



NORTH SAN MATEO COUNTY SANITATION DISTRICT

a subsidiary of the City of Daly City

A photograph of a coastal landscape. In the foreground, there are two concrete structures, possibly part of a sewer system, situated on a rocky and sandy beach. The background shows waves breaking on a sandy shore under a clear blue sky.

SEWER SYSTEM MANAGEMENT PLAN (SSMP)

August 2006

Last Revision – March/April 2014

Revision Log

August 31, 2007 – District Staff Additions – CJR – all sections
September 27, 2007 – RMC – Section 6 and 8
August 31, 2008 – District Staff Audit – KM/CJR
February 19, 2009 - District Staff Updates – Overflow Emergency Response Plan
April 10, 2009 – District Staff Updates – CJR – minor on all sections
March 10, 2010 – District Staff Audit – KM/CJR
May 13, 2010 – Overflow Emergency Response Plan: Tab A - Beach Posting - KM
April 8, 2010 – District Staff Updates – CJR/RMC – Section 8
January 25, 2011 – Overflow Emergency Response Plan: Tab H – Emergency Contractors - KM
March 1, 2011 – District Staff Audit – KM/CJR
September 20, 2011 – Overflow Emergency Response Plan: Tab B.1 – Sampling Protocol, Field Testing – KM
March 29, 2012 – Attachment N: Collection System Maintenance Activities - KM
July 12, 2012 – District Staff Updates – KM – minor all sections
May 9, 2012 – Overflow Emergency Response Plan: Tab K – 2 Hr. Notification – KM
August 9, 2012 – Attachment O: Prioritized Near Term CIP's
September 4, 2012 – Overflow Emergency Response Plan: Tab I – Restoration Contractors – KM
December 3, 2012 – Overflow Emergency Response Plan: Tab L – Spill Containment – KM
January 29, 2013 – District Staff Updates – KM – minor all sections
February 12, 2013 – District Staff Updates – KM – Overflow Emergency Response Plan
March 8, 2013 – District Staff Updates – CJR – minor all sections
March 26, 2014 – Section VI – Data Management and Section XII – SSMP Program Certification - CJR
April 3, 2014 – Section II – Organization – CAL EMA to CAL OES - KM
April 3, 2014 – Section III – Overflow emergency response plan – Impact Mitigation-Para.4 reporting – KM
April 3, 2014 – Section VI – Measures & Activities / O & M Program – Training – minor – KM
April 3, 2014 – Section VII – Design & Construction Standards / Performance Provisions – minor – KM
April 3, 2014 – Attachment O – Add completed project information. – KM
April 25, 2014 – Table of Contents – Added new attachments – CJR
February 7, 2017 – Update of organizational chart – TJP, KM

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 North San Mateo County Sanitation District

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Introduction

The North San Mateo County Sanitation District (NSMCSD), a subsidiary of the City of Daly City, began supplementing its existing Sewer System Management Program (SSMP) in October 2005 in conformance with new requirements outlined in a 13267 letter distributed by the SF Water Board, Region 2 in July 05. A development guide (version: July 2005) was provided by the San Francisco Water Board in cooperation with the Bay Area Clean Water Agencies (BACWA) and that was the basis for the updates.

Then in May 2006 the State passed its Waste Discharge Requirements (WDR) for Collection System Agencies. The WDR calls for a SSMP that is somewhat modified and different from the July 2005 development guide.

When comparing the requirements, some are identical, while others are new, still others appear that the intent is the same; but the language is slightly different and finally some are ambiguous. It is the intent of this SSMP to cover both regional and state requirements. Therefore, wherever possible and when the intent appears to be the same the requirements of each section have been combined to form one continuous description of the requirements. If intent appears to be ambiguous, then both the regional and state language is referenced and incorporated.

Regional and State Tasks and Schedules

Regional:

See Attachment "H" - San Francisco Water Board's "New Requirements for Preparing Sewer System Management Plans" dated July 7, 2005 for the San Francisco Water Boards SSMP requirements and schedule.

State (D.15) – The Enrollee shall comply with these requirements according to the following schedule. This time schedule does not supersede existing requirements or time schedules associated with other permits or regulatory requirements.

See Attachment Q, Tasks and Schedules. The time schedule outlined for agencies above 100,000 in population have been met. The final element was to conduct a public hearing that was completed on April 27, 2009. The Board approved the SSMP and all of its subparts. Final certification to record on the CIWICS System was printed out and mailed as directed in D.15 at the time of the requirement.

Section I – Goals and Objectives

Regional (#1) – Due August 31, 2006: Each wastewater collection system agency shall, at a minimum, develop goals for the Sewer System Management Plan as follows:

- To properly manage, operate, and maintain all parts of the wastewater collection system
- To provide adequate capacity to convey peak flows
- To minimize the frequency of SSOs
- To mitigate the impact of SSOs

State (D.13.(j) – Due November 2, 2007: The Goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.

The City Council of the City of Daly City has adopted six long-term goals for the community. Its Goal #2 states: Fulfill all State and Federal mandates as efficiently and effectively as possible. In keeping with that goal, and recognizing the importance of protecting ocean/bay water quality by preventing sewer spills, the North San Mateo County Sanitation District (NSMCSD), a subsidiary of the City of Daly City, is supplementing its existing sewer system management program in conformance with new state WDR and regional requirements as outlined in the development guide (version: July 2005) provided by the San Francisco Water Board in cooperation with the Bay Area Clean Water Agencies (BACWA) and as specified in the WDR as follows:

a) Goal 1 – To Properly Manage, Operate, and Maintain all Parts of the Wastewater Collection System

The NSMCSD will meet this goal by implementing the following objectives:

- Maintain spare parts for all critical equipment
- Continue to systematically inspect sanitary sewer mains and lines.
- Continue to make timely repairs necessary to keep the sanitary sewer system in good working condition.
- Continue to identify and complete future sanitary sewer infrastructure improvements in the Capital Improvement Plan
- Coordinate replacement of aging/substandard sewer lines associated with redevelopment or street reconstruction project.
- Continue to take measures to prevent and remove any infiltration/inflow into the sanitary sewer system.
- Prepare and implement a sanitary sewer emergency response plan.

b) Goal 2 – Provide Adequate Capacity to Convey Peak Flows

The NSMCSD will meet this goal by implementing the following objectives:

- Conduct a System Evaluation and Develop a Capacity Assurance Plan
- Prepare and implement a capital improvement plan that will provide requisite hydraulic capacity of key sewer system elements under peak flow conditions.
- Require developers to conduct flow studies as part of project review and upgrade sanitary sewers as necessary

c) Goal 3 – To Minimize the Frequency of SSO's

The NSMCSD will meet this goal by implementing the following objectives:

- Identify and correct problem areas in the system
- Continue an effective sewer cleaning/flushing program, especially in known problem areas
- Make all feasible repairs
- Continue implementation of a FOG program
- Provide a free residential grease disposal station
- Publish public information and conduct public education

d) Goal 4 – Mitigate the Impact of SSO's

The NSMCSD will meet this goal by implementing the following objectives:

- Respond to all SSO's within 60 minutes of notification, 95% of the time
- Contain and pump SSO's, as practicable, back into collection system prior to reaching waters of the U.S.
- Flush and clean areas that came into contact with the SSO
- Maintain and annually update list of outside licensed and bonded contractors for inside cleaning and/or emergency repairs

Section II – Organization

Regional (#2) – Due August 31, 2006: Each wastewater collection agency shall, at a minimum, provide information regarding organization:

- Identify agency staff responsible for implementing, managing, and updating the SSMP
- Identify chain of communication for responding to SSOs
- Identify chain of communication for reporting SSOs

The organization of a wastewater collection system agency can be provided in either a tabular form or as an organization chart and should be used to identify administrative and maintenance positions responsible for implementing the SSMP, including the chain of communication for reporting SSOs. The organization identifies those agency staff that is responsible for implementing, managing, and updating the SSMP. The communication plan identifies agency staff that is responsible for managing the SSO response, investigating the cause, and reporting the SSO to the appropriate parties. It also provides a consolidated list of contact information for key agency personnel. This portion of the SSMP should also describe lines of communication by which an SSO is reported to the wastewater collection system agency (for example by members of the public); how management staff is notified; and how maintenance staff, contractors, and equipment are mobilized. The SSMP must identify:

State (D.13.(ii) – Due November 2, 2007: The SSMP must identify:

- The name of the responsible or authorized representative as described in Section J of this Order.

