SANITARY SEWAGE OVERFLOW NOTIFICATION SUMMARY REPORT INSTRUCTIONS

Please see the DEFINITIONS of terms at the end of this section. If you have any questions about these definitions, do not understand a question, or need further clarification, please email DNRSSOForms@wisconsin.gov or contact your regional Department compliance staff for assistance.

SSO Form: 3400-184

Use of this form is for reporting both sanitary sewer overflows (SSOs) and treatment facility overflows (TFOs) to the Department within 5 business days of the event, as is required per s. 210.21(4)(b), Wis. Adm. Code and WPDES permit standard conditions.

One form per overflow location should be submitted. A single overflow maybe more than 24 hours. If it stops and restarts within 24 hours due to the same circumstances, this may be reported as one SSO. If overflows are separated by more than 24 hours, they should be reported as separate overflows.

SSO/TFO

Identify whether the overflow was a sanitary sewer overflow (SSO) or a treatment facility overflow (TFO) by checking the associated button at the top of the form. See definitions below to help determine what type of overflow occurred. Facilities will typically use the term "bypassing" for instances such as pumping out of a lift station wetwell to a nearby waterway/ditch. It should be noted that those instances fit the definition of a sanitary sewer overflow and should be identified as such. As a rule of thumb, a SSO occurs 'outside the fence' while a TFO occurs from anywhere 'inside the fence.'

Notifications

Department Notification

Initial notification to the Department is required within 24 hours of the event. Please include the information of what DNR employee was contacted, by whom, date (MM/DD/YYYY), and time of day. Check the appropriate "YES" or "NO" button for whether or not the 24 hours requirement was met.

Public Notification

All overflows (SSOs & TFOs) are required to be public noticed according to s. NR 210.21(5), Wis. Adm. Code. Notification shall occur according to a facility's emergency response plan in their CMOM and occur promptly after any overflow event. The notification level should correlate to the extent of risk to the public. At a minimum, if an overflow is to a surface water, a daily newspaper of general circulation shall be notified. Provide the information regarding the date (MM/DD/YYYY) and how the public was notified (newspaper, village website, posted signs, etc). Include a description of the actual or potential for human exposure or contact with the overflow. This may range from 'little exposure to the public, only exposure is to those performing clean up' to 'high exposure to the public, located in highly populated downtown area.'

Other Notifications

If applicable, include the name of the facility notified of the overflow and the date (MM/DD/YYYY) the notification took place. Other notifications required are to regional treatment plants (if a satellite sewer community) and to drinking water intake owners (if overflow is to a surface water with a drinking water intake).

Wet Weather Information (if applicable)

Was this overflow wet weather related?

Check the appropriate "YES" or "NO" button. If the overflow was not wet weather related, the remainder of this section can be skipped.

Rainfall details

Report the date (MM/DD/YYYY) and start/end times (12-hr format) the rainfall occurred and the total precipitation in inches. Precipitation can be gathered from a rain gauge on site or from the National Weather Service (https://www.wpc.ncep.noaa.gov/qpf/obsmaps/obsprecip.php).

Contributing soil or other conditions (saturated, frozen, soil type, snowmelt, etc.)

Include any other information regarding the condition of the soil that might have attributed to the cause of the overflow.

Overflow Details

Location

Report the street address as to where the overflow occurred, or a general area such as "500 block of Main St.". If no street address is available, provide a description. If necessary, include a map of the overflow location. See the "Submit" section below for details as to where to send attachments.

Latitude/Longitude

Provide the latitude and longitude of the overflow location. The GPS coordinates should be reported in standard coordinate system (eg. 43.075350 and -89.379770). Use an online mapping program (such Google Maps) to figure out the GPS (Lat/Long) coordinate information.

Overflow Duration

Report the date (MM/DD/YYYY), start/end times, and duration (total hours) the overflow occurred. If the overflow stopped and restarted within a 24-hour period due to the same circumstances, the time reported would reflect the whole 24-hour period, but the duration would only be for the total length of time the overflow occurred. Overflow duration will automatically be calculated when the form is saved based on start/ed times.

Volume

Provide the total volume of the overflow in gallons. Zero (0) is not acceptable; if no measurement of the overflow occurred, please provide your best guess to the overflow volume. An estimated range may only be provided in the narrative. If you wish to submit supporting information regarding volume calculations, eee the "Submit" section below for details as to where to send attachments. For some example volume estimation methods based on visual observations, please visit these websites:

- *https://www.cwea.org/conferences/sso/VolumeEstimations.pdf*
- *https://www.ocsd.com/Home/ShowDocument?id=16226*

Cause

Check the boxes beneath the question that apply to the cause of the overflow that occurred. If more than one option caused the overflow, please check all that apply. In the event that none of the available options caused the overflow, check "OTHER" and provide an explanation.

