

City of Richmond
Wastewater
Treatment Plant

**Pretreatment
Annual Report**

01/01/2010 – 12/31/2010
NPDES Permit #CA0038539
1401 Marina Way South
Richmond, CA 94804
(510)412-2009

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1. **COVER SHEET**

NPDES Permit Holder or Sewer Authority Name: *West County Agency*

Report Date: *February 28, 2011*

Period Covered by This Report: *from 01/01/2010 to 12/31/2010*

Period Covered by Previous Report: *from 01/01/2009 to 12/31/2009*

Name of Wastewater Treatment Plant(s)

National Pollutant Discharge
Elimination System (NPDES)
Permit Number

*City of Richmond Wastewater Treatment Plant
601 Canal Boulevard, Richmond, CA 94804*

CA0038539

Person to contact concerning information contained in this report:

Name: *Chad Davisson*
Title: *Wastewater Manager Contract Administrator*

Mailing Address: *450 Civic Center Plaza
Richmond, CA 94804*

Telephone No: *(510) 620-5486*

I have personally examined and am familiar with the information submitted in this document and attachments. Based upon my inquiry of those individuals immediately responsible for obtaining the information reported herein, I believe that the submitted information is true, accurate and complete.

2/28/11
Date

Chad Davisson
Chad Davisson
Wastewater Manager Contract
Administrator

2. **INTRODUCTION**

The City of Richmond WWTP holds an NPDES permit as part of the West County Agency, and all regulated sludge and effluent is combined with West County Wastewater District's (WCWD). The Richmond WWTP sewer system includes only part of the City of Richmond area. West County Wastewater District has jurisdiction over Industries and sewers in the northerly portion. Stege Sanitary District has control over the sewers and East Bay Municipal Utility District has control over the industries in the southeast. The City's sewer flow is approximately 70% domestic, 20% commercial, and 10% industrial. The Significant Industrial user (SIU) list (which is updated annually) has 12 Industrial Dischargers, of which 5 which are categorical, and one is a Zero Discharger, (Appendix A).

The City administers the pretreatment program in-house. The last Pretreatment Audit was conducted September 16-17, 2003. Additionally, a Pretreatment Compliance Inspection (PCI) was conducted on December 14, 2010. The City has not received a response to the PCI.

3. **DEFINITIONS**

Categorical Industrial User (CIU) Shall mean industrial activity performed at the facility is regulated by one or more of the federal regulations found in Title 40 Code of Federal Regulations (40 CFR) Parts 401 - 424 and 425 - 471

- The facility discharges *process* wastewater to a publicly owned treatment works (POTWs).
- In the EPA Pretreatment Categories and Standards, the categorical activity is assigned pretreatment limitations, reporting requirements, or both.

Compliance shall mean adherence to limits and provisions of the local Waste Water Ordinance and, if applicable, federal categorical regulations.

Consistent Compliance shall mean compliance in all inspections, monitoring, and reports during a given period.

Inconsistent Compliance shall mean failure to be in compliance in all inspections, monitoring, and reports during a given period which does not satisfy the criteria of significant noncompliance.

Interference shall mean a discharge which, alone or in conjunction with other discharge(s), both:

- 1) inhibits or disrupts the POTW processes or its sludge use or disposal;

and

- 2) is a cause of violation of any requirement of the POTW's NPDES permit or of the prevention of sewage sludge use or disposal in compliance with any

applicable federal, state, or local regulations.

Pass-Through shall mean a discharge which exits the POTW into receiving waters in quantities which, alone or in conjunction with discharge from another source, is a cause of violation of any requirement of the POTW's NPDES permit.

Significant Industrial User (SIU) shall mean:

- 1) any industrial user (IU) subject to a categorical pretreatment standard
- 2) any other IU that discharges an average of at least 25,000 GPD of process waste water to the POTW
- 3) an IU that contributed process waste water which is at least 5% of the average dry weather hydraulic or loading capacity of the POTW
- 4) any IU so designated by the POTW due to the reasonable potential for adversely affecting the POTW's operation.

Significant Non compliance Shall mean

- 1) Chronic violations of wastewater discharge limits, defined here as those in which sixty-six percent (66%) or more of all the measurements taken for the same pollutant parameter taken during a six (6) month period exceed (by any magnitude) a numeric Pretreatment Standard or Requirement, including Instantaneous Limits as defined in Section 2; [*Note: Required Streamlining Rule Change, see 40 CFR 403.3(l)*]
- 2) Technical Review Criteria (TRC) violations, defined here as those in which thirty-three percent (33%) or more of wastewater measurements taken for each pollutant parameter during a six (6) month period equals or exceeds the product of the numeric Pretreatment Standard or Requirement including Instantaneous Limits, as defined by Section 2 multiplied by the applicable criteria (1.4 for BOD, TSS, fats, oils and grease, and 1.2 for all other pollutants except pH); [*Note: Required Streamlining Rule Change, see 40 CFR 403.3(l)*]
- 3) Any other violation of a Pretreatment Standard or Requirement as defined by Section 2 (Daily Maximum, long-term average, Instantaneous Limit, or narrative standard) that [the Superintendent] determines has caused, alone or in combination with other discharges, Interference or Pass Through, including endangering the health of POTW personnel or the general public; [*Required Streamlining Rule Change, see 40 CFR 403.3(l)*]
- 4) Any discharge of a pollutant that has caused imminent endangerment to the public or to the environment, or has resulted in [the Superintendent's] exercise of its emergency authority to halt or prevent such a discharge;
- 5) Failure to meet, within ninety (90) days of the scheduled date, a compliance schedule milestone contained in an individual wastewater discharge permit [or a general permit {**optional**}] or enforcement order for starting construction, completing construction, or attaining final compliance;
- 6) Failure to provide within forty-five (45) days after the due date, any required reports, including baseline monitoring reports, reports on compliance with categorical Pretreatment Standard deadlines, periodic self-monitoring reports,

- and reports on compliance with compliance schedules;
- 7) Failure to accurately report noncompliance; or
 - 8) Any other violation(s), which may include a violation of Best Management Practices, which [the Superintendent] determines will adversely affect the operation or implementation of the local pretreatment program.

Upset shall mean an exceptional incident in which there is unintentional and temporary non compliance with categorical Pretreatment Standards, because of factors beyond the control of the IU. It does not include non compliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.

Slug Load or Slug Discharge shall mean any discharge at a flow rate or concentration, which could cause a violation of the prohibited discharge standards of Richmond Municipal Code. A Slug Discharge is any Discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch Discharge, which has a reasonable potential to cause Interference or Pass Through, or in any other way violate the POTW's regulations, Local Limits or Permit conditions.

4. **DISCUSSION OF UPSET, INTERFERENCE AND PASS THROUGH**

During this reporting period there were no plant upsets due to industrial discharges (table page 14).

5. **INFLUENT, EFFLUENT, AND SLUDGE MONITORING RESULTS**

Influent, effluent, and sludge results for the City POTW in 2010 were attached and summarized (as required) in the semi-annual pretreatment report. The monthly influent and effluent toxic parameters for 2010 are included in tables 1a and 1b. Only the metals Copper and Zinc were detected in the sludge. The levels that were detected were not in amounts to violate or trigger any regulatory responses. This monitoring is measured from the City's secondary effluent. Some of the following parameters were detected in the City of Richmond transport sludge but not at any amounts to violate or trigger any regulatory response with current use as a capping agent at the landfill managed by Richmond Sanitary (Republic Services):

**CITY OF RICHMOND
2010 SLUDGE POLLUTANTS SUMMARY**

PARAMETER	DATE SAMPLED	RESULTS (mg/l)	TABLE 2, 503.13 LIMITS (kg/hectare)	TABLE 1, 503.13 CEILING CONCENTRATIONS (mg/kg)
Zinc	3/13/10	0.020	2,800	7,500
Arsenic	9/22/10	62.0	41	75
Beryllium	9/22/10	2.1	No Criteria	No Criteria
Cadmium	9/22/10	25.0	39	85
Chromium	9/22/10	210.0	No Criteria	No Criteria
Copper	9/22/10	4,000	1,500	4,300
Lead	9/22/10	470.0	300	840
Nickel	9/22/10	240.0	420	420
Selenium	9/22/10	43.0	100	100
Zinc	9/22/10	11000	2,800	7,500
Lindane	9/22/10	0.1	No Criteria	No Criteria
Heptachlor	9/22/10	0.040	No Criteria	No Criteria
Bis(2-ethylhexyl)phthalate	9/22/10	1.7	No Criteria	No Criteria

Bis (2-ethylhexyl) phthalate was detected in a small concentration in both the influent and effluent. In one study, it was found in drinking water at levels ranging from 0.04 to 30 parts per billion. Furthermore, this organic compound may be biodegradable in sewage, ending up in the sludge. Plastic piping equipping the treatment process may contribute to its presence. The City of Richmond is a member of the West County Agency (WCA) and each agency monitors their sludge for toxicity prior to its mixing and becoming combined. The WCA's new NPDES permit limits became effective in April of 2008.

**CITY OF RICHMOND
2010 TOXIC POLLUTANTS SUMMARY**

PARAMETER	DATE SAMPLED	INFLUENT RESULTS(µ/l)	EFFLUENT RESULTS (µg/l)	REGIONAL PERMIT LIMIT (µg/l), WQO/WQC
Chloroform	3/10/10	4.7	1.3	No Criteria
Bis (2-ethylhexyl) phthalate	3/10/10	25.0	1.1	5.9
cis-1,2 -Dichloropropene	3/10/10	N.D.	0.3	99.0
Dibromochloromethane	3/10/10	N.D.	0.7	34.0
1,4-Dichlorobenzene	3/10/10	N.D.	0.7	2,600
Tetrachloroethene (TCE)	3/10/10	N.D.	0.3	81.0
Mercury	3/10/10	0.16	0.0069	0.066
Arsenic	9/10/10	1.6	2.6	200.0
Cadmium	9/10/10	0.15	N.D.	30.0
Chromium	9/10/10	4.8	N.D.	110.0
Copper	9/10/10	36.0	4.7	71.0
Lead	9/10/10	5.5	0.23	53.0
Mercury	9/10/10	0.26	0.0086	0.021
Nickel	9/10/10	5.1	5.5	34.0
Selenium	9/10/10	0.66 J	0.18 J	3.8

Silver	9/10/10	1.2	N.D.	23.0
Zinc	9/10/10	200.0	9.5	490.0

The NPDES permit limits are enforced at West County Agency’s combined effluent monitoring point. A percentage of all parameters detected in the influent and ending up in the sludge may originate from infiltration of ground water containing legacy pollutants into the City’s sanitary sewer collection system, and privately owned sanitary sewer laterals. The City has a Capital Improvement Project underway to repair and upgrade the sanitary sewer, in conjunction with a private lateral repair program. Based on the City’s Industrial User monitoring, carbon tetrachloride, dichloroethanes, phenol, 1,1,1-trichloroethane, Methylene Chloride, and other toxic organics could occur. Industrial User’s operating procedures are reviewed during routine inspections to determine if best management practices are not being followed.

A private lateral maintenance program became effective on August 25, 2006. Property owners are now required to have their sanitary sewer laterals inspected and certified prior to transfer of ownership, and complete necessary repairs as defined in Richmond Municipal Code 12.17 (Appendix T). This is was in response to the State & Regional Water Board’s task for Bay Area cities to develop practices that will prevent sewage overflowing from publicly owned sanitary sewer collection systems. Private laterals in poor operating condition allow rain, ground and tidal waters to infiltrate into the publicly owned systems. There are approximately 18,000 private laterals in the City of Richmond’s Municipal Sewer District with an average length of eighty feet each. Their combined total length is estimated at 270 miles. Approximately 2,038 laterals have been repaired and certified since the ordinances implementation. The current fee for a Certificate of Lateral Compliance is \$100 and the certificate duration is up to 15 years. The City of Richmond requires property owners to inspect their private lateral in the event of point of sale property transactions, the addition of two or more plumbing fixtures, or the report of a leaking lateral.

It is believed that the majority of the mercury present in the City’s influent is from inflow and infiltration into the sanitary collection system. The mercury in the groundwater is a legacy pollutant from ship building, blasting cap manufacturing and petroleum refining, and in conjunction with other collection system capital improvements, ensuring private laterals are in good operating condition will reduce the loading of this pollutant.

The Richmond City Council passed a resolution for a Private Sanitary Sewer Lateral Maintenance Grant Funding on April 15, 2008 specifically for Municipal Sewer District #1. This was the result of a settlement agreement between the non government organizations BayKeeper and the West County Toxics Coalition. Beginning in 2006 and for the subsequent 10 year time frame, \$100,000 per year will be made available to qualified property owners (Appendix U). The grant awarded per qualified applicant will be a reimbursement for up to 50% of the cost for the approved repair, but not to exceed \$3,000 per grant.

As of April 16, 2008 applications (Appendix V) became available on the City’s website and at City Hall. Applications are accepted until funds available for this fiscal year are exhausted, and the City will apply any excess funds to the following fiscal year’s grant

program. Only one grant per resident and per property will be awarded during the program's 10 year duration. To date approximately \$621,107.50 has been awarded. Additional funding was added during this reporting period.

6. **INSPECTION AND SAMPLING PROGRAM**

Compliance inspections were scheduled on all of the SIUs during the second quarter between submittal of permit applications and issuance of permits. One categorical SIU, Electroforming (City locked sanitary sewer line), does not discharge to the POTW.

The Compliance inspection procedure consists of a walkthrough with a check list for manufacturing/production practices, pretreatment system, chemical/hazardous material storage, spill control contingency plan, slug control plans, hazardous waste storage, monitoring records, training records, laboratory procedures (if self-monitoring), and flow measuring devices (if applicable). An Industrial Inspection Report checklist is attached (Appendix B).

Routine sampling and inspections are carried out for all permittees which were determined to require monitoring, based upon an initial inspection (Appendix C). Federally regulated pollutants are analyzed at categorical IUs at least annually. Other pollutants are based on what is on site that could realistically be discharged, as determined by inspection, permit application, and initial POTW and IU monitoring. Frequency of sampling visits is adjusted depending on how many problems an IU has caused or could potentially cause based on a constellation of factors: cooperative attitude, toxics present on-site, containment, potential for spills, pretreatment equipment, storm water discharges, categorical IUs, batch or continuous release, flow, etc. Generally, the IU's are required to submit Material Safety Data Sheets for new materials introduced into their wastewater generating processes for review by the City prior to their use.

Sampling and Chain of Custody protocols (Appendix D) are attached: Chain of Custody forms are included as part of the Field Sampling Sheet (Appendices E, F).

7. **ENFORCEMENT PROCEDURES**

The last Administrative Penalty Hearing was held February 23, 2005 for violations incurred during year 2001-2003.

The City's Industrial Pretreatment Program maintains an Enforcement Response Plan (Appendix N). There is a Stormwater Enforcement Response Plan maintained by the Engineering Services Department.

8. **FEDERAL CATEGORICAL/LOCAL STANDARDS**

All IUs that are federally regulated are in Table 2. If the local limits are more stringent than the federal limits, then the locals limit supersedes them. The local limits are determined at a monitoring point defined in each permit. These end-of-pipe monitoring points for categorical IUs are upstream of any domestic or other flows. So end-of-pipe local limits are

measured at the same point as end-of-process federal limits.

In September of 2008, the West County Agency started the research to evaluate monitoring data for the period July 2006 through June 2008 to determine if current local limits are adequate to protect the Richmond Municipal Sewer District Water Pollution Control Plant from upset, protect bio-solids quality, meet current NPDES effluent limitations, and protect worker health and safety. The evaluation was conducted by contract consultant Larry Walker Associates (LWA). The study was promulgated by the issuance of the new NPDES permit (Order Number R2-2008-0003) and Cease and Desist Order Number R2-2008-004. The last development of the City's local limits was derived using the USEPA Guidance Manual on the Development and Implementation of Local Discharge Limitations Under the Pretreatment Program (1987). The Maximum Allowable Headworks Loading (MAHL), collectively called Pollutants of Concern (POC) will be determined from the monitoring data. The draft of the Local Limits Study was submitted to the City in April, by LWA and after staff review and public comment will be submitted to the City Council in June of 2011. The local limit study followed guidelines of the USEPA Local Limits development Guidance, published in July 2004. During the last local limit development only 10 POCs were listed and the new guidance lists a total of 15. The current limits are stated in Richmond Municipal Code 12.18 (Appendix H).

The combined waste stream formula is applied to the federal limits for Bio-Rad Laboratories only; no other CIUs require this calculation. Bio-Rad Laboratories, located at 3110 Regatta Blvd., submitted monitoring information in May 1996. Based upon the information submitted, a correction factor of 0.982 is applied to the federal categorical limits. The limits, including the calculation factor, are noted in Table 2 for Organic Chemicals.

9. **UPDATED LIST OF REGULATED IUs**

a). **Organization:**

Those SIUs regulated by Federal categorical standards are listed by the category under which they fall. The specific category, including the subpart and 40 CFR section which applies, is listed in Table 2. New industries are discovered through the City's business licensing process, periodic internet searches, Yellow Page review, vehicle patrols, and feedback from industrial permittees. Currently there are 12 SIUs, the same as the previous reporting period.

b). **Inspection and Sampling Summary:**

Inspection and sampling activities are summarized in Table 3. If the IU was not sampled during a particular quarter, it was either because it did not discharge during that period, was not scheduled to be sampled, or the sampling frequency was changed.

The City has a large number of industries which discharge only at irregular intervals from analyzed batches during the rain season with prior POTW approval making it impossible to predict a scheduled number of 2010 samples for them. Since some of these dischargers must impound, monitor, and treat rain waters (non-stormwater) that collect in their production area. Those columns have been left blank on the report form. The City allows the industrial user to conduct sample collection without the presence of City personnel.

c). **Enforcement Summary:**

Enforcement and other compliance notes are included in Table 4.

10. **BASELINE MONITORING REPORT SUMMARY**

Baseline Monitoring Report (BMR) dates is found in Tables 2 and 4 for categorical IUs. The City does not use standardized BMR forms. We send a cover letter with a checklist to the CIU along with guidance on how to compose its own BMR (Appendix G). No IU had to conduct a BMR for this reporting period.

11. **PRETREATMENT PROGRAM CHANGES**

Monitoring data is entered in an Access[®], database program.

In response to the new Streamlining Rule and as a result of the recent PCI, the City plans to update the in Richmond Municipal Code §12.18.080 when the local limit study is completed for review by the RWQCB. The City's industrial discharge permits (control mechanisms), issued to SIU's, have the slug control requirements stated as well the requirements for sampling and reporting all monitoring results. The requirement to provide all monitoring results has been stated in the control mechanisms since 1999. Primarily this is requirement for all IUs to provide sample results for all process wastewater batch loads including those that exceeded discharge limits and groundwater monitoring test results that were intended for

discharge to the sanitary sewer. There have been circumstances when the IU believed that the City wasn't interested in batch test results if they exceeded the discharge limits, and the particular batch wasn't discharged.

Plant operation, collection system maintenance and laboratory services of the POTW continued to be contracted out to Veolia Water North America. The City's IPP is under the Engineering Services Department and the organization is being reviewed. The IPP project management list continues to increase. (Appendix O).

It was the City's intent to recruit for Industrial Waste Inspectors (IWI) in 2010. However, during this reporting period the job descriptions were redefined to Source Control Inspector I, II, III from IWI and Senior IWI. Subsequently, the City was continuing to deal with budget issues that resulted in layoffs, early retirements, and hiring freezes. Currently the following positions are identified as being assigned to the Wastewater Manager Contractor Administrator:

- 1 Senior Industrial Waste Inspector (Supervisor/Wastewater Budgeting/Sewer System Collection Charges, Contract Management, GIS/Database Management for Collection System & Database Management for IPP)
- 1 Acting Senior Industrial Waste Inspector (IPP, SSO Reporting & Record Management, Private Lateral Maintenance Program Management, Pollution Prevention Management, UST Removal Follow-up, & Stormwater Pump Station Record Keeping for Bay Area Air Quality Board Requirements)
- 1 Industrial Waste Inspector position filled by Contractor Services
- 2 Industrial Waste Inspector positions (vacant).

Currently the City's Industrial Pretreatment Program is staffed by three people (1 permanent senior, 1 acting senior, 1 contractor).

The proposed new job descriptions include the following organizational hierarchical listing:

- 1 Source Control Inspector III
- 1 Source Control Inspector II
- 2 Source Control Inspector I

Industrial user sample analyses (POTW monitoring) with Veolia Services as the program's contract laboratory, turn around times for routine samples are between 30 to 60 days.

The City's Fats, Oils & Grease (FOG) Program Ordinance was adopted (Appendix P) January 31, 2006. During this reporting period 160 FOG inspections were conducted. The inspection form and procedures are listed in Appendices R & S.

Veolia's Services Plant Laboratory Supervisor continues to make substantial

improvements enforcing the requirements of laboratory services needed for the IPP with their sub-contracted laboratories. The public private partnership laboratory contract service is still being finalized, which will denote who is responsible for transcribing laboratory data into semi-annual and annual report formats for developing an electronic access to the data by the City's IPP.

12. **PRETREATMENT PROGRAM BUDGET**

Pretreatment Budgets are attached for 2009-2010 and 2010-2011 (Appendix I). The number of person-years the past two years, new equipment purchased, and an inventory of previous equipment are attached (Appendix J). A separate inventory of safety equipment is attached (Appendix K). Expenditures will be comparable in 2010. Funding is by sewer service charges, plan review, and inspection fees.

13. **PUBLIC PARTICIPATION SUMMARY**

The public notice of significant non compliance required by CFR 403.8 (f) (2) (vii) for 2008 was published in the West County Times in March, 2010 (Appendix L).

14. **SLUDGE STORAGE AND DISPOSAL PRACTICES**

Digested sludge from Richmond POTW is pumped to sludge drying lagoons managed by the West County Agency, where it is mixed with sludge from WCWD and dewatered by supernatant removal and solar evaporation. All supernatant is returned at controlled volumes to the WCWD treatment plant to prevent overloading the system. After the end of the storm season, lagoons with the water removed begin drying quickly. By the beginning of September, when a crust forms on the surface, wide track tractors begin mechanically mixing it. Annual laboratory samples are taken from lagoons scheduled for annual emptying. The dried sludge is then applied to cover refuse at the adjacent Richmond Sanitary Landfill. This disposal practice is not affected by new USEPA Part 503 regulations. During this reporting period an agreement with the WCWD was made establishing a lease agreement extending the use of the sludge drying beds by the City of Richmond on property owned by the WCWD. The lease will extend the use by the City for up to eight years and was finalized in 2010. During this 8 year lease term, the City of Richmond will design and construct an alternative bio-solids dewatering facility. Updates on this project will be provided in future reports to the RWQCB.

