

Sea Ranch Sanitation Zone

Sewer System Management Plan (SSMP)



Last Updated: October 2016

Introduction

The introductory section provides background information on the purpose and organization of this Sewer System Management Plan (SSMP) and provides a brief overview of the Sea Ranch Sanitation Zone's (Zone)'s service area and sewer system.

SSMP Requirement Background

This SSMP has been prepared in compliance with requirements of the California State Water Resources Control Board ("SWRCB") promulgated waste discharge requirement ("WDR") permit on May 2, 2006 to regulate sanitary sewer systems. This permit is known as SWRCB Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems. On July 30, 2013, Attachment A to the Order was promulgated and became effective on September 9, 2013 and is known as Attachment A, SWRCB Order No. WQO 2013-0058-EXEC, amending the Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems.

Documentation Organization

This SSMP is intended to meet the requirements of the Statewide WDR. The organization of this document is consistent with the SWRCB guidelines. The SSMP includes eleven elements, as listed below. Each of these elements forms a section of this document.

1. Goals
2. Organization
3. Legal Authority
4. Operations and Maintenance program
5. Design and Performance Provisions
6. Overflow Emergency Response Plan ("OERP")
7. Fats, Oils, and Grease (FOG) Control Program
8. System Evaluation and Capacity Assurance Plan ("SECAP")
9. Monitoring, Measurement and Program Modifications
10. SSMP Program Audits
11. Communications Program

Each element section is organized into sub-sections, as follows:

1. Description of the SWRCB requirement for that element.
2. Identification of associated appendix and list of supporting information included in the appendix.
3. Discussion of element. The discussion may be split into multiple sub-sections depending on length and complexity.

Supporting information for each element is included in an appendix associated with that section, as applicable. In general, information expected to require relatively frequent updates (such as names and phone numbers of staff) are included in appendices, as well as other supporting information, such as forms or schedules. Information that is not updated frequently, are included as a link to the Sonoma County Water Agency's website.

Sea Ranch Sanitation Zone Service Area and Sewer System

The Sea Ranch North and Central Sanitation Zones (Zone) service areas cover approximately 4,600 acres. The Zone provides service to approximately 830 parcels using a gravity collection system and treats wastewater from approximately 280 ESDs. There are four lift stations in the Sea Ranch North SZ, one is located on Leeward Road, the second is on Helm Road, the third is on Tide Pool Road, and the fourth is also located on Leeward Road. The Sea Ranch North SZ Wastewater Treatment Plant is located on Highway 1 in Sea Ranch. This plant became operational in 1972. The treatment plant is designed to provide secondary treatment for an average daily dry weather flow of up to 160,000 gallons per day and currently treats approximately 22,000 gallons per day. The plant includes: a headworks, one aeration pond, filtration, chlorination, and a storage capacity of 8.4 million gallons. There is one lift station in the Sea Ranch Central SZ. The Sea Ranch Central SZ Wastewater Treatment Plant is located on Highway 1 in Sea Ranch. This plant became operational in 1971. The treatment plant is designed to provide secondary treatment for an average daily dry weather flow of up to 27,000 gallons per day and currently treats approximately 2,000 gallons per day. The plant includes: a headworks, one aerated pond, chlorination, and a storage capacity of 1.74 million gallons.

SECTION 1

GOALS

The goals of the Sea Ranch Sanitation Zone are to:

- 1) Properly manage, operate and maintain all parts of the wastewater collection system;
 - a. Provide adequate capacity to convey peak flows;
 - i. implemented a capital replacement program with the long-term intent of replacing aging sewer mains
 - b. Minimize the frequency of SSOs;
 - i. Maintain the health of the collection system by implementing a step-by-step process to insure that pipelines that cannot carry flow will be fixed as quickly as possible.
 - ii. Eliminate or minimize preventable SSOs
 - c. Mitigate the impact of SSOs;
 - i. Respond to SSOs in a quick and timely fashion, thereby reducing the amount of flow reaching non-collection system facilities.
 - d. Protect the health and safety of the residents of Sonoma Valley;
 - i. Maintain equipment in order to guarantee that in the event of a failure, there will be minimal service interruptions.
 - e. Maintain cost effectiveness while maintaining high efficiency;
 - i. Encouraged staff to attend workshop and/or conferences on topics such as Collection System Maintenance, Environmental Compliance, Plant Maintenance, and Mechanical Technology
 - f. Be responsive to customers;

SECTION 2

ORGANIZATION

The Sonoma County Water Agency contracts with The Sea Ranch Water Company to manage the Sea Ranch Sanitation Zone. Please note that some of the job descriptions refer to “Water Agency”. The Zone is owned and managed by the Sonoma County Water Agency. Therefore, the Zone’s organizational chart, below is the same as the Sonoma County Water Agency’s organizational chart (see below).

