



OFFICE OF COMMUNITY DEVELOPMENT
TOWN OF BELMONT

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June 26, 2018

COPY

Todd Borci
US EPA Region 1 – New England
5 Post Office Square – Suite 100
Boston, MA 02109-3912

Re: Town of Belmont Capacity, Management, Operation, and Maintenance (CMOM)
Corrective Action Plan - CWA-AO-R01-FY17-11

Dear Mr. Borci:

Section IV, part 11 of the Order for Compliance on Consent signed by the Town of Belmont and the U.S. Environmental Protection Agency, CWA-AO-R01-FY17-11, requires the submittal of a Capacity, Management, Operation, and Maintenance (CMOM) Corrective Action Plan by June 30, 2018.

The following is specifically required:

Item a – a list of any deficiencies identified by the CMOM Program Self-Assessment:

Section II Continuing Sewer Assessment Plan, Item 9 of the assessment plan relates to Septage Haulers. The Town is required to identify the origin of each load to be disposed of at the DPW Yard. Currently only the street name is identified. The street number is not identified.

Section III. B. Collection System Management: Training, and Section IV. C. Collection System Operation: Safety, of the assessment plan relates to job and safety training for DPW sewer division staff. Currently there is no consistent training program.

Section III. E. Collection System Management: SSO Notification Program, Items 1 and 2 of the assessment plan relates to notifying regulatory agencies of a sewer system overflow event the required use of standard notification forms. Currently there is no procedure for notifying the proper agencies in the event of an SSO.

Section IV. D. Collection System Management: SSO Notification Program, Item 3 of the assessment plan relates to training staff and providing an emergency response plan for a sewer system overflow event. Currently there is no written procedure for staff response to an SSO event.

Item b – a list of causes and contributing factors that led to SSO's or flow restrictions identified in the response to the CMOM Program Self-Assessment Checklist:

As indicated in Section II, Item 1 of the CMOM checklist, the system has not overflowed in several years. In Section II, Items 2 and 3 of the checklist it was reported that SSOs occurred numerous times in FY 14, 15 and 16. In fact, these were actually blockages, mostly caused by tree roots. Most of these blockages were service connections resulting in basement backups. None of these blockages resulted in an SSO.

Item c – a description of the specific short and long-term actions that the Town is taking, or plans to take, to address any deficiencies identified during the completion of the CMOM Program Self-Assessment Checklist:

Please see the attached set of memos to the Belmont Department of Public Works addressing each of the deficiencies identified in Item a. Each memo contains direction on required follow up.

Item d – a schedule for implementation of the CMOM Corrective Action Plan (the "CMOM Corrective Action Plan Implementation Schedule"):

Belmont DPW began addressing the required actions upon receipt of each memo.

Please feel free to contact me if you require additional information regarding this matter.

Sincerely,



Glenn R. Clancy, P.E.
Director


Cc: Jay Marcotte, Director of Public Works
Michael Santoro, Assistant Director of Public Works



OFFICE OF COMMUNITY DEVELOPMENT

MEMO

MEMO TO: Jason Marcotte, Director, DPW
Michael Santoro, Assistant Director, DPW

FROM: Glenn R. Clancy, P.E. 
Director

SUBJECT: EPA - Septage Hauler Requirements

DATE: June 21, 2018

A condition of the Town of Belmont Order on Consent signed with the Environmental Protection Agency (EPA) required the Town to perform a self-assessment of its Wastewater Collection System Capacity, Management, Operation and Maintenance Program. The assessment was completed in December, 2017 and several areas were identified as deficient and in need of action.

Section II Continuing Sewer Assessment Plan, Item 9 of the assessment plan relates to Septage Haulers. The Town is required to identify the origin of each load to be disposed of at the DPW Yard. Currently only the street name is identified. The street number is not identified.


Required: Each hauler must provide the street address for each load they intend to dispose of at the Town Yard.



