



SEWER COLLECTION SYSTEM
PRE-INSPECTION QUESTIONNAIRE
Version 4.0

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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. 2022-0103-DWQ (hereafter SSS WDRs).

All the questions in this Questionnaire must be answered by the Enrollee, per Provision 6.4.2 of the SSS WDRs, to demonstrate how the agency is complying with the SSS WDRs.

PART 2 — INSTRUCTIONS

1. Complete all questions in the Questionnaire.
2. Have the Legally Responsible Official (LRO) sign the last page of this Questionnaire.
3. Electronically submit the Questionnaire by the deadline and to the contacts outlined in the Notice of Inspection.

PART 3 — REQUIRED INFORMATION

1. DOCUMENTATION

Please ensure that all required documentation is uploaded to the California Integrated Water Quality System (CIWQS) database as required by the SSS WDRs. These documents include the most up to date Sewer System Management Plan (SSMP), SSMP audits, updated annual report, sanitary sewer overflow (SSO) reporting information, and so forth.

2. NARRATIVE

- 2.1. Please provide a narrative description of efforts taken to reduce sanitary sewer overflows (SSOs).
- 2.2. Please provide a narrative description of your rehabilitation and replacement plan identifying and prioritizing system deficiencies, and short- and long-term actions addressing deficiencies.
- 2.3. In response to question 2.2, please provide all sewer system rehabilitatin and replacement records for the past three (3) years.

3. SEWER SYSTEM ASSETS

General System Information

- 3.1. Collection System Waste Discharge ID number (WDID) and Collection System Name:
- 3.2. Collection System Main Point(s) of Contact (name, title, address, email, and telephone number):
- 3.3. What is the approximate size of the service area served by the sewer collection system for your agency, in square miles?
- 3.4. Please describe the terrain within your agency's sewer service area (Mountainous, Hilly, Flat, Valley, etc.)?
- 3.5. Please specify what percentage of the collection system's flow comes from residential, commercial, industrial, and institutional sources.
- 3.6. How does your agency track the physical locations of collection system assets? If using a geographic interface system (GIS), please provide a file with your mapped assets in response to this questionnaire.
- 3.7. Has a climate change (sea level rise, wildfire, larger storm flows, higher process temperatures, etc.) asset vulnerability assessment been conducted? If so, what is being done to reduce risks and ensure permit compliance?
- 3.8. What is the total mile of easements within your sanitary sewer system?
- 3.9. What is your total gravity sewer system cleaning production in miles/year?
- 3.10. What is your total force main and other pressure systems cleaning production in miles/year?
- 3.11. How many air relief valves (ARVs) are located throughout the sewer collection system?

- 3.12. How many siphons are located throughout the sewer collection system?
- 3.13. Does your agency have any permanently installed flow monitor(s) in the collection system?
- 3.14. If yes to question 3.13 above, please specify the total number of monitor(s) installed.
- 3.15. Does your agency own any separately enrolled collection systems?
- 3.16. If yes to question 3.15, which collection system(s) does your agency own?
 - i. Collection System name(s):
 - ii. Collection System WDID(s):
- 3.17. Do any upstream collection systems discharge into this collection system?
- 3.18. If yes to question 3.17, which collection system(s) discharge into this collection system?
 - i. Upstream Collection System name(s):
 - ii. Upstream Collection System WDID(s):

