

Keyes CSD  
Sewer System Management Plan  
Biennial Audit Report Form

*The purpose of the SSMP Audit is to evaluate the effectiveness of the District's SSMP and to identify any needed improvements.*

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

<b>Element 1: Goals</b>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>Are the goals stated in the SSMP still appropriate and accurate?</li> </ul>		X
Discussion: Add goal requirements.		
<b>Element 2: Organization</b>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>Is the SSMP up-to-date with District's organization and staff contact information?</li> </ul>		X
Discussion: Update Mike and Kevin's titles, add new employees, and remove old employees.		
<b>Element 3: Legal Authority</b>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>Does the SSMP contain up-to-date information about the District's legal authority?</li> </ul>	X	
<ul style="list-style-type: none"> <li>Does the District have sufficient legal authority to control sewer use and maintenance?</li> </ul>	X	
Discussion: Add MRP Requirements to section.		
<b>Element 4: Operations and Maintenance</b>	<b>YES</b>	<b>NO</b>
<b>Collection System Maps</b>		
<ul style="list-style-type: none"> <li>Does the SSMP contain up-to-date information about the District's maps?</li> </ul>	X	
<ul style="list-style-type: none"> <li>Are the District's collection system maps complete, up-to-date, and sufficiently detailed?</li> </ul>	X	
<b>Preventative Maintenance</b>		
<ul style="list-style-type: none"> <li>Does the SSMP contain up-to-date information about the District's preventative maintenance activities?</li> </ul>	X	
<ul style="list-style-type: none"> <li>Based on O&amp;M history, are the District's preventative maintenance activities sufficient and effective in reducing and preventing SSOs?</li> </ul>	X	
<b>Scheduled Inspections and Conditions Assessment</b>		
<ul style="list-style-type: none"> <li>Does the SSMP contain up-to-date information about the District's routine maintenance activities and condition assessment efforts?</li> </ul>	X	

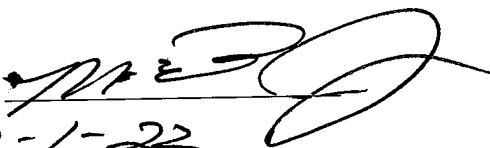
<ul style="list-style-type: none"> <li>Is the Districts Rehabilitation and Replacement Plan effective in locating, identifying, and addressing deficiencies?</li> </ul>	X	
<b>Equipment Maintenance and Replacement Inventory</b>		
<ul style="list-style-type: none"> <li>Does the SSMP contain up-to-date information about equipment and inventory management procedures?</li> </ul>	X	
<ul style="list-style-type: none"> <li>Are contingency and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?</li> </ul>	X	
<b>Training</b>		
<ul style="list-style-type: none"> <li>Does the SSMP contain up-to-date information about the District's training expectations and programs?</li> </ul>	X	
Discussion:		
<b>Element 5: Design and Performance Provisions</b>		
<ul style="list-style-type: none"> <li>Does the SSMP reference the most current version of the District of Keyes standards and specifications?</li> </ul>	X	
<ul style="list-style-type: none"> <li>Does the SSMP document current procedures and standards for inspecting and testing the installation of new sewer infrastructure, as well as the rehabilitation and repair of existing infrastructure?</li> </ul>	X	
Discussion: Add MRP Requirements.		
<b>Element 6: Overflow Emergency Response Plan</b>		
<ul style="list-style-type: none"> <li>Does the District's Sanitary Sewer OERP establish procedures for SSO emergency response, notification, and reporting?</li> </ul>	X	
<ul style="list-style-type: none"> <li>Are District staff and contractor personnel appropriately trained on the procedures of the OERP?</li> </ul>	X	
<ul style="list-style-type: none"> <li>Based on the SSO performance data, is the District's OERP effective in handling SSOs in order to safeguard public health and the environment?</li> </ul>	X	
Discussion:		
<b>Element 7: FOG Control Program</b>		
<ul style="list-style-type: none"> <li>Does the SSMP contain up-to-date information on the District's preliminary FOG control program?</li> </ul>	X	
<ul style="list-style-type: none"> <li>Does the preliminary FOG control program include efforts to educate the public on proper handling and disposal of FOG?</li> </ul>		X
<ul style="list-style-type: none"> <li>Does the preliminary FOG control program include efforts to identify sections of the collection system subject to FOG blockages, as well as source control measures?</li> </ul>	X	

<ul style="list-style-type: none"> <li>Are requirements for GRDs, BMPs, record keeping, and reporting identified in the District's preliminary FOG control program?</li> </ul>	X	
<ul style="list-style-type: none"> <li>Does the District have sufficient legal authority to implement and enforce the preliminary FOG control program if determined necessary?</li> </ul>	X	
<ul style="list-style-type: none"> <li>Based on history of SSOs caused by FOG, does the District need to implement the preliminary FOG control program? If yes, has the District prepared an implementation plan and schedule?</li> </ul>		X
<p>Discussion: Include order requirements.</p>		
<p><b>Element 8: System Evaluation and Capacity Assurance Plan</b></p>		
<ul style="list-style-type: none"> <li>Has the District completed a capacity assessment and identified any hydraulic deficiencies in the system?</li> </ul>	X	
<ul style="list-style-type: none"> <li>Does the SSMP contain up-to-date information about the District's capacity assessment?</li> </ul>	X	
<p>Discussion: Include order requirements update project schedule.</p>		
<p><b>Element 9: Monitoring, Measurement, and Program Modifications</b></p>		
<ul style="list-style-type: none"> <li>Does the SSMP contain up-to-date information about the District's data collection and organization?</li> </ul>	X	
<ul style="list-style-type: none"> <li>Is the District able to sufficiently evaluate the effectiveness of the SSMP elements based on relevant information?</li> </ul>	X	
<p>Discussion:</p>		
<p><b>Element 10: SSMP Audits</b></p>		
<ul style="list-style-type: none"> <li>Will this SSMP Audit Report be completed, certified by the District's LRO, and kept on file for a minimum of five (5) years?</li> </ul>	X	
<p>Discussion:</p>		
<p><b>Element 11: Communication Program</b></p>		
<ul style="list-style-type: none"> <li>Does the SSMP contain up-to-date information about the District's public outreach activities?</li> </ul>	X	
<ul style="list-style-type: none"> <li>Does the SSMP contain up-to-date information about the District's communications with satellite and tributary agencies?</li> </ul>	X	
<ul style="list-style-type: none"> <li>Does the District effectively communicate with the public and other agencies about the implementation of the SSMP and continue to address any feedback?</li> </ul>		X

Discussion:  
Make SSMP available via website.

Change Log	YES	NO
<ul style="list-style-type: none"><li>Is the SSMP Change Log current and up-to-date?</li></ul>		X

Discussion:  
Add order requirements, add and update change log.

Certified By:   
Date: 10-1-22