages									
100-1010-5012	Director Stipend	0.00	1,800.00	-1,800.00	0.00 %	0.00	9,178.57	-9,178.57	0.00 %	0.00
	Total Object: 5012 - BOD Wages:	0.00	1,800.00	-1,800.00	0.00 %	0.00	9,178.57	-9,178.57	0.00 %	0.00
	Object: 5013 - Holiday Pay									
100-1010-5013	Holiday Pay	0.00	5,155.23	-5,155.23	0.00 %	0.00	11,414.43	-11,414.43	0.00 %	0.00
100-2021-5013	Holiday Pay	0.00	9,260.04	-9,260.04	0.00 %	0.00	20,944.75	-20,944.75	0.00 %	0.00
100-2022-5013	Holiday Pay	0.00	424.90	-424.90	0.00 %	0.00	940.87	-940.87	0.00 %	0.00
	Total Object: 5013 - Holiday Pay:	0.00	14,840.17	-14,840.17	0.00 %	0.00	33,300.05	-33,300.05	0.00 %	0.00
	Object: 5015 - Admin/Personal Leave									
100-2021-5015	Admin/Personal Leave	0.00	0.00	0.00	0.00 %	0.00	1,912.25	-1,912.25	0.00 %	0.00
100-2022-5015	Admin/Personal Leave	0.00	0.00	0.00	0.00 %	0.00	637.42	-637.42	0.00 %	0.00
	Total Object: 5015 - Admin/Personal Leave:	0.00	0.00	0.00	0.00 %	0.00	2,549.67	-2,549.67	0.00 %	0.00
	Object: 5110 - Overtime									
100-1010-5110	Overtime	95.76	0.00	95.76	100.00 %	574.56	0.00	574.56	100.00 %	1,149.67
100-2021-5110	Overtime	3,596.15	7,136.28	-3,540.13	-98.44 %	21,576.90	24,810.79	-3,233.89	-14.99 %	43,171.14
	Total Object: 5110 - Overtime:	3,691.91	7,136.28	-3,444.37	-93.30 %	22,151.46	24,810.79	-2,659.33	-12.01 %	44,320.81
	Object: 5111 - Holiday Premium									
100-2021-5111	Holiday Premium	12.83	2,647.13	-2,634.30	20,532.35 %	76.98	5,983.66	-5,906.68	-7,673.01 %	154.14
	Total Object: 5111 - Holiday Premium:	12.83	2,647.13	-2,634.30	20,532.35 %	76.98	5,983.66	-5,906.68	-7,673.01 %	154.14
	Object: 5112 - Standby Pay									
100-2021-5112	Standby Pay	3,269.03	4,966.50	-1,697.47	-51.93 %	19,614.18	20,160.00	-545.82	-2.78 %	39,244.14
	Total Object: 5112 - Standby Pay:	3,269.03	4,966.50	-1,697.47	-51.93 %	19,614.18	20,160.00	-545.82	-2.78 %	39,244.14
	Object: 5114 - Bonus, Awards, Certification									
100-1010-5114	Bonus, Awards, Certification	0.00	378.65	-378.65	0.00 %	0.00	4,624.60	-4,624.60	0.00 %	0.00
100-2021-5114	Bonus, Awards, Certification	0.00	0.00	0.00	0.00 %	0.00	16,014.62	-16,014.62	0.00 %	0.00
	Total Object: 5114 - Bonus, Awards, Certification:	0.00	378.65	-378.65	0.00 %	0.00	20,639.22	-20,639.22	0.00 %	0.00
	Object: 5115 - Premium Pay									
100-1010-5115	Premium Pay	0.00	0.00	0.00	0.00 %	0.00	1,000.00	-1,000.00	0.00 %	0.00
100-2021-5115	Premium Pay	816.20	3,220.71	-2,404.51	-294.60 %	4,897.20	12,630.30	-7,733.10	-157.91 %	9,798.42
100-2022-5115	Premium Pay	0.00	212.47	-212.47	0.00 %	0.00	895.19	-895.19	0.00 %	0.00
	Total Object: 5115 - Premium Pay:	816.20	3,433.18	-2,616.98	-320.63 %	4,897.20	14,525.49	-9,628.29	-196.61 %	9,798.42

Monthly Budget Report

For Fiscal: Current Period Ending: 12/31/2021

		December Budget	December Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Object: 5209 - Med Ins Reimbursement - Retirees										
100-1010-5209	Med Ins Reimbursement - Retirees	710.41	2,070.00	-1,359.59	-191.38 %	4,262.46	4,140.00	122.46	2.87 %	8,528.40
Total Object: 5209 - Med Ins Reimbursement - Retirees:		710.41	2,070.00	-1,359.59	-191.38 %	4,262.46	4,140.00	122.46	2.87 %	8,528.40
Object: 5210 - Medical insurance										
100-1010-5210	Medical insurance	4,218.19	4,312.60	-94.41	-2.24 %	25,309.14	25,158.09	151.05	0.60 %	50,638.55
100-2021-5210	Medical insurance	15,491.02	13,378.58	2,112.44	13.64 %	92,946.12	69,545.41	23,400.71	25.18 %	185,966.64
100-2022-5210	Medical insurance	418.85	401.69	17.16	4.10 %	2,513.10	1,987.72	525.38	20.91 %	5,028.30
Total Object: 5210 - Medical insurance:		20,128.06	18,092.87	2,035.19	10.11 %	120,768.36	96,691.22	24,077.14	19.94 %	241,633.49
Object: 5211 - Dental insurance										
100-1010-5211	Dental insurance	289.62	296.11	-6.49	-2.24 %	1,737.72	1,480.55	257.17	14.80 %	3,476.92
100-2021-5211	Dental insurance	1,401.08	1,247.88	153.20	10.93 %	8,406.48	6,239.36	2,167.12	25.78 %	16,819.73
100-2022-5211	Dental insurance	30.30	29.05	1.25	4.13 %	181.80	145.29	36.51	20.08 %	363.82
Total Object: 5211 - Dental insurance:		1,721.00	1,573.04	147.96	8.60 %	10,326.00	7,865.20	2,460.80	23.83 %	20,660.47
Object: 5212 - Life insurance										
100-1010-5212	Life insurance	69.69	71.26	-1.57	-2.25 %	418.14	356.30	61.84	14.79 %	836.73
100-2021-5212	Life insurance	191.78	165.77	26.01	13.56 %	1,150.68	828.88	321.80	27.97 %	2,302.34
100-2022-5212	Life insurance	5.50	5.27	0.23	4.18 %	33.00	26.32	6.68	20.24 %	66.06
Total Object: 5212 - Life insurance:		266.97	242.30	24.67	9.24 %	1,601.82	1,211.50	390.32	24.37 %	3,205.13
Object: 5213 - Vision Benefit										
100-1010-5213	Vision Benefit	38.62	39.49	-0.87	-2.25 %	231.72	197.45	34.27	14.79 %	463.69
100-2021-5213	Vision Benefit	182.55	161.90	20.65	11.31 %	1,095.30	809.46	285.84	26.10 %	2,191.51
100-2022-5213	Vision Benefit	4.13	3.95	0.18	4.36 %	24.78	19.79	4.99	20.14 %	49.69
Total Object: 5213 - Vision Benefit:		225.30	205.34	19.96	8.86 %	1,351.80	1,026.70	325.10	24.05 %	2,704.89
Object: 5215 - Retirement Contributions										
100-1010-5215	Retirement Contributions	4,010.11	3,951.12	58.99	1.47 %	24,060.66	18,291.99	5,768.67	23.98 %	48,140.62
100-2021-5215	Retirement Contributions	15,901.94	22,309.94	-6,408.00	-40.30 %	95,411.64	92,437.53	2,974.11	3.12 %	190,899.69
100-2022-5215	Retirement Contributions	995.29	1,434.96	-439.67	-44.18 %	5,971.74	5,781.75	189.99	3.18 %	11,948.27
Total Object: 5215 - Retirement Contributions:		20,907.34	27,696.02	-6,788.68	-32.47 %	125,444.04	116,511.27	8,932.77	7.12 %	250,988.58
Object: 5216 - Medicare Contributions										
100-1010-5216	Medicare Contributions	654.65	901.90	-247.25	-37.77 %	3,927.90	4,602.59	-674.69	-17.18 %	7,859.05
100-2021-5216	Medicare Contributions	1,308.07	1,666.05	-357.98	-27.37 %	7,848.42	7,953.27	-104.85	-1.34 %	15,703.20
100-2022-5216	Medicare Contributions	49.58	64.07	-14.49	-29.23 %	297.48	298.39	-0.91	-0.31 %	595.29
Total Object: 5216 - Medicare Contributions:		2,012.30	2,632.02	-619.72	-30.80 %	12,073.80	12,854.25	-780.45	-6.46 %	24,157.54
Object: 5217 - Retirement Medical Benefits										
100-1010-5217	Retirement Medical Benefits	541.48	844.08	-302.60	-55.88 %	3,248.88	3,607.40	-358.52	-11.04 %	6,500.44
100-2021-5217	Retirement Medical Benefits	1,255.84	1,748.01	-492.17	-39.19 %	7,535.04	7,595.86	-60.82	-0.81 %	15,076.18
100-2022-5217	Retirement Medical Benefits	48.14	67.22	-19.08	-39.63 %	288.84	280.53	8.31	2.88 %	577.95
Total Object: 5217 - Retirement Medical Benefits:		1,845.46	2,659.31	-813.85	-44.10 %	11,072.76	11,483.79	-411.03	-3.71 %	22,154.57

Monthly Budget Report

For Fiscal: Current Period Ending: 12/31/2021

	December Budget	December Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget	
Object: 5218 - Workers' Compensation Premium										
100-1010-5218	Workers' Compensation Premium	103.43	153.95	-50.52	-48.84 %	620.58	660.08	-39.50	-6.37 %	1,241.74
100-2021-5218	Workers' Compensation Premium	2,415.14	3,227.41	-812.27	-33.63 %	14,490.84	14,008.42	482.42	3.33 %	28,993.36
100-2022-5218	Workers' Compensation Premium	91.55	124.13	-32.58	-35.59 %	549.30	517.48	31.82	5.79 %	1,099.10
	Total Object: 5218 - Workers' Compensation Premium:	2,610.12	3,505.49	-895.37	-34.30 %	15,660.72	15,185.98	474.74	3.03 %	31,334.20
Object: 5219 - Unemployment Payments										
100-1010-5219	Unemployment Payments	224.98	0.00	224.98	100.00 %	1,349.88	1,446.46	-96.58	-7.15 %	2,700.85
	Total Object: 5219 - Unemployment Payments:	224.98	0.00	224.98	100.00 %	1,349.88	1,446.46	-96.58	-7.15 %	2,700.85
Object: 5220 - Safety PPE Allowance										
100-1010-5220	Safety PPE Allowance	0.00	52.50	-52.50	0.00 %	0.00	212.40	-212.40	0.00 %	0.00
100-2021-5220	Safety PPE Allowance	183.26	790.35	-607.09	-331.27 %	1,099.56	1,134.62	-35.06	-3.19 %	2,200.00
	Total Object: 5220 - Safety PPE Allowance:	183.26	842.85	-659.59	-359.92 %	1,099.56	1,347.02	-247.46	-22.51 %	2,200.00
Object: 5221 - Misc. Allowance										
100-1010-5221	Misc. Allowance	220.07	219.10	0.97	0.44 %	1,320.42	3,122.86	-1,802.44	-136.51 %	2,641.95
100-2021-5221	Misc. Allowance	617.75	600.73	17.02	2.76 %	3,706.50	3,003.65	702.85	18.96 %	7,416.00
	Total Object: 5221 - Misc. Allowance:	837.82	819.83	17.99	2.15 %	5,026.92	6,126.51	-1,099.59	-21.87 %	10,057.95
Object: 5225 - Long Term Disability										
100-1010-5225	Long Term Disability	140.46	143.61	-3.15	-2.24 %	842.76	718.05	124.71	14.80 %	1,686.27
100-2021-5225	Long Term Disability	428.97	418.16	10.81	2.52 %	2,573.82	2,090.82	483.00	18.77 %	5,149.71
100-2022-5225	Long Term Disability	17.89	17.16	0.73	4.08 %	107.34	85.80	21.54	20.07 %	214.82
	Total Object: 5225 - Long Term Disability:	587.32	578.93	8.39	1.43 %	3,523.92	2,894.67	629.25	17.86 %	7,050.80
Object: 5226 - Short Term Disability										
100-1010-5226	Short Term Disability	99.64	101.87	-2.23	-2.24 %	597.84	509.35	88.49	14.80 %	1,196.16
100-2021-5226	Short Term Disability	322.25	313.62	8.63	2.68 %	1,933.50	1,568.10	365.40	18.90 %	3,868.56
100-2022-5226	Short Term Disability	10.63	10.19	0.44	4.14 %	63.78	50.95	12.83	20.12 %	127.68
	Total Object: 5226 - Short Term Disability:	432.52	425.68	6.84	1.58 %	2,595.12	2,128.40	466.72	17.98 %	5,192.40
Object: 5310 - General Counsel										
100-1010-5310	General Counsel	10,412.50	0.00	10,412.50	100.00 %	62,475.00	39,338.42	23,136.58	37.03 %	125,000.00
	Total Object: 5310 - General Counsel:	10,412.50	0.00	10,412.50	100.00 %	62,475.00	39,338.42	23,136.58	37.03 %	125,000.00
Object: 5311 - Employment Legal Fees										
100-1010-5311	Employment Legal Fees	4,165.00	3,650.00	515.00	12.36 %	24,990.00	39,728.59	-14,738.59	-58.98 %	50,000.00
	Total Object: 5311 - Employment Legal Fees:	4,165.00	3,650.00	515.00	12.36 %	24,990.00	39,728.59	-14,738.59	-58.98 %	50,000.00
Object: 5312 - Misc. Legal Fees										
100-1010-5312	Late Fees, Interest & Penalties	73.07	15.00	58.07	79.47 %	438.42	33.10	405.32	92.45 %	877.20
	Total Object: 5312 - Misc. Legal Fees:	73.07	15.00	58.07	79.47 %	438.42	33.10	405.32	92.45 %	877.20
Object: 5316 - Banking services										
100-1010-5316	Banking services	5.14	64.77	-59.63	-1,160.12 %	30.84	421.56	-390.72	-1,266.93 %	61.80
	Total Object: 5316 - Banking services:	5.14	64.77	-59.63	-1,160.12 %	30.84	421.56	-390.72	-1,266.93 %	61.80

Monthly Budget Report

For Fiscal: Current Period Ending: 12/31/2021

		December Budget	December Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Object: 5317 - Outside Audit										
100-1010-5317	Outside Audit	2,082.50	16,000.00	-13,917.50	-668.31 %	12,495.00	21,600.00	-9,105.00	-72.87 %	25,000.00
Total Object: 5317 - Outside Audit:		2,082.50	16,000.00	-13,917.50	-668.31 %	12,495.00	21,600.00	-9,105.00	-72.87 %	25,000.00
Object: 5318 - Engineering & Architectural Services										
100-2021-5318	Engineering & Architectural Services	6,096.32	5,949.47	146.85	2.41 %	36,577.92	93,358.50	-56,780.58	-155.23 %	73,185.17
100-4041-5318	Engineering & Architectural Services	0.00	14,667.50	-14,667.50	0.00 %	0.00	27,807.46	-27,807.46	0.00 %	0.00
Total Object: 5318 - Engineering & Architectural Services:		6,096.32	20,616.97	-14,520.65	-238.19 %	36,577.92	121,165.96	-84,588.04	-231.25 %	73,185.17
Object: 5320 - Medical Services										
100-2021-5320	Medical Services	115.48	0.00	115.48	100.00 %	692.88	338.95	353.93	51.08 %	1,386.38
Total Object: 5320 - Medical Services:		115.48	0.00	115.48	100.00 %	692.88	338.95	353.93	51.08 %	1,386.38
Object: 5321 - Hazardous Material Handling										
100-2021-5321	Hazardous Material Handling	116.07	492.72	-376.65	-324.50 %	696.42	492.72	203.70	29.25 %	1,393.43
Total Object: 5321 - Hazardous Material Handling:		116.07	492.72	-376.65	-324.50 %	696.42	492.72	203.70	29.25 %	1,393.43
Object: 5322 - Computer & Network Maintenance										
100-1010-5322	Computer & Network Maintenance	2,595.05	3,070.90	-475.85	-18.34 %	15,570.30	26,826.11	-11,255.81	-72.29 %	31,153.13
100-2021-5322	Computer & Network Maintenance	0.00	0.00	0.00	0.00 %	0.00	369.82	-369.82	0.00 %	0.00
Total Object: 5322 - Computer & Network Maintenance:		2,595.05	3,070.90	-475.85	-18.34 %	15,570.30	27,195.93	-11,625.63	-74.67 %	31,153.13
Object: 5323 - Software License & Maintenance										
100-1010-5323	Software License & Maintenance	4,137.45	3,005.41	1,132.04	27.36 %	24,824.70	24,660.96	163.74	0.66 %	49,669.31
100-2021-5323	Software License & Maintenance	676.19	0.00	676.19	100.00 %	4,057.14	9,705.37	-5,648.23	-139.22 %	8,117.53
Total Object: 5323 - Software License & Maintenance:		4,813.64	3,005.41	1,808.23	37.56 %	28,881.84	34,366.33	-5,484.49	-18.99 %	57,786.84
Object: 5324 - Vehicle Maintenance Services										
100-2021-5324	Vehicle Maintenance Services	2,374.57	169.00	2,205.57	92.88 %	14,247.42	6,768.89	7,478.53	52.49 %	28,506.32
Total Object: 5324 - Vehicle Maintenance Services:		2,374.57	169.00	2,205.57	92.88 %	14,247.42	6,768.89	7,478.53	52.49 %	28,506.32
Object: 5326 - Equipment Maintenance										
100-1010-5326	Equipment Maintenance	0.00	0.00	0.00	0.00 %	0.00	1,906.32	-1,906.32	0.00 %	0.00
100-2021-5326	Equipment Maintenance	48,833.39	31,377.08	17,456.31	35.75 %	293,000.34	338,724.87	-45,724.53	-15.61 %	586,235.24
100-2022-5326	Equipment Maintenance	557.24	0.00	557.24	100.00 %	3,343.44	0.00	3,343.44	100.00 %	6,689.64
Total Object: 5326 - Equipment Maintenance:		49,390.63	31,377.08	18,013.55	36.47 %	296,343.78	340,631.19	-44,287.41	-14.94 %	592,924.88
Object: 5330 - Misc. Professional Services										
100-1010-5330	Misc. Professional Services	7,908.83	15,525.00	-7,616.17	-96.30 %	47,452.98	69,345.00	-21,892.02	-46.13 %	94,944.00
100-2021-5330	Misc. Professional Services	3,904.16	0.00	3,904.16	100.00 %	23,424.96	178,598.57	-155,173.61	-662.43 %	46,868.73
100-2022-5330	Misc. Professional Services	7,803.19	19,546.10	-11,742.91	-150.49 %	46,819.14	164,854.67	-118,035.53	-252.11 %	93,675.81
100-4041-5330	Misc. Professional Services	143,635.85	0.00	143,635.85	100.00 %	861,815.10	0.00	861,815.10	100.00 %	1,724,320.00
Total Object: 5330 - Misc. Professional Services:		163,252.03	35,071.10	128,180.93	78.52 %	979,512.18	412,798.24	566,713.94	57.86 %	1,959,808.54
Object: 5410 - Professional dues and fees										
100-1010-5410	Professional dues and fees	2,987.17	14,750.00	-11,762.83	-393.78 %	17,923.02	38,358.50	-20,435.48	-114.02 %	35,860.48
100-2021-5410	Professional dues and fees	428.62	145.00	283.62	66.17 %	2,571.72	7,399.34	-4,827.62	-187.72 %	5,145.53
Total Object: 5410 - Professional dues and fees:		3,415.79	14,895.00	-11,479.21	-336.06 %	20,494.74	45,757.84	-25,263.10	-123.27 %	41,006.01

Monthly Budget Report

For Fiscal: Current Period Ending: 12/31/2021

	December Budget	December Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Object: 5411 - Registration Fees									
100-1010-5411	Registration Fees	44.61	1,035.00	-990.39 -2,220.11 %	267.66	2,300.00	-2,032.34	-759.30 %	535.58
100-2021-5411	Registration Fees	912.47	2,195.00	-1,282.53 -140.56 %	5,474.82	8,931.00	-3,456.18	-63.13 %	10,954.05
100-2022-5411	Registration Fees	37.23	0.00	37.23 100.00 %	223.38	91.00	132.38	59.26 %	447.02
	Total Object: 5411 - Registration Fees:	994.31	3,230.00	-2,235.69 -224.85 %	5,965.86	11,322.00	-5,356.14 -89.78 %		11,936.65
Object: 5412 - Insurance Premiums									
100-1010-5412	Insurance Premiums	15,639.57	46,890.00	-31,250.43 -199.82 %	93,837.42	123,676.21	-29,838.79	-31.80 %	187,750.01
	Total Object: 5412 - Insurance Premiums:	15,639.57	46,890.00	-31,250.43 -199.82 %	93,837.42	123,676.21	-29,838.79 -31.80 %		187,750.01
Object: 5413 - Postage									
100-1010-5413	Postage	4.39	0.00	4.39 100.00 %	26.34	390.28	-363.94	-1,381.70 %	52.80
100-2021-5413	Postage	4.25	0.00	4.25 100.00 %	25.50	160.04	-134.54	-527.61 %	51.00
	Total Object: 5413 - Postage:	8.64	0.00	8.64 100.00 %	51.84	550.32	-498.48 -961.57 %		103.80
Object: 5414 - Delivery Services									
100-1010-5414	Delivery Services	30.27	0.00	30.27 100.00 %	181.62	0.00	181.62	100.00 %	363.43
100-2021-5414	Delivery Services	4.25	0.00	4.25 100.00 %	25.50	0.00	25.50	100.00 %	51.00
	Total Object: 5414 - Delivery Services:	34.52	0.00	34.52 100.00 %	207.12	0.00	207.12 100.00 %		414.43
Object: 5415 - Printing and binding									
100-1010-5415	Printing and binding	76.46	0.00	76.46 100.00 %	458.76	0.00	458.76	100.00 %	917.96
100-2021-5415	Printing and binding	47.21	0.00	47.21 100.00 %	283.26	0.00	283.26	100.00 %	566.84
	Total Object: 5415 - Printing and binding:	123.67	0.00	123.67 100.00 %	742.02	0.00	742.02 100.00 %		1,484.80
Object: 5416 - Advertising and Publishing									
100-1010-5416	Advertising and Publishing	1,924.87	0.00	1,924.87 100.00 %	11,549.22	9,632.50	1,916.72	16.60 %	23,107.72
	Total Object: 5416 - Advertising and Publishing:	1,924.87	0.00	1,924.87 100.00 %	11,549.22	9,632.50	1,916.72 16.60 %		23,107.72
Object: 5417 - Uniform Services									
100-2021-5417	Uniform Services	1,596.26	1,914.83	-318.57 -19.96 %	9,577.56	9,973.87	-396.31	-4.14 %	19,162.83
	Total Object: 5417 - Uniform Services:	1,596.26	1,914.83	-318.57 -19.96 %	9,577.56	9,973.87	-396.31 -4.14 %		19,162.83
Object: 5418 - Misc. Other Services									
100-1010-5418	Misc. Other Services	728.00	868.94	-140.94 -19.36 %	4,368.00	5,213.64	-845.64	-19.36 %	8,739.58
100-2021-5418	Misc. Other Services	540.15	0.00	540.15 100.00 %	3,240.90	0.00	3,240.90	100.00 %	6,500.00
	Total Object: 5418 - Misc. Other Services:	1,268.15	868.94	399.21 31.48 %	7,608.90	5,213.64	2,395.26 31.48 %		15,239.58
Object: 5421 - Telephones									
100-1010-5421	Telephones	2,514.44	2,812.51	-298.07 -11.85 %	15,086.64	16,433.73	-1,347.09	-8.93 %	30,185.39
	Total Object: 5421 - Telephones:	2,514.44	2,812.51	-298.07 -11.85 %	15,086.64	16,433.73	-1,347.09 -8.93 %		30,185.39
Object: 5422 - Cellular Servcies									
100-1010-5422	Cellular Servcies	202.62	254.68	-52.06 -25.69 %	1,215.72	1,318.41	-102.69	-8.45 %	2,432.49
100-2021-5422	Cellular Servcies	320.83	130.32	190.51 59.38 %	1,924.98	778.26	1,146.72	59.57 %	3,851.52
	Total Object: 5422 - Cellular Servcies:	523.45	385.00	138.45 26.45 %	3,140.70	2,096.67	1,044.03 33.24 %		6,284.01

Monthly Budget Report

For Fiscal: Current Period Ending: 12/31/2021

		December Budget	December Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Object: 5431 - Water										
100-2021-5431	Water	4,493.00	4,661.02	-168.02	-3.74 %	26,958.00	29,004.47	-2,046.47	-7.59 %	53,937.64
	Total Object: 5431 - Water:	4,493.00	4,661.02	-168.02	-3.74 %	26,958.00	29,004.47	-2,046.47	-7.59 %	53,937.64
Object: 5432 - Gas/Electricity										
100-2021-5432	Gas/Electricity	30,155.52	31,789.04	-1,633.52	-5.42 %	180,933.12	200,522.43	-19,589.31	-10.83 %	362,011.15
	Total Object: 5432 - Gas/Electricity:	30,155.52	31,789.04	-1,633.52	-5.42 %	180,933.12	200,522.43	-19,589.31	-10.83 %	362,011.15
Object: 5433 - Solid Waste (Trash)										
100-2021-5433	Solid Waste (Trash)	12,366.28	13,573.37	-1,207.09	-9.76 %	74,197.68	74,425.33	-227.65	-0.31 %	148,454.85
	Total Object: 5433 - Solid Waste (Trash):	12,366.28	13,573.37	-1,207.09	-9.76 %	74,197.68	74,425.33	-227.65	-0.31 %	148,454.85
Object: 5441 - Commercial Travel										
100-1010-5441	Commercial Travel	0.00	0.00	0.00	0.00 %	0.00	647.40	-647.40	0.00 %	0.00
100-2021-5441	Commercial Travel	257.39	0.00	257.39	100.00 %	1,544.34	0.00	1,544.34	100.00 %	3,090.00
	Total Object: 5441 - Commercial Travel:	257.39	0.00	257.39	100.00 %	1,544.34	647.40	896.94	58.08 %	3,090.00
Object: 5442 - Meals										
100-1010-5442	Meals	0.00	0.00	0.00	0.00 %	0.00	36.94	-36.94	0.00 %	0.00
100-2021-5442	Meals	128.69	64.67	64.02	49.75 %	772.14	107.44	664.70	86.09 %	1,545.00
	Total Object: 5442 - Meals:	128.69	64.67	64.02	49.75 %	772.14	144.38	627.76	81.30 %	1,545.00
Object: 5443 - Per Diem										
100-2021-5443	Per Diem	257.39	0.00	257.39	100.00 %	1,544.34	0.00	1,544.34	100.00 %	3,090.00
	Total Object: 5443 - Per Diem:	257.39	0.00	257.39	100.00 %	1,544.34	0.00	1,544.34	100.00 %	3,090.00
Object: 5444 - Lodging										
100-1010-5444	Lodging	0.00	0.00	0.00	0.00 %	0.00	1,307.16	-1,307.16	0.00 %	0.00
100-2021-5444	Lodging	343.19	0.00	343.19	100.00 %	2,059.14	0.00	2,059.14	100.00 %	4,120.00
	Total Object: 5444 - Lodging:	343.19	0.00	343.19	100.00 %	2,059.14	1,307.16	751.98	36.52 %	4,120.00
Object: 5445 - Mileage, Parking & Tolls										
100-1010-5445	Mileage, Parking & Tolls	4.28	25.00	-20.72	-484.11 %	25.68	25.00	0.68	2.65 %	51.50
100-2021-5445	Mileage, Parking & Tolls	171.59	0.00	171.59	100.00 %	1,029.54	0.00	1,029.54	100.00 %	2,060.00
	Total Object: 5445 - Mileage, Parking & Tolls:	175.87	25.00	150.87	85.78 %	1,055.22	25.00	1,030.22	97.63 %	2,111.50
Object: 5511 - Rental/Lease Equipment - Misc										
100-1010-5511	Rental/Lease Equipment - Misc	492.31	793.17	-300.86	-61.11 %	2,953.86	3,119.53	-165.67	-5.61 %	5,910.12
100-2021-5511	Rental/Lease Equipment - Misc	7,636.52	0.00	7,636.52	100.00 %	45,819.12	30,823.95	14,995.17	32.73 %	91,674.99
	Total Object: 5511 - Rental/Lease Equipment - Misc:	8,128.83	793.17	7,335.66	90.24 %	48,772.98	33,943.48	14,829.50	30.41 %	97,585.11
Object: 5610 - Janitorial Services										
100-1010-5610	Janitorial Services	1,484.87	6,653.20	-5,168.33	-348.07 %	8,909.22	20,660.80	-11,751.58	-131.90 %	17,825.59
100-2021-5610	Janitorial Services	171.59	0.00	171.59	100.00 %	1,029.54	750.00	279.54	27.15 %	2,060.00
	Total Object: 5610 - Janitorial Services:	1,656.46	6,653.20	-4,996.74	-301.65 %	9,938.76	21,410.80	-11,472.04	-115.43 %	19,885.59

Monthly Budget Report

For Fiscal: Current Period Ending: 12/31/2021

	December Budget	December Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget	
Object: 5611 - Landscape Services										
100-2021-5611	Landscape Services	195.62	269.18	-73.56	-37.60 %	1,173.72	9,719.08	-8,545.36	-728.06 %	2,348.40
Total Object: 5611 - Landscape Services:		195.62	269.18	-73.56	-37.60 %	1,173.72	9,719.08	-8,545.36	-728.06 %	2,348.40
Object: 5612 - Building & Structures Maintenance										
100-2021-5612	Building & Structures Maintenance	12,495.00	19,776.75	-7,281.75	-58.28 %	74,970.00	59,285.56	15,684.44	20.92 %	150,000.00
Total Object: 5612 - Building & Structures Maintenance:		12,495.00	19,776.75	-7,281.75	-58.28 %	74,970.00	59,285.56	15,684.44	20.92 %	150,000.00
Object: 5613 - Security Services										
100-2021-5613	Security Services	356.34	349.60	6.74	1.89 %	2,138.04	2,593.90	-455.86	-21.32 %	4,277.82
Total Object: 5613 - Security Services:		356.34	349.60	6.74	1.89 %	2,138.04	2,593.90	-455.86	-21.32 %	4,277.82
Object: 5711 - Misc. Government Payments										
100-1010-5711	Misc. Government Payments	45.86	0.00	45.86	100.00 %	275.16	0.00	275.16	100.00 %	550.60
100-2021-5711	Misc. Government Payments	173.10	0.00	173.10	100.00 %	1,038.60	0.00	1,038.60	100.00 %	2,078.13
Total Object: 5711 - Misc. Government Payments:		218.96	0.00	218.96	100.00 %	1,313.76	0.00	1,313.76	100.00 %	2,628.73
Object: 5723 - County Permit										
100-2021-5723	County Permit	208.25	0.00	208.25	100.00 %	1,249.50	0.00	1,249.50	100.00 %	2,500.00
Total Object: 5723 - County Permit:		208.25	0.00	208.25	100.00 %	1,249.50	0.00	1,249.50	100.00 %	2,500.00
Object: 5724 - State Permit										
100-2021-5724	State Permit	3,562.64	3,326.00	236.64	6.64 %	21,375.84	20,014.00	1,361.84	6.37 %	42,768.82
Total Object: 5724 - State Permit:		3,562.64	3,326.00	236.64	6.64 %	21,375.84	20,014.00	1,361.84	6.37 %	42,768.82
Object: 5725 - Misc. Permit										
100-2021-5725	Misc. Permit	4.28	0.00	4.28	100.00 %	25.68	50.00	-24.32	-94.70 %	51.50
Total Object: 5725 - Misc. Permit:		4.28	0.00	4.28	100.00 %	25.68	50.00	-24.32	-94.70 %	51.50
Object: 5744 - Misc. Taxes										
100-1010-5744	Misc. Taxes	3.20	0.00	3.20	100.00 %	19.20	0.00	19.20	100.00 %	38.48
Total Object: 5744 - Misc. Taxes:		3.20	0.00	3.20	100.00 %	19.20	0.00	19.20	100.00 %	38.48
Object: 5810 - Books & Subscriptions										
100-1010-5810	Books & Subscriptions	0.00	0.00	0.00	0.00 %	0.00	189.34	-189.34	0.00 %	0.00
100-2021-5810	Books & Subscriptions	123.56	0.00	123.56	100.00 %	741.36	385.56	355.80	47.99 %	1,483.34
Total Object: 5810 - Books & Subscriptions:		123.56	0.00	123.56	100.00 %	741.36	574.90	166.46	22.45 %	1,483.34
Object: 5811 - Clothing										
100-1010-5811	Clothing	0.00	0.00	0.00	0.00 %	0.00	2,840.52	-2,840.52	0.00 %	0.00
Total Object: 5811 - Clothing:		0.00	0.00	0.00	0.00 %	0.00	2,840.52	-2,840.52	0.00 %	0.00
Object: 5812 - Food										
100-1010-5812	Food	41.65	374.38	-332.73	-798.87 %	249.90	817.22	-567.32	-227.02 %	500.00
100-2021-5812	Food	0.00	2,967.52	-2,967.52	0.00 %	0.00	2,967.52	-2,967.52	0.00 %	0.00
Total Object: 5812 - Food:		41.65	3,341.90	-3,300.25	-7,923.77 %	249.90	3,784.74	-3,534.84	-1,414.50 %	500.00

Monthly Budget Report

For Fiscal: Current Period Ending: 12/31/2021

	December Budget	December Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget	
Object: 5813 - Laboratory Supplies										
100-2022-5813	Laboratory Supplies	1,222.02	885.75	336.27	27.52 %	7,332.12	12,005.73	-4,673.61	-63.74 %	14,670.17
Total Object: 5813 - Laboratory Supplies:		1,222.02	885.75	336.27	27.52 %	7,332.12	12,005.73	-4,673.61	-63.74 %	14,670.17
Object: 5814 - Maintenance Supplies										
100-1010-5814	Maintenance Supplies	0.00	0.00	0.00	0.00 %	0.00	202.45	-202.45	0.00 %	0.00
100-2021-5814	Maintenance Supplies	3,685.45	1,799.77	1,885.68	51.17 %	22,112.70	13,043.19	9,069.51	41.01 %	44,243.11
Total Object: 5814 - Maintenance Supplies:		3,685.45	1,799.77	1,885.68	51.17 %	22,112.70	13,245.64	8,867.06	40.10 %	44,243.11
Object: 5816 - Office Supplies										
100-1010-5816	Office Supplies	499.80	497.18	2.62	0.52 %	2,998.80	1,927.03	1,071.77	35.74 %	6,000.00
100-2021-5816	Office Supplies	704.42	795.04	-90.62	-12.86 %	4,226.52	3,639.55	586.97	13.89 %	8,456.46
Total Object: 5816 - Office Supplies:		1,204.22	1,292.22	-88.00	-7.31 %	7,225.32	5,566.58	1,658.74	22.96 %	14,456.46
Object: 5817 - Chemicals										
100-2021-5817	Chemicals	17,891.75	16,872.08	1,019.67	5.70 %	107,350.50	140,031.72	-32,681.22	-30.44 %	214,786.98
100-2022-5817	Chemicals	179.73	0.00	179.73	100.00 %	1,078.38	2,091.47	-1,013.09	-93.95 %	2,157.69
Total Object: 5817 - Chemicals:		18,071.48	16,872.08	1,199.40	6.64 %	108,428.88	142,123.19	-33,694.31	-31.08 %	216,944.67
Object: 5818 - Safety Supplies										
100-1010-5818	Safety Supplies	29.15	125.00	-95.85	-328.82 %	174.90	125.00	49.90	28.53 %	350.00
100-2021-5818	Safety Supplies	651.51	1,794.98	-1,143.47	-175.51 %	3,909.06	8,336.96	-4,427.90	-113.27 %	7,821.26
Total Object: 5818 - Safety Supplies:		680.66	1,919.98	-1,239.32	-182.08 %	4,083.96	8,461.96	-4,378.00	-107.20 %	8,171.26
Object: 5822 - Fuel, Oil, Lubricant										
100-1010-5822	Fuel, Oil, Lubricant	32.43	95.00	-62.57	-192.94 %	194.58	343.64	-149.06	-76.61 %	389.34
100-2021-5822	Fuel, Oil, Lubricant	1,322.37	845.56	476.81	36.06 %	7,934.22	7,459.87	474.35	5.98 %	15,874.81
Total Object: 5822 - Fuel, Oil, Lubricant:		1,354.80	940.56	414.24	30.58 %	8,128.80	7,803.51	325.29	4.00 %	16,264.15
Object: 5823 - Spare Replacement Parts										
100-2021-5823	Spare Replacement Parts	1,411.98	0.00	1,411.98	100.00 %	8,471.88	0.00	8,471.88	100.00 %	16,950.61
Total Object: 5823 - Spare Replacement Parts:		1,411.98	0.00	1,411.98	100.00 %	8,471.88	0.00	8,471.88	100.00 %	16,950.61
Object: 6014 - Montara Pump Station										
100-4041-6014	Montara Pump Station	38,984.40	0.00	38,984.40	100.00 %	233,906.40	0.00	233,906.40	100.00 %	468,000.00
Total Object: 6014 - Montara Pump Station:		38,984.40	0.00	38,984.40	100.00 %	233,906.40	0.00	233,906.40	100.00 %	468,000.00
Object: 6016 - Portola Pump Station										
100-2021-6016	Portola Pump Station	0.00	23,500.00	-23,500.00	0.00 %	0.00	23,500.00	-23,500.00	0.00 %	0.00
100-4041-6016	Portola Pump Station	17,326.40	0.00	17,326.40	100.00 %	103,958.40	8,619.80	95,338.60	91.71 %	208,000.00
Total Object: 6016 - Portola Pump Station:		17,326.40	23,500.00	-6,173.60	-35.63 %	103,958.40	32,119.80	71,838.60	69.10 %	208,000.00
Object: 6121 - Machinery and equipment										
100-2021-6121	Machinery and Equipment >\$5K	0.00	0.00	0.00	0.00 %	0.00	39,532.32	-39,532.32	0.00 %	0.00
100-2022-6121	Machinery and Equipment >\$5K	0.00	0.00	0.00	0.00 %	0.00	5,805.01	-5,805.01	0.00 %	0.00
100-4041-6121	Machinery and Equipment >\$5K	6,497.40	0.00	6,497.40	100.00 %	38,984.40	20,106.15	18,878.25	48.43 %	78,000.00
Total Object: 6121 - Machinery and equipment:		6,497.40	0.00	6,497.40	100.00 %	38,984.40	65,443.48	-26,459.08	-67.87 %	78,000.00

Monthly Budget Report

For Fiscal: Current Period Ending: 12/31/2021

	December Budget	December Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget	
Object: 6131 - Machinery and equipment										
100-2021-6131	Machinery and Equipment <\$5K	428.99	0.00	428.99	100.00 %	2,573.94	14,281.87	-11,707.93	-454.86 %	5,150.00
100-2022-6131	Machinery and Equipment <\$5K	585.28	0.00	585.28	100.00 %	3,511.68	4,614.18	-1,102.50	-31.40 %	7,026.23
Total Object: 6131 - Machinery and equipment:		1,014.27	0.00	1,014.27	100.00 %	6,085.62	18,896.05	-12,810.43	-210.50 %	12,176.23
Object: 6412 - Claims Paid										
100-1010-6412	Claims Paid	1,249.50	0.00	1,249.50	100.00 %	7,497.00	18,589.38	-11,092.38	-147.96 %	15,000.00
Total Object: 6412 - Claims Paid:		1,249.50	0.00	1,249.50	100.00 %	7,497.00	18,589.38	-11,092.38	-147.96 %	15,000.00
Total Fund: 100 - Operating Fund:		243.98	53,210.70	52,966.72		1,463.88	561,701.49	560,237.61		1.24
Fund: 300 - Contract Services										
Object: 4110 - City of Half Moon Bay										
300-3031-4110	Contract Service Fees - HMB	24,752.37	24,752.37	0.00	0.00 %	148,514.22	149,715.78	1,201.56	0.81 %	297,028.00
Total Object: 4110 - City of Half Moon Bay:		24,752.37	24,752.37	0.00	0.00 %	148,514.22	149,715.78	1,201.56	0.81 %	297,028.00
Object: 4111 - Granada Community Services District										
300-3032-4111	Contract Service Fees - GCSD	20,384.30	23,531.80	3,147.50	15.44 %	122,305.80	126,257.78	3,951.98	3.23 %	244,612.00
Total Object: 4111 - Granada Community Services District:		20,384.30	23,531.80	3,147.50	15.44 %	122,305.80	126,257.78	3,951.98	3.23 %	244,612.00
Object: 4112 - Montara Water & Sanitation District										
300-3033-4112	Contract Service Fees - MWSD	27,664.41	54,557.89	26,893.48	97.21 %	165,986.46	206,007.61	40,021.15	24.11 %	331,973.00
Total Object: 4112 - Montara Water & Sanitation District:		27,664.41	54,557.89	26,893.48	97.21 %	165,986.46	206,007.61	40,021.15	24.11 %	331,973.00
Object: 5011 - Hourly Employees										
300-3031-5011	Hourly Employees	10,971.84	12,770.32	-1,798.48	-16.39 %	65,831.04	54,614.91	11,216.13	17.04 %	131,714.80
300-3032-5011	Hourly Employees	9,035.63	10,516.71	-1,481.08	-16.39 %	54,213.78	44,976.93	9,236.85	17.04 %	108,471.01
300-3033-5011	Hourly Employees	12,262.64	14,272.72	-2,010.08	-16.39 %	73,575.84	61,040.22	12,535.62	17.04 %	147,210.66
Total Object: 5011 - Hourly Employees:		32,270.11	37,559.75	-5,289.64	-16.39 %	193,620.66	160,632.06	32,988.60	17.04 %	387,396.47
Object: 5013 - Holiday Pay										
300-3031-5013	Holiday Pay	0.00	1,418.93	-1,418.93	0.00 %	0.00	3,132.14	-3,132.14	0.00 %	0.00
300-3032-5013	Holiday Pay	0.00	1,168.52	-1,168.52	0.00 %	0.00	2,579.41	-2,579.41	0.00 %	0.00
300-3033-5013	Holiday Pay	0.00	1,585.85	-1,585.85	0.00 %	0.00	3,500.55	-3,500.55	0.00 %	0.00
Total Object: 5013 - Holiday Pay:		0.00	4,173.30	-4,173.30	0.00 %	0.00	9,212.10	-9,212.10	0.00 %	0.00
Object: 5016 - Jury Duty										
300-3031-5016	Jury Duty	0.00	0.00	0.00	0.00 %	0.00	104.86	-104.86	0.00 %	0.00
300-3032-5016	Jury Duty	0.00	0.00	0.00	0.00 %	0.00	86.35	-86.35	0.00 %	0.00
300-3033-5016	Jury Duty	0.00	0.00	0.00	0.00 %	0.00	117.19	-117.19	0.00 %	0.00
Total Object: 5016 - Jury Duty:		0.00	0.00	0.00	0.00 %	0.00	308.40	-308.40	0.00 %	0.00
Object: 5110 - Overtime										
300-3031-5110	Overtime	792.05	1,679.53	-887.48	-112.05 %	4,752.30	5,571.64	-819.34	-17.24 %	9,508.49
300-3032-5110	Overtime	652.28	1,383.14	-730.86	-112.05 %	3,913.68	4,588.37	-674.69	-17.24 %	7,830.52
300-3033-5110	Overtime	885.23	1,877.11	-991.88	-112.05 %	5,311.38	6,227.13	-915.75	-17.24 %	10,627.13
Total Object: 5110 - Overtime:		2,329.56	4,939.78	-2,610.22	-112.05 %	13,977.36	16,387.14	-2,409.78	-17.24 %	27,966.14

Monthly Budget Report

For Fiscal: Current Period Ending: 12/31/2021

		December Budget	December Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Object: 5112 - Standby Pay										
300-3031-5112	Standby Pay	870.31	926.44	-56.13	-6.45 %	5,221.86	4,192.58	1,029.28	19.71 %	10,448.00
300-3032-5112	Standby Pay	716.73	762.93	-46.20	-6.45 %	4,300.38	3,452.61	847.77	19.71 %	8,604.23
300-3033-5112	Standby Pay	972.70	1,035.38	-62.68	-6.44 %	5,836.20	4,685.56	1,150.64	19.72 %	11,677.17
Total Object: 5112 - Standby Pay:		2,559.74	2,724.75	-165.01	-6.45 %	15,358.44	12,330.75	3,027.69	19.71 %	30,729.40
Object: 5114 - Bonus, Awards, Certification										
300-3031-5114	Bonus, Awards, Certification	0.00	0.00	0.00	0.00 %	0.00	2,720.00	-2,720.00	0.00 %	0.00
300-3032-5114	Bonus, Awards, Certification	0.00	0.00	0.00	0.00 %	0.00	2,240.00	-2,240.00	0.00 %	0.00
300-3033-5114	Bonus, Awards, Certification	0.00	0.00	0.00	0.00 %	0.00	3,040.00	-3,040.00	0.00 %	0.00
Total Object: 5114 - Bonus, Awards, Certification:		0.00	0.00	0.00	0.00 %	0.00	8,000.00	-8,000.00	0.00 %	0.00
Object: 5210 - Medical insurance										
300-3031-5210	Medical insurance	2,666.93	2,554.51	112.42	4.22 %	16,001.58	12,640.41	3,361.17	21.01 %	32,015.97
300-3032-5210	Medical insurance	2,196.29	2,103.72	92.57	4.21 %	13,177.74	10,409.76	2,767.98	21.00 %	26,366.09
300-3033-5210	Medical insurance	2,980.68	2,855.05	125.63	4.21 %	17,884.08	14,127.52	3,756.56	21.01 %	35,782.55
Total Object: 5210 - Medical insurance:		7,843.90	7,513.28	330.62	4.21 %	47,063.40	37,177.69	9,885.71	21.01 %	94,164.61
Object: 5211 - Dental insurance										
300-3031-5211	Dental insurance	274.54	260.14	14.40	5.25 %	1,647.24	1,300.60	346.64	21.04 %	3,295.82
300-3032-5211	Dental insurance	226.09	214.23	11.86	5.25 %	1,356.54	1,071.10	285.44	21.04 %	2,714.20
300-3033-5211	Dental insurance	306.84	290.68	16.16	5.27 %	1,841.04	1,453.55	387.49	21.05 %	3,683.56
Total Object: 5211 - Dental insurance:		807.47	765.05	42.42	5.25 %	4,844.82	3,825.25	1,019.57	21.04 %	9,693.58
Object: 5212 - Life insurance										
300-3031-5212	Life insurance	31.46	29.10	2.36	7.50 %	188.76	145.42	43.34	22.96 %	377.73
300-3032-5212	Life insurance	25.91	23.97	1.94	7.49 %	155.46	119.76	35.70	22.96 %	311.07
300-3033-5212	Life insurance	35.16	32.45	2.71	7.71 %	210.96	162.42	48.54	23.01 %	422.17
Total Object: 5212 - Life insurance:		92.53	85.52	7.01	7.58 %	555.18	427.60	127.58	22.98 %	1,110.97
Object: 5213 - Vision Benefit										
300-3031-5213	Vision Benefit	35.48	33.61	1.87	5.27 %	212.88	167.97	44.91	21.10 %	425.99
300-3032-5213	Vision Benefit	29.22	27.65	1.57	5.37 %	175.32	138.27	37.05	21.13 %	350.81
300-3033-5213	Vision Benefit	39.65	37.53	2.12	5.35 %	237.90	187.71	50.19	21.10 %	476.10
Total Object: 5213 - Vision Benefit:		104.35	98.79	5.56	5.33 %	626.10	493.95	132.15	21.11 %	1,252.90
Object: 5215 - Retirement Contributions										
300-3031-5215	Retirement Contributions	936.39	1,109.71	-173.32	-18.51 %	5,618.34	4,452.89	1,165.45	20.74 %	11,241.22
300-3032-5215	Retirement Contributions	771.14	913.94	-142.80	-18.52 %	4,626.84	3,667.38	959.46	20.74 %	9,257.48
300-3033-5215	Retirement Contributions	1,046.55	1,240.35	-193.80	-18.52 %	6,279.30	4,977.01	1,302.29	20.74 %	12,563.72
Total Object: 5215 - Retirement Contributions:		2,754.08	3,264.00	-509.92	-18.52 %	16,524.48	13,097.28	3,427.20	20.74 %	33,062.42
Object: 5216 - Medicare Contributions										
300-3031-5216	Medicare Contributions	201.45	241.16	-39.71	-19.71 %	1,208.70	1,130.53	78.17	6.47 %	2,418.46
300-3032-5216	Medicare Contributions	165.90	198.60	-32.70	-19.71 %	995.40	930.99	64.41	6.47 %	1,991.67

Monthly Budget Report

For Fiscal: Current Period Ending: 12/31/2021

		December Budget	December Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
300-3033-5216	Medicare Contributions	225.15	269.56	-44.41	-19.72 %	1,350.90	1,263.55	87.35	6.47 %	2,702.98
	Total Object: 5216 - Medicare Contributions:	592.50	709.32	-116.82	-19.72 %	3,555.00	3,325.07	229.93	6.47 %	7,113.11
	Object: 5217 - Retirement Medical Benefits									
300-3031-5217	Retirement Medical Benefits	191.14	258.79	-67.65	-35.39 %	1,146.84	1,100.38	46.46	4.05 %	2,294.69
300-3032-5217	Retirement Medical Benefits	157.41	213.13	-55.72	-35.40 %	944.46	906.25	38.21	4.05 %	1,889.74
300-3033-5217	Retirement Medical Benefits	213.63	289.21	-75.58	-35.38 %	1,281.78	1,229.91	51.87	4.05 %	2,564.65
	Total Object: 5217 - Retirement Medical Benefits:	562.18	761.13	-198.95	-35.39 %	3,373.08	3,236.54	136.54	4.05 %	6,749.08
	Object: 5218 - Workers' Compensation Premium									
300-3031-5218	Workers' Compensation Premium	359.37	477.84	-118.47	-32.97 %	2,156.22	2,029.56	126.66	5.87 %	4,314.26
300-3032-5218	Workers' Compensation Premium	295.95	393.46	-97.51	-32.95 %	1,775.70	1,671.29	104.41	5.88 %	3,552.92
300-3033-5218	Workers' Compensation Premium	401.65	533.98	-132.33	-32.95 %	2,409.90	2,268.07	141.83	5.89 %	4,821.82
	Total Object: 5218 - Workers' Compensation Premium:	1,056.97	1,405.28	-348.31	-32.95 %	6,341.82	5,968.92	372.90	5.88 %	12,689.00
	Object: 5220 - Safety PPE Allowance									
300-3031-5220	Safety PPE Allowance	92.76	89.34	3.42	3.69 %	556.56	179.44	377.12	67.76 %	1,113.64
300-3032-5220	Safety PPE Allowance	76.39	73.57	2.82	3.69 %	458.34	147.77	310.57	67.76 %	917.11
300-3033-5220	Safety PPE Allowance	103.67	99.84	3.83	3.69 %	622.02	200.54	421.48	67.76 %	1,244.65
	Total Object: 5220 - Safety PPE Allowance:	272.82	262.75	10.07	3.69 %	1,636.92	527.75	1,109.17	67.76 %	3,275.40
	Object: 5221 - Misc. Allowance									
300-3031-5221	Misc. Allowance	112.98	102.00	10.98	9.72 %	677.88	510.00	167.88	24.77 %	1,356.33
300-3032-5221	Misc. Allowance	93.04	84.00	9.04	9.72 %	558.24	420.00	138.24	24.76 %	1,116.98
300-3033-5221	Misc. Allowance	126.27	114.00	12.27	9.72 %	757.62	570.00	187.62	24.76 %	1,515.90
	Total Object: 5221 - Misc. Allowance:	332.29	300.00	32.29	9.72 %	1,993.74	1,500.00	493.74	24.76 %	3,989.21
	Object: 5225 - Long Term Disability									
300-3031-5225	Long Term Disability	59.06	54.03	5.03	8.52 %	354.36	270.22	84.14	23.74 %	709.10
300-3032-5225	Long Term Disability	48.64	44.52	4.12	8.47 %	291.84	222.48	69.36	23.77 %	583.97
300-3033-5225	Long Term Disability	66.01	60.40	5.61	8.50 %	396.06	302.05	94.01	23.74 %	792.53
	Total Object: 5225 - Long Term Disability:	173.71	158.95	14.76	8.50 %	1,042.26	794.75	247.51	23.75 %	2,085.60
	Object: 5226 - Short Term Disability									
300-3031-5226	Short Term Disability	48.66	45.02	3.64	7.48 %	291.96	225.05	66.91	22.92 %	584.19
300-3032-5226	Short Term Disability	40.07	37.07	3.00	7.49 %	240.42	185.31	55.11	22.92 %	481.10
300-3033-5226	Short Term Disability	54.38	50.28	4.10	7.54 %	326.28	251.49	74.79	22.92 %	652.92
	Total Object: 5226 - Short Term Disability:	143.11	132.37	10.74	7.50 %	858.66	661.85	196.81	22.92 %	1,718.21
	Object: 5411 - Registration Fees									
300-3031-5411	Registration Fees	0.00	0.00	0.00	0.00 %	0.00	130.56	-130.56	0.00 %	0.00
300-3032-5411	Registration Fees	0.00	0.00	0.00	0.00 %	0.00	107.52	-107.52	0.00 %	0.00
300-3033-5411	Registration Fees	0.00	0.00	0.00	0.00 %	0.00	145.92	-145.92	0.00 %	0.00
	Total Object: 5411 - Registration Fees:	0.00	0.00	0.00	0.00 %	0.00	384.00	-384.00	0.00 %	0.00
	Object: 5412 - Insurance Premiums									
300-3032-5412	Insurance Premiums	1,276.12	0.00	1,276.12	100.00 %	7,656.72	0.00	7,656.72	100.00 %	15,319.68

Monthly Budget Report

For Fiscal: Current Period Ending: 12/31/2021

		December Budget	December Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
300-3033-5412	Insurance Premiums	806.37	0.00	806.37	100.00 %	4,838.22	0.00	4,838.22	100.00 %	9,680.32
	Total Object: 5412 - Insurance Premiums:	2,082.49	0.00	2,082.49	100.00 %	12,494.94	0.00	12,494.94	100.00 %	25,000.00
	Object: 5417 - Uniform Services									
300-3031-5417	Uniform Services	114.38	129.76	-15.38	-13.45 %	686.28	706.54	-20.26	-2.95 %	1,373.20
300-3032-5417	Uniform Services	93.93	106.84	-12.91	-13.74 %	563.58	581.84	-18.26	-3.24 %	1,127.64
300-3033-5417	Uniform Services	133.38	145.04	-11.66	-8.74 %	800.28	789.64	10.64	1.33 %	1,601.22
	Total Object: 5417 - Uniform Services:	341.69	381.64	-39.95	-11.69 %	2,050.14	2,078.02	-27.88	-1.36 %	4,102.06
	Object: 5422 - Cellular Services									
300-3031-5422	Cellular Services	0.00	34.98	-34.98	0.00 %	0.00	209.28	-209.28	0.00 %	0.00
300-3032-5422	Cellular Services	0.00	28.81	-28.81	0.00 %	0.00	172.34	-172.34	0.00 %	0.00
300-3033-5422	Cellular Services	0.00	39.10	-39.10	0.00 %	0.00	233.91	-233.91	0.00 %	0.00
	Total Object: 5422 - Cellular Services:	0.00	102.89	-102.89	0.00 %	0.00	615.53	-615.53	0.00 %	0.00
	Object: 5431 - Water									
300-3031-5431	Water	687.74	0.00	687.74	100.00 %	4,126.44	1,011.74	3,114.70	75.48 %	8,256.27
300-3032-5431	Water	0.00	0.00	0.00	0.00 %	0.00	833.19	-833.19	0.00 %	0.00
300-3033-5431	Water	0.00	0.00	0.00	0.00 %	0.00	1,130.75	-1,130.75	0.00 %	0.00
	Total Object: 5431 - Water:	687.74	0.00	687.74	100.00 %	4,126.44	2,975.68	1,150.76	27.89 %	8,256.27
	Object: 5614 - CS Repairs - HMB									
300-3031-5614	CS Repairs - HMB	0.00	0.00	0.00	0.00 %	0.00	1,201.56	-1,201.56	0.00 %	0.00
	Total Object: 5614 - CS Repairs - HMB:	0.00	0.00	0.00	0.00 %	0.00	1,201.56	-1,201.56	0.00 %	0.00
	Object: 5615 - CS Repairs - GCSD									
300-3032-5615	CS Repairs - GCSD	0.00	1,560.00	-1,560.00	0.00 %	0.00	3,951.98	-3,951.98	0.00 %	0.00
	Total Object: 5615 - CS Repairs - GCSD:	0.00	1,560.00	-1,560.00	0.00 %	0.00	3,951.98	-3,951.98	0.00 %	0.00
	Object: 5616 - CS Repairs - MWSD									
300-3033-5616	CS Repairs - MWSD	0.00	17,198.48	-17,198.48	0.00 %	0.00	35,319.57	-35,319.57	0.00 %	0.00
	Total Object: 5616 - CS Repairs - MWSD:	0.00	17,198.48	-17,198.48	0.00 %	0.00	35,319.57	-35,319.57	0.00 %	0.00
	Object: 5814 - Maintenance Supplies									
300-3031-5814	Maintenance Supplies	708.05	0.00	708.05	100.00 %	4,248.30	0.00	4,248.30	100.00 %	8,500.00
300-3032-5814	Maintenance Supplies	583.10	0.00	583.10	100.00 %	3,498.60	0.00	3,498.60	100.00 %	7,000.00
300-3033-5814	Maintenance Supplies	791.35	0.00	791.35	100.00 %	4,748.10	0.00	4,748.10	100.00 %	9,500.00
	Total Object: 5814 - Maintenance Supplies:	2,082.50	0.00	2,082.50	100.00 %	12,495.00	0.00	12,495.00	100.00 %	25,000.00
	Object: 5821 - Mechanical Related Supplies									
300-3031-5821	Mechanical Related Supplies	4,956.35	0.00	4,956.35	100.00 %	29,738.10	0.00	29,738.10	100.00 %	59,500.00
300-3032-5821	Mechanical Related Supplies	4,081.70	0.00	4,081.70	100.00 %	24,490.20	0.00	24,490.20	100.00 %	49,000.00
300-3033-5821	Mechanical Related Supplies	5,539.45	0.00	5,539.45	100.00 %	33,236.70	0.00	33,236.70	100.00 %	66,500.00
	Total Object: 5821 - Mechanical Related Supplies:	14,577.50	0.00	14,577.50	100.00 %	87,465.00	0.00	87,465.00	100.00 %	175,000.00
	Object: 5822 - Fuel, Oil, Lubricant									
300-3031-5822	Fuel, Oil, Lubricant	1,104.40	547.46	556.94	50.43 %	6,626.40	3,157.19	3,469.21	52.35 %	13,258.12
300-3032-5822	Fuel, Oil, Lubricant	0.00	450.85	-450.85	0.00 %	0.00	2,600.04	-2,600.04	0.00 %	0.00

Monthly Budget Report

For Fiscal: Current Period Ending: 12/31/2021

[300-3033-5822](#)

	December Budget	December Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Fuel, Oil, Lubricant	0.00	611.86	-611.86	0.00 %	0.00	3,528.64	-3,528.64	0.00 %	0.00
Total Object: 5822 - Fuel, Oil, Lubricant:	1,104.40	1,610.17	-505.77	-45.80 %	6,626.40	9,285.87	-2,659.47	-40.13 %	13,258.12
Total Fund: 300 - Contract Services:	29.44	17,134.86	17,105.42		176.64	148,261.86	148,085.22		0.45
Report Total:	273.42	70,345.56	70,072.14		1,640.52	709,963.35	708,322.83		1.69

Fund Summary

Fund	December Budget	December Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
100 - Operating Fund	243.98	53,210.70	52,966.72		1,463.88	561,701.49	560,237.61		1.24
300 - Contract Services	29.44	17,134.86	17,105.42		176.64	148,261.86	148,085.22		0.45
Report Total:	273.42	70,345.56	70,072.14		1,640.52	709,963.35	708,322.83		1.69



Sewer Authority Mid-Coastside

Aging Report

INVOICE DETAIL

Balance as of: 12/31/2021

Age From Invoice Date

Age to date: 12/31/2021

Account Number	Account Name	Account Status	Account Class									
0006	California State Parks	Active	NDWSCP									
Tran. Type	Number	Date	Trans. Date	Due Date	Description	Current	30-60	60-90	90-120	>120	Unapplied Credit	Account Balance
Invoice	INV00565	12/31/2021	12/31/2021	1/31/2022	December 2021 Trucked Waste	1,055.00	0.00	0.00	0.00	0.00		
Account Total:						1,055.00	0.00	0.00	0.00	0.00	0.00	1,055.00
0040	Granada Community Services District	Active	MAA									
Tran. Type	Number	Date	Trans. Date	Due Date	Description	Current	30-60	60-90	90-120	>120	Unapplied Credit	Account Balance
Invoice	INV00573	12/31/2021	12/31/2021	1/31/2022	Pass Through Invoices November/December 2021	3,147.50	0.00	0.00	0.00	0.00		
Account Total:						3,147.50	0.00	0.00	0.00	0.00	0.00	3,147.50
0080	Montara Water & Sanitary District	Active	MAA									
Tran. Type	Number	Date	Trans. Date	Due Date	Description	Current	30-60	60-90	90-120	>120	Unapplied Credit	Account Balance
Invoice	INV00561	12/1/2021	12/1/2021	12/31/2021	O&M December 2021	0.00	127,717.35	0.00	0.00	0.00		
Invoice	INV00564	12/1/2021	12/1/2021	12/31/2021	Collections Service December 2021	0.00	27,664.41	0.00	0.00	0.00		
Invoice	INV00574	12/31/2021	12/31/2021	1/31/2022	Pass Through Invoices November/December 2021	26,893.48	0.00	0.00	0.00	0.00		
Account Total:						26,893.48	155,381.76	0.00	0.00	0.00	0.00	182,275.24
0100	Rocket Farms	Active	NDWSCP									
Tran. Type	Number	Date	Trans. Date	Due Date	Description	Current	30-60	60-90	90-120	>120	Unapplied Credit	Account Balance
Invoice	INV00566	12/31/2021	12/31/2021	1/31/2022	December 2021 AID/RORWW	1,239.59	0.00	0.00	0.00	0.00		
Account Total:						1,239.59	0.00	0.00	0.00	0.00	0.00	1,239.59
Total Accounts: 4				Report Total:		32,335.57	155,381.76	0.00	0.00	0.00	0.00	187,717.33

Invoice and Penalty Revenue Code Aging

Revenue Code - Revenue Code Description	Current	30-60	60-90	90-120	>120	
100-101 - NDWSCP Revenue - Trucked Waste	1,055.00	0.00	0.00	0.00	0.00	
100-102 - NDWSCP Revenue - Rocket Farms	1,239.59	0.00	0.00	0.00	0.00	
100-MWSD Admin - MWSD Administration	0.00	22,153.22	0.00	0.00	0.00	
100-MWSD EC - MWSD Environmental Compliance	0.00	3,222.44	0.00	0.00	0.00	
100-MWSD INFRST - MWSD Infrastructure	0.00	43,577.13	0.00	0.00	0.00	
100-MWSD Treatment - MWSD Treatment	0.00	58,764.56	0.00	0.00	0.00	
300-003 - Collections Service - MWSD	0.00	27,664.41	0.00	0.00	0.00	
300-022 - CCS Repairs - GCSD	3,147.50	0.00	0.00	0.00	0.00	
300-023 - CCS Repairs - MWSD	26,893.48	0.00	0.00	0.00	0.00	
	32,335.57	155,381.76	0.00	0.00	0.00	187,717.33



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
FROM: Kishen Prathivadi, General Manager
DATE: January 24, 2022
SUBJECT: Recognition for CSRMA Workers Comp Excellence Award

Executive Summary

The purpose of this report is to provide information on the CSRMA Workers Comp Award.

Fiscal Impact

None

Strategic Plan Compliance

The recommendation complies with the SAM Strategic Plan Vision: "*Employ, develop and support a dynamic, motivated staff and contractor team that accomplishes the organization's work, effectively, economically and safely.*"

Background and Discussion/Report

The 2021 CSRMA Workers Compensation Excellence Award program is available only to members of the CSRMA pooled Workers' Compensation program. It targets lost time in low back injuries resulting from strain/overexertion, one of the most common lost time injuries wastewater workers experience.

The application process started in July and the application with requested support materials were required to be submitted by end September. There were several qualifying criteria and evidence had to be shown for each of them. Some of the qualifying criteria is as follows:

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	

1. Should have no low back lost time claims due to strain/overexertion for the program year.
2. Provide evidence that CSRMA Return to Work program has been implemented in order to help injured employees heal more quickly and reduce the indemnity portion of the workers compensation claim.
3. Identify tasks/equipment that if operated/performed incorrectly, are likely to cause injury to employee, coworker or damage to agency or private property.
4. Provide a written risk analysis for above.
5. Identify 10 tasks that have highest risk scores identified earlier and perform Job Hazard Evaluation, develop Standard Operating Procedures (SOP) for them. SOPs are the foundation of training and represent the safest, most efficient way to perform a task or operate equipment.
6. Provide evidence that annual training on the ergonomic and biomechanical principles relevant to work activities and risk factors are present in each department.
7. Provide evidence of an employee health promotion program.
8. Identify 10 tasks per department staff feels are most physically strenuous in terms of lifting demands.
9. Provide evidence of how task could be resigned, reengineered to fit in acceptance criteria of National Institute for Occupational Safety and Health (NIOSH). Physical demand assessments quantify the risk of injury for different tasks and allows the chance to make modifications to reduce that risk.

The documents were submitted on Sept 30, 2021 and the CSRMA Board announced in their board meeting on January 20, 2022 that SAM was qualified along with four other companies for the Excellence Award.

SAM will be receiving a wall plaque and lobby banner recognizing our agency. Also, each of the employees will also be receiving a cash prize from CSRMA; the amount is not yet known and will be determined soon.

Staff Recommendation

This report is for Information only and no action is required.

Supporting Documents

Attachment A: CSRMA Workers Comp Excellence Award Application

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	

September 30, 2021

David Patzer
DKF Solutions Group
164 Robles Way, Unit #274
Vallejo, CA 94591

SUBJECT: CSRMA 2020/21 Workers' Compensation Excellence Award Application

Dear Mr Patzer,

Sewer Authority Mid-Coastside respectfully submits the application for the 2020/2021 Workers Compensation Excellence Award. Thank you for giving us an opportunity to submit the application.

If you have any questions or need additional information, please contact me at (650) 726-0124 or email me at kishen@samcleanswater.org.

Sincerely,

A handwritten signature in blue ink that reads "P. R. Kishen".

Kishen Prathivadi, PE, PMP
General Manager
kishen@samcleanswater.org

California Sanitation Risk Management Authority (CSRMA)

2020/21 Workers' Compensation Excellence Award Application (Due 9/30/21)

Name of Your Agency: Sewer Authority Mid-Coastside	
If we have questions regarding your application, who should we contact at your agency?	
<ul style="list-style-type: none"> • Name: Kishen Prathivadi • Phone: (650) 726-0124 <div style="text-align: right; padding-right: 50px;"> Email: kishen@samcleanswater.org </div>	
<p>Please Note: This award program is only available to members of the CSRMA pooled Workers' Compensation Program. If you are unsure if your agency is a member, please contact David Patzer at dpatzer@dkfsolutions.com or Seth Cole at Scole@alliant.com</p> <p>Please Note: Members awarded the Workers' Compensation Excellence Award for 2019/20 (announced at the January 2021 Board of Director's meeting) are not eligible to participate in the 2021/22 award.</p>	
<p>To qualify for the 2021/22 Workers' Compensation Excellence Award, please submit this application <u>and</u> support documentation <u>electronically</u> in pdf format to David Patzer at dpatzer@dkfsolutions.com by 9/30/21. Members submitting a qualifying application will be announced at the January 2022 Board of Directors meeting.</p>	
REQUIRED QUALIFYING CRITERIA (must meet each)	SOURCES FOR HELP
<p>1: Have no low back lost time claims due to strain/overexertion for the program year being evaluated. (Note: No need to provide anything on your application for this item - CSRMA will verify using your agency's workers' compensation claims data for the time period of 7/1/20-6/30/21).</p>	<ul style="list-style-type: none"> • CSRMA Risk Control Advisor: dpatzer@dkfsolutions.com
<p>2: Provide evidence that the CSRMA Return to Work program, or equivalent, has been implemented in order help injured employees heal more quickly and reduce the indemnity portion of the workers' compensation claim. Specifically, provide evidence of the following:</p> <ol style="list-style-type: none"> a. Copy of the form your agency uses when an employee reports an injury but declines medical treatment. b. Copy of the form your agency provides treating physicians to identify the physical activities the employee is able to perform to 	<ul style="list-style-type: none"> • CSRMA Risk Control Advisor, David Patzer: dpatzer@dkfsolutions.com • CSRMA Workers' Compensation Claims and Return to Work Advisor, Heather Truro: htruro@gmail.com • CSRMA's Workers' Compensation Claims Management and Return to Work Program available for download from Risk Control Online

<p>facilitate returning the injured employee to work when modified duty is necessary.</p> <ul style="list-style-type: none"> c. Copy of the form your agency uses to document how an injured employee's job duties are being temporarily modified and the time period the modifications are valid. d. Copy of the form your agency uses to document the interactive process for permanently disabled employees. 	
<p>3: For each work group at your agency, identify tasks/equipment that, if operated/performed incorrectly, are <u>likely</u> to cause any of the following:</p> <ul style="list-style-type: none"> a. Injury to the employee performing the task/operating the equipment b. Injury to a coworker c. Damage to agency property d. Damage to private property <p>Once these have been identified, assign a risk score of 1-3 to each (3 being high probability) on each of the 4 criteria above and total the risk score.</p> <p>Example:</p> <ul style="list-style-type: none"> • Task: Setting up lane closures on public streets <ul style="list-style-type: none"> a. Injury to the employee performing the task/operating the equipment: Risk Score = 3 b. Injury to a coworker: Risk Score = 3 c. Damage to agency property: Risk Score = 3 d. Damage to private property: Risk Score = 3 • Total Risk Score for this Task = 12 <p>Please submit a copy of this written analysis with your application.</p>	<ul style="list-style-type: none"> • CSRMA Risk Control Advisor: dpatzer@dkfsolutions.com
<p>4: Perform the following for the 10 tasks/equipment that have the highest risk scores identified in item #3:</p> <ul style="list-style-type: none"> a. Job Hazard Evaluation b. Ensure an SOP has been developed with the completed JHA incorporated c. Have the completed SOP/JHA reviewed by affected staff 	<ul style="list-style-type: none"> • CSRMA Risk Control Advisor: dpatzer@dkfsolutions.com • OSHA's "How to Perform a Job Hazard Evaluation": https://www.osha.gov/Publications/osh3071.pdf

<p>d. Schedule refresher reviews of each SOP/JHA every 12 months</p> <p>Please submit copies of a and b, above with your application.</p>	
<p>5: Provide evidence that annual training on the ergonomic and biomechanical principles relevant to the work activities and risk factors present at your agency, by department, is being provided.</p>	<ul style="list-style-type: none"> • CSRMA Video Lending Library available from Risk Control Online • CSRMA Risk Control Advisor: dpatzer@dkfsolutions.com
<p>6: Provide evidence that an employee health promotion program with specific activities designed to target employee health risk factors has been implemented. The term "Program" does necessarily mean a written policy or procedure. Providing evidence of ongoing and regular efforts to reduce employee health risk factors will meet the definition of Program as used here. Examples:</p> <ol style="list-style-type: none"> Onsite gym or gym memberships subsidies Brown bag lunch talks on wellness related topics Wellness incentive programs (i.e. 10,000 Steps A Day Program) Health Risk Factor Assessment programs or incentives 	<ul style="list-style-type: none"> • CSRMA Risk Control Advisor: dpatzer@dkfsolutions.com • Wellness Councils of America Free Wellness Resources • American Heart Association Workplace Wellness Resources
<p>7. Administer the attached survey on workplace wellness programs, tabulate the results and submit with your application.</p>	<ul style="list-style-type: none"> • CSRMA Risk Control Advisor: dpatzer@dkfsolutions.com
<p>8. Working with staff from Operations, Collections and Maintenance (as applicable) identify at least 10 tasks per department staff feels are most physically strenuous in terms of lifting demands.</p>	<ul style="list-style-type: none"> • CSRMA Risk Control Advisor: dpatzer@dkfsolutions.com • Don Freeman: don.freeman@occumetric.com
<p>9. Using CSRMA's Physical Demand Assessment (PDA) software, evaluate each task identified in 7, above and provide a copy of the report for each task.</p>	<ul style="list-style-type: none"> • CSRMA Risk Control Advisor: dpatzer@dkfsolutions.com • Don Freeman: don.freeman@occumetric.com
<p>10. For any task in 8, above, that indicates a NIOSH score of 2.5 or greater provide evidence of how the task was redesigned, reengineered or otherwise modified (i.e. team lift, mechanical assist, a material change, etc) to reduce the NIOSH score to less than 2.5 (please provide the report from the PDA software after the task was modified).</p>	<ul style="list-style-type: none"> • CSRMA Risk Control Advisor: dpatzer@dkfsolutions.com • Don Freeman: don.freeman@occumetric.com
<p>11. For each job classification, identify how many hours each day, on average, employees spend in the following positions. Please note: CSRMA recognizes many wastewater jobs are highly variable from day to day in terms of time spent in the following positions and is seeking reasonable averages:</p>	<ul style="list-style-type: none"> • CSRMA Risk Control Advisor: dpatzer@dkfsolutions.com

<ul style="list-style-type: none">• Standing• Bending forward more than 45-degrees• Sitting• Working with arms overhead• Neck bent more than 45-degrees• Squatting• Kneeling	
--	--



**CSRMA 2020/21 Workers' Compensation Excellence
Award Application**

Attachment 2a

CSRMA's "Declination of Medical Treatment" packet is used
When an employee reports an injury but declines medical
Treatment.

**CSRMA: Workers' Compensation Management Program
DECLINATION OF MEDICAL TREATMENT PACKET**

AGENCY: _____
WC COORDINATOR: _____

INSTRUCTIONS

This packet is for use **ONLY** if the Employee does not need (or want) medical treatment. If the Employee will go to either the clinic or his/her pre-designated physician, the **Initial Injury Packet** must be completed **instead** of this packet.

- Employee:**
- Complete and sign the top portion of the *Incident/Accident Report*.
 - Complete and sign the *Declination of Medical Treatment* form.

- Supervisor:**
- Review and sign the *Declination of Medical Treatment* form.
 - Complete and sign the bottom portion of the *Incident/Accident Report*.
 - Give both completed forms to the Workers' Compensation Coordinator in this envelope within **24 hours**.
 - Complete the Employee/Supervisor Incident Report from your Agency's IIPP

Workers' Compensation Coordinator:

- File both original forms in the Declination of Medical Treatment Folder.
- No further action is necessary at this time. If the Employee needs medical treatment in the future:
 - o Include the original forms in the Employee's Workers' Compensation file
 - o Have the Employee and Supervisor complete an Initial Injury Packet

**INCIDENT/ACCIDENT REPORT:
Declined Medical Treatment**

This form should be completed **ONLY** if the Employee does not need (or request) medical treatment. If the Employee will go to either the clinic or his/her pre-designated physician, the Initial Injury Packet must be completed instead of the Declination of Medical Treatment Packet.

"Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers compensation is guilty of a felony." This notice has been approved by the Administrative Director of the Division of Workers' Compensation (California Labor Code Section 5401.7)

EMPLOYEE COMPLETE TOP PORTION:

EMPLOYEE NAME: Gender: <input type="checkbox"/> M <input type="checkbox"/> F		JOB TITLE:	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
HOME ADDRESS:		AGENCY:	
		DEPARTMENT:	
HOME TELEPHONE:		SUPERVISOR:	
DATE OF BIRTH:		DATE OF HIRE:	
INJURY DATE:	TIME:	LOCATION:	
DATE REPORTED:	INJURY REPORTED TO (Name & Position):		
NATURE OF INJURY (e.g., puncture, strain, cut, fracture, burn, etc.):			
BODY PART INJURED (e.g., right wrist, left knee, head, lower back, etc.):			
INJURY SOURCE (e.g., wet pavement, jack hammer, keyboard, etc.):			
HOW INJURY OCCURRED (struck by ..., fell from ..., exposed to ..., etc.):			
DESCRIBE ANY PREVIOUS CONDITIONS/INJURIES TO BODY PART CURRENTLY INJURED:			
EMPLOYEE'S STATEMENT OF WHAT OCCURRED (Include as much detail as possible such as activity being performed, objects carried, equipment used, hazardous conditions, etc.):			
WHO WITNESSED THE INCIDENT?			
<input type="checkbox"/> The above information is true and correct to the best of my knowledge. <input type="checkbox"/> I understand that I am not filing a Workers' Compensation claim at this time. I do not choose to complete the DWC Form 1 "Employee's Claim for Workers' Compensation Benefits" at this time. If I am in need of medical treatment in the future related to this incident, I will immediately inform my Supervisor and complete an Initial Injury Packet including the DWC Form 1.			
EMPLOYEE'S SIGNATURE:			DATE:

SUPERVISOR COMPLETE BOTTOM PORTION:

MEDICAL TREATMENT (NOTE: If the Employee needs/requests medical treatment from a physician, complete the Initial Injury Packet)			
<input type="checkbox"/> EMPLOYEE DECLINED MEDICAL TREATMENT <input type="checkbox"/> EMPLOYEE RECEIVED MINOR FIRST AID CARE ON-SITE. Describe:			
WERE ANY EMPLOYEES EXPOSED TO BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIAL (OPIM)? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, COMPLETE THE EXPOSURE INCIDENT PACKET			
SUPERVISOR:		TITLE:	
SIGNATURE:	DATE:	TELEPHONE:	

Initial Distribution: Workers' Compensation Coordinator
WCC: File Original in the DMT Folder.

DECLINATION OF MEDICAL TREATMENT

This form should be completed ONLY if the Employee does not need (or request) medical treatment. If the Employee will go to either the clinic or his/her pre-designated physician, the Initial Injury Packet must be completed instead of the Declination of Medical Treatment Packet.

EMPLOYEE: Check all that apply. Print, sign and date.

In my opinion, I am not in need of any medical treatment at this time.

OR

In my opinion, I have received sufficient on-site first aid care in the form of:

- Application of antiseptics
- Treatment of first-degree burn(s)
- Application of bandage(s)
- Use of elastic bandage(s)
- Removal of foreign bodies not embedded in eye (only irrigation required)
- Removal of foreign bodies from wound (uncomplicated procedure, for example, using tweezers)
- Use of nonprescription medications
- Application of hot or cold compress(es)
- Application of ointments to abrasions to prevent drying or cracking

I am fully capable of performing my Usual & Customary position. At this time I decline medical care. If I am in need of medical care related to this incident in the future, I will notify my Supervisor immediately and complete an Initial Injury Packet including the DWC Form 1 "Employee's Claim for Workers' Compensation Benefits."

Print Name: _____

Signature: _____

Date: _____

SUPERVISOR: Print, sign and date.

Print Name: _____

Signature: _____

Date: _____

Note: California Labor Code Section 5401(a) defines a First Aid injury as "any one-time treatment, and any follow-up visit for the purpose of observation of minor scratches, cuts, burns, splinters, or other minor industrial injury", which does not ordinarily require medical care" and states that any injury that "results in lost time beyond the employee's work shift at the time of injury or which results in medical treatment beyond first aid" must be filed as a claim. "Minor industrial injury" shall not include serious exposure to a hazardous substance as defined in LC 6302.i.

Initial Distribution: Workers' Compensation Coordinator

WCC: File Original in the DMT Folder



**CSRMA 2020/21 Workers' Compensation Excellence
Award Application**

Attachment 2b

The "Treating Physician's Medical Questionnaire" provided to the treating Physician identifying the physical activities the employee is able to perform.



Sewer Authority Mid-Coastside

Treating Physician's Medical Questionnaire Regarding Work Restrictions-Upper Extremities *(To be completed by the employee's treating physician)*

Employee Name:	Date:
Date of Injury	Job Title:
Affected Body Part(s):	Dominant Hand: <input type="checkbox"/> Right <input type="checkbox"/> left

PLEASE MARK AS APPROPRIATE TO DESCRIBE THE INJURED WORKER'S CAPACITIES

	No	Yes	If yes, max # hours at one time
A. Simple Grasping	<input type="checkbox"/>	<input type="checkbox"/>	
B. Firm Grasping	<input type="checkbox"/>	<input type="checkbox"/>	
C. Fine Manipulation	<input type="checkbox"/>	<input type="checkbox"/>	
D. Handwriting	<input type="checkbox"/>	<input type="checkbox"/>	
E. Keyboard Operations	<input type="checkbox"/>	<input type="checkbox"/>	

	Maximum	Continuous
F. Lifting, in number of pounds	lbs.	lbs.
1. above shoulder	lbs.	lbs.
2. at shoulder level	lbs.	lbs.
3. below shoulder level	lbs.	lbs.
G. Carrying, in number of pounds	lbs.	lbs.
H. Pushing/Pulling, in number of pounds	lbs.	lbs.

PLEASE MARK AS APPROPRIATE TO DESCRIBE THE INJURED WORKER'S ABILITIES

	Continuously 6 or more hrs/day	Frequently 3 to 6 hrs/day	Occasionally 1 to 3 hrs/day	Rarely less than 10 mins/day	Never not at all
A. Reaching Forward					
1. above shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. at shoulder level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. below shoulder level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Reaching to Side					
1. above shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. at shoulder level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. below shoulder level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Elbow Movement					
1. Flexion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Extension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Rotation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Wrist Movement					
1. Flexion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Extension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Rotation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Treating Physician's Medical Questionnaire
Regarding Work Restrictions-Upper Extremities
(To be completed by the employee's treating physician)**

Restrictions – select one:	
<input type="checkbox"/> Temporary Restrictions: The limitations indicated above are temporary. They are effective from (date): _____ to (date): _____ and will be re-evaluated at the next appointment on (date): _____	OR
<input type="checkbox"/> Permanent Restrictions: I have determined that the employee will no longer be able to exceed the physical limitations indicated above.	
Comments: 	

The above represents the limitations which I would recommend the patient not exceed and within which I believe the patient could safely perform. Items left blank are not limited by the injury or illness.	
Dated this _____ day of _____ (month), _____ (year) at _____ County, California	
Physician Name:	Phone:
Physician Signature:	Date:

Inquiries?	Call:	Fax to:	Mail to:
Sewer Authority Mid-Coastside Human Resources	650-726-0124	650-726-7833	1000 Cabrillo Hwy. N. Half Moon Bay, CA 94019



Sewer Authority Mid-Coastside

Treating Physician's Medical Questionnaire Regarding Work Restrictions-Back and Lower Extremities (To be completed by the employee's treating physician)

Employee Name:	Date:
Date of Injury	Job Title:
Affected Body Part(s):	Dominant Hand: <input type="checkbox"/> Right <input type="checkbox"/> left

PLEASE MARK AS APPROPRIATE TO DESCRIBE THE INJURED WORKER'S CAPACITIES

	No	Yes	If yes, max # hours at one time
A. Standing	<input type="checkbox"/>	<input type="checkbox"/>	
B. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	
C. Walking	<input type="checkbox"/>	<input type="checkbox"/>	
	Maximum		Continuous
D. Lifting, in number of pounds	lbs.		lbs.
E. Number of hours person can work per day	hrs.		hrs.

PLEASE MARK AS APPROPRIATE TO DESCRIBE THE INJURED WORKER'S ABILITIES

	Continuously 6 or more hrs/day	Frequently 3 to 6 hrs/day	Occasionally 1 to 3 hrs/day	Rarely less than 10 mins/day	Never not at all
A. Lifting (per above limits)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Reaching Overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Driving a Motor Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Need to Change Positions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Restrictions – select one:	
<input type="checkbox"/> Temporary Restrictions: The limitations indicated above are temporary. They are effective from (date): _____ to (date): _____ and will be re-evaluated at the next appointment on (date): _____	<div style="text-align: center; font-weight: bold;">OR</div> <input type="checkbox"/> Permanent Restrictions: I have determined that the employee will no longer be able to exceed the physical limitations indicated above.
Comments:	

Treating Physician's Medical Questionnaire
Regarding Work Restrictions-Back and Lower Extremities
(To be completed by the employee's treating physician)

<p>The above represents the limitations which I would recommend the patient not exceed and within which I believe the patient could safely perform. Items left blank are not limited by the injury or illness.</p>	
<p>Dated this _____ day of _____ (month), _____ (year) at _____ County, California</p>	
<p>Physician Name:</p>	<p>Phone:</p>
<p>Physician Signature:</p>	<p>Date:</p>

Inquiries?	Call:	Fax to:	Mail to:
Sewer Authority Mid-Coastside Human Resources	650-726-0124	650-726-7833	1000 Cabrillo Hwy. N. Half Moon Bay, CA 94019



**CSRMA 2020/21 Workers' Compensation Excellence
Award Application**

Attachment 2c

"Temporary Modified/Light Duty Agreement" form used to document how an injured employee's job duties are being temporarily modified including the time period.



Sewer Authority Mid-Coastside

Temporary Modified/Light Duty Agreement

Check one:

Industrial Non-Industrial

Today's Date _____

Employee Name	
Classification/Job Title	
Date of Injury/ Onset of illness	
Health Care Provider	
Brief description of Injury (e.g., sprained right wrist, dislocated shoulder, etc.)	
Date Assigned to Temporary Light Duty by Health Care Provider:	
Assignment Start Date: _____	Assignment End Date: _____
Description of Work Restrictions, per Health Care Provider (List specifically what is stated in medical note)	
Assignment Type Offered <input type="checkbox"/> Modified <input type="checkbox"/> Light Duty	
Description of Accommodations(s) Offered:	
Work Schedule <input type="checkbox"/> Unchanged <input type="checkbox"/> Changed	
Work Hours per Day from _____ am/pm to _____ am/pm	
Assigned Supervisor's Name, if different:	
Assignment Not Available. Reason/Discussion Point:	

- Temporary Modified/Light Duty assignments are intended to assist in the Employee's recovery until medical restrictions change, or until the assignment is completed, or as otherwise determined by the Authority.
- At the end of this Temporary Modified/Light Duty Assignment, the Authority will engage in an interactive process with the Employee to determine whether or not a new Temporary Modified/Light Duty Assignment can be assigned based on the Employee's physical restrictions and the availability of temporary work.

I agree to follow and adhere to the temporary work restrictions as prescribed above by my treating Health Care Provider. I also understand if I am asked to perform any work assignments or activities that I believe are unsafe or exceed my work restrictions, I will immediately report the situation to my direct supervisor and Human Resources, and I will not perform these activities. I also agree I will immediately report to my direct supervisor and to Human Resources if any of the job activity causes me discomfort, is causing pain or makes my medical condition worse.

I understand my employer has offered me a TMLD assignment as a way to support me to maintain work patterns and income while I continue to medically improve. I understand TMLD assignments typically will not normally exceed a maximum of 90 days, and TMLD Assignment does not imply entitlement to a permanently modified position. This TMLD Assignment may be extended upon approval at 45-day intervals if I continue to medically improve, as evidenced by reduced restrictions. I understand it is my responsibility to provide Human Resources with a new medical notice at the conclusion of the initial approval period. I understand this approval period ends on the date listed above and will not be extended, and my TMLD Assignment may be ended, unless I provide additional needed medical certification. I also understand that this assignment will end immediately when my condition has reached permanent and stationary status and if I am provided with permanent restrictions.

HR Signature: _____ Date: _____

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____



**CSRMA 2020/21 Workers' Compensation Excellence
Award Application**

Attachment 2d

"Interactive Process Checklist": used to document the interactive process
for permanently disabled employees



Sewer Authority Mid-Coastside

Interactive Process Checklist for Permanently Disabled Employees

Step 1. INTERACTIVE PROCESS PROCEDURES:

- Discuss with the Employee, the Supervisor and Management the possibility of modifying the Employee's Usual & Customary position.
 - A. List the essential and marginal functions of the position or attach the Job Description. Place a check mark next to each function that is affected by the Employee's physical restrictions.
 - B. Discuss possible accommodations that would enable the Employee to perform the position. Document each accommodation suggested by or discussed with the Employee. Note: The employee must be able to perform the essential functions of the position either with or without accommodation; however, a possible accommodation could be the elimination of a marginal function from the job description.
 - C. If an appropriate accommodation is identified, describe the accommodation, and indicate any associated costs. Also describe the rationale for selecting this accommodation if more than one possibility was explored.

If an appropriate Modification of the Usual & Customary position is not identified:

- Conduct a search of the open positions first throughout the Employee's Department and then throughout other Departments. Determine if any open positions may be appropriate for the Employee with or without accommodation. Take into consideration union regulations pertaining to classifications. If one or more positions are identified, follow "B" above for each position. If no accommodation is necessary, or if an appropriate accommodation is identified, then proceed to Step 2. If an appropriate position is not identified, continue below.

In no possible positions are identified in the search:

- Send to the employee a list of the available positions throughout the Agency. Meet with the employee and the Department Manager for any appropriate positions to determine if the position would be appropriate for the employee with or without accommodations. Take into consideration union regulations pertaining to classifications. ***Proceed to Step 2 whether or not an appropriate position is identified.***

Step 2. If a position is identified that can be offered to the Employee:

- Advise the claims examiner that you will be providing a modified duty job offer to the Employee.
- Send modified duty job offer letter to Employee and require that they sign it.
- Inform the claims examiner whether or not the Employee accepts the job offer.
- If the Employee rejects the offer, discuss with Human Resources separation of employment.



CSRMA 2020/21 Workers' Compensation Excellence Award Application

Attachment 3

For each work group at SAM, tasks/equipment that if Operated/performed incorrectly, is likely to cause any of the following:

- a. Injury to the employee performing the task
- b. Injury to a co-worker
- c. Damage to agency property
- d. Damage to private property

A risk score of 1 – 3 has been assigned on each of the 4 criteria listed above, with the total score.

PRIORITIZING JOB HAZARD TASKS								
JOB HAZARD ANALYSIS								
			If Operated or Performed Incorrectly, the Likelihood of Each of the Following (1 = low, 3 = high):					
Item #	Task	Department	Injury to the Employee Performing the Task/Operating the Equipment	Injury to a Co-Worker	Damage to Agency Property	Damage to Private Property	Regulatory Risk	Add Across for Total Risk Score
1	Working in the Street/Hwy	Collections	3	3	3	3	1	13
2	Getting Sprayed by Stuff	Collections	3	3	3	3	2	14
3	Black Widows	Collections	3	1	1	1	1	7
4	Rodents	Collections	3	1	1	1	1	7
5	Dogs	Collections	3	1	1	1	1	7
6	Going Onto People's Property	Collections	3	1	1	3	1	9
7	Working in the Easements	Collections	3	3	2	1	1	10
8	Slips, Trips and Falls	Collections	3	3	1	1	1	9
10	Walking on the Cliff to Clean Manholes	Collections	3	3	3	3	1	13
11	Working with SAM 10-Hydro	Collections	3	3	3	1	1	11
12	Dealing with Airborne Pathogens	Collections	3	3	1	1	1	9
1	Alarms Testing (Weekly)	Maintenance	3	3	3	1	3	13
2	Pump Deragging	Maintenance	3	3	3	1	1	11
3	Generator Testing	Maintenance	3	3	3	1	1	11
4	Confined Space Entry	Maintenance	3	3	3	1	3	13
5	ARV/AVRV Servicing	Maintenance	3	1	3	1	1	9
6	Power Tools Usage	Maintenance	3	3	3	1	1	11
7	Belts Replacement	Maintenance	3	3	3	1	1	11
8	Bearings Regreasing	Maintenance	3	3	3	1	1	11
9	HVAC Units Inspection	Maintenance	3	3	3	1	1	11

PRIORITIZING JOB HAZARD TASKS								
JOB HAZARD ANALYSIS								
			If Operated or Performed Incorrectly, the Likelihood of Each of the Following (1 = low, 3 = high):					
Item #	Task	Department	Injury to the Employee Performing the Task/Operating the Equipment	Injury to a Co-Worker	Damage to Agency Property	Damage to Private Property	Regulatory Risk	Add Across for Total Risk Score
10	Middle of the Night Callouts	Maintenance	3	1	3	1	3	11
11	Oil Changes at Plant	Maintenance	3	1	3	1	1	9
12	Cleaning Wet Wells	Maintenance	3	3	3	1	1	11
13	Electrical Trouble Shooting	Maintenance	3	3	3	1	1	11
14	Lifting Pumps from Wet Well	Maintenance	3	3	3	1	1	11
15	Working Under Heavy Equipment	Maintenance	3	3	3	1	1	11
16	Transporting Heavy Pumps	Maintenance	3	3	3	1	1	11
17	Working on Ladders	Maintenance	3	3	3	1	1	11
18	Cleaning/Pulling Floats/Transducers from Wet Well	Maintenance	3	3	3	1	1	11
19	Operating Hoist on Truck	Maintenance	3	3	3	1	1	11
20	Driving Company Vehicles	Maintenance	3	3	3	3	1	13
21	Operating Landscaping Tools	Maintenance	3	3	3	1	1	11
22	Filling Diesel in Generators/Equipment at Plant	Maintenance	3	3	3	1	1	11
1	Sludge Pump De-Ragging (Monthly)	Operations	3	3	3	1	1	11
2	Collect Lab Samples (Daily)	Operations	3	1	1	1	3	9
3	Check Blankets - Primary & Secondary	Operations	3	3	1	1	2	10
4	Unplug Recirculation Pumps (Digester) as Needed	Operations	3	3	3	1	1	11
5	Bleach/Clean SO2 Lines (Monthly)	Operations	3	1	1	1	3	9
6	Clean Contact Tanks (Monthly)	Operations	1	1	1	1	2	6
7	Start, Monitor and Clean Belt Press (3 Times per Week)	Operations	3	1	3	1	1	9

PRIORITIZING JOB HAZARD TASKS								
JOB HAZARD ANALYSIS								
			If Operated or Performed Incorrectly, the Likelihood of Each of the Following (1 = low, 3 = high):					
Item #	Task	Department	Injury to the Employee Performing the Task/Operating the Equipment	Injury to a Co-Worker	Damage to Agency Property	Damage to Private Property	Regulatory Risk	Add Across for Total Risk Score
8	Perform Lab Analysis	Operations	3	1	3	1	1	9
9	Cl2 and SO2 Residuals Checks	Operations	3	1	3	1	1	9
10	Replace Polymer Tote Bins for Press (Filter Press) as Needed	Operations	3	3	1	1	1	9
11	LOTO	Operations	3	3	3	1	3	13
12	Clean Skimmers - Primary Trough	Operations	1	1	1	1	1	5
13	Headworks - Hosing Barscreens	Operations	2	2	1	1	1	7
14	Catwalks (Opening Gates to Move Solids)	Operations	3	3	3	1	1	11
15	Checking/Operating RDT	Operations	2	2	2	1	1	8
16	Pump Deragging	Operations	3	3	3	1	1	11
17	Chemical Tubing Change	Operations	3	3	1	1	2	10
18	Ferric Filter Cleaning	Operations	3	1	2	1	1	8
19	Poly Tote Replacement	Operations	3	3	1	1	1	9
20	Sludge Pump/Pump Cleaning	Operations	2	1	2	1	1	7
21	Headworks Inspection	Operations	3	3	3	1	3	13
22	Influent Wet Well Grit Removal	Operations	3	3	3	1	3	13
23	Adjust Grit Air Blower Valves	Operations	3	3	3	1	1	11
24	Primary Sludge Pumps Cleaning	Operations	3	3	3	1	1	11
25	Aeration Basin Inspection and Cleaning	Operations	3	3	3	1	1	11
26	Digester Mixing Operation	Operations	3	3	3	1	1	11
27	Belt Filter Press Operation	Operations	3	3	3	1	1	11
28	Chlorine Contact Tank Cleaning	Operations	3	3	3	1	1	11



CSRMA 2020/21 Workers' Compensation Excellence Award Application

Attachment 4

For the 10 tasks/equipment that have the highest risk scores
identified in #3:

- a. Job hazard evaluation.
- b. Ensure an SOP has been developed with the completed JHA incorporated.

10 TASKS/EQUIPMENT THAT HAVE THE HIGHEST RISK SCORES IDENTIFIED								
			If Operated or Performed Incorrectly, the Likelihood of Each of the Following (1 = low, 3 = high):					
Item #	Task	Department	Injury to the Employee Performing the Task/Operating the Equipment	Injury to a Co-Worker	Damage to Agency Property	Damage to Private Property	Regulatory Risk	Add Across for Total Risk Score
1	Working in the Street/Hwy	Collections	3	3	3	3	1	13
2	Getting Sprayed by Stuff	Collections	3	3	3	3	2	14
3	Walking on the Cliff to Clean Manholes	Collections	3	3	3	3	1	13
4	Alarms Testing (Weekly)	Maintenance	3	3	3	1	3	13
5	Confined Space Entry	Maintenance	3	3	3	1	3	13
6	Driving Company Vehicles	Maintenance	3	3	3	3	1	13
7	Sludge Pump De-Ragging (Monthly)	Operations	3	3	3	1	1	11
8	LOTO	Operations	3	3	3	1	3	13
9	Head Works Inspection	Operations	3	3	3	1	3	13
10	Influent Wet Well Grit Removal	Operations	3	3	3	1	3	13

Sewer Authority Mid-Coastside

Standard Operating Procedures



Temporary Traffic Control Zones

Table of Contents	
Temporary Traffic Control - Process Description	3
Temporary Traffic Control - Zones	4
Temporary Traffic Control - Setup	6
Temporary Traffic Control - Removal	8

Process Description

Process Description

Sewer Authority Mid-Coastside limits its temporary traffic control zones to minimal traffic control scenarios, saving the larger project for third party contractors specializing in complicated traffic control scenarios.

Process Requirements

General Considerations:	<ul style="list-style-type: none"> • Always follow the latest CA MUTCD guidelines • Avoid work in high-traffic areas • Schedule work during low traffic periods • Access to driveways must always be maintained unless other arrangements are made. • Pedestrian controls must be provided.
Personnel Required:	<ul style="list-style-type: none"> • 1 Worker
Tools Needed:	<ul style="list-style-type: none"> • n/a
Safety Considerations:	<ul style="list-style-type: none"> • Create a Site-specific plan • Avoid Blind Spots
Safety Equipment:	<ul style="list-style-type: none"> • Appropriate high-visibility apparel (ANSI) • Appropriate traffic control devices

Next

Temporary Traffic Control Zones

Temporary Traffic Control Zones, at a minimum, consist of the following four elements:

1. Advance Warning Area
2. Transition Area
3. Activity Area
4. Termination Area

1. Advance Warning Area

▶ The advance warning area is the section of highway where road users are informed about the upcoming work zone or incident area.

2. Transition Area

▶ The transition area is that section of highway where road users are redirected out of their normal path. Transition areas usually involve strategic use of tapers, which because of their importance are discussed separately in detail, in the MUTCD.

3. Activity Area

▶ The activity area is the section of the highway where the work activity takes place. It is comprised of the workspace, the traffic space, and the buffer space.

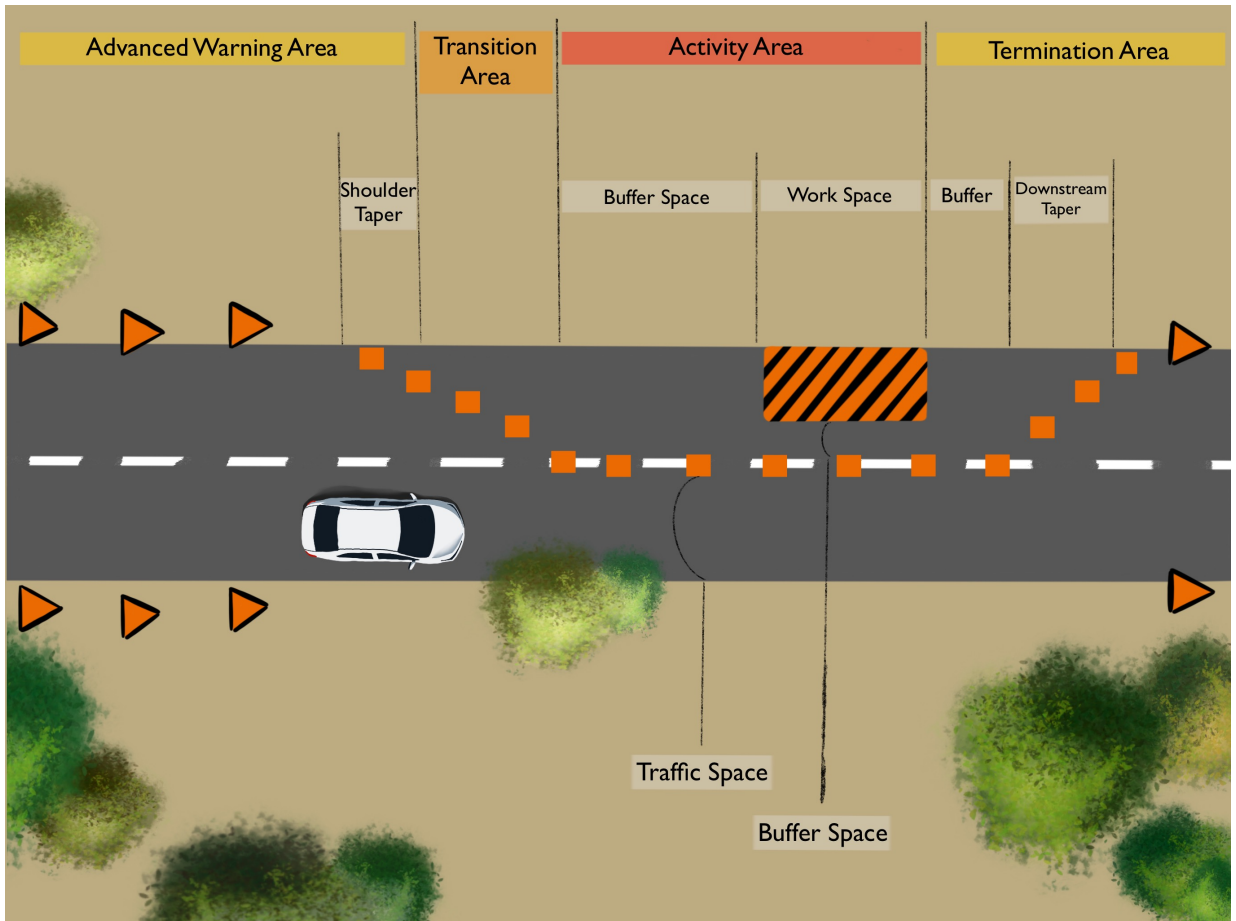
4. Termination Area

▶ The termination area is the section of the highway where road users are returned to their normal driving path. The termination area extends from the downstream end of the work area to the last temporary traffic control device such as "END ROAD WORK" signs, if posted.

See diagram on *Page 4*

Next

Temporary Traffic Control Zones



The *Sewer Authority Mid-Coastside* will subcontract more complicated temporary traffic control projects to third parties specializing in traffic control work. Some examples of more complicated work includes, but is not limited to:

1. Tapers
2. Detours and Diversions
3. One-Lane, Two-Way Traffic Control
4. Flagger Method of One-Lane, Two-Way Traffic Control
5. Flag Transfer Method of One-Lane, Two-Way Traffic Control
6. Pilot Car Method of One-Lane, Two-Way Traffic Control
7. Pilot Car Method of One-Lane, Two-Way Traffic Control
8. Temporary Traffic Control Signal Method of One-Lane, Two-Way Traffic Control
9. Stop or Yield Control Method of One-Lane, Two-Way Traffic Control

Temporary Traffic Control - Setup

1

Create a plan with your team and determine which traffic control devices are needed.



2

Verify that your traffic control plan aligns with the CA MUTCD.



3

Review safe procedures with your team, including proper personal protective equipment.



4

Install your advance warning signs in the Advance Warning Area.

Next

Temporary Traffic Control - Setup

5

Install traffic control devices in the **Transition Area** with the flow of traffic.



6

Install traffic control devices along the **Activity Area**.



7

Install traffic control devices for the **Termination Area** with the flow of traffic.

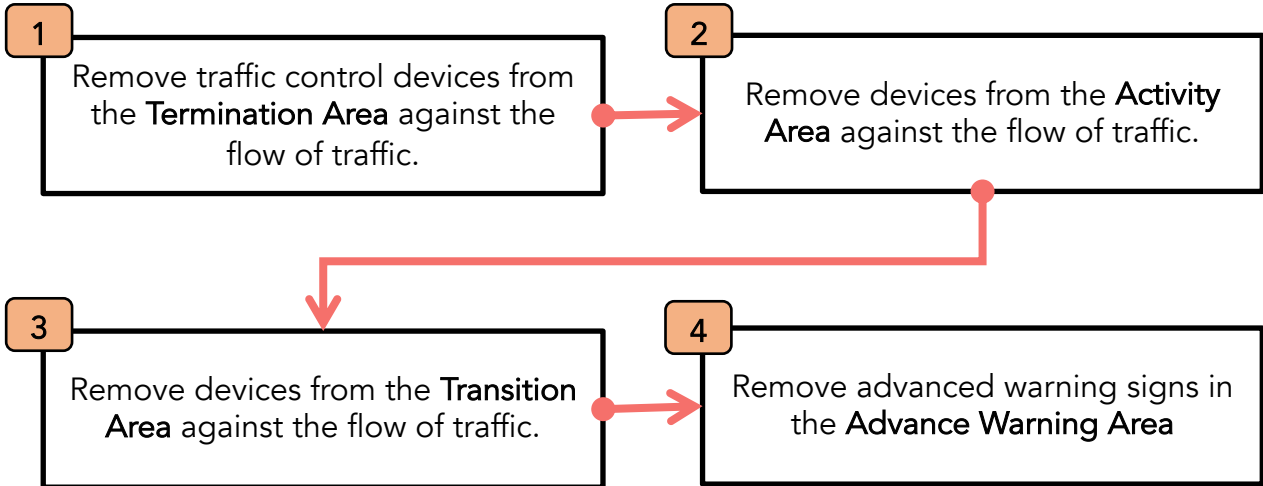
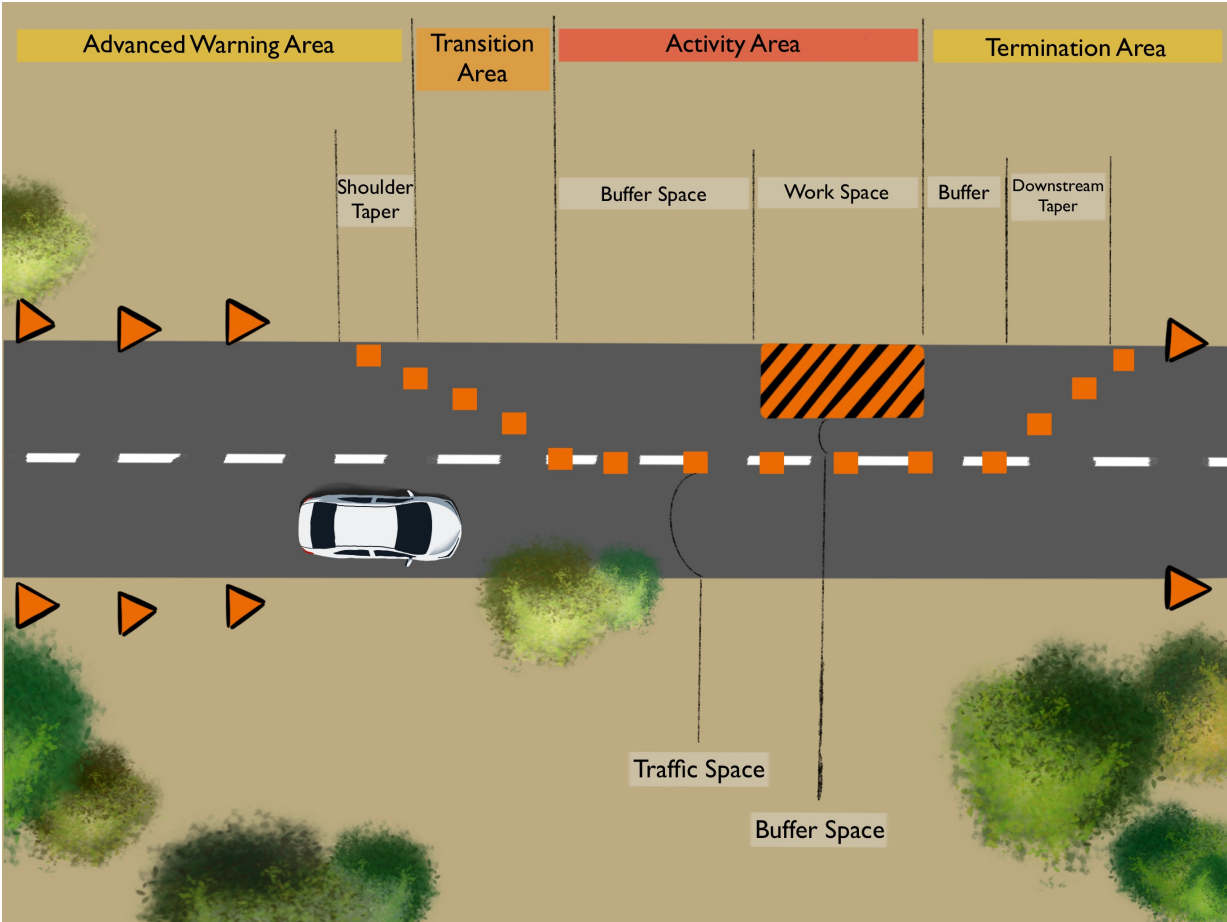


8

Drive through the traffic control zone to verify its effectiveness. Make changes, as necessary.

Done!

Temporary Traffic Control - Removal



Done!

Sewer Authority Mid-Coastside

Standard Operating Procedures



Splash-back Hazard
Safety & Prevention

Table of Contents	
Job Hazard Analysis	3
PPE & Hygiene	4
Spraying Prep	5
Safety While Spraying	6

Job Hazard Analysis

Process Description

This SOP provides safety guidelines to be adhered to while spraying down and cleaning around sewage. Take as many precautions as possible to prevent harm or disease.

View CDC, OSHA and ANSI guidelines for the most up-to-date and comprehensive guidelines.

Process Requirements

General Considerations:	<ul style="list-style-type: none"> • Consider the environment and weather before spraying and adjust, as necessary.
Personnel Required:	<ul style="list-style-type: none"> • Minimum one worker
Tools Needed:	<ul style="list-style-type: none"> • Hose • Nozzles (as needed) • Cones and signs (as needed)
Safety Considerations:	<ul style="list-style-type: none"> • Slips, trips and falls • Splashing • Public safety
Safety Equipment:	<ul style="list-style-type: none"> • Eye protection • Gloves • Long pants • Long sleeves • Eye-flushing kit

Next

PPE & Hygiene



- Always wear safety glasses, rubber gloves, long sleeves, and long pants when cleaning.
- Be sure to have an eye-flushing kit near-by.
- Dispose of gloves worn while spraying and wash your hands when you are done.
- Clean any contaminated clothing.
- Do not chew gum or tobacco while spraying.
- Open wounds must be covered with clean, dry bandages.

Next

Spraying Prep



- Keep the public away from the spray zone.
- Be aware of anyone walking towards the spray zone.
- Communicate with your colleagues before spraying.

Next

Safety While Spraying



- Before starting work determine the best possible direction to spray from.
- Avoid spraying in high winds.
- Avoid spraying at sharp angles.
- Always Spray away from you.
- When possible, stand far enough back to avoid splash zones.

Done!

Sewer Authority Mid-Coastside

Standard Operating Procedures



Manhole Cleaning Safety at Niagara Ave. Cliffside Manholes

Table of Contents	
Niagara Ave – Process Description	3
Niagara Ave – Overhead Map	4
Niagara Ave – Manhole Cleaning Safety	5

Manhole Cleaning Safety – Niagara Ave.

Process Description

This SOP describes safety measures to be taken while working along the cliffs at the Niagara Ave manholes & Lift Station. Due to loose soil and other tripping hazards, extra care must be taken.

Follow the SOP specific to the Combination Truck in use, for Vector, hose & reel operation.

Process Requirements

General Considerations:	<ul style="list-style-type: none"> • Do not exit the pathway • Stay away from the cliffs-edge • Be aware of the public and pedestrians
-------------------------	---

Personnel Required:	<ul style="list-style-type: none"> • Minimum 3 collections worker
---------------------	--

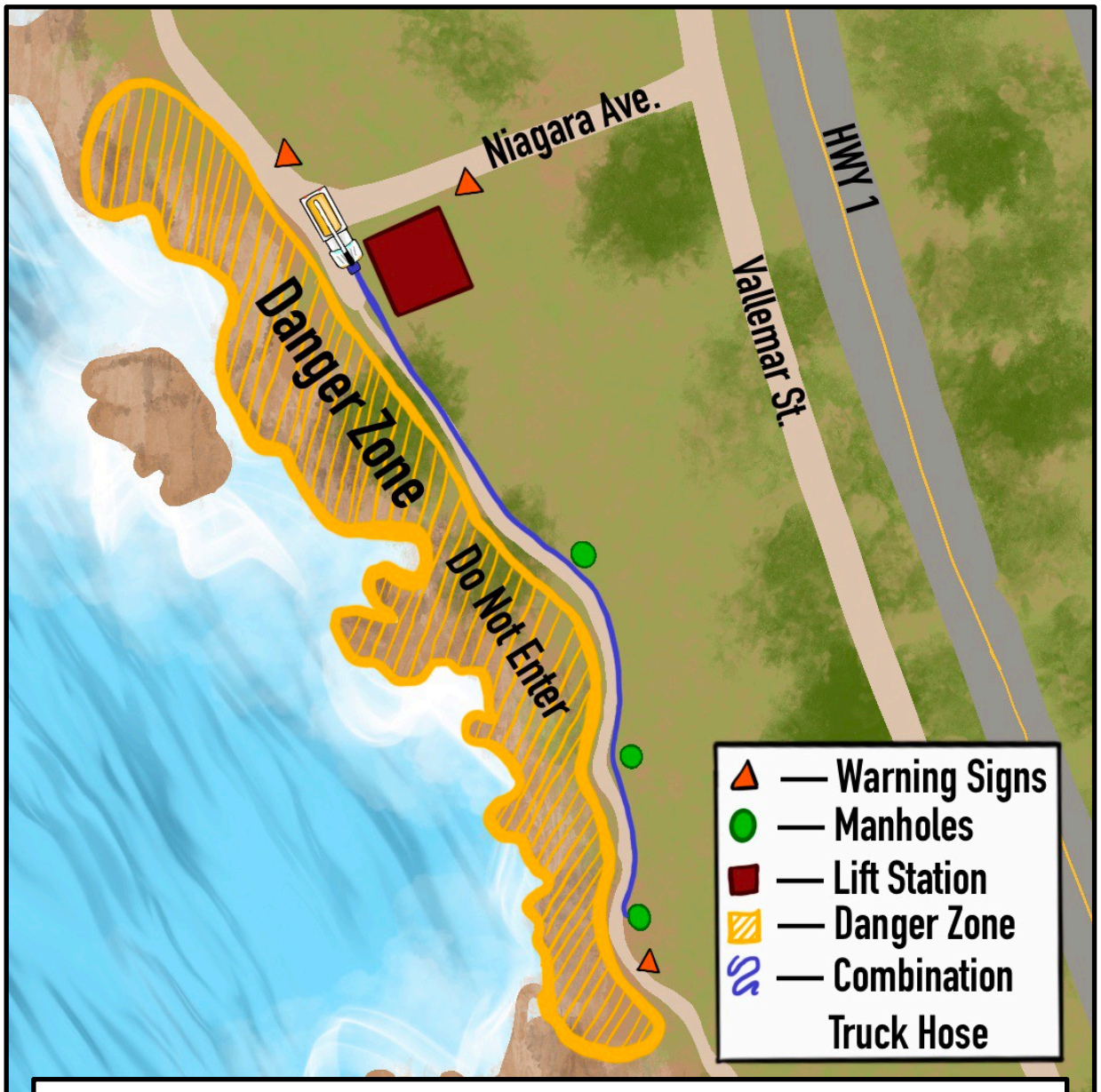
Tools Needed:	<ul style="list-style-type: none"> • Vector 2100 Combination truck • Appropriate Hose Nozzles
---------------	---

Safety Considerations:	<ul style="list-style-type: none"> • Slips, trips & falls • Public Safety
------------------------	---

Safety Equipment:	<ul style="list-style-type: none"> • Boots • Gloves • Safety glasses • Signage
-------------------	--

Next

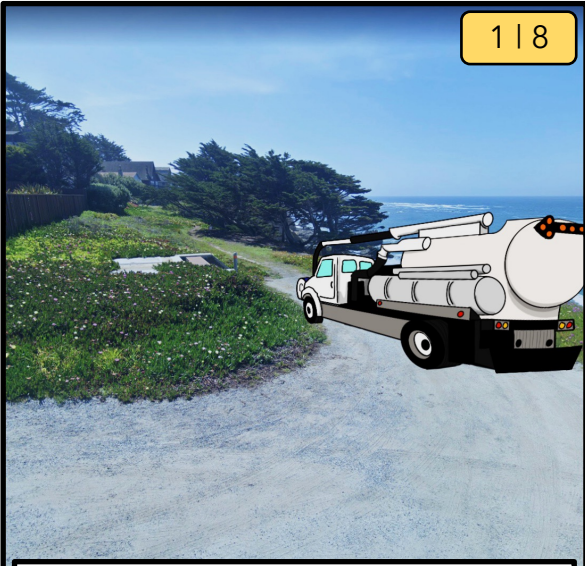
Manhole Cleaning Safety – Niagara Ave.



Overhead map of Niagara Ave. Work Zone

Next

Manhole Cleaning Safety – Niagara Ave.



1 | 8

Position the Vector Combination Truck with the hose reel facing the pathway.



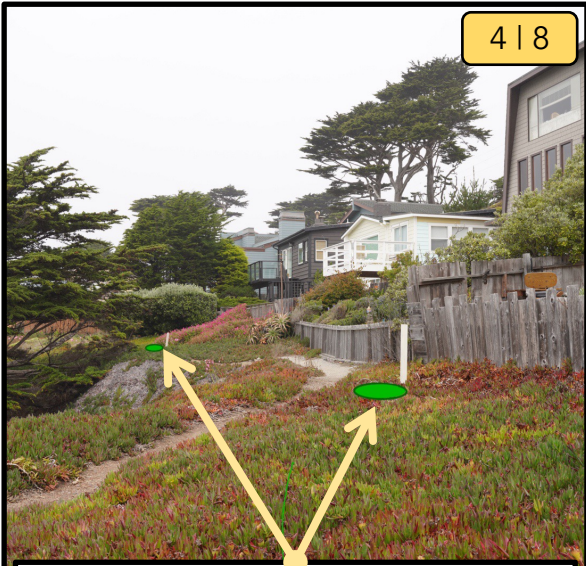
2 | 8

Set up cones and signs as necessary to keep the public out of your work zone.



3 | 8

Purge all excess water from the hose to reduce its weight when carrying it to the manhole.



4 | 8

Determine which manhole(s) need to be cleaned.

Next

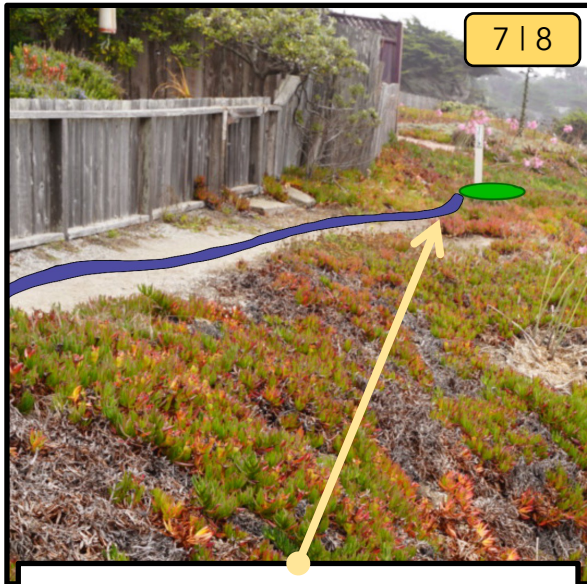
Manhole Cleaning Safety – Niagara Ave.



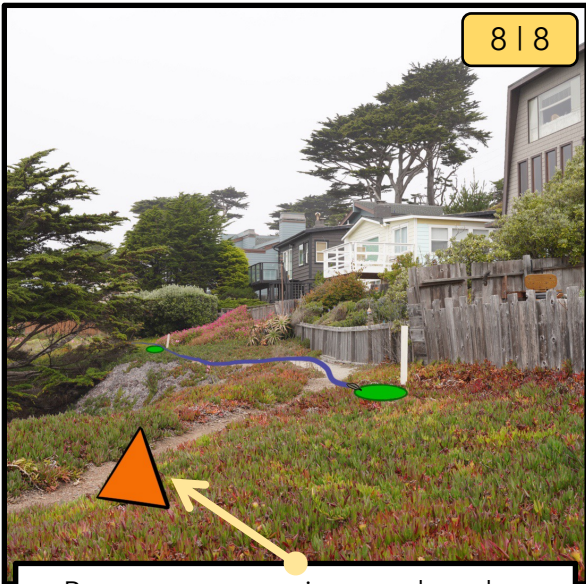
Watch your step while walking up and down tight pathways.



Take note of the pathway and the Danger Zone before moving any equipment.



Use three workers to move the hose into position: one worker controlling the reel, and two carrying the hose.



Be sure to set up signs on the other side of the work to be done along the path to warn any pedestrians coming the opposite direction.

Done!

Sewer Authority Mid-Coastside

Standard Operating Procedures



Lift Station Alarm Systems Testing General Procedure

Table of Contents	
Security	3
Wet Well	5
Transducer	8
Isolation Valves	12
Float Alarm	15
Generator & Utility Power	18

Security

Process Description

Generally inspect the premises of the lift station upon arrival, checking for damage, vandalism, and hazards.

Process Requirements

General Considerations:	
Personnel Required:	<ul style="list-style-type: none"> One Maintenance Worker
Tools Needed:	<ul style="list-style-type: none"> Keys for lift station access Flashlight Camera
Safety Considerations:	<ul style="list-style-type: none"> Slips, trips, and falls
Safety Equipment:	

Next

Security Inspection



Upon pulling up to the lift station, take note and remove (if possible) any obstructions to the station access.



Look for any broken or missing locks, signs, fencing, lights, or any signs of vandalism.



Using the information gathered, fill out the "Security" section of the Station Inspection Work Order.

Done!

Wet Well

Process Description

Inspect the Wet Well and record your findings. Prepare for Wet Well cleaning and alarm testing.

Process Requirements

General Considerations:	<ul style="list-style-type: none"> • Pay close attention to grease and debris build up
Personnel Required:	<ul style="list-style-type: none"> • One Maintenance Worker
Tools Needed:	<ul style="list-style-type: none"> • Work order sheet • Pen
Safety Considerations:	<ul style="list-style-type: none"> • Slips, trips, and falls • Keep fall protection grates closed during inspection
Safety Equipment:	<ul style="list-style-type: none"> • Fall Protection grating • Gloves

Next

Wet Well



Open up the wet well access hatch.



Visually inspect the well for grease and debris.



Inspect the transducer for signs of grease build-up.

Sewer Authority Mid-Coastside
Station Inspection Work Order

Work Order Number: _____

Main Task: _____ Start Date/Time: _____

Agency: _____ End Date/Time: _____

Station: _____ Inspection Date: _____

Agency: _____

Level		Well	
Transducer Grease	<input type="checkbox"/> None <input type="checkbox"/> Light <input type="checkbox"/> Med <input type="checkbox"/> Heavy	Grease Level	<input type="checkbox"/> None <input type="checkbox"/> Light <input type="checkbox"/> Med <input type="checkbox"/> Heavy
Grease Cleaned	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Debris Level	<input type="checkbox"/> None <input type="checkbox"/> Light <input type="checkbox"/> Med <input type="checkbox"/> Heavy
Comment		Comment	

Security

Fence/Gate Condition	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	Missing/Damaged Signs	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Lighting (incl dry wells)	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	Signs of Vandalism	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Access to Station	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	Missing Locks	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Comment			

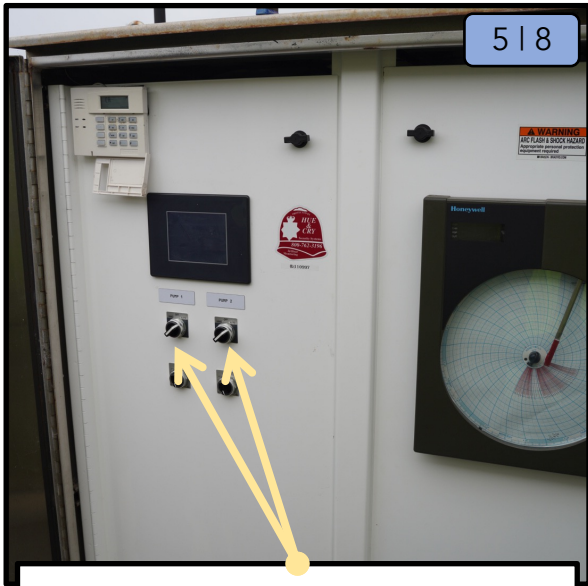
Pump 1	Pump 2	Pump 3	Pump 4
Amps _____	Amps _____	Amps _____	Amps _____
Hours _____	Hours _____	Hours _____	Hours _____
Unusual Noise <input type="checkbox"/> Yes <input type="checkbox"/> No	Unusual Noise <input type="checkbox"/> Yes <input type="checkbox"/> No	Unusual Noise <input type="checkbox"/> Yes <input type="checkbox"/> No	Unusual Noise <input type="checkbox"/> Yes <input type="checkbox"/> No
Comment			

Isolation Valves		Check Valves	
Smooth Rotation	<input type="checkbox"/> Yes <input type="checkbox"/> No	Back Flow Noise	<input type="checkbox"/> Yes <input type="checkbox"/> No
Leaks	<input type="checkbox"/> Yes <input type="checkbox"/> No	Leaks	<input type="checkbox"/> Yes <input type="checkbox"/> No
Turning Torque	<input type="checkbox"/> Easy <input type="checkbox"/> Med <input type="checkbox"/> Hard	Ease of Operation	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor

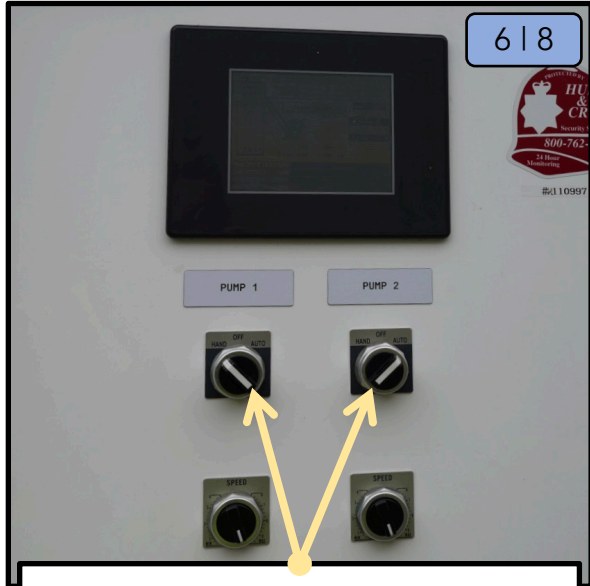
Note the amount of grease and debris on the Station Inspection Work Order.

Next

Wet Well



With the hatch open, locate the pump HOA switch(es).



Turn one pump at a time from "Auto" to "Hand" and listen for any irregularities.



Check that the level on the read-out drops minimum of 0.2 feet.



Note all findings on the Station Inspection Work Order and return all pumps to the "Auto" position.

Done!

Transducer

Process Description

Inspect the transducer on a monthly basis.

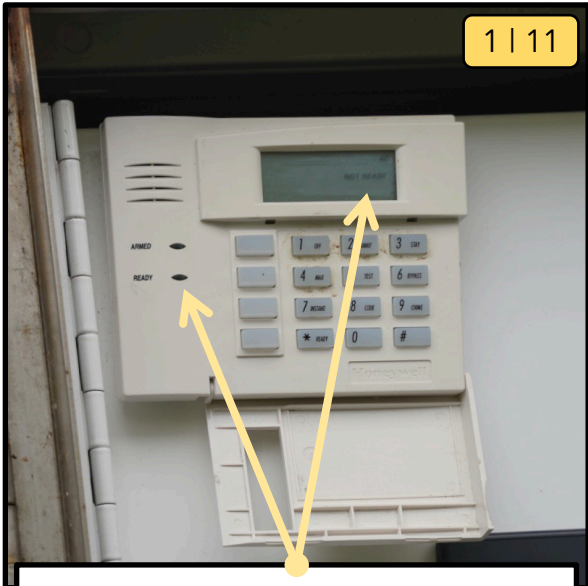
Clean the transducer on an as needed basis.

Process Requirements

General Considerations:	<ul style="list-style-type: none"> • Lift the transducer out of the wet well for a closer inspection of the unit.
Personnel Required:	<ul style="list-style-type: none"> • One Maintenance Worker
Tools Needed:	<ul style="list-style-type: none"> • Bucket • Rag • Degreaser spray bottle • Knife • Scissors
Safety Considerations:	<ul style="list-style-type: none"> • Managing sewage spatter • Cuts from sharp tools • Slips, trips and falls
Safety Equipment:	<ul style="list-style-type: none"> • Boots • Gloves • Eye protection

Next

Transducer



Be sure that all alarms are off. The code should show "Ready" with the green light illuminated.



Grab all tools needed for the process –listed on the previous page.



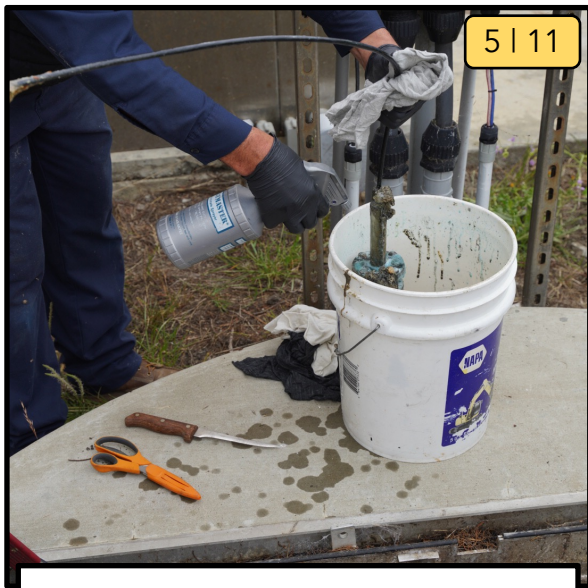
Pull up the transducer. As you do the alarm should sound.



Using a rag, hold the transducer over the bucket.

Next

Transducer



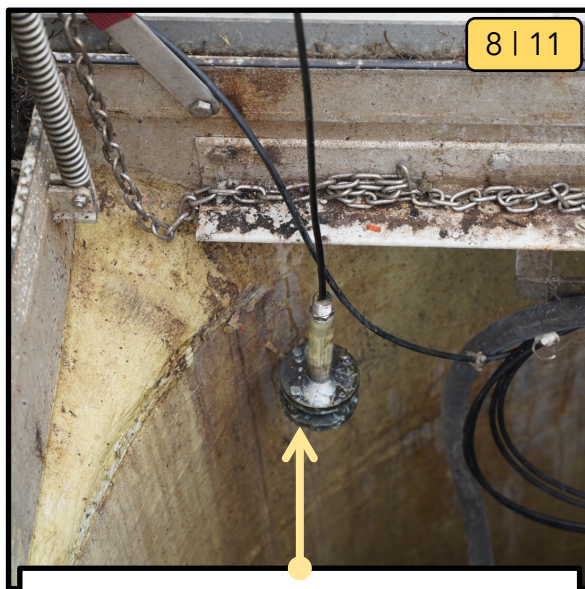
Use the degreaser to spray and clean off any build-up.



Use the knife as needed to scrape off larger debris.



Continue spraying with the degreaser until the transducer is clean.



Replace the Transducer in the wet well.

Next

Transducer



9 | 11

Dispose of the rags left in the bucket back at the plant.



10 | 11

To clear the alarm code, enter the code on the key pad. Wait for an audible beep, then enter the code once more. *Code at time of SOP creation: 12341*



11 | 11

Be sure to clear any alarms that may have been set off on the touch screen HMI as well.

Done!

Inspecting the Isolation Valves

Process Description

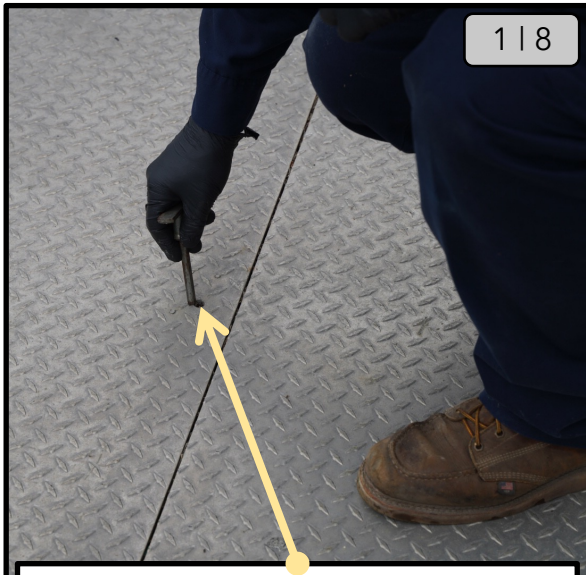
Generally inspect and exercise the isolation valves.
Listen for back-flow noises coming from the check valves.
Lubricate valves as needed.

Process Requirements

General Considerations:	<ul style="list-style-type: none"> Certain vaults may be considered confined space; a second person would be required.
Personnel Required:	<ul style="list-style-type: none"> Minimum One Maintenance Worker
Tools Needed:	<ul style="list-style-type: none"> Vault Hatch Key
Safety Considerations:	<ul style="list-style-type: none"> Slips, trips, and falls Check atmosphere inside tight vaults Ventilate the vault as needed
Safety Equipment:	<ul style="list-style-type: none"> Gas Analyzer

Next

Inspecting the Isolation Valves



118

Use the key to open the valve vault access hatch.



218

Visually inspect all components in the valve vault.



318

Check that the pressure meters show a normal range.

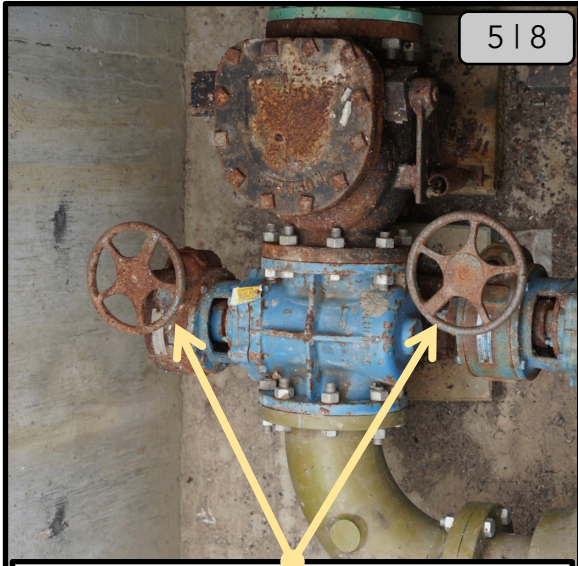


418

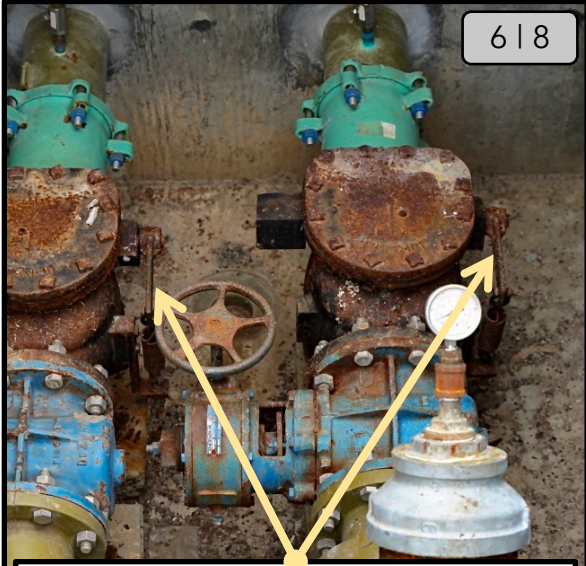
Turn off pump 1 at the HOA.

Next

Inspecting the Isolation Valves



Exercise the corresponding isolation valve.



Inspect the corresponding check valve operation by cycling the pump. Check for flapper arm movement and broken or missing return spring.



Turn the pump back on at the HOA. Repeat the process for each pump.

Grosses Cleaned <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		Debris Level <input type="checkbox"/> None <input type="checkbox"/> Light <input type="checkbox"/> Heavy	
Comment		Comment	
Security			
Fence/Gate Condition <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor		Missing/Damaged Signs <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Lighting (incl dry wells) <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor		Signs of Vandalism <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Access to Station <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor		Missing Locks <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Comment			
Pump 1	Pump 2	Pump 3	Pump 4
Amps _____	Amps _____	Amps _____	Amps _____
Hours _____	Hours _____	Hours _____	Hours _____
Unusual Noise <input type="checkbox"/> Yes <input type="checkbox"/> No	Unusual Noise <input type="checkbox"/> Yes <input type="checkbox"/> No	Unusual Noise <input type="checkbox"/> Yes <input type="checkbox"/> No	Unusual Noise <input type="checkbox"/> Yes <input type="checkbox"/> No
Comment			
Isolation Valves		Check Valves	
Smooth Rotation <input type="checkbox"/> Yes <input type="checkbox"/> No		Back Flow Noise <input type="checkbox"/> Yes <input type="checkbox"/> No	
Leaks <input type="checkbox"/> Yes <input type="checkbox"/> No		Leaks <input type="checkbox"/> Yes <input type="checkbox"/> No	
Turning Torque <input type="checkbox"/> Easy <input type="checkbox"/> Med <input type="checkbox"/> Hard		Ease of Operation <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Valve Condition <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor		Tension Springs <input type="checkbox"/> Loos <input type="checkbox"/> Missing	
Comment			
Backup HL Alarm Test <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Power Failure Alarm Test <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Company Response <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Generator	
Fuel Level <input type="checkbox"/> Full <input type="checkbox"/> 1/2 <input type="checkbox"/> Empty	Run Hours _____	Run Test	
Fuel Topped Off <input type="checkbox"/> Yes <input type="checkbox"/> No	Maint Run Time _____	Failed to Start <input type="checkbox"/>	Over Speed <input type="checkbox"/>
		Block Heater <input type="checkbox"/>	Main Breaker <input type="checkbox"/>

Note the condition of the valves in the Station Inspection Work Order.

Done!

Float Alarm

Process Description

Float alarm testing should be done on a weekly basis.

Process Requirements

General Considerations:

Personnel Required:

- One Maintenance Worker

Tools Needed:

Safety Considerations:

- Slips, trips and falls

Safety Equipment:

Next

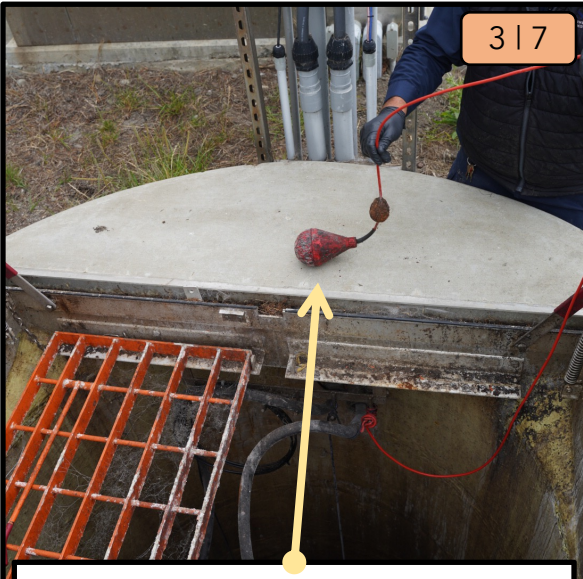
Float Alarm



Check that all alarms are off. The code should show "Ready" with the green light illuminated.



At the wet well, pull up the high level float device.



Tilt the device onto its side. An alarm should sound.



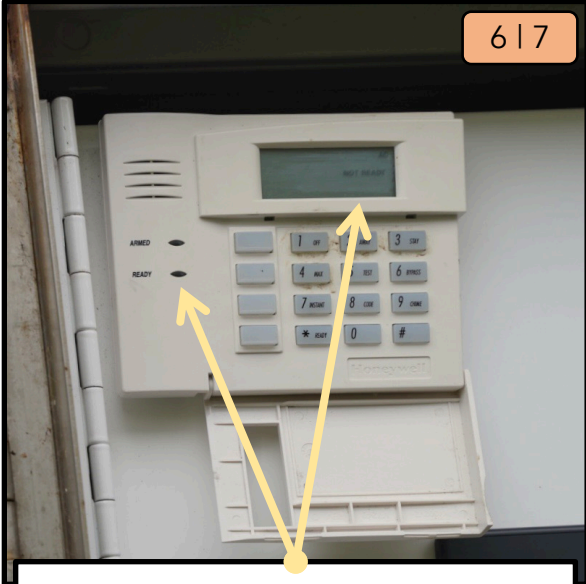
Return the float device back into the wet well.

Next

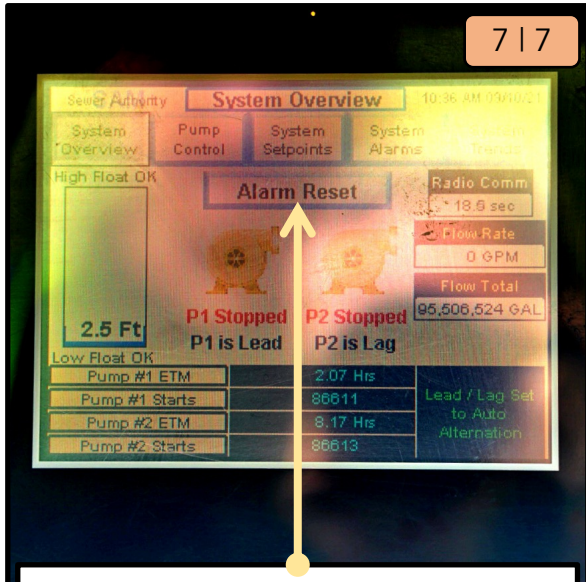
Float Alarm



Clear the alarm using the code on the key pad.



The read out should now display "Ready" with the green light illuminated.



Be sure to clear any alarms that may have been set off on the touch screen HMI.

Done!

Generator & Utility Power

Process Description

Inspection should happen weekly, which includes a weekly alarms testing and inspection.

The utility power should be shut off and the generator run for an hour, once a month.

For each alarm code, the alarm company will call. The on-call operator must document each occurrence.

Process Requirements

General Considerations:	<ul style="list-style-type: none"> • The generator is typically loud • May have to clean generator of rodent debris prior to running
-------------------------	--

Personnel Required:	<ul style="list-style-type: none"> • One Maintenance Worker
---------------------	--

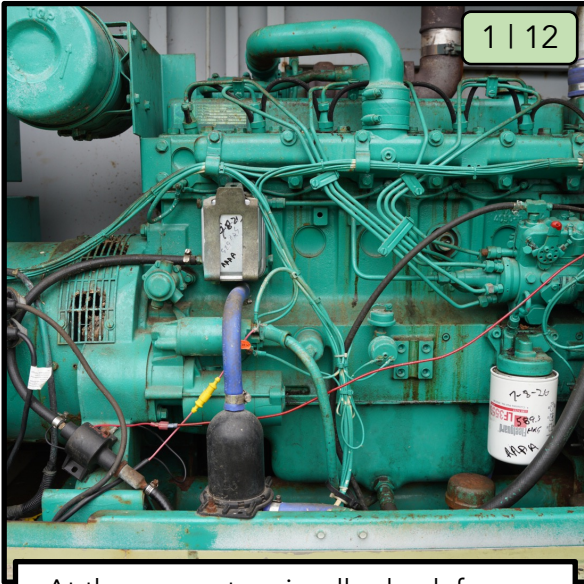
Tools Needed:	
---------------	--

Safety Considerations:	<ul style="list-style-type: none"> • Electrical Hazards • Harmful Noise Levels • Hantavirus Hazard [Rodent/Wildlife]
------------------------	---

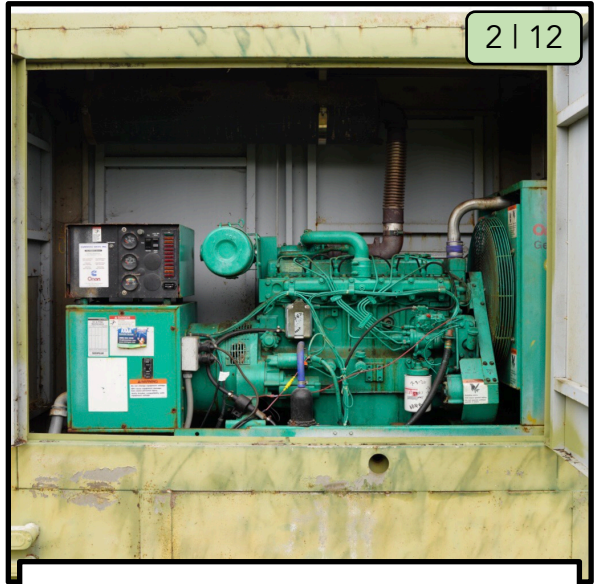
Safety Equipment:	<ul style="list-style-type: none"> • Gloves • Hearing Protection
-------------------	--

Next

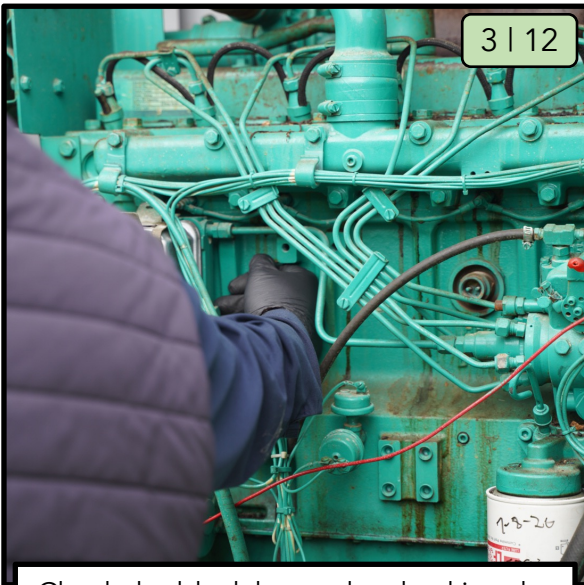
Generator & Utility Power



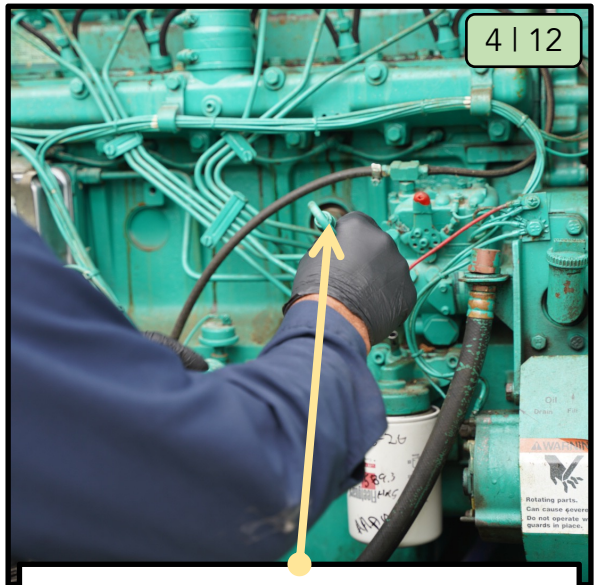
At the generator visually check for any leaks, cut or loose wiring, or other necessary fixes. Repair or report as necessary.



Check for general cleanliness, and clean as necessary.



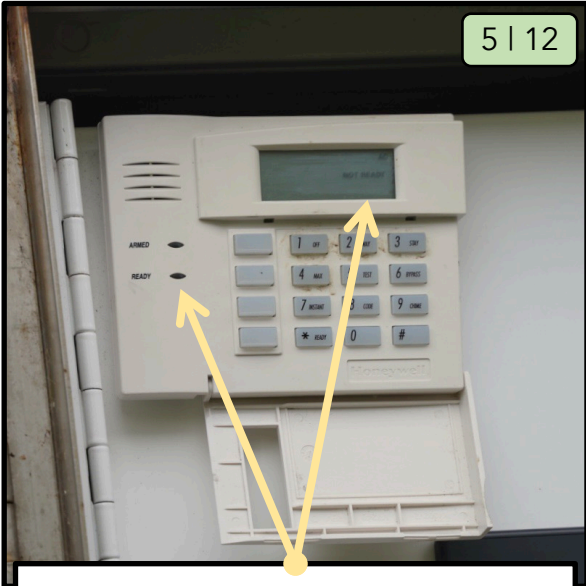
Check the block heater by checking the motor temperature, using the back of your hand. It should be warm to the touch.



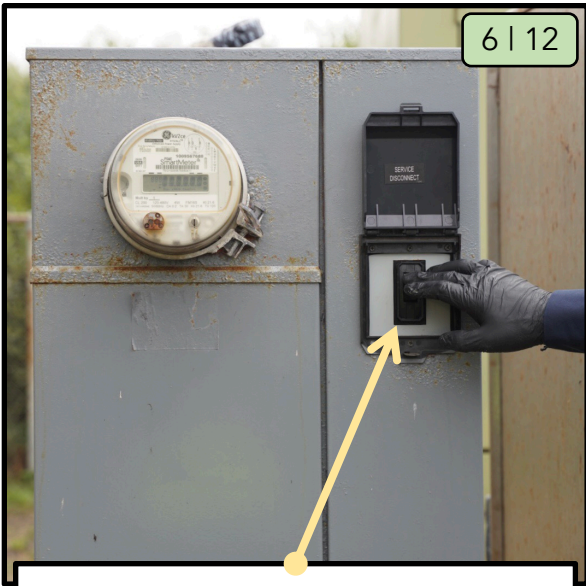
Check the oil level.

Next

Generator & Utility Power



Be sure all alarms are cleared. The readout should say "Ready" with the green light illuminated.



At the utility box, shut off the power.



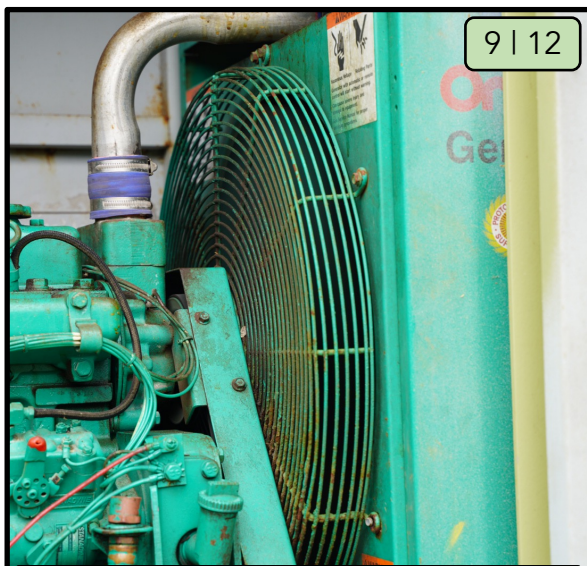
An alarm should sound, and you should hear the generator start.



While the generator is running listen for any unusual sounds and check all gauges to ensure they are within normal operating ranges.

Next

Generator & Utility Power



Visually check all belts, fans, etc. to ensure they are working properly.



Report all findings in the Station Inspection Work Order.



Return to the utility box and turn power back on.



Clear the alarm using the key pad and clear any alarms on the touchscreen HMI.

Done!

