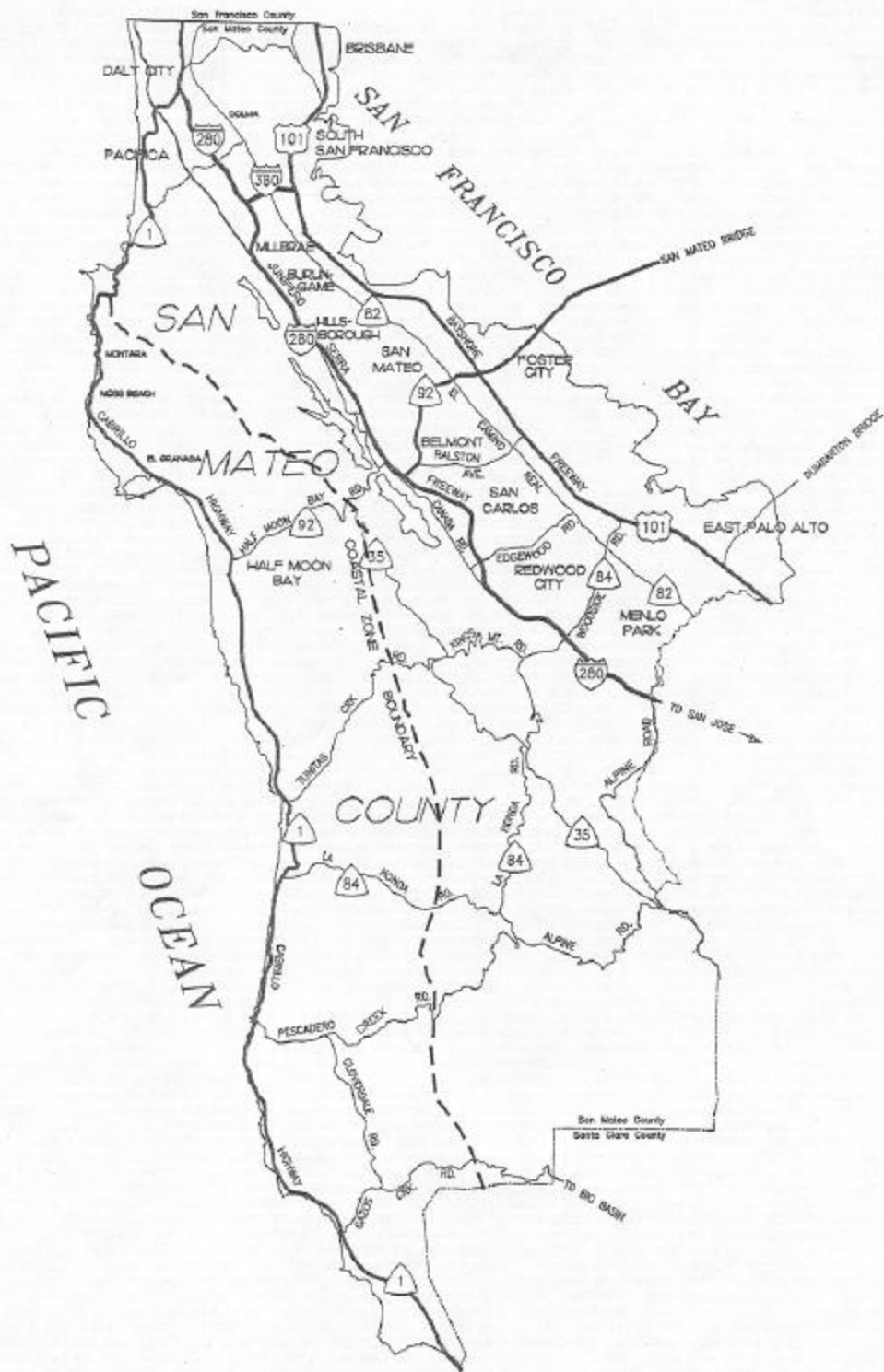


APPENDIX A COASTAL ZONE MAP



APPENDIX B
WATER RESOURCES MAP

Environmental Services Agency
Planning & Building Division 400 Main Street, Suite 200



<p>APPENDIX C</p> <p>INTERIM DPW DEBRIS STORAGE LOCATIONS</p>

Short-term Storage: Bay Side

Cañada Road – two temporary storage locations available near caretaker's house.

