



Oceano Community Services District

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Date: February 11, 2026

To: Board of Directors

From: Tony Marraccino, Utilities Systems Manager
Nicole Miller, Account Administrator III
Peter Brown, General Manager

Subject: Agenda Item 8(D): Consideration of a recommendation to approve the 2025 Update to the Sewer System Management Plan (SSMP)

Recommendation

It is recommended that the OCSD Board review and approve the 2026 Update to the Sewer System Management Plan.

Discussion

In February 2020, the Board of Directors approved an update to the 2015 Sewer System Management Plan (SSMP). The 2020 update was done in accordance with regulatory requirements established by the State Water Board and administered by the Regional Water Quality Control Board. The current updated SSMP is available for review on the District's website. The purpose of the SSMP is to ensure that the sewer conveyance system is properly maintained in accordance with NPDES permit requirements and that sanitary system overflows are either eliminated or minimized. The regulatory requirements include a variety of maintenance and rehabilitation requirements, documentation, and monitoring. This includes regular system inspection and cleaning, as well as the following elements included in an SSMP:

1. Agency Goals
2. Agency Organization
3. Legal Authority
4. Operations and Maintenance
5. Design and Performance Provisions
6. Overflow Emergency Response Plan
7. Fats, Oils, and Grease (FOG) Control Program
8. Capacity Management
9. Monitoring, Measurement, and Program Modifications
10. Sewer System Management Plan Audit
11. Communication Program

The SSMP must be updated every five years and is due to the Regional Water Board. The attached SSMP has been updated to current regulatory requirements. In addition, the 2026 SSMP has been updated for items identified in the 2022 and 2024 internal audits and previously reported to the OCSD Board.



Oceano Community Services District

Board of Directors Meeting

Other Agency Involvement

The Regional Water Quality Control Board is responsible for regulating the District's implementation of its SSMP. The Cal Rural Water Association (CRWA) previously assisted staff with the State Water Boards' SSMP requirements.

Other Financial Considerations

At the August 17, 2025, Oceano Capital Improvement Committee (OCIP), it was unanimously approved to recommend the attached Sanitary Sewer Capital Improvement Plan – Draft CIP Report by MKN for adoption by the Oceano Board of Directors. At the October 8, 2025, Oceano Community Services District Board Meeting, the Board adopted the District's 2025 Sanitary Sewer Capital Improvement Plan (Sewer CIP Report), which is now finalized and included in this update of the SSMP.

Aside from the need for a new Vactor and a few sewer line replacements, the most notable facility of concern remains the District's sole lift station on Pier Avenue. The Sewer CIP has both near-term and long-term recommendations for improving the lift station. Additionally, the plan addresses three high-priority sewer rehabilitation projects within Oceano.

Results

Updating the 2025 SSMP will help to ensure the District's compliance with regulatory requirements and efforts to prevent sewer system overflows and ensure that the conveyance system is functioning properly and delivering effluent from both Oceano and Arroyo Grande to the South San Luis Obispo County Sanitary District for treatment. It also promotes safe, healthy, and well-governed communities.

Attachments:

1. 2025 SSMP Update
2. [OCSD 2025 Sanitary Sewer Capital Improvement Plan](#)

Oceano Community Services District



Mission Statement: to provide the residents and visitors of the District quality, innovative, and cost-effective utilities, including water, sewer, parks & recreation, solid waste and street lighting services, through responsive and responsible local government to meet the changing needs of the community.

Sewer System Management Plan

2025 UPDATE

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List of Acronyms

Cal EMA	California Emergency Management Agency (replaced State OES)
CAP	Capacity Assessment Plan
CCTV	Closed circuit television
CDFG	California Department of Fish and Game
CIP	Capital Improvement Plan
CIWQS	California Integrated Water Quality System
CWEA	California Water Environment Association
District	Oceano Community Services District
EH	Environmental Health
FOG	Fats, Oils and Grease
FSE	Food Services Establishment
mgd	Million Gallons per Day
NPDES	National Pollution Discharge Elimination System
OCSD	Oceano Community Services District
OERP	Overflow Emergency Response Plan
OES	Office of Emergency Services (County)
RWQCB	Regional Water Quality Control Board
SHECAP	Sewer Hydraulic Evaluation and Capacity Assessment Plan
SSLOCS	South San Luis Obispo County Sanitation District
SSMP	Sewer System Management Plan
SWRCB	State Water Resource Control Board
WDR	Waste Discharge Requirement

Introduction

Background

Oceano Community Services District (District) is an unincorporated coastal community on the south coast of San Luis Obispo County. The community is adjacent to the Cities of Grover Beach and Arroyo Grande to the north, county unincorporated agriculture to the east and southeast, the Oceano Dunes to the southwest, and the Pacific Ocean to the west. The District has a population of approximately 7,600 residents, located by way of latitude 35.10 North and longitude 120.61 West, and encompasses an area of approximately 1.7 square miles.

Figure 1: Aerial View of Oceano Community Services District



The purpose of this 2025 update to the Sewer System Management Plan (SSMP) is to provide the 5-year update to the 2020 SSMP. Consistent with the original 2010 SSMP, the 2015 and 2020 SSMP updates, the 2025 SSMP sets forth policies and practices to minimize the potential for sewer spills and outlines the general management of the sewer system. It identifies how the District responds to spills and regulatory reporting requirements to help ensure that the District is prompt when and if spills occur, including communication with other agencies and minimizing risks to public health and safety.

This SSMP is designed to meet the regulatory requirements of both the RWQCB and the Statewide Waste Discharge Requirements as well as the National Pollution Discharge Elimination Permit (NPDES) requirements. The organization of this document is consistent with the 11 SSMP “Elements.” It also includes appendices that provide additional details. Some details are incorporated by reference when they are included in other official documents of the District, and when those other documents are formally updated more frequently than the SSMP, the most recent update is applicable. Other details were included in the 2010 SSMP and excluded in the

2015 and 2020 updates. These include education and other reference materials maintained by the District in its SSMP administrative files and available to regulatory agencies immediately upon request. By reducing the details in the appendices, the District's position is that the 2025 SSMP provides a better document for staff training and for use in an emergency.

The SSMP includes eleven sections, as follows:

1. Goals
2. Organization
3. Legal Authority
4. Operations and Maintenance
5. Design and Construction Standards
6. Overflow Emergency Response Plan
7. Fats, Oils & Grease Control Program
8. System Evaluation and Capacity Assurance Plan
9. Monitoring, Measurement, and Program Modifications
10. Sewer System Management Plan Audits
11. Communication Plan

System Overview

The District maintains a sewer collection and conveyance system, which encompasses over 22 miles of sewer mains with corresponding manholes, approximately two thousand and five (2,005) active service laterals, and one lift station. The district also provides service to two thousand seventy-two (2,227) active accounts. Of these, one thousand nine hundred sixty-three (2,112) are residential, one hundred one (99) are commercial, and eight (16) serve local Public Agencies. System Maps are maintained and updated regularly by staff with assistance from the District Engineer.

The District is responsible for the wastewater collection and transport systems up to the point of discharge into the South San Luis Obispo County Sanitation District (SSLOCSD) trunk system. The District recognizes its responsibility to protect public health and safety, and the environment, while carrying out its duties in operating the collection system, including the ongoing implementation of this SSMP.

Element 1 - Goals

The “Goals” of the SSMP were updated to include objective performance measurements. The purpose of adding objective performance measurements is to help ensure that the District is accountable to meet the ongoing requirements of the SSMP.

1.1 Regulatory Requirements

The summarized requirements for the Goals element of the SSMP are as follows:

RWQCB Requirement:

The Collection system agency must develop goals to manage and maintain all parts of the collections system. The goals should address the provisions of adequate capacity to convey peak wastewater flows, as well as a reduction in the frequency of sanitary sewer overflows (SSOs) and the mitigation of their impacts.

SWRCB Requirement:

The Collection system agency must develop goals to properly manage, operate, and maintain all parts of its wastewater collection system in order to reduce and prevent SSOs, as well as to mitigate any SSOs that occur.

1.2 Goals Discussion

The Oceano Community Services District seeks to provide a dependable and properly maintained system for wastewater collection for its constituents by meeting the following goals:

- To be available and responsive to the needs of the public in reference to the public sewer system;
- To work cooperatively with local, state, and federal agencies to reduce, mitigate, and properly report SSOs;
- To properly manage and maintain the District's public sewer system lines to minimize SSOs;
- To meet all applicable regulatory notification and reporting requirements; and
- To comply with the following objective performance measurements:
 - 100% of monthly CIWQS reports are submitted accurately and on time.
 - 100% of notifications and reportable spills, if any, are made timely and in accordance with the regulatory requirements.
 - 100% of work orders are completed, documented, and filed in accordance with the SSMP.
 - 100% of FOG inspections are completed on time.
 - 100% of jetting and maintenance is completed, including for High Maintenance Areas.
 - An audit is placed on the Board of Directors agenda every other year, no later than February 28th, which provides the statistics on these objective performance measurements for the prior two calendar years.

Element 2 - Organization

The intent of this section of the SSMP is to identify the District staff responsible for the implementation of the SSMP, responding to SSO events, and meeting the SSO notification and reporting requirements. This section also includes the designation of the Legally Responsible Official (LRO) to comply with the SWRCB requirements for completing and certifying spill reporting.

Element 2: Organization Appendix “A”

Supporting information for Element 2 is included in Appendix A, which contains the following:

- **Utility Operations Department Contact Numbers (updated as needed)**
- **District Board of Directors' names (updated as needed)**
- **Chain of Communication of Sanitary Sewer Overflows (updated as needed)**
- **Organizational Chart (updated as needed)**

2.1 Regulatory Requirements

The summarized requirements for the Organization element of the SSMP are as follows:

RWQCB Requirement:

The collection system agency's SSMP must identify staff responsible for implementing measures outlined in the SSMP, including management, administration, and maintenance positions, and identify the chain of communication for reporting and responding to SSOs.

SWRCB Requirement:

The collection system agency's SSMP must identify:

- The name of the responsible and authorized representative
- The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. Include lines of authority as shown in an organization chart or similar documents, with a narrative explanation

2.2 Chain of Communications

The chain of communication for reporting SSOs, from receipt of a complaint or other information, including persons responsible for notifications to the California Office of Emergency Services, and for reporting SSOs to CIWQS in accordance with “State of California Water Resources Control Board Order No. WQ 2013-0058-EXEC.” Copies of this SSMP are maintained together in binders at the District's Administrative Office, Field Office, and each field vehicle to enhance access during emergencies.

2.3 Oceano Community Services District Organization

The District is governed by a five-member body, known as the Board of Directors, with each Board Member normally serving a term of four (4) years. The Board of Directors is an elected body that makes decisions that are in the best interests of residents and the District. The Board of Directors establishes policy, sets goals and objectives, approves the annual budget, approves expenditures, and performs other related functions.

The Utility Systems Manager is responsible for all Wastewater Collection operations and reports directly to the District General Manager, who reports to the District Board of Directors.

The role of the Utility Systems Manager is the authorized representative responsible for the implementation of the Sewer System Management Plan (SSMP), including, but not limited to, the following:

- Preventative maintenance work.
- Responding to spills when they occur.
- Complying with all SSMP regulatory notification and reporting requirements.

The District General Manager is responsible for management oversight and ensuring that the Utility Operations Manager is implementing the SSMP, including but not limited to the following:

- Ensuring that administrative procedures and work orders are documented and filed in an organized manner, and available for inspection immediately by regulatory agencies.
- Ensuring that any items requiring consideration by the Board of Directors are timely.
- Ensuring that the SSMP audits and plan updates are completed in a timely manner.
- Ensuring the SSMP information on the District website is updated in a timely manner
- Ensuring that the Utility Systems Manager has met the District's responsibilities in preventative maintenance, responding to SSOs, and requirements for notification and reporting.

Other staff members include Utility Systems Operators and Administrative staff.

The District has operational staff on call twenty-four (24) hours per day.

Office & 24 Hr. Emergency

The Oceano Community Services District Office lobby is open Monday through Friday from 8:30 am to 4:00 pm, excluding holidays. All emergency Utility Operations Department calls can be directed to the District's direct line, and on-call staff will respond.

**Oceano Community Services District
1655 Front Street
Oceano, CA 93445
(805) 481-6730**

2.4 Responsibility for SSMP Implementation

The following table illustrates the responsibilities for implementing each SSMP Element.

Table 2-1: Responsibility for SSMP Implementation by Element

Ele	SSMP Description	Responsible Person(s)
1	Goals	General Manager
2	Organization	General Manager
3	Legal Authority	General Manager District Counsel
4	Operations and Maintenance	Utility Systems Manager
5	Design and Performance Standards	Utility Systems Manager District Engineer
6	Overflow Emergency Response Plan	Utility Systems Manager
7	Fats, Oils, and Grease Control Plan	Utility Systems Manager
8	System Evaluation and Capacity Assurance Plan	Utility Systems Manager Contract District Engineer
9	Monitoring, Measurement, and Program Modifications	General Manager
10	SSMP Audits	General Manager
11	Communication Plan	General Manager

2.5 Chain of Communication for Responding to SSOs

The Chain of Communication for responding to SSOs begins with contact with the Oceano Community Services District.

