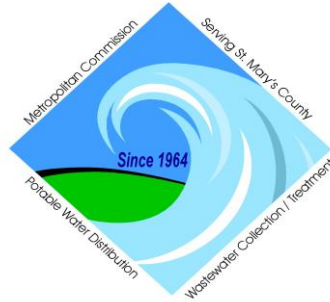


## **Appendix C**



# ST. MARY'S COUNTY METROPOLITAN COMMISSION

## STANDARD PROCEDURES

SP Number:  <b>OPS-22-01</b>	Approval Date: 9/28/22 Revision Dates:  Approved by: Edward Hogan	Effective Date: 9/28/22
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**SUBJECT: Sanitary Sewer Overflow Public/Code Red Announcements**

When notified about a Sanitary Sewer Overflow (SSO), a Public Notification Announcement and Code Red Announcement will need to be created and distributed to the appropriate outlets for reporting and notification purposes. Please follow the steps below and reference the templates provided in your Phone Standby Book.

- Obtain the address, Sub Division (if applicable), and the areas that will be affected from the responding staff
- Go to: Shared([\\Essex](#))(S:) > Sanitary Sewer Overflows > Master Documents and Forms
- Select one of the Code Red Announcements and change the address, Sub Division (if applicable), and include the areas that will be affected
- Once done, SAVE AS the announcement in the Master Documents and Forms folder as “Code Red Announcement “insert address or subdivision” then “date”. Use the other saved announcements as an example

- Go to: Shared([\\Essex\(S:\)](#)) > Sanitary Sewer Overflows > Master Documents and Forms
- Select one of the Public Notification Announcements and change the address, include the Subdivision(s) if applicable, and areas that will be affected.
- Once done, SAVE AS the announcement in the Master Documents and Forms folder as “Public Notification Announcement “insert address or subdivision” then “date”, use the other saved announcements as an example
- Once you have completed both the Code Red Announcement and Public Notification Announcement, create a new email and attach both the announcements. Send the email to the Chief of Facilities and Operations, the Director, and the Wastewater Collections Superintendent requesting their approval to release information to the public. Once the email is sent, send a text message to them asking them to check their email to approve the release of the announcements

→ EXAMPLE:

Good Morning/Afternoon/Evening,

Please see the attached announcements, we have a sanitary sewer overflow located off of Piney Point Road. Please review the announcements and approve them so I can release the notifications to the appropriate outlets.

- Once approval is given, a second email needs to be created and both the Code Red Announcement and Public Notification Announcement need to be attached for release to the public. Send the email to the Chief of Facilities and Operations, the Director, the Wastewater Collections Superintendent, the IT Department, the Human Resource Department, and the Director of Environmental Health at the St. Mary’s County Health Department

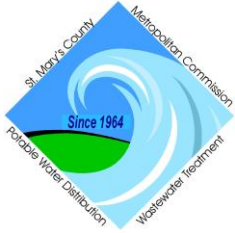
→ EXAMPLE:

Good Morning/Afternoon/Evening,

Please see the attached announcements; there is a sanitary sewer overflow located off Piney Point Road. Please distribute to the appropriate outlets. If you have any questions or concerns please let me know.

- In some situations a Code Red Announcement will not be included, the Wastewater Collections Superintendent will notify you of which announcements need to be created and released.

- The Public Notification announcement will be posted to our website by the IT Department and our Facebook page by the Human Resource Department
- The Code Red Announcement will be used by the Health Department and an alert may be sent to the public using the reverse 911 notification system established between MetCom and the St. Mary's County Health Department (the Health Department will release the information)
- Email Addresses are as follows:
  - Ed Hogan – [ehogan@metcom.org](mailto:ehogan@metcom.org)
  - George Erichsen – [gerichsen@metcom.org](mailto:gerichsen@metcom.org)
  - Eric Pool – [epool@metcom.org](mailto:epool@metcom.org)
  - James “Rick” Harding – [jharding@metcom.org](mailto:jharding@metcom.org)
  - Andrew Strahl – [astrahl@metcom.org](mailto:astrahl@metcom.org)
  - Kelly Holman – [kholman@metcom.org](mailto:kholman@metcom.org)
  - Kelly Jarboe – [kjarboe@metcom.org](mailto:kjarboe@metcom.org)
  - Heather Moritz – [heather.moritz@maryland.gov](mailto:heather.moritz@maryland.gov)
  - County PIO - [pio@stmarysmd.com](mailto:pio@stmarysmd.com)



**St. Mary's County Metropolitan Commission**

23121 Camden Way, California, Maryland 20619

Serving St. Mary's County

Potable Water Distribution - Wastewater Collection / Treatment

Phone: 301.737.7400  
FAX: 301.737-7459

[www.metcom.org](http://www.metcom.org)

# Incident Report

Date and Time Identified: \_\_\_\_\_ at \_\_\_\_\_

Exact location of the incident:

- 1. Describe the incident:
  
- 2. What measures were taken to minimize the impact of the discharge?

3. Was there any direct or potential discharge into waters of the State? If so, which waters?

4. What was the volume of the discharge?

Duration of the Incident (if known): \_\_\_\_\_

Start Time: \_\_\_\_\_ Stop Time: \_\_\_\_\_

**Improvements completed or planned to prevent recurrence.**

**NOTE: For on-going SSOs, a new 24-hour report must be submitted until the SSO is stopped.**

**Contact Information:**

MDE  
Public Sewer Leaks &  
Overflows  
Hours 0830 – 1630  
1-410-537-3510

St. Mary's County  
Health Dept.  
301-475-4321

Contact Person: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_

Followed up with Adriana  
around 4:47pm to inform the  
leak was stopped at 3:00pm

MDE  
Night / Holidays (answering service)  
1-866-633-4686

Contact Person: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_

Copy to: \_\_\_\_\_  
MDE \_\_\_\_\_  
Health Dept  \_\_\_\_\_  
MetCom  \_\_\_\_\_  
Director \_\_\_\_\_  
Asst. Director \_\_\_\_\_

**Reported By:**

\_\_\_\_\_  
Name/Title Signature Date

**Reviewed By:**

\_\_\_\_\_  
Name/Title Signature Date