

2010

MORONGO BAND OF MISSION INDIANS

SEWER SYSTEM OVERFLOW RESPONSE PLAN

Environmental Protection & Water Department /Tribal Water Program
Resource Conservation Program

3/22/2010



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Sewer Overflow Response Plan

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Morongo Band of Mission Indians
SEWER OVERFLOW RESPONSE PLAN

I. AUTHORITY

General authority within the exterior boundaries of the Morongo Band of Mission Indian Reservation shall be the Tribe, its duly elected officer(s), agent(s), and/or employee(s). Tribal Departments shall be: **Reservation Services Administrator, Director of Public Works, or their immediate supervisor, Water, Wastewater, Environmental Protection, Public Works, Reservation Patrol, and the Fire Department.** US EPA (region 9) would have additional authority.

General authority outside the boundaries of the Morongo Band of Mission Indian Reservation shall be: **California Emergency Management Agency, California Regional Water Quality Control Board, and County of Riverside Department of Environmental Health.**

II. GENERAL

The Sewer Overflow Response Plan (SORP) is designed to ensure that every report of a confirmed sewage overflow is immediately dispatched to the appropriate personnel so that the effects of the overflow can be minimized with respect to impacts to public health, safety, any adverse effects on beneficial uses, water quality of surface waters and customer service. The SORP further includes provisions to ensure safety pursuant to the directions provided by the Morongo Band of Mission Indians Water and Environmental Protection Department and that notification including reporting is made to the appropriate agencies: California Emergency Management Agency, California Department of Health and Environmental Protection Agency (EPA) when applicable. For purposes of this Sewer Overflow Response Plan (SORP), “confirmed sewage spill” is also sometimes referred to as “sewer overflow,” “overflow,” or “SO.” The effective date of this plan is May 2010

A. Objectives

The primary objectives of the SORP are to protect public health and the environment, satisfy regulatory agencies and waste discharge permit conditions which address procedures for managing sewer overflows and minimize risk of enforcement actions against the Morongo Band of Mission Indians.

Additional objectives of the SORP are as follows:

- Provide appropriate customer service;
- Protect wastewater treatment plant and collection system personnel;
- Protect the collection system, wastewater treatment facilities, and all Appurtenances; and
- Protect private and public property beyond the collection and Treatment facilities.

This plan shall not supersede existing emergency plans or standard operating procedures (SOPs) unless directed by the Reservation Services Administrator or governing authority.

B. Organization of Plan

The key elements of the SORP are addressed individually as follows:

Section III	Overflow Response Procedure
Section IV	Public Advisory Procedure
Section V	Regulatory Agency Notification Procedure
Section VI	Media Notification Procedure
Section VII	Distribution and Maintenance of SORP

C. Sewer Overflow Tracking

A procedure to track the frequency and location of SO's (*Attachment:1*) depends on the completeness of the information resulting from the implementation of the procedure. It should also name the individual(s), position or the delegated representative's decision process for directing the correction of overflows and prioritizing maintenance activities.

III. OVERFLOW RESPONSE PROCEDURE

The Overflow Response Procedure presents a strategy for the Morongo Band of Mission Indians Water, Waste, and Public Works Departments to mobilize labor, materials, tools and equipment to correct or repair any condition which may cause or contribute to an unpermitted discharge. The plan considers a wide range of potential system failures that could create an overflow to washes, tributaries, ground and surface waters, land or buildings.

A. Receipt of Information Regarding an SO

An overflow may be detected by system employees or by others. The Wastewater, Water, and Public Works departments are primarily responsible for receiving phone calls from the public of possible sewer overflows from the wastewater collection system, and for forwarding work orders to the appropriate department.

Generally, telephone calls from the public reporting possible sewer overflows are received by telephone operators at the Waste Water treatment plant, or through Reservation Patrol. The emergency phone line is staffed 24 hours per day, every day of the year.

1. The telephone operator obtains all relevant information available regarding the overflow including:
 - a. Time and date call was received;
 - b. Specific location;
 - c. Description of problem;
 - d. Time possible overflow was noticed by the caller;
 - e. Caller's name and phone number;
 - f. Observations of the caller (e.g., odor, duration, back or front of property); and
 - g. Other relevant information that will enable the responding investigator and crews, if required, to quickly locate, assess and stop the overflow.

