

Use this form to enter sanitary sewer overflow data for submittal into the State Water Resources Control Board CIWQS SSO Online Database. Refer to the SSO Notification and Reporting Procedures Flow Chart on page 3 for notification and reporting timeframes.

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Date of SSO spill: \_\_\_\_\_

Identify the SSO spill type and enter below:

- Category 1 SSO – Spills of any volume that reach surface water
- Category 2 SSO – Spills greater than or equal to 1,000 gallons that do not reach surface water
- Category 3 SSO – Spills less than 1,000 gallons that do not reach surface water

SSO spill type (Check one):  Category 1  Category 2  Category 3

Name (person completing this form): \_\_\_\_\_ Phone: \_\_\_\_\_

Exact spill location: \_\_\_\_\_

Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

Spill location description: \_\_\_\_\_

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Date/time spill was first discovered or reported to Plant Services:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ : \_\_\_\_\_ am/pm

Estimated spill start date/time: Date: \_\_\_\_\_ Time: \_\_\_\_\_ : \_\_\_\_\_ am/pm

Estimated operator arrival date/time: Date: \_\_\_\_\_ Time: \_\_\_\_\_ : \_\_\_\_\_ am/pm

Estimated spill end date/time: Date: \_\_\_\_\_ Time: \_\_\_\_\_ : \_\_\_\_\_ am/pm

Final spill destination (Check all that apply):

- Building/Structure  Street Curb/Gutter  Paved Surface  Unpaved Surface  
 Storm Drain  Surface Water  Drainage Channel  
 Storm Water Infiltration/Retention Structure/Field  Other (specify): \_\_\_\_\_

Did spill discharge to land? (Includes discharges directly to land, and discharges to a storm drain system or drainage channel that flows to a storm water infiltration/retention structure, field, or other non-surface water location)  Yes  No

If Yes, estimated spill volume discharged to land: \_\_\_\_\_ gallons

Estimated spill volume recovered from discharge to land: (Do not include water used for clean up):  
 \_\_\_\_\_ gallons

Did spill reach storm drain?  Yes  No

If Yes, estimated spill volume that reached storm drain : \_\_\_\_\_ gallons

Estimated spill volume recovered from storm drain: \_\_\_\_\_ gallons

Did spill reach drainage channel?  Yes  No

If Yes, estimated spill volume that reached discharge channel: \_\_\_\_\_gallons

Estimated spill volume recovered from drainage channel: \_\_\_\_\_gallons

Methods used to estimate spill volumes (*Check all that apply. Use Volume Estimation Forms to document spill dimensions, shapes and other volume estimation information*):

- Eyeball Method       Calculations from Spill Dimensions       Duration and Flow Rate
- Open Channel Spill Estimation       Drop Bucket Method       Calculations Based on Pipe Size
- Flow from Vent or Pick Holes       Flow around Manhole Cover       Flow from Manhole w/o a Cover

Number of spill appearance points: \_\_\_\_\_

Spill appearance point (*Check all that apply. See next page for complete list*):

- Gravity Mainline       Inside Building or Structure       Manhole
- Other Sewer System Structure (*specify*): \_\_\_\_\_

Spill cause (*Check all that apply. See next page for complete list*):

- Debris - General     Debris – Rags     Root Intrusion     Debris from Construction
- Construction Diversion Failure     Collection System Maintenance Caused Spill/Damage
- Damage by Others Not Related to Collection System     Other (*specify*) \_\_\_\_\_

Where did failure occur? (*Check all that apply. See next page for complete list*):

- Gravity Mainline     Manhole     Inside Building or Structure     Other (*specify*): \_\_\_\_\_

Was this spill associated with a storm event?  Yes  No

Diameter of sewer pipe at the point of blockage or failure: \_\_\_\_\_inches

Material of sewer pipe at the point of blockage or failure: \_\_\_\_\_

Estimated age of sewer asset at the point of blockage or failure: \_\_\_\_\_years