Edgewood Road near Hwy 280 – monitor for runoff onto traveled way.

Polhemus Road near Bunker Hill Drive – site is adjacent to Polhemus Creek streambank, may require more than one BMP for adequate runoff containment. Existing berms should be scheduled for contouring and seeding.

Westborough Boulevard – at Serra Blvd.

Short-term Storage: Coast Side

Gazos Creek Road – large turnout pockets on Lower Gazos Creek Road and one large inboard turnout on Upper Gazos Creek Road approximately 1 mile east of Cloverdale suitable for dewatering storage with BMPs.

Higgins Canyon – at Whelen's driveway. For emergency use only.

Lobitos Creek Cutoff – near Tunitas Creek Road.

Lobitos Creek Road – shale quarry area ½ mile east of Verde Road.

Pescadero Creek Road at Cloverdale Road (large turnout)

* Note: "Donut Factory" site on Cloverdale Road should be avoided for spoils storage.

Pomponio Creek Road – turnout at Rocky Grade (shale area).

Princeton Yard – small site suitable for short-term storage and dewatering. Monitor runoff leaving yard during storms. May require one or more BMPs.

Purissima Creek Road – 2 locations ½ mile east of Verde Road (Lovers Lane).

Redwood Drive at Pescadero Creek Road – steep slope, may require more than one BMP for adequate runoff containment

Stage Road – large turnout area just east of Hwy 1. Requires sediment control BMP(s).

Note: In general, DPW slide debris will be hauled from the right of way to a stable, long-term storage area. The areas described above and additional turnout areas are for short-term storage and dewatering, and will be controlled with appropriate BMPs.

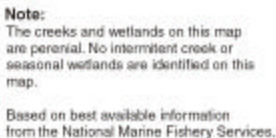
Long-term Storage

Pescadero Quarry – large stable facility for dewatering, reclamation, etc.

APPENDIX D
ENDANGERED SPECIES INFORMATION

Environmental Services Agency
Planning & Building Division • San Mateo County • California

Planning & Building Division • San Mateo County • California



Current information from CDFG and CDPR will be inserted here.

APPENDIX E
NOTIFICATION FORMS

**SAN MATEO COUNTY MAINTENANCE NOTIFICATION
(FORM RM-E01)**

SECTION 1: TO BE COMPLETED BY OPERATOR, SUPERVISOR OR MANAGER		
REQUESTOR/TITLE		PHONE NUMBER
DATE OF REQUEST	PROJECT START DATE	CATEGORY OF WORK RM EO PRV
LOCATION OF WORK (ROAD NAME, ADDRESS OR MILE MARKER, DISTANCE TO & NAME OF CROSS STREET)		
DESCRIPTION OF WORK (INCLUDING EQUIPMENT USED/NEEDED, AVOIDANCE MEASURES TAKEN, EROSION CONTROLS APPLIED, ETC.)		
WORK SITE DIAGRAM		
SECTION 2 – TO BE COMPLETED BY MANAGER		
PERMITS/NOTIFICATIONS REQUIRED:		
PERMITS/NOTIFICATIONS COMPLETED BY: NAME/TITLE		DATE

Distribution: Supervisor Maintenance Manager Division Manager Office File

<p style="text-align: center;">APPENDIX F TRAINING & REPORTING</p>
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TRAINING

All personnel responsible for the design, construction, maintenance and/or inspection of public and private facilities shall attend:

1. Introductory training on BMPs, environmental permitting requirements, and reporting protocols.
2. Annual refresher training (2 hour minimum) on BMPs, environmental permitting requirements, and reporting protocols.
3. Interim training via appropriate media (staff meetings, policy directives, etc.) for updated BMPs, environmental permitting requirements, and reporting protocols.

Personnel responsible for the direct supervision of design, construction, maintenance and/or inspection staff shall attend a minimum of 8 hours of combined technical training in the areas of large woody debris and vegetation management, streambank stabilization, erosion and sediment control and environmental permitting annually in addition to the requirements listed above.

REPORTING REQUIREMENTS

Completion of the training requirements listed above shall be reported annually in accordance with applicable permits.