OFFICE OF COMMUNITY DEVELOPMENT

MEMO

MEMO TO: Jason Marcotte, Director, DPW
Michael Santoro, Assistant Director, DPW

FROM: Glenn R. Clancy, P.E. 
Director

SUBJECT: EPA –Sewer Division Job and Safety Training Program

DATE: June 21, 2018

A condition of the Town of Belmont Order on Consent signed with the Environmental Protection Agency (EPA) required the Town to perform a self-assessment of its Wastewater Collection System Capacity, Management, Operation and Maintenance Program. The assessment was completed in December, 2017 and several areas were identified as deficient and in need of action.

Section III. B. Collection System Management: Training, and Section IV. C. Collection System Operation: Safety, of the assessment plan relates to job and safety training for DPW sewer division staff.

Attached is a copy of the Town of Belmont Sewer Division Training Program.

Required: DPW management staff must provide training to all sewer division staff as specified in the Town of Belmont Sewer Division Training Program.

TOWN OF BELMONT

SEWER DIVISION TRAINING PROGRAM

SEWER DIVISION TRAINING PROGRAM

1. Technical Training Program

SPECIAL HEAVY MOTOR EQUIPEMENT OPERATOR / LABORER

As an entry-level position, a Special Heavy Motor Equipment Operator / Laborer is only required to have an aptitude for the work to fill the position. Training shall commence upon assuming the position to ensure that the appropriate level of technical knowledge and ability is obtained prior to fulfilling responsibilities. The following are the basic technical training goals for a Special Heavy Motor Equipment Operator / Laborer:

- a. Obtain a Class B Drivers License, with tanker endorsement and airbrake restriction
- b. Operation of Portable Pumps
- c. Operation of Portable Generators
- d. Operation of Blowers and Air Compressors
- e. Operation and Minor Maintenance of Backhoe
- f. Operation and Minor Maintenance of Dump truck
- g. General Equipment Maintenance
- h. Attend technical training conferences as appropriate

Note: Staff Mechanics provide maintenance on departmental equipment

WORKING FOREMAN

As an experienced sewer maintenance worker, the Working Foreman has the same technical training goals of the Special Heavy Motor Equipment Operator / Laborer with the further goals of being able to work independently with minimal supervision, to obtain an in-depth knowledge of each area of expertise.

OPERATIONS MANAGER

As an experienced sewer maintenance worker, the Operations Manager has the same technical training goals of the Working Foreman with the further goals of being able to teach operations to the Working Foreman and the Special Heavy Motor Equipment Operator / Laborer.

HIGHWAY DIVISION MANAGER

As a supervisor, the Highway Division Manager has the technical training goal of obtaining a thorough conceptual knowledge of each piece of equipment that is within the span of control of the Sewer Division (Including broad knowledge of stationary equipment such as pump stations). This knowledge should include a detailed understanding of the capabilities and limitations of each piece of equipment and how they can be used in conjunction with each other to achieve greater capabilities and performance. The Highway Division Manager should understand the costs associated with operation and maintenance of each piece of equipment. They should understand how to obtain the greatest efficiencies from each piece of equipment. The Highway Division Manager should understand the required maintenance schedule for each piece of equipment and be able to calculate the impacts to the work schedule of performing this maintenance. The Highway Division Manager should have a detailed understanding of what procedures to follow in the event of equipment failure.

2. Skills Training Program

SPECIAL HEAVY MOTOR EQUIPEMENT OPERATOR / LABORER

Skills training shall commence upon assuming the position to ensure that the appropriate skills are obtained prior to fulfilling responsibilities. The following are the basic skills goals for a Special Heavy Motor Equipment Operator / Laborer:

- a. Line Cleaning Operations
- b. Pipe repair Methods
- c. Emergency Response Procedures
- d. Attending Skills Training Workshops as appropriate

WORKING FOREMAN

As an experienced sewer maintenance worker, the Working Foreman has the same skills training goals of the Special Heavy Motor Equipment Operator / Laborer with the further goals of being able to work independently with minimal supervision and to obtain an in depth knowledge of each skill area of expertise.

