



**CITY OF BURLINGAME**  
**OFFICE OF ENVIRONMENTAL COMPLIANCE**  
1103 Airport Blvd, Burlingame, CA 94010  
(650) 342-3727 Fax: (650) 342-3712  
Website: [www.burlingame.org](http://www.burlingame.org)

January 19, 2010

Sue Ma  
Regional Water Quality Control Board  
1515 Clay Street, Suite 1400  
Oakland, CA 94612

Dear Sue Ma:

The attached represents the City of Burlingame's responses to the items requested for the First Half-Year Deliverables (July 2009-November 2009) as described in the Storm Water Management Plan.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Sincerely,

Kiley J. Kinnon  
Stormwater Coordinator

c: Syed Murtuza, Public Works Director  
City of Burlingame



**First Half -Year Deliverables**  
(July-November 2009)  
Due by January 19, 2010

Municipality: City of Burlingame

Contact Person: Kiley Kinnon Phone: (650) 342-3727

(Please complete the following report and submit, along with a statement of certification, to Matt Fabry by the January 19, 2010 TAC meeting.)

The Municipal Regional Stormwater Permit will become effective on December 1, 2009, and it will require a different reporting form.

**USE THIS DELIVERABLES REPORTING FORM ONLY FOR JULY THROUGH NOVEMBER 2009.**

**Submittal Checklist**



1. Certification Letter (signed by an authorized representative from your municipality).....

2. Municipal Government Maintenance Monthly Record Keeping Forms (Attachment A)

Check if data submitted electronically. ....

	<u>Street/Leaf</u>	<u>Storm/Litter</u>
July 2009	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
August 2009	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
September 2009	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
October 2009	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
November 2009	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

\* For maintenance activities not conducted, please fill in zeros on the forms.

3. Stormwater Inspections & Violations Summary (for this reporting period - Attachment B)

4. Illicit Discharge Summary Report Form (July through November 2009) (Attachment C).....

5. Operations and Maintenance Information for Stormwater Treatment Measures form for each new and redevelopment project where post-construction, stormwater treatment controls have been implemented this reporting period (Attachment D).....  N/A

6. Summary of Pre-Wet Season Erosion Control Inspections Form  
Pre-Wet Season Erosion Control Inspections Certification Letter (Attachment E).....

7. Table of New Development Projects (Attachment F) .....

*To assist us in compiling information from all the municipalities, please also:*

- *Do not remove page breaks (start each component at the top of a new page).*
- *Write your municipality' s name at the top of every page.*

**COMPONENT 2. MUNICIPAL GOVERNMENT MAINTENANCE ACTIVITIES**

***I. Tasks described in the Stormwater Management Plan and which are therefore enforceable requirements of the NPDES permit***

1. Describe assistance provided to the Municipal Maintenance Subcommittee during July through November 2009. (Do not list the subcommittee meetings attended because EOA will track and include information about meeting attendance in SMCWPPP's Annual Report).

**None.**

2. Check that your agency has fully completed Municipal Government Maintenance Activities monthly record-keeping forms (Attachment A) for July through November 2009. Submit completed forms if not entered electronically.

Paper forms for July 1 through November 30, 2009 maintenance activities are attached.

Electronic files on webpage for July 1 through November 30, 2009 maintenance activities are complete.

Please be sure to include estimates of the amount of leaves and litter collected by your agency, including parks and public works personnel, volunteers and/or court-referred crews.

3. Describe assistance provided to the Parks Maintenance and IPM Work Group during July through November 2009. (Do not list the subcommittee meetings attended because EOA will track and include information about meeting attendance in SMCWPPP's Annual Report).

**None.**

**COMPONENT 3. INDUSTRIAL AND ILLICIT DISCHARGE CONTROLS**

*Performance standards contained in the Stormwater Management Plan and which are therefore enforceable requirements of the NPDES permit*

1. Submit completed Stormwater Inspections & Violations Summary forms (Attachment B).

a. How many businesses were inspected between July and November 2009?

**County= 138 Burlingame= 17 Total= 155**

b. How many inspected businesses had one or more violations using definition on the Summary Inspections & Violation Summary form?

**County= 3 Burlingame= 6 Total= 9**

c. How many businesses had a violation that was pending correction as of end of day on November 30, 2009? **None.**

2. Complete and submit the attached form: *Illicit Discharge Inspection Quarterly Summary Report: July - November 2009 (Attachment C)*. **NOTE: For each illicit discharge found please fill out the Illicit Discharge Source Identification Form (Attachment C) and retain copies of the completed Illicit Discharge Source Identification Forms at your municipality (don' t submit with deliverables). The completed forms must be made available if requested in the future by the Water Board staff or its representatives.**

3. Describe assistance provided to the CII Subcommittee and its Educational Outreach Work Group during July through November 2009. (Do not list the subcommittee meetings attended because EOA will track and include information about meeting attendance in SMCWPPP' s Annual Report).

**None.**

4. Describe your municipality' s use of SMCWPPP' s educational outreach materials, such as the Tips for a Cleaner Bay booklet, Vehicle Service Facility booklet, restaurant posters, and other outreach materials for businesses.

Restaurant and vehicle posters and associated facility BMP brochures were distributed throughout the reporting period. Tips for a Cleaner Bay booklet were handed out to businesses during routine and unannounced inspections and other site visits. Promoted recycling of fluorescent lights and other mercury containing devices using the SM County' s VSQG Program. Compact fluorescent light bulbs were collected at a Burlingame City Hall event. Additionally, recycling and proper disposal of other hazardous wastes were promoted through other local events, i.e. local e-waste events, retail take back programs, donations to Goodwill, etc.

#### COMPONENT 4. PUBLIC INFORMATION AND PARTICIPATION

##### *I. Tasks described in the Stormwater Management Plan and which are therefore enforceable requirements of the NPDES permit*

*Describe your public information and participation activities during the reporting period. Topics that shall be addressed, in as specific a manner as possible, include the following:*

1. Stenciling/signage conducted;

**Replacement of permanent markers is done on as-needed basis. Municipal staff continues to lend stenciling kits to private properties on as-needed basis.**

2. Community outreach events held or participated in: (Remember that the performance standards state that municipalities over 50,000 in population will participate in five community outreach events annually, municipalities between 5,000 and 50,000 in population will participate in four activities annually, and municipalities less than 5,000 in population will participate in three activities annually.)

a) Existing community outreach events:

1. **Music in the Park, July 26, 2009.**
2. **Thermometer Exchange and collection are performed as needed.**
3. **Bayfront Cleanup Day (Coastal Cleanup Day), September 19, 2009.**
4. **Compost Give Away, September 9, 2009 and October 10, 2009.**

1. New community outreach events:

**None to report.**

2. Coordination with local volunteer groups:

- A. Local Boys and Girls Scouts volunteered at the annual Bay front Clean-up.**
- B. Adopt a Highway at 101/Rollins Road Clean –up Volunteer Group.**

3. Other outreach activities (e.g. outreach to schools, advertising, etc.):

**None to report.**

3. Educational material developed and/or distributed;

**▪Recycle Mercury Containing Lamps, ▪ BASMAA’s Blue Print for a Clean Bay, ▪P2 at Construction Industry, ▪BASMAA’s bilingual postcard BMP brochures on Saw Cut Slurry, Painting, and Concrete Mortar, ▪Pest Resistant Landscaping & Creek Side Planting & Care Guide Pamphlets, ▪IPM series brochures (English & Spanish), ▪San Mateo County Resident’s Guide to Household Recycling (Too Toxic to Trash), ▪Bay-Friendly Landscape Guidelines, Fluorescent Recycling Brochure and Recycling Haulers, Streamside Planting, ▪SMCWPPP Community Action Grant availability and application information city website, ▪ Pharmaceutical Disposal Locations Flyers (various languages), ▪Healthy Household Habit (in-house brochure created in April 2008), ▪Bookmarks encouraging participation at local clean-up events (developed in-house in April 2008), ▪SMCWPPP bookmarks promoting flowstobay website and countywide program, ▪Various countywide and SM County programs Kids Activity books, ▪Discover Storm Water (Project WET), ▪P3 Pollution Prevention Post Newsletters (current and past editions, bilingual)**

4. Describe assistance provided to the PIP subcommittee during July through November 2009. (Do not list the subcommittee meetings attended because EOA will track and include information about meeting attendance in SMCWPPP’ s Annual Report.)

**None to report.**

**COMPONENT 5. NEW DEVELOPMENT AND CONSTRUCTION SITE CONTROLS**

***I. Tasks described in the Stormwater Management Plan and which are therefore enforceable requirements of the NPDES permit.***

1. Describe assistance provided to the New Development Subcommittee during July through November 2009. (Do not list the subcommittee meetings attended because EOA will track and include information about meeting attendance in SMCWPPP' s Annual Report).

**None.**

2. List workshops attended other than SMCWPPP-sponsored workshops. (EOA will track and include information about your municipality' s attendance at SMCWPPP-sponsored workshops in SMCWPPP' s Annual Report).

**None.**

4. How many municipal staff members have received a certificate of completion from a Construction Site Stormwater Compliance workshop offered by SMCWPPP, the San Francisco Estuary Project, or the Santa Clara Valley Urban Runoff Pollution Prevention Program in the last three years?

**Four staff members, representing the City of Burlingame, attended the 2009 workshop.**

***II. Compliance with the Performance Standards.***

1. Please include in your deliverables the 2009 Certification letter that all active construction sites have been inspected prior to the wet season. Check the box if the letter is included in Attachment E.
5. Attach a completed copy of the Summary of Pre-Wet Season Erosion Control Inspections Form (Attachment E).

***III. Tasks required by Provision C.3 of SMCWPPP' s NPDES permit amended on February 19, 2003.***

1. Attach a copy of the completed Operations and Maintenance Information for Stormwater Treatment Measures form (Attachment D) for each new and redevelopment project where treatment measures have been implemented during this reporting period.
2. As required by Provision C.3.e.iii of SMCWPPP' s amended NPDES permit, provide the following details about your municipality' s Operation and Maintenance (O&M) Verification Program:

**None to report during this period.**

- Provide a list or summary of O&M verification inspections conducted between July 1, 2009 and November 30, 2009. Include a summary of inspection results.

**To date, projects that proposed treatment measures requiring an O&M verification inspection are still under construction.**

- Describe any inspection follow-up.

**Not applicable, see explanation described above.**

- Evaluate your municipality's O&M Verification Program's effectiveness.

**The Burlingame O&M Verification Program's effectiveness has not been evaluated as the construction of treatment measures at various C.3 projects is still in progress.**

- Summarize any planned improvements to the O&M Verification Program.

**There are no planned improvements to the existing O&M Verification Program at this time,**

- Describe the organization structure of your O&M Verification Program.

**The O&M Verification Program is assigned to the stormwater coordinator to ensure the O&M verification maintenance checklist is performed and submitted as required. Inspections will be conducted prior to the onset of the rainy season. Additional inspections beyond the yearly requirement will be conducted as necessary.**

3. Complete the Table of New Development Projects (Attachment F) for all Group 1 and 2 projects being planned or constructed during July through **November 2009**. Include information on hydromodification management for all applicable projects that create and/or replace one acre or more of impervious surface and are located in susceptible areas. **NOTE: Complete this table with information only through November 2009. The Municipal Regional Stormwater Permit goes into effect on December 1, 2009, and will require some changes to the table.**

**ATTACHMENT A**

**MUNICIPAL MAINTENANCE MONTHLY RECORD KEEPING FORM**

**SAN MATEO COUNTYWIDE STORMWATER POLLUTION  
PREVENTION PROGRAM**

**Municipal Government Maintenance Activities  
FY 2008/2009 Monthly Record Keeping Form**

**Month of July 2009**

**Municipality: City of Burlingame  
Completed by: Peter Gaines**

**Date: August 12, 2009**

**MAINTENANCE OF STORM DRAINAGE FACILITIES**

	<b>Inspected</b>	<b>Cleaned</b>
<b>Number of storm drain inlets</b>		
<b>Number of cross culverts, conduits, And/or curb inlets/outlets (convey Storm water around street corners)</b>		
<b>V Ditches</b>	linear feet	linear feet
<b>Storm drain lines</b>	linear feet	linear feet
<b>Channels</b>	linear feet	linear feet
<b>Creeks</b>	linear feet	linear feet
<b>Culverts</b>	linear feet	linear feet
<b>Number of junction boxes</b>		
<b>Number of pump stations</b>	5	4
<b>Other (please specify)</b>		
<b>Total volume of material removed</b>	1 cu. yds.	