Sewer Authority Mid-Coastside

Standard Operating Procedures



Confined Space Guide

Table of Contents	
Confined Space - Overview	3
Identifying Confined Spaces	5
Developing a Plan	6
Determining The Entry Team	7
Identifying and Eliminating Hazards	8
Developing a Rescue Plan	9

Overview

CONFINED SPACE ENTRY SAFETY PROGRAM

- ▶ Always defer to *Sewer Authority Mid-Coastside's **Confined Space Entry Safety Program*** when determining the best course of action for confined space work.
- ▶ All Employees who work in or in connection with confined spaces at Sewer Authority Mid-Coastside are required to follow the procedures as described in the **Confined Space Entry Safety Program** and to take all appropriate precautions to ensure that the work is performed safely. At no time should an employee enter a confined space or perform work or rescue in the space unless they are trained to do so and it can be done safely.

CODES & REGULATIONS

Code of Federal Regulations:

- Title 29, (29CFR), Section 1910.146

California Code of Regulations:

- Title 8, (8CCR), Section 5143
- Title 8, (8CCR), Section 5155
- Title 8, (8CCR), Section 5156
- Title 8, (8CCR), Section 5157
- Title 8, (8CCR), Section 5158
- Title 8, (8CCR), Section 8355

Next

Overview

► **EQUIPMENT:** Confined spaces require the use of a variety of safety equipment, including fall protection, personal protective, lockout-tagout, atmospheric testing, and ventilation equipment. Always follow all the Sewer Authority Mid-Coastside's safety policies and procedures when utilizing any of the above equipment in confined space settings.

► **HAZARDS:** To recognize and plan for confined space hazards, you must be aware of the common hazards associated with confined spaces and take the necessary steps to ensure those hazards are not present!

► **ATMOSPHERE:** No workers may be in a confined space that does not have the appropriate oxygen level, flammable gas concentration, carbon monoxide concentration, hydrogen sulfide concentration, or meet other additional Permissible Exposure Levels.

► **HAZARD ASSESSMENT:** All confined spaces are considered "Permit-Required" until a hazard assessment determines otherwise. A confined space hazard assessment may determine the elimination of physical and atmospheric hazards necessary to perform work. Hazard Assessments have been created for the common confined spaces at Sewer Authority Mid-Coastside and should be referenced before planning any confined space work at those sites.

► **ENTRY PERMIT:** A Confined Space Entry Permit is mandatory must be completed and approved by the entry supervisor before working in a confined space. Permits must remain on site for the duration of the work.

► **ENTRY TEAM:** An entry team consists of Authorized Entrants, Attendant / Rescue Attendant, and Entry Supervisor. Before any worker enters a permit-required confined space, written authorization must be acquired from the Entry Supervisor.

► **RESCUE:** Emergency Rescue must be coordinated prior to any entry into a confined space and documented on the entry permit.

Next

Identifying Confined Spaces

Confined spaces are defined as:

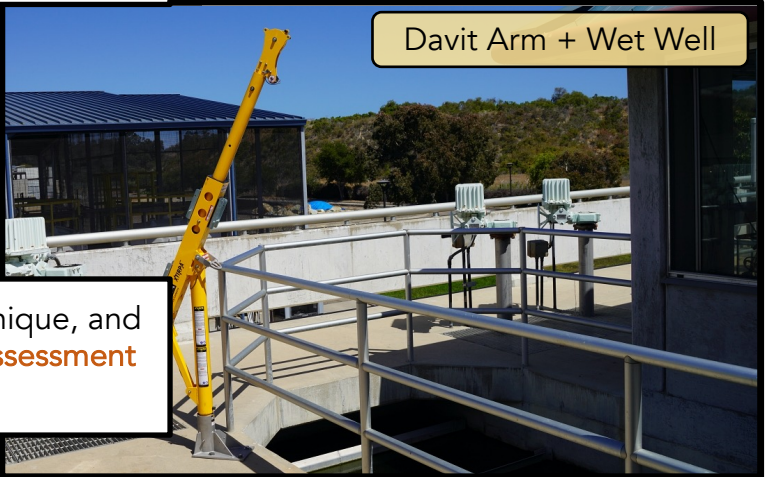
- Large enough to enter
- Limited means of entry
- Can't be continuously occupied



Common confined spaces include: manholes, lift stations and storage tanks.



Other examples include: culverts, pipeline, underground utility vaults, tunnels, etc.



Each confined space is unique, and each requires a **hazard assessment** prior to entry.

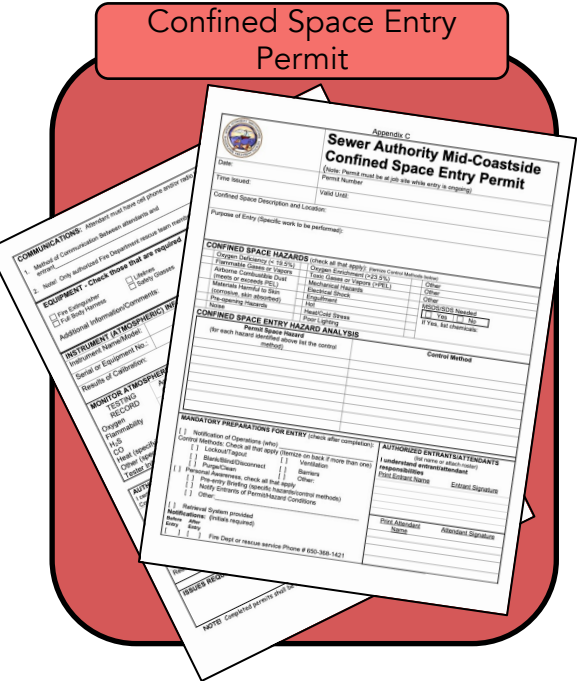
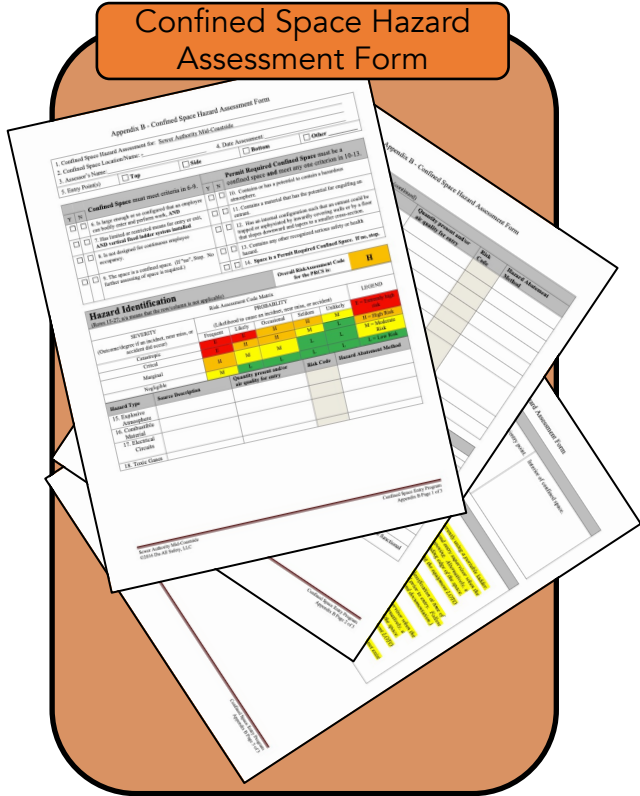
Next

Developing a plan

- Your plan should include:**
- Prevention of **Unauthorized Entry**
 - **Communication** between workers
 - Identification of all **Hazards**
 - Means for **Safe Entry**
 - Proper use of **Safety Equipment**
 - **Continual evaluation** during work
 - Provide an outside **Attendant**
 - Designate the **Entry Supervisor**
 - Determine if **Entry Permits** are required
 - An **Emergency Rescue Plan**

Sewer Authority Mid-Coastside has several confined space Hazard Assessments completed for existing and regularly entered confined spaces.

Check with your supervisor if an existing Hazard Assessment exists for the confined space in question to help determine if an entry permit is required.



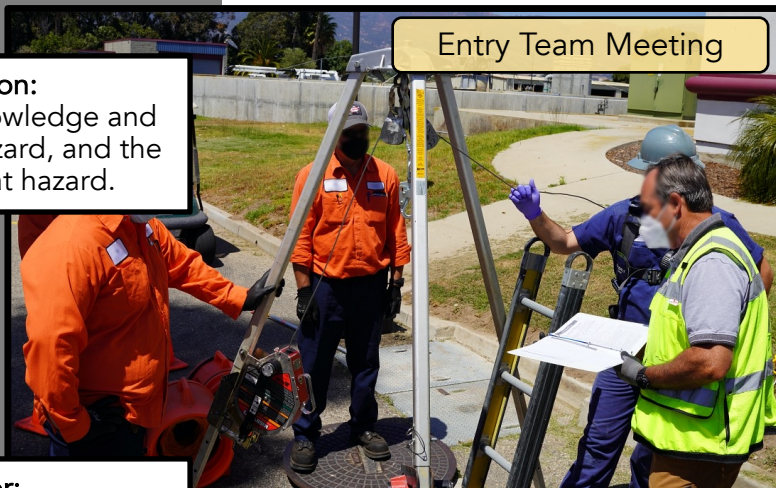
Next

Determining The Entry Team

Competent Person:

An individual with the knowledge and training to recognize a hazard, and the authority to correct that hazard.

Entry Team Meeting



Entry Supervisor:

Authorizes entry and oversees entry operations; and terminates entry, as necessary.

Monitoring Atmosphere



Attendant(s):

A worker who remains outside the confined space for monitoring, warning, and summoning rescue, if necessary.

Entrant Preparation



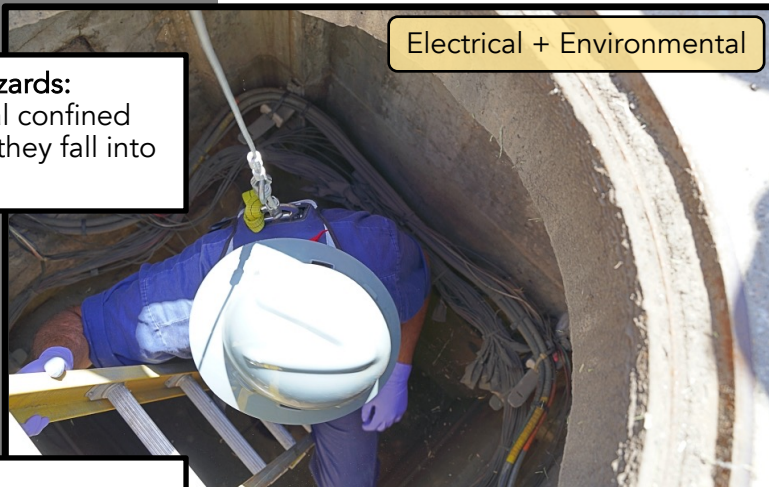
Entrant(s):

A worker who is authorized to enter a permit space to perform work.

Next

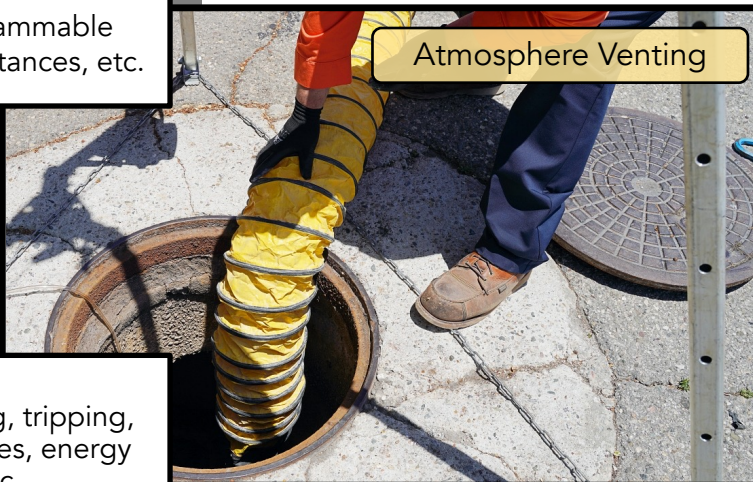
Identifying & Eliminating Hazards

Confined Space Hazards:
There are many potential confined space hazards. Generally, they fall into 3 categories!



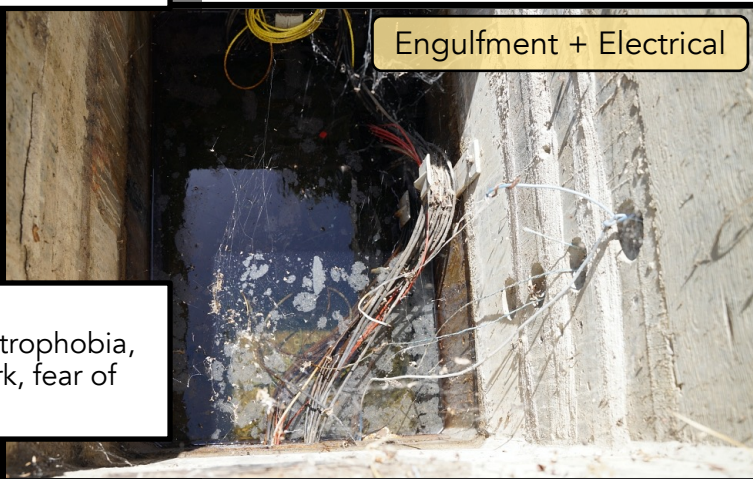
1

Atmospheric:
Includes oxygen levels, flammable gasses or vapors, toxic substances, etc.



2

Physical:
Includes engulfment, falling, tripping, noise, temperature extremes, energy sources, wildlife etc.



3

Psychological
Includes fears such as claustrophobia, fear of heights, fear of dark, fear of wildlife, etc.

Next

Developing a Rescue Plan

Non-entry retrieval systems are the preferred methods of rescue.

The use of tripods, anklets and wristlets allow rescue to occur without requiring another individual to enter the hazardous space.

Non-Entry Retrieval System



If non-entry retrieval systems are unavailable or will not work for the confined space, a **rescue team** may be required.

Non-Entry Retrieval System



The **Rescue Team** must be properly trained and have all the appropriate equipment to safely enter a confined space and retrieve entrants.

Fire Department Rescue



Emergency Entry Rescue operations shall be done by the local Fire Department

Done!

Sewer Authority Mid-Coastside Standard Operating Procedures



Commercial Vehicle Inspection

Table of Contents

Introduction	3
Requirements	4
Inspection Report	5
Tires, Suspension, Steering, and Brakes	6
Fluids	8
Gauges	10
Lighting System	12
Hoses, Belts, and Wiring	14
Warning Systems	16
Safety and Other Equipment	17
Trailer (If Applicable)	20
Crane (If Applicable)	23
Class A/B Brake Checks	24

Introduction

Summary

▶ Required Form: *Driver Pre-Trip & Post-Trip Inspection Report*

▶ Each item on the *Driver Pre-Trip & Post-Trip Inspection Report* must be check-marked to show it was inspected. If a defect is noted, describe the defect in “Remarks”. Complete the report at end of use by noting added defects found while driving or during the Post-Trip Inspection.

▶ Unique Vehicles such as Combination Trucks and Maintenance Vehicles may have additional inspections to perform, check the SOP for each vehicle to ensure all inspections are being performed as necessary.

▶ Inspection items are described generally throughout this SOP. Refer to the *CA Commercial Driver Handbook* for detailed inspection requirements.

Requirements

Process Description

Perform vehicle inspections using the *Driver Pre-Trip & Post-Trip Inspection Report* for both pre & post trip inspections.

Process Requirements

General Considerations:	<ul style="list-style-type: none"> • May need vehicle specific inspections in addition to this generic vehicle inspection.
Personnel Required: (Requirements)	<ul style="list-style-type: none"> • Employee assigned to drive vehicle • Class A or B License • Air Brake Endorsements (where applicable) • Tanker Endorsements (where applicable)
Tools Needed:	<ul style="list-style-type: none"> • Inspection Report • Inspection Flowchart • Flashlight • Small Hammer or Club • Tread Depth Gauge • Tire Pressure Gauge
Safety Considerations:	<ul style="list-style-type: none"> • When inspecting a running engine, use caution.
Safety Equipment:	<ul style="list-style-type: none"> • n/a

Sewer Authority Mid-Costside Driver Pre/Post-Trip Inspection Report

Each item below must be check-marked to show you inspected it. If a Defect is noted, describe the defect in Remarks. Complete & sign the report at the end of use by noting defects found while driving/during Post-Trip Inspection. Inspection items are described generally below. Refer to CA Commercial Driver Handbook for detailed inspection requirements.

Inspection Date: _____ Vehicle ID: _____

Pre-Trip Inspection Time: _____ Post-Trip Inspection Time: _____

Inspection Checklist					
Specific Equipment Inspection					
OK		Defect			
<input type="checkbox"/>		<input type="checkbox"/> Items on Specific Vehicle Pre-Trip Inspection Checklist (if applicable)			
Tires, Suspension, Steering, and Brakes			Lighting System		
OK		Defect	OK		Defect
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		Inflation/Tread Depth/Wear/Lug Nuts			Headlights/Tailights
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		Springs/Linkages/Ball Joints			Brake Lights/Turn/Hazard/Reverse
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		Steering Mechanism			Arrow Board/Flashers/Reflectors
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		Service Brakes/Parking Brake	Hoses, Belts, and Wiring		
Fluids			Warning Systems		
OK		Defect	OK		Defect
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		Engine Oil/Brake/Steering/Trans			Radiator Hose/Vacuum Hoses/Fuel
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		Hydraulic Oil			Fan Belt/Alternator Belt/AC Belt
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		Radiator Overflow/Wiper Fluid	Warning Systems		
<input type="checkbox"/>		<input type="checkbox"/>	OK		Defect
		No Visible Leaks/Leaks on Ground	<input type="checkbox"/>		<input type="checkbox"/>
					Horn/Backup Alarm
Gauges			Safety and Other Equipment		
OK		Defect	OK		Defect
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		Fuel/Temperature/Oil & Air Pressure			PA Speaker
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		Ammeter/ Dashboard Indicators	Safety and Other Equipment		
Trailer (If Applicable)			Warning Systems		
OK		Defect	OK		Defect
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		Tires/Wheels/Lug Nuts/Bolts			Windshield Wipers/Rear&Side Mirrors
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		Brakes/Connections/Wiring/Lights			Rear Video Camera/Monitor
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		Hitch/Pintle/Ball/Chain/Breakaway			Safety Flare/First Aid/Extinguisher
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		Springs/Axle			Two Way Radio
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		Tarpaulin			Seatbelts
					Wheel Chocks
					Traffic Cones

Remarks: _____

- I performed a Pre-trip inspection and found no deficiencies.
- I performed a Post-trip inspection and found no deficiencies.
- I observed and noted deficiencies.

Driver's Signature: _____ Date: _____

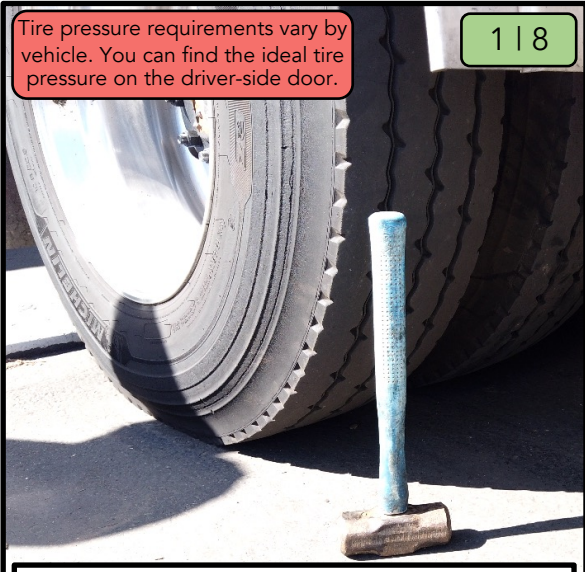
- I performed a Pre-trip inspection and found no deficiencies.
- I performed a Post-trip inspection and found no deficiencies.

Mechanic's Signature: _____ Date: _____

Next Driver's Signature: _____ Date: _____

Mechanic only signs when vehicle is released for use. If not released an "Out of Service" tag must be visible in vehicle.

Tires, Suspension, Steering and Brakes



Tire pressure requirements vary by vehicle. You can find the ideal tire pressure on the driver-side door.

1 | 8

the use of a mallet or tire thumper is quick and easy to tell if a tire is flat, but tire pressures should be checked with a gauge periodically (once weekly) in order to have the exact tire pressures for good gas mileage and proper tire wear.



2 | 8

Use a tread depth gauge to check tread depth on each tire. Front tires should be 4/32" and rear tires should be 2/32" minimum.



3 | 8

Inspect the whole tire for general wear, bulges, bubbles, cuts, rips, etc.

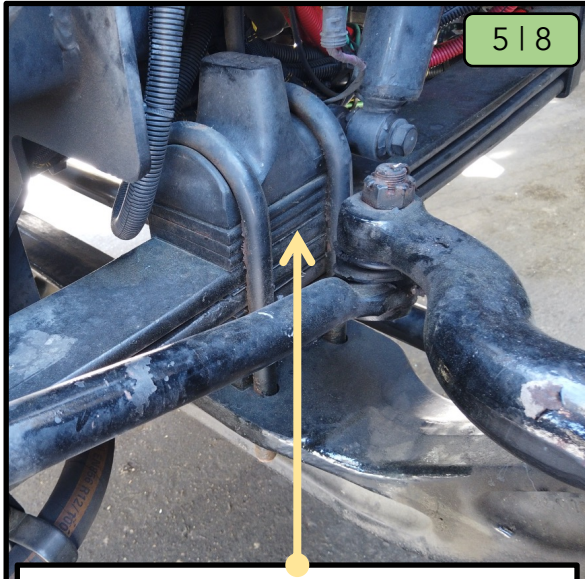


4 | 8

Check that all all lug nuts or bolts are present and appear to be tight and seated.

Next

Tires, Suspension, Steering and Brakes



Visually inspect the springs, linkages, and ball joints for damage.



Inspect the steering mechanism. If possible, have a second person turn the steering wheel to allow observation of the components in action.



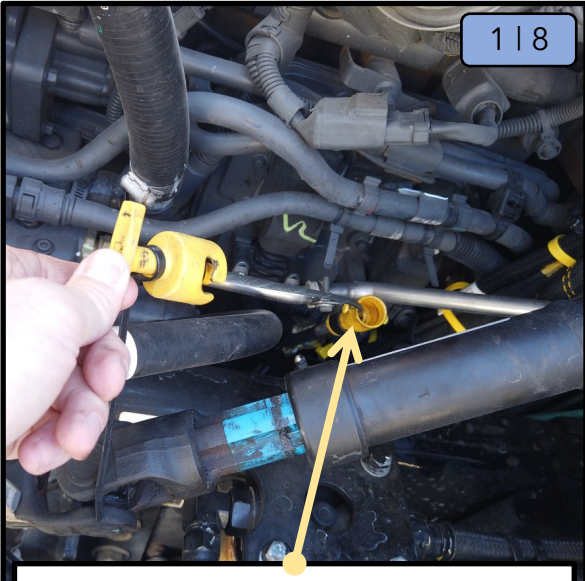
Ensure the service brake is working, and that the brakes brake evenly. (Reference the Air Brake Check at the back of this SOP.)



Ensure the parking brake is working correctly. (Reference the Air Brake Check at the back of this SOP.)

Done!

Fluids



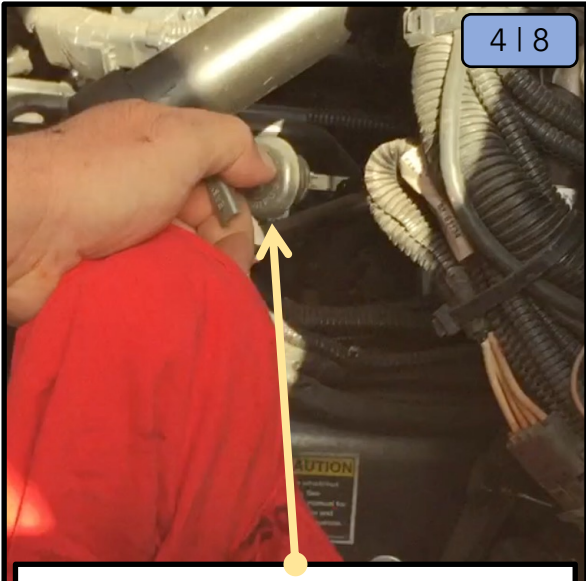
Check if the engine oil is at an appropriate level.



Check if the brake fluid is at an appropriate level. (Not applicable to vehicles with air brakes.)



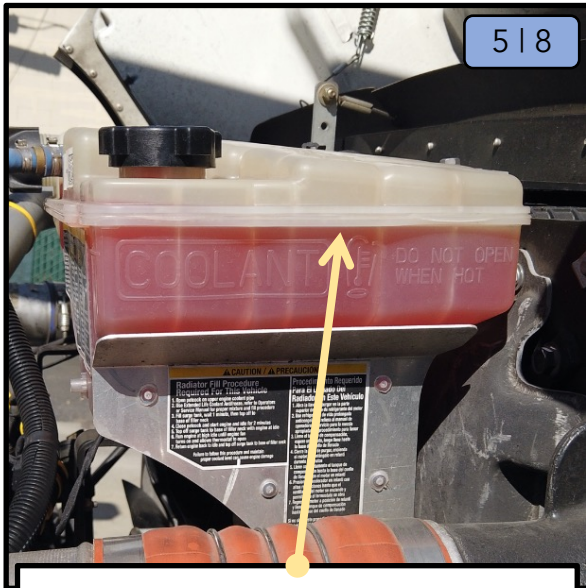
Check if the steering fluid is at an appropriate level.



Check if the transmission fluid is at an appropriate level.

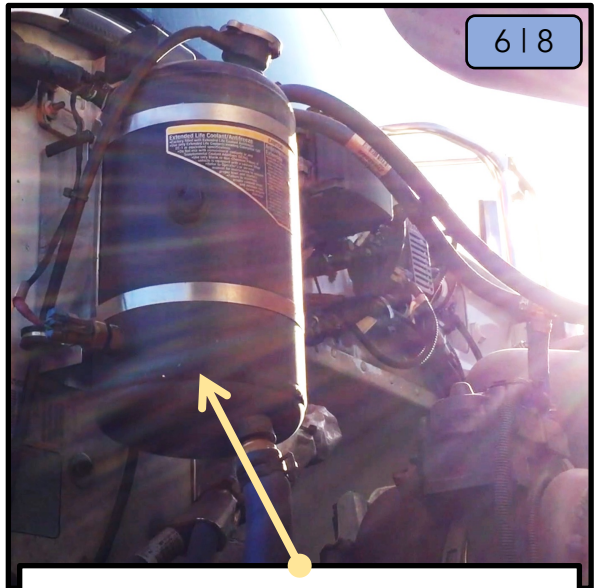
Next

Fluids



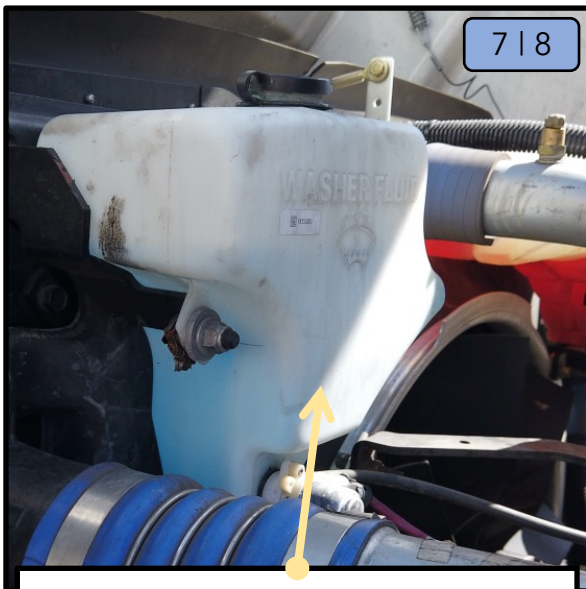
518

Check if the coolant is at an appropriate level.



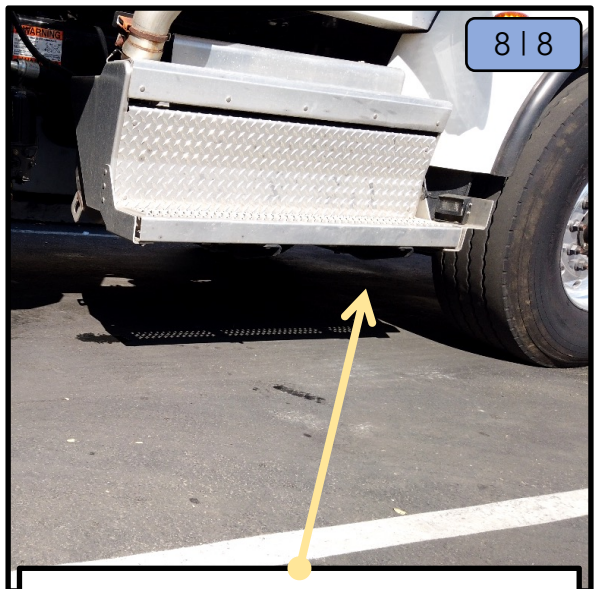
618

Inspect the radiator overflow tank and hose connections.



718

Check if the wiper fluid is at an appropriate level.



818

Inspect under the vehicle for visible leaks.

Done!

Gauges



115

Ensure the fuel gauge is working and the vehicle is fueled.



215

Ensure the oil pressure gauges are functioning and the oil pressure is within an appropriate range for the vehicle.



315

Ensure the diesel exhaust fluid (DEF) gauge is working at that the DEF is topped off as necessary.

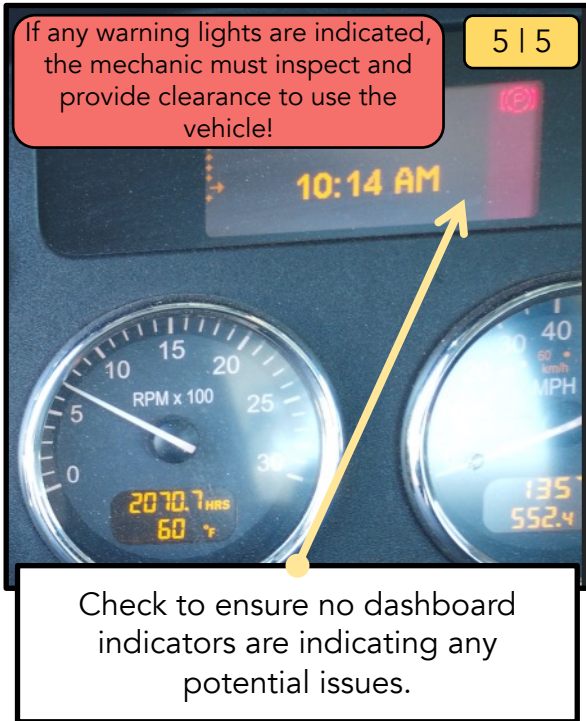


415

Ensure the primary and secondary air brake air pressures gauges are functioning correctly. (Reference the Air Brake Check at the back of this SOP.)

Next

Gauges

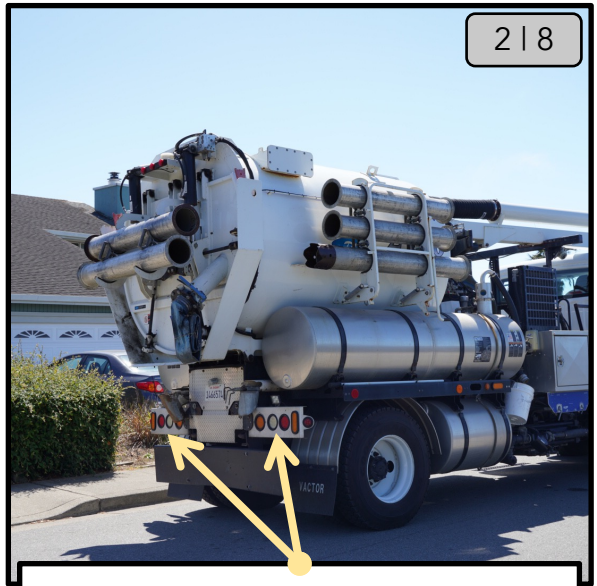


Done!

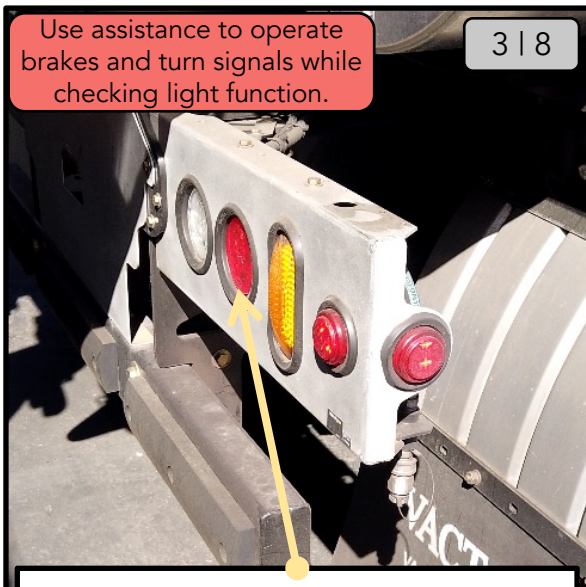
Lighting System



Ensure the headlights are functioning, undamaged, and clean.



Ensure the tail lights are functioning, undamaged, and clean.



Ensure the brake lights are functioning, undamaged, and clean.



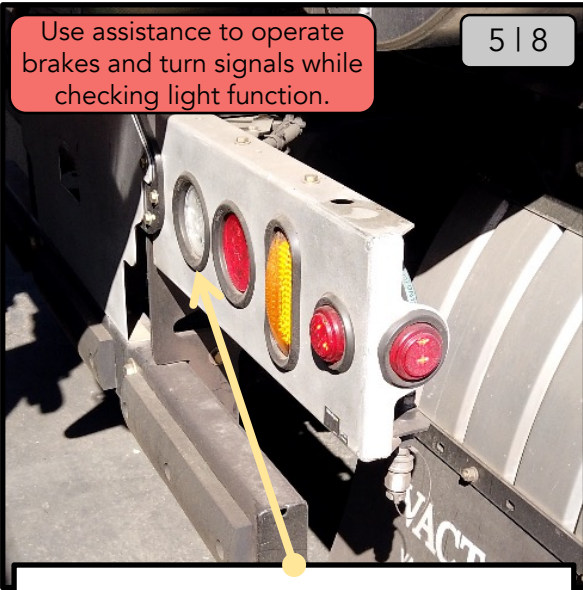
Ensure the turning indicators are functioning, undamaged, and clean.

Next

Lighting System

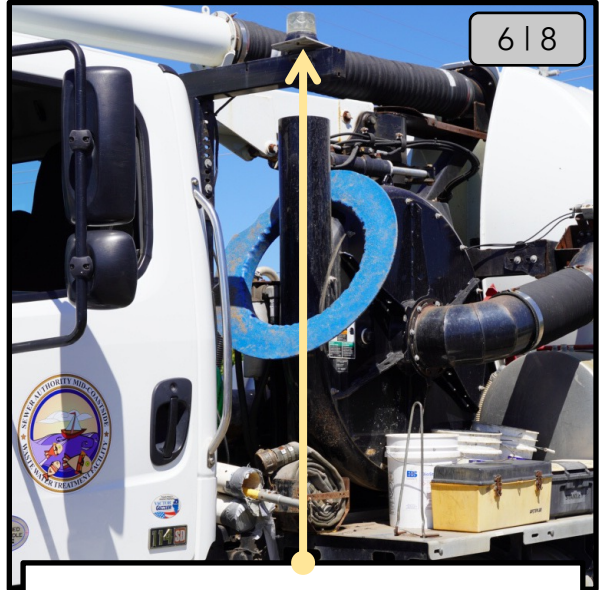
Use assistance to operate brakes and turn signals while checking light function.

5 | 8



Ensure the reverse lights are functioning, undamaged, and clean.

6 | 8



Ensure the hazard lights are functioning, undamaged, and clean.

7 | 8



Ensure the arrow boards are functioning, undamaged, and clean.

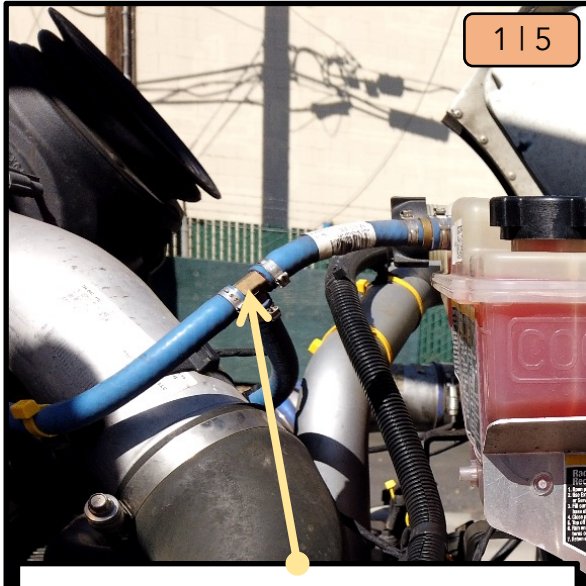
8 | 8



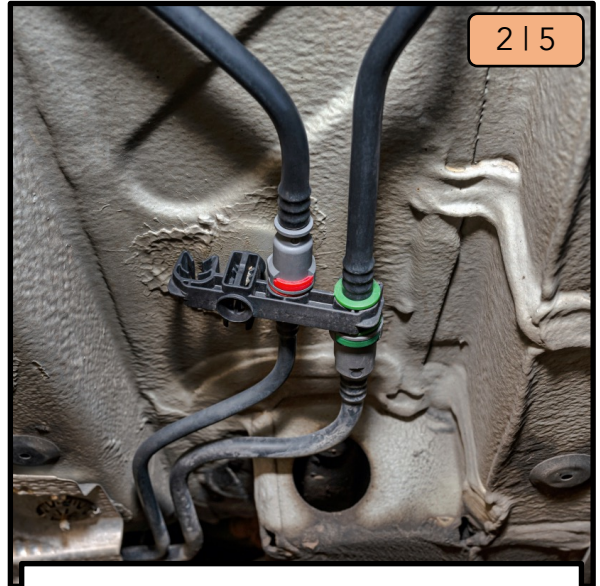
Ensure the flashers and reflectors are functioning, undamaged, and clean.

Done!

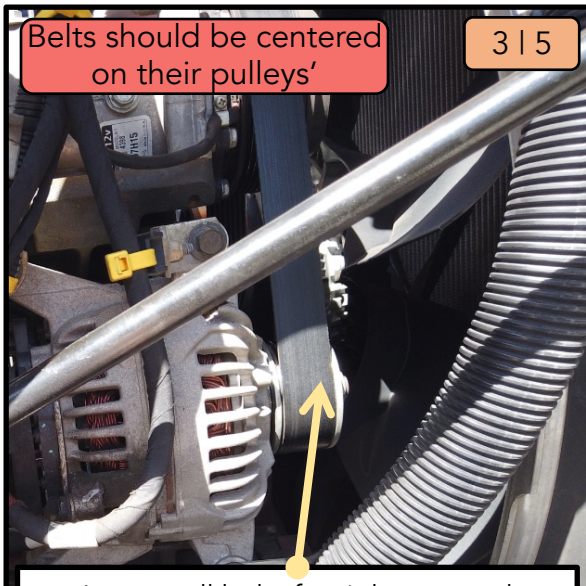
Hoses, Belts, and Wiring



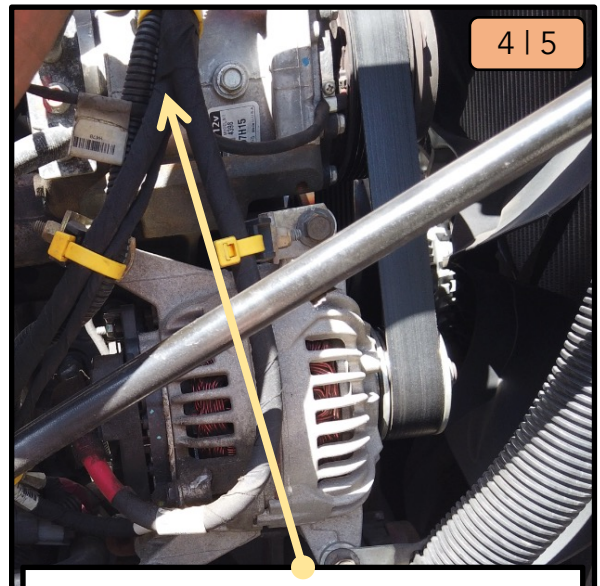
Inspect the radiator hose for damage, wear, and leaks.



Inspect the fuel lines for damage, wear, and leaks.



Inspect all belts for tightness and excessive wear. Most belts should not have more than about $\frac{1}{2}$ " of movement between pulleys.



Inspect the battery & alternator wires for damage.

Next

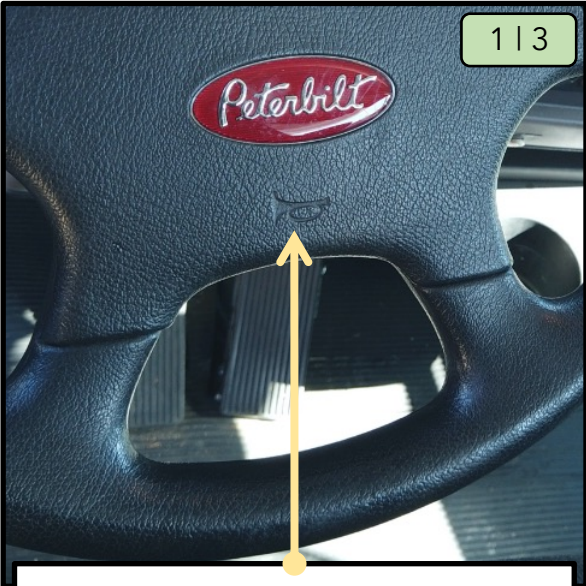
Hoses, Belts, and Wiring



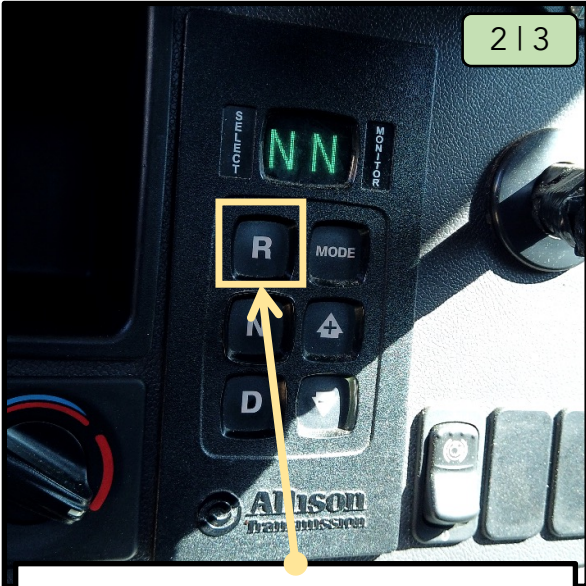
Inspect all other visible systems not mentioned in the previous steps.

Done!

Warning Systems



Verify the horn(s) are functioning. Some vehicles also have an air-horn that should be tested as well.



Verify the backup alarm is functioning.



Verify the PA Speaker is functioning.

Done!

Safety and Other Equipment



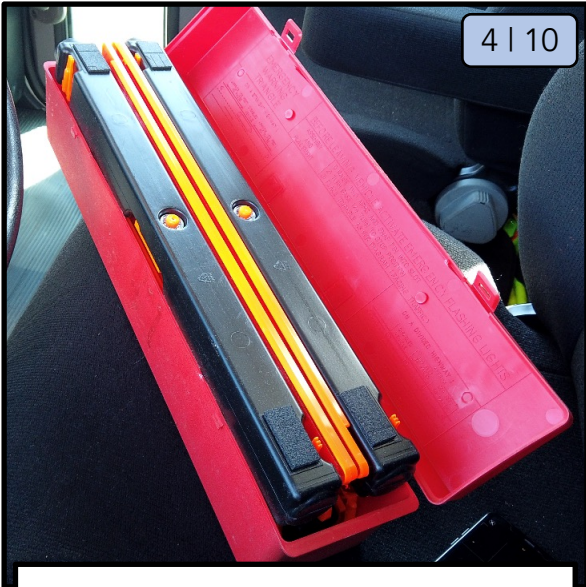
Inspect the windshield wipers, ensure they are functioning and undamaged.



Check the rear & side mirrors for damage and clarity.



Verify the rear video camera & monitor are functioning.



Ensure safety flare(s) or safety triangle(s) are on-board and in good condition.

Next

Safety and Other Equipment



Ensure a first aid kit is on board, in good condition, and appropriately stocked.



Ensure there is a fire extinguisher on board and that its pressure gauge is in the "green". Check to make sure it is up to date on its monthly inspections.



Ensure the two way radio is functioning.



Inspect the seatbelts for damage and make sure their emergency locking mechanism is functioning.

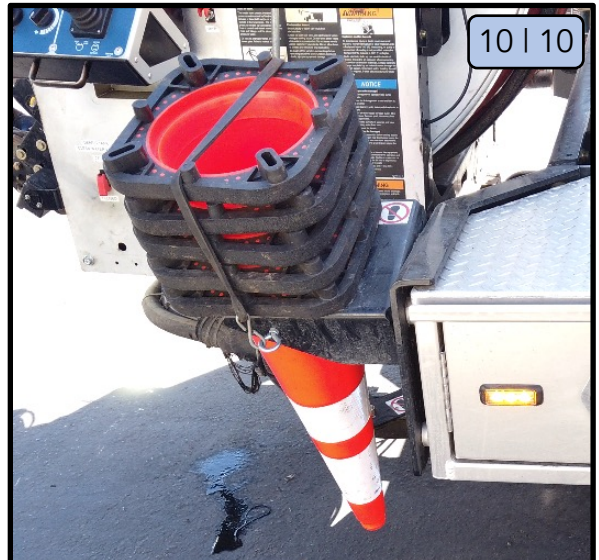
Next

Safety and Other Equipment



9 | 10

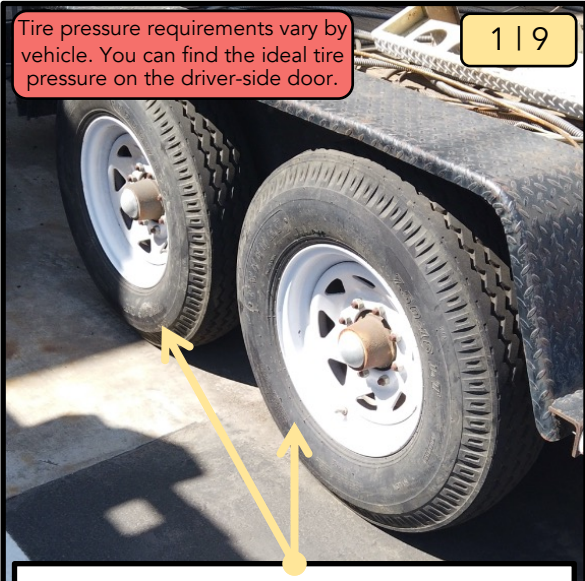
Ensure that your vehicle has wheel chocks on board.



10 | 10

Ensure that your vehicle has the necessary traffic cones and other applicable traffic safety devices on board and secured for travel.

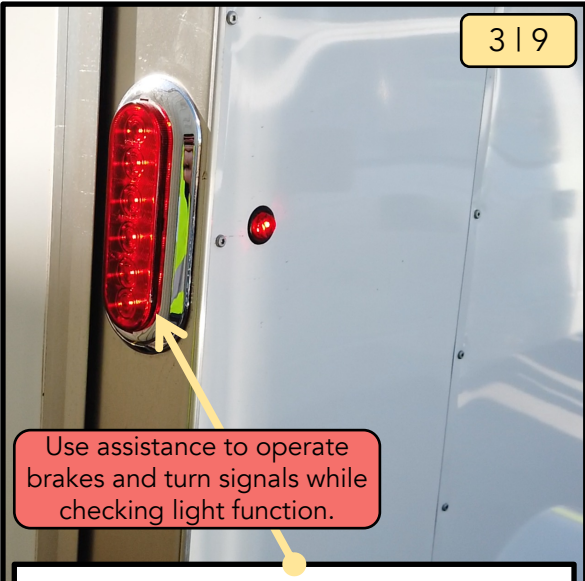
Trailer (If Applicable)



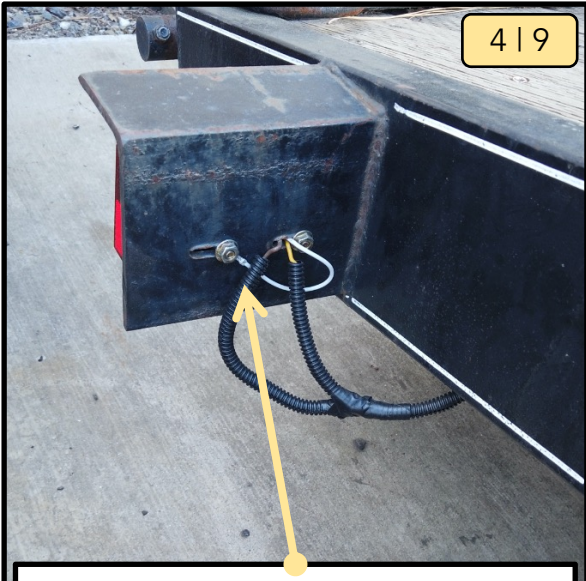
the use of a mallet or tire thumper is quick and easy to tell if a tire is flat, but tire pressures should be checked with a gauge periodically (once weekly) in order to have the exact tire pressures for good gas mileage and proper tire wear.



Check that all all lug nuts or bolts are present and appear to be tight and seated.



Visually inspect the trailers braking mechanism and brake-lights.



Verify that all trailer wiring is in good condition.

Next

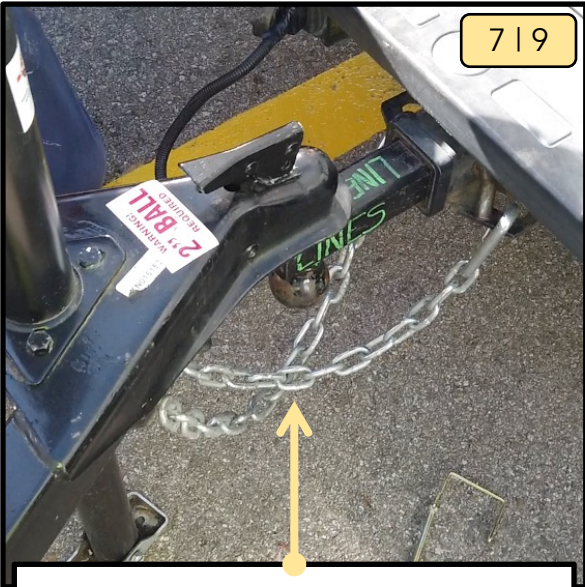
Trailer (If Applicable)



Ensure all lights on the trailer are functioning and undamaged.



Inspect the hitch/pintle/ball to ensure they are the correct fit and are undamaged.



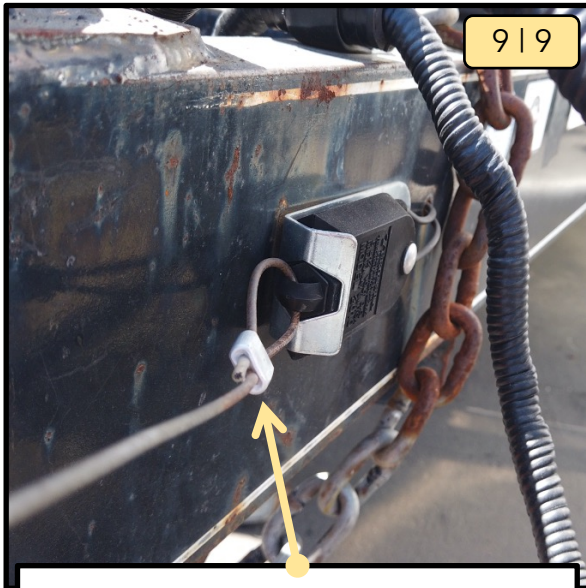
Ensure the trailer chain is connected correctly and undamaged.



Inspect the Springs / Axle for damage.

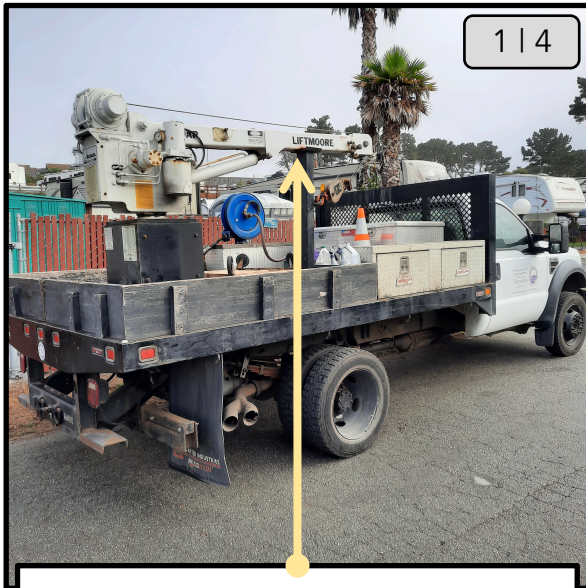
Next

Trailer (If Applicable)

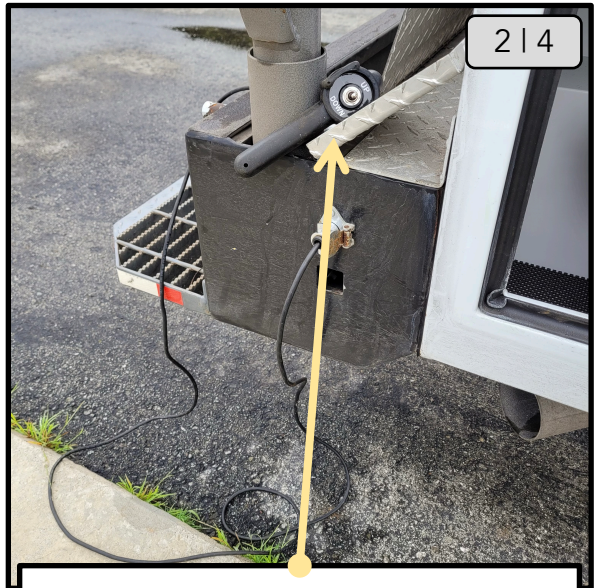


Verify the breakaway is functioning correctly.

Crane (If Applicable)



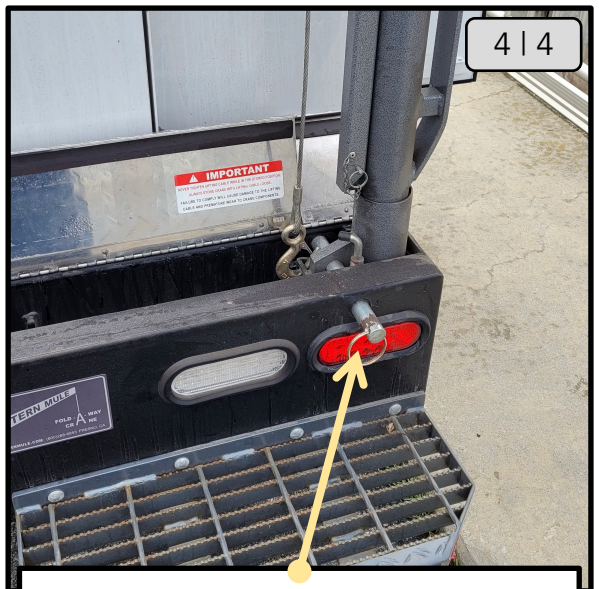
Ensure the crane is seated in the travel position.



Spool the cable no tighter than snug, and stow all controls.



Ensure the hook is in place.



If there are any pins to hold the hook in place, ensure it is secured.

Done!

Class A/B Brake Checks

!! Any air brake failure, in whole or in part, fails the entire vehicle. If a step or procedure fails, pull the keys and immediately notify the fleet mechanic or if unavailable, your immediate supervisor. **!!**

Air Compressor Cut Out and Cut In Test

- ▶ Chock wheels
- ▶ Start the engine and build up air until the alarm goes off and the compressor/governor cuts out.
 - The air compressor/governor must cut out before ~130psi
 - Acceptable cut-out range is 110-120psi
- ▶ Release the parking break
- ▶ Pump the brakes to decrease psi
 - The air compressor should cut-in and not allow psi lower than ~85

Static Test for Pressure Loss

- ▶ Chock wheels
- ▶ Turn engine off
- ▶ Release all brakes
- ▶ Allow System to settle
 - Air gauge needle stops moving
 - Observe pressure loss for 1 minute
 - Observe pressure loss no greater than 2psi per minute

An air loss greater than 2psi per minute indicates an issue with the braking system. Repairs are needed before operating the vehicle.

Next

Class A/B Brake Checks

!! Any air brake failure, in whole or in part, fails the entire vehicle. If a step or procedure fails, pull the keys and immediately notify the fleet mechanic or if unavailable, your immediate supervisor. **!!**

Applied Test for Pressure Loss

- ▶ Chock wheels
- ▶ Turn off the engine
- ▶ Push in parking brake air supply knob
- ▶ Allow system to settle
 - Air gauge needle stops moving
- ▶ Step on the brake and hold for 1 minute
- ▶ Observe pressure loss no greater than 3psi
- ▶ Pull out parking brake air supply knob

An air loss greater than 3psi per minute indicates an issue with the braking system. Repairs are needed before operating the vehicle.

Low Pressure Warning Device

Minimum of 75psi is needed in the air tanks to perform this test.

- ▶ Chock wheels
- ▶ Turn key to the ON position
 - Do not start the engine
- ▶ Slowly pump the brake to reduce psi
 - The low pressure indicator should activate between 55-75psi

Next

Class A/B Brake Checks

!! Any air brake failure, in whole or in part, fails the entire vehicle. If a step or procedure fails, pull the keys and immediately notify the fleet mechanic or if unavailable, your immediate supervisor. !!

Parking Brake System Operation

- ▶ Verify the parking brake is engaged
- ▶ Remove and stow wheel chock
- ▶ Put on seat belt
- ▶ Turn the engine on
- ▶ Build pressure to 110-120psi
- ▶ Place vehicle in "drive"
- ▶ Lightly press the accelerator
-The vehicle **should not** move
- ▶ Apply the foot brake
- ▶ Release the parking brake
- ▶ Release the service brake
- ▶ Lightly press the accelerator
-The vehicle **should** move

Done!

Sewer Authority Mid-Coastside

Standard Operating Procedures



Sludge Pump De-Ragging

Table of Contents	
Process Description & Hazards	3
Sludge Pump De-Ragging	4-10

Sludge Pump De-ragging

Process Description	
<p>Cleaning rags and debris from the primary sludge pumps (PSPs). This should be done monthly, while routinely taking pumps out of service or whenever sludge flow declines. LOTO is required for this process.</p>	
Process Requirements	
General Considerations:	<ul style="list-style-type: none"> • Sludge is potent, be extra mindful of splashing and draining throughout this process.
Personnel Required:	<ul style="list-style-type: none"> • One Operator
Tools Needed:	<ul style="list-style-type: none"> • Socket wrench • Tool for removing rags • Bucket • Hose
Safety Considerations:	<ul style="list-style-type: none"> • Electric shock and electrical fire • Injury from mechanical equipment • Exposure to hazardous material, including poisoning through ingestion or inhalation • Slips, trips and falls • Cuts and pricks caused by sharp tools or equipment • Damage to eyes, especially from splashing liquids or flying particles.
Safety Equipment:	<ul style="list-style-type: none"> • Gloves • Eye Protection

Next

Sludge Pump De-ragging



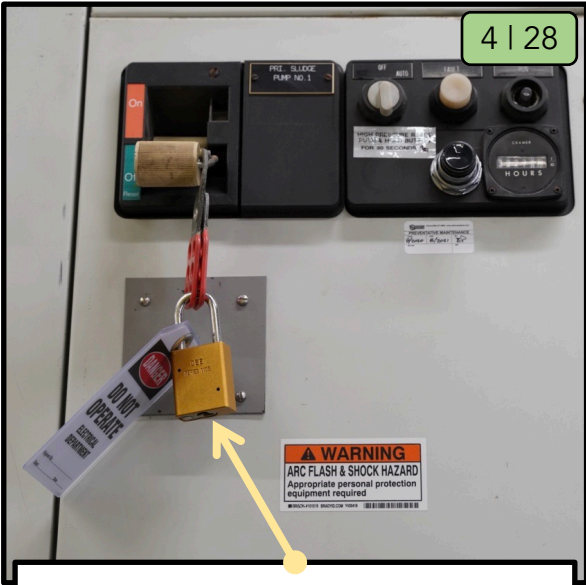
Locate the sludge pump MCC in Mechanical Building #1 (MB-1).



Turn the HOA switch to the "Off" position.



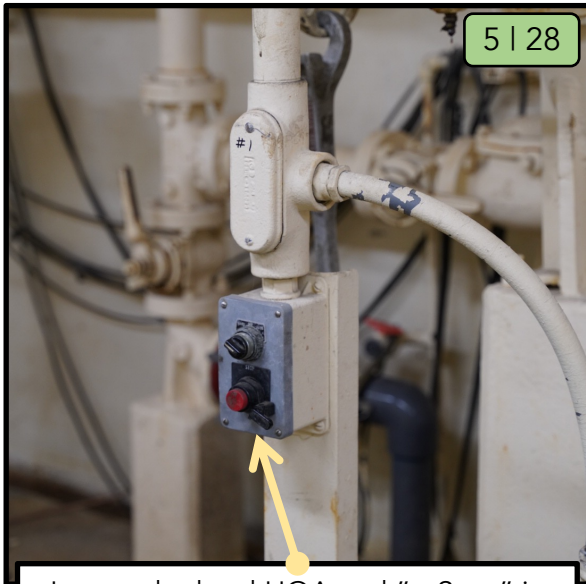
At the MCC, turn off the main breaker to the sludge pump that is to be de-ragged.



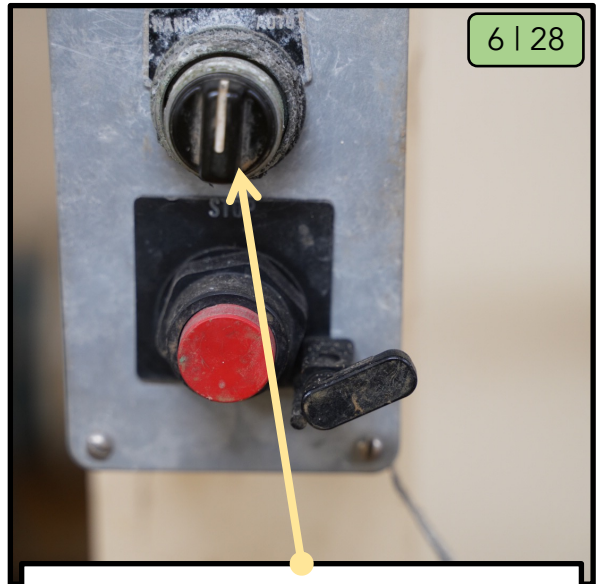
Lockout and tagout the breaker following SAM LOTO protocol.

Next

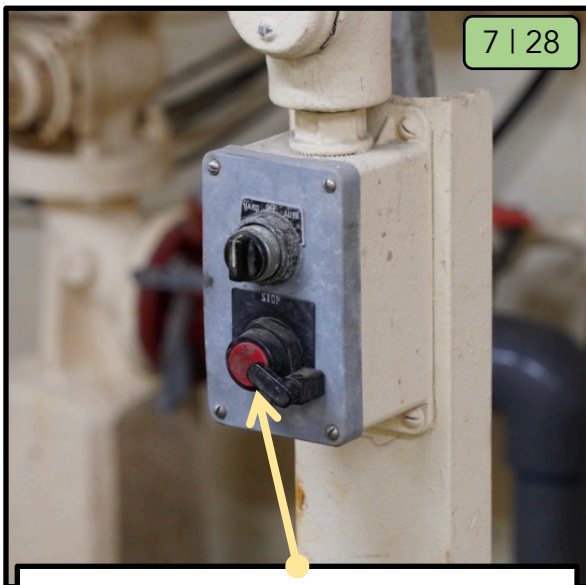
Sludge Pump De-ragging



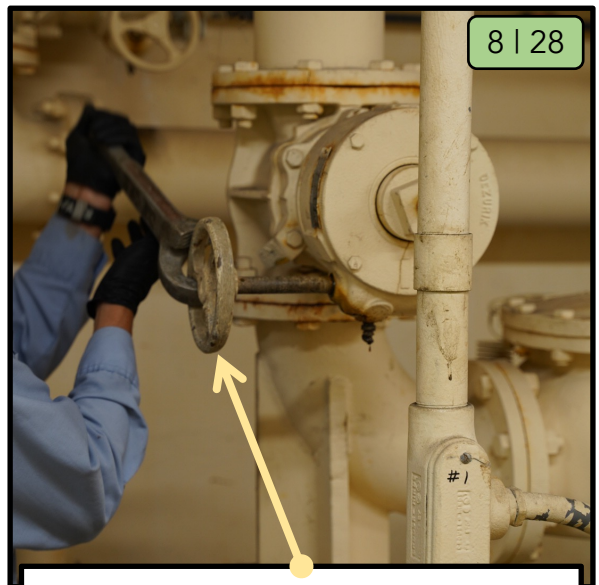
Locate the local HOA and "e-Stop" in the Primary Gallery. Set the HOA to hand temporarily to verify zero energy at the sludge pump.



Set the local HOA switch to the "Off" position.



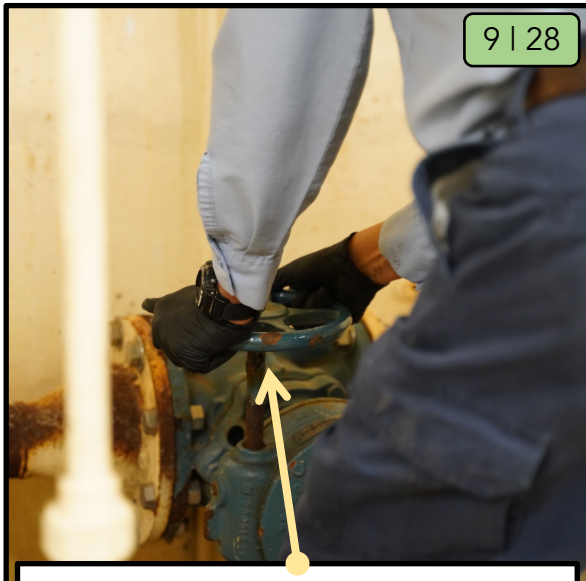
Lock the "e-Stop" button using the stop lock device.



At the sludge pump, close the suction valve.

Next

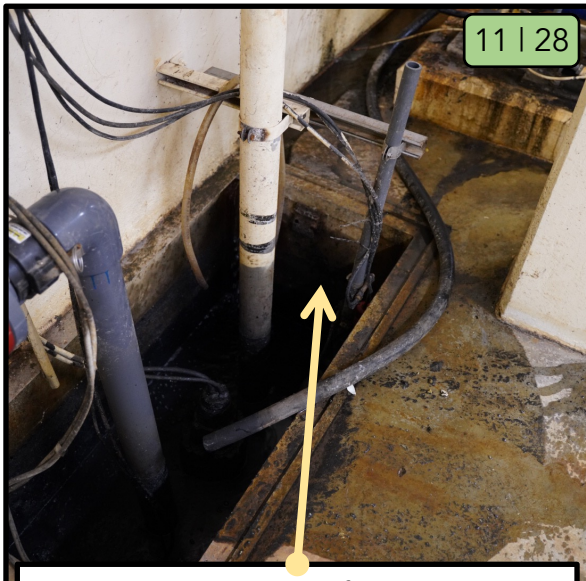
Sludge Pump De-ragging



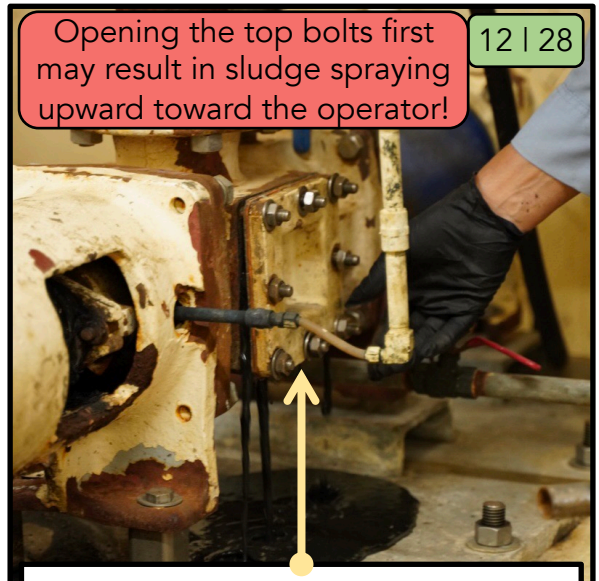
Close the discharge valve.



Open the pressure and bleed slowly to drain the remaining liquid sludge contents.



Allow the discharge to flow out into the channel and drain, remove any obstructions, such as hoses and other equipment.



Loosen the lower bolts of the bolted plate(s) first to allow the remaining sludge to flow out the bottom.

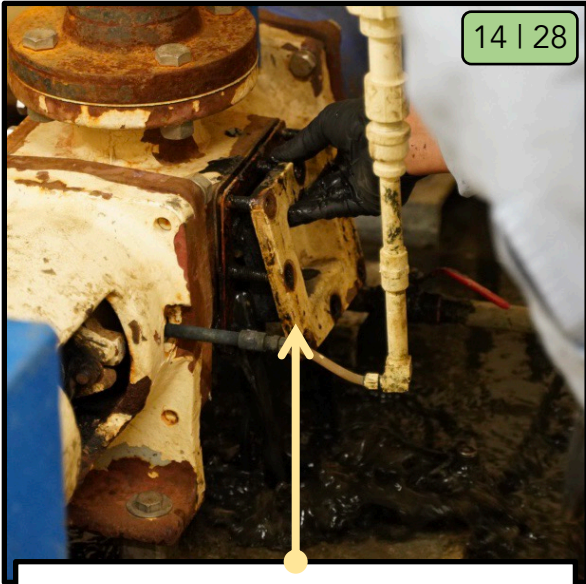
Next

Sludge Pump De-ragging



13 | 28

Begin to hose down the floor where the sludge discharges from the pump to ensure it is flowing toward the channel and drain.



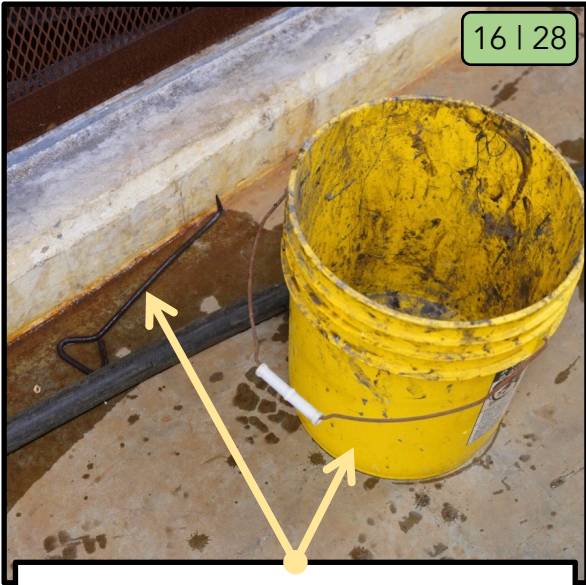
14 | 28

Once the flow starts to slow, completely remove the plate.



15 | 28

Spray inside the compartment to clean out any excess discharge.



16 | 28

Grab the nearby hook and bucket for de-ragging.

Next

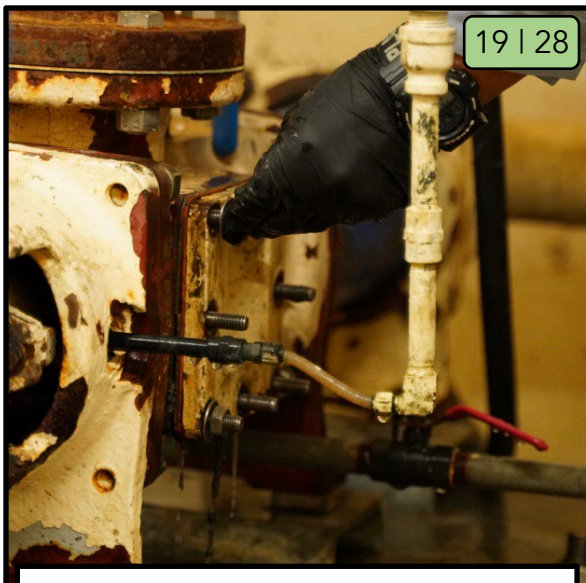
Sludge Pump De-ragging



Use the hook tool to remove any rags and place them into the bucket for disposal.



Wash the tools, mechanical components, and plate- especially the connection points of the plate(s).



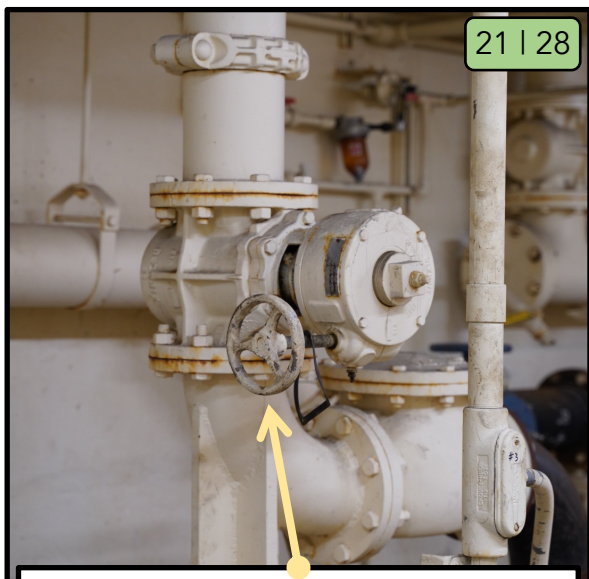
Replace the plate(s) and bolts.



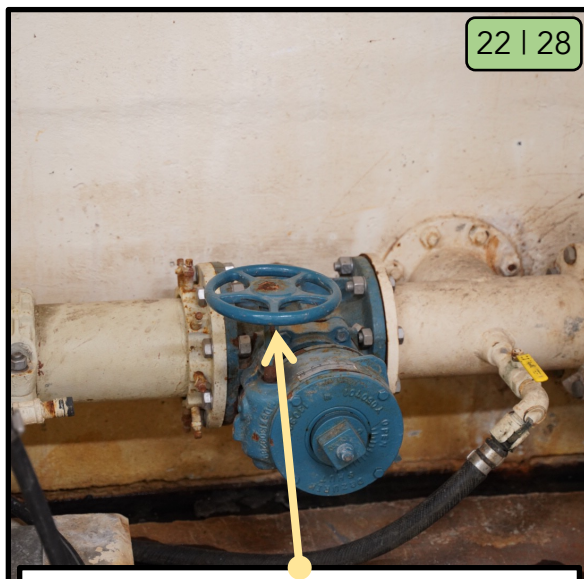
Close the pressure and bleed valves.

Next

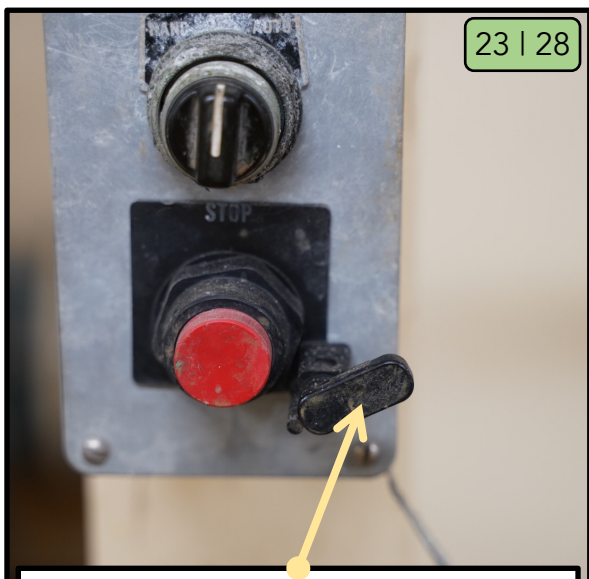
Sludge Pump De-ragging



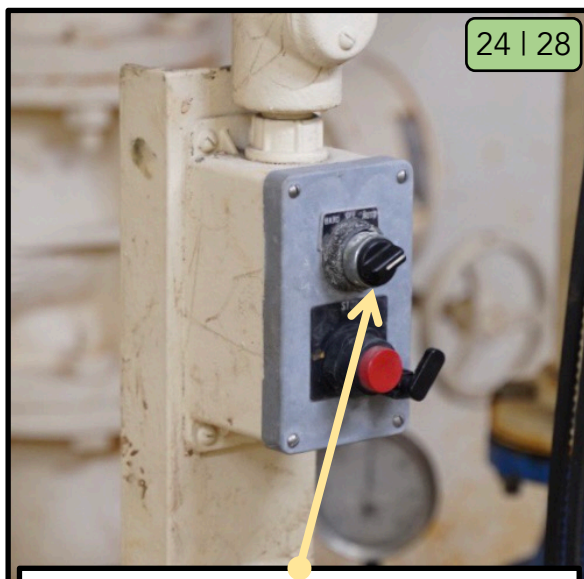
Open the discharge valve.



