



City of Springfield, Illinois  
Office of Public Works  
Sewer Division

# OVERFLOW EMERGENCY RESPONSE PLAN

Effective April 15, 2013

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# 1. PURPOSE

The City of Springfield, Illinois has developed this Sanitary Sewer Overflow Emergency Response Plan (SSOERP) to ensure that every report of a sanitary sewer overflow (SSO) is immediately dispatched to the appropriate crews so that the effects of the overflow can be minimized with respect to impacts to public health and adverse effects on beneficial uses and water quality of surface waters and customer service. The SSOERP further includes provisions to ensure safety pursuant to the directions provided by the SSCDPH, IEPA and USEPA, and that notification and reporting is made to the appropriate local, state and federal authorities. The effective date of this plan is April 15, 2013.

Notification and reporting to governmental agencies, affected residents and property owners shall be completed in the time frames described in the Notification and Reporting Section.

This document describes procedures to be followed in relation to all SSO's and specific information related to known problem areas where wet weather diversion pumping is likely to occur.

In the event of a severe rain or one of long duration sewer capacity is monitored where problems are likely to occur. Historically these problems have caused SSO's to occur in basements. In order to reduce the number of SSO's to individual properties the Sewer Division has a plan to perform pumping operations to relieve the sanitary sewer by diverting flows to the storm sewer system.

This City is actively studying SSO problem areas and constructing remedies to eliminate the need for all pumping operations. Until such time as all remedies are in place and functioning, emergency pumping procedures are to be implemented to reduce the number of basement backups.

## 2. DEFINITIONS

***Sanitary Sewer Overflow*** or ***SSO*** means an overflow, spill, release, or diversion of wastewater from a sanitary sewer system. A SSO includes overflows that result in a discharge to waters of the United States and overflows of wastewater, including a wastewater backup into a building (other than a backup caused solely by a blockage or other malfunction in a privately owned sewer or building lateral), even if that overflow does not reach waters of the United States.

***Waters of the United States*** refer to surface waters as defined in 40 CFR 122.2 such as navigable water, rivers, streams ( including ephemeral streams), lakes, natural ponds, lagoons, estuaries, man-made canals, ditches, wet meadows, wetlands, marshes, sloughs and water courses.

***Sanitary Sewer System*** refers to the system of pipes, manholes, pump stations, sewer lines, or other conveyances, upstream of a wastewater treatment plant used to collect and convey wastewater to the wastewater treatment plant.

***Privately Owned Building Sewer*** or ***Building Lateral*** refers to the sewer line which connects a residence to the public sewer. All private sewers or laterals are maintained by the property owner.

***Public Sewer*** refers to the main sewer lines owned, operated and maintained by the City to which the private sewer connect.

***OPW*** refers to the Office of Public Works.

***SCDPH*** refers to the Sangamon County Department of Public Health.

***SCWRD*** refers to the Sangamon County Water Reclamation District.



### **3. IMPLEMENTATION**

The City shall take all feasible steps to eliminate SSOs. In the event that an SSO does occur, the City shall take all feasible steps to contain and mitigate the impacts of the SSO.

The Sewer Engineer or highest level person on-site is responsible for using sound judgment in efforts to stop and contain the SSO as soon as possible, initiate proper notifications, and implement safe and effective measures to remediate the overflow.

The City shall ensure that up-to-date copies of the Overflow Emergency Response Plan are readily available to sewer system operation and maintenance personnel at all times. Upon request, this plan is to be made available to the public for review and comment.

## 4. NOTIFICATION AND REPORTING

The Sewer Division office shall be notified of all backups, potential SSO's, actual SSO's or any situation which threatens a failure of any element of the collection system.

The Sewer Division Office is located at:

222 North 17<sup>th</sup> Street  
Springfield, IL 62701

**Phone: 217-789-2244**

Hours of Operation are:

Labor Day to Memorial Day – 7:00 am to 3:00 pm

Memorial Day to Labor Day – 6:30 am to 2:30 pm

After hours, the contact number is OPW 24 hour dispatch at **217-789-2246**.

All SSO's confirmed by the Sewer Division office are required to be reported as follows:

### **Sangamon County Department of Public Health**

The SCDPH is to be notified as follows for SSO's affecting more than a single resident. Single resident SSO's such as basement backups do not require one hour verbal notification. Written reports shall be submitted for all SSO's.

Verbal notification of SSO's which affect more than one resident must be made to the SCDPH within one hour of learning of the SSO. Verbal notification must include location of the SSO, the receiving waters and/or final disposition, and an estimate of the volume of the SSO.

During regular business hours (Monday thru Friday 8:00 am to 4:30 pm) contact one of the following:

Steve Hall	217-535-3145 ext 3719
Jessica Thoron	217-535-3145 ext 3738
Allen Alexander	217-535-3100 ext 3718

After hours, contact the emergency number at 217-891-3005.

SCDPH is also to be provided with the written report submitted to the IEPA as described below.

## **Illinois Environmental Protection Agency**

The IEPA is to be notified of all SSO's within 24 hours at the email address listed below.

A written report to the Illinois Environmental Protection Agency (IEPA) within 5 calendar days of the date the Sewer Division became aware of the SSO. The written report must be submitted on line or in hard copy to the following address:

[epa.sso.coordinator@illinois.gov](mailto:epa.sso.coordinator@illinois.gov)

Bureau of Water/Compliance Assurance Section-MC#19  
1021 North Grand Avenue East  
P.O. Box 19276  
Springfield, IL 62794-9276

The report must use the form provided by IEPA included in Appendix A and available online at:

<http://www.epa.il.us/water/compliance/waste-water/forms/ss-overflow/pdf>

## **United States Environmental Protection Agency**

Submission to USEPA of a copy of all notification made to IEPA:

Cullen Raymond  
U.S.EPA, Region 5 (WC-15J)  
77 West Jackson Boulevard  
Chicago, IL 60604  
Telephone: (312) 886-4882  
Email: [Cullen.raymond@epa.gov](mailto:Cullen.raymond@epa.gov)

## **Internet**

The report provided to the IEPA is to be posted on the Public Works website.

[www.springfield.il.us](http://www.springfield.il.us)

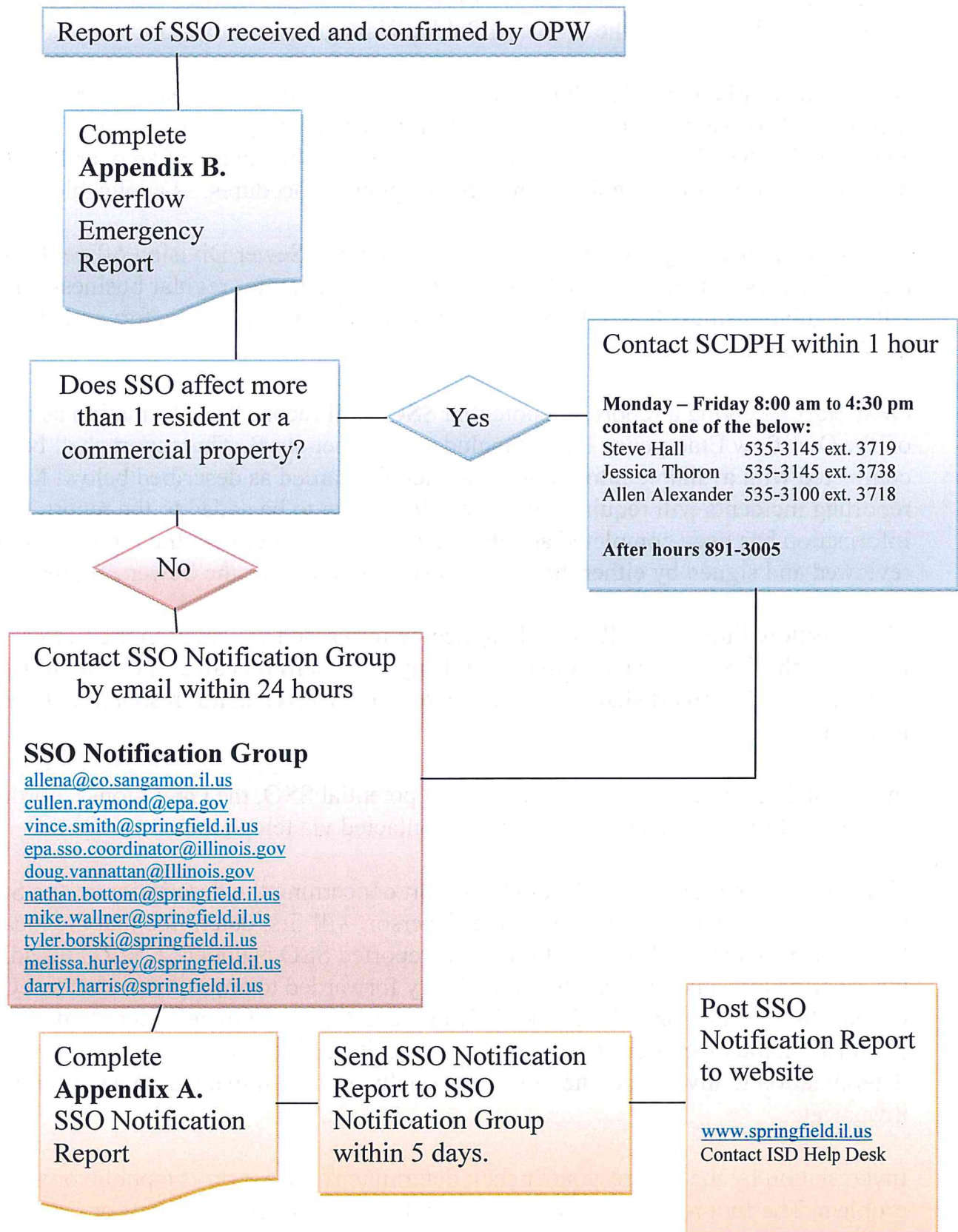
Contact City of Springfield – Director of Communications: 217-789-2235.

## **On-Site**

Signs and/or barricades restricting access to areas impacted by SSO's are to be placed and remain for 48 hours after the SSO has ended.

Contact Public Works 24 hour dispatch for barricades: 217-789-2246.

## SSO Notification Chart



# **RESPONSE PROCEDURES**

## **SSO RELATED**

Investigation of an SSO begins when a customer, employee or other outside party reports a possible SSO to the Office of Public Works, Sewer Division.

When a report of a possible SSO is received, it triggers an immediate response to identify and correct the problem. This section describes the general procedures employed by the OPW to stop, contain, and remediate the impact of an overflow. OPW personnel shall perform the following SSO response procedures, as applicable.

