Spalding Community Services District
Sewer Emergency Response Plan (SERP)

Updated Scenario-Based Addendum
Effective Date: February 04, 2026

1. Purpose

This Sewer Emergency Response Plan (SERP) addendum provides scenario-based, step-by-step procedures for responding to common failures in the Spalding CSD wastewater collection and disposal system. The intent is to protect public health, minimize environmental impacts, preserve system functionality, and support compliance with the Statewide Sanitary Sewer System Waste Discharge Requirements (SSS WDRs) and any Lahontan Regional Water Quality Control Board requirements.

2. System Summary

Spalding CSD operates a wastewater system consisting of four lift stations with wet wells controlled by float trees, check valves, and pitless components. Wastewater is conveyed to three lined evaporation ponds. Three monitoring wells surround the ponds to provide early indication of leakage. The system is monitored via SCADA (alarms, pump run times, flows).

3. Emergency Contacts

Maintain current contact information below. Post a copy in the office and with the on-call responder kit.

Contact Role	Name	Phone (Cell/Work)	Notes (Hours/Backup)
Primary On-Call Responder (Sewer)	_____	_____	_____
Secondary Responder / Supervisor	_____	_____	_____
After-Hours Support / Contractor (or Mutual Aid)	_____	_____	_____

Regulatory and public notification contacts (fill in as available):

Agency / Function	Phone	Email / Portal	Notes
CIWQS / Online Reporting Access (Account Holder)	_____	_____	_____
Lahontan RWQCB (Duty / Compliance Contact)	_____	_____	_____
County Environmental Health / Local Health Officer	_____	_____	_____
911 / Dispatch (Emergency)	_____	_____	_____
Utility Provider (LMUD) / Power Outage	_____	_____	_____
Vacuum / Pumping Service (if needed)	_____	_____	_____

4. Universal Response Priorities (Applies to All Scenarios)

When any alarm, overflow, or abnormal condition is detected, respond in the following priority order:

- Life safety first: assess hazards, use PPE, and control public access.
- Stop the release or prevent an overflow if possible.
- Contain: prevent discharge to storm drainage, waterways, or sensitive areas.
- Notify: initiate required internal and regulatory notifications.
- Document: time, location, cause, response actions, and volume estimates.
- Mitigate and restore: cleanup/disinfect as appropriate and return system to stable operation.
- Report and review: CIWQS reporting and post-incident review to prevent recurrence.

Scenario 1: Lift Station High Wet Well Level Alarm / Pump Failure (No Confirmed SSO Yet)

Common triggers / indicators:

- SCADA high wet well level alarm
- Pump failure alarm, excessive run time, or pump not starting
- Generator start event (power outage) with continued rising level
- Unusual noise/vibration, breaker trip, or control fault

Step-by-step response:

1. Acknowledge alarm and note the time. Confirm which lift station and which pump(s) are affected.

2. Dispatch Primary Responder. Bring PPE, keys, basic tools, portable pump (if available), and spill containment kit.

3. On arrival, secure the site and assess hazards (electrical, confined space, traffic, biohazards). Do not enter wet wells.

4. Verify power status: check utility power, breakers, control panel indicators, and generator status (if equipped).

5. If power outage: confirm generator is running and supplying power. If generator fails, initiate manual start per manufacturer procedure (if trained).

6. Check float tree/level controls for obvious issues (hung floats, debris interference) via accessible inspection points; do not reach into wastewater.

7. Attempt safe reset per SOP: clear fault, reset overload/breaker once (do not repeatedly reset), and attempt pump start via control panel (if authorized).

8. If pump will not run or level continues rising: initiate bypass/temporary pumping using built-in bypass connection (preferred) or portable pump if trained and safe.

9. If an overflow is imminent: deploy containment (sandbags/booms/socks) to protect storm drainage paths and surface waters; set up warning cones/signage.

10. Escalate to Secondary Responder/GM and call contractor support if stabilization is not achieved within 30 minutes or if bypass pumping is required long-term.

11. Once levels are stable, diagnose root cause (pump, controls, check valve, power, generator) and schedule repair/replacement.

Minimum documentation (capture during/after response):

- Alarm time, arrival time, and time stabilized

- Lift station ID, pump ID(s), panel readings, generator status
- Observed wet well levels (start, peak, stabilized) and any overflow evidence
- Actions taken (resets, bypass pumping, contractor calls)
- Photos of panel indicators (if safe), site conditions, and any spill risk points

Follow-up / restoration actions:

- If any SSO occurred or is suspected, follow CIWQS reporting timelines and internal notification protocols.
- Inspect/clean affected components (float tree, check valve vault access points) per maintenance plan once safe.
- Document corrective action and update PM schedule (add routine testing of floats/controls/generator).
- Conduct a brief after-action review: what failed, what worked, what to improve (equipment, training, parts).

Scenario 2: Confirmed Sanitary Sewer Overflow (SSO) / Force Main or Collection Line Failure

Common triggers / indicators:

- Observed sewage on ground, roadway, or near water features
- Public complaint of odor/sewage, surfacing at manholes/cleanouts
- Sudden drop in flow/pressure with alarms, or pump runs with no expected downstream response
- Wet area/erosion near force main alignment

Step-by-step response:

1. Ensure safety: use PPE, control traffic and public access. If near water or drainage, prioritize containment immediately.