Overflow Details - Continued

Overflow Occurred From

Check the box beneath the question that applies to where the overflow occurred from. If either "LIFT STATION" or "MANHOLE" is selected, please provide additional information as to which one the overflow occurred from. For example, "Main St Lift Station" or "Manhole #32". The first six options (lift station, manhole, gravity sewer pipe, pressure sewer pipe, river/stream crossing, and permanent overflow structure) apply to a sanitary sewer overflow (SSO, while the 7th option (treatment plant unit or pipe) applies to a treatment facility overflow (TFO). In the event that none of the available options fit the location of the overflow, check "OTHER" and provide an explanation.

Destination

Check the boxes beneath the question that apply as to where the overflow went. Please provide an explanation or the name of a water body.

Overflow Explanation

Provide an explanation as to why/how the overflow occurred. This should include whether the overflow was unavoidable to prevent loss of life, personal injury, or severe property damage, and whether there were feasible alternatives to the overflow.

Immediate Corrective Actions and Steps Taken to Reduce this Overflow Volume and Impacts

Provide an explanation as to what actions were immediately taken to 1) contain the overflow, 2) correct the overflow, and 3) clean-up the overflow. Such containment efforts could be to redirect flow from a surface water to a low-lying ground area, sand bag the immediate area of discharge, have a pump truck haul excess flow, pump sewage into a downstream manhole, or to temporarily turn off lift station pumps. For clean-up, it is recommended that the area have all garbage and debris removed, and if necessary spread lime on the are impacted by the overflow.

Long Term Plan to Reduce, Eliminate, Prevent Reoccurrence of this Overflow

Provide an explanation as to what long term plans have been made in response to this overflow to prevent reoccurrence of this overflow or type of overflow. Note that more detail should be provided than "following the CMOM" or "increasing collection system work to reduce I/I."

Building Backups

Number of building backups occurring during this time in area of overflow

Building backups are defined below. Only those building backups caused by the same circumstances and in the location (i.e. same "sewershed") as the overflow being reported should be included. The number of building backups should be reported as a whole number. If multiple overflow locations occurred on the same date, any reported building backups should only be associated to a single (the most relevant) overflow location.

Note: Building backups by themselves or overflows from private laterals are not considered SSOs and do not need to be reported on this form.

Locations of building backups (list each one)

If any building backups occurred, please include the addresses of each. If there is not enough room to include the entire list of backups, please email an attached list of backups to DNRSSOForms@wisconsin.gov.

Submittal of the Form

Any attachments may be sent to DNRSSOForms@wisconsin.gov with the email subject: "FACILITY NAME – SSO/TFO EVENT DATE" Attachments may include a map of overflow locations, a copy of the public notification, or other supporting documents.

Submit Button

Once all applicable sections of the SSO Form have been completed, the form is able to be submitted. The Submit button will only be active when the status of the SSO form is "Validated" and the person logged on has submit authority. Once validated, the submit button will become active and can be clicked.

Certification

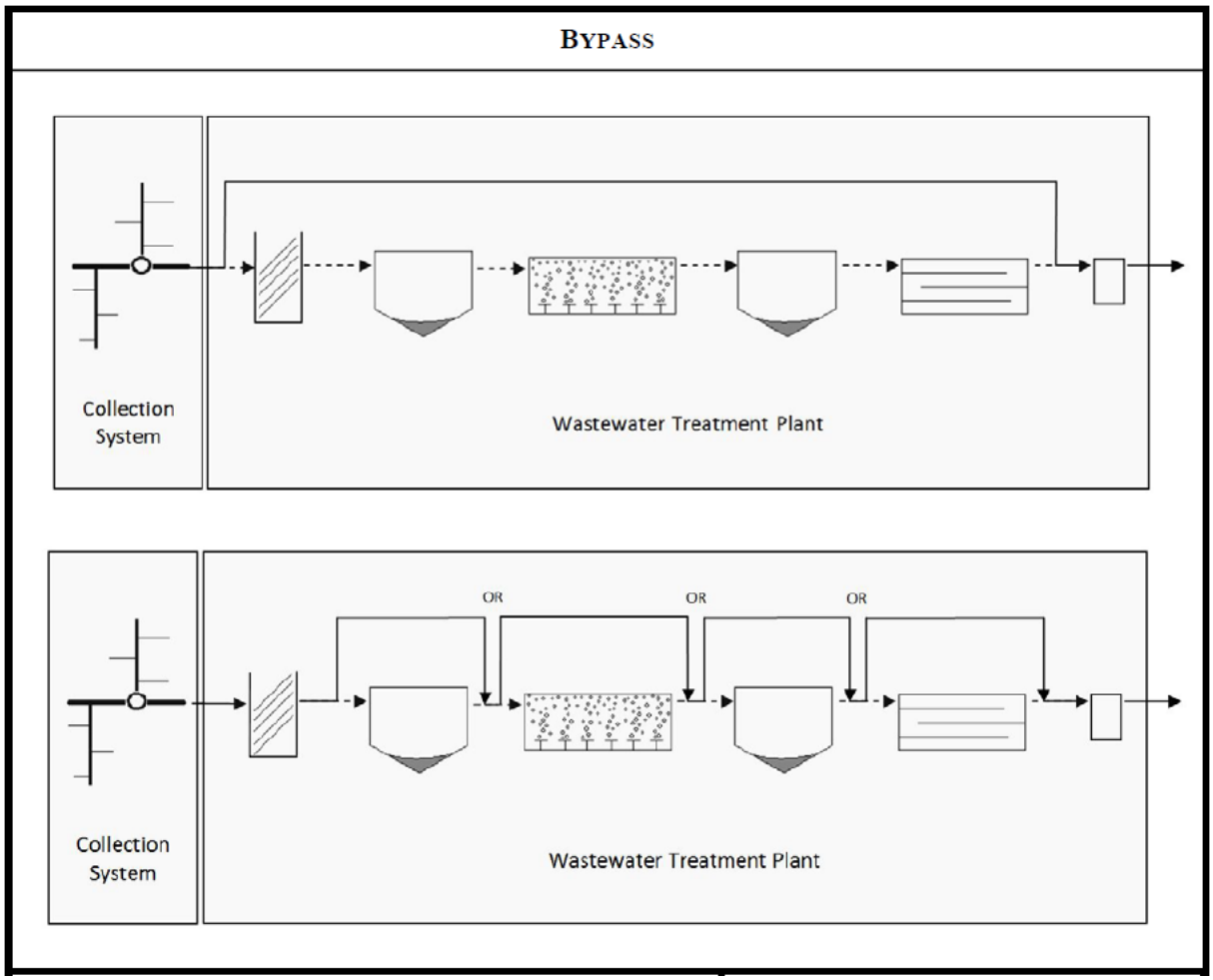
Certification of the SSO form is the final step for completing the submittal process. Once the form has been submitted, you will be returned to the main list of forms. The "Certify" button will become an action for that specific form. Once the "certify" has been clicked, an email will be sent to the submitter. This email contains a certification code that will then be entered on the certification page.

