

Appendix H

SSMP Update Log

City of Benicia SSMP - Update Log

Date	Approved By	Description
October 2009	JG, NR	<ul style="list-style-type: none"> • Section IV - Measures and Activities: updated O&M Procedures – Infrastructure Continuous Improvement memorandum; added letter and brochure mailed to local plumbing contractors; added plumber contractor listings • Section VI - Emergency Response Plan: replaced “Sanitary Sewer Overflow and Backup Response Plan” with 2009 Update • SSMP was posted on City web site
November, December 2011	JG, NR, MM	<ul style="list-style-type: none"> • Section II - Organization: Updated staff contact names & telephone numbers; updated organization chart • Section IV - Measures and Activities: Updated O&M Procedures –Preventive Maintenance memorandum, Training memorandum, Equipment and Replacement Parts memorandum; updated CIP budget; updated Utility Map memorandum and example maps; revised Lift Station Cleaning Schedule and Lift Station log • Section V - Design and Construction Standards: removed Lift Station spec (see Table V.1 for explanation) • Section VI - Emergency Response Plan: updated “Spill & Bypass Reporting procedure. • Section VII –Fog Control Program: updated FOG Control Program description; revised “Hot Spot” list (now referred to as “Watch Areas”); added example Food Handling Facility Discharge Permit; added 2010 California Plumbing Code excerpt • Section VIII – Capacity Management: updated Table VIII-1 Summary table and Capacity Management memorandum to reflect addition of final Wastewater System Master Plan executive summary, and updated CIP Budget information • Section X - SSMP Audits: added example SSMP audit (for CY 2011)
February - April 2014	NR, JG, SS	<p>Completed revisions to conform with Amended Monitoring and Reporting Requirements Order WQ-2013-0058-EXEC and to incorporated other changes and updated information. Key included:</p> <ul style="list-style-type: none"> • Section I – Updated Table of Contents and added list of SSMP Attachments • Section II – Organization. Updated contact list and organization chart • Section VI – Emergency Response Plan: replaced Spill & Bypass Reporting procedure with new document that reflects amended MRP; removed WWTP spill and bypass reporting requirements, as these requirements are contained in the WWTP NPDES permit Attachments D and G; added SSO Monitoring Plan; updated Section VI introduction to reflect the above changes • Section VII – FOG Control Program: Updated “Watch Areas” list. • Section IX – Monitoring, Measurement and Program Modifications: Attached the most recent SSO annual report. • Section X – SSMP Audit. Revised narrative to indicate a bi-annual audit requirement. Attached the April 2014 SSMP audit • Section XI – Eliminated reference to specific years in SSMP Communication Plan table of activities <p>Changes to SSMP Attachments:</p>