The telephone operator then records the overflow information, and creates a work order for assignment to the Wastewater, Water, or Public Works Department.

2. Pump station failures are monitored and received by the control station at the wastewater plant. The operator on duty immediately conveys all information regarding alarms to the appropriate department(s) to initiate the investigation and or response.
3. Sewer overflows detected by any personnel in the course of their normal duties are reported immediately to the Wastewater, Water, or Public Works Department(s). Dispatching personnel and recording all relevant overflow information is important to starting the response process. Also dispatching a sewer investigator and additional response crews as needed.

4. A sewer investigator will confirm the overflow situation. Until verified, the report of a possible spill will not be referred to as a “sewer overflow.”

Wastewater, Water, and/or Public Works Department completes an Overflow Report form (*Attachment 2*) within 24 hours of the sewer investigator’s confirmation. Reservation Services Administrator shall be responsible for reviewing, verifying, and signing the final Sewer Overflow Report and the Sewer Overflow Tracking form. (Tracking protocol)

B. Dispatch of Appropriate Crews to Site of Sewer Overflow

Failure of any element within the wastewater collection system that threatens to cause or causes an SO triggers an immediate response to isolate and correct the problem (*Attachment 3*). Crews and equipment should be available to respond to any SO locations. Dispatch crews to any site of a reported SO immediately. Also, place additional maintenance personnel “on call” in the event extra crews are needed.

1. Dispatching Crews

- Wastewater, water, and/or Public Works Department receives notification of a sewer overflow as outlined in Section A “Receipt of Information Regarding an SO” and dispatches a sewer investigator and/or the appropriate crews and resources as required.
- Dispatchers notify’s the appropriate manager or supervisor by phone, e-mail, or other means of communication regarding sewer overflows and field crew locations.

2. Crew Instructions and Work Orders

- Dispatch responding crews by phone, e-mail, or other means of communication. Responding crews receives instructions from sewer investigators or their supervisors regarding appropriate crews, materials, supplies, and equipment needed.
- Dispatchers verify that the entire message has been received and acknowledged by the crews who were dispatched. Follow all standard communications procedures. All employees being dispatched to the site of an SO proceed immediately to the site of the overflow. Report any delays or conflicts in assignments immediately to the supervisor for resolution.

- *In all cases* response crews report their findings, including possible damage to private and public property to the Reservation Services Administrator, Director of Public Works, or their immediate supervisor immediately upon their investigation. If the Reservation Services Administrator or Public Works Director has not received findings from the field crew within 15-30 minutes dispatcher contacts the response crew to determine the status of the investigation.

- Reservation Services Administrator, Public Works Director, or the immediate supervisor shall refer all pertinent information to the next shift, including any details of the problems described by customers.

3. Additional Resources

- Reservation Services Administrator, Public Works Director, or the immediate supervisor receives and conveys to appropriate parties requests for additional personnel, material, supplies, and equipment from crews working at the site of a sewer overflow.

4. Preliminary Assessment of Damage to Private and Public Property

- The primary focus is to mitigate the problem. The response crews use discretion in assisting the property owner/occupant as reasonably as they can. Be aware that the Morongo Band of Missions Indians could face increased liability for any further damages inflicted to private or public property during such assistance. The response crew should enter private property where appropriate for purposes of assessing damage. Take appropriate still photographs and video footage, if possible, of the outdoor area of the sewer overflow and impacted area in order to thoroughly document the nature and extent of impacts. Forward available photographs to the Reservation Services Administrator, Public Works Director, or the immediate supervisor, including the Tribal Environmental Protection Department for filing with the Overflow Report.

5. Field Supervision and Inspection

- The supervisor of the sewer investigator who confirmed the sewer overflow visits the site of the overflow, if possible, to ensure that provisions of this overflow response plan and other directives are met.

- The supervisor of the sewer investigator is responsible for confirming that the Overflow Report is provided to the Reservation Services Administrator for review within the specified time.

