DAPHNE UTILITIES
SANITARY SEWER
OVERFLOW RESPONSE PLAN
# RECORD OF PLAN REVISIONS

<table>
<thead>
<tr>
<th>REVISION DATE</th>
<th>SECTIONS REVISED</th>
<th>INITIALS</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/15/18</td>
<td>All</td>
<td></td>
<td>Draft Plan Created</td>
</tr>
<tr>
<td>03/15/19</td>
<td>All</td>
<td></td>
<td>Original Plan Published</td>
</tr>
</tbody>
</table>
# Table of Contents

I. Purpose ..................................................................................................................................... 1

II. General ....................................................................................................................................... 1

III. Objectives .................................................................................................................................. 1

IV. System Information .................................................................................................................... 1

V. SSO and Surface Water Assessment .......................................................................................... 2

VI. Sanitary Sewer Overflow Response Procedures ........................................................................ 2
    A. Notification of Possible SSO ........................................................................................ 3
    B. Dispatch of Appropriate Crews to Site of Sewer Overflow .......................................... 3
    C. Overflow Correction, Containment, and Clean Up ...................................................... 4
       1. Responsibilities of Response Crew upon Arrival............................................... 4
       2. Initial Measures for Containment .................................................................. 4
       3. Additional Measures Under Potentially Prolonged Overflow Conditions ......... 4
       4. Clean up ............................................................................................................. 5
       5. Post Clean up ..................................................................................................... 5
       6. Water Quality Monitoring ............................................................................. 5
    D. Overflow Report ........................................................................................................... 5
       1. Determination if the SSO is “Notifiable” ........................................................... 5
       2. Determine the Estimated Start Date / Time of the SSO ..................................... 5
       3. Determine the End Date / Time of the SSO ....................................................... 5
       4. Determine the Volume of the Overflow ............................................................. 6
       5. Document the overflow calculation method ...................................................... 6
       6. Identify and Document Corrective Measures ..................................................... 6
       7. Identify and Document Long-Term Measures ................................................... 6
       8. Photograph and Describe any Damage to Public / Private Property .................. 6

VII. Regulatory Agency Notification ................................................................................................ 6
    A. Notification Procedure .......................................................................................... 6
    B. Responsible Officials .............................................................................................. 6

VIII. Public Notification of SSOs ....................................................................................................... 7
    A. Public Notification Methods and Timing .................................................................. 7
    B. Procedures for Determining Appropriate Public Notification Method ................... 7
    C. Required Information ............................................................................................. 8
    D. Specific Procedures for Installation of Signage ........................................................... 8

IX. SSO Response Plan Administrative Procedures ........................................................................ 9
    A. Copies of the SORP .............................................................................................. 9
    B. Training on the SORP ............................................................................................. 9
    C. Review of the SORP ............................................................................................... 9
<table>
<thead>
<tr>
<th>Appendix A – Map of Service Area</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix B – List of Pumping Stations and Locations</td>
<td>11</td>
</tr>
<tr>
<td>Appendix C – Surface Waters and Locations of Previous SSO’s</td>
<td>15</td>
</tr>
<tr>
<td>Appendix D – Sewer Leak Report</td>
<td>16</td>
</tr>
<tr>
<td>Appendix E – Sewer Overflow Incident Report</td>
<td>18</td>
</tr>
<tr>
<td>Appendix F – Emergency Contacts</td>
<td>20</td>
</tr>
<tr>
<td>Appendix G – ADEM Form 415</td>
<td>23</td>
</tr>
<tr>
<td>Appendix H – SOPs Incorporated by Reference</td>
<td>24</td>
</tr>
<tr>
<td>Appendix I – Water Quality Monitoring Plan</td>
<td>27</td>
</tr>
<tr>
<td>Appendix J – SSO Signage</td>
<td>42</td>
</tr>
<tr>
<td>Appendix K – Sanitary Sewer Infiltration Prevention Program</td>
<td>43</td>
</tr>
<tr>
<td>Appendix L –</td>
<td></td>
</tr>
</tbody>
</table>
I. PURPOSE
This Sanitary Sewer Overflow Response Plan (SORP) has been prepared in accordance with Alabama Department of Environmental Management (ADEM or “Department”) guidelines. The purpose of this SORP is to provide response and reporting guidelines to minimize the adverse effects to the public and the environment that may be caused by a Sanitary Sewer Overflow (SSO). This SORP applies only to the sanitary sewer collection system and Water Reclamation Facility (WRF) owned and operated by Daphne Utilities.

II. GENERAL
The SORP is designed to define appropriate actions by Daphne Utilities upon notification of a possible sanitary sewage overflow within the sanitary sewer system or at the WRF. Daphne Utilities shall dispatch the appropriate crews to investigate the possible overflow, identify the responsible party or parties, and provide appropriate response to minimize the effects of the overflow on public health and quality of local waterways. The SORP further includes provisions related to regulatory compliance pursuant to the directions provided by the Alabama Department of Environmental Management (ADEM) and that notification and reporting is made to the appropriate local and state agencies, and to the affected public. For purposes of this SORP, a “confirmed sewage spill” is also sometimes referred to as “sewer overflow,” “overflow,” or “SSO.”

This SORP is effective beginning April 1, 2019. This SORP supersedes Daphne Utilities’ Sanitary Sewer Overflow Response Procedure (latest revision October 2017)

This plan will be reviewed and/or updated annually to incorporate any changes in contact information; system components; personnel; and/or applicable regulations.

III. OBJECTIVES
The objectives of this SORP are:
- To protect the public health and the environment
- To meet ADEM regulations and NPDES permit requirements
- To develop and implement procedures to mitigate the effects of an SSO
- To protect collection system and WRF personnel
- To ensure the longevity of the collection system and WRF equipment

IV. SYSTEM INFORMATION:
Daphne Utilities owns, operates, and maintains a Water Reclamation Facility (WRF) and a sanitary sewer collection system serving portions of the cities of Daphne and Spanish Fort as well as unincorporated areas in the surround communities of Baldwin County (See Appendix A for map of service area). The population served is 25,000 people through approximately 12,000 individual connections.

The collection system is subdivided into twenty (20) sub-basins generally referred to as:
64 & 98 Bayview
Canterbury Captain O’Neal
Dauphine Acres Dog Pound
Jubilee Square D’Olive Bridge
Lake Forest East Lake Forest West
Lea Ave Park City
Sehoy and Creekwood Southeast Daphne
Jubilee Pointe Spanish Fort
Timbercreek US90 and Malbis
Walmart Windscape

The collection system is comprised of approximately 210 miles of sewer pipe. Gravity lines ranging in size from 6” to 24” diameter comprise 160 total miles, lift station force mains comprise 35 miles, and the remaining 17 miles are low-pressure mains.

The system currently has 81 total sewage pumping stations (See Appendix B for a list of stations and locations).

