

FORT WORTH



WATER DEPARTMENT FIELD OPERATIONS PROCEDURES

Sanitary Sewer Overflow (SSO) Reporting Procedure

Effective: September 14, 2012

Revised: July 29, 2015



WATER DEPARTMENT FIELD OPERATIONS PROCEDURES

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SSO REPORTING PROCEDURE

I. INTRODUCTION

A. Intent of Procedure

The intent of this procedure is to describe the Water Department's protocol for how to report Sanitary Sewer Overflow (SSO), including what measures to take and whom to notify etc.

B. Responsibilities

1. This procedure will be filed in the SOP folder of the network, and will also be available as hard copies in SOP ring binders kept in Water System Superintendent and Assist Water System Superintendent's and sewer supervisor's offices. The Wastewater Side management staff will conduct an annual review of this procedure in last two week of December of each year and make necessary adjustment to procedure if needed. Field Operations management will review the program during the same time period and determine whether any changes or updates are needed to the procedure.
2. Supervisors will ensure that their staff understands and follows these procedures.

Division Response:

In the ongoing effort to remain compliant with TCEQ reporting requirements related to unauthorized sanitary sewer water discharges from sewer overflows, the Field Operations Division will adhere to the following criteria and procedures for notifying TCEQ within 24 hours of a discharge.

Texas Administrative Code 30 TAC 319.302. Notification Requirements:

The owner of a facility, through its responsible individual, must notify appropriate local government officials and the local media whenever one of the following types of spills occurs from the facility:

- The owner of a facility must designate a responsible individual to comply with this subchapter.
- In addition to the noncompliance notification to the commission required by §305.125(9) of this title (relating to Standard Permit Conditions) and any notification required under Chapter 327 of this title (relating to Spill Prevention and Control), the owner of a facility, through its responsible individual, must notify appropriate local government officials and the local media (see §319.301 of this title (relating to Definitions)) whenever one of the following types of spills occurs from the facility:
 - A spill, regardless of volume, that the facility owner knows or has reason to know, will adversely affect a public or private source of drinking water.

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- A spill with a volume of 50,000 gallons or more, but less than 100,000 gallon where one or more of the following conditions also exists.
 - The spill enters water in the state within 1/2-mile of a public source of drinking water that has been assessed by the commission as vulnerable to contamination.
 - The spill enters water in the state within 1/2-mile of a private source of drinking water located within 1/2-mile of a public source of drinking water that has been assessed by the commission as vulnerable to contamination.
 - The spill enters water in the state within 1/2-mile up-gradient of a public or private source of drinking water surface water intake.
 - The spill occurs in an active groundwater recharge area.
 - The spill occur up-gradient and within 1/2-mile of a karsts terrain or shallow alluvial well that is a source of drinking water.
- A spill of 100,000 gallons or more.
- The responsible individual must issue the notice as quickly as possible, but not later than 24 hours after the facility becomes aware of the spill. The notice may be hand-delivered, sent by facsimile, e-mail, or by phone with follow-up written notice. The contents of the notice must comply with §319.303 of this title (relating to Notice to Local Officials and Local Media.)
- Within 48 hours of providing notice to appropriate local government officials and local media, the responsible individual must provide to the commission's regional office in whose region the spill occurred a copy of the notice, the date notice was provided to local officials and local media, and a list of notice recipients.

Definitions and Acronyms

Overflow – Effluent leaving the closed sanitary sewer system, whether through a maintenance hole overflow or a break in the piping system.

Significant Overflow – An overflow that impacts: a waterway, such as a creek, lake or river, school or park. A spill, regardless of volume, that the facility owner knows or has reason to know, will adversely affect a public or private source of drinking water.

Standard Operating Procedure (SOP) – a document that specifies or describes how an activity is to be performed. It may include methods to be used and sequence of operations. Water Department's personnel are responsible for following this procedure in its entirety.

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2. FIELD OPERATIONS SSO REPORTING RESPONSIBILITIES

- *Sanitary Sewer Overflows (SSO's) are normally reported to TCEQ by the Stops Section supervisory staff at the end of the business day or the following morning. This ensures consistency of reporting process and compliance with the 24 hour timeframe requirement.*
- *All reports must be reviewed and approved by the Assistant Water Systems Superintendent over Stops Section or the Water Systems Superintendent within 24 hours of the notification for verification.*
- *There are instances where special reporting measures are needed and those are covered below.*

Sanitary sewer overflows that impact a waterway, such as a creek, lake or river, school or park are considered significant discharge events and are required to be reported to the regulatory agency -TCEQ. A spill, regardless of volume, that will adversely affect a public or private source of drinking water is also required to be reported to the regulatory agency. See Texas Administrative Code requirements.