OPERATIONS MANAGER

As an experienced sewer maintenance worker, the Operations Manager has the same skills training goals of the Working Foreman with the further goals of being able to teach operations as a subject matter expert.

HIGHWAY DIVISION MANAGER

The Sewer Division Supervisor has the skills training goals of being able to direct each of the tasks, understanding the expected production rates for each task and procedure, and the associated costs of materials and labor.

3. Safety Training Program

SPECIAL HEAVY MOTOR EQUIPEMENT OPERATOR / LABORER

Safety training shall commence upon assuming the position to ensure that safety regulations are understood and adhered to while fulfilling responsibilities. The following is a list of recommended safety training for a Special Heavy Motor Equipment Operator / Laborer:

- a. First Aid Certification
- b. CPR Certification
- c. Confined Space Certification (8 hour)
- d. Traffic Safety
- e. Trench Safety
- f. Fire Safety
- g. Chemical Safety / Material Safety Data Sheets (MSDS)
- h. Personal Protection Equipment Training
- i. Additional Safety Training for Job Hazards
- j. Additional Safety Training as appropriate
- k. Attending Safety Workshops as appropriate

WORKING FOREMAN

The Working Foreman has the same safety training requirements as the Special Heavy Motor Equipment Operator / Laborer.

OPERATIONS MANAGER

The Operations Manager has the same safety training requirements as the Working Foreman. The Operations Manager should be able to teach operations as a subject matter expert and facilitate other required training as needed.

HIGHWAY DIVISION MANAGER

The Highway Division Manager has the safety training goals of understanding and implementing Federal, State, and local safety regulations.

4. Additional Cross Training

Cross training will be made available to all maintenance workers to provide an understanding of the equipment, procedures, and safety precautions involved in the work of other Town departments.

5. Training Records

The Town shall maintain records documenting training and safety classes completed by each employee, including on-the-job training, on-site training, conferences and workshops attended, and other off-site training.

6. Contracted Services


Any contracted worker shall be required meet or exceed the Town's training standards. All workers are to have the appropriate level of technical, skills, and safety training and certification as required for the work contracted.



OFFICE OF COMMUNITY DEVELOPMENT

MEMO

MEMO TO: Jason Marcotte, Director, DPW
Michael Santoro, Assistant Director, DPW

FROM: Glenn R. Clancy, P.E. 
Director

SUBJECT: EPA – SSO Notification Program

DATE: June 21, 2018

A condition of the Town of Belmont Order on Consent signed with the Environmental Protection Agency (EPA) required the Town to perform a self-assessment of its Wastewater Collection System Capacity, Management, Operation and Maintenance Program. The assessment was completed in December, 2017 and several areas were identified as deficient and in need of action.

Section III. E. Collection System Management: SSO Notification Program, Items 1 and 2 of the assessment plan relates to notifying regulatory agencies of a sewer system overflow event the required use of standard notification forms.

Attached is a copy of the Sanitary Sewer Overflow (SSO)/Bypass Notification Form and a copy of the accompanying instructions.

Note: Backups of wastewater into a property which are not caused by conditions in the system owned and operated by the sewer system are not required to be reported. These incidents normally occur due to blockages in service connections to a property or blockages in the internal plumbing system.

Required: A notification form must be completed and proper notification must be made to applicable regulatory agencies for all qualifying sewer system overflow or bypass events.



**Massachusetts Department of Environmental Protection
Bureau of Water Resources**

Wastewater Management Program

**Sanitary Sewer Overflow(SSO)/Bypass
Notification Form**

Who must notify DEP about an overflow or bypass, and when?

