

Los Angeles Regional Water Quality Control Board

September 15, 2015

Mr. Martin Pastucha
Director of Public Works
City of Santa Monica
1685 Main Street, Room 116
Santa Monica, CA 90401

VIA CERTIFIED MAIL
RETURN RECEIPT REQUESTED
Claim No. 7014 2870 0001 4537 9938

NOTICE OF VIOLATION – CITY OF SANTA MONICA, CITY OF SANTA MONICA COLLECTION SYSTEM – SANTA MONICA, CALIFORNIA (ORDER NOS. 2006-0003- DWQ AND 2013-0058-EXEC)

Dear Mr. Pastucha:

The City of Santa Monica (Enrollee) operates a sanitary sewer collection system (hereafter, collection system), regulated under waste discharge requirements contained in State Water Resources Control Board Order No. 2006-0003-DWQ Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (SSS WDR), adopted by the State Water Resources Control Board on May 2, 2006.

The SSS WDR contains waste discharge requirements and a monitoring and reporting program for the operation of the Enrollee's collection system referenced above. Wastewater conveyed by the Enrollee's collection system is susceptible of containing high levels of suspended solids, pathogenic organisms, toxic pollutants, nutrients, oxygen-demanding organic compounds, oil and grease, and other pollutants which can degrade water quality and impact beneficial uses of water, and which are defined as wastes under the Porter-Cologne Water Quality Control Act (CWC § 13000 et seq.).

The SSS WDR prohibits any Sanitary Sewer Overflow (SSO) that results in a discharge of untreated or partially treated wastewater to waters of the United States. Furthermore, the Enrollee is required to report all SSOs to the statewide California Integrated Water Quality System (CIWQS) SSO Online Database¹. As of July 13, 2015, the Enrollee has reported thirty-two (32) Category 1 SSOs totaling 10,701 gallons illegally discharged to waters of the United States.

On January 28, 2015, State Water Resources Control Board and Regional Water Quality Control Board (State and Regional Water Board) staff conducted an inspection of the Enrollee's collection system to evaluate compliance with the SSS WDR. The inspection findings (see Exhibit 1) and the inspection report (see Exhibit 2) are both attached for your reference.

¹ Available at:

https://ciwqs.waterboards.ca.gov/ciwqs/readOnly/PublicReportSSOServlet?reportAction=criteria&reportId=sso_main

You are hereby notified that the Enrollee is in violation of the Sanitary Sewer Collection System Order No. 2006-0003-DWQ and has violated California Water Code (CWC) §§ 13350 and 13383 as cited in Exhibit 1:

You are required to immediately:

1. Ensure full implementation of all required reporting requirements contained in the Amended Monitoring and Reporting Program;
2. Immediately implement corrective and preventative actions to bring the Enrollee's collection system into compliance with the Sanitary Sewer Collection System Order No. 2006-0003-DWQ;
3. Submit, by **October 15, 2015**, a report to the Regional Board detailing the corrective actions being taken to bring the Enrollee's collection system into compliance with the Sanitary Sewer Collection System Order No. 2006-0003-DWQ. This report should address the violations and the Areas of Concern listed in Exhibit 1 – Inspection Findings attached to this notice. The report must be submitted as a pdf via email or disk to Ms. Bobbi Valencia, 320 W. 4th Street, Suite 200, Los Angeles, CA 90013-2343, bobbi.valencia@waterboards.ca.gov, (213) 620-6362.

Pursuant to CWC § 13350, subdivision (e), the Enrollee is subject to penalties of up to \$5,000 for each day in which a violation occurs or \$10 for each gallon of waste discharged, but not both. Pursuant to CWC § 13385, the Enrollee is subject to penalties of up to \$10,000 for each day in which a violation occurs plus \$10 multiplied by the number of gallons by which the volume discharged but not cleaned up exceeds 1,000 gallons. The Regional Board may refer this matter to the Attorney General for judicial enforcement. The Regional Board reserves its right to take any enforcement actions authorized by law.

If you have any questions regarding this matter, please call Mr. Russ Colby at (213) 620-6373 or Ms. Bobbi Valencia at (213) 620-6362.

Sincerely,



Paula Rasmussen
Assistant Executive Officer

Enclosures:

- Exhibit 1 – Inspection Findings
- Exhibit 2 – Sanitary Sewer Collection System Inspection Report

cc: See Attached Mailing List

Mailing List [via e-mail]

Gary Welling, Assistant Manager, WRD, City of Santa Monica
Jim Fischer, State Water Resources Control Board, Office of Enforcement
Bryan Elder, State Water Resources Control Board, Office of Enforcement
Julia Hooten, State Water Resources Control Board, Office of Enforcement
Eric Magnan, U.S. EPA, Region IX
Ms. Kathleen Johnson, Enforcement Division, USEPA
Ms. Nancy Woo, Water Division, USEPA
Ms. Alix Hobbs, Heal the Bay
Ms. Rachel Stich, Los Angeles Water Keeper
Mr. Graham Hamilton, West LA/Malibu Chapter, Surfrider Foundation

Exhibit 1

Inspection Findings

The following audit findings in Tables 1 and 2 are inclusive of the inspection and post-inspection review process.

TABLE 1: VIOLATIONS

FINDING	REQUIREMENT	SUPPORTING EVIDENCE
SSO DISCHARGES TO SURFACE WATERS		
<p>1) <i>Based on the review of CIWQS¹ data reported by the City between 1/2/07 and 1/28/15, the City certified that 10,701 gallons of untreated sewage reached surface waters. (Please see Table 3)</i></p>	<p>Prohibition C.1 of Sanitary Sewer Order (see page 7)</p>	<p>All of the Sanitary Sewer Overflows (SSOs) that discharged to waters of the United States are in violation of Prohibition C.1 of the Sanitary Sewer Order.</p>
SEWER SYSTEM MANAGEMENT PLAN (SSMP)		
<p>2) <i>The City's existing SSMP Capital Improvement Program (CIP) is deficient.</i></p>	<p>Provisions D.13(iv)(c)&(d) of Sanitary Sewer Order (see page 14)</p>	<p>The City does not have a formal CIP. They rely on feedback from field crew workers to identify areas of concern and schedule rehabilitation/replacement work due to the lack of CCTV/condition assessment data. The City has included future capital projects in their annual budget, however, no formal plan exists for how those projects are prioritized or scheduled.</p>
<p>3) <i>The City failed to conduct an adequate SSMP 2-year Audit.</i></p>	<p>D.13(x) of Sanitary Sewer Order (see page 14)</p>	<p>The City provided their 2015 SSMP audit, however, the checklist-style form used does not "focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements" as stipulated by the Order.</p>

¹ California Integrated Water Quality System (CIWQS), hosted by the State Water Board.

TABLE 2: AREAS OF CONCERN²

FINDING	REQUIREMENT	SUPPORTING EVIDENCE
<p>1) <i>Inadequate recovery of wastewater and wash water following SSO event.</i></p>	<p>Provisions D.7 of the Sanitary Sewer Order (see page 9)</p>	<p>The City informed the inspection team that the storm channel is not typically cleaned following a SSO event due to access issues and their reliance on the low-flow diversion system to reroute storm channel flows to the SMURRF during dry weather. During wet weather, storm channel flows are allowed to discharge directly to the beach. During wet weather, residual wastewater debris/contaminants may be re-suspended and discharged to waters of the US.</p>
<p>2) <i>Significant FOG buildup in primary and secondary grease interceptors at Shutters on the Beach FSE.</i></p>	<p>Provision D.13(vii) of the Sanitary Sewer Order (see page 13)</p>	<p>FOG accumulation in the grease interceptors at this FSE indicate inadequate interceptor grease removal and cleaning, and/or poor FOG management practices by the FSE. Inspection of <i>a</i> downstream manhole indicate <i>7</i> FOG pass through maybe occurring putting the collection system at risk for potential SSOs. The City has the responsibility to provide outreach, inspect and enforce against FSE enrollees.</p>

² Areas of Concern are issues identified in the audit that could lead to future violation(s) if not properly addressed.


TABLE 3: LIST OF SSOs THAT REACHED SURFACE WATER							
	Event ID	Date	SSO Category	SSO Volume	Volume of SSO Recovered	Volume of SSO Reached Surface Water	SSO Failure Point
1.	645998	01/22/2007	Category 1	300	100	200	Mainline
2.	647336	02/26/2007	Category 1	75	25	50	Mainline
3.	650521	05/14/2007	Category 1	10	5	5	Mainline
4.	650878	05/23/2007	Category 1	400	100	300	Mainline
5.	651094	05/30/2007	Category 1	100	0	100	Mainline
6.	658020	09/25/2007	Category 1	10	0	10	Mainline
7.	711511	01/22/2008	Category 1	250	50	200	Mainline
8.	711853	01/25/2008	Category 1	25	0	25	Mainline
9.	711954	01/26/2008	Category 1	175	100	75	Mainline
10.	712736	02/12/2008	Category 1	100	50	50	Mainline
11.	715018	03/18/2008	Category 1	100	65	35	Mainline
12.	719287	06/10/2008	Category 1	80	50	30	Mainline
13.	719288	06/10/2008	Category 1	80	50	30	Mainline
14.	719289	06/10/2008	Category 1	80	50	30	Mainline
15.	720385	06/25/2008	Category 1	225	100	125	Manhole
16.	722961	07/21/2008	Category 1	100	95	5	Mainline
17.	726854	09/25/2008	Category 1	200	0	200	Mainline
18.	728181	10/21/2008	Category 1	200	0	200	Mainline
19.	728892	11/03/2008	Category 1	5000	0	5000	Sewer Line
20.	747504	12/15/2009	Category 1	200	0	200	Mainline
21.	747692	12/19/2009	Category 1	100	50	50	Mainline
22.	752280	05/11/2010	Category 1	50	49	1	Mainline

23.	757645	10/13/2010	Category 1	100	50	50	Mainline
24.	758705	11/17/2010	Category 1	750	0	750	Mainline
25.	760105	01/03/2011	Category 1	200	150	50	Manhole
26.	763474	2/23/2011	Category 1	750	0	750	Mainline
27.	765617	04/15/2011	Category 1	50	20	30	Mainline
28.	768901	07/23/2011	Category 1	80	60	20	Mainline
29.	773046	11/12/2011	Category 1	50	45	5	Mainline
30.	779088	03/23/2012	Category 1	3000	1000	2000	Mainline
31.	786652	9/29/2012	Category 1	100	100	100	Mainline
32.	786794	09/28/2012	Category 1	75	0	25	Mainline
Total Volume of SSO Reaching Surface Water =						10,701	

Exhibit 2

Sanitary Sewer Collection System Inspection Report

COMPLIANCE INSPECTION REPORT

Facility Name and Location City of Santa Monica [CIWQS Place ID: 631318] 1212 Fifth Street Santa Monica, CA 90401			CIWQS Inspection ID: 20443081	Inspection Date: 01-28-2015
			Inspection Report Author: Bryan Elder	Title: WRCE
			Signature: 	Date: 06-03-2015
			Permit Effective Date: 08-15-2006	Permit Expiration Date: NA
			WDID No.: 4SSO10431	Order No.: 2006-0003-DWQ
Inspection Team: Bryan Elder Julia Hooten Eric Magnan Bobbi Valencia	Agency: SWRCB – Office of Enforcement SWRCB – Office of Enforcement US EPA, Region IX RWQCB – Los Angeles	Entry Date/Time: 01-28-2015 / 0915	Exit Date/Time: 01-28-2015 / 1720	
Facility Representatives				
Name: Gary Welling Tom Watson Danny Gomez Rathnakar Reddy Val Guzman Chris Aguillon	Title: Asst. Manager, WRD WRRP Coordinator Wastewater Supervisor Systems Analyst Wastewater Crew Leader	Point of Contact: X	Phone/Email: (310) 458-8508 / gary.welling@smgov.net	
Inspection Consent Approved By: Gary Welling		Date/Time: 01-28-2015 / 0920		
Collection System General Information				
Service Population: 92,185	Miles of Gravity Pipe: 156.69	Miles of Force Main Pipe: 0.153	No. of Pump/Lift Stations: 1	Relative Age of Collection System: >75% pre-1980
Note: General Information provided by facility in the Pre-Inspection Questionnaire provided to the inspection team via email from Mr. Gary Welling on 01-26-2015.				
Inspection Detail				
<p>On January 28, 2015, we (the inspection team listed above) performed a scheduled compliance inspection of the sanitary sewer collection system in Santa Monica, California, owned and operated by the city of Santa Monica (City). The purpose of the inspection was to evaluate the City's compliance with the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems specified in State Water Resources Control Board Order No. 2006-0003-DWQ (Order). As this was a scheduled inspection, we requested the City complete and submit a Pre-Inspection Questionnaire (Questionnaire) prior to the inspection date for review (Attachment 1 – Notice of Inspection – City of Santa Monica Collection System). We received the completed Questionnaire on January 26, 2015, however, a corrected, signed copy was provided via email on March 27, 2015 (Attachment 2 – Pre-Inspection Questionnaire). In addition to the completed questionnaire, we requested a number of documents be made available to the team during the inspection.</p>				

PART A: PRE-FIELD INSPECTION CONFERENCE

1. INTRODUCTION AND RECORDS REVIEW

We arrived at the City's Water Resources Division building (2500 Michigan Avenue, Santa Monica) at approximately 0900 on January 28, 2015. We were directed to a conference room where we were met by the other facility representatives at approximately 0910. We started introductions and Ms. Julia Hooten proceeded to explain the scope of the inspection and the general agenda for the day. A sign-in sheet was used to document inspection participants (**Attachment 3 – Sign-In Sheet**). Hooten asked for consent to conduct the inspection including reviewing documents, photographing inspection activities, and interviewing City personnel, which was provided by Mr. Welling at 0920.

Hooten thanked City staff for submitting the Questionnaire and providing several documents for us to review prior to the inspection. Welling informed us that some clerical errors existed in the copy we had received and that we would be provided with a new copy of the questionnaire for our records (as noted above, the updated, signed copy was received on March 27, 2015). Hooten then asked Welling for a copy of the SSMP and SSMP audit. Welling provided the SSMP dated 2012 and a copy of the SSMP audit performed on January 20, 2015.

2. STAFFING AND SERVICE CALLS

When asked about staffing, Mr. Guzman explained that the field crew schedule is 0700 to 1630, Monday through Friday. On the day of inspection, four crews were actively performing routine hydrojet cleaning operations. The City has two crew leader positions, one of which is currently vacant. The City explained that staff turnover was high in 2014; however, three permanent fulltime employees would be hired within two weeks. There are currently 12 fulltime sewer maintenance positions, and the City uses temporary personnel on an as-needed basis. These temporary positions may work up to 30 hours per week.

The City receives service and emergency calls in a variety of ways. During normal business hours, calls may be received directly at the Public Works call center, or may be routed from City Hall. In addition, the City utilizes a government outreach system that enables the public to communicate with the City through email both during, and after normal business hours. Through this service, sewer related issues are directed to Mr. Welling, who can then coordinate the response. Service calls are not formally tracked, however, work orders are generated for outcalls and staffing is accounted for on overtime tickets. Work orders are generated from service calls and routine periodic maintenance through the computerized maintenance management system (CMMS), Hansen Database 8. Staff Assistant Nancy Kayser enters the work order logs into the CMMS/asset management system following the work completion.

After-hour calls are directed to the Water Production and Treatment Plant where the operator will notify the standby phone for response. Welling believed the plant logs calls received afterhours, but was unsure. Welling explained that for a sanitary sewer overflow, he notifies management and the director of Public Works. The City has six standby positions that rotate through staff with an assignment of Monday to Monday, 1900 to 0700. The general requirement for standby crew is to be able to respond within one hour of an emergency service call.

Hooten and Valencia interviewed City Staff Assistant, Nancy Kayser. Kayser receives customer complaint phone calls for the City. While on the phone with the complainant she collects the complainant's name and number, time that they first noticed the issue, location of the issue, and any other specific details regarding the complaint that the caller can provide. Kayser uses this information to fill out a work order sheet that she enters into the Hansen Database 8, and then passes along the work order sheet to the Water Resources Protection Program. The City has been utilizing this database for the past 12 years. Kayser said that she has received hands on database training as well as written materials for reference.

3. CLOSED-CIRCUIT TELEVISION (CCTV)

Closed-circuit television (CCTV) is performed on an as-needed basis throughout the City. Areas targeted for inspection are selected by Guzman based on daily field logs. He focuses on areas identified to have excessive grease and/or roots that have the potential to cause sanitary sewer overflows (SSOs). Approximately three miles of the collection system was inspected by CCTV in previous 12 months. Welling informed us that the City has purchased a Pearpoint CCTV unit and is currently scheduling a system wide inspection event expected to take approximately two to three years. According to Welling, most of the 12 sewer maintenance crew members are certified by the National Association of Sewer Service Companies (NASSCO) for pipeline assessment under the Pipeline Assessment & Certification Program (PACP).

4. TRAINING

The City requires all sewer maintenance crew to be certified by the California Water Environment Association (CWEA) for Collection System Maintenance within one year of hire. On-going certification requirements such as contact hours and continuing education are required and encouraged. Welling explained that for a sewer maintenance worker to be promoted from a position "I" to "II", they must pass the CWEA Grade II exam and meet the requirements for enhanced certification. The City reimburses employees for courses and allows for some training on the job.

5. FATS, OILS, AND GREASE (FOG)

According to the Pre-Inspection Questionnaire, the City has 455 active food service establishments (FSEs), each of which is inspected annually. The City has three inspectors and one recruiting rotation position from the wastewater field crew. Annual inspections include review of best management practices for wastewater and storm water discharges from the FSEs. Interceptors are inspected and sometimes sampled to verify compliance. Typical interceptor violations are for an exceedance in the maximum allowable oil and grease concentrations. Notices of Violations are issued with a 15-day response time and typically include a mandate for increased interceptor pumping and production of waste hauler manifests. The City reserves the right to apply administrative penalties and/or refer the case to the city attorney.

