

APPENDIX 1

SSMP DEVELOPMENT PLAN AND SCHEDULE

The BCPUD has prepared this Development Plan and Schedule for the tasks that need to be done to complete the Sewer System Management Plan (SSMP) required by WDR Order No. 2006-003-DWQ (Order) as promulgated by the State Water Resources Control Board (SWRCB) on May 2, 2006 and utilizing guidelines provided by the SWRCB. The tasks for BCPUD are briefly presented as follows:

- (i) *Goal:* The goal of the SSMP is to set forth a plan and schedule to properly manage, operate, and maintain all parts of the BCPUD's sewer system. This will help minimize sanitary sewer overflows (SSOs), while mitigating any SSOs that do occur.
- (ii) *Organization:* The BCPUD maintains an organization chart which identifies the names and telephone numbers of personnel in positions responsible for implementing specific portions of the SSMP, as well as a chart illustrating the chain of communication for SSO emergency response as required by the Order. These organizational items are included in Element 2 of the SSMP.
- (iii) *Legal Authority:* Many of the elements of legal authority required by the Order are in place at the district via existing ordinances and resolutions promulgated by the BCPUD's Board of Directors. BCPUD, in consultation with legal counsel, will review the elements of legal authority required by the Order and prepared any remaining elements by no later than the deadline set forth below.
- (iv) *Operation and Maintenance Program:* The BCPUD will develop an operation and maintenance program for its sewer system with all elements required by the Order by no later than the deadlines set forth below.
- (v) *Design and Performance Provisions:* The BCPUD will review, prepare and update sewer system design and construction standards and specifications, rehabilitation and repair standards and specifications, as well as procedures and standards for inspection and testing.
- (vi) *Overflow Emergency Response Plan:* The BCPUD will develop and implement an Overflow Emergency Response Plan that identifies measures to protect health and the environment and which includes all elements required WDR Order No. 2006-003-DWQ. This plan will be reviewed and updated as needed to meet the requirements of the Order.
- (vii) *FOG Control Program:* The BCPUD currently does not have a FOG control program in place. Staff will evaluate the service area to determine whether a FOG control program is needed; if FOG is found to be a problem, the BCPUD will prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sewer system.

(viii) *System Evaluation and Capacity Assurance Plan*: The BCPUD will prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. The plan will include all elements required by the Order and will be completed no later than the deadline set forth below.

(ix) *Monitoring, Measurement, and Program Modifications*: The BCPUD will develop appropriate methods to monitor, update and improve the SSMP program to meet the requirements of the Order. The information and data are open for audit and to the public. This information will be updated as appropriate.

(x) *SSMP Program Audits*: The BCPUD will conduct periodic internal audits focused on evaluating the effectiveness of the SSMP at least every two years and prepare an audit report beginning no later than the deadline set forth below.

(xi) *Communication Program*: The BCPUD will communicate regularly with the public on the development, implementation and performance of its SSMP.

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The SSMP Task Development Schedule begins on the next page.

BCPUD's SSMP TASK DEVELOPMENT SCHEDULE

Main Task/Sub-Task	Requirements	Due Date	Date Completed	Responsible Party
Application for Coverage	Submit Notice of Intent (NOI) to the state identifying BCPUD's authorized representative and including required permit fee.	Nov. 2, 2006	Nov. 30, 2007* *per consultation with SWRCB; no prior notice about WDR 2006-003-DWQ received by BCPUD	General Manager/ Board of Directors
SSO Electronic Reporting Program	BCPUD must report all SSO's (or timely submit monthly no-spill certifications) to the statewide SSO database via the internet.	Begins May 2, 2007	Continuous monthly obligation	General Manager
SSMP Development Plan and Schedule	Prepare initial plan setting forth how BCPUD intends to develop and implement its SSMP.	May 2, 2008	April 16, 2008	General Manager/ Board of Directors
1.0 Goal		May 2, 2008	April, 16, 2008	
SSMP Goals	States the BCPUD's goals for its SSMP.			General Manager/ Board of Directors
2.0 Organization		May 2, 2008	April, 16, 2008	General Manager/ Board of Directors
Authorized representative	Name of the responsible or authorized representative as required by Section J of the Order.			General Manager

Main Task/Sub-Task	Requirements	Due Date	Date Completed	Responsible Party
SSMP implementation personnel	Designation of staff and depiction of lines of authority for positions responsible for implementing specific measures the SSMP.			General Manager
Chain of communication	Chain of communication for reporting SSOs from receipt of a complaint or other information.			General Manager
3.0 Legal Authority	Identify the BCPUD's legal authority to operate and maintain its sewer system.	Feb. 2, 2010	January 20, 2010	General Manager/ Board of Directors
Illicit discharges	Source of legal authority to prevent illicit discharges into sewer system (I/I, stormwater, chemical dumping, etc.)			General Manager/ Legal Counsel
Design and construction	Source of legal authority to require that all sewers and connections be properly designed and constructed.			General Manager/ Legal Counsel
Access	Source of legal authority to ensure access for maintenance, inspection or repair of BCPUD-owned portions of sewer system.			General Manager/ Legal Counsel

