

Biennial Sewer System Management Plan Audit Report

Date: _____

This form is a template, to be customized by your agency. Yellow-highlighted text is for a collection system agency to replace with customized language. In addition, some of the (non-highlighted) terminology may be somewhat different for your agency, and you should edit that language to match your agency's program. For example, this form has the rehabilitation and replacement of sanitary sewers together in one section. If your agency considers these two activities separately (such as for budgeting purposes), you could split that section into two.

The purpose of the Sewer System Management Plan (SSMP) Audit is to evaluate the effectiveness of <entity's> SSMP and to identify whether updates are needed. This document was designed to meet the requirements of State Water Resources Control Board Order No. 2006-0003-DWQ as revised by Order No. WQ 2013-0058-EXEC. Documentation of SSMP audits are kept on file at the <entity>, and an indication is made in the California Integrated Water Quality System (CIWQS) database that the audit was completed.

Directions: Please update the following items in the SSMP:

<put items here that need to be updated every two years, if any, such as a phone list, etc.>

Directions: Please indicate **YES** or **NO** for each question. To answer the following questions, refer to the text of the SSMP Element, any referenced material in the text, all corresponding attachments, and any data collected to assist in assessing SSMP effectiveness. For any **NO** responses describe the updates or changes needed and the timeline to completion in "Description of Scheduled Updates/Changes to the SSMP" on the last page of this form.

ELEMENT 1. GOALS

1. Are the goals stated in the SSMP still appropriate and accurate? **YES / NO**

ELEMENT 2. ORGANIZATION

2. Is the SSMP up-to-date with organization and staffing contact information? **YES / NO**

ELEMENT 3. LEGAL AUTHORITY

3. Does the SSMP reference up-to-date information about legal authority? **YES / NO**

4. Does <entity> have sufficient legal authority to control sewer use and maintenance? **YES / NO**

ELEMENT 4. OPERATIONS AND MAINTENANCE PROGRAM

4.a Map of the Sanitary Sewer System

5. Does the SSMP reference up-to-date information about maps? **YES / NO**
6. Are collection system maps complete, up-to-date, and sufficiently detailed? **YES / NO**

4.b Preventative Maintenance Program

7. Does the SSMP contain up-to-date information about preventive operations and maintenance activities? **YES / NO**
8. Are <entity's> preventive maintenance activities sufficient and effective in reducing and preventing SSOs and blockages? **YES / NO**

4.c Rehabilitation and Replacement Plan

9. Does the SSMP contain up-to-date information about the rehabilitation and replacement program? **YES / NO**
10. Does the SSMP contain up-to-date information about Closed Circuit Television (CCTV) inspections? **YES / NO**
11. Are scheduled inspections and the condition assessment system effective in identifying, prioritizing, and addressing deficiencies? **YES / NO**
12. Does the Capital Improvement Plan (CIP) address prioritized projects for collection system assets? **YES / NO**

4.d Training

13. Does the SSMP contain up-to-date information about existing training programs? **YES / NO**
14. Do supervisors believe their staff are sufficiently trained? **YES / NO**
15. Are staff satisfied with the training opportunities and support offered to them? **YES / NO**

4.e Equipment and Replacement Part Inventories

16. Does the SSMP reference up-to-date information about equipment and replacement part inventories? **YES / NO**

ELEMENT 5. DESIGN AND PERFORMANCE PROVISIONS

17. Does the SSMP contain up-to-date information about design and construction standards? **YES / NO**

ELEMENT 6. SSO & BACKUP RESPONSE PLAN

18. Does the SSMP contain an up-to-date version of SSO Response Plan? **YES / NO**
19. Is the Response Plan effective in handling SSOs? (if **YES**, indicate specific information under the "Evaluation of the Effectiveness of the SSMP" section below) **YES / NO**

ELEMENT 7. FATS, OILS, AND GREASE (FOG) CONTROL PROGRAM

20. Does the SSMP reference or contain up-to-date information about the <entity's> FOG control program? **YES / NO**
21. Is the current FOG program effective in documenting and controlling FOG sources? **YES / NO**
22. Are all public outreach materials for the FOG program current? **YES / NO**

ELEMENT 8. SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

23. Does the SSMP reference or contain up-to-date information about the <entity's> capacity assessment activities and documentation? **YES / NO**
24. Is the <entity> sufficiently addressing hydraulic deficiencies? **YES / NO**

ELEMENT 9. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

25. Does the SSMP reference up-to-date information about the <entity's> data collection and organization (e.g. use of CMMS, performance indicators, etc.)? **YES / NO**
26. Is the <entity's> data collection and organization sufficient to evaluate the effectiveness of the SSMP? **YES / NO**

ELEMENT 10. SSMP PROGRAM AUDITS

27. Will this SSMP Audit be completed by every two years starting in 2014? **YES / NO**

ELEMENT 11. COMMUNICATION PROGRAM

28. Is the <entity's> website up-to-date, including information related to providing an opportunity for public input on the SSMP? **YES / NO**

Evaluation of the Effectiveness of the SSMP

<Include information here regarding your evaluation of the effectiveness of the SSMP. Order No. 2006-0003-DWQ as revised by Order No. WQ 2013-0058-EXEC requires this evaluation. Use the information as indicated in Element 9 above or any other performance measures such as meeting the goal of cleaning so many miles per year, or number of SSOs, or funds spend on rehabilitation/replacement, etc. -- whatever metrics apply to your agency.>

Description of Scheduled Updates/Changes to the SSMP

<For each question answered **NO**, describe the content of any necessary updates/changes and the timeline for completion.>