

**EXHIBIT 4**  
**BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT**  
**EMERGENCY SEWAGE SPILL REPORT**

# Bolinas Community Public Utility District

## EMERGENCY SEWAGE SPILL REPORT

This report must be completed immediately upon notification of a spill to the Bolinas Community Public Utility District. Notification of supervisory personnel (Step 4 below) should be instituted regardless of time of day.

Address/Location of sewage spill \_\_\_\_\_

Date: \_\_\_\_\_ Time BCPUD notified \_\_\_\_\_ am/pm.

1. Verify discharge \_\_\_\_\_ On property \_\_\_\_\_ Off property \_\_\_\_\_

Main line \_\_\_\_\_ Lateral \_\_\_\_\_ Other \_\_\_\_\_

2. BCPUD responsible for discharge?

\_\_\_\_\_ Yes \_\_\_\_\_ No Describe \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Immediately notify BCPUD staff to stop the discharge and begin clean up. Assist any affected entity as much as possible to prevent further damage. Time of work crew notification: Date \_\_\_\_\_ Time \_\_\_\_\_ am/pm.

4. Notify General Manager and Chief Operator.

a. Begin notification of all organizations and individuals.

b. Document notification.

5. Name of owner where property damage occurred \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Additional notes: \_\_\_\_\_

\_\_\_\_\_

6. Inventory: Take pictures and notes of all damage and inventory of all property (obtain occupant's signatures on list). Picture should show extent of spill.

<i><u>ITEM</u></i>	<i><u>DESCRIPTION</u></i>

\_\_\_\_\_  
Occupant's Signature

7. Drinking water sources threatened? \_\_\_\_ Yes \_\_\_\_ No (wells, water mains, lakes, streams or creeks).

If yes, explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Volume that flowed into drinking water source \_\_\_\_\_

\_\_\_\_\_

9. Volume to ocean or stream \_\_\_\_\_

\_\_\_\_\_

10. Duration: How long did flow continue? \_\_\_\_\_ Hours \_\_\_\_\_ Minutes

11. Volume estimation: How many gallons flowed? \_\_\_\_\_ Gallons

12. Mitigation: What actions were taken to lessen damage? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. Control to prevent human contact and odors. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. Prevention: Actions taken to prevent reoccurrence \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

15. Clean-up (bury, disk, chlorinate, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

16. Repairs \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

17. Cost breakdown (Labor/equipment/material):

**Labor**

<u>Name</u>	<u>Hours</u>	<u>\$/Hr</u>	<u>Total</u>
		Total Labor Cost	\$ _____

**Equipment**

<u>Unit Name</u>	<u>Quantity</u>	<u>\$Unit Price</u>	<u>Total</u>
		Total Equipment Cost	\$ _____

**Material**

<u>Item</u>	<u>Quantity</u>	<u>\$Unit Price</u>	<u>Total</u>
		Total Material Cost	\$ _____

18. Property damage cost estimate: \$ \_\_\_\_\_

19. BCPUD has two (2) treatment plant operators; two (2) OIT; one (1) Chief Operator; plus emergency contractor personnel.
20. BCPUD maintains the following equipment on site:
  - Dump Truck
  - Assorted Utility Vehicles
  - Loader
  - Two (2) portable Trash Pumps
  - Hurco-Vac
  - Hydro-Jet
  - Absorbent pads, booms, storm drain covers, and other spill response materials.