Pumping Facility Assets

- 3.19. Has your agency conducted a risk assessment for each pumping station?
- 3.20. How many of these assets have redundant pipelines installed?
- 3.21. How many pump stations have dedicated emergency stand-by power generators located onsite?
- 3.22. Has your agency developed written standard and emergency operating procedures for major sewer assets covering power and/or pumping failure(s) to minimize SSOs?
- 3.23. Has your agency identified critical spare parts for each asset?
- 3.24. For question 3.23, does your agency maintain the spare parts identified for each asset?
- 3.25. How many facilities are located within 100 feet of a surface water, creek, or drainage channel?
- 3.26. How many are located within 20 feet of a storm drain inlet?
- 3.27. 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?
- 3.28. How many pump stations are equipped with an Auto Dialer Alarm System(s) for detecting pump failure and/or high wet well levels?
- 3.29. How many pump stations have a supervisory, control and data acquisition system (SCADA) installed and operational?
- 3.30. For question 3.29, how many can be remotely operated?
- 3.31. 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?
- 3.32. Does your agency implement vandalism control efforts to discourage unauthorized access and/or vandalism to these assets?
- 3.33. How many pump stations have built-in pumping bypass capability for emergency use?
- 3.34. How many pump stations have electrical power connections installed to allow for the use of portable emergency generators?

Force Main Sewer Assets

- 3.35. How many sewer force mains are owned by your agency?
- 3.36. For the assets in question 3.35, has your agency conducted a risk assessment for each asset?

4. FINANCIAL INFORMATION

Funding Sources and Revenues

- 4.1. Does your agency utilize an Enterprise Fund for services provided to the public?

- 4.2. If yes to question 4.1, what is the estimated annual revenue generated from this fund?
 - 4.3. If no to 4.1, what is the current balance of funds available for your sewer system?
 - 4.4. Please provide a brief description of all sewer collection system funding source(s) (e.g., sewer user fees, annual budget allocation, property taxes, etc.).
 - 4.5. What is your agency's current average monthly household user fee for sewage collection only?
 - 4.6. For question 4.5 above, specify the last date that sewer fees were increased by your local governing board.
 - 4.7. Has your local governing board approved any future sewer use fee increase(s)?
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5. LOCAL SEWER USE ORDINANCE

- 5.1. Does the Ordinance give your agency the authority to inspect grease producing facilities?
 - 5.2. Does the Ordinance provide your agency with proper authority to issue notices of violation (NOVs)?
 - 5.3. If yes to question 5.2, how many NOVs has your agency issued in the past 3 years?
 - 5.4. Does the Ordinance provide your agency with proper authority to issue enforcement penalties for violators?
 - 5.5. If yes to question 5.4, how many enforcement penalties has your agency issued in the past 3 years?
 - 5.6. Does the Ordinance provide your agency with the proper authority to ban connections and/or disconnect services for violators?
 - 5.7. If yes to question 5.6, how many actions has your agency taken in the past 3 years?
 - 5.8. Does the Ordinance provide your agency with the authority to limit future development and/or building?
 - 5.9. If yes to question 5.8, how many actions has your agency taken in the past 3 years?
 - 5.10. Does your agency require the reporting of spills from laterals and/or cleanouts from private property?
 - 5.11. If yes to question 5.10, what kind of information is required to be submitted? How does your agency use the submitted information?
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6. CAPITAL IMPROVEMENT PLAN

- 6.1. How long is the CIP planned out for (e.g., 5 years, 10 years, etc.)?
 - 6.2. How are emergency repairs prioritized?
 - 6.3. If not included in the CIP, please provide a breakdown of what money is being spent on (e.g., pipeline replacements, pump station upgrades, etc.).
 - 6.4. What is the projected date of your next CIP update?
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7. OPERATIONS AND MAINTENANCE PROGRAM

Computerized Maintenance Management System (CMMS)

- 7.1. Does your agency use a CMMS to generate work orders and track sewer maintenance, operations, and management information?
- 7.2. If yes to question 7.1, is CMMS data used for ongoing strategies to eliminate/reduce SSOs?
- 7.3. If yes to question 7.1, is the CMMS data used to evaluate cleaning production rates?
- 7.4. If yes to question 7.1, does your agency use the CMMS information to provide data for tracking system trends, problems and/or performance?

- 7.5. If no to question 7.1, does your agency have a different method in place to provide data for tracking system trends, problems and/or performance?