Outreach is conducted annually at the Santa Monica Festival. The City hands out educational flyers, grease containers, and dish scrapers. FOG has not been a major issue in residential areas; however, some City trash trucks display advertisements for household grease. We observed one such advertisement at the conclusion of the field inspection with the slogan, "Drain Clogged? TRASH THE GREASE!" The ad also provides a contact number and website for the Water Resources Protection Programs. From that website, I was able to find additional information on the residential FOG program available to the public (<http://www.smgov.net/Departments/PublicWorks/ContentWater.aspx?id=8029>).

6. ROOT INTRUSION

The City explained that root intrusion is controlled using hydraulic jetting. The City had used mechanical rodding equipment in the past, but had found that it often damaged the liners installed following the 1994 earthquake. The City informed us that they do not use chemical foaming. Previous demonstrations by vendors were unsuccessful and the City does not want to introduce additional chemicals into the wastewater stream. Outreach is regularly conducted at local festivals and through flyers in monthly water bills. We were provided with one such flyer titled "Keep roots out of your sewer lateral".

Mr. Gomez informed us that the City works closely with homeowners for private laterals that have impacted the sewer mains. The City or the homeowner provides video evidence of root intrusion at the wye connection, and claims go through the City's risk management division to determine whether a repair is covered. The City averages 50 repairs using Top Hat technology per year. Additionally, the City performs outreach to local plumbers on best practices concerning clearing roots and debris in the lateral directly connected to the sewer main.

7. SANITARY SEWER OVERFLOW (SSO) RESPONSE

We asked the City to explain their response time and management of several SSOs identified in the CIWQS database:

- 1256 Princeton Street – March 23, 2012
 - 3,000 gallon release from cleanout on private property
 - Flow rate estimate made by fire department who were first on scene
 - Start time (1130) was estimated as 15-30 minutes before the time of notification (1145) – this is the rule of thumb for estimate purposes unless more information from witnesses is available
 - City arrived on site at 1155
 - 1,000 gallons contained and recovered
 - 2,000 gallons entered Pico-Kenter storm drain, which is diverted under dry weather conditions to the Santa Monica Urban Runoff Recycling Facility (SMURRF)
 - Cause was determined to be FOG and CIWQS data indicated enforcement action was taken against contributor (restaurant) – Welling indicated he would follow-up.
- 2341 32nd Street – September 26, 2012
 - 100 gallons released and fully recovered, however, the CIWQS spill report indicates the spill impacted Ballona Creek
 - City explained that the overflow entered a county flood control district storm drain in addition to backing up into a home parking area
 - This area (32nd Street) is prone to root intrusion (cause of SSO) and the sewer main was replaced from Pico Boulevard to Ocean Park Boulevard following a claim filed by the owner
- 535 Ocean Avenue – April 6, 2014
 - 6,750 gallons released due to a sewer main blockage
 - Fire Department first on scene
 - Occurred outside regular business hours at 1230 on a Sunday
 - Overflow entered the Montana Diversion storm drain, which redirected the flow to the sewer system
 - The overflow occurred in a force main as a result of root intrusion
 - According to the City, the volume estimate methodology is unknown
- 2015 26th Street & Colorado Boulevard – January 25, 2015
 - Overflow from a manhole was reported by Fire Department
 - 750 gallons released with 500 gallons reaching the storm drain and 250 gallons recovered
 - Cause of overflow was root intrusion from private lateral into main line

When asked about wastewater entering the storm drains, the City explained that they rely on self-flushing of the drainage system, as they do not perform follow-up cleaning after a spill. During dry weather, the City relies on the SMURRF diversion system to prevent wastewater in the storm drains from reaching surface water.

8. MOSS AVENUE PUMP STATION (MAPS) AND FORCE MAINS

The City explained that there are two 30-inch, 400-foot force mains at the Moss Avenue Pump Station (MAPS). The force mains are approximately 10 years old and tie directly into the 60-inch coastal interceptor system owned by the City of Los Angeles, which takes wastewater to Hyperion Waste Water Treatment Plant. Each force main has an air relief valve, which operates passively. Semi-annual inspections and maintenance of the force mains, valves, and pump station are performed by a third party, Pump Man. Pump Man also stocks two backup pumps for MAPS at their yard. For emergency operations, the City contracts with Hertz who house a standby bypass pump and portable generator. The City is planning a demonstration/dry-run of the emergency bypass procedure in cooperation with Hertz. Two self-flushing cutter pumps are installed on each force main. According to Welling, a post-construction design review found the mains in good shape with no leaks on exposed sections.

9. SIPHONS

We asked the City to discuss maintenance and inspections of the siphons listed in the Pre-inspection Questionnaire. The City has three siphons: two 42-inch and one 18-inch installed in one encasement. One of the 42-inch siphons is dry and offline through the use of a stop lock. When asked about maintenance, the City described a custom-made hydraulic jetting tool that is used to clean submerged siphons without draining. Gomez provided us with images of the tool and the Colorado Vault entry point to the City's three siphons. The provided images are included in **Attachment 4 – Inverted Siphons and Cleaning Tool**.

10. CAPITAL IMPROVEMENT PLAN (CIP)

No formal Capital Improvement Plan (CIP) was provided to us during the inspection, however, the City provided a list of what upcoming projects were budgeted and what projects had been recently completed. Welling explained that most of the collection system was lined following the 1994 earthquake, which did extensive damage to the City's utility infrastructure. Approximately five years ago, the City developed an asset management program and performed a risk-based assessment utilizing pipe age, location, and anecdotal information from field personnel. Note: Welling provided a copy of the Asset Management Implementation Plan dated December 2010 via email on April 3, 2015. Although the document identifies areas of the collection system posing the greatest risk of failure, it does not specifically prioritize and schedule future capital improvement.

Two flow meters are currently installed in the collection system: one is upstream of the pump station where a portion of the City of Los Angeles ties into the City's system (LA-1), and the other is located at the collection system outfall to the City of Los Angeles at the southern boundary of the city (SM-1). Including the City of Los Angeles' flow, the peak dry weather flow at the outflow is 12 million gallons per day (MGD) according to Welling, with a peak wet-weather flow of 14 MGD. Although the City is aware of some sewer main locations that may have capacity deficiencies, they do not consider these deficiencies to be priority issues from a CIP perspective. Furthermore, the City requires developers to independently conduct flow monitoring in order to verify that future development will not adversely impact sewer main flows. Note: On April 3, 2015, Welling also provided the document "Collection System Model Construction and Hydraulic Analysis" prepared by Black and Veatch in October 2011 to assess capacity issues related to increasing development. The report found that "the City's overall collection system performs well under current and future wastewater loadings." According to Welling's April 2015 email, "the City will complete a sewer model in order to determine the impacts of increased sewage generation due to approved development within the City".

Welling provided us with the capital improvement expenditures for fiscal years 2011 through 2013. According to the sheets provided, approximately \$442,000, \$1,900,000, and \$1,000,000 were spent in 2011, 2012, and 2013 respectively on "wastewater main replacement". According to Welling, these expenditures were for as-needed repairs based on anecdotal information provided by field crews and the assessment management program. Other major CIP work completed from 2011 to 2013 included upgrades to the supervisory control and data acquisition (SCADA) software and alarm system. The annual budget for 2014 to 2019 includes \$3,000,000 for wastewater main replacement projects, and \$2,250,000 in improvements to MAPS over the next five years. Welling showed us a map of upcoming CIP work for fiscal year 2014/2015, however, the strategy for programming and prioritizing projects was not defined.

PART B: FIELD INSPECTION

1. MOSS AVENUE PUMP STATION (MAPS)

The field portion of the inspection began at 1505 at the Water Resources Division building (**Photo 1**). The first location we visited was the MAPS facility, located at 1623 Appian Way. The pump station is located on the same property as the SMURRF and is within 100 yards of Santa Monica Pier and Santa Monica Beach. We were met onsite by the station operator, Jeff Grooms, who is also responsible for operation of the SMURRF and the low flow diversion weir. Grooms

first showed us the twin, 30-inch force mains (M-1 and M-2) and bypass connection point (**Photo 2**). The piping and valves had recently been painted for corrosion protection and aesthetic purposes. Each force main is equipped with a manually-operated shutoff valve and air relief valve (**Photo 3**). In addition, the force mains have a 30-inch isolation valve allowing wastewater flow to be consolidated to one main for maintenance or emergency purposes. During routine operation, the isolation valve is closed with both force mains are in operation. During the time of inspection, pumps #1 and #3 were configured to discharge to M-1, and pumps #2 and #4 were configured to discharge to M-2.

An emergency bypass connection point is also located between the force mains allowing for the bypass of MAPS from the wet well directly to the force main (**Photo 4**). A drop inlet located directly below the bypass connection is tied directly into the wet well to return any leaked wastewater during cleaning or maintenance operations.



Photo 1: Water Resources Division building



Photo 2: Moss Avenue Pump Station (MAPS) compound and dual force mains



Photo 3: MAPS force main air relief valves and motor-actuated bypass valve



Photo 4: MAPS force main emergency bypass valve and connection

Mr. Grooms explained that most of the maintenance at MAPS is performed by a third party, Pump Man, who had recently been onsite in December 2014 to clean the wet well. Grooms informed us that during the cleaning event, Pump Man staff had identified a minor leak on the force main, which was subsequently repaired. During the time of inspection, water was noted around one of the force mains beneath the gate valve and air relief valve (**Photo 4**). Note: Mr. Welling explained in his April 2015 email that the water observed during the inspection was related to recent

preventative maintenance conducted where some discharge occurred. As noted above, leaks within the pump station compound drain to a drop inlet tied directly to the wet well. According to Grooms, Pump Man is onsite every six months to inspect and test valves, pumps, and motors. Grooms also told us that prior to any cleaning event, the City communicates with residences in the area to inform them of potential odor issues arising from the event. He told us that the ventilation system can be equipped with a carbon-adsorption cartridge to reduce odorous emissions, but that has not yet been necessary.

We then had Grooms open the wet well vault. A safety net was in place to prevent personnel injuries (**Photo 5**). From our vantage, we could only see the access ladder. Grooms informed us that Pump Man inspects and cleans the float switches and level sensors in the wet well on an annual basis. The pump station processes approximately 6,000 gallons per minute (gpm) of wastewater during peak dry conditions, and approximately 8,000 gpm during peak wet conditions. We were informed that the wet well has approximately six to twelve hours of hold time under normal flow conditions in the event of a complete pump failure. Grooms explained that emergency operations are contracted with Hertz, who can mobilize a portable pump and operate the force main bypass valve.

We then entered the pump station subsurface structure. The main floor houses a 1,000 KVA diesel-powered generator (**Photo 6**). According to Grooms, the generator has 1,000 gallons of diesel capacity, which allows it to run for up to two days without refueling. The generator is maintained annually by Global Power and is tested every Monday for approximately 15 minutes without load. The generator was operated under full load twice in December 2014 for approximately 12 hours. The generator had a service schedule sticker on it indicating the last servicing/inspection was completed in September 2013 (**Photo 7**). Grooms explained that they likely do not use this sticker when the generator is serviced, and confirmed that inspections are performed annually. In addition to the generator maintenance, the automatic transfer switch is tested annually by EPC Electric. A service sticker on the control panel indicated the next electrical testing is scheduled for March 2015 (**Photo 8**).

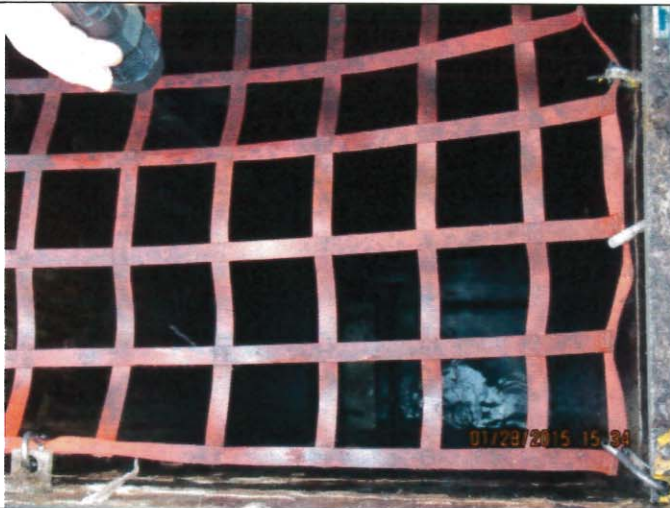


Photo 5: MAPS wet well with safety net



Photo 6: MAPS main floor with enclosed diesel generator

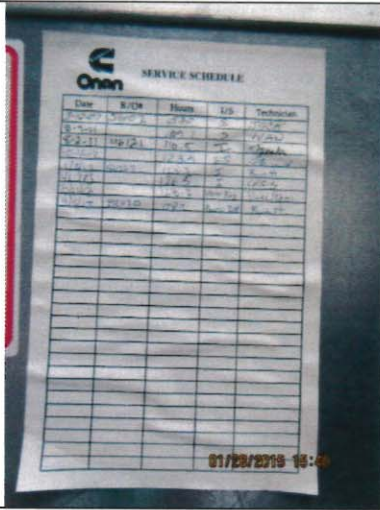


Photo 7: MAPS generator “Service Schedule” record sticker. Last recorded maintenance performed on 9/5/2013.



Photo 8: MAPS automatic power transfer switch and service testing sticker with re-test date indicated as 03/2015.

The control room for MAPS and the SMURRF is also located on the entry floor (**Photo 9**). Grooms walked us through the sophisticated control room and graphical user interface, which showed instantaneous monitoring data and operating conditions on a simplistic process flow diagram (**Photo 10**). During our inspection, one pump (“Pump #2”) was in operation at approximately 2,932 gpm. Grooms explained that the pumps are cycled every 12 hours. Only two pumps of the four available typically operate at any given time. During the inspection, the “North Pipe Discharge Flow” labeled as flow meter “M-1” was reading 3 gpm, however, the line did not appear to be actually flowing. Grooms explained that the flow meters are maintained by a third party and service/repair them on an as-needed basis. Note: According to Mr. Welling (April 2015 email), the City investigated the issue with their vendor, Yokogawa Company, and determined that the 3 gpm is not an anomaly, but rather, related to low flow (non-pumping) fluid movement in the main. The vendor indicated this was a normal condition and the flow meters were calibrated and operating correctly.

Grooms then showed us the variable frequency drive station for each pump. Only Pump #2 was operating during the inspection at a speed of approximately 80%. According to Grooms, the lag pump will turn on when the lead pump speed reaches 98%. This logic holds for the two additional pumps if the lag pump reaches this maximum speed. We then descended to the dry well where Grooms showed us the four Flygt centrifugal cutter pumps in use (**Photo 12**). Each pump is water-cooled using recycled water from SMURRF. Grooms explained that simulated backpressure testing was conducted during the engineering assessment and would be done annually going forward.



Photo 9: MAPS and SMURRF control room

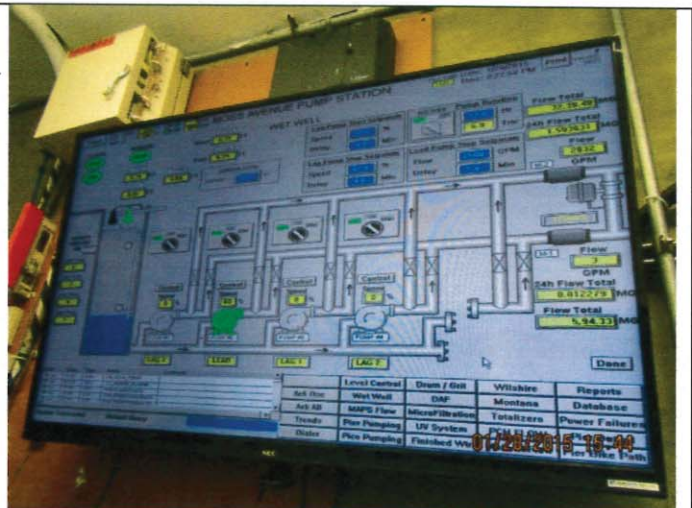


Photo 10: MAPS operations display and control interface



Photo 11: MAPS variable frequency drive for Pump #2 (lead pump)



Photo 12: MAPS dry well pumps

2. PICO-KENTER STORMWATER OUTFALL & LOW FLOW DIVERSION SYSTEM

At approximately 1605, we departed MAPS to the next location of interest. Grooms accompanied us to the urban runoff, low flow diversion system located at the Pico-Kenter stormwater outfall on Santa Monica Beach (**Photo 13**). The diversion system is manually-operated by raising and lowering a metal gate within an access manhole. During dry-weather conditions, the gate remains open and a weir within the manhole diverts water to a continuous deflective separator (CDS) where significant trash and sediment is removed. Grooms explained that this separator is pumped out "as needed", however, the entire diversion system is visually inspected daily. From the CDS, water flows to a nearby sump where it is pumped to SMURRF for treatment (**Photo 14**). The level floats and sensors, pumps, and motors for the diversion system are maintained by Pump Man on a six month cycle in combination with MAPS. Prior to rain events, City staff manually close the gate, forcing runoff over the weir and out to the beach drainage channel (**Photo 15**).



Photo 13: Pico-Kenter low flow diversion system with manually-operated gate (left) and diversion weir (right).



Photo 14: Pico-Kenter low flow diversion pump station to SMURRF



Photo 15: Pico-Kenter stormwater drainage channel to Santa Monica Beach and Pacific Ocean.



Photo 16: Downstream manhole near Casa Del Mar Hotel in boardwalk right-of-way adjacent to Santa Monica Beach.

3. CASA DEL MAR HOTEL

From the Pico-Kenter drainage channel, we walked along the Santa Monica Beach boardwalk to the Casa Del Mar Hotel. The hotel operates an oceanfront restaurant in addition to other food services. In the boardwalk right-of-way, the downstream manhole was opened to observe the hotel discharge into the City sewer main (**Photo 16**). The manhole was observed to be in good condition and no FOG issues were identified during the inspection. Flows within the main were observed at approximately 40 – 50% of full-pipe flow and evidence of possible surcharging were noted as wetness on the manhole shelf/bench and brick riser.