Normal SSO Reporting Procedures to TCEQ - Steps to take listed below:

- Sanitary sewer overflows, which impact a waterway, must be reported by telephone to Spill Reporting 24-Hour Hotline at 1-800-832-8224, followed by a faxed report 817-588-5701 within 24 hours of having identified the overflow. Non-significant wastewater discharges do not need to be called in by phone, but MUST be reported by fax within 24 hours and included on the monthly overflow report to TCEQ.
 - Please include a copy of the daily overflows to Water Department's Regulatory Environmental Coordinator (REC)
- Information should be collected from field crews as problems are identified.
- Visit the overflow site and collect accurate information. Always document findings.
- Complete the report and ensure that crews follow up with additional cleaning and disinfection as needed.
- Make the necessary copies of the overflow report and distribute to the Assistant Water Systems Superintendent, Water Systems Superintendent and the REC.

During Significant SSO (An overflow with a volume greater than or equal to 50,000 gallons during heavy rain events and/or fish kill)

- Sanitary sewer overflows, which impact a waterway, must be reported within 24 hours of having been identified by telephone
 - To Spill Reporting (24-Hour Hotline) 1-800-832-8224 and
 - Followed by a faxed report to 817-588-5701.

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- Collect the information from field crews as problems are identified.
- Visit the site, collect accurate information, and document findings.
- Complete the report and ensure that crews follow up with additional cleaning and disinfection as needed.
- Make the necessary copies of the overflow report and distribute to the listed personnel below.
 - Call Water Department's REC, at 817- 392-8203 or mobile 682-432-5094.
 - REC will call TCEQ with the necessary information.
 - If REC is unavailable, Field Operations will need to contact TCEQ directly.
 - TCEQ Region Four Office at 817-588-5800.
 - When calling provide Fort Worth Water Department's operating permit number - **WQ1010494-13**.
 - If additional information is needed from Region 4 Office please contact:
 - TCEQ Regional Director: Tony Walker, Office Address: 2309 Gravel Drive, Fort Worth, Texas 76118-6951 Main Line: 817-588-5800
 - Call Water Department's Public Education Coordinator (PEC), at 817-392-8253 or mobile 817-991-8403 to provide information for notice of spill and public notification requirements.
 - If primary contact not available, contact secondary public education section's contact (see Appendix 1).
- Field Operation will submit a monthly overflow report as a courtesy request from the department to the REC via e-mail for their documentation.
 - REC will fax complete sample report to TCEQ's Region #4 Office
- If water samples are needed, contact staff at the Water Lab 817-392-5900 to request assistances.
- If the sanitary sewer discharge goes into Lake Arlington or a creek feeding directly into the lake, additional calls will need to be made to:
 - City of Arlington 817-459-5904, or 817-459-5902, General Number 817-459-5900
 - Trinity River Authority 972-263-2251.

Note: All wastewater discharges are to be reported on individual report forms (See Appendix - 2)

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Reporting Schedules

- **Monday to Friday: (7a.m. to 4 p.m. – Except Holidays)**
ALL wastewater discharges that occur from Monday to Friday MUST be reported to TCEQ on a daily basis via fax before 4 p.m.
- **Monday to Friday: (4 p.m. to 7a.m. the next day – Except Holidays)**
ALL wastewater discharges that occur from Monday to Friday after 4 p.m. and until 7 a.m. the next day MUST be reported to TCEQ by 8 a.m. – this will allow compliance with TCEQ 24-hour timeframe requirement.
- **Weekends –Including Holidays– from Friday 4 p.m. to Monday 7 a.m.**
All reports of overflow events that occurring on any Saturday and/or Sunday morning, including holidays, shall be faxed, if possible on the same day, but no later than Monday or next working day morning to TCEQ 817-558-5701. Except wastewater discharges which meet a 24 hour public notification requirement.
- Assistant Water Systems Superintendent over Stops Section is responsible for checking for errors and approving all reports before Sewer Stops supervisory staff sends report to TCEQ via fax. TCEQ fax number is 817- 588-5701 or backup fax number 817-588-5702.
- In the case that the fax number is not working, report the discharge to the Spill Reporting 24-Hour Hotline 1-800-832-8224.
- Staff must ensure Water Department’s REC receives reports via email.

