

City of West Allis, Wisconsin Capacity, Management, Operations, and Maintenance (CMOM) Program

Sewer Overflow Response Plan



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Engineering Department
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West Allis, Wisconsin 53214**

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Department of Public Works
6300 West McGeoch Avenue
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***Version 5
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Satellite Municipality Sewer Overflow Response Plan

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PREFACE

In preparation of the impending Sanitary Sewer Overflow (SSO) rule and the CMOM component of the proposed rule by the United States Environmental Protection Agency (USEPA) and the State of Wisconsin Department of Natural Resources (WDNR), the Milwaukee Metropolitan Sewerage District (MMSD) developed a Capacity, Management, Operations and Maintenance (CMOM) Program for its wastewater collection system. The WDNR has implemented in the WPDES Permits the requirement for municipalities to be CMOM compliant. MMSD, recognizing the interdependency between its system and the satellite municipality systems for successfully meeting the USEPA SSO regulation goal, is pursuing a regional CMOM approach and is cooperatively working with the 29 satellite municipalities to develop their CMOM Programs.

A key component of the CMOM Program is the development of a sewer Overflow Response Plan (ORP). This document will serve as a template to assist the satellite municipalities in developing an ORP that would meet the proposed SSO regulation and the WDNR requirements. The basic template of this document was based on the American Public Works Association's (APWA) *Preparing Sewer Overflow Response Plans: A Guidebook for Local Governments, January 1999*, prepared under Cooperative Assistance Agreement #CX825881-01 from the USEPA. Copies of this document can be obtained from:

American Public Works Association
2345 Grand Blvd., Suite 500
Kansas City, MO 64108-2641
Telephone: (816) 472-6100
Document: ISBN#0-917084-4

GLOSSARY

Best Management Practice – An approach that takes advantage of the best practical measures available to guard against environmental impacts.

Best Professional Judgment – The duty or care used by a regulatory authority in establishing requirements in a permit or enforcement action on a case-by-case basis in the absence of uniform national standards.

Chronic Overflows – Avoidable overflows that occur in excess of a frequency as specified by the regulatory authority at the same location; or avoidable overflows that occur on a system wide basis in a manner that suggests a need for additional maintenance or specific investigations.

Containment – Purposeful limiting of sewer overflow volume to prevent increase in the area impacted by a spill.

Correction – Maintenance and repair activities restoring a sewer system to normal functioning.

Discharge – Any wastewater flow, treated or untreated, that reaches waters of the United States as defined in 40 CFR 122.2 or any waters of the State of Wisconsin.

Disinfection – The selective destruction of pathogens, or disease-causing microorganisms, in humans using chemicals (e.g., chlorine, lime) or other processes (e.g., ultraviolet radiation, heat). All organisms are not necessarily destroyed; however, such is the result of sterilizations. This differentiates disinfection from sterilization.

Good-Faith Effort – Responsible actions of a sewer system owner or operator to minimize the impact of sewer overflows to public health and surface water quality by selecting the best management practices available for the control of overflows that are economically practicable.

Inflow – Water other than wastewater that enters a sewer system from sources such as, but not limited to, roof leaders, defective cleanouts, cellar drains, yard drains, area drains, drains from springs and swampy areas, manhole covers, cross connections between storm sewers and sanitary sewers, catch basins, cooling towers, storm waters, surface runoff, street wash water, or drainage. Inflow does not include, and is distinguished from, infiltration.

Infiltration – Water other than wastewater that enters a sewer from the ground through such means as defective pipes, pipe joints, connections, or manholes. Infiltration does not include, and is distinguished from, inflow.

Municipality – A city, town, borough, county, parish, district, association, or other public body created by or under state law and having jurisdiction over disposal of domestic wastewater, industrial waste or other wastes.

Notification – Process of informing system personnel, regulatory entities, and the general public of a sewer overflow incident.

Overflow – A location in a sewer collection system prior to the headworks of the sewage treatment plant where untreated wastewater is released into the environment. Points of overflow include discharges to waters of the United States or the State of Wisconsin as well as releases that do not result in a discharge to waters of the United States or the State of Wisconsin.