15. **OTHER SUBJECTS**

The Pretreatment Program has been an active participant in the Contra Costa County Green Business program. The program conducted one inspection this year:

- 1 Solar Energy Equipment Facility

There are now 16 certified green businesses in Richmond including City Hall.

The Pretreatment Program continues to participate in untreated sewage spill response. The

management of the City's sanitary, and stormwater collection system was contracted out to Veolia North America on October 15, 2004. Veolia now deals with clearing sewer line back-ups. When the back-up becomes so severe that it causes a manhole to overflow, they will notify the Industrial Pretreatment Program, and the Industrial Waste Inspectors will report to the scene. If the spill occurs after normal working hours, personnel from the "Sewer System Management Plan" are contacted in the order listed until **ONE** is reached. This is to investigate the potential discharge to the nearest body of water. If the discharge is to a nearby body of water or storm drain, the Inspector will research the exact location of the spill, the amount and then take the proper steps to notify the appropriate Regulatory Agencies of the situation. As of May 5, 2007, the City has reported all incidents using the State California Integrated Water Quality System (CIWQS) web site as part the Sanitary Sewer Overflow (SSO) Programs defined in [WQ 2008-0002-EXEC, February 20, 2008]. June 1, 2008, the City updated its response procedures for the 2-hour reporting requirement to the RWQCB2 (File No. 1210.57). The incident is also documented with an email by the Industrial Waste Inspector (who was at the site) or Veolia representative, submitted to the Senior Industrial Waste Inspector for review, and archived. These facts are used in the report(s) submitted to the Regional Water Board as required in the City of Richmond's N.P.D.E.S. permit and now submitted by the CIWQS with the new SSO Program requirements. A copy of the Annual SSO Report to the Regional Water Board is included in Appendix W.

The IPP continues as the primary point of contact for the public to report sanitary sewer issues and the subsequent dispatcher for inter City and other agency referrals. In fact our best success during this reporting period has been public outreach through incident response or callouts. Our staff (2) responded to 67 incidents that relate to Pollution Prevention issues for the reporting period, including an episode of a "algae bloom" believed to be sewage during October of the reporting period. The primary procedures we follow for changing behavior are "Educate, Inspect, and Enforce." The sequence followed for pollution incidents is:

1. Discovery
2. Stop the Discharge
3. Remove the Pollutant from the Environment
4. Prevent it From Happening Again

The pollutants responded to included hydrocarbon oils, FOG, sediment, construction debris, and sewage. Conclusively, the presence of IPP staff by immediate response to the incidents has been a deterrent based on feedback by City field staff from other departments, Council members, and residents.

Instead of directly discharging, the City's Industrial Pretreatment Program permits various Industries to discharge contaminated storm water to the POTW. In the event that the influent/infiltration flow to the POTW should cause the POTW to enter a blending mode, the industries that are discharging contaminated storm water are instructed to shut down their discharge to the POTW until further notice. An annual inspection or telephone interview at these industries ensures the POTW that they have the capability to contain storm water until they are again permitted to begin discharging to the POTW.

The PCS Data Entry Form is attached (Appendix M).

TABLE 1 UPSET, INTERFERENCE, AND PASS THROUGH INCIDENTS

REPORTING PERIOD JANUARY 1 2010 TO DECEMBER 31 2010

INDUSTRIAL USER NAME AND ADDRESS	DATE(S) OF INCIDENT	TYPE OF INCIDENT	EXPLANATION OR REASON FOR THE INCIDENT	CORRECTIVE ACTION(S) BEING TAKEN	PROGRAM OR LIMIT CHANGES	ENFORCEMENT ACTIONS
NA	NA	NA	NA	NA	NA	NA

CITY OF RICHMOND
TABLE 1a METAL CONCENTRATIONS OF INFLUENT

Date	Year	MGD	Sample Date	ARSENIC	CADMIUM	CHROMIUM	COPPER	CYANIDE	LEAD	MERCURY	NICKEL	SELENIUM	SILVER	ZINC
				ug/l	ug/l	ug/l	ug/l	ug/l	ug/l	ug/l	ug/l	ug/l	ug/l	ug/l
January	2010	6.77	6-Jan	3.9	0.33	2.9	56.0	7.8	5.0	0.36	7.9	J 0.68	0.54	110
February	2010	9.96	10-Feb	4.9	0.27	2.9	30.0	ND	4.2	0.15	8.0	ND	0.21	81
March	2010	8.70	10-Mar	5.0	0.35	4.9	48.0	4.6	8.3	0.13	9.4	1.20	0.50	160
April	2010	6.49	8-Apr	6.6	0.39	4.3	67.0		7.1	0.077	10	J 0.66	0.69	180
May	2010	5.75	7-May	2.5	ND	7.8	81.0	ND	9.6	0.17	9.6	* 6.70	1.00	240
June	2010	6.21	16-Jun	3.5	0.11	1.9	23.0	ND	2.4	0.20	4.4	J 0.34	0.23	83
July**	2010	6.07	14-Jul	11	2.70	20	370.0	5.0	54	1.4	40	3.1	4.6	1300
August	2010	6.35	11-Aug	2.1	ND	5.4	69.0	ND	7.1	0.22	9.2	J 0.69	ND	160
September	2010	6.16	10-Sep	1.6	0.15	4.8	36.0	ND	5.5	0.26	5.1	J 0.66	1.2	200
October	2010	6.40	20-Oct	4.5	2.1	18	221.0	ND	71	0.17	25	1.30	2.4	820
November	2010	6.00	4-Nov	ND	ND	23	220.0	ND	12	0.16	17	J 0.69	2.5	1200
December	2010	5.62	15-Dec	2.9	0.25	5.9	52.0	ND	22.0	J 0.04	8.4	J 0.48	0.47	150
Maximum				11.00	2.70	23.00	370.0	7.80	71.00	1.40	40.00	6.70	4.60	1300
Minimum				1.60	0.11	1.90	23.0	4.60	2.40	0.04	4.40	0.34	0.21	81
Average				4.41	61.12	8.48	106.1	5.80	17.35	0.28	12.83	1.50	1.30	390

A "J" flagged result indicates an estimated concentration above the Method Detection Limit (MDL) as below RL/ML (Reporting Limit/Minimum Level)
The "J" flag is equivalent to the DNQ Estimated Concentration Flag.

CITY OF RICHMOND

TABLE 1b SECONDARY EFFLUENT METAL CONCENTRATIONS

Date	Year	MGD	Sample Date	ARSENIC	CADMIUM	CHROMIUM	COPPER	CYANIDE	LEAD	MERCURY	NICKEL	SELENIUM	SILVER	ZINC
				ug/l	ug/l	ug/l	ug/l	ug/l	ug/l	ug/l	ug/l	ug/l	ug/l	ug/l
January	2010	6.87	6-Jan	3.0	J 0.04	0.51	4.5	J 2.6	0.39	0.0670	3.9	J 0.25	ND	20
February	2010	10.53	10-Feb	4.1	ND	0.64	3.3	J 1.2	0.51	0.0062	4.6	ND	ND	21
March	2010	8.70	10-Mar	4.3	J 0.02	0.60	2.6	ND	0.42	0.0070	4.2	J 0.56	ND	17
April	2010	7.02	8-Apr	4.7	J 0.02	0.70	2.5		0.38	0.012	3.6	J 0.17	ND	19
May	2010	5.83	7-May	2.7	ND	1.7	4.5	ND	ND	0.0230	4.0	* 5.00	ND	26
June	2010	6.20	15-Jun	3.0	ND	ND	3.2	ND	0.39	0.0051	3.8	J 0.21	ND	11
July**	2010	6.40	14-Jul	3.6	ND	1.8	7.4	ND	0.54	0.3400	3.7	ND	ND	19
August	2010	5.79	11-Aug	5.7	ND	1.3	4.9	ND	ND	0.0074	4.0	J 0.21	ND	11
September	2010	5.64	10-Sep	2.6	ND	ND	4.7	ND	0.23	0.0086	5.9	J 0.18	ND	9.5
October	2010	5.82	20-Oct	ND	ND	1.0	4.4	ND	0.25	0.0048	4.3	J 0.16	ND	7.6
November	2010	6.06	4-Nov	2.9	ND	ND	2.2	ND	0.25	0.0054	6.7	J 0.12	ND	8.9
December	2010	6.03	15-Dec	2.4	ND	1.40	1.7	ND	0.23	0.040	4.1	J 0.19	ND	9.1
Maximum				5.70	0.04	1.80	7.40	2.60	0.54	0.3400	6.70	5.00	0.00	26.0
Minimum				2.40	0.02	0.51	1.70	1.20	0.23	0.0048	3.60	0.12	0.00	7.6
Average				3.55	0.03	3.83	4.18	1.90	0.36	0.0439	4.40	0.71	#DIV/0!	14.9
PERMIT LIMIT (AMEL)				200.0	30.0	110.0	71.0	3.3	53.0	0.066*	34.0	3.8	23.0	490.0

DETAIL IS REPORTED PER NEW NPDES PERMIT ISSUED 03/01/08 FOR THE WCA COMBINED EFFLUENT

(* Hg limit is from RWQCB2 Order No. R2-2007-0077)

A "J" flagged result indicates an estimated concentration above the Method Detection Limit (MDL) as below RL/ML (Reporting Limit/Minimum Level)

The "J" flag is equivalent to the DNQ Estimated Concentration Flag.

TABLE 2 FEDERAL CATEGORIES / LOCAL STANDARDS

FOR REPORTING PERIOD 01/01/10 TO 12/31/10

FEDERAL INDUSTRIAL CATEGORY OR LOCAL	FEDERAL STANDARDS			Local Stds in Add'n to or > Stringent / Federal Standards			BMR Due Date	Compl Date	COMMENTS
	Parameter	Max Limit mg/L	Avg. Lim. mg/L	Parameter	Max. Lim. mg/L	Avg. Lim. mg/L			
Electroplating, Metal Finishing									
Electroplating	Cyanide	5.00	2.70	Cyanide	0.97	-	09/28/81	04/27/84	1 IU in Category (Zero Discharger)
	Lead	0.60	0.40	Lead	0.30	-			
	Cadmium	1.20	0.70	Cadmium	0.50	-			
	TTOs	4.57	-	Zinc	1.00	-			
				Copper	0.65	-			
				Nickel	1.00	-			
				Mercury	0.005	-			
Metal Finishing	Cyanide	1.20	0.65	Copper	0.65	-			3 IUs in Category
	Cadmium	0.11	0.07	Chromium	0.50	-			
	Chromium	2.77	1.71	Lead	0.30	-			
	Copper	3.38	2.07	Nickel	1.00	-			
	Lead	0.69	0.43	Zinc	1.00	-			
	Nickel	3.98	2.38	Mercury	0.005	-			
	Silver	0.43	0.24						
	Zinc	2.61	1.48						
	TTO	2.13							

Note: List by most specific subcategory and/or grouping available.

TABLE 3 MONITORING, SAMPLING, COMPLIANCE AND ENFORCEMENT

FOR REPORTING PERIOD 01/01/10 TO 12/31/10

INDUSTRIAL CATEGORY:		ELECTROPLATING, METAL FINISHING															
INDUSTRIAL USER		MONITORING								Sampled by	Compliance Status	ENFORCEMENT ACTIONS TAKEN					
NAME	QTR	Sch. Samp Events	Act. Samp Events	Planned Comp Insp.	Comp. Insp.	Spills, Emergy	C.I. Nxt Yr	Samp Nxt Yr	IU/POTW/Other	Warning Notice		Violation Notice	Time Schedule	Admin Order	Civil Action	Criminal Action	Other
ADDRESS																	
Conversion Coatings 710 South 33rd Street Richmond, CA 94804	1	1	1	0	0	0	1	1	IU/POTW	CC							
	2	1	1	0	1	0	0	1	IU	CC							
Metal Finishing 40 CFR 433, Subpart A Metal Finishing Subcategory New Source	3	1	1	0	0	0	0	1	IU	CC							
	4	1	1	1	0	0	0	1	IU	CC							
Electroforming 130 Nevin Ave. Richmond, CA 94804	1	NS	0	0	0	0	1	NS	NA	CC							
	2	NS	0	0	0	0	0	NS	NA	CC							
Electroplating 40 CFR 413, Subpart A Common Metals Subcategory Existing Source	3	NS	0	0	1	0	0	NS	NA	CC							
	4	NS	0	1	0	0	0	NS	NA	CC							
Richmond Metal Painting 1143 Marina Way South Richmond, CA 94804	1	1	1	0	0	0	1	1	IU	CC							
	2	1	0	0	1	0	0	1	NS	SL		X					
Metal Finishing 40 CFR 433, Subpart A Metal Finishing Subcategory New Source	3	1	1	0	0	0	0	1	IU	CC							
	4	1	1	1	0	0	0	1	IU	CC							
Veriflo, Inc. 250 Canal Blvd. Richmond, CA 94804	1	1	1	1	0	0	1	1	IU	CC							
	2	1	1	0	1	0	0	1	IU/POTW	CC							
Metal Finishing 40 CFR 433, Subpart A Metal Finishing Subcategory New Source	3	1	1	0	0	0	0	1	IU	CC							
	4	1	1	0	0	0	0	1	IU	CC							
- Number of planned compliance inspections - Actual number of compliance inspections - Number of inspections in response to spills or emergencies - Number of planned compliance inspections for next year - Number of sampling events planned for next year					IF - INSIGNIFICANT NONCOMPLIANCE, FEDERAL LIMITS IL - INSIGNIFICANT NONCOMPLIANCE, LOCAL LIMITS						U - UNKNOWN NS - NOT SCHEDULED TO BE SAMPLED						

TABLE 4 BASELINE MONITORING REPORT, PERMIT EXPIRATION DATE, COMMENTS
 FOR REPORTING PERIOD 01/01/10 TO 12/31/10

INDUSTRIAL CATEGORY:	Electroplating, Metal Finishing				
INDUSTRIAL USER NAME ADDRESS	Ind. User ID. No.	Permit Expir. Date	Date BMR Requested	Date BMR Accepted	Monitoring, Compliance Status, and Enforcement Action Comments from Table 3
Conversion Coatings 710 South 33rd Street Richmond, CA 94804	1004	6/30/2011	10/17/83	02/19/84	Consistent Compliance 2010
Electro-Forming 130 Nevin Ave. Richmond, CA 94801	2010	6/30/2011	12/11/80	01/04/82	Zero Discharger
Richmond Metal Painting 1143 Marina Way South Richmond, CA 94804	1007	6/30/2011	06/30/89	11/15/89	1/31/11 Letter of Warning for missec sampling event 2nd quarter 2010 In Compliance for the remainder of 2010
Veriflo, Inc. 250 Canal Blvd. Richmond, CA 94804	1009	6/30/2011	01/15/94	06/13/94	Consistent Compliance 2010

TABLE 2 FEDERAL CATEGORIES / LOCAL STANDARDS

FOR REPORTING PERIOD 01/01/10 TO 12/31/10

FEDERAL INDUSTRIAL CATEGORY OR LOCAL NON-CATEGORICAL GROUP	FEDERAL STANDARDS			Local Stds in Add'n to or > Stringent / Federal Standards			BMR Due Date	Compl Date	COMMENTS
	Parameter	Max Limit ppb	Avg. Limit ppb	Parameter	Max. Lim. mg/L	Avg. Lim. mg/L			
Organic Chemicals	Acenaphthene	46	19	Xylene	1.00	-	06/01/96	07/23/96	Based on the combined wastestream formula calculations Bio-Rad at 3110 Regatta Boulevard, Richmond, submitted on May 30, 1996, the federal limits have been corrected by a factor of 0.982.
	Anthracene	46	19	PCBs	0.01	-			
	Benzene	132	56	Zinc	1.00	-			
	Bis(2-ethylhexyl)phthalate	253	93	Copper	0.65	-			
	Carbon Tetrachloride	373	139	Chromium	0.50	-			
	Chlorobenzene	373	139	Lead	0.30	-			
	Chloroethane	290	108	Total Petroleum Hydrocarbons	100.00	-			
	Chloroform	319	109	Mercury	0.005	-			
	Di-n-butyl phthalate	42	20						
	1,2-Dichlorobenzene	780	192						
	1,3-Dichlorobenzene	373	139						
	1,4-Dichlorobenzene	373	139						
	1,1-Dichloroethane	58	22						
	1,2-Dichloroethane	564	177						
	1,1-Dichloroethylene	59	22						
	1,2-trans-Dichloroethylene	65	25						
	1,2-Dichloropropane	780	192						
	1,3-Dichloropropylene	780	173						
	Diethyl phthalate	111	45						
	Dimethyl phthalate	46	19						
	4,6-Dinitro-o-cresol	272	77						
	Ethylbenzene	373	139						
	Fluoranthene	53	22						
	Fluorene	46	19						
	Hexachlorobenzene	780	192						
	Hexachlorobutadiene	373	139						
	Hexachloroethane	780	173						
	Methyl Chloride	290	108						
	Methylene Chloride	167	35						
	Naphthalene	46	19						
	Nitrobenzene	6,287	2,197						
	2-Nitrophenol	227	64						
	4-Nitrophenol	566	159						
	Phenanthrene	46	19						
	Pyrene	47	20						
	Tetrachloroethylene	161	51						
	Toluene	73	27						
Total Cyanide	1,178	412							
Total Lead	678	314							
Total Zinc	2,563	1,031							
1,2,4-Trichlorobenzene	780	192							
1,1,1-Trichloroethane	58	22							
1,1,2-Trichloroethane	125	31							
Trichloroethylene	68	26							
Vinyl Chloride	169	95							

Note: List by most specific subcategory and/or grouping available.

TABLE 3 MONITORING, SAMPLING, COMPLIANCE AND ENFORCEMENT

FOR REPORTING PERIOD 01/01/10 TO 12/31/10

INDUSTRIAL CATEGORY:		Organic Chemical Manufacturing															
INDUSTRIAL USER		MONITORING							Sampled by IU/POTW/ Other	Compliance Status	ENFORCEMENT ACTIONS TAKEN						
NAME	ADDRESS	QTR	Sch. Samp Events	Act. Samp Events	Planned Comp Insp.	Comp. Insp.	Spills, Emergency	C.I. Nxt Yr			Samp Nxt Yr	Warning Notice	Violation Notice	Time Schedule	Admin Order	Civil Action	Criminal Action
Bio-Rad Laboratories 3110 Regatta Blvd. Richmond, CA 94804 Organic Chemicals, Plastics, and Synthetic Fibers Category 40 CFR 414, Subpart E Thermosetting Resins Subcategory Existing Source	1	1	1	1	0	0	1	1	IU								
	2	1	1	0	1	0	0	1	IU								
	3	1	1	1	0	0	1	1	IU								
	4	1	1	0	0	0	0	1	IU								
	1																
	2																
	3																
	4																
	1																
	2																
	3																
	4																
	1																
	2																
	3																
	4																
MONITORING HEADINGS					COMPLIANCE STATUS KEYS												
<ul style="list-style-type: none"> - Number of planned/scheduled sampling events - Actual number of sampling events - Number of planned compliance inspections - Actual number of compliance inspections - Number of inspections in response to spills or emergencies - Number of planned compliance inspections for next year - Number of sampling events planned for next year 					<ul style="list-style-type: none"> SF - SIGNIFICANT NONCOMPLIANCE, FEDERAL LIMITS SL - SIGNIFICANT NONCOMPLIANCE, LOCAL LIMITS IF - INSIGNIFICANT NONCOMPLIANCE, FEDERAL LIMITS IL - INSIGNIFICANT NONCOMPLIANCE, LOCAL LIMITS CC - CONSISTENT COMPLIANCE * - ON A TIME SCHEDULE U - UNKNOWN NS - NOT SCHEDULED TO BE SAMPLED 												

TABLE 4 BASELINE MONITORING REPORT, PERMIT EXPIRATION DATE, COMMENTS
 FOR REPORTING PERIOD 01/01/10 TO 12/31/10

INDUSTRIAL CATEGORY: Organic Chemical Manufacturin					
INDUSTRIAL USER NAME AND ADDRESS	Ind. User I.D. No.	Permit Expir. Date	Date BMR Requested	Date BMR Accepted	Monitoring, Compliance Status, and Enforcement Action Comments from Table 3
Bio-Rad Laboratories 3110 Regatta Blvd. Richmond, CA 94804	1001	6/30/2011	2/20/1996	6/1/1996	

TABLE 2 FEDERAL CATEGORIES / LOCAL STANDARDS
FOR REPORTING PERIOD 01/01/10 TO 12/31/10

FEDERAL INDUSTRIAL CATEGORY OR LOCAL NON-CATEGORICAL GROUP	FEDERAL STANDARDS			Local Stds in Add'n to or > Stringent / Federal Standards			BMR Due Date	Compl Date	COMMENTS
	Parameter	Max Limit mg/L	Avg. Lim. mg/L	Parameter	Max. Lim. mg/L	Avg. Lim. mg/L			
Chemical Packaging (Brentag Pacific) Non-categorical				Halogenated Organics Copper Lead Mercury Nickel Zinc	1.00 0.65 0.30 0.005 1.00 1.00	1.00 0.65 0.30 0.005 1.00 1.00	N/A		1 IU in Category Zero Discharger (Process Wastewater trucked to EBMUD, Oakland Facility)
Landfill Leachate (West County Wastewater District) Non-categorical				Cadmium Chromium Copper Mercury Nickel Zinc Cyanide Ammonia as NH ₃	0.50 0.50 0.65 0.005 1.00 1.00 0.97 10%	0.50 0.50 0.65 0.005 1.00 1.00 0.97 10%	N/A		1 IU in Category
Mass Transit (AC Transit & BART) Non-categorical				Halogenated Organics Copper Lead Mercury Total Petroleum Hydrocarbons Zinc	1.00 0.65 0.30 0.005 100.00 1.00	1.00 0.65 0.30 0.005 100.00 1.00	N/A		2 IUs in Category
Vegetable Oil Processing (California Oils Corporation) Non-categorical				Chromium Copper Mercury Nickel Phenols Zinc	0.50 0.65 0.005 1.00 150.00 1.00	0.50 0.65 0.005 1.00 150.00 1.00	N/A		1 IU in Category
Pesticides (Chevron USA/Chevron Chemical) Non-categorical				Halogenated Organics Arsenic Chromium Copper Lead Mercury Zinc Toluene	1.00 1.00 0.50 0.65 0.30 0.005 1.00 1.00	1.00 1.00 0.50 0.65 0.30 0.005 1.00 1.00	N/A		1 IU in Category
Shipping Terminals (Burlington Northern & Santa Fe RR) Non-Categorical				Benzene Chromium Copper Mercury Nickel Phenols Zinc Total Petroleum Hydrocarbons PCBs Xylene Toluene	1.00 0.50 0.65 0.005 1.00 150.00 1.00 100.00 0.01 1.00 1.00	1.00 0.50 0.65 0.005 1.00 150.00 1.00 100.00 0.01 1.00 1.00	N/A		1 IU in Category

Note: List by most specific subcategory and/or grouping available.

