

EXHIBIT “K”

ATTACHED



CITY OF MARATHON		
UTILITIES DEPARTMENT		
STANDARD OPERATING PROCEDURES		
Subject: Sewage Spill Response	Effective: Revised:	11/19/10
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Approved By: Roger Hernstadt, City Manager	Pages: 1 OF 1	

Procedure for Response to Sewage Spills

This procedure applies to sewage spills.

1. When a report about a possible sewage spill is received, Utilities Department staff must record the date, time, caller's name, address and phone number and location of the spill. The attached "SPILL LOG" will be completed hereinafter.
2. Within 30 minutes, a Utilities Department representative will inspect the site to confirm whether the report is valid and if so, determine the amount of sewage material on the ground, the size of the area that has been impacted and the potential cause of the spill.
3. The Utilities Department representative shall verbally report all spills to the local office of the Department of Environmental Protection by telephone at (305) 289-2310 and (239) 332-6975, as soon as practical, but no later than 24 hours from the time the incident is reported to the City.
4. The Utilities Department representative shall verbally report spills in excess of 1,000 gallons per incident, or where information indicates that public health or the environment may be endangered, to the "State Warning Point Toll Free Number (800) 320-0519 as soon as practical, but no later than 24 hours from the time the incident is reported to the City.
5. The City Manager shall be advised in a timely manner of each incident as soon as practicable from the time the incident is reported to the City.
6. The Utilities Department will complete a written summary report of the incident and provide copies to the DEP as necessary.



(for spills and leaks greater than 1 pint)

Discharge to storm drain or other stormwater conveyance, or water body? (Y/N): _____

[illegible]