

# CITY OF TOLEDO

## PUBLIC NOTIFICATION & SPILL RESPONSE PLAN

### Overview

The City of Toledo is authorized by the National Pollutant Discharge Elimination System Waste Discharge Permit (NPDES) to construct, install, modify, or operate a wastewater collection, treatment, control and disposal system and discharge to public waters adequately treated wastewaters only from authorized discharge point or points and only in conformance with all the requirements, limitations, and conditions set forth within the permit. As such, the City of Toledo is required to notify the public regarding overflows from the system and produce response plans to accomplish the following:

- Define responsibilities, clarify roles and procedures, identify resources that results in complete, up-to-date contact information.
- By following the established plan in the event of an overflow, the City will be able to show its timely and appropriate response of the event that will help mitigate potential penalty associated with the event.

This manual has been prepared to provide guidance to City staff responding to a wastewater discharge within the collection system (including pump stations) as well as public notification. Information contained in this manual is to be used for determining the appropriate level of response and public notification; ensure all reporting procedures are followed; and to provide a general overview of all response and notification decisions, contacts, and action steps to take when a discharge occurs.

The manual also includes general guidance and supplemental information including emergency phone numbers, sampling protocol, media contacts, and specific overflow site information. Although it will be the primary responsibility of the Public Works Director to ensure this plan is kept up-to-date, the Lead Operator and Operations Supervisor shall be responsible to ensure the staff is properly trained in its application.

**If you experience a sewer back-up, call Toledo Public Works at 541-336-2247 during normal business operating hours and choose Option 1 to report the problem; you may call Police Dispatch at 541-336-5555 on weekends/holidays and between 5:00 pm – 8:00 a.m. We'll dispatch staff and equipment to investigate and clean out the main sewer line if needed. If the problem is in the service line between the sewer main and your house, you should contact a plumber to diagnose the problem or a private sewer cleaning service to have the line cleared.**

For more information or to report problems with the wastewater system, call Toledo Public Works at 541-336-2247.

### General Information

#### Wastewater Release or Overflow

During a storm event or pump station failure, untreated wastewater may be discharged from pump station overflow points, and/or from sanitary sewer manholes. Discharges are detected by high level alarms at wastewater pumping stations and by visual identification at sanitary sewer manholes. The status of flows and pumping stations at the WWTP are continuously monitored by SCADA telemetry with plant overflows reported per separate approved plan.

The following procedures are written for use by City of Toledo PW Staff as a guideline to notify the public, the media, and the appropriate DEQ staff of such events.

### Collection System Overflow Points

The City has a total of five (5) points in the collection system, as well as the WWTP, that may overflow during storm induced flow conditions or a pump station failure:

Overflow Location	Outfall No.	Discharge Point
WWTP 1105 SE Fir Street	001	R.M. 13.7 (river mile)

Pump Stations:

- Butler Bridge Pump Station
- Ammon Road Pump Station
- "A" Street Lift Station
- Hospital Lift Station
- High School Lift Station

### **Incident Report Form (DEQ SSO Reporting Form)**

When notified of an overflow event within the wastewater collection system, WWTP, and/or pump stations, a SSO Reporting form (attached) is to be immediately completed. Submit the completed form with information regarding the incident to the Wastewater Treatment Plant Operator on duty, Operations Supervisor, or Public Works Director (PWD).

### **News Media**

The Public Works Director or designee will initiate contact with the news media. On-scene staff will regularly update their immediate supervisor, the Wastewater Treatment Plant Operator on Duty, the Operations Supervisor, and/or the PWD of developments relating to the discharge. News media contact with city staff shall be limited to avoid confusion and misunderstanding of technical information.

### **Interdepartmental Communications**

In the event of a wastewater discharge, incidents are to be reported internally to the treatment operator(s) on duty as well as the Operations Supervisor. The Lead Operator and/or Operations Supervisor will ensure the PWD is appropriately notified.

Personnel shall communicate by cellular telephone, verbal face-to-face communication, or radio if available.

