Sewer System Management Plan

2025 SSMP Update

City of Burbank – Public Works Department

WDID 4SSO10373

Burbank, CA
FINAL - April 9, 2025

Prepared under the direction and supervision of Dean J. Gipson, P.E.

Contents

Figure and table numbering correspond to the respective section the SSMP.

Tables

Figures

Attachments

ID	Name	Element
A1	Governing Board Approval of the 2025 SSMP Update	D.1 Goal and Introduction
A2	State Water Resources Control Board General Order for Sanitary Sewer Systems, Order WQ 2022-0103-DWQ	D.1 Goal and Introduction
B	*Not used - Reserved for future Organization Element attachments*	D.2 Organization
C	*Not used - Reserved for future Legal Authority Element attachments*	D.3 Legal Authority
D	*Not used - Reserved for future Operation and Maintenance Program Element attachments*	D.4 Operation and Maintenance Program
E	*Not used - Reserved for future Design and Performance Provisions Element attachments*	D.5 Design and Performance Provisions
F	Spill Emergency Response Plan	D.6 Spill Emergency Response Plan
G	*Not used - Reserved for future Sewer Pipe Blockage Control Program Element attachments*	*D.7 Sewer Pipe Blockage Control Program*
H	2025 System Evaluation and Capacity Assurance Plan – Phase 2 (To be Added Once Completed in 2025)	D.8 System Evaluation, Capacity Assurance and Capital Improvements
I	*Not used - Reserved for future Monitoring, Measurement and Program Modifications Element attachments*	*D.9 Monitoring, Measurement and Program Modifications*
J	*Not used - Reserved for future Internal Audits Element attachments*	*D.10 Internal Audits*
K	*Not used - Reserved for future Communication Program Element attachments*	*D.11 Communication Program*

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1 Goal and Introduction

1.1 Regulatory Context

The City of Burbank (City) has prepared this updated Sewer System Management Plan (SSMP) pursuant to the State Water Resources Control Board (SWRCB) December 6, 2022, Statewide Sanitary Sewer Systems General Order 2022-0103-DWQ (General Order). The SSMP provides a management plan for the City's Collection System operated and maintained by the Department of Public Works.

Table 1-1 summarizes the General Order requirements addressed by this SSMP[1]. These requirements are defined by General Order specifications and associated General Order attachments. All agencies that own and operate collection systems greater than one mile in length must comply with these requirements.

Table 1-1: Summary of General Order Requirements

Specification	Description	Linkage to SSMP
5.2 SSMP Development and Implementation	Requires development and implementation of a SSMP	Entire SSMP
5.3 Certification of SSMP and Plan Updates	Requires the City to certify and upload the SSMP to CIWQS	Entire SSMP
5.5 Six-Year SSMP Update	Requires update of the SSMP every 6 years, at a minimum. Requires governing board approval of SSMP. Requires City to certify and upload SSMP to CIWQS.	Entire SSMP
5.6 System Resilience	Requires City to include and implement system-specific procedures to proactively prioritize operations and maintenance, condition assessments and repair and rehabilitation to address system resilience	D.4 Operations and Maintenance D.8 System Evaluation, Capacity Assurance and Capital Planning
5.10 System Capacity	Requires City to maintain system capacity to convey dry weather and forecasted wet weather flows	D.8 System Evaluation, Capacity Assurance and Capital Planning
5.19 Operation and Maintenance	Requires City to maintain in good working order and operate as design any facilities, treatment or control systems design to contain and convey sewer.	D.4 Operations and Maintenance D.8 System Evaluation, Capacity Assurance and Capital Planning

This document serves as the City's 2025 Update to the SSMP approved by the Burbank City Council at a public meeting on April 22, 2025. Attachment A1 includes the resolution approved by the Burbank City Council. Attachment A2 includes the General Order.

[1] Summarized from the *SWRCB Order No. 2022-0103-DWQ Statewide Waste Discharge Requirements General Order for Sanitary Sewer Systems*

All SSMP documents are located in the Public Works Engineering Division Library. A "SSMP Updates" folder in the public drive serves as the electric library for the City's SSMP.

A pdf copy of this SSMP is available on the internet at:

Sewer Maintenance & Overflows - Public Works - City of Burbank

1.2 SSMP Goal and System Management Objectives

The purpose of the SSMP is to create a comprehensive plan and schedule for effectively managing, operating, and maintaining all components of the collection system. The SSMP outlines a set of protocols and procedures designed to help the City minimize and prevent spills, as well as to contain and mitigate any spills that may occur.

By implementing the SSMP, the City of Burbank shall:

- Properly fund, manage, maintain and operate its sanitary sewer systems to prevent Sanitary Sewer Spills.
- Construct and maintain the collection system using trained staff (and/or contractors) possessing adequate knowledge, skills and abilities, as demonstrated through a validated program, and
- Fully comply with the Order.

1.3 SSMP Update Schedule

The City prepares internal SSMP audits every three years to document the success of the SSMP and evaluate how to improve current procedures to ensure the goals and objectives of the SSMP are met.

The schedule for auditing and updating this SSMP is provided in Table 1-2. Element 10 of the SSMP includes a longer-term schedule for SSMP audits and updates.

Table 1-2: SSMP Audit and Update Schedule

Activity	Due Date
2024 SSMP Audit	November 2, 2024 (Completed)
2025 SSMP Update	May 2, 2025 (Completed)
2027 SSMP Audit	November 2, 2027
2030 SSMP Audit	November 2, 2030
2031 SSMP Update	May 2, 2031

1.4 Sewer System Asset Overview

The City owns and operates a single collection system. The entire collection system is located within Los Angeles County. Figure 1-1 shows the geographical service area boundary of the collection system. The collection system is made up of approximately 229 miles of sanitary sewer pipelines (ranging in diameter from 8-inches to 30-inches) and 2 pumping stations that convey sewage to the Burbank

Water Reclamation Plant (BWRP) for treatment. Table 1-3 provides a summary of the collection system assets.

Table 1-3: Summary of Collection System Assets

Items	Value
CIWQS WDID	4SSO10373
Population (count)	107,000
Total Mains (miles)	229
Gravity Mains (miles)	226
Force Mains (miles)	3
Pump Stations	2
Siphons (count of locations)	3
Wastewater Conveyed (MGD)	9
Treatment Facility	Burbank Water Reclamation Plant

1.4.1 Data Management Systems

The City of Burbank maintains a private Geographical Information System (GIS) for its wastewater collection system, which includes information on sewer features, pipe locations, diameters, materials, maintenance holes, sewer pump stations, pressure pipes, and valves. The wastewater system maps were originally created based on record drawings, system video inspection, and field verification. The GIS tool also includes an up-to-date map of the City's storm drain system.

The City of Burbank also utilizes the following data management systems for various purposes, as stated below:

- **WinCan**: A cloud-based, AI-supported platform used to conduct/record video inspections, track work orders and monitor the overall performance of the collection system.
- **InfoSewer**: A GIS based software used to create, maintain, run and analyze wastewater collection system models.
- **311 App**: An App that receives general calls that help improve how residents, businesses, and visitors obtain city-related information and request services like bulky item pickup, graffiti removal, street repairs, and animal services. The app allows users to follow the progress of their requests from start to finish.
- **GuardShack**: Emergency calls are first directed to this internal number before being routed to the collection system crews.
- **AutoDesk**: A hydraulic modeling software used address the entire wastewater lifecycle, including design, planning, operation and maintenance of wastewater systems.

- **SmartCover**: Technology used on force mains near Air Relief Valves (ARVs) to monitor flow and provide real-time alarms to prevent sewer system overflows and optimize sewer cleaning.
- **SCADA**: Supervisory Control and Data Acquisition system used to collect and store pump station and wastewater treatment plant operational, instrumentation, and alarm data.

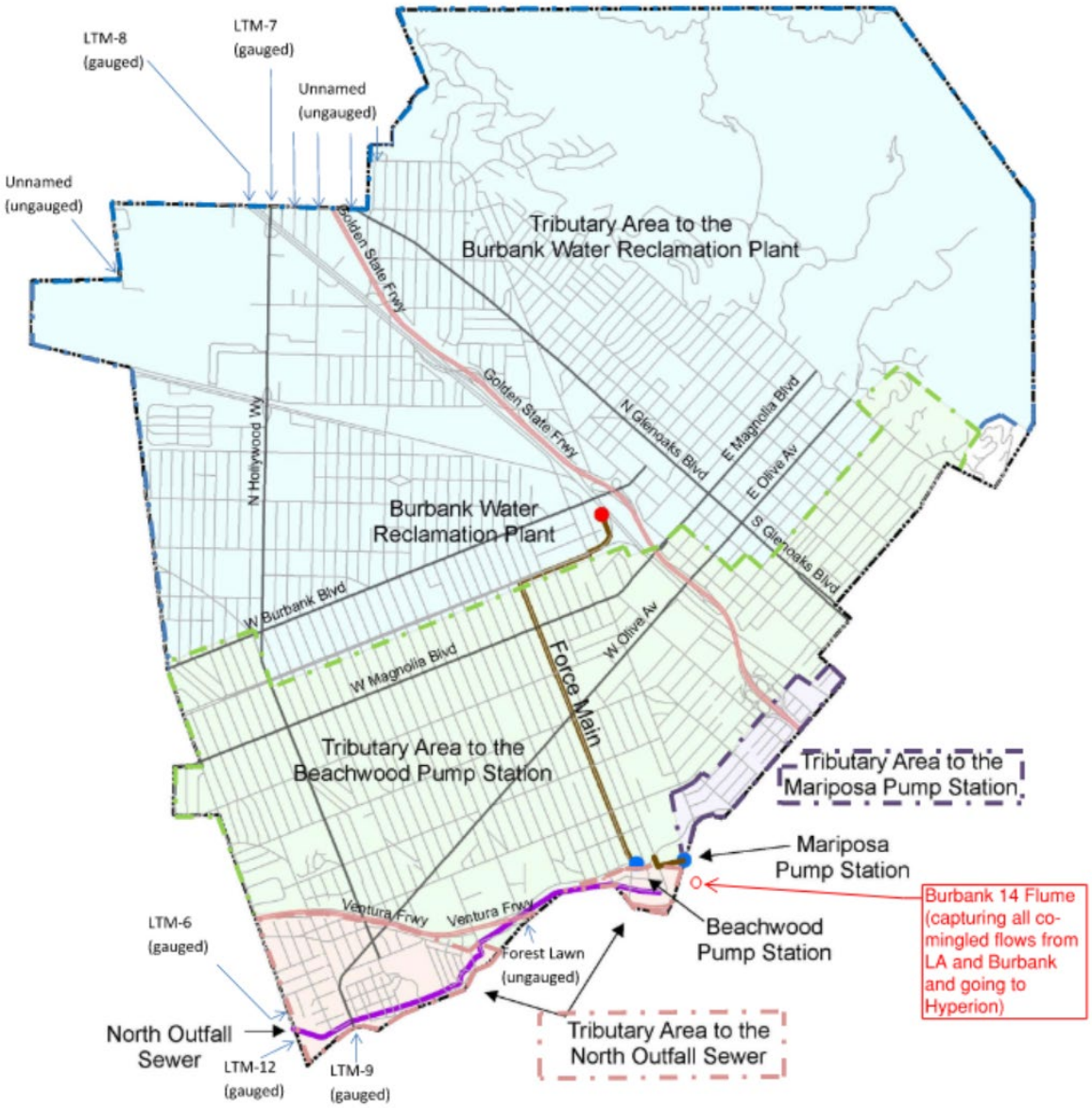
1.4.2 Lateral Ownership and Operational Responsibilities

The City does not own any portion of the service lateral. The private property owner is responsible for the entire length of the lateral, including maintenance and repair from the building connection up to and including the wye connection at the sewer mainline.