The Oceano Community Services District contact number is **(805) 481-6730** and is answered 24/7.

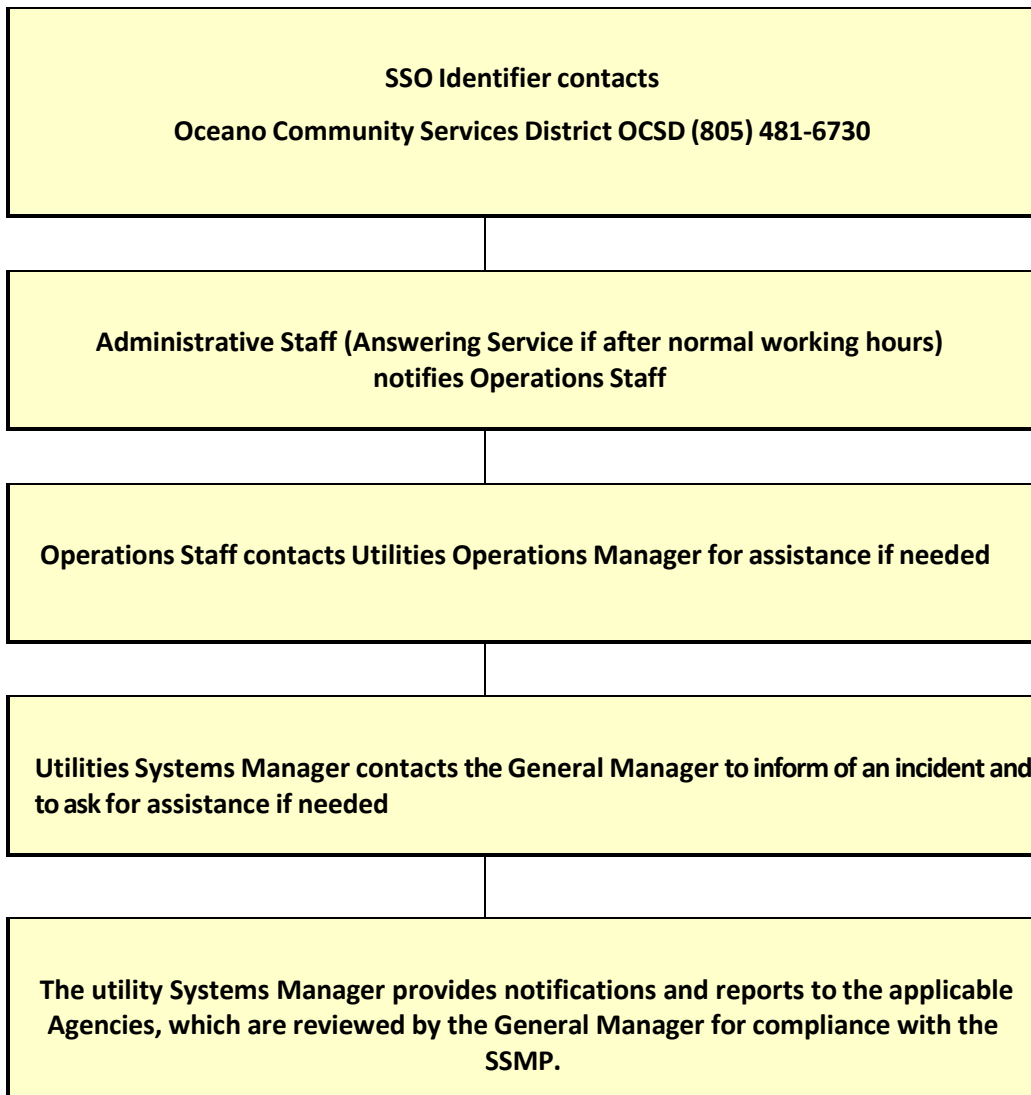
All after-hours emergencies are forwarded to the on-call Utility Systems Operator by the District's answering service.

Specific documentation has been developed and implemented for all operational staff's use in responding to calls, including spills. Work orders are established for all calls, including documentation, in the event of a spill. The spill documentation is then transferred to the State using the mandated online reporting system located at <https://ciwqs.waterboards.ca.gov/>. Below are the step-by-step procedures followed in the event of a spill to protect the public and waterways.

In the event of a possible wastewater spill or when staff is contacted concerning odors, standing water, or an overflowing manhole, the following steps are taken to verify the report and ensure the safety of the public:

1. The receiver of the call (District Staff) will obtain the location from the contact person and record any description they may have of the problem using all proper documentation. Additionally, District Staff will obtain the caller's name and phone number for any follow-up information.
 - a. Lift station alarms are set up with automatic dialers that call all four District field personnel.
2. The District Staff will contact the on-call Utility Operations personnel by phone immediately and direct staff to the described location. The sewer system overflow report is initiated and provided to the responding staff.
3. Operations Staff will proceed to the location to verify the report.
4. The on-call Utility Operations personnel may request further support. If a staff member is dispatched, they will keep administrative staff informed of progress as necessary.
5. Operations Staff will notify the Utility Operations Manager or their delegate.
6. The Utility Operations Manager or their delegate will notify the California Office of Emergency Services if a spill equal to or greater than 1,000 gallons contacts or is probable to contact surface water.
7. Upon completion of containment and clean-up, the Utilities Systems Manager will use the Sewer System Overflow Report (SSOR) to complete the final spill report to the SWRCB CIWQS database and the Regional Water Quality Control Board (RWQCB) (An example of the SSOR is found in Appendix C).

Figure 2-2 - Chain of Communication for Responding to SSOs



Element 3 – Legal Authority

The District established comprehensive Sanitary Sewer System Rules and Regulations through the adoption of Ordinance 1984-2 (District Code 9.02.030–9.14.010), which is available on the District website and to the public upon request.

Element 3: Legal Authority Appendix

There is no appendix associated with Element 3.

3.1 Regulatory Requirements

The District will demonstrate, through its sewer ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- Prevent illicit discharges into its sanitary sewer system (examples may include Inflow & Infiltration (I/I), stormwater, chemical dumping, unauthorized debris, and cut roots, etc.);
- Require that sewers and connections be properly designed and constructed;
- Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency; and
- Limit the discharge of fats, oils, grease, and other debris that may cause blockages.

3.2 Legal Authority Discussion

The sections of the District's legal authority to prevent illicit discharges into the sewer system, including I/I from laterals, storm water, unauthorized debris, etc., can be found in:

- District Code 9.02.030 - 9.14.010:
 - District Code 9.12.020 - Drainage into Sanitary Sewers Prohibited
 - District Code 9.12.030 - Types of Wastes Prohibited
 - District Code 9.12.040 - Other Wastes Prohibited
 - District Code 9.10.030 - Interceptors Required
 - District Code 9.04.030 - Design and Construction Requirements
 - District Code 9.12.090 - Manner of Connection of Building Sewer to Lateral Sewer
 - District Code 9.10.070 - All Work to be Inspected
- South San Luis Obispo County Sanitation District's 2011-1 Pretreatment Ordinance and Requirements
- South San Luis Obispo County Sanitation District's 2008-01 FOG Ordinance

The District is a satellite wastewater collection system that discharges into the South San Luis Obispo County Sanitation District's (SSLOCS D) trunk line.

3.3 Design and Construction

This section of Legal Authority defines requirements for the proper design and construction of sewers. The purpose of the Standards and Specifications is to provide minimum standards for the design, acceptable types and uses of materials, and the preparation of plans for construction, repair, or alteration of District sewer and water facilities.

- District Code 9.02.030 - 9.14.010:
 - District Code 9.06.020 - Permits required
 - District Code 9.02.030 - Uniform Plumbing Code
 - District Code 9.04.030 - Design and Construction Requirements
 - District Code 9.12.090 - Manner of Connection of Building Sewer to Lateral Sewer
 - District Code 9.10.070 - All Work to be Inspected

The sections above do not address the pipe size that should be used. The applicant must receive approval for all work proposed by the County of San Luis Obispo and the South San Luis Obispo Sanitation District prior to the commencement of work.

The standards and specifications used are obtained from San Luis Obispo County or the State of California.

3.4 Ensure Access for Maintenance, Inspection and Repairs

The District's current Ordinance permits District Staff with proper identification to enter premises for inspection, sampling, and testing.

- District Code 6.12.090 – Admittance of District's Employees to Customers' Premises

3.5 FOG Control

The District has developed a FOG Control and Inspection Program. The District, as a member agency, falls under the jurisdiction of the South San Luis Obispo County Sanitation District's FOG Ordinance. The FOG Ordinance and the District's FOG Control Program work in conjunction to governing the sewer system regarding FOG discharges.

- District Code 6.14.010 - Promulgating the Rules and Regulations of the Oceano Community Services District, District Code 9.12.060 - Interceptors Required
- Pretreatment Ordinance 2011-1 (South San Luis Obispo County Sanitation District)
- FOG Ordinance 2008-01 (South San Luis Obispo County Sanitation District)

See Element 7 for detailed information pertaining to the FOG Control Program.

3.6 Enforce Violations of its Sewer Ordinance

It is essential to protect the District from chronic violators of illegal discharges or manipulations of the sewer system. In the event that a person fails to comply with the current regulations, violations will be issued. The right to do so is found in:

- District Code 6.04.020:
 - Section M - Liability for Violation of Ordinances, Rules and Regulations
 - Section N - Continued Violation is a Public Nuisance
 - Section O - Disconnection for Violation
 - Section Q - Means of Enforcement

- Section R - Violations of Ordinances, Rules, and Regulations is a Misdemeanor
- Section S - Violator Liable for Any Expense, Loss, or Damage to the District

The above sections allow the District to serve written notification of a correction to any person who violates the District Code, and that person will be held liable for any damages resulting from such violation.

3.7 Sewer Use Fees

Sewer fees are periodically reviewed for proper fee structure and applicability. This is further discussed in:

- District Code 9.08.020:

Section A– Rates and Fees

Rates, fees, and charges assigned and collected, and the terms, provisions, and conditions to be effective respecting such rates for any service performed or provided by the District shall be fixed and established by the Board by separate ordinance. The Board also reserves the right to change the schedule of fees, rates, and other charges at any time.

Element 4 – Operations and Maintenance

The Oceano Community Services District understands that the responsibility for the operation and maintenance of the collection system extends beyond that of the maintenance staff. An efficient system involves the joint cooperation of agency engineers, management, maintenance staff, and the District's customers.

The District's operations and maintenance of its collection system ensure the system remains in good working condition. It requires that the system be regularly maintained so that wastewater enters the treatment plant efficiently. As maintenance staff perform regular repairs and maintenance, they provide practical experience and knowledge vital to the operation of the sewer system.

Element 4: Operations and Maintenance

Supporting information for Element 4 is included in either an external document, such as the District's Annual Budget, and hereby incorporated by reference, or in **Appendix B**, which contains the following:

- **Capital Improvement Budget (See Annual Budget Fiscal Year 2025-2026)**
- **High Maintenance Areas (HMA) and Sewer System Cleaning Schedule (Appendix B)**
- **Collection system map (Appendix B)**
- **Inventory List (Support Schedules for the District's Annual Audit)**
- **Investigative Form (Appendix B)**
- **Maintenance Work Order Form (Appendix B)**

4.1 Regulatory Requirements

The SSMP must include those elements listed below that are appropriate and applicable to the Agency's system:

4.1a Collection System Map

Each wastewater collection system agency shall maintain up-to-date maps of its wastewater collection system facilities, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater pumping and piping facilities.

4.1b Preventive Operation and Maintenance

Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventive Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders.

4.1c Rehabilitation and Replacement Plan

Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system of ranking the conditions of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects.

Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short and long-term plans plus a schedule for developing the funds needed for the capital improvement plan.

4.1d Training

Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained.

4.1e Inventory

Provide equipment and replacement part inventories, including identification of critical replacement parts.

4.2 Collection System Map – See Appendix B

The District maintains a collection system map that identifies the following features: locations of sewer lines, manholes, cleanouts, pipe sizes, and pipe materials. The pump station and other special structures are also identified.

As-built plans and construction drawings are used to update the system map as it is altered or new appurtenances are added. The field crews and contractors make notations where installation deviates from construction documents, and the District Engineer updates the drawings.

4.3 Preventative Operations & Maintenance

The District's maintenance Staff are trained to think of maintenance in terms of two different types.

Corrective maintenance refers to immediate maintenance: This can be an actual collapse of an existing sewer, stoppage due to roots, grease, or other foreign materials, or excessive inflow or infiltration. These conditions require immediate action to correct the problem and are further discussed in Section 6 – Overflow Emergency Response Plan.

Preventive maintenance which involves inspection of the sewer system and analysis of existing data to identify trouble areas: This provides guidance in developing the type, degree, and frequency of maintenance required.

4.3a Pipeline Maintenance

The Oceano Community Services District has developed a year-round pipeline maintenance program with an emphasis on preventive maintenance, including the following:

- Known trouble locations are identified on the collection system map as “Hot Spots” and are jetted twice per year, or more frequently as needed.
- Trouble areas are videotaped when needed.
- 15 miles of pipeline is jetted per year, with a video prepared when obstructions or other issues are observed during the jetting efforts. This preventative maintenance effort was initiated in 2014 in an overall effort to provide for more extensive jetting than in previous years. As the District proceeds in this higher level of effort, it will be able to identify any additional high-maintenance areas, as well as those that do not require as much maintenance, and develop a more efficient program over time.
- Based on cleaning and videos, the District determines which areas of the pipeline system would benefit the most from rehabilitation or replacement.