All SSO responses begin with notification to either the Sewer Division office during regular business hours, or to the OPW 24 hours dispatch after regular business hours. After regular business hours the Sewer Division Office phone line is forwarded to the OPW 24 hour dispatch.

OPW staff receiving a report of a potential SSO shall record the information as detailed on the Overflow Emergency Report included in Appendix B. This report shall be completed with available information and then forwarded as described below. Most reporting incidents will require follow up information to be added to the report. Once all information has been completed and the incident has been closed, the report shall be reviewed and signed by either the Operations Coordinator or the Sewer Engineer.

The Overflow Emergency Report shall then be forwarded via email to the Sewer Engineer, the Operations Coordinator, and any other staff on call at the time of the notification. This report shall also be available to any investigator responding to the incident.

Immediately after the email notification of a potential SSO, the Operations Coordinator and/or the designated on call staff is to be contacted via telephone.

Utilizing information received from the report concerning the description of the SSO, the Operations Coordinator or on call staff person will first determine that the location of the report is under OPW jurisdiction. If the reported SSO is under SCWRD jurisdiction, the reported information shall be immediately forwarded to appropriate staff at SCWRD. Contact the SCWRD at 217-528-0491. If the report is found to be under OPW jurisdiction, the Operations Coordinator or on call staff person will make the determination to investigate the report personally, or to call in a maintenance crew to investigate.

Investigation by the first responder shall determine if this report is a public or private problem. The first responder shall immediately notify either office staff or OPW dispatch once that determination has been made.

When the investigation determines that an SSO has occurred, the following steps will be implemented. These steps shall be started by the first responder on site and subsequently reviewed and confirmed by additional staff as required. Unless other provisions are made, the highest level staff person on site shall be the key contact for all personnel and responsible for the implementation or continuation of the implementation of the response steps outlined below.

**Notification and Reporting** – The first responder will ensure that appropriate staff members are contacted and made aware of the SSO. This will include contacting OPW Safety Officer for documentation of the SSO. SCDPH is to be contacted within one hour of confirmation of an SSO affecting more than one resident. The first responder shall either contact the safety officer and SCDPH directly or ensure that another staff member is assigned to notify them. This will typically include contacting the Sewer Division office during regular business hours or the OPW 24 hour dispatcher after business hours. The first responder may elect to have office staff or dispatch perform notifications as appropriate in order to continue emergency response operations on site.

**Assessment of the Impacted Area** – An assessment of the nature of the area of the SSO will be performed to determine a potential for impact on the public and/or the environment. The sensitivity of an SSO location will affect the level of public notification. These sensitive issues may include the proximity of the SSO location to:

1. Streams, reservoirs, wetlands, and other natural waterways;
2. Public use areas – both water based such as marinas as well as land-based;
3. Special facilities to include schools, public parks, walking trails, etc.; and
4. Other potential factors such as particularly sensitive aquatic community, water intakes, etc.

**Hazardous Material Response:**

Upon arrival at the scene of a sewer overflow, should a suspicious substance (e.g., oil sheen, foamy residue) be found on the ground surface, or should a suspicious odor (e.g., gasoline) not common to the sewer system be detected, the sewer investigator or response crew immediately contacts the supervisor for guidance before taking further action.

Should the supervisor determine the need to alert the hazardous material response team, the sewer investigator or crew awaits the arrival of the fire department to take over the scene. *Remember that any vehicle engine, portable pump or open flame can provide the ignition for an explosion or fire should flammable fluids or vapors be present.*

Upon arrival of the fire department, the sewer investigator or crew takes direction from the person with lead authority of that team. Only when that authority determines it is

safe and appropriate for the sewer investigator and crew to proceed can they continue with the control, containment and remediation activities.

**Establish Control Zone** - Control zones are established to help prevent public access around the perimeter of the affected surface area by using appropriate signs, barricading practices, or other measures.

**Assess the Cause** – Once an SSO is confirmed, operations personnel will determine how the SSO can be contained or controlled to minimize the amount of flow discharged. The cause will determine the type of mitigation or remediation that is most appropriate.

**Identify Resources and Techniques Required** – OPW will use all necessary response procedures and implement essential methods so that the goals of the OERP are met. The following resources are available as needed, but are not inclusive or limiting:

- Skilled and trained personnel
- Jetting equipment
- Excavation equipment
- Pump and haul equipment
- Closed-circuit television equipment
- By-pass pumping equipment
- Repair parts and materials
- Other material, such as sand bags, silt fences, signs, disinfectant, etc.
- Traffic and access control

**Contain and Control** – Once the cause of an overflow has been identified and techniques have been implemented to stop the overflow, a mitigation and remediation plan will be implemented in a timely manner.

**Mitigation/Remediation Solutions** - Common abatement resolution activities and repairs will be used independently or combined based on field conditions and any other relevant considerations.

**Clean Up** – OPW will determine appropriate actions to reduce or eliminate potential negative environmental impacts from the overflow.

## **NON SSO RELATED**

Non SSO related responses include reports received either by the Sewer Division office or the OPW dispatch concerning street or inlet flooding. The dispatcher and office personnel, along with Sewer Division engineering technicians if needed, will handle all telephone complaints or requests from citizens and city officials and will keep an account of those complaints on the rainfall telephone call sheet included in Appendix B.



The dispatcher will work with the office personnel and/or Operations Coordinator and Sewer Engineering staff to assign investigation of complaints. The truck investigating a complaint will inform the dispatcher or office personnel or Operations Coordinator when it is completed, and relay if follow up measures are necessary.

## **5. RECORD KEEPING**

The Sewer Division maintains an asset management database to document all operations and maintenance work that is performed. Accurate record keeping of reported and confirmed SSO's is an essential part of asset management. Historically the Sewer Division has referred to SSO's as backups. In order to maintain consistency with historical data, the use of the term backup will not be eliminated, but will be further defined within the context of reporting SSO's.

The Sewer Division identifies 4 categories of backups as identified below. Within the asset management database, these are referred to as "Activity".

### **BKUP1 – backed up/sewer jetted with SSO**

This is the most critical case. This designation describes a backup in the City sewer main which in turn caused an SSO to occur either in the City's collection system or in a private sewer lateral.

### **BKUP2 – backup checked/no problem**

This designation describes a reported backup which upon investigation it was determined that there was no problem with the City's collection system. Most often this indicates a problem contained within the private sewer lateral.

### **BKUP3 – not backed up/sewer jetted**

This designation is similar to the BKUP2 designation in that upon investigation it was determined that there was no problem with the City's collection system, indicating a problem contained within the private sewer lateral. Often times when a maintenance crew is on site investigating a backup call they will make the determination to jet the sewer main even when there is no indication of a problem with the City's sewer main. There are instances where jetting the City's sewer main will pull a stoppage out of the private sewer lateral and remedy the backup in the private sewer lateral.

### **BKUP4 – backup without SSO**

This designation describes a condition in which a backup or blockage is discovered within the normal course of sewer operations which has not created an SSO.

The Sewer Division also identifies causes for individual backups as listed below. Within the asset management database, these are referred to as “Cause”.

**GREASE** – grease in line

Backups caused by grease are most often treated by jetting with grease nozzles and applying enzymes. Significant and/or reoccurring grease blockages often warrant further investigation to determine the source. CCTV is one method that can be used to determine the source of grease in the sewer system. Chronic grease problems are reported to the SMSD for enforcement.

**MBLCK** – blockage in main

Backups caused by a blockage in the main are closely investigated to determine if this is a one-time incident or an indication of a larger problem. Most main blockages are able to be cleared by jetting. Sewer maintenance crews should fully describe any main blockages and give their opinion of the cause. Consultation with the Operations Coordinator occurs to determine if this incident should be added to the preventative maintenance (PM) schedule.

**PBLCK** – partial blockage in main

Similar to main blockages, partial blockages are monitored to ensure this is not an indication of a problem which could develop into a complete blockage with potential to create a SSO. Sewer maintenance crews fully describe any main blockages and give their opinion of the cause. Consultation with the Operations Coordinator occurs to determine if this incident should be added to the preventative maintenance (PM) schedule.

**RAIN** – excessive rainfall

SSO's caused by excessive rainfall can be significant and widespread. In an effort to minimize impacts of SSO's caused by excessive rainfall the Sewer Division has developed Emergency Pumping Operations procedures which are included in this document.

**ROOTIN** – roots in inlet

Roots in inlets do not usually cause SSO's but can cause street flooding. Root problems are noted on the work orders along with a recommendation by the maintenance crews to include this problem in the root foaming program.

**ROOTS** – roots in line segment

Roots in line segments have great potential to create SSO's. Upon discovery of roots in a sewer main several options exist. Small masses may be cleared by jetting while larger masses may require root cutting. CCTV is usually employed to determine the severity of the root problem. Sewer Maintenance crews consult with the Operation Coordinator to determine the appropriate action to eliminate the root problem. All root problems in sewer mains should be added to the root foaming program.

**TBLCK** – blockage at tap

This cause indicates a blockage at the tap where a private sewer lateral connects to the sewer main and is usually determined by CCTV inspection. Most often this will require the private sewer lateral owner to employ a plumber to clear the blockage from inside the lateral.

Both "*Activity*" and "*Cause*" are to be determined by the on-site personnel investigating the report of an SSO. This information is then relayed via a completed work order form to the office staff for input into the asset management system. These steps are essential for providing accurate documentation of SSO reports, investigations and causes.

This information is monitored by office staff to detect reoccurring problem areas and the causes associated with such problems.

## **6. TRAINING**

All Sewer Division Personnel shall be trained on the procedures and forms contained in this Overflow Emergency Response Plan.

This plan shall be reviewed once per year and updated as appropriate. All Sewer Division Personnel shall review this plan once per year and a meeting of all staff members shall be held to discuss changes, additions, or deletions to this plan.

This plan is to be posted prominently in the Sewer Division office for all sewer personnel and for public review.