V. SSO AND SURFACE WATER ASSESSMENT

The Daphne Utilities’ collection system service area includes a number of surface water bodies including Mobile Bay and several named and unnamed tributaries. According to the ADEM’s use and classification map of Alabama waterways, none of these surface waters are classified as “swimming.” (http://gis.adem.alabama.gov/ADEM_Dash/use_class/index.html. Last accessed November 1, 2018). However, Mobile Bay at Village Point Park and at Mayday Park are areas where wading/swimming is known to occur. Furthermore, D’Olive Creek at Gator Alley Boardwalk and Mobile Bay at Lake Forest Yacht Club and Bayfront Park are known areas of recreation to include fishing and canoeing/kayaking. Appendix C is a map of surface water bodies within the service area.

Daphne Utilities is the primary public water agency within its service area. All drinking water is produced from groundwater wells greater than 150’ in depth. Contamination of public drinking water supplies by SSOs is unlikely.

Daphne Utilities has identified locations within the collection system where previous SSOs have occurred, along with identifying areas where sanitary sewer mains are located adjacent to tributaries. A map of these locations is provided in Appendix C.

VI. SANITARY SEWER OVERFLOW RESPONSE PROCEDURES

The Sanitary Sewer Overflow Response Procedure presents a strategy for Daphne Utilities to mobilize labor, materials, tools and equipment to correct and/or repair any condition, which may cause or contribute to an unpermitted discharge from Daphne Utilities’ sanitary system. A wide range of potential system failures are considered by the plan. Being prepared to respond to system failures could lessen the effect of overflows to surface waters, land, or buildings.
A. Notification of Possible SSO

1. Members of the public may detect and report a possible overflow. Daphne Utilities’ Customer Service Department or after-hours on-call answering service is primarily responsible for receiving phone calls from the public with notification of possible overflows from the sanitary sewer collection system. The primary phone number for Daphne Utilities (251-626-2628) is available and answered 24 hours per day. The Customer Service Department or the after-hours answering service is then responsible for forwarding the possible overflow information to the Daphne Utilities SSO Coordinator (Section VII.B.). Contact information for customers to report possible SSOs is posted on the Daphne Utilities’ website and on Social Media contact pages. **Emergency Response to overflows shall be available 24 hours per day, 365 days of the year.**

2. The person at Daphne Utilities receiving the call from the public will obtain all relevant information (Appendix D: Sewer Leak Report) available regarding the possible overflow including:
   a. Time and date call was received;
   b. Specific location and/or address of possible overflow;
   c. Description of problem; and
   d. Caller’s name and call back phone number.

3. Pump stations are monitored by SCADA and provide alarms to Daphne Utilities’ operator on duty indicating a potential SSO. The operator on duty shall convey all information regarding alarms to the SSO Coordinator to initiate the investigation.

4. Sanitary sewer overflows detected by any Daphne Utilities’ personnel in the course of their normal duties shall be reported to the SSO Coordinator or designee. Dispatched personnel should record all relevant overflow information on Sanitary Sewer Incident Report and shall dispatch additional response crews, equipment or contracted services as necessary.

5. It is the responsibility of the SSO Coordinator or designee to gather and document all spill response data as soon as possible.

6. A **Sewer Overflow Incident Report** (Appendix E) should be completed by the SSO Coordinator or designee immediately following the responding crew’s confirmation of an overflow. The SSO Coordinator or designee is responsible for reviewing, updating, signing, and submitting the final sewer inspection or overflow report form to the appropriate agencies, including but not limited to ADEM and the Baldwin County Health Department per current NPDES Permit requirements.

B. Dispatch of Appropriate Crews to Site of Sewer Overflow

Failure of any element within the Daphne Utilities wastewater system that causes a sanitary sewage overflow will trigger a response to isolate the SSO, stop the SSO from occurring, and formulate a plan to correct the problem. Crews and equipment shall be available to respond to any SSO locations 24 hours per day, 7 days per week. Crews will be dispatched to any site of a reported SSO immediately upon notification.

1. **Preliminary Assessment of Damage to Private and Public Property**

   The response crews should use discretion in assisting property owners/occupants who are affected by a SSO on private property. Appropriate photographs and video footage, if possible, should be taken of the area of the SSO and impacted area, allowing for thorough documentation of the nature and extent of the impact. Photographs or video recordings are to be filed with the Sewer Overflow Incident Report Form report.

2. **Coordination with Hazardous Material Response**

   Upon arrival at the scene of a SSO, 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, response crew leader should contact the Wastewater Manager or Supervisor for guidance before taking further action.

   The Wastewater Manager or Wastewater Supervisor will alert the local fire department if necessary. The response crew leader shall await the arrival of the local fire department. After arrival of the local fire department, response crew members will take direction from the commanding officer of the local fire department. Only when the commanding officer
determines it is safe and appropriate for the response crew members to proceed can containment, clean-up, and corrective activities be performed in accordance with the SORP.

Remember that vehicle engines, portable pumps, or open flames (e.g., cigarette lighters) can provide the ignition for an explosion or fire should flammable vapors or fluids be present at the site. Maintain a safe distance and observe caution until and after assistance arrives.

C. Overflow Correction, Containment, and Clean Up
This section describes specific actions to be performed by response crews during an SSO. The primary objectives of these actions are to:

- Protect public health, the environment, and property by minimizing SSO impacts as soon as possible
- Contain the SSO to the maximum extent possible including attempts to prevent the discharge of sanitary sewage into waters of the state
- Communicate preliminary overflow information as soon as practical to the public and regulatory agency and within established regulatory timeframes
- Establish perimeters with appropriate barricades and controlled access zones with vehicles or natural topography (e.g., hills, berms)
- Determine the apparent cause of the overflow

1. Responsibilities of Response Crew upon Arrival
It is the responsibility of the first personnel who arrive at the site of a sanitary 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 Daphne Utilities, but there is imminent danger to public health, public or private property, or to the waters of the State then prudent action should be taken until the responsible party assumes control and provides remedial actions. Upon arrival at a SSO the response crew should do the following:
   a. Determine the cause of the sanitary sewer overflow.
   b. Request appropriate personnel, materials, supplies, and/or equipment which can be dispatched to minimize the impact of the overflow
   c. Should it be determined the cause of the SSO is not the responsibility of Daphne Utilities, dispatched personnel will take appropriate action to protect public health, property (public and private), and waters of the state from imminent danger.