Open the suction valve.



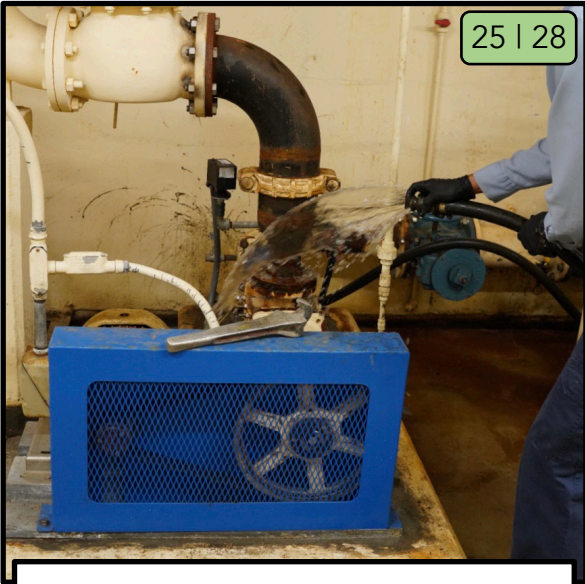
Release the stop lock at the local HOA and "e-Stop".



Place the local HOA control back to "Auto".

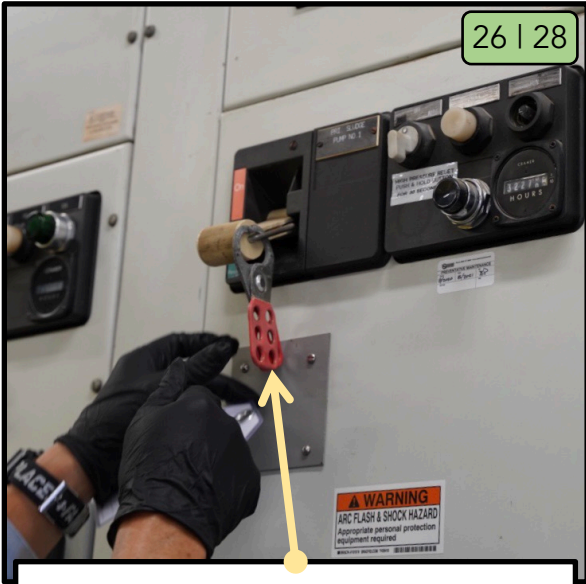
Next

Sludge Pump De-ragging



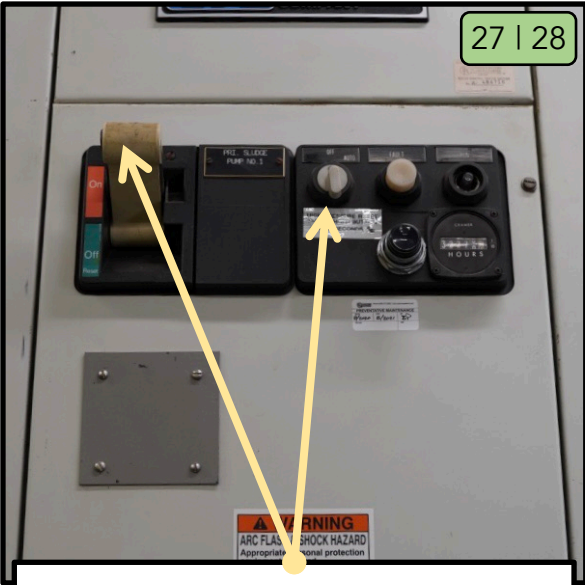
25 | 28

Finish hosing down and cleaning up the area as needed, including the walls and ceiling if necessary.



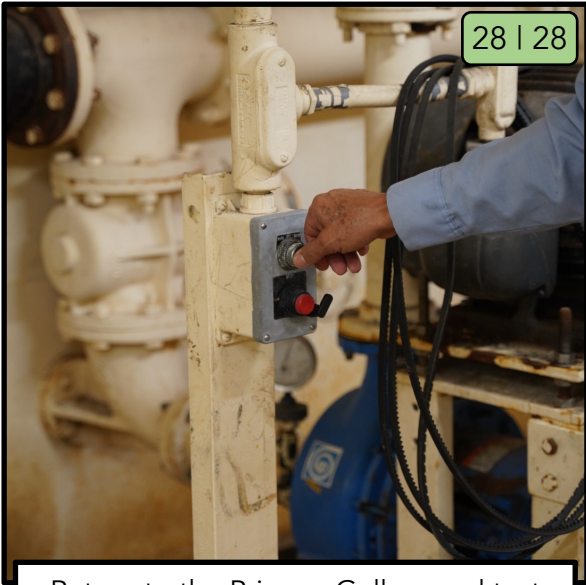
26 | 28

Return to the MCC and remove the lock and tag.



27 | 28

Turn the main breaker back on, then switch the HOA back to "Auto".



28 | 28

Return to the Primary Gallery and test the pump function using the local controls. The pump should be operating normally.

Done!

LOTO Procedure

Prepare & Notify

1 Check for, and use the equipment-specific procedure.



2 Assess energy types and magnitudes.

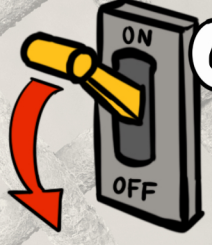
3 Determine methods of control.

4 Notify all affected personnel of the shutdown and the reasons for it.



Shutdown & Verify

5 Verify that it is safe to shutdown the equipment.



6 Perform normal equipment shutdown.

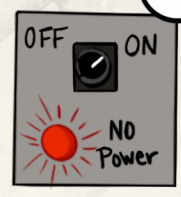
7 Isolate and lock out energy sources.



8 Enter required information on tag(s) and apply it with a cable or tie to the lock.



9 Release the stored energy.



10 Attempt to restart the equipment, confirming it does not start.

11 Perform all maintenance necessary.

Release from LOTO

12 Verify that the work for which the LOTO was applied has been completed and that it is safe to re-energize the equipment.



13 Inspect the equipment and the work area to ensure that all tools and obstructions have been removed from the path of action.



14 Ensure that all personnel are at a safe distance from the equipment and are aware of the start-up.

15 Replace safety guards over belts, pulleys, rotating shafts and parts.

16 Remove all isolating and ground devices.



17 Notify all affected personnel that the equipment has been returned to service.



18 Return the padlock and keys to the LOTO center.

Done!

Sewer Authority Mid-Coastside

Standard Operating Procedures



Headworks Inspection & Cleaning

Table of Contents	
Headworks - Circular Chart	3
Headworks - Inspection	6
Headworks - Cleaning	9

Headworks – Circular Chart

Process Description

This process is to be done daily, by the operators. The circular chart recorder records the influent total flow and acts as a paper copy “backup” for the records on SCADA.

Process Requirements

General Considerations:

Personnel Required:

- One operator

Tools Needed:

- Blank replacement paper chart

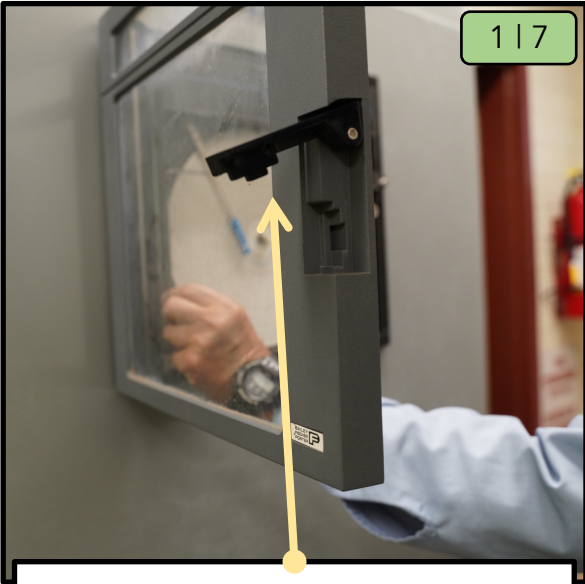
Safety Considerations:

- Slips, trips and falls

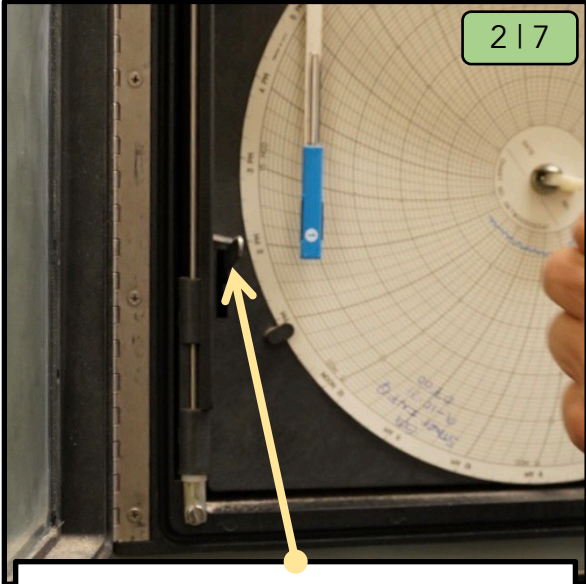
Safety Equipment:

Next

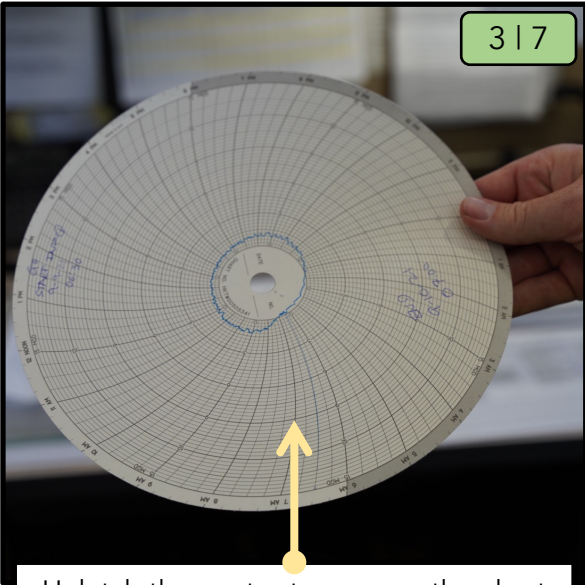
Headworks – Circular Chart



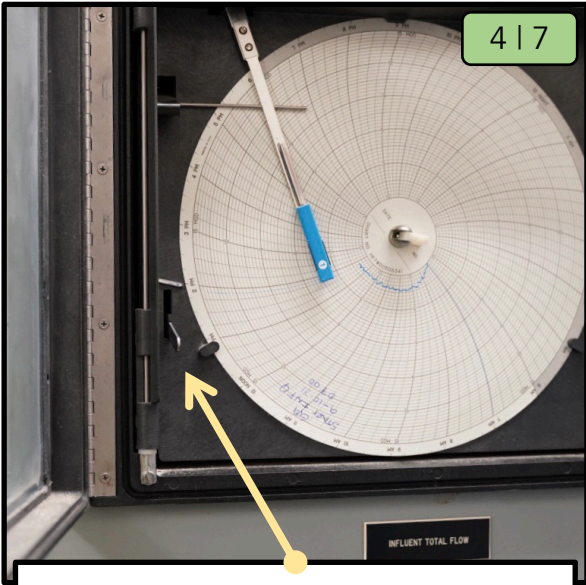
In MB-1, open the latched door to the recorder.



Flip the silver switch on the left-hand side of the chart to the up position to release the needle.



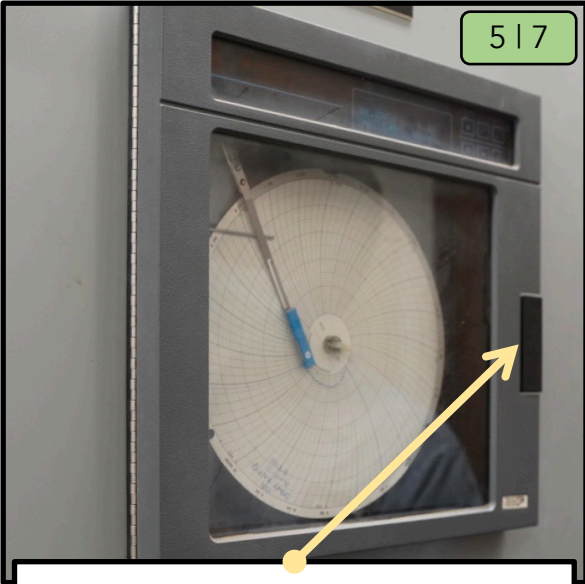
Unlatch the center to remove the chart from the recorder. Replace it with a blank chart and latch the center to secure the chart in place.



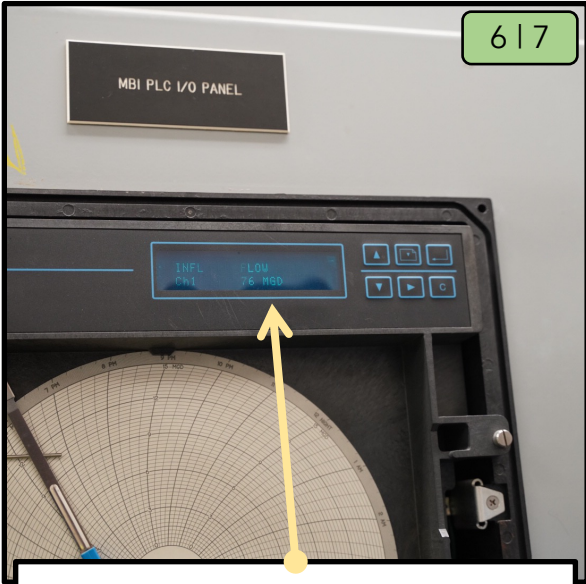
Flip the silver switch back to the down position to replace the needle.

Next

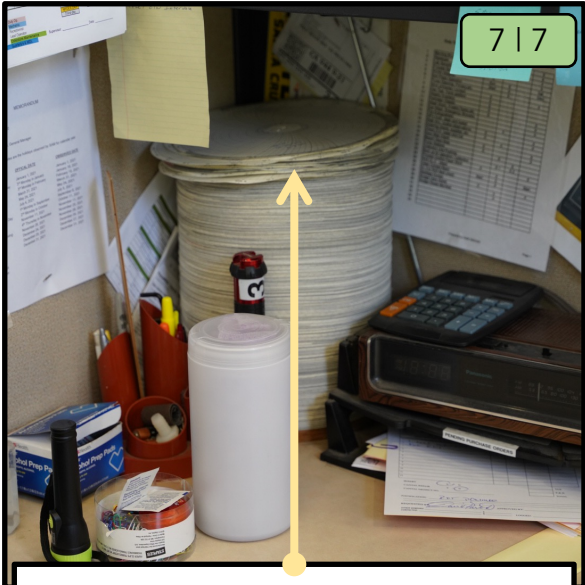
Headworks – Circular Chart



Close the latched door and ensure the latch engages.



Verify that the recorder is working.



File the previous day's chart in the office.

Done!

Headworks - Inspection

Process Description

Inspection should happen on a weekly basis.

Process Requirements

General Considerations:

Personnel Required:

- One operator

Tools Needed:

Safety Considerations:

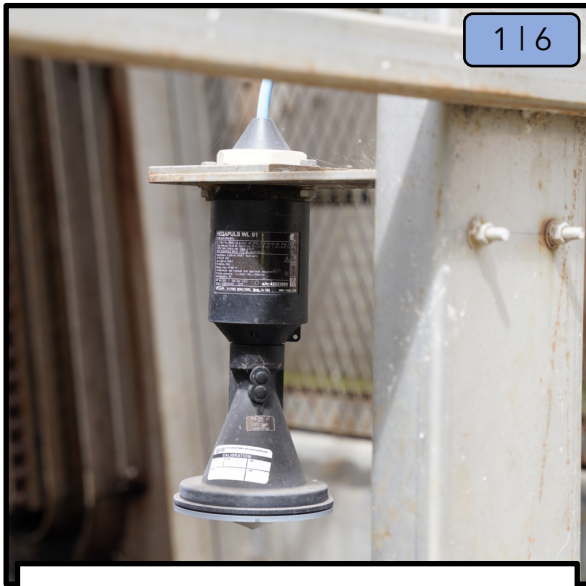
- Hazards associated with splashing
- Slips, trips, and falls

Safety Equipment:

- Eye protection
- gloves

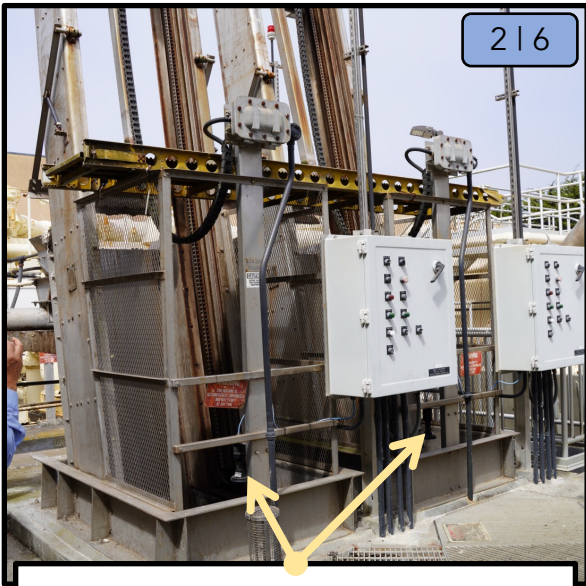
Next

Headworks - Inspection



116

Inspect (and clean if necessary) the ultrasonic sensors.



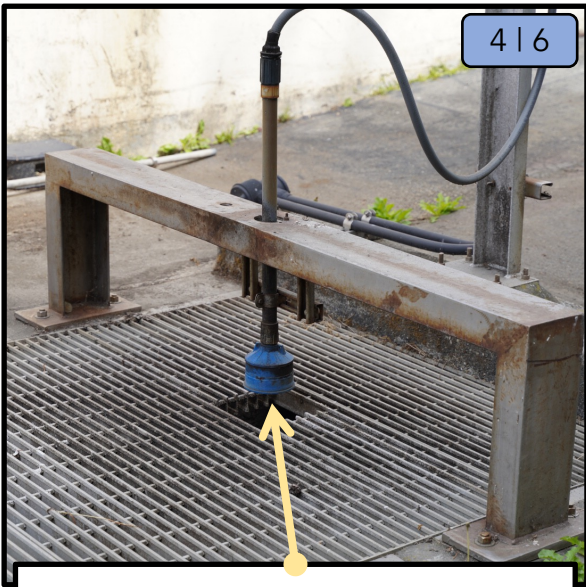
216

Inspect the two on the front side of the bar screens.



316

Inspect the two on the back side of the bar screens.



416

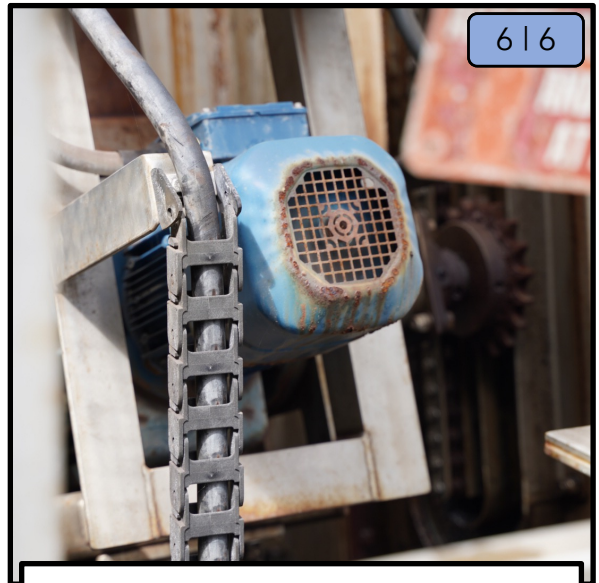
Inspect the influent sensor.

Next

Headworks - Inspection



Leave the bar-screen in "Auto" and then press the "Start" button to start the bar screen and conveyor.



Inspect the motor visually and listen for any unusual sounds ensure the motor is working properly.

Headworks - Cleaning

Process Description

Cleaning should happen on an as-needed basis in tandem with the weekly inspection.

Process Requirements

General Considerations:

Personnel Required:

- One operator

Tools Needed:

- Hose
- Rag

Safety Considerations:

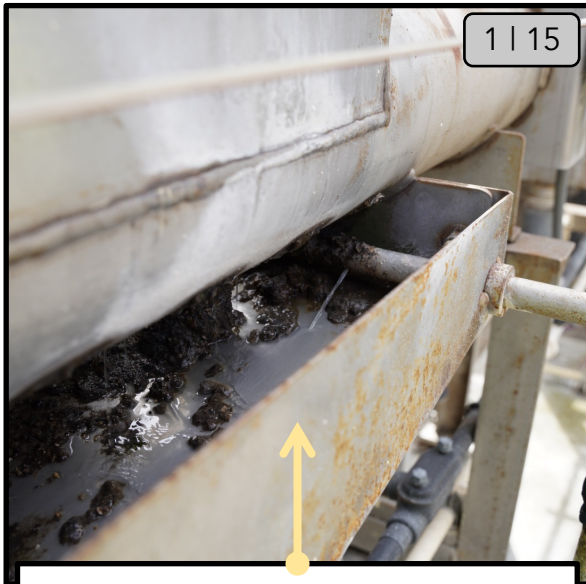
- Hazards associated with splashing
- Slips, trips, and falls

Safety Equipment:

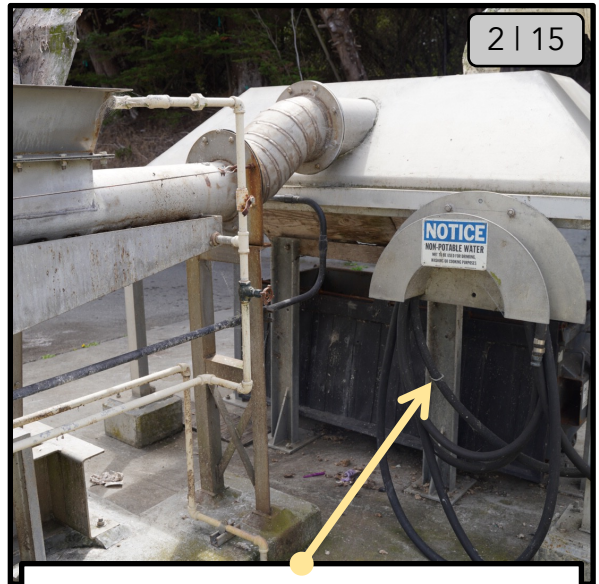
- Eye protection
- gloves

Next

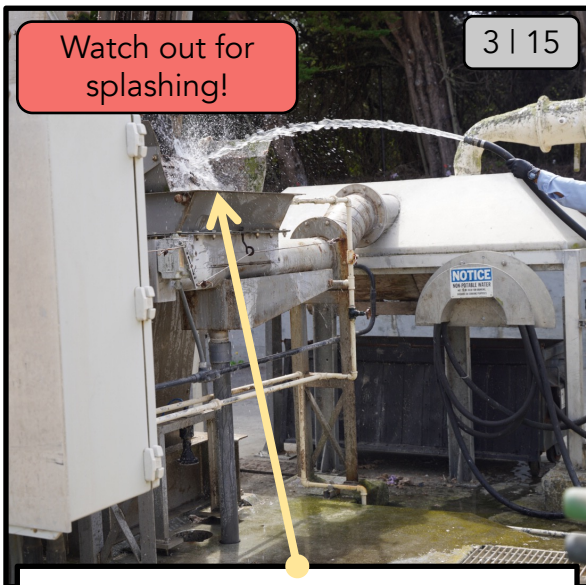
Headworks - Cleaning



Ensure there is water flowing into and out of the trough on the back side of the bar-screens.



Unravel the hose in preparation for cleaning.



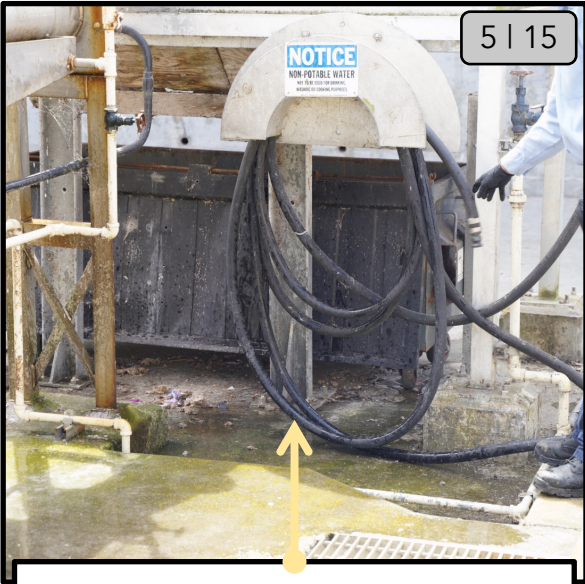
Spray down the troughs on each bar screen to remove any debris that has built up.



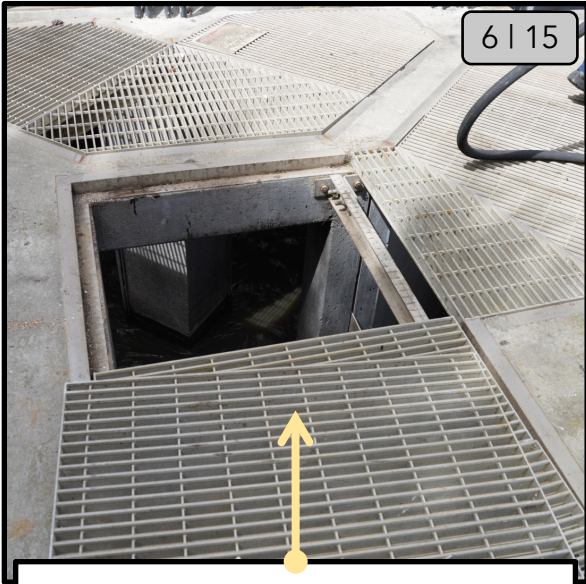
Use the hose to clean inside and on the bottom of the trough.

Next

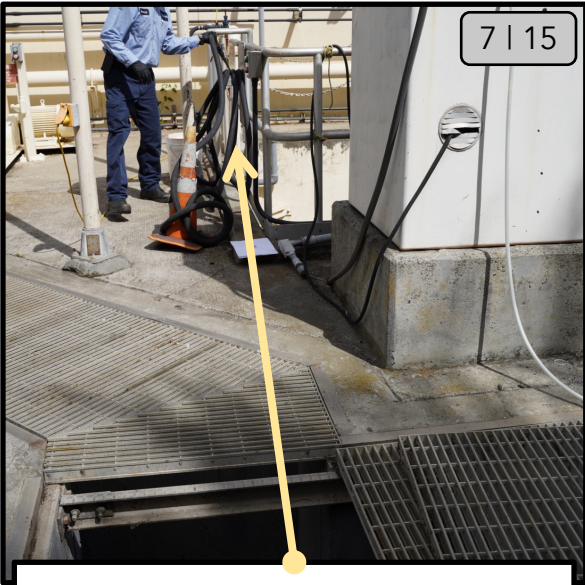
Headworks - Cleaning



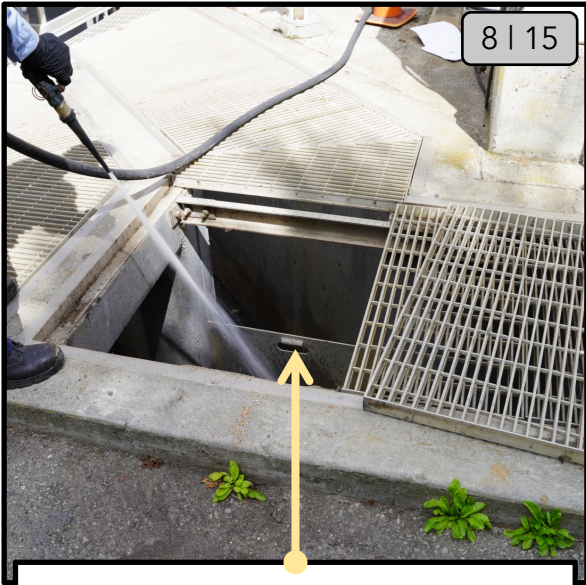
Replace the hose on the back side of headworks once the troughs have been thoroughly cleaned.



Remove the grate above the bar screens gates on the influent side of the barscreens.



Unravel the hose with the nozzle on the influent side of the barscreens.



Spray down the gates and their corresponding guide-grooves as necessary.

Next

Headworks - Cleaning



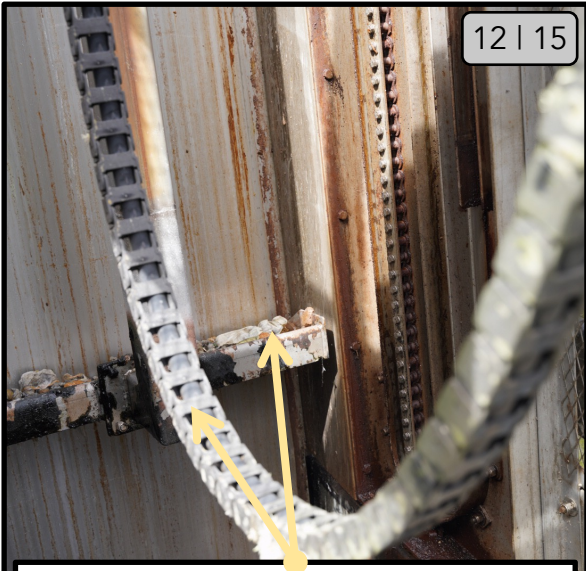
Spray down the channel walls of all scum & debris.



When all necessary cleaning of the influent channel and gates is complete, replace the grate.



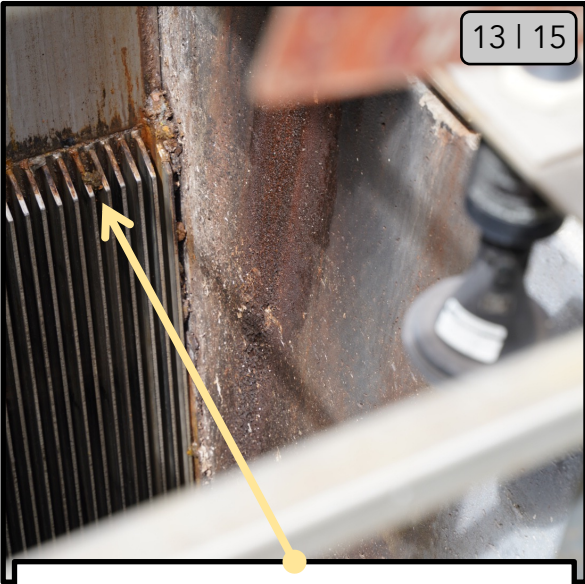
While in HAND, use the forward/reverse switch to move the conveyor to the optimal position for cleaning each of the following parts of the bar screens.



Hose down the bar-screen rake and conveyor chain.

Next

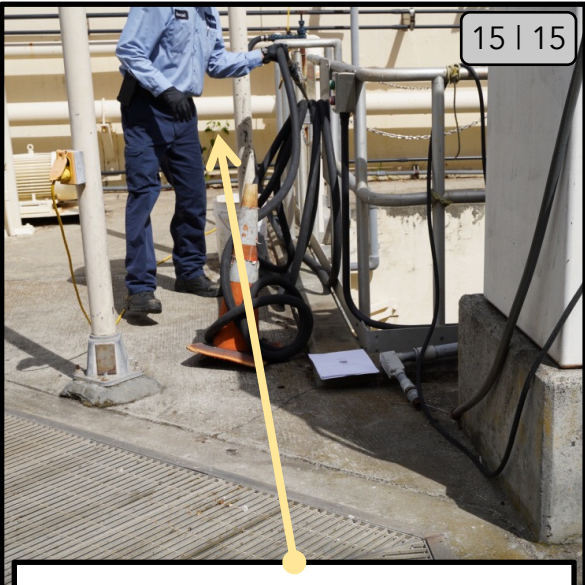
Headworks - Cleaning



Hose down the bar-screen below.



Clean off any debris on the bar-screen, walls, etc. as well as the surrounding area.



Once all cleaning is complete, replace the hose on the influent side of the bar-screens.

Done!

Sewer Authority Mid-Coastside

Standard Operating Procedures



Influent Wet Well Grit Removal

Table of Contents	
Grit Removal	3-6

Grit Removal

Process Description

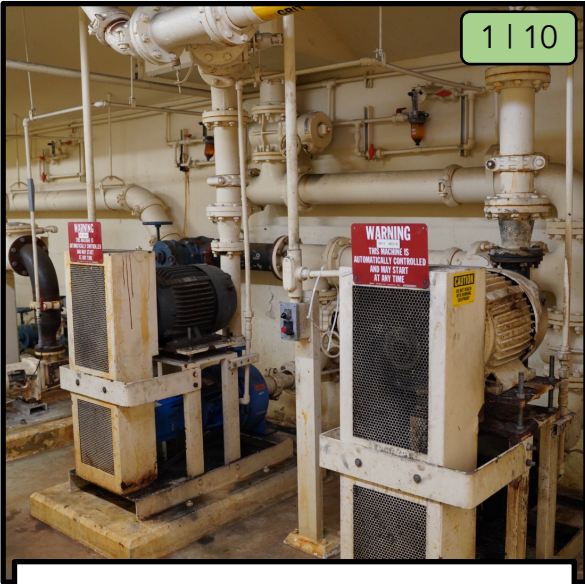
Pump down the Influent wet well enough to allow for hosing grit through the system.

Process Requirements

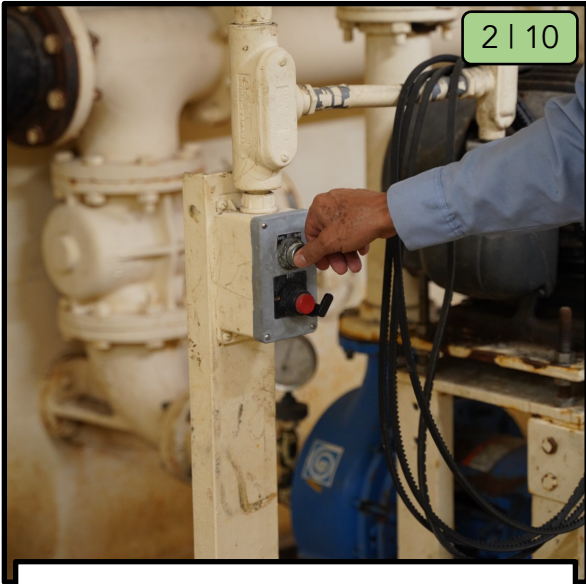
General Considerations:	<ul style="list-style-type: none"> This process requires pumping down the wet well significantly
Personnel Required:	<ul style="list-style-type: none"> One Operator
Tools Needed:	<ul style="list-style-type: none"> Hose w/ Nozzle
Safety Considerations:	<ul style="list-style-type: none"> Splashes Slips, trips & falls
Safety Equipment:	

Next

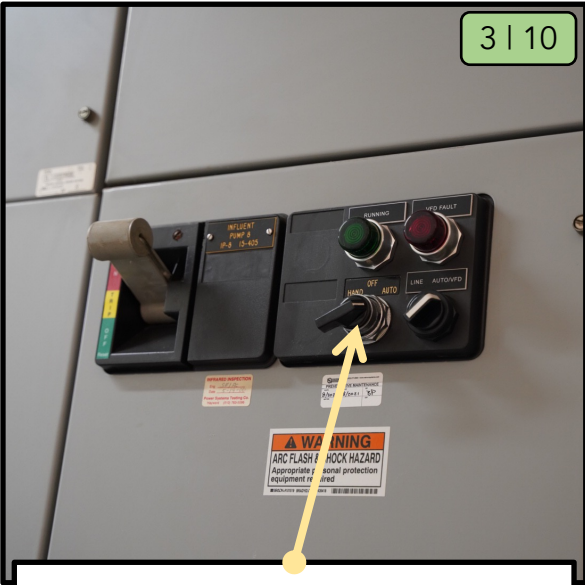
Grit Removal



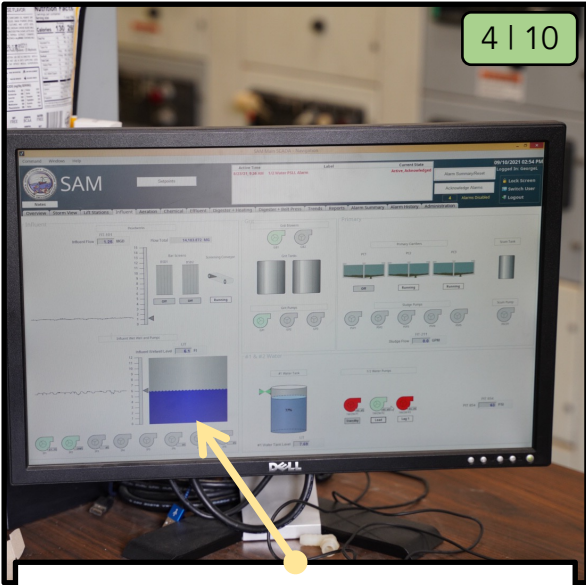
Navigate to the grit pumps downstairs.



Start both Grit Pumps in Manual to pump continuously to the Grit Washer.



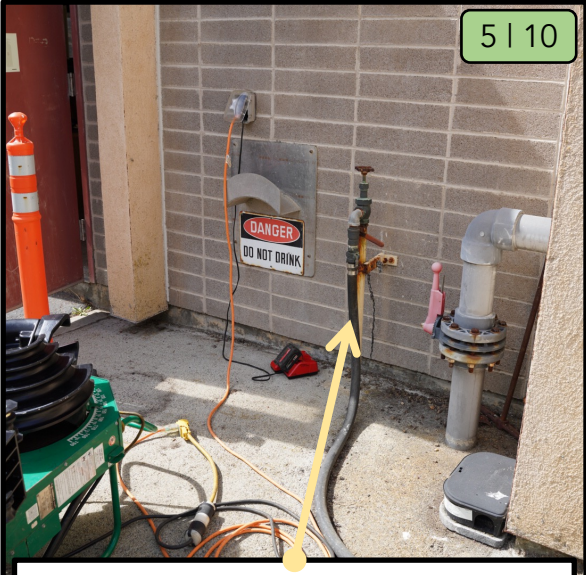
Place the Influent Pumps controls in "Hand". You may need more than one pump running.



Monitor the wet well level on SCADA to see that the level is drawn down to just above the pump suction lines.

Next

Grit Removal



5 | 10

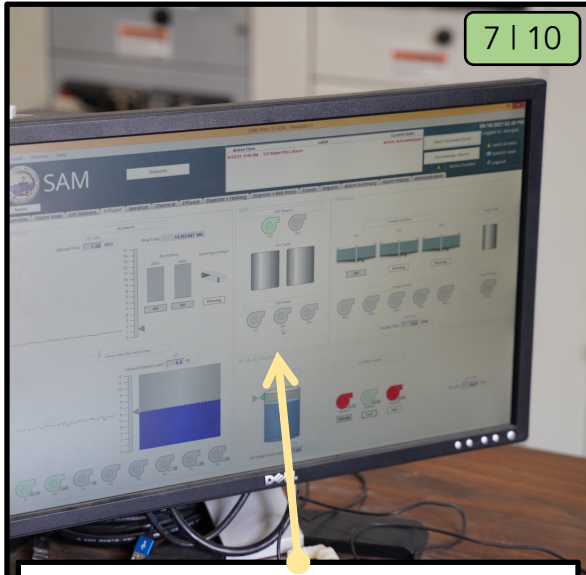
Once the well level has dropped enough, grab the hose along the wall of MB2.



6 | 10

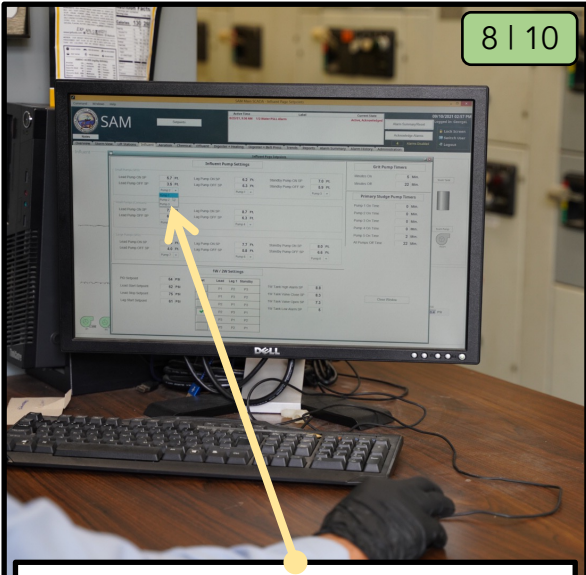
If there is heavy grit, it will be necessary to go into the well to get it out.

Remove the grating above the Influent Wet Well. Then, using the hose wash the grit into the pump suction lines a little at a time.



7 | 10

Observe the grit pump and grit washer. Be careful not to overload either of them.

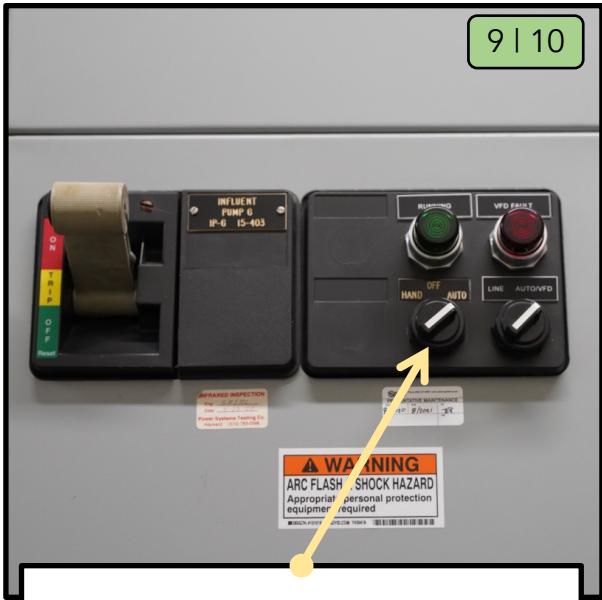


8 | 10

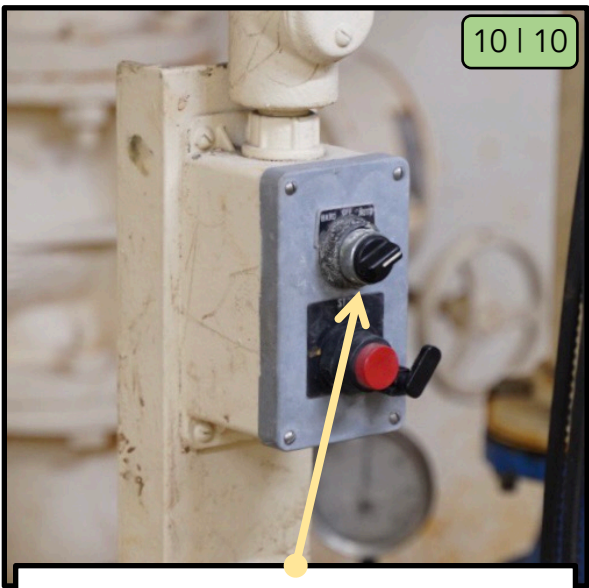
Change the lead pump several times during this procedure to help move the grit back and forth between the pump suction lines.

Next

Grit Removal



When finished place the influent pumps controls into "Auto" mode.



When there is no more grit discharging from the grit washer, place the Grit Pumps back in "Auto" mode.

Done!



**CSRMA 2020/21 Workers' Compensation Excellence
Award Application**

Attachment 5

Records of annual training on ergonomic and biomechanical principles relevant to the work activities and risk factors present at SAM

All Assignments

Type: All Assignments



Run Date: Sep 29, 2021 3:08 PM

Shared with: Not Shared

Filters: Start Date Range: From 09/01/2020 To 09/29/2021

Type: All Assignments

User Status: Active, Offline

First Name	Last Name	Employee ID	Last Login	Assignment Name	Assignment Type	Assignment Method	Course Status
Gabriel	Aguilar		09/22/2021 02:18 PM	Lock-Out / Tag-Out	Vector Solutions Course	Create New Assignment	complete
Gabriel	Aguilar		09/22/2021 02:18 PM	* CSRMA HazCom and GHS 2019 (CalOSHA)	SCORM Course	Create New Assignment	complete
Gabriel	Aguilar		09/22/2021 02:18 PM	* Back Injury Prevention	AICC Course	Create New Assignment	complete
Gabriel	Aguilar		09/22/2021 02:18 PM	* CSRMA Field Ergonomics: Back Care	SCORM Course	Create New Assignment	complete
Gabriel	Aguilar		09/22/2021 02:18 PM	* CSRMA Office Ergonomics	SCORM Course	Create New Assignment	complete
Gabriel	Aguilar		09/22/2021 02:18 PM	* Personal Protective Equipment	AICC Course	Create New Assignment	complete
Gabriel	Aguilar		09/22/2021 02:18 PM	* CSRMA Heat Illness Prevention (CalOSHA)	SCORM Course	Create New Assignment	complete
Gabriel	Aguilar		09/22/2021 02:18 PM	* CSRMA Injury and Illness Prevention Plan (CalOSHA)	SCORM Course	Create New Assignment	complete
Gabriel	Aguilar		09/22/2021 02:18 PM	* CSRMA Emergency Action Plan (CalOSHA)	SCORM Course	Create New Assignment	complete
Gabriel	Aguilar		09/22/2021 02:18 PM	* CSRMA Fire Prevention Tailgate	Tailgate Training (CSRMA Enterprise)	Create New Assignment	pending validation
Gabriel	Aguilar		09/22/2021 02:18 PM	* CSRMA Fire Extinguishers Tailgate	Tailgate Training (CSRMA Enterprise)	Create New Assignment	pending validation
Gabriel	Aguilar		09/22/2021 02:18 PM	Confined-Space Entry	Vector Solutions Course	Create New Assignment	complete
Jose	Ahumada	Jose	09/17/2021 09:21 AM	Confined-Space Entry	Vector Solutions Course	Create New Assignment	complete

First Name	Last Name	Employee ID	Last Login	Assignment Name	Assignment Type	Assignment Method	Course Status
Jose	Ahumada	Jose	09/17/2021 09:21 AM	* Back Injury Prevention	AICC Course	Create New Assignment	complete
Jose	Ahumada	Jose	09/17/2021 09:21 AM	* Personal Protective Equipment	AICC Course	Create New Assignment	complete
Jose	Ahumada	Jose	09/17/2021 09:21 AM	* CSRMA Office Ergonomics	SCORM Course	Create New Assignment	complete
Jose	Ahumada	Jose	09/17/2021 09:21 AM	* CSRMA Field Ergonomics: Back Care	SCORM Course	Create New Assignment	complete
Jose	Ahumada	Jose	09/17/2021 09:21 AM	* CSRMA Emergency Action Plan (CalOSHA)	SCORM Course	Create New Assignment	complete
Jose	Ahumada	Jose	09/17/2021 09:21 AM	* CSRMA Injury and Illness Prevention Plan (CalOSHA)	SCORM Course	Create New Assignment	complete
Jose	Ahumada	Jose	09/17/2021 09:21 AM	* CSRMA Heat Illness Prevention (CalOSHA)	SCORM Course	Create New Assignment	complete
Jose	Ahumada	Jose	09/17/2021 09:21 AM	* CSRMA HazCom and GHS 2019 (CalOSHA)	SCORM Course	Create New Assignment	complete
Jose	Ahumada	Jose	09/17/2021 09:21 AM	* CSRMA Fire Prevention Tailgate	Tailgate Training (CSRMA Enterprise)	Create New Assignment	pending validation
Jose	Ahumada	Jose	09/17/2021 09:21 AM	* CSRMA Fire Extinguishers Tailgate	Tailgate Training (CSRMA Enterprise)	Create New Assignment	pending validation
Jose	Ahumada	Jose	09/17/2021 09:21 AM	Lock-Out / Tag-Out	Vector Solutions Course	Create New Assignment	complete
Tim	Costello		09/29/2021 03:06 PM	Lock-Out / Tag-Out	Vector Solutions Course	Create New Assignment	complete
Tim	Costello		09/29/2021 03:06 PM	* Back Injury Prevention	AICC Course	Create New Assignment	complete
Tim	Costello		09/29/2021 03:06 PM	* CSRMA Office Ergonomics	SCORM Course	Create New Assignment	complete
Tim	Costello		09/29/2021 03:06 PM	* CSRMA Field Ergonomics: Back Care	SCORM Course	Create New Assignment	complete
Tim	Costello		09/29/2021 03:06 PM	* Personal Protective Equipment	AICC Course	Create New Assignment	complete

First Name	Last Name	Employee ID	Last Login	Assignment Name	Assignment Type	Assignment Method	Course Status
Tim	Costello		09/29/2021 03:06 PM	* CSRMA Emergency Action Plan (CalOSHA)	SCORM Course	Create New Assignment	complete
Tim	Costello		09/29/2021 03:06 PM	* CSRMA Injury and Illness Prevention Plan (CalOSHA)	SCORM Course	Create New Assignment	complete
Tim	Costello		09/29/2021 03:06 PM	* CSRMA Heat Illness Prevention (CalOSHA)	SCORM Course	Create New Assignment	complete
Tim	Costello		09/29/2021 03:06 PM	* CSRMA Fire Prevention Tailgate	Tailgate Training (CSRMA Enterprise)	Create New Assignment	pending validation
Tim	Costello		09/29/2021 03:06 PM	* CSRMA Fire Extinguishers Tailgate	Tailgate Training (CSRMA Enterprise)	Create New Assignment	pending validation
Tim	Costello		09/29/2021 03:06 PM	CSRMA HazCom and GHS 2019 (CalOSHA)	SCORM Course	Create New Assignment	assigned
George	Evans		09/08/2021 12:01 PM	* CSRMA HazCom and GHS 2019 (CalOSHA)	SCORM Course	Create New Assignment	complete
George	Evans		09/08/2021 12:01 PM	* CSRMA Office Ergonomics	SCORM Course	Create New Assignment	complete
George	Evans		09/08/2021 12:01 PM	* CSRMA Field Ergonomics: Back Care	SCORM Course	Create New Assignment	complete
George	Evans		09/08/2021 12:01 PM	* Back Injury Prevention	AICC Course	Create New Assignment	complete
George	Evans		09/08/2021 12:01 PM	* CSRMA Emergency Action Plan (CalOSHA)	SCORM Course	Create New Assignment	complete
George	Evans		09/08/2021 12:01 PM	* CSRMA Injury and Illness Prevention Plan (CalOSHA)	SCORM Course	Create New Assignment	complete
Keith	Harvey		09/24/2021 04:57 PM	Lock-Out / Tag-Out	Vector Solutions Course	Create New Assignment	complete
Keith	Harvey		09/24/2021 04:57 PM	* Back Injury Prevention	AICC Course	Create New Assignment	complete
Keith	Harvey		09/24/2021 04:57 PM	* CSRMA Field Ergonomics: Back Care	SCORM Course	Create New Assignment	complete

First Name	Last Name	Employee ID	Last Login	Assignment Name	Assignment Type	Assignment Method	Course Status
Keith	Harvey		09/24/2021 04:57 PM	* CSRMA Office Ergonomics	SCORM Course	Create New Assignment	complete
Keith	Harvey		09/24/2021 04:57 PM	* CSRMA Injury and Illness Prevention Plan (CalOSHA)	SCORM Course	Create New Assignment	complete
Keith	Harvey		09/24/2021 04:57 PM	* CSRMA Heat Illness Prevention (CalOSHA)	SCORM Course	Create New Assignment	complete
Keith	Harvey		09/24/2021 04:57 PM	* CSRMA HazCom and GHS 2019 (CalOSHA)	SCORM Course	Create New Assignment	complete
Keith	Harvey		09/24/2021 04:57 PM	* CSRMA Fire Prevention Tailgate	Tailgate Training (CSRMA Enterprise)	Create New Assignment	pending validation
Keith	Harvey		09/24/2021 04:57 PM	* CSRMA Fire Extinguishers Tailgate	Tailgate Training (CSRMA Enterprise)	Create New Assignment	pending validation
Keith	Harvey		09/24/2021 04:57 PM	Personal Protective Equipment	AICC Course	Create New Assignment	assigned
Keith	Harvey		09/24/2021 04:57 PM	CSRMA Emergency Action Plan (CalOSHA)	SCORM Course	Create New Assignment	assigned
T. J.	Hussein	tj	09/28/2021 10:02 AM	Confined-Space Entry	Vector Solutions Course	Create New Assignment	complete
T. J.	Hussein	tj	09/28/2021 10:02 AM	* Back Injury Prevention	AICC Course	Create New Assignment	complete
T. J.	Hussein	tj	09/28/2021 10:02 AM	* CSRMA Field Ergonomics: Back Care	SCORM Course	Create New Assignment	complete
T. J.	Hussein	tj	09/28/2021 10:02 AM	* CSRMA Office Ergonomics	SCORM Course	Create New Assignment	complete
T. J.	Hussein	tj	09/28/2021 10:02 AM	* CSRMA Emergency Action Plan (CalOSHA)	SCORM Course	Create New Assignment	complete
T. J.	Hussein	tj	09/28/2021 10:02 AM	* CSRMA Injury and Illness Prevention Plan (CalOSHA)	SCORM Course	Create New Assignment	complete
T. J.	Hussein	tj	09/28/2021 10:02 AM	* CSRMA Heat Illness Prevention (CalOSHA)	SCORM Course	Create New Assignment	complete

First Name	Last Name	Employee ID	Last Login	Assignment Name	Assignment Type	Assignment Method	Course Status
T. J.	Hussein	tj	09/28/2021 10:02 AM	* CSRMA HazCom and GHS 2019 (CalOSHA)	SCORM Course	Create New Assignment	complete
T. J.	Hussein	tj	09/28/2021 10:02 AM	* CSRMA Fire Prevention Tailgate	Tailgate Training (CSRMA Enterprise)	Create New Assignment	pending validation
T. J.	Hussein	tj	09/28/2021 10:02 AM	* CSRMA Fire Extinguishers Tailgate	Tailgate Training (CSRMA Enterprise)	Create New Assignment	pending validation
T. J.	Hussein	tj	09/28/2021 10:02 AM	Personal Protective Equipment	AICC Course	Create New Assignment	started
T. J.	Hussein	tj	09/28/2021 10:02 AM	Lock-Out / Tag-Out	Vector Solutions Course	Create New Assignment	complete
George	Long		09/14/2021 07:46 AM	Confined-Space Entry	Vector Solutions Course	Create New Assignment	complete
George	Long		09/14/2021 07:46 AM	* Personal Protective Equipment	AICC Course	Create New Assignment	complete
George	Long		09/14/2021 07:46 AM	* Back Injury Prevention	AICC Course	Create New Assignment	complete
George	Long		09/14/2021 07:46 AM	* CSRMA Office Ergonomics	SCORM Course	Create New Assignment	complete
George	Long		09/14/2021 07:46 AM	* CSRMA Field Ergonomics: Back Care	SCORM Course	Create New Assignment	complete
George	Long		09/14/2021 07:46 AM	* CSRMA Heat Illness Prevention (CalOSHA)	SCORM Course	Create New Assignment	complete
George	Long		09/14/2021 07:46 AM	* CSRMA Injury and Illness Prevention Plan (CalOSHA)	SCORM Course	Create New Assignment	complete
George	Long		09/14/2021 07:46 AM	* CSRMA Emergency Action Plan (CalOSHA)	SCORM Course	Create New Assignment	complete
George	Long		09/14/2021 07:46 AM	* CSRMA Fire Prevention Tailgate	Tailgate Training (CSRMA Enterprise)	Create New Assignment	assigned
George	Long		09/14/2021 07:46 AM	* CSRMA Fire Extinguishers Tailgate	Tailgate Training (CSRMA Enterprise)	Create New Assignment	assigned
George	Long		09/14/2021 07:46 AM	CSRMA HazCom and GHS 2019 (CalOSHA)	SCORM Course	Create New Assignment	assigned

First Name	Last Name	Employee ID	Last Login	Assignment Name	Assignment Type	Assignment Method	Course Status
George	Long		09/14/2021 07:46 AM	Lock-Out / Tag-Out	Vector Solutions Course	Create New Assignment	complete
Carlos	Mendez		09/22/2021 10:18 PM	Confined-Space Entry	Vector Solutions Course	Create New Assignment	complete
Carlos	Mendez		09/22/2021 10:18 PM	* CSRMA Office Ergonomics	SCORM Course	Create New Assignment	complete
Carlos	Mendez		09/22/2021 10:18 PM	* CSRMA Field Ergonomics: Back Care	SCORM Course	Create New Assignment	complete
Carlos	Mendez		09/22/2021 10:18 PM	* Back Injury Prevention	AICC Course	Create New Assignment	complete
Carlos	Mendez		09/22/2021 10:18 PM	* Personal Protective Equipment	AICC Course	Create New Assignment	complete
Carlos	Mendez		09/22/2021 10:18 PM	* CSRMA Emergency Action Plan (CalOSHA)	SCORM Course	Create New Assignment	complete
Carlos	Mendez		09/22/2021 10:18 PM	* CSRMA Heat Illness Prevention (CalOSHA)	SCORM Course	Create New Assignment	complete
Carlos	Mendez		09/22/2021 10:18 PM	* CSRMA Injury and Illness Prevention Plan (CalOSHA)	SCORM Course	Create New Assignment	complete
Carlos	Mendez		09/22/2021 10:18 PM	* CSRMA HazCom and GHS 2019 (CalOSHA)	SCORM Course	Create New Assignment	complete
Carlos	Mendez		09/22/2021 10:18 PM	* CSRMA Fire Prevention Tailgate	Tailgate Training (CSRMA Enterprise)	Create New Assignment	pending validation
Carlos	Mendez		09/22/2021 10:18 PM	* CSRMA Fire Extinguishers Tailgate	Tailgate Training (CSRMA Enterprise)	Create New Assignment	pending validation
Carlos	Mendez		09/22/2021 10:18 PM	Lock-Out / Tag-Out	Vector Solutions Course	Create New Assignment	complete
Larry	Olivan	000	03/10/2020 08:35 AM	CSRMA Injury and Illness Prevention Plan (CalOSHA)	SCORM Course	Create New Assignment	assigned
Larry	Olivan	000	03/10/2020 08:35 AM	CSRMA Emergency Action Plan (CalOSHA)	SCORM Course	Create New Assignment	assigned
Sonya	Ondish		09/22/2021 10:54 AM	Lock-Out / Tag-Out	Vector Solutions Course	Create New Assignment	complete

First Name	Last Name	Employee ID	Last Login	Assignment Name	Assignment Type	Assignment Method	Course Status
Sonya	Ondish		09/22/2021 10:54 AM	* CSRMA HazCom and GHS 2019 (CalOSHA)	SCORM Course	Create New Assignment	complete
Sonya	Ondish		09/22/2021 10:54 AM	* CSRMA Field Ergonomics: Back Care	SCORM Course	Create New Assignment	complete
Sonya	Ondish		09/22/2021 10:54 AM	* CSRMA Emergency Action Plan (CalOSHA)	SCORM Course	Create New Assignment	complete
Sonya	Ondish		09/22/2021 10:54 AM	* Back Injury Prevention	AICC Course	Create New Assignment	complete
Sonya	Ondish		09/22/2021 10:54 AM	* CSRMA Office Ergonomics	SCORM Course	Create New Assignment	complete
Sonya	Ondish		09/22/2021 10:54 AM	* Personal Protective Equipment	AICC Course	Create New Assignment	complete
Sonya	Ondish		09/22/2021 10:54 AM	* CSRMA Injury and Illness Prevention Plan (CalOSHA)	SCORM Course	Create New Assignment	complete
Sonya	Ondish		09/22/2021 10:54 AM	* CSRMA Heat Illness Prevention (CalOSHA)	SCORM Course	Create New Assignment	complete
Sonya	Ondish		09/22/2021 10:54 AM	* CSRMA Fire Prevention Tailgate	Tailgate Training (CSRMA Enterprise)	Create New Assignment	pending validation
Sonya	Ondish		09/22/2021 10:54 AM	* CSRMA Fire Extinguishers Tailgate	Tailgate Training (CSRMA Enterprise)	Create New Assignment	pending validation
David	Partida		09/29/2021 11:59 AM	Lock-Out / Tag-Out	Vector Solutions Course	Create New Assignment	complete
David	Partida		09/29/2021 11:59 AM	* CSRMA Emergency Action Plan (CalOSHA)	SCORM Course	Create New Assignment	complete
David	Partida		09/29/2021 11:59 AM	* CSRMA Field Ergonomics: Back Care	SCORM Course	Create New Assignment	complete
David	Partida		09/29/2021 11:59 AM	* Back Injury Prevention	AICC Course	Create New Assignment	complete
David	Partida		09/29/2021 11:59 AM	* CSRMA Office Ergonomics	SCORM Course	Create New Assignment	complete
David	Partida		09/29/2021 11:59 AM	* CSRMA HazCom and GHS 2019 (CalOSHA)	SCORM Course	Create New Assignment	complete

First Name	Last Name	Employee ID	Last Login	Assignment Name	Assignment Type	Assignment Method	Course Status
David	Partida		09/29/2021 11:59 AM	* CSRMA Fire Prevention Tailgate	Tailgate Training (CSRMA Enterprise)	Create New Assignment	assigned
David	Partida		09/29/2021 11:59 AM	* CSRMA Fire Extinguishers Tailgate	Tailgate Training (CSRMA Enterprise)	Create New Assignment	assigned
David	Partida		09/29/2021 11:59 AM	Personal Protective Equipment	AICC Course	Create New Assignment	assigned
David	Partida		09/29/2021 11:59 AM	CSRMA Injury and Illness Prevention Plan (CalOSHA)	SCORM Course	Create New Assignment	assigned
David	Partida		09/29/2021 11:59 AM	CSRMA Heat Illness Prevention (CalOSHA)	SCORM Course	Create New Assignment	assigned
Kishen	Prathivadi		09/13/2021 01:36 PM	Personal Protective Equipment	Vector Solutions Course	Create New Assignment	complete
Kishen	Prathivadi		09/13/2021 01:36 PM	* CSRMA Field Ergonomics: Back Care	SCORM Course	Create New Assignment	complete
Kishen	Prathivadi		09/13/2021 01:36 PM	* Back Injury Prevention	AICC Course	Create New Assignment	complete
Kishen	Prathivadi		09/13/2021 01:36 PM	* CSRMA Office Ergonomics	SCORM Course	Create New Assignment	complete
Kishen	Prathivadi		09/13/2021 01:36 PM	CSRMA Emergency Action Plan (CalOSHA)	SCORM Course	Create New Assignment	assigned
Kishen	Prathivadi		09/13/2021 01:36 PM	CSRMA Injury and Illness Prevention Plan (CalOSHA)	SCORM Course	Create New Assignment	assigned
Felipe	Preciado	36	09/27/2021 10:35 AM	Confined-Space Entry	Vector Solutions Course	Create New Assignment	complete
Felipe	Preciado	36	09/27/2021 10:35 AM	* Back Injury Prevention	AICC Course	Create New Assignment	complete
Felipe	Preciado	36	09/27/2021 10:35 AM	* Personal Protective Equipment	AICC Course	Create New Assignment	complete
Felipe	Preciado	36	09/27/2021 10:35 AM	* CSRMA Office Ergonomics	SCORM Course	Create New Assignment	complete
Felipe	Preciado	36	09/27/2021 10:35 AM	* CSRMA Field Ergonomics: Back Care	SCORM Course	Create New Assignment	complete

First Name	Last Name	Employee ID	Last Login	Assignment Name	Assignment Type	Assignment Method	Course Status
Felipe	Preciado	36	09/27/2021 10:35 AM	* CSRMA Injury and Illness Prevention Plan (CalOSHA)	SCORM Course	Create New Assignment	complete
Felipe	Preciado	36	09/27/2021 10:35 AM	* CSRMA Heat Illness Prevention (CalOSHA)	SCORM Course	Create New Assignment	complete
Felipe	Preciado	36	09/27/2021 10:35 AM	* CSRMA HazCom and GHS 2019 (CalOSHA)	SCORM Course	Create New Assignment	complete
Felipe	Preciado	36	09/27/2021 10:35 AM	* CSRMA Fire Prevention Tailgate	Tailgate Training (CSRMA Enterprise)	Create New Assignment	assigned
Felipe	Preciado	36	09/27/2021 10:35 AM	* CSRMA Fire Extinguishers Tailgate	Tailgate Training (CSRMA Enterprise)	Create New Assignment	saved
Felipe	Preciado	36	09/27/2021 10:35 AM	CSRMA Emergency Action Plan (CalOSHA)	SCORM Course	Create New Assignment	assigned
Felipe	Preciado	36	09/27/2021 10:35 AM	Lock-Out / Tag-Out	Vector Solutions Course	Create New Assignment	complete
Angelo	Rovai	41	09/14/2021 08:44 AM	Confined-Space Entry	Vector Solutions Course	Create New Assignment	complete
Angelo	Rovai	41	09/14/2021 08:44 AM	* Personal Protective Equipment	AICC Course	Create New Assignment	complete
Angelo	Rovai	41	09/14/2021 08:44 AM	* Back Injury Prevention	AICC Course	Create New Assignment	complete
Angelo	Rovai	41	09/14/2021 08:44 AM	* CSRMA Office Ergonomics	SCORM Course	Create New Assignment	complete
Angelo	Rovai	41	09/14/2021 08:44 AM	* CSRMA Field Ergonomics: Back Care	SCORM Course	Create New Assignment	complete
Angelo	Rovai	41	09/14/2021 08:44 AM	* CSRMA Emergency Action Plan (CalOSHA)	SCORM Course	Create New Assignment	complete
Angelo	Rovai	41	09/14/2021 08:44 AM	* CSRMA Injury and Illness Prevention Plan (CalOSHA)	SCORM Course	Create New Assignment	complete
Angelo	Rovai	41	09/14/2021 08:44 AM	* CSRMA Heat Illness Prevention (CalOSHA)	SCORM Course	Create New Assignment	complete

First Name	Last Name	Employee ID	Last Login	Assignment Name	Assignment Type	Assignment Method	Course Status
Angelo	Rovai	41	09/14/2021 08:44 AM	* CSRMA HazCom and GHS 2019 (CalOSHA)	SCORM Course	Create New Assignment	complete
Angelo	Rovai	41	09/14/2021 08:44 AM	* CSRMA Fire Prevention Tailgate	Tailgate Training (CSRMA Enterprise)	Create New Assignment	pending validation
Angelo	Rovai	41	09/14/2021 08:44 AM	* CSRMA Fire Extinguishers Tailgate	Tailgate Training (CSRMA Enterprise)	Create New Assignment	pending validation
Angelo	Rovai	41	09/14/2021 08:44 AM	Lock-Out / Tag-Out	Vector Solutions Course	Create New Assignment	complete
Suzy	Turbay		09/08/2021 01:00 PM	* CSRMA HazCom and GHS 2019 (CalOSHA)	SCORM Course	Create New Assignment	complete
Suzy	Turbay		09/08/2021 01:00 PM	* CSRMA Office Ergonomics	SCORM Course	Create New Assignment	complete
Suzy	Turbay		09/08/2021 01:00 PM	* CSRMA Field Ergonomics: Back Care	SCORM Course	Create New Assignment	complete
Suzy	Turbay		09/08/2021 01:00 PM	* Back Injury Prevention	AICC Course	Create New Assignment	complete
Suzy	Turbay		09/08/2021 01:00 PM	* CSRMA Emergency Action Plan (CalOSHA)	SCORM Course	Create New Assignment	complete
Suzy	Turbay		09/08/2021 01:00 PM	* CSRMA Injury and Illness Prevention Plan (CalOSHA)	SCORM Course	Create New Assignment	complete
Tony	Young		09/10/2021 02:01 PM	Confined-Space Entry	Vector Solutions Course	Create New Assignment	complete
Tony	Young		09/10/2021 02:01 PM	Lock-Out / Tag-Out	Vector Solutions Course	Create New Assignment	complete
Tony	Young		09/10/2021 02:01 PM	* CSRMA Fire Extinguishers Tailgate	Tailgate Training (CSRMA Enterprise)	Create New Assignment	pending validation
Tony	Young		09/10/2021 02:01 PM	* CSRMA Fire Prevention Tailgate	Tailgate Training (CSRMA Enterprise)	Create New Assignment	pending validation
Tony	Young		09/10/2021 02:01 PM	* CSRMA HazCom and GHS 2019 (CalOSHA)	SCORM Course	Create New Assignment	complete
Tony	Young		09/10/2021 02:01 PM	* CSRMA Heat Illness Prevention (CalOSHA)	SCORM Course	Create New Assignment	complete

First Name	Last Name	Employee ID	Last Login	Assignment Name	Assignment Type	Assignment Method	Course Status
Tony	Young		09/10/2021 02:01 PM	* CSRMA Injury and Illness Prevention Plan (CalOSHA)	SCORM Course	Create New Assignment	complete
Tony	Young		09/10/2021 02:01 PM	* CSRMA Emergency Action Plan (CalOSHA)	SCORM Course	Create New Assignment	complete
Tony	Young		09/10/2021 02:01 PM	* CSRMA Office Ergonomics	SCORM Course	Create New Assignment	complete
Tony	Young		09/10/2021 02:01 PM	* CSRMA Field Ergonomics: Back Care	SCORM Course	Create New Assignment	complete
Tony	Young		09/10/2021 02:01 PM	* Personal Protective Equipment	AICC Course	Create New Assignment	complete
Tony	Young		09/10/2021 02:01 PM	* Back Injury Prevention	AICC Course	Create New Assignment	complete



**CSRMA 2020/21 Workers' Compensation Excellence
Award Application**

Attachment 6

Health and Wellness Promotion Programs

Element 6

Health & Wellness

We have initiated a company-sponsored walking program named “Holy Walk-a-Moly”. If an employee has accomplished 90K steps within the first 15 days of the month, they collect a \$5 gift certificate. If they have amassed \$200K steps by month end, they collect a \$10 gift certificate.

We provide workout equipment that employees make use of during breaks and before/after work. We are in the process of adding a second work out area that will house a treadmill. These are provided and maintained by SAM without cost to the employees.





The above treadmill will be housed in our second work out area, below, that will be completed soon.



Sewer Authority Mid-Coastside is continuing our ongoing program to educate our staff about Health & Wellness issues. Examples of this ongoing initiative include:

Monthly Top Health Newsletters (September & October)

TOP HEALTH
The Health, Prevention and Wellness Newsletter

Grains: The Whole Truth
If you love oatmeal, brown rice and whole-grain bread, you're on the right track. Whole grains are the healthiest, most nutritious and most versatile of grains.

Exercise: Fix for Childhood Obesity
About 20% of American children are obese, according to the CDC. The numbers are even higher when you consider the fact that obesity is a leading cause of death.

Prostate Health
Prostate cancer is the most common cancer among men in the United States. It's also the second leading cause of cancer death among men.

Headache Relief
Headaches are a common condition that affects about 1 billion people worldwide each year.

TOP HEALTH
The Health, Prevention and Wellness Newsletter

Food Close to Home
Supporting local farmers has great advantages in the long run. It's not just about the quality of the food, but also about the community.

Prostate Health
Prostate cancer is the most common cancer among men in the United States. It's also the second leading cause of cancer death among men.

Home Office Ergonomics
Working from home can be a great benefit, but it can also lead to health problems if you're not careful.

Reduce Your Breast Cancer Risk
Breast cancer is the most common cancer among women in the United States. There are several ways to reduce your risk.

TOP HEALTH
The Health, Prevention and Wellness Newsletter

One-Dish Meals
Saving time in the kitchen... but still getting a complete meal. One-dish meals are a great way to eat healthy and save time.

Wellness Checklist
There's nothing wrong with you. You're just not taking care of yourself. Here's a checklist to help you get back on track.

Headache Relief
Headaches are a common condition that affects about 1 billion people worldwide each year.

Prostate Health
Prostate cancer is the most common cancer among men in the United States. It's also the second leading cause of cancer death among men.

TOP HEALTH
The Health, Prevention and Wellness Newsletter

Home Office Ergonomics
Working from home can be a great benefit, but it can also lead to health problems if you're not careful.

Reduce Your Breast Cancer Risk
Breast cancer is the most common cancer among women in the United States. There are several ways to reduce your risk.

Wellness Exam: Do You Need One?
A wellness exam is a check-up to make sure you're healthy. It's a great way to catch health problems early.

Headache Relief
Headaches are a common condition that affects about 1 billion people worldwide each year.

Skanska Posters (Stretch and Flex)

SKANSKA
Stretch and Flex

Stretching Principles
Stretching should be done before and after every work shift. It helps to prevent injuries and keep you in the best shape for your job.

Neck
Stand with your feet shoulder-width apart and your arms at your sides. Tilt your head to the right, holding the stretch for 15-20 seconds. Repeat on the left side.

Shoulder
Stand with your feet shoulder-width apart. Reach your right arm up and over your head, holding the stretch for 15-20 seconds. Repeat on the left side.

Chest
Stand with your feet shoulder-width apart. Reach your right arm forward and slightly to the side, holding the stretch for 15-20 seconds. Repeat on the left side.

Forearm
Stand with your feet shoulder-width apart. Reach your right arm forward and slightly to the side, holding the stretch for 15-20 seconds. Repeat on the left side.

Calf
Stand with your feet shoulder-width apart. Lean back on your heels, holding the stretch for 15-20 seconds.

Hamstring
Stand with your feet shoulder-width apart. Reach your right leg back and hold your heel, holding the stretch for 15-20 seconds. Repeat on the left side.

Squats
Stand with your feet shoulder-width apart. Bend your knees and lower your body, holding the stretch for 15-20 seconds.