1.4.3 Unique Service Boundary Conditions

The City is located at the northern edge of the Los Angeles County Metropolitan Area. The City of Los Angeles borders Burbank to the north, west and south; the City of Glendale borders Burbank to the east. The existing wastewater service area includes nearly all of the City of Burbank. Small portions of the service area that are currently not served or maintained by Burbank are served directly by Los Angeles or Glendale. The City has contractually authorized flow into the Los Angeles North Outfall Sewer (NOS), which is a pipeline passing through the southern edge of the City. In addition to conveying flow to the BWRP from land within its own boundaries, the City serves a small section of the Los Angeles that sits along the City's northwestern border. Figure 1-1 shows a map of the City of Burbank's collection System, detailing the location of the pump stations, the tributary areas, force mains and major trunk lines.

Figure 1-1. The City of Burbank Collection System.



1.5 SSMP Overview

This SSMP complies with the General Order and meets the following objectives:

a. Properly fund, manage, operate and maintain, with adequately trained staff and/or contractors possessing adequate knowledge, skills, and abilities as demonstrated through a validated certification program at all times, all parts of the collection system owned and/or operated by the discharger.

b. Provide adequate capacity to convey base flows and peak flows, including flows during wet weather events, to the minimum design criteria as defined in the discharger's System Evaluation and Capacity Assurance Plan (a required component of the SSMP), for all parts of the collection system owned and/or operated by the discharger.

c. Take all feasible steps to stop and mitigate the impact of spills in the collection system owned and/or operated by the discharger.

The City achieves these objectives by implementing a comprehensive sewer infrastructure asset management program that is documented in the following 11 SSMP elements:

1. Goal and Introduction
2. Organization
3. Legal Authority
4. Operation and Maintenance Program
5. Design and Performance Provisions
6. Spill Emergency Response Plan
7. Sewer Pipe Blockage Control Program
8. System Evaluation, Capacity Assurance and Capital Improvements
9. Monitoring, Measurement, and Program Modifications
10. SSMP Program Audits
11. Communication Program

When appropriate, the SSMP references other program documentation for greater detail.

2 Organization

2.1 Overview

The City is governed by the Mayor and the Vice Mayor, who serve as the City's chief executive and vice chief executive. Additionally, the elected officials consist of three other Councilmembers, a City Clerk and a City Treasurer. The Mayor, Vice Mayor and Councilmembers authorize the necessary funding for the collection system as part of the annual budget.

2.2 Authorized Representatives

The City has two designated Legally Responsible Officials (LROs) pursuant to General Order Specification 5.1 Designation of a Legally Responsible Official. The City's primary LRO is the Assistant Public Works Director – Wastewater Systems, authorized to certify the Spill reports. The Assistant Public Works Director – Wastewater Systems has ultimate authority over the implementation, management and updating of this program. . Due to recent staffing changes, the City intends to designate a new backup LRO once the appropriate staff member has been identified and trained in the event that the Assistant Public Works Director – Wastewater Systems LRO is on leave or unavailable. If there are any comments, questions or concerns regarding the contents of this Plan, please contact the LRO. See Table 2-1 below.

Table 2-1: Authorized Representative

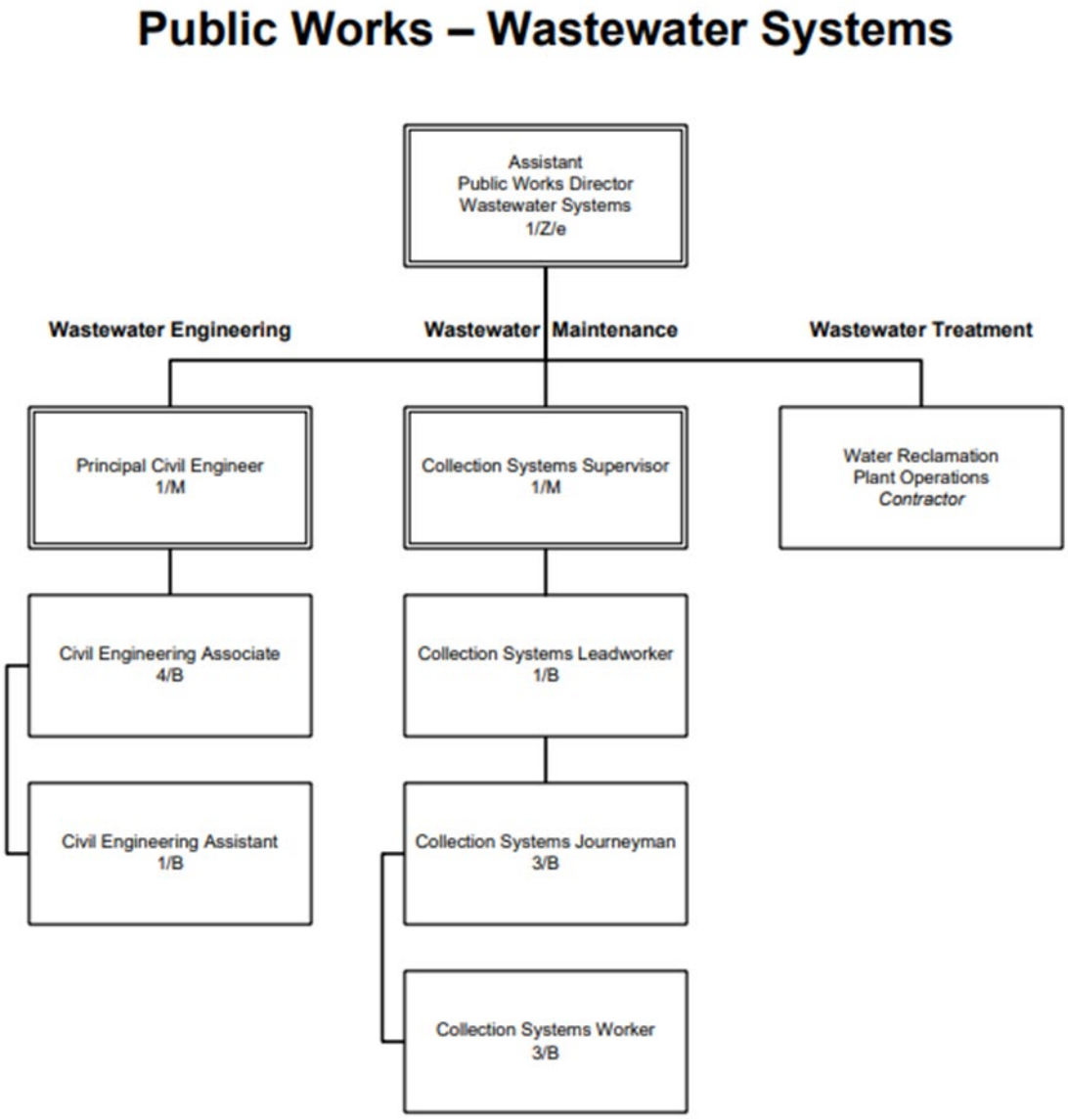
LRO Contact Information
Stephen Walker Assistant Public Works Director - Wastewater Systems 150 North Third Street Burbank, CA 91502 (818) 238-3804 SWalker@burbankca.gov

2.3 Positions Responsible for Implementing Specific SSMP Elements

2.3.1 Positions Responsible and Lines of Authority

The Assistant Public Works Director – Wastewater Systems oversees the Wastewater Systems Division, include Wastewater Engineering, BWRP operations, and the Collection System Crew, and is responsible for the management of the collection system and the implementation of the SSMP. The organizational chart responsible for implementation of the Plan is as shown in Figure 2-1.

Figure 2-1. The City of Burbank Sewer System Management Plan Organizational Chart.



2.4 Spill Reporting Chain of Communication

The flow of communication for the response to a reported spill is shown in the Reporting Requirements Flowchart, included in Appendix B of Attachment F. The Assistant Public Works Director – Wastewater Systems, the Senior Civil Engineer, and the Collection Systems Supervisor will report spill information to the Los Angeles Regional Water Quality Control Board (LARWQCB), Office of Emergency Services (OES), and the Los Angeles County Department of Public Health (DPH). The Collection Systems Supervisor is the critical link in collecting all field data so the Senior Civil Engineer from the Wastewater Systems Division can enter the spill data into the CIWQS database. Extensive details of the spill response procedures are described in the *Spill Emergency Response Plan* included in Attachment F.

3 Legal Authority

3.1 Overview

The California State Constitution provides in Article 11, Section 7 that "A county or city may make and enforce within its local limits all local, police, sanitary, and other ordinances and regulations not in conflict with general laws." The City of Burbank Charter, Section 200 specifies the Powers of the City. It states, "The City of Burbank, by and through its Council and other officials, boards, commissions, committees and employees, shall have and may exercise all powers necessary or appropriate to a municipal corporation and the general welfare of its inhabitants, which are not prohibited by the California Constitution and this Charter, and which it would be competent for this Charter to set forth particularly or specifically; and the specification in this Charter of any particular powers shall not be held to be exclusive or any limitation upon this general grant of powers."

Table 3-1: Summary of Legal Authorities Required by General Order for Legal Authority Element

Requirement	Reference in Burbank Municipal Code
Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages	8-1-501 General Discharge Requirements 8-1-501.1 Discharge Prohibitions 8-1-503 Wastewater Discharge Permit Application 8-1-504 Control Mechanism Issuance Process 8-1-512 Affirmative Defenses to Discharge Violations 8-1-512.2 Prohibited Discharge Standards
Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;	Spills from the City sewer collection systems could flow into the City storm drainage system and Los Angeles County Flood Control drainage systems. Los Angeles County Public Health requires all cities in the County to report sewer spills that reach the drainage system within 15 minutes of knowledge of the event.
Require that sewers and connection be properly designed and constructed	8-1-104 Liquid Waste Disposal Policy (General) 8-1-301 Permit 8-1-308 Specification and Grade
Ensure access for maintenance, inspection, or repairs for portions of the service lateral owned or maintained by the Agency	The City does not own or maintain any portion of the lateral.
Enforce any violations of its sewer ordinances, service agreements, or other legally binding procedures	8-1-506.1: Right of Entry; Inspection and Sampling
Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable	8-1-303: When Easement Required
Control infiltration and inflow (I/I) from private service laterals	8-1-501.1 - 13: Discharge Prohibitions

Table 3-2: Summary of Legal Authorities Required by General Order for Sewer Pipe Blockage Control Program Element

Requirement	Reference in Burbank Municipal Code
Limit the discharge of FOG and other debris that may cause blockages	8-1-501.4 Local Limits 8-1-502.2 Additional Pretreatment Measures
Requirements to install grease removal devices (such as traps or interceptors)	8-1-502.2 Additional Pretreatment Measures
Design standards for the grease removal devices	8-1-502.2 Additional Pretreatment Measures
Maintenance requirements, Best Management Practices (BMP) requirements, record keeping and reporting requirements for grease removal devices	8-1-107. Maintenance of Sewers, Clarifiers, Private Sewage and Industrial Waste Pretreatment System and Appurtenances
Authority to inspect grease producing facilities	8-1-506.1: Right of Entry; Inspection and Sampling

3.1.1 Authority to Prevent Illicit Industrial Waste Discharges into the Collection System

The City implements the Industrial Waste Pretreatment Program requirements set forth in the United States Environmental Protection Agency's Standard Pretreatment Implementation Requirements for Municipal NPDES Permits (40 CFR Section 403.8) in the manner specified in the Pretreatment Program. The Pretreatment Program requires that all users in the City of Burbank that generate wastewater other than domestic sewage, obtain an Industrial Wastewater Discharge Permit or other control mechanism, as described in the Burbank Municipal Code (BMC) Title 8, Chapter 1, Section 503.

3.1.2 Discharges from Tributary/Contract Agencies

The City of Burbank serves a small section of the City of Los Angeles that sits along the City's northwestern border.

3.1.3 Prevention of Illicit Discharge and Infiltration/Inflow

The Burbank Municipal Code prohibits storm water, surface water, groundwater, artesian well water, deionized water, noncontact cooling water, and unpolluted wastewater from entering the publicly owned treatment works (POTW) or public sewer, either directly or through lateral connections unless specifically authorized by the Director.