All overflows and faxes will be sent to TCEQ at the contact below:

TCEQ contact is **Carol Moulton 817-588-5894** (Direct Line) E-Mail address: Carol.Moulton@tceq.texas.gov

Internal Procedures Prior to and including Notification:

Work Order Response for Overflows

- Once the report of an overflow is received by Field Operations Dispatch office a ticket is made and dispatched to a Stop crew to be investigated to confirm the status and determine the nature of the situation.
- The overflow time officially starts when crews arrive at the location and witnesses the overflow, unless another city staff member reports the overflow, time will begin at the report time.
 1. Crews must document the starting time on paperwork
 2. Crews will use the Flow Estimation Chart (Appendix – 4) to calculate the number of gallons of flow lost during the overflow event.
 1. Light/Medium/Heavy **WILL NO LONGER BE USED TO CALCULATE**
 3. If the amount of loss is significantly more than the Flow Estimation Chart;
 1. Crew must document the overflow with photographs
 2. Report information to supervisor immediately for status update.
 4. During a significant Rain Event or Major Event
 1. Crews will monitor the overflows every 1 to 2 hour intervals for the reduction or increase of the overflow rate to provide accurate discharge volume.
 2. Crews will document new Flow Estimates using Flow Estimation Chart.
 3. Once the overflow event is over, supervisor on-site will calculate the total flow loss in gallons and include on the Water Department's official report to TCEQ.
 1. The overflow volume(s) needs to reflect the same amount on the the Maximo work order and the TCEQ report and on any amended report.
- Confirm the address and notify supervisor
- Confirm the profile information
 1. Sewer Map book page, size and type of pipe
 2. GIS – ID for stopped segment
 3. GIS - ID Number(s) To & From Nodes
 4. Verify if the overflow needs to be contained via by-pass pumping and/or building dams
 5. If this event is deemed as a major event due to volume of discharge >50,0000 gallons, one that will adversely affect a drinking water supply, enters a source of drinking water

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with ½-mile of the intake, or is in an area of high public use the on-site crew will notify supervisor immediately. Also verify that clean-up crew is required or not.

6. Supervisor, upon notification of a major event, will proceed to event location and assume on-site supervisory duties.
 1. Supervisor will notify Water Department's Lab Services of the need to sample. Supervisor will also need to contact Water Department's REC at 682-432-5094 (This is required when overflow volume is greater than 50,000 gallons or there is a fish kill.)
 2. Supervisor will notify Water Systems Superintendent of situation
 7. Water Systems Superintendent is in charge of notifying Field Operations' Assistant Director
- First Responding crew shall enter updated information in Maximo for documentation and, if necessary, initiate Overflow Notification Procedures by alerting supervisory staff of the nature of the overflow volume.
 - If the problem cannot be corrected using cleaning equipment, emergency procedures should be initiated by the on-site crew i.e. Stops supervisor or supervisor on-duty will be notified that by-pass pumping will be required and repair crew will be required to either build dams or to initiate repair or both.
 - The by-pass pumping crew is contacted
 - By-pass pumping crew will need to be updated on status of event
 - On-site Stop crew determines the type of equipment needed and coordinates with by-pass pumping crew.
 - On-site Stop crew begins reconnaissance of the environmental impact and notifies Stop Section supervisor of the need for remediation crews to be sent to the site

By-Pass crew on-site actions

- Assess the situation and notify and update supervisor
- Set up all safety equipment
 1. Barricades/cones
 2. Caution signs
 3. Lighted sign board (if necessary or on a State Highway)
- Determines if street closure is necessary and notifies dispatch
- Determines what GIS ID station to pump from and pump to

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- Ensures necessary equipment is set-up
- Determines location for damming for purposes of capturing effluent and returning to sanitary sewer system.
- Determines if Field Operations pump inventory is sufficient to control overflow or if outside equipment is required
 1. If outside equipment is required, crew will notify Sanitary Sewer Assent Management Section (SSAM) supervisor and coordinate the procurement of equipment with Warehouse supervisor.
 - a. Primary vendor: Barco Pumping 214-686-5008
 - b. Secondary vendor: United Rental/National Pumping Services 817-586-5009
 2. Crews will also notify Dispatch that outside equipment is necessary
 3. While pumping, the By-pass crew will assist the Stops Crews by surveying the area, both up/down stream, for any fish kill or other possible problems. By-pass will also assist the repair crew when necessary.
- Ensure all paper work is completed and shared with interested parties
- Take note of any system defects and have work orders created to address them
- Frequently contact supervisory staff to keep them current of the situation
- Retrieve all signs, pumps, hoses etc. when project is complete

Repair Crew if required to:

- On arrival on the site
 - Get update from on-site crew(s) to determine situation and location of repair.
 - Proceed with repair using required safety and repair practices.
- Update supervisory staff of changes, problems or to request further assistance.

