



SEWER COLLECTION SYSTEM
PRE-INSPECTION QUESTIONNAIRE
Version 2.0

PART 1 — DESCRIPTION..... 3

PART 2 — INSTRUCTIONS 3

PART 3 — REQUIRED INFORMATION 3

1 DOCUMENTATION 3

2 Basic Information..... 3

3 ORGANIZATION 7

Local Governing Board Information..... 7

Sewer System Management Plan Information 8

4 SEWER SYSTEM ASSETS..... 8

General System Information..... 8

Asset Mapping 8

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

Pumping Facility Assets..... 9

Force Main Sewer Assets 9

5 FINANCIAL INFORMATION 10

Funding Sources and Revenues [SSS WDRs, D.9] 10

Operations, Maintenance and Capital Funds and Expenditures [SSS WDRs, Sects. D.9] 10

6 LOCAL SEWER USE ORDINANCE [SSS WDRs, D.13(iii) and/or D.13(vii)] 10

7 CAPITAL IMPROVEMENT PLAN 11

8 OPERATIONS AND MAINTENANCE PROGRAM 11

Computerized Maintenance Management System (CMMS) 11

Inspections, Operations and Management Activities..... 12

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

Sewer Contract Services 13

9 SSO EMERGENCY RESPONSE PROGRAM [SSS WDRs, D.13(vi)] 14

10 SSO REDUCTION PERFORMANCE AND MONITORING PROGRAM [SSS WDRs, D.13(ix)] 14

11 COLLECTIONS STAFFING AND TRAINING 14

12 MAJOR EQUIPMENT INVENTORY [SSS WDRs, D.4, D.7, D.8, D.13(iv)] 15

13 EXTERNAL COMMUNICATIONS PROGRAM 15

14 NOTIFICATION, REPORTING AND RECORD KEEPING..... 15

15 SSO PREVENTION AND MITIGATION 16

15 DECLARATION 17

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 SSS WDRs), 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 SSS WDRs 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 Water Board staff 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 (SSS WDRs), 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 [SSS WDRs, Sect. D.13(x)], if not contained within your agency's SSMP
- 1.3 Sewer System Area Map [SSS WDRs, Sect. D.13(iv)], if not contained within your agency's SSMP
- 1.4 Local Sewer Use Ordinance [SSS WDRs, 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 [SSS WDRs, Amended MRP, B.5], if not contained within your agency's SSMP
- 1.6 Rehabilitation and Replacement Plan [SSS WDRs, 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) [SSS WDRs, 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: _____
- 2.2 Collection System Main Point(s) of Contact (name, title, address, email, and telephone number):

¹ To satisfy SSS WDRs, 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.

- 2.3 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 2.39 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 [SSS WDRs, 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 [SSS WDRs, Sect. D.13(ii)]: If your local governing board has an internet website, please specify the internet address here:

3.3 [SSS WDRs, 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 [SSS WDRs, Sect. E.]: Is your agency's SSMP available on your agency's website? [Y/N]

3.5 [SSS WDRs, Sect. E.]: If yes to question 3.4, please provide the internet address here: _____

4 SEWER SYSTEM ASSETS

General System Information

4.1 [SSS WDRs, 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 [SSS WDRs, 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 [SSS WDRs, Sects. D.8, D.10]: Please describe the terrain within your agency's sewer service area (Mountainous, Hilly, Flat, Valley, etc.)?