J. REPORT DECLARATION

1. All applications, reports, or information shall be signed and certified as follows:

- (i) All reports required by this Order and other information required by the State or Regional Water Board shall be signed and certified by a person designated, for a municipality, state, federal or other public agency, as either a principal executive officer or ranking elected official, or by a duly authorized representative of that person, as described in paragraph (ii) of this provision. (For purposes of electronic reporting, an electronic signature and accompanying certification, which is in compliance with the Online SSO database procedures, meet this certification requirement.)
- (ii) An individual is a duly authorized representative only if:
 - (a) The authorization is made in writing by a person described in paragraph (i) of this provision; and
 - (b) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity.
- The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation
- The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or California Emergency Management Agency (CAL OES).

a) Staff Responsible for Implementing, Managing, and Updating the SSMP

- General Manager/City Manager
- Director of Water and Wastewater Resources (**Authorized representative**)
- Manager of Technical Services
- Operations Technicians
- C&D Manager
- PEM Supervisor
- Collection System Staff
- PEM Staff

b) Chain of Communication for Responding to SSO's

Below is the Organizational Chart showing the lines of authority of all the administrative and field staff and their respective responsibilities during a SSO.

c) Chain of Communications for Reporting SSO's

From receipt of a complaint or other information, including the person responsible for reporting SSOs to the Regional Water Quality Control Board, San Mateo County Health (required if public health compromised), and California Emergency Management Agency (CAL OES).

- This information is incorporated into the Organizational Chart below and is detailed in the City's Sanitary Sewer Overflow Emergency Response Plan referenced in Section III of this plan.

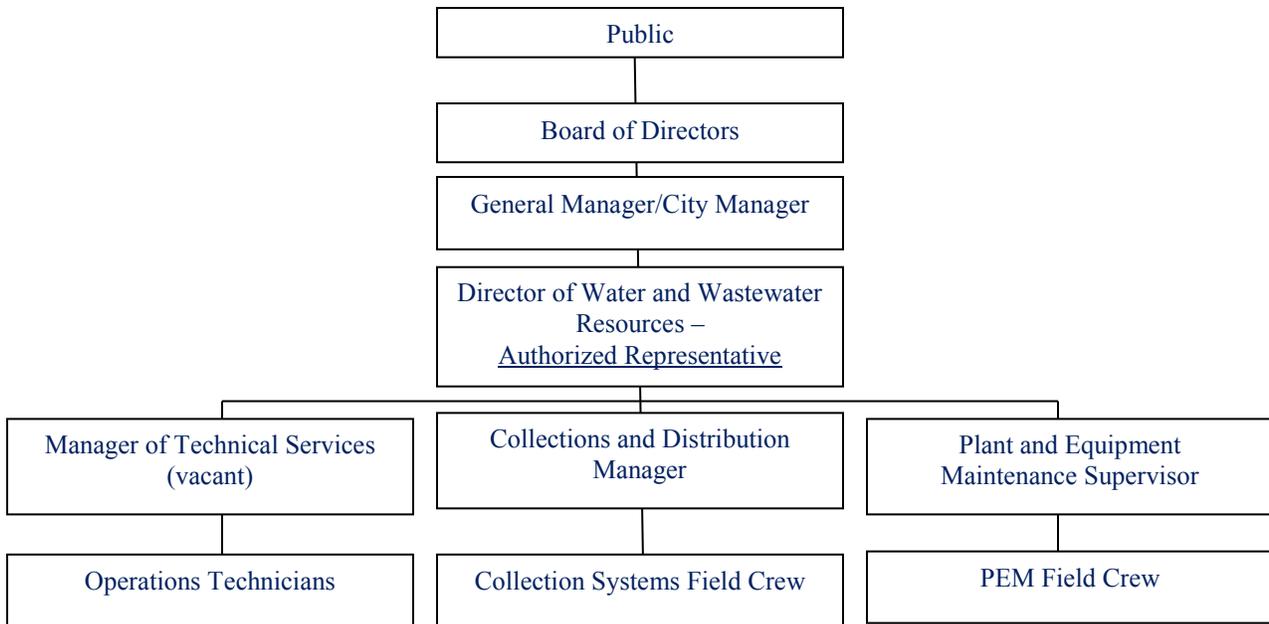
d) Name of Responsible Authorized Representative

Rather than the specific names of individuals being listed which have a tendency to change sometimes frequently, the positions are named instead which remain pretty constant. The Director of Water and Wastewater Resources is named as the responsible authorized representative.

e) Names and Phone Numbers of Staff Responsible for Implementation

Below is the Organizational Chart showing the staff positions responsible and respective phone numbers.

f) Organization Chart for NSMCSD's SSO Response and Overall SSMP



Public – Community at large comprised of citizens who rely on a properly functional sanitary collection and treatment system to ensure their health and welfare.

Board of Directors – Elected representative of the public who establishes policy, allocates resources.

General Manager/City Manager – Responsible for implementing policies and allocation of resources directed by the Board of Directors. Directs the duties of Director of Water and Wastewater Resources, C&D Manager or Collection Field Supervisor(s) and fulfills their functional responsibility when unavailable. (650) 991- 8127

Director of Water and Wastewater Resources – Is the Authorized Representative. Retains functional responsibility for managing and directing all aspects associated with the provisions of sanitary sewer collection, wastewater treatment and discharge into the receiving waters of the United States in conformance with regulatory guidance and legislative statutes. (650) 991-8201

Collection and Distribution (C&D) Manager – Works as needed on applicable permits, laws, and regulations. Provides support to all parts of operation. Prepares wastewater collection system planning documents; manages capital improvement delivery system; documents new and rehabilitated assets; and coordinates development and implementation of SSMP. Reports SSO to Director of Water and Wastewater Resources. Compiles data received from Collection System Field Supervisor(s), finalizes data with Director of Water and Wastewater Resources and submits final SSO report via the electronic reporting system. Assumes duties of Director of Water and Wastewater Resources when unavailable. (650) 991-8207

Operations Technician – Ensures that new and rehabilitated assets meet agency standards, work with field crews to handle emergencies when contractors are involved; and provide verbal reports to Director of Water and Wastewater Resources. (650) 740-4598; (650) 740-4592

Collection System Field Supervisor(s) – Manages field operations and maintenance activities (pipeline), trains field crews, provides relevant information to agency management, prepares and implements contingency plans, leads emergency response, investigates, compiles data and reports SSOs to Collections and Distributions Manager Assumes duties of the C&D Manager when unavailable. (650) 991-8211.

Collection Systems Field Crew – Staff preventive maintenance activities (pipeline) mobilize and respond to notification of stoppages and SSOs (mobilize sewer cleaning equipment and by-pass pumping equipment). Initiate and complete corrective repairs as needed. (650)452-9531, (650) 740-2573.

PEM Manager - Manages field operations and maintenance activities (associated with mechanical, electrical and instrumentation of wastewater operation components), trains field crews, provides relevant information to agency management, prepares and implements contingency plans, leads emergency response, investigates, compiles data and reports said activities and information to the Collection and Distribution Manager. (650) 991-8206

PEM Lead – Staff preventive maintenance (lift stations) transports and hooks up portable generators during SSO's. Assists/repairs lift stations. Assumes duties of the PEM Supervisor when unavailable. (650) 991-8200

Section III – Overflow Emergency Response Plan

Regional (#3) – Due August 31, 2006: Each wastewater collection system agency shall develop an Overflow Emergency Response Plan with the following elements:

State (D.13.(vi) – Due November 2, 2008: Each Enrollee shall develop and implement an Overflow Emergency Response Plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following.

a) Notification

Regional (#3): This element includes information on how the agency could be notified of an SSO through a complaint or a report from outside the agency or within the agency, and also the internal agency chain of communication leading up to the response to the overflow. Internal communication responsibilities during and after the overflow should also be included.

State (D.13 (vi)(a): Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner.

(D.13 (vi)(c): Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification.

In Section II of this plan, the District's organizational chart clearly identifies the internal chain of command and responsibilities during a SSO event. In addition, the District's Emergency Overflow Response Plan (Attachment A) provides call out procedures and off duty phone, cell and pager numbers during non-working hours.

b) Response

Regional (#3): The plan for responding to SSOs should describe the staff and expected response time for SSOs, and any details associated with mobilizing for the response.

State (D.13 (vi)(b): A program to ensure an appropriate response to all overflows.