### **Signage**

To inform the public that a wastewater discharge has occurred, signs will be posted at discharge sites as appropriate. The signs will generally be removed once the occurrence has stopped and all necessary/required testing and/or reporting as described within this document has been completed.

### **Sampling**

Should an overflow of wastewater debris occur that reaches (or has the possibility of reaching) the local waterways, fecal coliform samples are to be collected from the Butler Bridge Tide gate @ the Yaquina Boat launch as well as the Ammon Road Tide gate @ the GP Pump Station Park side. The sample protocol is as follows:

- Get a clean sample bottle from the autoclave at the WWTP;
- Locate lab test book at WWTP; remove the tape from the sample bottle and adhere the tape to the right side of the sampling record page. Write 'grab sample' on the page and the location where the sample is to be taken.
- Go to the sample location and fill the bottle to the top (be sure to leave head space in the bottle), while leaving the sodium thiosulfate in the bottle.
- Return the bottle to the WWTP and give sample to the WWTP operator on duty to perform necessary testing.
  - If an operator is not available at the moment, hold source water, stream pollution, recreational water, and wastewater samples at < 8°C during a maximum transport time of 6 hours. Do not freeze. Record sample receipt time and temperature in sample receipt files. Refrigerate these samples upon receipt in the laboratory and process within 2 hours.
- Receive the sample test results from the WWTP and provide results onto the SSO Reporting Form.
- Repeat sample protocol at the conclusion of the overflow event and provide results on the SSO Reporting Form.

### **Chain of Custody**

The chain of custody record includes: sample identification; date, time, name of person taking the sample; location of which the sample was collected; list of analytical tests requested; and visual observations describing field conditions during sampling.

### **Notification**

Notify the DEQ of any reportable wastewater discharge as soon as practicable and within the 24 hours reporting requirement. During regular business hours notify Julie Ulibarri, DEQ Eugene office, at 541) 687-7437 or the Duty Officer in her absence. After regular business hours notify the Oregon Emergency Response System (OERS) at 800-452-0311. Note the Incident Number assigned by OERS on the Incident Report form for reference.

Notify the Lincoln county Health office of any reportable wastewater discharge as soon as practicable. During regular business hours contact Amy chapman at 541-265-0431.

Notification shall also be provided to Alex of Shellfish at 503-801-0751; if no answer, please call Judy at 503-871-2118.

### **Reporting**

A written follow-up report (DEQ SSO form attached) of the discharge must be submitted to the DEQ within five working days. Include date, time, volume, and duration of the wastewater discharge; the cause; and the steps taken to minimize possible environmental impacts. Also include any evidence that an upset condition existed and the event was beyond the control of the City.

### **Clean-up Procedures**

Typically, overflows discharge either directly &/or indirectly into a receiving stream waters. When this occurs, the City will take as many reasonable steps as possible given the particular event to prevent discharges to surface water. In so doing, the City will remove as much wastewater debris as possible, flush hard surfaces with water, and/or cover with hydrated lime. The City will also work to secure the area as needed and post temporary signs warning the public of the discharge.

All available & operable city equipment appropriate for site clean-up and/or removal of wastewater debris during and immediately following an event will be allocated as warranted. Appropriate staff will also be allocated as necessary to operate the equipment. Should the event require support outside the capabilities of the city, pre-approved local contractor(s) are available to assist when called upon. In so doing, it will remain the responsibility of the City to ensure that all reasonable steps are taken to prevent wastewater from entering surface waters. In order for a contractor to be "pre-approved" they will be expected to know and follow the expectations for clean-up especially as it pertains to Schedule F A3 of the City's NPDES Permit (attached).

City equipment includes, but is not necessarily limited to, the following:

- Vactor truck,
- Backhoe
- Bypass pump(s) & associated equipment
- Qualified & trained personnel

#### **Press Release**

A press release will be transmitted via facsimile to the following organizations:

KYAQ Radio;

Newport News Times;

Lincoln County News;

YBC Radio



**Oregon Department of Environmental Quality  
SSO Reporting Form**



This information must be submitted within 5 days of becoming aware of the overflow.  
Please complete online and print for signature. Be sure to fill out all fields.