**Describe any observed illegal discharges or illicit connections below or check the box if activities are included in the Illicit Discharge Quarterly Summary Form.**

**Have you responded to complaints or noticed areas that should be targeted for more frequent cleaning?**

Yes            No  If yes, explain:

**LITTER CONTROL**

	<b>Areas Targeted</b>	<b>Volume Removed</b>
<b>City/County Personnel (include receptacles)</b>	<b>Burlingame Ave, Broadway &amp; City's parking lots.</b>	<b>21 cu. yds.</b>
<b>Court Referred Crews</b>		
<b>Other (weed &amp; rubbish Abatement removal, etc.)</b>		
	<b>Total (specify cubic yards or pounds)</b>	<b>21 cu. yds.</b>

**SAN MATEO COUNTYWIDE STORMWATER POLLUTION  
PREVENTION PROGRAM**

**Municipal Government Maintenance Activities  
FY 2008/2009 Monthly Record Keeping Form**

**Month of July 2009**

**Municipality: City of Burlingame  
Completed by: Peter Gaines**

**Date: August 12, 2009**

<b>STREET CLEANING</b>	<b>Volume of Material collected (cubic yards)</b>	<b>Miles (curb miles)</b>
<b>1. Sweeping</b>		
<b>Residential Areas:</b>		
<b>Broom</b>		
<b>Regenerative Air</b>	183	908
<b>Vacuum</b>		
<b>Commercial Areas:</b>		
<b>Broom</b>		
<b>Regenerative Air</b>	55	258
<b>Vacuum</b>		
<b>Industrial Areas</b>		
<b>Broom</b>		
<b>Regenerative Air</b>	13	51
<b>Vacuum</b>		
<b>Other Areas Swept:</b> (e.g., parking lots, major arterials, etc.)		
<b>Broom</b>		
<b>Regenerative Air</b>	18	27
<b>Vacuum</b>		
<b>TOTAL</b>	<b>269</b>	<b>1244</b>
<b>2. Have you implemented any changes in your street sweeping program. (Changed sweeping frequency, new equipment, etc.)</b>		
<b>None at this time</b>		
<b>LEAF REMOVAL</b>		
<b>Volume of leaves removed by City crews.</b>	<b>299 cubic yards</b>	
<b>Leaves bagged by residents and picked up by City.</b>	<b>0</b>	<b>bags.</b>
<b>Check box if you do not have a leaf removal program other than routine street sweeping. !</b>		

**SAN MATEO COUNTYWIDE STORMWATER POLLUTION  
PREVENTION PROGRAM**

**Municipal Government Maintenance Activities  
FY 2008/2009 Monthly Record Keeping Form**

**Month of August 2009**

**Municipality: City of Burlingame  
Completed by: Peter Gaines**

**Date: September 1, 2009**

**MAINTENANCE OF STORM DRAINAGE FACILITIES**

	<b>Inspected</b>	<b>Cleaned</b>
Number of storm drain inlets	12	8
Number of cross culverts, conduits, And/or curb inlets/outlets (convey Storm water around street corners)		
V Ditches	linear feet	linear feet
Storm drain lines	linear feet	linear feet
Channels	linear feet	linear feet
Creeks	linear feet	linear feet
Culverts	linear feet	linear feet
Number of junction boxes		
Number of pump stations	5	1
Other (please specify)		
Total volume of material removed	.5cu. yards.	

**Describe any observed illegal discharges or illicit connections below or check the box if activities are included in the Illicit Discharge Quarterly Summary Form.**

**Have you responded to complaints or noticed areas that should be targeted for more frequent cleaning?**

Yes                      No  If yes, explain:

**LITTER CONTROL**

	<b>Areas Targeted</b>	<b>Volume Removed</b>
City/County Personnel (include receptacles) Court Referred Crews	Burlingame Ave, Broadway & City's parking lots.	13 cu. yds.
Other (weed & rubbish Abatement removal, etc.)		
	<b>Total (specify cubic yards or pounds)</b>	<b>13 cu. yds.</b>

**SAN MATEO COUNTYWIDE STORMWATER POLLUTION  
PREVENTION PROGRAM**

**Municipal Government Maintenance Activities  
FY 2008/2009 Monthly Record Keeping Form**

**Month August of 2009**

**Municipality: City of Burlingame  
Completed by: Peter Gaines**

**Date: September1, 2009**

<b>STREET CLEANING</b>	<b>Volume of Material collected (cubic yards)</b>	<b>Miles (curb miles)</b>
<b>1. Sweeping</b>		
<b>Residential Areas:</b>		
<b>Broom</b>		
<b>Regenerative Air     Vacuum</b>	149	946
<b>Commercial Areas:</b>		
<b>Broom</b>		
<b>Regenerative Air     Vacuum</b>	23	281
<b>Industrial Areas</b>		
<b>Broom</b>		
<b>Regenerative Air     Vacuum</b>	20	14
<b>Other Areas Swept: (e.g., parking lots, major arterials, etc.)</b>		
<b>Broom</b>		
<b>Regenerative Air     Vacuum</b>	12	14
<b>TOTAL</b>	<b>204</b>	<b>1255</b>
<b>2. Have you implemented any changes in your street sweeping program. (Changed sweeping frequency, new equipment, etc.)</b>		
None at this time		
<b>LEAF REMOVAL</b>		
<b>Volume of leaves removed by City crews.</b>	<b>226 cubic yards</b>	
<b>Leaves bagged by residents and picked up by City.</b>	<b>3</b>	<b>bags.</b>
<b>Check box if you do not have a leaf removal program other than routine street sweeping. !</b>		

**SAN MATEO COUNTYWIDE STORMWATER POLLUTION  
PREVENTION PROGRAM**

**Municipal Government Maintenance Activities  
FY 2008/2009 Monthly Record Keeping Form**

**Month of September 2009**

**Municipality: City of Burlingame  
Completed by: Peter Gaines**

**Date: October 5, 2009**

**MAINTENANCE OF STORM DRAINAGE FACILITIES**

	Inspected		Cleaned	
Number of storm drain inlets				
Number of cross culverts, conduits, And/or curb inlets/outlets (convey Storm water around street corners)				
V Ditches	150	linear feet	50	linear feet
Storm drain lines	300	linear feet	300	linear feet
Channels	1000	linear feet		linear feet
Creeks	800	linear feet	80	linear feet
Culverts	1400	linear feet		linear feet
Number of junction boxes				
Number of pump stations	5			
Other (please specify)				
Total volume of material removed	15cu. yds.			

**Describe any observed illegal discharges or illicit connections below or check the box if activities are included in the Illicit Discharge Quarterly Summary Form.**

**Have you responded to complaints or noticed areas that should be targeted for more frequent cleaning?**

Yes            No  If yes, explain:

**LITTER CONTROL**

	Areas Targeted	Volume Removed
City/County Personnel (include receptacles)	Burlingame Ave, Broadway & City's parking lots.	13 cu. yds.
Court Referred Crews		
Other (weed & rubbish Abatement removal, etc.)		
	Total (specify cubic yards or pounds)	13 cu. yds.

**ATTACHMENT A**

**MUNICIPAL MAINTENANCE MONTHLY RECORD KEEPING FORM**



**SAN MATEO COUNTYWIDE WATER POLLUTION PREVENTION PROGRAM**

Municipal Government Maintenance Activities

FY 2009/10 Monthly Record Keeping Form

Month of: July 09

Municipality: City of Burlingame, CA

Completed by: Bob Disco Date: 1/12/10

**MAINTENANCE OF STORM DRAINAGE FACILITIES**

	Inspected		Cleaned	
Number of storm drain inlets or curb inlets/outlets (convey storm water around street corners)	_____		_____	
V ditches	_____	miles	_____	miles
Storm drain lines	_____	miles	_____	miles
Channels	_____	miles	_____	miles
Creeks	_____	miles	_____	miles
Culverts, cross-culverts, pipes	_____	linear feet	_____	linear feet
Number of junction boxes	_____		_____	
Number of pump stations	_____		_____	

Other (please specify) \_\_\_\_\_

Total volume of material removed \_\_\_\_\_ cubic yards or \_\_\_\_\_ tons

Describe any observed illegal discharges or illicit connections below or check the box if activities are included in the Illicit Discharge Quarterly Summary Form.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you responded to complaints or noticed areas which should be targeted for more frequent cleaning?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**LITTER CONTROL**

	Areas Targeted	Volume Removed
City/County Personnel (include receptacles)	<u>City parks, traffic medians and landscape debris</u>	<u>70 cu yrds</u>
Court Referred Crews	<u>Green Waste</u>	<u>122 cu yds</u>
Other (weed and rubbish Abatement removal, etc.)		<u>5 cu yrds</u>
	Total (specify cubic yards or pounds)	<u>197 cu yrds</u>

EOA, Inc.

**SAN MATEO COUNTYWIDE WATER POLLUTION PREVENTION PROGRAM**

Municipal Government Maintenance Activities

FY 2009/10 Monthly Record Keeping Form

Month of: August 09

Municipality: City of Burlingame

Completed by: Bob Disco Date: 1/12/10

<b>STREET CLEANING</b>	Volume of material collected (cubic yards)	Miles swept (curb miles)
1. Sweeping		
Residential Areas:	_____	_____
Commercial Areas:	_____	_____
Industrial Areas:	_____	_____
Other Areas Swept: (e.g., parking lots, major arterials, etc.)	_____	_____
TOTAL	_____	_____
2. Have you implemented any changes in your street sweeping program. (changed sweeping frequency, new equipment, etc.)		
_____		
_____		
_____		
_____		

**LEAF REMOVAL**

Volume of leaves removed by City crews. 9 cubic yards

Leaves bagged by residents and picked up by City. \_\_\_\_\_ bags.

Check box if you do not have a leaf removal program other than routine street sweeping.

\* Report total miles covered by sweepers including areas operated in tandem or repeated.

**SAN MATEO COUNTYWIDE WATER POLLUTION PREVENTION PROGRAM**

Municipal Government Maintenance Activities  
 FY 2009/10 Monthly Record Keeping Form

Month of: August 09

Municipality: City of Burlingame, CA

Completed by: Bob Disco Date: 1/12/10

**MAINTENANCE OF STORM DRAINAGE FACILITIES**

	Inspected		Cleaned	
Number of storm drain inlets or curb inlets/outlets (convey storm water around street corners)	_____		_____	
V ditches	_____	miles	_____	miles
Storm drain lines	_____	miles	_____	miles
Channels	_____	miles	_____	miles
Creeks	_____	miles	_____	miles
Culverts, cross-culverts, pipes	_____	linear feet	_____	linear feet
Number of junction boxes	_____		_____	
Number of pump stations	_____		_____	

Other (please specify) \_\_\_\_\_

Total volume of material removed \_\_\_\_\_ cubic yards or \_\_\_\_\_ tons

Describe any observed illegal discharges or illicit connections below or check the box if activities are included in the Illicit Discharge Quarterly Summary Form.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you responded to complaints or noticed areas which should be targeted for more frequent cleaning?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**LITTER CONTROL**

	Areas Targeted	Volume Removed
City/County Personnel (include receptacles)	<u>City parks, traffic medians and landscape debris</u>	<u>54 cu yds</u>
Court Referred Crews	<u>Green Waste</u>	<u>135 cu yds</u>
Other (weed and rubbish Abatement removal, etc.)		<u>4 cu yds</u>
	Total (specify cubic yards or pounds)	<u>195 cu yds</u>

EOA, Inc.

