City of Quincy
MASSACHUSETTS

Emergency Response Plan
Quincy Point Pump Station

February 2014
NOTE TO USERS OF THIS ERP

This Emergency Response Plan outlines response protocols for pump station and force main failures at the Quincy Point Pump Station.

For response to emergencies of a different nature, please see the following other documents (list not comprehensive):

City of Quincy, Massachusetts All-Hazard Mitigation Plan

and

Quincy Water, Sewer, and Drain Department Emergency Response Plan (ERP) & Annex
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Emergency Response Plan

Weston & Sampson
1.0 INTRODUCTION

1.1 Purpose, Objectives, and Goals

Emergency conditions can be imposed on a wastewater facility by strikes, civil disorders, equipment failures, etc. Emergency planning is essential to ensure continued effective operation during emergencies. This Emergency Response Plan (ERP) is an operational document that describes procedures to be taken by the Quincy Water, Sewer & Drain Department (WSD) in the event of a failure or other emergency at the Quincy Point Pump Station or its 20-inch force main. This document has been created to ensure that for every reported problem, the appropriate crews are dispatched for response and the appropriate response actions are taken to address each incident. Emergency response procedures cover a wide range of potential problems that might cause wastewater service interruptions including, but not limited to extreme storm events, pipe breaks, pump or equipment failure, vandalism, and third party events.

The primary focus of this ERP is to outline standard operating procedures for response to reported problems in an effort to prevent the release of untreated wastewater to the environment or, in the event that a release does occur, ensure that the City responds to and halts it as quickly as possible. Prompt and clear action will prevent or minimize the volume of untreated wastewater released to the environment, as well as the associated impacts of that release. In addition, the ERP emphasizes procedures to report and document the release and take other actions as appropriate. The primary objectives of the ERP are to:

- Protect public health, the environment, private/public property, and City personnel/infrastructure
- Satisfy regulatory requirements
- Standardize procedures for managing pump station and force main failures, and for the minimization and mitigation of any resulting release of wastewater
- Provide good customer service

This ERP is intended to supplement and be consistent with existing emergency plans and standard operating procedures.

1.2 Sanitary Sewer Overflows

The accidental release of wastewater from a collection system is called a Sanitary Sewer Overflow (SSO). The U.S. Environmental Protection Agency defines a SSO as an “occasional unintended discharge of raw wastewater from a sewage system.” This typically includes overflows from manholes, pump stations, and siphons; back-ups into basements; and releases due to pipeline failure. Even properly operated and maintained collection systems can experience an occasional SSO, but frequent or recurring SSOS typically indicate a problem. Problems that can cause chronic SSOS include, but are not limited to excessively high flows due to Infiltration and Inflow; inadequate capacity of sewers and/or pumps to convey wastewater flows; broken, settled, or defective sewer pipes; equipment or power failures at pump stations; sewers that become obstructed by tree roots or debris; and vandalism.

Because SSOS contain raw sewage they can carry bacteria, viruses, protozoa (parasitic organisms), helminthes (intestinal worms), and borroughs (inhaled molds and fungi). The diseases they may cause range in severity from mild gastroenteritis (causing stomach cramps and diarrhea) to life-threatening ailments such as cholera, dysentery, infections hepatitis, and severe gastroenteritis. For this reason, SSOS are considered a serious threat to public health. Since pump station and force main failures can result in numerous and large-volume SSOS, discussion about SSO prevention, mitigation, and cleanup is an integral part of this ERP.
2.0 DESCRIPTION OF FACILITIES

2.1 Quincy Point Pump Station

The Quincy Point Pump Station, on which this ERP focuses, is located at the intersection of Chubbuck Street and Des Moines Road. It serves an area of roughly 400 acres approximately bounded by Sumner Street to the west, Washington Street to the north, Quincy Avenue to the south, and the Weymouth Fore River to the east. Land use in the tributary area is primarily residential, with some limited commercial and industrial, and also the former Fore River ("Quincy") Shipyard. The collection system tributary to the pump station consists of approximately 50,300 linear feet of gravity sewer ranging in diameter from six inches to 27 inches. Figure 1, on the following page, shows the sewer service area for the station.

The pump station is a multi-level structure with one at grade and two levels below. The station is a custom dry pit/wet pit pumping facility. The station has three vertical-coupled centrifugal, two-speed pumps operated in a lead/lag/standby configuration. The peak pumping capacity is approximately 7 million gallons per day (MGD) with two pumps operating in parallel and one pump in reserve. Average daily flow currently ranges between 0.6 and 0.7 MGD.

Electrical power is supplied to the pump station via an overhead high voltage service (site service pole with pole-mounted electric service transformers) to an underground service to the building. Electrical feed is divided in two by dual power busses, with each half able to operate with either normal utility service or the standby generator, and allowing half the pumping capacity in the event of a failure of the electrical equipment and/or power feeders. In the event of a power outage, the pump station is equipped with a diesel generator and automatic transfer switches designed to operate two pumps plus the building’s lights, receptacles, instrumentation and controls, fans, heat, sump pumps, etc.

2.2 Quincy Point Force Main

The force main discharge from the Quincy Point Pump Station is 20-inch ductile iron pipe installed in 1971 (see Figure 2, attached, for the force main's record drawings). Approximately 10,670 linear feet in length, the force main travels from the pump station west on Des Moines and South streets, cross-country through a housing complex from Southern Artery to Martensen Street, west on Martensen Street to Scammell Street, cross-country through a residential property to Dysart Street, west on Dysart Street, north and cross-country through a residential property and park to Elm Street, north on Elm Street and Elm Place to Newcomb Street, west on Newcomb Street and Woodward Avenue, and discharges to the 11-foot by 18-foot brick Massachusetts Water Resource Authority (MWRA) high level gravity sewer at Greenleaf Street. Access points along the force main include the following:

- **Air release valves:**
  - Southern Artery (aprx. station 15+20)
  - #25 Martensen Street (aprx. station 42+00)
  - #184 Elm Place (aprx. station 76+50)
  - Newcomb & Coddington Streets (aprx. station 89+50)

- **Six-inch blow offs with valves and discharge to adjacent gravity sewers:**
  - Southern Artery (aprx. station 16+00)
  - #44 Dysart Street (aprx. station 55+50)
  - #30 Newcomb Street (aprx. station 84+00)

- **20-inch by 20-inch Tee:**
  - Sewer manhole adjacent to the force main discharge at Greenleaf Street (approx. Sta 106+67)
3.0 FACTORS INFLUENCING EMERGENCY RESPONSE

3.1 Sanitary Sewer Overflow Receptors

Once it exits the wastewater system, untreated waste from SSOs flows into our living and natural environment. This typically includes, but is not limited to: basements, streets and sidewalks, catch basins and storm drains, low lying areas, wetlands, and surface waters. The proximity of an SSO to sensitive public health and environmental areas is a factor in response actions. Should an SSO result from failure of the Quincy Point Pump Station or its force main, the most likely receptors would include:

- Basements in the service area
- Local low-lying areas
- The Town River Bay via the stormwater collection system

An understanding of location and risk potential associated with these SSO receptors is necessary to ensure the proper execution of an overflow response.