2. Initial Measures for Containment
Upon arrival, the responding crew shall initiate measures to contain the SSO, thereby minimizing the impact to public health or the environment. These measures may include, but are not limited to:
   a. Stopping flow by closing valves or turning off pumps at nearby or upstream lift stations
   b. Jetting or otherwise clearing line blockages
   c. Diverting flow to containment areas (i.e., detention ponds, ditches, etc.)
   d. Installing spill containment socks or booms

3. Additional Measures Under Potentially Prolonged Overflow Conditions
In the event of a prolonged sewer line blockage, sewer line collapse, disabled lift station or other event, a determination shall be made to set up portable bypass pumping until repairs can be made.
   a. Appropriate measures shall be taken to effectively handle the sewage flow
   b. Monitoring shall be implemented as necessary
   c. Regulatory agency notifications and/or permits shall be addressed in conjunction with emergency repairs
   d. Public notification provided as outlined in the following sections
4. **Cleanup**

   Sewer overflow sites are to be promptly cleaned to the highest degree possible following an overflow. No readily identifiable residue is to remain in the area of the SSO.
   
   a. The SSO site is to be secured to deter access to the site by the public until the site has been thoroughly cleaned.
   
   b. Where practical, the area is to be flushed and cleaned of any sewage or wash-down water.
   
   c. Solids and debris are to be removed and transported to WRF for proper disposal.
   
   d. Where appropriate, the overflow site is to be disinfected with the application of a dilute bleach solution, chlorinated water and/or lime. Daphne Utilities’ SSO Cleanup SOP is incorporated by reference (Copy Located in Appendix H).
   
   e. Any ponds formed by the SSO will be pumped dry to the extent possible and the residue returned to the wastewater collection system or properly disposed of at the WRF.
   
   f. Where possible, photos will be taken before and after cleanup. Photos will be filed with the Sewer Overflow Incident Report.

5. **Post Cleanup**

   The Operations Manager or his designee shall conduct a follow-up visit at the site of the overflow to ensure the provisions of this SORP and other directives were followed. The Wastewater Manager is responsible for confirming the Sewer Overflow Incident Report was satisfactorily completed and copies provided to the General Manager, Operations Manager, and Operations Coordinator.

6. **Water Quality Monitoring**

   Should ADEM or Daphne Utilities determine monitoring of waters is appropriate following an SSO, Daphne Utilities’ Water Quality Monitoring Policy is incorporated by reference (Copy located in Appendix H). Determination of monitoring may be based upon amount of overflow, location of overflow, and potential impact to the public.

D. **Overflow Report**

   The Sewer Overflow Incident Report shall be completed by the response personnel, who shall promptly notify the Operations Manager when the overflow is eliminated. The proper completion of the Sewer Overflow Incident Report must include the following information:

   1. **Determination if the SSO is “Notifiable”** by evaluating whether the overflow reached a surface water of the state OR poses an imminent health hazard (volume of overflow is not a determining factor). In making the determination whether an SSO is notifiable, the following factors should be evaluated:
      
      a. Sewage overflow into storm water conveyance system (ditch, storm drain, etc.) which drains to surface water of the state.
      
      b. Whether public contact with the affected area is likely to occur.
      
      c. Overflows where observation or on-site evidence indicates all sanitary sewage was retained on land and did not reach surface water AND where cleanup of debris is possible.
      
      d. Any other pertinent information relating to each individual SSO.

   2. **Determine the Estimated Start Date / Time of the SSO**
      
      a. Information reported to Daphne Utilities and later substantiated by sewer investigator or response crew, or when DU personnel became aware of the SSO.
      
      b. Visual observation.

   3. **Determine the End Date / Time of the SSO**
      
      a. When flow is controlled and contained.
      
      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.
4. **Determine the Volume of the Overflow:**
   The volume of the overflow may be estimated or calculated. As appropriate, one of the following methods may be used.
   
a. Estimate the flow rate (gallons per minute) and multiply by the duration (in minutes) of the overflow
   1. All Daphne Utilities personnel responding to overflow situations will have been trained on the manhole overflow simulator and the Overflow Rate Calculation Guide (attached to SSO Incident Report Form) to identify and estimate flow rates.
   
b. Calculate the estimated amount of the overflow by:
   1. SCADA-indicated pump runtimes
   2. Measuring the volume if overflow is contained
   3. Counting upstream connections and multiplying by 8-10 gallons per hour per connection (for overflow occurring during the hours of 6:00am to 8:00pm)
   4. Mathematical determination (e.g., theoretical pipe flow capacity) based on site-specific conditions

5. **Document the overflow calculation method (show your work)**
   The method used for calculating the overflow (estimated or calculated) shall be documented, signed, and attached to the Sewer Overflow Incident Report Form.

6. **Identify and Document Corrective Measures to Stop and Contain the Overflow**
   Document corrective measures on the Sewer Overflow Incident Report Form

7. **Identify and Document Long-Term Corrective Measures to Mitigate Future Occurrences if warranted**
   Document long-term corrective measures (if warranted) on Sewer Overflow Incident Report Form

8. **Photograph and Describe any Damage to Public / Private Property**
   Attach photographs, video, and any narrative description of the overflow to the SSO Incident Report Form.

**VII. REGULATORY AGENCY NOTIFICATION**

The Notification Plan establishes procedures that the Daphne Utilities shall follow to provide formal notice to ADEM and other regulatory agencies as necessary in the event of SSOs. The following reporting criteria explain to whom various forms of notification should be sent to, and lists agencies/individuals to be contacted.

A. **Notification Procedure**
   The Alabama Department of Environmental Management (ADEM) and the Baldwin County Health Department (BCHD) shall be notified as soon as possible after confirmation of an SSO, but no later than twenty-four (24) hours.
   1. Notification to ADEM shall be made via the eSSO Electronic Reporting System. For SSOs lasting longer than 24 hours, the initial eSSO notification must be updated with the date/time the SSO ended. In the event the eSSO system is unavailable, the Department is to be contacted within 24 hours via the SSO Hotline at 334-274-4200. In the event the Hotline is utilized, a written follow-up report, ADEM Form 415 (Copy located in Appendix G) shall be submitted to the Department within 5 calendar days.
   2. Notification to the Baldwin County Health Department shall be made via email to the contacts listed in Appendix F (Emergency Contacts). Notification to the BCHD shall include:
      a. Indication an SSO occurred
      b. Source and cause of the SSO
      c. Date of SSO
      d. Estimated volume if known
e. Location of SSO
f. Ultimate destination (water body) of overflow
g. Attempts to notify the public already performed by Daphne Utilities

B. Responsible Officials
1. SSO Coordinator – This person is responsible for coordinating the SSO response. This individual shall assess the SSO and initiate a series of responses based on the type, severity, and destination of the SSO. The SSO Coordinator is responsible for organizing crews for response, containment, and cleanup. The primary SSO Coordinator shall be the Wastewater Manager and the backup shall be the Wastewater Supervisor.
2. SSO Responders – These individuals will conduct response, containment, and cleanup of an overflow under the direction of the SSO Coordinator. Primary SSO Responders are the wastewater collections system personnel and any Daphne Utilities’ personnel on emergency standby duty.
3. SSO Reporter – This person is responsible for providing notification to ADEM, the BCHD, the public, and other affected entities. The primary SSO Reporter shall be the Operations Manager and the backup SSO Responder shall be the Wastewater Manager or the General Manager.
4. Public Inquiries and media relations shall be the responsibility of the Communications Manager and/or the General Manager.
5. Contact information for the above is listed in Appendix F (Emergency Contacts) and shall be updated annually or at any time positions/titles change if known.