District policy is to respond to all spills within the District within 60 minutes of notification, 95% of the time whether on public or private property and to take all steps possible to prevent the spills from reaching the storm drains, flood control channels, or waters of the State, all in accordance with the waste discharge requirements. In Sections II and III of this document, and the Districts Emergency Overflow Response Plan (Attachment A) details the lines of authority, responsibilities and response of District personnel during an emergency event.

c) Reporting

Regional (#3): This element includes a procedure for evaluating whether an overflow event triggers 24-hour reporting (such as in the case of an SSO that may imminently and substantially endanger human health; or if the SSO causes fish kill). This element would also include the individuals expected to do the reporting and identify the external agencies receiving the reports. The transmission media options should also be identified. The document "San Francisco Bay Area Sanitary Sewer Overflow Monitoring and Reporting Program for Sewer System Authorities" prepared by the Regional Water Board (dated November 15, 2004) should also be consulted for further reporting requirements, such as entering the information into the web-based reporting system.

In Section II of this plan, the District's organizational chart clearly identifies the internal chain of command and responsibilities during a SSO event. In addition, the District's Emergency Overflow Response Plan provides call out procedures and off duty phone, cell and pager numbers during non-working hours.

d) Procedures – Awareness of ERP

State (D.13 (vi)(d)): *Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained*

The District provides appropriate training on its Emergency Overflow Response Plan. A copy of the plan is provided to each staff member. The plan is updated on a continual basis as personnel and contact information changes and is reviewed annually for accuracy.

e) Procedures – Traffic and Crowd Control

State (D.13 (vi)(e)): *Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities.*

The District follows the "CALTRANS Manual of Traffic Controls for Construction and Maintenance Work Zones" for traffic control and relies on its police department for crowd control, if needed, during emergency operations.

f) Impact Mitigation

Regional (#3): *The plan should describe potential system failures in order to be prepared for potential overflow situations, and strategies and emergency operations for responding to these potential system failures. Develop steps to contain wastewater, to prevent overflows from reaching surface waters, and to minimize or correct any adverse impact from SSOs*

State (D.13 (vi)(f)): *A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.*

The District's field crews respond to all emergencies, and if needed, the District utilizes its list of pre-approved qualified contractors. The list of contractors is in the Emergency Overflow Response Plan, copies of which are kept in each vehicle and in each participant's office. The independent contractors on the list have demonstrated exceptional workmanship over the years and the District has the authority to issue expedited purchase orders so there will be no delays in responding to an emergency.

District field crews are required to use mats to block the catch basin entrances to the storm drains and to the maximum extent possible, wash the area down with water to minimize possible SSO impacts. Field crews use the VacCon to vacuum up spills and the wash down water. The District also uses the storm drain system as a containment device if needed. The outlet to the storm drain is blocked and the spill and wash down water are vacuumed from the line. All spills over 1000 gallons are reported within the 2 hour notification period to CAL OES, which will notify the State Water Board.

In most cases during normal working hours the response time is within a few minutes. After hours the field crew standby member is required to be on site within 60 minutes. The District has two VacCons, and one mechanical Rodder and a fully equipped response truck that is stocked with traffic control equipment. In addition, the District has three trailer-mounted standby generators as well.

Section IV – Fats, Oils, and Grease Control Program (FOG)

Regional (#4) – Due August 31, 2006: Each wastewater collection system agency shall evaluate its service area to determine whether a FOG control program is needed. If so, a FOG control program shall be developed as part of the SSMP. If an agency determines that a FOG program is not needed, the agency must provide justification for why it is not needed.

A FOG control program should identify sections of the sewer system subject to grease blockages and establish a cleaning maintenance schedule for each section. Identification of these blockage “hot spots” and their causes is usually based on blockage history, line investigation, and inspection of FOG dischargers (such as restaurants). Hot spots can then be addressed through more frequent cleaning, targeted outreach, and additional regulation on FOG discharges.

Grease can be a significant source of sewer blockages in some communities, potentially leading to SSOs. If grease is a source of SSOs in your community, recommended elements of a FOG control program include the following:

- Identification & Sewer Cleaning discharges – Identify areas or line segments of the wastewater collection system subject to grease stoppages and establish a prioritized preventive cleaning schedule for each area or line segment.
- Source Control – Develop and implement source control measures for each area of the wastewater collection system identified, for all sources of grease that may be discharged.
- Facility Inspection – Inspect grease-producing facilities, with priority given to previously identified problem areas.
- Legal Authority – Ensure legal authority to prohibit discharges to collection system, as appropriate.

State (D.13 (vii) – Due November 2, 2008: Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. The plan shall include the following as appropriate: (A-G Below)

a) Implementation Plan

State (D.13 (vii)(a): An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG.

- FOG specific door hangers are distributed whenever District staff responds to a sewer lateral backup. In addition, these were distributed in the highest known trouble spot areas.
- Residential Grease Receiving Station located at the wastewater treatment plant is a vault for residential customers to dispose of used cooking fats, oils and grease free of charge.
- Participation in CalFog: <http://www.calfog.org/index.html>
- Public Education Messages are regularly distributed in utility bills, during inspections and at events and is also on the City’s website at
- http://www.dalycity.org/city_services/depts/www/default.htm
- Restaurant Posters are distributed as needed.

b) Plan and Schedule for the Disposal of FOG

State (D.13 (vii)(b)): A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area.

- Residential Grease: A grease recycling vault is located at the wastewater treatment plant for residential customers to dispose of used cooking fats, oils and grease free of charge.
- Commercial Grease Disposal: The California Fats, Oils, and Grease work group (Cal FOG) was formed in 2001 as a result of increased regulatory focus on FOG-related sanitary sewer overflows. The work group consists of wastewater agency, regulator, consulting firm, and restaurant and related industry representatives. The focus of the work group is to utilize collective resources to develop FOG control tools and to provide technical support and information to the work group members. Included on the site is a list of facilities that accept grease for disposal at: <http://www.calfog.org/Hauler.html>

c) Legal Authority to Prohibit Disposal of FOG

Regional (#4) Ensure legal authority to prohibit discharges to the collection system as appropriate:

State (D.13 (vii)(c)): The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG.

FOG legal authority is covered under:

- Attachment C: North San Mateo County Sanitation District Code
 - Chapter 1.24, Use of Public Sewers – Sections 1.24.030 – Discharges that may be prohibited by District engineer, 1.24.060 – Interceptors: Required, and 1.24.070 – Interceptors: Maintenance
 - Chapter 1.44 – Enforcement, Section 1.44.020 – Violation constitutes public nuisance

d) Requirement to Install Grease Removal Devices

State (D.13 (vii)(d)): Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements.

- Attachment C: North San Mateo County Sanitation District Code
 - Chapter 1.24, Use of Public Sewers – Sections 1.24.030 – Discharges that may be prohibited by District engineer, 1.24.060 – Interceptors: Required, and 1.24.070 – Interceptors: Maintenance
- For new and redevelopment projects staff developed a grease interceptor sizing worksheet to aid applicants in the proper design and sizing of grease interceptors.
 - 2007 California Plumbing Code – Chapter 10 (Attachment B)
- To verify maintenance
 - Bill of lading must be kept on file for review during inspections

e) Authority to Inspect Grease Removal Devices

Regional (#4): Facility Inspection – Inspect grease-producing facilities, with priority given to previously identified problem areas.

State (D.13 (vii)(e)): Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance.

The District's Source Control Inspector has sufficient authority to inspect and enforce FOG produced by grease producing facilities or others through the legal authorities identified in "c" above.

f) FOG Cleaning Maintenance

Regional (#4): Identification & Sewer Cleaning – Identify areas or line segments of the wastewater collection system subject to grease stoppages and establish a prioritized preventive cleaning schedule for each area or line segment.

State (D.13 (vii)(f)): An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section.

The District has a list of "hot spots" that are cleaned on a regular basis to ensure blockages associated with oil and grease is kept to a minimum.

g) FOG Source Control Measures

Regional (#4): Source Control – Develop and implement source control measures for each area of the wastewater collection system identified, for all sources of grease that may be discharged.

State (D.13 (vii)(g)): Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above.

In addition to parts a, b, c, d and e above and the District Code, District staff routinely provide plan review comments on proposed new or redeveloped property, perform inspections at grease producing businesses, and additionally, provide informational brochures to customers.

Section V – Legal Authority

Regional (#5) – Due August 31, 2007: Each wastewater collection system agency shall, at a minimum, describe its legal authority, through sewer use ordinances, services agreements, or other legally binding procedures to:

- Control infiltration/inflow (I/I) from satellite wastewater collection systems and laterals
- Require proper design and construction of new and rehabilitated sewers and connections
- Require proper installation, testing, and inspection of new and rehabilitated sewers

The specific legal mechanisms applicable to the sewer system agency should be described in this section of the SSMP, with citations of names and code numbers of ordinances. If legal authority does not currently exist for one of the required elements listed below, the SSMP should indicate a schedule of activities to obtain the proper legal authority.