4. SHUTTERS ON THE BEACH HOTEL

Our next location was a manhole located downstream of Shutters on the Beach Hotel, located adjacent to Casa Del Mar Hotel. The hotel operates two restaurants (One Pico and Coast). This concrete lined manhole was observed to be in good condition, however, wetness on the manhole shelf was noted and the main was flowing at approximately 40% of full-pipe flow (**Photo 17**). A grease-like color was noted in the waste stream, however, no FOG debris or buildup was

observed.

We next inspected the hotel's grease interceptor located on Pico Boulevard with the assistance of City Senior Water Resources Protection Specialist, George Rodriguez. Mr. Rodriguez informed us that he regularly participates in interceptor inspections and sampling. Rodriguez recalled that this particular interceptor was pumped and cleaned approximately three weeks prior. We noted significant FOG accumulation in both the primary and secondary clarifiers (**Photos 18 and 19**). I asked Rodriguez what he thought about the observed FOG in the interceptor. He responded that it looked "typical" for three weeks of accumulation. At one point, the hotel manager inquired as to our inspection and informed us that the interceptors were cleaned approximately one week prior. I again asked Rodriguez how he felt about the FOG accumulation and he did not feel it was out of the ordinary.

Rodriguez told us that four enforcement actions were issued in 2014 with corrective action requirements. The violations stemmed from medium to heavy grease after normal servicing. One issue was that service companies were not pumping the interceptors entirely, leaving grease behind. Actions typically stipulated implementing best management practices and increased interceptor pumping/cleaning.

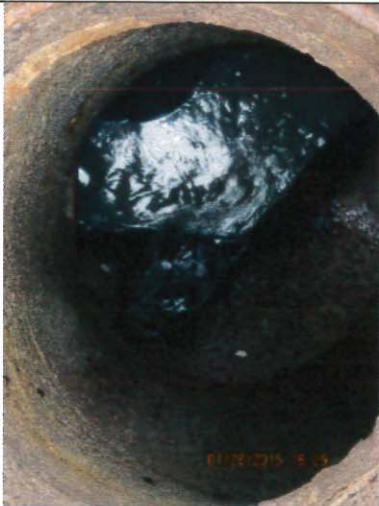


Photo 17: Downstream manhole near Shutters on the Beach Hotel in boardwalk right-of-way adjacent to Santa Monica Beach.



Photo 18: Shutters on the Beach Hotel primary clarifier



Photo 19: Shutters on the Beach Hotel secondary clarifier



Photo 20: Manhole at Broadway & 2nd Street

5. BROADWAY AVENUE / 2nd STREET INTERSECTION

In the morning conference portion of the inspection, Welling had described an area of the City that has been known to have capacity-related issues. He identified the intersection of Broadway and 2nd Street as a good example to inspect. At approximately 1700, we observed the sewer main under high flow conditions (**Photo 20**). Evidence of surcharging was observed as wetness on the manhole shelf and approximately four to six inches up the riser. The 12-inch main was flowing at approximately 40% of full-pipe flow. The manhole was observed to be in good condition.

We ended the field portion of the inspection at approximately 1705.

PART C: POST-FIELD INSPECTION WRAP-UP

Following the field inspection at Broadway and 2nd Street, we conducted a brief post-inspection summary with Mr. Welling highlighting the following:

1. We went through the initial scope and purpose of the inspection.
2. We thanked the City for their time and effort to complete the preinspection questionnaire, provide requested documents, and assist with the field inspection.
3. We explained that further review of available documents and future requests for information may be necessary to complete our investigation and develop our findings.
4. We described some of the key findings and concerns encountered and identified during the day's events:
 - a. SSMP audits have not been conducted in compliance with the Order.
 - b. The City's practice regarding reliance on "self-flushing" of the storm drain system following SSO events may result in untreated wastewater reaching surface waters during wet weather.
 - c. CIP strategy for programming and prioritization is unclear.
 - d. Physical inspection of the collection system via CCTV is lacking. The City indicated that a CCTV truck is being purchased to allow for an aggressive inspection schedule of the entire system. The City should use this opportunity to properly grade, prioritize, and schedule capital improvement projects.
 - e. FOG accumulation identified at Shutters on the Beach restaurant was excessive for one week between cleaning and potential grease discoloration in the waste stream was observed at the downstream manhole. The significant accumulation of FOG in the interceptors may allow FOG discharge to the sewer main posing a risk for SSOs. The City may need to followup with the FSE to ensure proper cleaning is being performed and other best management practices are being followed.
5. We explained that an inspection report will be prepared, and the Regional Board will make decisions related to future enforcement activities with input from the State Board.
6. Welling requested that we send him some examples of the SSMP Audit and confirmed that we can email him directly for any additional information we were not able to gather during our visit.

The inspection concluded at approximately 1720.

Attachment 1

**Notice of Inspection – City of Santa Monica Collection
System**



SEWER COLLECTION SYSTEM
PRE-INSPECTION QUESTIONNAIRE
Version 1.7

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PART 1 — DESCRIPTION

This Sewer Collection System Pre-Inspection Questionnaire (Questionnaire) includes questions specific to the requirements in the Sanitary Sewer System Waste Discharge Requirements Water Quality Order No. 2006-0003-DWQ (hereafter SSSWDR), and its accompanying Amended Monitoring Plan Order No. 2008-0002-EXEC (hereafter Amended MRP).

All of the questions in this Questionnaire must be answered by the Enrollee to demonstrate how the agency is complying with the SSSWDR and the Amended MRP. All responses provided in the Questionnaire along with the documentation required to be submitted by each Enrollee (see Part 3, Section 1) will be collected by the Water at the time of the inspection.

PART 2 — INSTRUCTIONS

1. Complete all questions in the Questionnaire.
2. Save an electronic copy of the completed Pre-Inspection Questionnaire (in MS Word), and the other documentation required for your collection system (see Part 3, Section 1). Print the last page of this Questionnaire and sign it in ink.

PART 3 — REQUIRED INFORMATION

1 DOCUMENTATION

Please have the following documentation available during the inspection:

- 1.1 Sewer System Management Plan [(SSMP) [Sanitary Sewer System General Waste Discharge Requirements (SSSWDR), Sect. D.13] and any documents referenced within the SSMP. Also include documentation showing approval of the SSMP by your agency’s local governing board (e.g., Board Resolution or other documentation).
- 1.2 SSMP Program Audit¹ [SSSWDR, Sect. D.13(x)], if not contained within your agency’s SSMP
- 1.3 Sewer System Area Map [SSSWDR, Sect. D.13(iv)], if not contained within your agency’s SSMP
- 1.4 Local Sewer Use Ordinance [SSSWDR, Sects. D.13(iii) and D.13(vi)], if not contained within your agency’s SSMP
- 1.5 Evidence of Agency’s SSO Field Response Documentation [SSSWDR, Amended MRP, B.5], if not contained within your agency’s SSMP
- 1.6 Rehabilitation and Replacement Plan [SSSWDR, Sect. D.13(iv)(c)], if not contained within your agency’s SSMP
- 1.7 Capital Improvement Plan (CIP) Schedule for System Evaluation and Capacity Assurance Plan (SECAP) [SSSWDR, Sect. D.13(viii)], if not contained within your agency’s SSMP

2 Basic Information

2.1 Collection System Waste Discharge ID number (WDID) and Collection System Name: _____

¹ To satisfy SSSWDR, Sect. D.13(x), the SSMP Audit must occur at least every two years following the original approval date of the agency’s SSMP by the local governing board. The SSMP Audit must measure the effectiveness and compliance of an Enrollee’s SSMP.

2.2 Collection System Main Point(s) of Contact (name, title, address, email, and telephone number):

2.3 Type of Sanitary Sewer System (select ONE of the following: Municipal, Park, School, Military, Hospital, Prison, Airport, Port, Other)

2.4 What is the population served by your agency's sanitary sewer system?

2.5 What is this fiscal year's budget for operation and maintenance sanitary sewer system facilities?

2.6 What is this fiscal year's budget for capital expenditures for sanitary sewer system facilities?

For questions 2.7 - 2.10, please identify the total number of employees (technical and mechanical) for your agency's sanitary sewer system (including pump station operations) working within the different classifications listed below.

2.7 Entry Level (Less than 2 years experience)

Number of agency employees?

2.8 Journey Level (Greater than or equal to 2 years experience)

Number of agency employees?

2.9 Supervisory Level

Number of agency employees?

2.10 Managerial Level

Number of agency employees?

For questions 2.11 – 2.14, please identify the total number of employees who hold CWEA Certification for Collection System Maintenance for your agency's sanitary sewer system (including pump station operations) for the various Certificates and Grades levels listed below.

2.11 Grade I

Number of certified (Grade I Collection System Maintenance) agency employees:

Number of certified (Grade I Plant Maintenance Technologist) agency employees:

2.12 Grade II

Number of certified (Grade II Collection System Maintenance) agency employees:

Number of certified (Grade II Electrical/Instrumentation Technologist) agency employees:

Number of certified (Grade II Mechanical Technologist) agency employees:

2.13 Grade III

Number of certified (Grade III Collection System Maintenance) agency employees:

Number of certified (Grade III Electrical/Instrumentation Technologist) agency employees:

Number of certified (Grade III Mechanical Technologist) agency employees:

2.14 Grade IV

Number of certified (Grade IV Collection System Maintenance) agency employees:

Number of certified (Grade IV Electrical/Instrumentation Technologist) agency employees:

Number of certified (Grade IV Mechanical Technologist) agency employees:

2.15 Estimated Size Distribution of Assets

Diameter of sewer pipe	Gravity Sewers (miles)	Force Mains (miles)
6 inches or less	[# or ENTER ZERO]	[# or ENTER ZERO]
8 inches	[# or ENTER ZERO]	[# or ENTER ZERO]
9 - 18 inches	[# or ENTER ZERO]	[# or ENTER ZERO]
19 - 36 inches	[# or ENTER ZERO]	[# or ENTER ZERO]
> 36 inches	[# or ENTER ZERO]	[# or ENTER ZERO]
Unknown Diameter	[# or ENTER ZERO]	[# or ENTER ZERO]
Totals	[# or ENTER ZERO]	[# or ENTER ZERO]

2.16 For which portion of sewer service laterals is your agency responsible?

(If None, skip question 2.17.)

2.17 Estimated total miles of sewer service laterals (upper and lower) for which your agency is responsible?

2.18 Number of sewer service lateral connections?

2.19 Estimated total miles of easements within your sanitary sewer system?

2.20 What is your total easement sewer system cleaning production in miles/year?

2.21 What is your total gravity sewer system cleaning production in miles/year?

2.22 Does your agency own any separately enrolled collection systems? [Y/N]

2.23 If yes to question 2.22, which collection system(s) does your agency own?

Collection System name(s):

Collection System WDID(s):

2.24 Which wastewater treatment plant(s) (WWTPs) ultimately receive wastewater from this collection system?

Receiving Treatment Plant name(s):

Receiving Treatment Plant WDID(s):

2.25 For question 2.24, does your agency own this/these WWTP(s)? [Y/N]

2.26 Does your collection system discharge into any other collection system(s)? [Y/N]

2.27 If yes to question 2.26, which collection system(s) receive wastewater from this collection system?

Receiving Collection System name(s):

Receiving Collection System WDID(s):

2.28 Do any upstream collection systems greater than 25,000 gallons/day (gpd) discharge into this collection system? [Y/N]

2.29 If yes to question 2.28, which collection system(s) discharge into this collection system?

Upstream Collection System name(s):

Upstream Collection System WDID(s):

2.30 Estimated Collection System Flow Characteristics for your collection system:

Average Daily Dry Weather Flow (MGD)	Peak Daily Wet Weather Flow (MGD)
[# or Unknown]	[# or Unknown]
Enter description here how info. Is derived (based on EDUs measured, etc.)	Enter description here how info. Is derived (based on EDUs measured, etc.)

2.31 How many pump stations are there throughout the sewer collection system?

2.32 How many feet of above ground gravity pipelines are there throughout the sewer collection system?

2.33 How many feet of above ground pressurized pipelines are located throughout the sewer collection system?

2.34 How many air relief valves (ARVs) are located throughout the sewer collection system?

2.35 How many siphons are there throughout the sewer collection system?

2.36 Specify the percentage of piping and the number of pump stations constructed in the following table below:
(note: total percentage must equal 100%)

2.37 Has your agency ever conducted any historic flow monitoring for the sewer system to evaluate hydraulic characteristics during weather conditions? [Y/N]

2.38 If yes to question 2.37 above, please list all specific dates when flow monitoring was conducted.

2.39 Does your agency have any permanently installed flow monitor(s) in the collection system? [Y/N]

2.40 If yes to question 2.38 above, please specific total number of monitor(s) installed.

Age	Source of Age Info. (records, estimated, etc.)	Gravity & Pressure Sewers (%)	Pump Stations ² 25k Gal/day & Over (number of stations)	Pump Stations ¹ Under 25k Gal/day (number of stations)
2000 - Present		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
1980 - 1999		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
1960 - 1979		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
1940 - 1959		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
1920 - 1939		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
1900 - 1919		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
Before 1900		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
Unknown Age		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
Totals		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]

¹ For pump stations, flow categories are the maximum flow rate occurring over a 24-hr period based on annual operating data. Age is date asset was originally constructed.

3 ORGANIZATION

Local Governing Board Information

3.1 [SSSWDR, Sect. D.13(ii)]: Is/are your agency's Legally Responsible Official(s) and Data Submitter(s) registration information up-to-date with the State Water Board? [Y/N]

3.2 [SSSWDR, Sect. D.13(ii)]: If your local governing board has an internet website, please specify the internet address here:

3.3 [SSSWDR, Sect. D.13(ii)]: Please list the names and titles of each of your agency's current governing board members:

Sewer System Management Plan Information

- 3.4 [SSSWDR, Sect. E.]: Is your agency's SSMP available on your agency's website? [Y/N]
- 3.5 [SSSWDR, Sect. E.]: If yes to question 3.4, please provide the internet address here: _____

4 SEWER SYSTEM ASSETS

General System Information

- 4.1 [SSSWDR, Findings 2 & 3]: Please specify the basis for the population estimate in question 2.4 (e.g., official census data, estimated by agency, etc.)?
- 4.2 [SSSWDR, Sects. D.8, D.10]: What is the approximate size of the service area served by the sewer collection system for your agency, in square miles? [# or Unknown]
- 4.3 [SSSWDR, Sects. D.8, D.10]: Please describe the terrain within your agency's sewer service area (Mountainous, Hilly, Flat, Valley, etc.)?
- 4.4 [SSSWDR, Sects. D.8, D.10]: Please specify what percentage of the collection system's flow comes from residential, commercial, industrial, and institutional sources. [% FOR EACH or Unknown]

Asset Mapping

- 4.5 [SSSWDR, D.13(iv)]: Has your agency identified and mapped all the gravity sewer line segments, public access points (manholes, lamp holes, rod holes, etc.), pumping facilities, pressure pipes and valves, and stormwater-related facilities? [Y/N]
- 4.6 [SSSWDR, D.13(iv)]: Does your agency currently have sewer system assets mapped in a Geographic Information System (GIS)? [Y/N]
- 4.7 [SSSWDR, D.13(iv)]: Does your agency currently have stormwater-related facilities mapped in GIS? [Y/N]
- 4.8 [SSSWDR, D.8 and D.10]: What is the estimated number of gravity sewer line pipe segments located throughout the collection system? [# or Unknown]
- 4.9 [SSSWDR, D.13(iv)]: Does your agency have a formal review process in place to ensure that any mapping issues noted by field staff or others are addressed? [Y/N]
- 4.10 [SSSWDR, D.13(iv)]: Please indicate the total number of public access points (manholes, lamp holes, rod holes, etc.) located within your sewer collection system. [# or Unknown]

Sewer Service Laterals [SSSWDR, D.8, D.13(iv)]

- 4.11 Has your agency ever historically owned or maintained any portion of sewer service laterals? [Y/N or Unknown]
- 4.12 Does your agency have a voluntary sewer service lateral incentive program in place? [Y/N]
- 4.13 How many incoming complaints did your agency receive for privately-owned sewer service lateral problems in the previous fiscal year? [# or Unknown]
- 4.14 How many service calls did your agency respond to in the field for privately-owned service lateral problems in the previous fiscal year? [# or Unknown]

4.15 Does your agency track all installation locations of sewer backflow prevention devices installed on sewer assets owned and/or maintained by your agency?

4.16 If yes to 4.15, list number of known sewer backflow prevention devices installed on sewer assets owned and/or maintained by your agency.