**SAN MATEO COUNTYWIDE WATER POLLUTION PREVENTION PROGRAM**

Municipal Government Maintenance Activities  
FY 2009/10 Monthly Record Keeping Form

Month of: September 09

Municipality: City of Burlingame

Completed by: Bob Disco Date: 1/12/10

<b>STREET CLEANING</b>	<b>Volume of material collected (cubic yards)</b>	<b>Miles swept (curb miles)</b>
1. Sweeping		
Residential Areas:	_____	_____
Commercial Areas:	_____	_____
Industrial Areas:	_____	_____
Other Areas Swept: (e.g., parking lots, major arterials, etc.)	_____	_____
TOTAL	_____	_____

2. Have you implemented any changes in your street sweeping program.  
(changed sweeping frequency, new equipment, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LEAF REMOVAL**

Volume of leaves removed by City crews. 21 cubic yards

Leaves bagged by residents and picked up by City. \_\_\_\_\_ bags.

Check box if you do not have a leaf removal program other than routine street sweeping.

\* Report total miles covered by sweepers including areas operated in tandem or repeated.

**SAN MATEO COUNTYWIDE WATER POLLUTION PREVENTION PROGRAM**

Municipal Government Maintenance Activities

FY 2009/10 Monthly Record Keeping Form

Month of: September 09

Municipality: City of Burlingame, CA

Completed by: Bob Disco Date: 1/12/10

**MAINTENANCE OF STORM DRAINAGE FACILITIES**

	Inspected		Cleaned	
Number of storm drain inlets or curb inlets/outlets (convey storm water around street corners)	_____		_____	
V ditches	_____	miles	_____	miles
Storm drain lines	_____	miles	_____	miles
Channels	_____	miles	_____	miles
Creeks	_____	miles	_____	miles
Culverts, cross-culverts, pipes	_____	linear feet	_____	linear feet
Number of junction boxes	_____		_____	
Number of pump stations	_____		_____	
Other (please specify)	_____			

Total volume of material removed \_\_\_\_\_ cubic yards or \_\_\_\_\_ tons

Describe any observed illegal discharges or illicit connections below or check the box if activities are included in the Illicit Discharge Quarterly Summary Form.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you responded to complaints or noticed areas which should be targeted for more frequent cleaning?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**LITTER CONTROL**

	Areas Targeted	Volume Removed
City/County Personnel (include receptacles)	<u>City parks, traffic medians and landscape debris</u>	<u>70 cu yds</u>
Court Referred Crews	<u>Green Waste</u>	<u>135 cu yds</u>
Other (weed and rubbish Abatement removal, etc.)		<u>5 cu yds</u>
	Total (specify cubic yards or pounds)	<u>210 cu yds</u>

EOA, Inc.



**SAN MATEO COUNTYWIDE WATER POLLUTION PREVENTION PROGRAM**

Municipal Government Maintenance Activities

FY 2009/10 Monthly Record Keeping Form

Month of: October 09 \_\_\_\_\_

Municipality: City of Burlingame, CA

Completed by: Bob Disco Date: 1/12/10

**MAINTENANCE OF STORM DRAINAGE FACILITIES**

	Inspected		Cleaned	
Number of storm drain inlets or curb inlets/outlets (convey storm water around street corners)	_____		_____	
V ditches	_____	miles	_____	miles
Storm drain lines	_____	miles	_____	miles
Channels	_____	miles	_____	miles
Creeks	_____	miles	_____	miles
Culverts, cross-culverts, pipes	_____	linear feet	_____	linear feet
Number of junction boxes	_____		_____	
Number of pump stations	_____		_____	
Other (please specify)	_____			

Total volume of material removed \_\_\_\_\_ cubic yards or \_\_\_\_\_ tons

Describe any observed illegal discharges or illicit connections below or check the box if activities are included in the Illicit Discharge Quarterly Summary Form.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you responded to complaints or noticed areas which should be targeted for more frequent cleaning?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**LITTER CONTROL**

	Areas Targeted	Volume Removed
City/County Personnel (include receptacles)	<u>City parks, traffic medians and landscape debris</u>	<u>56 cu yds</u>
Court Referred Crews	<u>Green Waste</u>	<u>165 cu yds</u>
Other (weed and rubbish Abatement removal, etc.)		<u>4 cu yds</u>
	Total (specify cubic yards or pounds)	<u>225 cu yds</u>

EOA, Inc.



**SAN MATEO COUNTYWIDE WATER POLLUTION PREVENTION PROGRAM**

Municipal Government Maintenance Activities

FY 2009/10 Monthly Record Keeping Form

Month of: November 09 \_\_\_\_\_

Municipality: City of Burlingame, CA

Completed by: Bob Disco Date: 1/12/10

**MAINTENANCE OF STORM DRAINAGE FACILITIES**

	Inspected		Cleaned	
Number of storm drain inlets or curb inlets/outlets (convey storm water around street corners)	_____		_____	
V ditches	_____	miles	_____	miles
Storm drain lines	_____	miles	_____	miles
Channels	_____	miles	_____	miles
Creeks	_____	miles	_____	miles
Culverts, cross-culverts, pipes	_____	linear feet	_____	linear feet
Number of junction boxes	_____		_____	
Number of pump stations	_____		_____	
Other (please specify) _____				

Total volume of material removed \_\_\_\_\_ cubic yards or \_\_\_\_\_ tons

Describe any observed illegal discharges or illicit connections below or check the box if activities are included in the Illicit Discharge Quarterly Summary Form.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you responded to complaints or noticed areas which should be targeted for more frequent cleaning?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**LITTER CONTROL**

	Areas Targeted	Volume Removed
City/County Personnel (include receptacles)	<u>City parks, traffic medians and landscape debris</u>	_____ 56 cu yds
Court Referred Crews	<u>Green Waste</u>	_____ 135 cu yds
Other (weed and rubbish Abatement removal, etc.)		_____ 4 cu yds
	Total (specify cubic yards or pounds)	_____ 195 cu yds

EOA, Inc.

**SAN MATEO COUNTYWIDE WATER POLLUTION PREVENTION PROGRAM**

Municipal Government Maintenance Activities

FY 2009/10 Monthly Record Keeping Form

Month of: December 09

Municipality: City of Burlingame

Completed by: Bob Disco Date: 1/12/10

<b>STREET CLEANING</b>	Volume of material collected (cubic yards)	Miles swept (curb miles)
1. Sweeping		
Residential Areas:	_____	_____
Commercial Areas:	_____	_____
Industrial Areas:	_____	_____
Other Areas Swept: (e.g., parking lots, major arterials, etc.)	_____	_____
TOTAL	_____	_____
2. Have you implemented any changes in your street sweeping program. (changed sweeping frequency, new equipment, etc.)		
_____		
_____		
_____		
_____		

**LEAF REMOVAL**

Volume of leaves removed by City crews. 26 cubic yards

Leaves bagged by residents and picked up by City. \_\_\_\_\_ bags.

Check box if you do not have a leaf removal program other than routine street sweeping.

\* Report total miles covered by sweepers including areas operated in tandem or repeated.

**SAN MATEO COUNTYWIDE WATER POLLUTION PREVENTION PROGRAM**

Municipal Government Maintenance Activities

FY 2009/10 Monthly Record Keeping Form

Month of: December 09 \_\_\_\_\_

Municipality: City of Burlingame, CA

Completed by: Bob Disco Date: 1/12/10

**MAINTENANCE OF STORM DRAINAGE FACILITIES**

	Inspected		Cleaned	
Number of storm drain inlets or curb inlets/outlets (convey storm water around street corners)	_____		_____	
V ditches	_____	miles	_____	miles
Storm drain lines	_____	miles	_____	miles
Channels	_____	miles	_____	miles
Creeks	_____	miles	_____	miles
Culverts, cross-culverts, pipes	_____	linear feet	_____	linear feet
Number of junction boxes	_____		_____	
Number of pump stations	_____		_____	
Other (please specify) _____				

Total volume of material removed \_\_\_\_\_ cubic yards or \_\_\_\_\_ tons

Describe any observed illegal discharges or illicit connections below or check the box if activities are included in the Illicit Discharge Quarterly Summary Form.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you responded to complaints or noticed areas which should be targeted for more frequent cleaning?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**LITTER CONTROL**

	Areas Targeted	Volume Removed
City/County Personnel (include receptacles)	<u>City parks, traffic medians and landscape debris</u>	<u>70 cu yrds</u>
Court Referred Crews	<u>Green Waste</u>	<u>130 cu yds</u>
Other (weed and rubbish Abatement removal, etc.)		<u>5 cu yds</u>
	Total (specify cubic yards or pounds)	<u>205 cu yds</u>

EOA, Inc.

**ATTACHMENT B**

**STORMWATER INSPECTIONS & VIOLATIONS SUMMARY**

## STORMWATER INSPECTIONS & VIOLATIONS SUMMARY (Attachment B)

**Municipality:** \_\_\_\_\_  
**Period Covered By This Report:** July 1, 2009 through November 30, 2009 (you may choose to report through December 2009 if this is easier)  
**Period Covered by the Previous Report:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Total Number of Inspections:** 17  
**Total Number of Violations:** 6  
**Total Follow-up Actions:** 13  
**Total Violations Corrected:** 11  
**Total Violations Pending:** 0

NAME ADDRESS TYPE OF BUSINESS	VIOL DATE	INSP	TYPES OF VIOLATION		DESCRIPTION OF VIOLATION, including whether violating flow reached a creek or other waterbody (name waterbody)	ENFORCEMENT ACTIONS					FOLLOW-UP ACTIONS	VIOLATIONS CORRECTED (YES/NO)	DATE CORRECTED	
			PE	NSW		N	V	W	I	F				L
Pr Auto Body 903 California Dr	02 July	KK	No	Yes	Vehicle washing without BMPs.		x					Business is to install wash pad connected to sanitary sewer system.	Yes	7/2/09
AM Automotive 255 Myrtle Rd	27 July	KK	No	Yes	Vehicle washing without BMPs.		x					None	Yes	7/27/09
All Makes Auto body 257 Myrtle Rd	27 July	KK	No	Yes	Vehicle washing without BMPs.		x					None	Yes	7/27/09
Guitard Chocolate Broderick Rd	07 Aug	EJ	Yes	Yes	Pollutant residuals from earlier incident.							None	Yes	8/7/09
Auto Pride Car Wash 1095 Carolan	28 Aug	KK	No	Yes	Run off of wax compound residuals to street.			x				Business to reroute runoff to back to wash rack.	No	Pending
Medallion's Steakhouse 1095 Rollins Rd	13 Sept	KK	Yes	Yes	Washing kitchen mats outside without BMPs.		x					None	Yes	9/14/09

40 Airport Blvd	16 Sept	EJ	No	No	Report of possible illicit discharge.	X									Follow up investigation only. No illicit discharge noted.	N/A	N/A
EI Torito 1590 Bayshore Hwy	18 Sept	EJ	No	No	Broken fire main being repaired.	x									Repairs observed by fire and water depts...	N/A	N/A
Medallion's Steakhouse 1095 Rollins Rd	21 Sept	KK	No	No	Washing kitchen mats outside without BMPs.	x									Follow up inspection	Yes	9/14/09
Parking Lot 1464 Fox Plaza Ln	21 Sept	EJ	No	Yes	Washing vehicle without BMPs.	x									Issued BMPs to manager	Yes	9/21/09
Residence 1800 Block Ashton Ave	25 Sept	KK	No	Yes	Swimming pool drained to street.	x									BMPs issued to home owner.	Yes	9/25/09
Residence 1600 Block Coronado Way	05 Sept	KK	Yes	No	Report of paint waste dumping onto ground.	x									No paint dumping was noted.	N/A	N/A
Gilbert x Hinckley Rd	05 Oct	KK	Yes	No	Garbage truck leaking fluid onto street.	x									No leaking fluid was noted.	N/A	N/A
Autohaus Burlingame 1309 Rollins Road	28 Oct	KK	Yes	Yes	Car washing without using BMPs.	x									Issued BMPs.	Yes	10/28/09
Electrical Service Company 1400 Block, Burlingame Ave	06 Nov	KK	Yes	Yes	Saw cutting without wet vacuum.	x									Told on site Superintendent to use vacuum.	Yes	11/06/09
Francisco's Deli 840 Stanton Rd	06 Nov	EJ	No	No	Sewer blockage cleaning waste collected from street at job site.										City crew assisted business with sewer blockage cleaning.	N/A	11/06/09
Garage Inc Auto body 55 Star Way	24 Nov	KK	No	Yes	Washing cars without BMPs.	x									Issued BMPs to business.	Yes	11/24/09