3.2 Authority to Collaborate with Storm Sewer Agencies

Spills from the City collection systems can flow into the City storm drainage system and/or the Los Angeles County Flood Control District drainage systems. Los Angeles County Public Health requires all cities in the County to report sewer spills that reach the storm drainage system within 15 minutes of knowledge of the event. As a result, the Los Angeles County Flood Control District is notified and can provide support, information, and access to County drainage system facilities, if needed. The City has keys to access Los Angeles County Flood Control District drainage channels and open lines of communication to access support.

To prevent cross-connections of sanitary sewer infrastructure with storm drain infrastructure, the City requires the approval of a Storm Drain Connection application to obtain a permit. A copy of the Storm Drain Connection Pert Guidelines are posted on the City's website, here: Permits Online Counter - Public Works - City of Burbank.

3.3 Authority to Require Proper Design and Construction of Sewers

BMC Title 8 – Chapter 1, Article 3 – Connection to Public Sewers states all sewerage construction shall meet all design requirements as established by the Assistant Public Works Director – Wastewater Systems. Under this article, it is required that all construction comply with the most recent version of the Standard Specifications of Public Works Construction unless otherwise approved by the Assistant Public Works Director – Wastewater Systems.

3.4 Authority to Ensure Access to Publicly Owned Portion of Lateral

The City does not own or maintain private lateral sewer lines. Property owners are responsible for proper installation, operation, and maintenance of laterals (the pipe that connects from the building to the sewer main) and clean-outs (which provide access to clean and repair the pipe from the building to the main). This includes laterals located within a City-owned easement. The property owner also owns the wye connection to the public main line (which connects the lateral to the main line) as it is an appurtenant structure to the private sewer lateral. Property owners are required to obtain permits from the Department of Building & Safety for work on private properties and from the Department of Public Works for work in the public right-of-way.

3.5 Authority to Limit the Discharge of FOG and other Debris

BMC Title 8, Section 8-1-501.1.B states: "No user shall introduce or cause to be introduced in the POTW or public sewer the following pollutants, substances, or wastewater: Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin, in amounts that will cause interference or pass through." BMC Title 8, Section 8-1-501.4 states: "Except where more restrictive limitations are imposed by permit or national

categorical pretreatment standards, no person shall introduce wastewater to the POTW that exceeds the following limitations at all times… 300 mg/l of total dispersed oil and grease and nonvisible floatable oil and grease." In effort to reduce the accumulation of FOG, the City requires grease interceptors or grease traps, oil separators, and/or grit interceptors, when the Director deems necessary for proper handling of wastewater containing excessive amounts of grease, oil, or grit. All interceptor units shall be of type and capacity approved by the Director and shall be located to be easily accessible for cleaning and inspection.

The City of Burbank holds any building, structure, facility or installation for which there is (or may be) a discharge of pollutants to National Pretreatment Standards. BMC Title 8, Section 8-1-106 states: "Private sewage and industrial waste pretreatment systems and facilities shall produce effluents for discharge to the City sanitary sewer that meet requirements of the Director as described in this chapter and/or a wastewater discharge permit." BMC Title 8, Section 8-1-502.1 requires users to provide wastewater treatment as necessary to comply with Title 8 of the BMC and requires compliance with all categorical pretreatment standards, local limits, and the prohibitions set out in Section 8-1-501.1 of the BMC within the time limitations specified by EPA, the State, or the Director, whichever is more stringent.

3.6 Authority to Enforce Violations of Sewer Ordinances

BMC Title 8, Section 8-1-506.1 provides the Director the authority to enter the premises of any user for purposes of inspection, sampling, records examination and copying to determine compliance with all requirements set in the BMC and any wastewater discharge permit.

3.7 Authority to Obtain Easement Accessibility Agreements When Applicable

The City has easement accessibility agreements for locations requiring operation and maintenance, and it is not aware of any locations where easement accessibility is an issue. The sewer facilities going through Johnny Carson Park are regularly maintained.

References for Further Information

Burbank Municipal Code: https://www.codepublishing.com/CA/Burbank/

4 Operation and Maintenance Program

Appropriate sewer system operations and maintenance are essential elements of the City of Burbank - Public Works Department's Sanitary Sewer Spill reduction plan. While the Assistant Public Works Director – Wastewater Systems (APWD) has overall responsibility for the operation and maintenance of the sewer system, this section of the SSMP will provide guidance and specify field level responsibilities for various Operation and Maintenance Program.

4.1 Up-to-Date Map of the Collection System

The City of Burbank - Public Work Department utilizes a Geographical Information System (GIS) for its wastewater and storm drain system maps. The wastewater system maps were created based on record drawings, system video inspection, and field verification. The GIS includes sewer features such as pipe location, diameter, material, maintenance holes, sewer pump stations, pressure pipes, and valves.

4.1.1 Procedures for Maintaining and Providing Access to Water Board Staff

State and Regional Water Board staff can access up-to-date maps by requesting from the LRO. All requests are discussed internally with City staff, and if approved, the City will provide what is required with involvement as needed from the City Attorney's Office with any exchange of private information. If needed, refer to the contact information for the LRO in Table 2-1.

4.1.2 Availability of Up-to-Date Mapping to Support Collection System Management

The GIS tool is accessible to field crews through iPads and other smart electronic devices, and they actively perform operation and maintenance activities on the system. The notes taken on the smart devices become available to the Information Technology Department, which works with Wastewater Engineering to validate any changes to the system and create updated maps of the collection system.

A hardcopy version of the maps is updated by Wastewater Engineering staff periodically, as permits are issued for changes in the sewer collection system, and as sewer collection system improvement projects are completed.

4.1.3 GIS Maintenance Process

Field crews can access the GIS database through smart devices while performing inspection, cleaning, and other maintenance activities, and they are responsible documenting all portions of the system that were maintained. If any non-documented conditions or abnormalities are observed, field crews take notes on the devices for the Information Technology (IT) Department to periodically update the GIS database.

Each field crew is responsible for bringing hard copies of the detailed maps of the system needed, in the event that digital maps become unavailable. When paper maps are used in the field, notes of the non-documented conditions are taken and given to the IT Department to update the GIS database when it becomes available.

A hard copy version of the maps will be updated by Wastewater Engineering staff as permits are issued for changes in the sewer collection system and as sewer collection system improvement projects are completed. A hard copy version of the map will be updated by the Collection Systems Supervisor as field conditions reveal a need for more map corrections.

The marked hard copies of the maps will be collected to update the GIS data. The updates to the GIS will be accomplished by Wastewater Engineering and Information Technology staff. Upon the completion of these GIS updates, new hardcopies of the maps will be distributed to the Collection Systems Crew. The hardcopy maps will include the date that the maps were last updated.

4.2 Preventative Maintenance Program

The City operates and maintains a collection system that serves a population of over 107,000 within a 17.3 square mile area. It consists of approximately 230 miles of sanitary sewer pipelines, approximately 3,800 maintenance holes, and 2 pumping plants. In addition, there are about 25,500 privately owned sewer laterals. All sewer laterals are owned and maintained by the private property owners.

4.2.1 Scheduled System, Cleaning and Easement Maintenance

The City's Wastewater/Sewer system is divided into 20 sections for maintenance purposes, and the Collection Systems Crew is assigned specific locations to conduct maintenance throughout the year. They have a daily goal of approximately 6,000 to 8,000 feet for pipeline cleaning. The City of Burbank Public Work Department utilizes a Geographical Information System (GIS) for its wastewater system maps. Documentation of sewer line cleaning is entered into the GIS program, as the work is completed daily, using tablet technology. A cleaning report can be accessed in the GIS program which shows the recent cleaning for each pipeline. The Collection System Crew performs systematic cleaning of the sewer system, beginning at the outer edges of the collection system and working towards the Burbank Water Reclamation Plant (BWRP).

The Collection Systems Crew cleans the gravity sewer lines on a regular basis. All pipes ten inches (10") or less in diameter are typically hydro-jetted with a standard cleaning nozzle, or root saw. All pipes greater than ten inches (10") in diameter are hydro-jetted. Crews utilize either the Combo Truck or the Jet Truck to clean the City sewer mains typically using a bulldog nozzle. Lines that are more prone to fat, oil and grease (FOG) buildup or have a history of frequent spills are tracked in a spreadsheet and cleaned every two weeks. All other sanitary sewer pipes are cleaned on an annual basis.

The City keeps a list of pipe segments that require more frequent cleaning. Pipe segments with significant grease accumulation in sewers serving restaurants and other food service establishments (FSEs) are cleaned approximately every 2 weeks. If there is evidence of medium to high FOG accumulation on a section of sewer pipeline, then the

City's Industrial Pretreatment Program (IPP) Inspector(s) are notified. FSEs served by that sewer are inspected to ensure compliance with City sewer ordinances and that BMPs are being properly implemented. Sewer reaches that are subjected to heavy debris accumulation, such as siphons, are hydro-jetted on a more frequent basis.

4.2.2 Sewer Pipeline Inspection

The City of Burbank conducts an inspection of all the sewer lines owned and operated by the City every five years using state of the art closed-circuit television (CCTV) equipment. Before every CCTV inspection, sewer lines will be cleaned to improve the quality of the video. This video inspection is an important component of the City's condition assessment process used in the prioritization of preventative maintenance activities and in the prioritization of correcting structural defects. The City uses the WinCan software to collect pipe inspection data, organize it in a database, and generate reports that depict its pipes and all the defects. All the stored data and reports generated with WinCan are downloaded onto a thumb drive and provided to the IT department to store. All video inspections of the sewer system are tracked in a spreadsheet. If an inspection results in facility defects of concern, the issue is brought to the attention of Wastewater Engineering staff so it can be included and resolved in a pipe point repair project, to more effectively prevent spills. Spill locations, causes, and magnitudes are also tracked to identify any trends which may lead to the reprioritization of preventative maintenance activities. Additionally, the spreadsheet has a 'Grade Condition' column, where sewer repairs are ranked on a scale from 1 to 5, with 1 being the least severe and 5 being most severe. Those locations identified with a 5 ranking are scheduled for immediate repair. Those locations identified with a lower damage ranking are scheduled for future inspection to evaluate the future to repair these sections of pipe. All maintenance and repair activities are updated in the GIS system by the IT department after completion of the repairs.

4.2.3 Root Control

The City of Burbank has implemented an Integrated Pest Management Program and Cockroach Control Policy to help control roots to prevent them from damaging sewer lines and help control cockroaches to prevent the spread of disease. The city utilizes mechanical methods to control root growth and prevent roots from damaging sewer lines, rather than applying chemicals, to avoid the costs associated with complying with the EPA's Federal Insecticide and Rodenticide Act and the California Department of Pesticide Regulation.

The City is responsible for maintaining the sewer mainlines, whereas private property owners are responsible for maintaining the entire sewer lateral (per BMC 8-1-107). Tree roots enter the City's sewer system either through private laterals or by getting directly into sewer mains. The City encourages private property owners to clean and maintain their private sewer laterals through the City's Sewer Lateral Rebate Program. Root prevention in sewer mainlines is taken care of through the City's intensive cleaning schedule and program, described in Section 4.2.1.

4.2.4 Sewer Lateral User Rebate Program (SLURP)

In addition to routine maintenance activities, the City has implemented an incentive program that encourages residents to maintain their privately-owned sewer laterals. This program provides rebates to owners of single-family residences for cleaning and video-inspecting their sewer lateral. This program is designed to keep roots from private sewer laterals out of the public sewer main, reducing the maintenance frequency and the number of overflows from these sewer lateral roots. SLURP also provides useful information to residents regarding the maintenance of their sewer lateral. Additional information on this program is available on the City's website at:

Sewer Lateral User Rebate Program (SLURP) - Public Works - City of Burbank.

4.2.5 Vermin Control

The City utilizes the services of Golden Bell Products to help control the population of cockroaches in the sanitary sewer system. Insecta Cockroach control is applied in approximately 3,800 City sewer maintenance holes every two years. Golden Bell is licensed by the California Department of Pesticide Regulation and carries and maintains all current registrations with the County Agricultural Commissioners in the counties in which they apply the Insecta pesticide.

4.2.6 Odor Control Maintenance

Smoke testing can be conducted as needed in areas experiencing odor problems to identify illicit connects and/or fractures in the sewer system. Illicit connections and fractures are removed and/or repaired.