TABLE 3 MONITORING, SAMPLING, COMPLIANCE AND ENFORCEMENT
FOR REPORTING PERIOD 01/01/10 TO 12/31/10

INDUSTRIAL CATEGORY:		Non-categorical															
INDUSTRIAL USER		QTR	MONITORING						Sampled by		Compliance Status	ENFORCEMENT ACTIONS TAKEN					
NAME	ADDRESS		Sch. Samp Events	Act. Samp Events	Planned Comp Insp.	Comp. Insp.	Spills, Emergency	C.I. Nxt Yr	Samp Nxt Yr	IU/POTW/Other		Warning Notice	Violation Notice	Time Schedule	Admin Order	Civil Action	Crimin Action
AC Transit 2016 MacDonald Ave. Richmond, CA 94801 Non-categorical	1	3	3	1	0	0	1	3	IU	CC							
	2	3	3	0	1	0	0	3	IU	CC							
	3	3	3	0	0	0	0	3	IU	IL		X					
	4	3	3	0	0	0	0	3	IU	CC							
Bay Area Rapid Transit 1281 Visalia Ave. Richmond, CA 94801 Non-categorical	1	1	1	1	0	0	1	1	IU	CC							
	2	1	1	0	1	0	0	1	IU	CC							
	3	1	1	0	0	0	0	1	IU/POTW	CC							
	4	1	1	0	0	0	0	1	IU	CC							
Brenntag Pacific (formally LA Chemical) 860 Wharf Street Richmond, CA 94804 Non-categorical	1	0	0	1	0	0	1	0	0	CC							
	2	0	0	0	1	0	0	0	0	CC							
	3	0	0	0	0	0	0	0	0	CC							
	4	0	0	0	0	0	0	0	0	CC							
Burlington Northern & Santa Fe Railroad 980 Hensley Street Richmond, CA 94801 Non-categorical	1	1	1	1	0	0	1	1	IU	CC							
	2	1	2	0	1	0	0	1	IU	CC							
	3	1	2	0	0	0	0	1	IU	CC							
	4	1	2	0	0	0	0	1	IU	CC							
California Oils 1145 Harbour Way South Richmond, CA 94804 Non-categorical	1	1	1	1	0	0	1	1	IU	CC							
	2	1	1	0	0	0	0	1	IU	CC							
	3	1	1	0	1	0	0	1	IU/POTW	CC							
	4	1	1	0	0	0	0	1	IU	CC							
MONITORING HEADINGS					COMPLIANCE STATUS KEYS												
<ul style="list-style-type: none"> - Number of planned/scheduled sampling events - Actual number of sampling events - Number of planned compliance inspections - Actual number of compliance inspections - Number of inspections in response to spills or emergencies - Number of planned compliance inspections for next year - Number of sampling events planned for next year 					<ul style="list-style-type: none"> SF - SIGNIFICANT NONCOMPLIANCE, FEDERAL LIMITS SL - SIGNIFICANT NONCOMPLIANCE, LOCAL LIMITS IF - INSIGNIFICANT NONCOMPLIANCE, FEDERAL LIMITS IL - INSIGNIFICANT NONCOMPLIANCE, LOCAL LIMITS 					<ul style="list-style-type: none"> CC - CONSISTENT COMPLIANCE * - ON A TIME SCHEDULE U - UNKNOWN NS - NOT SCHEDULED TO BE SAMPLED 							

TABLE 3 MONITORING, SAMPLING, COMPLIANCE AND ENFORCEMENT

FOR REPORTING PERIOD 01/01/10 TO 12/31/10

INDUSTRIAL CATEGORY:		Non-categorical																
INDUSTRIAL USER		MONITORING									ENFORCEMENT ACTIONS TAKEN							
NAME	ADDRESS	QTR	Sch. Samp Events	Act. Samp Events	Planned Comp Insp	Comp. Insp.	Spills, Emergency	C.I. Nxt Yr	Samp Nxt Yr	Sampled by IU/POTW/ Other	Compliance Status	Warning Notice	Violation Notice	Time Schedule	Admin Order	Civil Action	Criminal Action	Other
Chevron USA Formally Agricultural Chemical Division 940 Hensley Street Richmond, CA 94801 Non-Categorical	1	1	1	1	0	0	1	1	IU	CC								
	2	1	3	0	1	0	0	1	IU	CC								
	3	1	0	0	0	0	0	1	IU	CC								
	4	1	1	0	0	0	0	1	IU/POTW	CC								
West County Wastewater District 2377 Garden Tract Road Richmond, CA 94801 Non-categorical	1	1	1	1	0	0	1	1	IU	IL	X							
	2	1	1	0	1	0	0	1	IU	CC								
	3	1	1	0	0	0	0	1	IU	CC								
	4	1	1	0	0	0	0	1	IU	CC								
MONITORING HEADINGS - Number of planned/scheduled sampling events - Actual number of sampling events - Number of planned compliance inspections - Actual number of compliance inspections - Number of inspections in response to spills or emergencies - Number of planned compliance inspections for next year - Number of sampling events planned for next year						COMPLIANCE STATUS KEYS SF - SIGNIFICANT NONCOMPLIANCE, FEDERAL LIMITS SL - SIGNIFICANT NONCOMPLIANCE, LOCAL LIMITS IF - INSIGNIFICANT NONCOMPLIANCE, FEDERAL LIMITS IL - INSIGNIFICANT NONCOMPLIANCE, LOCAL LIMITS CC - CONSISTENT COMPLIANCE * - ON A TIME SCHEDULE U - UNKNOWN NS - NOT SCHEDULED TO BE SAMPLED												

TABLE 4 BASELINE MONITORING REPORT, PERMIT EXPIRATION DATE, COMMENTS
FOR REPORTING PERIOD 01/01/10 TO 12/31/10

INDUSTRIAL CATEGORY: Non-Categorical					
INDUSTRIAL USER NAME AND ADDRESS	Ind. User ID. No.	Permit Expir. Date	Date BMR Requested	Date BMR Accepted	Monitoring, Compliance Status, and Enforcement Action Comments from Table 3
AC Transit 2016 Macdonald Ave. Richmond, CA 94804	2001	06/30/11	N/A	N/A	12/13/2010 Notice of Violation issued for Zinc exceeding local U.I investigation unable to determine cause. Consistent Compliance remainder of the year.
Bay Area Rapid Transit 1281 Visalia Avenue Richmond, CA 94801	3008	06/30/11	N/A	N/A	Consistent Compliance for 2010
Brenntag Pacific (formally LA Chemical) 860 Wharf Street Richmond, CA 94804	2012	06/30/11	N/A	N/A	Consistent Compliance for 2010
Burlington Northern & Santa Fe Railroad 980 Hensley Street Richmond, CA 94801	2016	06/30/11	N/A	N/A	Consistent Compliance for 2010
California Oils 1145 Harbour Way South Richmond, CA 94804	2005	06/30/11	N/A	N/A	Consistent Compliance for 2010
Chevron Chemical Agricultural Chemicals Division 940 Hensley Street Richmond, CA 94804	2007	06/30/11	N/A	N/A	Consistent Compliance for 2010
West County Wastewater District 2377 Garden Tract Road Richmond, CA 94801	2022	06/30/11	N/A	N/A	07/30/2010 Letter of Warning for Lead exceeding local limits c 01/31/2011 Letter of Warning for 2010 average TDS and Chlc

CITY OF RICHMOND'S 2010 SIGNIFICANT INDUSTRIAL USER LIST

	INDUSTRY NAME	ADDRESS	CLASSIFICATION
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1	AC Transit	2016 Macdonald Ave. Richmond, CA 94801-3356	Non-Categorical (Mass Transportation) Potential to affect POTW Heavy Metals, Diesel, Waste Oils
2	Bay Area Rapid Transit	1281 Visalia Avenue Richmond, CA 94801-2331	Non-Categorical (Mass Transportation) Discharges >25,000 GPD Heavy Metals, Diesel, Waste Oils
3	Bio-Rad Laboratories	3110 Regatta Blvd. Richmond, CA 94804-3639	Categorical Organic Chemicals, Plastics, and and Synthetic Fibers Category 40 CFR 414, Subpart E Thermosetting Resins Subcategory Existing Source
4	Brenntag Pacific (formally LA Chemical)	860 Wharf Street Richmond, CA 94804-3568	Non-Categorical (Chemical Packaging) Potential to affect POTW Zero Discharger (Process wastewater trucked to EBMUD, Oakland Facility)
5	Burlington Northern and Santa Fe Railroad	980 Hensley Street Richmond, CA 94801	Non-Categorical (Shipping Terminal) Discharges >25,000 GPD Potential to affect POTW Heavy Metals, Diesel, Waste Oils
6	California Oils	1145 Harbour Way South Richmond, CA 94804-3695	Non-Categorical (Vegatable Oil Processing) Discharges >25,000 GPD
7	Chevron USA (Chem Ag-Chem Ponds)	940 Hensley Street Richmond, CA 94801-2106	Non-Categorical (Pesticides) Discharges >25,000 GPD Stormwater
8	Conversion Coatings	710 South 33rd Street Richmond, CA 94804-4112	Categorical 40 CFR 433, Subpart A Metal Finishing Subcategory New Source
9	Electroforming	130 Nevin Avenue Richmond, CA 94801-2900	Categorical Electroplating 40 CFR 413, Subpart A Common Metals Subcategory Existing Source
10	Richmond Metal Painting	1143 Marina Way South Richmond, CA 94804-3742	Categorical 40 CFR 433, Subpart A Metal Finishing Subcategory New Source
11	Veriflo, Inc	250 Canal Blvd. Richmond, CA 98404-2002	Categorical 40 CFR 433, Subpart A Metal Finishing Subcategory New Source
12	West County Wastewater District	2377 Garden Tract Road Richmond, CA 94801-1001	Non-Categorical (Landfill Leachate) Potential to affect POTW

CITY OF RICHMOND
SOURCE CONTROL PROGRAM INSPECTION REPORT

INITIAL ANNUAL (COMPLIANCE) FOLLOW-UP SPECIAL

450 CIVIC CENTER PLAZA
RICHMOND, CA 94804
(510) 621-1269, 307-8116 (FAX)

PART A - INDUSTRIAL USER PROFILE:

SIU IU

Date: _____ Previous inspection date: _____ N/A

I.U. Name: _____ Telephone: _____

Address: _____ Fax: _____

Email: _____

Contact: _____ Title: _____

Persons attending inspection: _____

City inspector/s: _____

Last sample date: _____ Compliance: Y N

Enforcement for previous year: Total LOW's: _____ Total NOV's: A: F:

Closed: A: F:

No. employees: _____ Shifts: Y N Days/week: M T W Th F Sa Su
#: _____ Hours: _____

Standard Industrial Classification Code/s (SIC): _____

Federal category/s: _____

Description of business activity: _____

FLOW DATA:

Current flow rate: Metered Estimated Other

Totalizer re-settable? Y N N/A

Date of Last Calibration? _____

Annual flow: _____ cu.ft. (For previous year)

MONITORING:

Samples frequency? Monthly Quarterly Semi-Annually

Annually N/A

Sample type? Grab Composite

By: IU POTW only

Parameters Monitored for: _____

Monitoring records available? Y N N/A

Reports submitted? Y N N/A

Name of laboratory performing analyses: _____

SPILL CONTROL:

Written plan? Y N N/A Posted? Y N N/A
 Employees trained? Y N N/A
 Frequency? Upon Employment Monthly Annual N/A
 M.S.D.S.'s available? Y N N/A
 Business Plan? Y N N/A
 Location/s of Documents:

PART B - WASTEWATER TREATMENT AREA:

TREATMENT SYSTEM: Y N (If no, go to next part!)

Is it possible for wastewater to bypass the treatment system? Y N N/A

Description of wastewater treatment system:

Description of processes generating wastewater:

Sampling Location/s:

Industrial Only
 Industrial & Domestic

Treatment Process:

<input type="checkbox"/> Absorption	<input type="checkbox"/> Gravity Separation
<input type="checkbox"/> Adsorption	<input type="checkbox"/> Ion Exchange
<input type="checkbox"/> Clarification	<input type="checkbox"/> Membrane Processes
<input type="checkbox"/> Coagulation	<input type="checkbox"/> Neutralization
<input type="checkbox"/> Coalescing	<input type="checkbox"/> Oxidation / Reduction
<input type="checkbox"/> Filtration	<input type="checkbox"/> Precipitation
<input type="checkbox"/> Flocculation	<input type="checkbox"/> Distillation
<input type="checkbox"/> Flotation	<input type="checkbox"/> Other (Specify)

Type of discharge:

Continuous Batch

Does system have alarm/s?

Y N N/A

Alarm response procedures?

Y N N/A

Alarm procedure posted?

Y N N/A

Location/s:

Plumbing: Rigid: Y N
 Identified: Y N

Can person conducting tour explain the treatment process? Y N

Operation difficulties during the last year? Y N N/A

pH meter readings taken? Y N N/A

Calibrated? Y N N/A

Calibration procedures adequate? Y N N/A

Frequency of calibration:

Comments on PART B -

PART C - CHEMICAL / HAZARDOUS MATERIAL STORAGE:

Material in secondary containment? Y N N/A

If no, explain:

Proper segregation of material/s? Y N N/A

If no, explain:

Are there discharge points from secondary containment? Y N N/A

If yes, describe:

Comments on PART C:

Part D - TRACKING WASTES:

Does business generate Hazardous Waste? Y N (If no, go to next part!)

Describe process producing waste:

Characterization of waste:

Waste manifests available? Y N N/A

PART E - HAZARDOUS WASTE STORAGE:

Material/s in secondary containment? Y N N/A
If no, explain:

Proper segregation of material/s? Y N N/A
If no, explain:

Are there discharge points from secondary containment? Y N N/A
If yes, describe:

Comments on PART E:

Part F - Compliance Activity:

Items added to permit:

PART G - POST COMPLIANCE INSPECTION CONFERENCE (to be conducted with the IU):

Date of scheduled follow-up inspection prior to permitting:

Inspector: Date:

Reviewed By: Date:

INSPECTION PROCEDURES

City of Richmond
450 Civic Center Plaza
Richmond, CA 94804

1. STORM WATER INSPECTIONS:

Stormwater from Process Area ("Contaminated Stormwater")

Every year during the spring and summer, all IUs (designated as storm water dischargers in Compliance Monitoring and Inspection Schedule) need prescheduled inspections or telephone interviews regarding their on-site water collection and discharge systems. This is storm water that due to its contact with a process area will be discharged to the sanitary sewer.

2. COMPLIANCE INSPECTIONS:

Inspections are carried out on all Significant IUs every year after Permit Applications are received and before Permits are written. Unless corrected in a reasonable amount of time, deficiencies found in inspections are included as conditions in the permit issued. Categorical IUs are inspected every six (6) months if needed or at least once per year. Compliance inspections are set at pre-arranged times with the most knowledgeable IU representative available. A walk-through inspection is done for any and all applicable items in the Industrial Inspection Report@ checklist (Appendix B). Afterwards, a post-inspection conference is held and summarized in writing. Recommendations for Compliance Activity are added at the end of the report.

3. FIRST TIME INSPECTION FOR NEW BUSINESSES:

The first time a business is inspected, an appointment will be made ahead of time. We explain what information is required to determine the nature of on-site activities, and subsequently if business needs a Waste Water Permit or a change in discharge methods to bring the facility into compliance with the City of Richmond's Ordinance. At the appointment, the business operator is asked about any operations which might generate wastes, and industrial wastewater. A walk-through inspection is performed using the Industrial Inspection Report@ (see Appendix B). If items are out of compliance with the City of Richmond's Ordinance, the Inspector informs the business what violations exist and discusses how to approach achieving compliance. If the facility discharges non-domestic waste(s) to the sanitary sewer, they need to complete a Permit Application and obtain a Permit. Otherwise, they must disconnect from the sanitary sewer and properly dispose of all waste(s) generated on site. If the facility is discharging industrial waste(s) to storm drain(s), water, ground, or other place not permitted in the City of Richmond's Ordinance, they must immediately abate this activity. One way this can be accomplished is to have the Facility connect the industrial discharge to the sanitary sewer after obtaining a permit. Correction of deficiencies found during the inspection would be included as conditions in the Permit issued by the City of Richmond.

4. COMMERCIAL INSPECTIONS:

The City of Richmond passed an amendment to sewer ordinance 12.20. It required calculating sewer service charges on flow, biochemical oxygen demand and total suspended solids loading. Commercial inspections continue to be performed on all the commercial businesses that are not on permit, to collect flow data and assess sampling locations for loading. This is determined by the City's new business listing, and inspector field activity.

5. FATS OILS & GREASE (FOG) INSPECTIONS:

The City of Richmond updated ordinance 12.18.066 that specifically addresses best management practices, FOG removal device maintenance, and disposal of waste FOG. Inspection criteria are measured on a scale of 1 to 5. If the overall average is less than 3 monthly inspections with an associated fee are conducted and greater than 3 are re-inspected at 1 to 3 year intervals.

SAMPLE HANDLING PROCEDURES

City of Richmond
450 Civic Center Plaza
Richmond, CA 94804

1. SAMPLE COLLECTION:

Auto Samplers should be secured with tamper-proof tape:

- a. Between sampler and lid
- b. Between carousel and sample head unit

Tamper-proof seal should be broken only after sampler is retrieved

Make sure:

- a. Auto sampler, bottles, and sample tubing are cleaned before use
- b. Use sample tubing designated specifically for that particular industry

After retrieving the sampler:

- a. Break seal and remove sampler head unit
- b. Record any unusual physical observations for each sample bottle filled
- c. Pour aliquot of composite sample into clean bottle(s) needed for analyses.

Use glass bottles and grab samples for:

- a. Purgeable organics
- b. Phenols
- c. Total Petroleum Hydrocarbons

Use glass or plastic bottles and grab samples for Cyanide

A grab sample is taken at each site for a pH reading.

2. SAMPLE LABELING:

Immediately label sample with:

- a. Industry's Name
- b. Field Identification Number (IPP issued, i.e. ddmmyy-inspectors initials/or industry's)
- c. Date and Time sample was collected
- d. Name or Initials of person(s) who collected sample
- e. Analyses required
- f. Preservative used (if required)

Sample should be sealed with tamper-proof tape with date and initials of collector on seal (to be broken only by analyst)

3. SAMPLE PRESERVATION

! Auto samplers should be iced down when sampling program begins

! Cyanide grab samples should have NaOH in sample container prior to filling with sample/s

! BTEX should have Hydrochloric Acid prior to filling with sample

! Total Petroleum Hydrocarbons should be preserved, in the field after the sample is in the bottle, with Hydrochloric Acid (HCl).

! Phenols and Ammonia should be preserved, in the field after the sample is in the bottle, with Sulfuric Acid (H₂SO₄)

! Metals preservation should be done, in the field after the sample is in the bottle, with Nitric Acid (HNO₃)

! All samples should be refrigerated at 4°C not to exceed holding time (hold BOD no more than 24 hrs., including sampling period, if possible).

4. CHAIN OF CUSTODY (COC)

- a. Person collecting sample signs COC after releasing sample(s) to lab personnel
- b. Lab personnel signs COC that they have received the sample(s) and logs them into lab record book.
- c. Lab person breaks COC seal and performs required analyses, initialing each analysis performed and preserving sample (if necessary) for any future analyses, resealing it with a new COC seal
- d. Any future analyst breaks the seal and signs the COC forms and keeps them on file.