Annual reports shall include the dates, attendee names and job titles, course descriptions and training hours.

APPENDIX G

SAN MATEO COUNTY SEWER SPILL RESPONSE PLAN

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**SAN MATEO COUNTY
DEPARTMENT OF PUBLIC WORKS
SEWER SPILL RESPONSE PLAN**

I. PURPOSE

1. The purpose of the Sewer Spill Plan is to insure that any sewage spill that occurs within Unincorporated San Mateo County or that results from the failure of a county-operated sewage system is immediately reported and responded to in a manner that contains the spillage and prevents or minimizes further damage or injury to the environment or the public health.
2. A spill is a break, crack or rupture in the transport system carrying wastewater or sewage from one location to another, which allows the mixture to separate and disperse into the environment.

II. SPILLS THAT REQUIRE REPORTING

1. Any release that exceeds the reportable quantity (RQ) requires reporting to the appropriate state agency. In the San Francisco Bay Area the reportable quantity or RQ is 1000 gallons.
2. Any sewer spill or wastewater release exceeding 1000 gallons, or **potentially has a negative impact on public health**, must be reported to the California Office of Emergency Services.
3. Any release that has or will have a negative impact on **environmentally sensitive areas or the public health** must be reported to the California Regional Water Quality Control Board. Environmentally sensitive areas include the waters, soils or atmosphere of San Mateo County, as well as habitats for fish, birds, plants, and other wildlife.
4. Materials that are harmful to the public health or to wildlife are prohibited from being discharged into state waters. Therefore, spills that enter state waters must also be immediately reported to the County Health Officer (Office of Environmental Health). Only a Health Officer may order abatement of such contamination.

5. In San Mateo County, **any spill**, which potentially has an impact on public health or environmentally sensitive areas, should be reported to the County Environmental Health office at 650-363-4305.

III. First Response at a Waste Water Spill

A. Individuals at the Scene of a Spill

1. Anyone at the scene of a sewer spill should immediately take precautions to protect themselves from injury or harm. They should assess the situation to determine if others are in jeopardy, and consider what further impact the incident may have on life, the environment, or property. If they can determine the cause of the spill and safely prevent further incident or injury, they may proceed with a limited response. However, if they are untrained, injured, or would otherwise jeopardize their own safety or that of others, they should attempt to only record what they can safely observe and notify local authorities to request assistance.

2. Those on-scene should attempt to notify local authorities of a spill by first dialing 9-1-1. An emergency dispatcher will determine whether to contact the sewer district first or dispatch an emergency response team. Once the caller is assured that assistance is en route, the emergency dispatcher may ask the caller to remain on-site until the responders arrive. After arrival, responders may determine that additional assistance is required and request backup. In the case of a significant or after-hour spill, the responders may decide to notify the County Communications Center to activate a county emergency response.

B. Agencies Receiving Notice of a Spill

1. When a sewer district receives notice of a spill, the person receiving the report should record as much information as possible, assess the appropriate response, and dispatch a work team to the site. The caller should be asked to remain on-site, if possible, and await arrival of the response team. The sewer district should determine what other agencies require notification and advise them of the incident. **(A list of agencies is on the last page of this report)**

2. Upon arrival at the scene of an overflow or spill, if it is determined that the responders have the materials and tools required to safely stop it, they may choose to abate the incident and prevent further spillage.

IV. Agencies Involved in Spill Notification

A. State Agencies

1. State Office of Emergency Services (OES)

The State Office of Emergency Services is responsible for maintaining and implementing California's Emergency Plan. State OES must be notified **immediately** following any sewage spill over 1000 gallons or which enters or threatens to enter state waters. Once notified by telephone at **1-800-852-7550 or 1-916-262-1621**, the OES operator will give the caller a Spill Report Number. The caller should record and save this number as proof of their report compliance. OES will then notify other state agencies of the spill. The OES notification list includes:

- 1) California Department of Fish and Game
- 2) California Highway Patrol
- 3) California Department of Health Services
- 4) CalTrans
- 5) US Environmental Protection Agency
- 6) US Fish and Wildlife Service

2. San Francisco Bay Regional Water Quality Control Board

The Regional Water Quality Control Board (RWQCB) is a part of the California Water Resources Control Board (CWRCB) and charged with the protection and beneficial use of all water resources. This includes surface and ground waters, and salt and fresh waters. The CWRCB has the legal authority to seek an injunction against illegal wastewater dischargers, as well as abate situations that impact or threaten to impact waters of the state through cease and desist orders. This includes all discharges into state waters, pursuing cleanup of spills, and assuring proper disposal of pollutants. The CWRCB has expertise in assessing the impact of spills on the environment and the ability to conduct monitoring, when required.