Perfect FitDeck Office (Exercise Playing Cards)





**CSRMA 2020/21 Workers' Compensation Excellence
Award Application**

Attachment 7

Workplace Wellness Employees Interest Survey Tabulated

Element 7

Workplace Wellness Survey

100% of SAM staff participated in the Survey

1. Please rate your interest in the following health topics

Topic	Not Interested (1)	Only Slightly Interested (2)	Somewhat Interested (3)	Very Interested (4)
Allergy and Asthma	40%	20%	33%	7%
Back Care	7%	-	47%	46%
Blood Pressure	7%	-	46%	47%
Cash Flow Management (Finances)	13%	26%	20%	41%
Diabetes	13%	40%	20%	27%
Healthy Cooking	7%	20%	54%	19%
Healthy Eating	-	13%	46%	41%
Heart Health	7%	7%	40%	46%
Medical Self Care	20%	13%	46%	21%
Men's Health	7%	7%	53%	33%
Physical Activity	-	-	46%	54%
Sleep	-	13%	40%	47%
Smoking Cessation	94%	6%	-	-
Stress Management	13%	13%	26%	48%
Understanding Health Insurance	7%	20%	33%	40%
Walking Program	7%	20%	46%	27%
Weight Management	13%	13%	46%	28%
Women's Health	33%	20%	33%	14%
Workspace Ergonomics	20%	7%	46%	27%

2. If it was a topic of interest to you, how likely are you to participate in the following:

	Not at all likely (1)	Somewhat Unlikely (2)	Somewhat Likely (3)	Very Likely (4)
Multi-week group programs (example: weight or stress management programs)	13%	20%	57%	20%
Single session workshops (example: healthy eating or heart health one-hour class)	-	26%	30%	44%
Health screening (example: blood pressure screening)	13%	6%	40%	41%
Health fair	6%	13%	66%	15%
Self-directed programs (example: activity tracking program)	6%	6%	82%	6%
Online programs (example: webinar, weight management program)	20%	26%	41%	13%
Group events in the community (example: Heart Walk, 5K)	20%	20%	40%	20%
I do not plan to participate in any wellness programs at work	54%	33%	13%	-

3. What time of day would be best for you to participate in a wellness activity? (check only one answer)

Before Work	During Lunch	After Work	Other
40%	20%	40%	

4. How long should a wellness activity last?

Less than 15 min	15 min	30 min	45 min	60 min	Other
	6%	33%	20%	41%	

5. If a wellness activity was of interest to you, would you be willing to pay to participate? (example: group walk or run, weight management or exercise program, cooking program)

Yes	No
53%	47%

6. If you answered yes to the above question, please indicate how much you would be willing to spend: (If you answered no, skip to the next question)

Up to \$10 per year	Up to \$25 per year	Up to \$50 per year	Up to \$100 per year	Over \$100 per year	Other
3		2		3	

7. Would you support any of the following (check all that apply):

Increase healthy food & drink options in the vending machines	Decrease unhealthy food and drink options in the vending machines	Policy encouraging healthy foods for catering	Policy encouraging walking meetings when applicable	Safe, accessible walking routes (indoors or outdoors)
9	3	10	10	11

8. Are there any barriers that prevent you from participating in wellness activities? (Check all that apply)

Inconvenient time or location	Lack of time	Privacy: My employer should not be involved in my personal health	Confidentiality: Concern about others knowing of my personal health	My job duties do not allow me to participate	Just not interested	Other (*)
6	7			1		3

(*) – No Barriers

9. What is the best way for your worksite to help employees to be more physically active?

- a. Information on why physical activity is important to employee
- b. Having fun around the topic- get small goals for the group
- c. Gym membership
- d. Provide some exercise equipment to do physical activity before or after work
- e. Our jobs take care of it now
- f. Exercise, walking and running
- g. Wellness program
- h. Have an area, designate time available for stretching, physical activity
- i. Passing along information and promote activities
- j. Stay late
- k. Office staff should go on walk together
- l. Incentive based programs, sponsored programs/activities

10. What is the best way for your worksite to help employees eat healthier?

- a. Not sure
- b. Better snacks
- c. Could get candy bowl
- d. Pass along information
- e. Have healthy food – snacks and fruit available on vending machine
- f. Short class
- g. Encouragement and show options

11. What is the best way for your worksite to help employees reduce their stress level?
- a. Not sure
 - b. No work or get a different board
 - c. Have less breakdowns in equipment
 - d. Healthy work environment
 - e. Exercise
 - f. Talk to employees often
 - g. Communication on all kinds of activities
 - h. Provide data or research on topic
 - i. Class or webinar on management of stress
 - j. Provide adequate staff and equipment for the job and for emergencies too
 - k. Trainings
 - l. Don't make people angry; communicate
 - m. Break up work jobs to smaller increments of time, take the time element out of the job as much as possible



**CSRMA 2020/21 Workers' Compensation Excellence
Award Application**

Attachment 8, 9, 10, and 11

8. 10 Tasks per Department Staff Feels are most Physically Strenuous in Terms of Lifting Demands
9. Copy of Physical Demand Assessment for Each Position
10. NIOSH Score of 2.5 or Greater
11. Each Job Position by Percentage of Unique Body positions

Award in Excellence Action Items # 8-11

#8

List the 10 tasks that staff feels are the most physically lifting demands for their job position.

#9

Produce a copy of the Physical Demand Assessment for each position.

#10

Engineer a solution for each essential task that the NIOSH Lifting Equation greater than 2.5.

#11

Describe each job position by the percentage of unique body positions.

Award in Excellence – Collections Evaluation

#8

Collections: 10 tasks that staff feels are the most physically strenuous

1. Lifting manhole covers	6. Shoveling out of the black brin
2. Carrying tool down easements	7. Moving pumps and pipes
3 Carrying tools up easements	8. Pulling ¼ inch to clean the easements
4. Carrying t buckets full of grit	9. Pulling and picking up 2” grinder pumps
5. Picking up sacks of concrete	10. Setting up confined space equipment

#9

Collections Prior to the safety analysis.

602 : Collections
Last Updated: 2021-09-07 19:38:58 UTC

[Edit Job](#)
[PDA Report](#)
[Battery of Tests Report](#)
[RTW Report](#)
[Delete Job](#)
[Clone Job](#)

Name	Type	Weight to Lift (lb)	Begin Lift (inches)	End Lift (inches)	Lift Duration	Lift Frequency (15 min)	Niosh
Manhole lid 36" open	Lift	229	30	36	Short (Less than 1 hour)	1 to 3 lifts	4.01
Cement sacks - 90 lbs.	Lift	90	0	36	Short (Less than 1 hour)	1 to 3 lifts	2.62
Grinder pump 2"	Lift	85	12	48	Short (Less than 1 hour)	1 to 3 lifts	2.21
Manhole lid 27" open	Lift	124	30	36	Short (Less than 1 hour)	1 to 3 lifts	2.17
Lateral camera	Lift	74	12	48	Short (Less than 1 hour)	1 to 3 lifts	1.93

#10

Re-engineering

Task	Change	Prior NIOSH	New NIOSH
Manhole lid open 36"	Replace T-handle hook with manhole dolly	4.01	0.0
Cement sacks – 90 lbs.	Replace with 60 lbs. sacks	2.62	1.77

602 : Collections
Last Updated: 2021-09-07 19:38:58 UTC

[Edit Job](#)
[PDA Report](#)
[Battery of Tests Report](#)
[RTW Report](#)
[Delete Job](#)
[Clone Job](#)

Name	Type	Weight to Lift (lb)	Begin Lift (inches)	End Lift (inches)	Lift Duration	Lift Frequency (15 min)	Niosh
Grinder pump 2"	Lift	85	12	48	Short (Less than 1 hour)	1 to 3 lifts	2.21
Manhole lid 27" open	Lift	124	30	36	Short (Less than 1 hour)	1 to 3 lifts	2.17
Lateral camera	Lift	74	12	48	Short (Less than 1 hour)	1 to 3 lifts	1.93
Trash Pump (13 hp) - 3" (2 person lift - full weight 144 pounds)	Lift	72	12	48	Short (Less than 1 hour)	1 to 3 lifts	1.88
Manhole frame 24" (2 person lift) total weight 120 lb.	Lift	60	0	42	Short (Less than 1 hour)	1 to 3 lifts	1.76
Cement sacks - 60 lbs.	Lift	60	0	36	Short (Less than 1 hour)	1 to 3 lifts	1.74

#11

Collections % of the day in each position.

Standing	25%
Bending forward more than 45-degrees	10%
Sitting	15%
Working with arms overhead	0%
Neck bent more than 45-degrees	10%
Squatting	200
Kneeling	5%
Walking	30%

Jobs

[+ Create New Job Description](#)

[Administration](#)

[Collections](#)

[Collections \(Prior to the safety analysis\)](#)

[Finance Officer](#)

[General Manager](#)

[Maintenance Mechanics](#)

[Maintenance Mechanics \(prior to the safety analysis\)](#)

[Operator OIT, I- III](#)

[Operator OIT, I- III \(Prior to the safety analysis\)](#)

[Operators Lead](#)

[Supervisor of Treatment and Field Operations](#)

612 : Collections (Prior to the safety analysis)

Last Updated: 2021-09-14 16:40:54 UTC

- [Edit Job](#)
- [PDA Report](#)
- [Battery of Tests Report](#)
- [RTW Report](#)
- [Delete Job](#)
- [Clone Job](#)

Name	Type	Weight to Lift (lb)	Begin Lift (inches)	End Lift (inches)	Lift Duration	Lift Frequency (15 min)	Niosh	Snooks
Attend Meetings <i>2 hours</i>	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Clean up (wiping, scrubbing, brooms etc)	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Climbing and descending stairs	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Climbing fixed ladders	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Climbing portable ladders	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Driving Vehicle <i>2 hours</i>	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Easements (uneven footing, hilly, slippery, loose gravel/dirt)	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Face to face interaction with customer <i>2 hours</i>	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Finger dexterity - fine finger manipulation - grasping with one and two hands	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Must be capable of hanging in a static position in a "Body Harness"	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Sledgehammer 3 lbs.	Lift	3	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.09	Male Female >90% >90%

Name	Type	Weight to Lift (lb)	Begin Lift (inches)	End Lift (inches)	Lift Duration	Lift Frequency (15 min)	Niosh	Snooks	
Shovel - grasping 2-hands continuous	Manual	5	24	48	Short (Less than 1 hour)	1 to 3 lifts			
Pipe wrench 24" aluminum	Lift	6	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.18	Male Female	>90% >90%
Pipe wrench 36" aluminum	Lift	11	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.32	Male Female	>90% >90%
Gas Can - 2 gallon	Lift	13	12	48	Short (Less than 1 hour)	1 to 3 lifts	0.34	Male Female	>90% >90%
Digging bar 72"	Lift	17	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.50	Male Female	>90% >90%
Boxes of miscellaneous	Lift	20	0	60	Short (Less than 1 hour)	1 to 3 lifts	0.60	Male Female	>90% 83%
Step ladder - 4 step	Lift	20	24	48	Short (Less than 1 hour)	1 to 3 lifts	0.46	Male Female	>90% >90%
Climbing and descending stairs carrying (25 pounds)	Carry	25			Short (Less than 1 hour)	1 to 3 lifts			
Pneumatic plug for 10-18" pipe	Lift	25	0	72	Short (Less than 1 hour)	1 to 3 lifts	0.75	Male Female	>90% 61%
Suction hose green rigid 2"x20'	Lift	25	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.74	Male Female	>90% 79%
Suction hose green rigid 4"x15'	Lift	28	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.83	Male Female	>90% 67%
Discharge hose blue roll-up 2"x50'	Lift	30	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.89	Male Female	>90% 54%
Vactor truck (suction hose)	Lift	30	0	72	Short (Less than 1 hour)	1 to 3 lifts	0.90	Male Female	>90% 35%
Submersible sump pump - 2"	Lift	32	12	48	Short (Less than 1 hour)	1 to 3 lifts	0.83	Male Female	>90% 48%
Vactor Truck (tubes)	Lift	32	36	72	Short (Less than 1 hour)	1 to 3 lifts	0.76	Male Female	>90% 48%
Gas can - 5 gallon	Lift	33	12	48	Short (Less than 1 hour)	1 to 3 lifts	0.86	Male Female	>90% 41%
Firehose - 2 1/2"x 50'	Lift	34	0	48	Short (Less than 1 hour)	1 to 3 lifts	1.00	Male Female	>90% 41%

Name	Type	Weight to Lift (lb)	Begin Lift (inches)	End Lift (inches)	Lift Duration	Lift Frequency (15 min)	Niosh	Snooks	
Forklift "Fork Extenders"	Lift	34	24	48	Short (Less than 1 hour)	1 to 3 lifts	0.78	Male Female	>90% 72%
Waterhose 3/4" x 100'	Lift	34	0	48	Short (Less than 1 hour)	1 to 3 lifts	1.00	Male Female	>90% 41%
Hand over Hand - raising a bucket , submersible pump etc with a rope	Manual	35	30	48	Short (Less than 1 hour)	1 to 3 lifts			
Traffic Cones 28" (stack of 5)	Lift	35	0	48	Short (Less than 1 hour)	4 to 8 lifts	1.06	Male Female	>90% 34%
Ventilation blower 120V	Lift	35	12	65	Short (Less than 1 hour)	1 to 3 lifts	0.93	Male Female	>90% 34%
Fall Protection Winch	Lift	36	12	48	Short (Less than 1 hour)	1 to 3 lifts	0.94	Male Female	>90% 28%
Vactor truck (cleaning nozzles)	Lift	37	0	48	Short (Less than 1 hour)	1 to 3 lifts	1.09	Male Female	>90% 28%
Gate/Butterfly 4"-12" Valve (operate open/close T-handle tool)	Push	40	Waist	Waist	Short (Less than 1 hour)	1 to 3 lifts			
Gate/Butterfly Valve opener device - mechanical powered	Lift	40	0"	50"	Short (Less than 1 hour)	1 to 3 lifts	1.18	Male Female	>90% 18%
Ladder 10' A-Frame Fiberglass	Lift	40	0	60	Short (Less than 1 hour)	1 to 3 lifts	1.19	Male Female	84% <10%
Confined Space Winch	Lift	41	12	60	Short (Less than 1 hour)	1 to 3 lifts	1.08	Male Female	>90% 14%
Ladder - 20' extension (fiberglass)	Lift	42	6	72	Short (Less than 1 hour)	1 to 3 lifts	1.19	Male Female	80% <10%
5-gallon bucket debris	Lift	45	12	48	Short (Less than 1 hour)	1 to 3 lifts	1.17	Male Female	88% <10%
Hose & Nozzle (front of vactor truck)	Pull	45	Waist	Waist	Short (Less than 1 hour)	1 to 3 lifts			
Davit Arm Base (2 person lift) 95 lbs.	Lift	47.5	0	48	Short (Less than 1 hour)	1 to 3 lifts	1.40	Male Female	86% <10%
Vactor truck (pull hose reel swivel)	Pull	50	waist	waist	Short (Less than 1 hour)	1 to 3 lifts			

Name	Type	Weight to Lift (lb)	Begin Lift (inches)	End Lift (inches)	Lift Duration	Lift Frequency (15 min)	Niosh	Snooks	
Vactor truck (push hose reel swivel)	Push	50	waist	waist	Short (Less than 1 hour)	1 to 3 lifts			
Vactor truck tubes assembled	Lift	55	0	60	Short (Less than 1 hour)	1 to 3 lifts	1.64	Male Female	57% <10%
Cement sacks - 60 lbs.	Lift	60	0	48	Short (Less than 1 hour)	1 to 3 lifts	1.77	Male Female	72% <10%
Manhole frame 24" (2 person lift) total weight 120 lb.	Lift	60	0	42	Short (Less than 1 hour)	1 to 3 lifts	1.76	Male Female	72% <10%
Open/close valve grasping wheel	Torque	60	optional	optional	Short (Less than 1 hour)	1 to 3 lifts			
Perma-Patch 60 pound sack	Lift	60	0	48	Short (Less than 1 hour)	1 to 3 lifts	1.77	Male Female	72% <10%
Sandbags	Lift	60	0	48	Short (Less than 1 hour)	1 to 3 lifts	1.77	Male Female	72% <10%
Push Camera w/viewer	Lift	62	30	66	Short (Less than 1 hour)	1 to 3 lifts	1.40	Male Female	70% <10%
Forklift fuel container	Lift	66	12"	57"	Short (Less than 1 hour)	1 to 3 lifts	1.74	Male Female	63% <10%
Easements carrying items (uneven footing, hilly, slippery, loose gravel/dir	Carry	70			Short (Less than 1 hour)	1 to 3 lifts			
Jet hose (pulling)	Pull	71	waist	waist	Short (Less than 1 hour)	1 to 3 lifts			
Trash Pump (13 hp) - 3" (2 person lift - full weight 144 pounds)	Lift	72	12	48	Short (Less than 1 hour)	1 to 3 lifts	1.88	Male Female	54% <10%
Lateral camera	Lift	74	12	48	Short (Less than 1 hour)	1 to 3 lifts	1.93	Male Female	51% <10%
Cement sacks - 90 lbs.	Lift	90	0	48	Short (Less than 1 hour)	1 to 3 lifts	2.66	Male Female	<10% <10%
Manhole lid 27" open	Lift	124	30	36	Short (Less than 1 hour)	1 to 3 lifts	2.17	Male Female	<10% <10%
Manhole lid 36" open	Lift	229	30	36	Short (Less than 1 hour)	1 to 3 lifts	4.01	Male Female	<10% <10%

Award in Excellence – Maintenance Evaluation

#8

Maintenance: 10 tasks that staff feels are the most physically strenuous

1. Turning on/off Electrical Breakers	6. Usage of power tools
2. Opening wet well hatch covers	7. Traffic control
3. Operating lifting winches and cranes	8. Equipment maintenance
4. Confined space entry into wells and tanks	9. Vector trailer operating
5. Pump De-Ragging	10. Lifting heavy objects

#9

Maintenance. Prior to the safety analysis.

613 : Maintenance Mechanics (prior to the safety analysis)
 Last Updated: 2021-09-14 16:22:00 UTC

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Name	Type	Weight to Lift (lb)	Begin Lift (inches)	End Lift (inches)	Lift Duration	Lift Frequency (15 min)	Niosh
Gate valve - 8"	Mechanical Lift	317	6	42	Short (Less than 1 hour)	1 to 3 lifts	8.71
Gate valve - 6"	Mechanical Lift	194	6	42	Short (Less than 1 hour)	1 to 3 lifts	5.33
Gate valve - 4"	Mechanical Lift	114	6	42	Short (Less than 1 hour)	1 to 3 lifts	3.13
Manhole lid 24" ground to truck (2 person lift full weight 150)	Lift	75	0	36	Short (Less than 1 hour)	1 to 3 lifts	2.18
Manhole lid 27" open	Lift	124	30	36	Short (Less than 1 hour)	1 to 3 lifts	2.17

#10

Re-engineering

Task	Change	Prior NIOSH	New NIOSH
Gate valve - 8"	Mandatory Mechanical Team Lift	8.71	0.0
Gate valve - 6"	Mandatory Mechanical Team Lift	5.33	0.0
Gate valve - 4"	Mandatory Mechanical Team Lift	3.13	0.0

610 : Maintenance Mechanics
 Last Updated: 2021-09-08 16:50:40 UTC

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Name	Type	Weight to Lift (lb)	Begin Lift (inches)	End Lift (inches)	Lift Duration	Lift Frequency (15 min)	Niosh
Manhole lid 24" ground to truck (2 person lift full weight 150)	Lift	75	0	36	Short (Less than 1 hour)	1 to 3 lifts	2.18
Manhole lid 27" open	Lift	124	30	36	Short (Less than 1 hour)	1 to 3 lifts	2.17
Centrifugal Pump (290 gpm) - 3"	Lift	80	12	48	Short (Less than 1 hour)	1 to 3 lifts	2.08
Plug valve - 4"	Lift	75	6"	42"	Short (Less than 1 hour)	1 to 3 lifts	2.06
Portable Air compressor 4-gallon 5 HP gas	Lift	76	12	48	Short (Less than 1 hour)	1 to 3 lifts	1.98

#11

Maintenance. % of the day in each position.

Maintenance	
Standing	75%
Bending foreward more than 45-degrees	25%
Sitting	25%
Working with arms overhead	1%
Neck bent more than 45-degrees	1%
Squatting	205
Kneeling	10%
Walking	80%

Jobs

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- [Collections](#)
- [Collections \(Prior to the safety analysis\)](#)
- [Finance Officer](#)
- [General Manager](#)
- [Maintenance Mechanics](#)
- [Maintenance Mechanics \(prior to the safety analysis\)](#)
- [Operator OIT, I - III](#)
- [Operator OIT, I - III \(Prior to the safety analysis\)](#)
- [Operators Lead](#)
- [Supervisor of Treatment and Field Operations](#)

610 : Maintenance Mechanics

Last Updated: 2021-09-08 16:50:40 UTC

- [Edit Job](#)
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Name	Type	Weight to Lift (lb)	Begin Lift (inches)	End Lift (inches)	Lift Duration	Lift Frequency (15 min)	Niosh	Snooks
Answer phones	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Attend Meetings <i>2 hours</i>	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Climbing and descending stairs	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Climbing portable ladders	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Driving Vehicle <i>2 hours</i>	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Easements (uneven footing, hilly, slippery, loose gravel/dirt)	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Face to face interaction with customer <i>2 hours</i>	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Finger dexterity - fine finger manipulation - grasping with one and two hands	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Gate valve - 4"	Mechanical Lift	0	6	42	Short (Less than 1 hour)	1 to 3 lifts	0.00	
Gate valve - 6"	Mechanical Lift	0	6	42	Short (Less than 1 hour)	1 to 3 lifts	0.00	
Gate valve - 8"	Mechanical Lift	0	6	42	Short (Less than 1 hour)	1 to 3 lifts	0.00	
Keyboard data input <i>Repetitive movement up to 8 hours per day</i>	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Must be capable of hanging in a static position in a "Body Harness"	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Sitting ≤ 60 min - multiple intervals <i>sitting for periods up to 60 minutes for meetings etc.</i>	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Walking ≤ 15 multiple intervals	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		

Name	Type	Weight to Lift (lb)	Begin Lift (inches)	End Lift (inches)	Lift Duration	Lift Frequency (15 min)	Niosh	Snooks	
Clean up (wiping, scrubbing, brooms etc)	Manual	1			Short (Less than 1 hour)	1 to 3 lifts			
Sledgehammer 3 lbs.	Lift	3	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.09	Male Female	>90% >90%
Binders handle	Lift	5	6	72	Short (Less than 1 hour)	1 to 3 lifts	0.14	Male Female	>90% >90%
Fire Extinguisher size 1	Lift	5	12	48	Short (Less than 1 hour)	1 to 3 lifts	0.13	Male Female	>90% >90%
Fluorescent Fixture - 4'	Lift	5	0	72	Short (Less than 1 hour)	1 to 3 lifts	0.15	Male Female	>90% >90%
Shovel - grasping 2-hands continuous	Manual	5	24	48	Short (Less than 1 hour)	1 to 3 lifts			
Fitting 4" C-900	Lift	6	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.18	Male Female	>90% >90%
Pipe wrench 24" aluminum	Lift	6	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.18	Male Female	>90% >90%
End wrench - size 2"	Lift	8	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.24	Male Female	>90% >90%
Fire Extinguisher size 2	Lift	9	12	48	Short (Less than 1 hour)	1 to 3 lifts	0.23	Male Female	>90% >90%
Oil, Coolant, etc container 1-gallon	Lift	9	12	48	Short (Less than 1 hour)	1 to 3 lifts	0.23	Male Female	>90% >90%
Pipe wrench 24" steel	Lift	9	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.27	Male Female	>90% >90%
SCADA Supervisory Control and Data Acquisition <i>80% Desk + 20% field work including backpack (10 pounds) on plant equipment, stairs, siting, walking</i>	Manual	10	0	42	Short (Less than 1 hour)	1 to 3 lifts			
Pipe wrench 36" aluminum	Lift	11	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.32	Male Female	>90% >90%
Fitting - 6" C-900	Lift	12	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.35	Male Female	>90% >90%
Sledgehammer 36" 10 lbs. (double jack)	Lift	12	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.35	Male Female	>90% >90%
Chain Saw 18" bar	Lift	13	12	48	Short (Less than 1 hour)	1 to 3 lifts	0.34	Male Female	>90% >90%

Name	Type	Weight to Lift (lb)	Begin Lift (inches)	End Lift (inches)	Lift Duration	Lift Frequency (15 min)	Niosh	Snooks	
Gas Can - 2 gallon	Lift	13	12	48	Short (Less than 1 hour)	1 to 3 lifts	0.34	Male Female	>90% >90%
Fluorescent Fixture 8'	Lift	15	0	72	Short (Less than 1 hour)	1 to 3 lifts	0.45	Male Female	>90% >90%
Digging bar 72"	Lift	17	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.50	Male Female	>90% >90%
Ladder 6 foot A-Frame (fiberglass)	Lift	17	0	72	Short (Less than 1 hour)	1 to 3 lifts	0.51	Male Female	>90% 89%
motor electric 1/2 hp	Lift	18	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.53	Male Female	>90% >90%
Victaulic clamp 6"	Lift	18	0	42	Short (Less than 1 hour)	1 to 3 lifts	0.53	Male Female	>90% >90%
Pipe wrench 36" steel	Lift	19	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.56	Male Female	>90% >90%
Fire Extinguisher 20 lbs.	Lift	20	36	40	Short (Less than 1 hour)	1 to 3 lifts	0.32	Male Female	>90% >90%
Gate (Chain linked gait) Open/Close push	Push	20	optional	optional	Short (Less than 1 hour)	1 to 3 lifts			
Gate (Chain linked gate) Open/Close pull	Pull	20	optional	optional	Short (Less than 1 hour)	1 to 3 lifts			
Oil Drum on cart Push	Push	20	waist	waist	Short (Less than 1 hour)	1 to 3 lifts			
Step ladder - 4 step	Lift	20	24	48	Short (Less than 1 hour)	1 to 3 lifts	0.46	Male Female	>90% >90%
Submersible sump pump - 1 1/2"	Lift	21	12	48	Short (Less than 1 hour)	1 to 3 lifts	0.55	Male Female	>90% >90%
Fitting - 4" ductile mj & mj	Lift	23	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.68	Male Female	>90% 84%
Fitting - C-900 8"	Lift	23	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.68	Male Female	>90% 84%
Climbing and descending stairs carrying (25 pounds)	Carry	25			Short (Less than 1 hour)	1 to 3 lifts			
Hedge trimming	Lift	25	6	72	Short (Less than 1 hour)	1 to 3 lifts	0.71	Male Female	>90% 61%
Office supplies - miscellaneous delivery box	Lift	25	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.74	Male Female	>90% 79%
Pneumatic plug for 10-18" pipe	Lift	25	0	72	Short (Less than 1 hour)	1 to 3 lifts	0.75	Male Female	>90% 61%

Name	Type	Weight to Lift (lb)	Begin Lift (inches)	End Lift (inches)	Lift Duration	Lift Frequency (15 min)	Niosh	Snooks	
Rags - case	Lift	25	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.74	Male Female	>90% 79%
Suction hose green rigid 2"x20'	Lift	25	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.74	Male Female	>90% 79%
Ladder 8' - A-frame (fiberglass)	Lift	27	6	48	Short (Less than 1 hour)	1 to 3 lifts	0.75	Male Female	>90% 67%
Chain 3/8"x 20'	Lift	28	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.83	Male Female	>90% 67%
Dischage hose - 4"x50'	Lift	28	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.83	Male Female	>90% 67%
Suction hose green rigid 4"x15'	Lift	28	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.83	Male Female	>90% 67%
Victaulic clamp 8"	Lift	28	0	42	Short (Less than 1 hour)	1 to 3 lifts	0.82	Male Female	>90% 67%
motor electric 3/4 hp	Lift	29	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.86	Male Female	>90% 61%
Blower operation	Lift	30	30	60	Short (Less than 1 hour)	1 to 3 lifts	0.67	Male Female	>90% 54%
Discharge hose blue roll-up 2"x50'	Lift	30	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.89	Male Female	>90% 54%
Handle UPS - FED-EX - USPS delivery	Lift	30	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.89	Male Female	>90% 54%
Vactor truck (suction hose)	Lift	30	0	72	Short (Less than 1 hour)	1 to 3 lifts	0.90	Male Female	>90% 35%
Wash down hose 1 1/2"	Pull	30			Short (Less than 1 hour)	1 to 3 lifts			
Submersible sump pump - 2"	Lift	32	12	48	Short (Less than 1 hour)	1 to 3 lifts	0.83	Male Female	>90% 48%
Vactor Truck (tubes)	Lift	32	36	72	Short (Less than 1 hour)	1 to 3 lifts	0.76	Male Female	>90% 48%
Wash down hose - pulling	Push	32	Waist	Waist	Short (Less than 1 hour)	1 to 3 lifts			
Gas can - 5 gallon	Lift	33	12	48	Short (Less than 1 hour)	1 to 3 lifts	0.86	Male Female	>90% 41%
motor electric 1 hp	Lift	33	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.97	Male Female	>90% 41%
5 gallon bucket tools	Lift	35	18"	50"	Short (Less than 1 hour)	1 to 3 lifts	0.86	Male Female	>90% 34%

Name	Type	Weight to Lift (lb)	Begin Lift (inches)	End Lift (inches)	Lift Duration	Lift Frequency (15 min)	Niosh	Snooks	
Confined space blower	Lift	35	0	49	Short (Less than 1 hour)	1 to 3 lifts	1.03	Male Female	>90% 34%
Hand over Hand - raising a bucket , submersible pump etc with a rope	Manual	35	30	48	Short (Less than 1 hour)	1 to 3 lifts			
Traffic Cones 28" (stack of 5)	Lift	35	0	48	Short (Less than 1 hour)	1 to 3 lifts	1.03	Male Female	>90% 34%
Traffic signage	Lift	35	0	60	Short (Less than 1 hour)	1 to 3 lifts	1.04	Male Female	>90% 15%
Ventilation blower 120V	Lift	35	12	65	Short (Less than 1 hour)	1 to 3 lifts	0.93	Male Female	>90% 34%
Jack Stands 25 ton	Lift	37	6	42	Short (Less than 1 hour)	1 to 3 lifts	1.02	Male Female	>90% 28%
Vactor truck (cleaning nozzles)	Lift	37	0	48	Short (Less than 1 hour)	1 to 3 lifts	1.09	Male Female	>90% 28%
motor electric 3 hp	Lift	38	0	48	Short (Less than 1 hour)	1 to 3 lifts	1.12	Male Female	>90% 22%
Little Giant Ladder	Lift	39	0	48	Short (Less than 1 hour)	1 to 3 lifts	1.15	Male Female	>90% 18%
Boxes containing pumps, valves etc. (light)	Lift	40	36"	72"	Short (Less than 1 hour)	1 to 3 lifts	0.94	Male Female	>90% 18%
Empty garbage cans	Lift	40	30	60	Short (Less than 1 hour)	1 to 3 lifts	0.89	Male Female	>90% 18%
Gate/Butterfly 4"-12" Valve (operate open/close T-handle tool)	Push	40	Waist	Waist	Short (Less than 1 hour)	1 to 3 lifts			
Gate/Butterfly 4-12" Valve (operate open/close T-handle tool)	Pull	40	waist	waist	Short (Less than 1 hour)	1 to 3 lifts			
motor electric 5 hp	Lift	40	0	48	Short (Less than 1 hour)	1 to 3 lifts	1.18	Male Female	>90% 18%
Victaulic clamp 10"	Lift	40	0	42	Short (Less than 1 hour)	1 to 3 lifts	1.17	Male Female	>90% 18%
Ladder - 20' extension (fiberglass)	Lift	42	6	48	Short (Less than 1 hour)	1 to 3 lifts	1.16	Male Female	>90% 12%
Ductile fitting mj & mj - 6"	Lift	44	0	48	Short (Less than 1 hour)	1 to 3 lifts	1.30	Male Female	89% <10%
Suction hose green rigid 4"x20'	Lift	44	0	48	Short (Less than 1 hour)	1 to 3 lifts	1.30	Male Female	89% <10%

Name	Type	Weight to Lift (lb)	Begin Lift (inches)	End Lift (inches)	Lift Duration	Lift Frequency (15 min)	Niosh	Snooks	
5-gallon bucket debris	Lift	45	12	48	Short (Less than 1 hour)	1 to 3 lifts	1.17	Male Female	88% <10%
Confined Space Base (tripod)	Lift	45	0	36	Short (Less than 1 hour)	1 to 3 lifts	1.31	Male Female	88% <10%
Forklift "fork" adjustment	Lift	45	waist	waist	Short (Less than 1 hour)	1 to 3 lifts			
Manhole lid 24" diameter (pull)	Pull	45	Waist	waist	Short (Less than 1 hour)	1 to 3 lifts			
Recycle bin	Push	45	optional	optional	Short (Less than 1 hour)	1 to 3 lifts			
Floor Jack 3-ton hydraulic (2 person lift full weight 94)	Lift	47	0	42	Short (Less than 1 hour)	1 to 3 lifts	1.38	Male Female	86% <10%
Air Relief Valve	Lift	48	6"	42"	Short (Less than 1 hour)	1 to 3 lifts	1.32	Male Female	85% <10%
Jump Start Cables 25 foot	Lift	48	0	42	Short (Less than 1 hour)	1 to 3 lifts	1.41	Male Female	85% <10%
Moving wooden pallets	Lift	48	0"	48"	Short (Less than 1 hour)	1 to 3 lifts	1.42	Male Female	85% <10%
General debris asphalt/concrete (demolition/excavation)	Lift	50	0	48	Short (Less than 1 hour)	1 to 3 lifts	1.48	Male Female	83% <10%
Ladder - 12' extension (fiberglass)	Lift	50	6	48	Short (Less than 1 hour)	1 to 3 lifts	1.39	Male Female	83% <10%
Standard wheel barrow - full	Lift	50	30	36	Short (Less than 1 hour)	1 to 3 lifts	0.88	Male Female	85% 26%
Vactor truck (pull hose reel swivel)	Pull	50	waist	waist	Short (Less than 1 hour)	1 to 3 lifts			
Vactor truck (push hose reel swivel)	Push	50	waist	waist	Short (Less than 1 hour)	1 to 3 lifts			
Impact gun for bus tires (pneumatic)	Lift	52	0	36	Short (Less than 1 hour)	1 to 3 lifts	1.51	Male Female	80% <10%
Metering Vault Lid	Lift	52	12"	38"	Short (Less than 1 hour)	1 to 3 lifts	1.33	Male Female	84% 23%
Paper Towel - case 12 rolls	Lift	52	0	48	Short (Less than 1 hour)	1 to 3 lifts	1.53	Male Female	80% <10%
Trash Pump (187 gmp) - 2" (2 person lift - full weight 104 pounds)	Lift	52	12	48	Short (Less than 1 hour)	1 to 3 lifts	1.35	Male Female	80% <10%
Generator 2200 Watt - Gas	Lift	53	12	48	Short (Less than 1 hour)	1 to 3 lifts	1.38	Male Female	80% <10%

Name	Type	Weight to Lift (lb)	Begin Lift (inches)	End Lift (inches)	Lift Duration	Lift Frequency (15 min)	Niosh	Snooks	
Plywood 4x8x 5/8	Lift	53	0	48	Short (Less than 1 hour)	1 to 3 lifts	1.56	Male Female	80% <10%
Davit Arm (fall protection equipment)	Lift	54	30	75	Short (Less than 1 hour)	1 to 3 lifts	1.23	Male Female	79% <10%
Vactor truck tubes assembled	Lift	55	0	60	Short (Less than 1 hour)	1 to 3 lifts	1.64	Male Female	57% <10%
Paint bucket - 5 gallons	Lift	57	18	50	Short (Less than 1 hour)	1 to 3 lifts	1.40	Male Female	76% <10%
Aluminum and fiberglass grate 3x4	Lift	60	0	36	Short (Less than 1 hour)	1 to 3 lifts	1.74	Male Female	72% <10%
Asphalt temporary patch	Lift	60	0	48	Short (Less than 1 hour)	1 to 3 lifts	1.77	Male Female	72% <10%
Manhole frame 24" (2 person lift) total weight 120 lb.	Lift	60	0	42	Short (Less than 1 hour)	1 to 3 lifts	1.76	Male Female	72% <10%
Moving landscape wastes	Lift	60	0	60	Short (Less than 1 hour)	1 to 3 lifts	1.79	Male Female	44% <10%
Sandbags	Lift	60	0	48	Short (Less than 1 hour)	1 to 3 lifts	1.77	Male Female	72% <10%
Fitting - ductile fitting mj & mj 8"	Lift	61	0	48	Short (Less than 1 hour)	1 to 3 lifts	1.80	Male Female	70% <10%
Grinder Pump 2 inch (E-1) (hoist or lower with a rope to remove or install)	Lift	65	-36	0	Short (Less than 1 hour)	1 to 3 lifts	1.53	Male Female	65% <10%
Forklift fuel container	Lift	66	12"	57"	Short (Less than 1 hour)	1 to 3 lifts	1.74	Male Female	63% <10%
Centrifugal Pump (164 gpm) - 2"	Lift	69	12	48	Short (Less than 1 hour)	1 to 3 lifts	1.80	Male Female	59% <10%
Easements carrying items (uneven footing, hilly, slippery, loose gravel/dir	Carry	70			Short (Less than 1 hour)	1 to 3 lifts			
Manhole lid 24" ground to truck (2 person lift full weight 150)	Lift	75	0	36	Short (Less than 1 hour)	1 to 3 lifts	2.18	Male Female	49% <10%
Manhole lid 24" diameter open	Lift	75	30"	36"	Short (Less than 1 hour)	1 to 3 lifts	1.31	Male Female	62% <10%
Plug valve - 4"	Lift	75	6"	42"	Short (Less than 1 hour)	1 to 3 lifts	2.06	Male Female	49% <10%
Portable Air compressor 4-gallon 5 HP gas	Lift	76	12	48	Short (Less than 1 hour)	1 to 3 lifts	1.98	Male Female	<10% <10%

Name	Type	Weight to Lift (lb)	Begin Lift (inches)	End Lift (inches)	Lift Duration	Lift Frequency (15 min)	Niosh	Snooks	
Centrifugal Pump (290 gpm) - 3"	Lift	80	12	48	Short (Less than 1 hour)	1 to 3 lifts	2.08	Male Female	<10% <10%
Manhole lid 27" open	Lift	124	30	36	Short (Less than 1 hour)	1 to 3 lifts	2.17	Male Female	<10% <10%

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Award in Excellence – Operator Evaluation

#8

Operations: 10 tasks that staff feels are the most physically strenuous

1. Pulling 2" submersible pump from tanks	6. Lifting gates for different channels
2. Pulling 4" Trash pump 20-foot hose	7. Lifting and lowering chicanes at belt press
3. Lifting and carrying a 5-gallon water samples	8. Opening and closing gate valves
4. Opening a 36" manhole cover	9. Opening and lowering skimmer trough
5. Shovel sludge of the sludge bins	10. Bar Screen with heavy rake (Mentara)

#9

Operations. Prior to the safety analysis.

614 - Operator OIT, I - III (Prior to the safety analysis)
Last Updated: 2021-09-13 17:58:55 UTC

Name	Type	Weight to Lift (lb)	Begin Lift (inches)	End Lift (inches)	Lift Duration	Lift Frequency (15 min)	Niosh
Manhole lid 36" open	Lift	229	30	36	Short (Less than 1 hour)	1 to 3 lifts	4.01
Davit Arm Base	Lift	95	0	48	Short (Less than 1 hour)	1 to 3 lifts	2.80
Trash Pump (187 gmp) - 2"	Lift	104	12	48	Short (Less than 1 hour)	1 to 3 lifts	2.71
Cement sacks - 90 lbs.	Lift	90	0	48	Short (Less than 1 hour)	1 to 3 lifts	2.66
Pipe - 4' of 6" steel	Lift	95	6"	42"	Short (Less than 1 hour)	1 to 3 lifts	2.61

#10

Re-engineering

Task	Change	Prior NIOSH	New NIOSH
Manhole lid open 36"	Replace T-handle hook with manhole dolly	4.01	0.0
Davit Arm Base	Mandatory Team Lift	2.80	1.40
Trash Pump	Mandatory Team Lift or Mechanical Assist	2.71	1.35
Cement Sacks 90 lbs.	Replace 90 lbs. with 60 lbs. sack	2.66	1.77
Pipe 4' x 6"	Mandatory Team Lift	2.61	1.31

606 - Operator OIT, I - III
Last Updated: 2021-09-07 22:46:39 UTC

Name	Type	Weight to Lift (lb)	Begin Lift (inches)	End Lift (inches)	Lift Duration	Lift Frequency (15 min)	Niosh
Suction hose green 6"x20'	Lift	77	0	42	Short (Less than 1 hour)	1 to 3 lifts	2.26
Manhole lid 27" open	Lift	124	30	36	Short (Less than 1 hour)	1 to 3 lifts	2.17
Centrifugal Pump (290 gpm) - 3"	Lift	80	12	48	Short (Less than 1 hour)	1 to 3 lifts	2.08
Centrifugal Pump (164 gpm) - 2"	Lift	69	12	48	Short (Less than 1 hour)	1 to 3 lifts	1.80
Influent Sampler full	Lift	60	0"	53"	Short (Less than 1 hour)	1 to 3 lifts	1.78
Cement sacks - 60 lbs.	Lift	60	0	48	Short (Less than 1 hour)	1 to 3 lifts	1.77

#11

Operations. % of the day in each position.

Standing	15%
Bending forward more than 45-degrees	5%
Sitting	10%
Working with arms overhead	1%
Neck bent more than 45-degrees	5%
Squatting	214
Kneeling	7%
Walking	0%
	60%

Jobs

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[Administration](#)

[Collections](#)

[Collections \(Prior to the safety analysis\)](#)

[Finance Officer](#)

[General Manager](#)

[Maintenance Mechanics](#)

[Maintenance Mechanics \(prior to the safety analysis\)](#)

[Operator OIT, I - III](#)

[Operator OIT, I - III \(Prior to the safety analysis\)](#)

[Operators Lead](#)

[Supervisor of Treatment and Field Operations](#)

614 : Operator OIT, I - III (Prior to the safety analysis)

Last Updated: 2021-09-13 17:58:55 UTC

- [Edit Job](#)
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Name	Type	Weight to Lift (lb)	Begin Lift (inches)	End Lift (inches)	Lift Duration	Lift Frequency (15 min)	Niosh	Snooks
Attend Meetings <i>2 hours</i>	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Clean up (wiping, scrubbing, brooms etc)	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Climbing and descending stairs	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Climbing fixed ladders	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Climbing portable ladders	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Driving Vehicle <i>2 hours</i>	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Finger dexterity - fine finger manipulation - grasping with one and two hands	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Must be capable of hanging in a static position in a "Body Harness"	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Sledgehammer 3 lbs.	Lift	3	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.09	Male >90% Female >90%
Documents (plans and specifications)	Lift	5	0	36	Short (Less than 1 hour)	1 to 3 lifts	0.15	Male >90% Female >90%
Shovel - grasping 2-hands continuous	Manual	5	24	48	Short (Less than 1 hour)	1 to 3 lifts		
Pipe wrench 24" aluminum	Lift	6	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.18	Male >90% Female >90%

Name	Type	Weight to Lift (lb)	Begin Lift (inches)	End Lift (inches)	Lift Duration	Lift Frequency (15 min)	Niosh	Snooks	
Pipe wrench 24" steel	Lift	9	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.27	Male Female	>90% >90%
AC filter 12"x48" panels remove	Lift	10	48	60	Short (Less than 1 hour)	1 to 3 lifts	0.23	Male Female	>90% >90%
Pipe wrench 36" aluminum	Lift	11	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.32	Male Female	>90% >90%
Rectangular HDPE carboy with sample (transfer truck to lab)	Carry	14			Short (Less than 1 hour)	1 to 3 lifts			
Retangular HDPE carboy with sample into truck	Lift	14	12	48	Short (Less than 1 hour)	1 to 3 lifts	0.36	Male Female	>90% >90%
Step ladder - 3 step	Lift	15	24	36	Short (Less than 1 hour)	1 to 3 lifts	0.32	Male Female	>90% >90%
Victaulic clamp 6"	Lift	18	0	42	Short (Less than 1 hour)	1 to 3 lifts	0.53	Male Female	>90% >90%
Pipe wrench 36" steel	Lift	19	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.56	Male Female	>90% >90%
Pipe wrench 48" aluminum	Lift	19	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.56	Male Female	>90% >90%
Discharge hose blue roll-up 3"x50'	Lift	20	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.59	Male Female	>90% >90%
Step ladder - 4 step	Lift	20	24	48	Short (Less than 1 hour)	1 to 3 lifts	0.46	Male Female	>90% >90%
Climbing and descending stairs carrying (25 pounds)	Carry	25			Short (Less than 1 hour)	1 to 3 lifts			
Composite sampling	Lift	25	12"	36"	Short (Less than 1 hour)	1 to 3 lifts	0.63	Male Female	>90% 88%
Pneumatic plug for 10-18" pipe	Lift	25	0	36	Short (Less than 1 hour)	1 to 3 lifts	0.73	Male Female	>90% 79%
Suction hose green rigid 2"x20'	Lift	25	0	40	Short (Less than 1 hour)	1 to 3 lifts	0.73	Male Female	>90% 79%
Cubic containers - 3 gallon	Lift	26	12	48	Short (Less than 1 hour)	1 to 3 lifts	0.68	Male Female	>90% 74%

Name	Type	Weight to Lift (lb)	Begin Lift (inches)	End Lift (inches)	Lift Duration	Lift Frequency (15 min)	Niosh	Snooks	
BOD dilution water jug 9L glass full	Lift	28	18	52	Short (Less than 1 hour)	1 to 3 lifts	0.69	Male Female	>90% 67%
Discharge hose - 4"x50'	Lift	28	0	40	Short (Less than 1 hour)	1 to 3 lifts	0.82	Male Female	>90% 67%
Suction hose green rigid 4"x15'	Lift	28	0	49	Short (Less than 1 hour)	1 to 3 lifts	0.83	Male Female	>90% 67%
Victaulic clamp 8"	Lift	28	0	42	Short (Less than 1 hour)	1 to 3 lifts	0.82	Male Female	>90% 67%
Discharge hose blue roll-up 2"x50'	Lift	30	0	40	Short (Less than 1 hour)	1 to 3 lifts	0.88	Male Female	>90% 54%
Influent Sampler empty	Lift	30	0"	53"	Short (Less than 1 hour)	1 to 3 lifts	0.89	Male Female	>90% 54%
Portable sampler (empty)	Lift	30	16"	48"	Short (Less than 1 hour)	1 to 3 lifts	0.75	Male Female	>90% 54%
Sludge Raking (shifting left to right 24 inches each direction to level sludge)	Lift	30	60	60	Short (Less than 1 hour)	1 to 3 lifts			
Ladder - 8' extension (fiberglass)	Lift	32	6	40	Short (Less than 1 hour)	1 to 3 lifts	0.88	Male Female	>90% 48%
Submersible sump pump - 2"	Lift	32	12	48	Short (Less than 1 hour)	1 to 3 lifts	0.83	Male Female	>90% 48%
Wash down hose - pulling	Push	32	Waist	Waist	Short (Less than 1 hour)	1 to 3 lifts			
motor electric 1 hp	Lift	33	0	40	Short (Less than 1 hour)	1 to 3 lifts	0.97	Male Female	>90% 41%
Pipe wrench 48" steel	Lift	34	0	48	Short (Less than 1 hour)	1 to 3 lifts	1.00	Male Female	>90% 41%
5 gallon bucket tools	Lift	35	18"	50"	Short (Less than 1 hour)	1 to 3 lifts	0.86	Male Female	>90% 34%
Bar screen cleaning	Lift	35	24	60	Short (Less than 1 hour)	1 to 3 lifts	0.83	Male Female	>90% 34%
Confined space blower	Lift	35	12	52	Short (Less than 1 hour)	1 to 3 lifts	0.92	Male Female	>90% 34%

Name	Type	Weight to Lift (lb)	Begin Lift (inches)	End Lift (inches)	Lift Duration	Lift Frequency (15 min)	Niosh	Snooks	
Hand over Hand - raising a bucket , submersible pump etc with a rope	Manual	35	30	48	Short (Less than 1 hour)	1 to 3 lifts			
Traffic Cones 28" (stack of 5)	Lift	35	0	48	Short (Less than 1 hour)	1 to 3 lifts	1.03	Male Female	>90% 34%
Traffic signage	Lift	35	0	60	Short (Less than 1 hour)	1 to 3 lifts	1.04	Male Female	>90% 15%
Ventilation blower 120V	Lift	35	12	65	Short (Less than 1 hour)	1 to 3 lifts	0.93	Male Female	>90% 34%
Fall Protection Winch	Lift	36	12	48	Short (Less than 1 hour)	1 to 3 lifts	0.94	Male Female	>90% 28%
Ventilation blower 12V	Lift	36	12	60	Short (Less than 1 hour)	1 to 3 lifts	0.95	Male Female	>90% 28%
Ladder 16' extension (fiberglass)	Lift	37	6	72	Short (Less than 1 hour)	1 to 3 lifts	1.04	Male Female	88% 11%
Bucket of Rags	Lift	38	12	48	Short (Less than 1 hour)	1 to 3 lifts	0.99	Male Female	>90% 22%
motor electric 3 hp	Lift	38	0	48	Short (Less than 1 hour)	1 to 3 lifts	1.12	Male Female	>90% 22%
Gate/Butterfly 4"-12" Valve (operate open/close T-handle tool)	Push	40	Waist	Waist	Short (Less than 1 hour)	1 to 3 lifts			
Gate/Butterfly Valve opener device - mechanical powered	Lift	40	0"	50"	Short (Less than 1 hour)	1 to 3 lifts	1.18	Male Female	>90% 18%
Ladder 10' A-Frame Fiberglass	Lift	40	0	60	Short (Less than 1 hour)	1 to 3 lifts	1.19	Male Female	84% <10%
motor electric 5 hp	Lift	40	0	48	Short (Less than 1 hour)	1 to 3 lifts	1.18	Male Female	>90% 18%
Sample jugs into sampler	Lift	40	12	48	Short (Less than 1 hour)	1 to 3 lifts	1.04	Male Female	>90% 18%
Trash pump hose - 4"	Lift	40	0"	42"	Short (Less than 1 hour)	1 to 3 lifts	1.17	Male Female	>90% 18%
Valve open/close (T-handle tool)	Push	40	waist	waist	Short (Less than 1 hour)	1 to 3 lifts			

Name	Type	Weight to Lift (lb)	Begin Lift (inches)	End Lift (inches)	Lift Duration	Lift Frequency (15 min)	Niosh	Snooks	
Confined Space Winch	Lift	41	12	60	Short (Less than 1 hour)	1 to 3 lifts	1.08	Male Female	>90% 14%
Ladder - 20' extension (fiberglass)	Lift	42	6	48	Short (Less than 1 hour)	1 to 3 lifts	1.16	Male Female	>90% 12%
5-gallon bucket debris	Lift	45	12	48	Short (Less than 1 hour)	1 to 3 lifts	1.17	Male Female	88% <10%
Confined Space Base (tripod)	Lift	45	0	36	Short (Less than 1 hour)	1 to 3 lifts	1.31	Male Female	88% <10%
Manhole lid 24" diameter (pull)	Pull	45	Waist	waist	Short (Less than 1 hour)	1 to 3 lifts			
Boxes of chemicals	Lift	50	0	60	Short (Less than 1 hour)	1 to 3 lifts	1.49	Male Female	67% <10%
Discharge hose blue roll-up 6" x 50'	Lift	50	0	42	Short (Less than 1 hour)	1 to 3 lifts	1.47	Male Female	83% <10%
Ladder - 12' extension (fiberglass)	Lift	50	6	48	Short (Less than 1 hour)	1 to 3 lifts	1.39	Male Female	83% <10%
Load portable composite	Lift	50	12	60	Short (Less than 1 hour)	1 to 3 lifts	1.32	Male Female	83% <10%
Drum Dolly 55 gallon drum	Pull	52	60	60	Short (Less than 1 hour)	1 to 3 lifts			
Generator 2200 Watt -Gas	Lift	53	12	48	Short (Less than 1 hour)	1 to 3 lifts	1.38	Male Female	80% <10%
Davit Arm (fall protection equipment)	Lift	54	30	75	Short (Less than 1 hour)	1 to 3 lifts	1.23	Male Female	79% <10%
Ladder - 28' extension (fiberglass)	Lift	57	6	48	Short (Less than 1 hour)	1 to 3 lifts	1.58	Male Female	76% <10%
Aluminum and fiberglass grate 3x4	Lift	60	0	36	Short (Less than 1 hour)	1 to 3 lifts	1.74	Male Female	72% <10%
Influent Sampler full	Lift	60	0"	53"	Short (Less than 1 hour)	1 to 3 lifts	1.78	Male Female	72% <10%
Open/close valve grasping wheel	Torque	60	optional	optional	Short (Less than 1 hour)	1 to 3 lifts			
Portable sampler	Lift	60	16"	48"	Short (Less than 1 hour)	1 to 3 lifts	1.50	Male Female	72% <10%

Name	Type	Weight to Lift (lb)	Begin Lift (inches)	End Lift (inches)	Lift Duration	Lift Frequency (15 min)	Niosh	Snooks	
Portable sampler (full)	Lift	60	16"	48"	Short (Less than 1 hour)	1 to 3 lifts	1.50	Male Female	72% <10%
Centrifugal Pump (164 gpm) - 2"	Lift	69	12	48	Short (Less than 1 hour)	1 to 3 lifts	1.80	Male Female	59% <10%
Manhole lid 24" diameter open	Lift	75	30"	36"	Short (Less than 1 hour)	1 to 3 lifts	1.31	Male Female	62% <10%
Suction hose green 6"x20'	Lift	77	0	42	Short (Less than 1 hour)	1 to 3 lifts	2.26	Male Female	<10% <10%
Centrifugal Pump (290 gpm) - 3"	Lift	80	12	48	Short (Less than 1 hour)	1 to 3 lifts	2.08	Male Female	<10% <10%
Cement sacks - 90 lbs.	Lift	90	0	48	Short (Less than 1 hour)	1 to 3 lifts	2.66	Male Female	<10% <10%
Davit Arm Base	Lift	95	0	48	Short (Less than 1 hour)	1 to 3 lifts	2.80	Male Female	<10% <10%
Pipe - 4' of 6" steel	Lift	95	6"	42"	Short (Less than 1 hour)	1 to 3 lifts	2.61	Male Female	<10% <10%
Trash Pump (187 gmp) - 2"	Lift	104	12	48	Short (Less than 1 hour)	1 to 3 lifts	2.71	Male Female	<10% <10%
Manhole lid 27" open	Lift	124	30	36	Short (Less than 1 hour)	1 to 3 lifts	2.17	Male Female	<10% <10%
Manhole lid 36" open	Lift	229	30	36	Short (Less than 1 hour)	1 to 3 lifts	4.01	Male Female	<10% <10%

[Edit Job](#)
[PDA Report](#)
[Battery of Tests Report](#)
[RTW Report](#)



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
FROM: Kishen Prathivadi, General Manager
DATE: January 24, 2022
SUBJECT: **Receive the Flow Distribution Details for Calendar Year 2021**

Executive Summary

The purpose of this report is to receive the flow distribution details for Calendar year 2021.

Fiscal Impact

There is no fiscal impact to this agenda item.

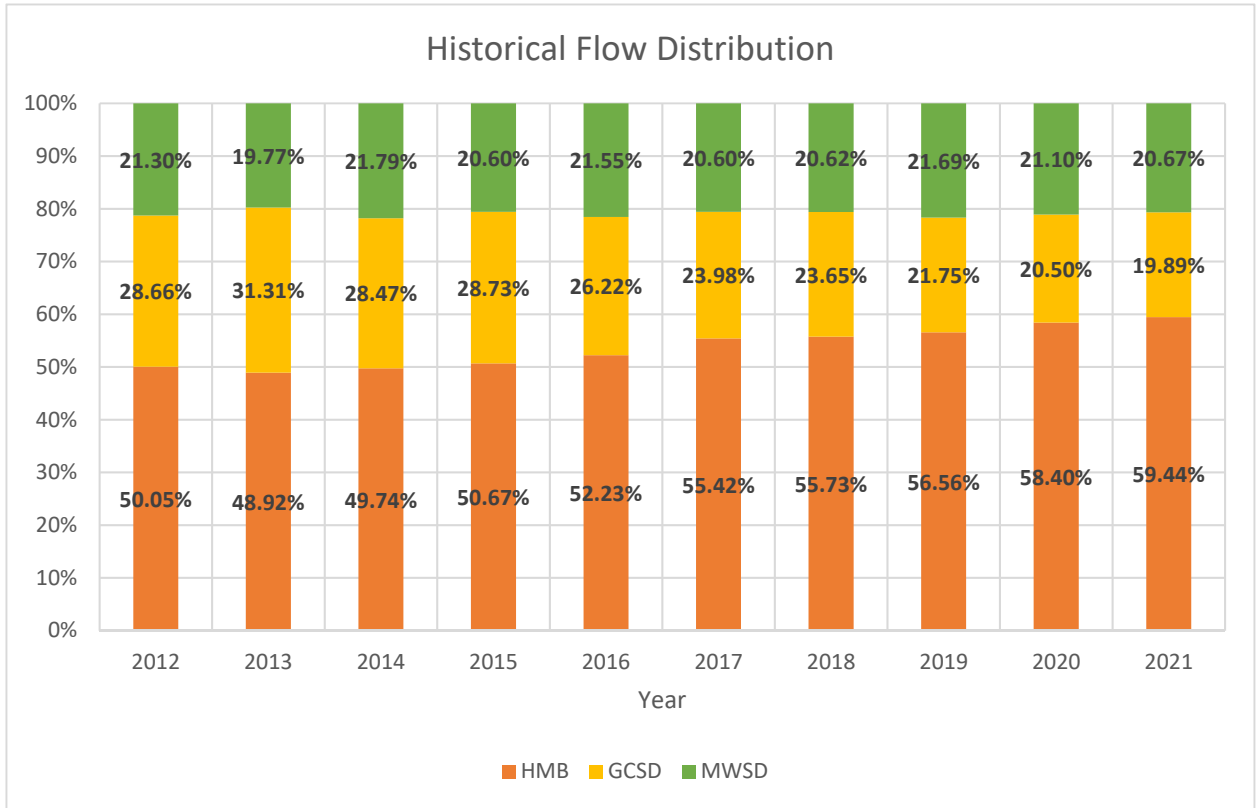
Strategic Plan Compliance

The recommendation complies with Goal 5 of the SAM Strategic Plan, "Infrastructure, Operations, and Maintenance," Goal 5.3 – "Develop a longest term reasonable perspective in concrete spending terms of potential alternative approaches to managing the system with the objective of decreasing long term costs and environmental impacts and increasing safety."

Background and Discussion/Report

The revenue allocation for SAM from the Member Agencies is based on the flow from the preceding calendar year. The flow allocations fluctuate from year to year. Details of the flow distribution for calendar year 2021 are attached and the past years historical flow allocations are as follows:

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	



Staff Recommendation

This agenda item is a discussion item only and no action is required on the part of the Board of Directors.

Supporting Documents

Attachment A: Flow Distribution for Calendar Year 2021.

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	

FLOW DISTRIBUTION CALENDAR YEAR 2021 (in MGD)

Month/Year	HMB		GCSD		MWSD		Plant
	Average Daily Flow	% of Plant Flow	Average Daily Flow	% of Plant Flow	Average Daily Flow	% of Plant Flow	Average Daily Flow
January	0.816	59.0%	0.278	20.2%	0.288	20.8%	1.382
February	0.885	55.7%	0.341	21.5%	0.362	22.8%	1.588
March	0.788	57.5%	0.299	21.8%	0.284	20.7%	1.371
April	0.725	58.6%	0.269	21.8%	0.243	19.7%	1.237
May	0.706	59.0%	0.258	21.6%	0.233	19.4%	1.197
June	0.727	61.2%	0.236	19.9%	0.224	18.9%	1.187
July	0.910	66.2%	0.243	17.7%	0.221	16.1%	1.374
August	0.721	61.1%	0.239	20.3%	0.220	18.7%	1.180
September	0.715	61.7%	0.232	20.1%	0.212	18.3%	1.159
October	0.937	59.0%	0.305	19.2%	0.347	21.8%	1.589
November	0.863	60.5%	0.278	19.5%	0.285	20.0%	1.426
December	1.724	57.4%	0.542	18.0%	0.738	24.6%	3.004
Total Annual	10.517	59.4%	3.520	19.9%	3.657	20.7%	17.694



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Kishen Prathivadi, General Manager

DATE: January 24, 2022

SUBJECT: **Adopt Ordinance No. 22-01 for the Non-Domestic Wastewater Source Control Program as Drafted and Direct Staff and Counsel to Publish the Ordinance as Required by Law**

Executive Summary

The purpose of this report is for the Board of Directors to review the proposed language for the Non-Domestic Wastewater Source Control Program (NDWSCP).

Fiscal Impact

None

Strategic Plan Compliance

The recommendation complies with the SAM Strategic Plan Vision: “*Utilize state of the art technologies and management practices to advance public health and environmental protection.*” It also complies with the Strategic Plan Goal 5: Infrastructure, Operations and Maintenance: “*The goals are no spills, safety, environmental protection, reliability, and long-term cost effectiveness.*”

Background and Discussion/Report

The NDWSCP ordinance was adopted in 1991. The ordinance was revised in May 1994 and subsequently in June 2019.

The Board decided in their previous meetings that the NDWSCP implementation be shared to a greater extent with the member Agencies with SAM oversight. If the current

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	D. Penrose	D. Ruddock	K. Slater-Carter
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	J. Harvey	H. Rarback	

revisions to the Ordinance are accepted, the member agencies will be authorized, upon approval of a resolution accepting delegation of the permitting program, evaluate discharges to the SAM system and issue permits on SAM letterhead (subject to SAM review), with the ability to initiate enforcement in the event of non-compliance. SAM will maintain overall cognizance over the program with the ability to require or disapprove permits where circumstances dictate. The three member agencies will be operating under a common Ordinance, and SAM General Counsel along with SAM staff worked with respective Counsel and Member Agency Managers to arrive at the current consensus approach reflected in the attached revised ordinance 22-01. Ordinance 22-01 supersedes the earlier adopted Ordinance 19-01.

Staff Recommendation

Staff recommends that the Board of Directors adopt Ordinance No. 22-01 for the Non-Domestic Waste Source Control Program as drafted and direct Staff and Counsel to publish the Ordinance as required by law.

Supporting Documents

Attachment A: Ordinance 22-01-clean version

Attachment B: Ordinance 22-01 redlined version

Attachment C: Ordinance 19-01

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
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	J. Harvey	H. Rarback	

ORDINANCE OF THE BOARD OF DIRECTORS OF THE SEWER AUTHORITY MID COASTSIDE (SAM), COUNTY OF SAN MATEO, CALIFORNIA

ORDINANCE NO. 22-01

ORDINANCE AMENDING SAM ORDINANCE NO. 19-01 AND RE-AUTHORIZING SAM REGULATIONS, AS AMENDED, FOR THE CONTROL OF NON-DOMESTIC AND INDUSTRIAL WASTES DISCHARGED INTO THE SAM WASTEWATER TREATMENT SYSTEM AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS

The Board of Directors of the Sewer Authority Mid-Coastside, County of San Mateo, California does ordain that its Non-Domestic Wastewater Source Control Program Regulations, first promulgated in 1991 with SAM Resolution 1-91, and subsequently amended by Resolution 2-94 and Resolution 2019-05 (adopting Ordinance 19-01), are hereby amended to read as follows:

NON-DOMESTIC WASTEWATER SOURCE CONTROL PROGRAM

ARTICLE I. GENERAL

- 1.0 Purpose
- 1.1 Definitions
- 1.2 Non-domestic Wastewater Source Control Program (“Program”)
- 1.3 Relationship between Authority and Member Agencies for Implementation of the Program

ARTICLE II. PROHIBITIONS

- 2.0 General prohibitions.
- 2.1 Storm drainage and groundwater.
- 2.2 Unpolluted water.
- 2.3 Garbage grinders.
- 2.4 Point of discharge.
- 2.5 Holding tank waste.
- 2.6 Radioactive wastes.
- 2.7 Water softening waste.
- 2.8 Wastewater strength.
- 2.9 Additional limitations.
- 2.10 Specific discharge limitations.

ARTICLE III. PERMITS, REPORTS AND ADMINISTRATION

- 3.0 Permits.
- 3.1 Application for permit.
- 3.2 Permit conditions.
- 3.3 Duration of permits.
- 3.4 Non-assignability of permit.
- 3.5 Refusal to issue permit.

- 3.6 Discharge reports.
- 3.7 Protection against accidental discharges.
- 3.8 Public information.
- 3.9 Special agreements.
- 3.10 Fees and deposits.
- 3.11 Collection of fees.
- 3.12 Delinquent fees.

ARTICLE IV. MONITORING, INSPECTIONS AND PRETREATMENT

- 4.0 Monitoring facilities.
- 4.1 Inspection and sampling.
- 4.2 Pretreatment.
- 4.3 Grease trap/grease interceptors.
- 4.4 Wastewater volume determination.

ARTICLE V. ENFORCEMENT

- 5.0 Responsibility.
- 5.1 Unauthorized discharges.
- 5.2 Cease and desist orders.
- 5.3 Time schedules.
- 5.4 Emergency corrections.
- 5.5 Damages to sewage facilities.
- 5.6 Termination of service.
- 5.7 Revocation of permits.
- 5.8 Falsification of information.
- 5.9 Public nuisance.
- 5.10 Misdemeanor.
- 5.11 Remedies nonexclusive.
- 5.12 Appeals.

ARTICLE I. GENERAL

Section 1.0 Purpose.

The purpose of these Regulations are to:

(a). Establish uniform requirements for non-domestic discharges into the wastewater interceptor, treatment and disposal system used and owned jointly with other public entities as parties to the certain joint exercise of powers agreement entitled "An Agreement Creating the Sewer Authority Mid-Coastside," dated February 3, 1976, as amended ("JPA Agreement"), whereby there was established the Sewer Authority Mid-Coastside (herein, Authority), by and between the Montara Sanitary District, Granada Sanitary District and the city of Half Moon Bay (each referenced herein as Member Agency);

(b). Provide for and regulate the disposal of non-domestic wastewater into the sanitary sewer system of each Agency in such a manner and to such extent as may be reasonably necessary to maintain and to increase the ability of such system to

handle and dispose of non-domestic wastewater without decreasing the ability of such system to handle and dispose of all sanitary sewage;

- (c). Improve opportunities to recycle and reclaim treated effluent and wastewater sludge, gases, and other byproducts of the treatment process;
- (d). Protect the physical structures of said sanitary sewer system and the efficient functioning of its component parts;
- (e). To protect both Publicly Owned Treatment Works personnel who may be affected by wastewater and sludge in the course of their employment and the general public;
- (f). To comply with all applicable State and Federal laws, including the Clean Water Act (Title 33 United States Code [U.S.C.] section 1251 et seq.) and the General Pretreatment Regulations (Title 40 of the Code of Federal Regulations [CFR] Part 403);
- (g). Provide for the assessment and collection of various fees and other charges reasonably necessary for the implementation, administration and enforcement of the non-domestic wastewater source control program;
- (h). To enable the Authority to comply with its National Pollutant Discharge Elimination System permit conditions, sludge use and disposal requirements, and any other Federal or State laws to which the Publicly Owned Treatment Works is subject;
- (i). To prevent the introduction of pollutants into the Publicly Owned Treatment Works that will pass through the Publicly Owned Treatment Works, inadequately treated, into receiving waters or atmosphere, or otherwise be incompatible with the treatment processes of the Publicly Owned Treatment Works;
- (j). To prevent the introduction of pollutants into the Authority and Agencies' facilities that will interfere with their effective operation, with the potential to cause pass through or interference with Publicly Owned Treatment Works operations.

Section 1.1 Definitions

- (a). General.

Words, phrases or terms not specifically defined in this section, and having a technical or specialized meaning shall be defined as set forth in the latest edition of "Standard Methods for the Examination of Water and Wastewater," published by the American Public Health Association, the American Water Works Association and the Water Pollution Control Federation.

References to waste constituents and characteristics shall have the meanings ascribed thereto in the aforesaid "Standard Methods for the Examination of Water and Wastewater," and measurements thereof shall be as set forth in such publication, or as established by federal or state regulatory agencies.

(b). Specific definitions. The following words or phrases wherever used in this Ordinance shall have the following meanings unless the context otherwise requires:

(1) Agency. Refers to Montara Water & Sanitary District, Granada Community Services District or the City of Half Moon Bay, each of which entered into the "Agreement Creating the Sewer Authority Mid-Coastside" dated February 3, 1976, as amended, to establish uniform requirements for non-domestic discharges into the wastewater interceptor, treatment and disposal system used and owned jointly with other public entities.

(2) Authority. The Sewer Authority Mid-Coastside, also referenced herein as "SAM" is a public entity established by that certain agreement entitled "An Agreement Creating the Sewer Authority Mid-Coastside," dated February 3, 1976, as amended, and any successor entity thereof.

(3) Best Management Practices (BMPs). Schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the prohibitions listed in Article II of this Ordinance. BMPs include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage

(4) Building sewer. A sewer conveying the wastewater of a User from a residence, building, or other structure to a community sewer (and thereby the sanitary sewer system) owned by an Agency, including direct connections to such a community sewer (and sanitary sewer system). Building sewers, or portions thereof, are sometimes referred to as "service laterals." Ownership and maintenance of the building sewer is the responsibility of the property owner.

(5) Discharger. Any person discharging waste to the sanitary sewer system within the service area of any of three Member Agencies.

(6) Domestic wastewater. Any waterborne waste of the type naturally resulting from flushing and washing waste products from residences (including but not limited to: kitchens, bath and laundry facilities) and from personal sanitary conveniences (toilets, showers, bathtubs, fountains, non-commercial lavatories, and similar fixtures), provided that the discharge concentrations are below the limits set forth below under the heading 'Domestic Wastewater Maximum Concentration Limits.' Examples of wastewater excluded from this definition are wastewater discharges from commercial, industrial, or agricultural facilities, and wastewater from institutional laundries or food, beverage and related processing facilities.

(7) Domestic Wastewater - Maximum Concentration Limits. Used to characterize wastewater as non-domestic if discharge concentrations are above the limits. All values except settleable solids and pH are expressed in mg/L.

Constituent	Concentration
Solids, total	1200
Dissolved, total	850

Fixed	525
Volatile	325
Suspended, total	350
Fixed	75
Volatile	275
Settleable solids, mL/L-hr	20
Biochemical oxygen demand, 5-day, 20°C	400
Total Organic Carbon (TOC)	290
Chemical Oxygen Demand (COD)	1000
Nitrogen (total as N)	85
Organic	35
Free Ammonia	50
Nitrites	0
Nitrates	0
Phosphorus (total as P)	15
Organic	5
Inorganic	10
Chlorides	350
pH	6 to 9
Oil and grease (animal or vegetable origin)	200
Oil and grease (mineral or petroleum origin)	100

(8) Fats, Oils, and Grease. Grease, oil, fat or other ether soluble matter derived from animal and/or plant sources that contain multiple carbon chain triglyceride molecules, and shall include each of the following two types:

- A. Dispersed grease, which means grease which is not floatable grease;
- B. Floatable grease, which means grease which floats on the surface of quiescent sewage water or other liquid or which floats upon dilution of the liquid with water.

(9) Holding tank waste. Any waste from sewage or waste disposal holding tanks such as are associated with vessels, chemical toilets, campers, trailers, motor homes, septic tanks and vacuum pump tank trucks.

(10) Industrial Discharger: Industrial dischargers are non-domestic dischargers to the SAM wastewater system which discharge industrial wastewater. Section IV.B.9 of the JPA Agreement that created SAM, and which governs its operations, provides that SAM and its member agencies must establish and

enforce standards and regulations related to industrial discharges to the SAM system, to include establishing criteria for, and restrictions on, the nature and quality of industrial waste discharged either directly or indirectly into SAM's facilities. An industrial discharger includes: (a) those categories of dischargers identified in the Significant Industrial Classification (SIC) Manual, divisions, A, B, D, E, and I, published by the Department of Labor Occupational Health and Safety Administration (OSHA); and, (b) who discharge wastewater with one or more of the following characteristics:

- i. Flow of more than 1000 gallons per day;
- ii. Flow or pollutant loading greater than 5 percent of the design capacity of the Authority's WWTP;
- iii. Discharges that contain toxic pollutants;
- iv. Discharges containing pollutants that produce significant impact, as determined by the Manager, either individually or in combination with other discharges, on the sanitary sewer system or on the quality of the effluent from the sanitary sewer system that enters SAM's treatment plant;
- v. Discharges that are subject to adopted state or federal categorical treatment standards, or discharges which a state or federal regulatory agency has directed should be treated or otherwise separately managed prior to entering SAM's wastewater treatment plant.

(10) Interference. A discharge that, alone or in conjunction with a discharge or discharges from other sources, inhibits or disrupts the POTW, its treatment processes or operations or its sludge processes, use or disposal; and therefore, is a cause of a violation of the Authority's NPDES permit or of the prevention of sewage sludge use or disposal in compliance with any of the following statutory/regulatory provisions or permits issued thereunder, or any more stringent State or local regulations: section 405 of the Act; the Solid Waste Disposal Act, including Title II commonly referred to as the Resource Conservation and Recovery Act (RCRA); any State regulations contained in any State sludge management plan prepared pursuant to Subtitle D of the Solid Waste Disposal Act; the Clean Air Act; the Toxic Substances Control Act; and the Marine Protection, Research, and Sanctuaries Act. (See 40 CFR §403.3(k)).

(11) Manager. The manager of Sewer Authority Mid-Coastside, or his/her designated representative.

(12) Medical Waste. Isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes.

(13) National Pretreatment Standards. Any regulation containing pollutant discharge limits promulgated by the EPA in accordance with Section 307 (b) and (c) of the Act, which applies to Users. This term includes both the general and specific prohibitions found in 40 CFR 403.5 and the National Categorical Standards.

- (14) Non-Domestic Source. Any residential or commercial Discharger which discharges or could potentially discharge nondomestic wastewater, and any industrial Discharger.
- (15) Non-Domestic Wastewater. Wastewater from a residential, industrial, or commercial Discharger which exceeds domestic wastewater maximum concentration limits as defined in this section, prohibited wastewater as defined by Article II of this Ordinance, wastewater classified in Section 1.2 below, or wastewater from an industrial Discharger.
- (16) Pass-through. A discharge which exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the Authority's NPDES permit, including an increase in the magnitude or duration of a violation..
- (17) Person. Any individual, firm, company, partnership, association, private corporation, trust, estate, public corporation or governmental entity, authority or agency, and the officers, agents, or employees thereof.
- (18) pH. A measure of the acidity or alkalinity of a solution, expressed in standard units.
- (19) Pollutant. Dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, medical wastes, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, industrial, municipal, and agricultural wastes, and certain characteristics of wastewater (e.g., pH, temperature, TSS, turbidity, color, biological oxygen demand, chemical oxygen demand, toxicity, or odor).
- (20) Premises. The location of the process, storage, discharge, or business actions of any person creating wastewater and/or discharging to the POTW as defined below.
- (21) Publicly Owned Treatment Works or POTW. A treatment works, as defined by section 212 of the Act (33 U.S.C. section 1292), which is owned by Sewer Authority Mid-Coastside. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of sewage or industrial wastes of a liquid nature and any conveyances, which convey wastewater to a treatment plant.
- (22) Requirement of law or other requirements of law. Any pertinent provision of the Federal Water Pollution Control Act as amended by the Federal Water Pollution Control Act Amendments of 1972 (Public Law 92-500, 33 U.S.C. 1151 et seq.), or of any statute, ordinance, rule, regulation, order, directive, or of the Authority's National Pollutant Discharge Elimination System (NPDES) permit, or of any amendments thereto.
- (23) Sewage. Human excrement and gray water (household showers, dishwashing operations, etc.).

(24) Total Suspended Solids or Suspended solids. The total suspended matter that floats on the surface of, or is suspended in, water, wastewater, or other liquid, and that is removable by laboratory filtering.

(25) Unpolluted water. Water to which no constituent has been added, either intentionally or accidentally, which would render such water unacceptable to an Agency or to the Authority for disposal to storm or natural drainages, or directly to surface waters.

(26) User. A source who contributes or causes a contribution of wastewater, including domestic waste, into the sanitary sewer system.

(27) Wastewater. Liquid and water-carried industrial wastes and sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the POTW.

(28) Wastewater Treatment Plant or Treatment Plant. That portion of the POTW which is designed to provide treatment of municipal sewage and industrial waste.

Section 1.2 Non-domestic wastewater source control program.

The Authority, in cooperation with the Member Agencies (who shall have the authority to perform certain functions to implement the Program as specified herein), is authorized to regulate all discharges to, and other uses of, the POTW in order to ensure compliance with National Pretreatment Standards and all other provisions of this Ordinance. Users shall be classified for wastewater disposal purposes as domestic or non-domestic in accordance with the activities conducted upon their premises, as determined by the Authority. The purpose of classification is to facilitate the regulation of Users on the basis of each User's waste quality, quantity and flow, and the recovery of equitable and appropriate fees. Categories of Users addressed are:

(a). Any User meeting the definition of a Significant Industrial User as defined in 40 CFR 403.3(v).

(b). Any User who, in the opinion of the Authority, may have an impact on the Authority's ability to meet the objectives of this Ordinance and who is not appropriately classified in (a), (c) or (d) of this section. The following criteria shall be used to determine if a User meets this classification and the term of the permit:

(i) wastewater flow rate;

(ii) wastewater characteristics, actual and/or potential;

(iii) quantity and type of hazardous wastes generated at the facility;

(iv) potential for spills to the sanitary sewer system from the facility and the impact of such spills if they should occur; and

(v) size and complexity of the facility, to the degree that this affects the effort required to verify compliance with Authority requirements.

(c). Any User performing business activity which has been designated by the Authority as a category of concern. This designation shall be based on the criteria listed above in (b), taking into consideration the cumulative effect of all Users in the category under consideration.