Any owner or operator of the following facilities:

- Municipal, state, federal, regional, industrial or other private wastewater collection system;
- Wastewater utility;
- Wastewater treatment works;
- Facility with a groundwater discharge permit;
- Facility with a surface water discharge permit.

This requirement includes any owner or operator of a satellite municipal collection system or other collection system that is part of a larger POTW not under the same ownership and control.

The following situations require notification to DEP and submittal of the SSO Report Form:

- An un-permitted overflow or bypass;
- Backup of wastewater into public or private property when the event is caused by a condition of the system owned and operated by the sewer authority
- In a combined sewer system, an overflow or bypass during dry weather conditions or at a location not covered by a NPDES permit, or from a portion of the system that has a separate sanitary sewer.

Backups of wastewater into a property which are not caused by conditions in the system owned and operated by the sewer system are not required to be reported. These incidents normally occur due to blockages in service connections to a property or blockages in the internal plumbing system.

What are the procedures for reporting?

Step One:

Immediate Telephone and/or email notification to MassDEP, EPA, and other parties:

Notification to MassDEP and other regulatory authorities is a critical element of the SSO response plan. Notification must be made as soon as possible, and no later than 24 hours after discovery of the event. The agency notifications should include all responsible officials whose duties include management of resources which may be affected by the SSO discharge. A list of agencies, contact staff, phone numbers, and emails should be kept by the Sewer Authority and posted for easy access to responsible staff. A list of some relevant agencies follows:

Agency:	Contact	Requirements
MassDEP	During business hours: Northeast Region: (978) 694-3215 Central Region: (508) 792-7650 Southeast Region: (508) 946-2750	Report all SSO events to relevant regional office Report SSO's to emergency line during non-business hours



Sanitary Sewer Overflow(SSO)/Bypass Notification Form

Instructions

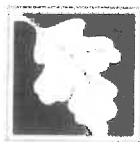
	<p>Western Region: (413) 784-1100</p> <p>24-hour Emergency Line: 1-888-304-1133</p> <p>If you are not sure which Massachusetts DEP Regional Office oversees your facility, go to http://www.mass.gov/eea/agencies/massdep/about/contacts/.</p>	
EPA	<p>EPA New England: (617) 918-1510</p> <p>OR</p> <p>Southeast Region: David Turin, (617) 918-1598</p> <p>Northeast, Central and Western Regions: Douglas Koopman, (617) 918-1747</p>	Report all SSO events
Local Board of Health	<p>List of local BOH contact information available at http://www.mhoa.com/boh-roster/</p>	Report all SSO events to local BOH(s) where impacts may occur
Department of Conservation and Recreation	<p>State House Ranger Base 617-722-1188</p>	Where DCR beaches or parks affected
MA Division of Marine Fisheries	<p>Boston/Northeast: 617-727-3336 x 165</p> <p>Southeast: 508-563-1779 x 122</p>	Where shellfish resources may be affected
Drinking Water Resource Managers	<p>List of Drinking Water Supply contacts available at http://www.mass.gov/eea/docs/dep/about/organization/pwscont.pdf</p>	Where Drinking Water Resources may be affected

Hazardous Material Releases: If you believe an overflow, bypass, or any other discharge may have resulted in an oil or hazardous material release, report it to DEP at any time, 24 hours a day, at this toll free number: 1-888-304-1133.

MassDEP may require, on a case-by-case basis, more extensive reporting of the SSO event where determined necessary to protect users of resources affected by SSO discharges.

Step Two:

Submit a written report to DEP within five (5) calendar days of the time you become aware of the overflow, bypass or backup. DEP requires the use of the MassDEP Sanitary Sewer Overflow (SSO)/Bypass notification form, unless an alternative reporting form is authorized by MassDEP in writing.



