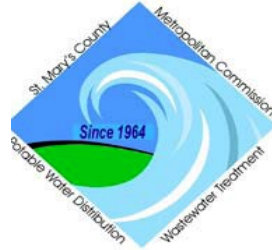


## **Appendix A**



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## ST. MARY'S COUNTY METROPOLITAN COMMISSION

### STANDARD PROCEDURES

SP Number:

**OPS-11-02**

Approval Date: 11/03/10

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2/09/15, 12/08/21, **6/8/23**, 2/27/24

Effective Date:

February 27, 2024

SUBJECT: **SANITARY SEWER OVERFLOWS**

#### **Standard Operating Procedure Sanitary Sewer Overflow Responses**

The Code of Maryland Regulations (COMAR 28.08.10) defines a sanitary sewer overflow as:

(1) "Overflow" means any loss of wastewater or discharge from a sanitary sewer system, combined sewer system, or wastewater treatment plant bypass which results in the direct or potential discharge of raw, partially treated or diluted sewage into waters of the State as defined in Environment Article, §9-101(l), Annotated Code of Maryland.

(2) "Overflow" includes, but is not limited to, any overflow or discharge of raw or diluted sewage onto the surface of the ground, into waterways, storm drains, ditches or other manmade or natural drainage conveyances to surface or ground waters.

(3) "Overflow" does not include:

- a. An overflow or discharge of 50 gallons or less to the ground that are cleaned up within 1 hour of its occurrence; and
- b. An overflow or discharge to impervious surfaces that are effectively contained and cleaned up so that there is no direct or potential pollution of waters of the State as a result of the overflow or discharge.

(4) Overflows are prohibited except as allowed under the terms of a discharge permit issued by the Maryland Department of the Environment. The following procedures shall be utilized:

1. Upon notification of a Sanitary Sewer Overflow (SSO), staff shall immediately respond to the reported location to assess the incident:
  - a. During working hours, the closest available Operations and Maintenance employees shall respond, and depending on the reported nature and size of the SSO, additional staff shall respond as soon as possible to assist.
  - b. After working hours, the wastewater standby staff shall respond, and depending on the reported nature and size of the SSO, additional staff shall be called in to respond.
2. Staff shall take immediate action to reduce or stop the overflow (i.e. shutting valves, clearing blockages, turning off stations)
3. Staff shall call in necessary additional resources to mitigate the incident (i.e. vacuum trucks, Construction crew, lime)
4. If the total volume of overflow is estimated, using best professional judgement, to be **greater than 50 gallons**, staff shall notify the Wastewater Collections Superintendent, the Maintenance Superintendent, or if they are not available, follow the chain of command in notification of the incident.
5. Once the overflow has stopped, staff shall make every effort to vacuum all accumulated wastewater from the affected area and document the volume recovered. Staff shall also remove any accumulated debris as a result of the overflow.
6. Unless otherwise directed, staff shall lime the affected area.
7. The licensed operator on-site or the designated supervisor shall complete an in-house report to include the location of the overflow (including street address and ADC Map coordinates), date(s) and time(s) of the overflow (including duration), estimated volume of the overflow, affected waters, cause of the overflow, and measures taken to mitigate the overflow (including volumes vacuumed, liming, repairing lines, clearing blockages, etc.).

8. **Telephone Reports.** Per COMAR 26.08.10.03, the superintendent or his/her designee shall notify MDE (by phone) as soon as practical (but no later than 24 hours after the time that the owner/operator becomes aware of the SSO event), and provide the required information to MDE. Per COMAR 28.08.10.04, the telephone report shall include:
- a. The location of the overflow, including street address, city and county, and ADC map coordinates;
  - b. The name of the owner and operator of the sanitary sewer system or treatment plant, if different than MetCom;
  - c. The name of the receiving water, if applicable, and if known, whether the receiving water is designated as shellfish harvesting waters, waters protected as a public drinking water supply, waters used as public bathing beaches, or waters used for public recreation (COMAR 26.08.10.08);
  - d. The volume discharged based on actual measurement or as an estimate using best professional judgment;
  - e. A description of the sanitary sewer system or treatment plant component from which the overflow was released, such as manhole, crack in pipe, pumping station wet well or constructed overflow pipe;
  - f. Whether the overflow is from a sanitary sewer system, or a treatment plant bypass;
  - g. A detailed description of visual observations and preliminary assessment of the overflow's actual or potential impact upon waters of the State;
  - h. The cause or suspected cause of the overflow;
  - i. The date and time when the overflow began and stopped or, if not stopped, the date and time the overflow is expected to be stopped;
  - j. The steps taken or planned to reduce, eliminate, and prevent recurrence of the overflow and a time schedule for completion of the steps;
  - k. Measures taken or planned to mitigate the adverse impact of the overflow and a time schedule for implementation of the measures; and
  - l. Whether the public has been notified, who performed the notification, the media used, and the content of the message.
  - m. For on-going SSOs, a new 24-hour report must be submitted until the SSO is stopped.
9. Per COMAR 26.08.10.03, this staff member shall also notify the St. Mary's County Health Department of any overflow that results in the direct or potential discharge of raw, partially treated or diluted sewage into the waters of the State. Staff shall refer to the attached document **"St. Mary's County Public Notification Response Protocol for Sanitary Sewer Overflows"**.