Posting – Process of advising the public of potential health risks associated with sewer overflow at a particular site by erecting signs.

Reporting – The formal process of notifying the Wisconsin Department of Natural Resources of sewer overflows and response activities through written documentation.

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Sanitary Sewer Overflow (SSO) – The intentional or unintentional diversion of flow from a sanitary sewer collection system, which occurs before the headworks of a sewage treatment plant. Sanitary sewer overflows include discharges to waters of the United States or the State of Wisconsin.

Satellite Municipality – A municipality that does not provide treatment for the wastewater collected in its collection system, but relies upon another municipality or governmental agency to provide such treatment.

Spill – An act or omission by which hazardous substances in harmful quantities are spilled, leaked, pumped, poured, emitted, entered, or dumped onto or into the waters or land of the state; also substances that, without removal or control, may drain, seep, runoff, or in some way enter into or onto the waters or land of the state.

Storm Sewer or Storm Drain – A pipeline designed to carry only stormwater, surface runoff, street wash waters, and drainage.

Surcharge – An undesirable hydraulic condition in a pipe designed to flow by gravity whereby for a given wastewater flow rate it flows deeper and slower than the intended design. This can result from a downstream obstruction, which backs the wastewater up in a pond behind it. Under extreme conditions it can completely fill the pipe causing an overflow at a manhole instead of discharging to a proper terminus.

Surface Waters – All “Waters of the United States” as defined in 40 CFR 122.2 and the waters of the State of Wisconsin such as navigable waters, rivers, streams (including ephemeral streams), lakes, playa lakes, natural ponds, bays, oceans, lagoons, estuaries, manmade canals, ditches, wet meadows, wetlands, swamps, marshes, sloughs, and watercourses. [Note: SSO’s to storm drains tributary to “Waters of the United States” or the State of Wisconsin (surface waters) shall be reported as discharges to surface waters]

System Operator – The private sector or public sector (municipality) interest having the responsibility and public trust to properly operate and maintain a sanitary sewer system. The operator may not be the legal owner or named permittee of the system.

Unauthorized Discharge – Any wastewater flow, treated or untreated, that reaches waters of the United States or the State of Wisconsin at a location not permitted as a point of discharge.

Unavoidable Overflows – Overflows from a wastewater collection system that may be demonstrated to the Wisconsin Department of Natural Resources as unavoidable if they meet predetermined criteria (e.g., exceptional acts of nature, third party actions that could not be reasonably prevented).

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1. AUTHORITY

The State of Wisconsin obtained USEPA delegation authority on February 4, 1974, to administer the Federal Water Pollution Control Act Amendments of 1972 (Public Law 92-500). The Wisconsin Pollutant Discharge Elimination System (WPDES) permit program was established by Chapter 283.13(1), Wisconsin Statutes. The WDNR Bureau of Watershed Management issues the WPDES permits, with federal oversight from the USEPA. Any collection system in Wisconsin that discharges to another municipality or district for waste water treatment is currently under one general WPDES permit, WPDES Permit #WI-0047341-06-0 issued August 14th, 2020.

2. GENERAL

The sewer ORP is designed to ensure that every report of a confirmed sewage overflow is immediately dispatched to the appropriate crews so that the effects of the overflow can be minimized with respect to impacts to public health and adverse effects on beneficial uses and water quality of surface waters and customer service. The ORP further includes provisions to ensure safety pursuant to the directions provided by the City of West Allis Health Department and that notification and reporting is made to the WDNR. For purposes of this ORP, “confirmed sewage spill” is also sometimes referred to as “sewer overflow,” “overflow,” or “sanitary sewer overflow (SSO)”. This Plan is reviewed annually and updated as necessary.

2.1 Objectives

The primary objectives of the ORP are to protect public health and the environment, satisfy the WDNR and WPDES permit conditions (which address procedures for managing sewer overflows) and minimize risk of enforcement actions.

Additional objectives of the ORP are as follows:

- Provide appropriate customer service
- Protect wastewater collection system personnel
- Protect the collection system and all appurtenances
- Protect private and public property beyond the collection system

This plan shall not supersede existing emergency plans or Standard Operating Procedures (SOPs) unless advised by the Director of Public Works.