VIII. PUBLIC NOTIFICATION OF SSOs

In the event a notifiable SSO reaches a surface water of the state and/or may imminently and substantially endanger human health based on potential for public exposure, including human contact, appropriate public notification measures shall be undertaken to warn the public of the SSO and to minimize the potential for public exposure.

A. Public Notification Methods and Timing
Various public notification measures are available to inform the public of SSOs and may be implemented in combinations depending on the potential for public exposure and possible health risks. Among these measures are:
1. Immediate Press Release to local print and broadcast media outlets
2. Notification to BCHD who provide a media press release within 24 hours
3. Social Media Posts (e.g., Facebook, Twitter, etc.) and DU Website notifications
4. “Opt-In” text messaging and automated phone messaging system
5. Signage on local waterways where overflow occurred or drained into
6. Flyers, doorhangers, or other directed notifications

Notification to the Public shall be made as soon as feasibly possible, but in no event more than 24 hours after confirmation of an SSO.

B. Procedures for Determining Appropriate Public Notification Method
Notifiable SSOs shall be categorized as Class 1, 2, or 3 depending on potential for public exposure.

1. A Class 1 SSO is characterized as an overflow directly into a primary local waterway and easily accessible to the general public (i.e., Mobile Bay, D’Olive Creek, Lake Forest Lake, Yancey Branch, Tiawasee Creek) AND directly impacting those water bodies identified in Section V. (SSO and Surface Water Assessment) as receiving heavy recreational use. Public Notification for a Class 1 SSO may include, but is not limited to:
   a. Immediate press releases to local media outlets
   b. Notice to Baldwin County Health Department who will also issue a press release
   c. Posting on Daphne Utilities’ website and social media pages
   d. Activation of “opt-in” notification system
   e. Signage where appropriate and in accordance with Section VIII. D. outlined below
2. A Class 2 SSO is characterized as an overflow into a surface water of the state OR that has the potential to impact the public at large. Public Notification for a Class 2 SSO may include, but is not limited to:
   a. Notice to Baldwin County Health Department who will issue a press release
   b. Posting on Daphne Utilities’ website and social media pages
   c. Signage if appropriate and in accordance with Section VIII. D. outlined below

3. A Class 3 SSO is characterized as an overflow that does not reach a surface water of the state but has the potential for limited public impact. Public notification for a Class 3 SSO may include, but is not limited to:
   a. Directed notifications to the affected public such as flyers or doorhangers
   b. Notice to Baldwin County Health Department and providing statement that the affected public has already been notified by Daphne Utilities. (The BCHD may still choose to issue its own press release)
   c. Posting on Daphne Utilities’ website and social media pages
   d. Signage if appropriate and in accordance with Section VIII. D. outlined below

In the event of an extreme weather event which floods the entire system and causes multiple overflows, Daphne Utilities will provide public notification as soon as feasibly possible following the event; and according to the methods outlined above based on the aggregate volume of all overflows.

C. Required Information
In the event of a notifiable SSO, public notification shall include the following information:
1. Indication an SSO occurred
2. Source and cause of the SSO if known
3. Date of SSO
4. Estimated volume if known
5. Location of SSO
6. Ultimate destination (water body) overflow
7. Where appropriate, public education statements to inform the public on methods to prevent future SSOs (i.e., grease recycling, check cleanout caps, protect storm drains, etc.)
8. Means to contact Daphne Utilities both during normal and after business hours to report an SSO or for additional information.

D. Specific Procedures for Installation of Signage
In the event signage is used to provide public notification, the following shall be utilized where practical:
1. Signs shall be 11”X17”
2. Signs will be reproduced and customized for each incident to include at a minimum:
   a. Indication an SSO has occurred
   b. Date of SSO
   c. Location of SSO
   d. Caution Statement
   e. Contact information for obtaining additional information
3. Signs shall be installed in locations downstream of the overflow and where the public is likely to access the waterway. As appropriate, examples include, but are not limited to:
   a. Gator Alley Boardwalk on east and west sides of North Main Street, and on the west side of US 98 at the Hampton Inn
   b. Yacht Club public boat launch and Yacht Club boat slips
   c. Bayfront Park at pier
   d. Mayday Park at pier and Kayak launch
   e. Lake Forest Lake Dam behind Jubilee Square and behind Bayview Townhomes
4. Signs shall remain in place for a minimum of 24 hours but not longer than 72 hours from time of overflow unless specific conditions warrant a longer amount of time.

IX. SSO RESPONSE PLAN ADMINISTRATIVE PROCEDURES

A. Copies of the SORP
A copy of this SORP shall be maintained at the WRF, the Central Services Facility, and the main administrative offices of Daphne Utilities. A copy shall be made available for inspection by ADEM at any time.

A copy of this SORP shall be publicly available on the Daphne Utilities’ website.

B. Training on the SORP
Any personnel required to implement portions of this SORP shall be trained in the procedures contained herein at least once per year. Personnel requiring training are:
1. All WRF personnel
2. All wastewater collection and lift station personnel
3. Wastewater Manager
4. Field Services Manager and Field Services Supervisors
5. Operations Manager
6. Operations Coordinator
7. Operations Assistant
8. GIS Technician
9. Environmental Compliance Supervisor
10. Communications Manager
11. General Manager
12. Any other employee deemed necessary

Any new employee in any of these positions shall receive training on this SORP during orientation. Should significant revisions be made to this SORP, training regarding the revisions shall be conducted as soon as possible for all above personnel. Documentation of such training shall be maintained and provided to ADEM upon request.