**ATTACHMENT B**

**STORMWATER INSPECTIONS & VIOLATIONS SUMMARY**

## STORMWATER INSPECTIONS & VIOLATIONS SUMMARY

**Municipality:** BURLINGAME **Haz Mat** **Food**  
**Period Covered by this Report:** July 1, 2009 THROUGH September 30, 2009 17  
**Period Covered by the Previous Report:** April 1 - June 30, 2009 0  
**Date:** 12/22/09 2  
0  
2  
2  
0

NAME ADDRESS TYPE OF BUSINESS	VIOL. DATE	INSP	TYPES OF VIOLATIONS		DESCRIPTION OF VIOLATION	ENFORCEMENT ACTIONS					FOLLOW-UP ACTION	VIOLATIONS CORRECTED (YES/NO)	DATE CORRECTED	
			PEX	NSW		N	V	W	I	F				L
San Bruno Garbage, 1356-1360 Marsten	6-Aug	DC	NO	NO	Facility has a general permit and SPCC/SWPPP. Daily inspections are performed by staff.	*						NO	NA	NA
Mike Harvey Body Shop, 212 East Lane	27-Jul	DC	NO	NO	Noted wash bucket & brush bear grate in parking area. Eric Usher stated that drain flows to o/w separator before discharging to sewer.							NO	NA	NA
Airline Coach Service, 863 Malcolm	25-Aug	DC	YES	NO	Oily residue noted on asphalt near maintenance area also antifreeze drum was not closed tight. Minimize all spills. If spill occurs clean up immediately using dry absorbant. Never wash into storm drain.		*					YES	YES	25-Aug
Flying Food Group, 810 Malcolm	26-Aug	DC	YES	NO	Oil & trash dripping noted near leading dock. Use dry sweep absorbant to clean all spills as they occur. Do not wash discharge at storm drain. Ensure flows to sewer.			*				YES	YES	26-Aug



## STORMWATER INSPECTIONS & VIOLATIONS SUMMARY

**Municipality:** BURLINGAME **Haz Mat** 31 **Food** 90  
**Period Covered by this Report:** October 1, 2009 THROUGH November 30, 2009 **Total Number of Inspections:** 31  
**Period Covered by the Previous Report:** July 1 - September 30, 2009 **Total Number of Violations:** 0  
**Date:** 12/28/09 **Total Follow-up Actions:** 0  
**Total Violations Corrected:** 1  
**Total Violations Pending:** 0

NAME ADDRESS TYPE OF BUSINESS	VIOL. DATE	INSP	TYPES OF VIOLATIONS		DESCRIPTION OF VIOLATION	ENFORCEMENT ACTIONS					FOLLOW-UP ACTION	VIOLATIONS CORRECTED (YES/NO)	DATE CORRECTED		
			PEX	NSW		N	O	V	W	I				N	F
Bonne Sante, 1184 Broadway	7-Oct	NG	YES	NO	Do not dispose of waste water outside of facility on ground. Dispose all waste water in mop sink provided. Clean leaves & grease around storm drain and call for grease pick up routinely.		*						NO	NA	NA
El Torrio, 1590 Bayshore Hwy	9-Nov	NG	YES	NO	Do not wash garbage bin area to parkinglot flowing to storm drain. Use cat litter or simply sweep the area if needed.		*						NO	NA	NA
Autohaus Burlingame, 1309 Rollins	23-Oct	DC	YES	YES	Responded to complaint re: washing shop & discharging to storm drain system. Noted soap in gutter behind shop on N. Carolan. Notified owner to discontinue practice & divert soapy water of sewer.			*					YES	YES	23-Oct
Anchor Auto Body, 1008 B Carolan	18-Nov	DC	YES	NO	Car wash rack installed to filter rinse water prior to discharge to sewer.		*						NO	NA	NA



**ATTACHMENT C**

**ILLICIT DISCHARGE SUMMARY REPORT FORM  
AND  
ILLICIT DISCHARGE SOURCE IDENTIFICATION FORM**



# (Attachment C) Illicit Discharge Inspection Summary Report Form (July-November 2009)

Municipality: Burlingame

Contact: Kiley J. Kinnon

<b>I. Field Activities</b>			
<b>1. Describe field surveys.</b>  Number of established locations visited: Outfalls Inlets Manholes other (describe)  Channel miles visited:	Industrial Areas	Commercial Areas	Residential Areas
	342 (combined for all areas)		
	Pump stations = 25, V-ditches = 550 linear feet (lf), Storm drain lines = 300 lf, Creeks = 800 lf, Culverts = 3300 lf (combined for all areas)		
	550 linear feet		
<b>2. List how many discharges were identified by the following methods. Include only discharges that could have been prevented by BMPs. Do not include fluid releases associated with minor traffic accidents.</b>			
a. During field surveys at established locations:		b. Calls from:	
<u>3</u> identified by maintenance crews		_____ maintenance crews	
<u>5</u> identified by illicit discharge inspectors		_____ other agencies	
		<u>9</u> public	
<b>3. List the number of times the following materials were identified.</b>			
<u>1</u> Sewage		_____ Yard Wastes	
_____ Used Motor Oil		_____ Sediment and/or silt	
_____ Antifreeze		_____ Concrete Cutting Slurry/Washwaters	
_____ Fuels		<u>7</u> Vehicle Cleaning Washwaters	
<u>1</u> Paint		_____ Building/Sidewalk Washwaters	
<u>1</u> Concrete		_____ Other Washwaters	
_____ Construction Debris		_____ Industrial Wastes (solvents, metals, corrosives, cooling tower blowdown, etc)	
_____ Wall Compound		<u>4</u> Other (describe): Misc pollutants	
<u>1</u> Food Wastes			
<b>II. Follow-up Activities</b>			
<b>1. Describe whether sources of discharges were identified.</b>			
<u>15</u> Number of sources that were identified			
<u>0</u> Number of incidents when source of discharge was not identified			
<b>2. Describe whether discharges were abated.</b>			
<u>12</u> Number of discharge incidents that were abated			
<u>0</u> Number of new discharge incidents where discharge is continuing, as of the end of the reporting period; Attach the inspection report			
<u>1</u> Number of continuing discharges that have already been reported in previous quarter(s).			
<b>3. Describe enforcement activities conducted.</b>			
_____ Warning Notice (verbal warning)		_____ Formal Violation	
<u>1</u> Informal Violation		_____ Legal Action	

**ATTACHMENT D**

**OPERATION AND MAINTENANCE INFORMATION FOR STORMWATER  
TREATMENT MEASURES**

**N/A**



## CITY OF BURLINGAME

### PUBLIC WORKS DEPARTMENT

501 Primrose Road, Burlingame, CA 94010-3997

(650) 558-7230 Fax: (650) 558-9310

Website: [www.burlingame.org](http://www.burlingame.org)

January 19, 2009

Sue Ma  
Regional Water Quality Control Board  
1515 Clay Street, Suite 1400  
Oakland, CA 94612

Subject: Storm Water Pollution Prevention Program – Construction Inspection

Dear Sue Ma:

As required by our performance standards for construction inspections, as described in the San Mateo Countywide Storm Water Management Plan (July 1998 – June 2003), the City of Burlingame requires that each active construction site be stabilized to minimize erosion and sediment discharges from disturbed areas and oversees the inspections of these sites to make sure these requirements are being met.

I certify under penalty of law that all active construction sites within our jurisdiction have been inspected to ensure erosion and sediment control requirements have been met by October 15, 2009. The inspections have been performed under my direction or supervision in accordance with a system designed to assure that qualified personnel properly inspect the sites and evaluate and communicate the information. The certification is based on my inquiry of the person or persons who supervise the qualified inspectors, or those persons directly responsible for conducting the inspections.

Sincerely,

A handwritten signature in black ink, appearing to read "Kiley J. Kinnon".

Kiley J. Kinnon  
Stormwater Coordinator  
Veolia Water NA  
City of Burlingame Wastewater Treatment Facility

**ATTACHMENT E**

**SUMMARY OF PRE-WET SEASON EROSION CONTROL INSPECTIONS FORM  
AND  
PRE-WET SEASON EROSION CONTROL INSPECTIONS CERTIFICATION LETTER**



**Attachment E**  
**Summary of Pre-Wet Season Erosion Control Inspections Form**  
**Municipality Name: Burlingame**

Directions: A copy of this completed form documenting your municipality's pre-wet season erosion control inspections should be included with your municipality's 2009 letter that certifies that each active construction site has been stabilized to minimize erosion and the discharge of sediment from disturbed areas prior to the FY 2009/10 wet season.

Project Name	Project Address	Project Type r=residential (units) c=commercial i=industrial g=governmental <sup>1</sup>	Does Project Have Coverage Under Statewide Construction General Permit?	Was Site Inspected by Municipal Staff? If so, provide inspection date(s)	Were Erosion and Sedimentation Control Measures Undertaken Acceptable? <sup>2</sup>	Describe Corrections Made NN= none needed
Mills Peninsula Hospital Replacement Project	1503 Trousdale Ave	r <input type="checkbox"/> ( ) units c <input type="checkbox"/> i <input type="checkbox"/> g <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> Date: 10/12/09, 10/13/09, 10/16/09, 10/27/09, 11/20/09 No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	NN <input type="checkbox"/> Site winterization was completed. Sediment and erosion control materials installed. Stock piles reduced and secured. Site stormwater controls maintained onsite personnel.
Sunrise Senior Living	1818 Trousdale	r <input type="checkbox"/> ( ) units c <input checked="" type="checkbox"/> i <input type="checkbox"/> g <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> Date: 10/12/09, 10/16/09, 11/20/09 No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	NN <input type="checkbox"/> SWPPP implementation delayed. Site SWPPP and winterization implemented. Site erosion control measures improved. Project shut down, since 02/24/09.
Nine Unit Condo Project	1226 El Camino	r <input checked="" type="checkbox"/> (9 units) c <input type="checkbox"/> i <input type="checkbox"/> g <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> Date: 10/12/09, 10/13/09, 11/20/09 No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	NN <input type="checkbox"/> Perimeter fiber rolls installed. Storm drain and filter in place. Dirt stock piles removed.

<sup>1</sup> Select one or more of the code letters that are applicable to the project site

<sup>2</sup> If no inspection was done, provide explanation in the certification letter about how the acceptability of the erosion and sedimentation control measures was determined.

**Attachment E**  
**Summary of Pre-Wet Season Erosion Control Inspections Form**  
**Municipality Name: Burlingame**

Project Name	Project Address	Project Type r=commercial c=industrial g=governmental <sup>1</sup>	Does Project Have Coverage Under Statewide Construction General Permit?	Was Site Inspected by Municipal Staff? If so, provide inspection date(s)	Were Erosion and Sedimentation Control Measures Undertaken Acceptable? <sup>2</sup>	Describe Corrections Made NN= none needed
Center for Compassion	1450 Rollins Road	r <input type="checkbox"/> (____ units) c <input checked="" type="checkbox"/> i <input type="checkbox"/> g <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> Date: 10/12/09, 10/13/09, 11/20/09 No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	NN <input type="checkbox"/> Dirt stock piles and debris removed. Wattles in place. Storm inlet filters in place.
Walgreens	260 El Camino	r <input type="checkbox"/> (____ units) c <input checked="" type="checkbox"/> i <input type="checkbox"/> g <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> Date: 10/12/09, 10/16/09, 11/06/09 No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	NN <input type="checkbox"/> Perimeter wattles in place. Storm drain filters in place.
		r <input type="checkbox"/> (____ units) c <input type="checkbox"/> i <input type="checkbox"/> g <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> date _____ No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	NN <input type="checkbox"/>
		r <input type="checkbox"/> (____ units) c <input type="checkbox"/> i <input type="checkbox"/> g <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> date _____ No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	NN <input type="checkbox"/>
		r <input type="checkbox"/> (____ units) c <input type="checkbox"/> i <input type="checkbox"/> g <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> date _____ No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	NN <input type="checkbox"/>
		r <input type="checkbox"/> (____ units) c <input type="checkbox"/> i <input type="checkbox"/> g <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> date _____ No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	NN <input type="checkbox"/>



STATE OF VERMONT  
Water Pollution  
Prevention Program  
One Water - One Health Community