(d) Dischargers of contaminated groundwater and similar discharges.

(e) Discharger that exceeds, or has the reasonable potential to exceed,¹ domestic wastewater maximum concentration limits.

Section 1.3 Relationship between Authority and Member Agencies for Implementation of the Program

(a) The relationship between the Authority and the Member Agencies in implementing the Authority's Non-Domestic Wastewater Program is a cooperative one. To work effectively, it requires the Member Agencies and the Authority to work together collaboratively to identify discharges with the potential to cause interference in the treatment processes of Authority's POTW, to investigate and characterize those discharges to determine if the discharge should be categorized as non-domestic, and if categorized as non-domestic per SAM's standards and regulations, to issue permits that ensure the non-domestic discharges do not result in interference or pass through at the Authority's POTW in the future. Historically, Authority has had the primary role for the promulgation and implementation of the Program, and that will not change with this Ordinance. Authority, as the owner and operator of the POTW, retains primacy for the overall implementation of the Non-Domestic Wastewater Program re-authorized in this Ordinance, as is required by Section IV.B.9 of the JPA Agreement. However, this Ordinance differs from prior versions of the Program regulations in that the Member Agencies, being in closer contact with dischargers, and with the authority to regulate discharges to their respective collection systems, and being responsible for the regular charges and collection of fees, are potentially in an advantageous position to take a greater role in the identification of non-domestic discharges as well as the permitting and enforcement of the requirements of this Ordinance as to non-domestic dischargers. Thus, this ordinance recognizes the important role that the Member Agencies must play in identifying and permitting non-domestic discharges.

(b) Member Agencies shall, after consultation with the Manager and passage of a resolution accepting responsibility for permitting under the Program, have the authority to regulate and permit non-domestic discharges to the Authority system, and otherwise take actions as identified herein under the delegation of authority

¹ For purposes of this Ordinance, a User has reasonable potential to exceed domestic wastewater maximum allowable concentrations if: (i) the discharger is engaged in a use category or industry that is commonly subject to permitting or additional regulation by other POTWs or permitting authorities because of the potential or propensity of the use to exceed allowable concentrations for any pollutant of concern; (ii) the authority has previously sampled, or obtained samples, from the User that exceeded allowable concentrations of domestic wastewater; (iii) the User discharges to a location that has been sampled by the Authority and determined to contain wastewater that significantly exceeds the maximum allowable concentration for any pollutant of concern.

authorized by the Authority Board herein, and the Authority Board finds and determines that such partial delegation accomplishes the intent and purpose established in Section IV.B.9 of the JPA Agreement since Authority will retain overall primacy for the Program in ensuring permits are sufficiently protective of Authority facilities, subject to the requirement for SAM to sign off on each non-domestic permit issued within 30 days of initial issuance,² with the retained authority to individually pursue enforcement action, or any other action authorized of a Member Agency under this Ordinance, in the event the Manager determines that a Member Agency is not adequately fulfilling its obligations under the Program.

(c) Nothing herein shall prevent a member agency from contracting with SAM to perform permitting and other regulatory implementation of the Program within the Member Agency's service area to the extent the Member Agency chooses not to perform the obligations identified in Sections III, IV and V herein. However, to the extent that a Member Agency chooses to implement Sections III, IV, and V of this Ordinance, it must do so in good faith, and with full and adequate funding and staffing, with the understanding and agreement that Authority may—in addition to directly enforcing this Ordinance, or taking other appropriate regulatory action with respect to a non-domestic discharger—rescind the delegation of permitting and enforcement Authority to the Member Agency authorized in this Ordinance, in the event the Manager, in good faith, determines in writing that the Member Agency is not adequately implementing Sections III, IV, and V of this Ordinance, or that the Member Agency's implementation of the Program risks causing a violation of any applicable regulatory requirement, or otherwise puts the operation and safety at the Authority's Publicly Owned Treatment Works at risk. In the event that the Manager rescinds the delegation of authority accomplished herein, then the Authority shall implement this Ordinance within the Member Agency's service area, utilizing the authorities authorized herein.

(d) Where Authority, via written determination, has rescinded the authority of the Member Agency to implement Sections III, IV, and V of this Ordinance per Section 1.3 (c), then sections of this Ordinance that authorize the Member Agency to take certain actions per Sections III, IV and V with regard to non-domestic dischargers shall be of no further effect unless the written determination of the Manager clearly indicates that the Member Agency may continue to perform those functions.

ARTICLE II. PROHIBITIONS

Section 2.0 General prohibitions.

No User shall discharge wastes or wastewater into the sanitary sewer system if it contains substances or has characteristics which cause, threaten to cause or are capable of causing, either alone or by interaction with other substances:

- (a). A fire or explosion hazard;

² The Process for Authority to sign off on a member agency issued non-domestic permit, and the process which shall occur in the event that SAM declines to sign off on a member agency permit because it is not sufficiently protective, is detailed in Section 3.1 herein.

- (b). Obstruction of flow in, or injury to, the sanitary sewer system, or any portion thereof;
- (c). Danger to life or safety of persons;
- (d). Conditions inhibiting or preventing the effective maintenance or operation of the sanitary sewer system;
- (e). Strong or offensive odors, air pollution, or any noxious, toxic or malodorous gas or substance, or gas-producing substances;
- (f). Interference with the wastewater treatment process or overloading of the sanitary sewer system,;
- (g). Interference with any wastewater reclamation process which does or may operate in conjunction with the sanitary sewer system, or overloading or a breakdown of such process, or excessive reclamation costs, or any product of the treatment process which renders such reclamation process impracticable or not feasible under normal operating conditions;
- (h). A detrimental environmental impact, or a nuisance wherever located, or a condition unacceptable to any public agency having regulatory jurisdiction over operation of the sanitary sewer system;
- (i). Discoloration, or any other adverse condition in the quality of the effluent from the sanitary sewer system such that receiving water quality requirements established by any statute, rule, regulation, ordinance or permit condition cannot be met by the Agency or Authority;
- (j). Conditions at or near the sanitary sewer system, or any portion thereof, which cause, or may cause, the Agency or the Authority to be in violation of the requirements of law;
- (k). Pollutants introduced into the sanitary sewer system which cause Pass-Through or Interference with the operation or performance of the POTW.
- (l). Damage to SAM facilities.

Section 2.1 Storm drainage and groundwater.

No User shall discharge, cause to be discharged or permit to be discharged, any storm water, groundwater, rainwater, street drainage, subsurface drainage or yard drainage, either directly or indirectly into the sanitary sewer system, unless a permit therefor is issued by the Authority. Authority may issue such permit only upon receiving authorization of the Agency and a finding by the Manager that no reasonable alternative method of disposal of such water is available.

Section 2.2 Unpolluted water.

No User shall discharge, cause to be discharged or permit to be discharged any unpolluted water, including, but not limited to, cooling water, process water or blow-down water from cooling towers or evaporative coolers, either directly or indirectly into the sanitary sewer system, unless a permit therefor is issued by the Authority and upon authorization of the Agency.

Section 2.3 Garbage grinders.

No User shall discharge, cause to be discharged or permit to be discharged waste from garbage grinders into the sanitary sewer system, provided, however, that:

- (a). Waste generated in preparation of food normally consumed on the premises which cannot be disposed of as solid waste may be so discharged;
- (b). Except as provided in subsection A of this section, discharge from a garbage grinder may only be made pursuant to a permit issued per this Ordinance;
- (c). No food waste disposal unit shall be connected to or discharged into any grease trap or grease interceptor. Garbage grinders from which wastes are permitted under either subsection A or B of this section, shall be of such design and capacity to shred wastes used therein such that all waste particles shall be carried freely under normal flow conditions into and through the sanitary sewer system.

Section 2.4 Point of discharge.

No User shall discharge, cause to be discharged or permit to be discharged any wastes or wastewater, or any object, material or other substance directly into a manhole or other opening in the sanitary sewer system other than wastes or wastewater through an approved building sewer; provided, however, that wastes or wastewater may be discharged into the sanitary sewer system by means other than through an approved building sewer pursuant to a permit therefor issued by the Authority and upon authorization of the Agency.

Section 2.5 Holding tank waste.

No User shall discharge, cause to be discharged or permit to be discharged any holding tank waste into the sanitary sewer system; provided, however, that:

- (a). Such discharges may be made into facilities designed to receive such wastes and approved by the Authority;
- (b). Such discharges shall be made pursuant to a permit issued by the Authority and authorized by the Agency. Unless otherwise provided by the Authority and authorized by the Agency, a separate permit shall be required for each separate holding tank waste discharge.

Section 2.6 Radioactive wastes.

No User shall discharge, cause to be discharged or permit to be discharged, any radioactive wastewater into the sanitary sewerage system, except when the User is authorized to use radioactive material by the Nuclear Regulatory Commission or other governmental agency empowered to regulate the use of radioactive materials and when the wastewater is discharged in strict conformity with current Nuclear Regulatory Commission regulations and recommendations for safe disposal and in compliance with all rules and regulations of State and local regulatory agencies and a permit therefor has been issued per this Ordinance.

Section 2.7 Water softening waste.

Any discharge from any water conditioning device equipment or system serving an industrial discharger or commercial discharger which discharges salts or dissolved salts

or solids into the sanitary sewer system is prohibited unless a permit is issued by the Authority and upon authorization of the Agency.

Section 2.8 Wastewater strength.

No User shall cause to be discharged or permit to be discharged into the sanitary sewer system, any wastewater containing any of the following constituents in excess of the maximum allowable concentrations established in this section:

Pollutant	Maximum Concentration
Arsenic	0.10 mg/1
Cadmium	0.11 mg/1
Chromium	2.77 mg/1
Copper	3.88 mg/1
Lead	0.69 mg/1
Mercury	0.01 mg/1
Nickel	3.98 mg/1
Silver	0.43 mg/1
Zinc	2.61 mg/1
Cyanide	1.20 mg/1
Phenolic Compounds (non-chlorinated)	5.0 mg/1
Chlorinated Phenolics	1.20 ug/1
Aldrin and Dieldrin	0.72 ug/1
Chlordane and related compounds	1.08 ug/1
DDT and Derivatives	0.36 ug/1
Endrin	0.72 ug/1
HCH	1.44 ug/1
PCBs	1.08 ug/1
Toxaphene	2.52 ug/1

Section 2.9 Additional limitations.

No User shall discharge, cause to be discharged or allow to be discharged into the sanitary sewer system:

- (a). Any wastewater or any part thereof, any liquid, solid, vapor, gas or thing having or developing a temperature of 150°F (65°C) or more, or which may cause the temperature at the sewage treatment plant to exceed 104°F (40°C);
- (b). Any wastewater or other waste containing more than 200 mg/1 of oil or grease of animal or vegetable origin;
- (c). Any wastewater or other waste containing more than 100 mg/1 of oil or grease of mineral or petroleum origin;
- (d). Any wastewater or other waste containing a pH lower than 6.0 ,or having a corrosive property capable of causing damage or hazard to structures or equipment

of the sanitary sewer system or any portion thereof, or greater than 12.5 (any discharge having a pH of 12.5 or more is considered a hazardous waste);

(e). Any sand, grit, straw, metal, glass, rags, feathers, paper, tar, plastic, wood, leaves, garden clippings, manure, dead animals, offal or any other solid or viscous substance capable of causing obstruction to the flow in the sanitary sewer system, or which in any way interferes with the proper operation of the sanitary sewer system;

(f). Any wastewater or other waste containing a toxic or poisonous substance, not otherwise specifically prohibited in this Ordinance, in sufficient quantities to constitute a hazard to humans or animals, or to create a hazard in the sanitary sewer system, or to injure or interfere with the operation thereof;

(g). Any wastewater containing suspended solids, not otherwise specifically prohibited under the provisions of this Ordinance, the characteristics or quantity of which require unusual attention, treatment or expense in handling or treating such material in the sanitary sewer system, or any portion thereof;

(h). The use of diluting waters to meet the requirements or limitations on wastewater strength of this section or Section 2.8 is prohibited.

(l) Medical Wastes, except as specifically authorized in an individual wastewater discharge permit.

Section 2.10 Specific discharge limitations.

Notwithstanding the limitations upon the characteristics or quantity of wastewater discharged, caused to be discharged or permitted to be discharged into the sanitary sewer system pursuant to this article, the Authority and/or Agency may, in connection with the issuance of permits pursuant to the provisions of Article III of this Ordinance, establish additional or different specific limitations on wastewater strength upon a finding that:

(a). The limitations set forth in this article may not be sufficient to protect the operation of the sanitary sewer system, or any portion thereof, or that the waste or wastewater proposed to be discharged otherwise constitutes a hazard to, or an unreasonable burden upon, such operation or otherwise causes or significantly contributes to violation of the Authority's NPDES permit; or

(b). The limitations set forth in this article may be unreasonably restrictive when applied to a specific industry; imposing a less stringent limitation will not cause or contribute to violation of any state or federal requirement of law; and the less stringent limitation will not result in a pass through, interference or prevention of sludge disposal or use; or

(c). State or federal pretreatment standards are established more stringent than the standards set forth in this article; or

(d). Specific standards have been established by the state or federal government for a specific category of industrial discharger, more stringent than the standards set forth by this article, which would supersede the limitations set forth in this article, with respect to such category.

Section 2.11 Best Management Practices. The Manager, in consultation with the pertinent Member Agency, may require best management practices (BMPs) as an alternative to numeric permit limits that are developed to protect the POTW, water quality and sewage sludge. However, BMPs for non-domestic discharges shall be enforced via permits issued per Section 3.0.

ARTICLE III. PERMITS, REPORTS AND ADMINISTRATION

Section 3.0 Permits.

Non-Domestic Users must obtain a permit before discharging wastewater to the Authority's system and such Users are subject to wastewater discharge permit requirements that may vary depending on the volume, characteristics, and/or origin of their wastewater discharge as determined by Authority, in consultation with the applicable Member Agency. The Manager retains final say on which dischargers are required to obtain a Permit to the extent there is disagreement between the Manager and an Agency, and the Manager is authorized to require issuance of a Permit without approval of the Agency if the two parties are unable to agree after reasonable good faith efforts to come to consensus are unsuccessful. When requested by the Manager and/or Member Agency, a User must submit information on the nature and characteristics of its wastewater within 30 days of the request. The Manager is authorized to prepare a form for this purpose and may periodically require Users to update this information.

All discharges determined to be non-domestic by the Manager will require issuance of permits per this Section as a condition of new or continued discharge. Permits required or authorized pursuant to the provisions of this article shall be subject to reasonable fees and conditions determined necessary or appropriate by the Authority and the Agency in order to carry out the provisions of, and ensure compliance with, this Ordinance, or of any other requirements of law. No such permit shall be issued by the Manager and/or Member Agency, as applicable, until all applicable fees and charges established pursuant to this Ordinance have been paid.

Section 3.1 Application for permit.

(a). All Dischargers required to obtain an individual wastewater discharge permit by Authority or a Member Agency must submit a permit application. The application shall be in writing in such form as the Manager shall require, and shall be submitted to the Manager or applicable Member Agency (where the Member Agency has determined, by resolution, to implement the Program), and may include the following:

- (i). The name and address of the applicant;
- (ii). The name and address of the discharging facility including the name of the operator and owners;
- (iii). The name and address of the property owner, if other than the owner of the discharging facility;
- (iv). List of any environmental control permits held by or for the facility;
- (v). A brief description of the nature, average rate of production and standard industrial classification of the operation(s) carried out by the Discharger;

- (vi). Flow measurement showing the average daily and maximum daily flow from each process stream;
- (vii). Wastewater constituents and characteristics, including, but not limited to, those categories thereof described in Article II of this Ordinance, the presence and amount of which shall be determined by a state-approved laboratory competent to test and describe such constituents and characteristics, and approved by the manager;
- (viii). The time, duration and volume of the proposed wastewater discharge;
- (ix). The average and daily peak wastewater flow rates proposed to be discharged, including weekly, monthly and seasonal variations, if any;
- (x). The numbers of employees per shift and shift schedules;
- (xi). Hours of operation;
- (xii). Site plans, floor plans, mechanical and plumbing plans, in detail necessary or appropriate to show and to describe all sewers and appurtenances by size, location and elevation;
- (xiii). A description of the activities, facilities and plant processes conducted, or proposed to be conducted on the premises, including, but not necessarily limited to, all materials manufactured, fabricated or processed, and the types of materials which are or could be discharged into the sanitary sewer system;
- (xiv). Identification of permitted discharge standards applicable to each process and type of product;
- (xv). A statement, reviewed by an authorized representative of the Discharger and certified to be a qualified professional in the field of wastewater pretreatment, indicating whether permitted standards are being met on a consistent basis, and, if not, whether additional operation and maintenance (O and M) and/or additional pretreatment is required for the Discharger to meet the permitted discharge standards and requirements;
- (xvi). If additional pretreatment and/or O and M will be required to meet the permitted discharge standards, the schedule by which the industrial discharger will provide such additional pretreatment and/or O and M. The completion date in this schedule shall not be later than the compliance date established for the applicable permitted discharge standard;
- (xvii). Such other information deemed necessary by the Manager to determine the effect upon the sanitary sewer system of the proposed discharge or activities related thereto, or otherwise reasonably necessary to enable the Manager to carry out the provisions of this Ordinance or any other requirements of law.

(d). The Manager and/or Member agency will evaluate the data furnished by the Discharger and may require additional information. Within 30 days of receipt of a

complete permit application, the Manager and/or Member Agency will determine whether a wastewater discharge permit should be issued. If a Member Agency has delegated authority to issue permits, and has assumed such authority under the Program by resolution, then the Member Agency shall have the authority to issue, implement and enforce the non-domestic wastewater permit as agent for Authority, subject to the following:

(i) the permit shall be issued on an approved SAM Permit Form;

(ii) The Manager shall review the non-domestic permit issued by the Member Agency within 30 days of issuance. If the Manager approves of the non-domestic permit issued, the Manager shall also sign the permit, and the permit shall then remain valid for the balance of the term indicated in the permit unless sooner terminated per the terms of the permit or this Ordinance. If the manager takes no action within 30 days, the permit shall be deemed approved by the Manager and remain valid for the balance of the term indicated in the permit unless sooner terminated per the terms of the permit or this Ordinance. The Manager may also deny any application for a wastewater discharge permit if the Manager reasonably determines, in good faith, that the permit will not be adequately protective of Authority's system and POTW, at which point the non-domestic source is required to curtail all non-domestic discharges to the Authority system until such time as a permit for non-domestic discharge is issued.

(iii) The determination of the Manager to disapprove a permit issued by a member is appealable to the Authority Board of Directors. The Board may overrule the decision of the Manager to deny a permit by a majority vote per the rules for voting specified in the JPA Agreement.

Section 3.2 Permit conditions.

(a). Permits authorized under this article shall be subject to all provisions and requirements set out in this Ordinance, and to all other requirements of law.

(b). Permits authorized under this article may include any or all of the following:

(i). The allowable average and maximum wastewater constituents and characteristics thereof permitted to be discharged into the sanitary sewer system (the permitted discharge standards);

(ii). Limitations upon time and rate of wastewater discharge, or requirements for flow regulations and equalization thereof;

(iii). Requirements for the installation and maintenance of inspection, sampling or testing facilities, including Authority and Agency access to such facilities;

(iv). Pretreatment requirements, including device specifications and maintenance schedule;

- (v). Specifications for monitoring programs which may include, but shall not necessarily be limited to, sampling locations, frequency and method of sampling, number, types and standards for tests, and reporting schedule;
- (vi). Requirements for submission of technical or wastewater discharge reports;
- (vii). Requirements for maintaining plant records relating to the wastewater discharge as specified by the Manager, and providing for access of the Manager thereto; provisions that such records shall be made available for copying and inspection;
- (vii). Compliance schedules;
- (ix). Requirements for notifying the Manager and/or Member Agency of any new introduction of wastewater constituents or any substantial change in the volume or character of the wastewater constituents being introduced into the wastewater stream;
- (x). Requirements and plans for protection against accidental, unanticipated or non-routine discharges;
- (xi). Requirements for notification of accidental discharge;
- (xii). Requirements for notification of change of any information applicable to the permit or permit application;
- (xiii) Installation of technology, as specified by the Manager and/or Member Agency;
- (xiv) Requirements to implement best management practices.
- (xv). Such other conditions, requirements or provisions deemed appropriate to ensure compliance with the provisions of this Ordinance or other requirements of law.

Section 3.3 Duration of permits.

A permit authorized under this article shall be effective for the period described therein, but, in any event, for no longer than five years. Such period described in the permit may be for a term less than a year, may be expressed in years, or may be stated to expire on a specific date.

A Discharger with an expiring wastewater discharge permit shall apply for wastewater discharge permit reissuance by submitting a renewal application in accordance with Section 3.1 of this ordinance, a minimum of 60 days prior to the expiration of the Discharger's existing wastewater discharge permit. Issuance of a new permit will be subject to a permit renewal fee. Continued discharge of non-domestic waste after expiration of a permit is a violation of this Ordinance and grounds for enforcement action, including but not limited to, issuance of a cease and desist order per Section 5.2 of this Ordinance.

A permittee shall notify the Manager and/or Member Agency in the event of any change in the information previously supplied on the permit application form. In the event any such change could alter the permittee's quality or quantity of discharge, the permittee shall notify the Manager and/or Member Agency in writing of such proposed change or changes at least thirty days prior to the making of such change or changes. Failure to do so shall be deemed a violation of the permit and this Ordinance.

Every permit shall be subject to modification, amendment or other change by the Member Agency and/or Manager, after consultation between the two, during the term of the permit, if determined reasonably necessary, in order to obtain compliance by the Discharger with the requirements of this Ordinance, or other requirements of law. To the extent practicable, the Member Agency and/or Manager shall give written notice to a permittee of any proposed modifications, changes or amendments to the Discharger's permit not less than thirty days prior to the effective date of such change, modification or amendment. To the extent reasonably necessary or appropriate, the Manager or Member Agency, as applicable, may specify a time schedule for compliance with any new conditions, provisions or requirements established by modification, change or other amendment to a permit. The Manager and/or a Member Agency, as applicable, may revoke a wastewater discharge permit for good cause, including, but not limited to, the following reasons: failure to notify of significant changes to the wastewater prior to the changed discharge; misrepresentation or failure to fully disclose all relevant facts in the wastewater discharge permit application; falsifying self-monitoring reports and certification statements; tampering with monitoring equipment; refusing to allow the Manager and/or Member Agency timely access to the facility premises and records; failure to meet effluent limitations; failure to pay fines; and failure to pay sewer charges.

Permittees must retain all records and documentation pertinent to permit monitoring, sampling, etc., for no less than five years.

Section 3.4 Non-assignability of permit.

A permit shall be personal to each permittee, and shall relate only to the use or operation described therein.

No Discharger shall, and it shall be unlawful to, assign, reassign, transfer, sell, lease, sublet or otherwise transfer a permit, or any interest therein, to any person other than the permittee, or to use, cause to be used or permit to be used, such permit in connection with a different premises, a different operation than that specified in such permit or a new expanded, modified operation.

Section 3.5 Refusal to issue permit.

A Member Agency may refuse to issue a permit, and the Manager may refuse to sign a permit issued by a Member Agency under the authority delegated herein, if any one or more of the following conditions exist:

- (a). The application is not accompanied by the appropriate fee;
- (b). The application for a permit contains misleading or false information;
- (c). The issuance of the permit would result in the endangerment of public health or safety;

- (d). The issuance of the permit would have significant potential to cause the Authority to violate any permit conditions or regulations of the state and/or federal government;
- (e). The applicant has not provided sufficient safeguards to prevent accidental discharge to the sanitary sewer system.

If the Manager and/or Member Agency refuses to issue a permit, the Manager and/or Member Agency, as applicable, shall notify the applicant and set forth the reasons for such refusal.

Section 3.6 Discharge reports.

Upon a determination by the Manager and/or Member Agency, that such information is necessary or appropriate in order to reasonably carry out the provisions of this Ordinance, the Manager and/or Member Agency may require that any Discharger discharging, causing to be discharged, permitting to be discharged or proposing to discharge wastewater into the sanitary sewer system shall file a periodic discharge report, the cost of which shall be borne by such Discharger. Such report may include, but shall not necessarily be limited to, information relating to the nature of manufacturing, fabricating or other processes, potable or recycled water volumes, wastewater volumes, rates of flow, mass emission rates, production quantities, hours of operation, number and classification of employees or other information relating to the generation of waste, including wastewater constituents and characteristics, of the pertinent wastewater discharge. The Manager or Member Agency may also require that such reports include the chemical constituents and quantity of liquid or gaseous materials stored on the premises relating to such discharge, even though such materials are not normally discharged into, or become a part of the wastewater in, the sanitary sewer system. Such reports shall be in addition to self-monitoring reports required by regulatory agencies other than the Authority or the Member Agency. The reports authorized and required under this section shall be filed with the Manager and/or Member Agency at periods specified in the issued permit.

Section 3.7 Protection against accidental discharges.

Every Discharger shall provide protective measures against accidental or unauthorized discharges into the sanitary sewer system of those prohibited wastes, wastewater constituents or characteristics, or volumes set forth in Article II of this Ordinance, or as may be otherwise set forth in any permit issued pursuant to this Ordinance. Such measures shall consist of operational or other procedures and/or facilities as determined reasonably necessary or appropriate by the Manager and/or Member Agency. All costs of such measures shall be borne by the Discharger.

The Manager may specify standard procedures and/or facilities for each classification of Discharger, and, to the extent so specified, the Manager and/or Member Agency is authorized and directed to require the institution and use of such procedures, and the installation and construction of such facilities for each such classification. Alternatively, the Manager and/or Member Agency, may require any Discharger to propose standard procedures and/or facilities, which proposals shall be submitted to the Manager and/or Member Agency for review, with such supporting plans, specifications, data, explanations or other matters as may reasonably be required by the Manager and/or Member Agency in order to ascertain the effectiveness of the procedures and/or

facilities proposed. The Manager, in consultation with the Member Agency, may require such revisions, amendments, modifications or other changes to such proposals, or approval, or reject the same, as the Manager deems reasonably necessary or appropriate in order that such proposals ensure protection against accidental or unauthorized discharge.

Section 3.8 Public information.

All information and data a Discharger obtained from reports, questionnaires, permit applications, permits, monitoring programs, inspections or from other sources provided or required under the provisions of this Ordinance shall be available to the public or other governmental agencies without restriction unless the Discharger requests in writing that such information be maintained confidential, and establishes to the satisfaction of the manager that the disclosure of the information to other persons would result in unfair competitive disadvantage to the Discharger. In no event shall wastewater constituents, characteristics, or other effluent data, as defined at 40 CFR 2.302 be deemed confidential information.

Notwithstanding the foregoing, information approved by the Manager and or Member Agency as confidential shall be available for use by the Member Agency, Authority, the state, the federal government or any agency of such entities, in connection with enforcement proceedings, or any judicial proceedings to which the Discharger is a party. Subject to the foregoing, information accepted by the Manager and/or Agency as confidential shall not be transmitted to the general public, or to any governmental agency, until and unless prior written notification is given to the Discharger.

Section 3.9 Special agreements.

Notwithstanding anything in this Ordinance to the contrary, the Manager, after consulting with the Member Agency, may enter into an agreement, and recover costs relating thereto, with any Discharger, relating to treatment, pretreatment or other matters in furtherance of the provisions and purposes of this Ordinance, when unique, unusual or extraordinary circumstances require such special agreement; provided, however, that no such agreement shall authorize an extension of the final dates for compliance with required federal standards or waive such standards. All special agreements the Authority enters into shall be first authorized by the Agency. Agencies that have taken on permitting authority per this Ordinance may also enter into special agreements with dischargers upon concurrence of Authority.

Section 3.10 Fees and deposits.

The Member Agency and/or Authority, may, by resolution, establish, and periodically revise, a uniform schedule of fees and a method of establishing an estimated deposit to be imposed upon and collected from applicants or Dischargers to defray the costs of processing and issuing permits hereunder, and the costs of the following services:

- (a). Permit application review (Section 3.1);
- (b). Pretreatment device review (Section 4.2);
- (c). Grease trap/grease interceptor review (Section 4.3);
- (d). Review of proposals for protection against accidental discharges (Section 3.7);

- (g). Special agreements (Section 3.9);
- (h). Such other services as are required to be performed to implement permit;
- (i). Such services as are required to be performed to insure that any terms and conditions in a permit have been complied with, including, but not limited to, monitoring, inspections, sampling and administration;
- (j). Permit renewal fee;
- (k). Inspections for compliance with Article II of this ordinance.
- (l). Costs associated with registration and characterization of wastes of potential non-domestic dischargers.

The fees adopted by the Authority Board of Directors from time to time pursuant to this section and Government Code 53756 may be adjusted by the Authority Manager, subject to the review of the Authority Board of Directors, as of July 1st of each fiscal year, commencing July 1, 2020, by the annual change in the Consumer Price Index, all urban consumers, all items for the San Francisco Bay Area, published by the United States Department of Labor, Bureau of Labor Statistics (the "Index"), in the manner described in the sentences that follow.

For each resolution establishing fees pursuant to this section on or after April 30, 2019, the Index published for the last day of April of the fiscal year immediately preceding the fiscal year the fees thus established will become effective shall be referred to as the "Beginning Index."

The Index published for the last day of April immediately preceding the next annual adjustment date, commencing with the fiscal year after the fees became effective, shall be referred to as the "Extension Index." The fee adjustment shall be set by multiplying the then current fees by a fraction, the numerator of which shall be the Extension Index and the denominator of which shall be the Beginning Index. If the Index is discontinued by the Bureau of Labor Statistics, the index designated by the Bureau of Labor Statistics as replacing the Index shall be used.

This Ordinance, 2022-01, does not increase any fee or charge associated with the Program, and until such fees are modified in accordance with law, the fees adopted by the Authority by Resolution 2019-05, approving Ordinance 2019-01 shall remain in effect, subject to inflationary adjustments that may be otherwise authorized by Government Code 53756 and this Section.

Section 3.11 Collection of fees.

Fees imposed by the Authority and/or a Member Agency's resolution shall be collected by Authority and the Agency by any means available to them. In addition, each Member Agency may collect such fees through the county property tax rolls pursuant to Section 5473 of the Health and Safety Code of the state of California as well as any other applicable authorities available to each Member Agency.

Section 3.12 Delinquent fees.

Fees which are not paid when due shall be assessed a penalty for delinquent payment as follows:

- A. A basic penalty of ten percent of the delinquent charges shall be assessed.
- B. A penalty of one and one-half percent per month of the delinquent charges and unpaid basic penalty shall be assessed.
- C. In addition to subsections A and B of this section, the Discharger may be subject to the additional enforcement action as identified in Article V of this Ordinance.

Penalties as described above will not be assessed if fees are collected through the county property tax rolls.

ARTICLE IV. MONITORING, INSPECTIONS AND PRETREATMENT

Section 4.0 Monitoring facilities.

The Member Agency, and/or Manager, may require a Discharger to construct, operate and maintain, at the Discharger's own expense, monitoring, sampling or metering facilities or other equipment to allow inspection, sampling and flow measurement of the Discharger's building sewer or internal drainage systems, or waste or wastewater discharges. Such monitoring, sampling or metering facilities or equipment shall be located on the Discharger's premises; provided, however, that the Member Agency and/or Manager may allow such equipment or facility to be constructed upon public property adjacent to the Discharger's premises upon a determination by the Member Agency and/or Manager that the location of such equipment or facilities upon the Discharger's premises would be impracticable or cause unnecessary or undue hardship. In the event that the Member Agency and/or Manager makes the foregoing determination, the Discharger shall obtain permission for such installation or construction, and for the maintenance and operation of such facilities or equipment, from the governmental agency having jurisdiction over such public property.

Monitoring, sampling or metering facilities or equipment to be provided, installed, maintained and operated pursuant to the provisions of this section shall be so situated and constructed and installed as to permit safe and immediate access by the Member Agency and/or Manager; provided, however, that the Member Agency and/or Manager may, at the option of the Discharger, secure such equipment or facilities with a lock furnished by the Authority, at the expense of the Discharger. The Discharger shall provide sufficient space, as determined by the Member Agency and/or Manager, at or near such equipment or facilities so as to allow ready and accurate monitoring, inspecting and sampling. Such equipment and facilities, and the sampling and measuring equipment to be maintained and operated in connection therewith, shall be so maintained and operated at all times in a safe and proper condition, by and at the expense of the Discharger.

Monitoring, sampling or metering equipment or facilities to be furnished pursuant to the provisions of this section shall be provided in accordance with all reasonable requirements of the Member Agency and/or Manager, relating thereto, and all applicable construction standards and specifications of the Authority. Installation and construction of such facilities or equipment shall be completed and the facilities or equipment fully operational within ninety days following written notification requiring such installation or construction from the Member Agency and/or Manager.

Section 4.1 Inspection and sampling.

The Manager and Member Agency shall each have the right to enter the premises of any User to determine whether the User is complying with all requirements of this ordinance and any wastewater discharge permit or order issued hereunder. Users shall allow the Manager and/or Member Agency ready access to all parts of the premises for the purposes of inspection, sampling, monitoring or performing any or all of the duties reasonably necessary or appropriate in carrying out or enforcing the provisions of this Ordinance, or any permit issued pursuant to this Ordinance.

The Manager and Member Agency shall each have the right to set up on the Discharger's premises, or require installation of, such devices as are necessary to conduct sampling and/or metering of the Discharger's operations.

In the event a Discharger has established security measures requiring identification and clearance prior to entry onto such Discharger's premises, the Discharger shall furnish and provide such identification or clearance to the Manager and/or Member Agency, as applicable, so as to permit ready access to the premises for the purposes described in this section.

Section 4.2 Pretreatment.

Dischargers shall provide wastewater treatment as necessary, or as otherwise directed by the Manager and/or Member Agency, to comply with this Ordinance and shall achieve compliance with all applicable Federal standards, local limits and the prohibitions under Article II of this Ordinance. Such pretreatment facilities shall be provided, operated and maintained at the Discharger's expense.

Detailed plans describing such facilities and operating procedures shall be submitted to the Member Agency and/or Manager for review, and such plans shall be in a form acceptable to the permitting agency before such facilities are constructed. The review of such plans and operating procedures shall in no way relieve the Discharger from the responsibility of modifying such facilities as necessary to produce a discharge acceptable to the Authority under the provisions of this ordinance.

Any proposed cessation of use, or alteration, modification or other change to approved pretreatment facilities or any portion thereof, or any change in method of operation thereof, shall be reported to the Member Agency and/or Manager, as applicable, prior to commencement thereof.

Section 4.3 Grease trap/grease interceptors.

(a). The Member Agencies have previously received delegated authority from Authority to implement an oil and grease management and permitting program subject to Authority oversight sufficient to protect the Authority Publicly Owned Treatment Works. The City of Half Moon Bay ("City") is implementing an oil and grease management program per this prior delegation, whereas Authority currently provides fats, oil and grease ("FOG") management on a contract reimbursable basis for the other two Member Agencies. Nothing herein shall be deemed to restrict or otherwise modify the City's authority to implement its FOG program within the City's service area, and there is no requirement for the Manager to approve permits issued per the City's FOG program.

(b). Any type of business or establishment where grease or other objectionable materials may be discharged into a public or private sewer main or disposal system shall have a grease interceptor of a size and design to be approved by the Member Agency and/or Manager as applicable. Each grease interceptor shall be so installed and connected that it shall be at all times easily accessible for inspection, cleaning and removal of intercepted grease.

(c). The grease interceptor shall be situated on the Discharger's premises, but the Authority may, when such location would be impractical or cause undue hardship on the Discharger, allow the facility to be constructed in the public street or sidewalk area, subject to applicable city or county codes related thereto, and located so that it will not be obstructed by landscaping or parked vehicles.

(d). Buildings remodeled for use requiring grease interceptors shall be subject to these regulations.

(e). Waste discharge from fixtures and equipment in the above-mentioned types of establishments which may contain grease or other objectionable materials including, but not limited to, scullery sinks, pot and pan sinks, dishwashers, soup kettles and floor drains located in areas where such objectionable materials may exist, may be drained into the sanitary waste through the interceptor when approved by the Member Agency or Manager, as applicable; provided, however, that toilets, urinals, wash basins and other fixtures containing fecal material shall not flow through the interceptor.

(f). The interceptor shall be maintained in efficient operating condition at all times by periodic removal of the accumulated grease. The use of chemicals to dissolve grease is specifically prohibited. No such accumulated grease shall be introduced into any drainage piping or public or private sewer.

(g). Abandoned grease interceptors shall be emptied and filled in accordance with applicable city or county requirements for abandoned septic tanks.

Section 4.4 Wastewater volume determination.

(a). General. For the purposes of this Ordinance, unless otherwise provided pursuant to the provisions of this article, volumes of wastewater produced by Non-domestic Dischargers shall be determined upon the basis of volumes of potable water, including all sources of nonwastewater, used by, or furnished to, a Discharger.

(b). Metering. Upon application of a Non-domestic Discharger, and upon a finding by the Member Agency and/or Manager that a significant portion of potable water or nonwastewater, received by the Discharger from any metered source does not flow into the sanitary sewer system because of the principal activity of the Discharger, or by reason of removal of wastewater by other means, the Member Agency and/or Manager may authorize determination of the volume of wastewater discharge to be made by an appropriate metering device. Upon such determination by the Member Agency and/or Manager, a metering device, of a type approved by the Manager, shall be installed at the Discharger's expense. Such metering device shall measure either the amount of wastewater discharged into the sanitary sewer system or the amount of potable water or nonwastewater diverted from the sanitary

sewer system. Upon installation, such meters shall be maintained and tested periodically for accuracy in accordance with requirements established by the Member Agency and/or Manager, all of which maintenance and testing shall be at the expense of the Discharger.

(c). Exceptions--Estimated Volume. In lieu of use of a metering device as specified in subsection B of this section and upon a determination by the Manager and/or Member Agency that it would be unnecessary or impracticable to install, maintain or operate such metering device, wastewater volume discharged by a Discharger into the sanitary sewer system may be based upon an estimate thereof determined by the Member Agency and/or Manager. The determination of such estimated wastewater volume shall be based upon such factors as the number of fixtures through which wastewater flows into the sanitary sewer system from the Discharger's premises, seating capacity of buildings or improvements upon the premises, the population equivalent associated with the premises, annual production of goods and services related to the premises, or other factors reasonably relating to water use, wastewater volume calculations and/or diversions of wastewater flow from the sanitary sewer system. Wastewater volume based on potable water use may be adjusted based upon an estimate of the volume of potable water put to irrigation use as determined by the Member Agency and/or Manager.

ARTICLE V. ENFORCEMENT

Section 5.0 Responsibility.

The Authority, its officers, employees or agents, are authorized to act as enforcement agents of the Member Agency, for and on behalf of the Member Agency, with power to inspect and issue notices for violations of the provisions of this Ordinance, and to prosecute violations of any of the provisions of this Ordinance (including, without limitation, levying of fines, disconnection of service, revocation of permits and civil and criminal court actions). The Member Agency retains all existing authority to enforce all aspects of the Program after consultation with Manager in addition to the other programs related to providing wastewater service within each Member Agency's respective service area.

Where Authority initiates enforcement against a discharger, it shall bill the pertinent Member Agency wherein the discharge occurs for all costs and expenses incurred by the Authority in the implementation and enforcement of this article, and the Member Agency shall, within thirty days after the receipt of the bill from the Authority, pay same.

Where a Member Agency has been delegated authority to implement Sections III, IV and V of this Ordinance, the Member Agency shall have the primary authority and obligation to enforce the requirements established by this Ordinance and/or permits issued in accordance with the Ordinance after reasonable consultation with Manager. However, if (1) the pertinent Member Agency has not been delegated and accepted permitting and enforcement authority, or, (2) where the pertinent Member Agency declines to initiate enforcement, and the Manager determines, in good faith, that the failure of the Member Agency to initiate enforcement creates a reasonable risk of harm to the Authority's Publicly Owned Treatment Works or non-compliance with the Authority's NPDES permit, then the Authority may separately initiate enforcement proceedings, utilizing one or more of the enforcement mechanisms detailed below.

Section 5.1 Unauthorized discharges.

(a). Notification. In the case of any discharge, including, but not limited to, accidental discharges, discharges of a nonroutine, episodic nature, including, but not limited to an accidental spill or a noncustomary batch discharge (sometimes called a “Slug Discharge” or “Slug Load”), that might cause Pass-Through, Interference, or other potential problems for the POTW, or in any other way violate this Ordinance, local limits, or the User’s wastewater discharge permit conditions, the Discharger shall immediately telephone and notify the Member Agency and/or Manager³ of the incident. This notification shall include the location of the discharge, type of waste, concentration and volume, if known, and corrective actions taken by the User.

(b) Within five (5) days following such discharge, the Discharger shall, unless waived by the Member Agency and/or Manager, submit a detailed written report describing the cause(s) of the discharge and the measures to be taken by the Discharger to prevent similar future occurrences. Such report shall not relieve any Discharger of liability for any expense, loss or damage suffered or incurred by the Agency or Authority, directly or indirectly, by reason of such unauthorized discharge. Such report shall not relieve or absolve any Discharger from civil liabilities, or imposition of civil or criminal penalties in any manner whatsoever.

(c). Liability. A Discharger found by the Member Agency and/or Authority to be in violation as described in subsection (a) of this section shall be liable for the cost of all monitoring, inspection, sampling and other necessary services incurred at public expense as a result of the violation. The Discharger may also be liable for other public expenditures as described in this article.

(d). Notices to Discharger Employees. A notice shall be permanently posted on the Discharger’s bulletin board or other prominent place advising employees who to call in the event of a discharge described in paragraph (a), above. Employers shall ensure that all employees, who could cause such a discharge to occur, are advised of the emergency notification procedure.

Section 5.2 Cease and desist orders.

Upon a determination by the Member Agency and/or Manager that a discharge of waste or wastewater has occurred, or is occurring, or is about to occur, in violation of any provision of this Ordinance or of any provision of any permit issued pursuant to this Ordinance, the Member Agency and/or Manager may issue an order to the Discharger to cease and desist such discharge or practice, or operation likely to cause such discharge, and further order such Discharger to:

(a). Immediately comply with all requirements; and

(c). Take appropriate remedial or preventative action as may be needed to properly address a continuing or threatened violation, including halting operations and/or terminating the discharge. Issuance of a cease and desist order shall not be a bar against, or a prerequisite for, taking any other action against the Discharger.

³ As with other sections of this Ordinance, where the Member Agency is the permitting authority per prior Authority delegation, then the Member Agency shall be the entity entitled to notice and otherwise required to take action per this Section 5.1

Section 5.3 Time schedules.

Upon a determination by the Member Agency and/or Manager that a discharge of waste or wastewater has occurred, or is occurring, or is about to occur in violation of the provisions of this Ordinance, or in violation of any provision of a permit issued pursuant to this Ordinance, the Member Agency and/or Manager may require the Discharger to submit for approval subject to such modifications, and to such terms and conditions as the Member Agency and/or Manager reasonably deems necessary or appropriate, a detailed time schedule of specific actions which the Discharger shall take in order to eliminate or prevent such violation or violations.

Section 5.4 Emergency corrections.

The Authority and the Member Agencies are all authorized to spend public funds and to enter upon private or public property in order to perform emergency corrections.

Emergency corrections are those corrections which the Member Agency and/or the Manager, as applicable, deem necessary in order to correct, eliminate or abate a condition upon such premises which threatens to cause, causes or caused damage to the sanitary sewer system, or which otherwise threatened to cause, causes or caused a violation of any provision of this Ordinance, or of any permit issued pursuant to this Ordinance, or of any other requirement of law, provided that the Member Agency, and/or Manager, as applicable, first determines that such damage causes or will cause, an injury to the public health, safety or welfare. Before proceeding with emergency corrections, the Member Agency and/or the Authority will give the responsible Discharger and property owner, if other than the Discharger, an opportunity to do so.

In the event any such repairs, construction or other public work is performed by or caused to be performed by the Member Agency and/or the Authority, on any such premises, the Discharger responsible for the occurrence or condition giving rise to such work, the occupant and the owner of the premises shall be liable, jointly and severally to the Member Agency and Authority for such public expenditures.

If such Discharger or property owner shall fail to pay the full amount of public expenditures made by the Authority within thirty days after billing therefor by the Authority, Authority shall then notify the property owner, and bill the Member Agency and the Member Agency shall, within thirty days after receipt of the bill from the Authority, pay same. The Agency may, hereafter, collect same from the Discharger in any manner available to it. Should the property owner fail to pay, the Member Agency may, by order entered upon its minutes, declare that such amount, and the administrative expenses incurred by the Member Agency or Authority, or both, incident to such expenditures, shall be transmitted to the county assessor and county tax collector by copy of the order so providing, certified by the Member Agency. Upon making such order, the unpaid amount shall constitute a lien upon the premises, and the amount thereof shall be added to the next succeeding tax bill against such property, and shall be collected at the same time and in the same manner as general property taxes are collected, and shall be subject to the same penalties and procedure in case of delinquency.

Section 5.5 Damages to sewage facilities.

In the event damages are caused to the sanitary sewer system or any portion thereof, by reason of a waste or wastewater discharge from any premises in violation of the provisions of this Ordinance, or of any permit issued pursuant to this Ordinance, or of

any other requirement of law, the Discharger responsible for the occurrence or condition giving rise to such damages, and the property owner shall be liable, jointly and severally, to the Member Agency and Authority for the full amount thereof.

If such Discharger or property owner shall fail to pay the full amount of such damages within thirty days of billing therefor by the Authority and/or Member Agency, Authority and/or the Agency may proceed in accordance with, and the Discharger shall be subject to, the provisions set forth in Section 5.4 of this Ordinance.

Section 5.6 Termination of service.

Subject to the provisions of this section, Authority may advise a Member Agency to terminate sanitary sewage services to any premises from which waste or wastewater have been discharged, are being discharged, or are threatened to be discharged in violation of any provision of this Ordinance, or of any permit issued pursuant to this Ordinance, or of any other requirement of law. Termination of service shall be in accordance with the termination procedures of the Member Agency then in effect.

Section 5.7 Revocation of permits.

Member Agency or Authority, as applicable, may revoke any permit issued pursuant to the provisions of this Ordinance for good cause, including, but not limited to the following reasons:

- (a). Misrepresentation or failure to fully disclose all relevant facts in the wastewater discharge permit application;
- (b). Failure to report significant or substantial changes in the operations conducted upon the premises to which the permit pertains, or significant or substantial changes in wastewater constituents, characteristics, or volumes discharged from such premises;
- (c). Refusing to permit, reasonable access to the premises to which the permit pertains; or
- (d). Violation of any term, condition or provision of the permit or this Ordinance.

Section 5.8 Falsification of information.

It shall be unlawful for any person knowingly to make any false statement, representation, record, report, plan or other document filed with the Member Agency and/or Manager pursuant to the provisions of this Ordinance, or of any permit issued pursuant to this Ordinance, or who knowingly tampers with or otherwise renders inaccurate any monitoring device or equipment installed and operated pursuant to the provisions of this Ordinance or of any permit issued pursuant to this Ordinance.

Section 5.9 Public nuisance.

Any discharge, or threatened discharge, or any condition which is in any manner in violation of the provisions of this Ordinance, or of any permit issued pursuant to this Ordinance, or of any order or directive of the Member Agency or Authority authorized by this Ordinance, shall be, and the same is declared to be unlawful and a public nuisance. Such nuisance may be abated, removed or enjoined, and damages assessed therefor, in any manner provided by law.

Section 5.10 Misdemeanor.

Any person violating or causing the violation of any provision of this Ordinance, or of any permit issued pursuant to this Ordinance, shall be guilty of a misdemeanor, and upon conviction thereof, shall be punishable by a fine of not more than one thousand dollars, or by imprisonment in the county jail for a term not exceeding thirty days, or by both such fine and imprisonment. Every day such violation continues shall constitute a separate offense.

Section 5.11 Remedies Nonexclusive.

The remedies provided for in this Ordinance are not exclusive, and shall be in addition to any or all other remedies available to the Authority and Member Agency. The Member Agency, and/or Manager, as applicable, are empowered to take more than one enforcement action against any noncompliant User.

Section 5.12 Appeals.

(a) Any Discharger, permittee, applicant, property owner or other person aggrieved by any decision, action, finding, determination, order or directive of the Manager (where the Authority is the permitting authority), made and authorized pursuant to the provisions of this Ordinance, or any permit issued pursuant to this Ordinance, or interpreting or implementing the same, may file a written request with the Manager for reconsideration thereof within ten days of such decision, action, finding, determination or order, setting forth in detail the facts supporting such Discharger's or person's request for reconsideration. The Manager shall render a final decision within ten days of the receipt of such request for reconsideration.

(b) Any Discharger, permittee, applicant, property owner or other persons aggrieved by the final decision of the Manager who has sought reconsideration pursuant to paragraph (a) immediately preceding may appeal such decision to the Authority Board of Directors by filing a written notice of appeal with the Authority within ten days of notification by the Manager of the final decision. The written notice of such appeal shall set forth in detail the facts and reasons supporting the appeal. The appeal shall be heard by the Authority Board of Directors within thirty days from the date of filing of the notice of appeal. The appellant, the Manager and such other persons as the Authority Board of Directors may deem appropriate, shall be heard at the hearing on such appeal. Upon conclusion of the hearing, or within thirty days thereafter, the Authority Board of Directors may affirm, reverse, or modify the final decision of the Manager as the Authority Board of Directors deems just and equitable, and in furtherance of the provisions, purposes and intent of this Ordinance. During the pendency of any such appeal the final decision of the Manager shall remain in full force and effect. The decision by the Authority Board of Directors on the appeal shall be final.

(c) Where enforcement action is initiated by the Member Agency to enforce provisions of this Ordinance, or permits issued pursuant thereto, then the reconsideration and appeal process shall not be the process described in this Section 5.12, but instead shall be the reconsideration and appellate process otherwise provided by the Member Agency within its Sewer Use Ordinance or other applicable regulations.

This Ordinance shall be published once in a newspaper published in the territory of the Authority and shall be effective upon expiration of the week of publication. Publication shall be by summary prepared by the Authority's General Manager, and shall be prepared in a manner that communicates salient revisions and key information regarding Authority's revised NDWSCP Program approved herein as well as the Authority Directors voting for and against the Ordinance.

The foregoing Ordinance was passed and adopted at a regular meeting of the Board of Directors of the Sewer Authority Mid-Coastside held on the 24th of January, 2022 by the following vote:

AYES
NOES
ABSTAIN

Chair of the Board of Directors
Sewer Authority Mid-Coastside
San Mateo County, California

Currently Approved Authority Schedule of Fees (as of 2019)

The charge payable to the Authority for every inspection, re-inspection for any reason including but not limited to non-compliance, sampling or re-sampling of a business for any reason including but not limited to non-compliance, and for every instance in which the District inspector is present at a business establishment to determine environmental compliance shall be as follows:

<u>Inspection Type</u>	<u>Fee</u>
Food Service Establishment Inspection	\$135
Dental Facility Inspection	\$135
Permitted Industrial User Inspection	\$270
Permitted Industrial User Sampling	\$270 plus lab processing costs
Auto Service Facility Sampling	\$450

ORDINANCE OF THE BOARD OF DIRECTORS OF THE SEWER AUTHORITY MID COASTSIDE (SAM), COUNTY OF SAN MATEO, CALIFORNIA

ORDINANCE NO. 22-01

ORDINANCE AMENDING SAM ORDINANCE NO. 19-01 AND RE-AUTHORIZING SAM REGULATIONS, AS AMENDED, FOR THE CONTROL OF NON-DOMESTIC AND INDUSTRIAL WASTES DISCHARGED INTO THE SAM WASTEWATER TREATMENT SYSTEM AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS

The Board of Directors of the Sewer Authority Mid-Coastside, County of San Mateo, California does ordain that its Non-Domestic Wastewater Source Control Program Regulations, first promulgated in 1991 with SAM Resolution 1-91, and subsequently amended by Resolution 2-94 and Resolution 2019-05 (adopting Ordinance 19-01), ~~is~~are hereby amended to read as follows:

NON-DOMESTIC WASTEWATER SOURCE CONTROL PROGRAM

ARTICLE I. GENERAL

- 1.0 Purpose
- 1.1 Definitions
- 1.2 Non-domestic Wastewater Source Control Program (“Program”)
- 1.3 Relationship between Authority and Member Agencies for Implementation of the Program

ARTICLE II. PROHIBITIONS

- 2.0 General prohibitions.
- 2.1 Storm drainage and groundwater.
- 2.2 Unpolluted water.
- 2.3 Garbage grinders.
- 2.4 Point of discharge.
- 2.5 Holding tank waste.
- 2.6 Radioactive wastes.
- 2.7 Water softening waste.
- 2.8 Wastewater strength.
- 2.9 Additional limitations.
- 2.10 Specific discharge limitations.

ARTICLE III. PERMITS, REPORTS AND ADMINISTRATION

- 3.0 Permits.
- 3.1 Application for permit.
- 3.2 Permit conditions.
- 3.3 Duration of permits.
- 3.4 Non-assignability of permit.
- 3.5 Refusal to issue permit.

- 3.6 Discharge reports.
- 3.7 Protection against accidental discharges.
- 3.8 Public information.
- 3.9 Special agreements.
- 3.10 Fees and deposits.
- 3.11 Collection of fees.
- 3.12 Delinquent fees.

ARTICLE IV. MONITORING, INSPECTIONS AND PRETREATMENT

- 4.0 Monitoring facilities.
- 4.1 Inspection and sampling.
- 4.2 Pretreatment.
- 4.3 Grease trap/grease interceptors.
- 4.4 Wastewater volume determination.

ARTICLE V. ENFORCEMENT

- 5.0 Responsibility.
- 5.1 Unauthorized discharges.
- 5.2 Cease and desist orders.
- 5.3 Time schedules.
- 5.4 Emergency corrections.
- 5.5 Damages to sewage facilities.
- 5.6 Termination of service.
- 5.7 Revocation of permits.
- 5.8 Falsification of information.
- 5.9 Public nuisance.
- 5.10 Misdemeanor.
- 5.11 Remedies nonexclusive.
- 5.12 Appeals.

ARTICLE I. GENERAL

Section 1.0 Purpose.

The purpose of these Regulations are to:

- (a). Establish uniform requirements for non-domestic discharges into the wastewater interceptor, treatment and disposal system used and owned jointly with other public entities as parties to the certain joint exercise of powers agreement entitled “An Agreement Creating the Sewer Authority Mid-Coastside,” dated February 3, 1976, as amended (“JPA Agreement”), whereby there was established the Sewer Authority Mid-Coastside (herein, Authority), by and between the Montara Sanitary District, Granada Sanitary District and the city of Half Moon Bay (each referenced herein as Member Agency);
- (b). Provide for and regulate the disposal of non-domestic wastewater into the sanitary sewer system of each Agency in such a manner and to such extent as may be reasonably necessary to maintain and to increase the ability of such system to

handle and dispose of non-domestic wastewater without decreasing the ability of such system to handle and dispose of all sanitary sewage;

- (c). Improve opportunities to recycle and reclaim treated effluent and wastewater sludge, gases, and other byproducts of the treatment process;
- (d). Protect the physical structures of said sanitary sewer system and the efficient functioning of its component parts;
- (e). To protect both Publicly Owned Treatment Works personnel who may be affected by wastewater and sludge in the course of their employment and the general public;
- (f). To comply with all applicable State and Federal laws, including the Clean Water Act (Title 33 United States Code [U.S.C.] section 1251 et seq.) and the General Pretreatment Regulations (Title 40 of the Code of Federal Regulations [CFR] Part 403);
- (g). Provide for the assessment and collection of various fees and other charges reasonably necessary for the implementation, administration and enforcement of the non-domestic wastewater source control program;
- (h). To enable the Authority to comply with its National Pollutant Discharge Elimination System permit conditions, sludge use and disposal requirements, and any other Federal or State laws to which the Publicly Owned Treatment Works is subject;
- (i). To prevent the introduction of pollutants into the Publicly Owned Treatment Works that will pass through the Publicly Owned Treatment Works, inadequately treated, into receiving waters or atmosphere, or otherwise be incompatible with the treatment processes of the Publicly Owned Treatment Works;
- (j). To prevent the introduction of pollutants into the Authority and Agencies' facilities that will interfere with their effective operation, with the potential to cause pass through or interference with Publicly Owned Treatment Works operations.

Section 1.1 Definitions

- (a). General.

Words, phrases or terms not specifically defined in this section, and having a technical or specialized meaning shall be defined as set forth in the latest edition of "Standard Methods for the Examination of Water and Wastewater," published by the American Public Health Association, the American Water Works Association and the Water Pollution Control Federation.

References to waste constituents and characteristics shall have the meanings ascribed thereto in the aforesaid "Standard Methods for the Examination of Water and Wastewater," and measurements thereof shall be as set forth in such publication, or as established by federal or state regulatory agencies.

(b). Specific definitions. The following words or phrases wherever used in this Ordinance shall have the following meanings unless the context otherwise requires:

(1) Agency. Refers to Montara Water & Sanitary District, Granada Community Services District or the City of Half Moon Bay, each of which entered into the “Agreement Creating the Sewer Authority Mid-Coastside” dated February 3, 1976, as amended, to establish uniform requirements for non-domestic discharges into the wastewater interceptor, treatment and disposal system used and owned jointly with other public entities.

(2) Authority. The Sewer Authority Mid-Coastside, also referenced herein as “SAM” is a public entity established by that certain agreement entitled “An Agreement Creating the Sewer Authority Mid-Coastside,” dated February 3, 1976, as amended, and any successor entity thereof.

(3) Best Management Practices (BMPs). Schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the prohibitions listed in Article II of this Ordinance. BMPs include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage

(4) Building sewer. A sewer conveying the wastewater of a User from a residence, building, or other structure to a community sewer (and thereby the sanitary sewer system) owned by an Agency, including direct connections to such a community sewer (and sanitary sewer system). Building sewers, or portions thereof, are sometimes referred to as “service laterals.” Ownership and maintenance of the building sewer is the responsibility of the property owner.

(5) Discharger. Any person discharging waste to the sanitary sewer system within the service area of any of three Member Agencies.

(6) Domestic wastewater. Any waterborne waste of the type naturally resulting from flushing and washing waste products from residences (including but not limited to: kitchens, bath and laundry facilities) and from personal sanitary conveniences (toilets, showers, bathtubs, fountains, non-commercial lavatories, and similar fixtures), provided that the discharge concentrations are below the limits set forth below under the heading ‘Domestic Wastewater Maximum Concentration Limits.’ Examples of wastewater excluded from this definition are wastewater discharges from commercial, industrial, or agricultural facilities, and wastewater from institutional laundries or food, beverage and related processing facilities.}]

(7) Domestic Wastewater - Maximum Concentration Limits. Used to characterize wastewater as non-domestic if discharge concentrations are above the limits. All values except settleable solids and pH are expressed in mg/L.

Constituent	Concentration
Solids, total	1200
Dissolved, total	850

Fixed	525
Volatile	325
Suspended, total	350
Fixed	75
Volatile	275
Settleable solids, mL/L-hr	20
Biochemical oxygen demand, <u>5-day, 20°C</u>	<u>-400</u>
5-day, 20°C	400
Total Organic Carbon (TOC)	290
Chemical Oxygen Demand (COD)	1000
Nitrogen (total as N)	85
Organic	35
Free Ammonia	50
Nitrites	0
Nitrates	0
Phosphorus (total as P)	15
Organic	5
Inorganic	10
Chlorides	350
pH	6 to 9
Oil and grease (animal or vegetable origin)	200
Oil and grease (mineral or petroleum origin)	100

(8) Fats, Oils, and Grease. Grease, oil, fat or other ether soluble matter derived from animal and/or plant sources that contain multiple carbon chain triglyceride molecules, and shall include each of the following two types:

- A. Dispersed grease, which means grease which is not floatable grease;
- B. Floatable grease, which means grease which floats on the surface of quiescent sewage water or other liquid or which floats upon dilution of the liquid with water.

(9) Holding tank waste. Any waste from sewage or waste disposal holding tanks such as are associated with vessels, chemical toilets, campers, trailers, motor homes, septic tanks and vacuum pump tank trucks.

(10) Industrial Discharger: Industrial dischargers are non-domestic dischargers to the SAM wastewater system which discharge industrial wastewater. Section

IV.B.9 of the JPA Agreement that created SAM, and which governs its operations, provides that SAM and its member agencies must establish and enforce standards and regulations related to industrial discharges to the SAM system, to include establishing criteria for, and restrictions on, the nature and quality of industrial waste discharged either directly or indirectly into SAM's facilities. An industrial discharger includes: (a) those categories of dischargers identified in the Significant Industrial Classification (SIC) Manual, divisions, A, B, D, E, and I, published by the Department of Labor Occupational Health and Safety Administration (OSHA); and, (b) who discharge wastewater with one or more of the following characteristics:

- i. Flow of more than 1000 gallons per day;
- ii. Flow or pollutant loading greater than 5 percent of the design capacity of the Authority's WWTP;
- iii. Discharges that contain toxic pollutants;
- iv. Discharges containing pollutants that produce significant impact, as determined by the Manager, either individually or in combination with other discharges, on the sanitary sewer system or on the quality of the effluent from the sanitary sewer system that enters SAM's treatment plant;
- v. Discharges that are subject to adopted state or federal categorical treatment standards, or discharges which a state or federal regulatory agency has directed should be treated or otherwise separately managed prior to entering SAM's wastewater treatment plant.

(10) Interference. A discharge that, alone or in conjunction with a discharge or discharges from other sources, inhibits or disrupts the POTW, its treatment processes or operations or its sludge processes, use or disposal; and therefore, is a cause of a violation of the Authority's NPDES permit or of the prevention of sewage sludge use or disposal in compliance with any of the following statutory/regulatory provisions or permits issued thereunder, or any more stringent State or local regulations: section 405 of the Act; the Solid Waste Disposal Act, including Title II commonly referred to as the Resource Conservation and Recovery Act (RCRA); any State regulations contained in any State sludge management plan prepared pursuant to Subtitle D of the Solid Waste Disposal Act; the Clean Air Act; the Toxic Substances Control Act; and the Marine Protection, Research, and Sanctuaries Act. (See 40 CFR §403.3-~~(k)~~(k)).

(11) Manager. The manager of Sewer Authority Mid-Coastside, or his/her designated representative.

(12) Medical Waste. Isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes.

(13) National Pretreatment Standards. Any regulation containing pollutant discharge limits promulgated by the EPA in accordance with Section 307 (b) and (c) of the Act, which applies to Users. This term includes both the general and

specific prohibitions found in 40 CFR 403.5 and the National Categorical Standards.

(14) Non-Domestic Source. Any residential or commercial Discharger which discharges or could potentially discharge nondomestic wastewater, and any industrial Discharger.

(15) Non-Domestic Wastewater. Wastewater from a residential, industrial, or commercial Discharger which exceeds domestic wastewater maximum concentration limits as defined in this section, prohibited wastewater as defined by Article II of this Ordinance, wastewater classified in Section 1.2 below, or wastewater from an industrial Discharger.

(16) Pass-through. A discharge which exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the Authority's NPDES permit, including an increase in the magnitude or duration of a violation..

(17) Person. Any individual, firm, company, partnership, association, private corporation, trust, estate, public corporation or governmental entity, authority or agency, and the officers, agents, or employees thereof.

(18) pH. A measure of the acidity or alkalinity of a solution, expressed in standard units.

(19) Pollutant. Dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, medical wastes, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, industrial, municipal, and agricultural wastes, and certain characteristics of wastewater (e.g., pH, temperature, TSS, turbidity, color, biological oxygen demand, chemical oxygen demand, toxicity, or odor).

(20) Premises. The location of the process, storage, discharge, or business actions of any person creating wastewater and/or discharging to the POTW as defined below.

(21) Publicly Owned Treatment Works or POTW. A treatment works, as defined by section 212 of the Act (33 U.S.C. section 1292), which is owned by Sewer Authority Mid-Coastside. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of sewage or industrial wastes of a liquid nature and any conveyances, which convey wastewater to a treatment plant.

(22) Requirement of law or other requirements of law. Any pertinent provision of the Federal Water Pollution Control Act as amended by the Federal Water Pollution Control Act Amendments of 1972 (Public Law 92-500, 33 U.S.C. 1151 et seq.), or of any statute, ordinance, rule, regulation, order, directive, or of the Authority's National Pollutant Discharge Elimination System (NPDES) permit, or of any amendments thereto.

(23) Sewage. Human excrement and gray water (household showers, dishwashing operations, etc.).

(24) Total Suspended Solids or Suspended solids. The total suspended matter that floats on the surface of, or is suspended in, water, wastewater, or other liquid, and that is removable by laboratory filtering.

(25) Unpolluted water. Water to which no constituent has been added, either intentionally or accidentally, which would render such water unacceptable to an Agency or to the Authority for disposal to storm or natural drainages, or directly to surface waters.

(26) User. A source who contributes or causes a contribution of wastewater, including domestic waste, into the sanitary sewer system.

(27) Wastewater. Liquid and water-carried industrial wastes and sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the POTW.

(28) Wastewater Treatment Plant or Treatment Plant. That portion of the POTW which is designed to provide treatment of municipal sewage and industrial waste.

Section 1.2 Non-domestic wastewater source control program.

The Authority, in cooperation with the Member Agencies (who shall have the authority to perform certain functions to implement the Program as specified herein), is authorized to regulate all discharges to, and other uses of, the POTW in order to ensure compliance with National Pretreatment Standards and all [other](#) provisions of this Ordinance. Users shall be classified for wastewater disposal purposes as domestic or non-domestic in accordance with the activities conducted upon their premises, as determined by the Authority. The purpose of classification is to facilitate the regulation of Users on the basis of each User's waste quality, quantity and flow, and the recovery of equitable and appropriate fees. Categories of Users addressed are:

(a). Any User meeting the definition of a Significant Industrial User as defined in 40 CFR 403.3(v).

(b). Any User who, in the opinion of the Authority, may have an impact on the Authority's ability to meet the objectives of this Ordinance and who is not appropriately classified in (a), (c) or (d) of this section. The following criteria shall be used to determine if a User meets this classification and the term of the permit:

(i) wastewater flow rate;

(ii) wastewater characteristics, actual and/or potential;

(iii) quantity and type of hazardous wastes generated at the facility;

(iv) potential for spills to the sanitary sewer system from the facility and the impact of such spills if they should occur; and

(v) size and complexity of the facility, to the degree that this affects the effort required to verify compliance with Authority requirements.

(c). Any User performing business activity which has been designated by the Authority as a category of concern. This designation shall be based on the criteria listed above in (b), taking into consideration the cumulative effect of all Users in the category under consideration.

(d) Dischargers of contaminated groundwater and similar discharges.

(e) Discharger that exceeds, or has the reasonable potential to exceed,¹ domestic wastewater maximum concentration limits.

Section 1.3 Relationship between Authority and Member Agencies for Implementation of the Program

(a) The relationship between the Authority and the Member Agencies in implementing the Authority's Non-Domestic Wastewater Program is a cooperative one. To work effectively, it requires the Member Agencies and the Authority to work together collaboratively to identify discharges with the potential to cause interference in the treatment processes of Authority's POTW, to investigate and characterize those discharges to determine if the discharge should be categorized as non-domestic, and if categorized as non-domestic per SAM's standards and regulations, to issue permits that ensure the non-domestic discharges do not result in interference or pass through at the Authority's POTW in the future. Historically, Authority has had the primary role for the promulgation and implementation of the Program, and that will not change with this Ordinance. Authority, as the owner and operator of the POTW, retains primacy for the overall implementation of the Non-Domestic Wastewater Program re-authorized in this Ordinance ~~21-01~~, as is required by Section IV.B.9 of the JPA Agreement. However, this Ordinance ~~21-01~~ differs from prior versions of the Program regulations in that the Member Agencies, being in closer contact with dischargers, and with the authority to regulate discharges to their respective collection systems, and being responsible for the regular charges and collection of fees, are potentially in an advantageous position to take a greater role in the identification of non-domestic discharges as well as the permitting and enforcement of the requirements of this Ordinance as to non-domestic dischargers. Thus, this ordinance recognizes the important role that the Member Agencies must play in identifying and permitting non-domestic discharges.

(b) Member Agencies shall, after consultation with the Manager and passage of a resolution accepting responsibility for permitting under the Program, have the

¹ For purposes of this Ordinance, a User has reasonable potential to exceed domestic wastewater maximum allowable concentrations if: (i) the discharger is engaged in a use category or industry that is commonly subject to permitting or additional regulation by other POTWs or permitting authorities because of the potential or propensity of the use to exceed allowable concentrations for any pollutant of concern; (ii) the authority has previously sampled, or obtained samples, from the User that exceeded allowable concentrations of domestic wastewater; (iii) the User discharges to a location that has been sampled by the Authority and determined to contain wastewater that significantly exceeds the maximum allowable concentration for any pollutant of concern.

authority to regulate and permit non-domestic discharges to the Authority system, and otherwise take actions as identified herein under the delegation of authority authorized by the Authority Board herein, and the Authority Board finds and determines that such partial delegation accomplishes the intent and purpose established in Section IV.B.9 of the JPA Agreement since Authority will retain overall primacy for the Program in ensuring permits are sufficiently protective of Authority facilities, subject to the requirement for SAM to sign off on each non-domestic permit issued within 30 days of initial issuance.²~~2~~ with the retained authority to individually pursue enforcement action, or any other action authorized of a Member Agency under this Ordinance~~2~~ in the event the Manager determines that a Member Agency is not adequately fulfilling its obligations under the Program.

(c) Nothing herein shall prevent a member agency from contracting with SAM to perform permitting and other regulatory implementation of the Program within the Member Agency's service area to the extent the Member Agency chooses not to perform the obligations identified in Sections III, IV and V herein. However, to the extent that a Member Agency chooses to implement Sections III, IV, and V of this Ordinance, it must do so in good faith, and with full and adequate funding and staffing, with the understanding and agreement that Authority may—in addition to directly enforcing this Ordinance, or taking other appropriate regulatory action with respect to a non-domestic discharger—rescind the delegation of permitting and enforcement Authority to the Member Agency authorized in this Ordinance, in the event the Manager, in good faith, determines in writing that the Member Agency is not adequately implementing Sections III, IV, and V of this Ordinance, or that the Member Agency's implementation of the Program risks causing a violation of any applicable regulatory requirement, or otherwise puts the operation and safety at the Authority's Publicly Owned Treatment Works at risk. In the event that the Manager rescinds the delegation of authority accomplished herein, then the Authority shall implement this Ordinance within the Member Agency's service area, utilizing the authorities authorized herein.

(d) Where Authority, via written determination, has rescinded the authority of the Member Agency to implement Sections III, IV, and V of this Ordinance per Section 1.3 (c), then sections of this Ordinance that authorize the Member Agency to take certain actions per Sections III, IV and V with regard to non-domestic dischargers shall be of no further effect unless the written determination of the Manager clearly indicates that the Member Agency may continue to perform those functions.

~~² The Process for Authority to sign off on member agency issued non-domestic permit, and the process which shall occur in the event that SAM declines to sign off on a member agency permit because it is not sufficiently protective, is detailed in Section 3.1 herein.~~

² The Process for Authority to sign off on a member agency issued non-domestic permit, and the process which shall occur in the event that SAM declines to sign off on a member agency permit because it is not sufficiently protective, is detailed in Section 3.1 herein.

ARTICLE II. PROHIBITIONS

Section 2.0 General prohibitions.

No User shall discharge wastes or wastewater into the sanitary sewer system if it contains substances or has characteristics which cause, threaten to cause or are capable of causing, either alone or by interaction with other substances:

- (a). A fire or explosion hazard;
- (b). Obstruction of flow in, or injury to, the sanitary sewer system, or any portion thereof;
- (c). Danger to life or safety of persons;
- (d). Conditions inhibiting or preventing the effective maintenance or operation of the sanitary sewer system;
- (e). Strong or offensive odors, air pollution, or any noxious, toxic or malodorous gas or substance, or gas-producing substances;
- (f). Interference with the wastewater treatment process or overloading of the sanitary sewer system,;
- (g). Interference with any wastewater reclamation process which does or may operate in conjunction with the sanitary sewer system, or overloading or a breakdown of such process, or excessive reclamation costs, or any product of the treatment process which renders such reclamation process impracticable or not feasible under normal operating conditions;
- (h). A detrimental environmental impact, or a nuisance wherever located, or a condition unacceptable to any public agency having regulatory jurisdiction over operation of the sanitary sewer system;
- (i). Discoloration, or any other adverse condition in the quality of the effluent from the sanitary sewer system such that receiving water quality requirements established by any statute, rule, regulation, ordinance or permit condition cannot be met by the Agency or Authority;
- (j). Conditions at or near the sanitary sewer system, or any portion thereof, which cause, or may cause, the Agency or the Authority to be in violation of the requirements of law;
- (k). Pollutants introduced into the sanitary sewer system which cause Pass-Through or Interference with the operation or performance of the POTW.
- (l). Damage to SAM facilities.

Section 2.1 Storm drainage and groundwater.

No User shall discharge, cause to be discharged or permit to be discharged, any storm water, groundwater, rainwater, street drainage, subsurface drainage or yard drainage, either directly or indirectly into the sanitary sewer system, unless a permit therefor is issued by the Authority. Authority may issue such permit only upon receiving

authorization of the Agency and a finding by the Manager that no reasonable alternative method of disposal of such water is available.

Section 2.2 Unpolluted water.

No User shall discharge, cause to be discharged or permit to be discharged any unpolluted water, including, but not limited to, cooling water, process water or blow-down water from cooling towers or evaporative coolers, either directly or indirectly into the sanitary sewer system, unless a permit therefor is issued by the Authority and upon authorization of the Agency.

Section 2.3 Garbage grinders.

No User shall discharge, cause to be discharged or permit to be discharged waste from garbage grinders into the sanitary sewer system, provided, however, that:

- (a). Waste generated in preparation of food normally consumed on the premises which cannot be disposed of as solid waste may be so discharged;
- (b). Except as provided in subsection A of this section, discharge from a garbage grinder may only be made pursuant to a permit issued per this Ordinance;
- (c). No food waste disposal unit shall be connected to or discharged into any grease trap or grease interceptor. Garbage grinders from which wastes are permitted under either subsection A or B of this section, shall be of such design and capacity to shred wastes used therein such that all waste particles shall be carried freely under normal flow conditions into and through the sanitary sewer system.

Section 2.4 Point of discharge.

No User shall discharge, cause to be discharged or permit to be discharged any wastes or wastewater, or any object, material or other substance directly into a manhole or other opening in the sanitary sewer system other than wastes or wastewater through an approved building sewer; provided, however, that wastes or wastewater may be discharged into the sanitary sewer system by means other than through an approved building sewer pursuant to a permit therefor issued by the Authority and upon authorization of the Agency.

Section 2.5 Holding tank waste.

No User shall discharge, cause to be discharged or permit to be discharged any holding tank waste into the sanitary sewer system; provided, however, that:

- (a). Such discharges may be made into facilities designed to receive such wastes and approved by the Authority;
- (b). Such discharges shall be made pursuant to a permit issued by the Authority and authorized by the Agency. Unless otherwise provided by the Authority and authorized by the Agency, a separate permit shall be required for each separate holding tank waste discharge.

Section 2.6 Radioactive wastes.

No User shall discharge, cause to be discharged or permit to be discharged, any radioactive wastewater into the sanitary sewerage system, except when the User is authorized to use radioactive material by the Nuclear Regulatory Commission or other governmental agency empowered to regulate the use of radioactive materials and when

the wastewater is discharged in strict conformity with current Nuclear Regulatory Commission regulations and recommendations for safe disposal and in compliance with all rules and regulations of State and local regulatory agencies and a permit therefor has been issued per this Ordinance.

Section 2.7 Water softening waste.

Any discharge from any water conditioning device equipment or system serving an industrial discharger or commercial discharger which discharges salts or dissolved salts or solids into the sanitary sewer system is prohibited unless a permit is issued by the Authority and upon authorization of the Agency.

Section 2.8 Wastewater strength.