The Sewer Division also provides workplace training to employees. The training supplied is designed to instruct employees on proper procedures as defined in OSHA 29 CFR 1910.146. and OSHA 29 CFR 1926.650. The training includes:

### **Confined Space Entry Safety Training**

- Identifying permit and non-permit required confined spaces
- The roles of the confined space supervisor, attendant, and entrant
- Gas detection systems
- Ventilation systems
- Personal Protective Equipment (PPE)
- Non-entry rescue equipment and procedures

### **Excavation and Trenching Safety Training**

- Competent person responsibilities
- Protective systems
- Sloping and benching
- Soil classification
- Personal Protective Equipment (PPE)

### **Work Zone Safety Training**

### **Jetting Equipment Training**

### **Hazardous Materials Training**

## 7. WET WEATHER OPERATIONS

During periods of intense or long duration rainfall events, the Sewer Division enters into Rainfall Mode to relieve storm drainage from low areas and surface inlets. During Rainfall Mode the Operations Coordinator will assign vectors to specific areas of the City. A map of these areas is posted in the Sewer Division office and also included as Appendix E in the following manner:

<u>AREA</u>	<u>TRUCK</u>
Northeast Area	S33
Northwest Area	S32
Southeast Area	S35
Southwest Area	S34
Central Business District	S31
Backups	S31

During regular working hours the Operations Coordinator of the Public Works Sewer Division will inform the Sewer Engineer and/or the key personnel of complaint calls being received related to wet weather.

While carrying out Rainfall Mode duties, maintenance personnel are also instructed to look for signs or indications of SSO's occurring due to wet weather.

Reports of SSO's occurring during Rainfall Mode take precedence over rainfall operations.

## **8. SSO MONITORING AND PUMPING OPERATIONS**

During wet weather events Engineering and/or Operations Personnel will check the manholes identified in Appendix C – SSO Monitoring Locations. Each area has manholes listed in the order in which they are to be checked and which pumps are to be assigned to each location. Areas are to be checked based on weather conditions and determinations made by the Operations Coordinator and/or the Sewer Engineer. Depths listed at each manhole correspond to the number of manhole steps visible. Pumping operations are to be implemented to maintain levels below the depths listed to reduce the number of potential basement backups. Additional Appendices also contain maps of each manhole location and diversion discharge points.

If pumps are required at any of the locations listed in the Appendix or any other locations as determined by the Operations Coordinator or the Sewer Engineer, the Operations Coordinator or Sewer Engineer will assign pumps to the location(s). As additional manpower is needed to operate the pumps, the Operations Coordinator or Sewer Engineer will request manpower from the Operations Coordinator of the Streets Division. As pumps are put into operation, the office personnel will fill out the pump location report included in Appendix D. If the vector and/or pumping operation are to continue past normal working hours, the Operations Coordinator or Sewer Engineer will determine the manpower requirements by assessing the existing weather conditions.

If a severe or intense storm occurs during the night or on a weekend, and the dispatcher is receiving complaints calls, he will call the Operations Coordinator and/or Sewer Engineer to advise him of the calls that have been received. The Operations Coordinator and/or Sewer Engineer will then determine the number of vector personnel to call to investigate the problem areas. The dispatcher will also notify the Operations Coordinator of Streets of the rainfall emergency. The Operations Coordinator and/or Sewer Engineer will call in assigned technicians to investigate the manholes in the usual trouble areas to determine if pumps are needed at any of the locations. If pumps are needed, the Operations Coordinator and/or Sewer Engineer will call in the Supervisor of Sewer Maintenance. Supervisor of Sewer Maintenance is to begin preparation for the deployment of pumps to the assigned locations. Concurrent with the call in of the Supervisor, other sewer maintenance personnel are called in to deploy and operate the pumps. If all sewer personnel are being utilized, the Operations Coordinator and/or Sewer Engineer will request additional personnel from Operations Coordinator of Streets. The Operations Coordinator of Streets will direct the dispatcher to call in the necessary personnel and any mechanics, storeroom personnel and barricade personnel as necessary.

## EQUIPMENT

The following table lists equipment maintained by the Sewer Division and available for overflow emergencies:

All equipment, except the pumps, is routinely maintained. The pumps are maintained at the beginning of March and checked on a weekly basis during the spring season. Extra hose gaskets are affixed to each pump to assure their availability on the job. At the time the pumps are maintained, the Sewer Division personnel will inspect and test the pump hoses for their reliability and compatibility.



EQUIPMENT #	DESCRIPTION	SERVICE YEAR	SCHEDULE REPLACE
000S2	FORD EXPLORER 4WD	2014	2021
000S3	FORD F-250 4X4 SD	2008	2014
000S4	FORD F-150 4X2	2012	2019
000S5	FORD F-250SD	2015	2022
000S7	FORD F-150 4x2	2013	2020
000S8	FORD F-350 4X2	2016	2022
30159	FORD F-150 4X4	2012	2019
00S10	CHEVY VAN (CCTV INSPECTION)	2019	2029
00S11	SPRINTER 3500 (CCTV INSPECTION)	2013	2021
00S13	FORD F-150 4X2	2007	2017
30014	FORD F-150 4X2	2018	2025
30015	FORD F-550 W/ DUMP BODY & LIFT GATE	2015	2022
00S16	FORD F-250	2017	2024
30019	INT 7400 4X2 W/HIPPO SYSTEM	2019	2026
30020	JOHN DEERE 410L BACKHOE	2018	2025
30021	JOHN DEERE 410J BACKHOE	2010	2017
30023	INT 7400 6X4 TANDEM	2012	2019
30024	IHC 7400 6X4 TANDEM	2017	2024
30031	VACTOR 2002 INT 7400	2013	2023
30032	VACTOR 2010 INT 2110 IH 7400 6X4 SBA	2010	2020
30033	VACTOR 2007 INT 2554 6X4	2019	2029
30034	VACTOR 2009 INT 2554 6X4	2009	2019
30035	VACTOR 2013 INT 2554 6X4	2013	2023
E11	FORD F-150	2012	2019

MISCELLANEOUS EQUIPMENT		
# OF UNITS	DESCRIPTION	SIZE
2	TRAILER MOUNTED PUMP	6"
7	PORTABLE PUMP	4"
1	PORTABLE PUMP	3"

LAST UPDATE: 9/20/2019

## **SUPPLIES**

To keep the pumps working during pumping operations, a five gallon gasoline container and oil is supplied with each pump. Also, a toolbox containing extra gaskets, flash lights, screwdriver, a wrench and a funnel is supplied with each outgoing pump.

Rain gear, other than that already issued to Sewer Division personnel, is kept in the storeroom and issued on an individual basis during a rainfall emergency.

The person issued the rain gear will return it to the storeroom at the end of his shift. The rain gear will include rain suits, boots, gloves and flash lights.

The storeroom supervisor will make sure that sufficient rain gear and extra gasoline containers are on hand and in working order at the beginning of March.

Because of the ever present danger of waste spills or flooding of areas which may need to be isolated from the sewer system, a supply of unfilled sandbags is kept by Public Works Street Division.

## 9. SEWER DIVISION PERSONNEL

### SUPERVISORY

Mike Wallner	Operation Coordinator			
Vince Smith	Sewer Engineer			
Tyler Borski	Engineer I			

### OPERATIONS

Jason Beard	PWFORE			
Tommy Nases Jr	SOPE			
Mark Yoggerst	PWFORE			
Brad Settles	MOPE			
Dave Nation	PWFORE			
Will Smock	SOPE			
Norm Howard Jr	PWFORE			
Roger Smith	MOPE			
Phil Broughton	MOPE			
Marty McLaughlin	PWFORE			

### MAINTENANCE

Jason Hannah	PWSupervisor			
Jeff Geller	MOPE			
Brent Prosperini	STD L			
Curtis Yokem	STD L			
Quinn Gregory	STD L			
Mike Horn	STD L			

### ENGINEERING

Greg Bennett	ET-IV			
Joe Collins	ET-II			
Chris Lucchesi	ET-I			
Jake Johnson	ET-I			
Jim Cadigan	ET-II			
Melissa Hurley	ET-II			

## IEPA SSO NOTIFICATION REPORT



# Illinois Environmental Protection Agency

Bureau of Water • 1021 North Grand Avenue East • P.O. Box 19276 • Springfield • Illinois • 62794-9276

## Sanitary Sewer Overflow or Bypass

### Notification Summary Report

- Within 24 hours of the occurrence, notify the Illinois EPA regional wastewater staff by telephone, FAX, email or voice mail, if staff are unavailable.
- Within 5 days of the occurrence, provide a written report describing the overflow or bypass, including all information requested on this form. The permittee is required to submit this form or other equivalent written notification to the Illinois EPA at:

Bureau of Water/Compliance Assurance Section - MC #19  
1021 North Grand Avenue East  
P.O. Box 19276  
Springfield, IL 62794-9276

NOTE: You may complete this form online, save a copy locally, print, sign and submit it to the BOW/CAS MC #19, at the above address. You may also print the form before completing it by hand, signing and submitting it.

Failure to notify the Illinois EPA as specified may result in fines up to \$10,000 for each day of violation.

Instructions: Use this form to report all unscheduled sanitary sewer overflow or bypass occurrences. Attach additional information as necessary to explain or document the overflow or bypass. For the purpose of this report, an overflow or bypass is defined as the discharge of untreated sewage from the sanitary sewer collection system to a surface water and/or ground due to circumstances such as those identified by the check boxes in the overflow or bypass details section of this form.

Use one form per occurrence. A single occurrence may be more than one day if the circumstances causing the overflow or bypass results in a discharge duration of more than 24 hours. If there is a stop and restart of the overflow or bypass within 24 hours, but it is caused by the same circumstances, report it as one occurrence. If the discharges are separated by more than 24 hours, they should be reported as separate occurrences.

### 24 Hour Notification Information

Permittee (Municipality or Facility Name): \_\_\_\_\_ Permit Number: \_\_\_\_\_ Person Representing Permittee Who Contacted IEPA: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM \_\_\_\_\_ PM IEPA Office Contacted: \_\_\_\_\_ Name of IEPA Employee Contacted: \_\_\_\_\_

### Sanitary Sewer Overflow or Bypass Details

Date and Duration of Overflow or Bypass Occurrence (complete a separate form for each occurrence):

Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM \_\_\_\_\_ PM Duration of the overflow or bypass (hours and minutes): \_\_\_\_\_

Estimated Volume of  
Wastewater  
Discharged  
(gallons):

WWTP Flow During bypass (report in  
MGD): Not applicable for a collection  
system SSO.

Location of the Overflow or Bypass: \_\_\_\_\_

### Circumstances Causing the Overflow or Bypass (check all that apply)

WPC 733  
11/2011

- ☐ Rain ☐ Power Outage ☐ Equipment Failure ☐ Other (explain below)  
☐ Snow Melt ☐ Broken Sewer ☐ Widespread Flooding

Provide a narrative description to further explain why the overflow or bypass occurred. For example, describe what equipment failed. What caused the power outage, or what plugged the sewer. Flooding should only be indicated, as a cause if there is significant flooding that is caused by high river, stream, or lake water levels, not just localized high water in the street.