If the City gets an odor complaint regarding the sanitary sewer system, the City's contract operator can take hydrogen Sulfide readings to identify the severity of the problem. The contract operator is also responsible for the pretreatment program, diagnosing the issue, and addressing the problem. After the concern is addressed, the City's Collection Systems Crew is responsible for checking the City sewer main for any obstructions and inspecting the area to ensure it is safe for the public. If the contract operator is not able to identify an issue, the City typically chlorinates the line and flushes it with potable water.

4.2.7 Lift Station Inspections and Maintenance

Mariposa Lift Station

The Mariposa Lift Station is physically inspected on a weekly basis using a detailed inspection checklist created by the City. After all inspections are completed, the observations are recorded in a logbook. In addition, preventative maintenance is performed by an external Contractor on a quarterly basis. The station is on a 1 to 3 – year planning horizon for potential upgrades or replacement, based on future condition assessments and system demands.

Beachwood Lift Station

The Beachwood Lift Station pumps directly to the Burbank Water Reclamation Plant. Preventative maintenance of the lift station is performed by the City's contract operator of

the plant. The station is operating within a 5 to 10 – year planning horizon for potential upgrades or replacement, based on future condition assessments and system demands.

4.3 Training

The City recognizes the importance of its staff in collection system operations, maintenance, and monitoring. The City provides a wide variety of required trainings for staff and encourages them to explore additional training opportunities.

4.3.1 Required Training

- Weekly Training: During weekly meetings, the Collection Systems Crew is provided ongoing equipment and safety training, as well as training in pollution prevention, and system maintenance and operation.
- Contractor Training: The City requires that any contractors hired for sewer construction and rehabilitation have adequately trained staff.
- Emergency Response Plan Training: The Spill Emergency Response Plan is distributed to all personnel in the Wastewater Division. The information contained herein is reviewed regularly to ensure that staff is appropriately aware of the response procedures.
- Spill Volume Estimation Training: The City's Field Crew works directly with the Engineering Department to estimate spill volumes, and the Senior Civil Engineer is responsible for entering spill reports and creating the volume calculation summary.
- CIWQS Training: All sanitary sewer system data collected by field crews is entered and organized by Wastewater Engineering for the LRO to review, certify and upload into CIWQs. The LRO is responsible for training any new staff that will be required to submit any data to CIWQs.
- Practice Drills: The City is currently working on a plan to implement practice drills into their training activities. Drills to be implemented in the future include: practicing notification procedures, setting up bypass pumping and spill sampling.

4.3.2 Extended Training Opportunities

- Continuing Education: The City of Burbank participates in equipment classes and demonstrations provided by various companies in the industry, such as, Haaker, who provides industrial equipment and services to the municipal, industrial and construction sectors.
- Tuition Reimbursement: City employees are reimbursed for seventy-five percent (75%) of the cost of approved training, up to $2,500 per individual in any one fiscal year for tuition, fees, books (including computer software and audio tapes required for class participation), and other supplies for courses which are directly related to the employee's present position or promotion.

- Mentoring: The City has established an informal training through the mentoring of experienced collection system personnel with those new to the collection systems team.
- Certification: All members of the collection systems crew are encouraged to obtain certification from the California Water Environment Association (CWEA).

4.4 Equipment Inventory

4.4.1 Collection System Contingency Equipment

The Collection Systems Crew has contingency equipment (such as portable pumps, generators, etc.) to support an effective response to emergency situations. An inventory of spare/replacement parts are kept to minimize downtime in the event of failure equipment failure. A list of items kept in inventory is included in the ***Inventory List of Equipment.*** This list will be reviewed by the Assistant Public Works Director and the Collection Systems Supervisor, or their designees, on at least an annual basis to ensure that there is an adequate inventory of critical supplies, parts, and equipment needed for system operation and maintenance. The City has established a mutual-aid relationship with the City of Glendale so that in the case of an unforeseen emergency, the Burbank is able to borrow equipment that it does not have in inventory. The City also has a contract with a major environmental response contractor to provide emergency response and sewer clean up services on an on-call 24-hour per day, 7-days per week basis. The contractor can provide vacuum trucks, pumps, pressure washers and other emergency equipment and operators as needed.

4.4.2 Pump Station Contingency Equipment

The Mariposa Pump Station has 100% redundant pump capacity. This spare capacity minimizes the risk that this pump station will experience downtime. In addition, the Mariposa Pump Station has a back-up generator, which provides emergency power in the case of a power outage. Contractors have the smaller electrical items for the Mariposa Pump Station in inventory.

In the event that the Beachwood Pump Station should fail, or experience inflows that are in excess of existing pump capacity, sewage will automatically gravity flow to the City of Los Angeles' North Outfall Sewer. The City's new contract operator of the plant also operates and maintains the Beachwood Pump Station and manages all assessment and evaluation procedures.

5 Design and Performance Provisions

5.1 Design and Construction Standards and Specifications

New and rehabilitated conveyance pipelines and pumping plants are planned, designed, and constructed to meet the highest performance standards in the industry in accordance with the City's standards and specifications. These are comprised of:

- System Evaluation and Capacity Assurance Plan: Provides design criteria for the hydraulic capacity and hydraulic modeling of the collection system.
- Construction Standards: The City has developed and maintained standard plans for public right-of-way, traffic, sewer/storm drains and pipe bursting available here: Standard Plans - Public Works - City of Burbank.
- Specifications Sewer Design Guidelines: The City has developed and maintained design guidelines for new and rehabilitated systems, including: Excavation Guidelines, Green Streets Policy, Lateral Pipe Bursting Specifications, Offsite Improvements Requirements, Protection of Pedestrians Requirements, Storm Drain Connection Guidelines and traffic Control Requirements, available here: Permits Online Counter - Public Works - City of Burbank.
- Sewer Design Manual for City of Los Angeles: Provides design standards for routine and unique circumstances.
- Standard Plans for Public Works Construction, the Standard Specifications for Public Works Construction, 2012 Edition ("Greenbook"), and amendments to the Special Provisions: Provide standards and specifications for construction in Southern California, produced under the oversight of Public Works Standards Inc. The City uses "Greenbook" for inspection and testing standards, as well as for miscellaneous and unique construction items.

5.2 Performance

The City consistently reviews standard plans and specifications as well as looks to the construction industry for input to improve design materials and construction methods. The City collects feedback from contractors at the public counter, City Inspectors, Project Managers, Construction Managers and Engineers to further improve means and methods.

6 Spill Emergency Response Plan

The City of Burbank - Public Works Department's *Spill Emergency Response Plan, included* as Attachment F, provides a more in-depth course of action for Wastewater Systems personnel to follow in the event of a spill, and ensures that the City of Burbank is adequately prepared for to respond to spill events.

6.1 Proper Notification Procedures

The Public Works Department is responsible for the maintenance of all City of Burbank owned pipelines and appurtenances in the sanitary sewer system. The sanitary sewer system conveys wastewater to the appropriate publicly owned treatment works. Failure at any point within the sanitary sewer system can cause sewage to spill onto public and/or private property and/or into waterways, thereby increasing the risk of a possible public health hazard and contamination of the environment.

This Spill Emergency Response Plan is a tool to be used to assist/train employees to ensure that appropriate actions are taken in the event of a spill. This tool ensures that all permit and regulatory requirements are met.

6.1.1 Spill Notification

The first Collection Systems Crew members responding to a spill must protect public health and the environment from the effects of the spilled sewage. The initial point of contact (who from the City is first notified of a spill), can vary. The notification process during working hours and non-working hours will be different.

- **Working Hours**: Any City department may receive a call regarding a possible spill. If it's between the hours of 7:30 A.M. to 4:00 P.M, this information is immediately routed to the Public Works Field Office at (818) 238-3915.
- **After Hours**: If a call is received after working hours by the City regarding a possible spill, it is typically received either by the Police Department or the Burbank Water and Power (BWP) GuardShack. If the Police receive the call first, they would notify the BWP GuardShack. The Guard Shack would immediately notify the Collection Systems Supervisor or Lead worker using this plan.

6.1.2 Notification to Affected Entities

Once a spill is verified, the Sewer Crew Lead calls the Crew Supervisor to determine the spill category. The Crew Supervisor is responsible for notifying Los Angeles County Department of Public Health (DPH) within 15 minutes. Depending on the Category of the spill, the chain of communication is followed as outlined in the *Reporting Requirements for City of Burbank* flowchart included in the Spill Emergency Response Plan.

Within twenty-four hours of becoming aware that an unauthorized discharge of sewage has or will enter waters of the state, the City submits a statement to the Regional Water Quality Control Board (RWQCB) via: VCUEVAS@waterboards.ca.gov.

When a spill reaches waters of the state (CAT-1) or is over 1000 gallons (CAT-2), it is the responsibility of the Crew Supervisor to call Los Angeles County Department of

Public Health within 15 minutes, and to report the spill to CalOES within 2 hours. The Collection Systems Supervisor shall report the spill to RWQCB within two hours, unless DPH and Cal OES have been contacted. Additionally, a spill report is uploaded to CIWQS within 3 business days.

6.2 Training

The Spill Emergency Response Plan is distributed to all personnel in the Wastewater Division. The Plan is reviewed regularly to ensure that staff is appropriately aware of the response procedures. If an outside Contractor is brought in to help with a spill event, it is the responsibility of the Crew Supervisor to ensure Contractor is properly trained and that they implement the Spill Emergency Response Plan.

6.3 Traffic Control

Traffic Control requirements vary depending on the location and the risk to operating personnel and the public. The City uses the following traffic and crowd control devices, consistent with WATCH manual, as applicable:

- Traffic cones clearly delineating traffic lanes and directions;
- Warning signs (signs with the symbol for person working are preferred)
- One or more flaggers utilized to control and direct traffic as needed where visibility is limited or the possibility of collision exists; and,
- Directional arrow signs.

Warning signs, cones, barricades and caution tape are placed as needed to keep vehicles and pedestrians away from contact with spilled sewage.

6.4 Containment

The Collection Systems Crew is responsible for redirecting the sewage spill back into the collection system. The following steps should be taken:

- Close vehicle / pedestrian traffic through spill areas.
- Place absorbent socks, sandbags or other material to reroute the sewage spill into a nearby manhole
- Block/tarp all storm drain inlets to prevent sewage from entering the storm drain system.
- Set up and operate bypass pumps to divert any sewage flow into a nearby manhole or upstream of a blockage to reduce the flow of the sewage spill.

6.5 Clean Site

After sewage at the site has returned to the sewer system, cleaning of the area must be accomplished.

6.5.1 Possible Pedestrian Contact

If the overflow occurs in an area where there is potential for pedestrian contact, disinfection using chlorine should occur at the affected area. Following the placement of chlorine, the site must be washed down with fresh water and then collected by the vacuum truck and returned to the sewer system.

6.5.2 Storm Drain System

If the sewage enters the storm drain system, all outlets are plugged to prevent any sewage from reaching the Burbank Western Channel or Los Angeles River. A vacuum truck is used to remove the sewage as soon as feasible. Following the removal of the sewage, the storm drain should be rinsed down with all washdown water collected by the vacuum truck and returned to the sewer system. When necessary, the City of Glendale is used as a resource for additional support and to provide pumps, combination sewer truck, and other equipment.

6.5.3 National Plant Services

The City also contracts National Plant Services to help with cleaning specialty areas. National Plant Services specializes in hydro-jetting and root removal.

6.6 Post Spill Assessment

The City conducts a post-spill assessment using CCTV technology. Dependent on the receiving water(s) and volume of the spill, sampling of bacterial indicators is done to determine post-spill compliance with the water quality objectives and bacterial standards of the California Ocean Plan or the California Inland Surface Water Enclosed Bays and Estuaries Plan.

6.7 Recordkeeping Requirements

The City maintains various records, including those collected for compliance with this General Order and those collected under the previous General Order 2018-0028-DWQ, for five years. The Spill Emergency Response Plan includes recordkeeping requirements for spill reports, category 4 spills, and non-category 1 lateral spills.