Sanitary Sewer Overflow(SSO)/Bypass Notification Form

Instructions

The Notification form should be fully completed, and shall include a clear description of the overflow, or bypass and its causes, including the best approximation of the dates and times, and if the situation has not been corrected, the amount of time the overflow/bypass is expected to continue, and a description of the measures to be implemented to stop the discharge. The Form or attachments must also include steps taken or planned to reduce, eliminate, and prevent recurrence.

If you have a discharge permit, check the Monitoring and Reporting Section of your permit to determine if your *Notification Form* should be sent to the attention of DEP's regional Bureau of Waste Prevention (industrial facilities) or the regional Bureau of Water Resources (nonindustrial facilities). All municipal facilities shall submit their reports to the Bureau of Water Resources.

Fax the *Notification Form* to the attention of the Bureau of Water Resources in your DEP regional office and to the appropriate EPA personnel depending on your DEP region:

- Massachusetts Department of Environmental Protection, Northeast Regional Office, 205B Lowell Street, Wilmington, MA 01887. Fax: 978-694-3499.
- Massachusetts Department of Environmental Protection, Central Regional Office, 8 New Bond Street, Worcester, MA 01606. Fax: 508-792-7621.
- Massachusetts Department of Environmental Protection, Southeast Regional Office, 20 Riverside Drive, Lakeville, MA 02347. Fax: 508-947-6557.
- Massachusetts Department of Environmental Protection, Western Regional Office, 436 Dwight Street, Springfield, MA 01103. Fax: 413-784-1149.
- U.S. Environmental Protection Agency, Water Technical Unit (OES 04-4), 5 Post Office Square – Suite 100, Boston, MA 02109-3912
 - Southeast Region: David Turin, Fax 617-918-0598
 - Northeast, Central and Western Regions: Douglas Koopman, Fax (617) 918-0747

What should I do if I'm not sure of the information I am providing?

For required items such as time of occurrence, causes of incident, volume of overflow, etc., PROVIDE YOUR BEST ESTIMATE OR ASSESSMENT AT THE TIME OF THIS REPORT. You can submit any additions or corrections later.

What is the best way to report the exact location of the overflow, or bypass?

Include with your *Notification Form* a copy of a map indicating its location. Please use 8 ½ " by 11" paper at an appropriate scale between 1:5000 to 1:25000. Specifying the geographic location will help DEP determine the public health and water quality impacts associated with overflows and bypasses.

Why do I need to report backups into buildings?

DEP wants to ensure that sewage backups into buildings as a result of problems in the sewer system are properly repaired and measures are put in place to reduce the likelihood of recurrence. Owner/operators of sewer systems that caused a backup may need to repair, rehabilitate, or upgrade the hydraulic capacity of their system, or change their operations and maintenance procedures.

Are there some overflows or Bypass that are not subject to these reporting requirements?

DO NOT use the *Sanitary Sewer Overflow(SSO)/Bypass Notification Form* in the following situations:



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Wastewater Management Program

Sanitary Sewer Overflow(SSO)/Bypass Notification Form

Instructions

- The overflow is from a properly permitted Combined Sewer Overflow structure. Follow the reporting requirements in your NPDES Permit.
- You are reporting an overflow or bypass of sewage for a collection system or treatment works that is not under your ownership and control. However, please assist DEP by immediately reporting to the appropriate DEP Regional Office by phone or fax any overflows or bypass incidences for facilities other than your own which involve a discharge of wastewater to the environment.

What are the state regulations that apply to this notification? Where can I get copies?

These regulations include, but are not limited to:

- Surface Water Discharge Regulations, 314 CMR 3.00
- Groundwater Discharge Regulations, 314 CMR 5.00
- Sewer Connection Regulations, 314 CMR 7.00
- Operation and Maintenance Regulations, 314 CMR 12.00

Official copies of the regulations may be purchased at:

State Bookstore
State House, Room 116
Boston, MA 02133
617-727-2834

State Bookstore
436 Dwight Street
Springfield, MA 01103
413-784-1376



Massachusetts Department of Environmental Protection
Bureau of Water Protection – Wastewater Management Program
**Sanitary Sewer Overflow (SSO)/Bypass
Notification Form**

FOR DEP USE ONLY

Tax Identification Number

A. Reporting Facility

Important: When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Facility Information

Reporting Sewer Authority

Permit #

2. Authorized Representative Transmitting Form:

First Name

Last Name

Telephone No.