3.2 Site Accessibility

Site accessibility is an important factor in determining the response to an SSO. In cross-country areas, especially wetlands, it can be difficult to access the wastewater collection system with needed personnel and equipment, significantly increasing the duration and volume of the SSO discharge. The Quincy Point Pump Station is relatively easy to get to with vehicles and equipment. The 20-inch force main has a few cross-country segments; however, this is not the primary concern. Similar to most pressure pipes, the force main has only a handful of relief valves and blow offs along its 10,670-foot length and none of these are designed to allow emergency bypass pumping. There is a 20-inch tee on the force main, but it is located just prior to the discharge of the force main.

3.3 Weather Conditions

The Quincy wastewater collection system – including the area tributary to the Quincy Point Pump Station – contains notable quantities of Infiltration and Inflow (I/I), or extraneous flows entering the collection system from storm, surface and ground water. Sewers with excessive I/I have substantially greater flow during, and immediately following storm events and during seasonal high groundwater periods. Flows at the Quincy Point Pump Station have been recorded as high as seven million gallons per day (MGD) during extreme storm events, whereas the average daily flow typically ranges between 0.6 and 0.7 MGD. Therefore, SSO response strategies are highly dependent upon precipitation.

3.4 In-House Resources

Quincy WSD is responsible for the operation, inspection and maintenance of the wastewater collection system, which includes pump stations and force mains. As such, they have responsibility for the successful resolution of municipal sewer problems. When a sewer problem is encountered, the primary goal for WSD is to restore sewer service to the users and cease any SSOs. In the event of an emergency, the City has to ability to share personnel and equipment resources across all departments. A contact list for WSD staff, as well as other City Departments, is included in Appendix A.

3.5 Outside Resource

Some emergencies may exceed the personnel and equipment resources of the City or require equipment, parts, and/or supplies not owned or kept in the City’s inventory. A list of outside potential resources for personnel, equipment, parts, supplies, and technical assistance is also included in Appendix A. As a member community of the MWRA, Quincy also has access to personnel, equipment, and other resources from the MWRA when needed; particularly in the event of an emergency.
4.0 GENERAL RESPONSE PROCEDURES

4.1 Introduction

The general process utilized by Quincy WSD to respond to customer service requests is discussed in this section. This procedure includes all calls received by the WSD, regardless of whether a serious problem or sewer overflow has occurred. This procedure presents a strategy for WSD to mobilize labor, materials, tools and equipment to correct any condition that may arise. The plan is appropriate for a wide range of potential system problems.

4.2 Response Protocol

In the event of a problem in the wastewater collection system, the WSD follows the protocols described below. Figure 3, at the end of this section, summarizes the protocols in an “at-a-glance” diagram.

Step 1 – Notification of Sewer Problem: A problem in the wastewater collection system may be detected by the public, an employee of the City, or by WSD personnel during routine maintenance tasks. WSD is responsible for acting based on received reports of possible problems the wastewater collection system, and for providing immediate response to investigate and, as appropriate, taking corrective action to address the reported problem. Notification of a problem is received by WSD at the following telephone numbers:

- Monday-Friday, 7:00 a.m. to 3:00 p.m.: (617) 376-1910 (WSD dispatcher)
- After Hours, Weekends, & Holidays: (617) 376-1910 (answering service)
- 2nd Shift Monday - Friday (3:00a.m. to 11:00 p.m.) Contact the On Call Foreman
- 3rd Shifts Monday - Friday (11:00p.m. to 7:00 a.m.) Contact the On Call Foreman

Calls received during normal business hours are taken by the WSD dispatcher at the WSD office. Relevant information is collected regarding the reported problem including, but not limited to:

- Time and date the report was received
- Location of problem
- Description of problem
- Whether the problem is an emergency
- Caller’s name, phone number, and observations
- Other relevant information to enable WSD to quickly locate, assess and correct the problem

Calls received after-hours or on weekends and holidays are received by an answering service, logged, and relayed to the on-call foreman via cell phone (See Appendix A for Emergency Contact List).

Step 2 – WSD Logs Report: Upon receipt of a reported problem in the wastewater collection system, WSD logs relevant information, as described above, into a log book. In the case of after-hours calls, the on-call WSD staff logs the information after being contacted by the answering service. All requests for service and information and the subsequent responses are documented by WSD and pertinent data is entered into a computer database.

Step 3 – Personnel Dispatched to Investigate Reported Problem: Upon receipt of a reported problem in the wastewater collection system, WSD staff is dispatched to investigate the report, assess the cause of the problem and make an initial determination as to any necessary action. In the case of reported service interruptions or SSOs, the staff also investigates whether the problem is caused by problem with the municipal system or a problem in a private owner’s system.
Step 4 – Personnel Relays Results of Investigation to Supervisor: Once the reported problem has been investigated and the cause and necessary action have been determined, the information is relayed to a WSD supervisor. The supervisor provides concurrence or redirection for necessary corrective action, and then records this information in the log book and computer database.

Step 5 – Take Corrective Action as Necessary: For many service requests, no corrective action is required other than to relay the results of the investigation to another party, such as another department or a property owner. Examples of these types of requests include reports of sinkholes, odors, and problems with private sewer service connections. Obstructions in building plumbing, sewer service connections, or grinder pumps are the responsibility of the individual property owner; therefore, WSD contacts the property owner or the person making the report.

Where the investigation reveals problem with the municipal collection system, WSD takes immediate action to correct the problem, restore sewer service and, if appropriate, cease any resulting SSOs. When the problem has been corrected and service fully restored, the staff initiates SSO mitigation, cleanup, and reporting procedures discussed below if any SSOs have occurred. Staff also reports this information to a WSD supervisor and any affected property owners.

Step 6 – Documentation: As activities related to each individual request for wastewater service are completed, relevant information is recorded in the log book. Pertinent information from completed service requests is entered into the computer database. This information becomes part of the WSD digital archive of wastewater system data that not only documents daily O&M activities, but can also be queried to supply a wide variety of historic data regarding the system.