6. Coordination with Hazardous Material Response

- Upon arrival at the scene of a sewer overflow, should a suspicious substance (e.g., oil sheen, foamy residue) be found on the ground surface, or should a suspicious odor (e.g., gasoline) not common to the sewer system be detected, the sewer investigator or response crew shall immediately contact the supervisor for guidance before taking further action.
- Should the supervisor determine the need to alert a hazardous material response team, the sewer investigator or crew will await the arrival of the Morongo Fire Department to take over the scene.
- **Remember that any vehicle engine, portable pump or open flame (e.g., cigarette lighter) can provide the ignition for an explosion or fire should flammable fluids or vapors be present. Keep a safe distance and observe caution until assistance arrives.**
- Upon arrival of the Morongo Fire Department the sewer investigator or responding crew takes direction from the person with the lead authority of that team. Only when that authority determines it is safe and appropriate for the sewer investigator and crew to proceed can they then proceed under the SORP with the containment, clean-up activities and correction.

C. Overflow Correction, Containment, and Clean-Up

Sewer Overflows (SO) of various volumes occurs from time to time in spite of concerted prevention efforts. Spills may result from blocked sewers, pipe failures, or mechanical malfunctions among other natural or man-made causes. The Wastewater, Water, and Public Works Department, is constantly on alert and ready to respond upon notification and confirmation of an overflow.

This section describes specific actions to be performed by the crews during an SO.

The objectives of these actions are:

- To protect public health, safety, environment and property from sewage overflows and restore surrounding area back to normal as soon as possible;
- To establish perimeters and control zones with appropriate traffic cones and barricades, vehicles or use of natural topography (e.g., hills, berms);
- To promptly notify the regulatory agency's communication center of preliminary overflow information and potential impacts;

- To contain the sewer overflow to the maximum extent possible including preventing the discharge of sewage into washes, tributaries, surface waters, and flood control channels.
- To minimize the Morongo Band of Mission Indians exposure to any regulatory agency penalties and fines.

Under most circumstances, the Morongo Band of Mission Indians handles all response actions with its own maintenance forces. They have the skills and experience to respond rapidly and in the most appropriate manner. An important issue with respect to an emergency response is to ensure that the temporary actions necessary to divert flows and repair the problem and do not produce a problem elsewhere in the system. For example, repair of a force main could require the temporary shutdown of the pump station and diversion of the flow at an upstream location. If the closure is not handled properly, sewage system backups may create other overflows.

Circumstances may arise when the Morongo Band of Mission Indians could benefit from the support of public or private-sector construction assistance. This may be true in the case of large diameter pipes buried to depths requiring sheet piling and dewatering should excavation be required. The Morongo Band of Mission Indians may also choose to use private contractors for open excavation operations that might exceed one day to complete.

1. Responsibilities of Response Crews upon arrival

It is the responsibility of the first personnel who arrive at the site of a sewer overflow to protect the health and safety of the public by mitigating the impact of the overflow to the extent possible. Should the overflow not be the responsibility of the Morongo Band of Mission Indians but there is imminent danger to public health, safety, public or private property or to the quality of waters of the U. S., the Morongo Band of Mission Indians shall take prudent emergency action until the responsible party or agency assumes responsibility and provides actions. Upon arrival at an SO, the response crew:

- Determines the cause of the overflow, e.g. sewer line blockage, pump station mechanical or electrical failure, sewer line break, etc.;
- Identifies and requests, if necessary, assistance or additional resources to correct the overflow or to assist in determining the cause;
- Determines if private/public property is impacted. If yes, inform the dispatcher so the appropriate agency may be advised (Attachment 6).
- Takes immediate steps to stop the overflow, e.g. relieves pipeline blockage, manually operates pump station controls, repairs pipe, etc. Extraordinary steps may be considered where overflows from private

property threaten public health and safety (e.g., an overflow running off of private property into the public right-of-way); and

- Requests additional personnel, materials, supplies, or equipment that will expedite and minimize the impact of the overflow.

2. Initial Measures for Containment

Initiate measures to contain the overflowing sewage and recover (where possible) sewage which has already been discharged, minimizing impact to public health, safety or the environment.

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

3. Additional Measures under Potentially Prolonged Overflow Conditions

In the event of a prolonged sewer line blockage or a sewer line collapse, set up a **portable by-pass pumping operation** around the obstruction.

- Take appropriate measures to determine the proper size and number of pumps required to effectively handle the sewage flow.
- Implement continuous or periodic monitoring of the by-pass pumping operation as required.
- Address regulatory agency issues in conjunction with emergency repairs.

4. Cleanup

Sewer overflow sites are to be thoroughly cleaned after an overflow. No readily identified residue (e.g., sewage solids, papers, rags, plastics, rubber products) is to remain.

