

**SSMP  
ELEMENT 10 – SSMP Program  
Audits  
APPENDIX 10.2**

**SSMP Audit Blank Form**

# City of San Mateo

## SSMP Biennial Audit Report Form

<b>Date of Audit:</b>	<i>From:</i>	<i>Through:</i>
<b>Prepared by:</b>		
<b>Reviewed by:</b>		

<b>Introduction</b>	<b>Yes</b>	<b>No</b>
Is the current system description complete and up to date? Are all infrastructure statistics current and complete?	<input type="checkbox"/>	<input type="checkbox"/>
Discussion:		
<b>Element 1 – Goals</b>	<b>Yes</b>	<b>No</b>
A    Are the goals stated in the SSMP still appropriate and accurate?	<input type="checkbox"/>	<input type="checkbox"/>
Discussion:		

<b>Element 2 -- Organization</b>		<b>Yes</b>	<b>No</b>
A	Is the Contact Information current?		
B	Is the Sanitary Sewer Overflow Responder List current?		
C	Is the Organization Chart in Figure 2-1 of the SSMP current?		
D	Are the position descriptions an accurate portrayal of staff responsibilities?		
E	Is the chain of communication for reporting and responding to SSOs accurate and up-to-date?		
Discussion:			

<b>Element 3 – Legal Authority</b>		<b>Yes</b>	<b>No</b>
Does the SSMP contain current references to the City’s Code documenting the City’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 lateral owned or maintained by the City?		
D	Limit discharges of fats, oil and grease?		
E	Enforce any violation of its sewer ordinances?		
F	Were any changes or modifications made in the past year or since the last SSMP audit to City Ordinances, Regulations, or standards?		
Discussion:			

<b>Element 4 – Operations and Maintenance</b>		<b>Yes</b>	<b>No</b>
<b>Collection System Maps</b>			
A	Does the SSMP reference the current process and procedures for maintaining the City’s sanitary sewer system maps?		
B	Are the City’s wastewater collection system maps complete, current, and sufficiently detailed?		
<b>Prioritized Preventive Maintenance</b>			
C	Does the SSMP describe current preventive maintenance activities and the system for prioritizing the cleaning of sewer lines?		
D	Based upon the SSO information in CIWQS and the Annual SSO Report, are the City’s preventive maintenance activities sufficient and effective in minimizing SSOs and blockages?		
<b>Rehabilitation and Replacement Program</b>			
E	Is there an ongoing condition assessment program sufficient to rank the condition of sewer pipes and schedule rehabilitation? Are the current components of this program documented in the SSMP?		
F	Does the rehabilitation and replacement plan include a capital improvement plan that addresses proper management and protection of the infrastructure assets? Does the plan include a time schedule for implementing the short and long-term plans plus a schedule for developing the funds needed for the capital improvement plan?		
<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?		
H	Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?		

<b>Element 4 – Operations and Maintenance</b>		<b>Yes</b>	<b>No</b>
<b>Training</b>			
I	Are the training records current?		
J	Does the SSMP document current training expectations and programs?		
Discussion:			

<b>Element 5 – Design and Performance Standards</b>		<b>Yes</b>	<b>No</b>
A	Does the SSMP reference 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?		
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?		
Discussion:			

<b>Element 6 – Overflow and Emergency Response Plan</b>		<b>Yes</b>	<b>No</b>
A	Does the City’s Overflow Emergency Response Plan (OERP) contain proper notification procedures so that the primary responders and regulatory agencies are informed of all sanitary sewer overflows (SSOs) as required by the WDR and MRP?		
B	Does the OERP have a program to ensure an appropriate response to all overflows?		