- The District also implements and oversees an active Fats, Oils, and Grease (FOG) Control Program.
- The District's collection system includes a pipeline under the Airpark Drive Bridge which was replaced in 2018.

4.3b Manholes

The Oceano Community Services District uses visual manhole inspections as part of day-to-day maintenance. It is an inexpensive and quick method of detecting inflow/infiltration sources, the general structural condition of the manhole, and the accuracy of previous system mapping.

Visual and video inspections are used to determine the following:

- Location of manholes;
- Condition of cover and frame (defects of which may allow inflow);
- Determination if the cover is subject to ponding or surface runoff;
- Potential areas that drain to any defects;
- Condition of benching, risers, grade rings, and collar; and
- Condition of sewer pipe entering manhole.

Manhole repairs are required to correct structural deficiencies and the effects of corrosion on the internal surface and to eliminate the entrance of surface inflow or groundwater infiltration. Oceano Community Services District installs manhole inflow covers to minimize potential inflow when defects are discovered.

4.3c Lift Station Maintenance

The District maintains one (1) lift station with duplicate equipment and functions. This provides the flexibility necessary for continued operation during shutdowns due to scheduled maintenance or emergencies. Regular inspections are performed on the lift station that include the bearings, seals, and scheduled lubrication, electrical equipment, instrumentation, wet well, screening devices, venting, and general housekeeping. Field crews inspect the lift station regularly as part of other maintenance activities.

4.3d Investigation (Complaints)

The investigative form is used to record complaints from the public or from another governmental agency. This report becomes a permanent record and is subject to review. The operators ensure that entries are complete and accurate. The District makes every effort to respond immediately to all sewer-related complaints, followed by prompt correction of any defective condition.

4.3e Maintenance Records

The District uses a maintenance request form. This form provides written documentation of specific work that is completed in the field. It includes the day and time the work was requested, along with its location, description of the problem, and the action that Staff took to resolve the problem. This tool is essential to the District. It allows a basic method of determining HMA locations or areas that may require more attention than previously known.

4.4 Rehab (Repair) and Replacement Program

There are several measures that can be adopted to keep the existing sewer collection system functional. These range from local rehabilitation to complete replacement of a section of the sewer.

Rehabilitation is employed when a section of the sewer collection system fails or appears to be about to fail, resulting in inflow/infiltration (I/I) problems, or the potential for blockage of flow. There are several repair methods available. The choice of method or combination of methods depends on the physical condition of the sewer system components (i.e., pipeline sections, manholes, and service connections) and the nature and magnitude of the problems. If the problem does not involve the structural integrity of the system's components or the need to increase the capacity of the existing system, rehabilitation can be an effective way of restoring the utility of the failing system component.

Replacement involves the removal of the existing damaged pipes or manholes and replacing them with new ones. The cost of this method, however, is generally much higher than rehabilitation alternatives, and the duration of work is generally longer.

The District considers many factors when deciding between rehabilitation and replacement. The District cleans and inspects the system regularly, and the operations Staff determines if potential problems with the sewer system require rehabilitation or replacement. Lift Station repairs are normally done in-house. Mechanical repairs are performed at the maintenance yard. Minor electrical repairs are undertaken at the lift station by operations staff; otherwise, the District has two on-call electrical contractors when needed. In general, the District maintains in stock a recommended list of spare parts. Repairs requiring outside job contracts are those considered major or more complex in nature, such as control systems, motors, variable speed drives, and valves, and are subcontracted.

4.5 Capital Improvement Program (CIP)

A sewer system evaluation was completed in 2025, and results included 15 Capital Improvements at that time. Other than regular maintenance of the system and lift station, the collection is adequate for the services provided. Future evaluations will be performed. The lift station from 1964 is a high priority in the District's capital improvement program.

4.6 Employee Training

Training is provided as a part of various programs and includes formal classroom training, informal on-the-job training, and hands-on training. Training is facilitated by both district Staff and outside training workshops. On-the-job cross-training is pursued to ensure staff have a proficient working knowledge of the sewer system. District staff are cross-trained so that critical tasks can be done without interruption, even when the crew members change. Task proficiency is a requirement for all job positions and promotions, and training records are maintained to monitor completed classes and to schedule employee training.

Utilities Operations Staff are initially trained in the proper operation and maintenance of all new major mobile equipment and facilities by the contractor/manufacturer. Written operation and maintenance manuals are used as a resource material for initial start-up training as well as new Staff training.

Safety training is an integral part of the District's program. Every Staff member receives formal training on the following topics:

- Confined space entry, as needed.
- Traffic Control, as needed.
- Hazardous materials management, as needed.
- Spill Containment techniques & related field measures that may need to be implemented in responding to a spill (based on current industry information)
- The SSMP itself:
 - Annually, upon completion of Annual Performance Measurement Calculations:
 - To confirm annual preventative maintenance efforts
 - To confirm spill and other work order response protocols
 - To confirm documentation requirements
 - To confirm reporting protocols
 - To identify other annual training goals
 - To identify budget requests for the subsequent fiscal year.

The District implements and oversees an active Fats, Oils, and Grease (FOG) Control Program. As part of the FOG Control Program, the District authorized and provided funding for staff as Environmental Compliance Inspectors to review Best Management Practices by Food Service Establishments.

4.7 Equipment and Replacement Inventory

District crews maintain the pump station, but do not perform repairs or replacements of underground pipelines. Repair and replacement of underground pipelines is contracted out to licensed contractors who have the equipment, materials, and staff to complete the work. Parts that are needed for preventive maintenance are identified ahead of time for each specific maintenance task. Parts are secured prior to the start of preventive maintenance.

Redundancy is provided for key pump station equipment, and the pump station has backup power to minimize the risk of a complete shutdown. As a backup, the Utility Operations Manager has credit authority to purchase needed non-stock materials and supplies from local vendors when they are critically needed.

The District maintains equipment such as sump pumps, portable generators, traffic control, and night lighting systems in a ready state for immediate deployment in an emergency. The District also shares resources with neighboring cities.

The District has a procedure for pre-qualifying manufacturers and equipment vendors and, in some cases, purchasing sole-source equipment to standardize equipment and parts. This additional procurement option reduces inventories, simplifies procurement procedures, and reduces training, operation, and maintenance costs.

Contractor Training

The District's SSMP does not include measures for contractor training since the District does not issue building or other construction permits. (i.e. Cities and Counties issue building and construction permits). For Oceano, the County of San Luis Obispo issues building and other construction permits.

Element 5 – Design and Performance Standards

This Element of the SSMP covers the standards used by Oceano CSD to ensure proper design and construction of any additions to the collection system. Also covered is the procedure used for the inspection and testing of repair and rehabilitation projects.

Element 5 – Design & Standards Appendix

There are no appendices associated with Element 5.

5.1 Regulatory Requirements

The SSMP must identify design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations, and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems.

The SSMP must identify the procedures and standards for inspection and testing of the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

5.2 Design and Construction Standards

Oceano CSD has developed Construction Standards and Specifications that are to be used on all construction in the District. In District Code 6.04.020 Section G, the requirements are set forth as follows: “The minimum standards for design and construction of sewer services to be operated and maintained by the District shall be in accordance with the District Standards and Specifications except where requirements of the State, County, or Federal government are more restrictive, in which case the more restrictive requirement shall apply. The administration, inspection, enforcement, and acceptance shall be by the District. The District may permit modifications or may require higher standards. Before acceptance of any public service by the District, such public service shall have been tested, and all work shall have been completed in full compliance with District Standards and Specifications to the satisfaction of the District’s Engineer, General Manager, or authorized representative.”

5.3 Inspection Standards

All construction within the District will be inspected and tested for compliance with the District Standards and Specifications to the satisfaction of the District before being placed into service.

Element 6 – Emergency Response Plan

This element of the SSMP discusses the Emergency Response Plan (ERP) for the Oceano Community Services District.

The ERP addresses issues such as spill response, spill detection, mitigation, clean up, investigation, documentation, and reporting.

Element 6 - ERP Appendix C

Supporting information for Element 6 is included in **Appendix C**, which contains the following:

- **Chain of Communicating SSOs**
- **List of Agencies and Contact Information for Reporting SSOs (updated as needed).**
- **Sewer System Overflow Report (SSOR);**
- **Table 1 - SWB Order No. WQ 2013-0058-EXEC “Spill Categories and Definitions”**

6.1 Regulatory Requirements

The Agency must implement an ERP that identifies measures to protect public health and the environment. At a minimum, the plan will include the following:

- A program to ensure appropriate response to all overflows;
- Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities. All SSOs shall be reported in accordance with the California Water Code, other State Laws, and other applicable RWQCB WDR or permit requirements, and particularly State Water Board Order No. WQ 2013-0058-EXEC. The ERP Appendix identifies the contact information for officials who will receive immediate notification;
- Procedures to ensure that appropriate Staff and contractor personnel are aware of and follow the ERP and are appropriately trained;
- Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- A program to ensure that all reasonable steps are taken to contain untreated wastewater and prevent discharge of untreated wastewater to waters of the State and minimize or correct any adverse impact on the environment resulting from the SSO, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

6.2 Sewer System Overflow Notification

The District receives telephone calls at one main telephone number (805-481-6730) during business hours and emergency after hours. The District publishes this telephone number in the utility bills and on the District’s website, <http://www.oceanocsd.org/>

When District Staff members notice an SSO during their regular activities, they are instructed to call in to the Utilities Systems Manager and to begin responding to the situation immediately. The Utilities Systems Manager or delegated maintenance staff is available twenty-four (24) hours per day, seven (7) days per week, and is trained on areas that may have the highest risk of overflow. In the event of a spill, containment followed by dry chlorine and wash-down protocol

is used. If the event occurs during non-office hours, the District's 24-hour number will contact on-call staff.

6.3 Sewer System Overflow Response

During regular business hours, District office Staff dispatches one or more maintenance staff to respond to a potential SSO. The District's goal for responding to an SSO during business hours is immediate from the receipt of the call. During non-business hours, a 24-hour phone number calls on-call staff to respond to a potential SSO. The District's goal for responding to an SSO during non-business hours is 30 minutes; however, in practice, it is very common that response times are within 15-20 minutes. The collection system on-call staff becomes the SSO first responder and is responsible for mitigation, documentation, reporting, and follow-up.

District policy is to respond to all spills within the service area boundary, to provide mutual aid outside the District boundary, and to take all steps possible to prevent the spills from reaching the storm drains, flood control channels, or waters of the State. Element 2 addresses the organizational structure of the District and details the lines of authority along with the responsibilities of Staff during an emergency.

Utility Systems Staff have basic traffic control equipment, including safety tape and cones, for use in the event of an SSO. The Sheriff's Department can also be contacted to conduct crowd control, if necessary.

6.4 Chain of Communication for Responding to SSOs

See Element 2 for narrative on Chain of Command and Communication for Responding to SSOs.

Organization	Contact Person	Phone Number
California Office of Emergency Services (Contact within 2 hours Cat 1 SSO >1,000 With actual probable surface water contact	Dispatch	(800) 852-7550

6.5 Reporting Procedures

The District is registered with the SWRCB CIWQS electronic sewage spill reporting system and shall routinely utilize these procedures. An SSOR will be completed for all reportable spills. The information recorded on the SSOR is entered into CIWQS in accordance with the mandated reporting timelines. Copies of the SSOR are located in the District office.

All reporting shall comply with State Water Resources Control Board Order No. WQ 2013-0058-EXEC, which is hereby incorporated by reference. Copies are kept with this SSMP in District offices and vehicles. Categories 1 through 4 are included in **Appendix C**.

Sewage Spill Notifications and Reporting shall comply with the requirements of State Water Resources Control Board Order No. WQ 2013-0058-EXEC, which are hereby incorporated by reference. Copies of this SSMP are kept in District offices and vehicles.

6.6 Training

Currently, the District's five (5) member field crew does not have sufficient staff to handle a large-scale SSO event. Although the District staffing is limited, it has three options for immediately obtaining support:

- i. On-call private operators
- ii. Other local agencies participating in the CAL Warn emergency response program (The District's Board approved its participation in 2014).
- iii. Emergency support from the County of San Luis Obispo's disaster planning program:
 - a. Countywide Hazardous Materials Response Team in the event of a spill that includes Hazardous Materials, or
 - b. The Incident Management Team provides support in large-scale events that cannot be contained by on-call private operators or assistance response from other utilities providing mutual aid under the CAL Warn agreement.

The ERP Appendix lists the contact information for emergency response assistance identified above.

6.7 Sewer System Overflow Impact Mitigation

The ERP covers spill mitigation and cleanup, including procedures for handling a prolonged SSO situation. The ERP also covers SSO responses for different situations, including wet weather overflows and force main breaks. Mitigation efforts include instructions for setting up parameters and control zones to contain SSOs and prevent sewage from reaching surface waters, storm drains, or other sensitive environmental areas. The ERP includes discussion about public notification procedures when an SSO has the potential to endanger public health.