- Where practical, thoroughly flush the area and clean of any sewage or wash-down water. Solids and debris are to be flushed, swept, raked, picked-up, and transported for proper disposal.
- Secure the overflow to prevent contact by members of the public until the site has been thoroughly cleaned. If posting is required, refer to Section IV.
- Where appropriate, disinfect and deodorize the overflow site.
- Where sewage has resulted in ponding, pump the pond dry and dispose of the residue in accordance with applicable regulations and policies.
- If a ponded area contains sewage which cannot be pumped dry, it may be treated with bleach. If sewage has discharged into a body of water that may contain fish or other aquatic life, do not use bleach or other appropriate disinfectant and contact the **Carlsbad Fish & Wildlife, Phone: 760-431-9440** for specific instructions.
- Use of portable aerators may be required where complete recovery of sewage is not practical and where severe oxygen depletion in existing surface water is expected.

D. Overflow Report

The sewer investigator or immediate supervisor completes an Overflow Report (*Attachment 2*) and promptly notifies the Reservation Services Administrator, Public Works Director, or immediate supervisor when the overflow is eliminated. Information regarding the sewer overflow includes the following:

- Indication that the sewage overflow had reached washes, tributaries, surface waters, i.e., all overflows where sewage was observed running to surface waters, or there was obvious indication (e.g. sewage residue) that sewage flowed to surface waters; and
- Indication that the sewage overflow had not reached washes, tributaries, surface waters. Guidance in characterizing these overflows to include:
 - a. Sewage overflows to covered storm drains (with no public access) where personnel verify, by inspection, that the entire volume is contained in a sump or impoundment and where complete clean-up occurs leaving no residue.
 - b. Preplanned or emergency maintenance jobs involving bypass pumping if access by the public to a bypass channel is restricted and subsequent complete clean-up occurs leaving no residue (Any preplanned bypass under these circumstances will not be considered an overflow.); and

- c. Overflows where observation or on-site evidence clearly indicates all sewage was retained on land and did not reach surface water and where complete cleanup occurs leaving no residue.
- Determination of the start time of the sewer overflow by one of the following methods:
 - a. Date and time information received and/or reported to have begun and later substantiated by a sewer investigator or response crew;
 - b. Visual observation; or
 - c. Pump station and lift station flow charts and other recorded data.
- Determination of the stop time of the sewer overflow by one of the following methods:
 - a. When the blockage is cleared or flow is controlled or contained; or
 - b. The arrival time of the sewer investigator or response crew, if the overflow stopped between the time it was reported and the time of arrival.
- Visual observations

An estimation of the rate of sewer overflow in gallons per minute (GPM) by one of the following criteria:

 - a. Direct observations of the overflow; or
 - b. Measurement of actual overflow from the sewer main (*Attachment 4*)
- Determination of the volume of the sewer overflow:
 - a. When the rate of overflow is known, multiply the duration of the overflow by the overflow rate; or
 - b. When the rate of overflow is not known, investigate the surrounding area for evidence of ponding or other indications of overflow volume.
- Photographs of the event, when possible.
- Assessment of any damage to the exterior areas of public/private property. Personnel shall enter private property for purposes of estimating damage to structures, floor and wall coverings, and personal property.

E. Customer Satisfaction

The supervisor, sewer investigator, or response crew confirming the overflow follows up in person or by telephone with the citizen(s) reporting the overflow. The cause of the overflow and its resolution will be disclosed.

IV. PUBLIC ADVISORY PROCEDURE

This section describes the actions the Morongo Band of Mission Indians may take in cooperation with other Tribal departments to limit public access to areas potentially impacted by unpermitted discharges of pollutants to surface water bodies from the wastewater collection system.

A. Temporary Signage

The Morongo Band of Mission Indians has the primary responsibility for determining when to post notices of polluted surface water bodies or ground surfaces that result from uncontrolled wastewater discharges from its facilities. The postings do not necessarily prohibit use of recreational areas, unless posted otherwise, but provide a warning of potential public health risks due to sewage contamination.

Attachment 5 Outlines the decision process for personnel to recommend to the appropriate agencies or departments that posting of a confirmed overflow be undertaken or that there is reasonable potential for an overflow to occur thus the need to post in advance. If posting is deemed necessary, the regulatory agencies shall be notified.

