

ELEMENT 2 - ORGANIZATION

This section describes BCPUD's organizational structure and chain of communication. This section identifies the management, administrative and maintenance positions responsible for implementing, managing and updating this SSMP, as well as for reporting SSOs to the appropriate parties. This section includes the designation of the authorized representative to meet SWRCB requirements for completing the certification of all spill reports and no-spill certifications. This section also provides a consolidated list of contact information for key agency personnel, and describes the line of communication by which an SSO is reported. This section fulfills the organization requirement of SWRCB Element 2 SSMP requirements.

SWRCB REQUIREMENTS FOR ORGANIZATION ELEMENT

The SSMP must identify:

- (1) The name of the responsible or authorized representative as described in Section J of the Order (Table 2-1);
- (2) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation (Figure 2-1 and Table 2-1); and
- (3) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)) (Figure 2-2).

AUTHORIZED REPRESENTATIVE

The BCPUD's authorized representative for purposes of Section J of the SWRCB Order is the General Manager.

ORGANIZATIONAL CHART

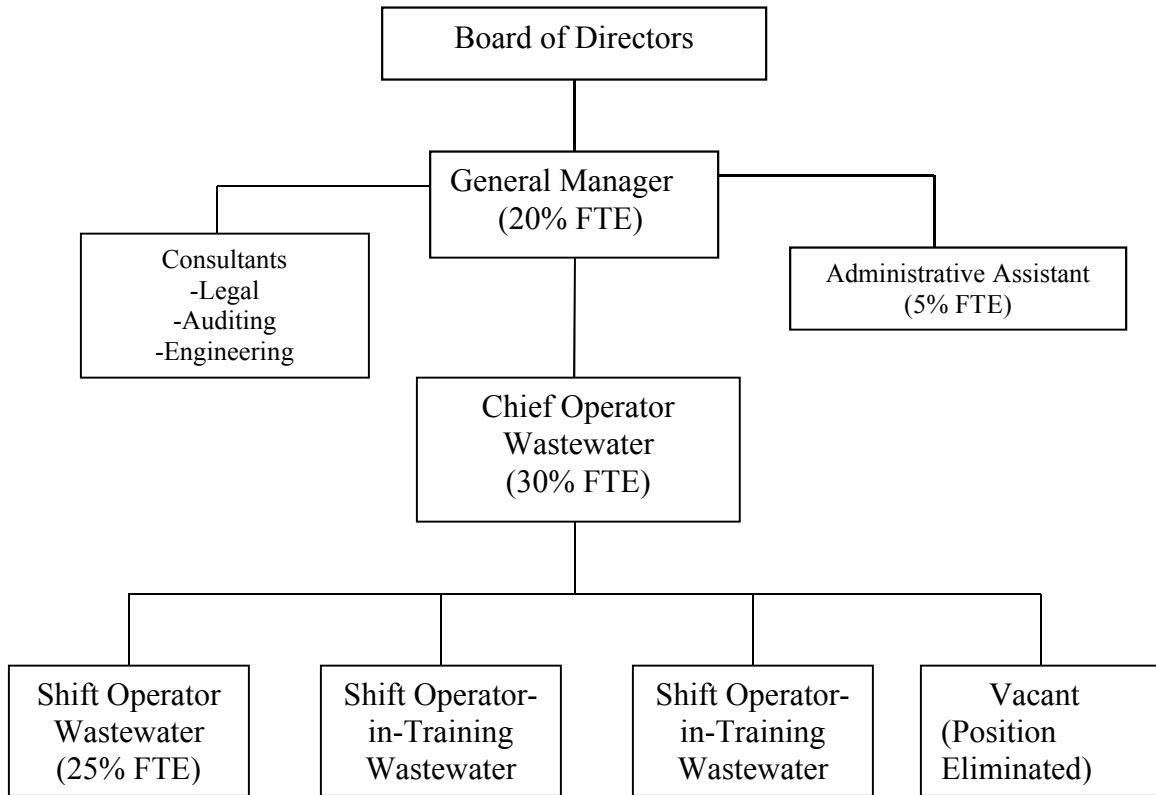
The BCPUD has six (6) employees, including one (1) Chief Operator, three (3) Shift Operators, one (1) General Manager and one (1) Administrative Assistant; their responsibilities include, but are not limited to, management, operation and maintenance of the district's sewer system. The BCPUD allocates approximately 1 FTE to the management, operation and maintenance of its sewer system (i.e., a combined percentage of all employee hours so allocated). The BCPUD presently has one Grade 3 wastewater-certified shift operator and one Grade 1 wastewater-certified shift operator and two wastewater shift operators-in-training. The Organizational Chart for the personnel responsible for the BCPUD's sewer system is shown in Figure 2-1. The names and phone numbers of staff filling these positions are included in Table 2-1.