Utility Operations Staff have basic traffic control equipment, including safety tape and cones, for use in the event of an SSO. The Sheriff's Department can also be contacted to conduct crowd control, if necessary.

The District takes all reasonable steps to contain sewage and prevent sewage discharges to surface waters, and to minimize or correct any adverse impact on the environment resulting from the SSO, including accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

The Utilities Operations Staff will use suitable materials to block catch basin entrances to storm drains and will also vacuum up spills and provide wash down water where appropriate. The District may use the storm drain system as a containment device if needed. This is accomplished by using the outlet to the storm drain to block the spill, washing the area down with water, and then vacuuming the line.

Element 7 – Fats, Oils, and Grease Control Program

The Oceano Community Services District has an active FOG control and inspection program. To date, seventeen (17) facilities are enrolled in the FOG Control Program. The District is very proactive in addressing its high-maintenance areas attributed to grease that have a history of minor blockages created by these substances.

Element 7 Operations and Maintenance Appendix

Supporting information for Element 7 is included in **Appendix D**:

- **List of Food Service Establishments (FSEs) (Appendix D).**
- **FOG inspection forms (Appendix D)**
- **Public Outreach Materials for both residential and commercial customers; Maintained by the District**
- **CalFOG List of approved Grease Haulers; Maintained by the District**

7.1 Regulatory Requirements

The FOG source control program includes the following, as appropriate:

- Public education outreach material that promotes proper disposal of FOG;
- An Ordinance establishing the legal authority of the District to prohibit FOG discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
- Requirements to install grease removal devices (such as traps or interceptors) and the development of design standards for such devices, maintenance requirements, Best Management Practices (BMP) requirements, record keeping, and reporting requirements;
- Authority to inspect grease-producing facilities, enforcement authorities, and whether the District has sufficient staff to inspect and enforce the FOG ordinance;
- An identification of sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and
- Development and implementation of source control measures, for all sources of FOG discharged to the sewer system.

7.2 FOG Control Program Discussion

The District implements a FOG control and inspection program. The District is responsible for any enforcement needed when the FSE is not compliant after notification of violation (NOVs) are issued. The District is also responsible for preventative maintenance requirements in High Maintenance Areas.

The goal of the FOG Control Program is to inspect all Food Service Establishments (FSEs), provide education to FSEs, and reduce maintenance costs from grease-related problems. Doing so should reduce the risk of Sanitary Sewer Overflows and increase the longevity of the collection system sewer lines.

The District's FOG Control Program meets all the guidelines required by the State and Regional Water Quality Control Board and includes the following:

- Restaurants or any food service establishments (FSE) that maintain a food preparation area are required to obtain a FOG Permit.

- FSEs are inspected a minimum of twice per year. FSEs may be inspected more frequently as determined by District needs and/or as warranted by current stages of program compliance and past history.
- All FSEs are required to use best management practices (BMPs) to reduce grease discharged to the sewer system (e.g., store waste grease in barrels to haul off-site, scrape remaining food off plates, and into trash receptacles before washing).
- Any FSE planning a remodel is required to include the installation of a grease trap/interceptor.
- All new construction of FSEs will require installation of a grease trap/interceptor, regardless of size or value (type of foods produced may negate the need for trap installation; a variance will be issued in lieu of a permit for trap installation).
- Variances shall be available to FSEs that do not generate grease and do not cause related sewer blockages.
- Food grinders are prohibited in all restaurants except where specifically allowed by the District.

Several options regarding program fees will be evaluated annually. Program fees are intended to help alleviate the burden of program costs and assist in facilitating a successful FOG Control Program. The District currently charges a fee of up to \$60 bi-monthly that is added to utility bills for program and inspection costs.

7.3 FOG Control Program Outreach

Each FSE within the District can obtain a Best Management Practices Booklet and training, Grease Hauler List, Cleaning Record Form (in English and Spanish), and a No Grease Poster. These items are available from inspectors when an FSE is inspected.

Residential outreach is also an important element for reducing the amount of FOG entering the collection system. While requiring grease traps and interceptors is not possible for the residential community, education is. The District has started implementing a residential outreach program through flyers on homeowners' utility bills. Flyers intended for sewer bill distribution may involve multiple topics besides FOG to provide public education in an economically feasible manner. For example, a flyer may incorporate FOG information along with a discussion of the proper disposal of prescription medication.

The District's flyer development and distribution is an ongoing process.

7.4 Legal Authority

As a Member Agency, the District has adopted the South San Luis Obispo Sanitation District's FOG Control Ordinance – 2008-01.

The FOG Ordinance includes:

- Establishment of enforcement authority;
- Limits on types of wastes discharged to public sewers;
- Requirements on specific design and construction of grease interceptors and/or traps;
- Requirements for the installation of grease interceptors;
- Requirements for maintenance of grease interceptors;
- Enforcement; and
- Implementation measures, as appropriate.

If the District finds that a grease interceptor or gravity-separating device installed prior to the effective date of the ordinance is incapable of adequately retaining the grease or oil in the wastewater flow, the District shall notify the user, in writing, that an adequate interceptor or gravity-separating device must be installed within a specific, reasonable time period.

7.5 Identify HMA

The District's maintenance Staff continues to identify sections of the sewer collections system subject to grease blockages and establish a cleaning maintenance schedule for each section. The District has compiled a list of 'hot spots,' or HMAs, within the community. These areas of concern have been put on an increased cleaning schedule and will be monitored annually for any required changes in cleaning frequency.

The District's Maintenance Staff maintains a sewer atlas indicating each manhole location. This data is used in conjunction with cleaning logs, in which Staff will note the date and time of flushing as well as debris type and severity.

Additional information about cleaning and maintenance is included in Element 4: Operations and Maintenance.

7.6 FOG Control Measures

The District has implemented FOG control measures for all sources of FOG discharged to the sewer system. One of the elements that is provided to FSEs or interested parties is the Best Management Practices (BMP) manual. This manual helps to provide guidance and suggestions to FSEs in reducing the amount of FOG discharged. Many of the simple inexpensive procedures can reduce the amount of FOG discharged by up to 90%.

The current list of BMPs consists of the following:

1. Train kitchen Staff and other employees about how they can help ensure BMPs are implemented;
2. Post "No Grease" signs above all sinks and on the front of dishwashers;
3. Use water temperatures less than 140° F in all sinks, especially the pre-rinse sink before the mechanical dishwasher;
4. Recycle waste cooking oil;
5. "Dry wipe" pots, pans, and dishware prior to dishwashing;
6. Dispose of food waste by recycling and/or solid waste removal;
7. Properly Maintain Grease Trap/Interceptors;
8. Witness grease trap or interceptor cleaning/maintenance activities to ensure the device is properly operating;

9. Clean under-the-sink grease traps weekly or according to your permit;
10. Clean grease interceptors quarterly or according to your permit;
11. Keep a maintenance log (recordkeeping);
12. Cover outdoor grease and oil storage containers;
13. Locate grease dumpsters and storage containers away from storm drain catch basins;
14. Use absorbent pads or other similar materials in the storm drain catch basins if grease dumpsters and containers must be located nearby (absorbent pads may be required if the basin is within 20 feet of grease dumpsters or containers or if there are signs of grease in the catch basin at any distance); and
15. Routinely clean kitchen exhaust system filters.

7.7 FOG Control Program Funding

The FOG Control Program is funded annually through the Wastewater Fund. The costs of the FOG Control Program are used to establish the District's fee for FSEs participating in the FOG program.

7.8 FOG Inspections and Results

The District inspects all FSEs that are located within its jurisdiction. Each is closely evaluated to determine if the FSE is in compliance with the current regulations. Facilities that contain high FOG menu items are inspected for properly working grease traps and/or interceptors. If a facility fails an inspection, they are given a reasonable amount of time to remedy the problem. The Environmental Compliance Inspector will return to re-inspect the facility at the end of that time. To cover the cost of these re-inspections, a fine may be charged and should minimize the number of re-inspects required.

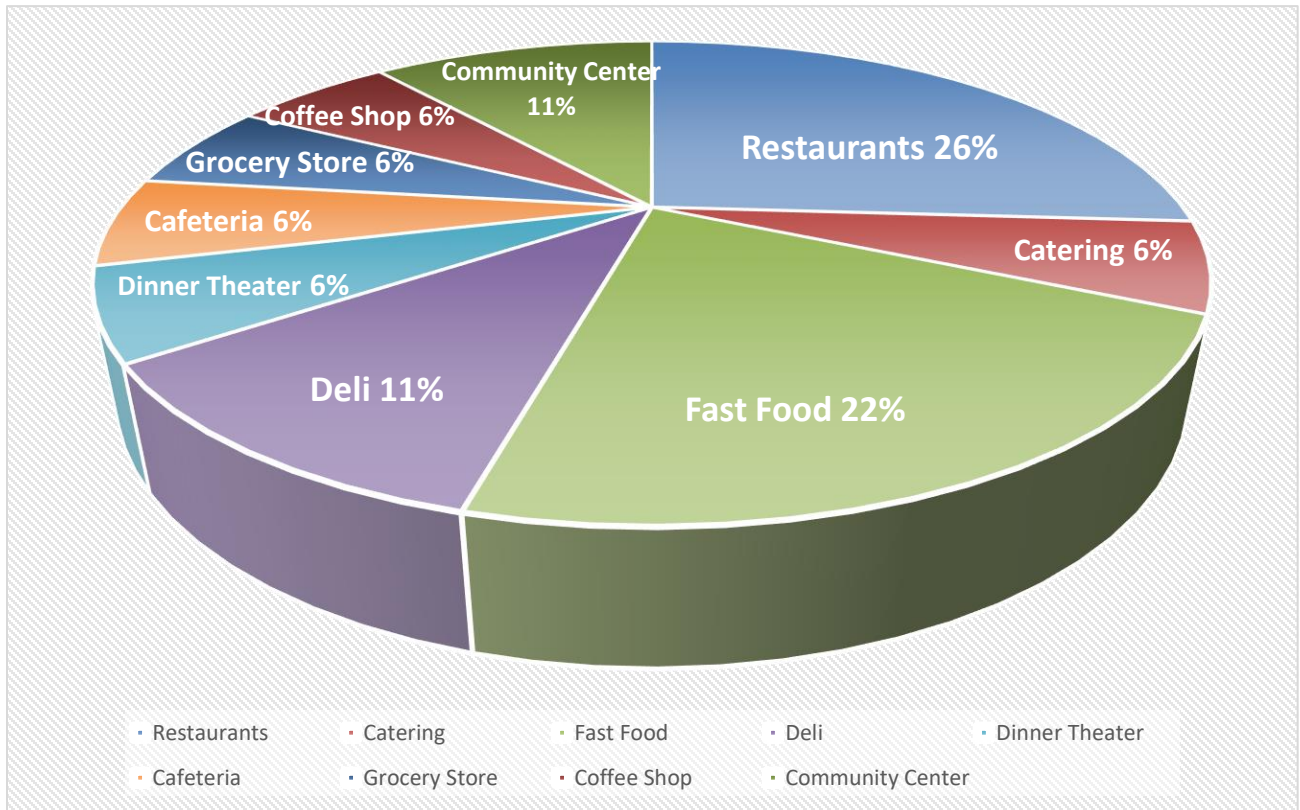
Facilities are also required to maintain proper documentation for each time their trap or interceptor is cleaned. These records must be made available for a minimum of three years on-site. In some cases, where a facility does not currently maintain a grease trap or interceptor, one may be required to be installed. This is based on current regulatory requirements. The current Uniform Plumbing Code is also closely followed in determining the type and size of the unit that will be required. Justification for trap versus interceptor installation is based upon foods served and prepared, number of drains within the facility, type of dishwasher (if any), and size and history of SSOs related to the establishment. Dye testing is also conducted, when necessary, to determine specific drainage.

There are three types of permits currently being issued. The first is the standard FOG Permit. This permit is issued to all typical FSEs that discharge FOG into the sewer system in amounts estimated to be above 100ppm. Typically, this includes all facilities that have fryers, facilities that serve high quantities of creams, soups, cheeses, and dairy, or FSEs that perform meat cutting.

Alternatively, the Variance Permit (or, in some cases, an Interceptor Permit) is issued to FSEs that do not discharge high quantities of FOG. These facilities can include coffee houses, small sandwich shops, prepackaged grocery stores, or candy stores. Should a facility with a Variance Permit sell, the new owners must obtain a new permit. An evaluation of the menu items and BMPs in place will be performed, and a new Permit will be issued at that time.

The charts below show the average type of facilities found within the District and the percentages of Standard Permits issued versus Variances. An itemized list of the FSE locations and permits is maintained by the District with inspection schedules, inspection reports, and other related information. Records will be updated on an ongoing basis to reflect any facility openings or closings and changes in permittees.