C. Review of the SORP
Daphne Utilities shall complete a review and evaluation of the SORP annually. The emergency contact list shall be updated at a minimum annually, or as needed if positions changed if known. Evaluation and review of the SORP shall be signed and dated by the responsible official or the appropriate designee.
Signature of Responsible Official / Duly Authorized Representative: ________________________________  Date: ________________________________

Name and Title of Responsible Official / Duly Authorized Representative: ________________________________

Evaluation / Review Date: ________________________________
Appendix A

MAP OF SERVICE AREA
Appendix B

LIST OF PUMPING STATIONS
AND LOCATIONS
Appendix C

SURFACE WATERS AND LOCATIONS OF PREVIOUS SSOs
Appendix D

SEWER LEAK REPORT
SEWER LEAK CALL REPORT

PERSON TAKING CALL: ________________________________________

DATE: ____________  TIME: ____________

CALLER NAME _____________________________________________________________

COMPANY (If Applicable) ____________________________________________________

ADDRESS _______________________________________________________________

PHONE # _________________________________________________________________

ADDRESS OF LEAK LOCATION (IF DIFFERENT) _________________________________

DESCRIPTION OF PROBLEM / EMERGENCY _____________________________________

_________________________________________________________________________

_________________________________________________________________________

LEAK LOCATION:  INSIDE HOUSE ______  OUTSIDE HOUSE ______  OTHER ______

HOW LONG HAS BEEN LEAK NOTICED? _________________________________

IS THERE ANY CONSTRUCTION OUTSIDE HOME OR BUSINESS? YES ______ NO ______

CALL RECEIVED BY:

PHONE ________  WALK IN ________  OTHER ________

CALL REPORTED TO: _______________________________________________________

DATE: ________________________  TIME: _________________________

pg. 18
Appendix E

SEWER OVERFLOW INCIDENT REPORT
SANITARY SEWER INCIDENT REPORT
NPDES PERMIT NUMBER: AL0027561

☐ COLLECTION SYSTEM  ☐ WATER RECLAMATION FACILITY

1. Location: (list street address, nearest intersection, line segment or other information necessary to accurately describe the location) ______________________________________________________
GIS Coordinates ___________________________________________________________________

2. Date of Discovery: _________________________  Time of Discovery: _______________________

3. Reported By: _________________________  Date: ____________________  Time: _____________

4. Indicate source of discharge event: □ manhole □ lift station □ broken line
□ Customer’s home / building □ cleanout □ other (describe): ___________________

5. Indicate cause of Discharge event: □ Grease □ Roots □ Other blockage _______________
□ Wet Weather □ Power Loss □ Pump Failure □ Other ___________________________

6. Description: _______________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

7. Ultimate Destination of Flow: □ Surface Water _____________________________________
□ Dry Land □ Storm Drain □ Building □ Other __________________________

8. Duration: _________________________________________________________________________

9. Time Corrected: ___________________________________________________________________

10. Repaired By: _____________________________________________________________________

11. Volume of Discharge: _______________________________________________________________

12. Intended Destination of Flow: □ WWTP □ Lift station name ______________________________

13. Area Treated: Chlorinated □ Yes □ No   Limed □ Yes □ No

14. Action(s) Taken: ___________________________________________________________________

15. Long Term Corrective Action: _________________________________________________________
________________________________________________________________________________

Signature: ___________________________________________________________________________

Distribution List: Wastewater Supervisor Operations Manager
Water Reclamation Manager Operations Assistant
TABLES FOR ESTIMATED SSO FLOW OUT OF MANHOLES

TABLE 'A'
ESTIMATED SSO FLOW OUT OF M/H WITH COVER IN PLACE

<table>
<thead>
<tr>
<th>Height of spout above MH rim</th>
<th>SSO FLOW Q</th>
<th>Min. Sewer size in which these flows are possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>H in inches</td>
<td>in gpm</td>
<td>in MCGD</td>
</tr>
<tr>
<td>1/4</td>
<td>1</td>
<td>0.001</td>
</tr>
<tr>
<td>1/2</td>
<td>3</td>
<td>0.004</td>
</tr>
<tr>
<td>3/4</td>
<td>6</td>
<td>0.008</td>
</tr>
<tr>
<td>1</td>
<td>9</td>
<td>0.013</td>
</tr>
<tr>
<td>1 1/4</td>
<td>12</td>
<td>0.016</td>
</tr>
<tr>
<td>1 1/2</td>
<td>16</td>
<td>0.024</td>
</tr>
<tr>
<td>1 3/4</td>
<td>21</td>
<td>0.030</td>
</tr>
<tr>
<td>2</td>
<td>25</td>
<td>0.037</td>
</tr>
<tr>
<td>2 1/4</td>
<td>31</td>
<td>0.046</td>
</tr>
<tr>
<td>2 1/2</td>
<td>38</td>
<td>0.054</td>
</tr>
<tr>
<td>2 3/4</td>
<td>45</td>
<td>0.066</td>
</tr>
<tr>
<td>3</td>
<td>54</td>
<td>0.077</td>
</tr>
<tr>
<td>3 1/4</td>
<td>64</td>
<td>0.092</td>
</tr>
<tr>
<td>3 1/2</td>
<td>75</td>
<td>0.107</td>
</tr>
<tr>
<td>3 3/4</td>
<td>87</td>
<td>0.126</td>
</tr>
<tr>
<td>4</td>
<td>100</td>
<td>0.145</td>
</tr>
<tr>
<td>4 1/4</td>
<td>115</td>
<td>0.166</td>
</tr>
<tr>
<td>4 1/2</td>
<td>131</td>
<td>0.189</td>
</tr>
<tr>
<td>4 3/4</td>
<td>148</td>
<td>0.214</td>
</tr>
<tr>
<td>5</td>
<td>166</td>
<td>0.240</td>
</tr>
<tr>
<td>5 1/4</td>
<td>185</td>
<td>0.266</td>
</tr>
<tr>
<td>5 1/2</td>
<td>204</td>
<td>0.294</td>
</tr>
<tr>
<td>5 3/4</td>
<td>224</td>
<td>0.322</td>
</tr>
<tr>
<td>6</td>
<td>244</td>
<td>0.352</td>
</tr>
<tr>
<td>6 1/4</td>
<td>265</td>
<td>0.382</td>
</tr>
<tr>
<td>6 1/2</td>
<td>286</td>
<td>0.412</td>
</tr>
<tr>
<td>6 3/4</td>
<td>308</td>
<td>0.444</td>
</tr>
<tr>
<td>7</td>
<td>331</td>
<td>0.476</td>
</tr>
<tr>
<td>7 1/4</td>
<td>354</td>
<td>0.509</td>
</tr>
<tr>
<td>7 1/2</td>
<td>377</td>
<td>0.543</td>
</tr>
<tr>
<td>7 3/4</td>
<td>401</td>
<td>0.576</td>
</tr>
<tr>
<td>8</td>
<td>423</td>
<td>0.613</td>
</tr>
<tr>
<td>8 1/4</td>
<td>451</td>
<td>0.649</td>
</tr>
<tr>
<td>8 1/2</td>
<td>476</td>
<td>0.666</td>
</tr>
<tr>
<td>8 3/4</td>
<td>502</td>
<td>0.723</td>
</tr>
<tr>
<td>9</td>
<td>529</td>
<td>0.761</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Height of spout above MH rim</th>
<th>SSO FLOW Q</th>
<th>Min. Sewer size in which these flows are possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>H in inches</td>
<td>in gpm</td>
<td>in MCGD</td>
</tr>
<tr>
<td>1/4</td>
<td>1</td>
<td>0.002</td>
</tr>
<tr>
<td>1/2</td>
<td>4</td>
<td>0.006</td>
</tr>
<tr>
<td>3/4</td>
<td>8</td>
<td>0.012</td>
</tr>
<tr>
<td>1</td>
<td>13</td>
<td>0.019</td>
</tr>
<tr>
<td>1 1/4</td>
<td>18</td>
<td>0.026</td>
</tr>
<tr>
<td>1 1/2</td>
<td>24</td>
<td>0.035</td>
</tr>
<tr>
<td>1 3/4</td>
<td>31</td>
<td>0.044</td>
</tr>
<tr>
<td>2</td>
<td>37</td>
<td>0.054</td>
</tr>
<tr>
<td>2 1/4</td>
<td>45</td>
<td>0.065</td>
</tr>
<tr>
<td>2 1/2</td>
<td>55</td>
<td>0.079</td>
</tr>
<tr>
<td>2 3/4</td>
<td>85</td>
<td>0.095</td>
</tr>
<tr>
<td>3</td>
<td>75</td>
<td>0.113</td>
</tr>
<tr>
<td>3 1/4</td>
<td>93</td>
<td>0.134</td>
</tr>
<tr>
<td>3 1/2</td>
<td>109</td>
<td>0.157</td>
</tr>
<tr>
<td>3 3/4</td>
<td>127</td>
<td>0.183</td>
</tr>
<tr>
<td>4</td>
<td>147</td>
<td>0.211</td>
</tr>
<tr>
<td>4 1/4</td>
<td>169</td>
<td>0.243</td>
</tr>
<tr>
<td>4 1/2</td>
<td>182</td>
<td>0.276</td>
</tr>
<tr>
<td>4 3/4</td>
<td>217</td>
<td>0.312</td>
</tr>
<tr>
<td>5</td>
<td>243</td>
<td>0.350</td>
</tr>
<tr>
<td>5 1/4</td>
<td>270</td>
<td>0.389</td>
</tr>
<tr>
<td>5 1/2</td>
<td>299</td>
<td>0.430</td>
</tr>
<tr>
<td>5 3/4</td>
<td>327</td>
<td>0.471</td>
</tr>
<tr>
<td>6</td>
<td>357</td>
<td>0.514</td>
</tr>
<tr>
<td>6 1/4</td>
<td>397</td>
<td>0.558</td>
</tr>
<tr>
<td>6 1/2</td>
<td>419</td>
<td>0.603</td>
</tr>
<tr>
<td>6 3/4</td>
<td>451</td>
<td>0.648</td>
</tr>
<tr>
<td>7</td>
<td>483</td>
<td>0.696</td>
</tr>
<tr>
<td>7 1/4</td>
<td>517</td>
<td>0.744</td>
</tr>
<tr>
<td>7 1/2</td>
<td>551</td>
<td>0.794</td>
</tr>
<tr>
<td>7 3/4</td>
<td>587</td>
<td>0.845</td>
</tr>
<tr>
<td>8</td>
<td>622</td>
<td>0.896</td>
</tr>
<tr>
<td>8 1/4</td>
<td>659</td>
<td>0.949</td>
</tr>
<tr>
<td>8 1/2</td>
<td>697</td>
<td>1.003</td>
</tr>
<tr>
<td>8 3/4</td>
<td>734</td>
<td>1.057</td>
</tr>
<tr>
<td>9</td>
<td>773</td>
<td>1.113</td>
</tr>
</tbody>
</table>