<b>Element 6 – Overflow and Emergency Response Plan</b>		<b>Yes</b>	<b>No</b>
C	Does the OERP contain procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities of all SSOs that potentially affect public health or reach waters of the State in accordance with the MRP? Does the SSMP identify the officials who will receive immediate notification of such SSOs?		
D	Are staff and contractor personnel aware of and appropriately trained on the procedures of the OERP?		
E	Does the OERP contain procedures to address emergency operations such as traffic and crowd control and other necessary response activities?		
F	Does the OERP ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge?		
G	Considering SSO performance data, is the OERP effective in handling SSOs in order to safeguard public health and the environment?		
H	Is the Water Quality Monitoring Plan current and has it been trained on and practiced by staff that would be involved in a SSO of large volume?		
I	Was sampling conducted within 48 hours for all SSOs greater than 50,000 gallons and were results entered for these SSOs through the CIWQS website?		
J	Has the City prepared a Technical Report for all SSOs larger than 50,000 gallons? Have all Technical Reports been filed on the CIWQS website as required?		
Discussion:			

<b>Element 7 – Fats, Oils, and Grease (FOG) Control Program</b>		<b>Yes</b>	<b>No</b>
A	Does the Fats, Oils, and Grease (FOG) Control Program include a description of public education outreach efforts that promote proper handling and disposal of FOG?		
B	Does the FOG program include a plan for the disposal of FOG generated within the sewer system service area?		
C	Does the City have sufficient legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG?		
D	Are there requirements to install grease removal devices (such as traps or interceptors), best management practices (BMP) requirements, record keeping, maintenance requirements and reporting requirements established in the City’s FOG Control Program?		
E	Does the City have authority to inspect grease producing facilities and have sufficient staff to inspect and enforce the FOG ordinance?		
F	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?		
G	Does the FOG control program implement source control measures for all sources of FOG discharged to the collection system?		
H	Is the current FOG program effective in minimizing blockages of sewer lines resulting from discharges of FOG to the system?		
Discussion:			

<b>Element 8 – System Evaluation and Capacity Assurance Plan</b>		<b>Yes</b>	<b>No</b>
A	Does the System Evaluation and Capacity Assurance Plan evaluate hydraulic deficiencies in the system and provide estimates of peak flows associated with conditions similar to those causing overflow events, if applicable?		
B	Does the City’s capital improvement program (CIP) establish a schedule of approximate completion dates for both short-term and long-term improvements and is the schedule reviewed and updated to reflect current budgetary capabilities and activity accomplishment?		
C	Does the City take steps needed to establish a short and long-term CIP to address hydraulic deficiencies, including prioritization, alternatives analysis, and schedules? Are repair and replacement projects developed based upon condition assessment and/or field maintenance results?		
Discussion:			

<b>Element 9 – Monitoring, Measurement, and Program Modifications</b>		<b>Yes</b>	<b>No</b>
A	Does the City maintain relevant information that can be used to establish and prioritize appropriate SSMP activities?		
B	Does the City monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP?		
C	Does the City assess the success of the preventive maintenance program?		
D	Does the City update program elements, as appropriate, based upon monitoring or performance evaluations?		
E	Does the SSMP identify and illustrate SSO trends, including frequency, location and volume of SSOs?		
Discussion:			



<b>Element 10 – SSMP Audits</b>		<b>Yes</b>	<b>No</b>
A	Does the audit focus on the effectiveness of the SSMP? If not, what needs to be changed to increase the effectiveness of the overall collection system program?		
B	Were the audit results shared with the City Council? And the public, via the City website?		
C	Will the SSMP Audit be completed, reviewed, and filed as an Appendix to the SSMP on a biennial basis?		
D	Do any proposed changes to the SSMP require Board approval as they have a substantial change in the policies and procedures for collection system operations and maintenance?		
Discussion:			

<b>Element 11 – Communication Program</b>		<b>Yes</b>	<b>No</b>
A	Does the City communicate on a regular basis with the public and other agencies about the development and implementation of the SSMP? Does the communication system provide the public the opportunity to provide input as the program is developed and implemented? Were annual progress reports and metrics of implementation of the SSMP provided to the City Council?		
Discussion:			

<b>Change Log</b>		<b>Yes</b>	<b>No</b>
A	Is the SSMP Change Log current and up to date?		
Discussion:			