Whenever a reportable event occurs, responsible agencies are required to **notify the RWQCB within 24 hours** of its occurrence. The Regional Water Quality Control Board can be contacted during regular business hours, Monday through Friday between 8:00 am and 5:00 pm, at phone number **1-510-286-1255** or Fax number 1-510-286-1380. After hours, weekend and holidays, it can be contacted through the State Office of Emergency Services by calling **1-800-852-7550**.

B. Local Agencies and Contacts

1) County Environmental Health Division.

The County Environmental Health office is responsible for protecting the health of the citizens of San Mateo County and protecting its environment. It is located at **455 County Center in Redwood City**. In the event of a wastewater spill, that is **any spill** that threatens the health of citizens or endangers the environment, it should be immediately reported to 9-1-1 or directly to the Environmental Health office during regular working hours at **650-363-4305**. The caller should report the nature of the emergency and the assistance needed. If the County Health Officer determines that it is a significant spill, he/she may dispatch a health officer to the site. It shall be the decision of the health officer to determine whether to post any warning signs at the site, and ascertain what further steps are required to abate a health or environmental threat.

2) Law Enforcement

Contact the local police department for incorporated areas and the Sheriff's Department for unincorporated areas of San Mateo County for assistance. **In an emergency dial 9-1-1 for assistance.**

3) Fire Services

When fire or the threat of a fire is involved with a spill or potential incident, dialing **9-1-1** will contact the local fire department for incorporated areas and California Department of Forestry for unincorporated areas of San Mateo County.

4) Department of Public Works

Contact the local sewer or public works department for incorporated areas and the County Department of Public Works-Utility Section for unincorporated areas of San Mateo County. This includes spills threatening the closure of public areas, repairs to the sewer systems, and disruption of sewer services. County Utilities may be contacted at **650-363-4100**, and is located in County Bldg 555 (Fifth Floor), County Center Redwood City.

5) Local Water Districts: Contact local water departments for incorporated areas or the County Department of Public Works, Utility Section at **650-363-4100** whenever a spill or risk of an incident threatens to impact drinking water storage or supplies.

6) County Office of Emergency Services:

San Mateo Area Office of Emergency Services can assist agencies involved in an emergency. OES can help in agency notification and response coordination. In some cases, they may advise those completing financial assistance applications to support a clean-up operation. County OES can be telephoned directly at **650-363-4790**.

7) Neighborhood Assistance:

Whenever the situation endangers the health or lives of a neighborhood or its environment, those aware of an emergency should contact local residents and warn them of the spill or threat of an incident. Priority for notification is saving lives, the environment, and property.

Whenever a citizen inquires about cleanup from damages caused by a sewer spill, field staff should:

a. Notify the County Utility Manager during working hours to receive approval for **notifying** a professional clean-up service, such as Service Master, for assistance. After working hours, field supervisors should use their best judgment when notifying Service Master, and inform the Utility Manager on the first working day following the incident. See Exhibit A of this plan for detailed instructions when contacting Service Master.

b. Directed to contact during working hours County Risk Management for claims assistance at 650/363-4611.

NOTE: County employees should not pre-judge the cause of a spill or admit liability prior to an investigation of the incident. Employee actions until this point should be abatement, alleviation and reduction of the emergency.

V. SEQUENCE FOR SPILL RESPONSE

A. SEWER DISTRICT RESPONSE

1. ADMINISTRATIVE

Whenever the County sewage district staff is notified of a spill, they should dispatch a work team to assist with the emergency. The office staff should instruct the worker(s) to call back and inform them whether the spill can be safely abated with available resources or whether additional assistance is needed. Once updated on the situation, staff should keep management informed of the response and the expected time for completing the clean-up. It is an administrative staff responsibility to insure timely notification to State offices as well as the local health officer (EHS), if required.