Job Descriptions:

Board of Directors: Establishes policy and authorizes outside contractors to perform services for the Zone.

General Manager: The General Manager is the principal administrative person in overall charge of the Sonoma County Water Agency.

Chief Engineer: The Chief Engineer is professionally responsible for the engineering activities of the Zone, and reviews and approves all plans and specifications for engineered works and all reports requiring professional engineering judgment.

Assistant General Manager- Water / Wastewater Operations: Plans, organizes, directs, and coordinates the Operations and Operations Engineering section.

Directs the operation of systems and facilities, for the collection, treatment, storage, and disposal of wastewater and the reuse of reclaimed water; reviews plans for the operation of new wastewater facilities. Directs the compliance with federal, state and local water quality related regulations and prepares action plans to ensure full compliance with those regulations. Directs negotiations of regulatory permits that relate to the operation of wastewater facilities. Prepares wastewater collection system planning documents, coordinates development and implementation of SSMP.

Operations Engineering (Water Agency Engineer): Works as needed on applicable permits, laws, and regulations. Provides support to all parts of operations. Responsible for preparing SSMP.

Chemist: Collects and prepares samples of sanitary sewer overflows, when needed. Assists in setting up a county-wide effluent sampling program and industrial waste program, and ensures programs are carried out.

Operations Coordinator: The Operations Water Agency Coordinator is expected to possess an understanding of the full spectrum of operations involved in wastewater systems. Provides

relevant information to agency management, prepares and implements contingency plans, leads emergency response, investigates and reports SSOs. This coordinator is also the Chief Plant Operator for the Zone.

Plant Operator: Manages field operations and maintenance activities, provides relevant information to management, Prepares and implements contingency plans, leads emergency response, investigates and reports SSOs, collects and prepares samples.

Assistant General Manager – Maintenance: Plans, organizes, directs, and coordinates the maintenance oriented sections within the Sonoma County Water Agency.

Directs the maintenance of systems and facilities for the collection, treatment, storage, and disposal of wastewater and the reuse of reclaimed water; directs the reviews plans for maintenance of wastewater facilities.

Maintenance Coordinator: The Maintenance Coordinator investigates and reviews SSOs reports, and trains field crews.

Environmental Compliance Inspector: Collects and prepares samples of sanitary sewer overflows, when needed. Assists in setting up a county-wide effluent sampling program and industrial waste program, and ensures programs are carried out.

Lead Maintenance Worker: The Lead Maintenance Worker is responsible for directly leading a crew of employees engaged in the overall technical maintenance and repair of the wastewater treatment and collection systems. Leads emergency response, investigates and reports SSOs to Water Agency Coordinator, and trains field crews.

Maintenance Workers (II & III): Maintenance Workers participate in the installation, maintenance and repair of wastewater treatments systems. Determine appropriate action of day to day operations and in emergency situations in the field. Mobilize and respond to notification of stoppages and SSOs (mobilize sewer cleaning equipment, by-pass pumping equipment, and portable generators, etc.).

