



Municipal Sewer System Checklist

Municipal Sewer Systems are complex organizations that require industry-specific knowledge and skills -- from technical operations to regulatory compliance to customer and community relations. Here's a checklist of some of the key components to running a safe, effective and successful municipal sewer system.

INFRASTRUCTURE

- ☐ Inventory of sewer lines, pump stations, and treatment facilities
- ☐ Condition assessments are available (e.g., CCTV, visual inspections, etc.).
- ☐ Age data on major components
- ☐ Known bottlenecks or capacity issues

REGULATORY COMPLIANCE

- ☐ Up-to-date NPDES permit(s)
- ☐ Current Act 537 Plan approved by DEP
- ☐ Records of DEP inspections and any violations
- ☐ I&I studies conducted, and mitigation in progress
- ☐ Overflow or bypass logs are maintained

OPERATIONS

- ☐ SOPs for daily operations and emergencies
- ☐ Operators hold required PA certifications
- ☐ Staffing levels are adequate for system complexity
- ☐ 24/7 emergency coverage in place

FINANCIALS

- ☐ Rate study conducted within the past 5 years
- ☐ User fees sufficient for O&M and capital reserves
- ☐ Capital improvement plan (5-10 years) documented
- ☐ Active debt obligations reviewed
- ☐ Funding sources (grants, PENNVEST, etc.) identified

MAINTENANCE

- ☐ Scheduled maintenance log (cleaning, jetting, etc.)
- ☐ Maintenance backlog monitored
- ☐ Use of asset management software or maintenance tracking
- ☐ Spare parts and equipment list

ASSET MANAGEMENT

- ☐ Complete GIS or asset map of system
- ☐ Assets rated for condition and criticality
- ☐ Replacement planning incorporated into budget
- ☐ Periodic field verification of asset data

INTERMUNICIPAL / REGIONAL RELATIONS

- ☐ Agreements reviewed and current
- ☐ Clear billing and metering practices
- ☐ Shared infrastructure protocols in place

COMMUNITY & TRANSPARENCY

- ☐ Clear process for customer complaints and inquiries
- ☐ Public education on sewer use and I&I prevention
- ☐ Sewer rate structure is publicly available and justified
- ☐ Environmental justice concerns addressed

Interested in learning more about how to optimize your municipal sewer system? Keystone Municipal Solutions can help! **Contact us** at 717-237-5385 or info@keystonemunicipalsolutions.com