

Element 9 – Monitoring, Tracking and Reporting System

SWB Requirements:

The Enrollee shall:

- a. Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;*
- b. Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;*
- c. Assess the success of the preventative maintenance program;*
- d. Update program elements, as appropriate, based on monitoring or performance evaluations; and*
- e. Identify and illustrate SSO trends, including: frequency, location, and volume.*

RWB Requirements:

Each wastewater collection system agency shall monitor the effectiveness of each SSMP element and update and modify SSMP elements to keep them current, accurate, and available for audit as appropriate.

The effectiveness of each SSMP element is measured through the use of selected performance indicators. These indicators are tracked and reported using the Annual Report of Sanitary Sewer Overflows (Annual SSO Report) and the Annual SSMP Audit Form. An Annual SSO Report template and a blank Annual SSMP Audit Form are included in the **Element 9 Appendix**.

Performance indicator data are incorporated into the Annual SSO Report. The Annual SSMP Audit Form provides documentation of the process of reviewing the SSMP to determine if an update is necessary. Both the Annual SSO Report and the Annual SSMP Audit Form are submitted to the Regional Water Board.

The Annual SSO Report template includes the following performance indicators:

- Number of dry weather SSOs
- Number of wet weather SSOs
- Total number of SSOs
- Number of SSOs <100 gallons
- Number of Category 1 SSOs
- Number of Category 2 SSOs

- Number of Category 3 SSOs
- Total volume of SSOs
- Total volume recovered
- Total volume conveyed
- Number of SSOs caused by each of the blockage types: roots, grease, debris and other
- Blockages due to each of the following: roots, grease, debris, and other
- Number of SSOs caused by capacity limitations

Performance indicator data are compiled from information regularly collected and maintained by the City. Current and readily available sources, which are described throughout this SSMP, include SSO field report forms, CIWQS database reports, sewer system cleaning schedules, and FOG inspection reports.

The City's Deputy Director PW&U Operations is responsible for completing the Bi-Annual SSO Report updates (June and December) and Biennial (every 2 years) SSMP Audits. Necessary updates to the SSMP are made based on these biennial evaluations.

List of Documents in Element 9 Appendix

1. BI-Annual Report of Sanitary Sewer Overflows (template)

ELEMENT 9 APPENDIX

1. 2 year SSMP Audit Form

**Attachment 1
City of Petaluma
Sewer System Management Plan (SSMP)
[YEAR] Annual Audit Report**

The purpose of the Annual SSMP Audit is to evaluate the effectiveness of the City of Petaluma's (City's) SSMP and to identify deficiencies, if any, and steps to correct them. The audit is submitted pursuant to the requirements included in the State Water Resources Control Board Order No. 2006-0003-DWQ and San Francisco Bay Regional Water Quality Control Board's Sewer System Management Plan Development Guide, July 2005. Information collected in the Annual Report of Sanitary Sewer Overflows was used in preparing this audit and therefore the two reports are intended to be submitted as one document.

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?	<input type="checkbox"/>	<input type="checkbox"/>
ELEMENT 2 -- ORGANIZATION			
A.	Is the Public Works Services Key Staff Telephone List current?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Is the Sanitary Sewer Overflow Responder Telephone List current?	<input type="checkbox"/>	<input type="checkbox"/>
C.	Is Figure 1 of the SSMP, entitled "City Organization Chart," current?	<input type="checkbox"/>	<input type="checkbox"/>
D.	Are the position descriptions and accurate portrayal of staff responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>
E.	Is Table 2 of the SSMP, titled "Chain of Communication for Reporting and Responding to SSOs," accurate and up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>
ELEMENT 3 – LEGAL AUTHORITY			
Does the SSMP contain excerpts from the current Petaluma City Municipal Code documenting the City's legal authority to:			
A.	Prevent illicit discharges?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Require proper design and construction of sewers and connections?	<input type="checkbox"/>	<input type="checkbox"/>
C.	Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the City?	<input type="checkbox"/>	<input type="checkbox"/>

		YES	NO
D.	Limit discharges of fats, oil and grease?	<input type="checkbox"/>	<input type="checkbox"/>
E.	Enforce any violation of its sewer ordinances?	<input type="checkbox"/>	<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?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Are the City's wastewater collection system maps complete, current, and sufficiently detailed?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<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 type="checkbox"/>	<input type="checkbox"/>
E.	Based upon information in the Annual SSO Report, are the City's preventive maintenance activities sufficient and effective in minimizing SSOs and blockages?	<input 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 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 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 type="checkbox"/>
Training			
I.	Is the training calendar current?	<input type="checkbox"/>	<input type="checkbox"/>
J.	Does the SSMP document current training expectations and programs within the City's Wastewater Division?	<input 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 type="checkbox"/>	<input type="checkbox"/>

		YES	NO
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 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 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 type="checkbox"/>	<input type="checkbox"/>
B.	Are Wastewater Division staff and contractor personnel appropriately trained on the procedures of the Sanitary Sewer Overflow and Backup Response Plan?	<input 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 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 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 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 type="checkbox"/>	<input type="checkbox"/>
D.	Does the City have sufficient legal authority to implement and enforce the FOG Control Program?	<input 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 type="checkbox"/>	<input type="checkbox"/>
ELEMENT 8 – SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN			
A.	Does the Redwood 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 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 type="checkbox"/>	<input type="checkbox"/>

		YES	NO
ELEMENT 9 – MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS			
A.	Does the SSMP accurately portray the methods of tracking and reporting selected performance indicators?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Is the City able to sufficiently evaluate the effectiveness of SSMP elements based on relevant information?	<input type="checkbox"/>	<input type="checkbox"/>
ELEMENT 10 – SSMP AUDITS			
A.	Will the SSMP Audit be submitted with the SSO Annual Report to the Regional Water Board by March 15 th of the year following the end of the calendar year being audited?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>

