

**Carmel Area Wastewater District
SSMP Audit Checklist Report
July 20, 2022**

The purpose of the SSMP Audit is to evaluate the effectiveness of the CAWD SSMP and to identify any needed for improvement. The information identified here will be used to inform the findings and necessary information to be evaluated during the biannual Internal Audit of the CAWD SSMP.

Directions: Please rank each item below utilizing the following sufficiency ranking system and add any comments to explain the ranking to the Comment Section of each SSMP Element:

- *Complies (C) – complies with all WDR objectives*
- *Substantially Complies (SC) – complies mostly with all WDR objectives*
- *Partially Complies (PC) – complies with basic WDR objectives*
- *Marginal Compliance (MC) – complies minimally with basic objectives of the WDR*
- *Does Not Comply – does not comply with WDR objectives*

Element 0 – Introduction/Executive Summary	
A. CAWD completed a large annexation to the district in 2021. Coastal approval is pending. Figure 1 needs to be updated.	SC
B.	
C.	
D.	
Element I – Goals	Rating
A. Are the goals stated in the SSMP still appropriate and accurate?	C
Discussion: Goals have not changed since 2020.	
Element II – Organization	Rating
A. Is the List of Staff Responsible for SSMP Elements current?	C
B. Is the Sanitary Sewer Overflow Responder List current?	C
C. Is the Organization Chart current?	C

D. Are the Staff position descriptions an accurate portrayal of staff responsibilities?	C
E. Is the Chain of Communication for Reporting and Responding to SSOs section/flow chart accurate and up to date?	C
Discussion: There have been no substantial changes in the organization since 2020. One new permanent employee position has been added to Collections/Plant who is shared 50/50.	
Element III – Legal Authority	
Rating	
Does the SSMP contain current references to the District’s Sewer Code documenting CAWDs legal authority to:	
A. Prevent illicit discharges?	C
B. Require proper design and construction of sewers and connections?	C
C. Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the CAWD?	C
D. Limit discharges of fats, oils and grease?	C
E. Enforce any violation of its sewer ordinances?	C
F. Were any changes or modifications made in the past year to Sewer Ordinances, Regulations or standards?	Y
Discussion: The Pretreatment Ordinance was updated in February 2022.	
Element IV – Operations & Maintenance	
Collection System Maps	
Rating	
A. Does the SSMP reference the current process and procedures for maintaining CAWD’s wastewater collection system maps?	C
B. Are the wastewater collection system maps complete, current and sufficiently detailed?	SC
C. Are storm drainage facilities of the City and County identified on the collection system maps? If not, are SSO responders able to determine locations of storm drainage inlets and pipes for possible discharge to waters of the state?	C

Prioritized Preventive Maintenance	Rating
D. Does the SSMP describe current preventive maintenance activities and the system for prioritizing the cleaning of sewers?	C
E. Based upon information in the Annual SSO Report, are the CAWDs preventive maintenance activities sufficient and effective in minimizing SSOs and blockages?	C
Scheduled Inspections and Condition Assessments	Rating
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?	C C
Contingency Equipment and Replacement Inventory	Rating
G. Does the SSMP list the major equipment currently used in the operation and maintenance of the collection system and documents the procedures of inventory management?	C
H. Are contingency and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?	C
Training	Rating
I. Does the SSMP document current training expectations and programs?	C
Outreach to Plumbers and Building Contractors	Rating
J. Does the SSMP document current outreach efforts to plumbers and building contractors?	C
Discussion: Map of parcels recently annexed to the District in 2021/22 need to be added to the service area mapping.	