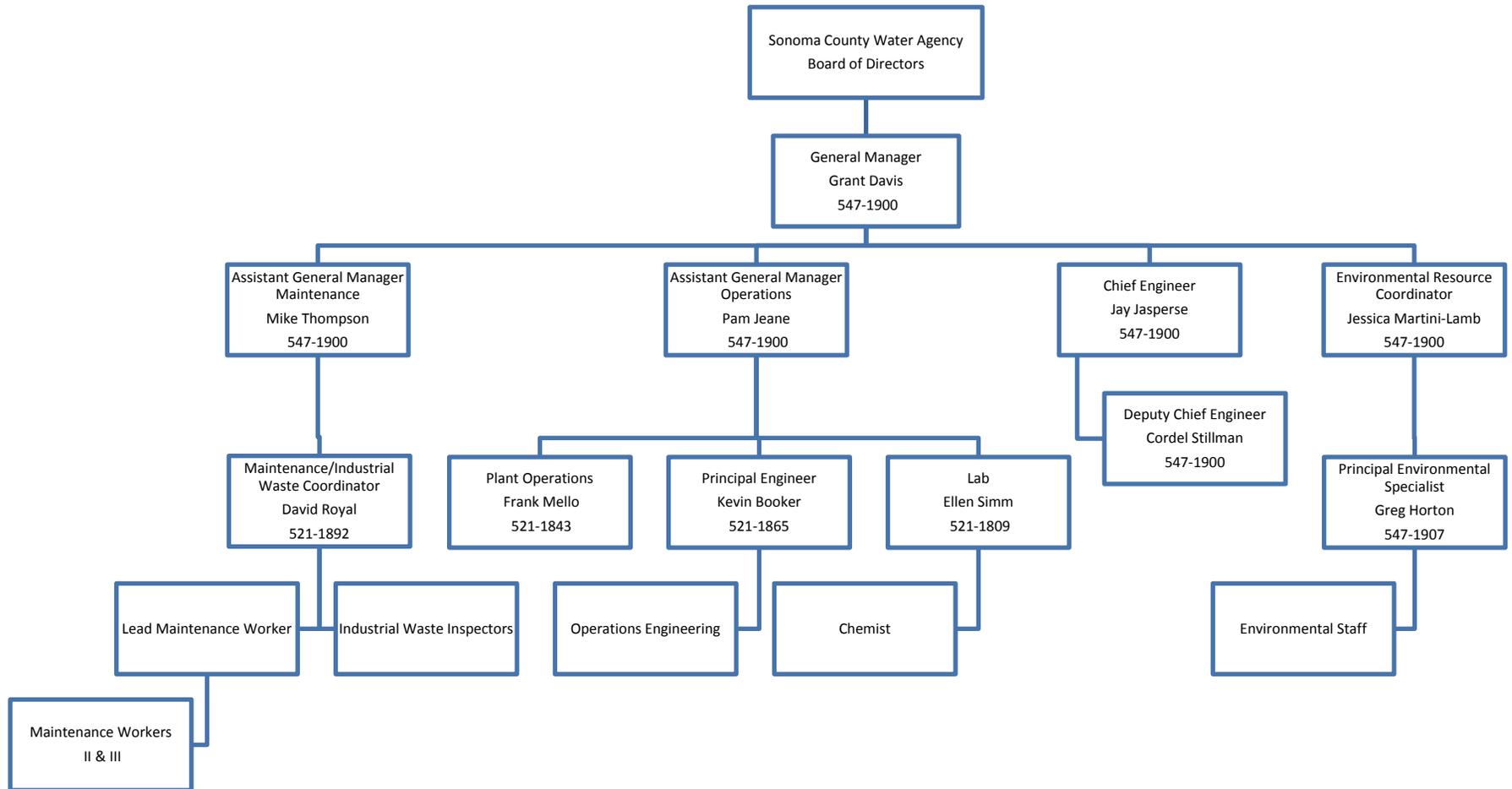
The communication plan, which identifies who is responsible for managing SSO responses, investigating the cause, and reporting the SSO to the appropriate parties is provided under Section 6, Overflow Emergency Response Plan.

Water Agency Environmental Resources Coordinator: The Water Agency Environmental Resources Coordinator plans, directs, manages, coordinates, and supervises the work of the Environmental Resources and Public Affairs Division of the Sonoma County Water Agency; coordinates and participates in Federal and State legislative efforts; recommends, develops, implements and evaluates policies and procedures; and performs related duties as required.

Principal Environmental Specialist: Plans, organizes, and supervises the activities of a single section in the Environmental Resources and Public Affairs Division in the Sonoma County Water Agency engaged in environmental related planning or other services such as fish and wildlife; botanical, wetland resource, and soil morphology; arboriculture/revegetation; and environmental document analysis; recommends and implements changes, policies, and procedures; prepares and/or oversees the preparation of related environmental reports; and performs related duties as required.

SSMP Element	Responsible Party (Position)	Responsible Party (Name)	Phone Number	Email Address
Introduction, included	Water Agency Principal Engineer	Kevin Booker	521-1865	Kevin.booker@scwa.ca.gov
1 – Goals	Water Agency Principal Engineer	Kevin Booker	521-1865	Kevin.booker@scwa.ca.gov
2 – Organization	Water Agency Principal Engineer	Kevin Booker	521-1865	Kevin.booker@scwa.ca.gov
3 – Legal Authority	Water Agency Principal Engineer	Kevin Booker	521-1865	Kevin.booker@scwa.ca.gov
4 – O&M Program				
5 – Design & Performance Provisions	Water Agency Principal Engineer	Kevin Booker	521-1865	Kevin.booker@scwa.ca.gov
6 – Overflow Emergency Response Program	<u>The Sea Ranch Association</u> Maintenance Coordinator	David Royall	521-1892	David.Royall@sewa.ca.gov
7 – FOG Control Program	Maintenance Coordinator	David Royall	521-1892	David.Royall@scwa.ca.gov
8 – SECAP	<u>Water Agency Principal Engineer</u> Maintenance Coordinator	<u>Kevin Booker</u> <u>David Royall</u>	521-18 6592	<u>Kevin.booker@scwa.ca.gov</u> <u>David.Royall@sewa.ca.gov</u>
9 – Monitoring, Measurement, and Program Modifications	<u>Water Agency Principal Engineer</u> Maintenance Coordinator	<u>Kevin Booker</u> <u>David Royall</u>	521-18 6592	<u>Kevin.booker@scwa.ca.gov</u> <u>David.Royall@sewa.ca.gov</u>
10 – SSMP Program Audits	Water Agency Principal Engineer	Kevin Booker	521-1865	Kevin.booker@scwa.ca.gov
11 – Communication	Water Agency Principal Engineer	Kevin Booker	521-1865	Kevin.booker@scwa.ca.gov
Change Log	Water Agency Principal Engineer	Kevin Booker	521-1865	Kevin.booker@scwa.ca.gov
Appendices	Water Agency Principal Engineer	Kevin Booker	521-1865	Kevin.booker@scwa.ca.gov