SEVERE RAIN EVENT REPORTING:

ALWAYS call TCEQ with any significant (large) overflows or ones that you know will impact nearby waterways.

When the possibility of a severe rain event exists, there are certain actions that need to be put into place to avoid potential liability on the part of the City of Fort Worth.

- 1) **Notify TCEQ (Carol Moulton 817-588-5894)** and Water Department's **REC and PEC** of the significant rain event and the multiple overflows and that information will forthcoming as it is available.
 - a) If overflow discharge amounts are greater than 50,000 gallons and within a half (1/2) mile radius of drinking water source, call TCEQ Hotline 1-800-832-8224. Notify Carol Moulton, within 24 hours of occurrence.
 - b) If overflow discharge amounts are greater than 100,000 gallons, call TCEQ Hotline 1-800-832-8224 within 24 hours. Notify Carol Moulton, within 24 hours of occurrence.
 - c) If there is any fish kill due to the overflow call TCEQ Hotline 1-800-832-8224. Notify Carol Moulton, within 24 of hours of occurrence.
 - d) When there is an issue with fax machine, please call TCEQ office to notify and **get a confirmation number**. Include confirmation number on fax to TCEQ and cover sheet.
 - e) TCEQ primary fax number is 817-588-5701. The two other faxes 817-588-5700 and 817-588-5704 can be used **ONLY** if the primary fax number does not appear to be working. Following initial notification via fax, phone, or email, a final written report should always be submitted either by fax, mail, or email within 5 days. If no information changes between the initial notification via fax or email, no further (5 day) written report is required.

Note: The Primary contact at TCEQ for reporting major spills/fish kills that occur during business hours should be to Carol Moulton, the general office number (817-588-5800) and ask to speak to a Water Quality Investigator, then the TCEQ Hotline.

Only contact the TCEQ Hotline if no one can be reached in the office or it is outside of business hours. The TCEQ Hotline will provide a confirmation number but the general office (including Carol Moulton) cannot. Even when the initial information is reported verbally to the TCEQ office or Hotline within 24 hours, a written report must still be received within 5 days of occurrence.

- 2) **Significant Overflows** (Volume greater than or equal to **50,000 gallons**) may need to be reported to other affected agencies.
 - a) **Lake Arlington** or a creek feeding directly into the lake, additional calls will need to be made to the City of Arlington at 817- 459-5904 or 817- 459-5902 as well as the Trinity River Authority 972 263-2251.
 - b) **Trinity River** or a creek feeding directly into the Trinity River, using the TCEQ Hotline is probably the best option as they report to other agencies.
 - c) **Public/Media Notification** will need to be made to Water Department's PEC, at 817-392-8253 or mobile 817-991-8403 for significant overflows. Media Representative will need information on large overflows

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near waterways including start/stop time and total gallons discharged –**OR**- start time and discharge rate. (Keep in mind that PEC has 24 hours from the START of the Event to complete notification)

- d) Water Department's REC 682-432-5094 will need to be notified of these situations as well.

- 3) The Rain Event Spreadsheet should be updated continuously by a Stops Section supervisor and all significant overflow information passed to the Assistant Water System Superintendent for review and approval.

- 4) The Assistant Water Systems Superintendent will check for accurate daily information and check with the Water Systems Superintendent before making Media Notification determinations. While staying in contact with Water Department's PEC and REC about the size and scope of the overflows (discharge totals or rates). Also updating TCEQ Carol Moulton with overflow stop times and totals as they become available.

- 5) When the rain event is over and the overflow has subsided, the on-site crew should notify their immediate supervisor and close out the ticket with all asset info (*upstream GIS ID numbers should be the one that was overflowing*); overflow information (*stop time, discharge rate, estimated gallons discharged, impact to nearby waterways, etc.*). Failure codes should always be SWRPIPE>OVERFLOW>RAIN>MONITOR.

- 6) Be sure to check your spreadsheet against MAXIMO overflows and what has been sent to TCEQ. Correct data as necessary to insure agreement between documents.

- 7) Stops Supervisor will assist the Assistant Water Systems Superintendent with compiling the data for a final report on the specific rain event (i.e. 1/25/2012 Rain Event). This report will include system deficiencies and recommendations.