**Attachment E**  
**Summary of Pre-Wet Season Erosion Control Inspections Form**  
**Municipality Name: Burlington**

Project Name	Project Address	Project Type r=residential (units) c=commercial i=industrial g=governmental <sup>1</sup>	Does Project Have Coverage Under Statewide Construction General Permit?	Was Site Inspected by Municipal Staff? If so, provide inspection date(s)	Were Erosion and Sedimentation Control Measures Undertaken Acceptable? <sup>2</sup>	Describe Corrections Made NN= none needed
		c <input type="checkbox"/> i <input type="checkbox"/> g <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	NN <input type="checkbox"/>
		r <input type="checkbox"/> (units) <input type="checkbox"/> i <input type="checkbox"/> g <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> date <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	NN <input type="checkbox"/>
		c <input type="checkbox"/> i <input type="checkbox"/> g <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> date <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	NN <input type="checkbox"/>
		r <input type="checkbox"/> (units) <input type="checkbox"/> i <input type="checkbox"/> g <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> date <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	NN <input type="checkbox"/>
		c <input type="checkbox"/> i <input type="checkbox"/> g <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> date <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	NN <input type="checkbox"/>
		r <input type="checkbox"/> (units) <input type="checkbox"/> i <input type="checkbox"/> g <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> date <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	NN <input type="checkbox"/>

**ATTACHMENT F**

**TABLE OF NEW DEVELOPMENT PROJECTS**

Table of New Development Projects<sup>1</sup>

1	2	3	4	5	6	7	8	9				10	11	12	13	14		15	16
Project Name: Location (cross streets); Street Address	Name of Developer, Project Phase No., Project Description	Status of Project	Project Type <sup>3</sup>	Site Acreage	New or Replaced Impervious Surface Area	Source Control Measure BMPs	Site Design Measure BMPs	Post-Construction Treatment BMPs				Hydraulic Sizing Criteria Used	Operation & Maintenance Responsibility Mechanism	Referred to O&M Inspection Team (y/n)?	Pesticide Reduction Measures Included in Project	Alternative Compliance <sup>4</sup>		HMP <sup>5,e</sup>	
								Treatment BMPs Used	Hydro-dynamic device	TBD	TBD					TBD	TBD		Basis of Impracticability
Sunrise of Burlingame; 1818 Trousdale Ave	Sunrise Assisted Living	Planning approval: July 06, Building Permit Issued June 2007 UPDATE: Construction halted by project proponent in 2-24-09. No known start-up date. Site remains secured.	79-unit assisted living development and underground parking garage	43,583 SF or 1 acre	28,055 SF +/-	Beneficial landscaping; Outdoor material storage protection; Maintenance (sweeping, catch basin cleaning)	Minimized land disturbance; Under-ground pkg to reduce impervious surface; Disconnected downspouts; Preserve open space;	Hydro-dynamic device	TBD	TBD	TBD	TBD	TBD	TBD	Yes- landscaping measures	N/A	N/A	N/A < 1 acre impervious surface	
Chateau Bellevue; 1441 & 1445 Bellevue Ave	Bellevue Associates, LLC c/o Like Properties	Planning approval: November 05; Building permit has not been issued for this project.	17-unit residential condominium building and below grade parking garage	24,637 SF or .56 acre	Less than 1 acre; Approved before August 15, 2006	Landscaped areas designed to reduce excess runoff; subsurface drainage system	Large open space area at rear with softscape around creek bed (5,222 SF); Underground pkg to reduce impervious surface;	Drainage from parking garage designed to drain to sewer system; Floodwalls to prevent contamination of creek	N/A	N/A	N/A	N/A	N/A	N/A	Yes- landscaping measures	N/A	N/A	N/A < 1 acre impervious surface	

Table of New Development Projects<sup>1</sup>

1	2	3	4	5	6	7	8	9			10	11	12	13	14		15	16
Project Name: Location (cross streets); Street Address	Name of Developer; Project Phase No.2; Project Description	Status of Project	Project Type <sup>3</sup>	Site Acreage	New or Replaced Impervious Surface Area	Source Control Measure BMPs	Site Design Measure BMPs	Post-Construction Treatment BMPs			Hydraulic Sizing Criteria Used	Operation & Maintenance Responsibility Mechanism	Referred to O&M Inspection Team (y/n)?	Pesticide Reduction Measures Included in Project	Alternative Compliance <sup>4</sup>		HMP <sup>5,6</sup>	
								Treatment BMPs Used	Hydraulic Sizing Criteria Used	Operation & Maintenance Responsibility Mechanism					Basis of Impracticability	Alternative Compliance Measures		
Burlingame Hills Manor; 1840 Ogden Drive	Burlingame Hills Manor LLC	Planning approval: July 06. A building permit has not been issued for this project.	45-unit residential condominium building and below grade parking garage	38,905 SF or .89 acre	Less than 1 acre; Approved August 15, 2006	Beneficial landscaping: Outdoor storage material protection; Maintenance (sweeping, catch basin cleaning)	Large open space area with substantial softscape (8,762 SF); Underground pkg to reduce impervious surface;	Open space areas designed to reduce excess irrigation run-off	N/A	N/A	N/A	N/A	N/A	Yes-landscaping measures	N/A	N/A	N/A < 1 acre impervious surface.	
Residential Condominium; 1226 El Camino Real	1226 El Camino LLC	Planning approval: May 08; Building permit issued in November 2008, active construction	9-unit residential condominium building with below grade parking	12,874 SF or .30 acre	Less than 1 acre; Approved May 27, 2008	Beneficial landscaping: Sediment basins, silt fences, and storm drain inlet protection shall be maintained until permanent erosion controls are established	945 SF of open space area at grade, 85% of which will be landscaped; Underground pkg to reduce impervious surface.	Common open space designed to reduce excess irrigation run-off and promote surface filtration; Hydrodynamic Device	SMCWPPP C-3 Technical Guidance	TBD	Not Yet	Yes-landscaping measures	N/A	N/A	N/A < 1 acre impervious surface			

Table of New Development Projects <sup>1</sup>

1	2	3	4	5	6	7	8	9		10	11	12	13	14		15	16
Project Name; Location (Cross streets); Street Address	Name of Developer; Project Phase No. <sup>2</sup> ; Project Description	Status of Project	Project Type <sup>3</sup>	Site Acreage	New or Replaced Impervious Surface Area	Source Control Measure BMPs	Site Design Measure BMPs	Post-Construction Treatment BMPs		Hydraulic Sizing Criteria Used	Operation & Maintenance Responsibility Mechanism	Referred to O&M Inspection Team (y/n)?	Pesticide Reduction Measures Included in Project	Alternative Compliance <sup>4</sup>		HIMPs <sup>5</sup>	
								Treatment BMPs Used	Operation & Maintenance Responsibility Mechanism					Basis of Impracticability	Alternative Compliance Measures		
Peninsula Humane Society; 1450 Rollins Road/20 Edwards Court	Peninsular Humane Society and SPCA	Planning approval: June 07; Building permit issued in June 2009	Animal shelter and rescue facility; Pet adoption center; Remodel/New Bldg.	51,270 SF or 1.18 acres	Less than 1 acre; Approved before June 12, 2007	Maintenance (sweeping, catch basin, cleaning); Material storage protection	On-site filtration system; Procedures for proper disposal of pet waste; Unpaved open space (dogrun) area to reduce impervious area; Landscaping to reduce excess runoff	Bioretention area	sized according to SMCWPPP C.3 Technical Guidance,	TBD	Not Yet	Yes- landscaping measures such as use of native/drought resistant species	N/A	N/A	Located outside of HM susceptible area		
Residential Condominium; 1800 Trousdale Drive		Planning approval: April 07; Building permit has not been issued for this project	25-unit residential condominium building and below grade parking garage	21,741 SF or 0.50 acres	Less than 1 acre; Approved before June 12, 2007	Beneficial landscaping : Outdoor material storage protection; Maintenance (sweeping, catch basin cleaning)	Large open space area with substantial softscape; Underground pkg to reduce impervious surface;	TBD	TBD	TBD	Not Yet	Yes- landscaping measures	N/A	N/A	Not applicable due to project size; storm drain discharges to hardened channel		

Table of New Development Projects<sup>1</sup>

1	2	3	4	5	6	7	8	9				13	14		15	16
								Source Control Measure BMPs	Site Design Measure BMPs	Treatment BMPs Used	Hydraulic Sizing Criteria Used		Post-Construction Treatment BMPs			
10	11	12	13	14	15											
Office Building: 1427 Chapin		Planning approval: April 06; Building Permit issued: April 07; Project completed.	Office use; Remodel and Addition	18,667 SF or 0.43 acres	Less than 1 acre; Approved before storage Aug. 15, 2006	Beneficial landscaping; Material storage protection	Side and rear pathways made of pervious material	Project deemed complete prior to adoption of C.3 threshold requirements	N/A - Approved prior to Aug. 15, 2006 (10,000 sq. feet threshold became effective)	N/A	N/A	Referred to O&M Inspection Team (y/n)?	Yes-landscaping measures	N/A	N/A	HM not applicable due to size and location outside of susceptible area
Peninsula Hospital Replacement Project; 1783 El Camino Real		Planning approval: November 04; Building Permits issued: April 05, September 05, February 06, December 07; Ongoing construction.	Hospital Replacement and multi level parking garage	25.90 acres	18.59 acres	Beneficial landscaping; Material storage protection	Multi-level garage structure to reduce impervious surface; Preserved 8.1 acres open space	Vegetated swale	N/A; Project approved prior to C.3 requirement became effective	N/A	N/A	Yes-landscaping measures	N/A	N/A	Project approved prior to HM requirements	
Walgreens; 260 El Camino Real		Council approval Jan. 2009; Demo permit issued May 2009 and finalized on June 2009; Building permit has not yet been issued	New retail building, 24-hour drug store, existing lot	13,315 sq. feet	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	N/A	N/A	HM not applicable due to project size and location

Table of New Development Projects<sup>1</sup>

1	2	3	4	5	6	7	8	9				10	11	12	13	14		15	16
Project Name: Location (cross streets); Street Address	Name of Developer; Project Phase No. <sup>2</sup> ; Project Description	Status of Project	Project Type <sup>3</sup>	Site Acreage	New or Replaced Impervious Surface Area	Source Control Measures BMPs	Site Design Measure BMPs	Post-Construction Treatment BMPs				Hydraulic Sizing Criteria Used	Operation & Maintenance Responsibility Mechanism	Referred to O&M Inspection Team (y/n)?	Pesticide Reduction Measures Included in Project	Alternative Compliance <sup>4</sup>		HMP <sup>5,6</sup>	
								Treatment BMPs Used								Basis of Impracticability	Alternative Compliance Measures		
Saweway Replacement and Retail/Office; 1450 Howard Avenue		Application deemed complete June 2009; Environmental Scoping and Design Review Study with Planning Commission on 6/22/09	Mixed Use, Retail/Office Bldg; Saweway replacement and new 2-story retail/office bldg. Significant Redevelopment	3.6 acres	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD

<sup>1</sup> Projects that create at least 10,000 square feet but less than 1 acre of impervious surface are required to report information in columns 1 through 6 only. In any case, there should be at least five projects for which all columns are completed, as applicable to exemplify the requirements that are applied to new development projects.

<sup>2</sup> If a project is being constructed in Phases, each Phase should have a separate entry.

<sup>3</sup> Indicate project type, based on NPDES Permit Provision C.3.c categories: Commercial, Industrial, Residential, Streets/Road/Highways/Freeways, Significant Redevelopment.

<sup>4</sup> If a project was granted Alternative Compliance (Provision C.3.g), report required information on the Interim Alternative Compliance Form (Attachment \_\_\_).

<sup>5</sup> The HMP is scheduled for implementation 90 days after approval by RWQCB. It is anticipated that implementation will occur in 2006.

<sup>6</sup> After HMP is implemented, if hydromodification (HM) control is not required, state why not. If HM control is required, describe the control method used and attach the pre- and post-project hydrographs.