Spill response activities (*Check all that apply*):

- Cleaned-up     Contained All or Portion of Spill     Mitigated Effects of Spill     Restored Flow
- Returned All of Spill to Sanitary Sewer System     Other Enforcement Agency Notified
- Other (*specify*): \_\_\_\_\_

Spill response completion date: \_\_\_\_\_

Spill corrective action taken: (*Check all that apply. See next page for complete list*):

- Added Sewer to Preventive Maintenance Program     Adjusted Schedule/Method of Preventive Maintenance
- Inspected Sewer Using CCTV to Determine Cause     Plan Rehabilitation or Replacement of Sewer
- Repaired Facilities or Replaced Defect     Other (*specify*) \_\_\_\_\_

Cal OES Control Number (*required for Category 1 SSOs*): \_\_\_\_\_

Cal OES Called Date/Time (*required for Category 1 SSOs*): Date: \_\_\_\_\_Time: \_\_\_\_\_:\_\_\_\_\_am/pm

**CIWQS SSO Online Database Dropdown Lists:**

**Spill Appearance Point**

Force Main  
 Gravity Mainline  
 Inside Building or Structure  
 Lateral Clean-Out  
 Lower Lateral  
 Manhole  
 Other Sewer System Structure  
 Pump Station  
 Upper Lateral

**Spill Cause**

Air relief valve (ARV) Failure  
 Blow-off Valve (BOV) Failure  
 Construction Diversion Failure  
 CS Maintenance Caused Spill/ Damage  
 Damage by Others Not Related to CS  
 Construction/ Maintenance (specify type below)  
 Debris from Construction  
 Debris from Lateral  
 Debris-General  
 Debris- Rags  
 Flow Exceeded Capacity (Separate CS only)  
 Grease Deposition (FOG)  
 Inappropriate Discharge to CS  
 Natural Disaster  
 Non-Dispersibles  
 Operator Error  
 Other (specify)  
 Pipe Structural Problem/ Failure Installation  
 Pump Station Failure- Controls  
 Pump Station Failure- Mechanical  
 Pump station Failure- Lower  
 Rainfall Exceeded Design, Inflow and Infiltration (Separate CS Only)  
 Root Intrusion  
 Siphon Failure  
 Surcharged Pipe (Combined CS Only)  
 Vandalism

**Where Did Failure Occur**

Air Relief Valve (ARV)  
 Blow- off Valve (BOV)  
 Force Main  
 Gravity Mainline  
 Lower Lateral (Public)  
 Manhole  
 Other (specify below)  
 Pump Station- Controls  
 Pump Station- Mechanical  
 Pump Station- Power  
 Siphon  
 Upper Lateral (public)