- 8) Make sure you have crews investigating the overflow locations in the days following the event. They should be checking for fish kills, debris, and locations that may need extra clean-up and disinfection, as well as any other areas of concern.

- 9) Make sure all barricades have been picked up and manhole covers are back in place.

Note: Recently an issue has been raised by a number of cities concerning whether or not SSOs from multiple GIS ID locations during the same period should be counted as one to determine whether or not they meet the 100,000 gallon threshold provided by 319.302(b)(3).

Historically, TCEQ has interpreted the rule to indicate that multiple SSOs going into the same receiving stream at the same time should be considered as one and the volumes added together to determine if public notification is required. Occasionally, we have regulated entities that may not agree with this interpretation and believe that the volume from each GIS ID location should be considered individually.

After checking, the TCEQ Litigation Division agreed with our interpretation of the rule - that multiple SSOs going into the same receiving stream at the same time should be considered as one and the volumes added together to determine if public notification is required. They did add that the multiple SSOs need to be a result of the same problem/cause. So more specifically, our stance is that multiple SSOs resulting from the same act or omission going into the same receiving stream at the same time will be considered together as one spill to determine whether public notification is required. 24 hour notification of each individual location of discharge is still required.

Appendix 1 - NOTICE OF SPILL FROM A WASTEWATER FACILITY

NOTICE OF SPILL FROM A WASTEWATER FACILITY

A spill from a wastewater treatment or collection facility has occurred.

INFORMATION ABOUT THE SPILL

Facility Name: _____

Contact for further information: _____

Location of the spill: _____

Estimated time and date of spill: _____

Estimated volume of the spill (number of gallons): _____

Type of spill: (domestic) (industrial) (other) Explain other _____

Area potentially affected: _____

Suspected cause of spill: _____

THE FOLLOWING ACTIONS HAVE BEEN TAKEN:

- Appropriate local governmental officials have been notified.
- TCEQ regional office has been notified.
- The spill has been contained.
- Increased monitoring of water supply systems has been initiated.
- The cause of the spill has been corrected.
- Clean-up activities are underway/completed.
- Other

PERSONS MAY WISH TO TAKE THE FOLLOWING PERSONAL PRECAUTIONS

- Use only water that has been distilled or boiled at a rolling boil for at least one minute for all personal uses including drinking, cooking, bathing and tooth brushing.
- Don't swim in affected area streams, ponds or lakes.
- Always wash hands thoroughly before preparing or eating food.
- Always wash hands thoroughly after any contact with animals, soil or diapers.
- Private well owners may wish to treat their well water, have their well water tested and inspect their wells for proper sighting, construction and maintenance.
- Persons who purchase water from a public water supply may contact their water supply distributor to determine if the water is safe for personal use.

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Appendix 2 – Important Contact Information