6.8 Annual Review and Update

The City annually reviews and assesses the effectiveness of the Spill Emergency Response Plan, which is a collaborative internal exercise between City staff. New Staff members are often involved for training and so they can provide unbiased feedback, which is crucial in ensuring the plan's effectiveness and in training them in the elements and procedures used to maintain the system. Updates are made as necessary when procedures are deemed not useful or not practical, and when a new General Order is issued.

7 Sewer Pipe Blockage Control Program

7.1 Program Overview

It is estimated that 40% of all sewer blockages and/or overflows are caused by fats, oils and grease (FOG) within the system with the remaining 60% stemming from rags and debris. Since 2000, the City's Collection Systems Crew has been tracking major grease dischargers throughout the City. These dischargers are mainly from Food Service Establishments (FSEs) or restaurants. In efforts to prevent FOG from causing blockages and overflows within the system, the crew generates bi-monthly "hot-spot" lists and submits them to the Industrial Source Reduction and Control Program (ISRCP) Inspectors. The crew cleans and monitors these "hot spots" on a bi-weekly basis. The ISRCP Inspectors follow up with individual restaurants to verify that their grease interceptor cleaning manifests are kept up to date, in addition to any other BMPs that may be required. Additional grease reduction/elimination education is also provided as necessary.

Following an extensive outreach to and in partnership with the over 365 permitted FSEs in Burbank the City developed a three-pronged approach to its FOG Control Program, including: Source Control, Sewer Cleaning and Community Outreach and Education.

7.1.1 Implementation Plan and Schedule for Public Outreach

Public Outreach and stakeholder involvement are important parts of the City's ISRCP and are an ongoing effort and priority for the team. Educational videos posted on YouTube or the City's website, videos shared via thumb drive, brochures handed out door-to-door, bill inserts, and monthly newsletters are all ways the City informs FSEs and the general public about the importance of BMPs. The City also publishes a Recreational Guide on a quarterly basis and regularly includes full page reminders of proper ways to dispose of grease and oil around the kitchen.

7.1.2 Plan and Schedule for the Disposal of FOG Generated Within the Sanitary Sewer System

The City implements the Sanitation Districts of Los Angeles County's Grease Collection Program. The FSEs must, at a minimum, collect the FOG and prevent waste FOG discharge into the sewer system by implementing the following BMP's:

- "Dry wipe" pots, pans, dishware and work areas prior to washing. Use rubber scrapers or paper towels to remove FOG from cookware, utensils, and serving ware and dispose of in the trash.
- Collect waste cooking oil and store properly in recycling barrels and drums. Use a licensed hauler or recycling facility to dispose of this waste.
- Use absorbent products to clean under fryer baskets and under locations where FOG may be spilled or dripped.

In addition, the City does not allow FOG waste haulers to discharge waste FOG into the sewer system. However, it provides FSEs with a list of licensed grease haulers and rendering companies.

7.1.3 Legal Authority to Prohibit Discharges and Identify Measures to Prevent Spills and Blockages Caused by FOG

Burbank Municipal Code Title 8.1, Section 8-1-501.1, provides the legal authority to prohibit FOG discharges by any and all users, including FSEs. To mitigate spills resulting from blockages caused by FOG accumulation, the City's Department of Public Works implements its Spill Emergency Response Plan, which provides guidelines for investigating FOG-related spills and taking enforcement and corrective actions to prevent future occurrences.

7.1.4 Grease Removal Devices Requirements and Standards

Burbank Municipal Code Title 8.1, Section 8-1-502.2.C (c) states the following:

"Grease interceptors or traps, oil separators, and/or grit interceptors shall be provided when, in the opinion of the Director [of Public Works], they are necessary for the proper handling of wastewater containing excessive amounts of grease and oil, or grit; except that such interceptors shall not be required or residential users. All interception units shall be of type and capacity approved by the Director and shall be so located to be easily accessible for cleaning and inspection. Such interceptors, traps, and/or separators shall be inspected, cleaned, and repaired regularly as needed, by the user at their expense."

Major provisions of the FOG Control Ordinance and its Rules and Regulations regarding the requirements for installing and maintaining grease removal devices are summarized below:

Grease Interceptor Requirements

BMC Title 8.1, Section 8-1-502.2.E states the following:

FSEs are required to install, operate, and maintain an approved type and adequately sized, remotely located and readily accessible, grease interceptor, unless a conditional waiver is granted by the Director. All FSEs to be newly constructed are subject to grease interceptor requirements. Existing FSEs with planned modifications having a building permit valuation of fifty thousand dollars ($50,000.00) or more are also subject to grease interceptor requirements.

All grease interceptors must be approved by the Director. At the sole discretion of the Director, an FSE determined to have no immediate adverse impact on the public sewer may be granted a conditional waiver from grease interceptor installation requirements. The Director may, at any time, revoke this conditional waiver and require the FSE to install a grease interceptor. If an FSE can demonstrate that installation of a grease interceptor is not feasible due to space constraints or other considerations, the Director may issue a variance from grease interceptor requirements and authorize the installation of alternative grease removal devices. Alternative grease removal devices include, but are not limited to, devices that are used to trap, separate and hold grease from wastewater and prevent it from being

discharged into the public sewer. All alternative grease removal devices must be approved by the Director, on a case by case basis.

Installation of grease interceptor(s) is required at all FSEs that have the potential to generate waste FOG unless a Conditional Waiver is granted, including: (1) FSEs that are to be newly constructed, (2) any existing non-FSE converting to an FSE, (3) FSEs with remodeling valued at $50,000 or more, and (4) any FSE deemed by the Director, for example, any FSE that is known to cause FOG-related sewer blockages or overflows or fails to implement BMPs.

A grease interceptor is a plumbing device, with a minimum size of 750 gallons that is installed in an industrial wastewater drainage system to intercept and prohibit FOG from entering the sewer system. The design, construction, installation and testing of commercial kitchen grease interceptors or grease traps shall be in accordance with the California Plumbing Code and/or the County of Los Angeles Pretreatment Guidelines for Restaurant and Food Service Operations and under approved permit from the City's Building Department.

7.1.5 Operation and Maintenance of Grease Interceptors

FSE's are required to comply with the following requirements for operation and maintenance of grease interceptors:

- Grease interceptors shall be maintained in efficient condition by periodic removal of accumulated grease including floating material, sludge and solids
- Grease interceptors shall be cleaned at a frequency such that the combined FOG and solids accumulation does not exceed 25% of the total liquid depth of the grease interceptor
- A log of grease interceptor cleaning and maintenance practices shall be maintained on-site
- Copies of records and manifests of hauled waste FOG or hauled interceptor wastewater shall be maintained in FSEs files
- FSE's are also required to comply with the requirements for the operation and maintenance of grease traps as set forth in the manufacturer's specifications.

7.1.6 Authority to Inspect Grease Producing Facilities and Enforcement

Burbank Municipal Code Title 8.1, Section 8-1-506.1, provides the Department of Public Works with the legal authority to inspect FSEs and monitor the implementation of BMPs. As part of routine inspection activities, inspectors from the ISRCP determine permit requirements and verify compliance with the BMC 8.1 provisions. Additionally, information and training materials such as multi-language DVDs, BMP posters, a summary of FOG Control BMPs, and lists of licensed grease waste haulers and pretreatment equipment manufacturers are provided to help businesses comply. Major provisions of the BMC 8.1 are summarized below:

Wastewater Discharge Permit

FSEs are required to obtain a Waste Discharge Permit, that includes a Permit Application Fee and an Annual Inspection and Control fee in accordance with the currently adopted Citywide Fee Schedule and based on the Discharger class. This permit is non-transferrable, and it expires and has to be renewed every five years. An FSE may be authorized to use the sewer if it does not potentially generate waste FOG during food preparation processes and does not significantly affect the publicly owned treatment works (POTW), provided that the FSE has implemented and demonstrates compliance with BMPs as specified in the Rules and Regulations, and does not qualify as a Stormwater "Critical Source".

Revocation of Conditional Waivers

The Director's determination to revoke a FSE's Conditional Waiver from Grease Interceptor Installation Requirements is based on the FSE's non-compliance with any of the terms and conditions of the Conditional Waiver. Specific violations that may result in revocation of the FSE's Conditional Waiver are as follows:

- The FSE disposes of food waste into sinks or equivalent, rather than directly into the trash or garbage receptacles
- The FSE fails to "Dry Wipe" all pots, pans, dishware and work areas prior to washing of such utensils, equipment or areas
- The FSE fails to collect waste cooking oil and store it properly in recycling barrels or drums
- The FSE is confirmed to have contributed to FOG accumulation within the sewer collection system that resulted in, or threatens to result in, a spill
- The FSE fails to comply with any other condition deemed appropriate by the Director.

Variance to Allow Alternative Grease Removal Devices

BMC Section 8-1-502.2 (E) states: *"If an FSE can demonstrate that installation of a grease interceptor is not feasible due to space constraints or other considerations, the Director may issue a variance from grease interceptor requirements and authorize the installation of alternative grease removal devices. Alternative grease removal devices include, but are not limited to, devices that are used to trap, separate and hold grease from wastewater and prevent it from being discharged into the public sewer. All alternative grease removal devices must be approved by the Director, on a case by case basis."*

7.1.7 Identification of Sanitary Sewer System Section Subject to FOG Blockages and Establishment of Maintenance Schedule

Spills caused by blockages from FOG are monitored by location and to determine required cleaning frequency. All blockages are logged, and potential sources are identified by FSE name and address. Locations with multiple FOG blockages are given special investigation and cleaning status. Sewers prone to FOG accumulation or blockages are classified as "high priority" and cleaned bi-weekly in an effort to prevent

FOG-related overflows. If the crew sees excessive FOG from a lateral, the parcel address is determined, and the ISRCP team (Inframark) is brought in to investigate. When deemed necessary, the inspectors conduct follow-up investigations of grease interceptors. Depending on number of offenses, a warning or citation would be issued.

7.1.8 Development and Implementation of Source Control Measures for All Sources of FOG

The ISRCP team investigates potential source(s) of FOG waste to verify compliance with applicable sections of BMC-8.1. The City implements an Enforcement Response Plan. FSEs are required to have an industrial Waste Discharge Permit, to comply with source control measures for all sources of grease, to implement BMPs, to install grease interceptors as applicable, and are subject to routine inspections to verify continuous compliance.

In the event that a permittee fails to comply with the requirements of BMC-8.1, the ISRCP Inspectors take immediate enforcement action. The Enforcement actions available include the following:

- Notice of Violation (NOV) – A notice by certified mail or personal service which identifies the permit condition(s) violated, the circumstances surrounding the violation(s), and provides the FSE with an opportunity to correct the noncompliance on its own initiative.
- Within 10 days of the NOV, the FSE is required to conduct an investigation and submit a written response describing the cause of the violation, the actions taken to correct the violation or prevent future violations and the date those corrective actions will be completed.
- Conditional Waiver Revocation – The City may revoke the FSE's Conditional Waiver for cause and require the installation of a grease interceptor.
- Administrative Enforcement Order – An order that requires the FSE to cease a specific activity and implement corrective actions to permanently achieve and maintain compliance. An Order may be issued when an FSE fails to achieve compliance after a NOV is issued or when a pattern of noncompliance is observed.
- The City may pursue civil and criminal penalties, as well as injunctive relief.

8 System Evaluation, Capacity Assurance and Capital Improvements

The City of Burbank prepares and implements a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as for the appropriate design storm or wet weather event.

8.1 System Practice and New Technology

8.1.1 Best Practices and New Technology

The City currently utilizes WinCan software to conduct CCTV inspections, with observed defects documented according to the City Pipeline Rating System (CPRS). In addition, the City has deployed four SmartCovers on its force mains to enhance monitoring capabilities and plans to install six more units in FY2025-26 as part of its continued commitment to proactive infrastructure management.

8.1.2 Amount of System Condition Assessment

The City of Burbank operates 230 miles of sewer pipelines with plans to inspect collection system pipes on a five-year cycle. The City also performs higher frequency inspections on a subset of sewer pipes to monitor previously identified asset condition issues as well as roots. A five-year inspection cycle requires approximately 45 miles of annual inspection.