Pumping Facility Assets

For questions 4.16 – 4.33 refer to your pump station assets from question 2.31 (above)

- 4.16 [SSSWDR, D.8, D.13(iv)]: Has your agency mapped each pump station's actual GPS coordinates? [Y/N]
- 4.17 [SSSWDR, D.8, D.13(iv)]: Has your agency conducted a risk assessment for each asset? [Y/N]
- 4.18 [SSSWDR, D.8 and D.10]: How many of these assets have redundant pipelines installed? [#]
- 4.19 [SSSWDR, D.8 and D.10]: How many have dedicated emergency stand-by power generators located onsite? [#]
- 4.20 [SSSWDR, D.8 and D.10]: Has your agency developed standard and emergency operating procedures for each asset in the event of a power and/or pumping failure? [Y/N]
- 4.21 [SSSWDR, D.8 and D.10]: Has your agency determined the lowest hydraulic overflow point(s) and calculated the longest possible holding time(s) for each asset? [Y/N]
- 4.22 [SSSWDR, D.6(iii) and (vi), D.8 and D.10]: Has your agency identified critical spare parts for each asset? [Y/N]
- 4.23 [SSSWDR, D.6(iii) and (vi), D.8 and D.10]: For question 4.21, does your agency maintain the spare parts identified for each asset? [Y/N]
- 4.24 [SSSWDR, D.8 and D.10]: How many facilities are located within 100 feet of a surface water, creek or drainage channel? [#]
- 4.25 [SSSWDR, D.8 and D.10]: How many are located within 20 feet of a storm drain inlet? [#]
- 4.26 [SSSWDR, D.8 and D.10]: How many pump stations are equipped with audible and/or visual alarms located in public view to expedite notification to your agency in the event of an SSO? [#]
- 4.27 [SSSWDR, D.8 and D.10]: How many pump stations are equipped with an Auto Dialer Alarm System(s) for detecting pump failure and/or high wet well levels? [#]
- 4.28 [SSSWDR, D.8 and D.10]: How many have a supervisory, control and data acquisition system (SCADA) installed and operational? [#]
- 4.29 [SSSWDR, D.8 and D.10]: For question 4.28, how many can be remotely operated? [#]
- 4.30 [SSSWDR, D.8 and D.10]: How many pump stations display emergency notification signage, including agency contact information, in public view to expedite notification to your agency in the event of an SSO? [#]
- 4.31 [SSSWDR, D.8 and D.10]: Does your agency implement vandalism control efforts to discourage unauthorized access and/or vandalism to these assets? [#]
- 4.32 [SSSWDR, D.8 and D.10]: How many pump stations have built-in pumping bypass capability for emergency use? [#]
- 4.33 [SSSWDR, D.8 and D.10]: How many have electrical power connections installed to allow for the use of portable emergency generators? [#]

Force Main Sewer Assets

- 4.34 [SSSWDR, D.8, D.13(iv)]: How many sewer force mains are owned by your agency? [#]

- 4.35 [SSSWDR, D.8, D.13(iv)]: For the assets in question 4.34, has your agency conducted a risk assessment for each asset? [Y/N]
- 4.36 [SSSWDR, D.8 and D.10]: For the assets in question 4.34, how many have a dedicated corrosion protection system(s) installed? [#]
- 4.37 [SSSWDR, D.8 and D.10]: For the assets in question 4.34, what is the total number of air relief valves installed? [#]

5 FINANCIAL INFORMATION

Funding Sources and Revenues [SSSWDR, D.9]

- 5.1 Does your agency utilize an Enterprise Fund for services provided to the public? [Y/N]
- 5.2 If yes to question 5.1, what are the total estimated annual revenues generated from this fund? [#]
- 5.3 If yes to 5.1, what is the current fund balance? [#]
- 5.4 Please provide a brief description of all sewer collection system funding source(s) (e.g., user fees, annual budget allocation, property taxes, etc.).
-
- 5.5 What is your agency's total number of billed sewer connections? [# OR Unknown]
- 5.6 What is your agency's total number of billed customers for sewer service? [# OR Unknown]
- 5.7 What is your agency's current average monthly household user fee for sewage collection only? [\$ or Unknown]
- 5.8 For the answer in 5.7, what is your agency's sewer fee rate basis (e.g., measured flow, calculated flow, flat fee, etc.)
- 5.9 Has your local governing board approved any future sewer use fee increase(s)? [Y/N]

Operations, Maintenance and Capital Funds and Expenditures [SSSWDR, Sects. D.9]

- 5.10 How much did your agency spend in the last fiscal year for operations and maintenance activities (O&M) of sewer assets? [\$]
- 5.11 How much did your agency spend in the last fiscal year on capital expenditures for sewer assets (e.g., new pipelines or equipment)? [\$]

6 LOCAL SEWER USE ORDINANCE [SSSWDR, D.13(iii) and/or D.13(vii)]

- 6.1 Does your agency have an adopted sewer use ordinance (Ordinance)? [Y/N]
- If no to question 6.1, skip to question 7.1
- 6.2 Specify the date of last update/change of your agency's local Ordinance approved by your agency's local governing board. [DATE]
- 6.3 Specify the time frequency in which the Ordinance is reviewed. [FREQ]
- 6.4 Does your agency have legal authority within the Ordinance to limit and enforce illicit discharges from upstream public and/or private satellite collection system(s)? [Y/N]
- 6.5 If no to question 6.4, does your agency have service agreements or other procedures to limit and enforce illicit discharges from upstream public and/or private satellite collection system(s)? [Y/N]
- 6.6 Does the Ordinance ban inflow from stormwater sources? [Y/N]
- 6.7 Does the Ordinance specify who owns and/or maintains the sewer service lateral from the building foundation to the property line (upper lateral portion)? [Y/N]

- 6.8 Does the Ordinance specify who owns and/or maintains the sewer service lateral from the property line to the sewer main line (lower lateral portion)? [Y/N]
- 6.9 Does the Ordinance require testing and/or inspection of the sewer service lateral upon remodeling, renovations and/or transfer of property/residence? [Y/N]
- 6.10 Does the Ordinance prohibit illicit discharges from service connections into the sewer? [Y/N]
- 6.11 Does the Ordinance require sewers and connections to be properly designed and constructed? [Y/N]
- 6.12 Does the Ordinance require proper maintenance, inspection and repairs of laterals? [Y/N]
- 6.13 Does the Ordinance limit the discharge of fats, oils and grease (FOG) and other debris that may cause blockages? [Y/N]
- 6.14 Does the Ordinance give your agency the authority to inspect grease producing facilities? [Y/N]
- 6.15 Does the Ordinance reference the Uniform Building Code? [Y/N]
- 6.16 Does the Ordinance reference the California Plumbing Code? [Y/N]
- 6.17 Does the Ordinance give your agency the authority to inspect, maintain and repair assets located within sewer easements? [Y/N]
- 6.18 Does the Ordinance provide your agency with the proper authority to issue notices of violation (NOVs)? [Y/N]
- 6.19 If yes to question 6.18, how many NOVs has your agency issued in the past 3 years? [# or Unknown]
- 6.20 Does the Ordinance provide your agency with the proper authority to issue enforcement penalties for violators? [Y/N]
- 6.21 If yes to question 6.20, how many enforcement penalties has your agency issued in the past 3 years? [# or Unknown]
- 6.22 Does Ordinance provide your agency with the proper authority to ban connections and/or disconnect services for violators? [Y/N]
- 6.23 If yes to question 6.22, how many actions has your agency undertaken in the past 3 years? [Y/N]
- 6.24 Does the Ordinance provide your agency with the authority to limit future development and/or building? [Y/N]
- 6.25 If yes to question 6.24, how many actions has your agency undertaken in the past 3 years? [# or Unknown]

7 CAPITAL IMPROVEMENT PLAN

- 7.1 [SSSWDR, D.9]: What is the approval date of your Sewer Capital Improvement Plan (Sewer CIP) by your agency's local governing board? [M/D/Y]
- 7.2 [SSSWDR, D.8 and D.13(iv)]: For question 7.1, is your Sewer CIP available on the internet for public review? [Y/N]
- 7.3 [SSSWDR, D.8 and D.13(iv)]: If yes to question 7.2, please specify the internet address:

- 7.4 [SSSWDR, D.8 and D.13(iv)]: What is the projected date of your next Sewer CIP update? [M/D/Y]

8 OPERATIONS AND MAINTENANCE PROGRAM

Computerized Maintenance Management System (CMMS)

- 8.1 [SSSWDR, D.8 and D.13(iv)]: Does your agency use a computerized maintenance management system (CMMS) to generate work orders and track sewer maintenance, operations and management information? [Y/N]
- 8.2 [SSSWDR, D.7 and D.13(iv)]: If yes to question 8.1, is CMMS data used for ongoing strategies to eliminate/reduce SSOs? [Y/N]
- 8.3 [SSSWDR, D.7 and D.13(iv)]: If yes to question 8.1, is the CMMS data used to evaluate cleaning production rates? [Y/N]

- 8.4 [SSSWDR, D.7, D.13(iv) and D.13(ix)]: If yes to question 8.1, does your agency use the CMMS information to provide data for tracking system trends, problems and/or performance? [Y/N]
- 8.5 [SSSWDR, D.7, D.13(iv) and D.13(ix)]: If no to question 8.1, does your agency have a different method in place to provide data for tracking system trends, problems and/or performance? [Y/N]

Inspections, Operations and Management Activities

- 8.6 [SSSWDR, D.8, D.13(iv)]: What was your agency's total gravity sewer collection system cleaning production (hydro flushing, mechanical and hand rodding) over the past 12 months (miles per year)? [# or Unknown]
- 8.7 [SSSWDR, D.8, D.13(iv)]: What is your agency's total gravity sewer collection system cleaning production scheduled (hydro flushing, mechanical and hand rodding) for the next 12 months (miles per year)? [# or Unknown]
- 8.8 [SSSWDR, D.8, D.13(iv)]: What was your agency's total video (CCTV) inspection production in the past 12 months (miles)? [# or Unknown]
- 8.9 [SSSWDR, D.8, D.13(iv)]: What is your agency's total video (CCTV) inspection production scheduled for the next 12 months (miles)? [# or Unknown]
- 8.10 [SSSWDR, D.8, D.13(iv)]: Does your agency have a method in use for reviewing and analyzing force main sewers and their components? [Y/N]
- 8.11 [SSSWDR, D.7 and D.13(iv)]: What is the total number of focused problem areas ("SSO hot spots") located throughout the collection system? [# or Unknown]
- 8.12 [SSSWDR, D.8 and D.10]: Does your agency have a program to inspect and maintain air relief valves (ARVs)? [Y/N/ n/a]
- 8.13 [SSSWDR, D.8 and D.10]: How many ARVs are not accessible for inspection/maintenance? [# / n/a]
- 8.14 [SSSWDR, D.7 and D.13(iv)]: What was the total number of ARVs exercised and cleaned in past 12 months? [# or Unknown]
- 8.15 [SSSWDR, D.7 and D.13(iv)]: What is the total number of ARVs planned to be exercised and cleaned in the next 12 months? [# or Unknown]
- 8.16 [SSSWDR, D.13(iv)]: What is the total number of public access points (manholes, lamp holes, rod holes, etc.) inspected in the past 12 months? [# or Unknown]
- 8.17 [SSSWDR, D.13(iv)]: What is the total number of public access points (manholes, lamp holes, rod holes, etc.) scheduled to be inspected in the next 12 months? [# or Unknown]
- 8.18 [SSSWDR, D.13(iv)]: Does your agency visually inspect pipeline routes at least annually, and after major storms, earthquakes or other events that could damage these assets, to check for sink holes or leaks along force main(s)? [Y/N]
- 8.19 [SSSWDR, D.13(iv)]: How many above ground crossings (if applicable) were inspected in the past 12 months? [# , N/A or Unknown]
- 8.20 [SSSWDR, D.13(iv)]: How many siphons (if applicable) were inspected in the past 12 months? [# , N/A or Unknown]
- 8.21 [SSSWDR, D.13(iv)]: Does your agency have a process to identify areas subject to excess hydrogen sulfide corrosion? [Y or N]
- 8.22 [SSSWDR, D.13(iv)]: Does your agency have a formal pipe grading process in place to identify pipe discontinuities? [Y or N]
- 8.23 [SSSWDR, D.13(iv)]: Does your agency require video (CCTV) inspections before and after cleaning to measure the effectiveness of these activities? [#]
- 8.24 [SSSWDR, D.13(iv)]: Does your agency video (CCTV) inspect pipes after all SSO(s)? [Y/N]
- 8.25 [SSSWDR, D.13(iv)]: Does your agency conduct smoke, dye or other tests to check for illicit connections? [Y/N]
- 8.26 [SSSWDR, D.13(iv)]: If yes to question 8.25, how many miles of sewer system were tested in the past 12 months? [# or Unknown]

- 8.27 [SSSWDR, D.13(iv)]: Does your agency use video (CCTV) to monitor discharger compliance for illicit connections? [Y/N]
- 8.28 [SSSWDR, D.13(iv)]: If yes to question 8.27, list the total number of miles of video (CCTV) inspection conducted for this purpose in the past 12 months. [# or Unknown]
- 8.29 [SSSWDR, D.13(iv) and D.13(viii)]: Does your agency have formal agreements in place to increase resources through established mutual assistance agreements with other agencies/contractors for wet weather episodes or for SSO response activities? [Y/N]
- 8.30 [SSSWDR, D.13(iv) and D.13(viii)]: Does your agency have a program in place to identify areas with inflow and infiltration (I/I) ? [Y/N]
- 8.31 [SSSWDR, D.13(iv) and D.13(viii)]: If yes to question 8.30, estimate the total number of miles identified by this program. [# or Unknown]
- 8.32 [SSSWDR, D.13(iv)]: Does your agency have an active root control program in place? [Y/N]
- 8.33 [SSSWDR, D.13(iv)]: If yes to question 8.32, please list the type(s) of control efforts in place (e.g., chemical, mechanical, etc.).
- 8.34 [SSSWDR, D.13(iv)]: If your agency uses chemical(s) for root control, please list chemical(s) used. [N/A if no chem. root program]

Fats, Oils and Grease [SSSWDR, D.13(iv) and D.13(viii)]

- 8.35 Does your agency have a commercial FOG program in place? [Y/N]
- 8.36 If no to question 8.35, has your agency justified in its SSMP why a FOG program is not needed? [Y/N]
- 8.37 If yes to question 8.35, does your agency have a FOG Ordinance separate from the sewer use ordinance? [Y/N]
- 8.38 If yes to question 8.37, please list the FOG Ordinance citation number:
- 8.39 If yes to question 8.35, approximately how many food service establishments (FSEs) such as restaurants, schools, hospitals, jails, and convalescent homes are subject to FOG control. [#]
- 8.40 If yes to question 8.35, what is the total number of FSE permits issued for FOG control? [#]
- 8.41 If yes to question 8.35, what is the total number of dedicated FSE FOG inspectors? [#]
- 8.42 If yes to question 8.35, how many FSE FOG inspections were conducted in past 12 months? [#]
- 8.43 If yes to question 8.35, how many FSE FOG enforcement action(s) were initiated in the past 12 months?
- 8.44 If yes to question 8.35, how many FSE FOG inspections are planned for the next 12 months? [#]
- 8.45 Does your agency have a residential FOG program in place? [Y/N]
- 8.46 If yes to question 8.45, briefly describe the program: _____

Sewer Contract Services

- 8.47 [SSSWDR, D.8 and D.13(iv)]: Does your agency retain contract service(s) for sewer collection system maintenance, operations, and/or management? [Y/N]
- 8.48 [SSSWDR, D.8 and D.13(iv)]: If yes to question 8.47, for services in excess of \$10,000/year, please provide some basic information about these services in the table below:

Contractor Name	Description (cleaning, root control, repairs, , etc.)	Frequency of Contract	Budget (annual \$)

9 SSO EMERGENCY RESPONSE PROGRAM [SSSWDR, D.13(vi)]

- 9.1 Does your agency's SSO Emergency Response Plan incorporate procedures for pump stations/force main sewers? [Y/N]
- 9.2 Does your agency have a dispatcher(s) within your agency to handle, dispatch and document incoming complaints from your sewer system customers? [Y/N]
- 9.3 If yes to 9.2, does your agency utilize a dispatch radio system for notifying collection crews who respond to SSOs? [Y/N]
- 9.4 If yes to 9.3, please list the frequency(s) in use for the dispatch radio system: _____
- 9.5 Does your agency have standard operating procedures (SOPs) in place to test and document, at least once per year, the performance of its after-hours emergency notification system(s)? [Y/N]
- 9.6 Does your agency provide and document any scenario-based SSO emergency response simulation training for collections staff at least on an annual basis to ensure staff are properly trained and prepared in the event of an SSO? [Y/N]
- 9.7 If yes to 9.6, does this training include practical exercises including researching SSO start times and calculating the SSO volume spilled and recovered? [Y/N]
- 9.8 Do your emergency operating procedures (EOPs) include requirements to determine the impact of an SSO, including accelerated or additional environmental monitoring? [Y/N]

10 SSO REDUCTION PERFORMANCE AND MONITORING PROGRAM [SSSWDR, D.13(ix)]

- 10.1 Does your agency have a process in place to collect data to monitor performance of its SSMP and efforts in reducing SSOs? [Y/N]
- 10.2 If yes to question 10.1, does your agency use the data collected to update SSMP program elements? [Y/N]

11 COLLECTIONS STAFFING AND TRAINING

- 11.1 [SSSWDR, D.9]: What is the total number of dedicated sewer maintenance crews in place at your agency? [#]
- 11.2 [SSSWDR, D.9]: For question 11.1, how many staff are typically in each maintenance crew? [#]
- 11.3 [SSSWDR, D.9 and D.13(iv)(d)]: Does your agency have a program in place to identify and document the core competencies/capabilities of collections staff at least on an annual basis (examples include sewer line cleaning, point repairs, video (CCTV) inspection, pump station maintenance, excavation, utility line locating, etc.)? [Y/N]
- 11.4 [SSSWDR, D.9]: If yes to question 11.3, does this program identify gap(s) in competencies/capabilities of collections staff? [Y/N]
- 11.5 [SSSWDR, E]: Does your agency require collections staff to review the SSSWDR and the agency's SSMP at least annually? [Y/N]
- 11.6 [SSSWDR, D.9]: Does your agency use a workforce planning/retention program to ensure adequate future collections staff? [Y/N]
- 11.7 [SSSWDR, D.8 and D.13(iv) and (vi)]: Does your agency provide initial and recurrent training to appropriate staff [including outside contractor(s)] regarding your agency's SSO Emergency Response Plan and O&M programs? [Y/N]
- 11.8 [SSSWDR, D.8 and D.13(iv) and (vi)]: If yes to 11.7, what is the total number of individuals trained in the past 12 months. [#]
- 11.9 [SSSWDR, D.8 and D.13(iv) and (vi)]: For contracted sewer services, do your contracting specifications contain specific language requiring initial and recurrent training of contractor staff regarding your agency's SSO Emergency Response Plan and O&M programs? [Y/N]

12 MAJOR EQUIPMENT INVENTORY [SSSWDR, D.4, D.7, D.8, D.13(iv)]

- 12.1 How many combination truck(s) (hydro flush/vacuum models) are owned and/or leased by your agency? [#]
- 12.2 For question 12.1, how many have a dedicated logbook(s) to document fieldwork activities? [#]
- 12.3 How many hydro flusher(s) are owned and/or leased by your agency? [#]
- 12.4 How many mechanical rodder(s) are owned and/or leased by your agency? [#]
- 12.5 How many video (CCTV) inspection vehicle(s) are owned and/or leased by your agency? [#]
- 12.6 How many utility truck(s) are owned and/or leased by your agency? [#]
- 12.7 How many portable sewage pump(s) are owned and/or leased by your agency? [#]
- 12.8 How many portable generator(s) are owned and/or leased by your agency? [#]
- 12.9 Does your agency own equipment designed to block the storm drain system, in an emergency, to prevent untreated or partially treated wastewater from reaching surface waters? [Y/N]