Assistant Field Operations Supervisor	Larry Spray	Larry.Spray@fortworthtexas.gov	817-944-9090	STOPS
Assistant Field Operations Supervisor	Rogelio Cuellar	Rogelio.Cuellar2@fortworthtexas.gov	817-991-1305	STOPS
Assistant Field Operations Supervisor	Clifford Young	Clifford.Young@fortworthtexas.gov	682-201-1751	PM-CCTV
Assistant Field Operations Supervisor	Robert Dannewitz	Robert.Dannewitz@fortworthtexas.gov	817-851-4474	PM-CLNSUP
Assistant Field Operations Supervisor	Jose Cuellar	Jose.Cuellar@fortworthtexas.gov	817-564-2410	SMAIN
Assistant Field Operations Supervisor	Nathan Greer	Nathan.Greer@fortworthtexas.gov	817-998-0116	SSERV
Field Operations Supervisor	Adam Farguson	Adam.Farguson@fortworthtexas.gov	817-944-7932	STOPS
Field Operations Supervisor	Cody Davis	Cody.Davis@fortworthtexas.gov	817-944-9430	PM
Field Operations Supervisor	Rudy Puga	Rudy.Puga@fortworthtexas.gov	817-992-7036	SMAIN
Field Operations Supervisor	Thomas Tierce	Thomas.Tierce@fortworthtexas.gov	817-229-2954	SSERV
Field Operations Supervisor	Mike Mainord	Mike.Mainord@fortworthtexas.gov	817-528-7335	SSAM
Assistant Water System Superintendent	Kirit Patel	Kirit.Patel@fortworthtexas.gov	817-994-5610	PM/STOPS
Assistant Water System Superintendent	Luke Coffman	Luke.Coffman@fortworthtexas.gov	817-223-7438	SMAIN/SSERV/SSAM
Water System Superintendent	Harry "Bill" Lundvall	Harry.Lundvall@fortworthtexas.gov	817-996-5848	Field Operations
Assistant Director	Travis Andrews	Travis.Andrews@fortworthgov.org	682-432-4501	Field Operations
Public Education Coordinator (PEC)	Mary Gugliuzza	Mary.Gugliuzza@fortworthgov.org	817-991-8403	Primary PEC
Public Education Coordinator (PEC)	Hilda Zuniga	Hilda.Zuniga@fortworthtexas.gov	817-688-4418	Secondary PEC
Public Education Coordinator (PEC)	Michele Birmingham	Michele.Birmingham@fortworthtexas.gov	817-475-2545	Secondary PEC
Regulatory Environmental Coordinator (REC)	Stacy Walters	Stacy.Walters@fortworthtexas.gov	682-432-5094	Manager REC
Fort Worth Lab Services	Water Lab	FTWTRLabservices@fortworthtexas.gov	817-392-5900	Samples
TCEQ Hot Line	Hot Line	Emergency / After Hours	1-800-832-8224	Hot Line
Region 4 Environmental Investigator	Carol Moulton	Carol.Moulton@tceq.texas.gov	817-588-5894	Direct Office
Region 4 Environmental Investigator	Carol Moulton	Carol.Moulton@tceq.texas.gov	817-588-5800	General Office
TCEQ Fax Number One	TCEQ Fax	Primary Fax	817-588-5701	Primary Fax
TCEQ Fax Number Two	TCEQ Fax	Secondary Fax	817-588-5704	Secondary Fax
City of Arlington (Call and Email ASAP)	Bill Gase	Bill.Gase@arlingtontx.gov	817-459-5900	Primary
City of Arlington	Bill Gase	Bill.Gase@arlingtontx.gov	817-459-5209	Secondary
City of Arlington	Bill Gase	Bill.Gase@arlingtontx.gov	817-459-5904	Secondary
Benbrook Water Authority	Main Office		817-249-1250	ONLY Benbrook Lake
Benbrook Water Authority	Paul McDowell	Superintendent	817-443-3114	ONLY Benbrook Lake
Trinity River Authority (TRA)	Sid McCain	mccains@trinityra.org	972-263-2251	ONLY Lake Arlington
City of River Oaks	Marvin Gregory	mgregory@riveroakstx.com	817-626-5421	ONLY Lake Worth

Appendix 4 - Flow Estimation Chart

Flow Estimation Pictures



5 gpm



25 gpm



50 gpm



100 gpm



150 gpm



200 gpm



225 gpm



250 gpm



275 gpm

Note: If the amount of loss is significantly more than the Flow Estimation Chart;

1. Crew must document the overflow with photographs
2. Report information to supervisor immediately for status update.

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Appendix 5 - Public Education Coordinator Process (PEC) (ONLY)

Who to email the news release: (Send in four different emails)

First e-mail to:

- City Manager
- Assistant City Manager
- Mayor and City Council members
- City Council Aides
- CC: water director & Michelle Gutt, Cindy Vasquez, Brian Chatman, Kevin Neal

Second e-mail:

- **County Judge, and gwhitley@tarrantcounty.com**; (Mark Flake, Public Information Officer, mflake@tarrantcounty.com)
- **Other entities as required by law.**

Third e-mail to:

- Media
- CC: Hilda Zuniga

Fourth e-mail to:

- Water Employees

Make notifications to TCEQ, (817) 588-5704 and Carol.Moulton@tceq.texas.gov

- News release
- Copy of sent email to Fort Worth officials
- Copy of sent email to county judge and other required entities
- Copy of sent email to news media
- List of all that received the email

If necessary, send to other cities or entities that may be impacted.