2.2 Organization of Plan

The key elements of the ORP are addressed individually as follows:

- Section 3 Overflow Response Procedure
- Section 4 Public Advisory Procedure
- Section 5 Media Notification Procedure
- Section 6 Distribution and Maintenance of ORP

3. Overflow Response Plan (ORP)

The ORP presents a strategy to mobilize labor, materials, tools and equipment to correct or repair any condition, which may cause or contribute to an unpermitted discharge. The Plan considers a wide range of potential system failures that could create an overflow to surface waters, land, or buildings.

3.1 Receipt of Information Regarding an SSO

Municipal personnel or others may observe and report a potential overflow. The Department of Public Works is primarily responsible for receiving phone calls from The Public of possible sewer overflows from the wastewater collection system, and for initiating work orders (WOs).

Generally, telephone calls from The Public reporting possible sewer overflows are received by clerical staff at the Department of Public Works during regular working hours or at the Police Department for after hour calls. Phone lines are staffed 24 hours per day, every day of the year. An article appears annually in the City Newsletter informing The Public on the proper procedures for reporting a SSO and this information is available on the City's website and through fliers and handouts available at City Hall.

3.1.1 Telephone Overflow Reports

The telephone operator should obtain all relevant information available regarding the reported overflow including:

- Date and time call was received
- Specific location
- Description of problem including depth of water and extent of coverage
- Time possible overflow was noticed by the caller
- Caller's name and phone number
- Observations of the caller (e.g., odor, duration, back or front of property)
- Other relevant information that will enable the responding investigator and crews, if required, to quickly locate, assess, and stop the overflow

The telephone operator then records the reported overflow information (Sample report in Appendix A-1) and immediately notifies the Department of Public Works Sanitation & Streets Personnel to respond to the reported overflow location.

3.1.2 Pump Station Reports

The City of West Allis does not own or operate any traditional sanitary pump stations. However, the City does own and operate a diversion pump station at South 70th Street and West Burnham Street, north of the railroad tracks. The pump diverts flow from the sewer in South 70th Street, north of West Burnham Street, which drains only that block of South 70th Street from Burnham Street to Mitchell Street, and bypasses the backflow device at South 70th Street and West Burnham Street. This station only functions when the system at 70th and Burnham is surcharged. The flow is diverted to the sanitary sewer manhole downstream of the backflow device and the City added an inline storage pipe (70 lin. ft. of 54" pipe, ~1100 cu. ft (8,230 gal)) to the downstream system to reduce the level of surcharge in the system. The in-line storage drains by gravity. The backflow device stops surcharge from the system south of the device from backing up in basements on South 70th Street. This pump does not pump

flow between basins; it only stops system surcharges from occurring in South 70th Street north of Burnham Street. There are two pumps, each with 160 gpm capacity, installed in 1998. The City performs routine inspection and maintenance if needed, at $\frac{3}{4}$ " or more of rainfall, and documents these efforts. The City also documents the run times of the pumps when a by-pass occurs.

3.1.3 Municipality Staff Overflow Reports

Sewer overflows detected by any personnel in the course of their normal duties shall be reported immediately to the Department of Public Works Sanitation & Streets Division. Dispatching personnel should record all relevant overflow information and dispatch a sewer investigator and additional response crews, as needed.

3.2 Overflow Confirmation

A sewer investigator or crew shall confirm the overflow. Until verified, the report of a possible spill will not be referred to as a "sewer overflow." The back-up of sewage in a basement is not a confirmation of a SSO.

3.3 Dispatch of Appropriate Crews to Site of Sewer Overflow

Failure of any element within the wastewater collection system that threatens to, or does, cause an SSO will trigger an immediate response to isolate and correct the problem. Crews and equipment shall be available to respond to any SSO locations. Crews will be dispatched to any site of a reported SSO immediately. Also, additional maintenance personnel shall be "on call" should extra crews be needed. Figure 1, located on Page 6, indicates the SSO Response Flow Diagram utilized by the City of West Allis. As noted above, basement backups are not defined as an SSO and are the responsibility of the Property Owner, if there is not a resultant surcharge or blockage in the mainline sanitary sewer system. Crews will respond to basement backups to assess the situation in the home and the mainline sewer, but will then inform the Property Owner of their responsibility to address their lateral.

