CAL POLY SANITARY SEWER OVERFLOW
FIRST RESPONDER SPILL RESPONSE FIELD REPORT

THIS IS A REQURIED FORM TO BE COMPLETED BY THE SANITARY SEWER OVERFLOW FIRST RESPONDERS

STEP 1 Note your arrival time at the scene (be exact!) and take photographs of the spill, including drainage conveyance entry location(s), and discharge location into surface water (if applicable).

Name and Phone Number of First Responder	Name:	Tel:
Location of Spill (e.g., Building Name, Cross Streets)		
When were you first notified or made aware of the spill?	Date:	Time:
How were you notified?	Name:	Tel:
Estimated Spill Start Date and Time	Date:	Time:
First Responder's Date and Time of Arrival on Scene	Date:	Time:
Does the spill have the potential to reach a drainage conveyance? If yes, notify EH&S		
Is the spill potentially greater than 1,000 gallons? If yes, notify EH&S		

STEP 2 Contain the spill and protect all storm drain inlets and drainage paths to prevent or reduce the spread of sewage. Every effort must be taken to ensure the spill does not enter storm drains, drainage channels, or surface waters.

STEP 3 Immediately secure and cordon off the spill area using cones, barricades, or caution tape to prevent vehicle traffic, pedestrian access, or other contact with the sewage. Maintain a safe perimeter until cleanup is complete and the area is deemed safe. Contact UPD for assistance if needed.

STEP 4

Restore flow; contain and clean up the spill. Notify supervisor or EH&S if additional assistance is needed.

STEP 5

Responders must document the spill with photographs, including **at minimum 1-4 listed below**. These photos are required under the Order and must be submitted with the spill report.

✓	**Photographs Obtained**
	(1) the spill appearance point
	(2) the extent and direction of spill flow
	(3) any storm drain inlets or drainage pathways affected or threatened by the spill
	(4) the condition of the area after cleanup
	10-second video of spill
	Other (describe):
	Other (describe):

STEP 6

Record the date and time that the spill stopped and when spill response activities were completed. Take photographs following cleanup.

Spill End Date and Time	Date:	Time:
Spill Response Completion Date and Time	Date:	Time:

Sketch the spill shape and estimate/measure the dimensions.

STEP 7

Estimate the **spilled volume and the recovered spill volume**. (Use *either* Method A, Method B, or Method C found in the spill estimation worksheet. Or a combination as appropriate. You do not need to complete all three). Using the data collected, complete the table below.

Estimation Method for Spill Volume		**Estimation Method for Recovered Spill Volume:**	
☐ Eyeball Estimate ☐ Measured Volume ☐ Duration and Flow Rate ☐ Other (explain):		☐ Eyeball Estimate ☐ Measured Volume ☐ Other (explain):	
Spill Volume (gallons)		**Recovered Spill Volume (gallons)** **do not include water used for cleanup**	
Estimated spill volume that **reached** a separate storm drain that flows to a surface water body		Estimated spill volume **recovered** from the separate storm drain that flows to the surface water body	
Estimated spill volume that **reached** a drainage channel that flows to a surface water body		Estimated spill volume **recovered** from a drainage channel that flows to a surface water body	
Estimated spill volume **discharged directly** to a surface water body		Estimated spill volume **recovered** from surface water body	
Estimated spill volume discharged to land		Estimated spill volume **recovered** from the discharge to land	

STEP 8

Fill in the rest of the form as completely as possible. Return the completed form and your photos/videos before the end of your shift.
Submit via email to EH&S: egwinett@calpoly.edu

RESPONSE CREW (List all names)			
Description of sewer pipe at point of blockage or failure	Diameter: Material:	Estimated Asset Age:	
Spill Appearance Point (Select all that apply)	☐ Forced Main ☐ Gravity Mainline ☐ Lateral Clean Out	☐ Inside Building/Structure ☐ Manhole	☐ Pump Station ☐ Other (specify):

Final Spill Destination (Select all that apply)	☐ Building or Structure ☐ Drainage Channel ☐ Paved Surface	☐ Street/Curb & Gutter ☐ Surface Water ☐ Storm Drain	☐ Unpaved Surface ☐ Other (specify):
Was the spill associated with a storm event?	☐ Yes ☐ No		
Spill Cause	☐ Air Relief Valve (ARV) / Blow-Off Valve (BOV) Failure ☐ Construction Diversion Failure ☐ Cal Poly Staff Caused Spill or Damage ☐ Damage by Other Not Related to Cal Poly Construction / Maintenance (specify): ☐ Debris from Construction ☐ Debris from Lateral ☐ Debris – General ☐ Debris – Rags ☐ Flow Exceeded Capacity ☐ Grease Deposition (FOG) ☐ Inappropriate Discharge to System	☐ Natural Disaster ☐ Non-Dispersibles ☐ Operator Error ☐ Pipe Structural Prob / Failure ☐ Pipe Structural Prob / Failure – Installation ☐ Pump Station Failure – Controls ☐ Pump Station Failure – Mechanical ☐ Pump Station Failure – Power ☐ Rainfall Exceeded Design ☐ Root Intrusion ☐ Siphon Failure ☐ Vandalism ☐ Other (specify):
Where did the failure occur?	☐ Air Relief Valve (ARV) / Blow-Off Valve (BOV) ☐ Force Main ☐ Gravity Mainline ☐ Lateral ☐ Manhole	☐ Pump Station – Controls ☐ Pump Station – Mechanical ☐ Pump Station – Power ☐ Siphon ☐ Other (specify):
Spill Response Activities (check all that apply)	☐ Cleaned up ☐ Mitigated effects of spill ☐ Contained all of spill ☐ Contained portion of spill ☐ Restored flow ☐ Returned all of spill to sanitary sewer system	☐ Returned portion of spill to sanitary sewer system ☐ Vendor engaged for restoration, and/or cleanup assistance Vendor name:
Name of receiving water	☐ Brizzolara Creek ☐ Stenner Creek ☐ Drum Reservoir ☐ Not Applicable, did not reach drainage system or surface water	

- END OF FIRST RESPONDER FORM -