**Wet Weather (if applicable)**

Date(s) and Duration of Rainfall:

Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM PM \_\_\_\_\_ End Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM PM \_\_\_\_\_ Amount of Rainfall (inches) \_\_\_\_\_ Amount of Snow Melt (inches) \_\_\_\_\_

Contributing Soil Conditions (saturated, frozen, soil type): \_\_\_\_\_

**Where Did the Discharge from the Overflow or Bypass Go? (check all that apply)**

Provide the name of the local receiving water that the wastewater enters, which could be a nearby stream, river, lake, or wetland. If discharge does not enter directly into surface water, but indirectly by way of a ditch or storm sewer, trace the path of the ditch or storm sewer to find the receiving water.

- ☐ Runs on ground and absorbs into the soil
- ☐ Ditch: Name of surface water it drains to: \_\_\_\_\_
- ☐ Storm Sewer: Name of surface water it drains to: \_\_\_\_\_
- ☐ Surface water direct discharge: \_\_\_\_\_
- ☐ Basement Back-ups, (Number & use (i.e.residential, commercial) of buildings affected): \_\_\_\_\_
- ☐ Other, describe: \_\_\_\_\_

**Actions to Correct This Occurrence and Prevent Future Owerflows or Bypasses**

Describe what actions were taken to minimize the volume of wastewater discharged from the overflow or bypass reported on this form. Also describe what actions are planned to prevent or minimize future overflows or bypasses. Illinois law and NPDES permits prohibit overflows or bypasses, unless certain specified conditions are met. Sanitary sewer overflows and bypasses may be the subject of enforcement action.

**Report Completed By**

Contact Person: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
PO Box: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
County: \_\_\_\_\_

**Authorized Representative Contact Information**

Contact Person: \_\_\_\_\_  
Title: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
PO Box: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
County: \_\_\_\_\_

***Any person who knowingly makes a false, fictitious, or fraudulent material statement, orally or in writing, to the Illinois EPA commits a Class 4 felony. A second or subsequent offense after conviction is a Class 3 felony. (415 ILCS 5/44(h))***

Authorized Representative Name (Print)

Title

\_\_\_\_\_

\_\_\_\_\_

Authorized Representative Signature

Date

## OVERFLOW EMERGENCY REPORT

1. Staff Name : \_\_\_\_\_
2. Weather condition: \_\_\_\_\_
3. Report Date and Time: \_\_\_\_\_
4. Reporters Name: \_\_\_\_\_
5. Reporters Address: \_\_\_\_\_
6. Reporters Phone Number: \_\_\_\_\_
7. Problem Location / Address: \_\_\_\_\_
8. Date(s) and Time of Overflow: \_\_\_\_\_
9. Investigation Assigned to: \_\_\_\_\_
10. Crew Arrival Time: \_\_\_\_\_
11. Confirmed Reportable SSO:                      YES                      NO
12. Estimated amount of overflow (gallons): \_\_\_\_\_
13. Overflow disposition / receiving waters: \_\_\_\_\_
14. For a reportable SSO contact Sewer Dept. Supervisor: \_\_\_\_\_
15. For a reportable SSO contact SCDPH: \_\_\_\_\_
16. Time Overflow Stopped: \_\_\_\_\_
17. Description of Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
18. Description of Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
19. Clean up methods used: \_\_\_\_\_
20. Work Order Number: \_\_\_\_\_
21. Supervisors Signature: \_\_\_\_\_

## SSO MONITORING LOCATIONS

Pump Station at 10<sup>th</sup> & South Grand

Pump Station at 10<sup>th</sup> & Cook

Pump Station at 10<sup>th</sup> & Carpenter

Manholes for the area of **Indian Hill Storm Sewer:**

Winnebago & Cahokia	MH# 1414GH116	5'1" / 1 step
24 <sup>th</sup> & Eastview	MH# 1423CD065	13' / 5 steps
22 <sup>nd</sup> & Griffiths	MH# 1423AB022	9'3" / 6 steps
Cincinnati & Wheeler	MH# 1426AB010	9'6" / 6 steps

Manholes for the area of **Elm Street Storm Sewer:**

Milton & Elliott	MH# 1425AB028	11' / 8 steps
Milton & Enos	MH# 1425AB032	

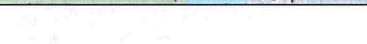
Manholes for the area of **Jacksonville Branch:**

Westchester at Concord	MH# 2207GH085	18'11" / 11 steps
Lindbergh & Dorchester	MH# 2218CD030	14'6" / 9 steps

Manholes for area of **Lake Springfield:**

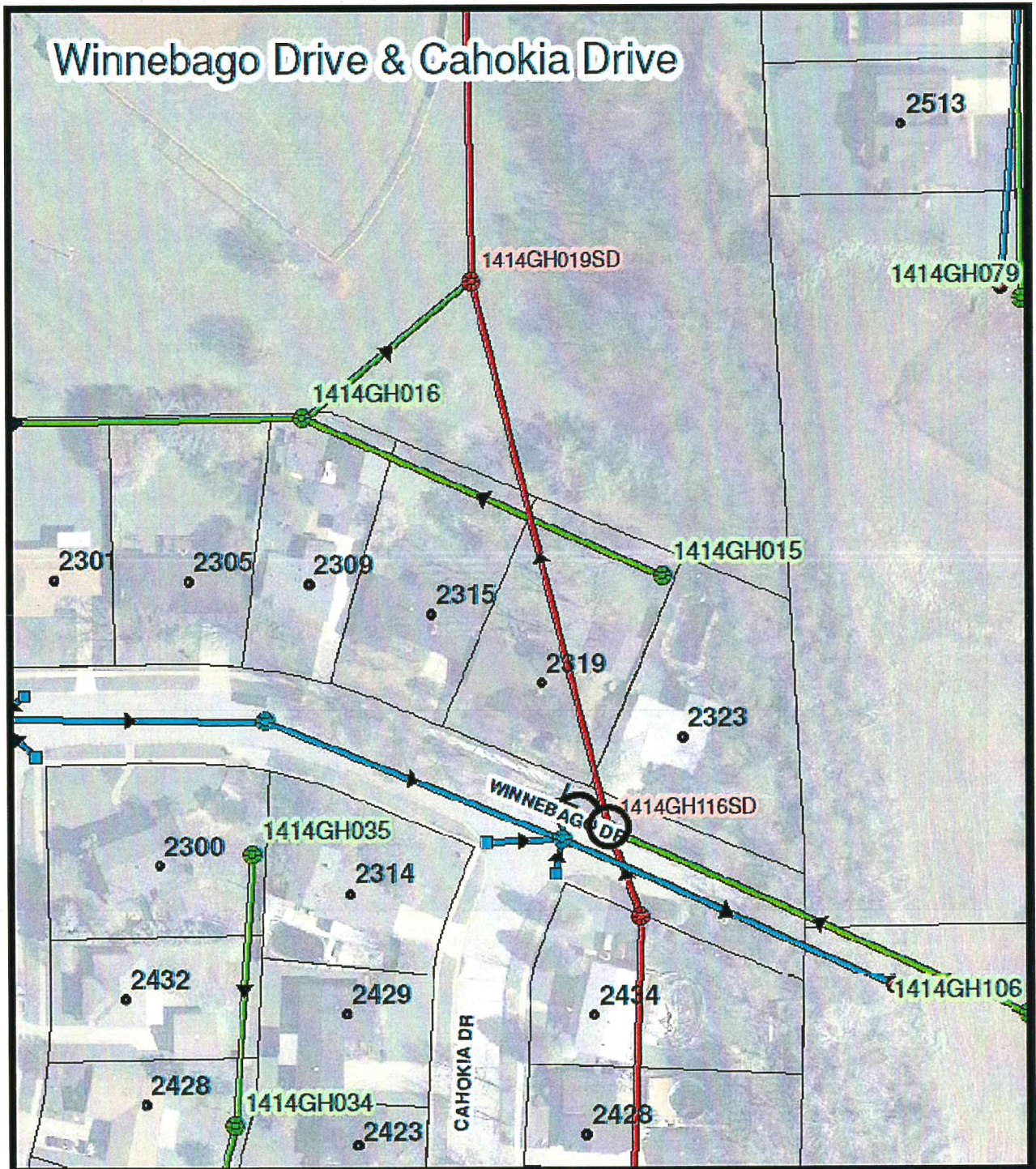
Hazelcrest & Hazel Dell	MH# 2223AB091	13' / 7 steps
Chesterfield & Pickfair		