1. Dispatching Crews

- Dispatchers should receive notification of sewer overflows as outlined in Section 3.1 "Receipt of Information Regarding an SSO" and dispatch a sewer investigator.
- Dispatchers shall notify the appropriate manager or supervisor, by radio or cell phone, regarding the sewer overflow.

2. Crew Instructions and WOs

- Responding investigator should be dispatched by direct contact or radio. The Public Works Department's Superintendent of Sanitation & Streets (Collection System Supervisor) should receive instructions from the sewer investigator or their supervisor regarding the need, if any, for additional personnel and equipment.
- Dispatchers shall ensure that the entire message has been received and acknowledged by the crews who were dispatched. All standard communications procedures should be followed. All employees being dispatched to the site of an SSO shall proceed immediately to the site of the overflow. Any delays or conflicts in assignments must be immediately reported to the supervisor for resolution.

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- In all cases, response crews should report their findings, including possible damage to private and public property, to the Superintendent of Sanitation & Streets (Collections System Supervisor) immediately upon completion of their investigation.
- The Superintendent shall, if necessary, refer all pertinent information to the next shift, including any details of the problems described by customers.

3. Additional Resources

- The Department of Public Works Superintendent of Sanitation & Streets should receive and convey to appropriate parties requests for additional personnel, material, supplies, and equipment.
- The City of West Allis has an intergovernmental agreement with nineteen (19) metropolitan Milwaukee communities to share resources on an emergency basis. If shared resources are required to contain, clean-up, or rectify the SSO contact the following:
 - Director of Public Works Office (414-302-8832) Mobile (414-316-0892)
 - Assistant Director of Public Works Office (414-302-8827) Mobile (414-312-0459)
 - Superintendent of Sanitation & Streets Office (414-302-8815) Mobile (414-391-6381)

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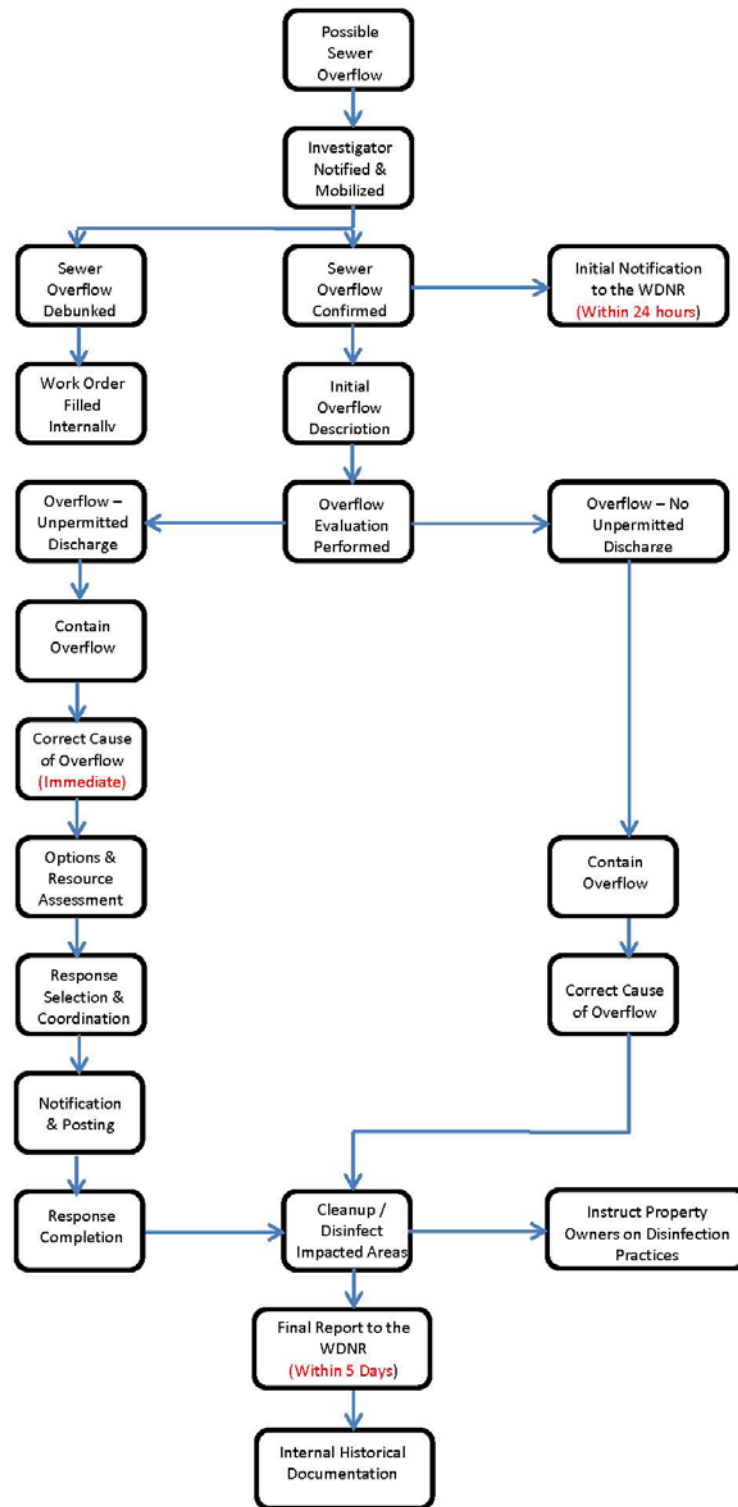