For Lake Arlington:

City of Arlington:

- **call 817-459-5900 & e-mail to Bill Gase as soon as SSO is known**

- | | |
|---|--|
| • Jeff Williams, Mayor | Jeff.Williams@arlingtontx.gov |
| • Trey Yelverton, City Manager | Trey.Yelverton@arlingtontx.gov |
| • Buzz Pishkur, Director – Water Utilities | Buzz.Pishkur@arlingtontx.gov |
| • Craig Cummings, Assistant Director – Treatment | Craig.Cummings@arlingtontx.gov |
| • Darryl Westbrook, Assistant Director – Field Operations | Darryl.Westbrook@arlingtontx.gov |
| • Craig Gantt, Treatment Maintenance Manager | Craig.Gantt@arlingtontx.gov |
| • Bill Gase, Treatment Operations Manager – PB | Bill.Gase@arlingtontx.gov |
| • Joe Gildersleeve, Water Resources Services – Manager | Joe.Gildersleeve@arlingtontx.gov |
| • Ann Lawson, Laboratory Manager | Ann.Lawson@arlingtontx.gov |

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Appendix 5 - Public Education Coordinator Process (PEC) (ONLY) cont'

- Sally Mills-Wright, Treatment Operations Manager – JK Sally.Mills@arlingtontx.gov

TRA:

- Sid McCain mccains@trinityra.org
- Vanassa Joseph, Public Information Officer, josephv@trinityra.org
- Julie Hunt, Assistant Regional Manager, huntj@trinityra.org

For Lake Worth:

River Oaks

- [Herman Earwood](#), Mayor
- Marvin Gregory, City Administrator mgregory@riveroakstx.com

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Appendix 6 - TCEQ Page 1 Chapter 319 - General Regulations Incorporated Into Permits

SUBCHAPTER C: PUBLIC NOTICE OF SPILLS OR ACCIDENTAL DISCHARGES FROM WASTEWATER FACILITIES OWNED OR OPERATED BY LOCAL GOVERNMENTS

319.301 - 319.303

Effective March 31, 2011

319.301. Definitions.

The following definitions apply to this subchapter.

- (1) **Alluvial well** - A well completed in sedimentary deposits resulting from modern rivers.
- (2) **Appropriate local government officials** -
 - (A) The county judge of a county in which a spill occurs requiring notification under 319.302 of this title (relating to Notification Requirements).
 - (B) The county judge of a county within 1/2-mile of a spill requiring notification under 319.302 of this title.
 - (C) The mayor and city manager of a city whose drinking water supply intake is within 1/2-mile of a spill requiring notification under 319.302 of this title.
 - (D) The director of a water district or authority, acting under the Texas Constitution, Article III, 52, or Article XVI, 59, whose drinking water supply intake is within 1/2-mile of a spill requiring notification under 319.302 of this title.
- (3) **Drinking water** - All water:
 - (A) Distributed by any agency or individual, public or private, for the purpose of human consumption;
 - (B) Which may be used in the preparation of foods or beverages;
 - (C) Which may be used for the cleaning of any utensil or article used in the course of preparation or consumption of food or beverages for human beings;
 - (D) Supplied for human consumption; or
 - (E) Used by any institution catering to the public.
- (4) **Facility** - A wastewater treatment plant, collection facility, pumping station, or sewer pipeline owned or operated by a local government.
- (5) **Groundwater recharge area** - An area where there is direct and rapid communication of flow from the surface downward to the drinking-water aquifer. Texas Commission on Environmental Quality Page 2 Chapter 319 - General Regulations Incorporated Into Permits
- (6) **Karst** - A type of topography that is formed over limestone, dolomite, or gypsum by dissolving or solution, and that is characterized by closed depressions or sinkholes, caves, and underground drainage.
- (7) **Local government** - An incorporated city, a county, a river authority, or a water district or authority acting under the Texas Constitution, Article III, 52 or Article XVI, 59.
- (8) **Local media** - The daily newspapers and the radio and television media serving the counties and cities served by a facility or the aquifer area in which a spill or accidental discharge occurs, as well as these news organizations in the nearest metropolitan area.
- (9) **Private source of drinking water** - A drinking water supply that is not a public source of drinking water.
- (10) **Public source of drinking water** - A public water system which provides the public piped water for human consumption, which includes all uses described under the definition of drinking water in paragraph (3) of this section. Such a system must have a potential for at least 15 service connections or serve at least 25 individuals at least 60 days out of the year.
- (11) **Responsible individual** - The individual designated by the owner of a facility to give the notices required by 319.302 of this title.
- (12) **Spill** - An act or omission through which waste or other substances:
 - (A) Are inadvertently discharged into water in the state; or
 - (B) Will enter water in the state, unless controlled or removed.
- (13) **Water in the state** - Groundwater, percolating or otherwise, lakes, bays, ponds, impounding reservoirs, springs, rivers, streams, creeks, estuaries, marshes, inlets, canals, the Gulf of Mexico inside the territorial limits of the state, and all other bodies of surface water, natural or artificial, inland or coastal, fresh or salt, navigable or non-navigable, and including the beds and banks of all watercourses and bodies of surface water, that are wholly or partially inside or bordering the state or inside the jurisdiction of the state.