## LOCATION MAP – WINNEBAGO DRIVE & CAHOKIA DRIVE

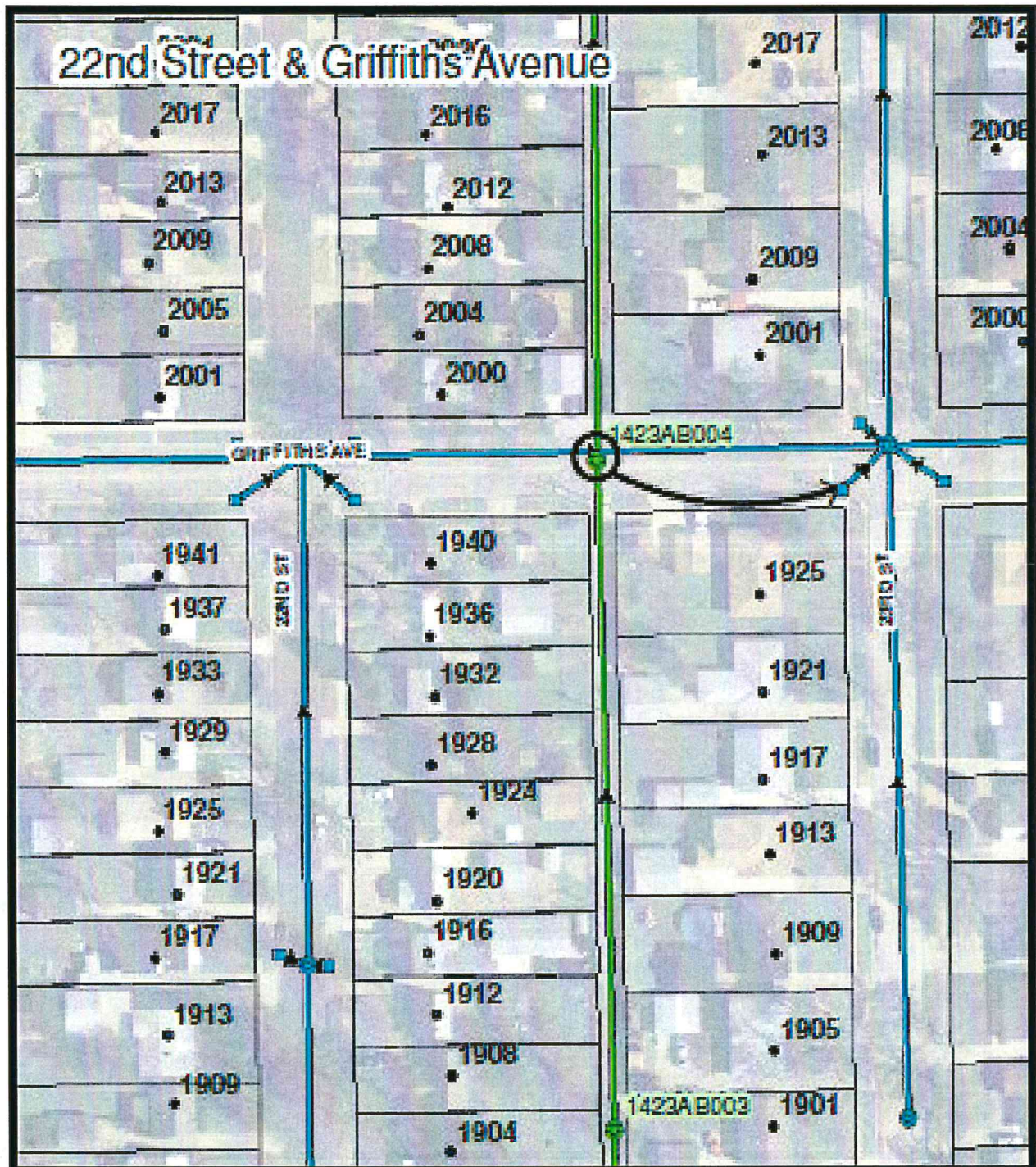






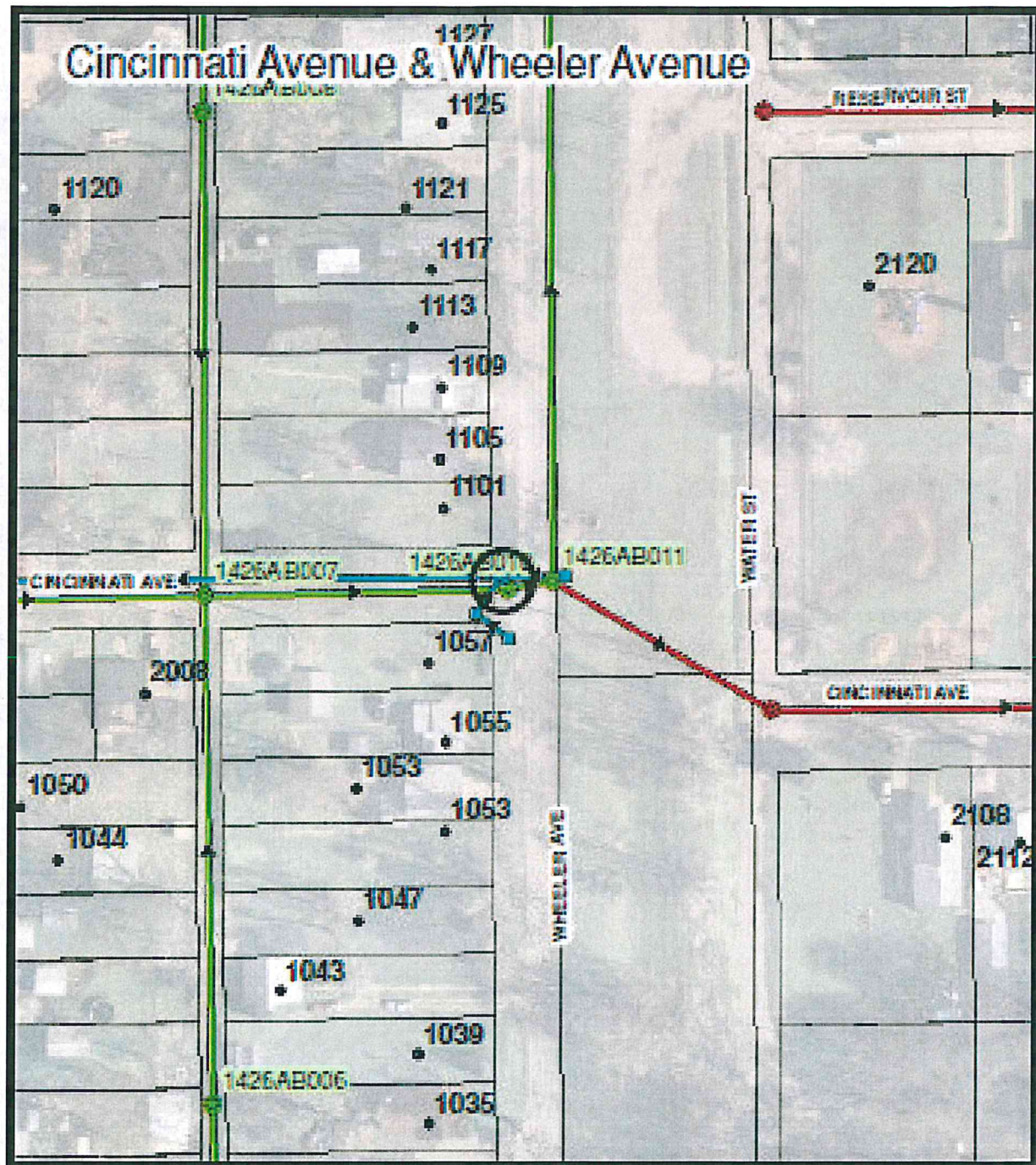


## LOCATION MAP – 22<sup>ND</sup> STREET & GRIFFITHS AVENUE



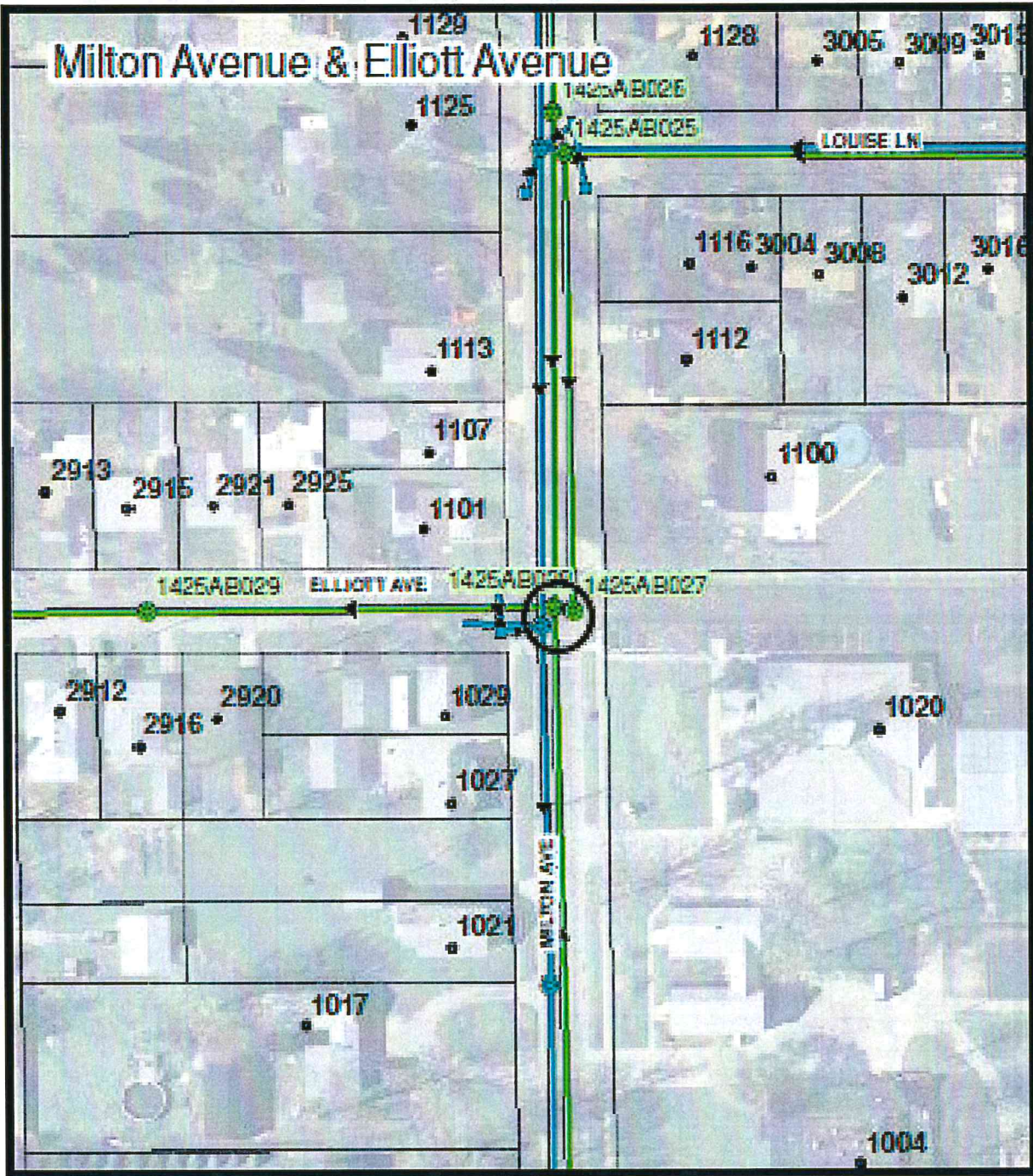


LOCATION MAP – CINCINNATI AVE & WHEELER AVE



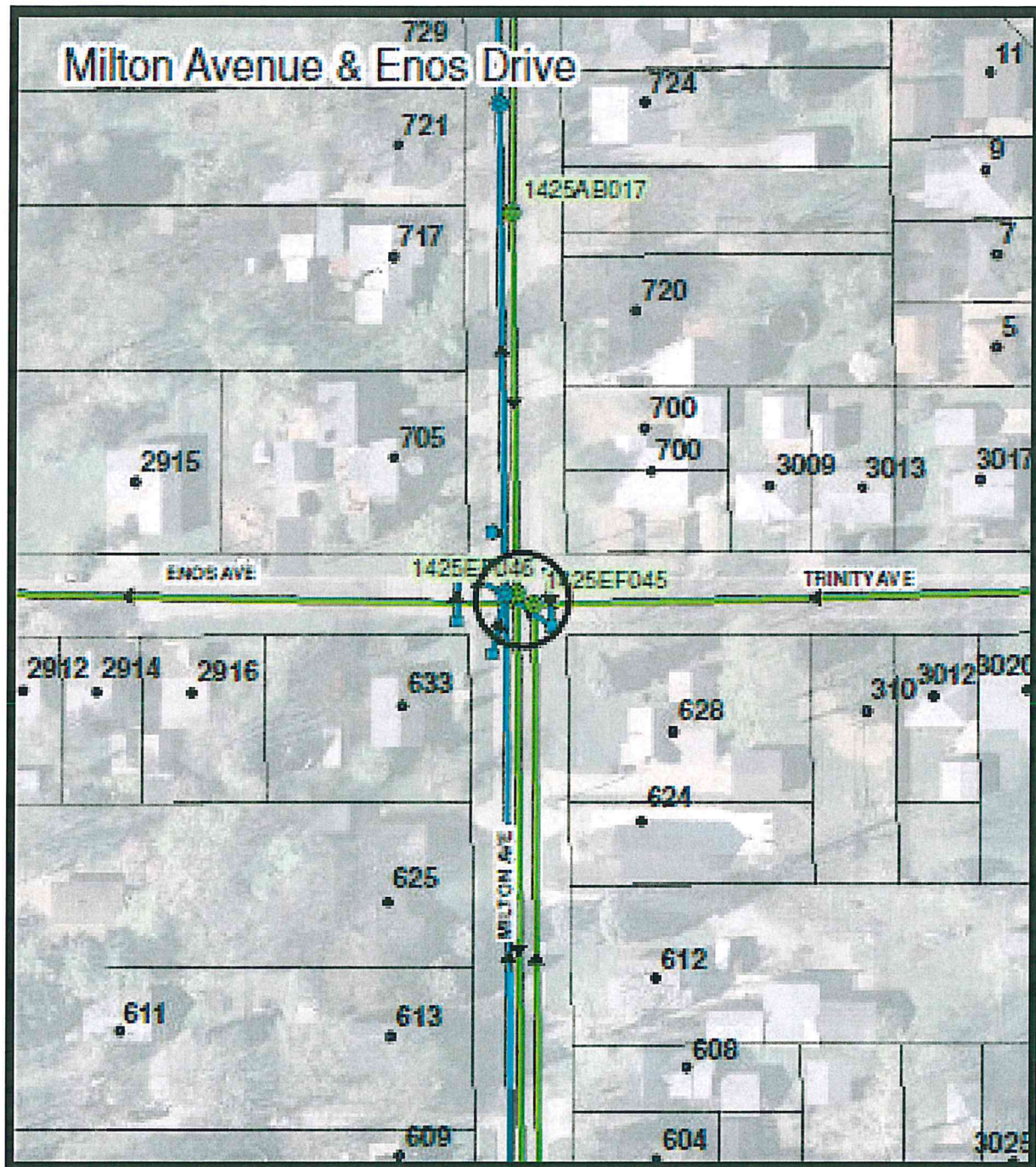


LOCATION MAP – MILTON AVENUE & ELLIOTT AVENUE



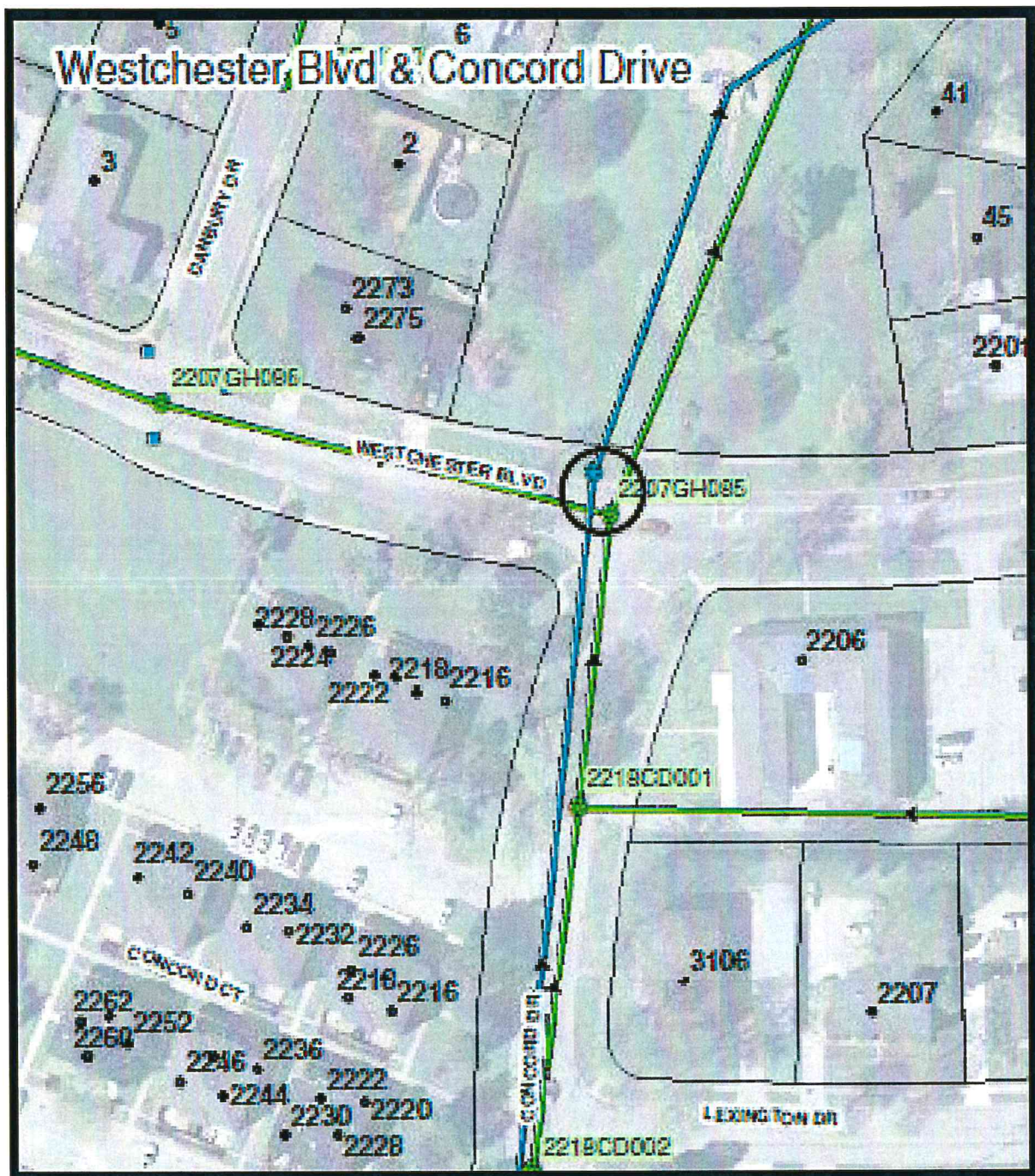


LOCATION MAP – MILTON AVENUE & ENOS DRIVE