Legal authority refers to powers granted to the wastewater collection system agency to provide services to the public, typically through sewer use ordinances, service agreements, and other mechanisms.

Using this legal authority, the wastewater collection system agency can require system users to meet performance standards, maintain user-owned elements of the system, and pay penalties for non-compliance. The specific type of legal authority available to wastewater collection system authorities varies widely based on their existing legal designation (for example, special district, satellite wastewater collection system agency, general purpose government). As with other sections of the SSMP, if documentation of legal authority (such as ordinances or regulations) already exists for an agency, the agency can simply list the legal mechanisms already in place, in order to meet the requirements for the SSMP. Points to remember when documenting legal authority:

- *Legal agreements, discharge permits, and ordinances should include the proper authority to require system users to comply with standards of design, construction, use, and maintenance.*
- *The wastewater collection system agency should have the ability to ultimately disconnect the user if they fail to comply with the established conditions of use. Other civil or criminal recourse should be available to the wastewater collection system agency in cases where deliberate and significant violations of these conditions occur and there is a substantial impact to a receiving water or endangerment of human health.*
- *Illegal discharges should be subject to corrective response action using any existing laws prohibiting a type of discharge, regardless of the user class (for example, domestic, commercial, or industrial).*
- *Many wastewater collection system agencies have enforceable regulations prohibiting downspout, roof drain and area drain connections to their sanitary sewer systems.*
- *Building codes normally provide legal authority for the proper construction of privately owned sewer lines.*
- *Sometimes wastewater collection system agencies require laterals to be inspected when a property is sold. If damage is identified, the property owner could be required to repair or replace their lateral. In any event, construction and installation requirements for laterals can be included in the local building code.*

State (D.13 (iii) – Due November 2, 2008: *Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:*

- *Prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.)*
- *Require that sewers and connections be properly designed and constructed*
- *Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency*
- *Limit the discharge of fats, oils, and grease and other debris that may cause blockages*
- *Enforce any violation of its sewer ordinances*

a) Prevention of Illicit Discharges

Regional (#5): *Control infiltration/inflow (I/I) from satellite wastewater collection systems and laterals*

State (D.13 (iii)(a): *Prevent illicit discharges into its sanitary sewer system (examples may include I/I, Stormwater, chemical dumping, unauthorized debris and cut roots, etc.)*

- Attachment C – North San Mateo County Sanitation District Code
 - Chapter 1.04 – General Provisions
 - Chapter 1.16 – Building Sewers, Lateral Sewers and Connections, Section 1.16.080 – Maintenance of Side Sewers
 - Chapter 1.24 – Use of Public Sewers
 - Chapter 1.44 – Enforcement, Section 1.44.020 – Violation constitutes public nuisance
- Attachment D – Daly City Municipal Code
 - Chapter 14.04 – City of Daly City Storm Water Management and Discharge Control Ordinance

b) Proper Design and Construction

Regional (#5) & State (D.13 (iii)(b): *Require proper design and construction of new and rehabilitated sewers and connections*

- Attachment C – North San Mateo County Sanitation District Code
 - Chapter 1.12 – Private Sewage Disposal
 - Chapter 1.16 – Building Sewers, Lateral Sewers and Connections
 - Chapter 1.20 – Public Sewer Construction
- Attachment E – City of Daly City General Conditions Standard Specifications and Drawing
 - Section 02720 – Sanitary Sewer Collection System
 - Drawings SS 1-13
- Attachment F – City of Daly City Design Standards
 - Section 4 – Sanitary Sewer System
- The Unified Plumbing Code
 - Requires all pipe materials and fittings be UPC labeled and approved.

District staff and City Engineers, in conjunction with other City Departments, review and prepare specific and general conditions of approval prior to permit issuance of new or rehabilitated sewers and connections. In addition, The City of Daly City's General Conditions Standard Specifications provide comprehensive construction procedures and allowed materials.

The District has full time inspectors who are trained and well experienced in pipeline and pumping station construction. Inspectors attend training classes and educational seminars to stay familiar with advancements in the industry. Inspectors refer to updated copies of the City of Daly City General Conditions Standard Specifications and Drawing and the CALTRANS Manual for Work upon Highways for Work Area Traffic Control.

Providing continuous inspection insures the proper construction practices are followed. Continuous inspection of other utilities being installed in the vicinity of the sewer lines insures proper protection methods are provided for the sewer lines.

c) Ensure Access

State (D.13 (iii)(c): *Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency*

- Attachment C: North San Mateo County Sanitation District Code
 - Chapter 1.40 – Administration, Section 1.40.070 – District Inspection
- Attachment D – Daly City Municipal Code
 - Chapter 8.16 – Property Maintenance and Nuisance Abatement Ordinance

d) Limit Discharge of FOG

State (D.13 (iii)(d): *Limit the discharge of fats, oils, and grease and other debris that may cause blockages*

- Attachment B: Grease Interceptor Calculation Form
- Attachment C: North San Mateo County Sanitation District Code
 - Chapter 1.24 – Use of Public Sewers, Sections 1.24.030 – Discharges that may be prohibited by District engineer, 1.24.060 – Interceptors: Required, and 1.24.070 – Interceptors: Maintenance

e) Enforce Violations

State (D.13 (iii)(e): *Enforce any violation of its sewer ordinances.*

- Attachment C: North San Mateo County Sanitation District Code
 - Chapter 1.44 – Enforcement

f) Proper Installation, Testing and Inspection

Regional (#5): *Require proper installation, testing, and inspection of new and rehabilitated sewers.*

- Attachment C: North San Mateo County Sanitation District Code
 - Chapter 1.20 – Public Sewer Construction
- Attachment E – City of Daly City General Conditions Standard Specifications and Drawing
 - Section 02720 – Sanitary Sewer Collection System
 - Drawings SS 1-13
- CALTRANS Manual of Traffic Controls for Construction and Maintenance Work Zones.

Section VI – Measures and Activities/Operation & Maintenance Program

State: *The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system*

a) Collection System Maps/SSMP Data Management

Regional (#6a) – Due August 31, 2007: *Each wastewater collection system agency shall maintain up-to-date maps of its wastewater collection system facilities.*

State (D.13 (iv)(a) – Due November 2, 2008: *Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities.*

Data Management

The purpose of this section is to maintain an up-to-date atlas of the sewer and stormwater collection systems showing all infrastructure and their attributes: all line segments, force mains, manholes, pumping facilities and all other associated infrastructure.

The Wastewater Collection System atlas consists of 59 -grid map atlas showing the wastewater collection systems at 1" = 200 ft. scale. Location and attribute information for infrastructure is shown: manholes (ID, depth); pipes (ID, size, flow direction, length, material type, slope); lift stations (name). Laterals are not shown. Updated truck copies were distributed in 2010 with Storm System overlay.

The CAD files are updated with new infrastructure when as-built drawings and construction notes are received from project inspectors. Updates are also made when infrastructure is replaced with information provided by field crews. The new information is submitted by NSMCSD staff and then processed by the GIS section (see below). Edits to the atlases are confirmed by NSMCSD staff and then the edited atlas pages are distributed. The CAD files are converted into a GIS layer via an automated process. Attribute information is kept in a tabular database, which is then linked to the GIS layer by infrastructure ID. The GIS layer allows more capabilities than the CAD files, such as analysis and modeling.

Compliance Summary

In the mid-1990s, a sewer and stormwater infrastructure aerial mapping project was completed by Towill, Inc. Detailed sewer and stormwater collection atlases were produced based on CAD files and an attribute database. The atlases show all gravity and force main lines, manholes, cleanouts, pumping facilities, other collection infrastructure, and locational reference features. The atlases are available in hardcopy at the NSMCSD offices and the Public Works Engineering Desk. Electronic versions (.pdf) are available via Daly City's intranet.

Compliance Documents

The documents which support compliance of this section are:

- Sewer System Atlas
- Storm System Atlas

These atlases are available to staff in hardcopy at the following locations:

- Public Works – Engineering Division
- NSMCSD offices

Electronic versions (.pdf) are also available via intranet.

Roles and Responsibilities

The GIS section within the Public Works – Administration division is responsible for the maintenance and distribution of the utility atlases. The workforce in this section is:

- GIS Analyst
- Engineering Technician

Updates to the atlases are facilitated by NSMCSD staff upon completion of capital improvement projects, new development, or other system maintenance. Once the changes are made by the GIS section, the changes are confirmed by NSMCSD staff for final approval and distribution.

b) Resources and Budget

Regional (#6b) – Due August 31, 2007: Each wastewater collection system agency shall allocate adequate resources for the operation, maintenance, and repair of its collection system.