GENERAL RESPONSIBILITIES

The responsibilities of each position with regard to wastewater operations are:

- Board of Directors: Establishes all policy for the district.
- General Manager: Enforces BCPUD policies; plans, organizes, and supervises BCPUD's operational activities and strategy; allocates resources; supervises all staff and delegates responsibility; advises the Board of Directors on district matters; prepares and manages the BCPUD budget; reviews project plans, specifications, and technical engineering planning studies for wastewater and other projects; authorizes outside contractors to perform services; serves as the public information officer; leads the development and implementation of the SSMP; authorized representative for SSO reporting.
- Chief Operator – Wastewater: Supervises sewer system operations and maintenance work; reviews project plans and specifications for sewer and other projects; makes recommendations regarding maintenance, construction, and operational aspects; confers with contractors, engineers, and members of the general public on construction, maintenance problems, and procedures; cleans and repairs treatment facilities; schedules work assignments, maintains records of projects assigned and completed; tracks supplies and equipment used and costs incurred; makes estimates of needed equipment and equipment maintenance for treatment facilities; trains crew members in specific tasks, as needed, including preventive maintenance and SSO response; checks work of assigned crew, implements contingency plans, leads SSO emergency response, investigates and reports SSOs, participates in the development and implementation of the SSMP.
- Shift Operators – Wastewater: Conduct collection system preventative and corrective maintenance activities; investigate sewer-related complaints from the general public; perform cleaning and repair of sewer mains and lines and related work assignments, maintain records of sewage collection system projects assigned and completed, supplies and equipment used, and cost incurred; train fellow crew members in specific tasks, as needed, including collection system preventive maintenance and SSO response; participate in the development and implementation of the SSMP; implement contingency plans; mobilize and respond to notification of stoppages and SSOs.
- Administrative Assistant: Performs clerical tasks and assists the General Manager. These tasks include typing of reports, correspondence and other paperwork necessary to the operation of the district; filing; maintenance of the accounts receivable and accounts payable; preparation of deposits for the County of Marin; maintenance of customer records and accounts; work necessary in obtaining special reports and services from Marin County; annual preparation of utility district assessment list, and other work as required.

