

Date	Section Amended / Appended	Action Taken	By Whom	Notes
		G:\ drive and working and historical hard copy documents maintained in the Wastewater Shop Crew Office.		
6/4/12	Appendix C	<u>Excerpts of the Municipal code of the City of Glendale</u> Insert "Amendment #1 to Appendix C"	M. Oillataguerre	
6/4/12	Chapter 5 - Fats, Oils and Grease (FOG) Control Program.	Append new document description 5.3.7 "Amendment #1 to Chapter 5: Fats, Oils and Grease (FOG) Control Program." Insert copy of memo documenting Public Works Department oversight of FOG program.	M. Oillataguerre	
6/4/12	Chapter 4 – Legal Authority	Append new document description 4.3.4 Encroachment Permit Agreement for the Operation and Maintenance of the CVWD Interceptor Sewer for the Conveyance of Wastewater in the Public Right of Way. Insert copy of document in Appendix D .	M. Oillataguerre	
May 2012	Appendix G	<u>Restaurant List for the City of Glendale, CA</u> Insert working list from 2011-2012 annual restaurant run list.	J. Hicks	
May	Appendix F	Insert the <u>FOG Ordinance</u> , Ch 13.34 of the Glendale	M.	

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		2. Sewer System Overflow (SSO) Drill Program. 3. Tailgate Training Program		
8/7/12	Appendix N	Appendix N- Infrastructure Repair Lists Created memo to refer reviewer to electronic master on G:\ drive. Removed and discarded 11/18/08 hard copy of spreadsheet inserted at time of SSMP creation.	J. Hicks	
7/11/12	Appendix M	Appendix M-Chemical Root Control Spreadsheet- Created memo to refer reviewer to electronic master on G:\ drive and to a graphical history of treatment maintained on wall mounted maps of the City's sanitary collection system located in the conference area in the Wastewater Maintenance Shop.	J. Hicks	
6/20/12	Appendix G	APPENDIX G- Restaurant List- Created memo to refer reviewer to electronic master on G:\ drive	J. Hicks	
6/20/12	Appendix L	APPENDIX L- Restaurant Run Documentation Created memo to refer reviewer to electronic master on G:\ drive and working and historical hard copy documents maintained in the Wastewater Shop Crew Office.	J. Hicks	
6/8/12	Appendix H	APPENDIX H - Sewer Trouble Spot Work List Created memo to refer reviewer to electronic master on	J. Hicks	

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				Phones.xls
8/29/13	SSMP Audit No. 1	All follow-up action for this audit completed as of this date.	J. Hicks	
8/29/13	Appendix R	Inserted a copy of the Excel Workbook <u>PIPE INVENTORY LIST FOR SHOP REV AUG 2013</u> in SSMP Vol. II (Appendices to the SSMP) Master stored in Wastewater Maintenance Shop Crew Office. Removed and discarded <u>SEWER PIPE INVENTORY</u> inserted at time of SSMP creation.	J. Hicks	
2/22/13	Appendix Q	Inserted a copy of the introduction to the sixth edition of <u>Operation and Maintenance of Wastewater Collection Systems Vol. I</u> in SSMP Vol. II (Appendices to the SSMP) Master stored in Wastewater Maintenance Shop Crew Office	J. Hicks	
2/22/13	Appendix P	APPENDIX P- City Specific Training and Certification - Created memo to refer reviewer to electronic master of <u>WW Crew Train and Cert Paths</u> on G:\ drive. Removed and discarded 9/18/08 hard copy of <u>WW Crew Train and Cert Paths</u> inserted at time of SSMP creation. Also identified Wastewater Maintenance Shop Crew Office as the storage location for the following paper training records: 1. Confined Space Entry and Rescue Drill Program.	J. Hicks	

SSMP Document Amendments

Last Update: 5/30/2019

Date	Section Amended / Appended	Action Taken	By Whom	Notes
4/21/14	Update for Recertification at 5th Anniversary	See Update of SSMP for Recertification at 5th Anniversary of Plan's Adoption-Preparation Task List located in Appendix V.	J. Hicks	Update for Recertification at 5th Anniversary.
4/18/14	Vol. III Appendices	Created Appendix Y- Performance Metrics and moved all electronic metrics documents to G:\drive\1-Wastewater\YYYY\Crew Supervisor and Superintendent Shared	J. Hicks	
4/18/14	Vol. III Appendices	Created Appendix Z- Miscellaneous Documents 1. Final of original SSMP- April 2009 2. Memo to SSMP following 8/28/13 SSO at Lincoln and Rock Glen. 3. Documented SSO Training from 8/9/12.	J. Hicks	
9/10/13	SSMP Audit No. 2	Audit No. 2- Fourth (4 th) Plan Anniversary Completed as of this date and forwarded to Director Public Works		
9/5/13	New Appendices	Created the following new appendices for Vol. 2- a. Appendix V- Internal Audit Records b. Appendix W- Regulatory Inspections and Responses. c. Appendix X- SSMP Amendments Log.	J. Hicks	
9/1/13	Appendix A	Replace <u>Division Personnel Roster</u> dated 5/1/2012	J. Hicks	most updated version located at G:/Clerks/Radio