The funding and budgetary support for operating the collection system is the foundation of the entire agency. The SSMP should demonstrate that the resources are adequate for an acceptable delivery of the agency's services to the public, including capital replacement.

The District's funding mechanism for Operations and Maintenance is through an Enterprise Fund, a user-supported rate-paying structure separate from the City of Daly City's General Fund.

Formal biennial Operating and Capital Improvement Program (CIP) budgets are in place. Mid-year budget reviews are conducted and line item adjustments are made to account for unanticipated expenditures.

The Operating Budget consists of the annual cost of running the treatment plant and collection system including operations and maintenance staff, equipment, tools, consumables, contract services, spare parts, regulatory fees and support facilities such as corporation yards or utility service centers.

The CIP Budget, including major rehabilitation or replacement of the treatment plant and collection system, is developed from a 20 year master plan that is updated every two years. Costs include planning, design, construction, and inspection of new or rehabilitated facilities.

Sewer service charges are recalculated annually. Projected expenditures for both operating and capital are compared to projected revenues over a five-year horizon to determine what, or if, adjustment to the rates are necessary.

c) Prioritized Preventative Maintenance

Regional (#6c) – Due August 31, 2007: Each wastewater collection system agency shall prioritize its preventative maintenance activities.

This section of the SSMP should describe the system currently in use for prioritized preventive maintenance, and any plans for improving the system, as needed, to maintain the integrity of the system and reduce the frequency of SSOs. The program should address criteria and results for short-term and long-term prioritization of corrective actions based on structural or other deficiencies identified during preventative maintenance activities.

A good preventive maintenance program is one component in keeping a system in good repair and preventing excessive infiltration/inflow (I/I), service interruptions, and system failures, which can result in SSOs. A preventive maintenance program can also help in protecting the capital investment in the collection system.

Preventive maintenance activities can include some or all of the following activities:

- *Scheduled cleaning of gravity sewers, with a higher frequency in those areas with a history of stoppages due to debris and fats, oils, and grease in order to minimize SSOs. (See also Section IV above for FOG control information.)*
- *Root control in areas that are known to have recurring SSOs or premature structural damage due to root intrusion.*
- *Investigation and resolution of customer complaints.*
- *Odor control including the maintenance of chemical injection systems, carbon filters, etc.*
- *Scheduled cleaning of force mains - although at a longer interval than gravity sewers - to increase pump station efficiency and prevent backups.*
- *Maintenance activity records to support appropriate analysis and reporting*

Prioritization of preventive maintenance activities can occur through the use of verbal communications (especially for smaller agencies), the use of work orders to track progress, and/or routine operations such as sewer cleaning based on experience with known problem areas. Data on stoppages or other operational problems can be collected in field logs or computer-based information systems and reviewed regularly by system managers for prioritization.

Larger sewer system agencies will likely use a formal condition assessment process that relies on television inspection of sewers as part of its prioritization process. For more sophisticated systems, the prioritization of preventive maintenance activities can be coupled with the prioritization of correcting structural deficiencies, as described in Section 6.d. below. If this is the case, Sections 6.c. and 6.d. can be described in the SSMP together.

State (D.13 (iv)(b) – Due November 2, 2008: *Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders.*

Collection System Maintenance activities have been prioritized into three subsections:

1. Mainline Preventative Maintenance Crew
2. Customer Response and Lift Station Maintenance
3. Mainline CCTV Inspection, Manhole Rehabilitation and Pipeline Construction, Rodding, Root Control & Abatement Crew

Refer to the Collection System Maintenance Activities SOP (attachment I) for the step by step procedure of each of the three subsections.

d) Inspection, Condition Assessment, Prioritize Deficiencies; Develop Long and Short Term CIP Plans

Regional (#6d) – Due August 31, 2007: *Each wastewater collection system agency shall identify and prioritize structural deficiencies and implement a program of prioritized short-term and long-term actions to address them.*

This section of the SSMP should describe the approach currently used for scheduled inspections and condition assessment of the sewer collection system. The approach should address criteria and results for short-term and long-term prioritization of corrective actions based on identified structural or other deficiencies. This should be consistent with the overall goal of maintaining the integrity of the system and reducing the frequency of SSOs.

A good inspection program is one component for keeping a system in good repair and preventing excessive inflow/infiltration (I/I), service interruptions, and system failures, which can result in SSOs. When combined with an adequate condition assessment plan, inspections can also help protect the capital investment in the collection system. There are at least two methods to manage structural deficiencies in a wastewater collection system: reactive and proactive.

In the reactive method structural deficiencies are identified by waiting for system failures (e.g. stoppage, SSO, equipment failure) to appear. Corrective actions are then taken in response to the failure. This may be adequate for a wastewater collection system that is somewhat new and/or has relatively few SSOs. This is a short-term strategy, however, and may not be cost-effective in the long term. It is likely that as the wastewater collection system ages, however, a “proactive” approach to system management would be more appropriate.

Using a “proactive” method, collection system performance and physical integrity can be substantially improved by actively seeking out and correcting structural deficiencies prior to system failure. Under the “proactive” mode, periodic condition assessments are performed for each sewer facility (manhole, main line, service lateral, etc.) to determine the location and extent of problem areas.

There are many methods for conducting inspections, evaluating results, and establishing condition assessments. For smaller agencies, very simple criteria (high, medium, and low) can be applied to the severity of defects and a prioritized list of repair activities can be established. For larger agencies, sophisticated computer models that combine large quantities of data to form capital management plans can be used. Inspection activities can include some or all of the following activities:

- *Routine inspections of the collection system facilities, including pump stations, with a process to address defects, damage, or other identified problems.*
- *Flow monitoring for capacity analysis.*
- *Smoke testing, dye testing, and exfiltration testing to monitor/reduce inflow and infiltration (I/I).*
- *Uniform condition assessment based on inspection data.*
- *Implementation of short-term and long-term rehabilitation actions to address each deficiency.*
- *Maintenance of records to support appropriate analysis and reporting.*

Many sewer system agencies will likely use a formal condition assessment process that relies on television inspection of sewers as part of its condition assessment process. For more sophisticated systems, the prioritization of preventive maintenance activities can be coupled with the prioritization of correcting structural deficiencies, as described above. If this is the case, Sections 6.c. and 6.d. can be described in the SSMP together.

State (D.13 (iv)(c) – Due November 2, 2008: *Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should also include regular visual and TV inspection of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection the infrastructure assets. The plan shall include a time schedule for implementing the short and long term plans plus a schedule for developing the funds needed for the capital improvement plan.*

The District maintains a prioritized Capital Improvement Program (CIP) project list (Attachment O) that details the District's long and short-term CIP plans. The projects have been identified through maintenance activities and closed-circuit television (CCTV) inspection of identified problem sewers. Preventive Maintenance schedules have been modified to address these concerns until the capital improvement projects are completed. This insures that line segments stay in a serviceable condition until deficiencies are corrected. The District also conducts manhole inspections and records the results of the inspections on forms, which are entered into its computerized maintenance management system (Muni-Base).

The District initiated a system-wide condition assessment program starting in 2010. The program will provide for CCTV and manhole inspection of the entire collection system over an approximate 10-year period. The District has acquired new CCTV inspection equipment and software to conduct the inspections. Sewers have been prioritized for inspection based on age, material, size, infiltration/inflow contribution based on flow monitoring (see Section VIII - Collection System Capacity Evaluation/Assurance, Management and Improvement Plan), and known maintenance or structural problems. As part of the system-wide condition assessment, the District has adopted NASSCO PACP standards for CCTV data collection and condition ratings and will make repair/replacement decisions and priorities based on those results. The District will use the results of the condition assessment to update its CIP, including short term project schedules, long term 20 year plans.

In regards to funding the District added a "SSMP" line item to the CIP plans with annual funding of \$1.5 million annually for the next 20 years. During the biennial budget process data from CCTV or field knowledge are developed into CIP's the amount in the SSMP line item is reduced from the \$1.5M. If any funds remain they are either carried forward to save for high priced rehabilitations/repairs or used for smaller items.

e) Contingency Equipment and Replacement Inventories

Regional (#6e) – Due August 31, 2007: *Each wastewater collection system agency shall provide contingency equipment to handle emergencies, and spare/replacement parts intended to minimize equipment/ facility downtime. Provide equipment and replacement part inventories, including identification of critical replacement parts.*

For this section of the SSMP, wastewater collection system agencies should summarize their critical spare parts inventory and list major equipment used for sewer system operation and maintenance. Specific aspects of the replacement parts inventories can also be described (e.g. use of the same model pumps at multiple locations to reduce needed replacements).