Laboratory Services Provided by
 Veolia Operating Services
 for
 The City of Richmond (COR)
 Industrial Pretreatment Program (IPP)

Request for Analysis & Results

(Contract Laboratory Data Results, QA/QC, and COC Attached)

City of Richmond Industrial User: (& Sample Site)		
Date Collected:		Notice of Violations: <i>(COR stamp here)</i>
Date Data Provided to IPP:		

Sample ID	Parameter (check on left)	Results (mg/l)
	BOD	
	TSS	
	TPH (SM 5520B/F or EPA 1664S)	
	Arsenic	
	Cadmium	
	Chromium	
	Copper	
	Lead	
	Mercury	
	Nickel	
	Selenium	
	Silver	
	Zinc	
	Cyanide	
	Total Phenols	
	EPA 601*	
	EPA 602 (BTEX)*	
	EPA 624*	
	EPA 625*	

(Continue stamping NOV's on reverse side if necessary)

IPP Legend: *BLL = Below Local Limits
 *BFL = Below Federal Limits

Reviewed by: _____

Jean McMahan
 Veolia Laboratory Supervisor

CHAIN - OF - CUSTODY

FIELD ID #	RELEASED BY:	D/T	LAB LOG #	RECEIVED BY:	D/T

RELEASED BY:	D/T	RECEIVED BY:	D/T	DISPOSED BY:	D/T

BMR Checklist (to be compiled in your report)

<u>Requirements</u>	<u>Reference</u>	<u>Completed</u>
1. Name and address of facility	(40CFR403.12(b)(1))	_____
Name of the operator and owners		_____
2. List of environmental control permits	(40CFR403.12(b)(2))	_____
3. Brief description of operations, including average rate of production	(40CFR403.12(b)(3))	_____
Schematic of process diagram		_____
(a) All regulated processes		_____
(b) All points of discharge to sanitary sewer		_____
(c) All sampling locations used		_____
4. Flow Measurement (avg. And max. daily)	(40CFR403.12(b)(4))	_____
(a) From regulated process streams	(40CFR405-471)	_____
(b) From all other process streams	(40CFR403.6(e))	_____
(c) Method of flow measurement		_____
5. Measurement of pollutants	(40CFR403.12(b)(5))	_____
(a) Identify applicable Pretreatment Standards		_____
(b) Sampling and Analysis		_____
(1) Sampling representative of daily operations		_____
(2) 24 hour composite sample obtained		_____
or grab sample approved		_____
(3) Laboratory data sheets submitted		_____
(4) State certified laboratory used		_____
(c) Total Toxic Organics non-use statement (Enclosed)		_____
6. Certification statement (Enclosed)	(40CFR403.12(b)(6))	_____
7. Compliance schedule, if sample/s not in limits stated in City of Richmond Industrial Discharge Permit	(40CFR403.12(b)(7))	_____

**City of Richmond Local Limits
RMC 12.18.090**

General Parameter	Maximum Concentration any Time	Measurement	Applicable Species/Methods 40CFR136.3
Arsenic	1.0	mg/l	Applicable 40CFR136.3 Methods
Benzene	1.0	mg/l	Applicable 40CFR136.3 Methods
Cadmium	0.5	mg/l	Applicable 40CFR136.3 Methods
Chloroform	1.37	mg/l	Applicable 40CFR136.3 Methods
Chromium	0.5	mg/l	Applicable 40CFR136.3 Methods
Copper	0.65	mg/l	Applicable 40CFR136.3 Methods
Cyanide	0.97	mg/l	Applicable 40CFR136.3 Methods
Halogenated Organics	1.0	mg/l	Applicable 40CFR136.3 Methods
Lead	0.3	mg/l	Applicable 40CFR136.3 Methods
Mercury	0.005	mg/l	Applicable 40CFR136.3 Methods
Nickel	1.0	mg/l	Applicable 40CFR136.3 Methods
Phenol	150.0	mg/l	Applicable 40CFR136.3 Methods
Polychlorinated Biphenyls	0.01	mg/l	Applicable 40CFR136.3 Methods
Silver	1.0	mg/l	Applicable 40CFR136.3 Methods
Tetrachloroethylene	1.0	mg/l	Applicable 40CFR136.3 Methods
Toluene	1.0	mg/l	Applicable 40CFR136.3 Methods
Tributyltin	0.004	mg/l	Applicable 40CFR136.3 Methods
Xylene	1.0	mg/l	Applicable 40CFR136.3 Methods
Zinc	1.0	mg/l	Applicable 40CFR136.3 Methods



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CITY OF RICHMOND
ENGINEERING - WASTEWATER - STORMWATER

PG 1
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FOR 2010 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
4003 WASTEWATER							
34 LICENSES, PRMITS&FEES							
340408 REVIEW FEES/Design Review	0	0	0	-3,800.00	.00	3,800.00	100.0%
340458 FEES/Ind Waste Pre-treatment	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
TOTAL LICENSES, PRMITS&FEES	-10,000	0	-10,000	-3,800.00	.00	-6,200.00	38.0%
35 FINES & FORFEITURES							
351604 FINES & FORFEIT/Penalties	-500	0	-500	.00	.00	-500.00	.0%
TOTAL FINES & FORFEITURES	-500	0	-500	.00	.00	-500.00	.0%
38 OTHER REVENUE							
364855 OTHER REV/Misc Other Revenue	-30,000	0	-30,000	.00	.00	-30,000.00	.0%
TOTAL OTHER REVENUE	-30,000	0	-30,000	.00	.00	-30,000.00	.0%
40 SALARIES AND WAGES							
400002 SALARIES & WAGES/Mgmt-Local	87,325	0	87,325	.00	.00	87,325.00	.0%
400003 SALARIES & WAGES/Local 1021	211,454	0	211,454	12,484.14	.00	198,969.86	5.9%
400006 SALARIES & WAGES/PT- General	0	0	0	1,599.48	.00	-1,599.48	100.0%
400043 OTHER PAY/Acting Pay - Gener	0	0	0	522.90	.00	-522.90	100.0%
TOTAL SALARIES AND WAGES	298,779	0	298,779	14,606.52	.00	284,172.48	4.9%
41 PYROLLFRINGE BENEFIT							
400102 P-ROLL BEN/F.I.C.A. - ER Sha	0	0	0	99.17	.00	-99.17	100.0%



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CITY OF RICHMOND
ENGINEERING - WASTEWATER - STORMWATER

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FOR 2010 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
400103 P-ROLL BEN/Medicare Tax-ER S	4,333	0	4,333	222.68	.00	4,110.32	5.1%
400104 P-ROLL BEN/PERS Benefits	24,253	0	24,253	1,472.95	.00	22,780.05	6.1%
400105 P-ROLL BEN/Health Insurance	24,434	0	24,434	2,036.15	.00	22,397.85	8.3%
400106 P-ROLL BEN/Dental Insurance	5,668	0	5,668	236.10	.00	5,431.90	4.2%
400109 P-ROLL BEN/Employee Assistan	144	0	144	6.00	.00	138.00	4.2%
400111 P-ROLL BEN/Vision	880	0	880	36.68	.00	843.32	4.2%
400112 P-ROLL BEN/Life Insurance	312	0	312	17.40	.00	294.60	5.6%
400114 P-ROLL BEN/Long Term Disabil	7,230	0	7,230	80.66	.00	7,149.34	1.1%
400116 P-ROLL BEN/Unemployment Ins	2,039	0	2,039	.00	.00	2,039.34	.0%
400117 P-ROLL BEN/Personal/Prof Dev	4,793	0	4,793	750.00	.00	4,043.10	15.6%
400121 P-ROLL BEN/Worker Comp-Cleri	0	0	0	251.75	.00	-251.75	100.0%
400122 P-ROLL BEN/Worker Comp-Prof	23,608	0	23,608	668.90	.00	22,939.10	2.8%
400127 P-ROLL BEN/OPEB	11,951	0	11,951	513.67	.00	11,437.33	4.3%
400128 P-ROLL BEN/Pension Stabiliza	26,890	0	26,890	1,155.75	.00	25,734.25	4.3%
TOTAL PYRL/FRINGE BENEFIT	136,535	0	136,535	7,547.86	.00	128,987.58	5.5%

42 PROF & ADMIN

400201 PROF SVCS/Professional Svcs	26,500	0	26,500	.00	.00	26,500.00	.0%
400242 TRAVEL & TRNG/Mileage	550	0	550	.00	.00	550.00	.0%
400243 TRAVEL & TRNG/Conf, Mtng Trn	10,500	0	10,500	.00	.00	10,500.00	.0%
400261 DUES & PUB/Membership & Dues	2,400	0	2,400	.00	.00	2,400.00	.0%
TOTAL PROF & ADMIN	39,950	0	39,950	.00	.00	39,950.00	.0%

43 OTHER OPERATING

400232 OFF EXP/Printing & Binding	2,000	0	2,000	.00	.00	2,000.00	.0%
400303 RENTAL EXP/Building	26,032	0	26,032	1,892.16	.00	24,139.84	7.3%
400304 RENTAL EXP/Equipment Rental	0	8,485	8,485	.00	8,484.53	.00	100.0%
400341 OFF SUPP/Office Supplies	10,750	0	10,750	.00	.00	10,750.00	.0%
400381 CLOTH & O SUPP/Cloth& Pers S	4,650	0	4,650	.00	.00	4,650.00	.0%
TOTAL OTHER OPERATING	43,432	8,485	51,917	1,892.16	8,484.53	41,539.84	20.0%

44 UTILITIES

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TECHNOLOGIES



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CITY OF RICHMOND
ENGINEERING - WASTEWATER - STORMWATER

PG 3
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FOR 2010 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
400401 UTILITIES/Tel & Telegraph	4,570	0	4,570	.00	.00	4,570.00	.0%
TOTAL UTILITIES	4,570	0	4,570	.00	.00	4,570.00	.0%
45 EQPT & CONTRACT SVCS							
400501 EQPT SERVS/Equipment R/M Ser	16,500	0	16,500	.00	.00	16,500.00	.0%
TOTAL EQPT & CONTRACT SVCS	16,500	0	16,500	.00	.00	16,500.00	.0%
47 COST POOL							
400572 COST POOL/(ISF) Maintnce Poo	18,260	0	18,260	.00	.00	18,260.00	.0%
400574 COST POOL/(ISF)-Gen Liabilit	719,418	0	719,418	.00	.00	719,418.00	.0%
400583 COST POOL/(ISF)-Fac Maintena	11,808	0	11,808	.00	.00	11,808.00	.0%
400586 COST POOL/(CAP)- Admin Charg	85,119	0	85,119	.00	.00	85,119.00	.0%
400587 COST POOL/(ISF)-Util-Electri	3,839	0	3,839	.00	.00	3,839.00	.0%
400588 COST POOL/(ISF)-Util-Water	102	0	102	.00	.00	102.00	.0%
400591 COST POOL/(IND)Civic Ctr All	27,138	0	27,138	.00	.00	27,138.00	.0%
TOTAL COST POOL	865,684	0	865,684	.00	.00	865,684.00	.0%
48 ASSET/CAPITAL OUTLAY							
400604 NONCAP ASST/Furniture <5K	6,750	0	6,750	.00	.00	6,750.00	.0%
TOTAL ASSET/CAPITAL OUTLAY	6,750	0	6,750	.00	.00	6,750.00	.0%
TOTAL WASTEWATER	1,371,700	8,485	1,380,185	20,246.54	8,484.53	1,351,453.90	2.1%
TOTAL REVENUES	-40,500	0	-40,500	-3,800.00	.00	-36,700.00	
TOTAL EXPENSES	1,412,200	8,485	1,420,685	24,046.54	8,484.53	1,388,153.90	
GRAND TOTAL	1,371,700	8,485	1,380,185	20,246.54	8,484.53	1,351,453.90	2.1%

** END OF REPORT - Generated by MARY PHELPS **

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CITY OF RICHMOND
ENGINEERING - WASTEWATER - STORMWATER

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FOR 2011 01

	ORIGINAL APPROP	TRNFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
4003 WASTEWATER							
34 LICENSES, PRMITS&FEES							
340408 REVIEW FEES/Design Review	0	0	0	-900.00	.00	900.00	100.0%
340458 FEES/Ind Waste Pre-treatment	-10,000	0	-10,000	-24.00	.00	-9,976.00	.2%
TOTAL LICENSES, PRMITS&FEES	-10,000	0	-10,000	-924.00	.00	-9,076.00	9.2%
35 FINES & FORFEITURES							
351604 FINES & FORFEIT/Penalties	-500	0	-500	.00	.00	-500.00	.0%
TOTAL FINES & FORFEITURES	-500	0	-500	.00	.00	-500.00	.0%
37 CHARGES FOR SERVICES							
341501 CHRГ FOR SERV/Misc Chgs Serv	0	0	0	-310.00	.00	310.00	100.0%
TOTAL CHARGES FOR SERVICES	0	0	0	-310.00	.00	310.00	100.0%
38 OTHER REVENUE							
364855 OTHER REV/Misc Other Revenue	-30,000	0	-30,000	.00	.00	-30,000.00	.0%
TOTAL OTHER REVENUE	-30,000	0	-30,000	.00	.00	-30,000.00	.0%
40 SALARIES AND WAGES							
400002 SALARIES & WAGES/Mgmt-Local	91,598	0	91,598	.00	.00	91,598.00	.0%
400003 SALARIES & WAGES/Local 1021	251,097	0	251,097	13,331.00	.00	237,766.00	5.3%
400006 SALARIES & WAGES/PT- General	0	0	0	4,838.48	.00	-4,838.48	100.0%
400031 OVERTIME/General	0	0	0	542.39	.00	-542.39	100.0%

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MUNIS FINANCIAL MANAGEMENT SOLUTIONS

WELCOME TO THE NEIGHBORHOOD



02/18/2011 14:02
6473mphe

CITY OF RICHMOND
ENGINEERING - WASTEWATER - STORMWATER

PG 2
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FOR 2011 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
400043 OTHER PAY/Acting Pay - Gener	0	0	0	527.86	.00	-527.86	100.0%
TOTAL SALARIES AND WAGES	342,695	0	342,695	19,239.73	.00	323,455.27	5.6%
41 PYRL/FRINGE BENEFIT							
400102 P-ROLL BEN/F.I.C.A. - ER Sha	0	0	0	136.67	.00	-136.67	100.0%
400103 P-ROLL BEN/Medicare Tax-ER S	4,965	0	4,965	278.97	.00	4,686.03	5.6%
400104 P-ROLL BEN/PERS Benefits	39,571	0	39,571	1,904.45	.00	37,666.55	4.8%
400105 P-ROLL BEN/Health Insurance	74,267	0	74,267	2,459.60	.00	71,807.40	3.3%
400106 P-ROLL BEN/Dental Insurance	6,230	0	6,230	236.10	.00	5,993.90	3.8%
400109 P-ROLL BEN/Employee Assistan	158	0	158	6.00	.00	152.00	3.8%
400110 P-ROLL BEN/Professional Dev-	750	0	750	.00	.00	750.00	.0%
400111 P-ROLL BEN/Vision	968	0	968	36.68	.00	931.32	3.8%
400112 P-ROLL BEN/Life Insurance	961	0	961	17.40	.00	943.60	1.8%
400114 P-ROLL BEN/Long Term Disabil	2,856	0	2,856	80.66	.00	2,775.34	2.8%
400117 P-ROLL BEN/Personal/Prof Dev	2,250	0	2,250	.00	.00	2,250.00	.0%
400121 P-ROLL BEN/Worker Comp-Cleri	0	0	0	254.02	.00	-254.02	100.0%
400122 P-ROLL BEN/Worker Comp-Prof	6,081	0	6,081	815.86	.00	5,265.14	13.4%
400127 P-ROLL BEN/OPEB	13,708	0	13,708	659.72	.00	13,048.28	4.8%
400128 P-ROLL BEN/Pension Stabiliza	30,843	0	30,843	1,484.36	.00	29,358.64	4.8%
TOTAL PYRL/FRINGE BENEFIT	183,608	0	183,608	8,370.49	.00	175,237.51	4.6%
42 PROF & ADMIN							
400201 PROF SVCS/Professional Svcs	6,400	0	6,400	.00	.00	6,400.00	.0%
400242 TRAVEL & TRNG/Mileage	120	0	120	.00	.00	120.00	.0%
400243 TRAVEL & TRNG/Conf, Mtng Trn	8,400	0	8,400	137.50	.00	8,262.50	1.6%
400261 DUES & PUB/Membership & Dues	1,920	0	1,920	.00	.00	1,920.00	.0%
TOTAL PROF & ADMIN	16,840	0	16,840	137.50	.00	16,702.50	.8%
43 OTHER OPERATING							
400232 OFF EXP/Printing & Binding	1,600	0	1,600	.00	.00	1,600.00	.0%
400233 OFF EXP/Copying & Duplicatin	725	0	725	.00	.00	725.00	.0%
400303 RENTAL EXP/Building	20,826	0	20,826	.00	.00	20,826.00	.0%

tyler
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CITY OF RICHMOND
ENGINEERING - WASTEWATER - STORMWATER

PG 3
glytbdud

FOR 2011 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
400304 RENTAL EXP/Equipment Rental	18,500	7,315	25,815	.00	7,315.47	18,500.00	28.3%
400341 OFF SUPP/Office Supplies	2,744	0	2,744	.00	.00	2,744.00	.0%
400381 CLOTH & O SUPP/Cloth& Pers S	3,720	0	3,720	.00	.00	3,720.00	.0%
TOTAL OTHER OPERATING	48,115	7,315	55,430	.00	7,315.47	48,115.00	13.2%
44 UTILITIES							
400401 UTILITIES/Tel & Telegraph	3,656	0	3,656	.00	.00	3,656.00	.0%
TOTAL UTILITIES	3,656	0	3,656	.00	.00	3,656.00	.0%
45 EQPT & CONTRACT SVCS							
400501 EQPT SERVS/Equipment R/M Ser	13,200	0	13,200	.00	.00	13,200.00	.0%
TOTAL EQPT & CONTRACT SVCS	13,200	0	13,200	.00	.00	13,200.00	.0%
47 COST POOL							
400572 COST POOL/(ISF) Maintnce Poo	15,569	0	15,569	.00	.00	15,569.00	.0%
400583 COST POOL/(ISF)-Fac Maintena	11,808	0	11,808	.00	.00	11,808.00	.0%
400586 COST POOL/(CAP)- Admin Charg	96,480	0	96,480	.00	.00	96,480.00	.0%
400587 COST POOL/(ISF)-Util-Electri	3,839	0	3,839	.00	.00	3,839.00	.0%
400588 COST POOL/(ISF)-Util-Water	102	0	102	.00	.00	102.00	.0%
400591 COST POOL/(IND)Civic Ctr All	38,794	0	38,794	.00	.00	38,794.00	.0%
TOTAL COST POOL	166,592	0	166,592	.00	.00	166,592.00	.0%
48 ASSET/CAPITAL OUTLAY							
400604 NONCAP ASST/Furniture <5K	6,732	0	6,732	.00	.00	6,732.00	.0%
TOTAL ASSET/CAPITAL OUTLAY	6,732	0	6,732	.00	.00	6,732.00	.0%
TOTAL WASTEWATER	740,938	7,315	748,253	26,513.72	7,315.47	714,424.28	4.5%
TOTAL REVENUES	-40,500	0	-40,500	-1,234.00	.00	-39,266.00	
TOTAL EXPENSES	781,438	7,315	788,753	27,747.72	7,315.47	753,690.28	
GRAND TOTAL	740,938	7,315	748,253	26,513.72	7,315.47	714,424.28	4.5%

SUMMARY OF PRETREATMENT BUDGET

	<i>This Reporting Year</i>		<i>Previous Reporting Year</i>	
	<i>Person-hours</i>	<i>Cost</i>	<i>Person-hours</i>	<i>Cost</i>
Total:	8,320	\$435,314	4,160	\$355,078

SUMMARY OF PRETREATMENT EQUIPMENT PURCHASES

LAST REPORTING YEAR (2009)

	<u>EQUIPMENT</u>	<u>COST</u>
A	<i>Contracted Laboratory Services—Veolia Water Services (2010)</i>	\$43,500.00
B		
C		
D		
E		
F		
G		
H		
I		
J		
Grand Total		\$43,500.00

ALL PRIOR YEARS

<u>EQUIPMENT</u>	<u>EQUIPMENT</u>
<i>Pipe wrench, Cleanout wrench set, Valve Box Cover Tong</i>	<i>2 Digital cameras</i>
<i>ISCO 7 Model 150 Portable sampling pump and tubing</i>	<i>Hewlett Packet deskject 1600C</i>
<i>Hewlett Packard 7 laserjet 4050 printer</i>	<i>Dell 7 Inspiron 7500 laptop computer</i>
<i>Hewlett Packard Laserjet 5000 printer</i>	<i>Computer Scanner</i>
<i>Hewlett Packard laserjet 5 Printer</i>	<i>Lanier 7 copier/printer/machine</i>
<i>Hewlett Packard P1100 Photo/inkjet printer</i>	<i>2 Baggage Caddy & Case hand trucks</i>
<i>2 Sentron 7 portable pH Meters</i>	<i>3 ISCO 7 2700 Automatic Samplers</i>
<i>Dodge 7 Van</i>	<i>Chevrolet 7 Van</i>
<i>2 ISCO 7 Acuwell Portable sampling pump</i>	<i>Sampling poles and bottles</i>
<i>5 ISCO 2900 samplers</i>	<i>Traffic Safety Cones</i>
<i>ISCO 7 1640 Liquid Level Sampler Actuator</i>	<i>Traffic Safety Signs</i>
<i>Lumidor 7 4 gas gas detector</i>	<i>1 ice-maker machine</i>
<i>Portable pH chart recorder</i>	<i>Calibration gas for multi-gas gas detectors</i>
<i>2 Fold-A-Way cranes for Van=s</i>	<i>Sampling Tips</i>
<i>Ice maker</i>	<i>Sub-assembly units for ISCO 7</i>
<i>2 Tool boxes equipped with tools</i>	<i>8 Fireproof file cabinets</i>
<i>Traffic Barricades and magnetic signs</i>	<i>2 Baggage Caddy & Case hand trucks</i>
<i>Teflon Tubing (replacement for ISCOs 7</i>	<i>1 Sigma 7 automatic sampler</i>
<i>Plastic LaserJet printer labels</i>	<i>Inspectors equipped Van</i>
<i>2 Ice Coolers</i>	<i>Shelving for vehicle</i>
<i>2 Sun Canopies</i>	<i>Presentation easel and flip charts</i>
<i>4 folding chairs</i>	<i>3 portable tables</i>
<i>Reflective safety vests</i>	<i>5 Dell Optiplex GX650 Desktop Computers</i>
<i>Baggage/Equipment Carriers</i>	<i>YSI Multi Probe Meter (DO, Conductivity, pH)</i>

Note: If additional space is needed, attach another sheet to this summary.

PRETREATMENT PROGRAM SAFETY EQUIPMENT

FOR REPORTING PERIOD 01/01/10 TO 12/31/10

ITEM	UNIT	NO. PER			STORAGE	TOTAL
		UNIT	VAN 1	VAN 2		
Back Brace	each	1	2	2	0	4
Baggage Caddy & Case hand truck	each	1	1	1	0	2
Boots - Rubber	pair	1	0	0	2	2
Cleanout cap tools	each	1	0	0	2	2
Containter 20 liter	each	1	0	0	3	3
Coolers - 24 quart	each	1	0	0	2	2
Coveralls	pair	1	0	0	10	10
Distilled Water	liter	1	1	1	0	2
DOT Handbook	each	1	1	1	0	2
Electrical Tape	roll	1	1	0	0	1
Fire Extinguisher	each	1	1	1	0	2
First Aid Kit	each	1	1	1	0	2
Flares	each	1	3	11	0	14
Flashlight	each	1	1	1	1	3
Gas Detector - Lumidor	each	1	0	0	2	2
Gloves - disposable	box	100	2	2	0	10
Gloves - reuseable	pair	1	1	1	1	3
Hard Hats	each	1	2	2	4	8
Hearing Protection - ear plugs	pair	1	100	100	0	200
Knee pads	pair	1	1	1	0	2
Pails - 5 gal plastic	each	1	1	2	2	5
Pick up Tool ("Easy Reach")	each	1	1	0	0	1
Rain Gear - jacket	each	1	0	0	2	2
Rain Gear - pants	pair	1	0	0	2	2
Reflective Vests	each	1	2	2	4	8
Safety goggles/glasses	pair	1	2	2	2	6
Sewer Hook	each	1	1	1	2	4
Shovel	each	1	1	1	0	2
Sledgehammer	each	1	1	1	0	2
Tool Box w/ assorted tools	each	1	1	1	0	2
Traffic Barricade (Magnetic)	each	1	1	1	2	4
Traffic Safety - "Roadwork Ahead"	each	1	0	0	2	2
Traffic Safety - "Workman Ahead"	each	1	0	0	2	2
Traffic Safety - Cones	each	1	8	8	0	16
Traffic Safety - Reflective Flags	each	1	6	4	0	10

West County Times

4301 Lakeside Drive
Richmond, CA 94806
(510) 262-2740

RICHMOND, CITY OF VEOLIA WATER)
WASTE WATER TREATMENT, ENGINEERING SERVICES
DEPT, 450 CIVIC CENTE
Richmond CA 94804-3541

PROOF OF PUBLICATION

FILE NO. Bio Rad Lab

In the matter of

West County Times

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter.