4.3 SSO Mitigation & Cleanup (if needed)

When WSD becomes aware of a discharge of untreated sewage to public and/or private property, WSD initiates SSO mitigation and cleanup procedures as soon as practical. The objectives of these procedures are to:

- Protect public health, the environment, and property from the discharge of untreated sewage
- Establish perimeters and control zones with appropriate barricades or use of natural topography
- Contain the SSO to the maximum extent possible, including preventing the discharge of raw sewage into surface waters and wetlands
- Restore the impacted area to its original condition as soon as possible
- Promptly notify regulatory agencies of SSO occurrence
- Minimize the City’s risk of exposure to litigation from property owners and regulatory agencies

The SSO mitigation and cleanup procedures are detailed below.

Upon Arrival: It is the responsibility of the first staff member on site of an SSO to protect the health and safety of the public by mitigating the impact of the overflow to the maximum extent possible. Should the SSO not be the responsibility of the City (i.e., be from privately-owned sewers or service connections), but there is imminent danger to public health, public or private property, the environment, or to the quality of waters of the Commonwealth, WSD personnel shall take prudent emergency action until the responsible party assumes control and takes appropriate action. Upon observing an SSO, WSD staff follows the general response protocols above to determine cause and take immediate corrective action, but also requests any additional personnel, materials, supplies, or equipment necessary to expedite resolution and minimize impacts from the SSO.
Measures for Standard Containment: As soon as practical, the WSD initiates measures to contain overflowing sewage and recover sewage that has already been discharged, where possible. Steps to contain the overflow include actions such as sandbagging or otherwise isolating the area around the SSOs and/or nearby catch basins. The immediate receptors (street, land, basement, etc.) and terminal receptors (land, surface water, wetland, etc.) of the overflow are determined and measures are implemented to minimize the impact to public health and the environment at these receptors. This includes identifying and requesting additional personnel and/or materials and equipment to contain or isolate the SSO, if not readily available.

Additional Measures for Potentially Prolonged Overflow Conditions: In the event that an SSO may occur for a prolonged period of time, such as in the case of a major pipeline or pump station failure, additional measures are employed to mitigate the potential impacts of the SSO. Examples of such measures include, but are not limited to, sandbags, hay bales, and other materials to contain or divert the overflow, and mobilization of portable by-pass pumps to convey wastewater flows around the problem. If these measures are required, the WSD takes appropriate actions to ensure that the proper size and number of pumps are provided to effectively handle the sewer flow, and that the by-pass pumping operation is closely monitored. The WSD also provides close communication with federal, state, and local regulatory agencies throughout the emergency.

Cleanup: In order to minimize the impacts to public health and the environment from an SSO, overflow sites must be cleaned once the overflow has been stopped. Cleanup should include, but is not limited to, the following general tasks:

- Secure the area impacted by the SSO and cleanup operations to prevent contact by the public until such time that the site has been thoroughly cleaned.
- Take digital photographs of the area before and after cleanup.
- Where the SSO has resulted in ponded wastewater, pump the area dry and dispose of the residue in accordance with applicable regulations and policies.
- If a ponded area cannot be pumped dry, treat the area with bleach if appropriate. If wastewater has discharged into a body of water that may contain fish or other aquatic life, do not use bleach. Contact the EPA or DEP for specific instructions.
- Sweep, rake, or otherwise pick-up solids and debris such that no readily identifiable residue remains (i.e., human waste, paper, rags, plastics, etc.), and transport for proper disposal.
- Where practical, thoroughly flush the area with clean water, containing or diverting contaminated wash-water.
- Where appropriate, disinfect and deodorize the overflow site with bleach and/or lime.

4.4 SSO Notification & Reporting (if needed)

Quincy is required to report all observed SSOs occurring within the City limits to federal and state regulatory agencies, regardless of the source, ownership, or responsibility for the SSO. WSD is responsible for these reporting tasks, which are performed by the Commissioner of Public Works. In the absence of the Commissioner, the DPW Superintendent is responsible for reporting tasks. Regulatory agencies must be verbally notified of an SSO occurrence within 24 hours of the City’s becoming aware of the SSO, and the local Health Department should also be notified. Verbal reports must be followed by written reports submitted to the EPA and DEP within five days. For SSOs found to be the ownership/responsibility of the City of Quincy, the DEP Sanitary Sewer Overflow (SSO)/Bypass Notification Form must be utilized. A copy of this form, and accompanying instructions, is included in
Appendix B. To ensure the most up-to-date contact information and form are utilized, WSD staff should download a new version of the form from the DEP website before each use, or at least annually.

4.5 Public Notification (if needed)

In most cases, the prompt response and corrective action taken by the WSD can resolve wastewater collection system problems before the general public is even aware; however, in the event that the magnitude, location, and/or duration of a problem warrants, the Commissioner of Public Works may decide to issue a news release. In the absence of the Commissioner, the DPW Superintendent is responsible for reporting tasks. All WSD staff have been instructed to direct public notification and other media release needs through the City’s Public Information Officer (PIO). Public notification is discussed in greater detail later in this ERP.
FIGURE 3
City of Quincy, Massachusetts
Water, Sewer & Drain Department (WSD)
Sewer Emergency Response Diagram

Notification Received by Answering Service
- No
  - Answering Service Logs Notification

- Yes
  - Notification Received by WSD

WSD Logs Notification

WSD Dispatches Staff to Investigate Problem

WSD Staff Relays Findings to Supervisor

Is Additional Staff or Equipment Needed?
- Yes
  - Supervisor Dispatches Addition Staff / Equipment
- No

Is SSO Occurring?
- Yes
  - WSD Mitigates SSO Impacts
- No

WSD Staff Advises DPW Commissioner of SSO

DPW Commissioner Initiates Public/Agency Notification

WSD Initiates Sewer Bypass Pumping Protocol

WSD Staff Advises DPW Commissioner

Will Corrective Action Be Completed Promptly?
- Yes
  - WSD Completes Corrective Action
- No

WSD Completes SSO Mitigation & Cleanup

Did an SSO Occur?
- Yes
  - WSD Staff Advises DPW Commissioner
- No
  - WSD Staff Documents Corrective Actions

DPW Commissioner Submits Written SSO Report to EPA/DEP

Emergency Response Plan 4-5 Weston & Sampson
5.0 QUINCY POINT PUMP STATION EMERGENCY RESPONSE

5.1 Emergency Conditions

Any number of emergencies could impact the Quincy Point Pump Station including:

- Pump Station Failure
- Force Main Failure
- Extended Power Outage
- Natural or Man-Made Disaster

Due to the high flows to the pump station, especially during wet weather, any one of these emergencies could result in substantial risk to public health and the environment. Appropriate emergency response is imperative.

5.2 General Response Procedures

Upon receipt of an alarm or report of a problem at the Quincy Point Pump Station or its force main, the WSD will follow the General Response Procedures described in the previous section, summarized as follows:

1. Receive notification of sewer problem
2. Log the report
3. Investigate the problem
4. Relay the problem to the supervisor
5. Take corrective action, including the following additional steps if a SSO has occurred:
   - SSO mitigation & cleanup
   - SSO notification & reporting
   - Public notification
6. Document findings & actions

If corrective action cannot resolve the problem promptly enough to prevent surcharging and SSOs in the pump station tributary area, bypass pumping may be required as described in this section. Figure 4 shows the location of the bypass pumping discharge manhole.