13 EXTERNAL COMMUNICATIONS PROGRAM

- 13.1 [SSSWDR, D.13(xi)]: Does your agency have a program in place for communicating on a regular basis with the public regarding the development, implementation, and performance of its SSMP?
- 13.2 [SSSWDR, D.13(xi)]: Does your agency have a program in place for communicating with upstream or downstream satellite sewer system(s) connected to its collection system? [Y/N or N/A]
- 13.3 [SSSWDR, D.11]: Does your agency participate in responding to Underground Service Alert(s) (USA) or other similar organizations to identify and mark sewer lines? [Y/N]
- 13.4 [SSSWDR, D.7, D.13(iv), G, and Amended MRP]: Does your agency's communication program give the public the opportunity to provide input as your SSMP is being implemented? [Y/N]

14 NOTIFICATION, REPORTING AND RECORD KEEPING

- 14.1 [SSSWDR, Amended MRP B(5)]: Are all the records required in the Amended MRP, B(5) ("Record Keeping") readily available for review by the Water Boards? [Y/N]
- 14.2 [SSSWDR, Amended MRP, B(5)]: Does your agency maintain a list and description of all sewer-related complaints from customers for the past 5 years, including calls received after normal working hours? [Y/N]
- 14.3 [SSSWDR, Amended MRP, B(5)]: If yes to question 14.2, does this include information for privately owned sewer laterals? [Y/N]
- 14.4 [SSSWDR, G, and Amended MRP]: Does your agency have a quality assurance/quality control (QA/QC) procedure in place for review of technical information collected by field staff prior to certification of the SSO report(s) in the Water Board's online reporting system (CIWQS) by the Legally Responsible Official(s)? [Y/N]
- 14.5 [SSSWDR, G and Amended MRP]: Does your agency require crews to take photos of all SSOs? [Y/N]
- 14.6 [SSSWDR, G and Amended MRP]: If no to question 14.5, does your agency at least require crews to take photos of SSOs that result in backups into structures? [Y/N]
- 14.7 [SSSWDR, G and Amended MRP]: Does your agency have a procedure(s) in place for collecting field information to assist in determining the actual SSO start time? [Y/N]

- 14.8 [SSSWDR, G and Amended MRP]: Does your agency use SOPs to estimate SSO volume spilled, recovered and not recovered, including estimation of cleanup water used? [Y/N]
- 14.9 [SSSWDR, G and Amended MRP]: Does your agency regularly update initial reports given to the California Emergency Management Agency, local health department, and Regional Board as information develops regarding SSOs requiring notification? [Y/N]
- 14.10 [Amended MRP, B.6]: Does your agency maintain water quality monitoring records as required by the Amended MRP, section B(6)?

15 SSO PREVENTION AND MITIGATION

- 15.1 [SSSWDR, D.13(ix)]: Does your agency generate SSO reduction performance metric(s) for its collection system for use in future planning? [Y/N]
- 15.2 [SSSWDR, D.13(ix)]: Does your agency have a program in place to conduct periodic video (CCTV) inspections of areas throughout the collection system that have never been evaluated by video (CCTV) to date? [Y/N or N/A]
- 15.3 [SSSWDR, D.13(ix)]: Does your agency document meetings between O&M and source control staff, if applicable? [Y/N or N/A]
- 15.4 [SSSWDR, 8 and D.6]: Does your agency document meetings between O&M and engineering staff to discuss system problem areas and projects, if applicable? [Y/N or N/A]
- 15.5 [SSSWDR, 8 and D.6]: Does your agency hold post-SSO briefings with collections staff, management and others involved, to evaluate root cause of SSOs and document service changes necessary to be prepared in responding to SSOs in the future? [Y/N]
- 15.6 [SSSWDR, 8 and D.6]: Does your agency pursue investigation of upstream satellite(s) or potential illicit dischargers as part of the SSO cause determination process? [Y/N]
- 15.7 [SSSWDR, 8 and D.6]: Does your agency adjust sewer collection system cleaning interval(s) for problem areas based on review and analysis of each past SSO? [Y/N]
- 15.8 [SSSWDR, 8 and D.6]: How many of the SSOs over the past 12 months were preventable through more proactive maintenance? [# OR Unknown]
- 15.9 [SSSWDR, 8 and D.6]: How many of the SSOs over the past 4 years occurred at repeat locations? [# OR Unknown]

15 **DECLARATION**

I, _____, the approved Legally Responsible Official (LRO) of collection system (name and Waste Discharge ID#) _____ certify under penalty of law that based on my inquiry of the person or persons who manage this system, or those persons directly responsible for gathering the information, the information in this Pre-Inspection Questionnaire (Version 1.0) is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine or imprisonment, for knowing violations.

Legally Responsible Official Signature

Date

Attachment 2

Pre-Inspection Questionnaire



SEWER COLLECTION SYSTEM
PRE-INSPECTION QUESTIONNAIRE
Version 1.7

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PART 1 — DESCRIPTION

This Sewer Collection System Pre-Inspection Questionnaire (Questionnaire) includes questions specific to the requirements in the Sanitary Sewer System Waste Discharge Requirements Water Quality Order No. 2006-0003-DWQ (hereafter SSSWDR), and its accompanying Amended Monitoring Plan Order No. 2008-0002-EXEC (hereafter Amended MRP).

All of the questions in this Questionnaire must be answered by the Enrollee to demonstrate how the agency is complying with the SSSWDR and the Amended MRP. All responses provided in the Questionnaire along with the documentation required to be submitted by each Enrollee (see Part 3, Section 1) will be collected by the Water at the time of the inspection.

PART 2 — INSTRUCTIONS

1. Complete all questions in the Questionnaire.
2. Save an electronic copy of the completed Pre-Inspection Questionnaire (in MS Word), and the other documentation required for your collection system (see Part 3, Section 1). Print the last page of this Questionnaire and sign it in ink.

PART 3 — REQUIRED INFORMATION

1 DOCUMENTATION

Please have the following documentation available during the inspection:

- 1.1 Sewer System Management Plan [(SSMP) [Sanitary Sewer System General Waste Discharge Requirements (SSSWDR), Sect. D.13] and any documents referenced within the SSMP. Also include documentation showing approval of the SSMP by your agency’s local governing board (e.g., Board Resolution or other documentation).
- 1.2 SSMP Program Audit¹ [SSSWDR, Sect. D.13(x)], if not contained within your agency’s SSMP
- 1.3 Sewer System Area Map [SSSWDR, Sect. D.13(iv)], if not contained within your agency’s SSMP
- 1.4 Local Sewer Use Ordinance [SSSWDR, Sects. D.13(iii) and D.13(vi)], if not contained within your agency’s SSMP
- 1.5 Evidence of Agency’s SSO Field Response Documentation [SSSWDR, Amended MRP, B.5], if not contained within your agency’s SSMP
- 1.6 Rehabilitation and Replacement Plan [SSSWDR, Sect. D.13(iv)(c)], if not contained within your agency’s SSMP
- 1.7 Capital Improvement Plan (CIP) Schedule for System Evaluation and Capacity Assurance Plan (SECAP) [SSSWDR, Sect. D.13(viii)], if not contained within your agency’s SSMP

2 Basic Information

2.1 Collection System Waste Discharge ID number (WDID) and Collection System Name: ____ WDID 4SSO010431 City of Santa Monica Collection System

¹ To satisfy SSSWDR, Sect. D.13(x), the SSMP Audit must occur at least every two years following the original approval date of the agency’s SSMP by the local governing board. The SSMP Audit must measure the effectiveness and compliance of an Enrollee’s SSMP.

2.2 Collection System Main Point(s) of Contact (name, title, address, email, and telephone number): Gary Welling , Assistant Mgr. Water Resources Division, 2500 Michigan Ave., Santa Monica, CA 90404, gary.welling@smgov.net; 310-458-8508; Tom Watson, Water Resources Protection Programs Coordinator; 1212 5th Street, 3rd Floor, Santa Monica, CA 90401, tom.watson@smgov.net, 310-458-5688.

2.3 Type of Sanitary Sewer System (select ONE of the following: Municipal, Park, School, Military, Hospital, Prison, Airport, Port, Other)-
Municipal.

2.4 What is the population served by your agency's sanitary sewer system? - 92,185

2.5 What is this fiscal year's budget for operation and maintenance sanitary sewer system facilities?

FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19
\$20,727,443	\$21,141,991	\$21,564,831	\$21,996,128	\$22,436,050

2.6 What is this fiscal year's budget for capital expenditures for sanitary sewer system facilities?

FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19
\$10,136,652	\$9,247,602	\$8,322,602	\$8,299,047	\$8,299,686

For questions 2.7 - 2.10, please identify the total number of employees (technical and mechanical) for your agency's sanitary sewer system (including pump station operations) working within the different classifications listed below.

2.7 Entry Level (Less than 2 years experience) -
Number of agency employees? - 3(three)

2.8 Journey Level (Greater than or equal to 2 years experience)
Number of agency employees? - 11(eleven)

2.9 Supervisory Level -

Number of agency employees? 2(two)

2.10 Managerial Level

Number of agency employees? - 2(two)

For questions 2.11 – 2.14, please identify the total number of employees who hold CWEA Certification for Collection System Maintenance for your agency's sanitary sewer system (including pump station operations) for the various Certificates and Grades levels listed below.

2.11 Grade I

Number of certified (Grade I Collection System Maintenance) agency employees: 7(seven)

Number of certified (Grade I Plant Maintenance Technologist) agency employees:

2.12 Grade II

Number of certified (Grade II Collection System Maintenance) agency employees: 3(Includes one employee with a Grade 2 Wastewater Treatment Plant Operator certification)

Number of certified (Grade II Electrical/Instrumentation Technologist) agency employees:

Number of certified (Grade II Mechanical Technologist) agency employees:

2.13 Grade III - 1 employee has a Grade 3 Wastewater Treatment Plant Operator certification

Number of certified (Grade III Collection System Maintenance) agency employees:

Number of certified (Grade III Electrical/Instrumentation Technologist) agency employees:

Number of certified (Grade III Mechanical Technologist) agency employees:

2.14 Grade IV - 1 employee has a CWEA Grade IV Environmental Inspector certification, 2 staff have Grade III and 2 others have Grade I level of CWEA Environmental Inspector Certification

Number of certified (Grade IV Collection System Maintenance) agency employees:

Number of certified (Grade IV Electrical/Instrumentation Technologist) agency employees:

Number of certified (Grade IV Mechanical Technologist) agency employees:

2.15 Estimated Size Distribution of Assets

Diameter of sewer pipe	Gravity Sewers (miles)	Force Mains (miles)
6 inches or less	9.25 miles	[# or ENTER ZERO]

8 inches	98.16	[# or ENTER ZERO]
9 - 18 inches	33.25 miles	[# or ENTER ZERO]
19 - 36 inches	12.07 miles	.153 miles
> 36 inches	3.96 miles	[# or ENTER ZERO]
Unknown Diameter		[# or ENTER ZERO]
Totals	156.69	.153 miles

2.16 For which portion of sewer service laterals is your agency responsible? - None

(If None, skip question 2.17.)

2.17 Estimated total miles of sewer service laterals (upper and lower) for which your agency is responsible? - 0(zero)

2.18 Number of sewer service lateral connections? – Approx. 11,000

2.19 Estimated total miles of easements within your sanitary sewer system? Unknown

2.20 What is your total easement sewer system cleaning production in miles/year? - This cleaning is included with total cleaning production

2.21 What is your total gravity sewer system cleaning production in miles/year? - Year 2009 – 345.86 miles; Year 2010 – 333.13 miles; Year 2011 – 384.60 miles; Year 2012 – 456.63; Year 2013 – 434.24 miles; Year 2014 - 327.57 miles

2.22 Does your agency own any separately enrolled collection systems? [Y/N] - City does not own any separate collection systems

2.23 If yes to question 2.22, which collection system(s) does your agency own? N/A

Collection System name(s):

Collection System WDID(s):

2.24 Which wastewater treatment plant(s) (WWTPs) ultimately receive wastewater from this collection system?

Receiving Treatment Plant name(s): City of Los Angeles Hyperion Wastewater Treatment Plant

Receiving Treatment Plant WDID(s): WDID 4SSO10450

2.25 For question 2.24, does your agency own this/these WWTP(s)? [Y/N] - No

2.26 Does your collection system discharge into any other collection system(s)? [Y/N] - Yes

2.27 If yes to question 2.26, which collection system(s) receive wastewater from this collection system?

Receiving Collection System name(s): City of Los Angeles Collection System

Receiving Collection System WDID(s): WDID 4SSO10450

2.28 Do any upstream collection systems greater than 25,000 gallons/day (gpd) discharge into this collection system? [Y/N] Yes

2.29 If yes to question 2.28, which collection system(s) discharge into this collection system?

Upstream Collection System name(s): City of Los Angeles

Upstream Collection System WDID(s): WDID4SSO10450

2.30 Estimated Collection System Flow Characteristics for your collection system:

Average Daily Dry Weather Flow (MGD)	Peak Daily Wet Weather Flow (MGD)
11.75 mgd	Unknown
Measured utilizing flow meters	Enter description here how info. Is derived (based on EDUs measured, etc.)

2.31 How many pump stations are there throughout the sewer collection system? 1(One)

2.32 How many feet of above ground gravity pipelines are there throughout the sewer collection system? - 0(Zero)

2.33 How many feet of above ground pressurized pipelines are located throughout the sewer collection system? - 2 force main at MAPS, 404.29 each = 808.58 feet.

2.34 How many air relief valves (ARVs) are located throughout the sewer collection system? 0 (Zero)

2.35 How many siphons are there throughout the sewer collection system? 1 Siphon 3 pipes

2.36 Specify the percentage of piping and the number of pump stations constructed in the following table below:

(note: total percentage must equal 100%) Moss Ave Pump Station was constructed in 2000 -2001, Gravity is 100%

2.37 Has your agency ever conducted any historic flow monitoring for the sewer system to evaluate hydraulic characteristics during weather conditions? [Y/N] Yes

2.38 If yes to question 2.37 above, please list all specific dates when flow monitoring was conducted. Flow monitoring is conducted on a daily basis (LA1 & SM1); 24/7, 365 days per year

2.39 Does your agency have any permanently installed flow monitor(s) in the collection system? [Y/N] Yes

2.40 If yes to question 2.38 above, please specific total number of monitor(s) installed. - Two flow monitors installed

Age	Source of Age Info. (records, estimated, etc.)-GIS,CMMS	Gravity & Pressure Sewers (%)	Pump Stations ² 25k Gal/day & Over (number of stations)	Pump Stations ¹ Under 25k Gal/day (number of stations)
2000 - Present	29.22	19%	1 –average dry weather flow is 2.527	[# or ENTER ZERO]
1980 - 1999	8.46	5%	[# or ENTER ZERO]	[# or ENTER ZERO]
1960 - 1979	2.10	1%	[# or ENTER ZERO]	[# or ENTER ZERO]
1940 - 1959	7.63	5%	[# or ENTER ZERO]	[# or ENTER ZERO]
1920 - 1939	77.04	49%	[# or ENTER ZERO]	[# or ENTER ZERO]
1900 - 1919	30.47	19%	[# or ENTER ZERO]	[# or ENTER ZERO]
Before 1900		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
Unknown Age	1.77	1%	[# or ENTER ZERO]	[# or ENTER ZERO]
Totals	156.69	99-100%	[# or ENTER ZERO]	[# or ENTER ZERO]

¹ For pump stations, flow categories are the maximum flow rate occurring over a 24-hr period based on annual operating data. Age is date asset was originally constructed.

3 ORGANIZATION

Local Governing Board Information

3.1 [SSSWDR, Sect. D.13(ii)]: Is/are your agency's Legally Responsible Official(s) and Data Submitter(s) registration information up-to-date with the State Water Board? [Y/N] Yes

3.2 [SSSWDR, Sect. D.13(ii)]: If your local governing board has an internet website, please specify the internet address here: WWW.SMGOV.NET

3.3 [SSSWDR, Sect. D.13(ii)]: Please list the names and titles of each of your agency's current governing board members:
 ___ Council Members include: Tony Vazquez, Kevin Mckeown, Ted Winterer, Gleam Davis, Sue Himmelrich, Terry O'Day, Pam O'Connor

Sewer System Management Plan Information

- 3.4 [SSSWDR, Sect. E.]: Is your agency's SSMP available on your agency's website? [Y/N] Yes,
- 3.5 [SSSWDR, Sect. E.]: If yes to question 3.4, please provide the internet address here: Internet address: <http://www.smgov.net/Departments/PublicWorks/ContentWater.aspx?id=50955>

4 SEWER SYSTEM ASSETS

General System Information

- 4.1 [SSSWDR, Findings 2 & 3]: Please specify the basis for the population estimate in question 2.4 (e.g., official census data, estimated by agency, etc.)? State of California, Department of Finance
- 4.2 [SSSWDR, Sects. D.8, D.10]: What is the approximate size of the service area served by the sewer collection system for your agency, in square miles? 8 Square Miles (Approx.)
- 4.3 [SSSWDR, Sects. D.8, D.10]: Please describe the terrain within your agency's sewer service area (Mountainous, Hilly, Flat, Valley, etc.)? Flat
- 4.4 [SSSWDR, Sects. D.8, D.10]: Please specify what percentage of the collection system's flow comes from residential, commercial, industrial, and institutional sources. Flow percentage: Residential- 70% ; commercial/Industrial 30%.