I am the Principal Legal Clerk of the West County Times, a newspaper of general circulation, printed and published at 2640 Shadelands Drive in the City of Walnut Creek, County of Contra Costa, 94598

And which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Contra Costa, State of California, under the date of August 29, 1978. Case Number 188884.

The notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

4/25/2010

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Walnut Creek, California.
On this 26th day of April, 2010.

Signature

Legal No.

0003471618

2009 SIGNIFICANT INDUSTRIAL WASTE WATER VIOLATOR

The following Richmond Industries were a repeat offender of the City of Richmond's Local Pollution Limits to a significant degree. This announcement satisfies the federal regulation requiring public notification of significant violators in 40 CFR 403.8 (f) (vii). Those industrial violations which occurred in 2009 were:

BIO-RAD Laboratories
3110 Regatta Avenue,
Organic Chemicals,
Plastics, and Synthetic
Fibers Category

For more information,
contact Stephen Friday,
City of Richmond Senior
Industrial Waste Inspector,
at (510) 412-2009.

WCT 3471618
April 25, 2010

PCS Data Entry Form

PPSI

POTW Name: **RICHMOND, CITY OF**

NPDES Permit #: **CA0038539**

Period Covered By This Report: 01/01/2010 (PSSD) 12/31/2010 (PSED)
Start Date End Date

Number of Significant Industrial Users in SNC With Pretreatment Compliance Schedule: 0 (SSNC)

Number of Notices of Violation and Administrative Orders Issued Against Significant Industrial Users: 2 (FENF)

Number of Civil & Criminal Judicial Actions Against Significant Industrial Users: 0 (JUDI)

Number of Significant Industrial Users with Significant Violations Published: 2 (SVPU)

Number of Industrial Users From Which Penalties Have Been Collected: 0 (IUPN)

**INDUSTRIAL PRETREATMENT PROGRAM 2010 ENFORCEMENT RESPONSE PLAN
PUBLIC SERVICES: INDUSTRIAL PRETREATMENT PROGRAM**

450 Civic Center Plaza
Richmond, CA 94804
(510) 412-2001 FAX (510) 307-8116

Introduction:

This Chapter describes the City of Richmond (hereafter “City”) Enforcement Response Plan for the pretreatment program in the Public Services Department. Federal pretreatment requirements are as set forth in the Federal Clean Water Act and in 40 C.F. R. Part 403 requires that “Publicly Owned Treatment Works” (hereafter “POTW”) act as a “Control Authority” and ensure compliance of pretreatment standards as outlined in 40 CFR 403.8 (f) (2.)

The pretreatment program permits industries and designates permitted industries as significant industrial users (SIU) based on one of the following criteria:

- If they are subject to Federal Categorical Pretreatment Standards
- Discharge 25,000 gallons or more of process water per day (process water excludes sanitary, non-contact cooling water, and boiler blow down waters.)
- Contribute a process waste stream which makes up 5% or more of the average organic (BOD, TSS, etc.) capacity of the treatment plant.
- Have a reasonable potential, in the opinion of the Control or Approval Authority, to adversely affect the POTW treatment plant (inhibition, pass through of pollutants, sludge contamination, or endangerment of POTW workers.)

The Enforcement Program:

The program is designed to follow an escalating flow/step enforcement procedure. Progressive enforcement will typically proceed as follows:

1. Notification (Verbal and/or Written).
2. Meeting(s) either at POTW or Industry/business.
3. Administrative Remedies (Penalty fees)
4. Show Cause Meeting at POTW (may be public and may start process to revoke permit).
5. Newspaper Reporting (SIU’s who are designated SNC)

6. Cease and Desist Order (with compliance date and possibly a fine).
7. Revocation of Permit.
8. Judicial Remedies
 - a) Consent Decree
 - b) Civil Penalties
 - c) Criminal Penalties

Written Enforcement Instruments

Letter of Warning:

If the flow chart specifies that a letter of warning is the next step, the inspector can use a template letter that details the violation, asks the business to consider actions and/or areas to research and require a written response in two weeks. The letter of warning alerts the industry/business to look into the situation and prevent future occurrences that would require higher enforcement and possible assessment of administrative penalty fees.

Notice of Violation:

If the problem is significant, the inspector meets with the industry/business contact and issues a Notice of Violation (hereafter NOV.) The notice requires the industry to abate the violation and response in writing within two weeks explaining how and when the problem will be corrected. A signature is required by the industry/business contact on this form. In the event of a refusal to sign the NOV, the inspector may issue a formal citation, or sign the NOV form "refused to sign." If the industry/business contact refuses to sign a citation the inspector has issued, the inspector as a code enforcement officer may have him booked into the County Jail. This action needs a formal criminal arrest/investigation report to be submitted to the District Attorney's office. The issuance of the NOV obligates the industry to appear before an annual hearing if an administrative penalty fee can be assessed. If there is no administrative penalty fee for the violation in the ordinance, the NOV acts like a "fix-it" ticket used by the Highway Patrol. In normal cases the industry/business is given two to four weeks to correct the violation. Additional time can be given with justification. Disbursement of the NOV form is as follows: White copy stays in the industry file in the pretreatment office, yellow copy is left with the business, pink copy sent interoffice mail to the City Attorney, and the blue copy is submitted by mail to the District Attorney's office.

If the NOV is issued based on a sampling parameter, the site will be sampled at least monthly. The site will continue to be monitored monthly until the site has at least three sequential sample results over at least a three month duration that are not in violation. If the inspector assigned to the industry is comfortable the cause of the violation has been mitigated, the regular sampling schedule will resume.

Once the corrective action has been completed by the violator, the inspector assigned to that industry/business will inspect the completed project and sign off the white form. A copy is then

sent to the industry/business to keep with the yellow copy in their files. The enforcement action terminates at this point. If a new violation occurs the process starts all over again.

Notice of Violation follow-up form:

Once a NOV has been written on a violation, follow-up correspondence is issued on an NOV follow-up form with regard to the same parameter until the original NOV is signed off by the industry's current inspector. If the NOV follow-up is issued based on a sampling parameter, the site will continue to be sampled at least monthly. The site will be monitored monthly until the site has at least three sequential sample results over at least a three month duration that are not in violation. If the inspector assigned to the industry is comfortable the cause of the violation has been mitigated, the regular sampling schedule will resume.

Other Enforcement Remedies

Meetings:

There are three levels of action a meeting can take:

- 1) The least formal is a meeting either at the POTW or at the industry/business to further discuss the violation(s). Such meetings need to be documented carefully for future reference, and to demonstrate that the POTW has given proper and fair warning to the industry/business prior to more stringent enforcement actions. The inspector gets an opportunity to evaluate the presentation of the industry/business, as well as presenting the POTW's perspective.
- 2) The meetings get more serious if non-compliance persists. At a Show Cause Meeting the POTW will have ranking management personnel and possibly other municipal officials.
- 3) The POTW may want the meeting to be public Show Cause Meeting, particularly if a major community issue is addressed. This would involve more planning, notification and a larger accessible meeting space.

Administrative Process:

If an NOV is issued for a violation that can be assessed a penalty fee, it enters the permittee into the administrative process. The pretreatment program will issue an annual billing of the fees accumulated in a calendar year. If the industry wishes to petition that the fee be waived or reduced, they must appear before an annual hearing designated for such activity. The City manager or his/her designee will preside. The pretreatment staff will present the history of compliance along with a recommendation. The industry will be permitted to present their case. The City Manager will render a decision.

Newspaper Reporting:

If the Industry is an SIU and the violation is designated Significant Non-Compliance (SNC,) then the pretreatment program is required to post the name of the industry and their violation in the local Newspaper on an annual basis.

Cease and Desist Order:

This is a formal declaration issued by the POTW Director of Public Services to the industry/business stating clearly the problem, recapping POTW enforcement efforts to date, with a deadline for resolution, outlining the consequences of continuing non-compliance, and possibly imposing a monetary penalty. The Cease and Desist Order might suggest a solution or solutions to the industry/business problem(s), although this is beyond the scope of the inspector's responsibility and area of expertise. Attempting to suggest a solution to an industry/business's problems carries a share of the burden of accountability should the inspector's suggested correction(s) fail.

Continued non-compliance with the conditions of the Cease and Desist Order are cause for taking any of the next steps. Each enforcement action can be one of a kind, and the sequence of steps outlined here does not have to be strictly followed. The municipal code provides an appeal process for the discharger.

Revocation of Permit:

This is a serious step with severe implications for all concerned. A business may be rendered inoperative with jobs being lost. Careful consideration to all the consequences of this step needs to be weighed. The permit may be merely suspended temporarily by the POTW Director of Public Services if that will finally achieve the sought after compliance. Even a suspension will require the industry/business to voluntarily and immediately cease all wastewater contributions. Actual revocation of the permit implies a long term suspension of service and is tantamount to putting most businesses out of business. The final step in the termination of service process is the actual physical disconnection or plugging of the sewer line. The municipal code provides an appeal process for the discharger.

Termination of service is often skipped to go to judicial remedies.

Judicial Remedies:

The most common court action is the Consent Decree. Here the City, represented by the City Attorney or District Attorney, enters into a negotiated settlement agreement with the violator, with a municipal or superior court judge signing a Consent Decree. Basically, the tactic here is to present a strong case to the judge outlining the industry/business's violations, and presenting the judge with what you consider to be a reasonable time-line for compliance. The judge may also consider the industry/business's idea of what a "reasonable" time for compliance would be. A negotiation of provisions of the Consent Decree may follow, but as long as the City's case is strong, then a Consent Decree will be signed. Once the judge signs a Consent Decree, then continued violations are in direct defiance of the Court, after the time period has elapsed. The judge may cite the industry/business for Contempt of Court, impose fines or the like. If the inspector can prove to the satisfaction of the judge that the industry/business cannot possibly meet the compliance deadline, then the City need not wait for the entire time period to elapse before having the Court impose penalties.

Civil penalties may be an extension of the Consent Decree process or may be the initial consequence of a municipal lawsuit. Here the City is asking the Court to assess specific monetary penalties for non-compliance. The amount may be \$300.00 but not to exceed \$10,000.00 per each day in which the violation occurs. The City Attorney will usually get involved with the Consent Decree and Civil Penalty processes. Both the Consent Decree and the Civil Penalties enforcement options are compliance oriented, and mainly the jurisdictional responsibility of the City Attorney.

If the inspector judges the case is serious enough he/she can take as a final step to seek Criminal Penalties. This step is reserved for the most blatant and persistent polluters. Violators requiring this enforcement option are those that are usually, willfully and chronically violating environmental law. There are over-lapping jurisdictional responsibilities for cases requiring criminal prosecution. If local law is being violated, then in almost every case State and Federal laws are also being violated. A State or County District Attorney's office is the best avenue for prosecution of these cases, since they have the proper training to handle environmental lawsuits, and are punishment oriented. These environmental pollution cases must be thoroughly prepared and documented before submitting them to the District Attorney.

DEFINITIONS OF ABBREVIATIONS:

D.A.	District Attorney
BMP	Best Management Practice
IU	Industrial User
LOW	Letter of Warning
NOV	Notice of Violation
NPDES	National Pollution Discharge Elimination System
POTW	Publicly Owned Treatment Works
RWQCB	Regional Water Quality Control Board
SIU	Significant Industrial User
SNC	Significant Non-Compliance
TRC	Threshold Reporting Criteria-- A TRC violation occurs where 33 percent or more of all of the measurements for each pollutant parameter taken during a six-month period equal or exceed the product of the daily maximum limit or the average limit multiplied by the applicable TRC.” TRC is equal to 1.4 times the applicable Standard for BOD, TSS, fats, oils and grease; TRC is also equal to 1.2 times the applicable Standard for all other pollutants except pH.

Illegal Discharges with No Permit:

Violations:

1. Discharge never permitted. Discharger unaware of ordinance requirement, no environmental damage.
2. Discharge never permitted. Discharge results in violation of POTW NPDES permit, or dangerous situation, or three or more offenses.
3. Non-permitted discharge from permit expired without renewal no environmental or POTW damage.

Permit Violation of Local or Categorical Limits:

Violations:

1. Exceedance of discharge limits isolated incident, no incident in over 1 year, violation less than 1.2 based on Threshold Reporting Criteria, TRC) of the local limit, and not a violation of a categorical standard.
2. Exceedance of pH discharge limits, pH 5.9 - 5.0 and 10.1 - 11.0 for less than 1 hour, or spikes of pH violation less than 15 min. with known cause.
3. Exceedance of discharge limits, example pH 5.0 - 2.0 and 11.0 - 12.5 for less than 1 hour with known cause.

Enforcement Action:

1st instance: Letter of Warning (LOW) and permit application.

2nd instance: citation

Citation. Submittal to District Attorney (D.A.) seeking to recover costs including Inspector's time, notify Regional Water Quality Control Board (RWQCB).

1st instance: issue LOW and new permit.

2nd instance: Notice of Violation (NOV)

Enforcement Action:

1st offense: LOW notifying of results and recommending action.

2nd offense: in one year NOV (see #4)

1st offense: verbal warning documented.

2nd offense: LOW with results and documentation.

3rd offense: LOW with required Best Management Practices (BMP's) and timetable, **if chronic**, and Industrial User (IU) followed timetable and exhausted (BMP's), amend permit pH parameter, if IU not cooperating, NOV

1st offense: LOW with results and documentation.

2nd offense: LOW with required BMP's and

timetable

4. Exceedance of discharge limits violation less than 1.2 (based on TRC) the local limit not a categorical limit, or pH violation > 1 hour.

1st offense: LOW if no other violation within one year.

2nd offense: NOV

3rd offense: NOV follow-up

1st offense: NOV

2nd offense: NOV with timetable

Additional offenses within

timetable: NOV follow-up a site meeting or Show Cause Meeting may be called to update information or ask for an extension.

Additional offenses not within timetable:

NOV follow-up with Show Cause Meeting, may start Revocation of Permit

6. Exceedance of discharge limits > 1.2 (based on TRC) the limit for non-conventional pollutants, or pH <2.0 or >12.5 for SIU's.

1st offense: NOV

2nd offense: NOV with timetable. If this offense gives them 66% or greater of measurements in violations within a 6 month period. They are designated as Significant Non-Compliance (SNC,) and must be reported to the Water Board as such.

Additional offenses within timetable:

NOV follow-up a site meeting or Show Cause Meeting may be called to update information or ask for an extension. If the offense is 66% or greater of measurements in violations within a 6 month period. They are designated as SNC, and must be reported to the Water Board as such.

Additional offenses not within timetable:

NOV follow-up with Show Cause Meeting, may start Revocation of Permit. If the offense is 66% or greater of measurements in violations within a 6 month period. They are designated as SNC, and must be reported to the Water Board as such.

7. Exceedance of Categorical Limit

1st offense: NOV

2nd offense: NOV Follow-up
If the offense gives them 66% or greater of measurements in violations within a 6 month period. They are designated as SNC, and must be reported to the Water Board as such.

Additional offenses within timetable:
NOV follow-up a site meeting or Show Cause Meeting may be called to update information or ask for an extension. If the offense gives them 66% or greater of measurements in violations within a 6 month period. They are designated as SNC, and must be reported to the Water Board as such.

Additional offenses not within timetable:
NOV follow-up with Show Cause Meeting, may start Revocation of Permit. If the offense gives them 66% or greater of measurements in violations within a 6 month period. They are designated as SNC, and must be reported to the Water Board as such.

8. Slug load discharge, isolated without known damage.

1st offense: NOV to develop spill plan with BMP's

9. Slug load discharge, isolated with known damage

1st offense: NOV requiring abatement, spill plan with BMP's and timetable. Submittal to D.A. seeking to recover costs including inspectors time, notify RWQCB.

10. Slug load discharge, recurring

2nd offense: NOV and Show Cause Meeting and establish timetable if not in place.

Additional offenses not within timetable:
NOV follow-up with Show Cause Meeting, may start Revocation of Permit. Submittal to D.A. seeking to recover costs including inspectors time, notify RWQCB

Permit violations of sampling, monitoring or reporting:

(Note: Minor and major distinctions are based on the control authority's judgment)

Violation:

1. Minor sampling, monitoring or reporting deficiencies, isolated or infrequent
2. Minor sampling, monitoring or reporting deficiencies frequent (2 or more in one year).
3. Minor sampling, monitoring or reporting deficiencies chronic (3 or more in 6 months).

4. Major sampling, monitoring or reporting deficiencies, isolated or infrequent (<2 in one year) chronic (>2 in one year)

5. SIU fails to provide reports for compliance schedules, self-monitoring reports, baseline monitoring report, 90-day compliance reports periodic reports, or other required reports within 30 days of due date.

6. Failure to submit schedule of compliance

7. Failure to notify of permit limit violation from data collected from unscheduled monitoring or slug discharge, no known effects,

8. Failure to notify of permit limit violation from data collected from unscheduled monitoring

Enforcement:

- Verbal warning documented
- LOW
- 1st offense:** NOV
- 2nd offense:** NOV with timetable
- Additional offenses not within timetable:**
NOV follow-up with Show Cause Meeting
- 1st offense:** NOV
- 2nd offense:** NOV follow-up and meeting.
- Additional offenses:** NOV follow up with timetable if not established.
- Additional offenses not within timetable:**
NOV follow-up with Show Cause Meeting
- Designated as SNC, and must be reported to the Water Board as such.
- Show Cause Meeting
- 1st offense:** NOV
- 2nd offense:** Show Cause Hearing
- 1st offense:** NOV, Show Cause Meeting

or slug discharge, with known environmental or POTW damage results

options available: Cease and Desist Order and possible criminal prosecution.

2nd offense: NOV, Show Cause Meeting to start Revocation of Permit and possible Cease and Desist Order and criminal prosecution

9. Failure to install monitoring equipment as required by users permit (when not part of SNC required action).

90 day time line

10. Reporting false information

1st offense: NOV, Show Cause Meeting to start Revocation of Permit and/or criminal prosecution.

2nd offense: Show Cause Meeting, Revocation of Permit and criminal prosecution

11. SIU with chronic violations, 66% or more of measurements in a six month period.

Designated as SNC, and must be reported to the Water Board as such.

12. SIU that the Control Authority believes has caused interference, pass through or endangered the health/welfare of sewage workers, or caused imminent endangerment to human health/welfare or to the environment.

Designated as SNC, and must be reported to the Water Board as such.

13. SIU with violations of the compliance scheduled milestones within 90 days.

Designated as SNC, and must be reported to the Water Board.

14. Failure to accurately report non-compliance

Designated as SNC, and must be reported to the Water Board as such.

15. Failure to follow Storm water BMP's

1st offense: written warning on Storm water inspection form and re-inspection in 30 days.

2nd offense: NOV and time line to correct violation.

Additional offenses: Impose impounding of water to:

- 1) be hauled off to be properly disposed.
- 2) or obtain permission to discharge to the sanitary sewer with flow meter, or other

accurate measuring of flow. Agency referral to Fish and Game and/or the Water Board when appropriate.

16. Other permit violations specific to an industry (i.e. not meeting time line imposed).

1st offense: NOV and department or agency referral when appropriate.

Additional offenses within timetable: NOV follow-up a site meeting or Show Cause Meeting may be called to update information or ask for an extension.

Additional offenses not within timetable: NOV follow-up with Show Cause Meeting may start Revocation of Permit.