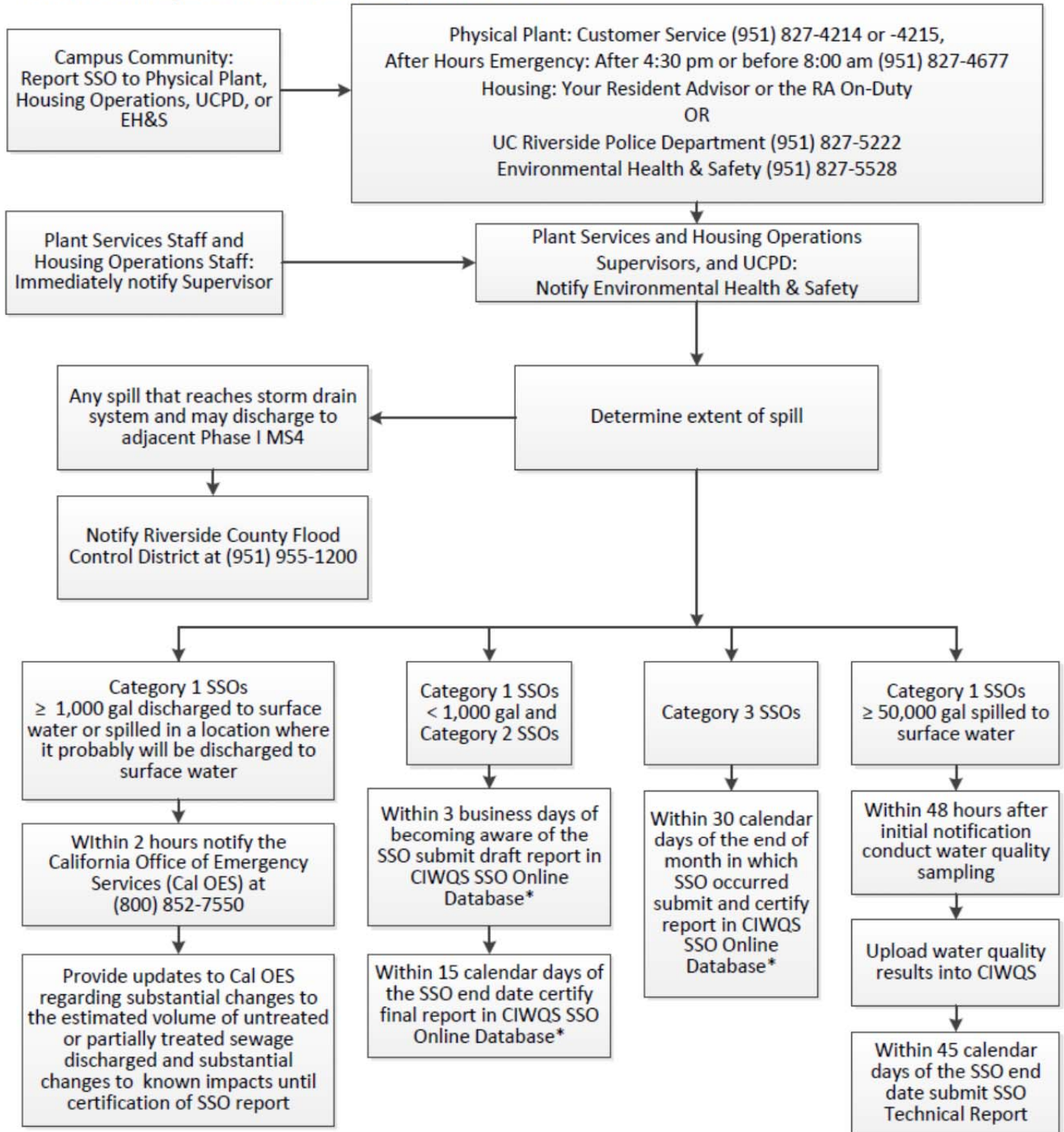
**Spill Response Activities**

Cleaned-Up  
 Mitigated Effects of Spill  
 Contained All or Portion of Spill  
 Other (specify below)  
 Restored Flow  
 Returned All of Spill to Sanitary Sewer System  
 Property Owner Notified  
 Other Enforcement Agency Notified

**Spill Corrective Action Taken**

Added Sewer to Preventative Maintenance Program  
 Adjusted Schedule/ Method of Preventative Maintenance  
 Enforcement Action Against FOG Source  
 Inspected Sewer Using CCTV to Determine Cause  
 Other (specify below)  
 Plan Rehabilitation or Replacement of Sewer  
 Repaired Facilities or Replaced Defect

When a sanitary sewer overflow (SSO) is discovered:



\*California Integrated Water Quality System Project (CIWQS) SSO Online Database. If CIWQS is not available, fax or e-mail all required information to Regional Water Quality Control Board Santa Ana Region 8 within the required time. Fax to: (951) 781-6288, e-mail to: spillreportR8@waterboards.ca.gov, and enter all required information into CIWQS SSO Online Database when it becomes available.