# The City of Burlingame

CITY HALL — (650) 558-7230  
PUBLIC WORKS — 501 PRIMROSE ROAD  
BURLINGAME, CA 94010-3997

WWW.BURLINGAME.ORG

CORPORATION YARD — (650) 558-7670  
1361 NORTH CAROLAN AVENUE  
BURLINGAME, CA 94010-3906

August 25, 2010

Ms. Sue Ma  
California Regional Water Quality Control Board  
San Francisco Bay Region  
1515 Clay Street, Suite 1400  
Oakland, CA 94612

## ANNUAL MUNICIPAL REGIONAL STORMWATER NPDES PERMIT REPORT

Dear Ms Ma:

The enclosed annual Municipal Regional Stormwater NPDES Permit report, including attachments, represents the City of Burlingame's responses to the items requested for the Second-Half Year deliverables (December 1, 2009-June 30, 2010) as described in the Municipal Regional Stormwater NPDES Permit.

A Trash Hot Spot Selection report, which was previously forwarded, on or by July 1, 2010, to Dale Boyer, San Francisco Regional Water Quality Control Board, is covered by the following certification statement. However, the report is not included as part of this report.

A letter titled "San Mateo Co-Permittee Participation in BASMAA Regional Monitoring Coalition," written by Matthew Fabry, Coordinator, San Mateo Countywide Water Pollution Prevention Program, of which the City of Burlingame is a participant, was previously forwarded to Sue Ma, San Francisco Regional Water Quality Control Board, on June 30, 2010, and is covered by the following certification statement. However, the letter is not included as part of this report.

*"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who managed the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. [40 CFR 122.22(d)]"*

The enclosed report was prepared under my direction by Kiley Kinnon, Stormwater Coordinator.

Sincerely,

Syed Murtuza,  
Public Works Director,  
City of Burlingame

Cc: Kiley Kinnon



## *The City of Burlingame*

PUBLIC WORKS DEPARTMENT  
TEL. (650) 558-7230  
FAX: (650) 685-9310

CITY HALL - 501 PRIMROSE ROAD  
BURLINGAME, CALIFORNIA 94010-3997

CORPORATION YARD  
(650) 558-7670

August 23, 2010

Mr. Bruce Wolfe  
Executive Officer  
San Francisco Bay Regional Water Quality Control Board  
1410 Clay Street Suite 1400  
Oakland, CA 94612

### **Subject: Notification of Duly Authorized Representatives for the City of Burlingame**

Dear Mr. Wolfe:

This letter is written herewith to document the person(s) or position(s) and alternate(s) that I am authorizing to represent the City of Burlingame by signing and certifying Municipal Regional Stormwater NPDES-Permit (MRP) required reports, written correspondence and other documents for submittal to the San Francisco Bay Regional Water Quality Control Board (Regional Water Board) and signing and certifying responses to other information requests from the Regional Water Board.

The following persons and/or positions are duly authorized by me to sign and certify stormwater required reports for submittal to the Regional Water Board and/or authorize the City/County Association of Governments (C/CAG) of San Mateo County to sign and certify countywide/regional reports, studies and other documents prepared on behalf of the City of Burlingame:

- Syed Murtuza, Public Works Director
- Art Morimoto, Assistant Public Works Director
- Rob Mallick, Public Works Superintendant

The following alternate person and/or position is duly authorized by me to vote on behalf of the City of Burlingame at the San Mateo Countywide Water Pollution Prevention Program, Stormwater Technical Advisory Committee meetings:

- Victor Voong, Associate Engineer
- Senior Civil Engineer

Page 2...  
Mr. Bruce Wolfe  
August 23, 2010

The persons listed above are also authorized to direct C/CAG's Executive Director or San Mateo Countywide Water Pollution Prevention Program's Stormwater Coordinator to sign and certify reports prepared by the San Mateo Countywide Water Pollution Prevention Program (Countywide

Program) or Bay Area Stormwater Management Agencies Association (BASMAA) on behalf of the City. This authorization for the submittal of countywide and BASMAA reports will typically occur by an affirmative vote of my duly authorized representative or alternate at the Countywide Program's Stormwater Technical Advisory Committee meetings, but the authorization may also be obtained through email, telephone, face to face contact, or other method of communication.

Additionally, I understand that all written documents submitted by the City of Burlingame, or by others representing the City, to the San Francisco Bay Regional Water Quality Control Board shall include the following certification statement:

"I certify under penalty of law that this document and all attachments are prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who managed the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."  
[40CFR122.22(d)]

This notification will remain in effect until it is changed by me or my successor.

Sincerely,

  
Jim Nantell,  
City Manager

cc: Kiley Kinnon, Eva Justimbaste, William Toci, Syed Murtuza, Mat Fabry, Fred Jarvis

**FY 2009-2010 Annual Report**  
**Permittee Name: City of Burlingame**

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Section 1 – Permittee Information

Background Information			
<b>Permittee Name:</b>	City of Burlingame		
<b>Population:</b>	28,158 (Per 2000 census)		
<b>NPDES Permit No.:</b>	CAS612008		
<b>Order Number:</b>	R2-2009-0074		
<b>Reporting Time Period (month/year):</b>	December / 2009 through June / 2010		
<b>Name of the Responsible Authority:</b>	Syed Murtuza	<b>Title:</b>	Public Works Director
<b>Mailing Address:</b>	501 Primrose Road		
<b>City:</b>	Burlingame	<b>Zip Code:</b>	94010-3997
<b>County:</b>	San Mateo		
<b>Telephone Number:</b>	(650) 558-7230	<b>Fax Number:</b>	(650) 685-9310
<b>E-mail Address:</b>	smurtuza@burlingame.org		
<b>Name of the Designated Stormwater Management Program Contact (if different from above):</b>	Kiley Kinnon	<b>Title:</b>	Stormwater Coordinator
<b>Department:</b>	Environmental Compliance		
<b>Mailing Address:</b>	1103 Airport Blvd		
<b>City:</b>	Burlingame	<b>Zip Code:</b>	94010
<b>County:</b>	San Mateo		
<b>Telephone Number:</b>	(650) 342-3727	<b>Fax Number:</b>	(650) 342-3712
<b>E-mail Address:</b>	Kiley.kinnon@VeoliaWaterNA.com		

Section 2 - Provision C.2 Reporting Municipal Operations

**Program Highlights and Evaluation**

Highlight/summarize activities for reporting year:

The City of Burlingame completed the stormwater pump station inventory by March 1, 2010. The City developed an Enforcement Response Plan. The City developed a corporation yard SWPPP. The City began installing full trash capture devices in two separate downtown areas. City of Burlingame employees participated in the San Mateo County Pollution Prevention Program, Municipal Maintenance subcommittee and Trash Work Group.

**C.2.a. ► Street and Road Repair and Maintenance**

Place an **X** in the boxes next to implemented BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type **NA** in the box. If one or more of these BMPs were not adequately implemented during the reporting fiscal year then indicate so and provide explanation in the comments section below:

X	Control of debris and waste materials during road and parking lot installation, repaving or repair maintenance activities from polluting stormwater
X	Control of concrete slurry and wastewater, asphalt, pavement cutting, and other street and road maintenance materials and wastewater from discharging to storm drains from work sites.
X	Sweeping and/or vacuuming and other dry methods to remove debris, concrete, or sediment residues from work sites upon completion of work.

Comments:

**C.2.b. ► Sidewalk/Plaza Maintenance and Pavement Washing**

Place an **X** in the boxes next to implemented BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type **NA** in the box. If one or more of these BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:

X	Control of wash water from pavement washing, mobile cleaning, pressure wash operations at parking lots, garages, trash areas, gas station fueling areas, and sidewalk and plaza cleaning activities from polluting stormwater
NA	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs

Comments: Implementation of the BASMAA Mobile Surface Cleaner Program BMPs are to be developed and/or adopted by the City.

**C.2.c. ► Bridge and Structure Maintenance and Graffiti Removal**

Place an **X** in the boxes next to implemented BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type **NA** in the box. If one or more of these BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:

X	Control of discharges from bridge and structural maintenance activities directly over water or into storm drains
X	Control of discharges from graffiti removal activities
X	Proper disposal for wastes generated from bridge and structure maintenance and graffiti removal activities
NA	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs for graffiti removal

Comments: The BASMAA Mobile Surface Cleaner Program BMPs for graffiti removal are to be adopted by the City. The City generally paints over graffiti.

**C.2.d. ► Stormwater Pump Stations**

Does your municipality own stormwater pump stations:  **Yes**  **No**

If your answer is **No** then skip to **C.2.e.**

(For FY 10-11 Annual Report only) Complete the following table for dry weather DO monitoring and inspection data for pump stations<sup>1</sup> (add more rows for additional pump stations): ***Not required for this Annual Report.***

Pump Station Name and Location	First inspection Dry Weather DO Data		Second inspection Dry Weather DO Data	
	Date	mg/L	Date	mg/L

(For FY 10-11 Annual Report only) Summarize corrective actions as needed for DO monitoring at or below 3 mg/L. Attach inspection records of additional DO monitoring for corrective actions:

Summary:

<sup>1</sup> Pump stations that pump stormwater into stormwater collection systems or infiltrate into a dry creek immediately downstream are exempt from DO monitoring.

*"Not required for this Annual Report."*

Attachments:

*(For FY 10-11 Annual Report only)* Complete the following table for wet weather inspection data for pump stations (add more rows for additional pump stations): *"Not required for this Annual Report."*

Pump Station Name and Location	Date (2x/year required)	Presence of Trash (Cubic Yards)	Presence of Odor (Yes or No)	Presence of Color (Yes or No)	Presence of Turbidity (Yes or No)	Presence of Floating Hydrocarbons (Yes or No)

C.2.e. ► Rural Public Works Construction and Maintenance			
Does your municipality own/maintain rural <sup>2</sup> roads:		<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If your answer is <b>No</b> then skip to <b>C.2.f.</b>			
Place an <b>X</b> in the boxes next to implemented BMPs to indicate that these BMPs were implemented in applicable instances. If one or more of the BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:			
<input type="checkbox"/>	Control of road-related erosion and sediment transport from road design, construction, maintenance, and repairs in rural areas		
<input type="checkbox"/>	Identification and prioritization of rural road maintenance based on soil erosion potential, slope steepness, and stream habitat resources		
<input type="checkbox"/>	No impact to creek functions including migratory fish passage during construction of roads and culverts		
<input type="checkbox"/>	Inspection of rural roads for structural integrity and prevention of impact on water quality		
<input type="checkbox"/>	Maintenance of rural roads adjacent to streams and riparian habitat to reduce erosion, replace damaging shotgun culverts and excessive erosion		
<input type="checkbox"/>	Re-grading of unpaved rural roads to slope outward where consistent with road engineering safety standards, and installation of water bars as appropriate		
<input type="checkbox"/>	Inclusion of measures to reduce erosion, provide fish passage, and maintain natural stream geomorphology when replacing culverts or design of new culverts or bridge crossings		
Comments including listing increased maintenance in priority areas:			

<sup>2</sup> Rural means any watershed or portion thereof that is developed with large lot home-sites, such as one acre or larger, or with primarily agricultural, grazing or open space uses.

<b>C.2.f. ► Corporation Yard BMP Implementation</b>			
Place an <b>X</b> in the boxes below that apply to your corporations yard:			
<input type="checkbox"/>	We do not have a corporation yard		
<input type="checkbox"/>	Our corporation yard is a filed NOI facility and regulated by the California State Industrial Stormwater NPDES General Permit		
<input checked="" type="checkbox"/>	We certify that we have a current <b>Stormwater Pollution Prevention Plan (SWPPP)</b> for the Corporation Yard.		
Place an <b>X</b> in the boxes below next to implemented SWPPP BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type <b>NA</b> in the box. If one or more of the BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:			
<input checked="" type="checkbox"/>	Control of pollutant discharges to storm drains such as wash waters from cleaning vehicles and equipment		
<input checked="" type="checkbox"/>	Routine inspection prior to the rainy seasons of corporation yard(s) to ensure non-stormwater discharges have not entered the storm drain system		
<input checked="" type="checkbox"/>	Containment of all vehicle and equipment wash areas through plumbing to sanitary or another collection method		
<input checked="" type="checkbox"/>	Use of dry cleanup methods when cleaning debris and spills from corporation yard(s) or collection of all wash water and disposing of wash water to sanitary or other location where it does not impact surface or groundwater when wet cleanup methods are used		
<input checked="" type="checkbox"/>	Cover and/or berm outdoor storage areas containing waste pollutants		
Comments:			
If you have a corporation yard(s) that is not an NOI facility , complete the following table for inspection results for your corporation yard(s) or attach a summary including the following information:			
Corporation Yard Name	Inspection Date (1x/year required)	Inspection Findings/Results	Follow-up Actions
City of Burlingame Corp Yard	09/21/09	The City Corp yard was found to be in compliance with applicable stormwater regulations.	None noted.