Disclaimer:
This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.
TABLE 'B'
ESTIMATED SSO FLOW OUT OF MIH WITH COVER REMOVED

<table>
<thead>
<tr>
<th>24&quot; FRAME</th>
<th>36&quot; FRAME</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Water Height above MIH frame</strong></td>
<td><strong>SSO FLOW</strong></td>
</tr>
<tr>
<td>H in inches</td>
<td>Q In gpm</td>
</tr>
<tr>
<td>1/8</td>
<td>28</td>
</tr>
<tr>
<td>1/4</td>
<td>62</td>
</tr>
<tr>
<td>3/8</td>
<td>111</td>
</tr>
<tr>
<td>1/2</td>
<td>160</td>
</tr>
<tr>
<td>5/8</td>
<td>215</td>
</tr>
<tr>
<td>3/4</td>
<td>354</td>
</tr>
<tr>
<td>7/8</td>
<td>569</td>
</tr>
<tr>
<td>1</td>
<td>799</td>
</tr>
<tr>
<td>1 1/8</td>
<td>1,035</td>
</tr>
<tr>
<td>1 1/4</td>
<td>1,340</td>
</tr>
<tr>
<td>1 3/8</td>
<td>1,660</td>
</tr>
<tr>
<td>1 1/2</td>
<td>1,986</td>
</tr>
<tr>
<td>1 5/8</td>
<td>2,396</td>
</tr>
<tr>
<td>1 3/4</td>
<td>2,799</td>
</tr>
<tr>
<td>1 7/8</td>
<td>3,132</td>
</tr>
<tr>
<td>2</td>
<td>3,444</td>
</tr>
<tr>
<td>2 1/8</td>
<td>3,750</td>
</tr>
<tr>
<td>2 1/4</td>
<td>3,986</td>
</tr>
<tr>
<td>2 1/2</td>
<td>4,437</td>
</tr>
<tr>
<td>2 5/8</td>
<td>4,659</td>
</tr>
<tr>
<td>2 3/4</td>
<td>4,687</td>
</tr>
<tr>
<td>2 7/8</td>
<td>4,799</td>
</tr>
<tr>
<td>3</td>
<td>4,910</td>
</tr>
<tr>
<td>3 1/8</td>
<td>5,061</td>
</tr>
<tr>
<td>3 1/4</td>
<td>5,398</td>
</tr>
<tr>
<td>3 3/8</td>
<td>5,625</td>
</tr>
<tr>
<td>3 1/2</td>
<td>5,852</td>
</tr>
<tr>
<td>3 5/8</td>
<td>5,949</td>
</tr>
<tr>
<td>3 3/4</td>
<td>6,188</td>
</tr>
<tr>
<td>3 7/8</td>
<td>6,406</td>
</tr>
<tr>
<td>4</td>
<td>6,624</td>
</tr>
<tr>
<td>4 1/8</td>
<td>6,841</td>
</tr>
<tr>
<td>4 1/4</td>
<td>7,059</td>
</tr>
<tr>
<td>4 3/8</td>
<td>7,276</td>
</tr>
</tbody>
</table>

Disclaimer:
This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.
**TABLE 'C'