Project Management

Industrial Pretreatment Program
 1401 Marina Way South, Richmond, CA 94804
 (510) 412-2009 FAX 307-8116

Item	Event	Date Due / Frequency <i>(Starting from beginning of CY)</i>	Purpose	Member Responsible	Remarks
1	Process Invoices for Payment	within 4 days of receipt		MP	
2	Prepare Public Hearing Notice for City Clerk to publish	minimum two weeks prior to presenting Director's report	Mandated by County	Environmental Manager/MP	
3	Prepare Resolution for the County to collect sewer fees	Same night Director's report is presented to Council	RMC 12.20	Environmental Manager/MP	
4	Prepare Agenda Item(s) for Director's Report, Public Hearing, and Resolution	Same night Director's report is presented to Council	Mandatory by City Charter	Environmental Manager/MP	
5	Resolve parcel data conflicts w/ IT	August 3rd/year		Environmental Manager/MP	
6	Prepare contracts and agenda items	As needed	Mandatory by City Charter	Environmental Manager/MP	
7	Provide Back-up for GIS when GIS Administrator is out	As needed		Environmental Manager/MP	
8	Resolve complaints from Industrial/Commercial Users disputing sewer fees	As needed		Environmental Manager/MP	
9	Ensure compliance with Baykeeper settlement agreement	Refer to settlement agreement for deadlines	BayKeeper Suit	Environmental Manager/MP	
10	Private Lateral Compliance Plan	Monthly	RMC 12.17	SF	
11	Private Lateral Inspection Program	Daily	RMC 12.17	SF	

Item	Event	Date Due / Frequency <i>(Starting from beginning of CY)</i>	Purpose	Member Responsible	Remarks
12	Private Lateral Compliance Video Review & Grading	Daily	RMC 12.17	Engineering Inspections/SF	
13	Private Lateral Compliance Certificate Issuance	Daily	RMC 12.17	Engineering Inspections/SF	
14	Private Lateral Compliance Plan	Monthly	RMC 12.17	Engineering Inspections/SF	Update scenarios as needed
15	Private Lateral Compliance Grant Program	Annually	BayKeeper Suit	SF/MP	
16	Wastewater Ordinance Review, Update and Draft	Annually	RWQCBSFB	Environmental Manager/SF/MP	
17	Dispatch Construction Inspectors to City Owned Tree Root Lateral Claims	Daily	Parks Insurance Claims	Engineering Inspections/SF	
18	Dispatch Public Works Inspectors to street sink hole issues	Daily		Engineering Inspections/SF	
19	Stormwater Drainage/Collection System Issues	Daily		Engineering/SF	
20	Wastewater Collection System Issues	Daily		Engineering /SF/MP	
21	Street Damage Issues Related to Collection Systems	Daily		Engineering /SF	
22	Review POTW Discharge Monitoring Report (DMR)	Monthly	RWQCBSFB/NPDES Permit	Environmental Manager/MP	Final Review before submittal
23	POTW Non-Compliance Reports (NCRS) Review	14 days after violation	RWQCBSFB/NPDES Permit	Environmental Manager/MP/SF	Final Review before submittal
24	Bypass, Overflow/Blending/Upset Reports—Review	24 hours orally 5 days written	RWQCBSFB/NPDES Permit	Environmental Manager/MP/SF	Final Review before submittal
25	SSO Reports	Daily/Weekly/Monthly	RWQCBSFB	MP/SF	Will change to SWQCB in 05/07
26	Castro Street Stormwater Pump Station	Daily/Weekly/Monthly	BAAQMD	SF	During Wet Weather
27	City Owned UST Issues	Daily/Weekly/Monthly	RWQCBSFB	SF	Legacy Issues

CD = Chad Davisson, MP = Mary Phelps, SF = Stephen Friday

Item	Event	Date Due / Frequency <i>(Starting from beginning of CY)</i>	Purpose	Member Responsible	Remarks
28	Sample disposal request	Monthly	Bottle Cleaning	IPP to Veolia	IPP buys bottles?
29	Veolia and City IPP Meeting	Weekly/Monthly	NPDES Contract Issues	IPP & Veolia	Develop Action Plans
30	Schedule IU/SIU/CIU monitoring	Monthly review	To verify compliance for Pretreatment Standards (40 CFR 403)	All IPP	
31	Attend Richmond Neighborhood Coordinating Council Meeting	Monthly	Report on departmental updates to community	RD	
32	Request proposed budget for North Richmond Storm Drain Project from Contra Costa County Public Works	January of preceding fiscal year	Budget	Environmental Manager/MP	
33	Budget preparation	January	Budget	Environmental Manager/MP	
34	Administrative hearing for violations from previous year	January	Annual/Semiannual Pretreatment Report	All IPP	Starting in Jan. next year.
35	Domestic sampling for Cu, Se, Hg	January	Pollution Prevention Report	All IPP	
36	Send out permit applications & start follow-up to make sure they are returned	January	Annual/Semiannual Pretreatment Report	All IPP	
37	Semiannual Pretreatment Report due to Mike Chee	January 31 st (or last working day of January)	Semiannual Pretreatment Report	Environmental Manager/SF	
38	Annual Progress Report on Cyanide Total Maximum Daily Load (TMDL)	January 31 st (or last working day of January)	Annual Progress Report	Veolia/SF	Separate report...new NPDES permit requirement. Last Jan NPDES monthly report's cover letter had paragraph addressing it. Need to attend BACWA meetings.
39	List SIU/CIU Violators (NOV's) for previous calendar year. Publish SNC list in WC Times.	By third week of Jan for posting in Feb	Annual Pretreatment Report Requirement	Environmental Manager/SF	Done via fax

Item	Event	Date Due / Frequency <i>(Starting from beginning of CY)</i>	Purpose	Member Responsible	Remarks
40	Lab does wet weather sampling of influent, effluent, & transport sludge for next Semiannual Pretreatment Report	February or March	Semiannual Pretreatment Report	Veolia/SF	
41	Annual Pollutant Prevention Report (only for Hg, Cu, Se, CN) due to Water Board P2 coordinator	February 28 th (or last working day of February)	Annual Pollution Prevention Report	All IPP	
42	Annual Pretreatment report due to Mike Chee	February 28 th (or last working day of February)	Annual Pretreatment Report	Environmental Manager/SF	
43	Annual Report of SSOs	March 15th	Due to RWQCBSFB	Environmental Manager/SF/MP	
44	Annual Report of SSOs	March 31 st (or last working day of March)	Due to Baykeeper	Environmental Manager/MP	
45	Report to Baykeeper on SEP's	March 31 st (or last working day of March)	Due to Baykeeper	Environmental Manager/MP	
46	Annual inspections of all SIUs (& other permittees in order to write permits)	March/April/May every year	Annual/Semiannual Pretreatment Report	All IPP	
47	AutoCAD subscription renewal	April every year	keep current on latest upgrade	Environmental Manager/MP	
48	Begin Sewer Service Charge calculations	April every year	Budget	Environmental Manager/MP	
49	Obtain water usage data from EBMUD	May of every year	required to calculate sewer fees	Environmental Manager/MP	
50	Filter unnecessary data from EBMUD	May of every year	required to calculate sewer fees	Environmental Manager/MP	
51	Employee Performance Evaluation: Stephen Friday	04/30 every year	Personnel Administration	Environmental Manager/MP/ RD	Anniversary date is 04/30/90
52	Employee Evaluation: Mary Phelps	June every year	Personnel Administration	RD	

Item	Event	Date Due / Frequency <i>(Starting from beginning of CY)</i>	Purpose	Member Responsible	Remarks
53	Write & mail new permits & start follow-up to make sure they are returned	June every year	Annual/Semiannual Pretreatment Report	All IPP	
54	Metal Finishers monitor for CN	June Every year	Annual Pretreatment Report	All IPP	
55	Annual Richmond WWTP Storm Water Report due to Regional	July 15 th	Annual Richmond WWTP Storm Water Report	Veolia/LS/SF	
56	Get current tax roll from County Tax Assessor's office	July 1 st	required to calculate sewer fees	Environmental Manager/MP	
57	Update parcel spreadsheet incorporating Tax Assessor Data	July	required to calculate sewer fees	Environmental Manager/MP	
58	Calculate Sewer Service Fees	July	Budget	Environmental Manager/MP	
59	Prepare Director's Report to be presented to Council	July	RMC 12.20	Environmental Manager/MP	
60	Submit sewer fees to IT Director	July 31 st	Data download	Environmental Manager/MP	
61	Semiannual Pretreatment Report due to Mike Chee	July 31 st	Semiannual Pretreatment Report	Environmental Manager/SF	
62	Lab does dry weather sampling of influent, effluent, & transport sludge for next Semiannual Pretreatment Report	August or September	Semiannual Pretreatment Report	Veolia	US Filter sampled 09/02
63	Review Levy Tax Roll prior to submission to County Tax assessor.	August	Required to collect sewer fees on tax rolls	Environmental Manager/MP	
64	Order Equipment for IPP as needed	September	To have tools, office supplies and safety equipment as needed	SF/MP	Start after City Manager/MP approves budget
65	MWH Soft (hydraulic modeling software) maintenance renewal	October	keep current on latest upgrade	Environmental Manager/MP	
66	Domestic sampling for Cu, Se, Hg	October	Pollution Prevention Report	SF	

Item	Event	Date Due / Frequency <i>(Starting from beginning of CY)</i>	Purpose	Member Responsible	Remarks
67	Inspections of zero dischargers whose permits expire 12/31, & semiannual re-inspections of categorical IUs	November 1 – December 15 th	Annual/Semiannual Pretreatment Report	All IPP	
68	Annual comparison samples of SIUs. Monitoring samples are analyzed by SIU and IPP. Includes CN.	November	Annual Pretreatment Report	All IPP	Regulatory requirement
69	Write & mail new permits for zero dischargers whose permits expire 12/31	December	Annual/Semiannual Pretreatment Report	All IPP	
70	Annual sampling requirements for IUs	December	City monitoring – Controlling authority	All IPP	Monitoring list submitted w/annual report
71	Metal Finishers monitor for CN	December	Annual Pretreatment Report	All IPP	
72	Pollutant Minimization Program triggered by Section 2.4.5 of the SIP (if notified by Regional Board)	Pending	NPDES Permit	Environmental Manager/MP	SIP (State Implementation Plan): New NPDES Permit requirement (as of last issue). Never done before. Need to contract consultant when state implements.
73	Hg Source Control & Mass Loading Reduction Study & Schedule due 60 days after mass limit violation; final report due 1 yr. after Regional Board approves that interim report	Pending	NPDES Permit	Environmental Manager/MP	New NPDES Permit requirement (as of last issue). Never done before. Need to contract consultant when state implements.

12.18.066 Fats, oils and grease program (FOG).

(a) Grease and Oil Interceptors and Separators.

(1) Fats, oils and grease separators and grease interceptors shall be provided, at the user's expense, where, in the opinion of the City Engineer, or a designated representative, they are necessary for the proper handling of wastes containing these substances in excessive amounts, or any flammable wastes or harmful ingredients. All grease interceptors shall be of a type and capacity approved by the City Engineer, and shall be located so as to be readily and easily accessible for inspection and cleaning. (NOTE: Refer to RMC §§ 12.18.066.04 and 12.18.066.05 for which type of grease trap or grease interceptor applies to the process of concern which can impact the City's sanitary sewer collection system).

(2) Fats, oils and grease separators and grease interceptors shall be constructed of impervious materials capable of withstanding abrupt and extreme changes of temperature. They shall be of substantial construction and equipped with easily removable covers.

(3) Where installed, all fats, oils and grease traps or grease interceptors shall be maintained and in continuous efficient operation at all times.

(b) These facilities must have a FOG management program permit. The permittee shall allow City personnel right of entry at all reasonable times to all parts of the premises for the purpose of inspection, sampling, records examination and copying, or other performance of their duties (Section 12.18.250).

(c) Best management practices shall be followed as in Section 12.18.066.03.

(d) Fees, charges and penalties for violation of the ordinance are set forth in Section 12.18.140.

(e) Dishwashers and food grinders are prohibited from discharging through the grease trap pursuant to the California Plumbing Code.

(f) A grease collection service shall be required for all facilities that generate FOG.

(g) If significant grease accumulation (e.g. a partial blockage) is found downstream or if significant grease wicking is found upstream of the process of concern, an inspection of the facility may result. The inspection will include a review of the grease management program, treatment system, waste storage area, and drains not flowing to treatment system. BMP's not in place, hauler receipts for prior 3 years not available, and/or training documents not current may incur future inspections with an assessed fee as published in the City's fee schedule (see Section 12.18.140).

(h) If a business is shown to be the cause of a grease related sewer overflow, the facility will be responsible for the cost of the clean-up as set forth in Section 12.18.140.

12.18.066.01 Administration of FOG program.

The City shall administer a FOG program which is intended to prevent fats, oils, grease, and other substances which are likely to block or create a hazard within the sewerage system from entering the system through use of grease interceptors or grease traps. The City may require any nondomestic user to install a grease interceptor or grease trap according to the guidelines set forth in the City's standard specifications or other program prior to connection to the City or at any time after connection to the City, if the City discovers or determines subsequent to the connection that the building, facility, or operation of that user produces a waste with characteristics that would require installation of a grease trap or grease interceptor pursuant to this chapter. The installation of a proper grease interceptor or grease trap device shall be the responsibility of the parcel owner and the entity which applies for the connection or industrial user permit, and the owner/proprietor of the business or entity whose operations cause or contribute to the necessity for a grease interceptor or grease traps. The City shall determine whether a grease trap, grease interceptor, or other interceptor is required on a case-by-case basis based on an evaluation of objective criteria including, but not limited to, factors such as those listed hereunder:

(1) The type of facility (a restaurant, bakery, cheese factory, yogurt shop, gas station, lube facility, etc.);

(2) The volume of the user's business or operation (such as number of meals served, number of seats, hours of operation);

(3) Size and nature of facilities (including kitchen facilities) based on size, type, number of fixtures, and type of processing or cooking equipment used;

(4) The type of service provided or operation undertaken (such as dine-in meal service versus carry-out meal service);

(5) The type of foods or other materials used in the cooking, processing, or manufacturing operations carried on within the user's facility;

(6) The overall potential for grease-laden, flammable, or sand-laden discharges;

(7) The existence of devices, procedures, or processes which are designed to minimize the amount of grease, sand, oil, or other flammable liquids from entering the sewer system.

The design, location, and procedures for operation of a required grease interceptor or grease trap shall be approved by the City. Such approval shall be obtained prior to the user's connection of the facility to the City's sewerage system, in the event of new construction or remodeling. In instances where a user has already connected and the City determines that a grease interceptor or grease trap must be installed, the user shall promptly provide for the installation of the grease interceptor or grease trap within a reasonable time frame (as may be set by the City), including providing such design plans and operational plans as may be required. The installation of a grease interceptor or grease trap as required by this chapter on an existing user facility shall occur within reasonable time not to exceed one hundred (100) days after the user has been provided notice of the requirement that a grease interceptor or grease trap be installed. This one-hundred-day limit may only be extended by written agreement of the City.

12.18.066.02 Grease interceptor maintenance procedures and program.

Any user who is required by the City and/or this chapter to install and/or operate a grease interceptor or grease trap device, shall be required to adequately maintain the grease interceptor or grease trap device so that such device is in proper working order at all times. Grease and oil interceptors shall be cleaned by a licensed and permitted waste hauler on a periodic basis so as to assure that the grease interceptor will operate as designed at all times. Any users who are required to install or have in operation a grease interceptor or grease trap pursuant to this chapter, shall be required to have a plan of operation or program for their facility which is intended to ensure that the grease interceptor or grease traps operates as designed to prevent grease, oil, sand, or other harmful constituents from entering the sewerage system. These procedures may include adoption of kitchen practices to minimize the grease-laden garbage which ultimately enters the facility's drains and floor traps and/or other such procedures as may be required for the proper operation of the grease interceptors.

(1) Grease interceptors shall be cleaned out completely by a FOG collection service as necessary to assure that the grease interceptor will operate as designed at all times or as otherwise specified by the Administrative Authority.

(2) Decanting or discharging of removed waste back into the grease interceptor, for the purpose of reducing the volume to be hauled, is prohibited.

(3) The use of additives, directly or indirectly to the plumbing or sewer system, to emulsify grease and/or oil, is specifically prohibited.

(4) The use of biological additives as a supplement to grease interceptor maintenance, including the addition of micro-organisms, may be authorized by the City Engineer; approval shall be obtained (in writing) prior to the use of such additives.

(5) Maintenance records indicating date of service, volume pumped, name of waste hauler and waste disposal location for each pumping of the grease interceptor are to be kept for a minimum of three years. The records are to be provided to the Administrative Authority or an Authorized Inspector when requested during normal business hours.

(6) All waste removed from a grease interceptor must be disposed at a facility permitted by Contra Costa County or other applicable regulatory agencies to receive such waste. The pumped out FOG shall not be returned to the public sewer system or manhole, nor any private wastewater system, nor storm drains.

(7) Any fixture connected to a grease interceptor shall have a nonremovable, secured food strainer of such integrity so as to withstand daily operational usage.

12.18.066.03 Best management practices.

(a) Drain Screens. After March 1, 2006, drain screens shall be installed on all drainage pipes for all new food service establishments deemed by the City Engineer to generate FOG.

(b) Waste Fats, Oils and Grease (FOG).

(1) All waste FOG shall be collected and stored properly in recycling barrels, drums, or bins.

- (2) Such recycling barrels, drums, or bins, shall be maintained appropriately to ensure they do not leak and enter the City's stormwater collection system by direct discharge or by commingling with rainwater.
- (3) A licensed collection service must be used to dispose of waste FOG.
- (c) Food Waste. All food waste shall be disposed of directly into the trash or garbage, and not in sinks.
- (d) Employee Training.
 - (1) Employees of the food service establishment shall be trained within 3 months after ordinance passes, and twice each calendar year thereafter, on the following subjects:
 - (A) How to "dry wipe" pots, pans, dishware, and work areas before washing to remove FOG;
 - (B) How to properly dispose of food waste and solids in enclosed plastic bags prior to disposal in trash bins or containers to prevent leaking and odors;
 - (C) The location and use of absorption products to clean under fryers, and other locations where grease may be spilled or dripped.
 - (2) Training shall be documented and employee signatures retained indicating each employee's attendance and understanding of the practices.
 - (3) Training records shall be available for review at any reasonable time by the Authorized Inspector.
- (e) Kitchen exhaust filters shall be cleaned as frequently as necessary to be maintained in good operating condition.
- (f) All best management practices shall be posted conspicuously in the food preparation and dishwashing areas, and process areas at all times.

12.18.066.04 Grease separators (traps) for treating fats, oils and grease wastes.

- (a) Facilities that have FOG, but are not required to have a grease interceptor, must have an adequate sized grease trap as determined by the City Engineer.
- (b) Required connections to grease traps: all three compartment sinks, scullery (preparation) sinks, and pre-wash sinks at dishwashing stations.
- (c) Prohibited connections or additives to grease traps:
 - (1) Final rinse discharge from automatic dishwashers/sanitizers shall not be connected to the grease trap;
 - (2) Chemical additives, such as chlorinated solvents, or any other additives that causes the emulsification of grease, are strictly prohibited from use in any grease trap.
- (d) Maintenance of the grease trap shall be as often as required to maintain it in an efficient operating condition.
- (e) For ease of inspection and maintenance, the area around the grease trap must be kept free of storage and the top of the grease trap must not be bolted down.
- (f) A check-off log for the maintenance of the grease trap must be kept for a minimum of three years and must be provided at the request of the City of Richmond.

12.18.066.05 Grease interceptors for treating fats, oils and grease wastes.

- (a) Grease interceptors shall be required for new food-handling facilities constructed after March 1, 2006.
- (b) Grease interceptors are required for food-handling facilities that generate FOG when there is remodeling, additions, alterations, or repairs valued at or greater than what is specified in the City's current fee schedule.
- (c) Effective March 1, 2006, those food-handling facilities operating without a grease interceptor shall, within six (6) months of written notification by the City Engineer, be required to install a grease interceptor if the City Engineer determines that the food service establishment is not following the food-handling facility requirements set forth in Section 12.18.066.03, or that the food service establishment has caused or contributed to a collection system blockage resulting in maintenance requirements and/or sewage spills.
- (d) All new grease interceptors shall be designed, constructed and installed in accordance with the current Building and Plumbing Codes adopted by the City and shall be subject to approval by the Building Regulations Department.
- (e) All submitted drawings shall be prepared by a licensed and registered professional engineer. Any false information or misleading calculations submitted shall be the responsibility of the user.
- (f) All grease interceptors shall be located so as to be readily and easily accessible for cleaning,

inspection, and removal of intercepted wastes.

(g) A common grease interceptor shared by multiple businesses can be utilized if specifically authorized by the City Engineer and upon evidence of legal operating and maintenance agreements between the involved property owners.

(h) All grease interceptors shall include an effluent sample box and a sanitary tee located on the discharge side of the sample box of a type and size approved by the Administrative Authority.

(i) Inspection by the Administrative Authority, or an Authorized Inspector, of installed grease interceptors and piping prior to backfilling is required. Piping shall meet the requirements of the current Building and Plumbing Codes adopted by the City.

(j) Grease interceptors shall have a clean-out installed after the sample box on the private lateral as required by the current Building and Plumbing Codes adopted by the City.

(k) Required connections to grease interceptors: all three compartment sinks, scullery (preparation) sinks, floor drains and mop sinks along the cook line, pre-wash sinks at dishwashing stations, and all other fixtures that contribute grease into the wastewater system.

(l) No food service establishment or other identified user shall construct, remodel or convert a grease interceptor without the approval by the Administrative Authority.

(m) Prohibited connections or additives to grease interceptors:

(1) Final rinse discharge from automatic dishwashers/sanitizers shall not be connected to the grease interceptor;

(2) The use of any additive such as surfactants or chemicals shall not be connected to any type of grease interceptor. Chemical additives, such as chlorinated solvents, or any other additives that causes the emulsification of grease, are strictly prohibited from use in any type of grease interceptor.

12.18.066.06 Waivers for treating fats, oils and grease wastes.

(a) A food-handling facility, or business with a process of concern determined to have no immediate adverse impact on the collection system because of business type may be granted a waiver from grease trap or grease interceptor installation requirements.

(b) The City Engineer may, at any time, revoke a waiver and require the food-handling facility to install a grease interceptor.

(c) A grease trap or grease interceptor may not be required for business types listed below:

(1) Facilities serving only beverages;

(2) Facilities serving beverages and/or ready to eat, packaged or unpackaged items (with or without food warming);

(3) Ice cream parlors without any baking or other food preparation;

(4) Snack bars with no food preparation other than food warming;

(5) Bakeries with no food preparation other than food warming;

(6) Other facilities serving only ready-to-eat foods with or without food warming.

12.18.066.07 Enforcement of fats, oils and grease program.

Failure of any user who is required to maintain a grease interceptor or grease trap pursuant to this chapter and/or pursuant to lawful City direction, shall be subject to each of the enforcement provisions set forth in this chapter. The enforcement provisions of this chapter shall apply to the failure to instruct personnel, or to maintain, pump, and/or institute a proper grease or flammable substance reduction program.