5.3 Bypass Pumping Protocols

In the event of a failure of the pump station or its force main, wastewater flow can be bypassed through the use of portable pumps and discharge pipe run over the ground surface to an adjacent gravity sewer subarea. Such a bypass operation is a significant undertaking; therefore, procedures and equipment have been identified in advance and are presented in this section.

Bypass Pumping Requirements:

The amount of flow through the pump station varies significantly from dry-weather conditions to wet-weather conditions; therefore, selection of appropriate bypass pumping equipment will need to consider the following approximate flows:

- Average Daily Flow = 0.7 MGD
- Peak Dry Day Flow = 2.0 MGD
- Peak Wet Day Flow = 7.0 MGD
Based on these flow conditions and existing configuration of the pump station, bypass pumping requirements are estimated to be as follows:

### Estimated Bypass Pumping Requirements

<table>
<thead>
<tr>
<th></th>
<th>Dry-Weather (1)</th>
<th>Wet-Weather</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flow Rate</td>
<td>1400 gpm</td>
<td>4800 gpm</td>
</tr>
<tr>
<td>Suction Head (bottom wetwell)</td>
<td>25 feet</td>
<td>25 feet</td>
</tr>
<tr>
<td>Suction Head (top wetwell)</td>
<td>15 feet</td>
<td>15 feet</td>
</tr>
<tr>
<td>Suction Length</td>
<td>35 feet</td>
<td>35 feet</td>
</tr>
<tr>
<td>Discharge Static Head</td>
<td>16 feet</td>
<td>16 feet</td>
</tr>
<tr>
<td>Discharge Length</td>
<td>2400 feet</td>
<td>2400 feet</td>
</tr>
<tr>
<td>Discharge Pipe Diameter</td>
<td>See Appendix C</td>
<td>See Appendix C</td>
</tr>
<tr>
<td>Manufacturer:</td>
<td>See Appendix C</td>
<td>See Appendix C</td>
</tr>
<tr>
<td>Model:</td>
<td>See Appendix C</td>
<td>See Appendix C</td>
</tr>
<tr>
<td>Number of Pumps:</td>
<td>See Appendix C</td>
<td>See Appendix C</td>
</tr>
</tbody>
</table>

Note: Sandbag fittings and place elbow on discharge to direct flow down the pipeline to minimize manhole invert scouring.

(1) This pump configuration should only be used in dry-weather conditions for short durations where wet weather is not anticipated and/or forecasted.

Under normal circumstances, pumping should be done from the station wet-well access hatch located outside the pump station (for which the suction head and lengths are provided above). In the event that this access hatch cannot be opened, pumping can be done from the interior wet-well access hatch; however, it is important to note that this may alter the pump specifications presented above.

### Discharge Pipe Alignment:

The closest sewer with available capacity to receive bypassed flows from the Quincy Point Pump Station is the old 20-inch interceptor sewer that travels down Washington Court and Cleverly Court. The location of the receiving manhole is shown on Figure 4. The 20-inch receiving pipe can likely accommodate dry-day bypass flows, but can likely not handle wet-weather flows. The 20-inch receiving pipe has not been evaluated for wet or dry conditions.

The discharge pipe will need to exit the pump station perimeter fence either through the gate on Chubbuck Street or by cutting a hole in the fence along Des Moines Road. After exiting the pump station, the discharge pipe should be laid at the edge of the street, along the following recommended route (see Figure 5):

- Southeast on Des Moines Road to East Howard Street (north side of street)
- North on East Howard Street to Cleverly Court (west side of street)
- Cleverly Court to Washington Street (west side of street)

This route will require the discharge pipe to cross streets and driveways; therefore, provisions need to be made for vehicular and pedestrian safety in the following areas:

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*Emergency Response Plan*  
5-2  
*Weston & Sampson*
Streets Impacted:
- South Street at East Howard Street
- Chase Street at Cleverly Court (dead end)
- Raycroft Street at Cleverly Court
- Sixth Avenue at Cleverly Court
- Washington Street at Cleverly Court (SMH discharge)

Driveways Impacted:
- Des Moines Road
- East Howard Street
- Cleverly Court

Depending upon the duration of the bypass pumping, provisions may range from simple rerouting of traffic and offering temporary parking all the way to excavation of a trench in which to bury the discharge pipe.

5.4 Public Notification (if needed)

In the event of a large-scale or extended emergency at the Quincy Point Pump Station, the Commissioner of Public Works will decide whether notification of sewer users in the tributary area or a general news release is needed. All WSD staff has been instructed to direct public notification and other media release needs through the City’s Public Information Officer (PIO). Public notification is discussed in greater detail later in this ERP.
**Figure 5**

City of Quincy, Massachusetts

Quincy Point Pump Station

Bypass Pumping Plan

February, 2014  Scale: Noted

Legend
- Sewer Manholes
- City Force Main
- Temporary Emergency Bypass
- Gravity Main
- Sewer Tributary to Pump Station

Temporary Emergency Bypass***

***Note: Downstream system may not be capable of handling maximum peak flows during wet weather events***
6.0 PUBLIC NOTIFICATION

6.1 Public Notification

In the event of a large-scale emergency at the Quincy Point Pump Station or its force main, it may be necessary to notify sewer users or the general public. In Quincy, all public notification and other media release needs are handled through the City’s Public Information Officer (PIO). All WSD staff has been instructed to contact the DPW Commissioner, who will then contact the PIO. In the absence of the Commissioner, the DPW Superintendent is responsible.