V. REGULATORY AGENCY NOTIFICATION PLAN

The Regulatory Agency Notification Plan establishes procedures which the Morongo Band of Mission Indians follows to provide formal notice to the permitting authority and other federal, state, and local agencies as necessary in the event of SOs. The reporting criteria below explains to whom various forms of notification should be made, and lists agencies/individuals to be contacted.

Agency notifications will be performed in parallel with other internal notifications. The procedures for providing notification to the media of an SO are presented in Section VI - Media Notification Procedure. Internal notification and mobilization of personnel are detailed in, Overflow Response Procedure (*Attachment 7*).

Using data supplied during the verification process and updates from the response crew, the sewer investigator or immediate supervisor prepares initial and final Overflow Reports. Make this report available to those desiring additional information or written confirmation.

Prepare written notification in a “hard copy” version within 24 hours. The sewer investigator, immediate supervisor, or an individual with authority is responsible for meeting the appropriate number of hour (s) oral or fax notification requirement. The Reservation Services Administrator, and/or the Environmental Department Director prepares written notification to the appropriate regulatory agencies and others of any confirmed overflows. The Reservation Services Administrator and/or the Environmental Department Director will sign the notifications.

A. Immediate Notification

The Morongo Band of Mission Indians notifies federal and state agency representatives immediately and keeps them abreast of response actions and final corrective actions (*Attachment 6*) when a spill has entered a US waterway, surface water stream, or flood control channel.

Notify these primary agencies orally or by fax no later than 2 hours, when an overflow is confirmed and has entered a US waterway, surface water stream, or flood control channel. Fax the initial and any updated Overflow Report to: Reservation Services Administrator, Public Works Director, or immediate supervisor.

B. Secondary Notification

After those parties identified in Section (A) have been contacted, Reservation Services Administrator, Public Works Director, or immediate supervisor contacts other agencies, as necessary as well as other interested and possibly impacted parties.

VI. MEDIA NOTIFICATION PROCEDURE

When an overflow has been confirmed and is a threat to public health, take the following actions, if necessary, to notify the media:

- A.** Sewer investigator or response crew verifies overflow and reports back to the Reservation Services Administrator, Public Works Director, or immediate supervisor
- B.** The Reservation Services Administrator, or Public Works Director, informs the Public Information Office (PIO) (*Attachment 8*) and provides the PIO contact names and numbers. The PIO shall be the "first-line" of response to the media for any overflow.

C. After hours and weekend sewer overflows are reported to the PIO at the number(s) listed in (*Attachment 8*).

D. Calls received by the dispatcher from the media at any time are referred to the PIO.

E. The following personnel are authorized to be interviewed by the media and are the designated spokespersons: (*Attachment 8*).

VII. DISTRIBUTION AND MAINTENANCE OF SORP

Annual updates to the SORP reflect all changes in policies and procedures as may be required to achieve its objectives.

A. Submittal and Availability of SORP

Distribute copies of the SORP and any amendments to the following departments and functional positions:

1. Reservation Services Administrator
2. Public Works Director:
3. Environmental Protection Department:
4. Public Safety Law enforcement division:

Familiarize all other personnel who may become incidentally involved in responding to overflows with the SORP.

B. Review and Update of SORP

Review the SORP annually and amend as appropriate. Morongo Band of Mission Indians should:

- Update the SORP with the issuance of a revised or new NPDES permit or state waste discharge requirement (WDR);
- Conduct annual training sessions with appropriate personnel; and
- Review and update, as needed, the various contact person lists included in the SORP.

