



ANNUAL POLICY REVIEW CHECKLIST

Annual review checklist for sanitary sewer policy, records, and program implementation.

Use this form to document work consistently and retain it with sewer program records.			
Member/Entity		Review Year	
Department		Reviewed By	
Policy Version Date		Next Review Due	

Policy and Program Review Items

Review Item	Yes	No	Needs Update	Comments / Action Needed
Written sanitary sewer policy is current				
Roles and responsibilities are assigned				
System maps / inventory have been updated				
Inspection schedules are being followed				
Maintenance records are being retained				
Lift station procedures are current				
Backup / overflow response steps are current				
Safety and confined-space practices reviewed				
Emergency contacts / vendors updated				
Recurring problem locations reviewed				
Capital or repair priorities updated				
Training needs identified				

For North Dakota Local Government.

NDIRF Template Form – Optional Use. Members may modify this form to meet local operational needs.

Review Outcome

Key Revisions Needed This Year	
Person Responsible for Updates	
Target Completion Date	

- ☐ No Follow-Up Needed
- ☐ Follow-Up Work Order Created

Work Order # _____

Completed Date _____

Department		Reviewed By	
Policy Version Date		Next Review Due	

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