Title

E-mail Address

B. Phone Notifications:

See DEP Regional Office telephone and fax numbers at the end of this form.

1. MassDEP staff contacted:

first name

last name

Date/Time contacted:

Date

Time

☐ am

☐ pm

2. EPA staff contacted:

first name

last name

Date/Time EPA contacted:

Date

Time

☐ am

☐ pm

3. Board of Health contacted:

First Name

Last Name

Date/Time contacted:

Date

Time

☐ am

☐ pm

4. Others notified (select all that apply);

☐ Conservation Commission

☐ Harbormaster

☐ Shellfish Warden

☐ Division of Marine Fisheries

☐ Downstream Drinking Water Supplier

☐ Watershed Association

☐ Beach Resource Manager

☐ Other:

(specify)

C. SSO Information

1. SSO Discovered:

Date

Time

☐ am

☐ pm

By:

2. SSO Stopped:

Date

Time

☐ am

☐ pm

3. SSO Discharge from:

☐ Sanitary Sewer Manhole

☐ Pump Station

☐ Backup into Property

☐ Other:

(specify)

4. SSO Discharge to: ☐ Ground Surface (no release to surface water)

☐ Direct to Receiving Water

(surface water)

☐ Catch basin to Receiving Water

(surface water)

☐ Backup into Property Basement



Massachusetts Department of Environmental Protection
Bureau of Water Protection – Wastewater Management Program
Sanitary Sewer Overflow (SSO)/Bypass
Notification Form

FOR DEP USE ONLY

Tax Identification Number

C. SSO Information (cont.)

Location: _____
(Description of discharge site or closest address)

5. Estimated SSO Volume at time of this Report: _____

Method of Estimating Volume: _____

6. Cause of SSO Event:

☐ Rain Event ☐ Pump Station Failure ☐ Insufficient Capacity in System

☐ Treatment Unit failure

☐ Sewer System Blockage: ☐ Pipe Collapse ☐ Root Intrusion ☐ Grease Blockage

☐ Other: _____
(Specify)

7. Corrective Actions Taken:

Impact Area cleaned and/or disinfected: ☐ Yes ☐ No

Corrective Actions Completed: ☐ Yes ☐ No

D. Comments/Attachments/Follow-up

I wish to provide (select all that apply):

☐ Attachment ☐ Additional comments below: ☐ No additional comments or attachments

Additional comments and planned actions:



Massachusetts Department of Environmental Protection
Bureau of Water Protection – Wastewater Management Program
Sanitary Sewer Overflow (SSO)/Bypass
Notification Form

FOR DEP USE ONLY

Tax Identification Number

E. Certification Statement

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature of Authorized Representative

Date Signed

Please keep a copy of this report for your records. When submitting additional information, include the MassDEP Incident Number from this report.

MassDEP Regional Office and EPA Telephone and Fax Numbers:


Northeast Region	Phone: 978-694-3215	Fax: 978-694-3499
Southeast Region	Phone: 508-946-2750	Fax: 508-947-6557
Central Region	Phone: 508-792-7650	Fax: 508-792-7621
Western Region	Phone: 413-784-1100	Fax: 413-784-1149
EPA	Phone: 617-918-1510	
EPA for Southeast Region, David Turin	Phone: 617-918-1598	Fax: 617-918-0598
EPA for Northeast, Central and Western Regions, Douglas Koopman	Phone: 617-918-1747	Fax: 617-918-0747
DEP 24-hour emergency	Phone: 888-304-1133	



OFFICE OF COMMUNITY DEVELOPMENT

MEMO

MEMO TO: Jason Marcotte, Director, DPW
Michael Santoro, Assistant Director, DPW

FROM: Glenn R. Clancy, P.E. 
Director

SUBJECT: EPA – Sewer Overflow Response Training

DATE: June 21, 2018

A condition of the Town of Belmont Order on Consent signed with the Environmental Protection Agency (EPA) required the Town to perform a self-assessment of its Wastewater Collection System Capacity, Management, Operation and Maintenance Program. The assessment was completed in December, 2017 and several areas were identified as deficient and in need of action.