The Sea Ranch Sanitation Zone Organizational Chart (For SSMP)



SECTION 3

LEGAL AUTHORITY

Legal Authority Sea Ranch Sanitation Zone (Sanitation Code Ordinance)

The Sanitation Code Ordinance sets forth uniform requirements for contributors to the wastewater collection and treatment system, and enables the Sea Ranch Sanitation Zone to comply with all applicable State and Federal laws required by the Clean Water Act of 1977, as amended, and the General Pretreatment Regulations (40 CFR Part 403) which are on file at the Water Agency office.

The Sonoma County Water Agency Sanitation Code Ordinance can be found at the following:
<http://www.scwa.ca.gov/sanitation-codes/>

Requirement	Enrollee Code Reference*
Public Sewers	
Ability to prevent illicit discharges into the wastewater collection system	Article I – General Provisions
Ability to require that sewers and connections be properly designed and constructed	Article IV – Terms and Conditions for Construction of Sanitation Facilities
Laterals	
Ensure access for maintenance, inspection, or repairs for portions of the service lateral owned or maintained by the Enrollee	Article VI – Source Control Program
FOG Source Control	
Ability to limit the discharge of FOG and other debris that may cause blockages	Article X – Grease, Oil, and Sand Interceptor Program
Enforcement	
Ability to enforce any violation of the Enrollee’s sewer ordinances	Article VII - Enforcement
Other Possible Code Sections (Referenced but not required by the SSS WDR)	
Public Sewers	
Ability to require proper installation, testing, and inspection of new and rehabilitated sewers	Article III – General Conditions for Sewer Service
Laterals	
Provide clear delineation of Enrollee responsibility (e.g., mains and lower laterals) and policies (e.g., courtesy cleaning, repair, cleanout installation)	Article III – General Conditions for Sewer Service
Define lateral ownership and maintenance responsibility	Article III – General Conditions for Sewer Service
FOG Source Control	
Requirements for the installation of GRDs	Article X – Grease, Oil, and Sand Interceptor Program
Ability to set design standards for GRDs	Article X – Grease, Oil, and Sand Interceptor Program
Authority to inspect grease producing facilities	Article X – Grease, Oil, and Sand Interceptor Program
Enforcement	
Prescribe prohibited actions (e.g., illicit connections, discharges)	Article VII - Enforcement
Provide notice of alleged violations to sewer user	Article VII - Enforcement

*All codes references can be found in the Sonoma County Water Agency’s Sanitation Code Ordinance

SECTION 4

OPERATIONS AND MAINTENANCE

MAPPING

The Sonoma County Water Agency (Water Agency) maintains up-to-date maps of the collection system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable facilities.

PREVENTATIVE OPERATIONS MAINTENANCE

In 2008 the collection system was videoed in order to assess the health of the collection system. The report showed that the collection system was in good condition. The Zone continues to review operation and maintenance activities by staff and contractors to determine if additional preventative maintenance is needed. When system deficiencies are identified, the deficiencies are prioritize and staff implements short-term and long-term rehabilitation actions to address each.

RESOURCES AND BUDGET

Each year the Water Agency evaluates potential projects. While some projects may remain in the Capital Project Plan (CPP), others may be dropped for a higher priority project. The CPP is a living document and is constantly changing. The Water Agency uses the CPP as a planning document. Perspective readers should be aware, that this document changes annually and to see the most current version, please click on the following link:

<http://www.scwa.ca.gov/lower.php?url=capital-projects>

STAFF TRAINING

Although the Zone is operated by The Sea Ranch Water Company, Maintenance staff is encouraged to attend workshop and/or conferences on topics such as Collection System Maintenance, Environmental Compliance, Plant Maintenance, and Mechanical Technology.

EQUIPMENT AND PARTS INVENTORY

The Sea Ranch Water Company, if needed, will call out a plumbing contractor or the Gualala Community Service District during an event. The goal is to have measures in place in the event of a failure, residents will experience minimal service interruptions.