FOG Inspection Report for Food Services

City of Richmond
Industrial Pretreatment Program
1401 Marina Way South, 94804

Facility Name:		ID Number:
Owner or Authorized Rep:		Telephone:
Property Owner:		Telephone:
Address:		
Handouts provided	Tips: <input type="checkbox"/> English <input type="checkbox"/> Mandarin <input type="checkbox"/> Spanish	Posters: <input type="checkbox"/> Mandarin <input type="checkbox"/> Spanish

Type of Facility Business Activity

Fast Food (Carryout)	Dinner House	Grocery	Bakery	Deli	Meat Market	Donut Shop	Ice Cream	Other
<input type="checkbox"/>								

Grease & Oil Removal System

Type	Oil/Grease Bin	Vault	Trap	Mechanical	Manual	None
1 Size (inches-GPH-lbs/day)						<input type="checkbox"/>
2 Condition	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	<input type="checkbox"/>
3 Garbage Grinder/Disposal Unit: <input type="checkbox"/> Yes <input type="checkbox"/> No			Sink Screen in place: <input type="checkbox"/> Yes <input type="checkbox"/> No			
4 Number of meals served per day:						

Equipment Washing Procedures

5	BMP's	1 2 3 4 5	Comments:
6	Training	1 2 3 4 5	Comments:
7	Dry Wipe & Food Scraping	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
8	Posted material/Poster	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
9	Cleaning mats, filters, trash receptacles	<input type="checkbox"/> inside <input type="checkbox"/> outside	<input type="checkbox"/> to storm drain <input type="checkbox"/> covered
			<input type="checkbox"/> to sanitary sewer <input type="checkbox"/> covered
10	Dumpster area clean	1 2 3 4 5	Comments:
11	Outdoors area (dining, & parking) swept	1 2 3 4 5	Comments:
12	Dry sweep spills	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
13	Stormdrain marked/stenciled	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:

Grease & Waste Oil Storage/Disposal/Maintenance

Date & Inspector Initials		Comments:
14	Inspection Type <input type="checkbox"/> Routine <input type="checkbox"/> Monitoring <input type="checkbox"/> Enforcement <input type="checkbox"/> Follow up	
15	Maintenance Records on site <input type="checkbox"/> Yes <input type="checkbox"/> No	
16	Hauler Name	
17	Date Last Serviced	
18	Grease/Oil Bin Location <input type="checkbox"/> inside <input type="checkbox"/> outside <input type="checkbox"/> covered	
19	Grease/Removal Device Inspection Results <input type="checkbox"/> good <input type="checkbox"/> needs cleaning	

Required actions

20	Photo/Videos Taken	<input type="checkbox"/> Yes <input type="checkbox"/> No	Invoice #:
21	Citation/Warning Issued	<input type="checkbox"/> Yes <input type="checkbox"/> No	Cite #:
22	Follow-up Inspection	<input type="checkbox"/> Yes <input type="checkbox"/> No	
23	Is removal device adequate	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
24	Are BMP's adequate	<input type="checkbox"/> Yes <input type="checkbox"/> No	
25	Is a removal device required*	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	

Comments:

*Signature of City Engineer:	Date:
------------------------------	-------

FOG Inspection Procedures

The following is the recommended procedures when using the City of Richmond FOG inspection form, and they are not to be revealed to the general public unless a Freedom of Information Act request is provided:

1. Schedule your FOG inspections for the following hours: 0800 – 0930 or 1400 – 1530. These are unannounced inspections to the IU. Scheduling for these time slots should not interfere with their peak business activities. If they state that they are busy during these periods reply that the inspections are no longer than 30 minutes, and another inspection will be required if any issues can't be addressed in that time period.
2. Start the inspection by explaining that you will document the following:
 - Type of facility business activity
 - Grease & Oil removal system
 - Equipment washing procedures
 - Grease & Waste Oil disposal and maintenance practices
 - Wastewater and stormwater drainage management
 - Determine if the existing treatment system or removal device is adequate or needs to be upgraded
 - Determine if a treatment system or removal device needs to be installed
3. Fill out the general site information and use the same procedure for the ID Number as we do for a sample ID. It is very important to get the property owner name and telephone number since any fees or penalties will be invoiced to them in the event the tenant refuses to pay.
4. Facilities that average a rating of 3 will be inspected at least annually. Those of 2 or less will be inspected at least every 3 months until an average of 4 is achieved. Scores of 1 or less will be inspected monthly until an average of 4 is achieved. With an average of 4 or greater they will be inspected every 3 years unless the collection system crew reports grease loading in the vicinity of the facility.
5. To obtain the average rating values add all applicable numbers from form item numbers 2 (up to 5), 5, 9, and 10. Then divide them by verified activity number, which could be a maximum of 8 or a minimum of 5.
6. The rating scale of 1 through 5 should be applied with the following criteria:

Scoring Training: (give one point for each for the following)

Documented training

Ask newest employee, where you ...put the waste grease

Provide continual training throughout the year (booklet says at least 4 x)...documented?

Display tips poster

Post spill procedures

Stencil Storm drains

Ask employee where they do the equipment cleaning and how

Scoring Dumpster Area:

if spotless 5, if needs to be addressed immediately 1...

if in between give one point for each of the following:

Sweep dumpster area daily

No appearance of Trash collecting around dumpster

Dumpster lid closed

Bag and seal food waste before putting into dumpster

No leaks from dumpster

No appearance of spills around dumpster

Roofed area

Scoring Outdoor Areas Swept:

if spotless 5, if needs to be addressed immediately 1...

if in between give one point for each of the following:

02/28/07

Sweep cement areas regularly

No use of bleaches, deodorizers, degreasers or detergents in areas draining to storm drain

If using water and a mop bucket, it is discharged to sanitary through grease device

Or block storm drain and pump or vacuum water to sanitary through grease device

Parking lot cleaned using maintenance cleaning BMP's (see handout)

No appearance of stains or Trash collecting at storm drains

Use absorbent materials to clean spilled grease

Inspection Results of Oil & Grease Removal Device:

If the combined FOG and Settleable Solids layer is greater than 25% take a picture and require cleaning. For Interceptors ensure the outlet tee isn't submerged or damaged and the baffle is good.

7. Discuss the purpose of the inspection and relate it to SSO's, regulatory mandate for a Sewer System Management Plan of which a FOG program is a requirement.
8. Discuss the permit fee for the grease removal device, the follow-up inspection fee, associated SSO clean-up costs, and citation fees.
9. If a food grinder is present communicate that there is a 10% additional service fee on the annual sewer bill unless they take it out of service.
10. Discuss the requirement to have a registered grease hauler (Food & Agriculture code 19310, & Uniform Retail Food Facility Act 113733) and explain the difference between yellow and brown grease.
11. Explain that there will be several options available in lieu of a grease removal device if their production practices allow for it, i.e. BMPs.
12. Include how the meals per day are calculated, i.e. the average meal is \$6. Then divide the day's sales by \$6 for the estimated meals served.
13. For multi-unit or strip malls after the initial inspection contact the property owner or management company and explain the all fees and penalties associated with the FOG program. Let them know they will be posted on the annual property tax statement. They may want to be present during any follow-up inspections.
14. In general after the initial inspection contact the property owner or management company and explain the all fees and penalties associated with the FOG program. Let them know they will be posted on the annual property tax statement. They may want to be present during any follow-up inspections. Relay this information to the business as well.

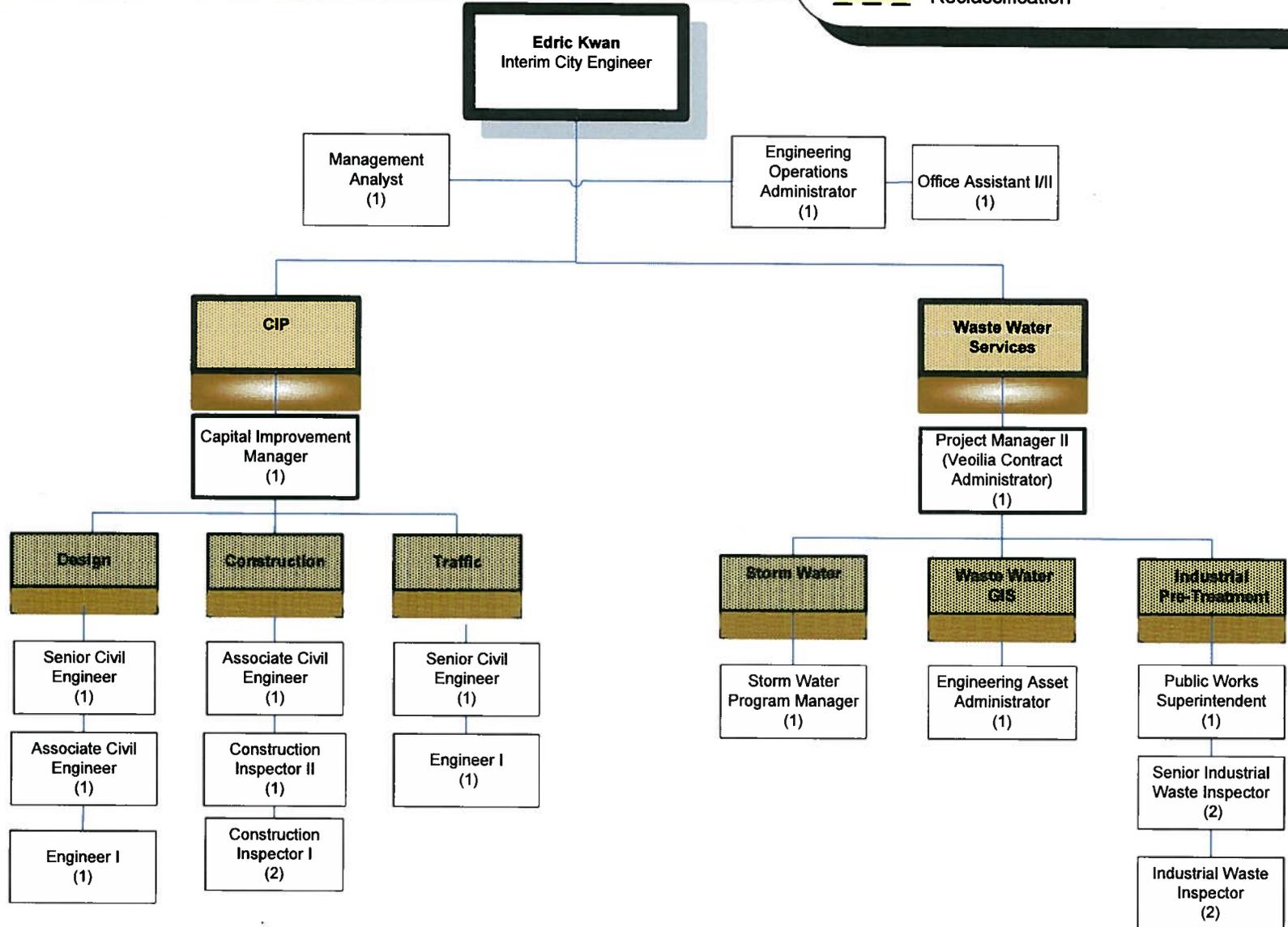


Engineering Services Department FY2010-11 Organizational Chart

Existing FTE = 22, Proposed FTE = 22

Legend:

- Existing Pos. (White box)
- Proposed Pos. (Green dashed box)
- Reclassification (Yellow dashed box)
- Main Program (Brown shaded box)
- Sub-Program (Dark brown shaded box)



P-8

City of Richmond Municipal Code

<http://bpc.iserver.net/codes/richmond/index.htm> click here for all codes)

Chapter 12.17 SANITARY SEWER CONNECTIONS*

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12.17.010 Definitions.

The following definitions apply to this chapter. Terms not defined in this section shall have their ordinary and common meaning or, if applicable, the meaning set forth in the Uniform Plumbing Code:

“Backflow valve” means a valve that is opened by the flow of sewage exiting a structure but closes when the flow reverses, preventing sewage from backing into the structure. All backflow valves shall conform to the specifications set forth in the Uniform Plumbing Code and all guidelines and policies established by the City Engineer to implement this chapter.

“Building sewer” shall have the same meaning as “lateral,” defined below.

“Certificate of lateral compliance” means the certificate issued by the City Engineer certifying that a lateral complies with the standards set forth in this chapter. A fee for a certificate of compliance shall be charged in accordance with the City’s rate and fee schedule. A certificate of compliance is valid only for the lateral at the address specified in the certificate and for a period of fifteen (15) years.

“City authorized representative” means the City Engineer or his or her designee.

“City of Richmond” or “City” means the City of Richmond and shall include Richmond Municipal Sewer District Number 1.

“City’s fee and rate schedule” means a list of all City of Richmond service, penalty, interest, and permit fees,

and hourly personnel and equipment rates, as amended from time to time.

“Cleanout” means a segment of pipe connected to a sewer lateral and rising to the surface, providing access to the lateral for purposes of inspection and removal of obstructions. (See also “two-way cleanout,” defined below.)

“Commercial building” means any building designed for use as or used for commercial purposes.

“Lateral,” “building sewer,” or “service lateral” means the sewer pipeline conveying wastewater from the premises of a user to the City’s sewer system.

“Main” or “sewer main” means any sewer pipe within a public or private street or right-of-way receiving or intended to receive the discharges of one or more sewer lateral(s). No sewer main constructed after the effective date of this chapter shall be less than eight inches (8”) in diameter nor be laid or constructed in any City street, easement or right-of-way under the control of the City, except to the lines, grades, and specifications approved by the City Engineer.

“Maintenance” means routine flushing or rodding of a sewer to maintain a free flowing condition.

“Overflow device” means a device designed to relieve the pressure created when a gravity sewer is flowing full. All overflow devices require the approval of the City Engineer for proper application before their installation.

“Person” means any individual, partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity or any other legal entity, or their legal representative, agents or assigns. The masculine gender shall include the feminine, the singular shall include the plural where indicated by context.

“Plumbing fixtures” means sinks, baths, showers, toilets, bidets, and all fixtures and appliances, such as dishwashers and washing machines, from which water or wastewater are discharged.

“Private sewer main” means a main on private property that connects to the City’s sanitary sewer system. A private sewer main shall meet the same standards as a lateral and is subject to all lateral testing, certification and enforcement provisions of this chapter.

“Repair” means physical exposure of a section of pipe and/or appurtenances for the purpose of resuming proper operating condition.

“Replacement” means removal and replacement of existing pipe and/or appurtenances.

“Sanitary sewer system” shall have the same meaning as “publicly owned treatment works” as that term is defined at Richmond Municipal Code Section 12.18.020.

“Service lateral” shall have the same meaning as “lateral,” defined above.

“Sewage” means water carrying wastes from residences, business buildings, institutions and industrial establishments, together with such other waters as may be present, or any combination of such wastes and water.

“Sewer facilities” means and includes the sanitary and storm sewage collection systems owned and operated by the City, all appurtenances thereto, and all portions thereof.

“Storm sewer” or “storm drain” means a pipe or conduit which carries storm and surface waters and drainage, but excludes sewage and polluted industrial wastes.

“Subdivider” means to cause land to be divided into separate developed or developable lots that are or may be owned by different persons.

“Two-way cleanout” means a “Y”- or “V”-shaped segment of pipe connected to a sewer lateral and rising to the surface, providing access to the lateral in both directions for purposes of inspection and removal of obstructions.

“User” means and includes any person who causes or permits a discharge of sewage into the City’s sanitary sewer system.

“Wastewater” shall have the meaning set forth at Richmond Municipal Code Section 12.18.020.

12.17.020 Sewer connections required.

Property owners shall provide connections to the sanitary sewer system in accordance with Richmond Municipal Code Sections 12.16.010 and 12.16.020, as those sections may be amended from time to time.

12.17.030 Connections to be made without damage to streets.

All connections to the City’s sanitary sewer system shall be laid without damaging the surface of any improved street unless the City Engineer grants a permit to remove and replace street paving. To obtain such a permit, the applicant shall furnish the City Engineer with a bond with two sufficient sureties in an amount set forth in the City’s fee and rate schedule. The bond shall guarantee that the permit holder will restore the street surface to a serviceable condition as good or better than the condition of the street prior to resurfacing.

12.17.040 Standards for sewer laterals and appurtenant facilities.

- (a) Every property owner shall perform all required maintenance and keep the lateral(s) and private sewer main(s), if any, connecting the premises on his or her property to the City's sanitary sewer system in good condition.
- (b) Every lateral shall meet the following minimum requirements:
 - (1) It shall be kept free from roots, grease deposits, and other solids which may impede the flow or obstruct the transmission of waste.
 - (2) All joints shall be tight and all pipes shall be sound and free from structural defects, cracks, breaks, openings, and missing portions to prevent ex-filtration by waste or infiltration by ground water or storm water.
 - (3) The grade of every lateral shall be uniform without sags or offsets.
 - (4) It shall have a two-way cleanout located at or near the property line or at or near the sewer main easement. All cleanouts shall be securely capped at all times.
 - (5) It shall be equipped with a backflow valve or overflow device.
 - (6) In conjunction with a lateral serving a structure in which there are plumbing fixtures at an elevation too low to permit drainage by gravity from the fixtures to the sewer main, the property owner shall install and maintain a pump or other appropriate device or devices to lift the contents of the sewer lateral to the City's sanitary sewer system. Such devices shall be installed and maintained in accordance with the Uniform Building and Plumbing Codes and all applicable provisions of the Richmond Municipal Code, and shall be subject to testing, repair and replacement under the provisions of this chapter governing sewer laterals.

12.17.050 Lateral testing requirements.

- (a) All testing procedures must be approved by the City Engineer, or his or her designee, and performed in accordance with approved procedures. Results of all lateral tests shall be filed with the City Engineer. If, after testing, a property owner agrees to undertake specific repairs or replacements to bring a lateral into compliance with the provisions of this chapter, the statement of test results shall specify the repairs or replacements to be completed before retesting; shall state, "The property owner agrees to complete the above repairs and/or replacements and retest the subject lateral(s) in accordance with Richmond Municipal Code Chapter 12.17"; and shall be signed by the property owner.
- (b) Laterals for all multi-unit residential buildings, all commercial buildings and all industrial facilities in the City of Richmond and all private sewer mains that connect to the City's sanitary sewer system shall be tested within one (1) year of the effective date of this chapter and shall be repaired or replaced as necessary to ensure compliance with the standards set forth in this chapter.
- (c) Whenever title to property located in the City of Richmond is transferred, and the property includes buildings or structures that discharge into a sanitary sewer system, the sewer lateral(s) to the property shall be tested for compliance with the standards set forth in this chapter. Before title is transferred, all repairs or replacements necessary to bring a lateral into compliance shall be performed. A seller shall disclose to prospective purchasers the requirements of this chapter and the compliance status of the subject property. This subsection shall not apply to transfer of title to:
 - (1) An individual unit in a multi-unit building served by a single lateral;
 - (2) A property for which there is a valid certificate of lateral compliance;
 - (3) A property located in the City of Richmond but served by a sanitary sewer service provider that has a lateral maintenance, inspection and repair program in place.
- (d) Whenever property located in the City of Richmond and containing one or more structures is subdivided, the sewer lateral(s) serving the property shall be tested. Before the subdivision is approved, all repairs or replacements necessary to bring a lateral into compliance shall be performed. If the subdivision of land causes structures served by a single lateral to be separated onto different lots, laterals for each lot on which there is a structure shall be constructed in accordance with the Uniform Building and Plumbing Codes and all applicable provisions of the Richmond Municipal Code.
- (e) Whenever property located in the City of Richmond is remodeled to include the addition of two or more plumbing fixtures that discharge into a sanitary sewer system, the sewer lateral(s) to the property shall be tested. Before final building inspection, all repairs or replacements necessary to bring a lateral into compliance shall be performed.
- (f) The City Engineer reserves the right to notify any owner of property for which there is not a valid certificate of

lateral compliance on file that the City shall conduct a random test of the property's sewer lateral in accordance with Richmond Municipal Code Section 12.17.120 and shall notify the property owner of and require the property owner to correct any conditions that do not comply with this chapter.

12.17.060 Failure of test.

Should a lateral fail the test, the lateral shall be repaired or replaced, as necessary and in accordance with the Uniform Building and Plumbing Codes and all applicable provisions of the Richmond Municipal Code, then retested. This process shall continue until the lateral passes the required test.

12.17.070 Lateral certification.

Once the lateral has passed the testing procedure and upon payment of the appropriate fee as published in the City's fee and rate schedule, the City Engineer, or his or her designee, shall issue a signed certificate of lateral compliance to the property owner specifying the address of the property served by the subject lateral. A certificate of lateral compliance shall be valid for fifteen (15) years and shall be valid only for the lateral at the address specified in the certificate. The City Engineer shall maintain records of all certificates of lateral compliance issued.

12.17.080 Notices to correct violations.

If the City Engineer receives notice that a lateral does not meet the standards set forth in this chapter and the property owner has not agreed in writing to perform the repairs or replacements necessary to bring the lateral into compliance, then the City Engineer shall give written notice to the property owner of any conditions that violate this chapter. Such notice shall specify the repair or replacement necessary to correct the condition and the time in which to make the correction, and shall advise the property owner of the enforcement provisions of this chapter.

12.17.090 Persons authorized to perform work.

Only contractors licensed by the state shall be authorized to construct or repair laterals and mains.

12.17.100 Other regulatory considerations.

- (a) The Uniform Building and Plumbing Codes and other applicable regulations adopted by the City of Richmond shall govern the construction and repair of laterals and mains.
- (b) The City Engineer shall establish guidelines and policies for implementing and enforcing this chapter.
- (c) If property located in the City of Richmond is served by a sanitary sewer service provider other than the City of Richmond and that service provider has a lateral maintenance, inspection and repair program in place, the property shall be subject to the regulations and standards of the service provider. If property located in the City of Richmond is served by a sanitary sewer service provider that does not have a lateral maintenance, inspection and repair program in place, the property is subject to the requirements of this chapter.

12.17.110 Nuisance conditions.

All sewer laterals or sewer clean-outs which contain leaks or breaks; uncapped or improperly capped sewer clean-outs; sump pumps; down spouts or yard drains which discharge into the City's sanitary sewer system; and all other sources of accidental, negligent or intended introduction of storm water run off or similar waters into the sanitary sewer system are hereby declared to be a public nuisance, subject to abatement in accordance with Richmond Municipal Code Chapter 9.22 if, after being notified of the nuisance condition, the property owner fails to correct the condition. If the City of Richmond abates a sewer-related public nuisance, the costs of such abatement shall be assessed against the subject property owner and may result in a lien against the subject property in accordance with Richmond Municipal Code Sections 12.16.050 and 12.16.060.

12.17.120 Right of entry.

The City Engineer, or his or her designee, may enter, inspect, collect wastewater samples, and test any buildings, structures, or premises to secure compliance or prevent a violation of any portion of this chapter. Unless there is an emergency threatening the public health, safety or welfare, the City Engineer shall provide at least ten (10) business days notice to the property owner of intent to enter upon property. The City Engineer may also request that a property owner provide all written records of lateral inspection, maintenance, repair and replacement at the time of inspection or within ten (10) or more business days after receipt of the request.

12.17.130 Citation penalties.

In addition to, or in lieu of, the remedies set forth in this chapter, any violation of this chapter may result in the issuance of an administrative citation pursuant to Richmond Municipal Code Chapter 2.62.
(Source: Ordinance No. 61-06 N.S.)



Lateral Grant Application Guidelines

ENGINEERING DEPARTMENT

450 Civic Center Plaza
Richmond, California 94804

Introduction

In 2006, the City of Richmond adopted an ordinance requiring all private sewer mains and laterals to be certified as meeting the standards set forth in Richmond Municipal Code Chapter 12.17. To obtain the required "Certificate of Lateral Compliance," many property owners must incur significant costs to repair or replace private mains or laterals. To help defray the costs to property owners, the City has budgeted \$100,000 per fiscal year for ten years to be distributed as grants of up to \$3,000 each to qualifying applicants. Residents who own their homes and tax-exempt public service organizations owning property within the Richmond Sanitary Sewer District may apply for a grant of up to \$3,000 as reimbursement for costs incurred to bring a private sewer main or lateral into compliance.