Section IV. D. Collection System Management: SSO Notification Program, Item 3 of the assessment plan relates to training staff and providing an emergency response plan for a sewer system overflow event.

Attached is a copy of the Town of Belmont Sanitary Sewer Overflow Response Instructions.

Required: DPW management staff must train response personnel on the procedures to follow in the event of a sewer system overflow. All sewer division staff must receive a copy of the Town of Belmont Sanitary Sewer Overflow Response Instructions.

TOWN OF BELMONT

SANITARY SEWER OVERFLOW RESPONSE INSTRUCTIONS

STANDARD OPERATING PROCEDURES

Service Request Response Procedures

The enclosed flow chart depicts an overview of the process taken when crews are notified and actions are to be taken. The actual steps in the procedures are described in detail below:

The Belmont Department of Public Works Sewer Maintenance Crew provides 24-hour emergency services to investigate complaints from citizens. For emergencies during business hours, 8 am to 4 pm Monday thru Friday, the number is 1-617-993-2680. During all other hours the number to call is 911. Personnel are available each day of the year to receive and act on any calls related to problems in the sewer system including overflows. During business hours, emergency calls are received by the Department of Public Works' Operator. The Operator will dispatch the nearest Sewer Maintenance crew to the problem site. For after-hour emergencies, the Belmont E-911 Communications Center will call the Sewer Maintenance on-call employee. The employee who receives the emergency call will investigate the complaint and take appropriate action, including immediate dispatch of a standby crew with necessary equipment to take care of the problem or refer the call to other agencies if the problem is found not to be in our jurisdiction.