Asset Mapping

- 4.5 [SSSWDR, D.13(iv)]: Has your agency identified and mapped all the gravity sewer line segments, public access points (manholes, lamp holes, rod holes, etc.), pumping facilities, pressure pipes and valves, and stormwater-related facilities? [Y/N] Yes
- 4.6 [SSSWDR, D.13(iv)]: Does your agency currently have sewer system assets mapped in a Geographic Information System (GIS)? [Y/N] Yes
- 4.7 [SSSWDR, D.13(iv)]: Does your agency currently have stormwater-related facilities mapped in GIS? [Y/N] - Yes
- 4.8 [SSSWDR, D.8 and D.10]: What is the estimated number of gravity sewer line pipe segments located throughout the collection system? [# or Unknown] - Unknown
- 4.9 [SSSWDR, D.13(iv)]: Does your agency have a formal review process in place to ensure that any mapping issues noted by field staff or others are addressed? [Y/N] - Yes
- 4.10 [SSSWDR, D.13(iv)]: Please indicate the total number of public access points (manholes, lamp holes, rod holes, etc.) located within your sewer collection system. - Approx. 2,800 Manholes

Sewer Service Laterals [SSSWDR, D.8, D.13(iv)]

- 4.11 Has your agency ever historically owned or maintained any portion of sewer service laterals? - No
- 4.12 Does your agency have a voluntary sewer service lateral incentive program in place? - No
- 4.13 How many incoming complaints did your agency receive for privately-owned sewer service lateral problems in the previous fiscal year? For 2014 Approximately – 16
- 4.14 How many service calls did your agency respond to in the field for privately-owned service lateral problems in the previous fiscal year? For 2014 approximately – 16
- 4.15 Does your agency track all installation locations of sewer backflow prevention devices installed on sewer assets owned and/or maintained by your agency? - No
- 4.16 If yes to 4.15, list number of known sewer backflow prevention devices installed on sewer assets owned and/or maintained by your agency. - N/A

Pumping Facility Assets

For questions 4.16 – 4.33 refer to your pump station assets from question 2.31 (above)

- 4.16 [SSSWDR, D.8, D.13(iv)]: Has your agency mapped each pump station's actual GPS coordinates? [Y/N] - Yes
- 4.17 [SSSWDR, D.8, D.13(iv)]: Has your agency conducted a risk assessment for each asset? [Y/N] - Yes
- 4.18 [SSSWDR, D.8 and D.10]: How many of these assets have redundant pipelines installed? - Have redundancy to some assets but do not have a number
- 4.19 [SSSWDR, D.8 and D.10]: How many have dedicated emergency stand-by power generators located onsite? - 1(One) Facility
- 4.20 [SSSWDR, D.8 and D.10]: Has your agency developed standard and emergency operating procedures for each asset in the event of a power and/or pumping failure? [Y/N] - No, We did recently conduct an Engineering assessment of the pump station.
- 4.21 [SSSWDR, D.8 and D.10]: Has your agency determined the lowest hydraulic overflow point(s) and calculated the longest possible holding time(s) for each asset? [Y/N] - No
- 4.22 [SSSWDR, D.6(iii) and (vi), D.8 and D.10]: Has your agency identified critical spare parts for each asset? [Y/N] - Yes, for some assets
- 4.23 [SSSWDR, D.6(iii) and (vi), D.8 and D.10]: For question 4.21, does your agency maintain the spare parts identified for each asset? [Y/N] - Yes, for some assets
- 4.24 [SSSWDR, D.8 and D.10]: How many facilities are located within 100 feet of a surface water, creek or drainage channel? - None

- 4.25 [SSSWDR, D.8 and D.10]: How many are located within 20 feet of a storm drain inlet? - 2(Two)
- 4.26 [SSSWDR, D.8 and D.10]: How many pump stations are equipped with audible and/or visual alarms located in public view to expedite notification to your agency in the event of an SSO? - None
- 4.27 [SSSWDR, D.8 and D.10]: How many pump stations are equipped with an Auto Dialer Alarm System(s) for detecting pump failure and/or high wet well levels? - 1(One)
- 4.28 [SSSWDR, D.8 and D.10]: How many have a supervisory, control and data acquisition system (SCADA) installed and operational? - 1(One)
- 4.29 [SSSWDR, D.8 and D.10]: For question 4.28, how many can be remotely operated? 1(One)
- 4.30 [SSSWDR, D.8 and D.10]: How many pump stations display emergency notification signage, including agency contact information, in public view to expedite notification to your agency in the event of an SSO? None
- 4.31 [SSSWDR, D.8 and D.10]: Does your agency implement vandalism control efforts to discourage unauthorized access and/or vandalism to these assets? Yes
- 4.32 [SSSWDR, D.8 and D.10]: How many pump stations have built-in pumping bypass capability for emergency use? Have the capability to by-pass but "Not built in"
- 4.33 [SSSWDR, D.8 and D.10]: How many have electrical power connections installed to allow for the use of portable emergency generators? 1(One)

Force Main Sewer Assets

- 4.34 [SSSWDR, D.8, D.13(iv)]: How many sewer force mains are owned by your agency? 2(Two)
- 4.35 [SSSWDR, D.8, D.13(iv)]: For the assets in question 4.34, has your agency conducted a risk assessment for each asset? Yes, Engineering assessment recently conducted.
- 4.36 [SSSWDR, D.8 and D.10]: For the assets in question 4.34, how many have a dedicated corrosion protection system(s) installed? - None
- 4.37 [SSSWDR, D.8 and D.10]: For the assets in question 4.34, what is the total number of air relief valves installed? -None

5 FINANCIAL INFORMATION

Funding Sources and Revenues [SSSWDR, D.9]

- 5.1 Does your agency utilize an Enterprise Fund for services provided to the public? [Y/N] - Yes

- 5.2 If yes to question 5.1, what are the total estimated annual revenues generated from this fund? - \$20,727,443
- 5.3 If yes to 5.1, what is the current fund balance? - \$28,482,094
- 5.4 Please provide a brief description of all sewer collection system funding source(s) (e.g., user fees, annual budget allocation, property taxes, etc.). - User Fees
-
- 5.5 What is your agency's total number of billed sewer connections? - 16,082 (calendar year 2014).
- 5.6 What is your agency's total number of billed customers for sewer service? -16,082 (calendar year 2014)
- 5.7 What is your agency's current average monthly household user fee for sewage collection only?- \$71.71
- 5.8 For the answer in 5.7, what is your agency's sewer fee rate basis (e.g., measured flow, calculated flow, flat fee, etc.) - measured flow: HCF of water used x discharge factor x rate
- 5.9 Has your local governing board approved any future sewer use fee increase(s)? - Yes, CPI increases

Operations, Maintenance and Capital Funds and Expenditures [SSSWDR, Sects. D.9]

- 5.10 How much did your agency spend in the last fiscal year for operations and maintenance activities (O&M) of sewer assets? - \$19,571,004.78
- 5.11 How much did your agency spend in the last fiscal year on capital expenditures for sewer assets (e.g., new pipelines or equipment)? \$5,144,351.47

6 LOCAL SEWER USE ORDINANCE [SSSWDR, D.13(iii) and/or D.13(vii)]

- 6.1 Does your agency have an adopted sewer use ordinance (Ordinance)? - Yes
- If no to question 6.1, skip to question 7.1
- 6.2 Specify the date of last update/change of your agency's local Ordinance approved by your agency's local governing board. July 8, 2014 SMMC 5.20; SMMC 7.04, various dates; SMMC 7.08, various dates.
- 6.3 Specify the time frequency in which the Ordinance is reviewed. - Annually
- 6.4 Does your agency have legal authority within the Ordinance to limit and enforce illicit discharges from upstream public and/or private satellite collection system(s)? Yes
- 6.5 If no to question 6.4, does your agency have service agreements or other procedures to limit and enforce illicit discharges from upstream public and/or private satellite collection system(s)? N/A
- 6.6 Does the Ordinance ban inflow from stormwater sources? Yes
- 6.7 Does the Ordinance specify who owns and/or maintains the sewer service lateral from the building foundation to the property line (upper lateral portion)? Yes
- 6.8 Does the Ordinance specify who owns and/or maintains the sewer service lateral from the property line to the sewer main line (lower lateral portion)? - SMMC 7.04

- 6.9 Does the Ordinance require testing and/or inspection of the sewer service lateral upon remodeling, renovations and/or transfer of property/residence? - SMMC 7.04
- 6.10 Does the Ordinance prohibit illicit discharges from service connections into the sewer? -Yes
- 6.11 Does the Ordinance require sewers and connections to be properly designed and constructed?- Yes, SMMC 7.04
- 6.12 Does the Ordinance require proper maintenance, inspection and repairs of laterals? - Yes, SMMC 7.04
- 6.13 Does the Ordinance limit the discharge of fats, oils and grease (FOG) and other debris that may cause blockages? - Yes, SMMC 5.20
- 6.14 Does the Ordinance give your agency the authority to inspect grease producing facilities? Yes, SMMC 5.20
- 6.15 Does the Ordinance reference the Uniform Building Code? - Yes, SMMC 5.20 and 7.04
- 6.16 Does the Ordinance reference the California Plumbing Code? - Yes, SMMC 7.04
- 6.17 Does the Ordinance give your agency the authority to inspect, maintain and repair assets located within sewer easements? - Yes, SMMC 7.04
- 6.18 Does the Ordinance provide your agency with the proper authority to issue notices of violation ? - Yes, SMMC 5.20 and 7.04
- 6.19 If yes to question 6.18, how many NOV's has your agency issued in the past 3 years? - 16(sixteen)
- 6.20 Does the Ordinance provide your agency with the proper authority to issue enforcement penalties for violators? - Yes, SMMC 5.20
- 6.21 If yes to question 6.20, how many enforcement penalties has your agency issued in the past 3 years? 16(sixteen)
- 6.22 Does Ordinance provide your agency with the proper authority to ban connections and/or disconnect services for violators? - Yes, SMMC 5.20 and 7.04
- 6.23 If yes to question 6.22, how many actions has your agency undertaken in the past 3 years? - 0(zero)
- 6.24 Does the Ordinance provide your agency with the authority to limit future development and/or building? - Yes
- 6.25 If yes to question 6.24, how many actions has your agency undertaken in the past 3 years? - Unknown

7 CAPITAL IMPROVEMENT PLAN

- 7.1 [SSSWDR, D.9]: What is the approval date of your Sewer Capital Improvement Plan (Sewer CIP) by your agency's local governing board? - June 24, 2014
- 7.2 [SSSWDR, D.8 and D.13(iv)]: For question 7.1, is your Sewer CIP available on the internet for public review? - Yes

7.3 [SSSWDR, D.8 and D.13(iv)]: If yes to question 7.2, please specify the internet address: following link <http://www.smgov.net/departments/Council/agendas/2014/20140527/s2014052704-A-3.pdf> (wastewater specifically may be found on pages 27 & 69-78 of this document).

7.4 [SSSWDR, D.8 and D.13(iv)]: What is the projected date of your next Sewer CIP update? - June 21, 2016

8 OPERATIONS AND MAINTENANCE PROGRAM

Computerized Maintenance Management System (CMMS)

8.1 [SSSWDR, D.8 and D.13(iv)]: Does your agency use a computerized maintenance management system (CMMS) to generate work orders and track sewer maintenance, operations and management information? - Yes

8.2 [SSSWDR, D.7 and D.13(iv)]: If yes to question 8.1, is CMMS data used for ongoing strategies to eliminate/reduce SSOs? - Yes

8.3 [SSSWDR, D.7 and D.13(iv)]: If yes to question 8.1, is the CMMS data used to evaluate cleaning production rates? - Yes

8.4 [SSSWDR, D.7, D.13(iv) and D.13(ix)]: If yes to question 8.1, does your agency use the CMMS information to provide data for tracking system trends, problems and/or performance? - Yes

8.5 [SSSWDR, D.7, D.13(iv) and D.13(ix)]: If no to question 8.1, does your agency have a different method in place to provide data for tracking system trends, problems and/or performance? - N/A

Inspections, Operations and Management Activities

8.6 [SSSWDR, D.8, D.13(iv)]: What was your agency's total gravity sewer collection system cleaning production (hydro flushing, mechanical and hand rodding) over the past 12 months (miles per year)? 329.63 Miles

8.7 [SSSWDR, D.8, D.13(iv)]: What is your agency's total gravity sewer collection system cleaning production scheduled (hydro flushing, mechanical and hand rodding) for the next 12 months (miles per year)? - 375 Miles

8.8 [SSSWDR, D.8, D.13(iv)]: What was your agency's total video (CCTV) Inspection production in the past 12 months (miles)? - 3.2 Miles

8.9 [SSSWDR, D.8, D.13(iv)]: What is your agency's total video (CCTV) inspection production scheduled for the next 12 months (miles)? - 15 Miles

8.10 [SSSWDR, D.8, D.13(iv)]: Does your agency have a method in use for reviewing and analyzing force main sewers and their components? - Yes

8.11 [SSSWDR, D.7 and D.13(iv)]: What is the total number of focused problem areas ("SSO hot spots") located throughout the collection system? - 7(Seven)

8.12 [SSSWDR, D.8 and D.10]: Does your agency have a program to inspect and maintain air relief valves (ARVs)? - Yes

8.13 [SSSWDR, D.8 and D.10]: How many ARVs are not accessible for inspection/maintenance? - none

- 8.14 [SSSWDR, D.7 and D.13(iv)]: What was the total number of ARVs exercised and cleaned in past 12 months? - 2(two)
- 8.15 [SSSWDR, D.7 and D.13(iv)]: What is the total number of ARVs planned to be exercised and cleaned in the next 12 months? - 2(two)
- 8.16 [SSSWDR, D.13(iv)]: What is the total number of public access points (manholes, lamp holes, rod holes, etc.) inspected in the past 12 months? - Unknown, inspected during regular jetting maintenance
- 8.17 [SSSWDR, D.13(iv)]: What is the total number of public access points (manholes, lamp holes, rod holes, etc.) scheduled to be inspected in the next 12 months? - Unknown, inspected during regular jetting maintenance
- 8.18 [SSSWDR, D.13(iv)]: Does your agency visually inspect pipeline routes at least annually, and after major storms, earthquakes or other events that could damage these assets, to check for sink holes or leaks along force main(s)? Yes
- 8.19 [SSSWDR, D.13(iv)]: How many above ground crossings (if applicable) were inspected in the past 12 months? N/A
- 8.20 [SSSWDR, D.13(iv)]: How many siphons (if applicable) were inspected in the past 12 months? 1(One)
- 8.21 [SSSWDR, D.13(iv)]: Does your agency have a process to identify areas subject to excess hydrogen sulfide corrosion? - Yes
- 8.22 [SSSWDR, D.13(iv)]: Does your agency have a formal pipe grading process in place to identify pipe discontinuities? - Yes
- 8.23 [SSSWDR, D.13(iv)]: Does your agency require video (CCTV) inspections before and after cleaning to measure the effectiveness of these activities? - No
- 8.24 [SSSWDR, D.13(iv)]: Does your agency video (CCTV) inspect pipes after all SSO(s)? - Yes
- 8.25 [SSSWDR, D.13(iv)]: Does your agency conduct smoke, dye or other tests to check for illicit connections? - Yes
- 8.26 [SSSWDR, D.13(iv)]: If yes to question 8.25, how many miles of sewer system were tested in the past 12 months? - 0(Zero)
- 8.27 [SSSWDR, D.13(iv)]: Does your agency use video (CCTV) to monitor discharger compliance for illicit connections? - Yes
- 8.28 [SSSWDR, D.13(iv)]: If yes to question 8.27, list the total number of miles of video (CCTV) inspection conducted for this purpose in the past 12 months. - 0(zero)
- 8.29 [SSSWDR, D.13(iv) and D.13(viii)]: Does your agency have formal agreements in place to increase resources through established mutual assistance agreements with other agencies/contractors for wet weather episodes or for SSO response activities? - Yes
- 8.30 [SSSWDR, D.13(iv) and D.13(viii)]: Does your agency have a program in place to identify areas with inflow and infiltration (I/I) ? Yes, if needed
- 8.31 [SSSWDR, D.13(iv) and D.13(viii)]: If yes to question 8.30, estimate the total number of miles identified by this program. - 0(zero)
- 8.32 [SSSWDR, D.13(iv)]: Does your agency have an active root control program in place? - Yes

- 8.33 [SSSWDR, D.13(iv)]: If yes to question 8.32, please list the type(s) of control efforts in place (e.g., chemical, mechanical, etc.). - Hydro Flushing
- 8.34 [SSSWDR, D.13(iv)]: If your agency uses chemical(s) for root control, please list chemical(s) used. - N/A

Fats, Oils and Grease [SSSWDR, D.13(iv) and D.13(viii)]

- 8.35 Does your agency have a commercial FOG program in place? - Yes
- 8.36 If no to question 8.35, has your agency justified in its SSMP why a FOG program is not needed? - N/A
- 8.37 If yes to question 8.35, does your agency have a FOG Ordinance separate from the sewer use ordinance? - No, FOG program requirements are part of the Industrial Wastewater Control Ordinance, SMMC 5.20
- 8.38 If yes to question 8.37, please list the FOG Ordinance citation number: N/A
- 8.39 If yes to question 8.35, approximately how many food service establishments (FSEs) such as restaurants, schools, hospitals, jails, and convalescent homes are subject to FOG control. - 455(four hundred fifty five)
- 8.40 If yes to question 8.35, what is the total number of FSE permits issued for FOG control? - 455(four hundred fifty five)
- 8.41 If yes to question 8.35, what is the total number of dedicated FSE FOG inspectors? - 5(five)
- 8.42 If yes to question 8.35, how many FSE FOG inspections were conducted in past 12 months? - 400_(four hundred)
- 8.43 If yes to question 8.35, how many FSE FOG enforcement action(s) were initiated in the past 12 months? - 4(four)
- 8.44 If yes to question 8.35, how many FSE FOG inspections are planned for the next 12 months? - 455(four hundred fifty five)
- 8.45 Does your agency have a residential FOG program in place? - Yes
- 8.46 If yes to question 8.45, briefly describe the program: FOG outreach sent out to residents. FOG outreach is handed out to residents at the Santa Monica Festival. There is residential FOG outreach on the City of Santa Monica Water Resources website

Sewer Contract Services

- 8.47 [SSSWDR, D.8 and D.13(iv)]: Does your agency retain contract service(s) for sewer collection system maintenance, operations, and/or management? - Yes
- 8.48 [SSSWDR, D.8 and D.13(iv)]: If yes to question 8.47, for services in excess of \$10,000/year, please provide some basic information about these services in the table below:

Contractor Name	Description (cleaning, root control, repairs, , etc.)	Frequency of Contract	Budget (annual \$)
Major Cleanup Services	Pumping, Cleaning & Disposal	Yearly	\$50,000

9 SSO EMERGENCY RESPONSE PROGRAM [SSSWDR, D.13(vi)]

- 9.1 Does your agency's SSO Emergency Response Plan incorporate procedures for pump stations/force main sewers? - Yes
- 9.2 Does your agency have a dispatcher(s) within your agency to handle, dispatch and document incoming complaints from your sewer system customers? - Yes
- 9.3 If yes to 9.2, does your agency utilize a dispatch radio system for notifying collection crews who respond to SSOs? - Yes
- 9.4 If yes to 9.3, please list the frequency(s) in use for the dispatch radio system: Frequency 1
- 9.5 Does your agency have standard operating procedures (SOPs) in place to test and document, at least once per year, the performance of its after-hours emergency notification system(s)? - Yes
- 9.6 Does your agency provide and document any scenario-based SSO emergency response simulation training for collections staff at least on an annual basis to ensure staff are properly trained and prepared in the event of an SSO? - Yes
- 9.7 If yes to 9.6, does this training include practical exercises including researching SSO start times and calculating the SSO volume spilled and recovered? - Yes
- 9.8 Do your emergency operating procedures (EOPs) include requirements to determine the impact of an SSO, including accelerated or additional environmental monitoring? - Yes

10 SSO REDUCTION PERFORMANCE AND MONITORING PROGRAM [SSSWDR, D.13(ix)]

- 10.1 Does your agency have a process in place to collect data to monitor performance of its SSMP and efforts in reducing SSOs? - Yes
- 10.2 If yes to question 10.1, does your agency use the data collected to update SSMP program elements? - Yes

11 COLLECTIONS STAFFING AND TRAINING

- 11.1 [SSSWDR, D.9]: What is the total number of dedicated sewer maintenance crews in place at your agency? - 5(Five)
- 11.2 [SSSWDR, D.9]: For question 11.1, how many staff are typically in each maintenance crew? - 2(Two)
- 11.3 [SSSWDR, D.9 and D.13(iv)(d)]: Does your agency have a program in place to identify and document the core competencies/capabilities of collections staff at least on an annual basis (examples include sewer line cleaning, point repairs, video (CCTV) inspection, pump station maintenance, excavation, utility line locating, etc.)? - Yes
- 11.4 [SSSWDR, D.9]: If yes to question 11.3, does this program identify gap(s) in competencies/capabilities of collections staff? - Yes

- 11.5 [SSSWDR, E]: Does your agency require collections staff to review the SSSWDR and the agency's SSMP at least annually? - Yes
- 11.6 [SSSWDR, D.9]: Does your agency use a workforce planning/retention program to ensure adequate future collections staff? - Yes
- 11.7 [SSSWDR, D.8 and D.13(iv) and (vi)]: Does your agency provide initial and recurrent training to appropriate staff [including outside contractor(s)] regarding your agency's SSO Emergency Response Plan and O&M programs? - Yes
- 11.8 [SSSWDR, D.8 and D.13(iv) and (vi)]: If yes to 11.7, what is the total number of individuals trained in the past 12 months. - 21(twenty one)
- 11.9 [SSSWDR, D.8 and D.13(iv) and(vi)]: For contracted sewer services, do your contracting specifications contain specific language requiring initial and recurrent training of contractor staff regarding your agency's SSO Emergency Response Plan and O&M programs? - Yes, we provide some language.

12 MAJOR EQUIPMENT INVENTORY [SSSWDR, D.4, D.7, D.8, D.13(iv)]

- 12.1 How many combination truck(s) (hydro flush/vacuum models) are owned and/or leased by your agency? - Combination Trucks - 2(Two), Hydro Jet Flushing Trucks – 4(Four)
- 12.2 For question 12.1, how many have a dedicated logbook(s) to document fieldwork activities? - Zero (0), information in CMMS.
- 12.3 How many hydro flusher(s) are owned and/or leased by your agency? - 4 (Four)
- 12.4 How many mechanical rodder(s) are owned and/or leased by your agency? - 1 (1 Hand Rodder, 0 Mechanical Rodder)
- 12.5 How many video (CCTV) inspection vehicle(s) are owned and/or leased by your agency? - 1 (One)
- 12.6 How many utility truck(s) are owned and/or leased by your agency? - 1 (One)
- 12.7 How many portable sewage pump(s) are owned and/or leased by your agency? - 6 (Six)
- 12.8 How many portable generator(s) are owned and/or leased by your agency? - 6 (Six)
- 12.9 Does your agency own equipment designed to block the storm drain system, in an emergency, to prevent untreated or partially treated wastewater from reaching surface waters? - Yes

13 EXTERNAL COMMUNICATIONS PROGRAM

- 13.1 [SSSWDR, D.13(xi)]: Does your agency have a program in place for communicating on a regular basis with the public regarding the development, implementation, and performance of its SSMP? - Yes
- 13.2 [SSSWDR, D.13(xi)]: Does your agency have a program in place for communicating with upstream or downstream satellite sewer system(s) connected to its collection system? - Yes

- 13.3 [SSSWDR, D.11]: Does your agency participate in responding to Underground Service Alert(s) (USA) or other similar organizations to identify and mark sewer lines? - Yes
- 13.4 [SSSWDR, D.7, D.13(iv), G, and Amended MRP]: Does your agency's communication program give the public the opportunity to provide input as your SSMP is being implemented? - Not specifically for the SSMP, but we do public outreach at homeowner's associations and have discussed sanitary sewer related issues. SSMP on City website.

14 NOTIFICATION, REPORTING AND RECORD KEEPING

- 14.1 [SSSWDR, Amended MRP B(5)]: Are all the records required in the Amended MRP, B(5) ("Record Keeping") readily available for review by the Water Boards? - Yes
- 14.2 [SSSWDR, Amended MRP, B(5)]: Does your agency maintain a list and description of all sewer-related complaints from customers for the past 5 years, including calls received after normal working hours? - Yes
- 14.3 [SSSWDR, Amended MRP, B(5)]: If yes to question 14.2, does this include information for privately owned sewer laterals? - Yes
- 14.4 [SSSWDR, G, and Amended MRP]: Does your agency have a quality assurance/quality control (QA/QC) procedure in place for review of technical information collected by field staff prior to certification of the SSO report(s) in the Water Board's online reporting system (CIWQS) by the Legally Responsible Official(s)? - We do an internal review by our group before certification occurs.
- 14.5 [SSSWDR, G and Amended MRP]: Does your agency require crews to take photos of all SSOs? - Yes
- 14.6 [SSSWDR, G and Amended MRP]: If no to question 14.5, does your agency at least require crews to take photos of SSOs that result in backups into structures? - N/A
- 14.7 [SSSWDR, G and Amended MRP]: Does your agency have a procedure(s) in place for collecting field information to assist in determining the actual SSO start time? - Yes
- 14.8 [SSSWDR, G and Amended MRP]: Does your agency use SOPs to estimate SSO volume spilled, recovered and not recovered, including estimation of cleanup water used? - Yes
- 14.9 [SSSWDR, G and Amended MRP]: Does your agency regularly update initial reports given to the California Emergency Management Agency, local health department, and Regional Board as information develops regarding SSOs requiring notification? - Yes
- 14.10 [Amended MRP, B.6]: Does your agency maintain water quality monitoring records as required by the Amended MRP, section B(6)? - Yes

15 SSO PREVENTION AND MITIGATION

- 15.1 [SSSWDR, D.13(ix)]: Does your agency generate SSO reduction performance metric(s) for its collection system for use in future planning? - Yes

- 15.2 [SSSWDR, D.13(ix)]: Does your agency have a program in place to conduct periodic video (CCTV) inspections of areas throughout the collection system that have never been evaluated by video (CCTV) to date? - Yes
- 15.3 [SSSWDR, D.13(ix)]: Does your agency document meetings between O&M and source control staff, if applicable? - Yes
- 15.4 [SSSWDR, 8 and D.6]: Does your agency document meetings between O&M and engineering staff to discuss system problem areas and projects, if applicable? - Yes
- 15.5 [SSSWDR, 8 and D.6]: Does your agency hold post-SSO briefings with collections staff, management and others involved, to evaluate root cause of SSOs and document service changes necessary to be prepared in responding to SSOs in the future? - Yes
- 15.6 [SSSWDR, 8 and D.6]: Does your agency pursue investigation of upstream satellite(s) or potential illicit dischargers as part of the SSO cause determination process? - Yes
- 15.7 [SSSWDR, 8 and D.6]: Does your agency adjust sewer collection system cleaning interval(s) for problem areas based on review and analysis of each past SSO? - Yes
- 15.8 [SSSWDR, 8 and D.6]: How many of the SSOs over the past 12 months were preventable through more proactive maintenance? - Unknown
- 15.9 [SSSWDR, 8 and D.6]: How many of the SSOs over the past 4 years occurred at repeat locations? - Two, they were privately owned laterals

15 DECLARATION

I, Gilbert Borboa, the approved Legally Responsible Official (LRO) of collection system (name and Waste Discharge ID#) 4SS0010431 certify under penalty of law that based on my inquiry of the person or persons who manage this system, or those persons directly responsible for gathering the information, the information in this Pre-Inspection Questionnaire (Version 1.0) is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine or imprisonment, for knowing violations.

Gilbert Borboa
Legally Responsible Official Signature

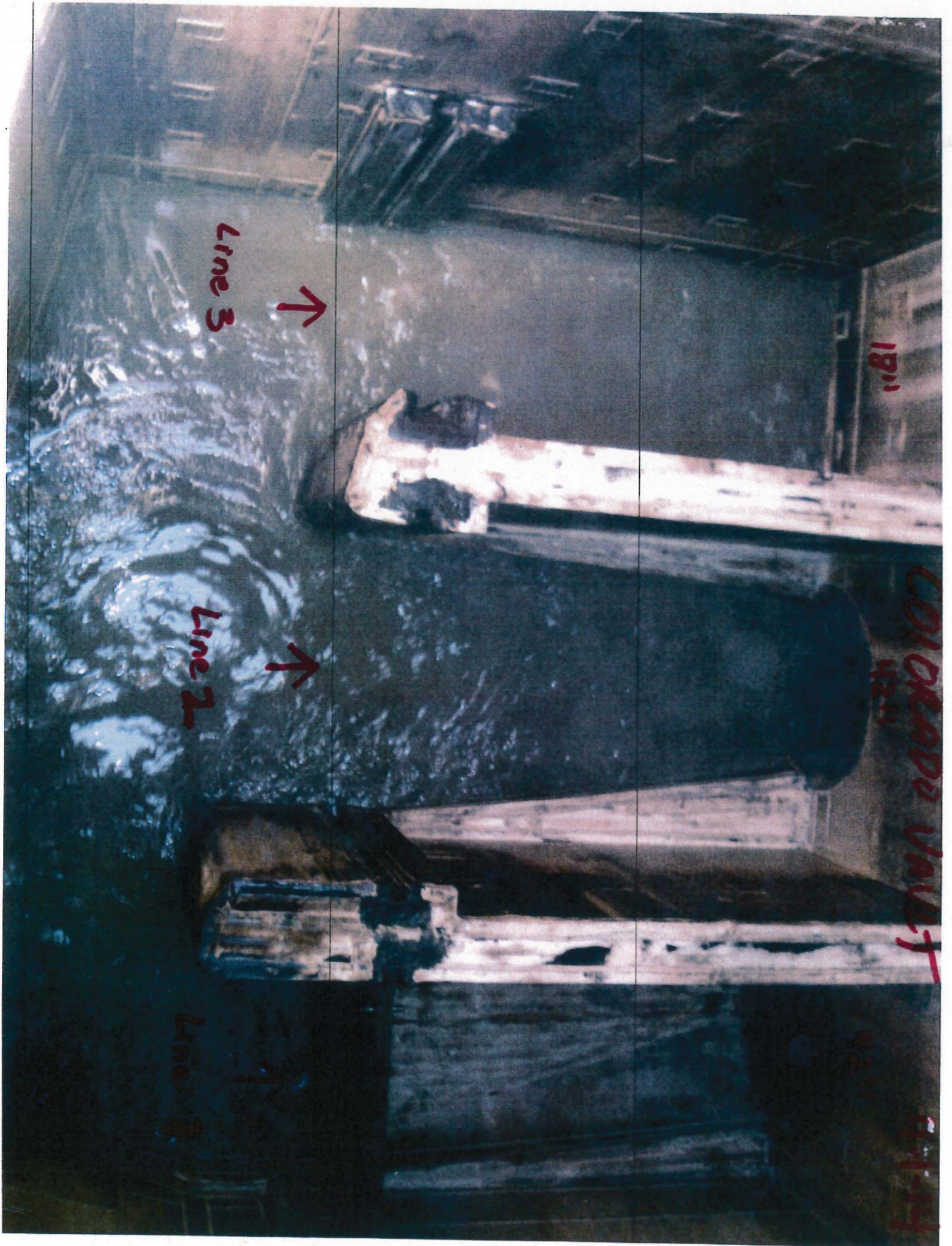
January 27, 2015
Date

Attachment 3

Sign-In Sheet

Attachment 4

Inverted Siphons and Cleaning Tool



Line 3



Line 2



Line 1

18"

Colorado Vault

18"

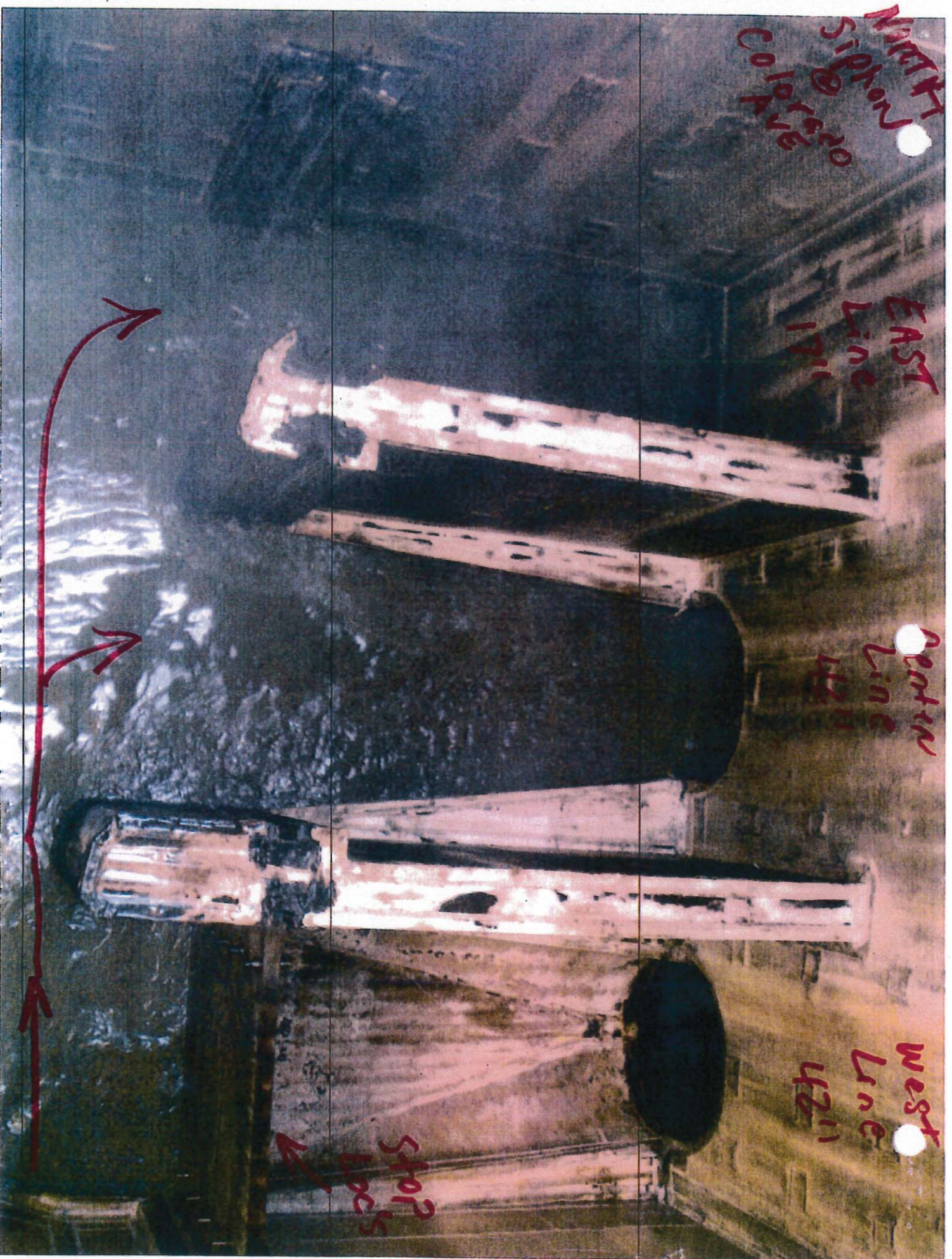
North
Siphon
Colorado

EAST
Line
171"