Eligibility Guidelines:

1. **Eligible applicants** own property served by the Richmond Sanitary Sewer District and they are either (i) the occupying owner(s) of a residence, or (ii) a tax-exempt public service organization. Owners of property within the City of Richmond served by the Stege Sanitary District or West County Wastewater District **are not** eligible to receive City grants. Tax-exempt organizations must attach proof of tax-exempt status to the grant application. Before awarding any grants, the City will verify property ownership.
2. **Prior to applying for a grant**, the eligible applicant must have the private sewer main or lateral inspected in accordance with Richmond Municipal Code Section 12.17.050. If the inspection reveals that the private main or lateral requires repairs or replacement in order to meet the City's standards (set forth at RMC Chapter 12.17), then the property owner must seek competitive bids from a **minimum of three contractors duly licensed in California to perform the necessary work in order to be eligible for a grant**. Copies of at least three bids must be attached to the grant application, unless the applicant received a Certificate of Lateral Compliance prior to May 16, 2008. If the applicant holds a valid Certificate of Lateral Compliance issued prior to May 16, 2008, she or he must attach to the grant application a receipt from a duly licensed contractor for work performed on the subject private main or lateral in order to bring it into compliance. Only the property owner who paid for the work will be eligible for a grant; a person who acquired the property after the Certificate of Lateral Compliance was issued will not be eligible for a grant. Eligible property owners who received Certificates of Compliance prior to May 16, 2008 may submit grant applications for a period of two years from the date of the Certificate of Lateral Compliance.
3. **Complete grant applications** may be submitted at any time throughout the year. Based on the availability of funding, the City will award grants to qualifying applicants utilizing an objective lottery system. The City will keep non-awarded grant applications on-file for 12 months and continue the lottery process in the event additional funds are identified. A Notice of Grant Availability will be minimally posted on the City's website, at the Engineering counter, and at the Building Services counter, and it will be published in the *West County Times*. The City reserves the right to reject all incomplete applications. Grant recipients will be notified by mail or, if an e-mail address is provided, by e-mail within sixty days from receipt of the application.

4. **Funds will be disbursed** to grant recipients after they have received Certificates of Compliance. Every grant recipient must complete the work necessary to bring the private sewer main or lateral into compliance with Richmond Municipal Code Chapter 12.17 and receive a Certificate of Compliance before the City will issue a check for the grant funds.

Award Limits:

1. **Grants will not exceed** one half of the **lowest competitive bid for the required work**, or, in the case of applicants holding a Certificate of Lateral Compliance issued prior to May 1, 2008, one half of actual costs incurred for the required work, **up to a maximum award of \$3,000.**
2. **Each fiscal year** the City will provide \$100,000 to be awarded in private sewer main or lateral repair or replacement grants. Any funds remaining at the end of each fiscal year shall roll over to the next fiscal year. Because funds are limited, it is possible that not every eligible applicant will receive a grant. Each property owner is eligible for no more than one private sewer main or lateral repair or replacement grant.



Lateral Grant Application

Please type or print in blue or black ink

(To be completed by City staff)

Date and time received:

ENGINEERING DEPARTMENT
 450 Civic Center Plaza
 Richmond, California 94804

Subject Property Information	
Address or location, including ZIP	
Date of Inspection (attach copy of inspection report)	Amount of bids received (attach copies of bids) 1. _____ 2. _____ 3. _____
Brief description of work required to bring lateral into compliance with RMC Chapter 12.17	
For applicants who repaired or replaced a private sewer main or lateral prior to May 16, 2008, date Certificate of Lateral Compliance issued by City of Richmond: _____ (Attach receipt from licensed contractor for work performed to bring main or lateral into compliance.)	

Applicant Information	
Name of Property Owner (If an organization, attach proof of tax-exempt status)	Daytime telephone _____ E-mail _____
Address (if different than above)	City, State ZIP

By signing this application, I certify that (i) I am the legal owner or, if the owner is a tax-exempt public service organization, the legal representative of the owner of the subject property described above; (ii) I have read the "Lateral Grant Application Guidelines"; (iii) I recognize that acceptance of this grant application is not a guarantee or promise by the City of Richmond to approve a grant of funds to aid in the repair or replacement of the private sewer main or lateral at the above-described property; (iv) I must maintain the private sewer main or lateral at the above-described property in compliance with Richmond Municipal Code Chapter 12.17 *even if* this grant application is not approved; (v) I have not submitted a claim to the City or any other public agency for reimbursement of costs incurred to make the repairs described above; (vi) Any funds granted by the City of Richmond in response to this application will be used solely to cover costs incurred in repairing or replacing the main or lateral at the above described property; and (vii) I understand that the City of Richmond does not guarantee the work of contractors on private sewer mains and laterals. I hereby grant the City of Richmond all rights of access to the subject property necessary to process this application, such rights to be exercised only during normal business hours and with reasonable notice to occupants of the subject property.

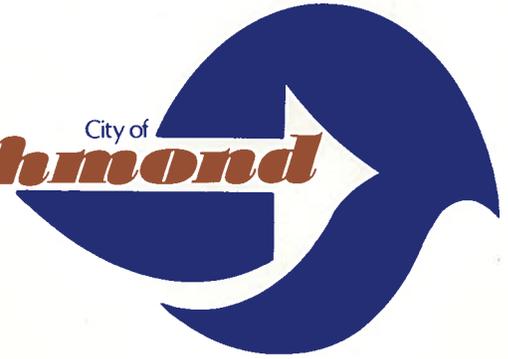
Dated _____

Signed _____

Print Name _____

**2009 SANITARY SEWER OVERFLOWS ANNUAL REPORT
ENGINEERING SERVICE DEPARTMENT**

450 Civic Center Plaza
Richmond, CA 94804
(510) 412-2009 FAX (510) 307-8116



March 15, 2010

Bruce H. Wolfe, Executive Officer
California Regional Water Quality Control Board, San Francisco Bay Region
1515 Clay Street, Suite 1400
Oakland, CA 94612
ATTN: Michael Chee

Dear Mr. Wolfe,

Subject: Annual Report of Sanitary Sewer System Overflows for Calendar Year 2009

The purpose of this letter is to report the Sanitary Sewer System Overflows (SSOs) that occurred in the City of Richmond sanitary sewer system during the period January 1, 2009 through December 31, 2009. This report is submitted pursuant to the requirements included in the San Francisco Bay Regional Water Quality Control Board Letter, New Requirements for Reporting Sanitary Sewer Overflows, dated November 15, 2004.

Number and Size of SSOs

The total number of SSOs for the reporting period was 24. All SSOs were electronically submitted in the California Integrated Water Quality System (CIWQS). Starting February 20, 2008, in response to the State Water Board's Order Number WQ 2008-0002-EXEC, the following actions were completed by our agency:

1. All subsequent spills of 1000 gallons or greater entering a drainage, storm sewer or water body had the Office of Emergency Services, your office, and Contra Costa Health Services notified within 2 hours of knowledge of the incident. Your office was notified by telephone or fax as your former eReporting system was offline.
2. In response to your agency's letter dated May 1, 2008 (file number 1210.57) the same procedures stated above were completed by using your eReporting system. However, now in addition to sanitary sewer collection system spills our Municipal Wastewater Treatment Plant is required to report discharges in the same manner.

All of the SSOs were associated with gravity sewers. A total of 7 SSOs were due to system capacity issues for this reporting period. The sizes of SSOs are summarized as shown on Table 1.

Table 1. Number of SSOs

Size of SSO (gallons)	Number	Percent of Total by Number
Greater than or equal to 1,000	5	21
From 100 to 999	7	29
From 10 to 99	10	42
Less than 10	2	8
[Public portion of lateral (not applicable)]		
Total	24	100

The volume of spills contained and returned to the sewer system, as well as the volume reaching waters of the State is shown in Table 2.

Table 2. Volume of SSOs

	Volume (gallons)	Percent of Total by Volume
Total volume contained and returned to sewer system for treatment	1570	0
Total volume reaching waters of the State	2,146,020	100
Total volume not contained but not reaching waters of the State (everything else)	0	0
Total		100

The largest SSO was 1,007,715 gallons due flow capacity issues as a result of a significant amount of rainfall in a short period of time. There were a total of 5 Fats, Oils & Grease (FOG) blockages of which 3 were in residential areas leaving only 2 from commercial sources. This report does not include SSOs that occurred from private sewer service laterals within the City of Richmond’s Municipal Sewer District. The property owners are responsible for the condition and the operation of those sewer service laterals. On November 14, 2006 (RMC 12.17) the City’s Sanitary Sewer Connections Ordinance was updated to include the property owner’s responsibility to maintain and repair their lateral as needed based on an inspection which is required every 15 years. To date over 1,700 property owners were issued Certificates of Compliance verifying their laterals are in proper operating condition. When any repairs are conducted the installation of a backflow prevention or overflow device and a two way cleanout is required. Approximately 98% of the laterals inspected since the start of this program had to be repaired or replaced in order to obtain a Certificate of Lateral Compliance.

Cause of SSOs

The predominant causes of SSOs during the period of this report were due to collection system capacity issues.

Table 3. Causes of SSOs

Cause of SSO	Number	Percent of Total
Blockage:		
Roots	3	12
FOG	5	21
Debris	4	17
Debris from Laterals		
Vandalism		
Animal Carcass		
Construction Debris		
Multiple Causes		
Infrastructure Failure	1	4
Inflow & Infiltration		
Electrical Power Failure		
Flow Capacity Deficiency	7	29
Natural Disaster		
Bypass		
Cause Unknown		
Other (Rags, towels)	4	17
Total	24	100

Location of SSOs

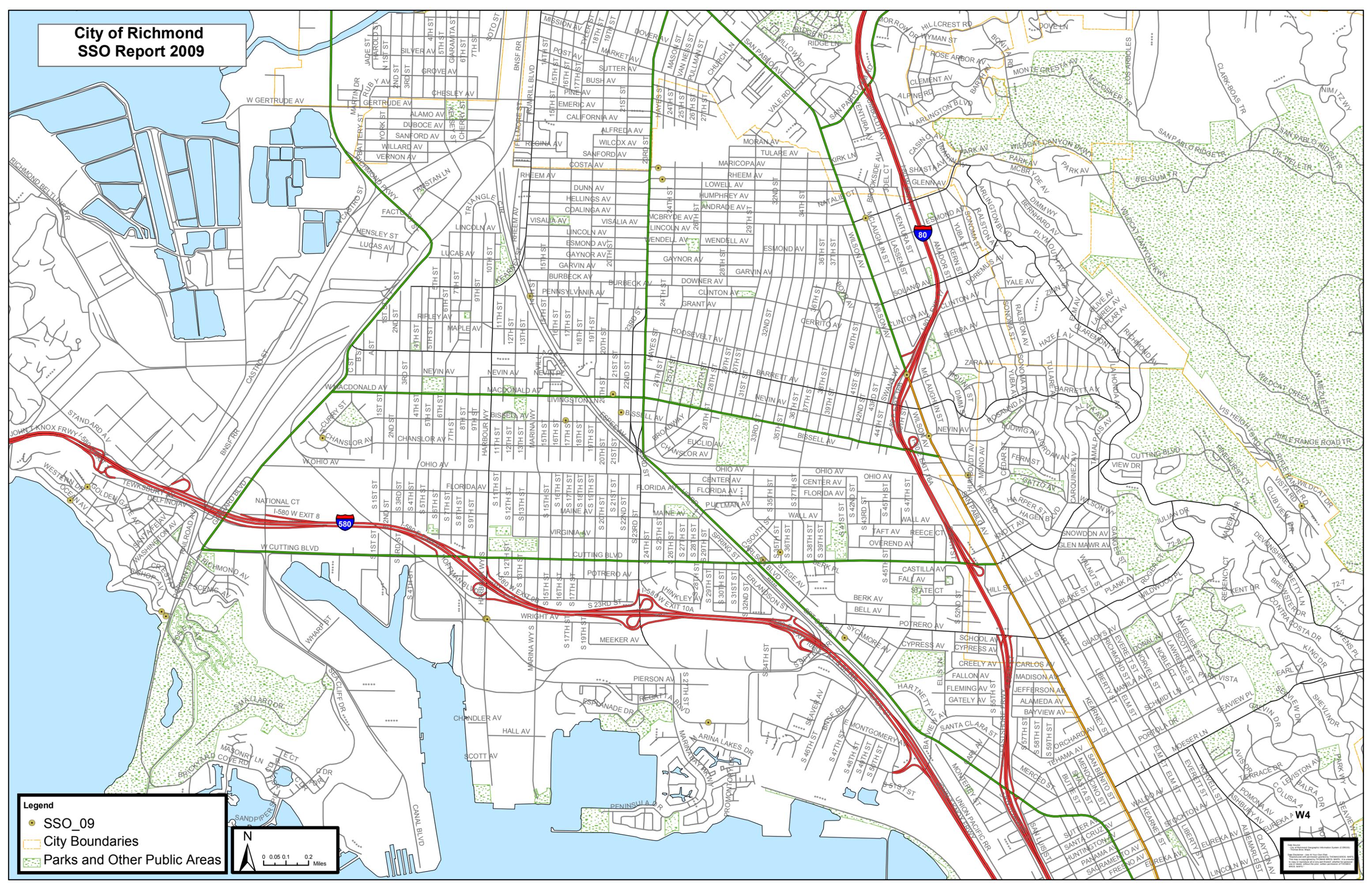
1. Richmond has approximately 32 miles of shoreline and a portion of its sanitary sewer district in reclaimed marshland. There are areas where storm water collection lines can be impacted by tidal in-flow of distances up to one mile inland as an indication of the limited gradient existing in the service area. This means that a large portion of the sanitary sewer collection system is below the tidal/ground/storm water levels and other portions can be below the tidal/ground/ground water level at times. Due to the age of the collection system (in excess of 60 years in some places) I & I is the cause of the largest SSOs. In general the dispersion of SSOs shows a high frequency of incidents in one area indicating a correlation to either a requirement for the increase of routine line cleaning or structural repairs. (figure 2).

SSO Trends

Thirty two (32) SSOs were reported in 2008. The number of reportable overflows this report year (2009) versus the previous report year (2008) has reduced and so has the volume entering the waters of the state. The City has been very proactive with maintaining contingency readiness by ensuring that on-call staffing is available, and operational procedures established with regards to forecasted storm events.

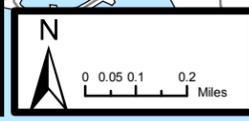
Figures 2 and 3 indicate the number of incidents and volume from 2007 to 2009. There were 6 claims filed against the City for property damage from sewer backups in 2009, and of this total 6 were closed.

City of Richmond SSO Report 2009



Legend

- SSO_09
- City Boundaries
- Parks and Other Public Areas



City of Richmond
2009

Total SSOs for 2007, 2008 & 2009

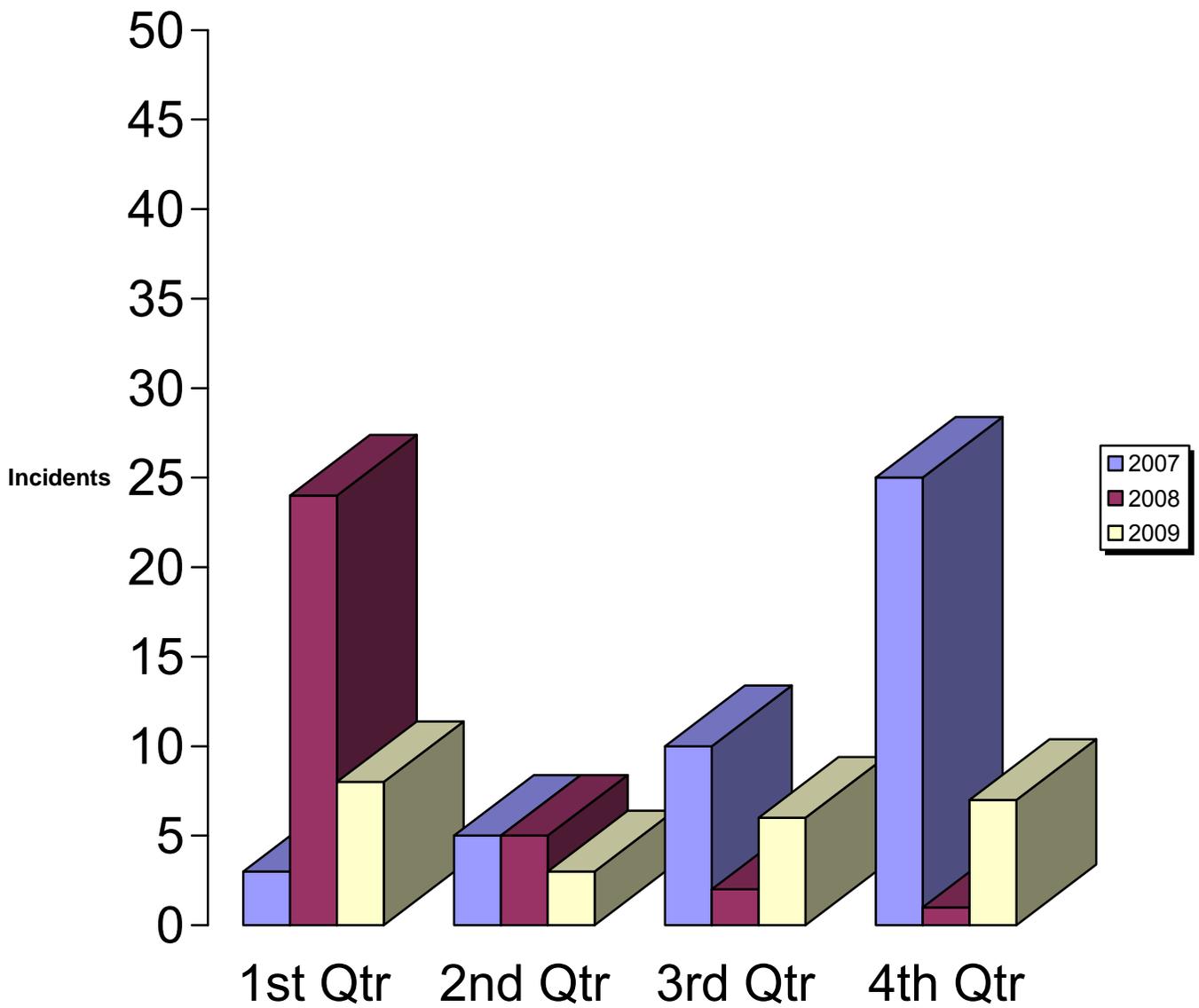


Figure 2

Sewage Reaching Surface Waters: 2007, 2008 & 2009

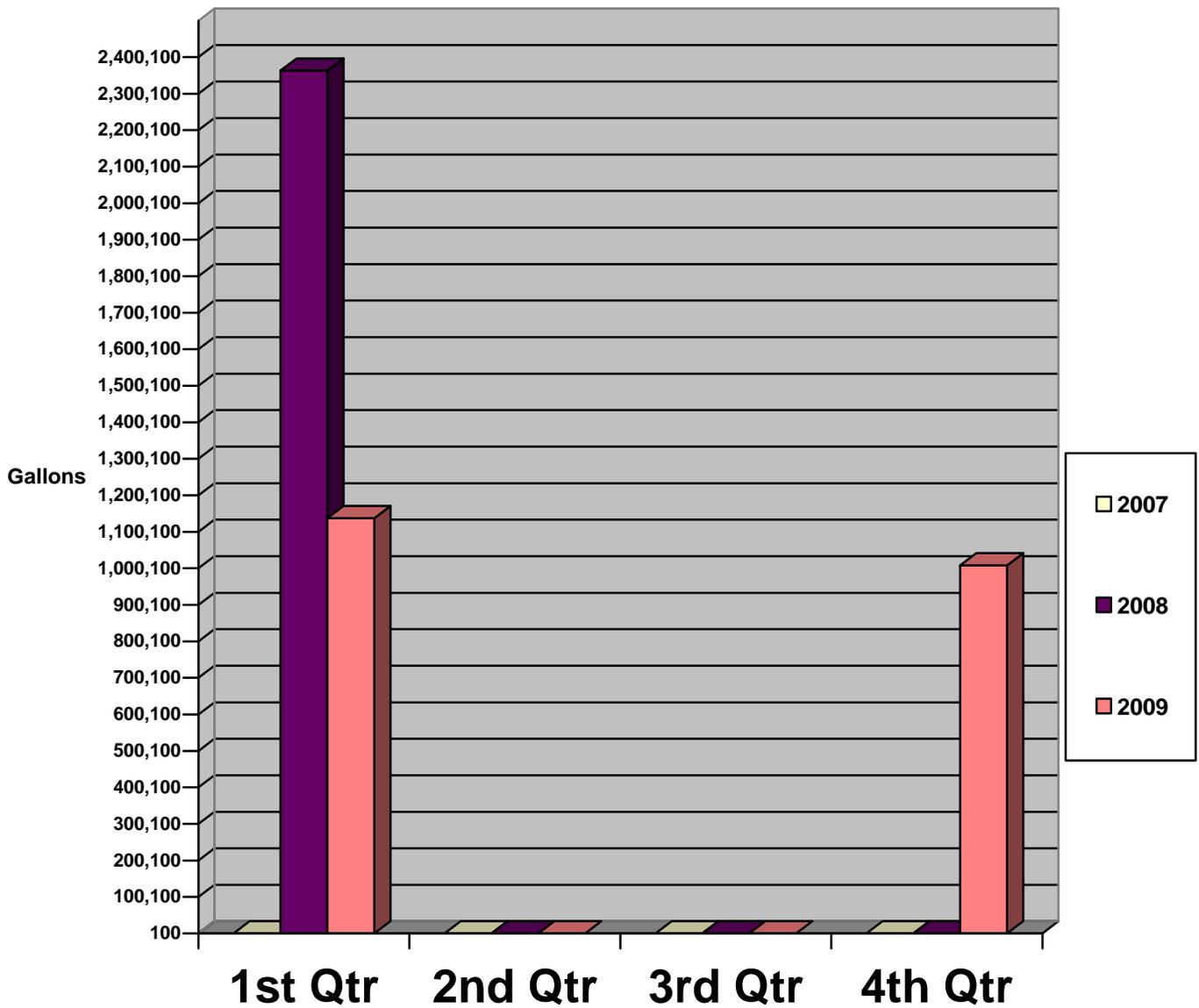


Figure 3

Status of Development of Sewer System Management Plan (SSMP)

The City of Richmond contracts the cleaning, operation and maintenance of the collection system to Veolia Water North America. The City's System Evaluation Capacity Assurance Plan (SECAP) was completed July 1, 2008, and continues to be updated as data becomes available. In total, 120 point repairs were conducted requiring approximately 1500 linear feet (includes 4 manhole to manhole segments) of new sewer pipeline replacement for calendar year 2009 in response to emergency actions as needed in various areas of the City, and 40 manhole structures were replaced or repaired.

Certification

I certify under penalty of law that this document and all attachments are prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who managed the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Sincerely,



Chad Davisson
Wastewater Manager Contract Administrator

Copy: Bill Lindsay, City Manager
Michael Chee, RWQCB

CD:sf