Inspections, Operations, and Management Activities

- 7.6. What is the total number of focused problem areas (“hot spots”) located throughout the collection system?
- 7.7. How does your agency ensure the physical integrity of the collection system?
- 7.8. What percentage of all gravity sewers under your agency’s responsibility have been visually inspected with Closed-Circuit Television (CCTV) to date?
- 7.9. Specify most recent date of completion for answer listed in 7.8 above.
- 7.10. What percentage of CCTV video listed in answer 7.8 above has been reviewed and ranked?
- 7.11. What is your agency’s planned CCTV inspection production scheduled for the next fiscal year (miles)?
- 7.12. What is your agency’s planned total gravity sewer collection system cleaning production in the next fiscal year (miles)?
- 7.13. Does your agency have a method in use for reviewing and analyzing force main sewers and their components?
- 7.14. Does your agency have a program to inspect and maintain air relief valves (ARVs)?
- 7.15. How many ARVs are not accessible for inspection/maintenance?
- 7.16. What was the total number of ARVs exercised and cleaned in the previous fiscal year?
- 7.17. What is the total number of ARVs planned to be exercised and cleaned in the next fiscal year?
- 7.18. What is the total number of public access points (manholes, lamp holes, rod holes, etc.) inspected in the previous fiscal year?
- 7.19. What is the total number of public access points (manholes, lamp holes, rod holes, etc.) scheduled to be inspected in the next fiscal year?
- 7.20. Does your agency visually inspect pipeline routes at least annually; after major storms, earthquakes, or other events that could damage these assets; to check for sink holes or leaks along force main(s)?
- 7.21. How many above ground crossings (if applicable) were inspected in the previous fiscal year?
- 7.22. How many siphons (if applicable) were inspected in the previous fiscal year?
- 7.23. Does your agency have a process to identify areas subject to excess hydrogen sulfide corrosion?
- 7.24. Does your agency have a formal pipe grading process in place to identify pipe discontinuities?
- 7.25. Does your agency require video (CCTV) inspections before and after cleaning to measure the effectiveness of these activities?
- 7.26. Does your agency video (CCTV) inspect pipes after all SSO(s)?
- 7.27. Does your agency conduct smoke, dye, or other tests to check for illicit connections?
- 7.28. If yes to question 7.27, how many miles of sewer system were tested in the previous fiscal year?
- 7.29. 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?
- 7.30. Does your agency have a program in place to identify areas with inflow and infiltration (I/I)?
- 7.31. If yes to question 7.30, estimate the total number of miles identified by this program. [# or Unknown]
- 7.32. Does your agency have an active root control program in place?
- 7.33. If yes to question 7.32, please list the type(s) of control efforts in place (e.g., chemical, mechanical, etc.).
- 7.34. If your agency uses chemical(s) for root control, please list chemical(s) used.

Fats, Oils and Grease

- 7.35. Does your agency have a commercial FOG program in place?

- 7.36. If no to question 7.35, has your agency justified in its SSMP why a FOG program is not needed?
- 7.37. If yes to question 7.35, does your agency have a FOG Ordinance separate from the sewer use ordinance?
- 7.38. If yes to question 7.35, approximately how many food service establishments (FSEs) such as restaurants, schools, hospitals, jails, and convalescent homes are subject to FOG control.
- 7.39. If yes to question 7.35, what is the total number of FSE permits issued for FOG control?
- 7.40. If yes to question 7.35, what is the total number of FSE FOG inspectors?
- 7.41. If yes to question 7.35, how many FSE FOG inspections were conducted in the previous fiscal year?
- 7.42. If yes to question 7.35, how many FSE FOG enforcement action(s) were initiated in the previous fiscal year?
- 7.43. If yes to question 7.35, how many FSE FOG inspections are planned for the next fiscal year?
- 7.44. Does your agency have a residential FOG program in place?