Contingency equipment (e.g. portable pumps, generators) supports an effective response to emergency conditions. Spare/replacement parts can be kept in inventory to minimize equipment/facility downtime in the event of an unplanned failure. Replacement parts for pumps, motors, and vehicles and appropriately maintained emergency response equipment and accessories allow field crews to effectively respond to incidents and efficiently perform routine maintenance. Without an adequate inventory of replacement parts, the collection system may experience high volume and/or extended overflow events in the event of a breakdown or malfunction. Providing adequate maintenance facilities and equipment typically includes a process for identifying critical parts needed for system operation and maintenance and establishing an adequate inventory of replacement parts. The process for identifying critical parts can be based on a review of equipment and manufacturer's recommendations, supplemented by the experience of the maintenance staff and local availability.

State (D.13 (iv)(e) – Due November 2, 2008: *Provide equipment and replacement parts inventories, including identification of critical replacement parts.*

Replacement inventories are located in the DWWR Warehouse and the satellite warehouse at the Westlake Pump Station Corporation Yard. All parts are identified by part number and have reorder flags set when inventory numbers get low. Parts include but are not limited to: replacement pipe for sanitary sewer pipe and recycled water pipe, fittings in a variety of sizes, high pressure hoses for the combination machines, back up Micro-Mac level controllers and VFD fuses for the lift stations, manhole rims and covers, HDPE grade ring risers. All parts standing inventories can be accessed through the Muni-Base by going to parts then the name of the product you are looking for this will show you the remaining stock on hand.

The Collection system also has a fleet of small equipment that is inspected weekly in order to insure the equipment's readiness for an emergency. Work orders print out monthly and are closed when the work is complete.

f) Training

Regional (#6f) – Due August 31, 2007: *Each wastewater collection system agency shall provide training on a regular basis for its staff in collection system operations, maintenance, and monitoring. The SSMP should include a description of the agency's training program and whether any changes or improvements are anticipated in the near future.*

An ongoing training program should address the skills necessary to perform proper operations and maintenance, to provide timely and effective emergency response, and to incorporate recognized safety practices. Training can take on many forms. It can include special classes or seminars, certification programs, such as through the California Water Environment Association (CWEA), on the job training, and informal training through mentoring of experienced personnel with those new to collection systems.

CWEA's program provides a mechanism for employee education as well as establishing the technical competence at each level of certification. In addition, there is a program for registering the continuing education activities of employees, which is part of the process for maintaining certification.

State (D.13 (iv) (d) – Due November 2, 2008: *Provide training on a regular basis for staff in sanitary sewer operations and maintenance, and require contractors to be appropriately trained.*

The Collection Division crew continues with ongoing education and training as required by the California Water Environment Agency's (CWEA) Technical Certification Program (TCP). The majority of the crew holds higher certification than that which is required of their position. One crewmember has more than thirty years of experience with the District.

In order to properly respond to a sewer system emergency that requires reconstruction of District sewer facilities, the District placed its long standing high quality contractors on emergency services agreements. The list contains contractors who have demonstrated expertise in pumping station construction, pipeline construction, televising, and pipeline rehabilitation utilizing trenchless technology. These contractors are staffed with well-experienced workers who are able to handle the scope of emergencies experienced in the District.

g) Outreach to Plumbers and Building Contractors

Regional (#6g) – Due August 31, 2007: *Implement an outreach program to educate commercial entities involved in sewer construction or maintenance about the proper practices for preventing blockages in private laterals. This requirement can be met by participating in a region-wide outreach*

program. Sometimes commercial entities involved in construction or maintenance of sewers are not aware of the ramifications of their actions, which can sometimes result in sanitary sewer overflows. The actions can result in problems such as blockages in the private lateral, or blockages in the main line caused by actions taken in the private lateral (such as pushing debris from the lateral into the main line). An ongoing outreach program to these entities, and others as appropriate should be implemented to encourage the use of proper practices for preventing blockages. For example, information can be disseminated on construction standards, proper operations and maintenance activities, and effective measures for removing blockages.

The BACWA Collection Systems Committee developed a brochure/fact sheet directed to plumbers and building contractors, providing information about how to prevent blockages in private laterals.

District staff customized the brochure to be City specific. The brochure was mailed to all licensed plumbers and building contractors on record within Daly City. In addition, Building and/or City Engineering staff distributes the brochure with construction permits when they are issued.

Section VII – Design and Construction Standards/Performance Provisions

a) Minimum Design and Construction Standards

Regional (#7a) – Due August 31, 2007: *Each wastewater collection system agency shall identify minimum design and construction standards and specifications for the installation of new sanitary sewer systems and for the rehabilitation and repair of existing sanitary sewer systems.*

Wastewater collection system agencies should evaluate if the existing design standards are appropriate and up to date. If the agency believes its current standards are appropriate, the agency can refer to the documentation that already exists, and provide a discussion in the SSMP.

SSOs and operating problems are, in some cases, attributable to poor design and/or improper construction for both newly constructed and rehabilitated sewers. An effective program that ensures that new sewers are properly designed and installed can minimize system deficiencies that could create or contribute to future overflows or operations and maintenance problems.

Using the legal authorities outlined in Section V above, specific design and construction standards should be required for new construction and for rehabilitation. Design criteria include specifications such as pipe materials, minimum sizes, minimum cover, strength, minimum slope, trench and backfill, structure standards, and other factors.

Many communities already have specific standards in place. If design and construction standards need to be developed, neighboring agencies with existing programs can be a valuable resource in developing a program that meets the specific needs of your sewer system agency. Additional resources are listed in the references to this document.

State (D.13 (v)(a) – Due May 2, 2009: *Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems.*

The North San Mateo County Sanitation District incorporated its construction specifications in the Daly City General Conditions, Standard Specification and Drawings when it merged with the City of Daly City in 1985. These specifications are continuously reviewed by the District and are amended on an as needed basis to incorporate the latest advancements in materials and technology.

The Daly City General Conditions, Standard Specification and Drawings are available for purchase after payment of a nominal fee at the City's Engineering Department located at 333 90th Street, Daly City, California, 94015. The Daly City General Conditions, Standard Specification and Drawings are also available at no charge on the internet at the Daly City website:

http://www.dalycity.org/City_Hall/Departments/public_works/For_Contractors/standards2008.htm

District staff attends classes, seminars and trade shows to keep up to date on the new technology available for the industry. This new technology is reviewed by District staff and when approved by the District Board, is included in the annual specification revision. The new technology is then used by District field crews performing routine duties and by District design staff in the planning and design of new or rehabilitation projects.

The design of the District's new or rehabilitated projects incorporate these specifications, as well as the "Greenbook" Standard Specifications for Public Works Construction", the "Water and Wastewater Calculations Manual", the "Buried Pipe Design", and "The State of California, Department of Transportation, Standard Specifications".

As the District's sewer system ages, the system is televised to determine pipe integrity and for the ability to accept newer rehabilitation practices. Trenchless technology such as pipe bursting, slip lining, directional boring and micro-tunneling is common practice in the District.

Lift stations are reviewed and designed on a case by case basis. Their design is based on a complex set of variables that make each station unique. Other appurtenances are viewed in much the same way and are designed for their distinct situation.

The District's approach insures that the sewer mains, private lateral connections and other appurtenances are properly designed and constructed with the latest industry advancements.

b) Procedures and Standards for Inspection and Testing

Regional (#7b) – Due August 31, 2007: *Each wastewater collection system agency shall identify procedures and standards for inspecting and testing the installation of new sewers, pump (lift) stations, and other appurtenances; and for rehabilitation and repair projects.*

As with design and construction standards, many communities already have specific standards for inspection and testing in place, and in that case, the SSMP should refer to the documentation that already exists.

Inspection and testing of new facilities is important, to ensure that the standards established as described in Section 7.a. above are actually implemented in the field. It's important that completed construction not be accepted by the wastewater collection system agency until inspection and testing have been completed. This approach helps ensure proper operation and maximum life expectancy.

Using the legal authority set up as outlined in Section V above, specific inspection and testing should be required. The contractor sometimes conducts installation and testing of facilities while an inspector representing the wastewater collection system agency makes sure the installation and testing meets the agency standards. Inspections are usually performed during and at the completion of construction.