Figure 1: SSO Response Flow Diagram

4. Preliminary Assessment of Damage to Private and Public Property

- The focus of an assessment is to resolve a problem. The response crews should use discretion in assisting the Property Owner/occupant as reasonably as possible. Caution should be exercised when offering assistance since the City of West Allis could face liability problems for damage inflicted to private property during such assistance. The response crew may enter private property for purposes of assessing damage. Appropriate still photographs and video footage, if possible, should be taken of the outdoor area of the sewer overflow and impacted area in order to thoroughly document the nature and extent of impacts. Available photographs are to be forwarded to the Superintendent of Sanitation & Streets for filing with the Overflow Report.

5. Field Supervision and Inspection

- If possible the supervisor of the sewer investigator that confirmed the sewer overflow should visit the site of the overflow to ensure that provisions of this ORP and other directives are met.
- The supervisor of the sewer investigator is responsible for confirming that the Overflow Report was provided to the Superintendent of Sanitation & Streets within the specified time. The final Overflow Report must be submitted to WDNR within 5 days of the occurrence of the SSO.

6. Coordination with Hazardous Material Response

- Upon arrival at the scene of a sewer overflow, should a suspicious substance (e.g., oil sheen, foamy residue) be found on the ground surface, or should a suspicious odor (e.g., gasoline) not common to the sewer system be detected, the sewer investigator or response crew should immediately contact the supervisor for guidance before taking further action.
- Should the supervisor determine the need to alert a hazardous material response team or fire department, the sewer investigator or crew shall await the arrival of the hazardous material response team or fire department to take over the scene. **Remember that any vehicle engine, portable pump or open flame (e.g., cigarette lighter) can provide the ignition for an explosion or fire if flammable fluids or vapors are present. Keep a safe distance and observe caution until assistance arrives.**
- Refer to the Department of Public Works' SOP for a "Hazardous Material Incident".
- Upon arrival of the hazardous material response team or fire department, the sewer investigator or crew will take direction from the person with the lead authority of that team. Only when that authority determines it is safe and appropriate for the sewer investigator and crew to proceed can they then proceed under the ORP with the containment, clean-up activities and correction.

MINIMUM REQUIREMENTS FOR HAZARDOUS MATERIALS AWARENESS TRAINING OF WASTEWATER COLLECTION AND CONVEYANCE SYSTEM PERSONNEL SHOULD BE REVIEWED, AND IDENTIFIED TRAINING APPROPRIATELY ADMINISTERED.

3.4 Overflow Correction, Containment, and Clean-Up

SSOs of various volumes occur from time to time in spite of concerted prevention efforts. Spills may result from blocked sewers, pipe failures, or mechanical malfunctions among other natural or man-made causes. The City of West Allis is constantly on alert and should be ready to respond upon notification and confirmation of an overflow. Note that basement backups are not currently defined as an SSO.