SECTION 5

DESIGN STANDARDS

The Sonoma County Water Agency's (Water Agency) Design Construction Standards apply to the design and construction of all public sewerage facilities and are consistent with rules and regulations in the Sonoma County Water Agency's Sanitation Zones and County Sanitation Districts, whether privately financed and/or constructed under permits issued by the Water Agency or publicly financed and constructed under contract with the Water Agency.

The jurisdiction of the Water Agency includes the entire sewerage system and its appurtenances from the point of connection with the building plumbing to the discharge terminus of the final disposal or use. Maps showing the sanitation boundaries are available for inspections at the Water Agency's office.

When deemed necessary by the General Manager or Chief Engineer, special provisions, specifications addenda, and/or notes on the plans shall be provided and shall be considered as part of the specifications for the work.

The Sanitation Code of the Water Agency and County Sanitation Districts comprises the rules and regulations of the Water Agency with respect to the construction and use of sanitary sewerage facilities. In general, the ordinances: 1) provide the Board of Directors for the Water Agency and the County Sanitation Districts policy and authority of the General Manager; 2) provide regulations for lateral sewer construction and for the use and construction of public sewers; 3) provide for annexation, plan checking, and permit and inspection fees; and 4) provide the establishment of connection charges. A knowledge of the ordinance provisions and polices is essential to those proposing to design and construct sewerage facilities under permit in the Water Agency's sanitation districts and zones.

The Water Agency's Design and Construction Standards can be found at:
<http://www.scwa.ca.gov/sanitation-codes/>

SECTION 6

OVERFLOW EMERGENCY RESPONSE PLAN

Overflow Emergency Response Plan

The Sewer System Overflow Emergency Response Plan (OERP) defines the Water Agency's plans, procedures and requirements for responding, notifying, remediating and reporting overflows from sanitary sewers, lift stations, and treatment plants.

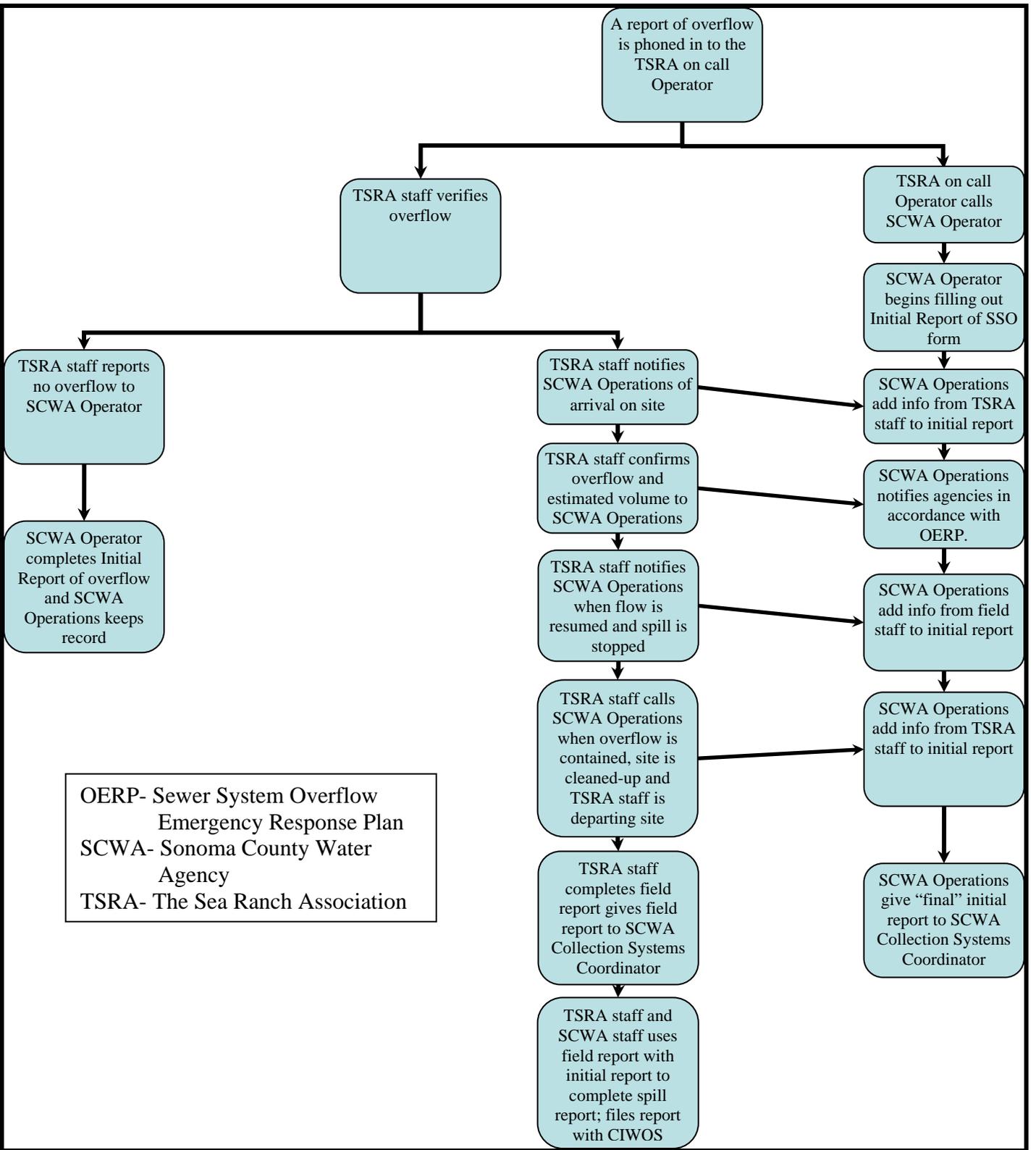
The purpose of the OERP is to assure a prompt and appropriate level of response is made to every report of a possible sewage overflow received by Water Agency so that adverse effects to public health, water quality, the environment, and public and private property can be minimized. The OERP further includes provisions to ensure notifications and reports are made to the appropriate local, state and federal authorities, and that response actions taken are properly documented. By responding promptly with adequate resources to sewage overflows, and providing regulatory agencies with required overflow notification and overflow reports, the risk of enforcement actions against Water Agency can be minimized.