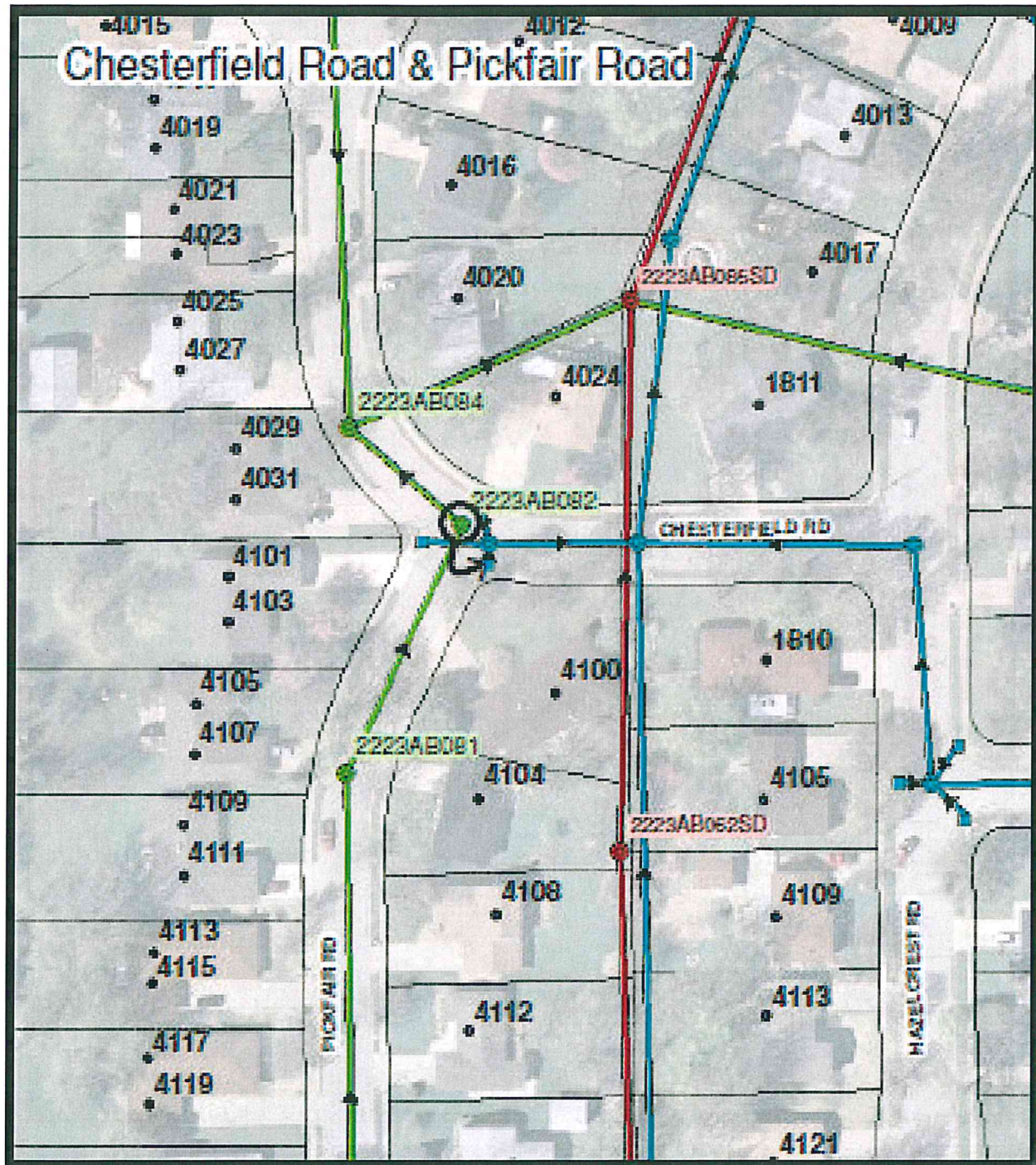


## LOCATION MAP – WESTCHESTER BLVD & CONCORD DRIVE



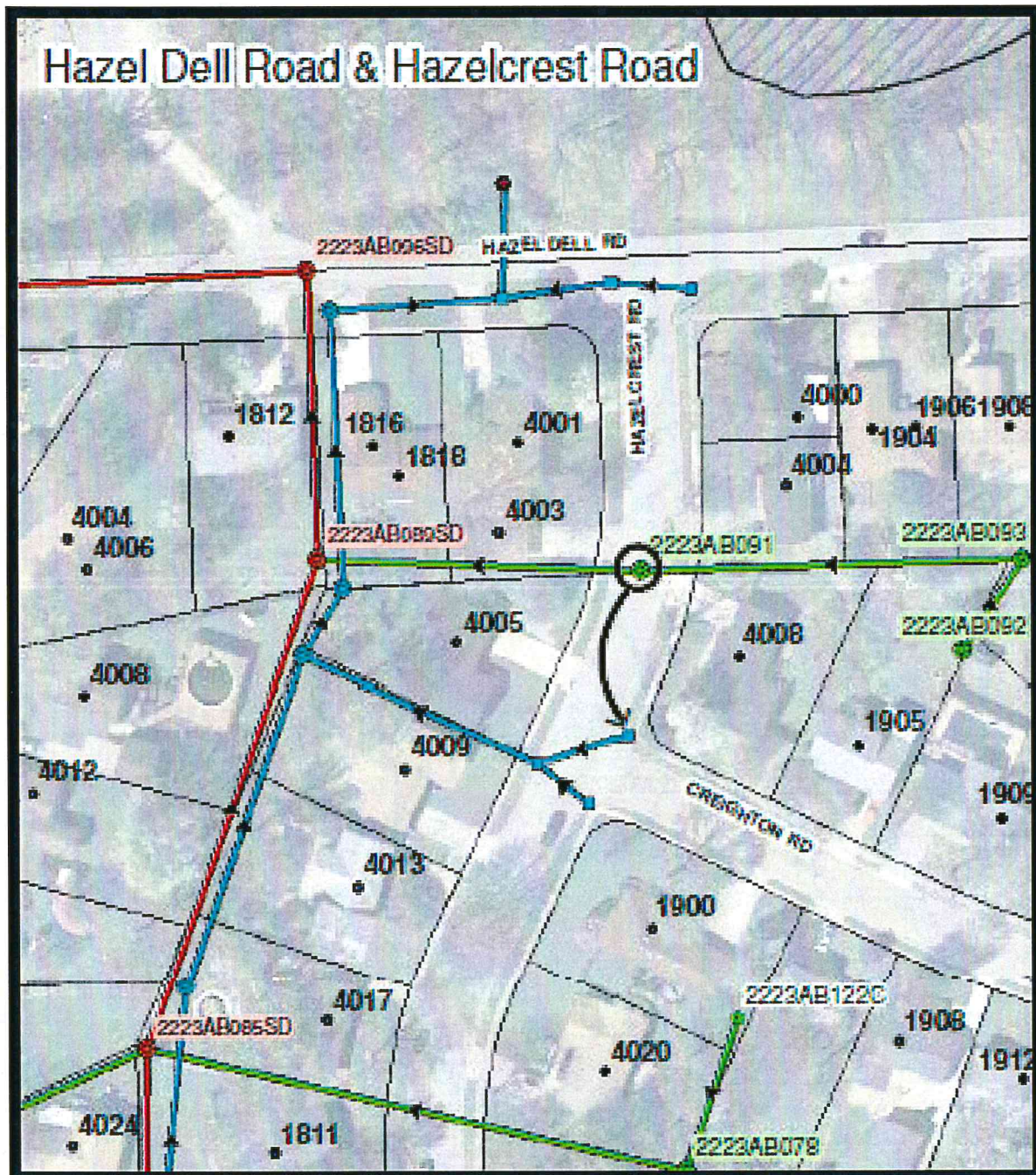


LOCATION MAP – CHESTERFIELD ROAD & PICKFAIR ROAD





## LOCATION MAP – HAZEL DELL RD & HAZELCREST RD



## SSO MONITORING LOCATIONS PUMP REPORT

DATE	TIME	LINDBERGH & DORCHESTER 14'6" / 9 STEPS 2218CD030	NOTES	DATE	TIME	WESTCHESTER & CONCORD 18'11" / 11 STEPS 2207GH085	NOTES
