

## **ELEMENT 10: SSMP PROGRAM AUDITS**

This Section describes the BCPUD's SSMP Program Audits fulfills the SWRCB Element 10 SSMP requirements.

### **SWRCB REQUIREMENTS FOR SMMP PROGRAM AUDITS ELEMENT**

Each Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements, including identification of any deficiencies in the SSMP and steps to correct them.

### **BCPUD SSMP PROGRAM AUDIT**

The BCPUD shall audit and update its SSMP at least every two years. The audit process is documented in the SSMP Audit form, a copy of which is included on the following pages. The audit form provides a structure for a systematic review of each SSMP element to ensure the SSMP contains current information, regulatory requirements are satisfied, and programs are effective. If updates or changes are required, the content and timeline to complete those changes are described in the audit form.

## BCPUD's Sewer System Management Plan ("SSMP") Audit Form

The purpose of this SSMP Audit Form is to evaluate the effectiveness of the BCPUD's SSMP and identify any needs for improvement. The first audit of the BCPUD's SSMP will be completed in August 2012

**Directions:** Please check **YES** or **NO** for each question. If **NO** is answered for any question, describe the updates/changes needed and the timeline to complete those changes in the "*Description of Scheduled Updates/Changes to the SSMP*" section on Page 5 of this form.

| <b>ELEMENT 1 – GOALS</b>   |  | <b>YES</b> | <b>NO</b> |
|--|--|------------|-----------|
| A.   | Are the goals stated in the SSMP still appropriate and accurate?   |            |           |
| <b>ELEMENT 2 – ORGANIZATION</b>  |  |            |           |
| A.   | Is the BCPUD Staff telephone list current?   |            |           |
| B.   | Is the SSO Chain of Communication telephone list current?  |            |           |
| C.   | Is Figure 2-1 of the SSMP, entitled "Organization of BCPUD Staff Responsible for Sewer System," current?               |            |           |
| D.   | Are the position descriptions accurate portrayals of staff responsibilities?   |            |           |
| E.   | Is Figure 2-2 of the SSMP, entitled "SSO Reporting Chain of Communication" accurate and up-to-date?                    |            |           |
| <b>ELEMENT 3 – LEGAL AUTHORITY</b>   |  |            |           |
| Does the SSMP contain references to the current BCPUD Ordinance(s) documenting the BCPUD's legal authority to: |  |            |           |
| A.   | Prevent illicit discharges?  |            |           |
| B.   | Require proper design and construction of sewers and connections?  |            |           |
| C.   | Ensure access for maintenance, inspection or repairs for portions of the laterals owned or maintained by the district? |            |           |
| D.   | Limit discharges of fats, oils and grease?   |            |           |

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| E.   | Enforce any violation of its sewer ordinance?  |  |  |
| <b>ELEMENT 4 – OPERATIONS AND MAINTENANCE PROGRAM</b>  |  |  |  |
| <b>Collection System Maps</b>                          |  |  |  |
| A.   | Does the SSMP reference the current process and procedures for maintaining the BCPUD’s sewer collection system maps?   |  |  |
| B.   | Are the BCPUD’s sewer collection system maps complete, current and sufficiently detailed?  |  |  |
| <b>Resources and Budget</b>                            |  |  |  |
| C.   | Does the BCPUD allocate sufficient funds for the effective operation, maintenance and repair of the sewer collection system and is the current budget structure documented in the SSMP?  |  |  |
| <b>Prioritized Preventative Maintenance</b>            |  |  |  |
| D.   | Does the SSMP describe current preventative maintenance activities?  |  |  |
| E.   | Are the BCPUD’s preventative maintenance activities sufficient and effective in minimizing SSOs and blockages?   |  |  |
| <b>Scheduled Inspections and Condition Assessments</b> |  |  |  |
| F.   | Is there an ongoing condition assessment program sufficient to develop a capital improvement plan addressing the proper management and protection of infrastructure assets? Are current components of this program documented in the SSMP? |  |  |
| <b>Contingency Equipment and Replacement Inventory</b> |  |  |  |
| G.   | Does the SSMP list the major equipment currently used in the operation and maintenance of the collection system and document the procedures of inventory management?   |  |  |
| H.   | Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?   |  |  |
| <b>Training</b>  |  |  |  |
| I.   | Are the training records current?  |  |  |

