Section 10

SSMP Audits

This audit contains information about successes/failures in implementing the most recent version of the Sea Ranch Central Sanitation Zone (Zone) Sanitary Sewer Management Plan (SSMP), and identifies any revisions necessary for a more effective program.

Monitoring and Measurements data are recorded in Section 9 of this plan will be used in preparation of the audit. An explanation of the Zone's SSMP development, and accomplishments in improving the sewer system, follows the audit, including:

1. Progress made on development of SSMP elements;
2. Comparison of progress with planned schedule;
3. Justification on any delays with development of the SSMP;
4. How the Zone's implementation of SSMP elements in the past year;
5. The effectiveness of implementing SSMP elements;
6. Description of the additions and improvements made to the sanitary sewer collection system in the past reporting year;
7. Description of the additions and improvements planned for the upcoming reporting year with an estimated schedule for implementation.

Sea Ranch Central Sanitation Zone
Sewer System Management Plan Annual Audit Report

Name of agency	
Date of audit	
Name of auditor	
System Overview	
LF of gravity sewer mains	
LF of lower lateral	
LF of force mains	
Total LF of all sewer lines	
Number of pump stations	
Population served	
Current average monthly single family residential sewer rate	

I. GOALS

1. Are the goals stated in the SSMP still appropriate and accurate? (circle one) **YES / NO**
2. If you answered NO to question 1, describe content and schedule for updates.

II. ORGANIZATION

REFERENCE MATERIAL
- **Organization chart**
- **Phone list**

3. Is the SSMP up-to-date with agency organization and staffing contact information? **YES / NO**
4. If you answered NO to question 3, describe content and schedule for updates.

III. LEGAL AUTHORITY

REFERENCE MATERIAL

- **Ordinances**
- **Enforcement actions**

5. Does the SSMP contain up-to-date information about your agency's legal authority? **YES / NO**

6. Does your agency have sufficient legal authority to control sewer use and maintenance? **YES / NO**

7. If you answered NO to questions 5 and/or 6, describe content and schedule for necessary changes.

IV. OPERATIONS AND MAINTENANCE PROGRAM

a. COLLECTION SYSTEM MAPS

REFERENCE MATERIAL

- **Summary of information included in mapping system**

8. Does the SSMP contain up-to-date information about your agency's maps? **YES / NO**

9. Are your agency's collection system maps complete, up-to-date, and sufficiently detailed? **YES / NO**

10. If you answered NO to questions 8 and/or 9, describe content and schedule for necessary changes.

b. RESOURCES AND BUDGET

REFERENCE MATERIAL
- **Current Capital Improvement Plan (CIP)**
- **Current operating budget**

11. Does the SSMP contain up-to-date information about your agency's resources and budget? **YES / NO**

12. Are your agency's resources and budget sufficient to support effective sewer system management? **YES / NO**

13. Do your agency's planning efforts support long-term goals? **YES / NO**

14. If you answered NO to questions 11, 12, and/or 13, describe content and schedule for necessary changes.

c. PRIORITIZED PREVENTIVE MAINTENANCE

REFERENCE MATERIAL
- **Cleaning schedules**
- **List or map of hotspots**
- **Work orders**
- **Service call data**
- **Customer feedback**

Table 1. Annual Blockage Statistics and Preventive Maintenance Activities

	2008	2009	2010	2011	2012
Blockages in the past year					
Blockages due to:					
Roots					
Grease					
Debris					
Other					
Average response time					
Ratio of planned cleaning to unplanned cleaning (LF)					
Number of customer complaints in the last year					
Number of positive customer responses					

15. Does the SSMP contain up-to-date information about your agency's preventive maintenance activities? **YES / NO**

16. Considering the information in Tables 1-3, are your agency's preventive maintenance activities sufficient and effective in reducing and preventing SSOs and blockages? **YES / NO**

17. If you answered NO to questions 15 and/or 16, describe content and schedule for necessary improvements.

d. TRAINING

REFERENCE MATERIAL

- **Employee training records**

18. Does the SSMP contain up-to-date information about your agency's training expectations and programs? **YES / NO**

19. Do supervisors believe that their staff is sufficiently trained? **YES / NO**

20. Are staff satisfied with the training opportunities and support offered to them? **YES / NO**

21. If you answered NO to questions 24, 25, and/or 26, describe content and schedule for necessary improvements.

e. EQUIPMENT AND PARTS INVENTORY

REFERENCE MATERIAL
- **Funds spent on equipment and materials**
- **Equipment and parts inventory**