DATE	TIME	HAZELCREST & HAZEL DELL 13' / 7 STEPS 2223AB091	NOTES	DATE	TIME	CHESTERFIELD & PICKFAIR 9' / 4 STEPS 2223AB082	NOTES
DATE	TIME		NOTES	DATE	TIME		NOTES

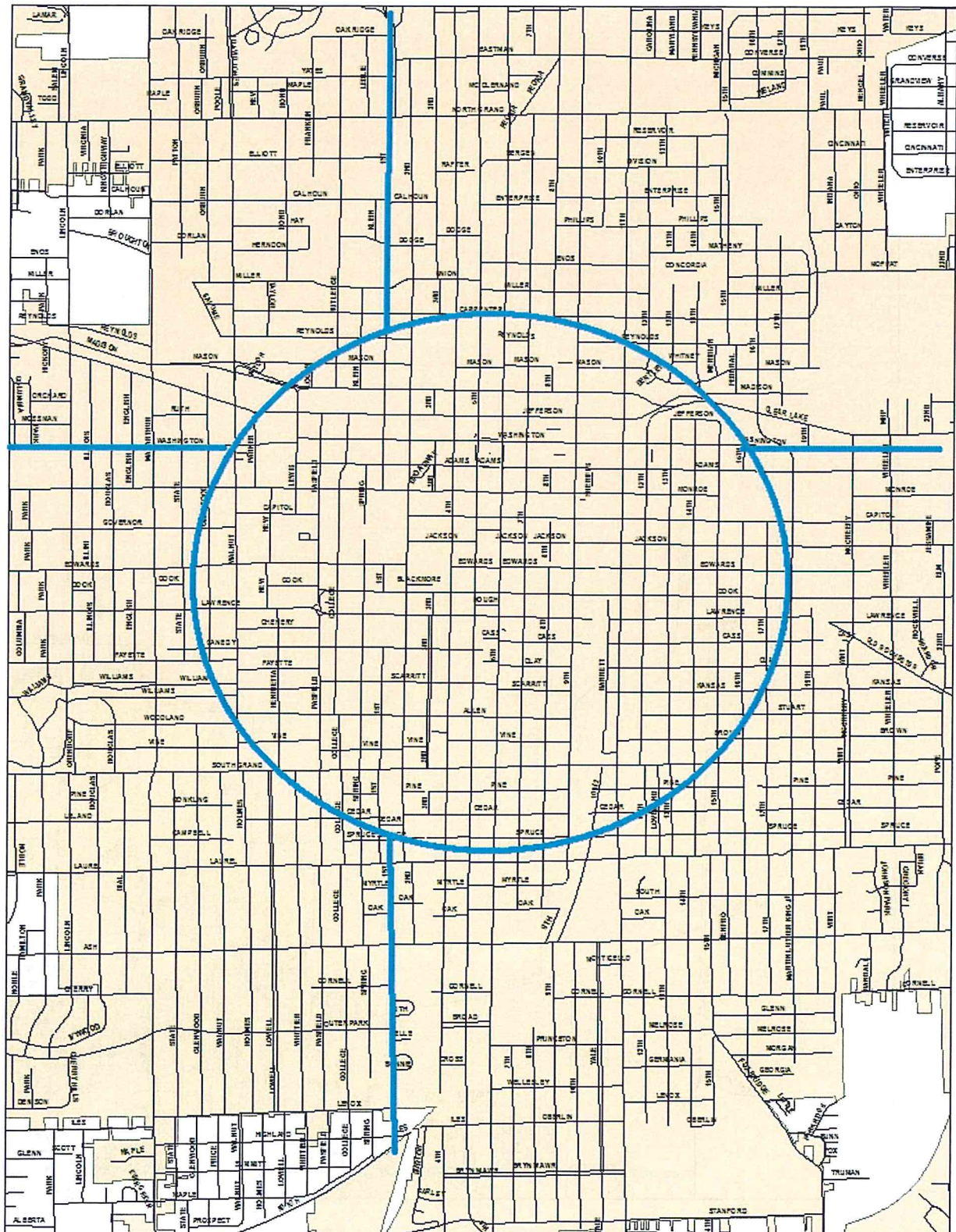
TIME	24TH & EASTMAN 13' / 5 STEPS 1423CD065	NOTES	DATE	TIME	22ND & GRIFFITHS 9'3" / 6 STEPS 1423AB022	NOTES
TIME	MILTON & ELLIOTT 11' / 8 STEPS 1425AB028	NOTES	DATE	TIME	CINCINATTI & WHEELER 9'6" / 6 STEPS 1426AB010	NOTES
TIME	WINNEBAGO & CAHOKIA 5'1" / 1 STEP 1414GH116	NOTES	DATE	TIME		NOTES