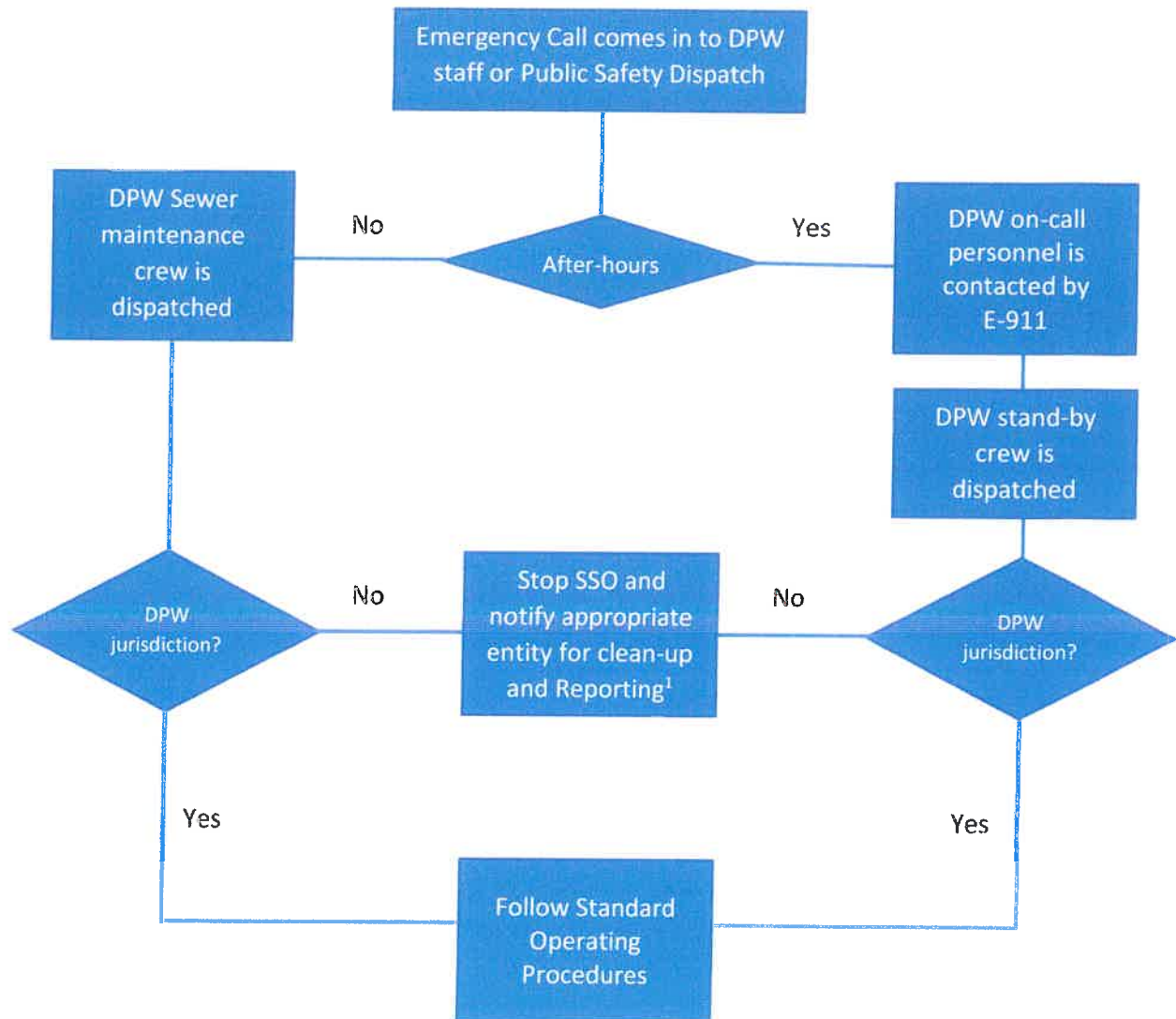
Sanitary Sewer Overflow Procedures

The following information provides the order of operations for crew response procedures relating to Sanitary Sewer Overflows (SSO):

1. Verify that the facility is one that the Department of Public Works has the responsibility to maintain. Notify the responsible maintenance agency if it is not our facility.
2. Assume that the overflow contains hazardous materials, particularly if it occurs in an industrial area. Crews shall stay upwind of any potential air contamination or fumes until it is determined to be safe to approach the origin of the SSO. If hazardous materials are suspected, crews are to notify the Belmont Fire Department so that a Hazmat investigation can be made immediately.
3. The crew responding to an overflow is required to set up containment, stop the overflow, and ensure that the facility or area is cleaned up and returned to normal operation. The crew shall also document the overflow with photographs of the point of overflow, property damage, traffic control, containment method, and point of entry to storm drain system. At this time, crews identify the probable cause of the overflow (i.e. grease, roots, rocks, etc.) and then remedial actions are taken to ensure the mainline is down and running normal. The complainant of the overflow is informed of the cause of the problem and the remedial action taken.
4. The crew must estimate the amount and duration of the SSO.

5. For overflows entering the storm water system the crew is required to trace and capture as much of the spill before it reaches waters of the United States.
6. All sanitary sewer overflows must be reported using Massachusetts Department of Environmental Protection Sanitary Sewer Overflow (SSO)/Bypass Notification Form.
7. Notify the Office of Community Development and the Health Department when an SSO enters the stormwater system.

Town of Belmont
SSO Reporting Procedures Flow Chart



¹ An SSO can cause significant environmental damage. DPW should make every effort to contain and stop the overflow before notifying the appropriate jurisdiction