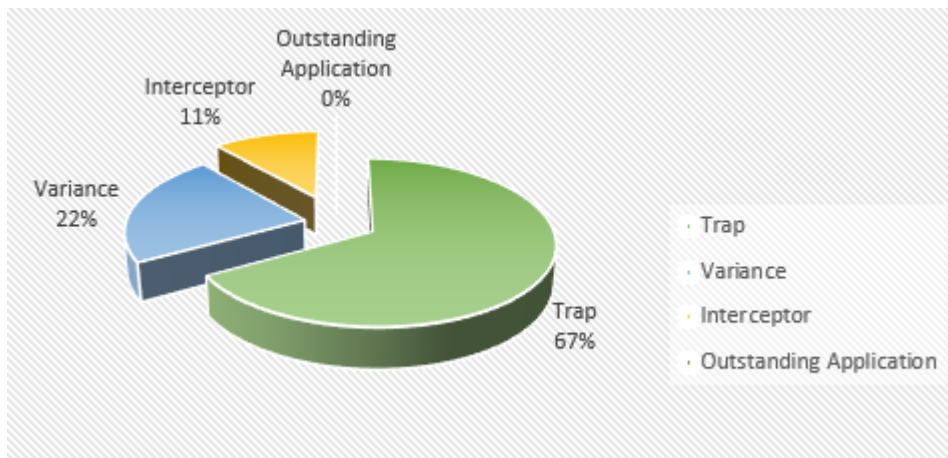
Figure 7-1 Types of Food Service Establishments



When an FSE is found to be out of compliance, the facility is reinspected to ensure compliance. Additionally, when Operations Staff is sent out on an emergency or is conducting regular maintenance and identifies high levels of FOG, they notify the Environmental Compliance Inspector staff member. The FSE of concern is then inspected, regardless of the last inspection date. The FSE is informed of the reason for the inspection, and any required remedies to compliance issues are documented at that time. The inspector may be required to conduct a follow-up visit prior to returning the FSE to its regular facility visit schedule.

Facility inspection paperwork is maintained in the District Administrative Office and is available electronically upon request.

Figure7-2 Permitted Food Service Establishments



The FOG Control Program is an ongoing process of education and compliance. The District is proud to be a part of it and is very grateful for its FSEs understanding the need for program success. Together, the District and its customers work to protect the collection system and the area's beautiful beaches and landscape, thereby promoting economic growth and prosperity.

Element 8 – System Evaluation and Capacity Assurance Plan

This element discusses the steps the District has taken to ensure adequate capacity for dry-weather and wet-weather peak flows. This includes evaluation, design criteria, and capacity enhancement measures.

Element 8: System Evaluation and Capacity Assurance Plan Appendix

Supporting information for Element 8 is included in **Appendix E**, which contains the following:

- **2025 Board Adopted Sanitary Sewer Capital Improvement Plan**

8.1 Regulatory Requirements

The requirements for the System Evaluation and Capacity Assurance element of the SSMP are summarized below:

1. Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge deficiency. The evaluation should provide estimates of peak flows associated with conditions similar to those causing overflow events, estimates of the treatment plant's key system components, hydraulic deficiencies (including components of the system with limiting capacity), and the major sources that contribute to the peak flows associated with overflow events;
2. Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified above to establish appropriate design criteria;
3. Capacity Enhancement Measures: The steps needed to establish a short and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP may include an implementation schedule and may also identify sources of funding; and
4. Schedule: The District will develop a schedule of completion dates for all portions of the capital improvement program developed in (1)-(3) above. This schedule may be reviewed and updated consistent with the SSMP requirements as described by the SWRCB GWDR.

8.2 System Hydraulic Evaluation and Capacity Assurance Plan

Oceano Community Services District (District) retained Michael K. Nunley & Associates, Inc., (MKN) to develop a Sanitary Sewer Capital Improvement Plan (CIP) focusing on the identification of high-priority projects (Priority A) recommended for completion within the next five years, medium-priority projects (Priority B) recommended for completion between five to ten years, and low-priority projects (Priority C) recommended for completion after ten years.

As part of the CIP, Closed Circuit Television (CCTV) investigations were conducted to determine existing sewer collection system conditions and identify deficiencies. Research into available funding opportunities was also conducted to present the District with current public and private grants and low-cost financing options. MKN retained subconsultants National Plant Services, Inc., (NPS) for the completion of CCTV investigations and Rincon Consultants, Inc., (Rincon) to conduct research into available funding.

A Preliminary Sanitary Sewer CIP Workshop was held in November 2024 to establish District-identified priority projects, discuss system deficiencies, and reach consensus regarding the priority of deficiencies potentially uncovered during inspections. The

agreed-upon weighting and scoring were used to establish a risk analysis framework for classifying deficiencies observed.

CCTV, manhole, and the Pier Avenue Lift Station inspections were conducted in December 2024 and February 2025. Applicable data was gathered and compiled, and a risk analysis was conducted to identify areas of concern within the sewer collection system. Identified deficiencies were classified within the established risk analysis framework, and localized deficiencies were grouped into priority projects. A complete list of the identified priority projects is listed in the “Sanitary Sewer Capital Improvement Plan 2025”. (Appendix E).

In summary, for the Gravity Collection System: 15 projects have been recommended for replacement (see the Priority Project Capital Expenditures in the Sanitary Sewer Capital Improvement Plan (2025)).

Element 9 - Monitoring, Measurement and Program Modifications

This section of the SSMP discusses monitoring, measurement, and program modifications employed by the District. The District may prepare and implement program modifications, as appropriate, to address deficiencies or as preventive measures to improve the overall collection system. This section fulfills the Monitoring, Measurement, and Program Modification requirements for both the RWQCB and SWRCB.

Element 9: Monitoring, Measurement, and Program Modifications Supporting information for Element 9 is included in the following:

There are no appendices associated with Element 9. (See Appendix B – Work Order)

9.1 Regulatory Requirements

The Agency will develop a monitoring, measurement, and modification program to maintain the relevant information that can be used to establish and prioritize appropriate policies, procedures, processes, and program funding within the SSMP. This program shall:

- Maintain relevant information that can be used to establish and prioritize appropriate processes within the SSMP;
- Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
- Assess the success of the preventative maintenance program;
- Update program elements, as appropriate, based on monitoring or performance evaluations; and
- Identify and illustrate SSO trends, including frequency, location, and volume.

9.2 Maintenance Records

The District uses a “work order” maintenance request form. This form provides written documentation of specific work that is completed in the field. It includes the day and time the work was requested, along with its location, description of the problem, and the action that Staff took to resolve the problem. Work orders are also established for preventative maintenance and rehabilitation efforts. The work orders are categorized according to type. Hard copies are filed in the District’s Administrative Office, in files that are organized by calendar year and by category, after review by the General Manager.

The work order system is essential to the District. It allows a basic method of determining HMA locations or areas that may require more attention than previously known. The District will maintain relevant information to establish and prioritize appropriate SSMP revisions or updates. If an SSO occurs within the District, the data collected and all relevant information will be documented. The Utility Operations Manager shall keep an annual record of the incidents and assumed causes of the spills. This information is reported monthly to the SWRCB via the CIWQS database. The information is also used to plan activities, programs, and policies that are designed to help eliminate future SSOs.

9.3 Updates

The SSMP is a living document and will be updated as needed. The intention of the District is to use the SSMP for training, planning, and regular maintenance of the collection system. As the document is used, any deficiencies or discrepancies should be observed and corrected. Staff meetings are held on a regular basis and any changes that should be made will be discussed as appropriate.

9.4 Identifying Trends

The District plans to identify and illustrate SSO trends, including frequency, location, and volume, as part of the SSMP updates. A trend of either frequency or volume could indicate a chronic problem that should be specifically identified within the collection system. Should the District identify an area prone to problems, known as “hot spots” or HMAs, maintenance, and inspection services to these areas will be increased, as discussed in Element 4. If increased maintenance is not enough, repair or replacement will be considered. The location of each work order is tracked to help identify trends and possible development of new High Maintenance Areas or repair and rehabilitation needs.

9.5 Program Modifications

The District shall update program elements, as appropriate, based on monitoring or performance evaluations. The SSMP and its elements will be updated in accordance with the results of the monitoring and staff recommendations. Performance evaluations are ongoing because the daily operation of the District includes all the elements in this program.

Element 10 - Sewer System Management Plan Audits

This section discusses and outlines the procedure for conducting audits of the SSMP. Audits are to be performed every two years after completion of even calendar years.

Element 10: SSMP Audits Appendix

Supporting information for Element 10 is included in **Appendix F**, which contains the following:

- **Audit Report Form (Appendix)**

10.1 Regulatory Requirements

As part of the SSMP, the District shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years, and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the District's compliance with the SSMP requirements identified in the SWRCB General Order 2006-0003-DWQ, including the identification of any deficiencies in the SSMP and steps to correct them.

10.2 SSMP Program Audits

The District will perform an internal audit using the Audit Report Form to evaluate its SSMP and its compliance with the SWRCB and RWQCB every two (2) years following the end of an even number of calendar years, within 90 days of the completion of the calendar year. The District will prepare a report of the results of the audits, along with recommendations and suggested improvements, which will be kept on file. Updates for the District's SSMP will be completed as warranted. The audit reports will be submitted to the Board of Directors on their agenda.

Element 11 - Communication Plan

This section discusses the communication program employed by the District. It provides multiple opportunities for interested parties to provide the District with input on the SSMP and associated programs.

Element 11: Communication Plan Appendix

There are no appendices associated with Element 11.

11.1 Regulatory Requirements

The District shall regularly communicate with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public with the opportunity to provide input to the District's program both during development and prior to implementation.

11.2 Communication Program

The District's Utility Systems Manager provides status updates to the OCSD Board at the regular Board Meetings. The public is welcome to attend these meetings and comment on the SSMP and its implementation at that time. The Board will consider such comments and act accordingly.

OCSD Board Meetings are held on the 2nd Wednesday of each month at 6:00 p.m. in the OCSD meeting room at 1655 Front Street, Oceano. The District office is located directly across the street from the Oceano Depot, with parking in the rear. Board Meetings are also being televised on Charter Cable Channel 21. In addition to status updates at regular Board meetings, the SSMP is posted in its draft form on the District website at www.oceanocsd.org.

As updates to the SSMP occur, staff training will be scheduled as necessary to ensure staff is kept current on the SSMP requirements and proper use.

Appendix A – Organization

Oceano Community Services District – Emergency Contact Information

Peter Brown, General Manager

(805) 481-6730 Office

peter@oceanocsd.org

1655 Front Street, Oceano, CA 93445

PO Box 599, Oceano, CA 93475-0599

Tony Marraccino, Utility Systems Manager

(805) 574-4860 Cell

Tony@oceanocsd.org

1655 Front Street, Oceano, CA 93445

PO Box 599, Oceano, CA 93475-0599

AFTER HOURS: (805) 481-6730

Other Emergency Contact Information:

Sheriff Department Watch Commander (805) 781-4550

Oceano Community Services District Board of Directors 2025-2026

Director Linda Austin (Division 1)

Director Allene Villa (Division 2)

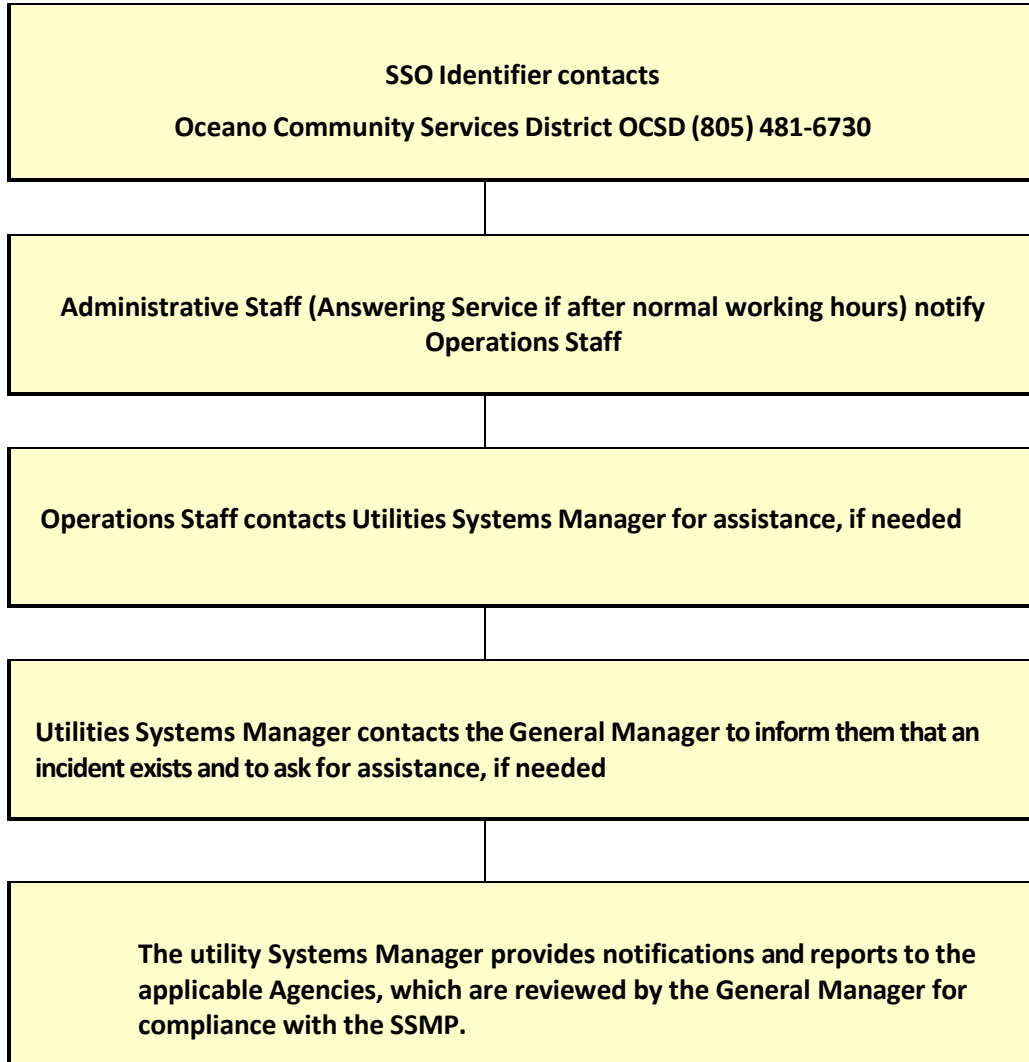
Director Beverly Joyce-Suneson (Division 3)