Date	Section Amended / Appended	Action Taken	By Whom	Notes
				revised following 15-16 FOG Audit. Late Entry 4/3/19
7/14/16	Operational Change- FOG Control Program	Food Service Establishment (FSE) Inspection Form Instructions Developed in response to deficiency noted by internal audit of FOG Ordinance and FOG Control Program	J. Hicks	Late Entry 4/17/19
July 2016	Operational Change- FOG Control Program	Revised the Food Service Establishment (FSE) Inspection Form in response to deficiencies noted by internal audit of FOG Ordinance and FOG Control Program	R. Beltran	Late Entry 4/17/19
2/16/16	Internal Audit of City's FOG Ordinance	Audit of the City's FOG Ordinance and FOG Control Program completed by City's Internal Audit Section	Internal Audit	Copy of final report included with audit records for the SSMP in App. V. Late Entry 4/17/19
4/28/15	Appendix V. - Internal Audit Records	Finished Internal Audit- 6th Anniversary of Plan Transmitted to Director Public Works	J. Hicks	
7/1/14	Organizational Change - FOG Control Program	PW Admin Division- Environmental Section dissolved. FOG Compliance Inspections and Asst. Environmental Tech, Rick Beltran moves to PW Maintenance Services Division- Wastewater Section.	J. Hicks	Late Entry 4/3/19. Revised 4/15/19 to identify correct Division and Section.

SSMP Document Amendments

Last Update: 5/30/2019

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			Beltran	City Audit
12/27/16	Appendix H	Sewer Trouble Spot	Villagran	Update latest version on the "g" drive.
12/27/16	Appendix B	Need to update Item #09 Reporting Flow Chart to reflect personnel changes in the City (12/06/16).	Rodriguez	
12/06/16	Appendix A	Replaced Division Personnel Roster	Rodriguez	Most update version located at G:/Clerks/Radio/Phones.xls
12/06/16	Appendix A	Revised and updated SSMP Development and Implementation Personnel.	Rodriguez	Need to update City's SSMP Website posting.
10/4/16	Operational Change- FOG Control Program	Common FSE FOG Inspection Worklist for <u>Public Works Maintenance Services</u> and <u>Fire Environmental</u> posted to a shared workspace on the Braveheart Server	J. Hicks	Late Entry 4/3/19
9/9/16	Operational Change- FOG Control Program	Developed Wastewater Maintenance Section Standard Operating Procedure for the Inspection of Food Service Establishments.	R. Beltran	Late Entry 4/17/19
8/1/16	Operational Change- FOG Control Program	Food Service Establishment (FSE) inspection cycle lengthen from twelve (12) to eighteen (18) months for inspection cycle starting this month.	J. Hicks	Recognized increased time required to conduct an inspection iaw procedures

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Ongoing	Appendix A	Replace <u>Division Personnel Roster</u> dated 7/8/09	J. Hicks	most updated version located at G:/Clerks/Radio Phones.xls
5/7/19	Update for Recertification at 10th Anniversary	See Update of SSMP for Recertification at 10th Anniversary of Plan's Adoption-Preparation Task List located in Appendix V.	J. Hicks	
4/4/17	Ch.5 FOG Program	Industrial Waste Permit Revenues for FSE's to be redirected to Public Works not later than end of fiscal 16-17	J. Hicks / R. Beltran	
2/15/17	Appendix F	Finalized Process for clarifying how best management practices (BMP's) are determined for individual FSE's	J. Hicks / R. Beltran	Added to Appendix F at 2019 Recertification
Jan/2017	Appendix G	Restaurant List for the City of Glendale, CA Insert working list from 2016-2017 annual restaurant run list. Update latest version on the "g" drive.	Torres	Need to update latest version on the "g" drive.
12/27/16	Appendix M	Chemical Root Control	Martinez	Update latest version and path to the "g" drive.
12/27/16	Appendix I	F.O.G. Outreach /	J. Hicks/	Review changes made after