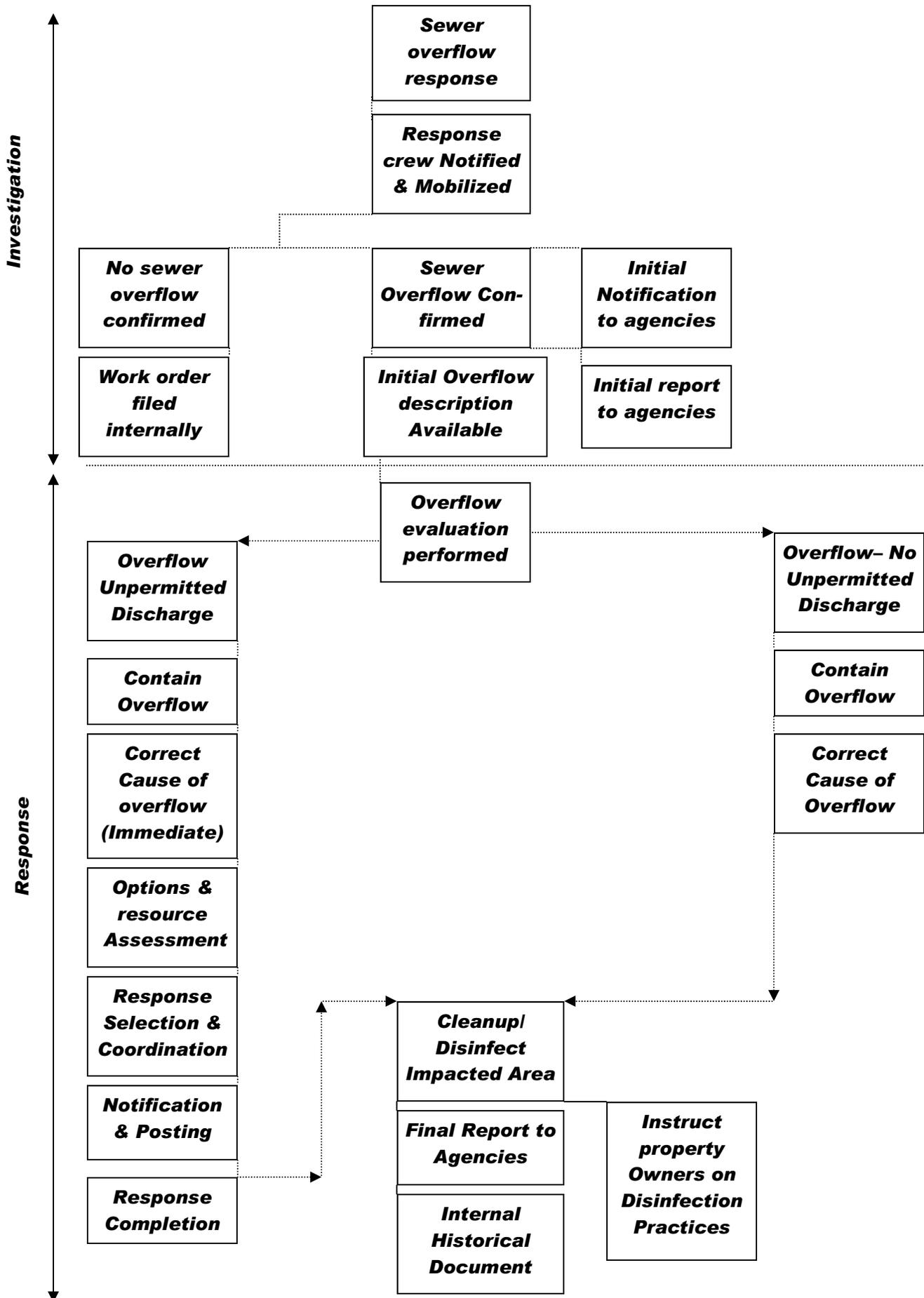
C Practical Resources

Currently, resources available to the Morongo Band of Mission Indians are the ability to respond, identify, and contain most SO's with our own resources provided by the Wastewater, Water, Public Works, Environmental, Reservation Patrol, and Fire Department and outside contractors. The Tribe currently has a contract with Houston Harris Co. for their immediate response. Outside

agreements with the City of Banning have been in place for several years to also assist us in the event of a spill and potential cleanup measures.

D. Training

As per the adoption of this policy, the Morongo Band of Mission Indians will train on an annual basis the actual response and mitigation measures incorporated in the plan. We will use a “mock scenario” to duplicate an actual spill and response. Furthermore the Tribe will continue in-house training in the event of an actual incident with the Wastewater, Water, Public Works, Environmental Protection, Reservation Patrol, and Fire Department.



Attachment 1.

Sewer Overflow Tracking

Overflow Event Number	Date & Time Reported	Reported by	Start Date & Time	SSO Location	SSO Cause	Enter Strom Drain (YIN)
Initial receiving washes, waters, tributaries		Total Overflow volume (gallons)	Remarks	Final Sewage Destination	SSO Correction and Prevention	End Date & Time

Attachment 2.