4.4 [SSS WDRs, 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 [SSS WDRs, 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 [SSS WDRs, D.13(iv)]: Does your agency currently have sewer system assets mapped in a Geographic Information System (GIS)? [Y/N]

4.7 [SSS WDRs, D.13(iv)]: Does your agency currently have stormwater-related facilities mapped in GIS? [Y/N]

4.8 [SSS WDRs, 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 [SSS WDRs, 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 [SSS WDRs, 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 [SSS WDRs, 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 4.17 – 4.34 below, refer to pump station answer from question 2.31 (above)

4.17 [SSS WDRs, D.8, D.13(iv)]: Has your agency mapped each pump station's actual GPS coordinates? [Y/N]

4.18 [SSS WDRs, D.8, D.13(iv)]: Has your agency conducted a risk assessment for each asset? [Y/N]

4.19 [SSS WDRs, D.8 and D.10]: How many of these assets have redundant pipelines installed? [#]

4.20 [SSS WDRs, D.8 and D.10]: How many have dedicated emergency stand-by power generators located onsite? [#]

4.21 [SSS WDRs, D.8 and D.10]: Has your agency developed written standard and emergency operating procedures for major sewer assets covering power and/or pumping failure(s) to minimize SSOs? [Y/N]

4.22 [SSS WDRs, 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]

4.23 [SSS WDRs, D.6(iii) and (vi), D.8 and D.10]: Has your agency identified critical spare parts for each asset? [Y/N]

4.24 [SSS WDRs, D.6(iii) and (vi), D.8 and D.10]: For question 4.23, does your agency maintain the spare parts identified for each asset? [Y/N]

4.25 [SSS WDRs, D.8 and D.10]: How many facilities are located within 100 feet of a surface water, creek or drainage channel? [#]

4.26 [SSS WDRs, D.8 and D.10]: How many are located within 20 feet of a storm drain inlet? [#]

4.27 [SSS WDRs, 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? [#]

4.28 [SSS WDRs, 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? [#]

4.29 [SSS WDRs, D.8 and D.10]: How many have a supervisory, control and data acquisition system (SCADA) installed and operational? [#]

4.30 [SSS WDRs, D.8 and D.10]: For question 4.29, how many can be remotely operated? [#]

4.31 [SSS WDRs, 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? [#]

4.32 [SSS WDRs, D.8 and D.10]: Does your agency implement vandalism control efforts to discourage unauthorized access and/or vandalism to these assets? [#]

4.33 [SSS WDRs, D.8 and D.10]: How many pump stations have built-in pumping bypass capability for emergency use? [#]

4.34 [SSS WDRs, 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

4.35 [SSS WDRs, D.8, D.13(iv)]: How many sewer force mains are owned by your agency? [#]

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

5 FINANCIAL INFORMATION

Funding Sources and Revenues [SSS WDRs, 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 is the estimated annual revenue generated from this fund? [#]
- 5.3 If yes to 5.1, what is the current Enterprise Fund balance? [#]
- 5.4 If no to 5.1, what is the current balance of funds available for your sewer system? [#]
- 5.5 Please provide a brief description of all sewer collection system funding source(s) (e.g., sewer user fees, annual budget allocation, property taxes, etc.).
-
- 5.6 What is your agency's total number of billed sewer connections? [# OR Unknown]
- 5.7 What is your agency's total number of billed customers for sewer service? [# OR Unknown]
- 5.8 What is your agency's current average monthly household user fee for sewage collection only? [\$ or Unknown]
- 5.9 For answer in 5.8, what is your agency's sewer fee rate basis (e.g., measured flow, calculated flow, flat fee, etc.)
- 5.10 For question 5.8 above, specify the last date that sewer fees were increased by your local governing board. [date]
- 5.11 Has your local governing board approved any future sewer use fee increase(s)? [Y/N]

Operations, Maintenance and Capital Funds and Expenditures [SSS WDRs, Sect. D.9]

- 5.12 How much did your agency spend in the last fiscal year for operations and maintenance activities (O&M) for sewer assets? [\$]
- 5.13 How much did your agency spend in the last fiscal year on capital expenditures for sewer assets (e.g., new pipelines, pump station upgrades/rehabilitation, new equipment, etc.)? [\$]

6 LOCAL SEWER USE ORDINANCE [SSS WDRs, 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 [SSS WDRs, 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 [SSS WDRs, 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 [SSS WDRs, D.8 and D.13(iv)]: If yes to question 7.2, please specify the internet address:

- 7.4 [SSS WDRs, 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 [SSS WDRs, 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 [SSS WDRs, 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 [SSS WDRs, 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 [SSS WDRs, 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 [SSS WDRs, 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 SSS WDRs, D.7 and D.13(iv)]: What is the total number of focused problem areas (“hot spots”) located throughout the collection system? [#]
- 8.7 [SSS WDRs, D.8, D.13(iv)]: What percentage of all gravity sewers under you agency’s responsibility have been visually inspected with Closed-Circuit Television (CCTV) to date? [#]
- 8.8 [SSS WDRs, D.8, D.13(iv)]: Specify most recent date of completion for answer listed in 8.7 above: [date]
- 8.9 [SSS WDRs, D.8, D.13(iv)]: What percentage of CCTV video listed in answer 8.7 above has been reviewed and ranked? [#]
- 8.10 [SSS WDRs, D.8, D.13(iv)]: What was your agency’s total CCTV inspection production for past 12 months (miles)? [# or Unknown]
- 8.11 [SSS WDRs, D.8, D.13(iv)]: What is your agency’s planned CCTV inspection production scheduled for the next 12 months (miles)? [# or Unknown]
- 8.12 [SSS WDRs, 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]
- 8.13 [SSS WDRs, 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]
- 8.14 [SSS WDRs, 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]
- 8.15 [SSS WDRs, D.8 and D.10]: Does your agency have a program to inspect and maintain air relief valves (ARVs)? [Y/N/ n/a]
- 8.16 [SSS WDRs, D.8 and D.10]: How many ARVs are not accessible for inspection/maintenance? [#/ n/a]
- 8.17 [SSS WDRs, D.7 and D.13(iv)]: What was the total number of ARVs exercised and cleaned in past 12 months? [# or Unknown]
- 8.18 [SSS WDRs, 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]
- 8.19 [SSS WDRs, 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]
- 8.20 [SSS WDRs, 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]
- 8.21 [SSS WDRs, 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]
- 8.22 [SSS WDRs, D.13(iv)]: How many above ground crossings (if applicable) were inspected in the past 12 months? [#, N/A or Unknown]
- 8.23 [SSS WDRs, D.13(iv)]: How many siphons (if applicable) were inspected in the past 12 months? [#, N/A or Unknown]
- 8.24 [SSS WDRs, D.13(iv)]: Does your agency have a process to identify areas subject to excess hydrogen sulfide corrosion? [Y or N]

- 8.25 [SSS WDRs, D.13(iv)]: Does your agency have a formal pipe grading process in place to identify pipe discontinuities? [Y or N]
- 8.26 [SSS WDRs, D.13(iv)]: Does your agency require video (CCTV) inspections before and after cleaning to measure the effectiveness of these activities? [#]
- 8.27 [SSS WDRs, D.13(iv)]: Does your agency video (CCTV) inspect pipes after all SSO(s)? [Y/N]
- 8.28 [SSS WDRs, D.13(iv)]: Does your agency conduct smoke, dye or other tests to check for illicit connections? [Y/N]
- 8.29 [SSS WDRs, D.13(iv)]: If yes to question 8.28, how many miles of sewer system were tested in the past 12 months? [# or Unknown]
- 8.30 [SSS WDRs, D.13(iv)]: Does your agency use video (CCTV) to monitor discharger compliance for illicit connections? [Y/N]
- 8.31 [SSS WDRs, D.13(iv)]: If yes to question 8.30, list the total number of miles of video (CCTV) inspection conducted for this purpose in the past 12 months. [# or Unknown]
- 8.32 [SSS WDRs, 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]
- 8.33 [SSS WDRs, 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]
- 8.34 [SSS WDRs, D.13(iv) and D.13(viii)]: If yes to question 8.33, estimate the total number of miles identified by this program. [# or Unknown]
- 8.35 [SSS WDRs, D.13(iv)]: Does your agency have an active root control program in place? [Y/N]
- 8.36 [SSS WDRs, D.13(iv)]: If yes to question 8.35, please list the type(s) of control efforts in place (e.g., chemical, mechanical, etc.).
- 8.37 [SSS WDRs, 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 [SSS WDRs, D.13(iv) and D.13(viii)]