8.1.3 Condition Assessment Strategy

Based on the General Order, the City must incorporate additional factors into condition assessment prioritization. These include areas that:

- Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies;
- Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas;
- Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List;

The City prioritizes inspection and assessment activities in areas adjacent to the Burbank Western Channel and the Los Angeles River, or in areas with high environmental consequences if vulnerable to collapse, failure, blockage, capacity issues or other system deficiencies. Initial inspections are conducted in these high-priority zones, with follow-up actions determined based on observed conditions. Hillside areas with heavy root intrusion receive more aggressive cleaning, and if issues are identified during cleaning, follow-up CCTV inspections are performed to evaluate pipeline condition. Repairs are then scheduled based on the same prioritization criteria applied to the overall sewer system.

This includes the prioritized condition assessment of sewer lines in the City's Collection System (excluding force mains) located within approximately 200 feet of major flood-control channels and the Los Angeles River. If a sewer line or manhole was found to be significantly defective, then the City's procedure was to repair or replace the asset within three (3) years. This work was successfully completed in 2022.

8.1.4 Inspection and Condition Assessment Methods

The City of Burbank uses CCTV inspections as the primary means for collecting visual observations of the system conditions. CCTV inspections are typically scheduled on a five-year cycle. The City will review the CCTV inspection data and will prioritize evaluation and planning activities on areas with pipe segments with past failure events, known maintenance issues, and significant structural issues.

8.1.5 Inspection and Assessment Recordkeeping

The City utilizes WinCan to document and manage data from sewer inspections. When deficiencies are identified, the Collection Systems Crew refers them to Wastewater Engineering staff for further evaluation. Engineering maintains a tracking spreadsheet that includes key information for each referred pipe segment, such as the segment location, its condition rating based on the Sewer Pipeline Rating System, the associated risk level for potential overflows (low or high), and a summary of inspection findings.

8.1.6 Assessing Assets Vulnerable to Climate Change

The City performed a high-level review of assets vulnerable to climate change as part of the 2025 SSMP update. The high-level review resulted in the following findings:

- **Sea level rise:** With regards to sea level rise, the City is not concerned with the effects of sea level rise on its system as the City is several hundred feet above sea level.
- **Flooding:** The City does not experience much flooding during storm events. The City has identified occasional ponding but has indicated it does not affect the Sewer System.
- **Erosion Due to Intense Rain Event:** City is not aware of pipelines susceptible to erosion due to intense rain events.
- **Wildfires:** This is not an issue for the gravity system. The location of the Mariposa and Beachwood Pump Station are also generally not susceptible to wildfires.
- **Power Disruption:** The Mariposa Pump Station has 100% redundant pump capacity. The Mariposa Pump Station also has a backup generator which provides emergency power in the case of a power outage. In the event that the Beachwood Pump Station fails, or experiences inflows that are in excess of the existing pump capacity, sewage will automatically gravity flow to the City of Los Angeles' North Outfall Sewer (NOS) line.

8.2 Capacity Assessment and Design Criteria

In 2006, the City completed a System Evaluation and Capacity Assurance Plan (SECAP) of their wastewater system, which included flow monitoring and the development of a hydraulic model. This model was used to perform hydraulic analyses to assess the performance of the existing wastewater system under dry and wet conditions, evaluate the impact of future growth, and recommend improvements that may be needed to provide the necessary capacity under both existing and future conditions. The City is in the process of completing a Phase 2 update of their SECAP, which is scheduled to be completed by 2026.

8.2.1 Procedures for Identifying and Addressing Hydraulic Deficiencies and Capacity Limits

Dry-Weather Peak Flow Conditions that Cause or Contribute to Spill Events

Average flows entering the wastewater collection system are derived by correlating land use types with associated flow generation factors that have been calibrated to flows measured during the City's flow monitoring program. The City of Burbank Community Development Department (CDD) is currently developing plans to satisfy the state-mandated housing element, which requires the addition of housing units within the City that will contribute additional sewer flows to the City's collection system and treatment plant. Due to the effects of additional sewer flow and loading on planned system improvements, for both current and future conditions, the City is incorporating the housing element projections in the current SECAP update. Housing element-driven changes to planned land use will affect sewer flow and loading calculations at the parcel level.

Determination of the adequacy of the wastewater system is based upon the ability of the system to convey peak wastewater flows. The relationship between peak dry weather flow and average dry weather flow was established on a basin level by the flow monitoring data.

Daily diurnal patterns for each basin will be reviewed as part of the City's SECAP. The basin diurnal patterns are assembled from the flow monitor diurnal patterns taken for a representative week of dry weather flow during the monitoring period. The plot on each of these diurnal patterns indicates the ratio between the flow at a given point in the day, versus the average flow over that day in the basin. The highest point on the plot represents the highest, or peak, ratio of observed daily flow to average flow over that day. This peak value is the peak dry weather flow factor for the given basin. These factors will be applied to average dry weather flows to create peak dry weather flows across the City's collection system.

Appropriate Design Storm or Wet Weather Event Criteria

To assess wastewater flow in the City, an extensive flow monitoring program was planned and completed from February 2003 to April 2003, as February and March are typically the peak wet-weather months in Burbank. A total of 25 temporary flow monitoring sites were used, covering 20 basins within the City. Rain events have historically been considered significant for rainfall-dependent infiltration and inflow (RDII) analysis when they produce greater than 0.5 inches of rain and they have durations

equal to or greater than 5.0 hours. Four (4) such events occurred during the City of Burbank's flow monitoring program.

To assess the impact of these rainfall events on wastewater flows, monitoring data associated with each of the 25 sites (20 basins) in the City were analyzed to evaluate changes in dry day flows during and subsequent to wet-weather events. One important finding is derived when the maximum peak hour during wet weather was contrasted with the comparable peak dry weather data. The wet to dry values were generally minimal for most of the 25 locations, with a max peak to dry peak range of only 1.0 to 3.9. The pipelines associated with monitor site 5 (Basin N), 10 (12% of Basin G), 14 (42% of Basin O), and 17 (20% of Basin B) exhibited the highest relative values, with values greater than 3.0. Since the basins associated with these four meters had very low Rainfall Dependent Infiltration and Inflow (RDII), these peaking conditions are of minimal consequence regarding the volume of rain intrusion. The findings indicate that the City's sewer system is generally in good structural condition and is not overly vulnerable to rainfall dependent inflow and infiltration.

RDII in the current SECAP analysis, which will be completed in 2026, will be based on a 10-year, 24-hour design storm per the National Oceanographic and Atmospheric Administration (NOAA) Atlas 14 precipitation frequency estimates. This approach is typical for agencies in Southern California and represents the appropriate risk for sizing collection system infrastructure.

Capacity of Key System Components

Available capacity of collection system components is evaluated in the SECAP analysis based on a comparison of modeled flow rates and capacity criteria for system infrastructure, including sewer pump stations, force mains, and gravity mains.

Key system components conveying relatively large flow rates include large diameter sewer trunk mains and the two sewer pump stations, Mariposa Pump Station and Beachwood Pump Station.

In the SECAP analysis, gravity main capacity is estimated by comparing modeled pipe depth over diameter (d/D) under Peak Wet Weather Flow (PWWF) conditions with the evaluation criteria of 0.75 d/D. If modeled PWWF d/D exceeds 0.75 the pipe is considered to exceed capacity. Similarly, sewer pump station capacity is estimated based on a comparison of modeled PWWF arriving at the pump station versus the firm capacity of the pump station.

The SECAP analysis, which will be completed in 2026, will evaluate the capacity of the collection system to convey projected flow loading.

Identification of Major Sources Contributing to Peak Flows Associated with Sewer Spills

Peak flows in the sewer collection system are attributed to customer-based flows, RDII, and inflows from neighboring systems. The SECAP analysis addresses each of these potential sources of peak flows and incorporates them into the hydraulic model analysis.

Customer-based flows by estimating flow generation and peak inflows based on customer and land-use information provided by the City of Burbank CDD. Peak flows

from existing customers and developed parcels are estimated based on dry weather flow monitoring data. Peak flow rates from future customers are based on estimates from CDD. Peak customer flow rates are assumed when modeling system capacity.

System RDII is based on wet weather flow monitoring data and design storm intensity which together are used to estimate collection system peak wet weather response in the hydraulic model. Calculated RDII is added to Peak Dry Weather Flow in the model to represent peak design storm response for the purposes of estimating system capacity.

The collection system also experiences inflows from neighboring agencies at several interconnections in the north-western area of the system near the airport. These interconnections can have an impact on the collection system capacity, especially during significant rainfall events. Flows from these interconnections are included in the SECAP hydraulic model and are factored into the collection system capacity analysis.

8.2.2 Capacity Assessment Considerations

Data from Existing Condition Assessments, Maintenance and Other Available Information

During capacity assessments, the City reviews data from sewer pipeline condition assessments, system inspections, spill history, and other available information to support a comprehensive understanding of system performance. This information is used to inform overall capacity evaluations and guide any necessary adjustments or improvements to the collection system.

Capacity of systems subject to flooding and increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change

The City's 2006 SECAP evaluated collection system capacity based on a 5-year, 24-hour design storm for the Burbank area. For the current SECAP update, which will be completed in 2026, RDII conditions in the collection system will be based on a 10-year, 24-hour design storm per the NOAA Atlas 14 precipitation frequency estimates. This is a more conservative approach for calculating RDII aimed to identify potential capacity constraints in the collection system that could be affected by increased rainfall intensities.

Sewer System Vulnerability to Erosive Forces in Canyon and Streams

The City is not aware of any sewer pipelines vulnerable to erosive forces in canyons or streams.

Necessary Redundancy in Pumping and Storage Capacities

The City has two sewer pump stations: Mariposa Pump Station and Beachwood Pump Station. Both pump stations will be evaluated further in terms of redundancy in pumping and storage capacity as part of the SECAP - Phase 2 effort.

- **Mariposa Pump Station**: This station currently has two pumps, with one pump operating and one serving as a redundant pump.
- **Beachwood Pump Station**: This station currently has three pumps. With one pump operating, the flow is approximately 3 to 3.8 MGD of average daily flow. In addition,

all flows to Beachwood Pump Station can be diverted by gravity to the City of Los Angeles North Outfall Sewer, if needed.

The two primary criteria that will be evaluated further as part of the SECAP - Phase 2 effort include the ability of the pump station to reliably pump the PWWF and wet well adequacy for pump cycling.

- **Pumping Capacity**. The design pump capacity requirement is based on methodology used in the collection system model. A pump station will be considered over capacity if it cannot pump the PWWF with one pump out of service and the remaining pumps operating at 75% of the station's rated capacity. The remaining 25% capacity is allocated for RDII above that seen for the 10-year design storm, reserve capacity contingency, and variation in wastewater flow. Standby power provisions are also an integral element of the pump station reliability.
- **Wet Well Size/ Cycling Requirement**. Wet well adequacy is analyzed in terms of maximum pump cycles per hour. A typical pump motor is designed for a maximum of six starts or cycles per hour. If the motor is started more than six times in an hour, it may overheat the motor starters, causing them to wear prematurely and fail. The maximum number of cycles per hour corresponds to the minimum cycle time, which is calculated using the pumping rate, the wet well dimensions, and the pump on/off control points. The cross-sectional area of the wet well and the pump control points determine the operational wet well volume. For example, when the wastewater in the wet well reaches the pump's upper control point, the pump turns on and draws down the wet well wastewater level. When the wastewater level reaches the pump's lower control point, the pump turns off and the wet well begins to refill. The time between pump starts is the cycle time.

Once completed, the SECAP – Phase 2 report will be presented to City Council for approval and incorporated by revision into the SSMP as Attachment H.

8.3 Prioritization of Corrective Actions

8.3.1 Prioritization of Corrective Actions to Address Capacity Deficiencies

Potential collection system hydraulic deficiencies and improvements are prioritized based upon the time (i.e., existing versus future) and flow conditions (i.e., average dry versus peak dry versus peak wet) that the potential capacity concern occurs. All existing potential concerns are prioritized higher than the potential future concerns, and potential capacity concerns that occur under average dry conditions are prioritized higher than those that occur under peak dry conditions, which in turn are prioritized higher than those that occur under peak wet weather conditions. In this manner, levels of priority were assigned to each potential deficiency ranging from 6 for potential improvements to meet existing average dry weather flow conditions to a 1 for future peak wet weather flow potential improvements.