ESTIMATED SSO FLOW OUT OF MH PICK HOLE**

<table>
<thead>
<tr>
<th>Height of spout above MH cover in inches (H)</th>
<th>SSO FLOW Q in cmm</th>
<th>Height of spout above MH cover in inches (H)</th>
<th>SSO FLOW Q in cmm</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/8</td>
<td>1.0</td>
<td>5 1/8</td>
<td>6.2</td>
</tr>
<tr>
<td>1/4</td>
<td>1.4</td>
<td>5 1/4</td>
<td>6.3</td>
</tr>
<tr>
<td>3/8</td>
<td>1.7</td>
<td>5 3/8</td>
<td>6.3</td>
</tr>
<tr>
<td>1/2</td>
<td>1.9</td>
<td>5 1/2</td>
<td>6.4</td>
</tr>
<tr>
<td>5/8</td>
<td>2.2</td>
<td>5 5/8</td>
<td>6.5</td>
</tr>
<tr>
<td>3/4</td>
<td>2.4</td>
<td>5 3/4</td>
<td>6.6</td>
</tr>
<tr>
<td>7/8</td>
<td>2.6</td>
<td>5 7/8</td>
<td>6.6</td>
</tr>
<tr>
<td>1</td>
<td>2.7</td>
<td>6</td>
<td>6.7</td>
</tr>
<tr>
<td>1 1/8</td>
<td>3.1</td>
<td>6 1/8</td>
<td>6.8</td>
</tr>
<tr>
<td>1 1/4</td>
<td>3.1</td>
<td>6 1/4</td>
<td>6.8</td>
</tr>
<tr>
<td>1 3/8</td>
<td>3.2</td>
<td>6 3/8</td>
<td>6.9</td>
</tr>
<tr>
<td>1 1/2</td>
<td>3.4</td>
<td>6 1/2</td>
<td>7.0</td>
</tr>
<tr>
<td>1 5/8</td>
<td>3.6</td>
<td>6 5/8</td>
<td>7.0</td>
</tr>
<tr>
<td>1 3/4</td>
<td>3.6</td>
<td>6 3/4</td>
<td>7.1</td>
</tr>
<tr>
<td>1 7/8</td>
<td>3.7</td>
<td>6 7/8</td>
<td>7.2</td>
</tr>
<tr>
<td>2</td>
<td>3.9</td>
<td>7</td>
<td>7.2</td>
</tr>
<tr>
<td>2 1/8</td>
<td>4.0</td>
<td>7 1/8</td>
<td>7.3</td>
</tr>
<tr>
<td>2 1/4</td>
<td>4.1</td>
<td>7 1/4</td>
<td>7.4</td>
</tr>
<tr>
<td>2 3/8</td>
<td>4.2</td>
<td>7 3/8</td>
<td>7.4</td>
</tr>
<tr>
<td>2 1/2</td>
<td>4.3</td>
<td>7 1/2</td>
<td>7.5</td>
</tr>
<tr>
<td>2 5/8</td>
<td>4.4</td>
<td>7 5/8</td>
<td>7.5</td>
</tr>
<tr>
<td>2 3/4</td>
<td>4.5</td>
<td>7 3/4</td>
<td>7.5</td>
</tr>
<tr>
<td>2 7/8</td>
<td>4.6</td>
<td>7 7/8</td>
<td>7.7</td>
</tr>
<tr>
<td>3</td>
<td>4.7</td>
<td>8</td>
<td>7.7</td>
</tr>
<tr>
<td>3 1/8</td>
<td>4.8</td>
<td>8 1/8</td>
<td>7.8</td>
</tr>
<tr>
<td>3 1/4</td>
<td>4.9</td>
<td>8 1/4</td>
<td>7.9</td>
</tr>
<tr>
<td>3 3/8</td>
<td>5.0</td>
<td>8 3/8</td>
<td>7.9</td>
</tr>
<tr>
<td>3 1/2</td>
<td>5.1</td>
<td>8 1/2</td>
<td>8.0</td>
</tr>
<tr>
<td>3 5/8</td>
<td>5.2</td>
<td>8 5/8</td>
<td>8.0</td>
</tr>
<tr>
<td>3 3/4</td>
<td>5.3</td>
<td>8 3/4</td>
<td>8.1</td>
</tr>
<tr>
<td>3 7/8</td>
<td>5.4</td>
<td>8 7/8</td>
<td>8.1</td>
</tr>
<tr>
<td>4</td>
<td>5.5</td>
<td>9</td>
<td>8.2</td>
</tr>
<tr>
<td>4 1/8</td>
<td>5.6</td>
<td>9 1/8</td>
<td>8.3</td>
</tr>
<tr>
<td>4 1/4</td>
<td>5.6</td>
<td>9 1/4</td>
<td>8.3</td>
</tr>
<tr>
<td>4 3/8</td>
<td>5.7</td>
<td>9 3/8</td>
<td>8.4</td>
</tr>
<tr>
<td>4 1/2</td>
<td>5.8</td>
<td>9 1/2</td>
<td>8.4</td>
</tr>
<tr>
<td>4 5/8</td>
<td>5.9</td>
<td>9 5/8</td>
<td>8.5</td>
</tr>
<tr>
<td>4 3/4</td>
<td>6.0</td>
<td>9 3/4</td>
<td>8.5</td>
</tr>
<tr>
<td>4 7/8</td>
<td>6.0</td>
<td>9 7/8</td>
<td>8.6</td>
</tr>
</tbody>
</table>

Note: This chart is based on a 7/8 inch diameter pick hole

Disclaimer: This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.
Appendix F

EMERGENCY CONTACTS
Appendix G

ADEM Form 415
ALABAMA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT (ADEM)
SANITARY SEWER OVERFLOW (SSO) EVENT REPORTING FORM

Purpose of Form: All publicly or privately owned wastewater treatment plants holding an NPDES permit are required to provide immediate notification to the Alabama Department of Environmental Management (ADEM), county public health officials, the public, and any other affected entity such as public water systems as soon as possible upon becoming aware of any notifiable sanitary sewer overflow (SSO) events.

A "notifiable SSO", as defined in ADEM Admin. Code r. 335-6-6-02(h), is an overflow, spill, release or diversion of wastewater from a sanitary sewer system that either (1) reaches a surface water of the State or (2) may imminently and substantially endanger human health based on potential for public exposure including but not limited to close proximity to public or private water supply wells or in areas where human contact would be likely to occur. Immediate notification shall be provided within 24 hours of becoming aware of the event. This immediate notification may be made either verbally to the Department's SSO Hotline at (334) 274-4200 or electronically to the Department's eSSO Electronic Reporting System. The follow-up report shall be submitted within five days of becoming aware of the SSO event using this form or the Department's eSSO Electronic Reporting System.

Facilities are strongly urged to utilize the electronic system. Registration information for the Department's eSSO system can be found at the following link: (https://e2.adem.alabama.gov/NPDES).