10. **Written Reports.** Per COMAR 26.08.10.05, within 5 calendar days after the telephone report /notification of the incident, the owner or operator shall provide the MDE and local health department with a written report (SSO), unless MDE waives the requirement for submission of a written report due to the small volume of the overflow. The owner / operator or a duly authorized representative shall sign any written report(s).
11. **Records.** Copies of all overflow records and reports shall be maintained by the owner or operator for at least 5 years and in accordance with COMAR 26.08.10.06.
12. **Inspection.** (a.) CCTV in accordance with the EPA Handbook of any Gravity Sewer Segment where an SSO event has occurred within 10 days after the SSO event, unless the SSO was caused by a Pump Station failure that was unrelated to the Gravity Sewer Segment.
13. **Emergency Response Plan.** (a.) Identification of those locations at which an SSO is likely to occur first in the event of Pump Station failure for each Pump Station. The Emergency Response Plan shall identify existing Pump Station operating wet well capacity, additional onsite storage capacity, if any, and any in-line storage capacity. In addition, any annual updates to the Emergency Response Plan shall reflect the findings of, and improvements made pursuant to the SSES. The Emergency Response Plan shall include Pump Station-specific emergency procedures and bypass strategies and estimated storage capacity (i.e., maximum volume of sewage that can be stored in the event of a Pump Station failure without causing an SSO and estimated time, at minimum, average, and maximum flow rates, during which sewage can be stored before an SSO will occur).
  - (b.) A general identification of resources that METCOM shall make available to correct or repair conditions causing or contributing to the SSO; and
  - (c.) A plan to ensure training of METCOM personnel who respond to SSO's on their role(s) in the Emergency Response Plan and impacts of SSO's on public health, the environment, and designated uses (e.g., shellfish harvesting, water contact recreation, aquatic life, etc).

**ST MARY'S COUNTY**  
**PUBLIC NOTIFICATION RESPONSE PROTOCOL**  
**For Sanitary Sewer Overflows**

**Reports to the Public.** Per the Code of Maryland Regulations (COMAR) 26.08.10, the owner or operator shall coordinate with the local health officer or environmental health director regarding the content of reports to the public about a sanitary sewer overflow (SSO) in accordance with procedures developed by MDE, in cooperation with the Maryland Department of Health and local Health Department.

**Public Notification.** Unless advised otherwise in accordance with COMAR 26.08.10.08, the owner or operator shall notify the public as soon as practicable, but **not later than 24 hours** after the time that the owner or operator becomes aware of the SSO incident.

**Definitions.** The Code of Maryland Regulations (COMAR 28.08.10) defines a sanitary sewer overflow as:

- (1) "Overflow" means any loss of wastewater or discharge from a sanitary sewer system, combined sewer system, or wastewater treatment plant bypass which results in the direct or potential discharge of raw, partially treated or diluted sewage into waters of the State as defined in Environment Article, §9-101(l), Annotated Code of Maryland.
- (2) "Overflow" includes, but is not limited to, any overflow or discharge of raw or diluted sewage onto the surface of the ground, into waterways, storm drains, ditches or other manmade or natural drainage conveyances to surface or ground waters.
- (3) For purposes of this protocol, it is established that "Overflow" does not include:
  - (a) An overflow or discharge of **50 gallons** or less to the ground that are cleaned up **within 1 hour** of its occurrence; and
  - (b) An overflow or discharge to impervious surfaces that are effectively contained and cleaned up so that there is no direct or potential pollution of waters of the State as a result of the overflow or discharge.