22. Does the SSMP contain up-to-date information about equipment and replacement inventories? **YES / NO**

23. Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance? **YES / NO**

24. If you answered NO to questions 21 and/or 22, describe content and schedule for necessary arrangements.

V. DESIGN AND PERFORMANCE PROVISIONS

REFERENCE MATERIAL
- **Design and construction standards**
- **Ordinances**

25. Does the SSMP contain up-to-date information about your agency's design and construction standards? **YES / NO**

26. Are design and construction standards, as well as standards for inspection and testing of new and rehabilitated facilities sufficiently comprehensive and up-to-date? **YES / NO**

27. If you answered NO to questions 31 and/or 32, describe content and schedule for necessary revisions.

VI. OVERFLOW EMERGENCY RESPONSE PLAN

REFERENCE MATERIAL

- **Data submitted to CIWQS**
- **Service call data**

Table 2. Annual SSO Statistics

	2008	2009	2010	2011	2012
Number of dry weather SSOs					
Number of wet weather SSOs					
Total number of SSOs					
Number of SSOs per 100 miles of sewer per year					
Number of SSOs 100 gallons					
Number of SSOs 100 to 999 gallons					
Number of SSOs 1,000 gallons					
Number of SSOs >10,000 gallons					
Total volume of SSOs					
Total volume recovered					
Net volume of SSOs (total minus recovered)					
Total volume conveyed to wastewater treatment plant					
Percent volume conveyed (100 x (Total volume conveyed – Volume of SSOs) / Total volume conveyed)					
SSOs caused by:					
Roots					
Grease					
Debris					
Pipe failure					
Pump station failure					
Capacity-limited pipe segment (no debris)					
Other					
Number of locations with more than one SSO in the past year					
Average response time – during business hours					

Average response time - after business hours					

28. Does the SSMP contain an up-to-date version of your agency's Overflow Emergency Response Plan? **YES / NO**

29. Considering the information in Table 2, is the Overflow Emergency Response Plan effective in handling SSOs? **YES / NO**

30. If you answered NO to questions 34 and/or 35, describe content and schedule for necessary revisions and implementation.

VII. FATS, OILS, AND GREASE (FOG) CONTROL PLAN

REFERENCE MATERIAL

- **List or map of FOG sources in service area**
- **List or map of hotspots**
- **Cleaning schedules**
- **Restaurant inspection reports or summaries**
- **Data submitted to CIWQS**
- **Service call data**

Table 3. FOG Control Statistics

	2008	2009	2010	2011	2012
Number of SSOs caused by FOG					
Planned cleaning (LF)					
Unplanned cleaning (LF)					
Ratio of planned to unplanned cleaning (LF)					
Number of FOG inspections completed					

31. Does the SSMP contain up-to-date information about your agency's FOG control program? **YES / NO**

32. Considering the information in Table 3, is the current FOG program effective in documenting and controlling FOG sources? **YES / NO**

33. If you answered NO to questions 37 and/or 38, describe content and schedule for necessary changes.

VIII. SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

REFERENCE MATERIAL

- **Capacity assessment reports**
- **CIP**
- **SSO data**

Table 4. SSOs Caused by Hydraulic Limitations

	2008	2009	2010	2011	2012
Number of SSOs caused by capacity limitations					

34. Does the SSMP contain up-to-date information about your agency's capacity assessment? **YES / NO**

35. Has your agency completed a capacity assessment and identified and addressed any hydraulic deficiencies in the system? **YES / NO**

36. If you answered NO to questions 40 and/or 41, describe content and schedule for necessary activities.

IX. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

37. Does the SSMP contain up-to-date information about your agency's data collection and organization? **YES / NO**

38. Is your agency's data collection and organization sufficient to evaluate the effectiveness of your SSMP? **YES / NO**

39. If you answered NO to questions 43 and/or 44, describe content and schedule for necessary improvements.

X. SSMP AUDITS

40. Will this SSMP Audit be submitted with the Annual Report to the Regional Water Board by March 15? **YES / NO**

XI. COMMUNICATION PROGRAM

REFERENCE MATERIAL

- **Mailings and mailing lists**
- **Website**
- **Other communication records such as newspaper ads, site postings, or other outreach**
- **Customer feedback**

41. Does the SSMP contain up-to-date information about your agency's public outreach activities? **YES / NO**

42. Does the SSMP contain up-to-date information about your agency's communications with satellite and tributary agencies? **YES / NO**

43. Has your agency effectively communicated with the public and other agencies about the SSMP, and addressed feedback? **YES / NO**

44. If you answered NO to questions 47, 48, and/or 49, describe content and schedule for necessary improvements.