This section describes specific actions to be performed by the response crews during an SSO.

The objectives of these actions are:

- To protect public health, environment and property from sewage overflows and restore surrounding area back to normal as soon as possible
- To establish perimeters and control zones with appropriate traffic cones and barricades, vehicles, or use of natural topography (e.g., hills, berms)
- To promptly notify the regulatory agency's communication center of preliminary overflow information and potential impacts
- To contain the sewer overflow to the maximum extent possible including preventing the discharge of sewage into surface waters
- To minimize the municipality's exposure to any regulatory agency penalties and fines.

Under most circumstances, internal personnel will handle all response actions with its own maintenance forces who possess the skills and experience to respond rapidly and in the most appropriate manner. An important issue, with respect to an emergency response, is to ensure that the temporary actions necessary to divert flows and repair the problem do not produce a problem elsewhere in the system.

The City of West Allis may seek the assistance of private-sector contractors. This may be true in the case of large diameter pipes buried to depths requiring sheet piling and dewatering should excavation be required. The City may also choose to use private-sector contractors for open excavation operations that might exceed one day to complete.

1. Responsibilities of Response Crew upon Arrival

It is the responsibility of the first personnel who arrive at the site of a sewer overflow to protect the health and safety of the public by mitigating the impact of the overflow to the extent possible. Should the overflow not be the responsibility of the municipality but there is imminent danger to public health, public or private property, or to the quality of waters of the United States, then prudent emergency action should be taken until the responsible party assumes responsibility and provides actions. Upon arrival at an SSO, the response crew should do the following:

- Determine the cause of the overflow (e.g. sewer line blockage, sewer line break, etc.).
- Identify and request, if necessary, assistance or additional resources to correct the overflow or to assist in the determination of its cause.
- Determine if private property is impacted. If yes, the dispatcher should be informed so the Superintendent of Sanitation & Streets and the City of West Allis Health Department may be advised. The City of West Allis Health Department is able to be reached from 8:00AM to 5:00PM, Monday through Friday at (414)

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302-8600. In the event that the City Health Department is closed, West Allis Memorial Hospital is available 24 hours a day, 7 days a week at 8901 W. Lincoln Avenue, West Allis, WI 53227; phone: (414) 328-6000, Fax: (414) 328-8536.

- Take immediate steps to stop the overflow (e.g. relieve pipeline blockage, manually operate pump station controls, repair pipe, etc.) Extraordinary steps may be considered where overflows from private property threaten public health and safety (e.g., an overflow running off of private property into the public right-of-way).
- Request additional personnel, materials, supplies, or equipment necessary to expedite and minimize the impact of the overflow.

2. Initial Measures for Containment

Initiate measures to contain the overflowing sewage and recover, where possible, that which has already been discharged, minimizing impact to public health or the environment.

- Determine the immediate destination of the overflow (e.g. storm drain, street curb gutter, body of water, creek bed, etc.).
- Identify and request the necessary materials and equipment to contain or isolate the overflow, if not readily available.
- Take immediate steps to contain the overflow (e.g., block or bag storm drains, recover through vacuum truck, divert into downstream manhole, etc.).
- Notify other communities and agencies as required.

3. Additional Measures Under Potentially Prolonged Overflow Conditions

In the event of a prolonged sewer line blockage or a sewer line collapse, determine the feasibility of a by-pass pumping operation around the obstruction.

- Appropriate measures shall be taken to determine the proper size and number of pumps required to effectively handle the sewage flow.
- Continuous or periodic monitoring of the by-pass pumping operation shall be implemented as required.
- Regulatory agency issues shall be addressed in conjunction with emergency repairs.

4. Clean-up

Sewer overflow sites are to be thoroughly cleaned after an overflow. No readily identified residue (e.g., sewage solids, papers, rags, plastics, rubber products) is to remain.

