

EXHIBIT 4
BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT
EMERGENCY SEWAGE SPILL REPORT

Bolinas Community Public Utility District

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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: _____

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 one (1) Chief Operator and three (3) operators-in-training; 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.