6.2 Sewer Service Area

Should it be necessary to distribute hard-copy or telephone notices to sewer users in the Quincy Point Pump Station tributary area, information should be distributed to all addresses on the following streets:

<table>
<thead>
<tr>
<th>Abbey Road</th>
<th>Keyes Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>Altamont Road</td>
<td>Kitteridge Avenue</td>
</tr>
<tr>
<td>Apex Street</td>
<td>Lawerance Street</td>
</tr>
<tr>
<td>Arnold Street</td>
<td>Lebanon Street</td>
</tr>
<tr>
<td>Baxter Avenue (Gibbs to Washington)</td>
<td>Main Street (Cyril to South)</td>
</tr>
<tr>
<td>Muddock Street</td>
<td>Martensen Street (Keating to Charlesmount)</td>
</tr>
<tr>
<td>Beacon Street</td>
<td>Moody Street</td>
</tr>
<tr>
<td>Broadway Avenue</td>
<td>Nash Avenue</td>
</tr>
<tr>
<td>Barnes Avenue</td>
<td>Perley Place</td>
</tr>
<tr>
<td>Charlesmount Avenue</td>
<td>Pray Street</td>
</tr>
<tr>
<td>Chase Street</td>
<td>Presidential Drive</td>
</tr>
<tr>
<td>Chubbuck Street</td>
<td>Quincy Avenue (East Howard to Southern Artery)</td>
</tr>
<tr>
<td>Circuit Road</td>
<td>Quincy Avenue (Quincy Tr to Charlesmount)</td>
</tr>
<tr>
<td>Cleverly Court</td>
<td>Quincy Terrace</td>
</tr>
<tr>
<td>Commonwealth Avenue</td>
<td>Raycroft Street</td>
</tr>
<tr>
<td>Craig Avenue</td>
<td>Richard Street</td>
</tr>
<tr>
<td>Cyril Street</td>
<td>Ring Avenue</td>
</tr>
<tr>
<td>Des Moines Road</td>
<td>Ruggles Street</td>
</tr>
<tr>
<td>East Howard Street</td>
<td>Shaw Street</td>
</tr>
<tr>
<td>Edinboro Road</td>
<td>Sixth Avenue</td>
</tr>
<tr>
<td>Faxon Commons</td>
<td>South Street (Southern Artery to Washington)</td>
</tr>
<tr>
<td>Fifth Street</td>
<td>South Street (Keating to Edinboro)</td>
</tr>
<tr>
<td>Fore River Shipyard</td>
<td>Southern Artery (Graham to Washington)</td>
</tr>
<tr>
<td>German Avenue</td>
<td>Southern Artery (Quincy Av to Washington)</td>
</tr>
<tr>
<td>German Street</td>
<td>Spaulding Street</td>
</tr>
<tr>
<td>Glenview Road</td>
<td>Spence Avenue</td>
</tr>
<tr>
<td>Graham Street (Abbey to Southern Artery)</td>
<td>Washington Street (Edison to Cleverly)</td>
</tr>
<tr>
<td>Harrington Avenue</td>
<td>Watson Road</td>
</tr>
<tr>
<td>Hersey Place</td>
<td>Watson Terrace</td>
</tr>
<tr>
<td>Keating Street</td>
<td>Winter Street</td>
</tr>
</tbody>
</table>
6.3 SSO Posting

Property owners in the immediate vicinity of an SSO are often party to, or notified of an SSO in conjunction with WSD response actions. However, some circumstances may warrant posting of signs or other localized notification, such as when an SSO is prolonged and/or the chance for public exposure is high. In this case, the DPW Commissioner, with prior approval of the PIO, may instruct WSD staff to erect signs to inform the public that an SSO has occurred. In the absence of the Commissioner, the DPW Superintendent is responsible. Figure 6 below, illustrates an example an SSO notification sign.

Figure 6

<table>
<thead>
<tr>
<th>WARNING</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEWER OVERFLOW</td>
</tr>
<tr>
<td>Water in this area may contain raw sewage.</td>
</tr>
<tr>
<td>Contact with raw sewage poses a potential health risk.</td>
</tr>
</tbody>
</table>

For more information, contact:

Office of the DPW Commissioner
(617) 376-1959
FIGURES
CITY OF QUINCY, MASSACHUSETTS
SEWAGE WORKS IMPROVEMENTS FOR QUINCY POINT

CONSTRUCTION OF 20" FORCE MAIN

MAYOR
JAMES R. MCINTYRE
COMMISSIONER OF PUBLIC WORKS
JOHN M. BROWNE

DRAWING INDEX

<table>
<thead>
<tr>
<th>TITLE</th>
<th>SHEET NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL PLAN</td>
<td>1</td>
</tr>
<tr>
<td>DES MOINES ROAD</td>
<td>2</td>
</tr>
<tr>
<td>SOUTH STREET</td>
<td>3</td>
</tr>
<tr>
<td>PRIVATE LAND</td>
<td>4</td>
</tr>
<tr>
<td>MARTENSEN STREET</td>
<td>5</td>
</tr>
<tr>
<td>MARTENSEN STREET</td>
<td>6</td>
</tr>
<tr>
<td>MARTENSEN STREET</td>
<td>7</td>
</tr>
<tr>
<td>DYSART STREET</td>
<td>8</td>
</tr>
<tr>
<td>ELM STREET</td>
<td>9</td>
</tr>
<tr>
<td>ELM STREET</td>
<td>10</td>
</tr>
<tr>
<td>ELM PLACE</td>
<td>11</td>
</tr>
<tr>
<td>NEWCOMB STREET</td>
<td>12</td>
</tr>
<tr>
<td>WOODWARD AVENUE</td>
<td>13</td>
</tr>
<tr>
<td>WOODWARD AVENUE</td>
<td>14</td>
</tr>
<tr>
<td>DETAILS</td>
<td>15</td>
</tr>
</tbody>
</table>

LOCATION PLAN

ROBERT CHARLES ENGINEERING ASSOC. INC.
BOSTON, MASSACHUSETTS
JAN., 1971

RECORD DRAWING
APPENDIX A

Emergency Contacts List
The contact names and numbers in this section should be regularly reviewed and updated so that they are current in the event of a true emergency. In the event of an emergency, it is important that a current list of phone numbers be readily available and accessible to the collection system personnel. Names and numbers of contacts should be reviewed at least annually to ensure that they are kept current.