Sewer Contract Services

- 7.45. Does your agency retain contract service(s) for sewer collection system maintenance, operations, and/or management?
- 7.46. If yes to question 7.45, for services, 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 \$)

8. SSO EMERGENCY RESPONSE PROGRAM

- 8.1. Does your agency's SSO Emergency Response Plan incorporate procedures for pump stations/force main sewers?
- 8.2. Does your agency have a dispatcher(s) within your agency to handle, dispatch and document incoming complaints from your sewer system customers?
- 8.3. 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)?
- 8.4. 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?
- 8.5. If yes to 8.4, does this training include practical exercises including researching SSO start times and calculating the SSO volume spilled and recovered?
- 8.6. Do your emergency operating procedures (EOPs) include requirements to determine the impact of an SSO, including accelerated or additional environmental monitoring?

9. COLLECTIONS STAFFING AND TRAINING

- 9.1. What is the total number of dedicated sewer maintenance crews in place at your agency?
- 9.2. For question 9.1, how many staff are typically in each maintenance crew?
- 9.3. Does your agency require collections staff to review the SSS WDRs and the agency's SSMP at least annually?

- 9.4. Does your agency provide initial and recurrent training to appropriate staff regarding your agency's SSO Emergency Response Plan and O&M programs?
- 9.5. If yes to 9.4, what is the total number of individuals trained in the previous fiscal year?
- 9.6. 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?
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10. MAJOR EQUIPMENT INVENTORY

- 10.1. How many combination truck(s) (hydro flush/vacuum models) are owned and/or leased by your agency?
- 10.2. How many hydro flusher(s) are owned and/or leased by your agency?
- 10.3. How many mechanical rodder(s) are owned and/or leased by your agency?
- 10.4. How many video (CCTV) inspection system(s) are owned and/or leased by your agency?
- 10.5. How many utility truck(s) are owned and/or leased by your agency?
- 10.6. How many portable sewage pump(s) are owned and/or leased by your agency?
- 10.7. How many portable generator(s) are owned and/or leased by your agency?
- 10.8. Does your agency own equipment designed to block the storm drain system (e.g., sandbags, wattles, absorbent socks, etc.), in an emergency, to prevent untreated or partially treated wastewater from reaching surface waters?
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11. EXTERNAL COMMUNICATIONS PROGRAM

- 11.1. Does your agency have a program in place for communicating with and receiving input from the public regarding the development, implementation, and performance of its SSMP?
- 11.2. Does your agency have a program in place for communicating with upstream or downstream satellite sewer system(s) connected to its collection system?
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12. NOTIFICATION, REPORTING, AND RECORD KEEPING

- 12.1. 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?
- 12.2. If yes to question 12.1, does this include information for privately owned sewer laterals?
- 12.3. How many complaints were received in the previous fiscal year?
- 12.4. How many complaints were responded to?
- 12.5. 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)?
- 12.6. Does your agency require crews to take photos of all SSOs?
- 12.7. Does your agency have a procedure(s) in place for collecting field information to assist in determining the actual SSO start time?
- 12.8. Does your agency use SOPs to estimate SSO volume spilled, recovered, and not recovered, including estimation of cleanup water used?

- 12.9. Does your agency keep an inventory of chemical constituents that may be in spills, based on known industrial discharges to the system?
- 12.10. How does your agency identify constituents of concern that are likely to be present in spills?
- 12.11. 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?
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13. SSO REDUCTION PERFORMANCE AND MONITORING PROGRAM

- 13.1. Does your agency have a process in place to collect data to monitor performance of its SSMP and efforts in reducing SSOs?
- 13.2. If yes to question 13.1, does your agency use the data collected to update SSMP program elements?
- 13.3. Does your agency generate SSO reduction performance metric(s) for its collection system for use in future planning?
- 13.4. 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?
- 13.5. Does your agency pursue investigation of upstream satellite(s) or potential illicit dischargers as part of the SSO cause determination process?
- 13.6. Does your agency adjust sewer collection system cleaning interval(s) for problem areas based on review and analysis of each past SSO?
- 13.7. How does your agency coordinate with other location governments in assessing system performance and the identification of possible problems through review of water quality data?
- 13.8. How many of the SSOs over the past 12 months were preventable through more proactive maintenance?
- 13.9. How many of the SSOs over the past 5 years occurred at repeat locations?
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14. 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 4.0) 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