Director Kim Rose (Division 4)

Director Shirley Gibson (Division 5)

Appendix A – Organization

Chain of Communications in Responding to SSOs



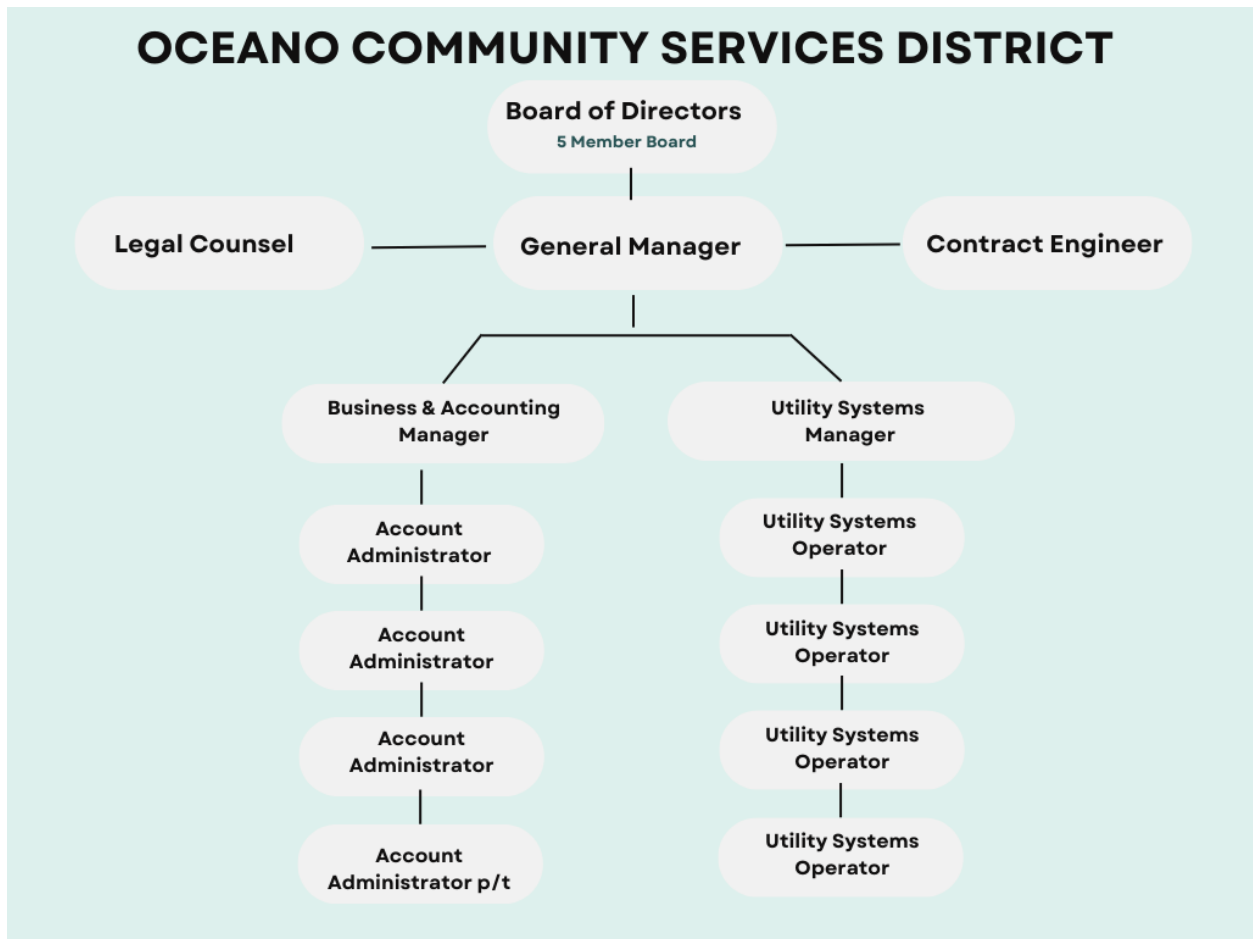
Chain of Communication of Sewer System Overflow Notifications:

California Office of Emergency Services

(Contact within 2 hours Cat 1 SSO >1,000, with actual or probable surface water contact)

Dispatch 1-800-852-7550

Appendix A – Organization



Appendix B – Operations & Maintenance (Collection System Map)



Appendix B – Capital Improvement Plan

As of the date of this 2025 SSMP, the District does not have a 5-year CIP Budget. Beginning with fiscal year 2025-26, the District will incorporate the 5-year CIP Budget into the District’s Annual Budget.

The District’s significant expenditures over the past seven years includes the following:

- Utility Truck – F550 Dump Truck (2015)
- Utility Truck – F450 Service Truck (2023)
- F-150 Lightning Truck (2024)
- Vactor Jetter approved by OCSD Board of Directors (2026)

MKN Sewer Collection CIP - 2025

Appendix B – High Maintenance Areas and Sewer System Cleaning Schedule

High Maintenance Areas and Sewer System Cleaning Schedule

High Maintenance Areas (laterals, mainlines & manholes) are shown on the system maps maintained by the District Engineer.

Manhole Areas:

- Juanita, T9-A, roots in MH
- Strand T6-B, roots in MH

Mainline Areas:

- ZZ4 to YY1 - Hass roots
- 4th Street A24-A to A24-B Roots
- Belridge St. A9-B to A8-D-B; Alleys and HWY 1 P1-A to P3-A (sediment)
- 2400 Block of Wilmar Ave. (blockage)

Lateral Areas:

- 1381 S. 4th St.
- 1351 S. 4th St.
- 1323 19th St.
- 2160 Nipomo
- 2655 Grell Lane
- 1830 19th St.

The following maintenance activities occur on a regular basis:

- Quarterly wet well cleaning of the lift station, or more frequently if needed, based on weekly inspections to determine if removal of grease, sludge, and sand is warranted to ensure proper operations; and
- The quarterly cleaning (or more frequently) includes grease and sludge removal and cleaning of trash and debris collection baskets.

S E R V I C E O R D E R

JOB DATE: 2/20/2020 2:03 PM
JOB CODE: SEWER-SEWER BACK UP
GROUP: Water
STAFF: 1st Available

SERVICE ORDER #: 005530
JOB ACTION: METER INFO
ISSUED BY: nmiller
REQUESTED BY: OCSD CALL OUTS

LOCATION: DUMMY ACCOUNT
ACCT NO#: 01-11111-11 OCSD CALL OUTS

SERVICE	ACTION	NEW STATE	CURRENT METER #	LAST READ	READING	NEW METER #	SET READING
---------	--------	-----------	-----------------	-----------	---------	-------------	-------------

COMPLETION NOTES:

SUPERVISOR NOTES:

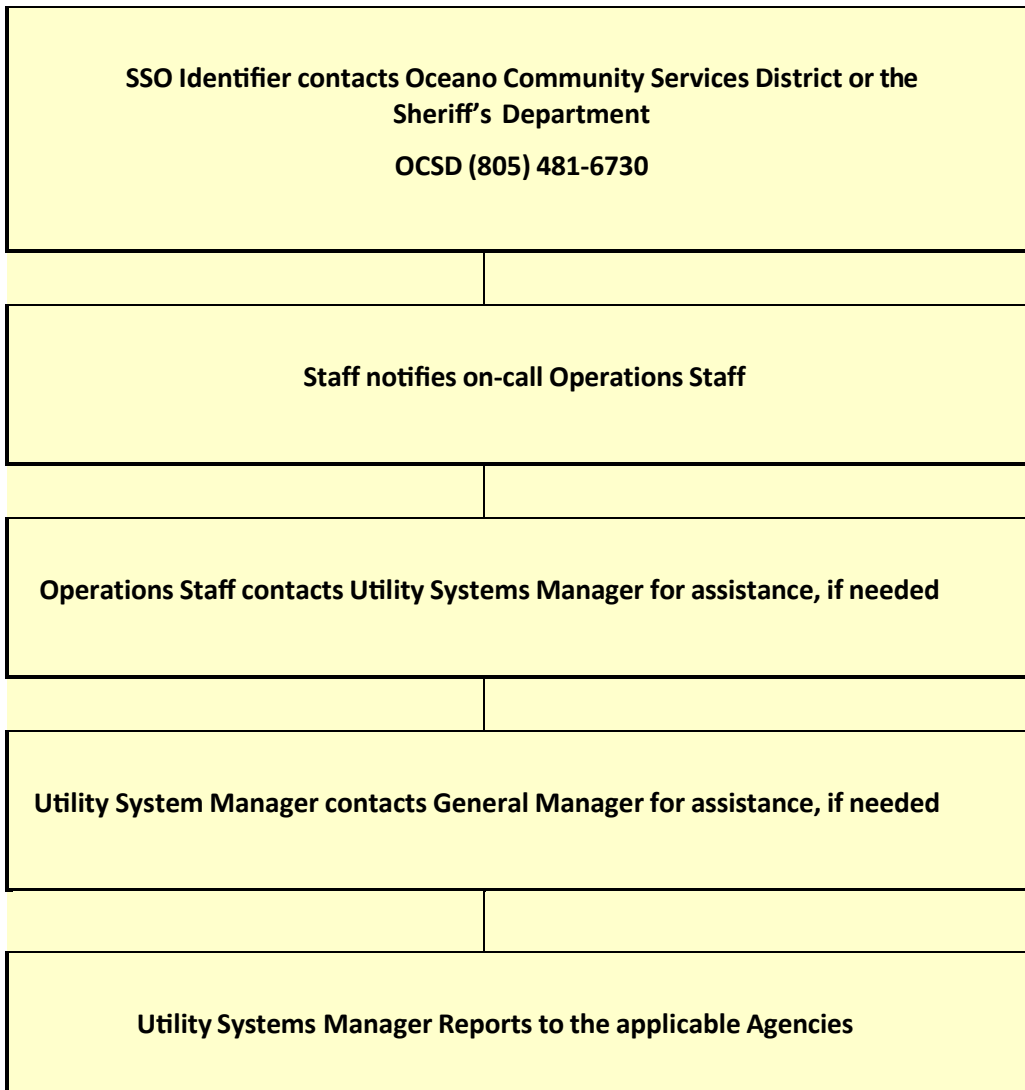
COMPLETION DATE:

WORKED BY:

APPROVED BY:

Appendix C – Chain of Communication of Sewer System Overflows

Chain of Communication of Sewer System Overflows



Appendix C – Chain of Communication of Sewer System Overflows

Contact Information for Reporting SSOs

Organization	Contact Person	Phone Number
California Office of Emergency Services	Dispatch	1-800-852-7550
(Notify within 2 hours of a Category 1 spill discharge or probable discharge to surface water)		

Contact Information for Emergency Assistance:

- **On-call Private Operators:**
- **S.P.I.C.E. (Electrical): (805) 464-4111**
- **Schwind Electric: (805) 459-6154 James**
- **Auto Systems (Electrical): (805) 835-9595**
- **Local Agencies Participating in CALWarn mutual aid program:**
- **City of Arroyo Grande: Shane Taylor cell (805) 459-4859**
- **South San Luis Obispo County Sanitation District: On-call operator: (805) 489-6670**
- **City of San Luis Obispo: Dave Hix (805) 781-7039 and Bud Nance cell (805) 459-4859**

Other Emergency Assistance:

- **Five Cities Fire Authority (805) 473-5490, including requests for the County Hazardous Materials Response Team**
- **San Luis Obispo County Sheriff Watch Commander (805) 781-4553, including requests for assistance from the County Incident Management Team**

Reporting Category 1 Spills in the Online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database

Per Attachment E1, Section 3 of General Order 2022-0103-DWQ, the Enrollee must submit all spill reports electronically to the online CIWQS Sanitary Sewer System Database (<https://ciwqs.waterboards.ca.gov>), unless specified otherwise. Electronic spill reporting may be completed by a Legally Responsible Official (who has the authority to enter data and certify spill reports) or data may be entered by Data Submitter(s) previously designated by the Legally Responsible Official, per Section 5.8 (Designation of Data Submitters), and then certified by the Legally Responsible Official.