**IN-HOUSE RESOURCES**

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Name</th>
<th>Office Phone</th>
<th>Mobile Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Dispatch</td>
<td>Emergency</td>
<td>911</td>
<td></td>
</tr>
<tr>
<td>DPW Commissioner</td>
<td>Dan Raymondi</td>
<td>617-376-1959</td>
<td>617-834-0309</td>
</tr>
<tr>
<td>DPW Superintendent</td>
<td>Lawrence Prendeville</td>
<td>617 376-1902</td>
<td>617-908-4329</td>
</tr>
<tr>
<td>Water, Sewer &amp; Drain Dept.</td>
<td>Mark Vialpondo</td>
<td>617 376-1955</td>
<td>617-590-4164</td>
</tr>
<tr>
<td>Water, Sewer &amp; Drain Dept.</td>
<td>Peter Hoyt</td>
<td>617 376-1912</td>
<td>617-913-1340</td>
</tr>
<tr>
<td>City Engineer</td>
<td>Shawn Hardy</td>
<td>617-376-1937</td>
<td>857-939-8944</td>
</tr>
<tr>
<td>Fire Department</td>
<td>Non-Emergency</td>
<td>617-376-1011</td>
<td></td>
</tr>
<tr>
<td>Fire Chief</td>
<td>Chief Joseph Baron</td>
<td>617-376-1040</td>
<td>617-828-7420</td>
</tr>
<tr>
<td>Police Department</td>
<td>Non-Emergency</td>
<td>617-479-1212</td>
<td></td>
</tr>
<tr>
<td>Police Chief</td>
<td>Chief Paul Keenan</td>
<td>617-376-1212</td>
<td></td>
</tr>
<tr>
<td>Public Health</td>
<td>Main Number</td>
<td>617-376-1270</td>
<td></td>
</tr>
<tr>
<td>Public Health Commissioner</td>
<td>Andrew Scheele</td>
<td>617-376-1272</td>
<td>617-908-9827</td>
</tr>
<tr>
<td>Mayor</td>
<td>Tom Koch</td>
<td>617-376-1991</td>
<td>617-839-3780</td>
</tr>
<tr>
<td>Mayor’s Office</td>
<td>Main Number</td>
<td>617-376-1990</td>
<td></td>
</tr>
<tr>
<td>Public Information Officer</td>
<td>Chris Walker</td>
<td>617-376-1990</td>
<td></td>
</tr>
<tr>
<td>Traffic Engineer</td>
<td>John Gillon</td>
<td>617-376-1962</td>
<td></td>
</tr>
<tr>
<td>Emergency Management Director</td>
<td>Chief Joseph Baron</td>
<td>617-376-1105</td>
<td></td>
</tr>
<tr>
<td>Superintendent of Schools</td>
<td>Richard DiChrisofaro</td>
<td>617-984-8700</td>
<td></td>
</tr>
<tr>
<td>Information Systems Manager</td>
<td>Charles Phelan</td>
<td>617-376-1120</td>
<td></td>
</tr>
<tr>
<td>Inspectional Services</td>
<td>Jay Duca</td>
<td>617-376-1450</td>
<td></td>
</tr>
<tr>
<td>Parks &amp; Forestry</td>
<td>Christopher Cassani</td>
<td>617-376-1251</td>
<td></td>
</tr>
<tr>
<td>Purchasing</td>
<td>Kathryn Hobin</td>
<td>617-376-1060</td>
<td></td>
</tr>
<tr>
<td>City Solicitor (attorney)</td>
<td>James Timmins</td>
<td>617-376-1516</td>
<td></td>
</tr>
<tr>
<td><strong>On-Call Foreman (Cell)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anthony Distasi</td>
<td></td>
<td>617-504-9792</td>
<td></td>
</tr>
<tr>
<td>William Wright</td>
<td></td>
<td>617-438-3355</td>
<td></td>
</tr>
<tr>
<td>Chris Newton</td>
<td></td>
<td>617-939-8227</td>
<td></td>
</tr>
<tr>
<td>James Mastroianni</td>
<td></td>
<td>617-590-4084</td>
<td></td>
</tr>
<tr>
<td>Pump Station Operator</td>
<td>David Tamulis</td>
<td>339-237-7577</td>
<td></td>
</tr>
</tbody>
</table>
LOCAL MEDIA

All media releases must go through the Mayor’s office, Public Information Officer (see prior page).
## OUTSIDE RESOURCES

<table>
<thead>
<tr>
<th>Company / Agency</th>
<th>Contact Info</th>
<th>Office Phone</th>
<th>Other Phone</th>
<th>Description of Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Federal &amp; State Agencies</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Protection Agency (EPA)</td>
<td>Emergency</td>
<td>800-424-8802</td>
<td></td>
<td>environmental emergency</td>
</tr>
<tr>
<td>Environmental Protection Agency (EPA)</td>
<td>Todd Borci</td>
<td>617-918-1870</td>
<td></td>
<td>SSO reporting</td>
</tr>
<tr>
<td>MA Dept. of Environmental Protection (DEP)</td>
<td>Kevin Brander</td>
<td>978-694-3215</td>
<td>24-hr: 888-304-1133</td>
<td>environmental emergency / SSO reporting</td>
</tr>
<tr>
<td>MA Water Resources Authority (MWRA)</td>
<td>Emergency</td>
<td>617-305-5950</td>
<td></td>
<td>emergency assistance</td>
</tr>
<tr>
<td>MA Water Resources Authority (MWRA)</td>
<td>Main Number</td>
<td>617-242-6000</td>
<td></td>
<td>information</td>
</tr>
<tr>
<td>MA Dept. of Health</td>
<td>Main Number</td>
<td>617-624-6000</td>
<td>After hrs: 617-522-3700</td>
<td>health emergency</td>
</tr>
<tr>
<td>MA Emergency Management (MEMA)</td>
<td>Framingham</td>
<td>508-820-7775</td>
<td></td>
<td>disaster assistance</td>
</tr>
<tr>
<td>Federal Emergency Management (FEMA)</td>
<td>Main Number</td>
<td>617-223-9540</td>
<td>617-223-9562</td>
<td>disaster assistance</td>
</tr>
<tr>
<td>MA HAZMAT</td>
<td>Emergency</td>
<td>508-820-2000</td>
<td></td>
<td>spill/haz waste</td>
</tr>
<tr>
<td>MA HAZMAT</td>
<td>Main Number</td>
<td>978-567-3150</td>
<td></td>
<td>spill/haz waste</td>
</tr>
<tr>
<td>MA State Police</td>
<td>Main Number</td>
<td>888-525-5555</td>
<td>*SP or *77</td>
<td>police assistance - state roads</td>
</tr>
<tr>
<td>MA Highway Dept.</td>
<td>Main Number</td>
<td>800-227-0608</td>
<td></td>
<td>state roads</td>
</tr>
<tr>
<td><strong>Utility Providers</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dig Safe</td>
<td>Utility Markout</td>
<td>888-344-7233</td>
<td>888-digsafe</td>
<td>utility markout before excavating</td>
</tr>
<tr>
<td>Utilities - National Grid</td>
<td>Gas Emergency</td>
<td>800-233-5325</td>
<td></td>
<td>gas leak / service shutoff</td>
</tr>
<tr>
<td>Utilities - National Grid Gas</td>
<td>Non-emergency</td>
<td>781-466-5000</td>
<td>800-732-3400</td>
<td>gas service information</td>
</tr>
<tr>
<td>Utilities - National Grid Electric</td>
<td>Outage</td>
<td>800-465-1212</td>
<td></td>
<td>electric service outage</td>
</tr>
<tr>
<td>Utilities - National Grid Electric</td>
<td>Main Number</td>
<td>800-322-3223</td>
<td></td>
<td>electric service information</td>
</tr>
<tr>
<td><strong>Contractors &amp; Equipment Suppliers</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weston &amp; Sampson</td>
<td>Peabody, MA</td>
<td>978-532-1900</td>
<td>24-hr 978-265-2947</td>
<td>pump/VFD, controls, electrician</td>
</tr>
<tr>
<td>R.H. White Construction</td>
<td>Auburn, MA</td>
<td>508-832-3295</td>
<td></td>
<td>pumps/controls, construction contractor</td>
</tr>
<tr>
<td>Rain for Rent</td>
<td>North Oxford, MA</td>
<td>508-987-0042</td>
<td></td>
<td>bypass pumping equipment</td>
</tr>
<tr>
<td>Godwin Pumps (Xylem)</td>
<td>Bridgeport, NJ</td>
<td>856-467-3636</td>
<td></td>
<td>bypass pumping equipment</td>
</tr>
<tr>
<td>Clean Harbors</td>
<td>Braintree, MA</td>
<td>800-645-8265</td>
<td></td>
<td>spill/haz waste contractor</td>
</tr>
<tr>
<td>Murphy's Waste Oil</td>
<td>Woburn, MA</td>
<td>617-935-9066</td>
<td></td>
<td>spill/haz waste contractor</td>
</tr>
<tr>
<td>Cyn Environmental</td>
<td>Stoughton, MA</td>
<td>800-242-5818</td>
<td></td>
<td>spill/haz waste contractor</td>
</tr>
<tr>
<td>Stankus Hydraulics</td>
<td>Bangor, ME</td>
<td>508-883-3105</td>
<td></td>
<td>VFD rental</td>
</tr>
<tr>
<td>ATS Equipment</td>
<td>Boston, MA</td>
<td>617-825-3600</td>
<td></td>
<td>generator rental</td>
</tr>
<tr>
<td>Hertz Equipment Rental</td>
<td>Boston, MA</td>
<td>617-442-4210</td>
<td></td>
<td>generator rental</td>
</tr>
<tr>
<td>Pump, Power &amp; HVAC</td>
<td>Kingston, MA</td>
<td>781-585-7881</td>
<td></td>
<td>generator rental</td>
</tr>
<tr>
<td>JC Lentine Electric Service</td>
<td>Hyde Park, MA</td>
<td>617-361-1500</td>
<td></td>
<td>electrician</td>
</tr>
<tr>
<td>LeFleur Electrical</td>
<td>Auburn, MA</td>
<td>508-832-9333</td>
<td></td>
<td>electrician</td>
</tr>
<tr>
<td>McLaughlin Bros.</td>
<td>Brockton, MA</td>
<td>508-587-3409</td>
<td></td>
<td>construction contractor</td>
</tr>
<tr>
<td>P. Gioioso &amp; Sons</td>
<td>Hyde Park, MA</td>
<td>617-592-3421</td>
<td></td>
<td>construction contractor</td>
</tr>
<tr>
<td>Hoadley &amp; Sons</td>
<td>Rockland, MA</td>
<td>781-878-8088</td>
<td></td>
<td>generator rental</td>
</tr>
<tr>
<td>Water Works Supply</td>
<td>Malden, MA</td>
<td>617-322-1238</td>
<td>24-hr 978-531-3799</td>
<td>material supplier</td>
</tr>
<tr>
<td>E. J. Prescott, Inc.</td>
<td>Middleton, MA</td>
<td>978-777-7738</td>
<td></td>
<td>material supplier</td>
</tr>
<tr>
<td>W.R. Grainger</td>
<td>Norwood, MA</td>
<td>617-762-7375</td>
<td></td>
<td>material supplier</td>
</tr>
</tbody>
</table>
APPENDIX B