G-vi

2. FIELD MAINTENANCE

Whenever the sewage district is notified of a spill, it shall dispatch a work team to assist in the response.

a. Upon arrival at the site, the work team should report to whatever agency head is acting as Incident Commander and provide technical assistance in order to quickly abate the incident.

b. If upon arrival the team does not find an Incident Commander, the lead worker should assess the situation and contact the sewage district administrative office with an update, as soon as practical. Once it is determined the team can safely proceed, they should immediately do so. If they cannot proceed, the lead worker should inform the district of the difficulty and what further assistance or resource is required.

At a minimum, the team should attempt to perform the following steps:

- 1) Protect public health, environment, and property from sewage spill and restore the area to normal as soon as possible.
- 2) Establish perimeters and control zones with cones, barricades, vehicles, or terrain.
- 3) Promptly notify the communication's center of preliminary spill information, its potential impact, and an assessment of what additional assistance is required to abate the incident.
- 4) Contain the sewage discharged to the optimum extent possible.
- 5) Expend every effort to prevent the sewage from entering storm drains systems or mixing with surface waters.

B. COUNTY ENVIRONMENTAL HEALTH RESPONSE

Once the County Environmental Health/Health Officer has been notified of a sewage spill, he/she may dispatch an Environmental Health Officer to determine the extent of health danger and any impact on the environment. It is the health officer's responsibility to determine what further health prevention steps, including the posting of health warning signs, are required for abatement of the spill.

C. COUNTY COMMUNICATION PLAN

The County Communication Plan establishes a rapid response system to provide emergency notification to local agencies throughout San Mateo County. Upon notice of an incident, the County Communications Center should notify the County Environmental Health Division during regular work hours (or their on-call responder after-hours) to request assistance. In addition, the Communications Center should also notify the Department of Public Works during regular work hours, or the on-call sewer response worker after regular work hours. As requested, other responders may also be notified by the County Communications Center, if needed.

D. CLEANUP and CLAIMS

Once the incident site is stabilized, staff should be prepared to move into mitigation and cleanup. Resources available include equipment available from the Department of Public Works and professional cleaning companies. A determination shall be made by the senior county district sewer worker to procure these resources. Commercial services include ServiceMaster, Olympic Restoration and Emergency Service Restoration, Inc. See ***Exhibit A*** of this document for details for Cleanup and Claims (page 12 & 13).

VI. Steps to be Followed to Abate a Sewer or Waste Water Spill

Field Activity Procedures

A. Response

- 1) Don Personal Protective Equipment.
- 2) Refer to and follow all safety regulations.
- 3) Get a brief description of the problem.

B. Relieve the Cause of the Spill

- 1) Relieve the stoppage or cause of the spill as soon as possible (i.e. Sewer Rodder, Hydrojet, or Snake).

C. Spill Containment

- 1) Whenever appropriate, install air plugs or covers on storm drains to contain the spillage.
- 2) Divert the spill by building a small berm to change direction of the flow back to the sewer.
- 3) Divert the spill by pumping around an overflow and attempting to return it to the sewer.
- 4) Contain the spill by letting it collect in a natural low area and recover sewage when time permits.
- 5) Dike, dam or sandbag the spill by building up a dirt berm to collect the spillage.

D. Cleanup and Disinfection

- 1) Flush the area with tertiary water. The amount of flush water should be at least three times that of the spill.
- 2) If chlorinated water is used as a disinfectant, the water should be contained and returned to the sewer.

E. Sign Posting and Barricading

Post warning signs and block contaminated areas with "Yellow Caution Taped Barricades" if deemed appropriate by the County Health Officer (650/363-4305). Do not remove these until the results of the lab tests are cleared.

F. Sampling and Lab Tests

- 1) Samples should be collected as soon as possible.
- 2) Creek samples should be collected G- downstream of the discharge point with beach samples collected each side of the discharge point, or as directed by the health officer.
- 3) Use proper collection techniques for coliform testing. Have a lab perform a Total Coliform Test. Additional samples or testing may be required by the health officer.

G. Documentation of a Spill

- 1) Provide accurate flow measurements and duration of spill.

Refer to the Spill Calculations on the next page of this plan.