FIGURE 2-1: Organization of BCPUD Staff Responsible for Sewer System



**TABLE 2-1: NAMES AND TELEPHONE NUMBERS OF BCPUD STAFF
RESPONSIBLE FOR SEWER SYSTEM**

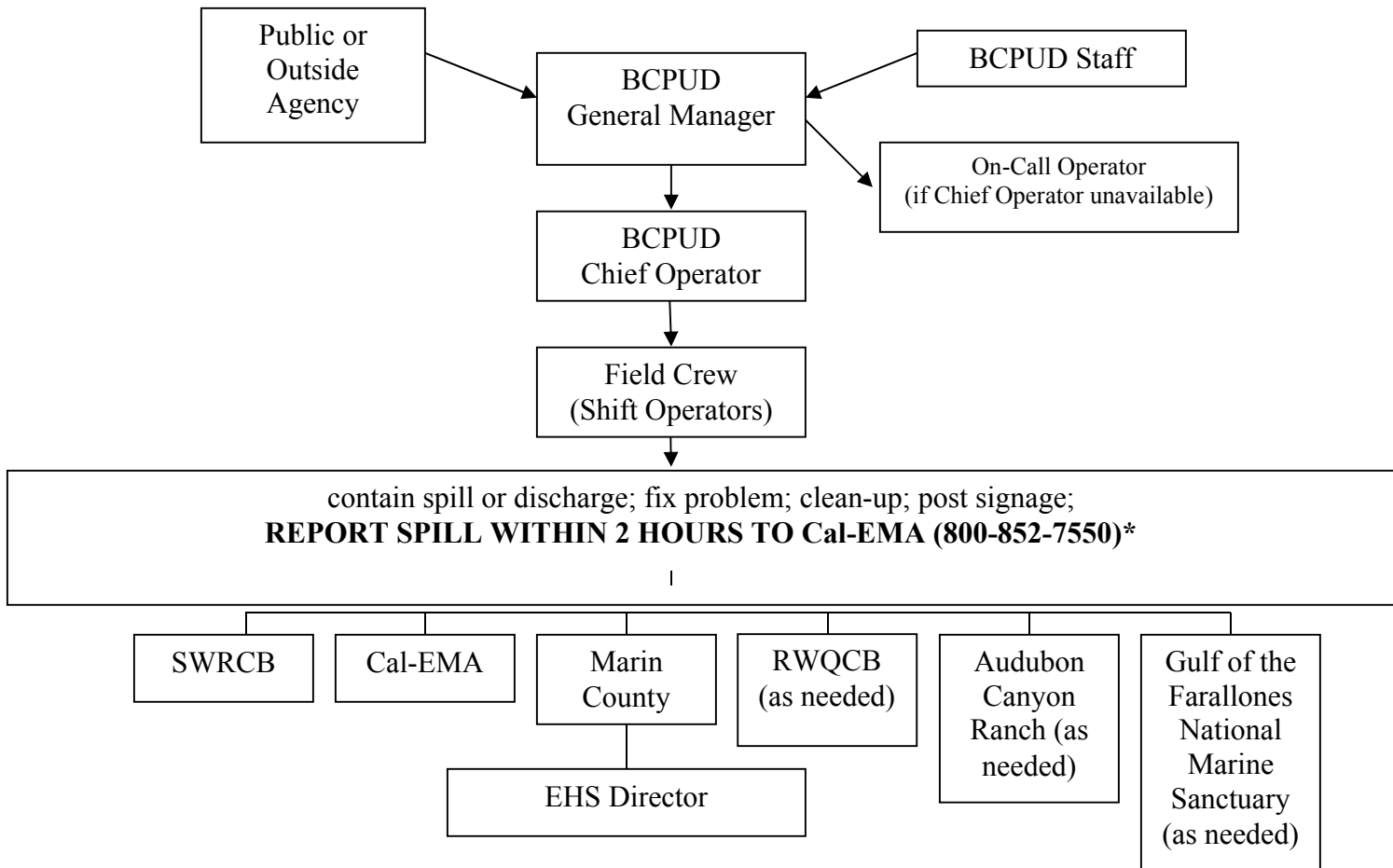
Board Member, President	Jack Siedman	(415) 868-0997
Board Member, Vice President	Vic Amoroso	(415) 868-1757
Board Member	Grace Godino	(415) 868-1812
Board Member	Don Smith	(415) 868-2662
Board Member	Lyndon Comstock	(415) 868-0118
General Manager	Jennifer Blackman*	(415) 868-1224/686-1827
Chief Operator	Bill Pierce	(415) 868-1224/302-4594
Shift Operator	Seth Kline	(415) 868-1224/328-7441
Shift Operator-in-Training	Stewart Oakander	(415) 868-1224/717-0839
Shift Operator-in-Training	Andrew Spalding	(415) 868-1224/847-0830
Administrative Assistant	Belle Wood	(415) 868-1224/847-0343

* BCPUD's Authorized Representative

FIGURE 2-2: SSO REPORTING CHAIN OF COMMUNICATION

Figure 2-2 demonstrates the BCPUD’s chain of communication for responding to and reporting any SSO or unauthorized discharge that results in discharge to surface water and/or a drainage channel tributary to a surface water. The contact phone numbers for the parties included in the chain of communication is listed in Table 2-2.

Figure 2.2: Chain of Communication for Reporting SSOs or Discharges



* BCPUD also shall submit a draft report about the SSO to the SWRCB via CIWQS within 3 business days and certify the report via CIWQS within 15 business days. *(In the event of a spill of less than 1,000 gallons to a surface water or drainage channel tributary to a surface water, or a spill of over 1,000 gallons that does not reach surface waters or a drainage channel tributary to a surface water, a call within 2-hours to Cal-EMA is not required.)* BCPUD shall submit an SSO Technical Report via CIWQS within 45 calendar days for any SSO in which 50,000 gallons or more is spilled to surface waters. BCPUD shall conduct water quality sampling within 48 hours after initial SSO notification for any Category 1 SSO spilled to surface waters.

Table 2-2. Contact Numbers for SSO Chain of Communication

Contact	Telephone/Cell Number
General Manager	415-868-1224/686-1827
Chief Operator – Wastewater	415-868-1224/302-4594
Shift Operator – Wastewater	415-868-1224/328-7441
Shift Operator-in-Training – Wastewater	415-868-1224/717-0839
Shift Operator-in-Training - Wastewater	415-868-1224/847-0830
On-Duty Operator/After Hours Operator	(415) 868-1224
Regional Water Quality Control Board	(510) 622-2485
California Emergency Management Agency (Cal-EMA)	(800) 852-7550
Marin County Environmental Health Services Deputy Director	(415) 499-7237
Marin County Public Health Officer	(415) 499-7237
Marin County Open Space District	(415) 499-7010
Marin County Office of Emergency Services	(415) 499-6584
Audubon Canyon Ranch	(415) 868-9244
Gulf of the Farallones National Marine Sanctuary	(415) 561-6622