DEP 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:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Contact</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>MassDEP</td>
<td>During business hours:</td>
<td>Report all SSO events to relevant regional office</td>
</tr>
<tr>
<td></td>
<td>Northeast Region: (978) 694-3215</td>
<td>Report SSO's to emergency line during non-business hours</td>
</tr>
<tr>
<td></td>
<td>Central Region: (508) 792-7650</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Southeast Region:</td>
<td></td>
</tr>
</tbody>
</table>
### Sanitary Sewer Overflow (SSO)/Bypass Notification Form

#### Instructions

<table>
<thead>
<tr>
<th></th>
<th>Massachusetts DEP Regional Office Phone Numbers</th>
<th>Massachusetts DEP Regional Office</th>
<th>EPA New England Phone Numbers</th>
<th>EPA New England</th>
<th>Report all SSO events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Western Region</td>
<td>(508) 946-2750</td>
<td>Western Region</td>
<td>(617) 918-1870</td>
<td>(617) 918-1870</td>
<td>Report all SSO events</td>
</tr>
<tr>
<td></td>
<td>(413) 784-1100</td>
<td>24-hour Emergency Line</td>
<td></td>
<td></td>
<td>Report all SSO events</td>
</tr>
<tr>
<td></td>
<td>1-888-304-1133</td>
<td></td>
<td></td>
<td></td>
<td>Report all SSO events</td>
</tr>
<tr>
<td></td>
<td>If you are not sure which Massachusetts DEP</td>
<td></td>
<td></td>
<td></td>
<td>Report all SSO events</td>
</tr>
<tr>
<td></td>
<td>Regional Office oversees your facility, go to</td>
<td></td>
<td></td>
<td></td>
<td>Report all SSO events</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.mass.gov/dep/about/region/findyour.htm">http://www.mass.gov/dep/about/region/findyour.htm</a></td>
<td></td>
<td></td>
<td></td>
<td>Report all SSO events</td>
</tr>
<tr>
<td>Local Board of Health</td>
<td>List of local BOH contact information available at</td>
<td></td>
<td></td>
<td></td>
<td>Report all SSO events</td>
</tr>
<tr>
<td>Department of Conservation and Recreation</td>
<td>State House Ranger Base</td>
<td></td>
<td></td>
<td></td>
<td>Report all SSO events</td>
</tr>
<tr>
<td></td>
<td>617-722-1188</td>
<td></td>
<td></td>
<td></td>
<td>Report all SSO events</td>
</tr>
<tr>
<td>MA Division of Marine Fisheries</td>
<td>Boston/Northeast: 617-727-3336 x 165</td>
<td></td>
<td></td>
<td></td>
<td>Report all SSO events</td>
</tr>
<tr>
<td></td>
<td>Southeast: 508-563-1779 x 122</td>
<td></td>
<td></td>
<td></td>
<td>Report all SSO events</td>
</tr>
<tr>
<td>Drinking Water Resource Managers</td>
<td>List of Drinking Water Supply contacts available at</td>
<td></td>
<td></td>
<td></td>
<td>Report all SSO events</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.mass.gov/dep/about/organization/pwscont.pdf">http://www.mass.gov/dep/about/organization/pwscont.pdf</a></td>
<td></td>
<td></td>
<td></td>
<td>Report all SSO events</td>
</tr>
</tbody>
</table>

**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.

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 Resource Protection (nonindustrial facilities). All municipal facilities shall submit their reports to the Bureau of Resource Protection.