Date	Approved By	Description
		<ul style="list-style-type: none"> • Deleted “New Reporting Procedures from the Regional Board (RWB May 1, 2008), as these requirements have been superseded. • Deleted “RWQCB Instruction” for SSMP development (RWB September 29, 2006 letter), as these requirements and revised schedule are reflected in Order 2006-003-DWQ • Updated MRP for Order 2006-003-DWQ to July 2013 version • Added “Enrollee’s Guide to SSO Database” Table of Contents and link to full document on SWRCB web site • Added RWB October 3, 2012 letter “Discontinuation of Requirements for Annual Reports of Sanitary Sewer Overflows (SSOs), and Annual Sewer System Management Plan (SSMP) Audits” • Consolidated 2006, 2007, 2008 Statements of Compliance (for preparation of SSMP) into a single document on web site • Added SSMP Update Log
September 2016	NR, CW	<p>Minor updates and revisions, including:</p> <ul style="list-style-type: none"> • Revised/rearranged audit form to conform with order and titles of “Elements” in Statewide Order (formerly organized according to Region 2 template). Added several trend charts to audit report. • Section 6 Emergency Response Plan: Updated ERP to most recent (July 2015) version by DKF Solutions, Inc. • Added City Council Resolution 15-94 approving the 2014 SSMP Update
January 2019	DV, CW	<p>Minor updates and revisions, including:</p> <ul style="list-style-type: none"> • Cover: Added CIWQS Agency Name and WDID number • Section II Organization: updated PW memorandum that lists staff responsibilities, contact information, and SSMP Organization Chart. • Section III Legal Authority: <ul style="list-style-type: none"> ○ Table III-1, added reference to BMC 13.50.090 (relates to slug discharges to collection system) ○ Undated reference to California Admin. Code Title 24 Part 1 ○ Attached most recent versions of BMC text for several referenced sections • Section IV Measures and Activities: Updated Table IV-1 and Table IV-2 to reference the most recent tracking tools used to document system assets and O&M activities. Deleted several hard copy forms, added example screen shots of system information and video inspection from CMMS. • Section X SSSMP Program Audits: Updated Table X.1 referencing SSMP audits, attached most recent (2016-2017) audit report
Sept 2020	DV, CW	<p>Minor updates and revisions, including:</p> <ul style="list-style-type: none"> • Revisions to description of FOG Program to conform with current practices. • Added 2018-2019 Audit report.
June 2025	JG, CW	<p>Overall format of the document was changed to facilitate future editing – no longer using system of Publics Works memoranda with attachments. Some restructuring and addition of subsections to conform with requirements of the new General Order. Section numbers are now numeric rather than Roman numerals. Added hyperlinks to external documents where possible. All appendices have been moved to the end of the document (rather that separate appendices for each section). Changes and updates to specific sections were as follows (Changes to appendices are based on current numbering):</p>

Date	Approved By	Description
June 2025, continued		<ul style="list-style-type: none"> • Section 1: Added SSMP Plan Update Schedule, expanded asset overview description, added table for number of sewer connections by type (residential, commercial, etc.), updated information on CMMS, added definitions subsections. Replaced system map with version from GIS system. • Section 2: Updated Org Chart, added GIS Coordinator position, revised description for Maintenance Superintendent and Field and Utilities Supervisor, added subsection for Spill Reporting Chain of Command • Section 3: Revised/expanded listing of legal authorities to conform with General Order requirements • Section 4: Updated description of mapping, data management systems, lift station cleaning schedule, training, equipment inventories and plumber outreach. Added discussion of sewer lateral maintenance, added screen shots from CMMS. Deleted hard-copy O&M forms that are no longer used. • Section 5: Minor updating of text, added links to external documents. • Section 6: Updated description of SERP and 2023 SERP update. Added table cross-referencing General Order requirements with SERP subsections. Expanded subsections for notification and reporting. Added notification and reporting summary table. • Section 7: Moved background documents to Appendix D. Updated Table 8 “FOG Watch Areas”. • Section 8: Updated section to incorporate discussion of 2020 Master Plan Update and Condition Assessment. Added Figure showing recommended CIP locations. Updated list of current CIP projects. • Section 10: Updated Table 11 with additional information regarding public notification • Appendix A: Replaced SERP with 7-15-23 Update • Appendix B: Added several logs and forms • Appendix E: Documents related to Section 8 (CIP): summary of recommended CIP projects from June 2020 Master Plan Update and Facility Condition Assessment, and 2025 Project Listing Review /prioritization. Provided links to Mater Plan documents on PW web site. • Appendix F: Added 2025 Audit

JG: Jeff Gregory, Wastewater Treatment Plant Superintendent (former), Deputy Public Works Director (current)

NR: Nathaniel Rankin, Public Works Maintenance Superintendent (former)

MM: Melissa Morton, Public Works Director (former)

SS: Steve Salomon, Interim Director of Public Works (former)

DV: Drake Valentine, Public Works Field Utility Supervisor, Acting Public Works Maintenance Superintendent (former)

JG: John Gant, Public Works Maintenance Superintendent (current)

AM: Andy Morris, Interim Public Works Maintenance Superintendent (former), Wastewater Treatment Plant Superintendent (current)

CW: Carrie Wenslawski, Public Works Management Analyst (current)