



Collection System Operations Notice **Event Notification Form**

The intent of this form is to provide notification and effective communication of pertinent information for planned events for the collection system.

Various routine and non-routine operational, maintenance, and construction activities performed within the collection system may have unanticipated impacts on the downstream collection system and Sacramento Regional Wastewater Treatment Plant (SRWTP). Thus, by using this notification process collection system, pretreatment, and treatment plant staff can assist each other to reduce possible impacts and assure non-interruption of conveyance and treatment operations.

The following lists various examples of routine and non-routine collection system operation, maintenance, and construction activities along with a minimum notification timeline for each type of activity.

<u>Routine*</u> <u>(Includes Chemicals or Activity Approved for an Earlier Event)</u> <u>(7 days pre-notification)</u>	<u>Non-Routine**</u> <u>New Activity or Chemical Use</u> <u>(14 days pre-notification)</u>
Root or Pest Control, previously used chemical (mechanical does not require notification)	Root or Pest Control, first time chemical is used or 1 year has passed since last use
Crown Spraying	De-foaming
Fat/oil/grease enzyme or bacteria application in large or regular quantity (such as pump station)	Pump Station return-to-service or cleanout, non-routine or with potential solids slug
Large Trunk (over 21" line), Force Main, or Interceptor debris cleaning or flushing, routine	Large Trunk (over 21" line), Force Main, or Interceptor debris cleaning or flushing, non-routine
	Line startup, trunk or interceptor
	Large chlorine or chemical additions
	Cured in place pipeline (CIPP) activity using hot water cure, >20,000 gallons per day
<i>*Routine is defined as a repeat operation with no changes that have happened within a year</i>	<i>**Non-routine is defined as happening for the first time or has not happened in over a year</i>

Complete the following form and send to Regional San's Wastewater Source Control Section (WSCS). As appropriate, provide copies of associated Safety Data Sheets (SDS) and Product Information Sheets.

Submit completed form to:

CSO Project Manager – Nicole Sears
WSCS, Regional San

Mail: 10060 Goethe Road, Sacramento, CA 95827

Phone: (916) 876-7378

Fax: (916) 854-9286

Email: searsn@sacsewer.com

Upon receipt of this form, the CSO Project Manager will contact you for more information, follow up, or response.



CSON FORM

Submittal of this form does not constitute approval to perform this activity.

Information Type	Your Event Data
Event type (root, crown, pest control, etc.)	
Start date and time	
End date and time	
Contact Agency	
Agency contact name	
Agency contact phone/email	
Job contact name	
Job contact cell phone/office phone	
Project description and details	
<u>Project</u> Location—manhole IDs, pipe segments, street boundaries, etc. Provide project maps if available.	
<u>Discharge</u> Location(s) – manhole or pump station ID	
Discharge date(s)	
Discharge Asset or Structure type (main or trunk line, service line, interceptor, pump station, manhole)	
Quantity of pipeline affected (number of pump stations or manholes, length of pipe, number of pipes)	
Pipe diameter	
Product name, if applicable	
Active hazardous chemical(s) listed on MSDS	
Method of application, application rate (mixture ratio of chemical with water, gallons applied per application, daily rates)	
Maximum Volume of Product Use per Day	
Maximum Volume of Total Discharge per Day (including dilution water)	
Provide copy of SDS, Product Information Sheets	

WSCS Activity Review

Accepted by: _____

Date: _____