- a. If the flow is coming from a clean-out or a broken line, count the number of upstream connections and estimate the time that the flow has been occurring. Remember that sewage was probably flowing before it was noticed and reported. Each residence contributes approximately 200-240 gallons per day or about 10 gallons per hour. Multiply the number of residents by 10 and by the number of hours. This may give you a working estimate of the number of gallons lost in the spill.
- b. If the flow is coming from a manhole, estimate the flow.
- c. If the flow is coming from a pump station, use the previous days (same weather) flow and pump capacity to estimate the flow.
- 2) Detail a map of the problem area [manhole(s) involved] and from where the spill discharged (e.g., storm drain, field, stream).
- 3) Take photos of events, as possible.
- 4) Fill out a Sewer Spill Report and submit it to the appropriate manager.
- 5) Submit a Spill Report with a cover letter to the Regional Board (RWQCB).

VII. SPILL CALCULATIONS

To calculate the amount of gallons in a sewage spill, you must determine the volume of the spill. If the spill is a rectangular area, the formula for calculating the spill is

$$\text{Gallons Spilled (Volume)} = \text{Length} \times \text{Width} \times \text{Depth} \times 7.48$$

If a **circular area spill**, the formula for calculating the spill is:

$$\text{Gallons Spilled (Volume)} = (L \times W \times D \times 7.48) \times .7$$

EXAMPLE 1: A spill 100 ft x 100ft and one-half foot deep

Calculate the volume of spillage:

$$\text{Multiply } 100' \times 100' \times .5' \times 7.48 = \mathbf{37,400 \text{ Gallons Spilled}}$$

EXAMPLE 2: A spill with a circular surface area similar to example #1.

Calculate the volume of spillage:

$$(100' \times 100' \times .5' \times 7.48) \times .7 = \mathbf{26,180 \text{ Gallons Spilled}}$$

If you are dealing with an ongoing spill into a storm drain, you can estimate the volume of spillage lost into the storm drain by multiplying the volume of spillage per household in a given period times the number of connections on the receiving line.

Estimate: Volume per household per 24 hours = 200 gallons

EXAMPLE 3: You have a line with 6 houses on it and it has been overflowing for 24 hours, Calculate the spillage in a 24 hour period:

$$\text{Multiply } 200 \text{ gallons per household} \times 6 \text{ houses} = \mathbf{1200 \text{ Gallons Spilled}}$$

$$200 \times 6 = 1200$$

To Calculate the Volume of spillage in a given number of hours:

Multiply 200 gallons x number of households x number of hours divided by 24 hours

In Example #3, determine the volume of spillage in 3 hours.

$$\text{Multiply } 200 \text{ gallons} \times 6 \text{ households} \times 3 \text{ hours divided by } 24 \text{ hours} = \mathbf{150 \text{ Gallons Spilled}}$$

$$\frac{200 \times 6 \times 3}{24} = 150$$

EXAMPLE 5: You have 6 houses overflowing for 12 hours at 240 gallons per household,

Calculate the volume of spillage in 12 hours:

$$240 \text{ gallons} \times 6 \text{ households} \times 12 \text{ hours divided by } 24 \text{ hours} = \mathbf{720 \text{ Gallons Spilled}}$$

$$\frac{240 \times 6 \times 12}{24} = 720$$

VIII. PHONE DIRECTORY OF RESPONDERS IN AN EMERGENCY

San Mateo County Offices (650 Area Code)

Local Police or Fire Services.....	9-1-1
County Communications Center.....	363-4961
County Operator (24 Hours).....	363-4000
County Sheriff's Office.....	363-4000
County Office of Emergency Services.....	363-4790
County Environmental Health Division/County Health Officer.....	363-4305
County Risk Management.....	363-4611
County Department of Public Works	
A. Sewer Maintenance (During Working Hours).....	363-4100
B. Sewer Maintenance (After Working Hours)	
* On-Call Sewer Maintenance Staff.....	363-4000
County Utility Contacts	
A. Utility Section Manager.....	363-4100
B. Utility Section Analyst.....	363-4100
C. Sewer Technician.....	363-4100