The core elements of the OERP are the overflow response procedures, and the regulatory agency overflow notification and reporting requirements. The OERP provides continuity between core elements, from the initial receipt of an overflow notification through completion of the regulatory overflow report. In addition to these core elements, the OERP also addresses public notification procedures, public education, public outreach, resource sharing, mutual aid agreements, training and OERP updating. These additional elements are essential to the maintenance and development of the OERP.

The OERP can be found at <http://www.scwa.ca.gov/sanitation-codes/>.

Given the fact that the Sea Ranch Sanitation Zone's location is over an hour and a half away from Water Agency staff and resources, the Water Agency coordinates overflow response efforts with the contract operator of the Sea Ranch Sanitation Zone, The Sea Ranch Association (TSRA). In the event of an overflow, TSRA staff and Water Agency staff would coordinate the response. TSRA staff respond to the possible overflow, while Water Agency staff manage the notification and reporting in accordance with the OERP. In the event of an overflow in the Sea Ranch Sanitation Zone, persons are directed to call TSRA at (707) 785-2411 during working hours and (707) 328-0400 after hours.

Overflow Response Protocol



SECTION 7

FATS, OIL, AND GREASE CONTROL PROGRAM

Fats, Oils, and Grease

Fats, Oils, and Grease (FOG) Legal Authority: Under Sonoma County Water Agency (Water Agency)'s Sanitation Code Ordinance (Ordinance), Article X, "Grease, Oil, and Sand Interceptor Program", the Water Agency is granted the authority to implement a FOG Program. Article X discusses grease traps, oil and sand interceptors, administration of the interceptor program, and enforcement.

Ordinance, Article X, Section 10.01 states that "All non-domestic users, including restaurants, gas stations, and auto repair establishments with floor drains located in service areas and auto or vehicle washing facilities, shall be required to install and maintain a grease, oil, and sand interceptor at the users own expense when the General Manager finds that it is necessary for the proper handling of (a) liquid waste containing grease, (b) flammable waste, (c) sand, or (d) other harmful constituents which may be properly eliminated from the sewerage system by use of an interceptor or trap.

The Water Agency's Ordinance, Article X, "Grease, Oil, and Sand Interceptor Program" can be found at the following link: <http://www.scwa.ca.gov/sanitation-codes/>. Since 2008 the Sea Ranch Sanitation Zone has had 0 SSOs attributed to FOG.

SECTION 8

CAPACITY ASSESSMENT AND SYSTEM EVALUATION AND CAPACITY ASSUARANCE PLAN

Since 2008 the Zone has had 2 SSOs. None of the SSOs were attributed to capacity deficiency. Based on this data, the Zone has determined that no capacity deficiencies exist within the collection system at this time. As a result, no action to evaluate the sanitary sewer system for hydraulic deficiencies is required. In addition, the Zone feels the existing design criteria are appropriate and effective. The Zone will establish a short- and long-term capital project plan (CPP) including prioritization, alternatives analysis, and schedules upon identifying hydraulic deficiencies.

The following link will direct you to the Zone's CPP: <http://www.scwa.ca.gov/lower.php?url=capital-projects>. The CPP includes a schedule and funding for various projects. The readers should be aware that the CPP is used as a guidance document and that projects and their priority can shift from year to year.

