



**Standard Operating Procedure:
Sanitary System Overflow Response**

Date: 12/11/2019* Version: 4 Review Frequency: Annual

Reasons for Procedure

The University of Virginia (UVA) has a permit to operate a Municipal Separate Storm Sewer System (MS4) issued by the Virginia Department of Environmental Quality. This permit authorizes UVA to discharge stormwater pursuant to the Virginia Stormwater Management Program and the Virginia Stormwater Management Act.

Since storm drain systems are not connected to a sanitary sewer treatment plant, water traveling through the storm drain system flows directly to local streams, rivers and lakes untreated. An illicit discharge to the storm system is generally defined as any discharge that is not composed entirely of stormwater. UVA’s MS4 Program “shall include all procedures developed by the operator to detect, identify, and address nonstormwater discharges to the MS4.”¹

1.0 Purpose

The purpose of this procedure is to quickly and appropriately respond to a sanitary sewer system overflow (SSO).

2.0 Scope

This procedure applies to the FM employees responding to sanitary sewer overflows or spills.

3.0 Responsibility

3.1 Facilities Management Environmental Resources

Environmental Resources is responsible for responding to the scene of the SSO to document the event, its cause, and its clean up. ER staff will report the SSO to the DEQ as required and following DEQ reporting information as describe in section 7.0.

3.2 Managers

The Utility System Distribution Manager is responsible for ensuring that employees are properly informed of and trained on how to follow the procedures. Managers and supervisors are responsible for ensuring training is conducted with the most recent version of the SOP.

3.3 Personnel Performing the Job

¹ General Permit No: VAR040073, General Permit for Discharges of Stormwater from Small Municipal Separate Storm Sewer Systems.

All Utility System Distribution division employees are responsible for following these procedures.

4.0 Procedures

4.1 Notification

Immediately notify Environmental Resources in the event of a sewage spillage or overflow and remediation efforts will be coordinated with that office. Call the Facilities Management Help Desk at 924-1777 and provide the following information:

- 4.1.1 Location of the spillage/overflow
- 4.1.2 Estimated quantity and extent of spillage
- 4.1.3 A brief description of measures that have been taken to confine and/or treat the sewage and prevent further spillage
- 4.1.4 Identify if spillage/overflow is entering a water course or storm drain
- 4.1.5 ER will notify the DEQ of the release and follow-up with any required reporting.

4.2 Stop Flow Releases – Primary Response

Flowing releases from sanitary sewers are to be stopped as soon as possible by removing stoppages or other means. Pumps can be employed to move sewage from the overflowing manhole to a functioning manhole nearby until the stoppage can be removed or line repaired. It is important to stop releases from reaching storm drains and waterways.

4.3 Clean Up Overflow– Secondary Response

4.3.1 Small Overflow Cleanup

Trained personnel shall use materials such as agricultural lime to contain and treat small spills. Small spills are defined as those in which:

- The identity of the spilled material is known
- Sufficient resources (personnel and equipment) are onsite to contain and cleanup the spilled material without it getting in storm drains or surface water drainageways.

4.3.2 Large Overflow Cleanup

Cleanup of overflow should consist of sweeping or raking of the area to remove debris discharged by the sewer overflow followed by a light covering of the area with lime. The cleaned up debris is to be placed in sealed plastic bags and disposed of in a UVA dumpster.

In the event of a large overflow, and outside contractor may be called in to manage cleanup efforts.

Lime and response materials are located in the Energy & Utilities storage area at Forestry lay down area at the west end of Fontaine Avenue. One pallet of fifty pound bags of lime should be in inventory at all times.

4.4 Corrective Action

Corrective actions taken to remedy the cause of the overflow/spill are to be documented to ER for inclusion in the reporting to the DEQ.

FM staff should evaluate each situation to determine the cause of each overflow. This evaluation should determine if any infrastructure issues need to be corrected or if a long-term maintenance schedule needs to be adopted to prevent further releases or if additional staff training is needed.

5.0 Review of Procedure/Training

The Utility System Distribution Superintendent is responsible for conducting training and reviewing of this procedure with appropriate staff at least once every 24 months.

6.0 Regulatory impacts

Illicit discharges, including SSOs that reach surface waters or the storm drainage network, are prohibited by the University's MS4. This offense is punishable by civil and criminal penalties as illicit discharges constitute a threat to the public health, safety, and welfare, and are deemed public nuisances.

7.0. DEQ Reporting information

ER staff are responsible for making the following reports as appropriate:

- SSOs that may impact the Albemarle County MS4 should be reported to the Water Resources Program at 434-202-4179.
- SSOs that may impact the City of Charlottesville MS4 should be reported to the Environmental Sustainability office by emailing environment@charlottesville.org.
- SSOs resulting from the operation of a contractor working on behalf of UVA should be reported to UVA Risk Management at orm-frm@virginia.edu.
- SSOs that enter UVA's MS4 or state waters should be reported to DEQ within 24 hours of discovery as follows:

Current reporting information was obtained from the DEQ website and via instructions from Jennifer Welcher of DEQ VRO.

1. During *normal work hours* call the number listed for the Pollution Response Program (PREP) for the [PREP Regional Office Contact](#) that covers the area where the incident occurred. DEQ prefers that all initial reports be made over the phone when possible [*currently the number for the Valley Regional Office is 540-574-7800*] The follow up report should be emailed to VRO.SSO-UD@deg.virginia.gov, which includes distribution to DEQ VRO and VDH staff. A blank copy of the reporting form is attached to this SOP.
2. Alternatively, the on-line [Pollution Reporting Form](#) allows citizens and permittees to report pollution events on-line. Once you complete the form, a unique reference number is

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provided. **IMPORTANT** – citizens and permittees should make note of this number. The number will be required for follow-up on any pollution report.

Nights, holidays, and weekends, call the Virginia Emergency Operations Center 24-hour reporting number, 1 800 468-8892.

*Printed versions of SOPs with previous review dates are considered current as long as the version number is the same as the current version. Current versions of all SOPs are maintained on the UVA Environmental Resources website.

**VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY
VALLEY REGIONAL OFFICE'S INTERNAL
OVERFLOW/UNAUTHORIZED DISCHARGE REPORT FORM**

THIS FORM IS ONLY TO BE USED FOR NON EMERGENCY 24-HOUR NOTIFICATION

EMAIL FORM TO VRO.SSO-UD@deq.virginia.gov

For emergencies call the Virginia Department of Emergency Services 24-hour telephone service at 1-800-468-8892.

Date Reported:
Time Reported:
Reported By:
Affiliation:
Telephone No.:

FACILITY INFORMATION

Facility Name: University of Virginia	
Permit No: VAR040073	
Physical Address: 575 Alderman Road Charlottesville 22904	
Contact:	Telephone

OVERFLOW/UNAUTHORIZED DISCHARGE INFORMATION

Location of discharge:	
Latitude:	Longitude:

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Cause of discharge:
Date and time discovered:
Volume of discharge (gallons):
Duration of discharge:
Did the discharge reach state waters? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, name of the state water that the discharge reached:
What, if any, impact to state waters was observed?
Was a fish kill observed? Yes <input type="checkbox"/> No <input type="checkbox"/>
Has VDH been notified? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, when? Date: Time:
Corrective Action Taken:

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Comments:

If report taken by DEQ staff, report taken:	
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Revised July 2016