**Section 3 - Provision C.3 Reporting New Development and Redevelopment**

<b>Section 3 - Provision C.3 Reporting New Development and Redevelopment</b>	
<b>C.3.a. ► New Development and Redevelopment Performance Standard Implementation Summary Report</b>	
<i>(For FY 10-11 Annual Report only)</i> Provide a brief summary of the methods of implementation of Provisions C.3.a.i.(1)-(8).	
Summary: <i>“Not Required for this Annual Report.”</i>	
<b>C.3.b.v.(1) ► Regulated Projects Reporting Table</b>	
Fill in attached table <b>C.3.b.v.(1)</b> or attach your own table including the same information	

<b>C.3.b. ► Green Streets Status Report</b>
<i>(All projects to be completed by December 1, 2014)</i>
On an annual basis (if applicable), report on the status of any pilot green street projects within your jurisdiction. For each completed project, report the capital costs, operation and maintenance costs, legal and procedural arrangements in place to address operation and maintenance and its associated costs, and the sustainable landscape measures incorporated in the project including, if relevant, the score from the Bay-Friendly Landscape Scorecard.
Summary: The City of Burlingame has completed the construction for the Green Streets and Parking Lot Demonstration project. The project reconfigured an existing public parking lot to install a bioretention basin or rain garden. All roof and parking lot storm water drains directly into the landscaping rain garden. On the street parking stalls were restructured to add a curb extension or bioswale to capture curb and street storm drainage. All rain water is now captured, filtered, and infiltrated into the ground water. Any excess flows are will be filtered water that flows back into the curb storm drain system. Total construction costs were about \$206,000. Maintenance is being provided by the contractor for six months from completion till October, 2010. After that time the City Parks Department will be providing operation and maintenance for the facility.

<b>C.3.b.v.(1) ► Regulated Projects Reporting Table</b>
Fill in attached table <b>C.3.b.v.(1)</b> or attach your own table including the same information

**C.3.h.iv. ► Installed Stormwater Treatment Systems Operation and Maintenance Verification Inspection Program Reporting**

<p><b>(1)</b> Fill in attached table <b>C.3.h.iv.(1)</b> or attach your own table including the same information</p>
<p><b>(2)</b> On an annual basis, provide a discussion of the inspection findings for the year and any common problems encountered with various types of treatment systems and/or HM controls. This discussion should include a general comparison to the inspection findings from the previous year.</p>
<p>Summary:                  The City of Burlingame has approved only a small number various types of stormwater treatment systems. During the 2009-2010 fiscal year, one stormwater treatment system was placed online and given a final construction inspection. No problems were noted with this system.                  For comparison purposes, no stormwater treatment systems were placed on line for the 2008-2009 fiscal year reporting period.</p>
<p><b>(3)</b> On an annual basis, provide a discussion of the effectiveness of the O&amp;M Program and any proposed changes to improve the O&amp;M Program (e.g., changes in prioritization plan or frequency of O&amp;M inspections, other changes to improve effectiveness program).</p>
<p>Summary: The City of Burlingame's Installed Stormwater Treatment Systems Operations and Maintenance Verification Inspection Program is developing. Municipal staff plans to attend a 'training the trainers' workshop that the Countywide Program is planning in FY 2010/11, to prepare key municipal staff to update their municipal O&amp;M programs and train other staff members on O&amp;M verification requirements.</p>

SMCWPPP submitted a semi-annual report that includes information on projects that were in the review or construction process during the period of July 1 through November 30, 2009.”

**C.3.b.v.(1) ► Regulated Projects Reporting Table (part 1) – Projects Approved During the Fiscal Year Reporting Period**

Project Name Project No.	Project Location <sup>3</sup> , Street Address	Name of Developer	Project Phase No. <sup>4</sup>	Project Type & Description <sup>5</sup>	Project Watershed <sup>6</sup>	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New and/or Replaced Impervious Surface Area <sup>7</sup> (ft <sup>2</sup> )	Total Pre-Project Impervious Surface Area <sup>8</sup> (ft <sup>2</sup> )	Total Post-Project Impervious Surface Area <sup>9</sup> (ft <sup>2</sup> )
<b>Private Projects</b>										
Safeway Retail Grocery Store	1450 Howard Ave at El Camino Real, Burlingame	Safeway, Inc	1	Mixed Use , including New Retail Grocery Store	Burlingame Creek	3.44	3.29	136,870	146,040	9170
<b>Public Projects</b>										

<sup>3</sup> Include cross streets

<sup>4</sup> If a project is being constructed in phases, use a separate row entry for each phase.

<sup>5</sup> Project Type is the type of development (i.e., new and/or redevelopment). Example descriptions of development are: 5-story office building, residential with 160 single-family homes with five 4-story buildings to contain 200 condominiums, 100 unit 2-story shopping mall, mixed use retail and residential development (apartments), industrial warehouse.

<sup>6</sup> State the watershed(s) that the Regulated Project drains to. Optional but recommended: Also state the downstream watershed(s).

<sup>7</sup> State both the total new impervious surface area and the total replaced impervious surface area, as applicable.

<sup>8</sup> For redevelopment projects, state the pre-project impervious surface area.

<sup>9</sup> For redevelopment projects, state the post-project impervious surface area.

**C.3.b.v.(1) ► Regulated Projects Reporting Table (part 2) – Projects Approved During the Fiscal Year Reporting Period**

Project Name Project No.	Status of Project <sup>10</sup>	Source Control Measures <sup>11</sup>	Site Design Measures <sup>12</sup>	Treatment Systems Approved <sup>13</sup>	Operation & Maintenance Responsibility Mechanism <sup>14</sup>	Hydraulic Sizing Criteria <sup>15</sup>	Alternative Compliance Measures <sup>16/17</sup>	Alternative Certification <sup>18</sup>	HM Controls <sup>19/20</sup>
<b>Private Projects</b>									
Safeway Retail Grocery Store	Approved, construction has not begun.	Roofed dumpster area; Beneficial landscaping; Covered loading dock area	Minim Mize impervious areas from being directly connected to the storm drain system; Use permeable pavement; Use landscaping to treat stormwater; Use Bay Friendly Landscape Guidelines	Media filter; Bioretention area	TBD	Volume based	Not applicable	Not applicable	Not applicable, area is exempt

<sup>10</sup> For private projects, state project application submittal date; application deemed complete date; and, final discretionary approval date. For public projects, state plans and specifications approval date.

<sup>11</sup> List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.

<sup>12</sup> List site design measures approved for the project. Examples include: minimize impervious surfaces; conserve natural areas, including existing trees or other vegetation, and soils; construct sidewalks, walkways, and/or patios with permeable surfaces, etc.

<sup>13</sup> List all approved stormwater treatment system(s) to be installed onsite or at a joint stormwater treatment facility (e.g., flow through planter, bioretention facility, infiltration basin, etc.).

<sup>14</sup> List the legal mechanism(s) (e.g., O&M agreement with private landowner; O&M agreement with homeowners' association; O&M by public entity, etc...) that have been or will be used to assign responsibility for the maintenance of the post-construction stormwater treatment systems.

<sup>15</sup> See Provision C.3.d. "Numeric Sizing Criteria for Stormwater Treatment Systems" for list of hydraulic sizing design criteria (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3)

<sup>16</sup> For Alternative Compliance at an offsite location in accordance with Provision C.3.e.i.(1), on a separate page, give a discussion of the alternative compliance site including the information specified in Provision C.3.b.v.(1)(m)(i) for the offsite project.

<sup>17</sup> For Alternative Compliance by paying in-lieu fees in accordance with Provision C.3.e.i.(2), on a separate page, provide the information specified in Provision C.3.b.v.(1)(m)(ii) for the Regional Project.

<sup>18</sup> Note whether a third party was used to certify the project design complies with Provision C.3.d.

<sup>19</sup> If HM control is not required, state why not.

<sup>20</sup> If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).

**C.3.b.v.(1) ► Regulated Projects Reporting Table (part 2) – Projects Approved During the Fiscal Year Reporting Period**

Project Name Project No.	Status of Project <sup>10</sup>	Source Control Measures <sup>11</sup>	Site Design Measures <sup>12</sup>	Treatment Systems Approved <sup>13</sup>	Operation & Maintenance Responsibility Mechanism <sup>14</sup>	Hydraulic Sizing Criteria <sup>15</sup>	Alternative Compliance Measures <sup>16/17</sup>	Alternative Certification <sup>18</sup>	HM Controls <sup>19/20</sup>
<b>Public Projects</b>									
None to Report									

**C.3.h.iv. ► Installed Stormwater Treatment Systems Operation and Maintenance Verification Inspection Program Reporting**

Fill in table **below** or attach your own table including the same information.

Facility/Site Inspected and Location	Party Responsible <sup>21</sup> For Maintenance	Date of Inspection	Type of Inspection <sup>22</sup>	Type of Treatment/HM Control(s) Inspected <sup>23</sup>	Inspection Findings or Results <sup>24</sup>	Enforcement Action Taken <sup>25</sup>	Comments
Walgreens, 260 El Camino Real	Property Owner	2/22/10	Final Installation	Retention System	The retention system appeared to have been installed per plan and in good working order.	N/A	The store did not open until, April 15, 2010. The site is subject to an O & M verification inspection during the 2010-2011 fiscal year reporting period.

<sup>21</sup> State the responsible operator for installed stormwater treatment systems and HM controls.

<sup>22</sup> State the type of inspection (e.g., annual, follow-up, spot, etc.).

<sup>23</sup> State the type(s) of treatment systems inspected (e.g., bioretention facility, flow-through planter, infiltration basin, etc...) and the type(s) of HM controls inspected, and indicate whether the treatment system is an onsite, joint, or offsite system.

<sup>24</sup> State the inspection findings or results (e.g., proper installation, improper installation, proper O&M, immediate maintenance needed, etc.).

<sup>25</sup> State the enforcement action(s) taken, if any, as appropriate and consistent with your municipality's Enforcement Response Plan.

**Section 4 – Provision C.4 Industrial and Commercial Site Controls**

**C.4.a.ii ► Legal Authority**

*(For FY 09-10 Annual Report only)* Do you have adequate legal authority to obtain effective stormwater pollutant control on industrial sites?  **Yes**  **No**

If **No**, explain:

**C.4.c.ii.(5) ► Enforcement Response Plan**

*(For FY 09-10 Annual Report only)* Have you developed and implemented an Enforcement Response Plan by April 1, 2010?  **Yes**  **No**

If **No**, explain:

**Program Highlights**

Provide background information, highlights, trends, etc. For FY 09-10 Annual Report describe steps taken to revise your program to meet new data tracking and reporting requirements.

The City of Burlingame continued its agreement with San Mateo County Environmental Health Services for stormwater pollution prevention services. San Mateo County Environmental Health Services continued periodic inspections of Burlingame businesses, including food service, vehicle service and other commercial and industrial businesses that have Hazardous Materials Business Plans and or generate hazardous waste. The City of Burlingame also provided follow up inspections and other activities at commercial and industrial businesses. The City worked with San Mateo County Environmental Health Services to prepare a business inspection planning list. The City continued participating in San Mateo Countywide Commercial and Industrial Subcommittee and Work Group meetings, activities and outreach product development and distribution.

**C.4.b.i. ► Business Inspection Plan**

*(For FY 09-10 Annual Report only)* Do you have a Business Inspection Plan?  **Yes**  **No**

**Please see Attachment B, Business Inspection Plan**

If No, explain:

**C.4.b.iii.(1) ► Potential Facilities List**

List below or attach your list of industrial and commercial facilities in your Inspection Plan to inspect that could reasonably be considered to cause or contribute to pollution of stormwater runoff.

**Please see Attachment C, Potential Facilities List.**

**C.4.b.iii.(2) ► Facilities Scheduled for Inspection**

List below or attach your list of facilities scheduled for inspection during the current fiscal year.