Potential improvements that may be required to mitigate existing Average Dry Weather Flow and Peak Dry Weather Flow conditions were of higher priority and are grouped and

assigned “near-term improvement” status. All other potential improvements were assigned “long-term improvement” status. This project prioritization assists the City in budgeting for potential improvements that may be needed.

To further assist the City in the identification of annualized improvements, the City further segregated potential deficiencies by integrating known operational flexibilities that would alter the standard flow patterns, thereby providing hydraulic relief to specific trunk sewers.

8.3.2 Prioritization of Corrective Actions to Address Condition Deficiencies

During the regularly scheduled CCTV inspection of the sewer system, damaged sewer is identified. A ranking from 1 to 5 is given to each damaged location, with 1 being the least severe and 5 being most severe. Those locations identified with a 5 ranking are scheduled for immediate repair. Those locations identified with a lower damage ranking are scheduled for future inspection to evaluate the future need to repair these sections of pipe. Additional information is provided in the ***City Pipeline Rating System (CPRS)*** dated December 2019.

The City has established the following schedule for the assessment and potential repair of City sewer facilities as needed on the CPRS:

- Complete an updated condition assessment of sewer lines in the City’s Collection System (excluding force mains) located within two hundred (200) feet of a surface water, within three (3) years after the publication of the CPRS. If a sewer line or manhole located within two hundred (200) feet of a surface water is determined to be significantly defective, upon securing any necessary permits(s), repair or replace the sewer line or manhole within three (3) years.
- Complete a condition assessment of sewer lines (other than force mains) in the City’s Collection System located at a distance greater than two hundred (200) from the surface water, within seven (7) years after the publication of the CPRS. If a sewer line or manhole located at a distance within two hundred (200) feet of a surface water is determined to be significantly defective, upon securing all necessary permits(s), repair or replace the sewer line or manhole within three (3) years.
- Within seven (7) years after a sewer line or manhole is determined to be less than significantly defective but with a CPRS Pipeline Rating of three (3) based on Condition Assessment, the City will repair or replace gravity sewer lines and/or manholes, or take other appropriate action for such gravity sewer pipe segments containing defects with a Pipeline Rating of three (3) or less under the CPRS, if such defect resulted in a Collection system spill, or if in the City’s discretion, such defects are in close proximity to significantly segment that are in the process of being repairs or replaced.
- Sewer pipe segments which contain defects with a Pipeline Rating of three (3) or less under the CPRS that are not repaired or replaced within seven (7) years after completion of the condition assessment will be re-inspected with CCTV in accordance with the applicable condition assessment cycle for such segment to reevaluate the condition of the sewer line segment. If the City determines that a

sewer pipe segment with a Pipeline Rating of three (3) or less under the CPRS has deteriorated and needs to be repaired or replaced, the City, upon securing necessary permit(s) and/or rights of way will complete such repair or replacement within three (3) years after the last CCTV cycle.

8.4 Capital Improvement Plan

The General Order requires the capital improvement plan to include the following items:

- Project schedules including completion dates for all portions of the capital improvement program;
- Internal and external project funding sources for each project; and
- Joint coordination between operation and maintenance staff, and Engineering staff/consultants during planning, design, and construction of capital improvement projects; and Interagency coordination with other impacted utility agencies.

8.4.1 Capital Improvement Plan with Project Schedules and Completion Dates

The City maintains a Capital Improvements Program Budget document posted on the City's website at:

https://www.burbankca.gov/web/financial-services/budget

The Capital Improvements Program Budget documents the City's 10-year capital improvement program plan with an adopted budget for the current fiscal year (i.e., Year 1), projected budgets for each of the following four years (i.e., Years 2 through 5), and a projected budget for the last 5 years (i.e., Years 6 through 10) of the remainder of the 10-year planning horizon.

Following the completion of the SECAP – Phase 2 effort, the City will reassess current CIP projects prior to construction to confirm that project designs align with both current conditions and projected future system demands. If any modifications are needed, the City will revise the designs accordingly before moving forward with construction.

Each project within the Wastewater project category is documented on a Project Information Sheet included in the Capital Improvements Program Budget. The Project Information Sheet contains the following information:

- Project Name
- Department/Division
- Account Number
- Fiscal Year Appropriation
- Project Status
- Project Description and Justification
- Project Funding and Expenditure Detail

- Project Status Update
- Forecasted Project Completion Date
- Ongoing Operation and Maintenance Impact
- Project Manager

Figure 8-1: Example Project Information Sheet

City of Burbank Project Information Sheet
FY2024-25
Wastewater

Project Name	Chandler Sewer - Phase I	**FY2024-25 Appropriation**	$0
Department	Public Works	**Project Status**	Continued
Account Number	494 PW23C 15032_0000 P24496	**Project Score**	N/A

PROJECT DESCRIPTION AND JUSTIFICATION

The project will include upsizing approximately 9,000 feet of 18-inch to 24-inch diameter sewer line along Chandler Boulevard from California to Lake Street. Upsizing of sewer line will reduce the amount of sewage entering Los Angeles' Hyperion collection system and convey it to the Burbank Water Reclamation Plant for treatment. Flow metering and sewer capacity analyses were performed in this portion of the collection system and capacity deficiencies were discovered.

PROJECT FUNDING AND EXPENDITURE DETAIL

	Prior Years	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2028-29	Years 6-10	TOTALS
Funding Sources								
Water Reclamation and Sewer Fund	500,000		2,700,000	3,000,000				6,200,000
Totals	**$500,000**		**$2,700,000**	**$3,000,000**				**$6,200,000**
Expenditures								
Construction			2,700,000	3,000,000				5,700,000
Design	27,080	472,920						500,000
Totals	**$27,080**	**$472,920**	**$2,700,000**	**$3,000,000**				**$6,200,000**

PROJECT STATUS UPDATE

Design planning began in Fiscal Year (FY) 2023-24 and will be completed in FY 2024-25. Bidding and construction are scheduled to begin in FY 2025-26 and be completed in FY 2026-27.

Forecasted Project Completion Date: June 2027
Ongoing Operating & Maintenance Impact: Ongoing maintenance will not increase.

Project Manager: Stephen K Walker, Assistant Public Works Director-Wastewater Systems

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8.4.2 Internal and External Funding Sources for Each Project

All sewer system projects are organized in the Wastewater category and are funded by the City's Water Reclamation and Sewer Fund.

8.4.3 Project Delivery Coordination and Interagency Coordination

Wastewater Engineering staff leads the delivery of capital improvements projects and coordinates closely with the Collection Systems crew and/or the BWRP contract operator on any CIP projects involving or impacting the collection system. Engineering also identifies any impacted agencies, utilities and neighboring cities early in the project planning process and coordinates with agencies, utilities and neighboring cities throughout the project delivery lifecycle to obtain permits, determine utility location, etc.

9 Monitoring, Measurement and Program Modifications

The Public Works - Wastewater Systems Division collects and analyzes information to establish and prioritize appropriate maintenance and operations activities by using this information to identify spill trends, pipeline sections of observed grease, root or debris accumulation, etc. The primary identified cause of spills continues to be root blockages and grease blockages. As a result, the Collection Systems Crew will routinely inspect and clean sewer lines in areas of known grease accumulation. This division has also conducted field studies of root killing products and will continue to collect and analyze information to establish and prioritize appropriate maintenance and operations activities.

Monitoring, Measurements and Program Modifications are vital to keeping appropriate SSMP activities current. Overall, maintaining the sewer system at an acceptable working level and minimizing spills are the long-term goals of the City. Being innovative and proactive with City programs allows for a reduction in negative effects within the system caused by blockages that can and do arise from many unexpected and expected incidents. The crew has established appropriate guidelines to follow, which allows for any potential issue to be prioritized and resolved in a timely manner.

9.1 Maintenance Information to Prioritize SSMP Activities

The City has been active in implementing programs that assist staff in gathering data and information to verify and determine the needs of the sewer system, and to prioritize valuable updates to the SSMP.

9.1.1 Sewer Main & Private Lateral Connection Evaluation

The City utilizes its CCTV capability to classify inspected and private lateral connections using a system based on the CPRS (and the WinCan software). Sewer mains are identified as having grease, roots or debris and are categorized based on the severity of the condition. Lateral connections are also classified based on their degree of root infestation and/or debris at the connection with the City main. The criteria under which Sewer Mains & Private Lateral Connections are classified are as follows: Heavy/Major, Moderate/Medium and Light/Minor. The initial classification is at the discretion of the field operator and is then verified by Wastewater Engineering staff when the video inspections are subsequently reviewed. Sewer mains with light debris are cleaned in a timely manner based on the maintenance schedule. The overall pipeline rating is a combination of inspection criteria and Engineering judgement.

Private Lateral Connections are owned and maintained by the private property owner. During the CCTV inspections, the Private Lateral connections are observed; if a medium to heavy condition is observed, a courtesy contact is made by Wastewater Systems staff informing the property owner of the discovery along with information about the City's SLURP program that is geared towards assisting residential property owners. Those connections which service commercial or industrial users, if deemed to contribute to possible blockages, trigger inspections from our ISRCP Inspectors. For possible residential lateral issues, staff will research information in the GIS system and record

drawings to identify the private lateral and which residential property is affected. After this research takes place, the resident can be contacted by telephone, email, and/or through the mail.

9.1.2 Operation and Maintenance

Various means and methods have been developed/implemented to maintain a well-operating collection system. The roles and responsibilities have been allocated across the team to make the program an essential element of the SSMP. Maintenance is carried out by the Collection Systems Crew, and all members take on their assigned responsibilities.

The City's Wastewater/Sewer system is divided into 20 sections for maintenance. Staff is then assigned specific sections where they will conduct maintenance efforts throughout the year. City crews typically have a daily goal of cleaning approximately 6,000 to 8,000 feet. Maintenance typically consists of cleaning the City sewer mains via hydro-jetting and when needed using mechanical root cutters. Whether a main is problematic or not, maintenance and preventative maintenance are performed on all City mains throughout the year.

A hard-copy record of the sections maintained is kept on file, including the timeframe when the last cleaning was completed. During maintenance, if differences are encountered from what is on record, it will be noted and/ or the GIS system will be updated. The City's GIS system contains pertinent information that can be retrieved on a reliable basis. During and after the maintenance efforts, the crew enters their daily cleaning records in the field with the use of IPads and the data observed/collected will serve to adjust the future cleaning priorities to prevent spills.

In areas with FSEs or industrial users, blockages can occur on a more frequent basis due to contents discharged, such as FOG. In helping to alleviate this occurrence, the ISRCP team inspects all users to confirm and cross reference information on file to ensure that they have valid Waste Discharge Permits and that they are complying with all provisions.

The ISRCP team currently documents activities and compliance using hard copies of permit files. The City continues to work towards integrating paper documents with the GIS or another electronic system.

9.1.3 Audit Findings

The Wastewater Engineering staff has a current internal audit process that evaluates the compliance and conformance of programs associated with the SSMP. An audit checklist and guidelines are used by staff/consultants to identify deficiencies and subsequent corrective actions, and to evaluate agency compliance and conformance with SSMP requirements.

The Collection System Crew holds annual meetings/trainings where City's sewer management goals are discussed. These meetings also give the City team an opportunity to compare the goals to the results, and to adjust priorities, assignments, and schedules to best address the components of the SSMP. A variety of monthly meetings

are also held with supervisors, project managers, and the contract operator to help track progress and keep maintenance activities on schedule.

9.2 Monitoring Implementation and Effectiveness of the SSMP

The Wastewater Systems Division monitors the implementation effectiveness of each element of the SSMP in relation to the WDR compliance regulations. Future modifications and updates to the City's SSMP will be based on implementation of the plan as discussed in the aforementioned meetings and through the audit process.