DEFINITIONS

"Building backup" means an accumulation of sewage in any public or private building caused by blockage, failure, or other hydraulic constraint in the sewage collection system or by blockage or failure of the building sewer or private interceptor main sewer.

"Building sewer" means that part of the drain system not within or under a building which conveys its discharge to a public sewer, private interceptor main sewer, private onsite wastewater treatment system, or other point of discharge or dispersal.

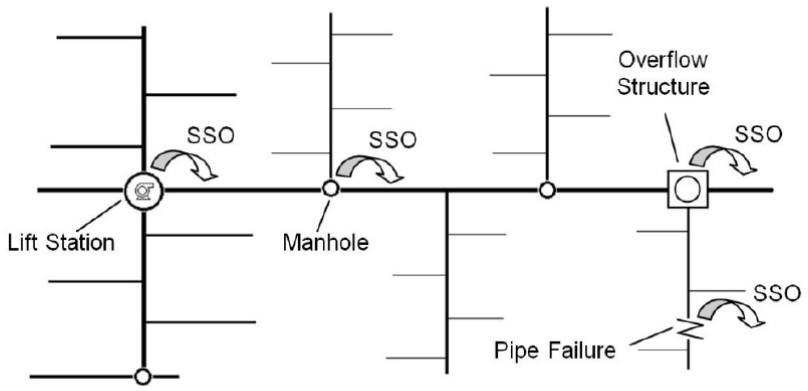
"Bypass" means the intentional diversion of waste streams from any portion of a sewage treatment facility or a wastewater treatment facility. A bypass does not include a building back-up or a combined sewer overflow.



“Private interceptor main sewer" means a sewer serving two or more buildings and not part of the municipal sewer system.

“Sanitary sewer overflow" means a release of wastewater from a sewage collection system or an interceptor sewer directly into a water of the state or to the land surface.

SANITARY SEWER OVERFLOW (SSO)



“Satellite sewage collection system" means a municipally owned or a privately owned sewage collection system that conveys wastewater to another satellite sewage collection system or to another sewerage system that provides wastewater treatment and discharges under a separate WPDES permit.

“Sewage collection system" means the common sanitary sewers, interceptor sewers, and appurtenant equipment, such as lift stations, within a sewerage system which are primarily installed to receive wastewaters directly from facilities which convey wastewater from individual structures or from private property, and which include service connection “Y" fittings designed for connection with those facilities. The facilities which convey wastewater from individual structures such as building sewers and private interceptor sewers, from private property to the public sanitary sewer, or its equivalent, are specifically excluded from the definition of “sewage collection system"; except that pumping units and pressurized lines for individual structures or groups of structures are included as part of a “sewage collection system" when such units are cost effective and are owned and maintained by the sewerage system owner.

“Sewage treatment facility" means all the structures, pipes and other equipment that constitute the various treatment processes and treatment units employed to reduce pollutants in sewage.

"Sewage treatment facility overflow" means a release of wastewater from a location within a sewage treatment facility, other than permitted effluent outfall structures, directly to a water of the state or to the land surface. A sewage treatment facility overflow does not include blending, controlled diversions or discharges from permitted combined sewage treatment facility effluent outfall structures.