No User shall cause to be discharged or permit to be discharged into the sanitary sewer system, any wastewater containing any of the following constituents in excess of the maximum allowable concentrations established in this section:

Pollutant	Maximum Concentration
Arsenic	0.10 mg/1
Cadmium	0.11 mg/1
Chromium	2.77 mg/1
Copper	3.88 mg/1
Lead	0.69 mg/1
Mercury	0.01 mg/1
Nickel	3.98 mg/1
Silver	0.43 mg/1
Zinc	2.61 mg/1
Cyanide	1.20 mg/1
Phenolic Compounds (non-chlorinated)	5.0 mg/1
Chlorinated Phenolics	1.20 ug/1
Aldrin and Dieldrin	0.72 ug/1
Chlordane and related compounds	1.08 ug/1
DDT and Derivatives	0.36 ug/1
Endrin	0.72 ug/1
HCH	1.44 ug/1
PCBs	1.08 ug/1
Toxaphene	2.52 ug/1

Section 2.9 Additional limitations.

No User shall discharge, cause to be discharged or allow to be discharged into the sanitary sewer system:

- (a). Any wastewater or any part thereof, any liquid, solid, vapor, gas or thing having or developing a temperature of 150°F (65°C) or more, or which may cause the temperature at the sewage treatment plant to exceed 104°F (40°C);

- (b). Any wastewater or other waste containing more than 200 mg/1 of oil or grease of animal or vegetable origin;
- (c). Any wastewater or other waste containing more than 100 mg/1 of oil or grease of mineral or petroleum origin;
- (d). Any wastewater or other waste containing a pH lower than 6.0 ,or having a corrosive property capable of causing damage or hazard to structures or equipment of the sanitary sewer system or any portion thereof, or greater than 12.5 (any discharge having a pH of 12.5 or more is considered a hazardous waste);
- (e). Any sand, grit, straw, metal, glass, rags, feathers, paper, tar, plastic, wood, leaves, garden clippings, manure, dead animals, offal or any other solid or viscous substance capable of causing obstruction to the flow in the sanitary sewer system, or which in any way interferes with the proper operation of the sanitary sewer system;
- (f). Any wastewater or other waste containing a toxic or poisonous substance, not otherwise specifically prohibited in this Ordinance, in sufficient quantities to constitute a hazard to humans or animals, or to create a hazard in the sanitary sewer system, or to injure or interfere with the operation thereof;
- (g). Any wastewater containing suspended solids, not otherwise specifically prohibited under the provisions of this Ordinance, the characteristics or quantity of which require unusual attention, treatment or expense in handling or treating such material in the sanitary sewer system, or any portion thereof;
- (h). The use of diluting waters to meet the requirements or limitations on wastewater strength of this section or Section 2.8 is prohibited.
- (l) Medical Wastes, except as specifically authorized in an individual wastewater discharge permit.

Section 2.10 Specific discharge limitations.

Notwithstanding the limitations upon the characteristics or quantity of wastewater discharged, caused to be discharged or permitted to be discharged into the sanitary sewer system pursuant to this article, the Authority [and/or Agency](#) may, in connection with the issuance of permits pursuant to the provisions of Article ~~IV~~ [III](#) of this Ordinance, establish additional or different specific limitations on wastewater strength upon a finding ~~by the Authority,~~ that:

- (a). The limitations set forth in this article may not be sufficient to protect the operation of the sanitary sewer system, or any portion thereof, or that the waste or wastewater proposed to be discharged otherwise constitutes a hazard to, or an unreasonable burden upon, such operation or otherwise causes or significantly contributes to violation of the Authority's NPDES permit; or
- (b). The limitations set forth in this article may be unreasonably restrictive when applied to a specific industry; imposing a less stringent limitation will not cause or contribute to violation of any state or federal requirement of law; and the less stringent limitation will not result in a pass through, interference or prevention of sludge disposal or use; or

- (c). State or federal pretreatment standards are established more stringent than the standards set forth in this article; or
- (d). Specific standards have been established by the state or federal government for a specific category of industrial discharger, more stringent than the standards set forth by this article, which would supersede the limitations set forth in this article, with respect to such category.

Section 2.11 Best Management Practices. The Manager, in consultation with the pertinent Member Agency, may require best management practices (BMPs) as an alternative to numeric permit limits that are developed to protect the POTW, water quality and sewage sludge. However, BMPs for non-domestic discharges shall be enforced via permits issued per Section 3.0.

ARTICLE III. PERMITS, REPORTS AND ADMINISTRATION

Section 3.0 Permits.

Non-Domestic Users must obtain a permit before discharging wastewater to the Authority's system and such Users are subject to wastewater discharge permit requirements that may vary depending on the volume, characteristics, and/or origin of their wastewater discharge as determined by [SAM Authority](#), in consultation with the applicable Member Agency. The Manager retains final say on which dischargers are required to obtain a Permit to the extent there is disagreement between the Manager and an Agency, and the Manager is authorized to require issuance of a Permit without approval of the Agency if the two parties are unable to agree after reasonable good faith efforts to come to consensus are unsuccessful. When requested by the Manager and/or Member Agency, a User must submit information on the nature and characteristics of its wastewater within 30 days of the request. The Manager is authorized to prepare a form for this purpose and may periodically require Users to update this information.

All discharges determined to be non-domestic by the Manager will require issuance of permits per this Section as a condition of new or continued discharge. Permits required or authorized pursuant to the provisions of this article shall be subject to reasonable fees and conditions determined necessary or appropriate by the Authority and the Agency in order to carry out the provisions of, and ensure compliance with, this Ordinance, or of any other requirements of law. No such permit shall be issued by the Manager and/or Member Agency, as applicable, until all applicable fees and charges established pursuant to this Ordinance have been paid.

Section 3.1 Application for permit.

- (a). All Dischargers required to obtain an individual wastewater discharge permit by Authority or a Member Agency must submit a permit application. The application shall be in writing in such form as the Manager shall require, and shall be submitted to the Manager or applicable Member Agency (where the Member Agency has determined, by resolution, to implement the Program), and may include the following:
 - (i). The name and address of the applicant;
 - (ii). The name and address of the discharging facility including the name of the operator and owners;

- (iii). The name and address of the property owner, if other than the owner of the discharging facility;
- (iv). List of any environmental control permits held by or for the facility;
- (v). A brief description of the nature, average rate of production and standard industrial classification of the operation(s) carried out by the Discharger;
- (vi). Flow measurement showing the average daily and maximum daily flow from each process stream;
- (vii). Wastewater constituents and characteristics, including, but not limited to, those categories thereof described in Article II of this Ordinance, the presence and amount of which shall be determined by a state-approved laboratory competent to test and describe such constituents and characteristics, and approved by the manager;
- (viii). The time, duration and volume of the proposed wastewater discharge;
- (ix). The average and daily peak wastewater flow rates proposed to be discharged, including weekly, monthly and seasonal variations, if any;
- (x). The numbers of employees per shift and shift schedules;
- (xi). Hours of operation;
- (xii). Site plans, floor plans, mechanical and plumbing plans, in detail necessary or appropriate to show and to describe all sewers and appurtenances by size, location and elevation;
- (xiii). A description of the activities, facilities and plant processes conducted, or proposed to be conducted on the premises, including, but not necessarily limited to, all materials manufactured, fabricated or processed, and the types of materials which are or could be discharged into the sanitary sewer system;
- (xiv). Identification of permitted discharge standards applicable to each process and type of product;
- (xv). A statement, reviewed by an authorized representative of the Discharger and certified to be a qualified professional in the field of wastewater pretreatment, indicating whether permitted standards are being met on a consistent basis, and, if not, whether additional operation and maintenance (O and M) and/or additional pretreatment is required for the Discharger to meet the permitted discharge standards and requirements;
- (xvi). If additional pretreatment and/or O and M will be required to meet the permitted discharge standards, the schedule by which the industrial discharger will provide such additional pretreatment and/or O and M. The completion date in this schedule shall not be later than the compliance date established for the applicable permitted discharge standard;

(xvii). Such other information deemed necessary by the Manager to determine the effect upon the sanitary sewer system of the proposed discharge or activities related thereto, or otherwise reasonably necessary to enable the Manager to carry out the provisions of this Ordinance or any other requirements of law.

(d). The Manager and/or Member agency will evaluate the data furnished by the Discharger and may require additional information. Within 30 days of receipt of a complete permit application, the Manager and/or Member Agency will determine whether a wastewater discharge permit should be issued. If a Member Agency has delegated authority to issue permits, and has assumed such authority under the Program by resolution, then the Member Agency shall have the authority to issue, implement and enforce the non-domestic wastewater permit as agent for Authority, subject to the following:

(i) the permit shall be issued on an approved SAM Permit Form;

(ii) The Manager shall review the non-domestic permit issued by the Member Agency within 30 days of issuance. If the Manager approves of the non-domestic permit issued, the Manager shall also sign the permit, and the permit shall then remain valid for the balance of the term indicated in the permit unless sooner terminated per the terms of the permit or this Ordinance. If the manager takes no action within 30 days, the permit shall be deemed approved by the Manager, ~~and~~ and remain valid for the balance of the term indicated in the permit unless sooner terminated per the terms of the permit or this Ordinance. ~~The~~ The Manager may also deny any application for a wastewater discharge permit if the Manager reasonably determines, in good faith, that the permit will not be adequately protective of Authority's system and POTW, at which point the non-domestic source is required to curtail all non-domestic discharges to the Authority system until such time as a permit for non-domestic discharge is issued.

(iii) The determination of the Manager to disapprove a permit issued by a member is appealable to the Authority Board of Directors. The Board may overrule the decision of the Manager to deny a permit by a majority vote per the rules for voting specified in the JPA Agreement.

Section 3.2 Permit conditions.

(a). Permits authorized under this article shall be subject to all provisions and requirements set out in this Ordinance, and to all other requirements of law.

(b). Permits authorized under this article may include any or all of the following:

(i). The allowable average and maximum wastewater constituents and characteristics thereof permitted to be discharged into the sanitary sewer system (the permitted discharge standards);

(ii). Limitations upon time and rate of wastewater discharge, or requirements for flow regulations and equalization thereof;

- (iii). Requirements for the installation and maintenance of inspection, sampling or testing facilities, including Authority and Agency access to such facilities;
- (iv). Pretreatment requirements, including device specifications and maintenance schedule;
- (v). Specifications for monitoring programs which may include, but shall not necessarily be limited to, sampling locations, frequency and method of sampling, number, types and standards for tests, and reporting schedule;
- (vi). Requirements for submission of technical or wastewater discharge reports;
- (vii). Requirements for maintaining plant records relating to the wastewater discharge as specified by the Manager, and providing for access of the Manager thereto; provisions that such records shall be made available for copying and inspection;
- (vii). Compliance schedules;
- (ix). Requirements for notifying the Manager and/or Member Agency of any new introduction of wastewater constituents or any substantial change in the volume or character of the wastewater constituents being introduced into the wastewater stream;
- (x). Requirements and plans for protection against accidental, unanticipated or non-routine discharges;
- (xi). Requirements for notification of accidental discharge;
- (xii). Requirements for notification of change of any information applicable to the permit or permit application;
- (xiii) Installation of technology, as specified by the Manager and/or Member Agency;
- (xiv) Requirements to implement best management practices.
- (xv). Such other conditions, requirements or provisions deemed appropriate to ensure compliance with the provisions of this Ordinance or other requirements of law.

Section 3.3 Duration of permits.

A permit authorized under this article shall be effective for the period described therein, but, in any event, for no longer than five years. Such period described in the permit may be for a term less than a year, may be expressed in years or may be stated to expire on a specific date.

A Discharger with an expiring wastewater discharge permit shall apply for wastewater discharge permit reissuance by submitting a renewal application in accordance with Section 3.1 of this ordinance, a minimum of 60 days prior to the expiration of the

Discharger's existing wastewater discharge permit. Issuance of a new permit will be subject to a permit renewal fee. Continued discharge of non-domestic waste after expiration of a permit is a violation of this Ordinance and grounds for enforcement action, including but not limited to, issuance of a cease and desist order per Section 5.2 of this Ordinance.

A permittee shall notify the Manager and/or Member Agency in the event of any change in the information previously supplied on the permit application form. In the event any such change could alter the permittee's quality or quantity of discharge, the permittee shall notify the ~~manager~~ Manager and/or Member Agency in writing of such proposed change or changes at least thirty days prior to the making of such change or changes. Failure to do so shall be deemed a violation of the permit and this Ordinance.

Every permit shall be subject to modification, amendment or other change by the Member Agency and/or Manager, after consultation between the two, during the term of the permit, if determined reasonably necessary, in order to obtain compliance by the Discharger with the requirements of this Ordinance, or other requirements of law. To the extent practicable, the Member Agency and/or Manager shall give written notice to a permittee of any proposed modifications, changes or amendments to the Discharger's permit not less than thirty days prior to the effective date of such change, modification or amendment. To the extent reasonably necessary or appropriate, the Manager or Member Agency, as applicable, may specify a time schedule for compliance with any new conditions, provisions or requirements established by modification, change or other amendment to a permit. The Manager and/or a Member Agency, as applicable, may revoke a wastewater discharge permit for good cause, including, but not limited to, the following reasons: ~~Failure~~ failure to notify of significant changes to the wastewater prior to the changed discharge; ~~Misrepresentation~~ misrepresentation or failure to fully disclose all relevant facts in the wastewater discharge permit application; ~~Falsifying~~ falsifying self-monitoring reports and certification statements; ~~Tampering~~ tampering with monitoring equipment; ~~Refusing~~ refusing to allow the Manager and/or Member Agency timely access to the facility premises and records; ~~Failure~~ failure to meet effluent limitations; ~~Failure~~ failure to pay fines; and ~~Failure~~ failure to pay sewer charges.

Permittees must retain all records and documentation pertinent to permit monitoring, sampling, etc., for no less than five years.

Section 3.4 Non-assignability of permit.

A permit shall be personal to each permittee, and shall relate only to the use or operation described therein.

No Discharger shall, and it shall be unlawful to, assign, reassign, transfer, sell, lease, sublet or otherwise transfer a permit, or any interest therein, to any person other than the permittee, or to use, cause to be used or permit to be used, such permit in connection with a different premises, a different operation than that specified in such permit or a new expanded, modified operation.

Section 3.5 Refusal to issue permit.

A Member Agency may refuse to issue a permit, and the ~~Manager~~Manager may refuse to sign a permit issued by a Member Agency under the authority delegated herein, if any one or more of the following conditions exist:

- (a). The application is not accompanied by the appropriate fee;
- (b). The application for a permit contains misleading or false information;
- (c). The issuance of the permit would result in the endangerment of public health or safety;
- (d). The issuance of the permit would have significant potential to cause the Authority to violate any permit conditions or regulations of the state and/or federal government;
- (e). The applicant has not provided sufficient safeguards to prevent accidental discharge to the sanitary sewer system.

If the Manager and/or Member Agency refuses to issue a permit, the Manager and/or Member Agency, as applicable, shall notify the applicant and set forth the reasons for such refusal.

Section 3.6 Discharge reports.

Upon a determination by the Manager and/or Member Agency, that such information is necessary or appropriate in order to reasonably carry out the provisions of this Ordinance, the Manager and/or Member Agency may require that any Discharger discharging, causing to be discharged, permitting to be discharged or proposing to discharge wastewater into the sanitary sewer system shall file a periodic discharge report, the cost of which shall be borne by such Discharger. Such report may include, but shall not necessarily be limited to, information relating to the nature of manufacturing, fabricating or other processes, potable or recycled water volumes, wastewater volumes, rates of flow, mass emission rates, production quantities, hours of operation, number and classification of employees or other information relating to the generation of waste, including wastewater constituents and characteristics, of the pertinent wastewater discharge. The Manager or Member Agency may also require that such reports include the chemical constituents and quantity of liquid or gaseous materials stored on the premises relating to such discharge, even though such materials are not normally discharged into, or become a part of the wastewater in, the sanitary sewer system. Such reports shall be in addition to self-monitoring reports required by regulatory agencies other than the Authority or the Member Agency. The reports authorized and required under this section shall be filed with the Manager and/or Member Agency at periods specified in the issued permit.

Section 3.7 Protection against accidental discharges.

Every Discharger shall provide protective measures against accidental or unauthorized discharges into the sanitary sewer system of those prohibited wastes, wastewater constituents or characteristics, or volumes set forth in Article II of this Ordinance, or as may be otherwise set forth in any permit issued pursuant to this Ordinance. Such measures shall consist of operational or other procedures and/or facilities as

determined reasonably necessary or appropriate by the Manager and/or Member Agency. All costs of such measures shall be borne by the Discharger.

The Manager may specify standard procedures and/or facilities for each classification of Discharger, and, to the extent so specified, the Manager and/or Member Agency is authorized and directed to require the institution and use of such procedures, and the installation and construction of such facilities for each such classification. Alternatively, the Manager and/or Member Agency, may require any Discharger to propose standard procedures and/or facilities, which proposals shall be submitted to the Manager and/or Member Agency for review, with such supporting plans, specifications, data, explanations or other matters as may reasonably be required by the Manager and/or Member Agency in order to ascertain the effectiveness of the procedures and/or facilities proposed. The Manager, in consultation with the Member Agency, may require such revisions, amendments, modifications or other changes to such proposals, or approval, or reject the same, as the Manager deems reasonably necessary or appropriate in order that such proposals ensure protection against accidental or unauthorized discharge.

Section 3.8 Public information.

All information and data a Discharger obtained from reports, questionnaires, permit applications, permits, monitoring programs, inspections or from other sources provided or required under the provisions of this Ordinance shall be available to the public or other governmental agencies without restriction unless the Discharger requests in writing that such information be maintained confidential, and establishes to the satisfaction of the manager that the disclosure of the information to other persons would result in unfair competitive disadvantage to the Discharger. In no event shall wastewater constituents, characteristics, or other effluent data, as defined at 40 CFR 2.302 be deemed confidential information.

Notwithstanding the foregoing, information approved by the Manager and or Member Agency as confidential shall be available for use by the Member Agency, Authority, the state, the federal government or any agency of such entities, in connection with enforcement proceedings, or any judicial proceedings to which the Discharger is a party. Subject to the foregoing, information accepted by the ~~manager~~ Manager and/or Agency as confidential shall not be transmitted to the general public, or to any governmental agency, until and unless prior written notification is given to the Discharger.

Section 3.9 Special agreements.

Notwithstanding anything in this Ordinance to the contrary, the Manager, after consulting with the Member Agency, may enter into an agreement, and recover costs relating thereto, with any Discharger, relating to treatment, pretreatment or other matters in furtherance of the provisions and purposes of this Ordinance, when unique, unusual or extraordinary circumstances require such special agreement; provided, however, that no such agreement shall authorize an extension of the final dates for compliance with required federal standards or waive such standards. All special agreements the Authority enters into shall be first authorized by the Agency. Agencies that have taken on permitting authority per this Ordinance may also enter into special agreements with dischargers upon concurrence of Authority.

Section 3.10 Fees and deposits.

The Member Agency and/or Authority, may, by resolution, establish, and periodically revise, a uniform schedule of fees and a method of establishing an estimated deposit to be imposed upon and collected from applicants or Dischargers to defray the costs of processing and issuing permits hereunder, and the costs of the following services:

- (a). Permit application review (Section 3.1);
- (b). Pretreatment device review (Section 4.2);
- (c). Grease trap/grease interceptor review (Section 4.3);
- (d). Review of proposals for protection against accidental discharges (Section 3.7);
- (g). Special agreements (Section 3.9);
- (h). Such other services as are required to be performed to implement permit;
- (i). Such services as are required to be performed to insure that any terms and conditions in a permit have been complied with, including, but not limited to, monitoring, inspections, sampling and administration;
- (j). Permit renewal fee;
- (k). Inspections for compliance with Article II of this ordinance.
- (l). Costs associated with registration and characterization of wastes of potential non-domestic dischargers.

The fees adopted by the Authority Board of Directors from time to time pursuant to this section and Government Code 53756 may be adjusted by the Authority Manager, subject to the review of the Authority Board of Directors, as of July 1st of each fiscal year, commencing July 1, 2020, by the annual change in the Consumer Price Index, all urban consumers, all items for the San Francisco Bay Area, published by the United States Department of Labor, Bureau of Labor Statistics (the "Index"), in the manner described in the sentences that follow.

For each resolution establishing fees pursuant to this section on or after April 30, 2019, the Index published for the last day of April of the fiscal year immediately preceding the fiscal year the fees thus established will become effective shall be referred to as the "Beginning Index."

The Index published for the last day of April immediately preceding the next annual adjustment date, commencing with the fiscal year after the fees became effective, shall be referred to as the "Extension Index." The fee adjustment shall be set by multiplying the then current fees by a fraction, the numerator of which shall be the Extension Index and the denominator of which shall be the Beginning Index. If the Index is discontinued by the Bureau of Labor Statistics, the index designated by the Bureau of Labor Statistics as replacing the Index shall be used.

This Ordinance, ~~2021-01~~2022-01, does not increase any fee or charge associated with the Program, and until such fees are modified in accordance with law, the fees adopted

by the Authority by Resolution 2019-05, approving Ordinance 2019-01 shall remain in effect, subject to inflationary adjustments that may be otherwise authorized by Government Code 53756 and this Section ~~3.12~~.

Section 3.11 Collection of fees.

Fees imposed by the Authority and/or a Member Agency's resolution shall be collected by Authority and the Agency by any means available to them. In addition, each Member Agency may collect such fees through the county property tax rolls pursuant to Section 5473 of the Health and Safety Code of the state of California as well as any other applicable authorities available to each Member Agency.

Section 3.12 Delinquent fees.

Fees which are not paid when due shall be assessed a penalty for delinquent payment as follows:

- A. A basic penalty of ten percent of the delinquent charges shall be assessed.
- B. A penalty of one and one-half percent per month of the delinquent charges and unpaid basic penalty shall be assessed.
- C. In addition to subsections A and B of this section, the Discharger may be subject to the additional enforcement action as identified in Article V of this Ordinance.

Penalties as described above will not be assessed if fees are collected through the county property tax rolls.

ARTICLE IV. MONITORING, INSPECTIONS AND PRETREATMENT

Section 4.0 Monitoring facilities.

The Member Agency, and/or Manager, may require a Discharger to construct, operate and maintain, at the Discharger's own expense, monitoring, sampling or metering facilities or other equipment to allow inspection, sampling and flow measurement of the Discharger's building sewer or internal drainage systems, or waste or wastewater discharges. Such monitoring, sampling or metering facilities or equipment shall be located on the Discharger's premises; provided, however, that the Member Agency and/or Manager may allow such equipment or facility to be constructed upon public property adjacent to the Discharger's premises upon a determination by the Member Agency and/or Manager that the location of such equipment or facilities upon the Discharger's premises would be impracticable or cause unnecessary or undue hardship. In the event that the Member Agency and/or Manager makes the foregoing determination, the Discharger shall obtain permission for such installation or construction, and for the maintenance and operation of such facilities or equipment, from the governmental agency having jurisdiction over such public property.

Monitoring, sampling or metering facilities or equipment to be provided, installed, maintained and operated pursuant to the provisions of this section shall be so situated and constructed and installed as to permit safe and immediate access by the Member Agency and/or Manager; provided, however, that the Member Agency and/or Manager may, at the option of the Discharger, secure such equipment or facilities with a lock furnished by the Authority, at the expense of the Discharger. The Discharger shall provide sufficient space, as determined by the Member Agency and/or Manager, at or

near such equipment or facilities so as to allow ready and accurate monitoring, inspecting and sampling. Such equipment and facilities, and the sampling and measuring equipment to be maintained and operated in connection therewith, shall be so maintained and operated at all times in a safe and proper condition, by and at the expense of the Discharger.

Monitoring, sampling or metering equipment or facilities to be furnished pursuant to the provisions of this section shall be provided in accordance with all reasonable requirements of the Member Agency and/or Manager, relating thereto, and all applicable construction standards and specifications of the Authority. Installation and construction of such facilities or equipment shall be completed and the facilities or equipment fully operational within ninety days following written notification requiring such installation or construction from the Member Agency and/or Manager.

Section 4.1 Inspection and sampling.

The Manager and Member Agency shall each have the right to enter the premises of any User to determine whether the User is complying with all requirements of this ordinance and any wastewater discharge permit or order issued hereunder. Users shall allow the Manager and/or Member Agency ready access to all parts of the premises for the purposes of inspection, sampling, monitoring or performing any or all of the duties reasonably necessary or appropriate in carrying out or enforcing the provisions of this Ordinance, or any permit issued pursuant to this Ordinance.

The Manager and Member Agency shall each have the right to set up on the Discharger's premises, or require installation of, such devices as are necessary to conduct sampling and/or metering of the Discharger's operations.

In the event a Discharger has established security measures requiring identification and clearance prior to entry onto such Discharger's premises, the Discharger shall furnish and provide such identification or clearance to the Manager and/or Member Agency, as applicable, so as to permit ready access ~~ete to~~ to the premises for the purposes described in this section.

Section 4.2 Pretreatment.

Dischargers shall provide wastewater treatment as necessary, or as otherwise directed by the Manager ~~in consultation with the~~ and/or Member Agency, to comply with this ~~ordinance~~ Ordinance and shall achieve compliance with all applicable Federal standards, local limits and the prohibitions under Article II of this Ordinance. Such pretreatment facilities shall be provided, operated and maintained at the Discharger's expense.

Detailed plans describing such facilities and operating procedures shall be submitted to the Member Agency and/or Manager for review, and such plans shall be in a form acceptable to the permitting agency before such facilities are constructed. The review of such plans and operating procedures shall in no way relieve the Discharger from the responsibility of modifying such facilities as necessary to produce a discharge acceptable to the Authority under the provisions of this ordinance.

Any proposed cessation of use, or alteration, modification or other change to approved pretreatment facilities or any portion thereof, or any change in method of operation

thereof, shall be reported to the Member Agency and/or Manager, as applicable, prior to commencement thereof.

Section 4.3 Grease trap/grease interceptors.

(a). The Member Agencies have previously received delegated authority from Authority to implement an oil and grease management and permitting program subject to Authority oversight sufficient to protect the Authority Publicly Owned Treatment Works. The City of Half Moon Bay ("City") is implementing an oil and grease management program per this prior delegation, whereas Authority currently provides fats, oil and grease ("FOG") management on a contract reimbursable basis for the other two Member Agencies. Nothing herein shall be deemed to restrict or otherwise modify the City's authority to implement its FOG program within the City's service area, and there is no requirement for the Manager to approve permits issued per the City's FOG program.

(b). Any type of business or establishment where grease or other objectionable materials may be discharged into a public or private sewer main or disposal system shall have a grease interceptor of a size and design to be approved by the Member Agency and/or Manager as applicable. Each grease interceptor shall be so installed and connected that it shall be at all times easily accessible for inspection, cleaning and removal of intercepted grease.

(c). The grease interceptor shall be situated on the Discharger's premises, but the Authority may, when such location would be impractical or cause undue hardship on the Discharger, allow the facility to be constructed in the public street or sidewalk area, subject to applicable city or county codes related thereto, and located so that it will not be obstructed by landscaping or parked vehicles.

(d). Buildings remodeled for use requiring grease interceptors shall be subject to these regulations.

(e). Waste discharge from fixtures and equipment in the above-mentioned types of establishments which may contain grease or other objectionable materials including, but not limited to, scullery sinks, pot and pan sinks, dishwashers, soup kettles and floor drains located in areas where such objectionable materials may exist, may be drained into the sanitary waste through the interceptor when approved by the Member Agency or Manager, as applicable; provided, however, that toilets, urinals, wash basins and other fixtures containing fecal material shall not flow through the interceptor.

(f). The interceptor shall be maintained in efficient operating condition at all times by periodic removal of the accumulated grease. The use of chemicals to dissolve grease is specifically prohibited. No such accumulated grease shall be introduced into any drainage piping or public or private sewer.

(g). Abandoned grease interceptors shall be emptied and filled in accordance with applicable city or county requirements for abandoned septic tanks.

Section 4.4 Wastewater volume determination.

(a). General. For the purposes of this Ordinance, unless otherwise provided pursuant to the provisions of this article, volumes of wastewater produced by Non-

domestic Dischargers shall be determined upon the basis of volumes of potable water, including all sources of nonwastewater, used by, or furnished to, a Discharger.

(b). Metering. Upon application of a Non-domestic Discharger, and upon a finding by the Member Agency and/or Manager that a significant portion of potable water or nonwastewater, received by the Discharger from any metered source does not flow into the sanitary sewer system because of the principal activity of the Discharger, or by reason of removal of wastewater by other means, the Member Agency and/or Manager may authorize determination of the volume of wastewater discharge to be made by an appropriate metering device. Upon such determination by the Member Agency and/or Manager, a metering device, of a type approved by the Manager, shall be installed at the Discharger's expense. Such metering device shall measure either the amount of wastewater discharged into the sanitary sewer system or the amount of potable water or nonwastewater diverted from the sanitary sewer system. Upon installation, such meters shall be maintained and tested periodically for accuracy in accordance with requirements established by the Member Agency and/or Manager, all of which maintenance and testing shall be at the expense of the Discharger.

(c). Exceptions--Estimated Volume. In lieu of use of a metering device as specified in subsection B of this section and upon a determination by the Manager [and/or Member Agency](#) that it would be unnecessary or impracticable to install, maintain or operate such metering device, wastewater volume discharged by a Discharger into the sanitary sewer system may be based upon an estimate thereof determined by the Member Agency and/or Manager. The determination of such estimated wastewater volume shall be based upon such factors as the number of fixtures through which wastewater flows into the sanitary sewer system from the Discharger's premises, seating capacity of buildings or improvements upon the premises, the population equivalent associated with the premises, annual production of goods and services related to the premises, or other factors reasonably relating to water use, wastewater volume calculations and/or diversions of wastewater flow from the sanitary sewer system. Wastewater volume based on potable water use may be adjusted based upon an estimate of the volume of potable water put to irrigation use as determined by the Member Agency and/or Manager.

ARTICLE V. ENFORCEMENT

Section 5.0 Responsibility.

The Authority, its officers, employees or agents, are authorized to act as enforcement agents of the Member Agency, for and on behalf of the Member Agency, with power to inspect and issue notices for violations of the provisions of this Ordinance, and to prosecute violations of any of the provisions of this Ordinance (including, without limitation, levying of fines, disconnection of service, revocation of permits and civil and criminal court actions). The Member Agency retains all existing authority to enforce all aspects of the Program after consultation with Manager in addition to the other programs related to providing wastewater service within each Member Agency's respective service area.

Where Authority initiates enforcement against a discharger, it shall bill the pertinent Member Agency wherein the discharge occurs for all costs and expenses incurred by the Authority in the implementation and enforcement of this article, and the Member Agency shall, within thirty days after the receipt of the bill from the Authority, pay same.

Where a Member Agency has been delegated authority to implement Sections III, IV and V of this Ordinance, the Member Agency shall have the primary authority and obligation to enforce the requirements established by this Ordinance and/or permits issued in accordance with the Ordinance after reasonable consultation with Manager. However, if (1) the pertinent Member Agency has not been delegated and accepted permitting and enforcement authority, or, (2) where the pertinent Member Agency declines to initiate enforcement, and the Manager determines, in good faith, that the failure of the Member Agency to initiate enforcement creates a reasonable risk of harm to the Authority's Publicly Owned Treatment Works or non-compliance with the Authority's NPDES permit, then the Authority may separately initiate enforcement proceedings, utilizing one or more of the enforcement mechanisms detailed below.

Section 5.1 Unauthorized discharges.

(a). Notification. In the case of any discharge, including, but not limited to, accidental discharges, discharges of a nonroutine, episodic nature, including, but not limited to an accidental spill or a noncustomary batch discharge (sometimes called a "Slug Discharge" or "Slug Load"), that might cause Pass-Through, Interference, or other potential problems for the POTW, or in any other way violate this Ordinance, local limits, or the User's wastewater discharge permit conditions, the Discharger shall immediately telephone and notify the Member Agency and/or Manager³ of the incident. This notification shall include the location of the discharge, type of waste, concentration and volume, if known, and corrective actions taken by the User.

(b) Within five (5) days following such discharge, the Discharger shall, unless waived by the Member Agency and/or Manager, submit a detailed written report describing the cause(s) of the discharge and the measures to be taken by the Discharger to prevent similar future occurrences. Such report shall not relieve any Discharger of liability for any expense, loss or damage suffered or incurred by the Agency or Authority, directly or indirectly, by reason of such unauthorized discharge. Such report shall not relieve or absolve any Discharger from civil liabilities, or imposition of civil or criminal penalties in any manner whatsoever.

(c). Liability. A Discharger found by the Member Agency and/or Authority to be in violation as described in subsection (a) of this section shall be liable for the cost of all monitoring, inspection, sampling and other necessary services incurred at public expense as a result of the violation. The Discharger may also be liable for other public expenditures as described in this article.

(d). Notices to Discharger Employees. A notice shall be permanently posted on the Discharger's bulletin board or other prominent place advising employees who to call in the event of a discharge described in paragraph (a), above. Employers shall

³ As with other sections of this Ordinance, where the Member Agency is the permitting authority per prior Authority delegation, then the Member Agency shall be the entity entitled to notice and otherwise required to take action per this Section 5.1

ensure that all employees, who could cause such a discharge to occur, are advised of the emergency notification procedure.

Section 5.2 Cease and desist orders.

Upon a determination by the Member Agency and/or Manager that a discharge of waste or wastewater has occurred, or is occurring, or is about to occur, in violation of any provision of this Ordinance or of any provision of any permit issued pursuant to this Ordinance, the Member Agency and/or Manager may issue an order to the Discharger to cease and desist such discharge or practice, or operation likely to cause such discharge, and further order such Discharger to:

- (a). Immediately comply with all requirements; and
- (c). Take appropriate remedial or preventative action as may be needed to properly address a continuing or threatened violation, including halting operations and/or terminating the discharge. Issuance of a cease and desist order shall not be a bar against, or a prerequisite for, taking any other action against the Discharger.

Section 5.3 Time schedules.

Upon a determination by the Member Agency and/or Manager that a discharge of waste or wastewater has occurred, or is occurring, or is about to occur in violation of the provisions of this Ordinance, or in violation of any provision of a permit issued pursuant to this Ordinance, the Member Agency and/or Manager may require the Discharger to submit for approval subject to such modifications, and to such terms and conditions as the Member Agency and/or Manager reasonably deems necessary or appropriate, a detailed time schedule of specific actions which the Discharger shall take in order to eliminate or prevent such violation or violations.

Section 5.4 Emergency corrections.

The Authority and the Member Agencies are all authorized to spend public funds and to enter upon private or public property in order to perform emergency corrections. Emergency corrections are those corrections which the Member Agency and/or the Manager, as applicable, deem necessary in order to correct, eliminate or abate a condition upon such premises which threatens to cause, causes or caused damage to the sanitary sewer system, or which otherwise threatened to cause, causes or caused a violation of any provision of this Ordinance, or of any permit issued pursuant to this Ordinance, or of any other requirement of law, provided that the Member Agency, and/or Manager, as applicable, first determines that such damage causes or will cause, an injury to the public health, safety or welfare. Before proceeding with emergency corrections, the Member Agency and/or the Authority will give the responsible Discharger and property owner, if other than the Discharger, an opportunity to do so.

In the event any such repairs, construction or other public work is performed by or caused to be performed by the Member Agency and/or the Authority, on any such premises, the Discharger responsible for the occurrence or condition giving rise to such work, the occupant and the owner of the premises shall be liable, jointly and severally to the Member Agency and Authority for such public expenditures.

If such Discharger or property owner shall fail to pay the full amount of public expenditures made by the Authority within thirty days after billing therefor by the Authority, Authority shall then notify the property owner, and bill the Member Agency

and the Member Agency shall, within thirty days after receipt of the bill from the Authority, pay same. The Agency may, hereafter, collect same from the Discharger in any manner available to it. Should the property owner fail to pay, the Member Agency may, by order entered upon its minutes, declare that such amount, and the administrative expenses incurred by the Member Agency or Authority, or both, incident to such expenditures, shall be transmitted to the county assessor and county tax collector by copy of the order so providing, certified by the Member Agency. Upon making such order, the unpaid amount shall constitute a lien upon the premises, and the amount thereof shall be added to the next succeeding tax bill against such property, and shall be collected at the same time and in the same manner as general property taxes are collected, and shall be subject to the same penalties and procedure in case of delinquency.

Section 5.5 Damages to sewage facilities.

In the event damages are caused to the sanitary sewer system or any portion thereof, by reason of a waste or wastewater discharge from any premises in violation of the provisions of this Ordinance, or of any permit issued pursuant to this Ordinance, or of any other requirement of law, the Discharger responsible for the occurrence or condition giving rise to such damages, and the property owner shall be liable, jointly and severally, to the Member Agency and Authority for the full amount thereof.

If such Discharger or property owner shall fail to pay the full amount of such damages within thirty days of billing therefor by the Authority and/or Member Agency, Authority and/or the Agency may proceed in accordance with, and the Discharger shall be subject to, the provisions set forth in Section 5.4 of this Ordinance.

Section 5.6 Termination of service.

Subject to the provisions of this section, Authority may advise a Member Agency to terminate sanitary sewage services to any premises from which waste or wastewater have been discharged, are being discharged, or are threatened to be discharged in violation of any provision of this Ordinance, or of any permit issued pursuant to this Ordinance, or of any other requirement of law. Termination of service shall be in accordance with the termination procedures of the Member Agency then in effect.

Section 5.7 Revocation of permits.

Member Agency or Authority, as applicable, may revoke any permit issued pursuant to the provisions of this Ordinance for good cause, including, but not limited to the following reasons:

- (a). Misrepresentation or failure to fully disclose all relevant facts in the wastewater discharge permit application;
- (b). Failure to report significant or substantial changes in the operations conducted upon the premises to which the permit pertains, or significant or substantial changes in wastewater constituents, characteristics, or volumes discharged from such premises;
- (c). Refusing to permit, reasonable access to the premises to which the permit pertains; or
- (d). Violation of any term, condition or provision of the permit or this Ordinance.

Section 5.8 Falsification of information.

It shall be unlawful for any person knowingly to make any false statement, representation, record, report, plan or other document filed with the Member Agency and/or Manager pursuant to the provisions of this Ordinance, or of any permit issued pursuant to this Ordinance, or who knowingly tampers with or otherwise renders inaccurate any monitoring device or equipment installed and operated pursuant to the provisions of this Ordinance or of any permit issued pursuant to this Ordinance.

Section 5.9 Public nuisance.

Any discharge, or threatened discharge, or any condition which is in any manner in violation of the provisions of this Ordinance, or of any permit issued pursuant to this Ordinance, or of any order or directive of the Member Agency or Authority authorized by this Ordinance, shall be, and the same is declared to be unlawful and a public nuisance. Such nuisance may be abated, removed or enjoined, and damages assessed therefor, in any manner provided by law.

Section 5.10 Misdemeanor.

Any person violating or causing the violation of any provision of this Ordinance, or of any permit issued pursuant to this Ordinance, shall be guilty of a misdemeanor, and upon conviction thereof, shall be punishable by a fine of not more than one thousand dollars, or by imprisonment in the county jail for a term not exceeding thirty days, or by both such fine and imprisonment. Every day such violation continues shall constitute a separate offense.

Section 5.11 Remedies Nonexclusive.

The remedies provided for in this Ordinance are not exclusive, and shall be in addition to any or all other remedies available to the Authority and Member Agency. The Member Agency, and/or Manager, as ~~applicable~~, applicable, are empowered to take more than one enforcement action against any noncompliant User.

Section 5.12 Appeals.

(a). Any Discharger, permittee, applicant, property owner or other person aggrieved by any decision, action, finding, determination, order or directive of the Manager (where the Authority is the permitting authority), made and authorized pursuant to the provisions of this Ordinance, or any permit issued pursuant to this Ordinance, or interpreting or implementing the same, may file a written request with the Manager for reconsideration thereof within ten days of such decision, action, finding, determination or order, setting forth in detail the facts supporting such Discharger's or person's request for reconsideration. The Manager shall render a final decision within ten days of the receipt of such request for reconsideration.

(b). Any Discharger, permittee, applicant, property owner or other persons aggrieved by the final decision of the Manager who has sought reconsideration pursuant to paragraph (a) immediately preceding may appeal such decision to the Authority Board of Directors by filing a written notice of appeal with the Authority within ten days of notification by the Manager of the final decision. The written notice of such appeal shall set forth in detail the facts and reasons supporting the appeal. The appeal shall be heard by the Authority Board of Directors within thirty days from the date of filing of the notice of appeal. The appellant, the Manager and such other persons as the Authority Board of Directors may deem appropriate, shall

be heard at the hearing on such appeal. Upon conclusion of the hearing, or within thirty days thereafter, the Authority Board of Directors may affirm, reverse, or modify the final decision of the Manager as the Authority Board of Directors deems just and equitable, and in furtherance of the provisions, purposes and intent of this Ordinance. During the pendency of any such appeal the final decision of the Manager shall remain in full force and effect. The decision by the Authority Board of Directors on the appeal shall be final.

(c) Where enforcement action is initiated by the Member Agency to enforce provisions of this Ordinance, or permits issued pursuant thereto, then the reconsideration and appeal process shall not be the process described in this Section 5.12, but instead shall be the reconsideration and appellate process otherwise provided by the Member Agency within its Sewer Use Ordinance or other applicable regulations.

This Ordinance shall be published once in a newspaper published in the territory of the Authority and shall be effective upon expiration of the week of publication. Publication ~~may shall~~ be by summary prepared by the Authority's General Manager, and shall be prepared in a manner that communicates salient revisions and key information regarding Authority's revised NDWSCP Program approved herein as well as the Authority Directors voting for and against the Ordinance.

The foregoing Ordinance was passed and adopted at a regular meeting of the Board of Directors of the Sewer Authority Mid-Coastside held on the 24th of January, 2022 by the following vote:

AYES
NOES
ABSTAIN

Chair of the Board of Directors
Sewer Authority Mid-Coastside
San Mateo County, California

Currently Approved Authority Schedule of Fees (as of 2019)

The charge payable to the Authority for every inspection, re-inspection for any reason including but not limited to non-compliance, sampling or re-sampling of a business for any reason including but not limited to non-compliance, and for every instance in which the District inspector is present at a business establishment to determine environmental compliance shall be as follows:

<u>Inspection Type</u>	<u>Fee</u>
Food Service Establishment Inspection	\$135
Dental Facility Inspection	\$135
Permitted Industrial User Inspection	\$270
Permitted Industrial User Sampling	\$270 plus lab processing costs
Auto Service Facility Sampling	\$450

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Comparison Details	
Title	pdfDocs compareDocs Comparison Results
Date & Time	1/23/2022 12:27:45 PM
Comparison Time	1.78 seconds
compareDocs version	v4.3.301.4

Sources	
Original Document	JNJ Revised 20220121 Version of Proposed Ordinance - CLEAN.DOCX
Modified Document	JNJ Revised 20220122 Version of Proposed Ordinance - Redline.docx

Comparison Statistics	
Insertions	13
Deletions	8
Changes	29
Moves	0
Font Changes	0
Paragraph Style Changes	0
Character Style Changes	0
TOTAL CHANGES	50

Word Rendering Set Markup Options	
Name	Standard
<u>Insertions</u>	
Deletions	
<u>Moves</u> / Moves	
Font Changes	
Paragraph Style Changes	
Character Style Changes	
Inserted cells	
Deleted cells	
Merged cells	
Changed lines	Mark left border.
Comments color	By Author.
Balloons	False

compareDocs Settings Used	Category	Option Selected
Open Comparison Report after Saving	General	Always
Report Type	Word	Formatting
Character Level	Word	False
Include Headers / Footers	Word	True
Include Footnotes / Endnotes	Word	True
Include List Numbers	Word	True
Include Tables	Word	True
Include Field Codes	Word	True
Include Moves	Word	True
Show Track Changes Toolbar	Word	True
Show Reviewing Pane	Word	True
Update Automatic Links at Open	Word	[Yes / No]
Summary Report	Word	End
Include Change Detail Report	Word	Separate
Document View	Word	Print
Remove Personal Information	Word	False

Flatten Field Codes	Word	False
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ORDINANCE OF THE BOARD OF DIRECTORS OF THE SEWER AUTHORITY MID-COASTSIDE, COUNTY OF SAN MATEO, CALIFORNIA

ORDINANCE NO. 19-01

ORDINANCE AMENDING SEWER AUTHORITY MID-COASTSIDE ORDINANCE REGULATING SEWAGE AND NON-DOMESTIC WASTES DISCHARGED INTO THE SEWER AUTHORITY MID-COASTSIDE SYSTEM AND REPEALING CONFLICTING ORDINANCES

The Board of Directors of the Sewer Authority Mid-Coastside, County of San Mateo, California does ordain that its Non-Domestic Wastewater Source Control Program is hereby amended to read as follows:

NON-DOMESTIC WASTEWATER SOURCE CONTROL PROGRAM

ARTICLE I. GENERAL

- 1.0 Purpose
- 1.1 Definitions
- 1.2 Non-domestic Wastewater Source Control Program

ARTICLE II. PROHIBITIONS

- 2.0 General prohibitions.
- 2.1 Storm drainage and groundwater.
- 2.2 Unpolluted water.
- 2.3 Garbage grinders.
- 2.4 Point of discharge.
- 2.5 Holding tank waste.
- 2.6 Radioactive wastes.
- 2.7 Water softening waste.
- 2.8 Wastewater strength.
- 2.9 Additional limitations.
- 2.10 Specific discharge limitations.

ARTICLE III. PERMITS, REPORTS AND ADMINISTRATION

- 3.0 Permits.
- 3.1 Application for permit.
- 3.2 Permit conditions.
- 3.3 Duration of permits.
- 3.4 Non-assignability of permit.
- 3.5 Refusal to issue permit.
- 3.6 Discharge reports.
- 3.7 Protection against accidental discharges.
- 3.8 Public information.
- 3.9 Special agreements.
- 3.10 Fees and deposits.
- 3.11 Collection of fees.

3.12 Delinquent fees.

ARTICLE IV. MONITORING, INSPECTIONS AND PRETREATMENT

- 4.0 Monitoring facilities.
- 4.1 Inspection and sampling.
- 4.2 Pretreatment.
- 4.3 Grease trap/grease interceptors.
- 4.4 Wastewater volume determination.

ARTICLE V. ENFORCEMENT

- 5.0 Responsibility.
- 5.1 Unauthorized discharges.
- 5.2 Cease and desist orders.
- 5.3 Time schedules.
- 5.4 Emergency corrections.
- 5.5 Damages to sewage facilities.
- 5.6 Termination of service.
- 5.7 Revocation of permits.
- 5.8 Falsification of information.
- 5.9 Public nuisance.
- 5.10 Misdemeanor.
- 5.11 Remedies nonexclusive.
- 5.12 Appeals.

ARTICLE I. GENERAL

Section 1.0 Purpose.

The purpose of these Regulations are to:

- (a). Establish uniform requirements for non-domestic discharges into the wastewater interceptor, treatment and disposal system used and owned jointly with other public entities as parties to the certain joint exercise of powers agreement entitled "An Agreement Creating the Sewer Authority Mid-Coastside," dated February 3, 1976, as amended, whereby there was established the Sewer Authority Mid-Coastside (herein, Authority), by and between the Montara Sanitary District, Granada Sanitary District and the city of Half Moon Bay (each referenced herein as Agency);
- (b). Provide for and regulate the disposal of non-domestic wastewater into the sanitary sewer system of each Agency in such a manner and to such extent as may be reasonably necessary to maintain and to increase the ability of such system to handle and dispose of non-domestic wastewater without decreasing the ability of such system to handle and dispose of all sanitary sewage;
- (c). Improve opportunities to recycle and reclaim treated effluent and wastewater sludge, gases, and other byproducts of the treatment process;
- (d). Protect the physical structures of said sanitary sewer system and the efficient functioning of its component parts;

- (e). To protect both Publicly Owned Treatment Works personnel who may be affected by wastewater and sludge in the course of their employment and the general public;
- (f). To comply with all applicable State and Federal laws, including the Clean Water Act (Title 33 United States Code [U.S.C.] section 1251 et seq.) and the General Pretreatment Regulations (Title 40 of the Code of Federal Regulations [CFR] Part 403);
- (g). Provide for the assessment and collection of various fees and other charges reasonably necessary for the implementation, administration and enforcement of the non-domestic wastewater source control program;
- (h). To enable the Authority to comply with its National Pollutant Discharge Elimination System permit conditions, sludge use and disposal requirements, and any other Federal or State laws to which the Publicly Owned Treatment Works is subject;
- (i). To prevent the introduction of pollutants into the Publicly Owned Treatment Works that will pass through the Publicly Owned Treatment Works, inadequately treated, into receiving waters or atmosphere, or otherwise be incompatible with the Publicly Owned Treatment Works;
- (j). To prevent the introduction of pollutants into the Authority and Agencies' facilities that will interfere with their operation.

Section 1.1 Definitions

- (a). General.

Words, phrases or terms not specifically defined in this section, and having a technical or specialized meaning shall be defined as set forth in the latest edition of "Standard Methods for the Examination of Water and Wastewater," published by the American Public Health Association, the American Water Works Association and the Water Pollution Control Federation.

References to waste constituents and characteristics shall have the meanings ascribed thereto in the aforesaid "Standard Methods for the Examination of Water and Wastewater," and measurements thereof shall be as set forth in such publication, or as established by federal or state regulatory agencies.

- (b). Specific definitions. The following words or phrases wherever used in this Ordinance shall have the following meanings unless the context otherwise requires:

(1) Agency. Refers to Montara Water & Sanitary District, Granada Community Services District or the City of Half Moon Bay, each of which entered into the "Agreement Creating the Sewer Authority Mid-Coastside" dated February 3, 1976, as amended, to establish uniform requirements for non-domestic discharges into the wastewater interceptor, treatment and disposal system used and owned jointly with other public entities.

(2) Authority. The Sewer Authority Mid-Coastside, a public entity established by that certain agreement entitled "An Agreement Creating the Sewer Authority Mid-Coastside," dated February 3, 1976, as amended, and any successor entity thereof.

(3) Best Management Practices (BMPs). Schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the prohibitions listed in Article II of this Ordinance. BMPs include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage

(4) Building sewer. A sewer conveying the wastewater of a User from a residence, building, or other structure to a community sewer (and thereby the sanitary sewer system) owned by an Agency, including direct connections to such a community sewer (and sanitary sewer system). Building sewers, or portions thereof, are sometimes referred to as “service laterals.” Ownership and maintenance of the building sewer is the responsibility of the property owner.

(5) Discharger. Any person discharging non-domestic waste.

(6) Domestic wastewater. Any waterborne waste of the type naturally resulting from flushing and washing waste products from residences (including but not limited to: kitchens, bath and laundry facilities) and from personal sanitary conveniences (toilets, showers, bathtubs, fountains, non-commercial lavatories, and similar fixtures), provided that the discharge concentrations are below the limits set forth below under the heading ‘Domestic Wastewater Maximum Concentration Limits.’ Examples of wastewater excluded from this definition are wastewater from commercial, industrial, or agricultural facilities, and wastewater from institutional laundries or food service/preparation facilities.]

(7) Domestic Wastewater - Maximum Concentration Limits. Used to characterize wastewater as non-domestic if discharge concentrations are above the limits. All values except settleable solids and pH are expressed in mg/L.

Constituent	Concentration
Solids, total	1200
Dissolved, total	850
Fixed	525
Volatile	325
Suspended, total	350
Fixed	75
Volatile	275
Settleable solids, mL/L-hr	20
Biochemical oxygen demand, 5-day, 20°C	400
Total Organic Carbon (TOC)	290
Chemical Oxygen Demand (COD)	1000
Nitrogen (total as N)	85
Organic	35
Free Ammonia	50

Nitrites	0
Nitrates	0
Phosphorus (total as P)	15
Organic	5
Inorganic	10
Chlorides	350
pH	6 to 9
Oil and grease (animal or vegetable origin)	200
Oil and grease (mineral or petroleum origin)	100

(8) Fats, Oils, and Grease. Grease, oil, fat or other ether soluble matter derived from animal and/or plant sources that contain multiple carbon chain triglyceride molecules, and shall include each of the following two types:

- A. Dispersed grease, which means grease which is not floatable grease;
- B. Floatable grease, which means grease which floats on the surface of quiescent sewage water or other liquid or which floats upon dilution of the liquid with water.

(9) Holding tank waste. Any waste from sewage or waste disposal holding tanks such as are associated with vessels, chemical toilets, campers, trailers, motor homes, septic tanks and vacuum pump tank trucks.

(10) Interference. A discharge that, alone or in conjunction with a discharge or discharges from other sources, inhibits or disrupts the POTW, its treatment processes or operations or its sludge processes, use or disposal; and therefore, is a cause of a violation of the Authority's NPDES permit or of the prevention of sewage sludge use or disposal in compliance with any of the following statutory/regulatory provisions or permits issued thereunder, or any more stringent State or local regulations: section 405 of the Act; the Solid Waste Disposal Act, including Title II commonly referred to as the Resource Conservation and Recovery Act (RCRA); any State regulations contained in any State sludge management plan prepared pursuant to Subtitle D of the Solid Waste Disposal Act; the Clean Air Act; the Toxic Substances Control Act; and the Marine Protection, Research, and Sanctuaries Act..

(11) Manager. The manager of Sewer Authority Mid-Coastside, or his/her designated representative.

(12) Medical Waste. Isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes.

(13) National Pretreatment Standards. Any regulation containing pollutant discharge limits promulgated by the EPA in accordance with Section 307 (b) and (c) of the Act,

which applies to Users. This term includes both the general and specific prohibitions found in 40 CFR 403.5 and the National Categorical Standards.

(14) Non-Domestic Source. Any residential or commercial Discharger which discharges or could potentially discharge nondomestic wastewater, and any industrial Discharger.

(15) Non-Domestic Wastewater. Wastewater from a residential, industrial, or commercial Discharger which exceeds domestic wastewater maximum concentration limits as defined in this section, prohibited wastewater as defined by Article II of this Ordinance, wastewater classified in Section 1.2 below, or wastewater from an industrial Discharger.

(16) Pass-through. A discharge which exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the Authority's NPDES permit, including an increase in the magnitude or duration of a violation..

(17) Person. Any individual, firm, company, partnership, association, private corporation, trust, estate, public corporation or governmental entity, authority or agency, and the officers, agents, or employees thereof.

(18) pH. A measure of the acidity or alkalinity of a solution, expressed in standard units.

(19) Pollutant. Dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, medical wastes, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, industrial, municipal, and agricultural wastes, and certain characteristics of wastewater (e.g., pH, temperature, TSS, turbidity, color, biological oxygen demand, chemical oxygen demand, toxicity, or odor).

(20) Premises. The location of the process, storage, discharge, or business actions of any person creating wastewater and/or discharging to the POTW as defined below.

(21) Publicly Owned Treatment Works or POTW. A treatment works, as defined by section 212 of the Act (33 U.S.C. section 1292), which is owned by Sewer Authority Mid-Coastside. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of sewage or industrial wastes of a liquid nature and any conveyances, which convey wastewater to a treatment plant.

(22) Requirement of law or other requirements of law. Any pertinent provision of the Federal Water Pollution Control Act as amended by the Federal Water Pollution Control Act Amendments of 1972 (Public Law 92-500, 33 U.S.C. 1151 et seq.), or of any statute, ordinance, rule, regulation, order, directive, or of the Authority's National Pollutant Discharge Elimination System (NPDES) permit, or of any amendments thereto.

(23) Sewage. Human excrement and gray water (household showers, dishwashing operations, etc.).

(24) Total Suspended Solids or Suspended solids. The total suspended matter that floats on the surface of, or is suspended in, water, wastewater, or other liquid, and that is removable by laboratory filtering.

(25) Unpolluted water. Water to which no constituent has been added, either intentionally or accidentally, which would render such water unacceptable to an Agency or to the Authority for disposal to storm or natural drainages, or directly to surface waters.

(26) User. A source who contributes or causes a contribution of wastewater, including domestic waste, into the sanitary sewer system.

(27) Wastewater. Liquid and water-carried industrial wastes and sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the POTW.

(28) Wastewater Treatment Plant or Treatment Plant. That portion of the POTW which is designed to provide treatment of municipal sewage and industrial waste.

Section 1.2 Non-domestic wastewater source control program.

The Authority shall have the authority to regulate all discharges to, and other uses of, the POTW in order to ensure compliance with the National Pretreatment Standards and all provisions of this Ordinance. Users shall be classified for wastewater disposal purposes in accordance with the activities conducted upon their premises, as determined by the Authority. The purpose of classification is to facilitate the regulation of Users on the basis of each User's waste quality, quantity and flow, and the recovery of equitable and appropriate fees. Categories of Users addressed are:

(a). Any User meeting the definition of a Significant Industrial User as defined in 40 CFR 403.3(v).

(b). Any User who, in the opinion of the Authority, may have an impact on the Authority's ability to meet the objectives of this Ordinance and who is not appropriately classified in (a), (c) or (d) of this section. The following criteria shall be used to determine if a User meets this classification and the term of the permit:

(i) wastewater flow rate;

(ii) wastewater characteristics, actual and/or potential;

(iii) quantity and type of hazardous wastes generated at the facility;

(iv) potential for spills to the sanitary sewer system from the facility and the impact of such spills if they should occur; and

(v) size and complexity of the facility, to the degree that this affects the effort required to verify compliance with Authority requirements.

(c). Any User performing business activity which has been designated by the Authority as a category of concern. This designation shall be based on the criteria listed above in (b), taking into consideration the cumulative effect of all Users in the category under

consideration. Examples of business activities that may be designated are dental offices, agricultural activities discharging wastewater into a building sewer, or vehicle maintenance and repair facilities.

(d) Dischargers of contaminated groundwater and similar discharges.

(e) Discharger that exceeds domestic wastewater maximum concentration limits.

ARTICLE II. PROHIBITIONS

Section 2.0 General prohibitions.

No User shall discharge wastes or wastewater into the sanitary sewer system if it contains substances or has characteristics which cause, threaten to cause or are capable of causing, either alone or by interaction with other substances:

(a). A fire or explosion hazard;

(b). Obstruction of flow in, or injury to, the sanitary sewer system, or any portion thereof;

(c). Danger to life or safety of persons;

(d). Conditions inhibiting or preventing the effective maintenance or operation of the sanitary sewer system;

(e). Strong or offensive odors, air pollution, or any noxious, toxic or malodorous gas or substance, or gas-producing substances;

(f). Interference with the wastewater treatment process or overloading of the sanitary sewer system,;

(g). Interference with any wastewater reclamation process which does or may operate in conjunction with the sanitary sewer system, or overloading or a breakdown of such process, or excessive reclamation costs, or any product of the treatment process which renders such reclamation process impracticable or not feasible under normal operating conditions;

(h). A detrimental environmental impact, or a nuisance wherever located, or a condition unacceptable to any public agency having regulatory jurisdiction over operation of the sanitary sewer system;

(i). Discoloration, or any other adverse condition in the quality of the effluent from the sanitary sewer system such that receiving water quality requirements established by any statute, rule, regulation, ordinance or permit condition cannot be met by the Agency or Authority;

(j). Conditions at or near the sanitary sewer system, or any portion thereof, which cause, or may cause, the Agency or the Authority to be in violation of the requirements of law;

(k). Pollutants introduced into the sanitary sewer system which cause Pass-Through or Interference with the operation or performance of the POTW.

- (l). Damage to SAM facilities.

Section 2.1 Storm drainage and groundwater.

No User shall discharge, cause to be discharged or permit to be discharged, any storm water, groundwater, rainwater, street drainage, subsurface drainage or yard drainage, either directly or indirectly into the sanitary sewer system, unless a permit therefor is issued by the Authority. Authority may issue such permit only upon receiving authorization of the Agency and a finding by the Manager that no reasonable alternative method of disposal of such water is available.

Section 2.2 Unpolluted water.

No User shall discharge, cause to be discharged or permit to be discharged any unpolluted water, including, but not limited to, cooling water, process water or blow-down water from cooling towers or evaporative coolers, either directly or indirectly into the sanitary sewer system, unless a permit therefor is issued by the Authority and upon authorization of the Agency.

Section 2.3 Garbage grinders.

No User shall discharge, cause to be discharged or permit to be discharged waste from garbage grinders into the sanitary sewer system, provided, however, that:

- (a). Waste generated in preparation of food normally consumed on the premises which cannot be disposed of as solid waste may be so discharged;
- (b). Except as provided in subsection A of this section, discharge from a garbage grinder may only be made pursuant to a permit issued by the Manager;
- (c). No food waste disposal unit shall be connected to or discharged into any grease trap or grease interceptor. Garbage grinders from which wastes are permitted under either subsection A or B of this section, shall be of such design and capacity to shred wastes used therein such that all waste particles shall be carried freely under normal flow conditions into and through the sanitary sewer system.

Section 2.4 Point of discharge.

No User shall discharge, cause to be discharged or permit to be discharged any wastes or wastewater, or any object, material or other substance directly into a manhole or other opening in the sanitary sewer system other than wastes or wastewater through an approved building sewer; provided, however, that wastes or wastewater may be discharged into the sanitary sewer system by means other than through an approved building sewer pursuant to a permit therefor issued by the Authority and upon authorization of the Agency.

Section 2.5 Holding tank waste.

No User shall discharge, cause to be discharged or permit to be discharged any holding tank waste into the sanitary sewer system; provided, however, that:

- (a). Such discharges may be made into facilities designed to receive such wastes and approved by the Authority;
- (b). Such discharges shall be made pursuant to a permit issued by the Authority and authorized by the Agency. Unless otherwise provided by the Authority and authorized

by the Agency, a separate permit shall be required for each separate holding tank waste discharge.

Section 2.6 Radioactive wastes.

No User shall discharge, cause to be discharged or permit to be discharged, any radioactive wastewater into the sanitary sewerage system, except when the User is authorized to use radioactive material by the Nuclear Regulatory Commission or other governmental agency empowered to regulate the use of radioactive materials and when the wastewater is discharged in strict conformity with current Nuclear Regulatory Commission regulations and recommendations for safe disposal and in compliance with all rules and regulations of State and local regulatory agencies and a permit therefor has been issued by the Manager.

Section 2.7 Water softening waste.

Any discharge from any water conditioning device equipment or system serving an industrial discharger or commercial discharger which discharges salts or dissolved salts or solids into the sanitary sewer system is prohibited unless a permit is issued by the Authority and upon authorization of the Agency.

Section 2.8 Wastewater strength.

No User shall cause to be discharged or permit to be discharged into the sanitary sewer system, any wastewater containing any of the following constituents in excess of the maximum allowable concentrations established in this section:

Pollutant	Maximum Concentration
Arsenic	0.10 mg/1
Cadmium	0.11 mg/1
Chromium	2.77 mg/1
Copper	3.88 mg/1
Lead	0.69 mg/1
Mercury	0.01 mg/1
Nickel	3.98 mg/1
Silver	0.43 mg/1
Zinc	2.61 mg/1
Cyanide	1.20 mg/1
Phenolic Compounds (non-chlorinated)	5.0 mg/1
Chlorinated Phenolics	1.20 ug/1
Aldrin and Dieldrin	0.72 ug/1
Chlordane and related compounds	1.08 ug/1
DDT and Derivatives	0.36 ug/1
Endrin	0.72 ug/1
HCH	1.44 ug/1
PCBs	1.08 ug/1
Toxaphene	2.52 ug/1

Section 2.9 Additional limitations.

No User shall discharge, cause to be discharged or allow to be discharged into the sanitary sewer system:

- (a). Any wastewater or any part thereof, any liquid, solid, vapor, gas or thing having or developing a temperature of 150°F (65°C) or more, or which may cause the temperature at the sewage treatment plant to exceed 104°F (40°C);
- (b). Any wastewater or other waste containing more than 200 mg/1 of oil or grease of animal or vegetable origin;
- (c). Any wastewater or other waste containing more than 100 mg/1 of oil or grease of mineral or petroleum origin;
- (d). Any wastewater or other waste containing a pH lower than 6.0 ,or having a corrosive property capable of causing damage or hazard to structures or equipment of the sanitary sewer system or any portion thereof, or greater than 12.5 (any discharge having a pH of 12.5 or more is considered a hazardous waste);
- (e). Any sand, grit, straw, metal, glass, rags, feathers, paper, tar, plastic, wood, leaves, garden clippings, manure, dead animals, offal or any other solid or viscous substance capable of causing obstruction to the flow in the sanitary sewer system, or which in any way interferes with the proper operation of the sanitary sewer system;
- (f). Any wastewater or other waste containing a toxic or poisonous substance, not otherwise specifically prohibited in this Ordinance, in sufficient quantities to constitute a hazard to humans or animals, or to create a hazard in the sanitary sewer system, or to injure or interfere with the operation thereof;
- (g). Any wastewater containing suspended solids, not otherwise specifically prohibited under the provisions of this Ordinance, the characteristics or quantity of which require unusual attention, treatment or expense in handling or treating such material in the sanitary sewer system, or any portion thereof;
- (h). The use of diluting waters to meet the requirements or limitations on wastewater strength of this section or Section 2.8 is prohibited.
- (l) Medical Wastes, except as specifically authorized by the Manager in an individual wastewater discharge permit.

Section 2.10 Specific discharge limitations.

Notwithstanding the limitations upon the characteristics or quantity of wastewater discharged, caused to be discharged or permitted to be discharged into the sanitary sewer system pursuant to this article, the Authority may, in connection with the issuance of permits pursuant to the provisions of Article IV of this Ordinance, establish additional or different specific limitations on wastewater strength upon a finding by the Authority, that:

- (a). The limitations set forth in this article may not be sufficient to protect the operation of the sanitary sewer system, or any portion thereof, or that the waste or wastewater proposed to be discharged otherwise constitutes a hazard to, or an

unreasonable burden upon, such operation or otherwise causes or significantly contributes to violation of the Authority's NPDES permit; or

(b). The limitations set forth in this article may be unreasonably restrictive when applied to a specific industry; imposing a less stringent limitation will not cause or contribute to violation of any state or federal requirement of law; and the less stringent limitation will not result in a pass through, interference or prevention of sludge disposal or use; or

(c). State or federal pretreatment standards are established more stringent than the standards set forth in this article; or

(d). Specific standards have been established by the state or federal government for a specific category of industrial discharger, more stringent than the standards set forth by this article, which would supersede the limitations set forth in this article, with respect to such category.

Section 2.11 Best Management Practices. The Manager may require best management practices (BMPs) as an alternative to numeric limits that are developed to protect the POTW, water quality and sewage sludge.

ARTICLE III. PERMITS, REPORTS AND ADMINISTRATION

Section 3.0 Permits.

Users may be subject to wastewater discharge permit requirements depending on the volume, characteristics, and/or origin of their wastewater discharge. The Manager may require Users to obtain individual wastewater discharge permits as necessary to carry out the purposes of this ordinance. When requested by the Manager, a User must submit information on the nature and characteristics of its wastewater within 30 days of the request. The Manager is authorized to prepare a form for this purpose and may periodically require Users to update this information.

Permits required or authorized pursuant to the provisions of this article shall be subject to reasonable fees and conditions determined necessary or appropriate by the Authority and the Agency in order to carry out the provisions of, and ensure compliance with, this Ordinance, or of any other requirements of law. No such permit shall be issued by the Manager until all applicable fees and charges established pursuant to this Ordinance have been paid.

Section 3.1 Application for permit.

(a). All Dischargers required to obtain an individual wastewater discharge permit must submit a permit application. The application shall be in writing in such form as the Manager shall require, shall be submitted to the Manager, and may include the following:

(i). The name and address of the applicant;

(ii). The name and address of the discharging facility including the name of the operator and owners;

- (iii). The name and address of the property owner, if other than the owner of the discharging facility;
- (iv). List of any environmental control permits held by or for the facility;
- (v). A brief description of the nature, average rate of production and standard industrial classification of the operation(s) carried out by the Discharger;
- (vi). Flow measurement showing the average daily and maximum daily flow from each process stream;
- (vii). Wastewater constituents and characteristics, including, but not limited to, those categories thereof described in Article II of this Ordinance, the presence and amount of which shall be determined by a state-approved laboratory competent to test and describe such constituents and characteristics, and approved by the manager;
- (viii). The time, duration and volume of the proposed wastewater discharge;
- (ix). The average and daily peak wastewater flow rates proposed to be discharged, including weekly, monthly and seasonal variations, if any;
- (x). The numbers of employees per shift and shift schedules;
- (xi). Hours of operation;
- (xii). Site plans, floor plans, mechanical and plumbing plans, in detail necessary or appropriate to show and to describe all sewers and appurtenances by size, location and elevation;
- (xiii). A description of the activities, facilities and plant processes conducted, or proposed to be conducted on the premises, including, but not necessarily limited to, all materials manufactured, fabricated or processed, and the types of materials which are or could be discharged into the sanitary sewer system;
- (xiv). Identification of permitted discharge standards applicable to each process and type of product;
- (xv). A statement, reviewed by an authorized representative of the Discharger and certified to be a qualified professional in the field of wastewater pretreatment, indicating whether permitted standards are being met on a consistent basis, and, if not, whether additional operation and maintenance (O and M) and/or additional pretreatment is required for the Discharger to meet the permitted discharge standards and requirements;
- (xvi). If additional pretreatment and/or O and M will be required to meet the permitted discharge standards, the schedule by which the industrial discharger will provide such additional pretreatment and/or O and M. The completion date in this schedule shall not be later than the compliance date established for the applicable permitted discharge standard;
- (xvii). Such other information deemed necessary by the Manager to determine the effect upon the sanitary sewer system of the proposed discharge or activities

related thereto, or otherwise reasonably necessary to enable the manager to carry out the provisions of this Ordinance or any other requirements of law.

(d). The Manager will evaluate the data furnished by the Discharger and may require additional information. Within 30 days of receipt of a complete permit application, the Manager will determine whether to issue a wastewater discharge permit. The Manager may deny any application for a wastewater discharge permit. The Agency shall be notified of all permits issued.

Section 3.2 Permit conditions.

(a). Permits authorized under this article shall be subject to all provisions and requirements set out in this Ordinance, and to all other requirements of law.

(b). Permits authorized under this article may include any or all of the following:

(i). The allowable average and maximum wastewater constituents and characteristics thereof permitted to be discharged into the sanitary sewer system (the permitted discharge standards);

(ii). Limitations upon time and rate of wastewater discharge, or requirements for flow regulations and equalization thereof;

(iii). Requirements for the installation and maintenance of inspection, sampling or testing facilities, including Authority and Agency access to such facilities;

(iv). Pretreatment requirements, including device specifications and maintenance schedule;

(v). Specifications for monitoring programs which may include, but shall not necessarily be limited to, sampling locations, frequency and method of sampling, number, types and standards for tests, and reporting schedule;

(vi). Requirements for submission of technical or wastewater discharge reports;

(vii). Requirements for maintaining plant records relating to the wastewater discharge as specified by the manager, and providing for access of the manager thereto; provisions that such records shall be made available for copying and inspection;

(viii). Compliance schedules;

(ix). Requirements for notifying the Manager of any new introduction of wastewater constituents or any substantial change in the volume or character of the wastewater constituents being introduced into the wastewater stream;

(x). Requirements and plans for protection against accidental, unanticipated or non-routine discharges;

(xi). Requirements for notification of accidental discharge;

(xii). Requirements for notification of change of any information applicable to the permit or permit application;

- (xiii) Installation of technology, as specified by the Manager;
- (xiv) Requirements to implement best management practices.
- (xv). Such other conditions, requirements or provisions deemed appropriate by the manager to ensure compliance with the provisions of this Ordinance or other requirements of law.

Section 3.3 Duration of permits.

A permit authorized under this article shall be effective for the period described therein, but, in any event, for no longer than five years. Such period described in the permit may be for a term less than a year, may be expressed in years or may be stated to expire on a specific date.

A Discharger with an expiring wastewater discharge permit shall apply for wastewater discharge permit reissuance by submitting a complete permit application, in accordance with Section 3.1 of this ordinance, a minimum of 60 days prior to the expiration of the Discharger's existing wastewater discharge permit. Issuance of a new permit will be subject to a permit renewal fee.

A permittee shall notify the manager in the event of any change in the information previously supplied on the permit application form. In the event any such change could alter the permittee's quality or quantity of discharge, the permittee shall notify the manager in writing of such proposed change or changes at least thirty days prior to the making of such change or changes. Failure to do so shall be deemed a violation of the permit and this Ordinance.

Every permit shall be subject to modification, amendment or other change by the Manager during the term of the permit, as determined necessary by the Manager, in order to obtain compliance by the Discharger with the requirements of this Ordinance, or other requirements of law. To the extent practicable, the Manager shall give written notice to a permittee of any proposed modifications, changes or amendments to the Discharger's permit not less than thirty days prior to the effective date of such change, modification or amendment. To the extent reasonably necessary or appropriate, the Manager may specify a time schedule for compliance with any new conditions, provisions or requirements established by modification, change or other amendment to a permit. The Manager may revoke a wastewater discharge permit for good cause, including, but not limited to, the following reasons: Failure to notify the Manager of significant changes to the wastewater prior to the changed discharge; Misrepresentation or failure to fully disclose all relevant facts in the wastewater discharge permit application; Falsifying self-monitoring reports and certification statements; Tampering with monitoring equipment; Refusing to allow the Manager timely access to the facility premises and records; Failure to meet effluent limitations; Failure to pay fines; and Failure to pay sewer charges.

Permittees must retain all records and documentation pertinent to permit monitoring, sampling, etc., for no less than five years.

Section 3.4 Non-assignability of permit.

A permit shall be personal to each permittee, and shall relate only to the use or operation described therein.

No Discharger shall, and it shall be unlawful to, assign, reassign, transfer, sell, lease, sublet or otherwise transfer a permit, or any interest therein, to any person other than the permittee, or to use, cause to be used or permit to be used, such permit in connection with a different premises, a different operation than that specified in such permit or a new expanded, modified operation.

Section 3.5 Refusal to issue permit.

The Manager may refuse to issue a permit if any one or more of the following conditions exist:

- (a). The application is not accompanied by the appropriate fee;
- (b). The application for a permit contains misleading or false information;
- (c). The issuance of the permit would result in the endangerment of public health or safety;
- (d). The issuance of the permit would cause the Authority to violate any permit conditions or regulations of the state and/or federal government;
- (e). The applicant has not provided sufficient safeguards to prevent accidental discharge to the sanitary sewer system.

If the Manager refuses to issue a permit, the Manager shall notify the applicant and Agency and set forth the reasons for such refusal.

Section 3.6 Discharge reports.

Upon a determination by the Manager that such information is necessary or appropriate in order to reasonably carry out the provisions of this Ordinance, the Manager may require that any Discharger discharging, causing to be discharged, permitting to be discharged or proposing to discharge wastewater into the sanitary sewer system shall file a periodic discharge report, the cost of which shall be borne by such Discharger. Such report may include, but shall not necessarily be limited to, information relating to the nature of manufacturing, fabricating or other processes, potable or recycled water volumes, wastewater volumes, rates of flow, mass emission rates, production quantities, hours of operation, number and classification of employees or other information relating to the generation of waste, including wastewater constituents and characteristics, of the pertinent wastewater discharge. The Manager may also require that such reports include the chemical constituents and quantity of liquid or gaseous materials stored on the premises relating to such discharge, even though such materials are not normally discharged into, or become a part of the wastewater in, the sanitary sewer system. Such reports shall be in addition to self-monitoring reports required by regulatory agencies other than the Authority or the Agency. The reports authorized

and required under this section shall be filed with the Manager at periods specified in the issued permit.

Section 3.7 Protection against accidental discharges.

Every Discharger shall provide protective measures against accidental or unauthorized discharges into the sanitary sewer system of those prohibited wastes, wastewater constituents or characteristics, or volumes set forth in Article II of this Ordinance, or as may be otherwise set forth in any permit issued pursuant to this Ordinance. Such measures shall consist of operational or other procedures and/or facilities as determined reasonably necessary or appropriate by the Manager. All costs of such measures shall be borne by the Discharger.

The Manager may specify standard procedures and/or facilities for each classification of Discharger, and, to the extent so specified, the Manager is authorized and directed to require the institution and use of such procedures, and the installation and construction of such facilities for each such classification. Alternatively, the Manager may require any Discharger to propose standard procedures and/or facilities, which proposals shall be submitted to the Manager for review, with such supporting plans, specifications, data, explanations or other matters as may reasonably be required by the Manager in order to ascertain the effectiveness of the procedures and/or facilities proposed. The Manager may require such revisions, amendments, modifications or other changes to such proposals, or approval, or reject the same, as the Manager deems reasonably necessary or appropriate in order that such proposals ensure protection against accidental or unauthorized discharge.

Section 3.8 Public information.