State of California

California Office of Emergency Services.....(24 hours)	800-852-7550 or 916-262-1621
Regional Water Quality Control Board.....(During regular working hours only)	
	510-286-1255
	(After regular hours call State OES) 800-852-7550
Department of Fish and Game.....	800-952-5400
California Highway Patrol (Redwood City Office).....	650-369-6261
(San Francisco City Office).....	415-557-0305
Department of Transportation (CALTRANS) Regular Work Hours.....	415-557-2614
After Work Hours.....	415-464-0315
Department of Environmental Protection (CAL EPA).....	916-445-3846
Toxic Substances Control (Hotline).....	800-698-6942

US Departments

Environmental Protection Agency (US EPA).....	415-744-2000
Fish and Wildlife Services.....	510-792-0222

Other Responders

Service Master Clean-up Service	800-439-8833 (24-Hours)
Emergency Service Restoration, Inc.....	800-540-5532 (24-Hours)
Olympic Restoration.....	800-606-4110 (24-Hours)

EXHIBIT A

SEWER BLOCKAGE --- CLEAN-UP AND DAMAGE CLAIM (County Responsibility)

Procedure for Clean-up:

- 1) Determine if the blockage is the Sewer District's responsibility.
- 2) If the sewer blockage is the District's responsibility, do the following:
 - a. Stop the flow of sewage to the residence/property, if possible.
 - b. Free the blockage.
 - c. Notify the Sewer Section of DPW.
 - d. Assess the damages; take pictures and notes to verify the extent of damages.
 - e. Coordinate with the Sewer Section in notifying a professional cleaning company. After hours, County sewer personnel must use their own judgment to determine whether to call **ServiceMaster**.

It is important that County Personnel make the phone call and let **ServiceMaster** know the situation is a "**Water Emergency**". This will eliminate the billing for the clean-up going to the homeowner. Telephone **ServiceMaster** at:

800-439-8833 (24-Hours Emergency Number)

- 3) **ServiceMaster** should be informed to send an original invoice for service to the Sewer Section for full payment of their bill.
- 4) Upon receipt of the bill from **ServiceMaster** to the Sewer Section, it should be forwarded to Risk Management for payment.

SEWER BLOCKAGE --- CLEAN-UP AND DAMAGE CLAIM (County Responsibility)

Procedure for Damage (Claim):

- 1) If there is property or residential damage (ruined carpet/padding, hardwood floors, etc.), immediately inform the Sewer Section of County DPW. If the incident occurs at night, weekend or a holiday, notify the Sewer Section the first workday following the incident. For example, if a blockage occurs on Friday evening, Monday will be the next work day, unless a holiday falls on a Monday, then Tuesday will be the next workday. After hours, County sewer personnel must use their own judgment to determine whether to call a professional cleaning company such as **ServiceMaster**.

It is important that County Personnel make the phone call and let **ServiceMaster** know the situation is a "**Water Emergency**". This will eliminate the billing for the clean-up going to the homeowner. Telephone **ServiceMaster** at:

800-439-8833 (24-Hour Emergency Number)

- 2) **County Risk Management** (650-363-4610) needs to be informed of the incident and actions being taken to repair and restore the site to its previous condition. Normally, this should be done by the administrative staff of the sewer section after being notified of the sewer incident.
- 3) Risk Management will coordinate the homeowner submitting a claim for reimbursement of damages.

Last Revised: 11/2003

SEWER INCIDENT REPORT FORM

Person Preparing Report (Name/Title) _____

Incident Location/Address _____

Date and Time the Incident Began _____

What time were you notified of the Incident (Date & Time) _____

Who Notified You of the Incident _____

Property Owner or Renter's Name _____

Phone Number of Contact or Property Owner () _____

Were Photographs Taken? Yes ____ No ____

Was a Cleaning Service Notified? Yes ____ No ____

Was a Standard Cleanout (c/o) installed? Yes ____ No ____ ,

Was the c/o accessible? Yes ____ No ____ Does the Property Owner need to install a

Backflow Device??? Yes ____ No ____

1. WHAT WAS THE EXACT CAUSE AND LOCATION OF THIS INCIDENT ??? (Grease, Rooting, Broken Pipe, Offset, Damaged Manhole, Lateral, Sewer Main , Right of Way, Easement, Etc)

2. WHAT ARE THE DETAILS OF THE INCIDENT??? (Who, What, Where, When and Why)

_____ (Use additional blank or lined paper as needed)
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