Fax the Notification Form to the attention of the Bureau of Resource Protection in your DEP regional office:

- 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, 627 Main Street, Worcester, MA 01608. 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 Fax: 617-918-0870

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:

- 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 Resource Protection – Watershed Permitting Program**

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

### A. Reporting Facility

1. **Facility Information**

   Reporting Sewer Authority ___________________________

   Permit # ____________________

2. **Authorized Representative Transmitting Form:**

   First Name ____________________ Last Name ____________________

   Title ____________________ Telephone No. ____________________

   E-mail Address ____________________

### B. Phone Notifications:

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
C. SSO Information (cont.)

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  
   - [ ] No additional comments or attachments
   - [ ] Additional comments below:
   - [ ] No additional comments or attachments

   Additional comments and planned actions:

   ________________________________
   ________________________________
   ________________________________
   ________________________________
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 Contact  Phone: 617-918-1870  Fax: 617-918-0870
DEP 24-hour emergency  Phone: 888-304-1133
APPENDIX C

Bypass Pump Specifications
Pump and pipe recommendations are needed to pump a maximum flow rate of 4,800 gpm, a distance of 2,400 ft to open discharge. Maximum suction lift from water level to grade is not more than 15 ft. There is a 15 ft elevation gain from pump grade to discharge location. Customer would like to use SA DV200c pumps with 12" piping. Elevation of job site is assumed to be no more than 100 ft above sea level.

The following are the Lift and TDH calculations:

**SA DV200c Pump:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Lift (FT)</th>
<th>Total Lift (FT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.0 FT lift, water=ground level</td>
<td>0.39</td>
<td>0.39</td>
</tr>
<tr>
<td>0.39 FT Pipe Hf for 12&quot; - 35' Spiliote Hose</td>
<td>0.58</td>
<td>0.97</td>
</tr>
<tr>
<td>0.58 FT Entrance Loss</td>
<td>0.05</td>
<td>1.02</td>
</tr>
<tr>
<td>0.32 FT Elbow Loss</td>
<td>0.03</td>
<td>1.05</td>
</tr>
<tr>
<td>0.29 FT Reducer Loss and Misc Losses</td>
<td>3.50</td>
<td>1.35</td>
</tr>
<tr>
<td>3.50 FT Trail/ Skid Height</td>
<td>0.81</td>
<td>20.89</td>
</tr>
<tr>
<td>0.81 FT Vapor Loss</td>
<td>20.89</td>
<td>20.89</td>
</tr>
</tbody>
</table>

**Total Lift** = 20.89 FT

At 2,400 GPM NPSHR = 10.00 FT < 12.49 FT NPSHA, O.K.

**RECOMMENDATION:**

Recommend two (2) SA DV200c pumps @ 2,400 gpm each, discharging into two (2) 12" Heavy Duty tank hoses. These will run approximately 20 ft to connect into one (1) 12" HDPE SDR 26 pipeline to discharge. Discharge off the 8" check valve must be immediately increased to 12" hose.

Recommend one (1) SA DV200c pump manifolded into above pipeline as recommended mechanical failure redundancy.

Suction stingers are to be a minimum of 12" Spirolite Hose. HDPE discharge fittings are to be a minimum rating of SDR 26.

Air / vacuum vents are recommended at the pump station, discharge location and at high points along the pipeline and every 1/4 mile.

Suction stingers require a minimum submergence of 3.5 ft to reduce the possibility of vortexing and cavitation.

These calculations and recommendations were derived using the published pump curves. Actual pump performance in the field may vary from pump to pump and may not follow the trends displayed here. These calculations delivered by the Rain For Rent Engineering Department are based on the information provided by the customer. Any variations of the system's characteristics may cause a change in the pumping requirements. Different flow, elevation, pipe distance, and fluid composition conditions may require different pumping systems. All information contained in or disclosed by this document is considered confidential and proprietary by Rain for Rent Engineering Division. All disclosures of the calculations and design information and reproduction of this document and all rental and sales rights are exclusively reserved by and to Rain for Rent and communications of this information to others is prohibited without the prior written consent of Rain for Rent Engineering Division.
Rain for Rent

Model SA DV-200c

Standard Features

- Hot Dip Galvanized Trailers and Skids
  - Radiator Enclosure
  - Battery Box
  - Wheels
- Zinc Plated Jacks
- Emissions Certified Engines
  - Perkins and John Deere
- DOT LED lights
- Electric Brakes with Safety breakaway
- Locking Battery Box

Pump Features

- Quiet operation with noise levels as low as 72 dB(A) at 7m (23ft).
- Solids-handling capabilities to 3.375" diameter maximum
- Continuous self-priming
- Runs dry unattended
- Suction lift up to 28 ft.
- Skid- or trailer-mounted
- Auto-start-capable control panel

Material Specifications

- Standard Build – ASTM A48 CLASS 30 Gray Iron volute Enclosed 2 vane non-clog impeller and replaceable wear rings
- Pump Shaft
  - LaSalle 1144 stress proof steel
- Mechanical Seal
  - Tungsten carbide vs. silicon carbide mating faces
  - Oil-bath lubrication for dry running
- Suction / discharge flanges ANSI 150# FF
SA DV-200c Technical Specifications

Performance Specs

2 VANE NON-CLOG IMPELLER

<table>
<thead>
<tr>
<th>Specification</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Operating Speed</td>
<td>1600 rpm</td>
</tr>
<tr>
<td>Maximum Operating Speed</td>
<td>1900 rpm</td>
</tr>
<tr>
<td>Maximum Head</td>
<td>260 ft.</td>
</tr>
<tr>
<td>Maximum Flow</td>
<td>4600 gpm</td>
</tr>
</tbody>
</table>

Production Curve

Design Details

<table>
<thead>
<tr>
<th>Feature</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pump Designation</td>
<td>SA-DV200C</td>
</tr>
<tr>
<td>Pump Description</td>
<td>Centrifugal end suction pump, single stage, volute type, 2 vane non-clog impeller</td>
</tr>
<tr>
<td>Noise Levels</td>
<td>Quiet operation with noise levels as low as 72 dB(A) at 7 m (23 ft)</td>
</tr>
<tr>
<td>Solid Handling Size</td>
<td>Up to 3.375 inches (45 mm)</td>
</tr>
<tr>
<td>Operating Temperature MIN</td>
<td>-4°F (-20°C)</td>
</tr>
<tr>
<td>Operating Temperature MAX</td>
<td>+121°F (+100°C)</td>
</tr>
</tbody>
</table>

Dimensions

Rain for Rent
P.O. Box 2248
Bakersfield CA 93303
800-742-7246
661-399-8124
FAX 661-393-1542
www.rainforrent.com
info@rainforrent.com

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