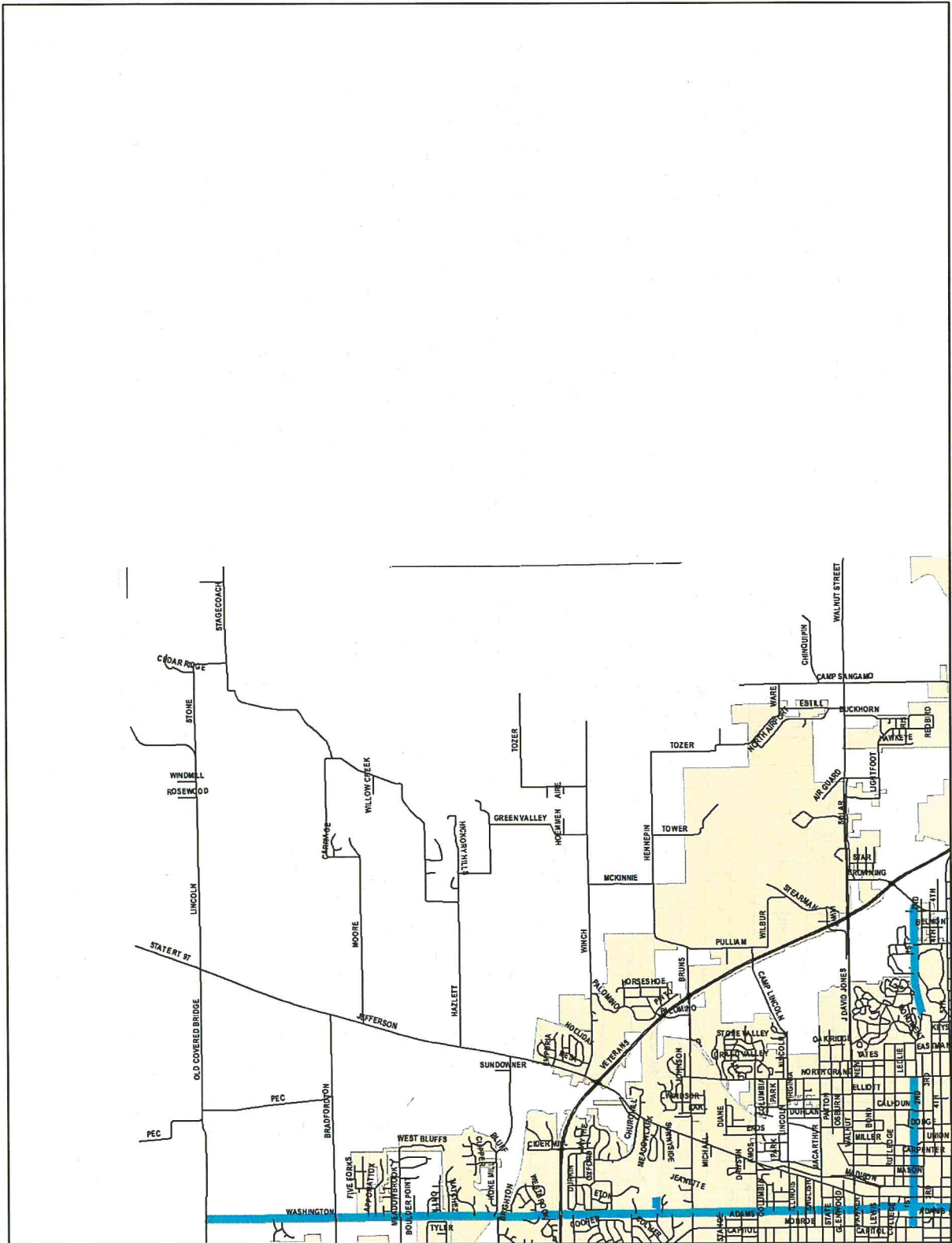


## RAIN MODE AREA MAPS

### Central Business District – S31

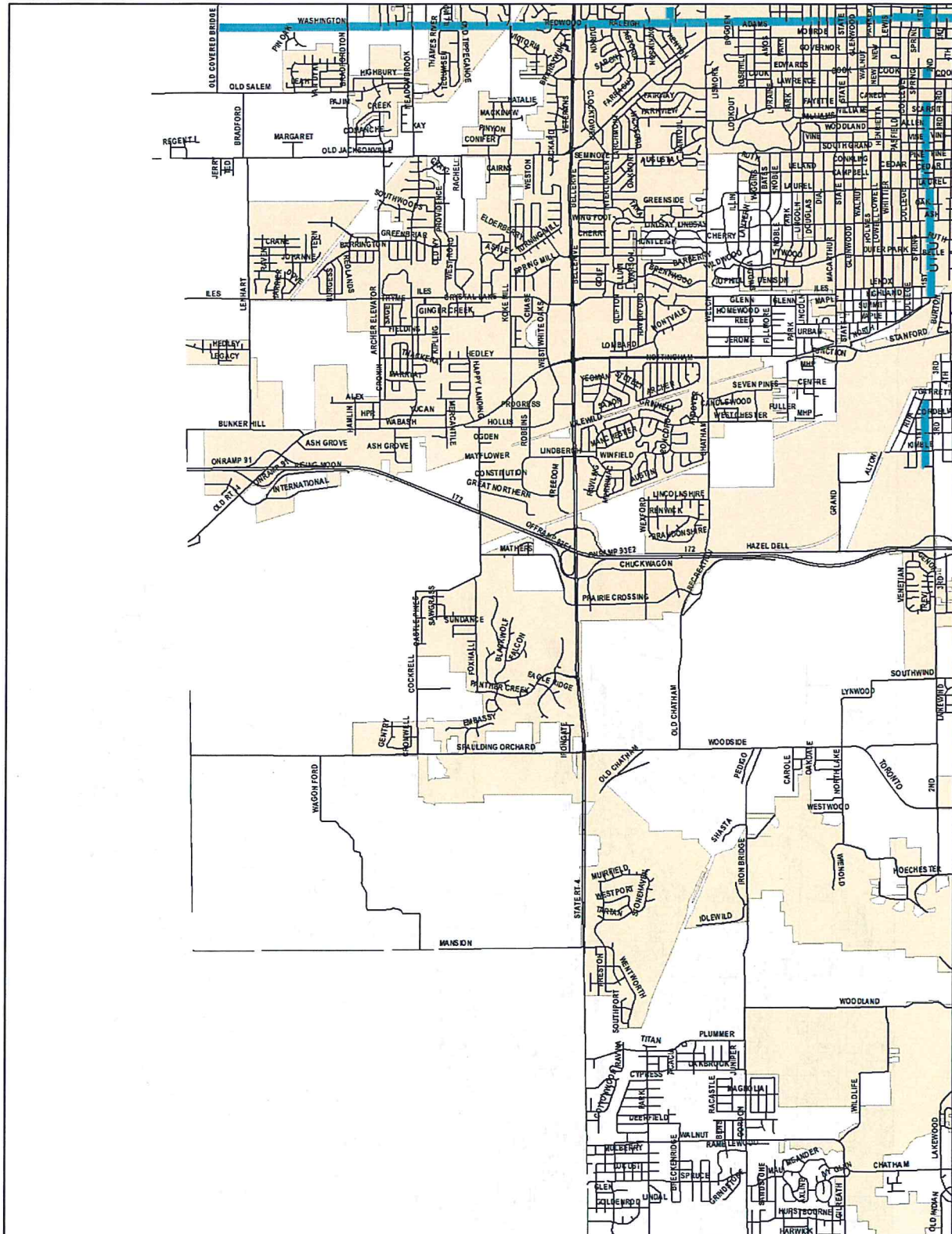


# Northwest – S32

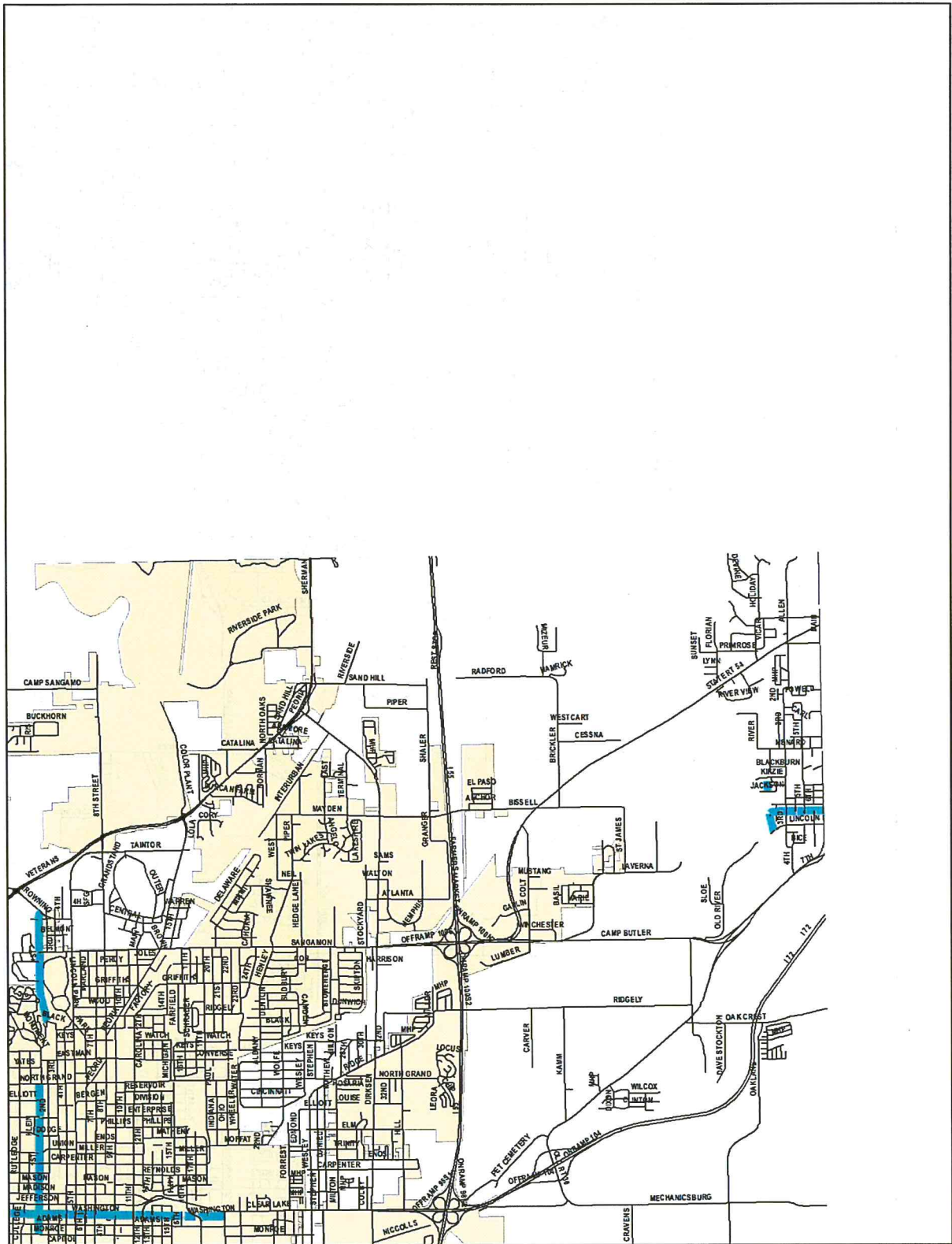




# Southwest – S34



# Northeast – S33





# Southeast - S35

