



Sanitary Sewer Overflow Reporting Standard Operating Procedure (SOP)

	Page 1 of 3
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Revised Date: 10/11/2023	Authorized By:
Revised Date:	

Section 1 - Introduction

A Sanitary Sewer Overflow is the discharge of untreated wastewater from a sanitary sewer system.

Section 2 - Purpose

The purpose of this SOP is to:

- Eliminate the overflow as quickly as possible.
- Assure proper documentation and reporting has occurred.
- Provide site cleanup.
- Follow-up with necessary repairs or preventative actions.

Section 3 - Safety

- Employees are required to wear the following when on the job: steel toe shoes, safety vest, gloves.

Section 4 – MDE Requirements

- Code of Maryland Regulations (COMAR 26.08.10, “Overflows or Bypasses”) was issued under authority of Environment Article, §9-331.1, Annotated Code of Maryland.
- Owner or operator, or both, of any sanitary sewer system, combined sewer system, or wastewater treatment plant are required to report to MDE and the local health department any overflow that results in the direct or potential discharge of raw, partially treated, or diluted sewage into waters of the State.
- As soon as possible, but no later than 24 hours after the time that the owner/operator becomes aware of the event, they must call to report overflows to MDE and Public Works Administration.
- Within 24 hours of the time that the owner or operator becomes aware of the overflow event, they must notify MDE of any overflow that enters shellfish harvesting waters, drinking water sources, public bathing beaches where people boat, fish, or any situation where there is a public health risk. They must notify the daily media serving the immediate area, through public service announcement or paid advertising of any risk to public health.
- Within five (5) calendar days after the telephone notification of the event, the owner/operator is required to provide MDE and the local health department a written report.

- The owner/operator is required, for at least 5 years from the date of the overflow or backup, to maintain copies of all overflow records and reports and make them available to MDE for review upon request.
- Overflow's total volume at the time of completed repair is 10,000 gallons or more, the public advisory must remain in effect until the health department determines that water has return to normal or prior background levels.
- Overflow's volume is less than 10,000 gallons, the general public should be notified in quarterly or annual reports, reports of incidents included with water bills, or on a web site in conjunction with a written notification. For larger overflows with potential environmental or human health impacts, the public is notified through the media and, if appropriate, by posting signs.
- If there are schools, day care centers, hospitals, or similar establishments or locations with potentially sensitive populations that may be subject to exposure in the immediate area of the overflow, the owner/operator of the system or plant or a representative is required to personally notify each establishment of the overflow as soon as possible.

Section 5 – Overflow Procedural Steps

1. Respond to a reported overflow **immediately**. If the overflow was not dispatched to you by a Supervisor, contact the Supervisor **immediately**.
2. Identify the cause of the overflow and take steps to stop the overflow.
3. All overflows must be documented on the City of Annapolis – Sanitary Sewer Overflow Report. Document all observations and actions on this report, include pictures of area, signage, etc.

Section 6 – Overflow Actions

Type of Overflow	Actions Required	Reporting Required
50 gallons or less, cleaned up within 1 hour of occurrence	No further action	<ul style="list-style-type: none"> • Complete Sanitary Sewer Overflow Report • Submit to Supervisor
Impervious surface, contained to prevent discharge to storm drain and/or waters of the State	No further action	<ul style="list-style-type: none"> • Complete Sanitary Sewer Overflow Report • Submit to Supervisor
Basement backups	No further action	<ul style="list-style-type: none"> • Complete Sanitary Sewer Overflow Report • Submit to Supervisor

<p>Minor Spill – discharge is less than 2,000 gallons and</p> <ul style="list-style-type: none"> • impacts a small portion of receiving water • dilution and dispersal is high due to tidal action • minimal risk to exposure and level of health threat due to season 	<p>Post Sewage Sign in spill area. Take picture of posted sign.</p> <p>Notify Director or Alternative, see Section 8.</p>	<ul style="list-style-type: none"> • Complete Sanitary Sewer Overflow Report • Submit to Supervisor • Supervisor notify MDE and Health Departments within 24 hours (see Notification Section 8) • Supervisor will review documentation and prepare written report for MDE and Health. Submit within 5 days (see Notification Section 8) • Provide Director and Pretreatment Program copies of all documentation.
<p>Small Spill – discharge is less than 10,000 gallons and</p> <ul style="list-style-type: none"> • impacts a small portion of receiving water • dilution and dispersal is high due to tidal action • minimal risk to exposure and level of health threat due to season 	<p>Post Sewage Sign in spill area. Take picture of posted sign.</p> <p>Notify Director. If unable to reach the Director, contact Engineering Chief, See Section 8.</p>	<ul style="list-style-type: none"> • Complete Sanitary Sewer Overflow Report • Submit to Supervisor • Supervisor notify MDE and Health Departments within 24 hours (see Notification Section 8) • Supervisor will review documentation and prepare written report for MDE and Health. Submit within 5 days (see Notification Section 8) • Provide Director and Pretreatment Program copies of all documentation.
<p>Medium Spill – discharge is less than 10,000 gallons</p>	<p>Post Sewage Sign in spill area. Take picture of posted sign.</p> <p>Notify Director. If unable to reach the Director, contact Engineering Chief, See Section 8.</p>	<ul style="list-style-type: none"> • Complete Sanitary Sewer Overflow Report • Submit to Supervisor • Supervisor notify MDE and Health Departments within 24 hours (see Notification Section 8) • Supervisor will review documentation and prepare written report for MDE and Health. Submit within 5 days (see Notification Section 8) • Provide Director and Pretreatment Program copies of all documentation.