Permittee Name: ___________________________ Permit Number: ___________________________

Facility Name: ___________________________ Facility County: ___________________________

Date/Time¹ SSO Began: ___________________________ Is the SSO on-going? □ Yes □ No If no, Date/Time¹ SSO Stopped: ___________________________

Did the SSO occur during wet weather? □ Yes □ No

Was the SSO caused by an extreme weather event (e.g. hurricane) that flooded the entire sewer system? □ Yes □ No

If yes, describe the nature of the extreme weather event:

Note: For notifiable SSOs caused by an extreme weather event (e.g., hurricane) that floods the entire sewer system and are too numerous to count, the permittee is not required to provide information that cannot be practically captured (e.g. latitude/longitude, source/structure, duration of the SSO, the estimated discharge volume, the receiving waterbody, the corrective actions taken, or the potential impacts).

REPORT ESTIMATED VOLUME DISCHARGED—REQUIRED

If estimated volume discharged is known, the VALUE section should be completed. If you only select a RANGE, you should be aware that the estimated volume discharged will be considered to be the largest value of the range selected.

<table>
<thead>
<tr>
<th>VALUE</th>
<th>Estimated Volume Discharged:</th>
</tr>
</thead>
<tbody>
<tr>
<td>RANGE</td>
<td>gallons</td>
</tr>
<tr>
<td>□ ≤ 1,000 gallons</td>
<td>□ 1,000 &lt; gallons ≤ 10,000</td>
</tr>
<tr>
<td>□ 10,000 &lt; gallons ≤ 25,000</td>
<td>□ 25,000 &lt; gallons ≤ 50,000</td>
</tr>
<tr>
<td>□ 50,000 &lt; gallons ≤ 75,000</td>
<td>□ 75,000 &lt; gallons ≤ 100,000</td>
</tr>
<tr>
<td>□ 100,000 &lt; gallons ≤ 250,000</td>
<td>□ 250,000 &lt; gallons ≤ 500,000</td>
</tr>
<tr>
<td>□ 500,000 &lt; gallons ≤ 750,000</td>
<td>□ 750,000 &lt; gallons ≤ 1,000,000</td>
</tr>
</tbody>
</table>

Any estimated volume above 1,000,000 gallons should be entered in the VALUE section.

Was the Department notified within 24 hours? □ Yes □ No

Date/Time¹ of Notification: ___________________________

Method of notification: □ Verbal/Telephone □ Electronic via eSSO □ Other ___________________________

If notification was not submitted via eSSO, person that notified the Department: ___________________________ Phone Number: (____) ________

Indicate source of discharge event: □ Manhole □ Lift Station □ Broken Line

□ Cleancut □ Treatment Plant

□ Other (describe): ___________________________

County in which SSO occurred: ___________________________

Latitude/Longitude of discharge (REQUIRED) [Report coordinates in decimal degrees to the precision indicated (e.g. 32.463022°, -86.397067°)]:

Latitude: [ ]° [ ]' [ ]" __________ Longitude: [ ]° [ ]' [ ]" __________

Location of discharge (street address, etc.): ___________________________

¹Time reported is assumed to be Central Time Zone, unless otherwise indicated.

ADEM Form 415 12/2018 m4
Known or suspected cause of the discharge:

Destination of discharge:  
- [ ] Ground Absorbed  
- [ ] Storm Drain*  
- [ ] Backup into Building/Residence  
- [ ] Drainage Ditch*  
- [ ] Creek or River (name of the first named surface water the discharge reached): __________________________  
- [ ] Other (describe): __________________________  

*If the SSO discharge first entered a storm drain or drainage ditch, you must also provide the first named creek or river that receives the flow from that storm drain/drainage ditch.

Did the discharge reach a designated swimming water?  
- [ ] Yes  
- [ ] No  
- [ ] Unknown

Monitoring of the receiving water (i.e. visual survey or water quality sampling) is:  
- [ ] Complete (Monitoring results are attached or have been submitted to ADEM)  
- [ ] Ongoing (Monitoring results will be submitted to ADEM upon completion)  
- [ ] Not Performed

Was the affected area:  
- [ ] Cleaned?  
- [ ] Yes  
- [ ] No  
- [ ] Disinfected?  
- [ ] Yes  
- [ ] No

Are you aware of any other potential health or environmental impacts?  
- [ ] No  
- [ ] Yes  
- [ ] If Yes, please describe: __________________________

Describe corrective actions taken, plans to eliminate future discharges, and actions or plans to mitigate impacts to the environment and/or public health (attach additional sheets if necessary):

Indicate efforts to notify public (check all that apply):  
- [ ] Press Release  
- [ ] Placement of Signs  
- [ ] Other (describe): __________________________

- [ ] Notice not required, because: __________________________

Indicate other officials notified (check all that apply):  
- [ ] County Health Department  
- [ ] State Health Department  
- [ ] Other (describe): __________________________

- [ ] Notice not required, because: __________________________

Other states notified:  
- [ ] Florida  
- [ ] Georgia  
- [ ] Mississippi  
- [ ] Tennessee

Were any public water supply intake locations affected?  
- [ ] No  
- [ ] Yes  
- [ ] If yes, who was notified: __________________________
- [ ] Date: __________________________

I certify that I have personally examined and am familiar with the information submitted herein. Based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information to be true, accurate, and complete. I am aware that there are significant penalties for knowingly submitting false information, including the possibility of fine and imprisonment.

Signature of Responsible Official/Duly Authorized Representative: __________________________
- [ ] Date: __________________________

Name of Responsible Official/Duly Authorized Representative (type or print): __________________________

Title of Responsible Official/Duly Authorized Representative: __________________________
Appendix H

SOPs Incorporated by Reference
SCOPE AND PURPOSE

Outdoor sewage spills pose a serious threat to the environment and people, due to the harmful pathogens they contain, you should take immediate action in the event of an outdoor sewage leak to minimize the damage. Protect yourself and others, contain the spill from spreading, clean the spill and disinfect the area as soon as possible.

RESPONSIBILITY

The individual is responsible to ensure that proper documentation is performed as described in this procedure.

PPE REQUIRED

- Rubber Gloves
- Rubber Boots
- Waterproof Bodysuit
- Safety Glasses, Goggles, Shield, and Mask

APPROVED CHEMICALS

- Bleach
- Granular HTH
- Lime

CONCENTRATIONS

Bleach: 2% solution or ½ cup per 5 gal. water
HTH: Broadcast 1 lb. per 500 sq. ft. area (a light dusting)
Lime: Broadcast 2 lb. per 500 sq. ft. area

Once the area dries out, the health risk are significantly lowered, as sunlight and drying eliminates most of the possible infectious germs contained in the sewage.
Appendix J

SSO Signage
CAUTION

PLEASE BE ADVISED A SANITARY SEWER OVERFLOW OCCURRED

ON _____________________________

AT ______________________________

PLEASE EXERCISE CAUTION WHEN USING THESE WATERS FOR FISHING OR RECREATIONAL PURPOSES.

PLEASE CONTACT DAPHNE UTILITIES FOR FURTHER INFORMATION 251-626-2628.