

9. Make a note of the point that the sewage is entering waters of the state or the storm sewer system as closely as possible using temporary markers or by noting landmarks. The name of the waterway receiving the discharge must be recorded for proper reporting.
10. Inform the Superintendent of Distribution, the Collections Supervisor, and the Environmental Manager of any entry into state waters.

B. When the overflow has been stopped:

1. The responders must document the time that the overflow stopped. This information is required for reporting to the state. In addition, the rate of the overflow in gallons per minute and the duration of the overflow in minutes may be used to estimate the total volume released in gallons.
2. The responding crews will make on site observations to help determine the cause of the release. The crew should write on the work order form any physical indicators found such as rags, grease, broken pipe, dirt, bricks, etc. If any pictures can be taken of debris removed from the manhole or line, then these pictures will be helpful in determining the cause of the overflow. All such pictures should be taken using a digital camera in automatic mode with the date stamp turned on. A yardstick or ruler should be laid next to the debris to provide a size reference.

III. Site Cleanup

- A. Collect as much of the sewage as possible using the vacuum truck
- B. Gather and remove sewage related debris and organic solids from the area.
- C. Using a solution of household chlorine bleach, such as Clorox or Purex, spray the affected area. Let the disinfectant remain in place for at least one-half hour. Recommended dosage of chlorine bleach is $\frac{3}{4}$ cup of liquid bleach to 50 gallons of water or 1 tablespoon of liquid bleach to five gallons of water.
- D. Wash down the area. Wash water applied after disinfection could still carry pollutants to the storm sewer system or a stream, therefore wash water must be directed away from any storm system inlet. Pools of wash water should be recovered using the vacuum truck.

IV. Reporting of overflows, spills, and major spills:

- A. All overflows should be reported to the Environmental Manager so that a record can be kept of the location, amount, and cause of the overflow. Overflows that do not reach waters of the state will be on record with the Utilities Department. Any customers whose property is affected by the overflow should be told of the event and of all cleanup actions that have been done or are planned.