Attachment E2, Table E2-1 of the General Order provides a summary of the notification, monitoring, and reporting requirements for Category 1 spills. Below is a snapshot of Table E2-1 for your convenience:

Table E2-1		
Spill Category 1: Spills to Surface Waters		
Spill Requirement	Due	Method
Notification	<p>Within two (2) hours of the Enrollee’s knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters:</p> <p>Notify the California Office of Emergency Services and obtain a notification control number.</p>	<p>California Office of Emergency Services at: (800) 852-7550</p> <p>(Section 1 of Attachment E1)</p>
Monitoring	<ul style="list-style-type: none"> • Conduct spill-specific monitoring; • Conduct water quality sampling of the receiving water within 18 hours of initial knowledge of spill of 50,000 gallons or greater to surface waters. 	<p>(Section 2 of Attachment E1)</p>
Reporting	<ul style="list-style-type: none"> • Submit Draft Spill Report within three (3) business days of the Enrollee’s knowledge of the spill; • Submit Certified Spill Report within 15 calendar days of the spill end date; • Submit Technical Report within 45 calendar days after the spill end date for a Category 1 spill in which 50,000 gallons or greater discharged to surface waters; and • Submit Amended Spill Report within 90 calendar days after the spill end date. 	<p>(Section 3.1 of Attachment E1)</p>

Reporting Category 2 Spills in the Online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database

Per Attachment E1, Section 3 of General Order 2022-0103-DWQ, the Enrollee must submit all spill reports electronically to the online CIWQS Sanitary Sewer System Database (<https://ciwqs.waterboards.ca.gov>), unless specified otherwise. Electronic spill reporting may be completed by a Legally Responsible Official (who has the authority to enter data and certify spill reports) or data may be entered by Data Submitter(s) previously designated by the Legally Responsible Official, per Section 5.8 (Designation of Data Submitters), and then certified by the Legally Responsible Official.

Attachment E2, Table E2-1 of the General Order provides a summary of the notification, monitoring, and reporting requirements for Category 2 spills. Below is a snapshot of Table E2-1 for your convenience:

Table E2-2 Spill Category 2: Spills of 1,000 Gallons or Greater That Do Not Discharge to Surface Waters		
Spill Requirements	Due	Method
Notification	Within two (2) hours of the Enrollee’s knowledge of a Category 2 spill of 1,000 gallons or greater, discharging or threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	<ul style="list-style-type: none"> • Submit Draft Spill Report within three (3) business days of the Enrollee’s knowledge of the spill; • Submit Certified Spill Report within 15 calendar days of the spill end date; and • Submit Amended Spill Report within 90 calendar days after the spill end date. 	(Section 3.2 of Attachment E1)

Monthly Certified Spill Reporting for Category 3 Spills in the Online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database

Per Attachment E1, Section 3 of General Order 2022-0103-DWQ, the Enrollee must submit all spill reports electronically to the online CIWQS Sanitary Sewer System Database (<https://ciwqs.waterboards.ca.gov>), unless specified otherwise. Electronic spill reporting may be solely completed by a Legally Responsible Official (who has the authority to enter data and certify spill reports) or data may be entered by Data Submitter(s) previously designated by the Legally Responsible Official, per Section 5.8 (Designation of Data Submitters), and then certified by the Legally Responsible Official.

Attachment E2, Table E2-3 of the General Order provides a summary of the notification, monitoring, and reporting requirements for Category 3 spills. Below is a snapshot of Table E2-3 for your convenience:

Table E2-3 Spill Category 3: Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons That Does Not Discharge to Surface Waters		
Spill Requirements	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	<ul style="list-style-type: none"> • Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within 30 calendars days after the end of the month in which the spills occur; and • Submit Amended Spill Reports within 90 calendar days after the Certified Spill Report due date. 	(Section 3.3 and 3.5 of Attachment E1)

Reporting Category 4 Spills in the Online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database

Per Attachment E1, Section 3.4. of [General Order 2022-0103-DWQ](#), the Enrollee shall report and certify the estimated total volume and total number of all Category 4 spills to the online CIWQS Sanitary Sewer System Database (<https://ciwqs.waterboards.ca.gov>), within 30 calendar days after the end of the month in which the spills occurred.

Per Attachment E1, Section 4.4. of the Order, the Enrollee is required to maintain records of all Category 4 spills and annually upload and certify a report by February 1st after the end of calendar year in which the spills occurred (Attachment E1, Section 3.6.)

Per Attachment E1, Section 3.7. of the Order, if no spills occur during a calendar month, the Enrollee shall certify, within 30 calendar days after the end of each calendar month, a “No-Spill” certification statement.

Attachment E2, Table E2-4 of the Order provides summary of the notification, monitoring, and reporting requirements for Category 4 spills. Below is a snapshot of Table E2-4 for your convenience:

Table E2-4
Spill Category 4: Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	<ul style="list-style-type: none"> • If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within 30 days after the end of the calendar month in which the spills occurred. • Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur. 	(Section 3.4, 3.6, 3.7 and 4.4 of Attachment E1)

Figure 1 – Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters

The Order requires two types of reporting for Category 4 spills:

- 1- Monthly certified spill reporting of total spill volume and total number of spills;
Due 30 calendar days after the end of the month in which the spill(s) occurred (Attachment E1, Section 3.4).

Guidance Document: Reporting Category 4 Spills in the California Integrated Water Quality System (CIWQS) Database

- 2- Recordkeeping of all Category 4 spills per Attachment E1, Section 4.4, and annual certified spill reporting of all spills that happened in the calendar year (Attachment E1, Section 3.6) into CIWQS Sanitary Sewer System Database (<https://ciwqs.waterboards.ca.gov>);

Due by February 1st after the end of the calendar year in which the spills occurred.

Sewer System Overflow Report (SSOR)

SEWER SYSTEM OVERFLOW REPORT

CIWQS - SSO FORM

DISCHARGER

Oceano Community Services District
1655 Front Street P.O. Box 599, Oceano, Ca 93475
(805) 481-6730

SSO TYPE (Select Category 1 or 2)

1- Category 1 (>= 1000 Gals or reached a body of water)

2- Category 2 <1000 Gals, not discharged into a body of water)

SPILL NAME

NO SPILL CERTIFICATION

No Spill MM/DD/YY
Confirmation Number
Entered Date and Time MM/DD/YY Time: _____

SSO DESCRIPTION

Estimated Spill Start Date/Time: MM/DD/YY Time: _____
Date/Time Sewer System Agency was notified or discovered spill: MM/DD/YY Time: _____
Estimated Operator Arrival Date/Time: MM/DD/YY Time: _____
Estimate Spill End Date/Time: MM/DD/YY Time: _____
Estimated Date/Time Clean-Up Began: MM/DD/YY Time: _____
Estimate Date/Time Clean-Up Completed: MM/DD/YY Time: _____

Estimated Spill Volume (Gals)

Estimated Spill Rate (Gals per minute)

SSO LOCATION

Physical Location Details _____
Latitude of Spill Location _____

Longitude of Spill Location

Street Number	Street Direction	Ste/Apt#
Street Name		
City	State	Zip
Cross Street		
County	San Luis Obispo County	

Spill Location Description & Path of Spill

SPILL DETAILS

Spill Appearance Point: Building/Structure
(Circle all which are applicable)

Force Main / Pressure system
Gravity Sewer
Manhole
Other Sewer System Structure
Pump Station
Other (Specify)

If Other; required explanation:

Did Spill discharge to a drainage channel and/or surface water?	YES	NO
Did the spill discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system?	YES	NO
Was this a Private Lateral Spill?	YES	NO

Name of responsible party (for private lateral spill only)

Final Spill Destination? Beach
(Circle all which are applicable)

Building Structure
Other Paved Surface
Storm Drain

[Y / N] Follow up with property owner or other individual regarding spill cause and/or further prevention.

Street/Curb and gutter

Surface
Water

Unpaved
surface

Other
(Specify)

If Other; required
explanation:

Spill Cause:

*(Circle all which are
applicable)*

Debris

Flow exceeded capacity

Grease
(FOG)

Operator
Error

Pipe Structural
problem/failure

Pump Station Failure

Rainfall exceeded design

root
intrusion

vandalism

Other
(Specify)

If Other; required
explanation:

Were Public Health Warnings Posted:

YES

NO

Number of SSOs in Same Location in past
five (5) years:

If spilled caused by wet weather, choose
size of storm:

1, 2, 5, 10, 50, 100 >100 year
storm

Diameter of sewer pipe at the point of blockage or spill:

Material of sewer pipe at point of blockage or spill:

Estimated age of sewer pipe at point of blockage or spill:

Description of surrounding terrain:

flat

(Circle all which are applicable)

mixed

steep

SPILL RESPONSE:

Spill Response Activities (Can Select Multiple Answers)

cleaned Up (mitigation effects of the spill)

contained all or portion of spill

Inspected sewer using CCTV to determine cause

restored flow

returned all or portion of spill to sanitary sewer system

Other (Specify)

If Other; required explanation:

Visual Inspection results from impacted receiving water:

Overall Spill Description:

NOTIFICATION DETAILS

OES Control Number *(Required for Category 1: >= 1000 gallons and spilled reached surface water or storm drainpipe)*

OES Called Date/Time: MM/DD/YY _____ Time: _____

RWQCB Notified Date/Time: MM/DD/YY _____ Time: _____

(Circle Applicable Notification Methods)

Fax _____ Phone _____ Letter _____

Other Agency Notified (OES, County Health, F&G, Other) _____

Was the Spill report submitted via fax to the RQWCB: Yes _____ NO _____

Date and Time Spill Report of faxed: MM/DD/YY _____ Time: _____

Reported By (NAME): _____

SSO Report Submitted to RWQCB Representative: _____

CIWQS REPORTING

Signature of Responding Operator: _____

Report Entered into CIWQS: DATE _____ TIME _____ INTLS: _____

CIWQS / SSO EVENT ID: _____

Signature of Reporting Personnel: _____

Date: _____



Oceano Community Services District
 In collaboration with South San Luis Obispo County Sanitation District
Fats, Oils and Grease (FOG) Inspection Form

Tel: (805) 481-6730 | Fax: (805) 481-6836

Facility Name: _____ Inspect Re-inspect
 Contact: _____ Date of Inspection: _____
 Address: _____
 Telephone: _____ Permit #: _____ exp: _____
 Email: _____

Type of food service:

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Full Serve Restaurant | <input type="checkbox"/> Caterer | <input type="checkbox"/> School |
| <input type="checkbox"/> Take-Out | <input type="checkbox"/> Grocery | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Butcher | <input type="checkbox"/> Care Facility | |

Trap / Interceptor Inspection

- Does this facility have a grease trap or interceptor?
 Grease Trap Interceptor Location: _____
 None (violation) Variance Variance Requested

	Violation	No Violation	N/A
<u>General:</u> Maintenance documents available/current.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detergent is not being used <i>in excess</i> to decrease FOG.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals/Enzymes/Bacteria are not being used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Overall condition <input type="checkbox"/> cover <input type="checkbox"/> baffles <input type="checkbox"/> inlet tee <input type="checkbox"/> outlet tees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grease build-up is <25% of depth; discharge pipe is clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solids accumulation is <10% of depth; discharge pipe is clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing (vented flow control)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Trap:</u> Trap is easily accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dishwasher does not discharge to trap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discharge Drain has Filter Screen.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Interceptor:</u> Downstream sewer lines are clear of solidifying grease and solids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effluent is clear of grease or solids pass-through.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Does this Facility use deep fryers? Yes No
 If yes, where is the recyclable grease stored (location)? _____
 Tight fitting lids Labeled On Solid Surface

Violations must be corrected within _____ days.

Comments: _____

Inspector Signature: _____ Facility Signature: _____
 Printed Name: _____ Printed Name: _____

Appendix E – System Evaluation and Capacity Assurance Plan

Sanitary Sewer Capital Improvement Plan (CIP Engineering Report) by MKN 2025

Oceano Community Services District Sewer System Management Plan - Internal Audit Program 2024 Audit (for Calendar Years 2022 and 2023)

The audit program includes excerpts from State Water Board Order wqo2006_0003, Section D.13, which is the basis for “evaluating the effectiveness of the SSMP and the Enrollee’s compliance with the SSMP requirements” pursuant to Section D.13(x) entitled SSMP Program Audits.

This audit program was adopted by the Oceano Community Services District (OCSD) Board of Directors on January 28, 2015. It is incorporated as Appendix “G” in the 2020 OCSD Sewer System Management Plan.

Eleven Elements of the Sewer System Management Plan (SSMP)

SSMPs include the following eleven elements unless the enrollee can justify why an element is not applicable. The 2020 SSMP Update adopted by the OCSD Board of Directors on February 26, 2020, included all eleven elements.

- (i) Goals
- (ii) Organization
- (iii) Legal Authority
- (iv) Operation and Maintenance Program
- (v) Design and Performance Provisions
- (vi) Overflow Emergency Response Plan
- (vii) FOG Control Program
- (viii) System Evaluation and Capacity Assurance Plan
- (ix) Monitoring, Measurement, and Program Modifications
- (x) SSMP Program Audits
- (xi) Communication Program

Each element is audited by 1) evaluating the implementation of prior audit findings, and 2) evaluating the District’s implementation efforts during the audit period in comparison to the adopted SSMP. A narrative is provided for each element, including a discussion on audit steps, findings, and a schedule to implement recommendations, if any.