- Where practical, the area is to be thoroughly flushed and cleaned of any sewage or wash-down water. Solids and debris are to be flushed, swept, raked, picked up, and transported for proper disposal.
- The overflow site is to be secured to prevent contact by members of the public until the site has been thoroughly cleaned. Posting, if required, should be undertaken pursuant to Section 4.
- Where appropriate, the overflow site is to be disinfected and deodorized.
- Where sewage has resulted in ponding, the pond should be pumped dry and the residue disposed in accordance with applicable regulations and policies.

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- If a ponded area contains sewage that cannot be pumped dry, it may be treated with bleach or other treatment methods approved by the municipality. If sewage has discharged into a body of water that may contain fish or other aquatic life, bleach or other appropriate disinfectant should not be applied and the WDNR should be contacted for specific instructions.
- Use of portable aerators may be required where complete recovery of sewage is not practical and where severe oxygen depletion in existing surface water is expected.

3.5 Overflow Report

If an overflow is verified, the Director of Public Works and/or their designee shall **notify the drinking water system owners within 8 hours** of initiation or overflow occurrence. The contact information for drinking water system owners is shown below:

TO	Eric Kiefer	North Shore Water Commission	Ekiefer@northshorewc.com
	Patrick Pauly	Milwaukee Water Works	patrick.w.pauly@milwaukee.gov
	Karen Dettmer	Milwaukee Water Works	karen.dettmer@milwaukee.gov
	Frank Miller	Cudahy Water Utility	Millerf@ci.cudahy.wi.us
	Douglas Fischer	South Milwaukee Water Utility	FischerD@smwi.org
	Michael Sullivan	Oak Creek Water Utility	msullivan@water.oak-creek.wi.us

Once an overflow is verified, the Director of Public Works and/or their designee shall **notify the WDNR within 24 hours** of initiation or overflow occurrence by telephoning the wastewater staff in the regional office as soon as reasonably possible. If staff are unavailable the use of e-mail, or voicemail are acceptable. The primary WDNR contact is Jacob Wedesky at (414) 263-8692, or by e-mail at jacob.wedesky@wisconsin.gov. A sample Sewage Overflow Response Report is included as Appendix A.

Within 5 days of conclusion of the bypass or overflow occurrence, report the following information to the WDNR in writing:

- Reason the overflow occurred, or explanation of other contributing circumstances that resulted in the overflow event. If the overflow is associated with wet weather, provide data on the amount and duration of the rainfall or snow melt for each separate event.
- Date the overflow occurred.
- Location where overflow occurred.
- Duration of the overflow and estimated wastewater volume discharged.
- Steps taken or the proposed corrective action planned to prevent similar future occurrences.
- Any other information the permittee believes is relevant.
- Forward a copy of the written report to the MMSD, Technical Services Division, Planning Group. The primary contact at MMSD is Micki Klappa-Sullivan or MKlappaSullivan@mmsd.com.

For the written reporting requirements the WNDR requires the Permittee submit WDNR Form 3400-184 “Sanitary Sewer Overflow or Bypass Notification Summary Form” within 5 days This form is available for download at:

<https://dnr.wi.gov/topic/wastewater/documents/3400-184.pdf>

3.6 Customer Satisfaction

The supervisor, sewer investigator, or response crew confirming the overflow should follow-up in person or by telephone with the citizen(s) reporting the overflow. This follow-up should occur within 1 week of the SSO event.

4. PUBLIC ADVISORY PROCEDURE

This section describes the actions to be taken, in cooperation with the WDNR or the City of West Allis Health Department to limit public access to areas potentially impacted by unpermitted discharges of pollutants to surface water bodies from the wastewater collection system.

4.1 Temporary Signage

The City of West Allis has the primary responsibility of determining when to post notices of polluted surface water bodies or ground surfaces that result from uncontrolled wastewater discharges from its facilities. The postings do not necessarily prohibit use of recreational areas, unless posted otherwise, but provide a warning of potential public health risks due to sewage contamination.

4.2 Other Public Notification

The Director of Public Works and/or their designee shall notify the public through The Daily Reporter, promptly after an overflow event.

Should the posting of surface water bodies or ground surfaces subjected to a sewer overflow be deemed necessary by the City of West Allis Health Commissioner, they shall also determine the need for further public notification through the use of pre-scripted notices made available to the printed or electronic news media for immediate publication or airing, or by other measures (e.g., front door hangers).