2. Identify the source location (manhole, cleanout, force main break, lift station overflow point). Note the time discovered.

3. Stop or reduce flow if possible: shut down affected pump(s), isolate valves (if present), or reroute flow as feasible.

4. Contain the discharge: deploy booms/socks/sandbags to block storm drains and prevent migration to surface waters.

5. Initiate recovery: set up bypass pumping, vacuum service, or portable pump to recover wastewater and restore conveyance.

6. Begin cleanup: remove solids, recover liquids, apply disinfectant to impacted hard surfaces as appropriate (per safety and environmental guidance).

7. Notify internal contacts (GM/Secondary) and initiate regulatory notification steps per SSS WDR requirements. If the spill reaches surface water or threatens it, escalate immediately.

8. Estimate volume spilled/recovered: use best available method (pump run time, flow meter data, container counts, area-depth estimates).

9. Complete repairs: coordinate contractor if excavation/pipe replacement is needed. Verify system integrity before returning to normal operation.

10. Restore site: confirm no residual discharge pathways to drainage, reopen access only when safe, and document final condition.

Minimum documentation (capture during/after response):

- Date/time discovered, estimated start time, and end time
- Exact location (address/landmark/GPS if available) and receiving water proximity
- Cause determination (root cause if known) and photos before/during/after

- Spill volume estimate method and values (spilled, recovered, unrecovered)
- Cleanup actions, disinfectant used (if any), and disposal method for recovered material
- Names of responders/contractors and equipment used

Follow-up / restoration actions:

- CIWQS reporting: submit required initial report and update/final report within required timeframes; file monthly 'No Spill' certification when applicable.
- If spill reached or threatened surface water, coordinate with Lahontan RWQCB and local health as required; document all communications.
- Schedule inspection of adjacent segments (CCTV if available via contractor) and evaluate contributing factors (blockage, corrosion, root intrusion).
- Implement corrective actions: revise PM schedule, add hotspot monitoring, stock critical parts, and update training/exercises.

Scenario 3: Evaporation Pond Abnormal Condition (Suspected Leak, Berm Issue, or Monitoring Well Concern)

Common triggers / indicators:

- Unexpected pond level change not explained by inflow/evaporation
- Visible seepage, wet areas, erosion, animal burrows, or berm instability
- Monitoring well results trending upward for constituents of concern (per lab report)
- Odors or visible discoloration outside berm footprint

Step-by-step response:

1. Ensure site safety: secure access gates, use PPE, and assess any berm stability hazards before approaching edges.

2. Document the condition immediately: photos, pond level (staff gauge if present), weather conditions, and any visible seepage/erosion.

3. Check recent SCADA/flow data to determine inflow volumes and whether recent pump events align with observed changes.

4. Conduct a focused inspection of berms, liner exposure points (if any), inlet/outlet structures, and pond perimeter—do not damage liner.

5. If berm instability is suspected: restrict access, place temporary barriers, and contact qualified contractor/engineer for assessment.

6. If leakage is suspected: increase monitoring frequency (visual checks) and coordinate expedited sampling per existing third-party lab protocol.

7. Notify GM/Secondary Responder and initiate regulatory consultation if evidence suggests an actual release or imminent threat to groundwater/surface water.

8. Implement interim controls: reduce inflow if feasible (system operational constraints permitting), and prioritize stabilization of the condition (berm protection, erosion control).

9. Maintain a daily log until condition is resolved: levels, observations, actions taken, and communications.

Minimum documentation (capture during/after response):

- Inspection notes (date/time, inspector) and photos from consistent vantage points
- Pond levels and inflow summaries (SCADA/flow meter)
- Monitoring well sampling chain-of-custody and lab reports (when available)
- Description of suspected failure mechanism (berm, liner, piping)
- All communications with contractors and agencies

Follow-up / restoration actions:

- Develop a corrective action plan: repair berm, liner assessment, and engineered recommendations as needed.
- Update inspection checklist and frequency; include seasonal considerations (freeze/thaw, storms).
- Integrate findings into SSMP/CIP prioritization and asset inventory improvements.
- Conduct after-action review and adjust training for staff and contractors.

Appendix: Quick Checklists (Print and Keep in Response Kit)

A. Grab-and-Go Items (minimum):

- PPE (gloves, eye protection, boots)
- Spill containment socks/booms and sandbags
- Cones/tape/signage for public control
- Basic hand tools, flashlight/headlamp
- Phone charger / battery pack
- Incident log sheets (blank) and pen
- Keys / access codes for lift stations and ponds

B. Incident Log (minimum fields):

- Date/time discovered and estimated start time
- Location (lift station ID / address / landmark)
- Alarm type and readings
- Actions taken (who/what/when)
- Volume estimate and method (if SSO)
- Photos taken (Y/N)
- Notifications made (who/when)
- Final condition and follow-up tasks