The Zone will review and update this section with the biennial auditing schedule described in Element 10.

SECTION 9

MONITORING, MEASUREMENTS AND PROGRAM MODIFICATIONS

Monitoring

Following are measurements that will be used to monitor the goals of the Zone's SSMP and implementation of the SSMP elements and the effectiveness of the measures at reducing SSOs.

Monitoring /Measurements

Following are measurements that will be used to monitor the goals of the Zone’s SSMP and implementation of the SSMP elements and the effectiveness of the measures at reducing SSOs.

Sea Ranch Sanitation Zone-North SSMP Element 9: Measurement, Monitoring, and Program Modifications					
Item	Performance Indicator	2012	2013	2014	2015
1	Number of dry weather SSOs	0	0	0	0
2	Number of wet weather SSOs	0	0	0	0
3	Total number of SSOs	0	0	0	0
4	Number of SSOs per 100 miles of sewer per year	0	0	0	0
5	Number of SSOs < 100 gallons				
6	Number of SSOs 100 to 999 gallons				
7	Number of SSOs 1,000 to 9,999 gallons				
8	Number of SSOs >10,000 gallons				
10	Total volume of SSOs (gal)				
11	Total volume recovered (gal)				
12	Net volume of SSOs (total minus recovered) (gal)				
13	Total annual volume conveyed to wastewater treatment plant (MG)				
14	Net volume of SSOs compared to total annual volume conveyed (% conveyed)				
15	Number of SSOs caused by:				
	Roots				
	Grease				
	Debris				
	Pipe failure				
	Pump station failure				
	Capacity-limited pipe segment (no debris)				
	Other				
16	Number of locations with more than one SSO in the past year				
17	Average response time during business hours				
18	Average response time outside of business hours				
19	Planned cleaning (LF)				

20	Unplanned cleaning (LF)				
21	Ratio of planned to unplanned cleaning (LF)				
22	Number of blockages in the past year				
23	Number of blockages due to:				
	Roots				
	Grease				
	Debris				
	Other				
24	Number of customer complaints in the last year				
25	Number of positive customer responses				

Sea Ranch Sanitation Zone-Central SSMP Element 9: Measurement, Monitoring, and Program Modifications					
Item	Performance Indicator	2012	2013	2014	2015
1	Number of dry weather SSOs	0	0	0	0
2	Number of wet weather SSOs	0	0	0	0
3	Total number of SSOs	0	0	0	0
4	Number of SSOs per 100 miles of sewer per year	0	0	0	0
5	Number of SSOs < 100 gallons				
6	Number of SSOs 100 to 999 gallons				
7	Number of SSOs 1,000 to 9,999 gallons				
8	Number of SSOs >10,000 gallons				
10	Total volume of SSOs (gal)				
11	Total volume recovered (gal)				
12	Net volume of SSOs (total minus recovered) (gal)				
13	Total annual volume conveyed to wastewater treatment plant (MG)				
14	Net volume of SSOs compared to total annual volume conveyed (% conveyed)				
15	Number of SSOs caused by:				
	Roots				
	Grease				
	Debris				

	Pipe failure				
	Pump station failure				
	Capacity-limited pipe segment (no debris)				
	Other				
16	Number of locations with more than one SSO in the past year				
17	Average response time during business hours				
18	Average response time outside of business hours				
19	Planned cleaning (LF)				
20	Unplanned cleaning (LF)				
21	Ratio of planned to unplanned cleaning (LF)				
22	Number of blockages in the past year				
23	Number of blockages due to:				
	Roots				
	Grease				
	Debris				
	Other				
24	Number of customer complaints in the last year				
25	Number of positive customer responses				

Modifications:

The above indicators will be used to monitor and track SSMP performance. The evaluation of the SSMP program effectiveness will identify data shown in Section 9 (Measurements) and provide recommendations in September in time for the preparation of next fiscal year budget.

SECTION 10

AUDITS

This audit contains information about successes/failures in implementing the most recent version of the Zone's 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 Sanitation Zone

Biennial Sewer System Management Plan Audit Report

Date:

The purpose of the Sewer System Management Plan (SSMP) Audit is to evaluate the effectiveness of The Sea Ranch Sanitation Zone's (Zone) SSMP and to identify whether updates are needed. This document was designed to meet the requirements of State Water Resources Control Board Order No. 2006-0003-DWQ as revised by Order No. WQ 2013-0058-EXEC. Documentation of SSMP audits are kept on file at the Sonoma County Water Agency, and an indication is made in the California Integrated Water Quality System (CIWQS) database that the audit was completed.