Main Task/Sub-Task	Requirements	Due Date	Date Completed	Responsible Party
Blockages	Source of authority to limit the discharge of fats, oils and grease and other debris that may cause blockages in sewer system.			General Manager/ Legal Counsel
Enforcement	Source of authority for enforcement of violations.			General Manager/ Legal Counsel
4.0 Operation and Maintenance Program	Plan will contain all elements required by the Order as set forth below.	Feb. 2, 2010	January 20, 2010	General Manager/ Board of Directors
Mapping	Maintain an up-to-date mapping of the sewer system.			Chief Operator/ General Manager
Preventive maintenance program	Written description of routine preventive operation and maintenance activities by staff and contractors, including regular cleaning of sewer system.			Chief Operator/ General Manager
Rehabilitation and replacement program	Identification and prioritization of system deficiencies; implementation of short and long-term rehabilitation actions to address them (including regular visual and TV inspections); development of a capital improvement plan (CIP) (including a schedule for CIP implantation and financing).			Chief Operator/ General Manager

Main Task/Sub-Task	Requirements	Due Date	Date Completed	Responsible Party
Staff training	Provide regular O&M training for staff and require contractors to be appropriately trained			Chief Operator/ General Manager
Equipment and parts inventory	Equipment and parts inventory, including identification of critical replacement parts.			Chief Operator/ General Manager
5.0 Design and Performance Provisions		Aug. 2, 2010	Aug. 2, 2010	General Manager/ Board of Directors
Design Standards	Implement design and construction standards for new and rehabilitated systems.			Chief Operator/ General Manager
Inspection standards	Establish procedures and standards for inspecting and testing new and rehabilitated or repaired systems.			Chief Operator/ General Manager
6.0 Overflow Emergency Response Plan	Develop and implement an overflow emergency response plan to identify measures to protect public health and the environment in the event of SSOs.	Feb. 2, 2010	January 20, 2010	General Manager/ Board of Directors
Notification	Establish notification procedures for primary responders to SSOs.			Chief Operator/ General Manager
Response	Prepare overflow response program.			Chief Operator/ General Manager

Main Task/Sub-Task	Requirements	Due Date	Date Completed	Responsible Party
Regulatory agencies	Implement procedures to ensure prompt notification to appropriate regulatory agencies of all SSOs that potentially affect public health or reach the waters of the state.			Chief Operator/ General Manager
Training	Ensure that staff and contractors follow the plan and are appropriately trained.			Chief Operator/ General Manager
Emergency operations procedures	Establish procedures for crowd control and other necessary emergency response activities.			Chief Operator/ General Manager
Environmental impacts	Procedures to contain and prevent discharge of wastewater to waters of the US and minimize or correct any adverse impacts from such discharge.			Chief Operator/ General Manager
7.0 Fats, Oils & Grease ("FOG") Control Program		Feb. 2, 2010	January 20, 2010	General Manager/ Board of Directors
Evaluation	Staff evaluation of service area to determine need for FOG control program.			Chief Operator/ General Manager
Source Control Program	Develop FOG source control program (if needed), including all elements required by the Order.			Chief Operator/ General Manager

Main Task/Sub-Task	Requirements	Due Date	Date Completed	Responsible Party
8.0 System Evaluation and Capacity Assurance Plan	Prepare and implement a Capital Improvement Plan (CIP).	Aug. 2, 2010	Aug. 2, 2010	General Manager/ Board of Directors
Evaluation	Evaluate portions of the sewer system, if any, contributing to SSO discharge due to hydraulic deficiency			Chief Operator/ General Manager
Design Criteria	Establish appropriate design criteria to correct hydraulic deficiencies, if any.			Chief Operator/ General Manager
Capacity Enhancement Measures	Establish a short- and long-term CIP to address identified hydraulic deficiencies, if any.			Chief Operator/ General Manager
Schedule	Develop a schedule of completion dates for all portions of the CIP; review and update it as necessary.			Chief Operator/ General Manager
9.0 Monitoring, Measurement and Program Modifications	Maintain records, monitor and assess the effectiveness of the SSMP and update it as necessary.	Aug. 2, 2010	Aug. 2, 2010	General Manager/ Board of Directors
10.0 SSMP Audits	Conduct periodic internal audits of effectiveness of the SSMP every two years and prepare report.	Aug. 2, 2010	Aug. 2, 2010	General Manager/ Board of Directors
11.0 Communications Program	Develop a public communication program with the public on the development, implementation and performance of the	Aug. 2, 2010	Aug. 2, 2010	General Manager/ Board of Directors

	SSMP; provide public opportunity for input.			
Final SSMP	Finalize and certify the SSMP after all elements developed and implemented.	Aug. 2, 2010	Aug. 2, 2010	General Manager/ Board of Directors