Element V – Design and Performance Standards	Rating
A. Does the SSMP reference current design and construction standards for the installation for new sanitary sewer systems, pump stations and other appurtenances and for the rehabilitation and repair of existing sanitary sewer systems?	C
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?	C
Discussion: Standard Plans & Specification and the Plumbing Ordinance are current.	
Element VI – Overflow and Emergency Response Plan	Rating
A. Does the CAWD Sanitary Sewer Overflow Emergency Response Plan establish procedures for the emergency response, notification, and reporting of SSOs?	C
B. Are staff and contractor personnel appropriately trained on the procedures of the Sanitary Sewer Overflow Emergency Response Plan?	C
C. Considering SSO performance data, is the Sanitary Sewer Overflow Emergency Response Plan effective in handling SSOs in order to safeguard public health and the environment?	C
D. Are all SSO and claims reporting forms current or do they require revisions or additions?	C
E. Does all SSO event recordkeeping meet the SSS GWDR requirements? Are all SSO event files complete and certified in the CIWQS system?	C
F. Is all information in the CIWQS system current and correct? Have periodic reviews of the data been made during the year to assure compliance with SSS GWDR? Have all Technical Report and Water Quality Sampling requirements been met and uploaded to the CIWQS data management system?	C
Discussion: No changes to the OERP are needed at this time.	

Element VII – Fats, Oils and Grease (FOG) Control Program		Rating
A.	Does the FOG Control Program include efforts to educate the public on proper handling and disposal of FOG?	SC
B.	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?	C
C.	Are requirements for grease removal devices, best management practices (BMP), record keeping, and reporting established in the CAWD FOG Control Program?	C
D.	Does CAWD have sufficient legal authority to implement and enforce the FOG Control Program?	C
E.	Is the current FOG program effective in minimizing blockages of sewer lines resulting from discharges of FOG to the system	SC
F.	Was required training on SSMP and OERP completed and documented? Were field exercises with field staff on SSO volume estimation conducted and documented?	C
G.	Did all public improvement plans and specifications that could impact collection system operations include requirements for OERP training or were contractor OERP programs at least as stringent as the CAWD OERP? Were regular items included in project meeting agendas to discuss emergency response procedures and communications?	C
<p>Discussion: An up to date Pretreatment Ordinance was adopted in February 2022. As part of the updated program, the permitting process has been improved and a Source Control Task Force was developed to improve documentation, inspection practices and enforcement of FOG requirements for restaurants. CAWD is moving forward with updating the outreach materials for restaurants and the public.</p>		
Element VIII – System Evaluation and Capacity Assurance Plan		Rating
A.	Does the CAWD Sewer System Master Plan evaluate hydraulic deficiencies in the system, establish sufficient design criteria and recommend both short and long-term capacity enhancement and improvement projects?	C
B.	Does the CAWD Capital Improvement Plan (CIP) establish a schedule of approximate completion dates for both short and long- term capacity improvements and is the schedule reviewed and updated to reflect current budgetary capabilities and activity completed?	C
<p>Discussion: The CIP was updated based upon condition assessment results of pipelines & manholes, the proximity to water bodies, and capacity issues.</p>		

Element IX – Monitoring, Measurement and Program Modifications		Rating
A.	Does the SSMP accurately portray the methods of tracking and reporting selected performance indicators?	C
B.	Is CAWD able to sufficiently evaluate the effectiveness of the SSMP elements based on relevant information?	C
C.	Do the performance metrics properly support the Goals in Element 1?	C
Discussion: No changes to the Monitoring Measurement Program are required at this time.		
Element X – SSMP Audits		Rating
A.	Will the SSMP Audit be completed, reviewed and filed in Appendix B?	C
B.	Was the final Audit Report presented to the governing body at a publicly noticed meeting?	C
Discussion: This audit will be reviewed at a public meeting by the Board of Directors.		
Element XI – Community Program		Rating
A.	Does CAWD effectively communicate with the public and other agencies about the implementation of the SSMP and continue to address any feedback?	C
B.	Did the CAWD Board receive and review the Annual Sewer System Report?	C
	Was the annual report uploaded to the CAWD Sewer Section website and added to Appendix C?	SC

C. Did staff conduct and document meetings with the Pebble Beach Community Services District's satellite collection systems staff?	C
D. Are all agreements with satellite systems current or are changes necessary to these agreements?	C
Discussion: The SSMP Audit will be provided on the CAWD website once it is accepted by the CAWD Board of Directors.	
Change Log	Rating
A. Is the SSMP Change Log current and up to date?	SC
Discussion: Changes noted or required during this audit will be added to the SSMP Change log.	

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Approved for Filing On **Date:** 8-25-2022