

## Element 10: SSMP AUDITS

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This section of the SSMP discusses the District's SSMP auditing program. This section fulfills the SWRCB (Element 10) SSMP Audit requirements.

### 10.1 Regulatory Requirements for SSMP Audits

The requirements for the SSMP Audits element of the SSMP are summarized below:

#### **SWRCB Requirement:**

The District shall conduct periodic internal audits appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the District's compliance with the SSMP requirements, including identification of any deficiencies in the SSMP and steps to correct them.

### 10.2 Element 10 Attachment

Attachment E10-A: JCSD SSMP Audit Report Form

### 10.3 SSMP Audits Discussion

The District will complete audits of the SSMP during even numbered calendar years and will include a written JCSD SSMP Audit Report Form as found in Attachment E10-A. The written report will be submitted to the JCSD Board of Directors and the completion will be documented on CIWQS website. The audit will include the following:

- Review of progress made on updates of SSMP elements since the previous audit
- Review of monitoring and measurement tracked under Element 9
- Identification of successes of implementing SSMP elements and needed improvements
- Description of system improvements since the previous audit
- Description of planned system improvements with an estimated schedule for implementation

Upon completion of the audit, the District will keep a report of the audit on file to fulfill the SWRCB audit requirement.

Attachment E10-A: JCSD SSMP Audit  
Report Form

# Jurupa Community Services District Sewer System Management Plan Audit Report Form

*The purpose of the SSMP Audit is to evaluate the effectiveness of the Jurupa Community Services District (District's) SSMP and to identify any needed for improvement*

**Directions:** Please check **YES** or **NO** for each questions. If **NO** is answered for any question, describe the updates/changes needed and the timeline to complete those changes.

	YES	NO
<b>ELEMENT 1 - GOALS</b>		
A. Are the goals stated in the SSMP still appropriate and accurate?		
<b>Discussion:</b>		
<b>ELEMENT 2 - ORGANIZATION</b>		
A. Is the List of District Staff Responsible for SSMP, Table 2-1 current?		
B. Is the Sanitary Sewer Overflow Responder List current?		
C. Is Figure 2-1 of the SSMP, the District Organization Chart, current?		
D. Are the position descriptions as accurate portrayal of staff responsibilities?		
E. Is Table 2-2 in the Chain of Communication for Reporting and Responding to SSOs section accurate and up-to-date?		
<b>Discussion:</b>		
<b>ELEMENT 3 - LEGAL AUTHORITY</b>		
Does the SSMP contain current references to the District Ordinances documenting the District's legal authority to:		
A. Prevent illicit discharges?		
B. Require proper design and construction of sewers and connections?		
C. Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the District?		
D. Limit discharges of fats, oils and grease?		
E. Enforce any violation of its sewer ordinances?		
F. Were any changes or modifications made in the past year to District Sewer Ordinances, Regulations or standards?		
<b>Discussion:</b>		
<b>ELEMENT 4 - OPERATIONS AND MAINTENANCE</b>		
<b>Collection System Maps</b>		
A. Does the SSMP reference the current process and procedures for maintaining the District's wastewater collection system maps?		

		YES	NO
B.	Are the District's water collection system maps complete, current and sufficiently detailed?		
C.	Are storms drainage facilities 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?		
<b>Prioritized Preventive Maintenance</b>			
D.	Does the SSMP describe current preventive maintenance activities and the system for prioritizing the cleaning of sewers?		
E.	Based upon information in the Annual SSO Report, are the District's preventive maintenance activities sufficient and effective in minimizing SSOs and blockages?		
<b>Scheduled Inspections and Condition Assessments</b>			
F.	In 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?		
<b>Contingency Equipment and Replacement Inventory</b>			
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?		
H.	Are contingency and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?		
<b>Training</b>			
I.	Does the SSMP document current training expectations and programs?		
<b>Outreach to Plumbers and Building Contractors</b>			
J.	Does the SSMP document outreach efforts to plumbers and building contractors?		
Discussion:			
<b>ELEMENT 5 - DESIGN AND PERFORMANCE STANDARDS</b>			
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 rehabilitation and repair for existing sanitary sewer systems?		
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?		
<b>Discussion:</b>			

		YES	NO
<b>ELEMENT 6 - OVERFLOW AND EMERGENCY RESPONSE PLAN</b>			
A.	Does the District's Sanitary Sewer Overflow Emergency Response Plan establish procedures for the emergency response, notification, and reporting of SSOs?		
B.	Is District staff and contractor personnel appropriately trained on the procedures of the Sanitary Sewer Overflow Emergency Response Plan?		
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?		
D.	Are all SSO and claims reporting forms current or do they require revisions or additions?		
E.	Does all SSO event recordkeeping meet the GWDT requirements? Are all SSO event files complete and certified in the CIWQS system?		
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 GWDR? Have all Technical Report and Water Quality Sampling requirements been met and uploaded to the CIWQS data management system?		
<b>Discussion:</b>			
<b>ELEMENT 7 - FATS, OILS AND GREASE (FOG) CONTROL PROGRAM</b>			
A.	Does the FOG Control Program include efforts to educate the public on proper handling and disposal of FOG?		
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.	Are requirements for grease removal devices, best management practices (BMP), record keeping and reporting established in the District's FOG Control Program?		
D.	Does the District have sufficient legal authority to implement and enforce the FOG Control Program?		
E.	Is the current FOG program effective in the minimizing blockages of sewer lines resulting from discharges of FOG to the system?		
F.	Was required training on SSMP and OERP completed and documented? Were field exercises with field staff on SSO volume estimation conducted and documented?		

		YES	NO
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 District OERP? Were regular items included in project meeting agendas to discuss emergency response procedures and communications?		
<b>Discussion:</b>			
<b>ELEMENT 8 - SYSTEM EVALUATION AND CAPADISTRICT ASSURANCE PLAN</b>			
A.	Does the District Sanitary Sewer Master Plan evaluate hydraulic deficiencies in the system, establish sufficient design criteria and recommend both short and long-term District enhancement and improvement projects?		
B.	Does the District's Capital Improvement Plan (CIP) establish a schedule of approximate completion dates for both short and long-term improvements and is the schedule reviewed and updated to reflect current budgetary capabilities and activity accomplishment?		
<b>Discussion:</b>			
<b>ELEMENT 9 - MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS</b>			
A.	Does the SSMP accurately portray the methods of tracking and reporting selected performance indicators?		
B.	Is the District able to sufficiently evaluate the effectiveness of the SSMP elements based on relevant information?		
C.	Were the consent decree performance metrics met?		
<b>Discussion:</b>			
<b>ELEMENT 10 - SSMP AUDITS</b>			
A.	Will the SSMP Audit be completed, reviewed and filed in Appendix B?		
<b>Discussion:</b>			
<b>ELEMENT 10 - COMMUNICATION PROGRAM</b>			
A.	Does the District effectively communicate with the public and other agencies about the implementation of the SSMP and continue to address		
B.	Did the District Council receive and review the Annual Sewer System Report? Was the annual report uploaded to the District Sewer Section website and added to Appendix C?		

		YES	NO
C.	Did District staff conduct and document meetings with satellite collection systems? Are all agreements with satellite systems current or are changes necessary to these agreements?		
<b>Discussion:</b>			
<b>CHANGE LOG</b>			
A.	Is the SSMP Change Log current and up to date?		
<b>Discussion:</b>			

Audit Team: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Approved for Filing on: \_\_\_\_\_