Sewage Overflow Report

Date	Operator	
To		<input type="checkbox"/> Initial Report <input type="checkbox"/> Final report
Subject		
Location of Overflow		<input type="checkbox"/> Map Attached
Dates of Overflow		
Time Reported	Crew Arrival Time	
Time of SO stopped	Total Time of Flow	
Receiving Washes, Tributaries, Surface Waters		
Description of Incident		
Description of Response		
Clean up Methods Used		

Sign Posted Yes No **Barricaded** Yes No **Sample Taken** Yes No

Notified Public Yes No **May Affect Wildlife** Yes No

Supervisor's signiture

- Reporting Procedures**
1. Complete information above
 2. Notify supervisor immediately
 3. Send this form to necessary authorities

Attachment 5.

Sewer Overflow SO Posting Decision Process

Category	Step	Event
Overflow	1	Supervisor, Sewer Investigator or response Crew confirms reported SO
	2	Provide all relevant SO data to the Reservation Services Administrator, Director of Public Works, or their immediate supervisor. <ul style="list-style-type: none"> • Unavoidable or avoidable • History of overflow frequency at location • Relevant rainfall data, if wet weather related • Map identifying overflow location and surrounding area • Personnel input on posting recommendations
	3	The Reservation Services Administrator, Director of Public Works, or their immediate supervisor recommends whether or not to post.
	4	If posting is recommended, a final decision made by the Reservation Services Administrator, or the official regulatory agency having jurisdiction..
	5	If posting is recommended the Public Information Office shall be notified of the intent.
	6	Warning sign(s) are posted by department/division name.
	7	The Reservation Services Administrator or official regulatory agency decides when sign is removed.
Potential	1	Identify reasonable potential for an SO to occur at a particular location from: <ul style="list-style-type: none"> • Overflow investigation during previous storm events • Planned maintenance activities which might contribute to an overflow condition
	2	Provide other relevant SO data to the Water/Wastewater Department Manager.
	3	
	4	The Reservation Service Administrator or the official regulatory agency having jurisdiction shall recommend to post or not.
	5	If posting is necessary, the Public Information Office will be notified of intent. Warning sign(s) are posted by the Water, Waste, or Public Works Department.
	6	The Reservation Service Administrator or the official regulatory agency decides
	7	when sign (s) are removed.

Attachment 6.

Agency Notification/Unpermitted Discharge Notification Checklist			
Operator: _____			
Incident Description:			
Agency(s):			
	Contact#	Time	Name

Primary Notifications

Morongo WasteWater Dept.	951-755-5270		
Morongo Public Works	951-755-5265		
Morongo Water Dept.	951-755-5270		
Morongo Fire Dept.	951-849-7193/911		
Reservation Services Admin.	951-755-5262		
Veolia Waters (Jack)	760-702-9215(cell)		
Veolia Waters(Mike)	951-909-9861(cell)		

Secondary Notifications

Banning Public Works Director	909-322-7499(cell)		
Banning Public Works Superv.	951-232-9236(cell)		
Banning Police	951-922-3170		
Cal EMA(over 1000 gal)	800-852-7550		
Highway Patrol	911		
Cal Fire	911		
Sheriff(Cabazon)	911		
U.S. Fish & Wildlife Services	760-431-9440		

Attachment 7.

Overflow Response Procedure

Step	Event
1	Report of possible SO received by dispatcher /telephone operator
2	Dispatcher/ Telephone Operator complete the applicable work Order (request for Service) form.
3	Dispatcher/Telephone Operator contacts (Water/Wastewater/Public Works) which then deploy a sewer investigator or response crew to confirm the reported SO.
4	Sewer investigator reports back to the (Water/Wastewater/Public Works) estimating significance of the overflow.
5	Sewer investigator completes Overflow Report. Report is faxed to applicable regulatory agencies and (Reservation Services Administrator).
6	Data from overflow report entered into a permanent record.
7	Letters to applicable regulatory agencies are prepared by (Reservation Services Administrator/Environmental Protection). Signed letters are faxed and the original letters mailed.

Attachment 8.

**Public Information Officer
Morongo Band of Mission Indians**

Contact Name	Office	Pager	Mobil	Home
Patrick Dorinson	916-449-3997			
Michelle De Armound	951-786-7443			

Attachment 4.