Acceptance testing for gravity sewers can include: low pressure air test or water test to identify leakage, mandrel test to identify deflection in flexible pipe, water or vacuum test of manholes to identify leakage, television inspection to identify grade variations or other construction defects. If inspection and testing standards need to be developed for the agency, other agencies with existing programs can be a valuable resource in developing a program that meets the specific needs of your sewer system agency.

State (D.13 (v)(b) – Due May 2, 2009: *Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.*

The District's sewer system rehabilitation and repair projects are inspected by the District's Operations Technicians staff and are available for inspection duties throughout the normal work day and under special circumstances, after-hours inspection is available following the payment of additional fees.

The District has developed a comprehensive training program for the instruction of new inspection staff which is also used as a refresher course for its existing staff. New employees are required to participate in the program prior to performing inspection duties.

Inspection is provided continuously during the construction of new or rehabilitation projects. Testing procedures are clearly defined in the Daly City General Conditions, Standard Specifications and Drawings. District projects are not accepted without inspection and testing of each component of the new or rehabilitated infrastructure.

Section VIII – Collection System Capacity Evaluation/Assurance, Management and Improvement Plan

State (D.13 (viii)): *The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:*

a) Capacity Assessment/Evaluation

Regional (#8a) – Due August 31, 2008: *Each wastewater collection system agency shall establish a process to assess the current and future capacity requirements for the collection system facilities.*

The SSMP should describe whether a current capacity assessment of the wastewater collection system has been prepared, and if not, provide a schedule of activities for completing such an assessment.

A critical function of a wastewater collection system is to provide adequate capacity to handle peak, typically wet weather, and flows. The purpose of a capacity assessment is to ensure that adequate capacity exists in all portions of the collection system and that the downstream portions that will receive wastewater from new connections can handle the additional flow.

A sewer system master plan normally serves the purpose of determining whether there are any capacity-related issues that need to be addressed, but other evaluations may also be used. A master plan would generally include an evaluation of the sewer system capacity through sewer mapping, flow monitoring of major trunk sewers, and modeling to identify hydraulic bottlenecks...

State (D.13 (viii)(a)) – Due May 2, 2009: *Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events.*

The District completed a Collection System Master Plan in 1993 based on flow monitoring and hydraulic modeling of the trunk sewer system (10-inch and larger lines plus some 8-inch lines). The Master Plan quantified existing and future base wastewater flows and peak wet weather flows for a 5-year recurrence frequency design storm. Thirteen gravity sewer relief projects and one pump station project were identified for the separate portion of the sanitary sewer system. All but one of those projects was subsequently completed.

The District completed a wet weather flow monitoring program in the winter 2007/08 at 11 locations in the trunk sewer system, and has also analyzed total flows to its wastewater treatment plant for major storm events that have occurred over the past five years. The results of the analyses indicate that total peak flows in the system have not exceeded the design flows projected in the 1993 Master Plan for the year 2010. However, because additional development has occurred in some portions of the service area and metered peak flows in some trunk sewers are close to the Master Plan predicted values, the District completed an update of its Master Plan capacity assessment in 2009 by developing a new hydraulic model of the system calibrated to the 2007/08 flow monitoring data and incorporating updated estimates of service area growth. The new model has been used to perform an up-to-date capacity assessment of the system and identify any improvements needed to address identified hydraulic deficiencies.

b) Design Criteria

Regional (#8a) – Due August 31, 2008: *...For the purposes of the capacity assessment, it is appropriate to establish the design storm under which various components of the collection system are expected to perform, to make sure that those design storms are consistent with the conceptual approach for wet weather overflows contained in the San Francisco Bay Water Quality Control Plan (2005 Basin Plan), Chapter 4, Table 4-8.*

State (D.13 (viii)(b) – Due May 2, 2009: *Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria.*

The District established design flow criteria for evaluating system capacity as part of its 1993 Master Plan. The criteria included unit flow factors for new development, sanitary flow peaking factors, infiltration/inflow parameters, and a 4-hour, uniform intensity 5-year design storm based on historical rainfall statistics for the Daly City area. As part of its 2009 capacity assessment update, the District refined its design flow criteria, including use of a more conservative, varying intensity 5-year design storm, to be used for assessment of peak wet weather flow capacity requirements. These criteria will provide for adequate capacity in the system to minimize the risk of capacity-related SSOs.

c) System Evaluation and Capacity Assurance Plan/Capacity Enhancement Measures/CIP

Regional (#8b) – Due August 31, 2008: *Each wastewater collection system agency shall prepare and implement a capital improvement plan to provide hydraulic capacity of key sewer system elements under peak flow conditions.*

Once the capacity assessment (as described in Section 8.a. above) has been completed and capacity needs have been identified, a capital improvement program must be implemented to address capacity needs, if there are any. The SSMP should briefly describe the capital improvements anticipated in the next 1-5 years, 5-10 years, and 10-20 years, and be updated as implementation occurs and priorities change.

The recommended elements of a capital improvement plan are as follows:

- *Evaluation Steps – Evaluate portions of the collection system experiencing SSOs due to hydraulic deficiency.*
- *Capacity Enhancement Measures – Establish a short- and long-term capital improvement program to address identified hydraulic deficiencies.*
- *Plan updates – Update the plan on a regular basis as specified in the SSMP.*

The capital improvement activities outlined in this section should be coordinated with the identification and prioritization of structural deficiencies identified in Section 6.d. above, because structural and hydraulic problems can be closely related.

Short-term capital improvement programs should replace or repair critical elements of the system that is near failure as soon as possible. An optimized replacement schedule prioritizes specific elements of the collection system to provide the most benefit.

State (D.13 (viii)(c) – Due May 2, 2009: *Establish a short and long-term capital improvement program to address identified hydraulic deficiencies including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.*

Based on the results of the hydraulic modeling conducted in 2009, as described in Section VII(a) above, the District has identified eleven areas with potential capacity deficiencies that will be investigated further to confirm the need for CIP projects. These projects are listed in Attachment P. In addition, the District plans to conduct field investigations to identify sources of infiltration/inflow in the Skyline/Belcrest area of the system, which has experienced previous wet weather overflows due to lift station backup. This capacity deficiency was also confirmed by the hydraulic modeling.

Based on the results of the capacity assessment combined with the sewer rehabilitation needs identified to date through maintenance and CCTV inspection activities, the District has assigned priorities to potential capacity enhancement and structural improvement projects based on problem severity and assessment of relative risk. The current 20-year CIP is included in Attachment P. The District will update the CIP program on a biennial basis based on results of CCTV inspections and maintenance activities, and further investigation of capacity deficiencies and potential solutions.

d) Schedule

State (D.13 (viii)(d) – Due May 2, 2009: *The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D.14 (of order)*

D14. *Both the SSMP and the Enrollee's program to implement the SSMP must be certified by the Enrollee to be in compliance with the requirements set forth above and must be presented to the Enrollee's governing board for approval at a public meeting. The Enrollee shall certify that the SSMP and subparts thereof, are in compliance with the general WDRs within the time frames identified in the time schedule provided in subsection D.15, (see Order). In order to complete this certification, the Enrollee's authorized representative must complete the certification portion in the Online SSO Database Questionnaire by checking the appropriate milestone box, printing and signing the automated form, and sending the form to:*

*State Water Resources Control Board
Division of Water Quality
Attn: SSO Program Manager P.O. Box 100
Sacramento, CA 95812*

The SSMP must be updated every five (5) years, and must include any significant program changes. Re-certification by the governing board of the Enrollee is required in accordance with D.14 when significant updates to the SSMP are made. To complete the re-certification process, the Enrollee shall enter the data in the Online SSO Database and mail the form to the State Water Board, as described above.

District staff review and update the SSMP annually and will remain in compliance with all requirements in the WDR's. The Districts authorized representative will ensure that all reporting requirements are met. The District is aware that its SSMP must be re-certified by the Governing Board no later than April 2019. Updates are ongoing and are reflected in the revision table.