<p>Large Spill – discharge is greater than 10,000 gallons</p>	<p>Post Sewage Sign in spill area. Take picture of posted sign.</p> <p>Notify Director. If unable to reach the Director, contact Engineering Chief, See Section 8.</p>	<ul style="list-style-type: none"> • Complete Sanitary Sewer Overflow Report • Submit to Supervisor • Supervisor notify MDE and Health Departments within 24 hours (see Notification Section 8) • Supervisor will review documentation and prepare written report for MDE and Health. Submit within 5 days (see Notification Section 8) • Provide Director and Pretreatment Program copies of all documentation. • Management Staff will prepare a press release for Public Notification.
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Section 7 – Applying Lime to Affected Areas

Condition (Unless otherwise directed by Health or MDE)	Apply Lime
Area that may have human contact	Yes
Stream Bank	Yes, but not in water
Marsh Area	No

Section 8 – Notification Procedure

Use information from the Sanitary Sewer Overflow Report to answer their questions about the overflow being reported.

Agency	Contact
Maryland Department of the Environment	Katie Baker MDE Water Administration, Compliance Program, Enforcement Division 1800 Washington Blvd, Baltimore Md 21230 410-537-3510
	After hours 410-517-3600
Anne Arundel County Health Department	Jennifer Kenney AA County Health Department, Housing and Food Protection 3 Harry S. Truman Parkway, Annapolis Md 21401 410-222-7192
	After hours 443-481-3140
Public Works Administration	Call Office during hours 410-263-7949 1. Director of Public Works 1-571-292-7186 cell 2. Chief of Engineering 410-693-0063 cell 3. Assistant Director of Public Works 443-336-5759 cell
	Notify Director. If unable to reach the Director, continue down the list until you reach a person. Leaving a message is not considered notification.

Section 9 – Media Notification

In accordance with COMAR 16.08, the City of Annapolis is required to report any overflow greater than 10,000 gallons or greater to the local media for distribution.

Media Notification of Sanitary Sewage Overflow Language
<p>The City of Annapolis Department of Public Works is required by COMAR to report sanitary sewage overflows greater than 10,000 gallons to the public. The sanitary sewage overflow occurred on <u> Date </u>. The City estimates that <u> Estimate Flow </u> gallons overflowed during <u> Timeframe </u>. The sewage overflow occurred <u> Location of Overflow </u>. <u> Describe Locations, ie marsh, pipe to creek, rip rap, etc. </u>. The affected areas <u> Have or haven=t been limed / posted with overflow sign </u>. <i>If Anne Arundel County Health has collected samples state:</i> Anne Arundel County Health Department has collected samples in Back Creek, if these samples exceed the regulatory limits, further advisories will be posted. If you have any questions please contact the Department of Public Works at (410) 263-7970.</p>

Examples of Media Notification

The City of Annapolis Department of Public Works experienced a sewer overflow at Bembe Beach Road on September 19, 2003. The overflow occurred due to Hurricane Isabel in conjunction with high tide. The overflow began at approximately 3:00 and will continue until the flood waters recede. The City is unable to determine the amount of gallons overflowed. The overflow entered the mouth of Back Creek. Please avoid contact with the water in this area. If you have any questions please contact the Department of Public Works at (410) 263-7970.

The City of Annapolis Department of Public Works is required by COMAR to report sewage overflows greater than 10,000 gallons to the public. The sewage overflow occurred on August 27, 2003. The City estimates that 35,000 gallons overflowed during the early morning hours. The sewage overflow occurred at two locations Belmont Lift Station and off Windwhisper Lane. Both locations discharged into a marsh area near the headwaters of Back Creek. The affected areas have been limed. Anne Arundel County Health Department has collected samples in Back Creek, if these samples exceed the regulatory limits, further advisories will be posted. If you have any questions please contact the Department of Public Works at (410) 263-7970.

Section 10 – Signage Removal

Signs must be removed by or at the direction of the Supervisor based on the following:

Type of Overflow	Signage
Minor Spill	Signs must remain posted for <i>1 week</i> than removed
Small Spill	Signs must remain posted for <i>1 week</i> than removed
Medium Spill	Signs must remain posted for <i>2 weeks</i> than removed
Large Spill	Signs must remain posted for <i>up to 30 days</i> than removed