

Satellite Entity Check if Provided	MWRD		Status	Infiltration/Inflow Control Program (IICP) Long Term O&M Program (LTOMP) Requirements	WMO Reference
	Check if Required	Check if Provided			
				<b>Sewer System Management</b>	§805.3.A
				Staff/Training/Safety	
				Organizational structure that defines responsibilities and authority for all staff	
				Description of staff safety/training programs	
				Customer Service	
				Protocols for handling inquiries, requests and complaints from the public	
				Management Information Systems	
				Description of system used to track and maintain records of sanitary sewer system information	
				SSO/BB Notification Program	
				Procedure for reporting SSO to appropriate parties	
				Procedure for cleaning a site following an SSO	
				Procedure for responding to and inspecting BBs	
				Annual summary of SSOs and BBs submitted to MWRD	
				Emergency Preparedness and Response	
				Development of written emergency response plan for both routine and catastrophic emergencies	
				Records of all past emergencies	
				<b>Sewer System Map</b>	§805.3.B
				Development of sewer system map (preferably GIS) showing all relevant information about the collection system, including the extent of the sanitary sewer service area	
				Procedure for updating the sanitary sewer system map	
				<b>Sewer System Inspection/Condition Assessment</b>	§805.3.C
				Description of the continuous sewer system inspection program	
				At minimum, 2% of the sanitary sewer system must be inspected annually	
				Inspections comply with NASSCO standards, or approved equivalent	
				Description of system used to track inspections/assessments	
				Ordinances enacted by satellite entity to authorize inspections of new construction	
				Written procedures for inspection of new construction, including inspection checklists	
				<b>Sewer System Maintenance</b>	§805.3.D
				Procedures for planned and unplanned maintenance activities	
				Procedure for emergency maintenance activities	
				Protocol for sewer cleaning	
				Description of recordkeeping system of all inspection/maintenance activities	
				<b>Sewer System Rehabilitation</b>	§805.3.E
				Development of continuous sewer system rehabilitation program	
				Description of process used by satellite entity to prioritize sewer rehabilitation projects	
				Update sewer system map showing all rehabilitation work	
				Update Capital Improvement Program (CIP) as rehabilitation projects are completed	
				<b>Sewer System Capacity Evaluation</b>	§805.3.F
				Evaluation of sanitary sewer system components in areas where dry weather SSOs and BBs exist and are not attributed to other causes	
				Evaluation of sanitary sewer system components in areas where dry weather flows exceed current land use	
				<b>Material and Equipment</b>	§805.3.G
				Inventory of all spare parts, equipment and supplies (including safety equipment)	
				Position of person responsible for maintaining/updating inventory	
				Process for obtaining spare parts, supplies and replacement	
				<b>Capital Improvement Program (CIP)</b>	§805.3.H
				Names of capital projects to correct deficiencies identified under the inspection program	
				Priority of the project	
				MWRD Permit Number	
				Anticipated start dates, durations, and completion dates of projects	
				Project costs	
				Funding sources for projects	
				<b>Private Sector Program (PSP)</b>	§805.3.I
				Development of Private Sector Program (refer to <i>PSP Checklist</i> )	
				<b>Sewer Use Ordinance and Enforcement</b>	
				Adoption of sewer use ordinance that establishes satellite entity's control over the collection system	
				Copies of satellite entity sewer use ordinance	
				Description of the process for updating the sewer use ordinance	
				Description of procedures and programs implemented to administer the sewer use ordinance	
				<b>LTOMP and PSP Funding Plan</b>	§805.3.J
				Description of funding source(s)	
				Documentation of operating costs, maintenance costs, emergency repairs, and other capital improvement projects for the sanitary sewer system	
				Annual budget of sanitary sewer system operation and maintenance	
				Actual amount spent on operation and maintenance each year	
				<b>Long Term O&amp;M Program (LTOMP) Annual Report</b>	§806.1, §806.3
				Submit Annual Report form	
				Sanitary Sewer System Description and Inventory Form (only after major changes to sewer system)	
				Status of High Priority Deficiencies Form	
				Capital Improvement Program (CIP)	
				List of property addresses for private I/I sources identified but not corrected.	