Directions: *Please update the following items in the SSMP:*

Review: Section 2; Section 3; Section 4; Section 6; and Section 9. Update as necessary.

Directions: *Please indicate YES or NO for each question. To answer the following questions, refer to the text of the SSMP Element, any referenced material in the text, all corresponding attachments, and any data collected to assist in assessing SSMP effectiveness. For any NO responses describe the updates or changes needed and the timeline to completion in "Description of Scheduled Updates/Changes to the SSMP" on the last page of this form.*

ELEMENT 1. GOALS

1. Are the goals stated in the SSMP still appropriate and accurate? **YES / NO**

ELEMENT 2. ORGANIZATION

2. Is the SSMP up-to-date with organization and staffing contact information? **YES / NO**

ELEMENT 3. LEGAL AUTHORITY

3. Does the SSMP reference up-to-date information about legal authority? **YES / NO**
4. Does the Zone have sufficient legal authority to control sewer use and maintenance? **YES / NO**

ELEMENT 4. OPERATIONS AND MAINTENANCE PROGRAM

4.a Map of the Sanitary Sewer System

- 5. Does the SSMP reference up-to-date information about maps? **YES / NO**
- 6. Are collection system maps complete, up-to-date, and sufficiently detailed? **YES / NO**

4.b Preventative Maintenance Program

- 7. Does the SSMP contain up-to-date information about preventive operations and maintenance activities? **YES / NO**
- 8. Are the Zone's preventive maintenance activities sufficient and effective in reducing and preventing SSOs and blockages? **YES / NO**

4.c Rehabilitation and Replacement Plan

- 9. Does the SSMP contain up-to-date information about the rehabilitation and replacement program? **YES / NO**
- 10. Does the SSMP contain up-to-date information about Closed Circuit Television (CCTV) inspections? **YES / NO**
- 11. Are scheduled inspections and the condition assessment system effective in identifying, prioritizing, and addressing deficiencies? **YES / NO**
- 12. Does the Capital Improvement Plan (CIP) address prioritized projects for collection system assets? **YES / NO**

4.d Training

- 13. Does the SSMP contain up-to-date information about existing training programs? **YES / NO**
- 14. Do supervisors believe their staff are sufficiently trained? **YES / NO**
- 15. Are staff satisfied with the training opportunities and support offered to them? **YES / NO**

4.e Equipment and Replacement Part Inventories

- 16. Does the SSMP reference up-to-date information about equipment and replacement part inventories? **YES / NO**

ELEMENT 5. DESIGN AND PERFORMANCE PROVISIONS

- 17. Does the SSMP contain up-to-date information about design and construction standards? **YES / NO**

ELEMENT 6. SSO & BACKUP RESPONSE PLAN

- 18. Does the SSMP contain an up-to-date version of SSO Response Plan? **YES / NO**
- 19. Is the Response Plan effective in handling SSOs? (if **YES**, indicate specific information under the "Evaluation of the Effectiveness of the SSMP" section below) **YES / NO**

ELEMENT 7. FATS, OILS, AND GREASE (FOG) CONTROL PROGRAM

- 20. Does the SSMP reference or contain up-to-date information about the Zone's FOG control program? **YES / NO**
- 21. Is the current FOG program effective in documenting and controlling FOG sources? **YES / NO**
- 22. Are all public outreach materials for the FOG program current? **YES / NO**

ELEMENT 8. SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

- 23. Does the SSMP reference or contain up-to-date information about the Zone's capacity assessment activities and documentation? **YES / NO**
- 24. Is the Zone sufficiently addressing hydraulic deficiencies? **YES / NO**

ELEMENT 9. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

- 25. Does the SSMP reference up-to-date information about the SVCSD's data collection and organization (e.g. use of CMMS, performance indicators, etc.)? **YES / NO**
- 26. Is the Zone's data collection and organization sufficient to evaluate the effectiveness of the SSMP? **YES / NO**

ELEMENT 10. SSMP PROGRAM AUDITS

- 27. Will this SSMP Audit be completed by every two years starting in 2014? **YES / NO**

ELEMENT 11. COMMUNICATION PROGRAM

- 28. Is the Zone's website up-to-date, including information related to providing an opportunity for public input on the SSMP? **YES / NO**

Evaluation of the Effectiveness of the SSMP

Description of Scheduled Updates/Changes to the SSMP

SECTION 11

COMMUNICATION PROGRAM

The Zone will include SSMP updates annually in one of its sanitation newsletters. The public will have an opportunity for input into the process at a Sonoma County Water Agency's Board meeting.

The public may find information about the SSMP by going to the Sonoma County Water Agency website (scwa.ca.gov). Persons who have further questions and comments may email Kevin Booker at Kevin.Booker@scwa.ca.gov.