All information and data a Discharger obtained from reports, questionnaires, permit applications, permits, monitoring programs, inspections or from other sources provided or required under the provisions of this Ordinance shall be available to the public or other governmental agencies without restriction unless the Discharger requests in writing that such information be maintained confidential, and establishes to the satisfaction of the manager that the disclosure of the information to other persons would result in unfair competitive disadvantage to the Discharger. In no event shall wastewater constituents, characteristics, or other effluent data, as defined at 40 CFR 2.302 be deemed confidential information.

Notwithstanding the foregoing, information approved by the Manager as confidential shall be available for use by the Agency, Authority, the state, the federal government or any agency of such entities, in connection with enforcement proceedings, or any judicial proceedings to which the Discharger is a party. Subject to the foregoing, information accepted by the manager as confidential shall not be transmitted to the general public, or to any governmental agency, until and unless prior written notification is given to the Discharger.

Section 3.9 Special agreements.

Notwithstanding anything in this Ordinance to the contrary, the Manager may enter into an agreement, and recover costs relating thereto, with any Discharger, relating to treatment, pretreatment or other matters in furtherance of the provisions and purposes of this Ordinance, when unique, unusual or extraordinary circumstances require such special agreement; provided, however, that no such agreement shall authorize an

extension of the final dates for compliance with required federal standards or waive such standards. All special agreements the Authority enters into shall be first authorized by the Agency.

Section 3.10 Fees and deposits.

The Agency and/or Authority, may, by resolution, establish a uniform schedule of fees and a method of establishing an estimated deposit to be imposed upon and collected from applicants or Dischargers to defray the costs of processing and issuing permits hereunder, and the costs of the following services:

- (a). Permit application review (Section 3.1);
- (b). Pretreatment device review (Section 4.2);
- (c). Grease trap/grease interceptor review (Section 4.3);
- (d). Review of proposals for protection against accidental discharges (Section 3.7);
- (g). Special agreements (Section 3.9);
- (h). Such other services as are required to be performed to implement permit;
- (i). Such services as are required to be performed to insure that any terms and conditions in a permit have been complied with, including, but not limited to, monitoring, inspections, sampling and administration;
- (j). Permit renewal fee;
- (k). Inspections for compliance with Article II of this ordinance.

The fees adopted by the Authority Board of Directors from time to time pursuant to this section shall be adjusted by the Authority Manager, subject to the review of the Authority Board of Directors, as of July 1st of each fiscal year, commencing July 1, 2020, by the annual change in the Consumer Price Index, all urban consumers, all items for the San Francisco Bay Area, published by the United States Department of Labor, Bureau of Labor Statistics (the "Index"), in the manner described in the sentences that follow.

For each resolution establishing fees pursuant to this section on or after April 30, 2019, the Index published for the last day of April of the fiscal year immediately preceding the fiscal year the fees thus established will become effective shall be referred to as the "Beginning Index."

The Index published for the last day of April immediately preceding the next annual adjustment date, commencing with the fiscal year after the fees became effective, shall be referred to as the "Extension Index." The fee adjustment shall be set by multiplying the then current fees by a fraction, the numerator of which shall be the Extension Index and the denominator of which shall be the Beginning Index. Notwithstanding the foregoing, in no case shall any increase be less than 3% per year, rounded off to the nearest dollar. If the Index is discontinued by the Bureau of Labor Statistics, the index designated by the Bureau of Labor Statistics as replacing the Index shall be used.

Section 3.11 Collection of fees.

Fees imposed by the Authority and/or Agency's resolution shall be collected by Authority and the Agency by any means available to them. In addition, the Agency may collect such fees through the county property tax rolls pursuant to Section 5473 of the Health and Safety Code of the state of California.

Section 3.12 Delinquent fees.

Fees which are not paid when due shall be assessed a penalty for delinquent payment as follows:

- A. A basic penalty of ten percent of the delinquent charges shall be assessed.
- B. A penalty of one and one-half percent per month of the delinquent charges and unpaid basic penalty shall be assessed.
- C. In addition to subsections A and B of this section, the Discharger may be subject to the additional enforcement action as identified in Article V of this Ordinance.

Penalties as described above will not be assessed if fees are collected through the county property tax rolls.

ARTICLE IV. MONITORING, INSPECTIONS AND PRETREATMENT

Section 4.0 Monitoring facilities.

The Manager may require a Discharger to construct, operate and maintain, at the Discharger's own expense, monitoring, sampling or metering facilities or other equipment to allow inspection, sampling and flow measurement of the Discharger's building sewer or internal drainage systems, or waste or wastewater discharges. Such monitoring, sampling or metering facilities or equipment shall be located on the Discharger's premises; provided, however, that the Manager may allow such equipment or facility to be constructed upon public property adjacent to the Discharger's premises upon a determination by the Manager that the location of such equipment or facilities upon the Discharger's premises would be impracticable or cause unnecessary or undue hardship. In the event that the Manager makes the foregoing determination, the Discharger shall obtain permission for such installation or construction, and for the maintenance and operation of such facilities or equipment, from the governmental agency having jurisdiction over such public property.

Monitoring, sampling or metering facilities or equipment to be provided, installed, maintained and operated pursuant to the provisions of this section shall be so situated and constructed and installed as to permit safe and immediate access by the Manager; provided, however, that the Manager may, at the option of the Discharger, secure such equipment or facilities with a lock furnished by the Authority, at the expense of the Discharger. The Discharger shall provide sufficient space, as determined by the Manager, at or near such equipment or facilities so as to allow ready and accurate monitoring, inspecting and sampling. Such equipment and facilities, and the sampling and measuring equipment to be maintained and operated in connection therewith, shall be so maintained and operated at all times in a safe and proper condition, by and at the expense of the Discharger.

Monitoring, sampling or metering equipment or facilities to be furnished pursuant to the provisions of this section shall be provided in accordance with all reasonable requirements of the Manager relating thereto, and all applicable construction standards and specifications of the Authority. Installation and construction of such facilities or equipment shall be completed and the facilities or equipment fully operational within ninety days following written notification requiring such installation or construction from the Manager.

Section 4.1 Inspection and sampling.

The Manager shall have the right to enter the premises of any User to determine whether the User is complying with all requirements of this ordinance and any wastewater discharge permit or order issued hereunder. Users shall allow the Manager ready access to all parts of the premises for the purposes of inspection, sampling, monitoring or performing any or all of the duties reasonably necessary or appropriate in carrying out or enforcing the provisions of this Ordinance, or any permit issued pursuant to this Ordinance.

The Manager shall have the right to set up on the Discharger's premises, or require installation of, such devices as are necessary to conduct sampling and/or metering of the Discharger's operations.

In the event a Discharger has established security measures requiring identification and clearance prior to entry onto such Discharger's premises, the Discharger shall furnish and provide such identification or clearance to the Manager so as to permit ready access of the Manager to the premises for the purposes described in this section.

Section 4.2 Pretreatment.

Dischargers shall provide wastewater treatment as necessary to comply with this ordinance and shall achieve compliance with all applicable Federal standards, local limits and the prohibitions under Article II of this Ordinance. Such pretreatment facilities shall be provided, operated and maintained at the Discharger's expense.

Detailed plans describing such facilities and operating procedures shall be submitted to the Manager for review, and such plans shall be in a form acceptable to the Manager before such facilities are constructed. The review of such plans and operating procedures shall in no way relieve the Discharger from the responsibility of modifying such facilities as necessary to produce a discharge acceptable to the Authority under the provisions of this ordinance.

Any proposed cessation of use, or alteration, modification or other change to approved pretreatment facilities or any portion thereof, or any change in method of operation thereof, shall be reported to the Manager prior to commencement thereof, and shall be subject to the approval of the Manager.

Section 4.3 Grease trap/grease interceptors.

(a). Any type of business or establishment where grease or other objectionable materials may be discharged into a public or private sewer main or disposal system shall have a grease interceptor of a size and design to be approved, first by the Agency, and by the Manager.

- (b). Each grease interceptor shall be so installed and connected that it shall be at all times easily accessible for inspection, cleaning and removal of intercepted grease.
- (c). The grease interceptor shall be situated on the Discharger's premises, but the Authority may, when such location would be impractical or cause undue hardship on the Discharger, allow the facility to be constructed in the public street or sidewalk area, subject to applicable city or county codes related thereto, and located so that it will not be obstructed by landscaping or parked vehicles.
- (d). Buildings remodeled for use requiring grease interceptors shall be subject to these regulations.
- (e). Waste discharge from fixtures and equipment in the above-mentioned types of establishments which may contain grease or other objectionable materials including, but not limited to, scullery sinks, pot and pan sinks, dishwashers, soup kettles and floor drains located in areas where such objectionable materials may exist, may be drained into the sanitary waste through the interceptor when approved by the Manager; provided, however, that toilets, urinals, wash basins and other fixtures containing fecal material shall not flow through the interceptor.
- (f). The interceptor shall be maintained in efficient operating condition at all times by periodic removal of the accumulated grease. The use of chemicals to dissolve grease is specifically prohibited. No such accumulated grease shall be introduced into any drainage piping or public or private sewer.
- (g). Abandoned grease interceptors shall be emptied and filled in accordance with applicable city or county requirements for abandoned septic tanks.

Section 4.4 Wastewater volume determination.

- (a). General. For the purposes of this Ordinance, unless otherwise provided pursuant to the provisions of this article, volumes of wastewater produced by Non-domestic Dischargers shall be determined upon the basis of volumes of potable water, including all sources of nonwastewater, used by, or furnished to, a Discharger.
- (b). Metering. Upon application of a Non-domestic Discharger, and upon a finding by the Manager that a significant portion of potable water or nonwastewater, received by the Discharger from any metered source does not flow into the sanitary sewer system because of the principal activity of the Discharger, or by reason of removal of wastewater by other means, the Manager may authorize determination of the volume of wastewater discharge to be made by an appropriate metering device. Upon such determination by the Manager, a metering device, of a type approved by the Manager and the Agency, shall be installed at the Discharger's expense. Such metering device shall measure either the amount of wastewater discharged into the sanitary sewer system or the amount of potable water or nonwastewater diverted from the sanitary sewer system. Upon installation, such meters shall be maintained and tested periodically for accuracy in accordance with requirements established by the Manager, all of which maintenance and testing shall be at the expense of the Discharger.
- (c). Exceptions--Estimated Volume. In lieu of use of a metering device as specified in subsection B of this section and upon a determination by the Manager that it would be unnecessary or impracticable to install, maintain or operate such metering device,

wastewater volume discharged by a Discharger into the sanitary sewer system may be based upon an estimate thereof determined by the Manager. The determination of such estimated wastewater volume shall be based upon such factors as the number of fixtures through which wastewater flows into the sanitary sewer system from the Discharger's premises, seating capacity of buildings or improvements upon the premises, the population equivalent associated with the premises, annual production of goods and services related to the premises, or other factors reasonably relating to water use, wastewater volume calculations and/or diversions of wastewater flow from the sanitary sewer system. Wastewater volume based on potable water use may be adjusted based upon an estimate of the volume of potable water put to irrigation use as determined by the Manager.

ARTICLE V. ENFORCEMENT

Section 5.0 Responsibility.

The Authority, its officers, employees or agents, are authorized to act as enforcement agents of the Agency, for and on behalf of the Agency, with power to inspect and issue notices for violations of the provisions of this Ordinance, and to prosecute violations of any of the provisions of this Ordinance (including, without limitation, levying of fines, disconnection of service, revocation of permits and civil and criminal court actions).

The Authority shall bill the Agency for all costs and expenses incurred by the Authority in the implementation and enforcement of this article, and the Agency shall, within thirty days after the receipt of the bill from the Authority, pay same.

Section 5.1 Unauthorized discharges.

(a). Notification. In the case of any discharge, including, but not limited to, accidental discharges, discharges of a nonroutine, episodic nature, including, but not limited to an accidental spill or a noncustomary batch discharge (sometimes called a "Slug Discharge" or "Slug Load"), that might cause Pass-Through, Interference, or other potential problems for the POTW, or in any other way violate this Ordinance, local limits, or the User's wastewater discharge permit conditions, the Discharger shall immediately telephone and notify the Manager of the incident. This notification shall include the location of the discharge, type of waste, concentration and volume, if known, and corrective actions taken by the User.

(b) Within five (5) days following such discharge, the Discharger shall, unless waived by the Manager, submit a detailed written report describing the cause(s) of the discharge and the measures to be taken by the Discharger to prevent similar future occurrences. Such report shall not relieve any Discharger of liability for any expense, loss or damage suffered or incurred by the Agency or Authority, directly or indirectly, by reason of such unauthorized discharge. Such report shall not relieve or absolve any Discharger from civil liabilities, or imposition of civil or criminal penalties in any manner whatsoever.

(c). Liability. A Discharger found by the Authority to be in violation as described in subsection (a) of this section shall be liable for the cost of all monitoring, inspection, sampling and other necessary services incurred at public expense as a result of the violation. The Discharger may also be liable for other public expenditures as described in this article.

(d). Notices to Discharger Employees. A notice shall be permanently posted on the Discharger's bulletin board or other prominent place advising employees who to call in the event of a discharge described in paragraph (a), above. Employers shall ensure that all employees, who could cause such a discharge to occur, are advised of the emergency notification procedure.

Section 5.2 Cease and desist orders.

Upon a determination by the Manager that a discharge of waste or wastewater has occurred, or is occurring, or is about to occur, in violation of any provision of this Ordinance or of any provision of any permit issued pursuant to this Ordinance, the Manager may issue an order to the Discharger to cease and desist such discharge or practice, or operation likely to cause such discharge, and further order such Discharger to:

- (a). Immediately comply with all requirements; and
- (c). Take appropriate remedial or preventative action as may be needed to properly address a continuing or threatened violation, including halting operations and/or terminating the discharge. Issuance of a cease and desist order shall not be a bar against, or a prerequisite for, taking any other action against the Discharger.

Section 5.3 Time schedules.

Upon a determination by the Manager that a discharge of waste or wastewater has occurred, or is occurring, or is about to occur in violation of the provisions of this Ordinance, or in violation of any provision of a permit issued pursuant to this Ordinance, the Manager may require the Discharger to submit for approval subject to such modifications, and to such terms and conditions as the Manager reasonably deems necessary or appropriate, a detailed time schedule of specific actions which the Discharger shall take in order to eliminate or prevent such violation or violations.

Section 5.4 Emergency corrections.

The Authority is authorized to spend public funds and to enter upon private or public property in order to perform emergency corrections. Emergency corrections are those corrections which the Manager deems necessary in order to correct, eliminate or abate a condition upon such premises which threatens to cause, causes or caused damage to the sanitary sewer system, or which otherwise threatened to cause, causes or caused a violation of any provision of this Ordinance, or of any permit issued pursuant to this Ordinance, or of any other requirement of law, provided that the Manager first determines that such damage causes or will cause, an injury to the public health, safety or welfare. Before proceeding with emergency corrections, Authority will give the responsible Discharger and property owner, if other than the Discharger, an opportunity to do so.

In the event any such repairs, construction or other public work is performed by or caused to be performed by the Authority, on any such premises, the Discharger responsible for the occurrence or condition giving rise to such work, the occupant and the owner of the premises shall be liable, jointly and severally to the Agency and Authority for such public expenditures.

If such Discharger or property owner shall fail to pay the full amount of such public expenditures within thirty days after billing therefor by the Authority, Authority shall then

notify the property owner, and bill the Agency and the Agency shall, within thirty days after receipt of the bill from the Authority, pay same. The Agency may, hereafter, collect same in any manner available to it. Should the property owner fail to pay, the Agency may, by order entered upon its minutes, declare that such amount, and the administrative expenses incurred by the Agency or Authority, or both, incident to such expenditures, shall be transmitted to the county assessor and county tax collector by copy of the order so providing, certified by the Agency. Upon making such order, the unpaid amount shall constitute a lien upon the premises, and the amount thereof shall be added to the next succeeding tax bill against such property, and shall be collected at the same time and in the same manner as general property taxes are collected, and shall be subject to the same penalties and procedure in case of delinquency.

Section 5.5 Damages to sewage facilities.

In the event damages are caused to the sanitary sewer system or any portion thereof, by reason of a waste or wastewater discharge from any premises in violation of the provisions of this Ordinance, or of any permit issued pursuant to this Ordinance, or of any other requirement of law, the Discharger responsible for the occurrence or condition giving rise to such damages, and the property owner shall be liable, jointly and severally, to the Agency and Authority for the full amount thereof.

If such Discharger or property owner shall fail to pay the full amount of such damages within thirty days of billing therefor by the Authority and/or Agency, Authority and/or the Agency may proceed in accordance with, and the Discharger shall be subject to, the provisions set forth in Section 5.4 of this Ordinance.

Section 5.6 Termination of service.

Subject to the provisions of this section, Authority may advise Agency to terminate sanitary sewage services to any premises from which waste or wastewater have been discharged, are being discharged or are threatened to be discharged in violation of any provision of this Ordinance, or of any permit issued pursuant to this Ordinance, or of any other requirement of law. Termination of service shall be in accordance with the termination procedures of the Agency then in effect.

Section 5.7 Revocation of permits.

Authority may revoke any permit issued pursuant to the provisions of this Ordinance for good cause, including, but not limited to the following reasons:

- (a). Misrepresentation or failure to fully disclose all relevant facts in the wastewater discharge permit application;
- (b). Failure to report significant or substantial changes in the operations conducted upon the premises to which the permit pertains, or significant or substantial changes in wastewater constituents, characteristics, or volumes discharged from such premises;
- (c). Refusing to permit, reasonable access to the premises to which the permit pertains; or
- (d). Violation of any term, condition or provision of the permit or this Ordinance.

Section 5.8 Falsification of information.

It shall be unlawful for any person knowingly to make any false statement, representation, record, report, plan or other document filed with the Manager pursuant to the provisions of this Ordinance, or of any permit issued pursuant to this Ordinance, or who knowingly tampers with or otherwise renders inaccurate any monitoring device or equipment installed and operated pursuant to the provisions of this Ordinance or of any permit issued pursuant to this Ordinance.

Section 5.9 Public nuisance.

Any discharge, or threatened discharge, or any condition which is in any manner in violation of the provisions of this Ordinance, or of any permit issued pursuant to this Ordinance, or of any order or directive of the Authority authorized by this Ordinance, shall be, and the same is declared to be unlawful and a public nuisance. Such nuisance may be abated, removed or enjoined, and damages assessed therefor, in any manner provided by law.

Section 5.10 Misdemeanor.

Any person violating or causing the violation of any provision of this Ordinance, or of any permit issued pursuant to this Ordinance, shall be guilty of a misdemeanor, and upon conviction thereof, shall be punishable by a fine of not more than one thousand dollars, or by imprisonment in the county jail for a term not exceeding thirty days, or by both such fine and imprisonment. Every day such violation continues shall constitute a separate offense.

Section 5.11 Remedies Nonexclusive.

The remedies provided for in this Ordinance are not exclusive, and shall be in addition to any or all other remedies available to the Agency. The Manager is empowered to take more than one enforcement action against any noncompliant User.

Section 5.12 Appeals.

(a). Any Discharger, permittee, applicant, property owner or other person aggrieved by any decision, action, finding, determination, order or directive of the Manager, made and authorized pursuant to the provisions of this Ordinance, or any permit issued pursuant to this Ordinance, or interpreting or implementing the same, may file a written request with the Manager for reconsideration thereof within ten days of such decision, action, finding, determination or order, setting forth in detail the facts supporting such Discharger's or person's request for reconsideration. The Manager shall render a final decision within ten days of the receipt of such request for reconsideration.

(b). Any Discharger, permittee, applicant, property owner or other persons aggrieved by the final decision of the Manager who has sought reconsideration pursuant to paragraph (a) immediately preceding may appeal such decision to the Authority Board of Directors by filing a written notice of appeal with the Authority within ten days of notification by the Manager of the final decision. The written notice of such appeal shall set forth in detail the facts and reasons supporting the appeal. The appeal shall be heard by the Authority Board of Directors within thirty days from the date of filing of the notice of appeal. The appellant, the Manager and such other persons as the Authority Board of Directors may deem appropriate, shall be heard at the hearing on such appeal. Upon conclusion of the hearing, or within thirty days thereafter, the Authority Board of Directors may affirm, reverse, or modify the final decision of the

Manager as the Authority Board of Directors deems just and equitable, and in furtherance of the provisions, purposes and intent of this Ordinance. During the pendency of any such appeal the final decision of the Manager shall remain in full force and effect. The decision by the Authority Board of Directors on the appeal shall be final.

* * * * *

This Ordinance shall be published once in a newspaper published in the territory of the Authority and shall be effective upon expiration of the week of publication.

The foregoing Ordinance was introduced at a regular meeting of the Board of Directors of the Sewer Authority Mid-Coastside held on the 10th day of June, 2019, and passed and adopted at a regular meeting of the Board of Directors held on the 8th day of July, 2019, by the following vote:

AYES
NOES
ABSTAIN

Chair of the Board of Directors
Sewer Authority Mid-Coastside
San Mateo County, California

Uniform Schedule of Fees

The charge payable to the Authority for every inspection, re-inspection for any reason including but not limited to non-compliance, sampling or re-sampling of a business for any reason including but not limited to non-compliance, and for every instance in which the District inspector is present at a business establishment to determine environmental compliance shall be as follows:

<u>Inspection Type</u>	<u>Fee</u>
Food Service Establishment Inspection	\$135
Dental Facility Inspection	\$135
Permitted Industrial User Inspection	\$270
Permitted Industrial User Sampling	\$270 plus lab processing costs
Auto Service Facility Sampling	\$450



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
THROUGH: Kishen Prathivadi, General Manager
FROM: Tim Costello, Supervisor of Technical / Field Services
SUBJECT: **Monthly Manager's Report – December 2021**

Executive Summary

The purpose of this report is to keep the Board and public informed of SAM's day-to-day operations.

Fiscal Impact

There is no fiscal impact from this report.

Strategic Plan Compliance

The recommendation complies with the SAM Strategic Plan Goal 5.5: *“Operations and maintenance should be proactively planned, and the Board shall be kept up to date on progress on operations and maintenance issues.”*

Background and Discussion/Report

The following data is presented for the month of *December 2021*.

Key Indicators of Performance

NPDES Permit Violations:	0
Accidents, Injuries, etc.:	0
Reportable Spills Cat 1:	2
Reportable Spills Cat 2:	0
Reportable Spills Cat 3:	0

Flow Report (See Attachment A)

Half Moon Bay	1.724	57.4%
Granada CSD	0.542	18.0%
Montara W&SD	0.738	24.6%
Total	3.003	100%

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	J. Harvey	H. Rarback	

Administration

There was one Regular Board Meeting, and one Special Board Meeting in the month of December. There was one public records request in the month of December 2021.

There were no articles in the Half Moon Bay Review mentioning SAM, and there has been no lost time work accidents since September 10, 2019. There were no new hires, and one anniversary in the month of December, TJ Hussein, Maintenance Worker, 2 years.

Operations & Maintenance

The following permanent flow storage installations are in place and functioning properly.

Montara Pump Station – Walker Tank, which has a capacity of 434,000 gallons.

The Portola Station – Wet Weather Facility, which has a capacity of 400,000 gallons.

The Portola Pump Station has the ability to use the Wet Weather Facility as a modified equalization basin if needed, (without mixing it is not ideal for this use). It is better suited as a wet weather flow storage as originally designed.

The plant is doing better but there is still a good amount of effort and chemical addition going on to make this happen.

We are adding poly and cl2 for foam control on an as needed basis. The flows being elevated from the rain are helping the process although we would prefer not to get it all at once.

The species screening for our next permit has started, since it is a multi-month project we started it already. We have completed two of the three rounds with the third test to be conducted in mid-January of 2022.

It was wet one this month and made for some extremely long hours for staff. We managed to keep things in the system as much as we could. We had two overflows in the member agency collection systems due to the heavy rains. I think we actually did a little bit better than other agencies in the bay area.

I have been openly communicating with Mr. Burrell at the state to be sure he is kept in the loop of what we have going on and our process.

In regards to exceedances this month I have none to report.

During the month of December 2021 rainfall was above normal for Half Moon Bay. The 10-year average for the area is 4.801 inches of rain in December, this web link has

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some very useful data for our area, <https://ggweather.com/hmb/> . While I can appreciate the rain, it would be nice if it was spread out a wee bit more. Rainfall totals were as follows: 11.31 inches, (from the NOAA gauge at the plant). Our roof top at the plant got 11.22, fairly close. 14.10 inches in the GCSD service are, and 12.56 inches at the MWSD weather station. Above the 10 year average to be sure, I believe this year made the top ten. There were micro-climate variations verified by the data.

Below is a chronological summary of some of the occurrences during the month of December 2021.

- 12/1/2021 – Grundfos onsite to investigate vibration issue with pump #2 at Portola, they think it might be an issue with the frame. They took frames off site to make corrections and will return another day. Structural engineer met staff at the Montara pump station to assess cracks in generator room building. Calcon in to check gas flow meter to flare.
- 12/2/2021 – Poly to AB #3 for foam control, Calcon in doing electrical work. Collected quarterly Oil and Grease. Cleaned SO2 line today. VFD at Portola pump station tripping out, needs to be investigated.
- 12/3/2021 – Calcon in Main facility working on #1 and #2 water system, keeping an eye on foam in MLSS increasing a little.
- 12/4/2021 – Saturday - Things look okay, foam is still increasing but goes down when flows pick up.
- 12/5/2021 – Sunday - Still okay, a little rain would be nice, picked up first day of weekly testing, watching process.
- 12/6/2021 – Adding Poly and Bleach to AB #3 to get foam beat down some, received bleach delivery to Princeton, cleaned ferric filters.
- 12/7/2021 – Isolate secondary #2, Calcon in doing programing work. We did PG&E power shut off at Montara and Portola pump stations as part of a energy saving program at Peak usage time.
- 11/8/2021 – More hypo spray to AB#3 as well as poly addition to assist with the foam. Found an issue with an air relief valve on the 2 water system that needs to be looked at.
- 11/9/2021 – Fork lift training for all field staff today, hypo spray to AB #3 along with poly for foam control
- 12/10/2021 – Secondary looking a little scummy due to foam carry over from the MLSS basin and accumulating on the surface. We used the vector to remove as much as we could, (it was much easier to remove foam with the old secondaries but that is neither here nor there now). Adding Hypo to surface for foam and adding Poly to MLSS to get foam in solution.

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- 12/11/2021 – Saturday – Poly and Chlorine to MLSS basin for foam control.
- 12/12/2021 – Sunday - Poly and Chlorine to MLSS basin for foam control.
- 12/13/2021 – Rain, Rain, Rain, brought an additional secondary on line as well as an additional primary clarifier today. At one point all three effluent pumps were on hand at 100 % in an effort to maximize pumping and prevent flooding within the facility. Flare area as well as effluent area flooded, flare is not functional and we need to isolate the damage. Water got into the I.O. panel for the digester control building shorting out two of the I.O. boards. This is an issue, as they are difficult to come by due to age of the control system, I think the secondary market is the only place to find these boards any more. It was necessary to have an additional portable pump set up at the headwork's to keep that area from flooding as well. Calcon was in to address electrical issues. Crane works came in today to work on the crane in the digester control building, not the best day to come in but they don't need our assistance for what they are doing so that was good. We combined the walker tank and the wet well at Montara so they would function as one, this way we can monitor the level from the operation control area.
- 12/14/2021 – The fun continues, Grit pumps are all bound up from the excess flows scouring the system. Cross collector flights in both primary one and two are down, we will have to take them down one at a time when the flows go down to fully assess. The mechanics were able to get the grit system back up and running today.
- 12/15/2021 – Fire alarm pull switch got wet causing a trouble alarm in the fire system, Johnson controls has been contact to correct the problem. Pen pump was in to look at the base for the RDT pump relocation and take measurements. Lots of solids in the secondary tanks right now due to the high flows and carry over from the MLSS tank, will have to get the blankets wasted out and moved back where they need to be.
- 12/16/2021 – Adding poly and chlorine spray to MLSS to deal with foam, adding alum to help with coagulation so blankets will settle. Loop pump failed in the digester control building, able to reset. Later a recirculation pump failed in the same building, we are hopeful it is just a power glitch that caused it.
- 12/17/2021 – Increased ferric dose for chemically enhanced primary treatment. Went from 20 GPD to 30 GPD due to high flows. Fire alarm pull station was fixed today. Switched wasting from secondary one to secondary two as it has a higher blanket.
- 12/18/2021 – Saturday - routine day for a Saturday, elevated flows still due to saturation of the soil.
- 12/19/2021 – Sunday – Started adding Alum again to the secondaries for help with coagulation and settling.

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- 12/20/2021 – Start sample pump for species screening test, twenty four hour sample required for test.
- 12/21/2021 – Peninsula pump onsite doing annual P.M.'s on the influent pumps.
- 12/22/2021 – Peninsula pump doing annual PM's on effluent pumps today. Switched neuros blower cores from one to two. Performed the SO2 Deox 200 analyzer calibration.
- 12/23/2021 – Heavy rain on the North side of the system today. Montara in high alarm from the rain. Montara and Portola in storm / flow control mode. Worked through the night to get the walker tank level down and the wet weather tanks down in the event we get another wave we will be ready.
- 12/24/2021 – Sam Holiday - Finished pumping down all the wet weather tanks today, luckily we had a break in the weather to allow us to get things back to normal, or at least as close to normal as we can make things right now.
- 12/25/2021 – Saturday – Christmas – Power outage all over the coast, every station had to be checked, tested, and reset.
- 12/26/2021 – Sunday – Routine day, only daily task, good we needed a break.
- 12/27/2021 – Sam Holiday - Routine day again, only daily task
- 12/28/2021 – Calcon replaced pump number one on the two water , pump 3 was sent in for warranty work.
- 12/29/2021 – Calcon in running conduit for new air flow meter.
- 12/30/2021 – Lost power at the plant today, plant was on emergency generator for 12 hours until repair was made. The treatment plant was the only one affected by this outage. We had utility power restored by 18:00.
- 12/31/2021 – Sam Holiday – Routine day, only daily tasks required.

Other activities are listed below;

There were 15 deliveries (approximately 10,550 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 1,055.00. There were no leachate deliveries to the SAM IPS line in the month of December 2021, for a total leachate volume of 0 gallons.

The NPDES data report for December 2021 is attached reference (Attachment B).

Contract Collection Services

The SAM crew cleaned 18,388 feet of sewer line and responded to forty-seven service calls in contract service areas. Thirteen were sewer line related and thirty-four were

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maintenance service calls. Thirteen of the callouts were during regular business hours or started during regular business hours. Thirty-four were after hour calls. Eight calls were in HMB, five calls were in the GCSD service area, and thirty-four calls were in the MWSD service area.

HMB – The service calls in HMB were as follows; 12/4 - When crew arrived plumber was onsite. Plumber stated the lateral was clear but there was still a back up. Crew ran two lines as owner was unsure of which main they tied to. One line was clear the other was holding some liquid. 12/7 - Owner called for slow drains, crew arrive and flushed main line, no obstruction was found. Crew was told by homeowner that they had a friend with a sewer camera and would look into it further. 12/13 - Balboa Ave, too much flow for pipes, resulted in CAT 1 S.S.O. as it made its way to Pilarcitos creek and then to ocean. Unable to get equipment close due to location. Storm related, too much for system to handle. 12/24 - Flushed main line, no obstruction found. Homeowner was going to go purchase a snake to try to clear blockage in service line. 12/27 - Replace battery in smart cover on Kelly Ave.

The maintenance calls in HMB were as follows; 12/16 - Bell Moon - Station operating normal when arrived. Reset alarms and checked station for normal operation. 12/25 (2) - Bell Moon - Coastside power glitch - Reset alarms check station for normal operation. Ocean Colony - Coastside power glitch - Reset alarms check station for normal operation

GCSD – The service calls in the GCSD area were as follows; 12/2 – PG&E called for a surcharged manhole. When crew arrived they Crew flushed main and vactored out the manhole. Large amount of roots were found infiltrating the manhole. Roots were removed, pictures were sent to district of findings.

There was one maintenance call in the GCSD area during the month of November – 12/25 - San Pablo - Coastside power glitch - Reset alarms check station for normal operation.

MWSD – The four service calls in the MWSD area were as follows; 12/7 - Called by MWSD for possible sewer leakage in excavation. Crew vactored out excavation area and determined the source to be ground water following the original trench line. 12/11 - Owner called for a bathroom backing up. Crew flushed main finding no obstruction. Owner was advised to contact a plumber to resolve issue. 12/13 - Storm related SSO, Date Harte station

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unable to keep up with in coming flows. Lowest point at end of Cedar street is where over flow occurred. Cat 1 S.S.O. as it goes to creek which feeds to Ocean by Lighthouse. 12/27 - Plumber had been there before crew and had pulled bunch of roots out. Crew flushed main finding roots in the main line also. Crew will come back with video to locate source of root infiltration.

The thirty maintenance service calls in the MWSD area this month were as follows, (it should be pointed out that due to power failures some were multiple responses due to power issues) ; 12/2 - Airport lift station - Found pump 1 was failed upon arrival , connection lug had melted causing failure. Replaced the connector and checked voltage / amps. Checked station, all good now. 12/4 - Niagara - Call for high level alarm, station was working upon arrival. Reset alarms and checked for normal operation. 12/4 - Niagara - low level alarm, Cleaned transducer, waited for station to cycle. Cycled as it should, system seem normal. 12/9 - Airport - PG&E performing work in area, station had loss of utility power for approximately 8 hours, power was restored. Checked station for normal operation. 12/13 - Niagara - Call for high level, pumps were not running in auto upon arrival, transducer was stopped at 1.2 feet. Cleaned up splices in valve pit, no change. Reset PLC interface, only works with toggle in run position. Contact Calcon PLC interface may need to be replaced. 12/13 - Date Harte - Station in High level due to heavy rain, called in vacor right away to vac out and discharge to a separate basin line. Crew was onsite all day during the rain. 12/13 - Airport - High alarm due to heavy rain, both pumps running, will monitor throughout the storm event. 12/13 - Date Harte - Station in High level due to rain, monitored station until able to reset station. 12/16 - Date Harte - Working through the night with A-1 septic to keep Date Harte from overflowing from high flows. 12/18 - Vallemar - Called for generator failing to start. Ran Gen in manual, also ran by isolating utility power appeared to be operating normal. Run test for 0.2 hrs. 12/18 - Vallemar - Called for generator failing to start. Cleaned and tightened battery connections, volts at 13 volts, gen ran for 0.1 hours. 12/18 - Vallemar - Called for generator failing to start. Upon inspection found battery to have have bulging side and hot to touch. Contacted Generator service to have batteries replaced right away and system inspected. 12/19 - Seal cove #4 - possible power glitch , station was operation upon arrival. Reset alarms and checked station for normal operation. 12/23 - Date Harte - Running bypass pump due to high flows at

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station. 12/23 - Airport - High flow rain event, station keeping up with both pumps running, monitor through event. 12/23 - Vallemar - High Flows, rain event, monitor through event. 12/23 - Kanoff - High Flows, rain event , monitor through event. 12/25 - Airport - Coastside power glitch - Reset alarms check station for normal operation. Seal Cove #1 - Coastside power glitch - Reset alarms check station for normal operation. Seal Cove #2 - Coastside power glitch - Reset alarms check station for normal operation. Seal Cove #3 - Coastside power glitch - Reset alarms check station for normal operation. Seal Cove #4 - Coastside power glitch - Reset alarms check station for normal operation. Distillery - Coastside power glitch - Reset alarms check station for normal operation. Cali - Coastside power glitch - Reset alarms check station for normal operation. Vallemar - Coastside power glitch - Reset alarms check station for normal operation. Niagra - Coastside power glitch - Reset alarms check station for normal operation. 7th - Coastside power glitch - Reset alarms check station for normal operation. Kanoff - Coastside power glitch - Reset alarms check station for normal operation. Date Harte - Coastside power glitch - Reset alarms check station for normal operation. 12/31 - 5th - Called by Hue and Cry for alarm, station okay upon arrival, contacted alarm company to confirm station. Checked station all okay.

The December 2021 collection system data report is provided for the Board's information. There were Two Category 1, no Category 2's, and no Category 3 SSO's during the month of December 2021.

Staff Recommendation

Staff recommends that the Board receive the Manager's Report for December 2021.

Supporting Documents

Attachment A: Monthly Flow Report December 2021

Attachment B: Monthly NPDES Report December 2021

Attachment C: Collection System Data December 2021

Attachment D: Contract Collection Service Report December 2021

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Attachment A

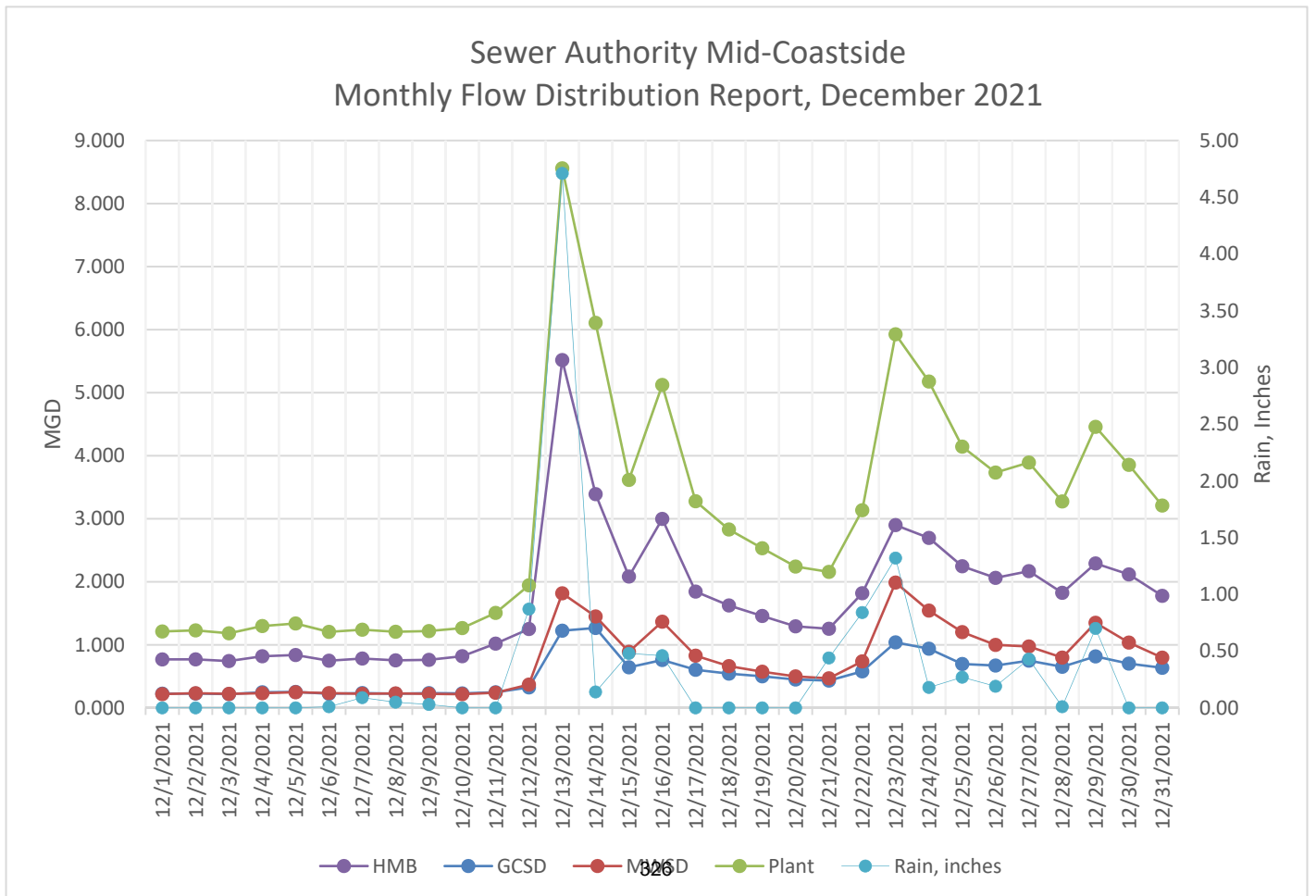
Flow Distribution Report Summary for December 2021

The daily flow report figures for the month of December 2021 have been converted to an Average

Daily Flow (ADF) for each Member Agency.
The results are attached for your review.

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	1.724	57.4%
Granada Community Services District	0.542	18.0%
Montara Water and Sanitary District	<u>0.738</u>	<u>24.6%</u>
Total	3.003	100.0%



Sewer Authority Mid-Coastside

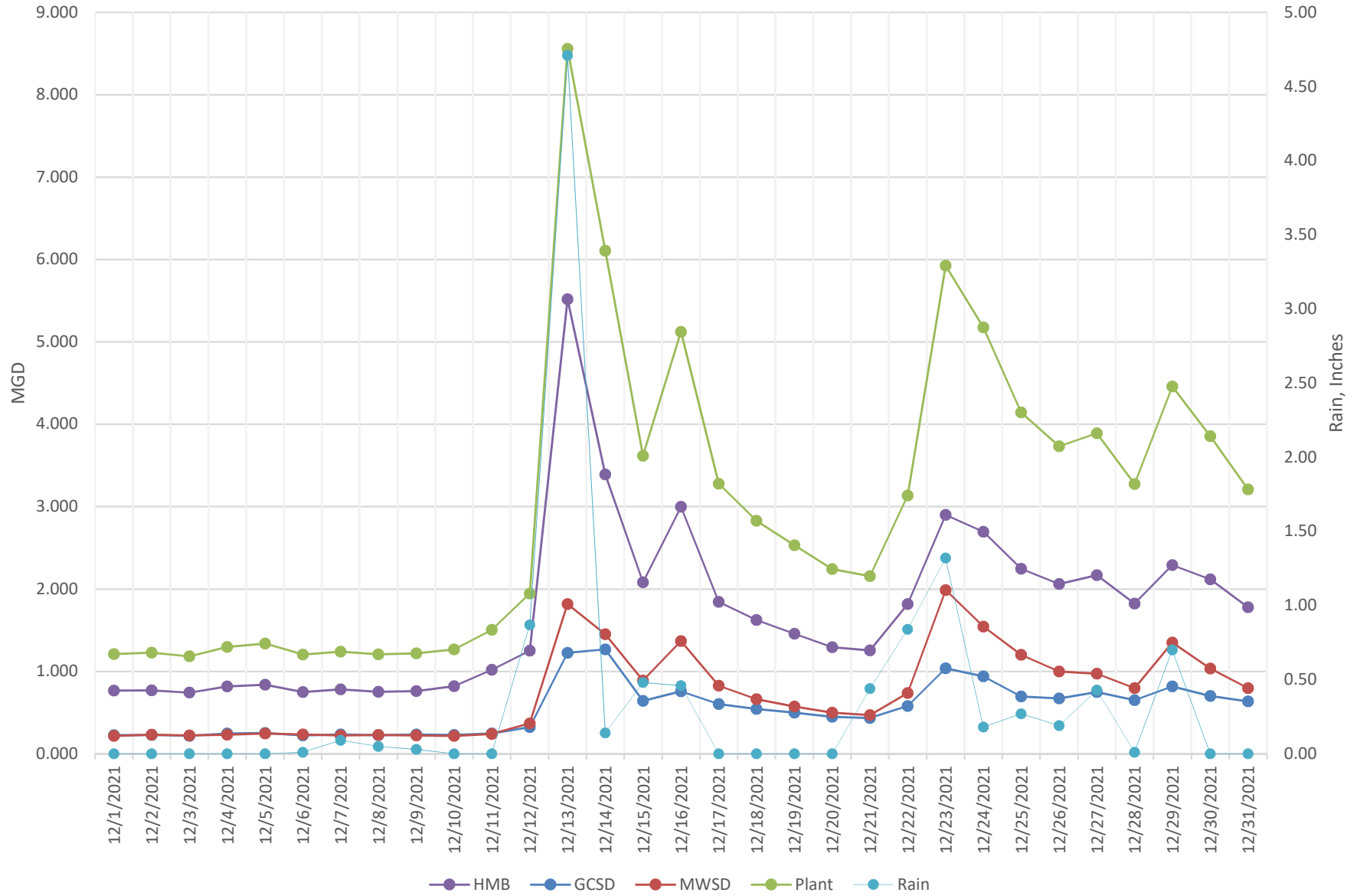
Monthly Flow Distribution Report for December 2021

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
12/1/2021	0.769	0.225	0.218	1.212	0.00	0.00	0.00
12/2/2021	0.770	0.227	0.232	1.229	0.00	0.00	0.00
12/3/2021	0.743	0.218	0.222	1.183	0.00	0.00	0.00
12/4/2021	0.819	0.247	0.232	1.298	0.00	0.00	0.00
12/5/2021	0.838	0.253	0.248	1.339	0.00	0.00	0.00
12/6/2021	0.749	0.223	0.234	1.206	0.01	0.02	0.03
12/7/2021	0.783	0.234	0.223	1.240	0.09	0.07	0.09
12/8/2021	0.753	0.225	0.229	1.207	0.05	0.09	0.03
12/9/2021	0.762	0.234	0.222	1.218	0.03	0.03	0.03
12/10/2021	0.820	0.229	0.217	1.266	0.00	0.00	0.00
12/11/2021	1.019	0.247	0.240	1.506	0.00	0.00	0.00
12/12/2021	1.251	0.324	0.369	1.944	0.87	0.85	0.90
12/13/2021	5.518	1.224	1.817	8.559	4.71	5.67	3.22
12/14/2021	3.390	1.268	1.450	6.108	0.14	0.18	0.06
12/15/2021	2.083	0.643	0.890	3.616	0.48	0.63	0.91
12/16/2021	2.997	0.759	1.367	5.123	0.46	0.50	0.39
12/17/2021	1.845	0.605	0.828	3.277	0.00	0.01	0.01
12/18/2021	1.625	0.543	0.662	2.830	0.00	0.00	0.00
12/19/2021	1.457	0.501	0.574	2.532	0.00	0.00	0.00
12/20/2021	1.293	0.450	0.499	2.242	0.00	0.00	0.00
12/21/2021	1.255	0.433	0.469	2.157	0.44	0.37	0.33
12/22/2021	1.819	0.579	0.737	3.135	0.84	0.40	0.31
12/23/2021	2.899	1.039	1.988	5.926	1.32	2.77	3.56
12/24/2021	2.696	0.938	1.543	5.177	0.18	0.15	0.27
12/25/2021	2.246	0.696	1.202	4.144	0.27	0.39	0.27
12/26/2021	2.063	0.671	0.999	3.733	0.19	0.68	0.45
12/27/2021	2.169	0.749	0.974	3.892	0.43	0.35	0.29
12/28/2021	1.825	0.652	0.798	3.275	0.01	0.02	0.01
12/29/2021	2.291	0.817	1.350	4.458	0.70	0.92	1.40
12/30/2021	2.117	0.702	1.036	3.855	0.00	0.00	0.00
12/31/2021	1.777	0.636	0.797	3.210	0.00	0.00	0.00
Totals	53.440	16.792	22.866	93.098	11.22	14.10	12.56

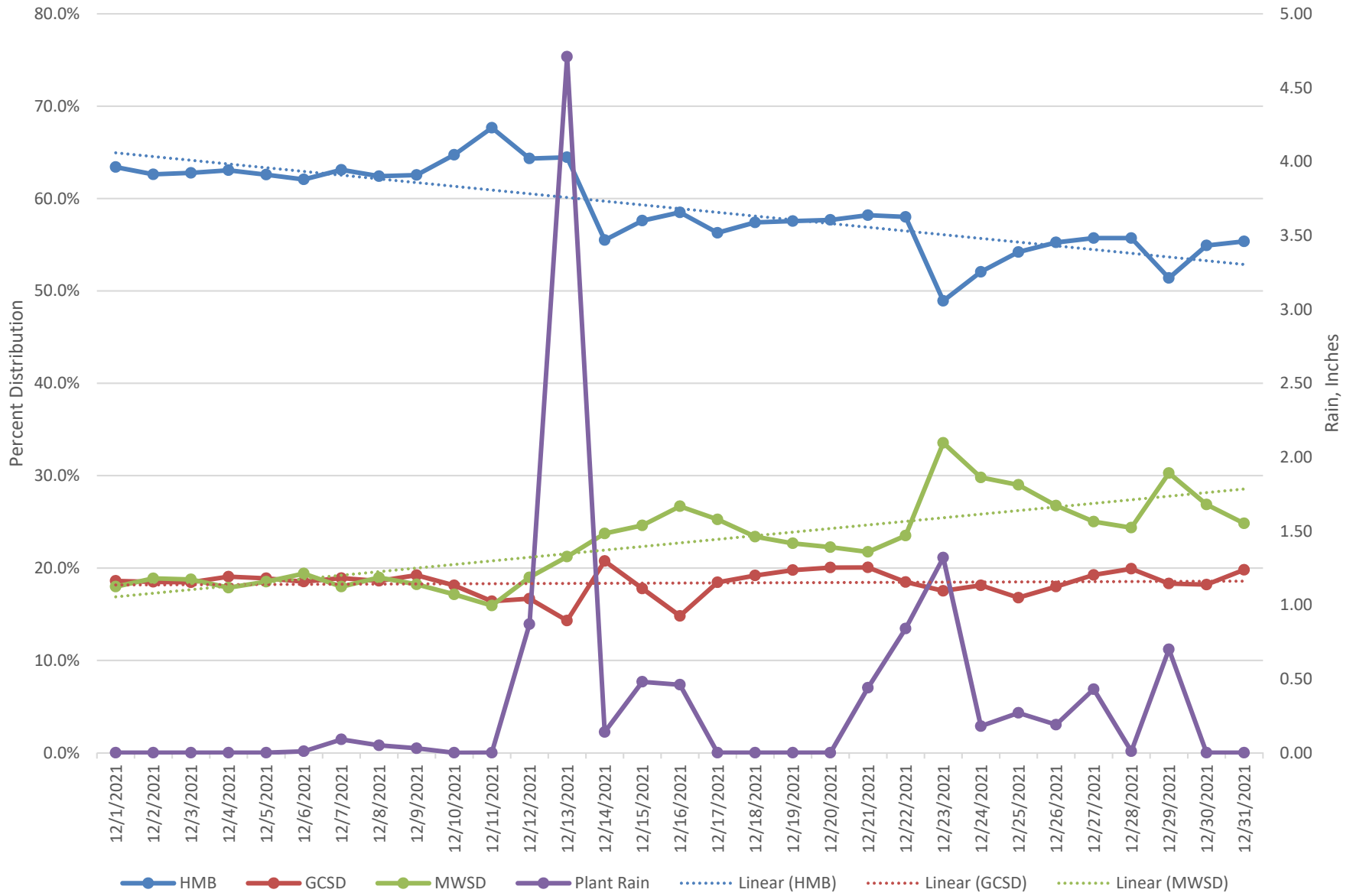
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.743	0.218	0.217	1.183
Average	1.724	0.542	0.738	3.003
Maximum	5.518	1.268	1.988	8.559
Distribution	57.4%	18.0%	24.6%	100.0%

Sewer Authority Mid-Coastside Monthly Flow Distribution Report, December 2021

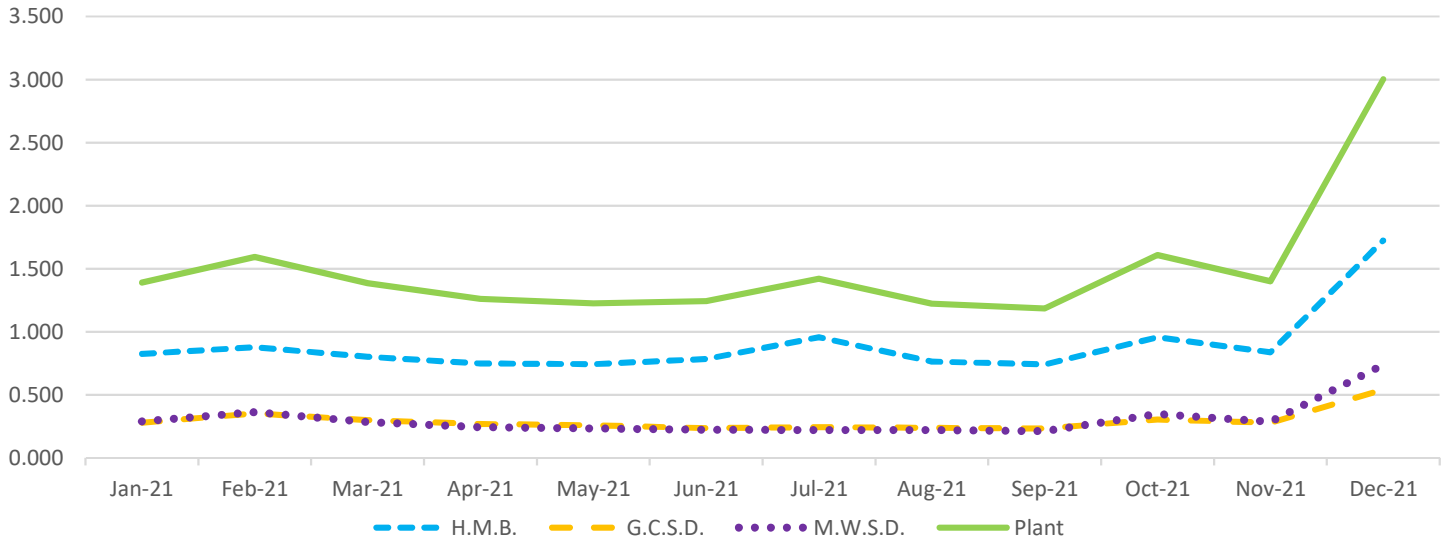


Percent Distribution December 2021

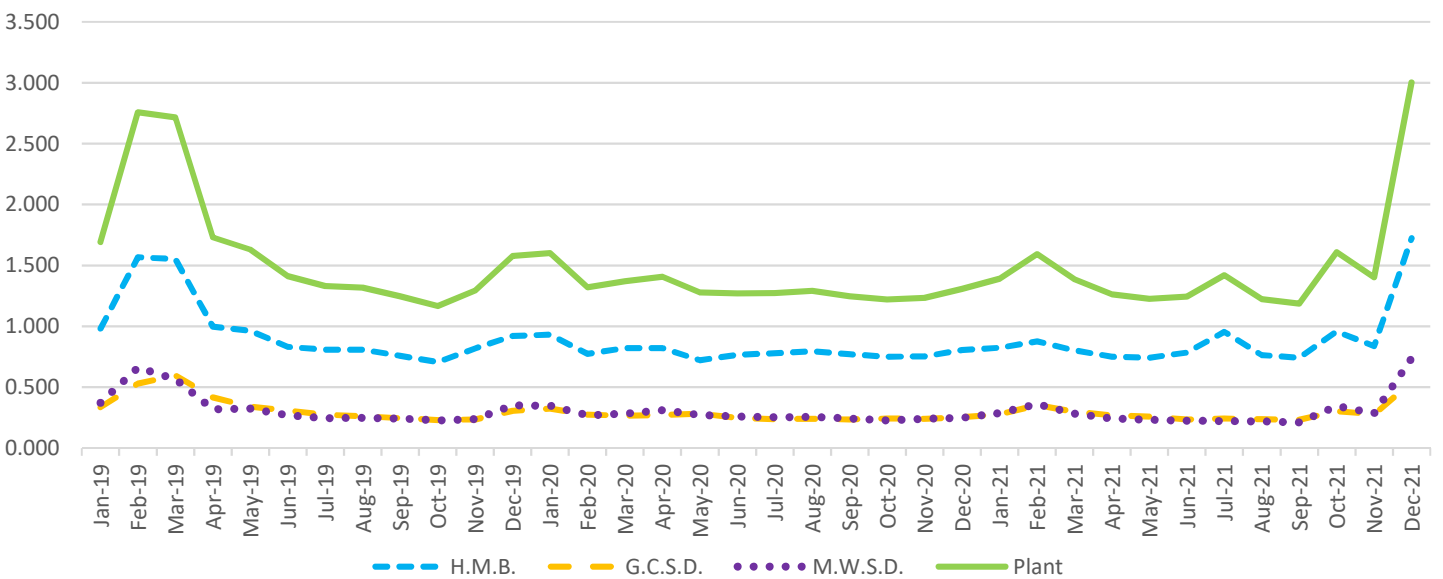


Most recent flow calibration March 2021 PS, March 2021 Plant

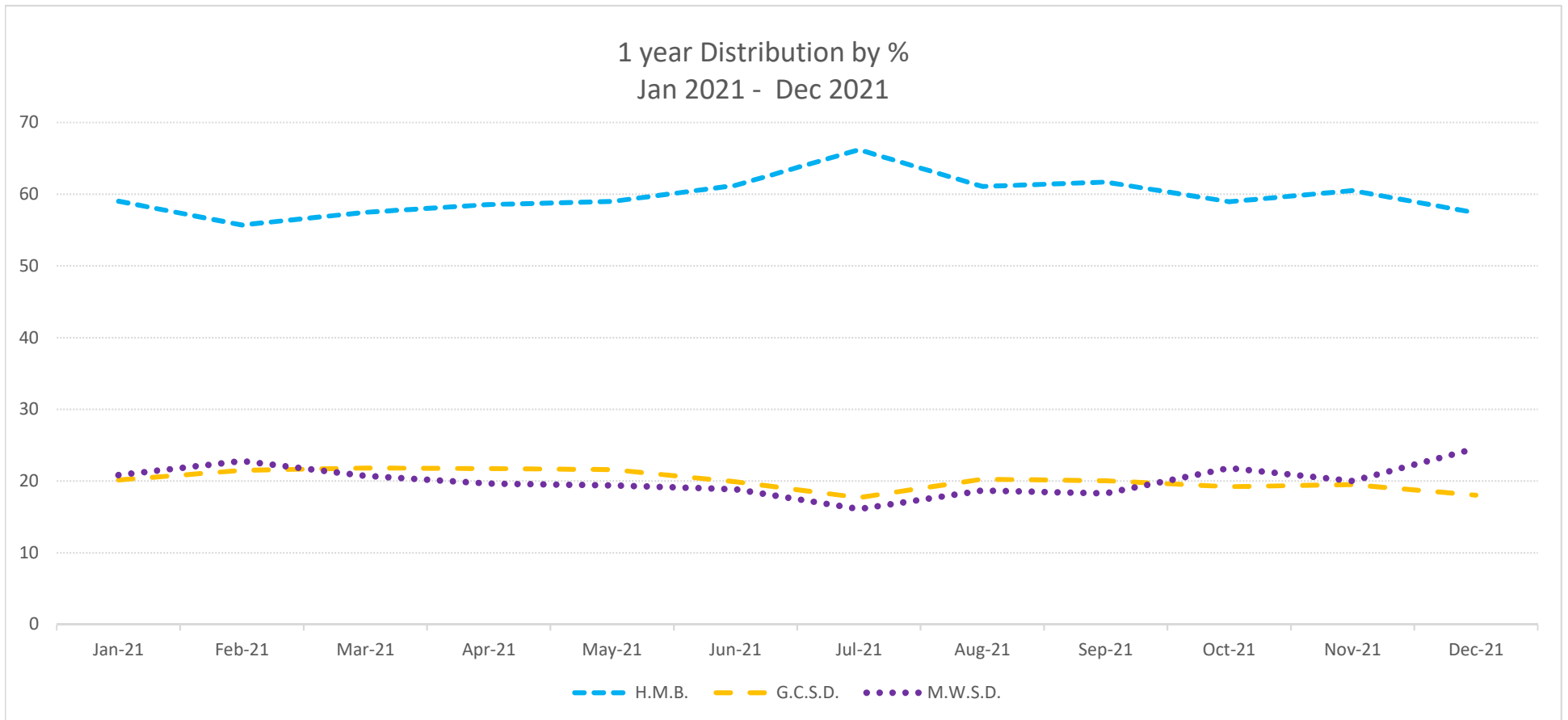
One Year Flow Chgart
Jan 2021 - Dec 2021



Three Year Flow Chart
Jan 2019 - Dec 2021



Flow based percent distribution based for past year



SAM E-001 December 2021

Date	Inf TSS mg/l	Eff TSS mg/l	Eff TSS Weekly Avg	TSS % Removal	Inf BOD mg/l	I° Eff BOD mg/l	Eff BOD mg/l	Eff BOD Weekly Avg mg/l
12/1/2021	310	8.30		97.3%	400	210	16.0	
12/2/2021	320	10.00		96.9%	290	230	21.0	
12/3/2021	330	7.00		97.9%	390	240	18.0	
12/4/2021			8.43					18.33
12/5/2021	360	6.90		98.1%	260	210	12.0	
12/6/2021	380	9.20		97.6%	280	210	12.0	
12/7/2021	330	8.00		97.6%	490	300	18.0	
12/8/2021								
12/9/2021								
12/10/2021								
12/11/2021			8.03					14.00
12/12/2021								
12/13/2021	380	15.00		96.1%	ND	160	16.0	
12/14/2021								
12/15/2021	120	5.50		95.4%	ND	53	54.0	
12/16/2021	110	5.20		95.3%	ND	ND	6.9	
12/17/2021								
12/18/2021			8.57					25.63
12/19/2021								
12/20/2021								
12/21/2021	240	5.30		97.8%	110	96	6.5	
12/22/2021	240	5.00		97.9%	140	90	6.8	
12/23/2021	120	5.20		95.7%	150	120	11.0	
12/24/2021								
12/25/2021			5.17					8.10
12/26/2021								
12/27/2021								
12/28/2021	150	5.00		96.7%	90	58	5.2	
12/29/2021	160	4.60		97.1%	110	83	4.8	
12/30/2021	140	4.80		96.6%	89	54	8.0	
12/31/2021								
			4.80					6.00
Count	15	15	4	15	12	14	15	4
Minimum	110	4.60	5.17	95.3%	89	53	4.8	8.1
Average	246	7.00	7.55	96.9%	233	151	14.4	16.5
Maximum	380	15.00	8.57	98.1%	490	300	54.0	25.6
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

SAM E-001 December 2021

Date	BOD % Removal	Eff Settleeable Matter mg/l	Eff Settleeable Matter Weekly Avg mg/l	Eff Turbidity NTU	Eff Turbidity Weekly Avg NTU	Chlorine Residual Day Max
12/1/2021	96.0%	ND		1.60		0.00
12/2/2021	92.8%	ND		5.00		0.00
12/3/2021	95.4%					0.00
12/4/2021			ND		3.30	0.00
12/5/2021	95.4%	ND		1.80		0.00
12/6/2021	95.7%	ND		1.50		0.00
12/7/2021	96.3%					0.00
12/8/2021						0.00
12/9/2021						0.00
12/10/2021						0.00
12/11/2021			ND		1.65	0.00
12/12/2021						0.00
12/13/2021		ND		4.70		0.00
12/14/2021						0.00
12/15/2021		ND		3.10		0.00
12/16/2021						0.00
12/17/2021						0.00
12/18/2021			ND		3.90	0.00
12/19/2021						0.00
12/20/2021						0.00
12/21/2021	94.1%	ND		3.80		0.00
12/22/2021	95.1%	ND		4.20		0.00
12/23/2021	92.7%					0.00
12/24/2021						0.00
12/25/2021			ND		4.00	0.00
12/26/2021						0.00
12/27/2021						0.00
12/28/2021	94.2%	ND		1.60		0.00
12/29/2021	95.6%	ND		1.20		0.00
12/30/2021	91.0%					0.00
12/31/2021						0.00
			ND			
Count	12	0	0	10	4	31
Minimum	91.0%	0.0	< 0.00	1.20	1.65	0.0
Average	94.5%	ND	ND	2.85	3.21	0.0
Maximum	96.3%	0.0	0.0	5.00	4.00	0.0
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

SAM E-001 December 2021

Date	Chlorine time Minutes	Ammonia Nitrogen Distilled mg/l	Eff pH	Eff Temp	Enterococci MPN		30 day geo mean	Eff DO mg/l	Eff DO % Saturation
12/1/2021	0.00		7.16	19.4				7.28	79.0
12/2/2021	0.00	34.0	7.08	19.3		ND		6.87	74.5
12/3/2021	0.00		7.04	19.0				6.81	73.4
12/4/2021	0.00		7.02	19.1			ND	7.07	76.3
12/5/2021	0.00		6.96	18.9				6.96	74.8
12/6/2021	0.00	26.0	6.93	18.3		ND		7.22	76.6
12/7/2021	0.00		7.08	18.8				7.07	75.8
12/8/2021	0.00		7.03	18.7				7.01	75.0
12/9/2021	0.00		7.12	18.3				7.24	76.9
12/10/2021	0.00		6.90	17.8				6.87	72.3
12/11/2021	0.00		6.93	17.2			ND	7.17	74.3
12/12/2021	0.00		6.98	17.4				7.64	79.3
12/13/2021	0.00		6.96	15.9				6.94	70.0
12/14/2021	0.00		6.98	16.0				7.77	78.7
12/15/2021	0.00	9.4	6.88	16.6		ND		7.47	76.5
12/16/2021	0.00		6.88	16.9				7.31	75.4
12/17/2021	0.00		6.89	16.3				7.77	79.2
12/18/2021	0.00		6.95	16.1			ND	8.22	83.5
12/19/2021	0.00		6.94	16.3				6.93	70.6
12/20/2021	0.00		6.95	16.6				7.57	77.5
12/21/2021	0.00		6.92	16.7				6.78	69.5
12/22/2021	0.00	24.0	7.01	17.2		ND		7.99	82.8
12/23/2021	0.00		6.90	17.3				7.06	73.2
12/24/2021	0.00		6.75	16.3				7.70	78.5
12/25/2021	0.00		6.83	16.2			ND	6.55	66.4
12/26/2021	0.00		6.75	15.5				6.50	65.1
12/27/2021	0.00		6.84	15.7				6.87	69.1
12/28/2021	0.00		6.82	16.0				7.38	74.5
12/29/2021	0.00	12.0	6.94	16.4				7.33	74.0
12/30/2021	0.00		6.50	15.6		ND		7.50	75.0
12/31/2021	0.00		6.80	16.2				6.84	69.6
							ND		
Count	31	5	31	31		0	0	31	31
Minimum	0.00	9.4	6.50	15.5	<	0	<	ND	6.50
Average	0.0	21.1	6.93	17.2		ND	ND	7.22	74.8
Maximum	0.00	34.0	7.16	19.4		0	<	0.0	83.5
Percent Removal									
5 Sample Median							2,800		
High			9						
Low			6						
Daily Max						8,300			
Weekly Max									
Monthly Average									

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, December 2021

December 2021

	Total	Number of S.S.O's			
		HMB	GCS D	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	2	1	0	1	0
Other	0	0	0	0	0
Total	2	1	0	1	0
		50%		50%	

12 Month Moving Total

	Total	12 month rolling Number			
		HMB	GCS D	MWSD	SAM
Roots	1	1	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	2	1	0	1	0
Other	2	1	0	1	0
Total	5	3	0	2	0
		60%	0%	40%	0%

Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCS D	MWSD	SAM
December 2021	2	1	0	1	0
12 Month Moving Total	5	3	0	2	0

SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCS D	MWSD	SAM
December 2021	1.9	2.7	0.0	3.7	0.0
12 Month Moving Total	4.8	8.1	0.0	7.4	0.0
Category 1	1.9	2.7	0.0	3.7	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	2.9	5.4	0.0	3.7	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

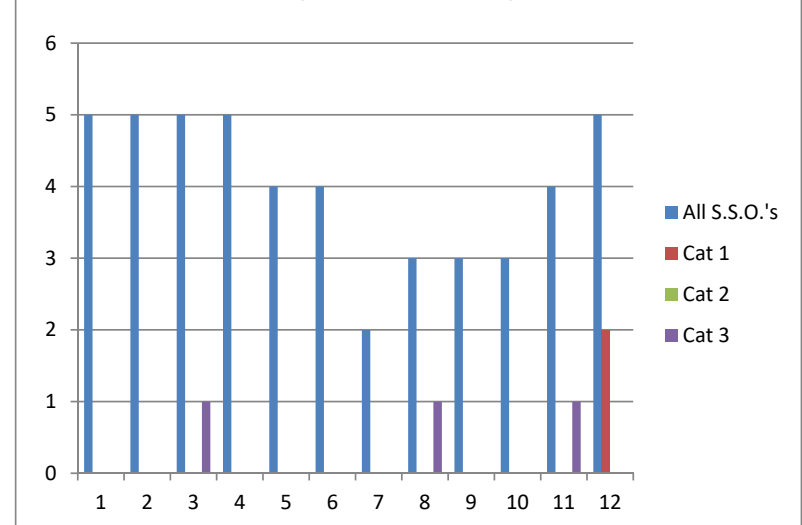
Month	HMB	GCS D	MWSD	Total Feet	Total Miles
Jan - 21	9,147	11,987	2,909	24,043	4.6
Feb - 21	8,887	7,652	5,483	22,022	4.2
Mar - 21	12,401	11,943	4,691	29,035	5.5
April - 21	10,839	2,172	6,565	19,576	3.7
May - 21	12,472	986	6,281	19,739	3.7
June - 21	10,450	3,278	4,743	18,471	3.5
July - 21	13,852	9,054	3,571	26,477	5.0
Aug - 21	9,803	7,616	8,952	26,371	5.0
Sep - 21	10,059	8,794	8,659	27,512	5.2
Oct - 21	14,319	13,526	10,400	38,245	7.2
Nov - 21	1,567	11,465	10,878	23,910	4.5
Dec - 21	1,423	9,662	7,303	18,388	3.5

Annual ft	115,219	98,135	80,435	293,789	
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Annual Mi.	21.8	18.6	15.2		55.6
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Attachment C

12 Month Moving SSO Totals Through December 2021



TASK SUMMARY- GCSD 2021-2022

Task	Target Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total to Date	% Complete
Sewer Line Cleaning	87,000	7,608	5,724	4,139	11,880	10,050	6,845							46,246	53%
Hot Spot Cleaning	5,400	1,587	1,762	3,052	3,019	1,906	3,209							14,535	269%
Lift Station Inspection - Daily	52	4	4	5	4	4	5							26	0%
Lift Station Inspection - Annually	3	-	-	-	-	-	-							-	0%
Maint. Work Orders - Completed	-	4	4	5	4	4	5							26	-
Maint. Work Orders - Incomplete	-		-	-	-	-	-							-	-
Manhole Inspection	879	44	41	37	69	54	64							309	35%
USA Markings	372	74	74	46	44	43	29							310	83%
F.O.G. Inspections Completed	10	-	-	-	19	-	4							23	230%
F.O.G. Inspections Passed	10	-	-	-	8	-	4							12	120%
F.O.G. Inspection Failed	-	-	-	-	11	-	-							11	-
Lateral Inspections	-	-	-	2	1	-	-							3	-
Customer Service Call - Reg	-	2	-	2	4	2	3							13	-
Customer Service Call - OT	-	-	1	1	1	1	2							6	-
SSO Response - Category 1	-	-	-	-	-	-	-							-	-
SSO Response - Category 2	-	-	-	-	-	-	-							-	-
SSO Response - Category 3	-	-	-	-	-	-	-							-	-
Insurance Claims Filed	-	0	0	0	0	0	0							-	-

TASK SUMMARY-HMB 2021-22

Task	Target Total	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total to Date	% Complete
Sewer Line Cleaning	81,457	9,827	8,229	9,882	10,348	351	1,366							40,003	49%
Hot Spot Cleaning	25,184	4,369	2,246	839	4,395	2,611	964							15,424	61%
Lift Station Inspection - Weekly	43	4	4	5	4	4	5							26	60%
Lift Station Inspection - Quarterly	4	-	-	-	-	-	-							-	0%
Lift Station Inspection - Annually	1	-	-	-	-	-	-							-	0%
Maint. Work Orders - Completed	-	4	4	5	4	4	5							26	
Maint. Work Orders - Incomplete	-	-	-	-	-	-	-							-	
Manhole Inspection	722	57	45	39	57	6	64							268	37%
USA Markings	703	46	51	56	52	46	29							280	40%
Customer Service Call - Reg	-	-	2	3	-	3	3							11	
Customer Service Call - OT	-	1	3	5	4	2	5							20	
SSO Response - Category 1	-	-	-	-	-		1							1	
SSO Response - Category 2	-	-	-	-	-									-	
SSO Response - Category 3	-	-	1	-	-	1								2	

TASK SUMMARY -MWSD 2021-2022

Task	Target Total	Units	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total to Date	% Complete
Sewer Line Cleaning	63,000	Linear feet	3,994	8,782	5,059	8,179	9,265	5,654							40,933	65%
Hot Spot Cleaning	16,500	Linear feet	200	1,168	901	1,527	1,785	2,612							8,193	50%
Lift Station Inspection - Daily	2,028	Each	156	156	195	156	156	195							1,014	50%
Lift Station Inspection - Annually	13	Each	-	-	-	-	-	-							-	0%
Maint. Work Orders - Completed	-	Each	156	156	195	156	156	195							1,014	-
Maint. Work Orders - Incomplete	-	Each	-	-	-	-	-	-							-	-
Manhole Inspection	572	Each	21	39	38	39	50	26							213	37%
USA Markings	252	Each	45	43	42	30	20	17							197	78%
F.O.G. Inspections Completed	6	Each	-	-	-	8	-	-							8	133%
F.O.G. Inspections Passed	6	Each	-	-	-	4	-	-							4	67%
F.O.G. Inspection Failed	-	Each	-	-	-	4	-	-							4	-
Customer Service Call - Reg	-	Each	4	2	1	5	3	4							19	-
Customer Service Call - OT	-	Each	4	4	6	5	4	30							53	-
SSO Response - Category 1	-	Each	-	-	-	-	-	1							1	-
SSO Response - Category 2	-	Each	-	-	-	-	-	-							-	-
SSO Response - Category 3	-	Each	-	-	-	-	-	-							-	-
Insurance Claims Filed	-	Each	-	-	-	-	0	0							-	-



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
FROM: Kishen Prathivadi, General Manager
SUBJECT: **Attorney's Report**

Executive Summary

The purpose of this report is for information purposes only.

Fiscal Impact

There is no fiscal impact from this report.

Strategic Plan Compliance

The recommendation complies with the SAM Strategic Plan Goal 4: *“A well-organized, motivated, and well-trained staff with an effective Board of Directors are the most important keys to success for SAM.”*

Background and Discussion/Report

This item is placed on the agenda to allow for any report from the Attorney.

Staff Recommendation

Staff recommends that the Board of Directors receive the report.

Supporting Documents

None

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Kishen Prathivadi, General Manager

SUBJECT: Directors' Reports

Executive Summary

The purpose of this report is for information purposes only.

Fiscal Impact

There is no fiscal impact from this report.

Strategic Plan Compliance

The recommendation complies with the SAM Strategic Plan Goal 4: *"A well-organized, motivated, and well-trained staff with an effective Board of Directors are the most important keys to success for SAM."*

Background and Discussion/Report

This item is placed on the agenda to allow for any reports from the Directors.

Staff Recommendation

Staff recommends that the Board of Directors receive the report.

Supporting Documents

None

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	



SEWER AUTHORITY MID-COASTSIDE
Staff Report

TO: Honorable Board of Directors
FROM: Kishen Prathivadi, General Manager
SUBJECT: **Topics for Future Agenda Board Consideration**

Executive Summary

The purpose of this report is for information purposes only.

Fiscal Impact

There is no fiscal impact from this report.

Strategic Plan Compliance

The recommendation complies with the SAM Strategic Plan Goal 4: *“A well-organized, motivated, and well-trained staff with an effective Board of Directors are the most important keys to success for SAM.”*

Background and Discussion/Report

This item is placed on the agenda to allow for the Board’s continuing review of items for future agendas.

Staff Recommendation

Staff recommends that the Board of Directors receive the report.

Supporting Documents

Attachment A: List of Future Agenda Items

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	

SEWER AUTHORITY MID-COASTSIDE
Future Agenda Items

	Items	Requested / Required By	Priority	Scheduled for	Status / Notes
1	Draft Public Records Act Policy	Ruddock		3/14/22	
2	Draft Policy for Minutes	Penrose		3/14/22	
3	Recycled Water	MA		TBD	
4	Strategic Plan Workshop	Board		TBD	
5	Board Reviews Proposed 5-Year CIP 2021 - 2025	FC		3/14/22	
6	Board Adopts 5-Year CIP 2021 - 2025	FC		3/14/22	
7	Closed Session - General Manager's Review	Board		11/9/20	Completed
8	Quarterly Investments Report	GC		5/24/21	Completed
9	Updated Aging Reports	Board		12/13/21	Completed
10	Senate Bill 9 (Housing Development) and Senate Bill 10(Planning and Zoning)	Board		2/14/22	
11	Update Records Retention Policy	Slater Carter		3/14/22	

FC = Finance Committee

GC = Government Code

MA = Member Agency

BOC = Board Operations Committee