

- e. The City must post notices at the point where sewage entered waters of the state and at public access points downstream. The Environmental Manager has signs for this purpose and will attach copies of the media notice to the signs giving specifics of the spill. The Environmental Manager's staff will be responsible for the placement of the notices.
 - f. Within five days of the spill the City must submit a written report to the EPD. The written report must include the items above plus a description of where the spill notices were placed. Normally the draft of this report will be completed by the Environmental Manager and submitted to the Utilities Director for editing and signature. If the Environmental Manager is absent another supervisor will need to complete the first draft of this letter and send an electronic copy to the Utilities Director by e-mail.
 - g. The City must publish a notice of the major spill in the Valdosta Daily Times within seven days. The notice must include the items required in the initial report to EPD. Normally the Public Information Officer will arrange the public notice using a copy of the press release.
 - h. The City must immediately begin a sampling program for the waterway affected by the major spill. Sample sites are selected upstream and downstream of the major spill site and are monitored for dissolved oxygen, temperature, pH, and fecal coliform. The Environmental Manager's staff will be responsible for selecting sites, collecting samples, and performing on site tests.
- C. Responding to backups to homes resulting from sanitary sewer overflows
- D. Recording of overflows that do not reach waters of the state
- 1. The Environmental Manager will maintain records of all sanitary sewer overflows whether or not there is discharge to the waters of the state. Therefore, all overflows must be reported to the Environmental Manager. In the event that the position of Environmental Manager is eliminated from the department organizational structure, the maintenance of overflow records will be reassigned by the Utilities Director, and the Standard Operating Procedure updated to reflect this change.
 - 2. The following information will be recorded for overflows that do not reach waters of the state:
 - a. Date and time the overflow began
 - b. Date and time the overflow ended
 - c. Location of the overflow
 - i. By address if one exists for the location
 - ii. By Latitude and Longitude if no address exists
 - iii. By manhole identification number if a manhole is involved
 - iv. By upstream and downstream manhole identification numbers is a pipe break is involved