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| J.   | Does the SSMP document current training expectations and programs within the district’s Wastewater department?   |  |  |
| <b>Outreach to Plumbers and Building Contractors</b>             |  |  |  |
| K.   | Does the SSMP document contain current outreach efforts to plumbers and building contractors?  |  |  |
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| <b>ELEMENT 5 – OVERFLOW AND EMERGENCY RESPONSE PLAN</b>          |  |  |  |
| A.   | Does the BCPUD’s SSO Overflow and Emergency Response Plan establish procedures for the emergency response, notification and reporting of SSOs?   |  |  |
| B.   | Is wastewater staff appropriately trained on the procedures of the SSO Overflow and Emergency Response Plan?   |  |  |
| C.   | Is the SSO Overflow and Emergency Response Plan effective in handling SSOs in order to safeguard public health and the environment?  |  |  |
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| <b>ELEMENT 6 – FATS, OILS AND GREASE (“FOG”) CONTROL PROGRAM</b> |  |  |  |
| A.   | Does the FOG Control Program include efforts to educate the public on the proper handling and disposal of FOG?   |  |  |
| B.   | Does the FOG Control Program identify sections of the collection system subject to FOG blockages, establish a cleaning schedule and address source control measures to minimize these blockages? |  |  |
| C.   | Are requirements for grease removal devices, best management practices (“BMP”), record-keeping and reporting established in the district’s FOG Control Program?                                  |  |  |
| D.   | Does the BCPUD have sufficient legal authority to implement and enforce the FOG Control Program?   |  |  |
| E.   | Is the current FOG Control Program effective in minimizing blockages of sewer lines resulting from discharges of FOG to the system?  |  |  |
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| <b>ELEMENT 7 – DESIGN AND PERFORMANCE STANDARDS</b>                  |   |  |  |
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| A.   | Does the SSMP contain current design and construction standards for the installation of new sanitary sewer systems and for the rehabilitation and repair of existing sanitary sewer systems?  |  |  |
| B.   | Does the SSMP document contain current procedures and standards for inspecting and testing the installation of new sewers, pumps and other appurtenances and the rehabilitation and repair of existing sewer lines?                             |  |  |
| <b>ELEMENT 8 – SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN?</b>    |   |  |  |
| A.   | Does the BCPUD’s SSMP evaluate hydraulic deficiencies in the system and, if needed, establish sufficient design criteria and short/long term capacity enhancement and improvement projects?   |  |  |
| B.   | If needed, does the BCPUD’s SSMP establish a schedule of approximate completion dates for both short and long-term improvements and is the schedule reviewed and updated to reflect current budgetary capabilities and activity accomplishment? |  |  |
| <b>ELEMENT 9 – MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS</b> |   |  |  |
| A.   | Does the SSMP accurately portray the methods of tracking and reporting selected performance indicators?   |  |  |
| B.   | Is the BCPUD able to sufficiently evaluate the effectiveness of SSMP elements based on relevant information?  |  |  |
| <b>ELEMENT 10 – SSMP AUDITS</b>                                      |   |  |  |
| A.   | Will the SSMP Audit be conducted every two years as required by SWRCB 2006-0003-DWQ?  |  |  |
| <b>ELEMENT 11 – COMMUNICATION PROGRAM</b>                            |   |  |  |

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|----|--|--|--|
| A. | Does the BCPUD effectively communicate with the public about the development and implementation of it's SSMP and continue to address any feedback? |  |  |
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**Description of Scheduled Updates/Changes to the SSMP**

*Directions: For each NO answer, please describe the planned revision and indicate the date the revision will be completed. Reference the SSMP element and question number with each explanation.*

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