- 8.38 Does your agency have a commercial FOG program in place? [Y/N]
- 8.39 If no to question 8.38, has your agency justified in its SSMP why a FOG program is not needed? [Y/N]
- 8.40 If yes to question 8.38, does your agency have a FOG Ordinance separate from the sewer use ordinance? [Y/N]
- 8.41 If yes to question 8.40, please list the FOG Ordinance citation number:
- 8.42 If yes to question 8.38, approximately how many food service establishments (FSEs) such as restaurants, schools, hospitals, jails, and convalescent homes are subject to FOG control. [#]
- 8.43 If yes to question 8.38, what is the total number of FSE permits issued for FOG control? [#]
- 8.44 If yes to question 8.38, what is the total number of dedicated FSE FOG inspectors? [#]
- 8.45 If yes to question 8.38, how many FSE FOG inspections were conducted in past 12 months? [#]
- 8.46 If yes to question 8.38, how many FSE FOG enforcement action(s) were initiated in the past 12 months?
- 8.47 If yes to question 8.38, how many FSE FOG inspections are planned for the next 12 months? [#]
- 8.48 Does your agency have a residential FOG program in place? [Y/N]
- 8.49 If yes to question 8.48, briefly describe the program: _____

Sewer Contract Services

- 8.50 [SSS WDRs, D.8 and D.13(iv)]: Does your agency retain contract service(s) for sewer collection system maintenance, operations, and/or management? [Y/N]
- 8.51 [SSS WDRs, D.8 and D.13(iv)]: If yes to question 8.50, 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 [SSS WDRs, 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 [SSS WDRs, 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 [SSS WDRs, D.9]: What is the total number of dedicated sewer maintenance crews in place at your agency? [#]
- 11.2 [SSS WDRs, D.9]: For question 11.1, how many staff are typically in each maintenance crew? [#]
- 11.3 [SSS WDRs, D.9 and D.13(iv)(d)]: Has your agency determined core competencies/capabilities (and any relevant gaps) for its collections staff covering at a minimum sewer line cleaning, point repairs, video (CCTV) inspections, pump station maintenance, sewer line excavation, and utility line locating? [Y/N]
- 11.4 [SSS WDRs, D.9]: If yes to question 11.3, is written documentation available? [Y/N]
- 11.5 [SSS WDRs, E]: Does your agency require collections staff to review the SSS WDRs and the agency’s SSMP at least annually? [Y/N]
- 11.6 [SSS WDRs, D.9]: Does your agency use a workforce planning/retention program to ensure adequate future collections staff? [Y/N]

- 11.7 [SSS WDRs, 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 [SSS WDRs, 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 [SSS WDRs, 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 [SSS WDRs, 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 [SSS WDRs, 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 [SSS WDRs, 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 [SSS WDRs, 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 [SSS WDRs, 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 [SSS WDRs, 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 [SSS WDRs, 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 [SSS WDRs, Amended MRP, B(5)]: If yes to question 14.2, does this include information for privately owned sewer laterals? [Y/N]
- 14.4 [SSS WDRs, 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 [SSS WDRs, G and Amended MRP]: Does your agency require crews to take photos of all SSOs? [Y/N]
- 14.6 [SSS WDRs, 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 [SSS WDRs, 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 [SSS WDRs, 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 [SSS WDRs, 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 [SSS WDRs, 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 [SSS WDRs, 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 [SSS WDRs, D.13(ix)]: Does your agency document meetings between O&M and source control staff, if applicable? [Y/N or N/A]
- 15.4 [SSS WDRs, 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 [SSS WDRs, 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 [SSS WDRs, 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 [SSS WDRs, 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 [SSS WDRs, 8 and D.6]: How many of the SSOs over the past 12 months were preventable through more proactive maintenance? [# OR Unknown]
- 15.9 [SSS WDRs, 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