9.3 Assessment of Preventative Maintenance Program

Assessing and monitoring the preventative maintenance program is crucial to maintaining proper working functions of the system. The City utilizes the data collected during CCTV inspections and uses WinCan and the City Pipeline Rating System to prioritize maintenance activities throughout the City. The additional record tracking helps determine if adjustments or modifications need to be taken. Trends are developed over a period of time, which allows the City to modify and adequately adjust the program as needed. The City has been proactive in addressing issues with private sewer lateral connections, and the public has worked with the City to help prevent and/or reduce blockages and overflows that can affect the City and public health and safety.

9.4 Approach to Program Modifications and Plan Updates

The City's performance is evaluated on a consistent basis by regularly monitoring and reviewing existing programs. Improvements to enhance the performance of the system are made on an as-needed basis.

9.4.1 Preventative Maintenance Program

During the maintenance process, specific City sewer mains are identified and noted as having certain criteria that require more attention (such as sections within the system susceptible to factors such as overflows, blockages and other pipe conditions). In addition, CCTV recording assists the crew in identifying potential sections of sewer pipe that need to be addressed; whether in poor condition or infested with roots or debris, assessing the sewer through this method allows for appropriate maintenance and/or repairs to be conducted in a timely manner in problematic areas.

9.4.2 Fats, Oils, and Grease (FOG)

The City's program is intended to identify and reduce overflows that are caused by FOG. Proper implementation of the program, which includes requiring FSEs to install/construct adequate BMPs, assists the City in the reduction of negative impacts caused by FOG. Monitoring, site inspections, and scheduled maintenance of the sewer system serving those FSEs has resulted in a reduction of FOG-related spills.

9.4.3 City Tree Root Program

The City mains are maintained year-round primarily using hydro-jetting to address blockages. CCTV inspection is one way of identifying problematic areas that need to be addressed as well as notification from the public when their sewer is affected.

Infiltrating roots affect both private and public sewers. The City has been proactive in creating programs, such as SLURP, to assist the public in preventing spills. Utilizing the CCTV inspections, the Collection Systems Crew is able to identify locations with adversely impacted root problems and proactively bring them to the attention of property owners to prevent a spill from occurring. The City provides the public with helpful information gathered from feedback received. Although the City does not endorse certain contractors, contractor satisfaction surveys from prior customers are shared to assist private property owners that need to make repairs. City staff is also available to assist residents who have questions and to review/discuss the results from video inspections that the property owner obtained.

9.4.4 Sewer Design & Construction

The City uses the Standard Plans for Public Works Construction, and the Standard Specifications for Public Works Construction (also known as the “Greenbook”) for the design of capital improvement projects.

The City implements its “zero spill” policy on construction projects. As part of project approvals, the City requires a spill prevention and emergency response plan to be submitted, approved and implemented during the term of the construction.

9.5 Identification and Illustration of Spill Trends

Trends are identified through the Collection Systems Crew and Wastewater Engineering staff working together to collect and analyze a variety of system information. Based on the findings, pipe sections are prioritized for repair/replacement, and maintenance and operations activities can be are conducted efficiently and effectively. The City will continue to collect information to appropriately establish future repair and maintenance activities on a regular basis.

10 SSMP Program Audits

Program audits are required every three years to document the success of the SSMP and to make improvements to it.

10.1 Schedule of Program Audits and Updates

The City of Burbank has a current internal audit program that evaluates the compliance and conformance of all programs associated with the SSMP. The Wastewater Engineering Division is responsible for conducting a comprehensive audit every three years as the SSMP is implemented.

10.2 SSMP Audit Process

The SSMP Audit is either completed internally with a team of experienced personnel or by an external third-party consultant hired by the City. Internally, the audit team is responsible for creating an audit checklist and developing guidelines to identify deficiencies, subsequent to corrective actions to evaluate agency compliance and conformance with SSMP requirements.

When completed externally, a series of meetings is held between the City and the third-party consultant to discuss each individual element of the SSMP and to document all the changes that the City has implemented since the previous update. The external agency is then responsible for listing all the deficiencies and subsequent corrective actions for the City to review.

10.3 SSMP Audit Report

The findings from the SSMP Audit are documented in an audit report. The audit report typically includes the following elements:

- Audit findings and recommended corrective actions;
- A statement that sewer system operators' input on the audit findings has been considered; and
- A proposed schedule to address identified deficiencies

Once the audit is complete, a quality-control review of the audit report is performed, with a focus on consistency and completeness. The final audit report is reviewed by the City's LRO before final acceptance. Audit reports and related materials are maintained in a hard copy and an electronic document tracking and management system.

10.4 Audit Implementation and Tracking of Results

All SSMP documents are located in the Public Works Wastewater Engineering Division Library. A "SSMP Creation" folder in public drive also serves as the electronic library for the SSMP.

11 Communication Program

The City employs a variety of means for communicating with the public and other public agencies on the development, implementation and updating of the SSMP. The following sections describe the City's procedures for:

- Communicating with the public and other public agencies regarding spills and discharges resulting in closures of public areas, or that enter a source of drinking water.
- Communicating with the public on the development, implementation and update of its SSMP, including opportunities for public input on implementation and updates.
- Communicating with owners/operators of systems that connect into the City's system, including tributary systems, for system operation, maintenance, and capital improvement related activities.

11.1 Procedures to Communicate with Public on Spills and Discharges

The City communicates with members of the community and other public agencies on a regular basis. Procedures for spill emergency response are included in Attachment F, *Spill Emergency Response Plan.* Section 7 of the *Spill Emergency Response Plan* provides instructions for communicating with the public when spills result in closure of public areas or enter a drinking water source. These procedures include:

- **Communication with Regulatory and Health Agency Notifications:** It is the responsibility of the Collection Systems Supervisor to notify the Los Angeles County Department of Public Health if a sewage spill reaches surface waters or enters the drainage conveyance system. Los Angeles County Department of Public Health posts warnings and signage for any locations where public health and safety may be impacted by the spill event.
- **Communication on Closures of Public Areas:** City crews will use traffic and crowd control devices, such as warning signs and directional arrow signs, to protect public health and keep the public from contacting sewage at the site of the spill. With regards to beach closures or other impacted public areas, the City of Burbank does not have a history of closing public areas due to sewer spills or discharges. Any time a spill reaches surface water or drainage conveyance system and is not fully captured, City crews notify Los Angeles County Department of Public Health who is responsible for posting signage or coordinating posting of signage for impacted areas posing a public health risk.

11.2 Procedures for Communication with Public on Development, Implementation and Update of SSMP

The general public has opportunities to provide feedback on developing and implementing the SSMP Update during City Council Meetings. The agendas for City

Council Meetings are posted on the City of Burbank's website, where the public can review, comment, and provide other feedback.

11.3 Procedures for Communication with Agencies that Connect to the System

The City of Burbank receives wastewater inflow from and discharges outflow to the City of Los Angeles under a contractual agreement. The City regularly communicates with the City of Los Angeles. Data on flow and strength values is sent back and forth between the two cities in monthly, quarterly and annual reports to assess financial obligations. Additionally, emails are sent to the Los Angeles County Department of Public Works on an as needed basis, if any issues arise that may impact their system. The City of Burbank and the County also meet regularly to discuss capital improvement projects that may impact either agency. The City will continue to communicate regularly with stakeholders on the development and implementation of the SSMP.

Attachment A1 – Governing Board Approval of the 2025 SSMP Update

RESOLUTION NO. 25-29,605

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING THE CITY'S SEWER SYSTEM MANAGEMENT PLAN (SSMP) UPDATE AND CERTIFYING IT IS MATERIALLY CONSISTENT WITH STATEWIDE WASTE DISCHARGE REQUIREMENTS (WDRs) – GENERAL ORDER FOR SANITARY SEWER SYSTEMS

THE COUNCIL OF THE CITY OF BURBANK FINDS:

A. On May 2, 2006, the State Water Resources Control Board (SWRCB) adopted Order No. 2006-0003, the Statewide General WDRs for Sanitary Sewer Systems.

B. These WDRs are the regulatory mechanism for all public agencies that own or operate sanitary sewer collection systems greater than one mile in length and that collect and convey untreated or partially treated wastewater to a publicly owned treatment facility.

C. The ultimate goal of the WDRs are to reduce the frequency and volume of Sanitary Sewer Overflows (SSOs) by requiring public agencies to properly manage, operate, and maintain their wastewater collection system. This is to be done by developing, implementing, and updating an agency-specific SSMP.

D. On April 21, 2009, Council adopted Resolution No. 27,893 approving the initial SSMP document.

E. On April 10, 2014, the City re-certified the SSMP through the SWRCB's regulatory database, California Integrated Water Quality System (CIWQS).

F. In 2018 and 2019 the City held discussions in response to alleged SSO-related violations by California River Watch. As a result of these discussions, Burbank and California River Watch agreed to enter into a Consent Decree, dated October 15, 2019, to take certain actions, including the updating of the SSMP.

G. On July 21, 2020, Council adopted Resolution No. 20-29,164 approving a SSMP Update, and the City subsequently uploaded the document on CIWQS as required by the WDRs.

H. On December 6, 2022, the SWRCB adopted Order No. 2022-103-DWQ, Statewide WDRs – General Order for Sanitary Sewer Systems, which became effective on June 5, 2023 and superseded Order No. 2006-0003.

I. On May 19, 2023, the City prepared and electronically certified the "Continuation of Existing Regulatory Coverage" form in CIWQS to continue coverage

from Order No. 2006-0003 under Order No. 2022-103-DWQ.

J. To comply with Order No. 2022-103-DWQ, the City has also: completed the Spill Emergency Response Plan (SERP) Update and required staff training in June 2023, prepared and electronically certified Annual Reports in CIWQS in March 2024 and March 2025, and conducted an internal SSMP Audit of the City's existing plan and electronically submitted it in CIWQS in November 2024.

K. The SSMP update primarily incorporates continuing administrative and maintenance activities, including updates to procedures and operations of existing facilities in accordance with WDRs, and as a result, the SSMP is not subject to the California Environmental Quality Act (CEQA) in accordance with Section 15378(b)(2) of California Code of Regulations, Title 14, Division 6, Chapter 3 Under the California Code of Regulations, Title 14, Division 6, Chapter 3 (CEQA Guidelines); provided, that even if CEQA applied, the administrative and maintenance activities of the SSMP update, primarily ministerial in nature, would involve operation, repair, maintenance or minor alteration of existing public facilities involving negligible or no expansion of existing or former use and would qualify as a Class 1 exemption under CEQA Guidelines Section 15301. Accordingly, no further environmental review is necessary.

THE COUNCIL OF THE CITY OF BURBANK RESOLVES:

1. The SSMP update is not a "project" subject to the California Environmental Quality Act (CEQA) in accordance with Section 15378(b)(2) of California Code of Regulations, Title 14, Division 6, Chapter 3; provided, that even if CEQA applied, it would be categorically exempt pursuant to CEQA Guidelines Section 15301, and staff is authorized to file any notices that it believes appropriate.

2. The Council hereby approves the City's Sewer System Management Plan Update and certifies it is consistent with Statewide General Waste Discharge Requirements for Sanitary Sewer Systems.

PASSED and ADOPTED this 22nd day of April, 2025.

Nikki Perez
Mayor

Approved as to Form:
Office of the City Attorney

Attest:

Kimberley Clark, City Clerk

By: _____
Christopher Chwang
Senior Assistant City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF BURBANK)

I, Kimberley Clark, City Clerk of the City of Burbank, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by a vote of the Council of the City of Burbank at its regular meeting held on the 22nd day of April, 2025, by the following vote:

AYES: Anthony, Mullins, Rizzotti, Takahashi, and Perez.

NOES: None.

ABSENT: None.

Kimberley Clark

Kimberley Clark, City Clerk

Attachment A2 - State Water Resources Control Board General Order for Sanitary Sewer Systems, Order WQ 2022-0103-DWQ

Available on State Water Resources Control Board website.

Attachment F – Spill Emergency Response Plan

Available upon request from the Public Works Department.

Attachment H – System Evaluation and Capacity Assurance Plan – Phase 2

Will be attached to the SSMP once completed in 2025.