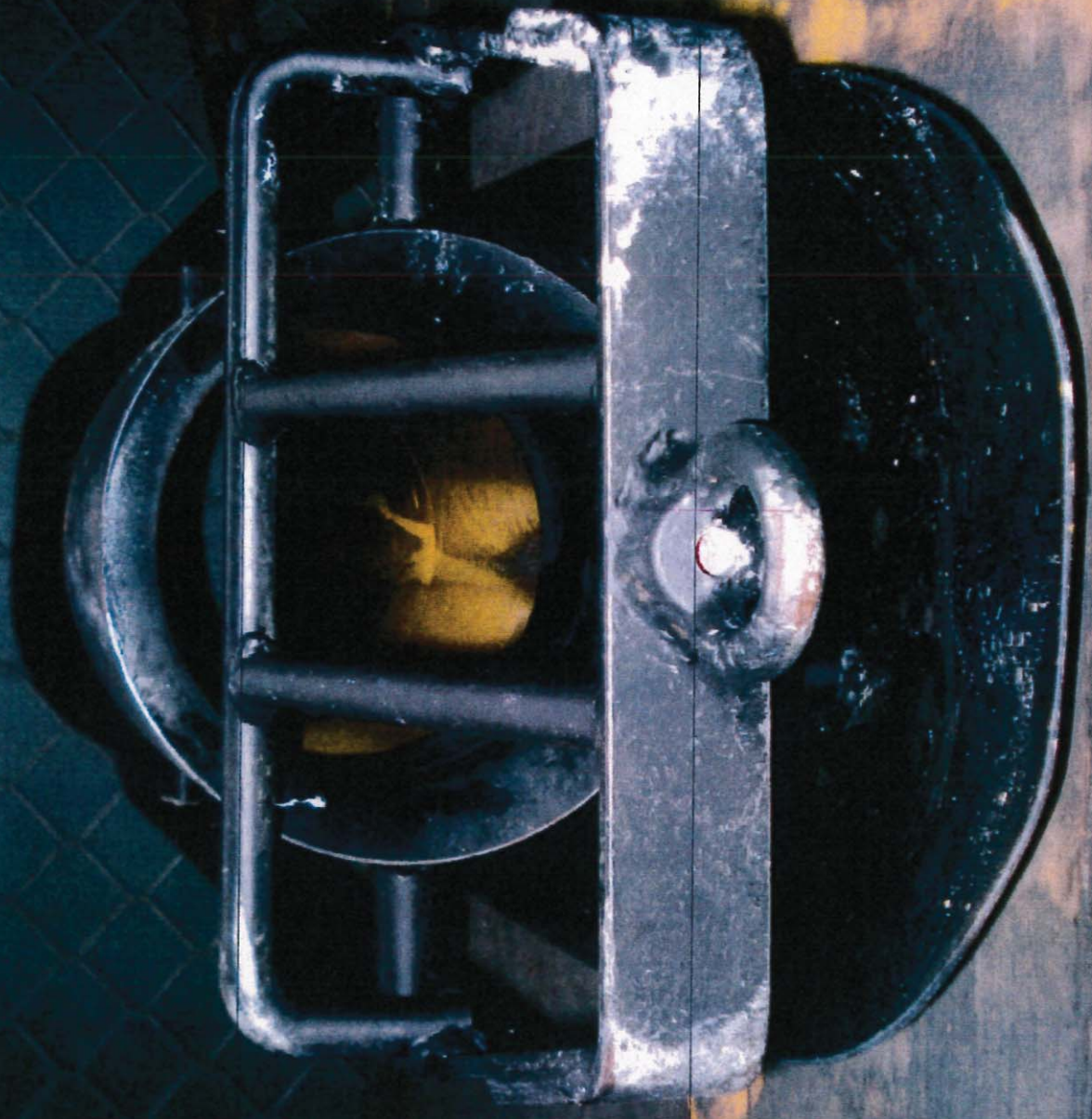
Aerian
Line
42"

West
Line
42"

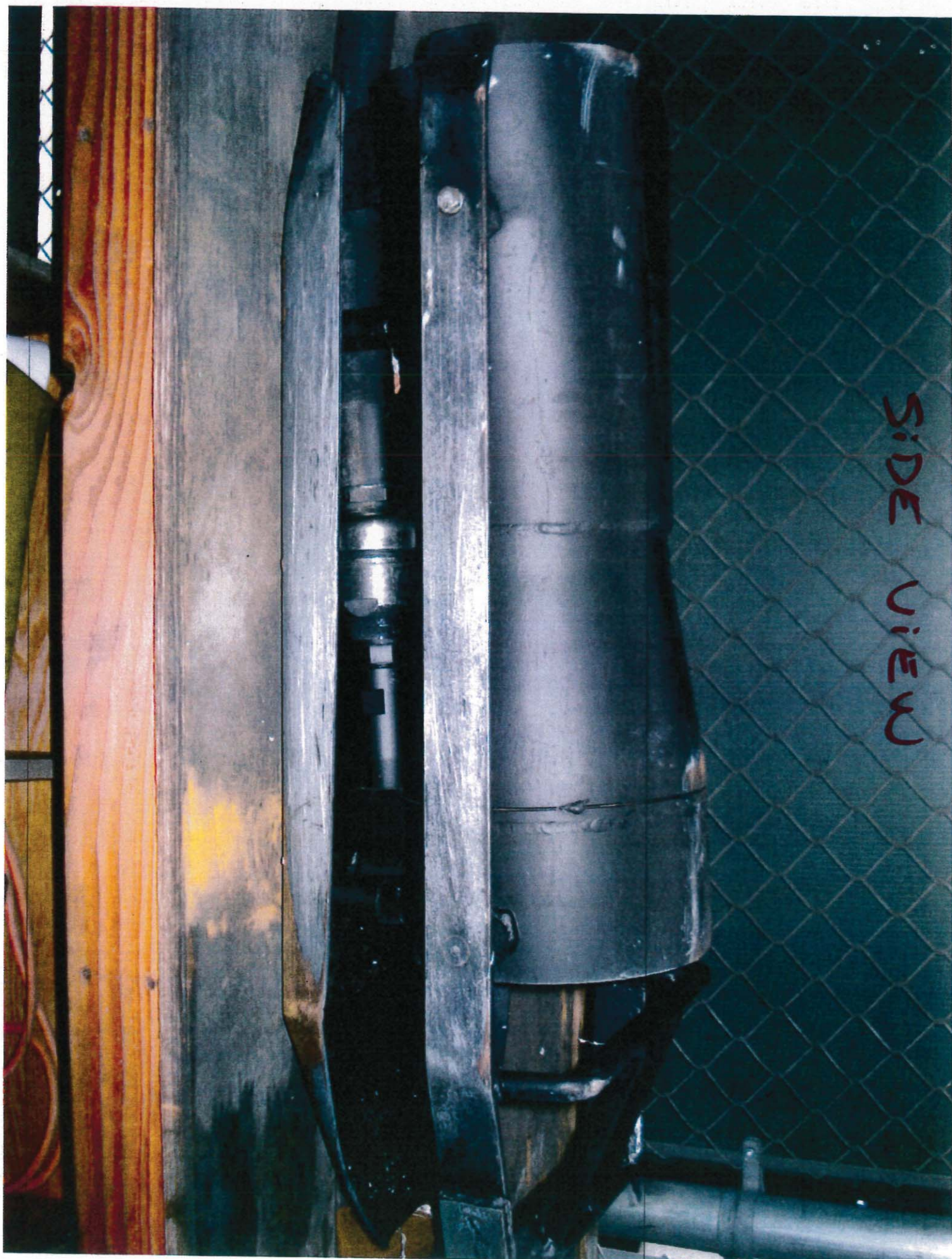
Stop
Loops



Front view



Exhaust



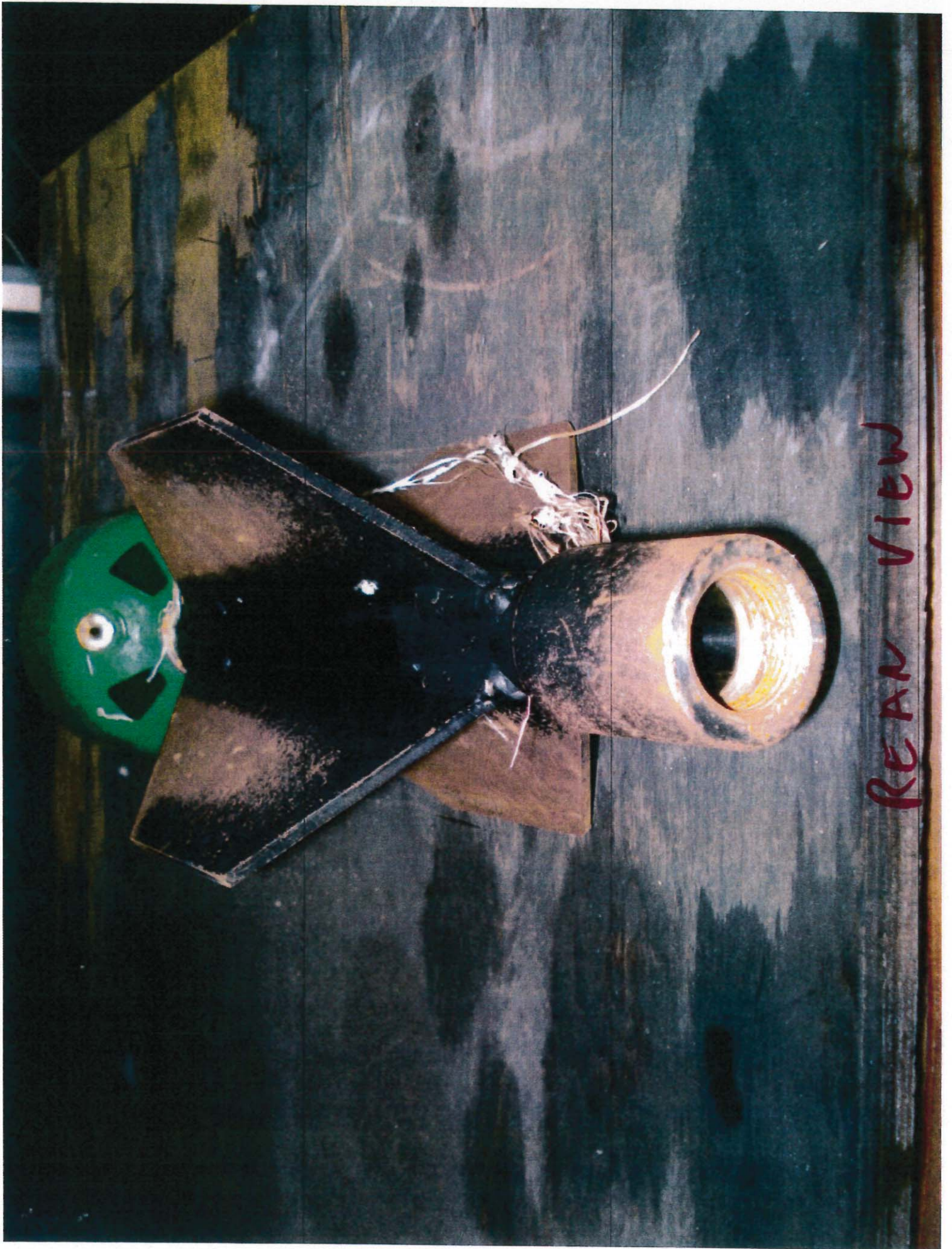
SIDE VIEW

REAR VIEW

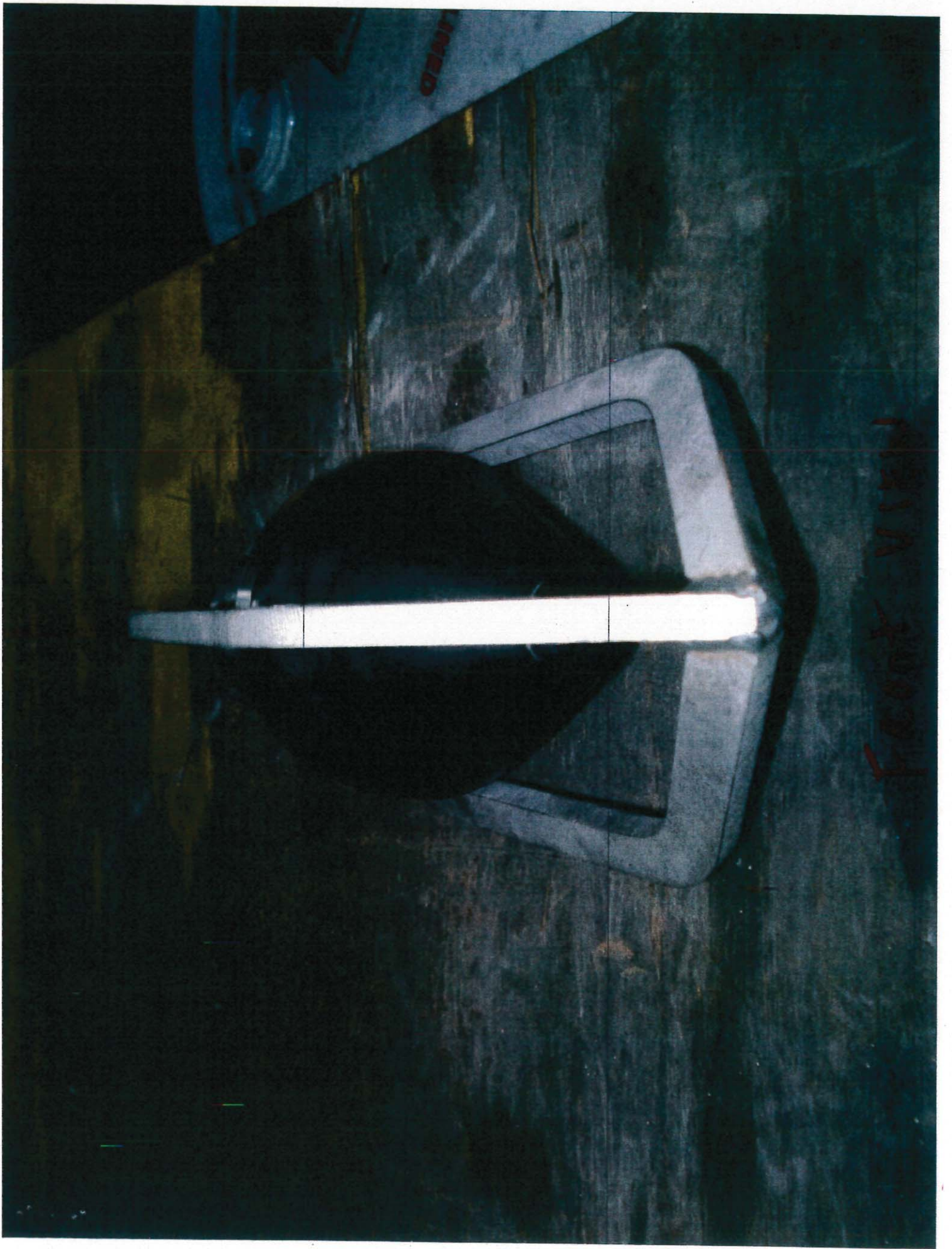




FRONT VIEW

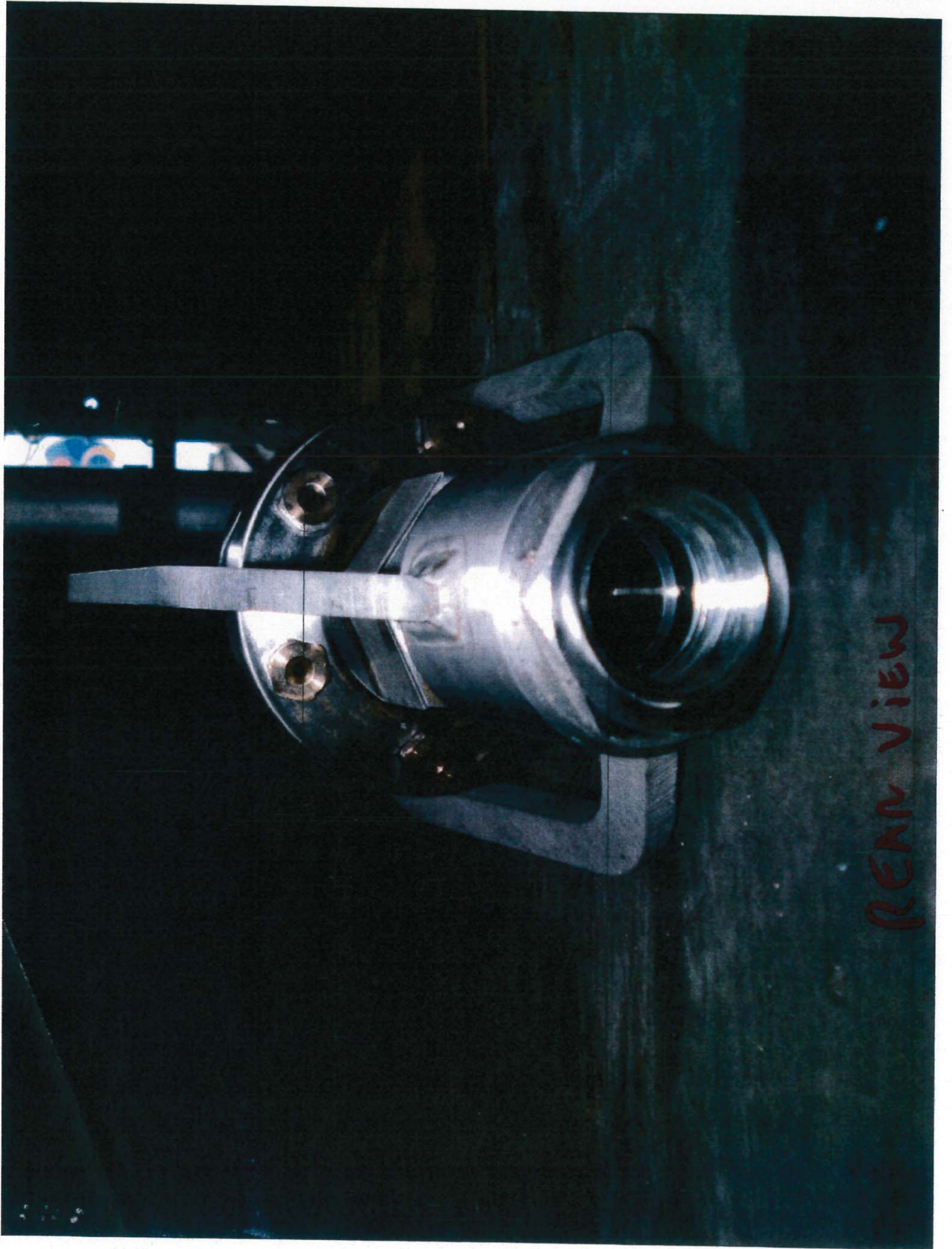


REAR VIEW



MINI 2004
Koch View

INNO



REAR VIEW