Adopted November 17, 1999 Effective December 30, 1999

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319.302. Notification Requirements.

- (a) The owner of a facility must designate a responsible individual to comply with this subchapter.
- (b) In addition to the noncompliance notification to the commission required by §305.125(9) of this title (relating to Standard Permit Conditions) and any notification required under Chapter 327 of this title (relating to Spill Prevention and Control), the owner of a facility, through its responsible individual, must notify appropriate local government officials and the local media (see §319.301 of this title (relating to Definitions)) whenever one of the following types of spills occurs from the facility: Texas Commission on Environmental Quality Page 3 Chapter 319 - General Regulations Incorporated Into Permits
 - (1) a spill, regardless of volume, that the facility owner knows or has reason to know, will adversely affect a public or private source of drinking water;
 - (2) a spill with a volume of 50,000 gallons or more where one or more of the following conditions also exists:
 - (A) The spill occurs within 1/2-mile of a public or private source of drinking water;
 - (B) The spill occurs within 1/2-mile of a private drinking water well which is located within 1/2-mile of a public water supply well;
 - (C) The spill occurs within 1/2-mile up-gradient of a surface water intake of a public or private source of drinking water;
 - (D) The spill occurs in an active groundwater recharge area;
 - (E) The spill occurs up-gradient and within 1/2-mile of a karst terrain or shallow alluvial well that is a source of drinking water;
 - (3) a spill of 100,000 gallons or more.
- (c) The responsible individual must issue the notice as quickly as possible, but not later than 24 hours after the facility becomes aware of the spill. The notice may be hand-delivered, sent by facsimile, e-mail, or by phone with follow-up written notice. The contents of the notice must comply with §319.303 of this title (relating to Notice to Local Officials and Local Media.)
- (d) Within 48 hours of providing notice to appropriate local government officials and local media, the responsible individual must provide to the commission regional office in whose region the spill occurred a copy of the notice, the date notice was provided to local officials and local media, and a list of notice recipients.

Adopted March 9, 2011 Effect March 31, 2011

319.303. Notice to Local Officials and Local Media.

- (a) Persons responsible for a wastewater spill must ensure notice complies with subsections (b) and (c) of this section. Responsible persons may contact the commission to obtain a template which may be used in the event of a wastewater spill.
- (b) For all wastewater spills as referenced in §319.302(b) of this title (relating to Notification Requirements) the notice must contain the following:
 - (1) One of the following statements:
 - (A) A spill from a wastewater treatment facility has occurred; or Texas Commission on Environmental Quality Page 4 Chapter 319 - General Regulations Incorporated into Permits
 - (B) A spill from a collection facility has occurred;
 - (2) The facility name;
 - (3) Person to contact for further information;
 - (4) The location of the spill;
 - (5) The estimated date and time of the spill;
 - (6) The estimated volume of the spill (number of gallons);
 - (7) The type of the spill (domestic, industrial, etc.);
 - (8) A description of the area potentially affected, including a down-gradient and lateral distance from the spill site;
 - (9) The suspected cause of the spill; and
 - (10) A list of actions that have been taken including, but not limited to:
 - (A) Notification of:
 - (i) Appropriate local government officials; and
 - (ii) The TCEQ regional office;
 - (B) Containment of the spill;

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(C) Increased monitoring of water supply systems; and

(D) Initiation or completion of cleanup activities.

(c) If the wastewater spill meets the conditions of §319.302(b)(2) and/or (b)(3) of this title then the notice must also contain the following precautionary statements:

(1) Persons using private drinking water supply wells located within 1/2-mile of the spill site or within the potentially affected area should use only water that has been distilled or boiled at a rolling boil for at least one minute for all personal uses including drinking, cooking, bathing, and tooth brushing. Individuals with private water wells should have their well water tested and disinfected, if necessary, prior to discontinuing distillation or boiling.

(2) Persons who purchase water from a public water supply may contact their water supply distributor to determine if the water is safe for personal use.

(3) The public should avoid contact with waste material, soil, or water in the area potentially affected by the spill. Texas Commission on Environmental Quality Page 5 Chapter 319 - General Regulations Incorporated Into Permits

(4) If the public comes into contact with waste material, soil, or water potentially affected by the spill, they should bathe and wash clothes thoroughly as soon as possible.

Adopted March 9, 2011 Effective March 31, 2011