

**Carmel Area Wastewater District
SSMP Audit Checklist Report
August 20, 2024**

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 service area map 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?	SC
B.	Is the Sanitary Sewer Overflow Responder List current?	C
C.	Is the Organization Chart current?	SC
D.	Are the Staff position descriptions an accurate portrayal of staff responsibilities?	SC

E. Is the Chain of Communication for Reporting and Responding to SSOs section/flow chart accurate and up to date?	SC
<p>Discussion: There have been no substantial changes in the organization since 2020. The organization chart has changed and will be updated in the 2025 revision of the SSMP Collections added a new permanent employee position, making a total of 6 FTE in Collections. Principle Engineer has retired since last audit. Lead Lab/compliance has changed.</p>	
<p>Element III – Legal Authority</p>	
<p>Does the SSMP contain current references to the District’s Sewer Code documenting CAWDs legal authority to:</p>	
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?	C
<p>Discussion: The CAWD Uniform Plumbing Ordinance and Administrative Penalties Ordinance will be revised second half of 2024 to include better plumbing provisions for grease traps in food service establishments.</p>	
<p>Element IV – Operations & Maintenance</p>	
<p>Collection System Maps</p>	
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?	C
<p>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?</p>	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: Pump Station risk assessment was done in 2023. Additional back-up equipment has been purchased since the last audit. District now has three portable generators and a portable by-pass pump and by-pass trailer.		
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: The OERP has changed in the WDR revision. The SERP (Sewer Emergency Response Plan) was the new standard. CAWD has replace the OERP with the new updated SERP in 2023

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?	SC

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
Discussion: CAWD is revamping our FOG program starting with updates to District Ordinances pertaining to grease trap plumbing and fines. CAWD has expanded the inspections of restaurants to include looking for fixtures that are not connected to grease traps. The new ordinance will provide better enforcement of standards by including fines for failure to correct deficiencies in restaurant kitchen plumbing.		
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
Discussion: The CIP is updated annually in the Collections Budget.		
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 brought to the CAWD Board of Directors in August of 2024 and will be posted on the District website with the SSMP.		
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.		
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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