Section IX – Monitoring, Measurement and Program Modifications

Regional (#9) – Due August 31, 2008: *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.*

This section of the SSMP should discuss how your agency monitors implementation of the SSMP elements, and measures the effectiveness of SSMP elements in reducing SSOs. Effectiveness should be measured by developing and tracking performance indicators on a regular basis. Performance indicators should be selected to meet the goals of the wastewater collection system agency. Some examples of performance indicators include:

- *Number of SSOs over the past 12 months, distinguishing between dry weather overflows and wet weather overflows*
- *Volume distribution of SSOs (e.g. number of SSOs < 100 gallons, 100 to 999 gallons, 1,000 to 9,999 gallons, > 10,000 gallons)*
- *Volume of SSOs that was contained in relation to total volume of SSOs*
- *SSOs by cause (e.g. roots, grease, debris, pipe failure, pump station failure, capacity, other).*
- *Number of stoppages over the past 12 months*
- *Stoppages by cause*
- *Average time to respond to an SSO*
- *Relationship of capacity-related SSOs to storm event return frequency*
- *Ratio of planned sewer cleaning to unplanned sewer cleaning*
- *Backlog of repair, rehabilitation, and replacement projects*
- *Plans developed for, or implementation of, activities to target specific problems identified, such as roots, structural deficiencies, or fats, oil, and grease (FOG)*

This section of the SSMP should also contain a description of what the wastewater collection system agency plans to do to make sure the SSMP remains current and useful over time. Examples of changes that could occur include new or modified infrastructure, increased system demand, new or modified operations and maintenance protocols, or changed organizational structure.

There are several ways the SSMP can be kept up to date. Examples of actions, which could be used to meet this requirement, include:

- *Obtain specific funding to carry out periodic reviews and to participate in any related coordinating meetings.*
- *Assign a staff person to review the SSMP periodically to check effectiveness and timeliness.*
- *Check in with collection systems staff at periodic intervals to review the effectiveness and identify potential areas for improvement, either individually or through meetings.*
- *Prepare progress reports documenting effectiveness, potential changes, and/or a summary of program activities on a periodic basis.*
- *Obtain internal approval to update the SSMP with specific revisions.*
- *Solicit peer review by another collection system agency*

If major changes are proposed for the sewer system management program, they may need to be approved by a Board of Directors in the case of a sewer district, or similar higher levels of governmental officials for a city or county. In addition, if changes are identified for implementation in the SSMP, other related documentation may also be affected and need to be revised as well.

The Collection Division has greatly reduced blockages and SSO's through the use of altering maintenance schedules as needed, making pipeline repairs and identifying areas for replacement or rehabilitation through the CIP process. The data regarding number, volume, and causes of SSO's is contained in the audit report that is completed yearly. Staff is constantly assessing the Collection system infrastructure and contacting neighboring agencies to seek better methods of system maintenance. Record keeping of cleaning and repairing of the system is maintained in the Cities Munibase computer system.

State (D.13 (ix) – May 2, 2009): *The Enrollee shall:*

a) Maintain Relevant Information

State (D.13 (ix)(a): *Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities.*

This is accomplished by use of the Cities Munibase computer system to continuously maintain and update records of work performed on sewer infrastructure. Each sewer main is identified individually and has a maintenance schedule that can be adjusted as needed. Pipeline inspections are used to assess pipe condition and planning for future projects. The video inspection phase of the maintenance program has been switched to the image captured digitally and downloaded to a hard drive system which is more cost and time efficient. Other sources of information include field observations and shared practices from other agencies.

b) Monitor Implementation & Measure Effectiveness

Regional (#9): *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.*

State (D.13 (ix)(b): *Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP.*

The SSMP is reviewed quarterly to insure all the provisions are implemented and the effectiveness discussed at Staff meetings. The Staff meetings will include representatives from the field crews, supervisory and administrative staff.

c) Assess Success

State (D.13 (ix)(c): *Assess the success of the preventative maintenance program.*

The success of the preventive maintenance program is assessed by reviewing goals and projections that have been set as the Collection Division's performance measures.

d) Update Program Elements

State (D.13 (ix)(d): *Update program elements, as appropriate, based on monitoring or performance evaluations.*

This is a practice that has been in place for many years. The Collection Division adjusts program elements based on varied factors that include available equipment and personnel, anticipated projects, and emergency situations.

e) Trends

State (D.13 (ix)(e): *Identify and illustrate SSO trends, including: frequency, location, and volume.*

Trends are discussed and submitted annually on March 15th as part of the District's annual report of SSO's to the SF Water Board. The SSO's are individually listed and text is provided that explains the particulars of the SSO and what was done to prevent it from happening again.

Section X – SSMP Program Audits and Updates

a) SSMP Audits

Regional (#10) – August 31, 2008: *Each wastewater collection system agency shall conduct an annual audit of their SSMP, which includes any deficiencies, and steps to correct them (if applicable), appropriate to the size of the system and the number of overflows, and submit a report of such audit.*

*The audit should cover the most recent calendar year, and be submitted to the Regional Water Board by **March 15** of the year following the calendar year for which the analysis applies.*

The audit can contain information about successes in implementing the most recent version of the SSMP, and identify revisions that may be needed for a more effective program. Information collected as part of Section IX above can be used in preparing the audit. Tables and figures or charts can be used to summarize information about these indicators. An explanation of the SSMP development, and accomplishments in improving the sewer system, should be included in the audit, including:

- *Progress made on development of SSMP elements, and if the sewer system agency is on schedule in development of the SSMP. Provide justification on the delay if the sewer system agency is behind schedule on development of the SSMP;*
- *How the sewer system agency implemented SSMP elements in the past year*
- *The effectiveness of implementing SSMP elements*
- *A description of the additions and improvements made to the sanitary sewer collection system in the past reporting year*
- *A description of the additions and improvements planned for the upcoming reporting year with an estimated schedule for implementation.*
- *You may want to include a section up front entitled “System Overview,” which describes the size and physical features of the system, to put the rest of the document into context.*
- *When you prepare the SSMP for the first time, you may want to include a “Sewer Overflow History” to give you a place to start from in evaluating any trends for SSOs in the future.*

State (D.13 (x) – May 2, 2009: *As part of the SSMP, the Enrollee shall conduct an internal audit, appropriate to the size of the system and the number of SSO’s. At a minimum, these audits must occur every two years and a report must be prepared and kept on file.*

The audit shall focus on evaluating the effectiveness of the SSMP and the Enrollees compliance with the SSMP requirements identified in the subsection (D.13 of WDR order) including identification of any deficiencies in the SSMP and steps to correct them.

The District performs audits of its SSMP annually using a standardized form (developed in conjunction with the Bay Area Clean Water Agencies). The purpose of the audit is to evaluate the District’s SSMP and its compliance with the WDR annually and to report the results of the audits along with recommendations and suggested improvements to the SF Regional Water Board in its annual report of SSO’s report due March 15th of each year.

b) SSMP

State (D.14) – May 2, 2009: *... The SSMP must be updated every five (5) years, and must include any significant program changes. Re-certification by the governing board of the Enrollee is required in accordance with D.14 when significant updates to the SSMP are made. To complete the re-certification process, the Enrollee shall enter the data in the Online SSO Database and mail the form to the State Water Board, as described above. **Section VIII (d)***

Section XI – Communication Program

State (D.13 (xi) – May 2, 2009: *The Enrollee shall communicate on a regular basis with the public on the development, implementation and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.*

The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system.

The District has two tributary and/or satellite systems, the Town of Colma and the Westborough area of South San Francisco. Both are responsible for reporting SSO's in their respective service areas.

The District Director or the Duly Authorized Representative will provide interested parties with status updates on the implementation of the components of the SSMP and will also consider comments made by stakeholders when annual revisions are being conducted. Additionally, during the biennial budgeting process there is a line item specifically for SSMP projects. Budget and Capital budgets are adopted at public hearings.

Section XII – SSMP Program Certification

State

(D.14) – May 2, 2009: *Both the SSMP and the Enrollee’s program to implement the SSMP must be certified by the Enrollee to be in compliance with the requirements set forth above and must be presented to the Enrollee’s governing board for approval at a public meeting. The Enrollee shall certify that the SSMP, and subparts thereof, are in compliance with the general WDRs within the time frames identified in the time schedule provided in subsection D.15 (see order)*

In order to complete this certification, the Enrollee’s authorized representative must complete the certification portion in the Online SSO Database Questionnaire by checking the appropriate milestone box, printing and signing the automated form, and sending the form to:

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(E.1): *A copy of the general WDR A copy of the general WDRs and the certified SSMP shall be maintained at appropriate locations (such as the Enrollee’s offices, facilities, and/or Internet homepage) and shall be available to sanitary sewer system operating and maintenance personnel at all times.*

In compliance with the above stated regulations, the District did present the SSMP to the governing board during a public hearing and the Board approved the plan in April 2009. The next re-certification will occur on April 28 2019. Currently, the SSMP is reviewed annually and updated if needed. Copies of the WDR’s and SSMP are available to the public in the District’s front office. The SSMP is available to District staff on the cities G drive under C&D/SSMP.