

Primary Reporting Summary

Refer to Side B for contact information, timeframes and reporting procedures

If the backup or SSO:	Then contact:
<ul style="list-style-type: none"> • 1,000 gal, and/or • Results in a discharge into a drainage channel or a surface water, and/or • Discharged to a storm drain and was not fully recovered 	<ul style="list-style-type: none"> • California Emergency Management Agency (OES) • Regional Water Quality Control Board • State Water Resources Control Board • County Health Department • West Valley Clean Water Program
<ul style="list-style-type: none"> • Reached surface water 	<ul style="list-style-type: none"> • All of the above plus Fish and Game • Santa Clara Valley Water District
<ul style="list-style-type: none"> • Was caused by problems with a private service lateral or collection system 	<ul style="list-style-type: none"> • Optional reporting to Regional Water Quality Control Board and State Water Resources Control Board
<ul style="list-style-type: none"> • All other SSOs & Backups due to failure in public sewer 	<ul style="list-style-type: none"> • State Water Resources Control Board

Persons authorized to perform regulatory reporting:

- District Manager
- Director of Engineering and Operations
- Maintenance Supervisor
- Supervising Lead Worker

Legally Responsible Official (LRO) authorized to electronically sign SWRCB online SSO reports:**Director of Engineering and Operations**

Telephone (bus hrs): 408.378.2407
 Telephone (after hours): 831.455.2633
 Cell Phone: 408.314.0072

District Manager

Cell Phone: 408.892.2131

Additional External Notifications:

Report to:	Business hours	After hours	Trigger for reporting:
Carl Warren and Co.	925.825.2660	707.732.6728	SSOs impacting private property that may be due to a failure in the District sewer or any SSO where the District believes a claim for damages may be submitted against the District.
Santa Clara Valley Water District	888.510.5151		SSO reaches surface water
West Valley Clean Water Program	408.354.4734		Category I SSO

Internal Reporting Requirements:

Report to:	Trigger for reporting:
Appropriate District Board Member	SSO's impacting major waterways or backups into businesses or residences where the customer was displaced

Primary Reporting Agency Contact Information and Procedures:

Regulatory Agency	Contact Information	Report if Backup or Overflow meets any of the following conditions	Timeframe
California Emergency Management Agency (CalEMA – OES)	Telephone: 800-852-7550	<ul style="list-style-type: none"> Results in a discharge into a drainage channel or a surface water, and/or Discharged to a storm drain & not fully recovered (regardless of volume) 	Notification within 2 hours of becoming aware of the discharge
Regional Water Quality Control Board: San Francisco Bay RWQCB Notify the Regional Water Quality Control Board of the known details of the SSO via one the following means, in the order listed: 1. SFRWQCB Website <i>(preferred means)</i> 2. By phone or fax	Main Telephone: 510.622.2300 Main Fax: 510.622.2460 Website: http://www.wbers.net/ User Name: West Valley Password: 5gx3nwQZ <u>District Contact:</u> Michael Chee Telephone: 510.622.2333 or 510.622.2369 Fax: 510.622.2333 or 510.622.2369	<ul style="list-style-type: none"> Results in a discharge into a drainage channel or a surface water, and/or Discharged to a storm drain & not fully recovered (regardless of volume) 1,000 gallons or more 	Notification within 2 hours of becoming aware of the discharge AND within 24 hrs submit certification to Reg. WQCB that CalEMA and County Health Dep't have been notified.
State Water Resources Control Board 1. Go to the CIWQS Online SSO Reporting Database 2. Enter User Name & Password. Enter requested information using information on the completed Sewer Overflow Report	<u>Website:</u> http://www.ciwqs.waterboards.ca.gov/ciwqs/index.jsp/ Notes: <ul style="list-style-type: none"> All electronic reports must be certified by the Legally Responsible Official If SSO was from a private service lateral, provide all information available, indicate cause as being a private service lateral and identify responsible party, if known. 	<ul style="list-style-type: none"> 1,000 gallons, and/or Discharged to a storm drain & not fully recovered (regardless of volume) , and/or Reached surface water 	Immediate, but within 3 business days reporting required If you leave any requested information blank, then you must return within 15 calendar days and complete
		<ul style="list-style-type: none"> All other SSOs & Backups due to failure in public sewer 	Reporting required within 30 calendar days after end of the month the SSO occurs in
		<ul style="list-style-type: none"> Was caused by problems with a private service lateral 	Optional reporting within 30 days
County Health Department Santa Clara	Telephone: 408.918.4787 (HazMat) Fax: 408.280.6479	<ul style="list-style-type: none"> Results in a discharge into a drainage channel or a surface water 	Immediate notification required (within 2 hours of becoming aware of the discharge)
		<ul style="list-style-type: none"> Required Posting of Public Warning Signs 	Immediate notification required as soon as practical
CA Dept. of Fish & Game	707.944.5500 Bay Delta Region 3 (Napa)	<ul style="list-style-type: none"> Reached surface water 	Immediate notification required
Refer to Side A for additional reporting requirements, if any.			