

## Appendix J-1

### Procedure for Audit Form

#### **Roseville WWC Division SSMP Audit Procedure**

The WWC Division will monitor and review sewer performance metrics on a monthly basis and the status of each element of the SSMP on an annual basis for the first two years following the adoption of this SSMP. Formal SSMP audits will be conducted every two years following the adoption of this SSMP.

The Wastewater Superintendent will generate the following information and system metrics on a monthly, quarterly, semi-annually and annually for the purpose of tracking, monitoring and adjusting the performance of the WWC Division's SSMP activities.

- System Information
- Financial Information
- Sewer Maintenance
- Performance Measures

A primary focus in the evaluation of WWC Division information and system metrics will be the elimination of preventable SSO and reduction of the impact of those SSOs that do occur.

The WWC Superintendent will perform periodic internal audits to determine the effectiveness of each element of the WWC Division's SSMP using the Roseville WWC Division Audit form (Attachment A). During this audit, a review of the Key Performance Indicator Metrics, specific SSMP elements and their associated timelines, will be reviewed for compliance with SSMP requirements. It is recommended that this be documented and reviewed on a quarterly basis. The KPI Metrics sheet is in Appendix I-4

The WWC Division audit schedule is as follows:

- Annually for the first two years following the adoption and approval of this SSMP.
- Every two years thereafter the adoption and approval of this SSMP.
- This SSMP will be updated every five years from the date of adoption and approval and will include all significant program changes that have occurred following the last City Council certification/approval.

The Wastewater Utilities Manager will initiate/direct corrective action to be taken when and if SSMP improvements are needed between/during periodic internal audits.

When significant changes are made to the WWC Division's SSMP that require re-certification the WWC Superintendent will enter the data in the online SSO database and mail the form to the State Water Board.