**Protocol.** In addition to OPS-11-02 and OPS 22-01, if an SSO occurs, the following guidelines are to be followed:

- (1) All incidents must be physically posted as soon as possible (timing depends on incident response including correcting failing infrastructure and remediation efforts).
- (2) Minimum duration of posting is **seven (7)** days (without sampling and lab analysis requirements).
- (3) **If SSO discharges directly to surface waters** (tidal or non-tidal):
  - a. Post the affected area;
  - b. Consult with MDE and the local Health Department to determine if testing and sampling will be required per COMAR 26.08.10.11; and
  - c. Initiate the Public Notification.
- (4) Although COMAR 26.08.10.08.C. specifies  $\geq 10,000$  gallons, this protocol establishes a lower response threshold of  $\geq 5,000$  gallons. **If SSO is  $\geq 5,000$  gallons:**
  - a. Post affected area, unless determined not necessary (COMAR 26.08.10.08.C(2));
  - b. Consult with MDE and the local Health Department to determine if testing and sampling will be required per COMAR 26.08.10.11; and
  - c. Initiate the Public Notification to include Code Red Reverse 911 per Health Department recommendations.
  - d. Per COMAR 26.08.10.09, in addition to other Public Notification measures, if SSO may impact a school, daycare center, hospital, or other similar establishment or location, personally notify (ie. door-to-door) as soon as possible.
- (5) Per COMAR 26.08.10.08, Public Notifications shall include:
  - a. Site postings, in English and Spanish, per Environmental Article §9-331.1.b(2)(i)1) of the affected area(s) at the location of the overflow or treatment facility bypass, unless MDE or local Health Department advises it is not necessary;
  - b. Public service announcement **OR** paid advertising in a daily newspaper, radio station, or local television station serving the immediate area where the overflow is likely to have an adverse impact; and
  - c. For this protocol, a public service announcement may include one or more of the following; Code Red Reverse 911 call, FaceBook post, Commission website post, County PIO notification, door-to-door communication, door tags, media release, or other social media (ie. twitter), etc.

- d. All SSOs shall be posted on the Commission's website under "Emergency Notices" for a minimum of ten (10) days.
- e. For this protocol, Public Notification **for overflows**  $\leq$  **5,000 gallons** may be in the form of information provided in quarterly or annual reports, reports of incidents in customer bills, or information available on the Commissions or States websites.
- f. Public notification may be required in any situation where the Maryland Department of Health or local Health Department has reason to believe is a public health risk.
- g. Note: MDE is responsible for maintaining a Maryland Reported Sewer Overflow Database.

**Contents of Public Notification.** In accordance with COMAR 26.08.10.08, any Public Notification shall state: approximate number of gallons of overflow, when/where the overflow occurred, the name of the receiving water(s), that swimming or other direct contact should be avoided until a specific date, and a phone number for additional information.

- (1) Any public advisory shall remain in effect as directed by MDE or local Health Department, or a designee.
- (2) The MDE or local Health Department will determine whether the receiving water is designated as shellfish harvesting waters, waters protected as a public drinking water supply, waters used as public bathing beaches, or waters used for public recreation (COMAR 26.08.10.08).

Effective Date: June 8, 2023

  
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 St. Mary's County Health Department
 
  
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 Date

  
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 St. Mary's County Metropolitan Commission
 
  
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 Date

  
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 St. Mary's County Department of Emergency Services
 
  
 \_\_\_\_\_  
 Date



## CONTACT INFORMATION

### **Maryland Department of the Environment:**

During Working Hours: (410) 537-3510

Nights / Weekends / Holidays:

(866) 633-4686 (this is the MEMA answering service, an MDE Rep will call back)

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Carol Hasselberger, MDE

[Carol.hasselberger@maryland.gov](mailto:Carol.hasselberger@maryland.gov) (301) 141-0537 Work

### **St. Mary's County Health Department:**

Primary Point of Contact is Heather Moritz, Environmental Health Officer

[Heather.moritz@maryland.gov](mailto:Heather.moritz@maryland.gov)

During Working Hours: (301) 475-4321 Work

After Working Hours: (240) 298-2675 Cell

### **St. Mary's County Public Information Office:**

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