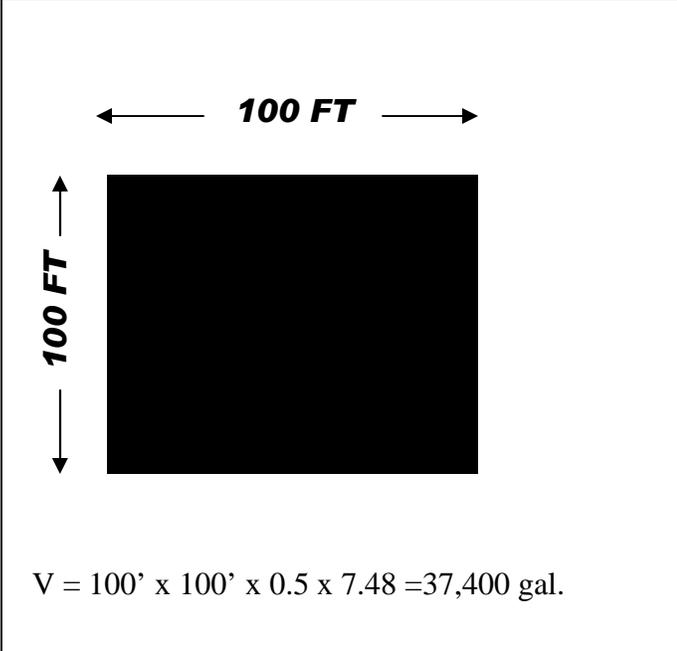
Calculating Overflow Rates and Volumes

To Calculate the amount of gallons in a sewage discharge, the volume of the discharge must be determined. If it is a rectangular pond area:

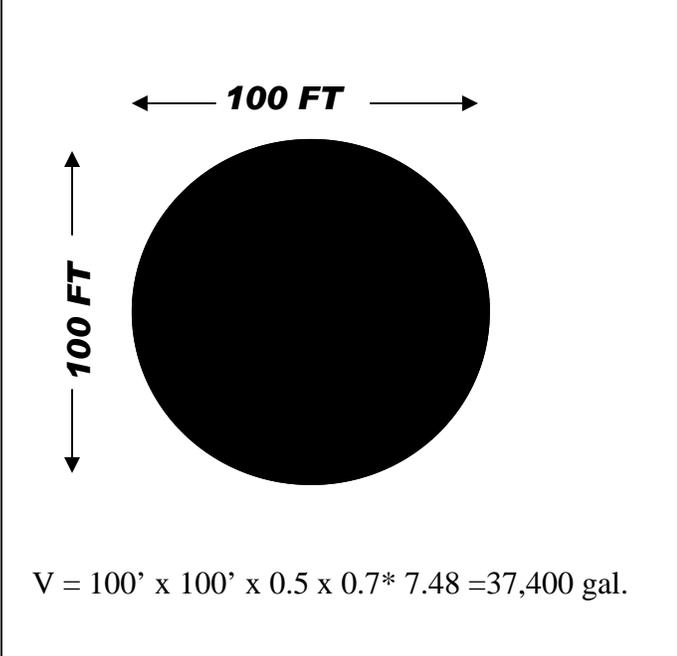
$$\text{Volume} = \text{Length (ft)} \times \text{Width (ft)} \times 7.48 \text{ gal/cu. ft.} = \text{gal}$$

Example

If a spill has been discharging into a wash , tributary or storm drain, the gallons needs to be multiplied by the amount of time min, hours, days for overflow.



The diagram shows a square pond with a side length of 100 feet. A horizontal double-headed arrow above the square is labeled "100 FT". A vertical double-headed arrow to the left of the square is also labeled "100 FT". Below the square, the volume calculation is given as $V = 100' \times 100' \times 0.5 \times 7.48 = 37,400 \text{ gal.}$



The diagram shows a circular pond with a diameter of 100 feet. A horizontal double-headed arrow above the circle is labeled "100 FT". A vertical double-headed arrow to the left of the circle is also labeled "100 FT". Below the circle, the volume calculation is given as $V = 100' \times 100' \times 0.5 \times 0.7^* 7.48 = 37,400 \text{ gal.}$

* Factor for estimating area of circle as a portion of the area of a square.