

 <p>CITY OF MODESTO</p> <p>WASTEWATER COLLECTIONS</p>	XI. SSMP PROGRAM AUDITS
	DATE ISSUED: 4-6-09
	DATE REVISED: 6-28-10
	APPROVED BY: Gary DeJesus

Currently the City plans to annually evaluate the effectiveness of each element of the SSMP and will continue to work with other agencies and groups to identify and implement the best management practices through the SSMP.

City of Modesto
Sewer System Management Plan (SSMP)
2009 Annual Audit Report

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.

		YES	NO
ELEMENT 1 – GOALS			
A.	Are the goals stated in the SSMP still appropriate and accurate?	X	<input type="checkbox"/>
ELEMENT 2 -- ORGANIZATION			
A.	Is the Public Works Key Staff Telephone List current?	<input type="checkbox"/>	X
B.	Is the Sanitary Sewer Overflow Responder Telephone List current?	<input type="checkbox"/>	X
C.	Is the SSMP, “City Organization Chart,” current?	<input type="checkbox"/>	X
D.	Are the position descriptions an accurate portrayal of staff responsibilities?	X	<input type="checkbox"/>
E.	Is the SSMP, “Chain of Communication for Reporting and Responding to SSOs,” accurate and up-to-date?	<input type="checkbox"/>	X
ELEMENT 3 – LEGAL AUTHORITY			
Does the SSMP contain excerpts from the current City Municipal Code documenting the City’s legal authority to:			
A.	Prevent illicit discharges?	X	<input type="checkbox"/>
B.	Require proper design and construction of sewers and connections?	X	<input type="checkbox"/>
C.	Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the City?	X	<input type="checkbox"/>
D.	Limit discharges of fats, oil and grease?	X	<input type="checkbox"/>
E.	Enforce any violation of its sewer ordinances?	X	<input type="checkbox"/>
ELEMENT 4 – OPERATIONS AND MAINTENANCE			
Collection System Maps			
A.	Does the SSMP reference the current process and procedures for maintaining the City’s wastewater collection system maps?	X	<input type="checkbox"/>
B.	Are the City’s wastewater collection system maps complete, current, and sufficiently detailed?	<input type="checkbox"/>	X
Resources and Budget			
C.	Does the City allocate sufficient funds for the effective operation, maintenance and repair of the wastewater collection system and is the current budget structure documented in the SSMP?	X	<input type="checkbox"/>

Prioritized Preventive Maintenance		
D.	Does the SSMP describe current preventive maintenance activities and the system for prioritizing the cleaning of sewer lines?	<input checked="" type="checkbox"/> <input type="checkbox"/>
E.	Are the City's preventive maintenance activities sufficient and effective in minimizing SSOs and blockages?	<input checked="" type="checkbox"/> <input type="checkbox"/>
Scheduled Inspections and Condition Assessments		
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 the current components of this program documented in the SSMP?	<input checked="" type="checkbox"/> <input type="checkbox"/>
Contingency Equipment and Replacement Inventory		
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?	<input checked="" type="checkbox"/> <input type="checkbox"/>
H.	Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?	<input type="checkbox"/> <input checked="" type="checkbox"/>
Training		
I.	Is the training calendar current?	<input checked="" type="checkbox"/> <input type="checkbox"/>
J.	Does the SSMP document current training expectations and programs within the City's Wastewater Division?	<input checked="" type="checkbox"/> <input type="checkbox"/>
Outreach to Plumbers and Building Contractors		
K.	Does the SSMP document current outreach efforts to plumbers and building contractors?	<input checked="" type="checkbox"/> <input type="checkbox"/>
ELEMENT 5 – DESIGN AND PERFORMANCE STANDARDS		
A.	Does the SSMP contain current design and construction standards for the installation of new sanitary sewer systems, pump stations and other appurtenances and for the rehabilitation and repair of existing sanitary sewer systems?	<input checked="" type="checkbox"/> <input type="checkbox"/>
B.	Does the SSMP document 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?	<input checked="" type="checkbox"/> <input type="checkbox"/>
ELEMENT 6 – OVERFLOW AND EMERGENCY RESPONSE PLAN		
A.	Does the City's Sanitary Sewer Overflow and Backup Response Plan establish procedures for the emergency response, notification, and reporting of sanitary sewer overflows (SSOs)?	<input checked="" type="checkbox"/> <input type="checkbox"/>
B.	Is Wastewater Division staff appropriately trained on the procedures of the Sanitary Sewer Overflow and Backup Response Plan?	<input checked="" type="checkbox"/> <input type="checkbox"/>
C.	Considering performance indicator data in the Annual SSO Report, is the Sanitary Sewer Overflow and Backup Response Plan effective in handling SSOs in order to safeguard public health and the environment?	<input checked="" type="checkbox"/> <input type="checkbox"/>
ELEMENT 7 – FATS, OILS, AND GREASE (FOG) CONTROL PROGRAM		
A.	Does the Fats, Oils, and Grease (FOG) Control Program include efforts to educate the public on the proper handling and disposal of FOG?	<input checked="" type="checkbox"/> <input type="checkbox"/>
B.	Does the City's 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?	<input checked="" type="checkbox"/> <input type="checkbox"/>
C.	Are requirements for grease removal devices, best management practices (BMP), record keeping and reporting established in the City's FOG Control Program?	<input checked="" type="checkbox"/> <input type="checkbox"/>
D.	Does the City have sufficient legal authority to implement and enforce the FOG Control Program?	<input checked="" type="checkbox"/> <input type="checkbox"/>
E.	Is the current FOG program effective in minimizing blockages of sewer lines resulting from discharges of FOG to the system?	<input checked="" type="checkbox"/> <input type="checkbox"/>
ELEMENT 8 – SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN		
A.	Does the City Sanitary Sewer Master Plan evaluate hydraulic deficiencies in the system, establish sufficient design criteria and recommend both short and long term capacity enhancement and improvement projects?	<input checked="" type="checkbox"/> <input type="checkbox"/>
B.	Does the City's Capital Improvement Plan (CIP) 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?	<input checked="" type="checkbox"/> <input type="checkbox"/>

ELEMENT 9 – MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS			
A.	Does the SSMP accurately portray the methods of tracking and reporting selected performance indicators?	X	<input type="checkbox"/>
B.	Is the City able to sufficiently evaluate the effectiveness of SSMP elements based on relevant information?	X	<input type="checkbox"/>
ELEMENT 10 – SSMP AUDITS			
A.	Will the SSMP Audit be submitted to the Regional Water Board by March 15 th of the year following the end of the calendar year being audited?	<input type="checkbox"/>	X
ELEMENT 11 – COMMUNICATION PROGRAM			
A.	Does the City effectively communicate with the public and other agencies about the development and implementation of the SSMP and continue to address any feedback?	X	<input type="checkbox"/>

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.

Element 2 – Organization

A, B, C, E – all of this information has been provided in the updated SSMP

Element 4 – Operations and Maintenance

B – Last year this information was being updated. This work has been completed and entered into the GIS System. This system is currently continues to be updated.

H – Due to the age of our equipment and budget constraints for the purchase of new equipment, parts availability is limited.

Element 10 – SSMP Audits

A – Due to a change in management staff, the SSMP is being submitted on June 30, 2010. The SSMP for 2010 will be submitted prior to March 15th.