FACILITY/CONTACT INFORMATION		
Name of Permittee:		
Contact Name:		
Phone:	Email:	County:
DEQ Permit # (see permit face page):		DEQ File #:
OERS Incident #:	Date Reported to OERS:	
Date Reported To DEQ:	Today's Date:	
Date SSO Started (if known):	Time Started (if known):	
Date SSO Stopped (if known):	Time Stopped (if known):	
SSO Location:		
SSO Nearest Address:		
City:	Zip Code:	
SSO Latitude (if known):	Longitude (if known):	
Estimate of Quantity Overflowed:	(Gallons) <a href="#">Link to estimation method</a>	
Did the SSO discharge to surface water?		
Name of waterbody:		
PUBLIC NOTIFICATION		
Notified downstream drinking water sources (List Below)?		
Name of drinking water facility:		
Signs Posted?		
Media contacted?		
Who?		
List any other steps taken to notify the public or state/federal agencies:		
CAUSES		
Cause or suspected cause of the overflow: <i>If needed, attach additional sheets</i>		
Rainfall in the 24 hours prior to SSO (for storm-related overflows):		(inches)
Source of rainfall data: <i>If needed, attach additional sheets</i>		

**SCHEDULE F**  
**NPDES GENERAL CONDITION – DOMESTIC FACILITIES**

**SECTION A. STANDARD CONDITIONS**

1. Duty to Comply with Permit

The permittee must comply with all conditions of this permit. Failure to comply with any permit condition is a violation of the Clean Water Act, Oregon Revised Statutes (ORS) 468B.025, and 40 Code of Federal Regulations (CFR) Section 122.41(a), and grounds for an enforcement action. Failure to comply is also grounds for the Department to modify, revoke, or deny renewal of a permit.

2. Penalties for Water Pollution and Permit Condition Violations

ORS 468.140 allows the Department to impose civil penalties up to \$10,000 per day for violation of a term, condition, or requirement of a permit. Additionally 40 CFR 122.41 (A) provides that any person who violates any permit condition, term, or requirement may be subject to a federal civil penalty not to exceed \$25,000 per day for each violation.

Under ORS 468.943 and 40 CFR 122.41(a), unlawful water pollution, if committed by a person with criminal negligence, is punishable by a fine of up to \$25,000 imprisonment for not more than one year, or both. Each day on which a violation occurs or continues is a separately punishable offense.

Under ORS 468.946, a person who knowingly discharges, places, or causes to be placed any waste into the waters of the state or in a location where the waste is likely to escape into the waters of the state is subject to a Class B felony punishable by a fine not to exceed \$200,000 and up to 10 years in prison. Additionally, under 40 CFR 122.41(a) any person who knowingly discharges, places, or causes to be placed any waste into the waters of the state or in a location where the waste is likely to escape into the waters of the state is subject to a federal civil penalty not to exceed \$100,000 and up to 6 years in prison.

3. Duty to Mitigate

The permittee must take all reasonable steps to minimize or prevent any discharge or sludge use or disposal in violation of this permit that has a reasonable likelihood of adversely affecting human health or the environment. In addition, upon request of the Department, the permittee must correct any adverse impact on the environment or human health resulting from noncompliance with this permit, including such accelerated or additional monitoring as necessary to determine the nature and impact of the noncomplying discharge.

4. Duty to Reapply

If the permittee wishes to continue an activity regulated by this permit after the expiration date of this permit, the permittee must apply for and have the permit renewed. The application must be submitted at least 180 days before the expiration date of this permit.

The Department may grant permission to submit an application less than 180 days in advance but no later than the permit expiration date.

5. Permit Actions

This permit may be modified, revoked and reissued, or terminated for cause including, but not limited to, the following:

- a. Violation of any term, condition, or requirement of this permit, a rule, or a statute
- b. Obtaining this permit by misrepresentation or failure to disclose fully all material facts
- c. A change in any condition that requires either a temporary or permanent reduction or elimination of the authorized discharge