Oceano Community Services District
 Sewer System Management Plan - Internal Audit Program
 2024 Audit (for Calendar Years 2022 and 2023)

Element (i) – Goals

SSMP Requirement: Establishing Goals	Were Prior Audit Findings Implemented? (y/n)	Current Findings (C/NC/R)
The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.	Y	R

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Part One: Implementation of Prior Audit Findings:

Goals were established and included in the 2020 SSMP update and approved by the Board of Directors on February 26, 2020.

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

- i. Are the goals stated in the SSMP still appropriate and accurate?

The goals are still appropriate, and no changes are recommended.

The 2020 SSMP Update includes goals and objective performance measurements. The following are the stated goals and audit findings:

To be available and responsive to the needs of the public in reference to the public sewer system	Goal was achieved.
To work cooperatively with local, state, and federal agencies to reduce, mitigate and properly report SSOs	Goal was achieved. Updated and submitted the SSMP in 2020 and ongoing reporting is being met.
To properly manage and maintain the District public sewer system lines to minimize SSOs	Goal was achieved.
To meet all applicable regulatory notification and reporting requirements	Goal was achieved.

Oceano Community Services District
 Sewer System Management Plan - Internal Audit Program
 2024 Audit (for Calendar Years 2022 and 2023)

The following table compares the objective performance measurements stated in the SSMP versus actual results during the audit period:

100% of monthly CIWQS reports are submitted accurately and on time.	Objective met: 100% of reports were submitted accurately and on time.
100% of work orders are completed, documented, and filed in accordance with the SSMP.	Objective met: Before 2017, FOG permits were maintained at the South San Luis Obispo County Sanitation District. The OCSD brought the program in-house, and the files are maintained at the District office.
100% of any reportable spills are submitted in accordance with the reporting requirements.	Objective met: 100% of reportable spills were submitted in accordance with reporting requirements.
100% of FOG inspections are completed on time.	Objective met: 36 out of 36 inspections were completed for 2022. 33 out of 34 inspections will be completed in 2023.
100% of jetting and maintenance is completed, including for High Maintenance Areas.	Objective met: 100% of jetting and maintenance was completed, including the High Maintenance Areas.
An audit report is placed on the Board of Directors agenda every other year, no later than February 28 th , that provides the statistics on these goals for the prior calendar year.	Objective met: In 2020 the Board adopted the updated SSMP report. This is the second and last two-year audit of the 2020 SSMP before it is updated in 2025. The Utility System Manager provides a verbal report to the Board of Directors after each spill during his operations report and they are recorded in the meeting minutes.

2(b): Findings:
 FOG inspections were 99% completed. One inspection was missed because a facility closed during 2023 due to a fire.

2(c): Schedule to Implement Recommendations, if any.
 Administrative files in the District office are maintained and updated after each inspection.

Oceano Community Services District
 Sewer System Management Plan - Internal Audit Program
 2024 Audit (for Calendar Years 2022 and 2023)

Element (ii) – Organization

SSMP Requirement: The SSMP must identify individuals and chains of communication.	Were Prior Audit Findings Implemented? (y/n)	Current Findings (C/NC/R)
(a) The name of the responsible or authorized representative as described in Section J of this Order.	Y	C
(b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation	Y	C
(c) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES))	Y	C

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Part One: Implementation of Prior Audit Findings:

N/A

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

- i. Is the SSMP up to date with agency organization and staffing contact information?

The organizational chart is current.

- ii. Are procedures established to comply with the SMMP?

The two-year audit and adoption of the 2020 SSMP reflect necessary procedures. Staff updates, including phone numbers and individual names, are updated as needed.

2(b): Findings: None

2(c): Schedule to Implement Recommendations, if any. None

Oceano Community Services District
 Sewer System Management Plan - Internal Audit Program
 2024 Audit (for Calendar Years 2022 and 2023)

Element (iii) - Legal Authority

SSMP Requirement: Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to implement the SSMP	Were Prior Audit Findings Implemented? (y/n)	Current Findings (C/NC/R)
(a) Prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.)	Y	C
(b) Require that sewers and connections be properly designed and constructed	Y	C
(c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency	Y	C
(d) Limit the discharge of fats, oils, grease, and other debris that may cause blockages	Y	C
(e) Enforce any violation of its sewer ordinances	Y	C

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Part One: Implementation of Prior Audit Findings:

N/A

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

- i. Does the SSMP contain up-to-date information about your agency’s legal authority?
Yes
- ii. Does your agency have sufficient legal authority to control sewer use and maintenance as required?
Yes

2(b): Findings:

2(c): Schedule to Implement Recommendations, if any. None

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Element (iv) – Operation and Maintenance Program

SSMP Requirement: The SSMP must include those elements listed.	Were Prior Audit Findings Implemented? (y/n)	Current Findings (C/NC/R)
(a) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm-water conveyance facilities	Y	C
(b) Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders	Y	C
(c) Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans, plus a schedule for developing the funds needed for the capital improvement plan	Y	R
(d) Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained	Y	C
(e) Provide equipment and replacement part inventories, including identification of critical replacement parts	Y	C

Findings: C = Compliant NC = Non-Compliant R = Recommendations

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Part One: Implementation of Prior Audit Findings:

District staff has developed a “hot spot” list where the system is vulnerable and maintains those areas more frequently. A Wastewater System Capital Improvement Program needs to be developed similar to the one in the water system. Short term, the FY 2023-24 wastewater budget included funds for one of the “hot spots” to be replaced.

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

Are the District’s collection system maps complete, up-to-date, and sufficiently detailed?	Yes
Is the District’s preventive maintenance program up-to-date and documented?	Yes
Is the District’s preventative maintenance program sufficient and effective in reducing and preventing SSOs and blockages?	Yes
Are your agency’s inspections and condition assessments up-to-date and documented?	Yes
Are the District’s scheduled inspections and condition assessment system effective in locating, identifying, and addressing deficiencies?	Yes
Is the District’s training program sufficient and documented?	Yes In 2019 District Staff took over the permitting, inspection, and compliance requirements of the program. The District uses an online program called Vector Solutions (formally known as Target Solutions) to take ongoing training courses virtually.

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Are the District's equipment and part inventory sufficient and documented?	Yes Updates are done annually on June 30 th , and due to the limited nature of the inventory, a more frequent update is not necessary.
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2(b): Findings:

The District complied with Operations and Maintenance requirements. Upgrading maps and record-keeping into electronic format is ongoing.

2(c): Schedule to Implement Recommendations, if any. None

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Element (v) - Design and Performance Provisions

SSMP Requirement	Were Prior Audit Findings Implemented? (y/n)	Current Findings (C/NC/R)
(a) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations, and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems	Y	C
(b) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects	Y	C

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Part One: Implementation of Prior Audit Findings:

N/A

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

- i. Are design and construction standards, as well as standards for inspection and testing of new and rehabilitated facilities, sufficiently comprehensive and up to date?

Yes

- ii. Are the District's conditions on new development sufficient and up to date when modifications to the District's system are needed to provide service to the development?

Yes

2(b): Findings:

The District's standards and conditions for new development are up-to-date and sufficient.

2(c): Schedule to Implement Recommendations, if any.

None

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Element (vi) - Overflow Emergency Response Plan

SSMP Requirement: Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment.	Were Prior Audit Findings Implemented? (y/n)	Current Findings (C/NC/R)
(a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner	Y	C
(b) A program to ensure an appropriate response to all overflows	Y	C
(c) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g., health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Laws, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification	Y	C
(d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained	Y	C
(e) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities	Y	C
(f) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge	Y	C

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Part One: Implementation of Prior Audit Findings:

N/A

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

- i. Does the District maintain up-to-date information on its Overflow Emergency Response Plan?

Yes

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- ii. Considering the District's information, is the Overflow Emergency Response Plan effective in handling SSOs?

Yes

2(b): Findings:

The operating staff follows response procedures, is knowledgeable of their response requirements, and utilizes industry guidelines.

2(c): Schedule to Implement Recommendations, if any. None

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Element (vii) - FOG Control Program

SSMP Requirement: The Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system	Were Prior Audit Findings Implemented? (y/n)	Current Findings (C/NC/R)
(a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG	Y	C
(b) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area	Y	C
(c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG	Y	C
(d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements	Y	C
(e) Authority to inspect grease-producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance	Y	C
(f) An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section	Y	C
(g) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified above	Y	C

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Part One: Implementation of Prior Audit Findings: N/A

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Part Two: Comparison to Current SSMP

2(a): Audit Steps:

- i. Does the District maintain up-to-date information on its FOG control program?

Yes. All files are maintained at the District office.

- ii. Is the FOG control program effective?

Yes. Only one violation in 2022 due to a grease trap not properly cleaned and an unsecured lid.

2(b): Findings: None

2(c): Schedule to Implement Recommendations, if any. N/A

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Element (viii) - System Evaluation and Capacity Assurance Plan

SSMP Requirement: The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event.	Were Prior Audit Findings Implemented? (y/n)	Current Findings (C/NC/R)
(a) Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events	Y	C
(b) Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria	Y	C
(c) Capacity Enhancement Measures: The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding	Y	R
(d) Schedule: The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14	Y	R

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Part One: Implementation of Prior Audit Findings: [See findings under 2b.](#)

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Part Two: Comparison to Current SSMP

2(a): Audit Steps:

- i. Does the District maintain up-to-date information about its capacity assessment? [Yes, see below.](#)
- ii. Has the District completed a capacity assessment and identified and addressed any hydraulic deficiencies in the system? [Yes, no hydraulic deficiencies were identified.](#)

2(b): Findings:

[These audit findings are consistent with the 2022 audit, which follows.](#)

[In the SSMP, a “Technical Memorandum Wastewater Collection System Study” dated September 16, 2009, is included as an attachment. In that technical memorandum, it states, “At this time, there are no identified system capacity concerns and therefore no capital improvement projects are recommended.” The District continues to rely upon this Technical Memorandum. An update of the Technical Memorandum will coincide with the District’s capital improvement plan. Being able to secure funds similar to the grant funds obtained for the water system is less likely in the wastewater fund since water systems provide more grant opportunities. Once funding is established a request for proposal \(RFP\) will be issued to update the evaluation and a capital improvement plan.](#)

2(c): Schedule to Implement Recommendations, if any.

[Within the next audit period, the system capacity analysis and CIP plan should be updated.](#)

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Element (ix) - Monitoring, Measurement, and Program Modifications

SSMP Requirement	Were Prior Audit Findings Implemented? (y/n)	Current Findings (C/NC/R)
Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities	Y	C
Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP	Y	C
Assess the success of the preventative maintenance program	Y	C
Update program elements, as appropriate, based on monitoring or performance evaluations	Y	C
Identify and illustrate SSO trends, including frequency, location, and volume	Y	C

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Part One: Implementation of Prior Audit Findings: N/A

Part Two: Comparison to Current SSMP

- 2(a): Audit Steps:
 - i. Does the District maintain up-to-date information about its data collection and organization? Yes
 - ii. Is the District’s data collection and organization sufficient to evaluate the effectiveness of your SSMP? Yes
- 2(b): Findings: None
- 2(c): Schedule to Implement Recommendations, if any. N/A

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Element (x) - SSMP Program Audits

SSMP Requirement	Were Prior Audit Findings Implemented? (y/n)	Current Findings (C/NC/R)
The Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years, and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee’s compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.	Y	C

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Part One: Implementation of Prior Audit Findings:

Implementation of prior audit findings was included in the 2020 update. Each element of this audit identifies which items continue to be work in progress.

Since it is appropriate to conduct the audits and related SSMP activities based on the size of the system and the number of SSOs, the various recommendations included in the audit often exceed the basic regulatory requirements. Nevertheless, continuous enhancements support effective program implementation and will be continued.

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

Are the District’s audits being completed in a timely manner with sufficient detail and findings to ensure that the SSMP is updated in a timely manner and that any changes to the District’s policies, procedures and practices are implemented in a timely manner?

Yes

Will this SSMP Audit be submitted with the Annual Report to the Regional Water Board by March 15?

Yes

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- 2(b): Findings:
Although continuous improvements are recommended, the District is complying with SSMP requirements, SSO response requirements, and the overall requirements of the SSMP.

- 2(c): Schedule to Implement Recommendations, if any.
No audit related recommendations.

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Element (xi) - Communication Program

SSMP Requirement	Were Prior Audit Findings Implemented? (y/n)	Current Findings (C/NC/R)
The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented	Y	C
The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee’s sanitary sewer system	Y	R

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Part One: Implementation of Prior Audit Findings:

The 2020 update to the SSMP was presented at the February 26, 2020, Regular Board meeting and is on the District website: <https://ocsd.specialdistrict.org/plans-studies>

Part Two: Comparison to Current SSMP

- 2(a): Audit Steps:
 - i. Does the District maintain up-to-date information about its public outreach activities?
 Yes – Information is provided to food service establishments and any overflows from private property.
 - ii. Does the District maintain up-to-date information about its communications with satellite and tributary agencies?
 Yes - The FOG program and emergency events are coordinated with the County of San Luis Obispo.
 - iii. Does the District effectively communicate with the public and other agencies about the SSMP, and address feedback?
 Yes - SSMP updates and audits are provided to the Regional Board.

2(b): Findings: None

2(c): Schedule to Implement Recommendations, if any. None