5. MEDIA NOTIFICATION PROCEDURE

When an overflow has been confirmed and is a threat to public health, the following actions may be taken to notify the media:

1. Sewer investigator or response crew verifies overflow and reports back to the Superintendent of Sanitation & Streets.
2. The Superintendent of Sanitation & Streets informs the Director of Public Works. The Director of Public Works shall be the "first-line" of response to the media for any overflow.
3. After hours and weekend sewer overflows are reported to the Director of Public Works, if available, or the Superintendent of Sanitation & Streets at the number(s) listed below in Table 1.
4. Calls received by the dispatcher from the media at any time are to be referred to the Director of Public Works.
5. The following personnel are authorized to be interviewed by the media and are designated spokespersons:
 - a. Director of Public Works
 - b. Assistant Director of Public Works
 - c. Superintendent of Sanitation & Streets
 - d. City Engineer
 - e. Mayor

Table 1: Public Information Office

Contact Name	Office	Mobile
(Primary) Dave Wepking Director of Public Works	414-302-8832	414-316-0892
(Secondary) Mike Brofka Assistant Director of Public Works	414-302-8827	414-312-0459
(Backup #1) Tim Last Superintendent of Sanitation & Streets	414-302-8815	414-391-6381
(Backup #2) Melinda Dejewski City Engineer	414-302-8374	414-308-8913
(Backup #3) Dan Devine Mayor	414-302-8290	N/A

6. DISTRIBUTION AND MAINTENANCE OF ORP

At a minimum, the sewer ORP will be reviewed; updated, and redistributed annually to reflect all changes in policies and procedures as may be required to achieve its objectives. Additionally, the ORP will be updated when there are personnel changes, regulatory changes, or other changes that would impact the status of the ORP. An ORP document holders list will be developed to record current ORP holders for routing changes. A standard method for providing document holders with updates will be developed and followed. A sample template for routing ORP updates is included in Appendix B.

6.1 Submittal and Availability of ORP

Copies of the ORP and any amendments will be distributed to the following departments and functional positions:

- Department of Public Works
- Engineering Department
- Public Health Department
- Police Department
- Fire Department
- Common Council
- MMSD / WDNR
- Mayor
- City Administrative Officer
- City Attorney

All other personnel who may become incidentally involved in responding to overflows will have access to a copy of the ORP for purposes of familiarizing themselves with the Plan.

6.2 Review and Update of ORP

The ORP will be reviewed annually and amended as appropriate. The City of West Allis will:

- Update the ORP with the issuance of a revised or new Wisconsin Pollution Discharge Elimination System (WPDES) permit;
- Conduct annual training sessions with appropriate personnel; and
- Review and update, as needed, the various contact person lists included in the ORP.

6.3 Practical Resources

The Sewer Overflow Operational Response Plan will be incorporated as part of the “Watch Duty” folder for the Sanitation & Streets Division of the Department of Public Works.

6.4 Training

Training in various facets of the ORP will be ongoing with training sessions conducted by the City's Safety and Training Coordinator and the Public Works Department's Superintendent of Sanitation & Streets Division.

Appendix A

Sample Sewage Overflow Response Report

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APPENDIX A SAMPLE SEWAGE OVERFLOW RESPONSE REPORT

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Sewerage Overflow Report

Name

Operator receiving call

To: Personnel to investigate call

Subject

Location of reported overflow:

Cross street

Date reported

Time reported

Personnel arrival time

Time overflow stopped

Total time of overflow

Receiving waters

Amount of overflow (gallons)

Description of incident

Description of response/actions taken

Clean up methods used

Circle the answer for the next 5 questions

Sign Posted?	Yes No	Barricaded	Yes No	Sample Taken?	Yes No
Notified Public?	Yes No	May affect fish/wildlife?	Yes No		

Reporting Procedures

1. Fill in the above information
 2. Notify your supervisor immediately
 3. E-mail or call WDNR, Jacob Wedesky at (414) 263-8692 / jacob.wedesky@wisconsin.gov
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Appendix B

ORP Document Routing Updates