**Please see Attachment D, Facilities Scheduled for Inspection.**

**C.4.c.iii.(1) ► Facility Inspections**

Fill out the following table or attach a summary of the following information.

	Number	Percent
Number of businesses inspected (if known) (Businesses inspected by County Health only)	130	-
Total number of inspections conducted (includes County Health and City )	136	-
Violations issued (excluding verbal warnings)	2	-
Sites inspected in violation	2	100
Violations <sup>1</sup> resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner	0	0

<sup>1</sup> Total number of violations equals the number of initial enforcement actions (i.e. one violation issued for several problems during an inspection at a site). It does not equal the total number of enforcement actions because one violation issued at a site may have a second enforcement action for the same violation at the next inspection if it is not corrected.

**C.4.c.iii.(2) ► Frequency and Types/Categories of Violations Observed**

Fill out the following table or attach a summary of the following information.

Type/Category of Violations Observed	Number of Violations
Actual discharge (e.g. non-stormwater discharge)	0
Potential discharge (e.g. BMPs not in place or ineffective)	2

**C.4.c.iii.(2) ► Frequency and Type of Enforcement Conducted**

Fill out the following table or attach a summary of the following information.

**Note: County Environmental Health Level 1 is verbal notice; Level 2 is warning notice; Level 3 is a combination of informal notice and formal notice; and Level 4 is legal notice.**

	<b>Enforcement Action (as listed in ERP)<sup>1</sup></b>	<b>Number of Enforcement Actions Taken</b>	<b>% of Enforcement Actions Taken<sup>2</sup></b>
Level 1	0		
Level 2	2	2	100
Level 3	0		
Level 4	0		
<b>Total</b>	<b>2</b>	<b>2</b>	<b>100</b>

Notes:

<sup>1</sup>Agencies to list specific enforcement actions as defined in their ERPs.

<sup>2</sup>Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

**C.4.c.iii.(3) ► Types of Violations Noted by Business Category**

Fill out the following table or attach a summary of the following information.

<b>Business Category<sup>1</sup></b>	<b>Actual Discharge Violations</b>	<b>Potential Discharge Violations</b>
Undefined specific business type (i.e., business was either food service, vehicle service or other commercial/industrial facility, per City MOU with San Mateo County Environmental Health Department).	0	2

Notes:

<sup>1</sup> List your Program's standard business categories.

**C.4.c.iii.(4) ► Non-Filers**

List below or attach a list of the facilities required to have coverage under the Industrial General Permit but have not filed for coverage:

There were no industries identified as non-filers during scheduled inspections during this fiscal year.

<b>C.4.d.iii ► Staff Training Summary</b>				
<b>Training Name</b>	<b>Training Dates</b>	<b>Topics Covered</b>	<b>No. of Inspectors in Attendance</b>	<b>Percent of Inspectors in Attendance</b>
BASMAA Pollutants of Concern	Self paced (2010)	Mercury, PCB's and Copper	Training material is online	100

Section 5 – Provision C.5 Illicit Discharge Detection and Elimination

**C.5.a.ii ► Legal Authority**

(For FY 09-10 Annual Report only) Do you have adequate legal authority to prohibit and control illicit discharges and escalate stricter enforcement to achieve expedient compliance?  Yes  No

If **No**, explain:

**C.5.b.ii.(4) ► Enforcement Response Plan**

(For FY 09-10 Annual Report only) Have you developed and implemented an Enforcement Response Plan by April 1, 2010?  Yes  No

If **No**, explain:

**Program Highlights**

Provide background information, highlights, trends, etc. For FY 09-10 Annual Report describe steps taken to revise your program to meet new data tracking and reporting requirements.

The City made publicly available The Oakland Museum of California Creek and Watershed Map which includes local Burlingame watersheds. The City is developing a stormwater pollution prevention web page that will also include a local watershed map. The City continued ongoing collection system screening program activities. The City continued to participate in the San Mateo Countywide Stormwater Pollution Prevention Program, Commercial, Industrial and Illicit Discharge Subcommittee meetings and activities, including outreach product development and distribution. The City continued ongoing Illicit Discharge Program activities, including public and agency stormwater pollution complaint investigation and abatement. The City continued to implement new stormwater program elements designed to enhance program awareness and effectiveness.

**C.5.c.iii ► Complaint and Spill Response Phone Number and Spill Contact List**

List below or attach your complaint and spill response phone number and spill contact list.

Contact	Description	Phone Number
Burlingame Public Works Department	Hotline, including stormwater complaints and spill response.	(650) 558-7670

	Monday through Friday 07:30 A.M.-3:30 P.M.	
Burlingame Police Dispatch	Dispatch, including stormwater complaints and spill response. After hours and weekends	(650) 692-0604
Stormwater Coordinator	Complaint response	(650) 342-3727

**C.5.d.iii ► Evaluation of Mobile Business Program**

Describe implementation of minimum standards and BMPs for mobile businesses and your enforcement strategy. This may include participation in the BASMAA Mobile Surface Cleaners regional program or local activities.

Description: The City of Burlingame addresses mobile cleaners through illicit discharge response investigations. The City also participates in SMCWPPP mobile cleaner outreach, education and training efforts.

**C.5.e.iii ► Evaluation of Collection System Screening Program**

Provide a summary or attach a summary of your collection screening program, a summary of problems found during collection system screening and any changes to the screening program this FY.

Description:

The City of Burlingame has an ongoing collection system screening program. Program elements include manual inspection, television inspection, routine manual and hydraulic cleaning. Suspected overflows are investigated, cleaned up as warranted and documented. . The City has developed a Stormwater Management and Discharge Control Program, Enforcement Response Plan that describes illicit discharge reporting procedures. The City is currently completing extensive stormwater drainage infrastructure improvement and replacement program. Additionally, the City has an Emergency Overflow Response Plan that describes reporting and response procedures for collection system screening. A formal stormwater conveyance system screening program is to be developed and implemented in 2010-2011 fiscal year.

**C.5.f.iii.(1), (2), (3) ► Spill and Discharge Complaint Tracking**

Spill and Discharge Complaint Tracking (fill out the following table or include an attachment of the following information)

	Number	Percentage
Discharges reported (C.5.f.iii.(1))	27	
Discharges reaching storm drains and/or receiving waters (C.5.f.iii.(2))	0	0
Discharges resolved in a timely manner (C.5.f.iii.(3))	N/A	N/A

**C.5.f.iii.(4) ► Summary of major types of discharges and complaints**

Provide a narrative or attach a table and/or graph.

The total number of illicit discharge complaints reported to the City of Burlingame between December 1, 2009 and June 30, 2010 was 27. Some single complaint reports included multiple pollutants. The major types and numbers of pollutant discharges reported and found are included in the table below.

<b>Types of Illicit Discharge Complaints Reported and Found Following Investigation</b>		
<b>Pollutant</b>	<b>Number of Complaints</b>	<b>Number found</b>
Sewage	2	0
Used Motor Oil	0	0
Antifreeze	0	0
Fuels	0	0
Paint	2	0
Concrete	0	0
Construction Debris	4	4
Wall Compound	0	0
Food Wastes	0	0
Yard Wastes	0	0
Sediment and/or Silt	5	4
Concrete Slurry	1	1
Vehicle Wash Water	3	3
Building /Sidewalk Wash Water	1	1
Other	9	2

Section 6 – Provision C.6 Construction Site Controls

**C.6.a.iii ► Legal Authority**

(For FY 09-10 Annual Report only) Is your agency's legal authority adequate for C.6 compliance?  Yes  No

If **No**, explain:

**C.6.b.ii.(3) ► Enforcement Response Plan**

(For FY 09-10 Annual Report only) Was your Enforcement Response Plan developed and implemented by April 1, 2010?  Yes  No

If **No**, explain:

**C.6.e.iii.1.a, b, c ► Site/Inspection Totals**

Number of sites disturbing < 1 acre of soil requiring storm water runoff quality inspection (i.e. High Priority) (C.6.e.iii.1.a)	Number of sites disturbing ≥ 1 acre of soil (C.6.e.iii.1.b)	Total number of active site inspections conducted (C.6.e.iii.1.c)
4	1	28

<b>C.6.e.iii.1.d ▶ Construction Activities Storm Water Violations</b>		
<b>BMP Category</b>	<b>Number of Violations<sup>1</sup></b>	<b>% of Total Violations<sup>2</sup></b>
Erosion Control	0	
Run-on and Run-off Control	0	
Sediment Control	0	
Active Treatment Systems	0	
Good Site Management	0	
Non Stormwater Management	0	
<b>Total</b>	<b>0</b>	<b>100%</b>

Notes:

<sup>1</sup>Count one violation in a category for each site and inspection regardless of how many violations/problems occurred in the BMP category.

<sup>2</sup>Percentage calculated as number of violations in each category divided by total number of violations in all six categories.

<b>C.6.e.iii.1.e ▶ Construction Related Storm Water Enforcement Actions</b>			
	<b>Enforcement Action (as listed in ERP)<sup>1</sup></b>	<b>Number Enforcement Actions Taken</b>	<b>% Enforcement Actions Taken<sup>2</sup></b>
Level 1	None	None	
Level 2	None	None	
Level 3	None	None	
Level 4	None	None	
<b>Total</b>	None	None	<b>100%</b>

Notes:

<sup>1</sup>Agencies should list the specific enforcement actions as defined in their ERPs.

<sup>2</sup>Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

<b>C.6.e.iii.1.f, g ▶ Illicit Discharges</b>	
	<b>Number</b>
Number of illicit discharges, actual and those inferred through evidence (C.6.e.iii.1.f)	0
Number of sites with discharges, actual and those inferred through evidence (C.6.e.iii.1.g)	0

<b>C.6.e.iii.1.h, i ► Violation Correction Times</b>		
	<b>Number</b>	<b>Percent</b>
<b>Violations fully corrected within 10 business days after violations are discovered</b> or otherwise considered corrected in a timely period (C.6.e.iii.1.h)	0	% <sup>2</sup>
<b>Violations not fully corrected within 30 days after violations are discovered</b> (C.6.e.iii.1.i)	0	% <sup>3</sup>
<b>Total number of violations for the reporting year<sup>1</sup></b>	0	100%

Notes:

<sup>1</sup>Total number of violations equals the number of initial enforcement actions (i.e. one violation issued for several problems during an inspection at a site). It does not equal the total number of enforcement actions because one violation issued at a site may have a second enforcement action for the same violation at the next inspection if it is not corrected.

<sup>2</sup>Calculated as number of violations fully corrected in a timely period after the violations are discovered divided by the total number of violations for the reporting year.

<sup>3</sup>Calculated as number of violations not fully corrected within 30 days after the violations are discovered divided by the total number of violations for the reporting year.

<b>C.6.e.iii.(2) ► Evaluation of Inspection Data</b>
Describe your evaluation of the tracking data and data summaries and provide information on the evaluation results (e.g., data trends, typical BMP performance issues, comparisons to previous years, etc.).
Description: The City of Burlingame plans to adopt the use of SMCPPP/BASMAA construction tracking spreadsheets in the 2010-2011 fiscal year. No previous fiscal year data is used for comparison purposes. The majority of noted construction site problems are related to Best Management Practices. Noted problems are generally corrected with ten days.

<b>C.6.e.iii.(2) ► Evaluation of Inspection Program Effectiveness</b>
Describe what appear to be your program's strengths and weaknesses, and identify needed improvements, including education and outreach.
The City of Burlingame has an effective construction stormwater site controls, inspection and enforcement program. The City's stormwater pollution prevention philosophy centers first on environmental education and cooperation and secondarily on formal enforcement to achieve compliance. This philosophy has proven to be effective. The City has had a construction site stormwater pollution prevention program for over ten years. Program components include performing plan checks to insure stormwater pollution prevention is integrated into the building permit process. Best Management Practice materials are distributed during plan checks, inspections and are otherwise made available to the public. Field stormwater compliance inspections are performed at construction sites. In general, most discovered stormwater problems are informally corrected in a timely manner, within ten days. These practices have been found to be effective in proactively preventing the majority of construction site problems from occurring.

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**C.6.f ► Staff Training Summary**

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
Construction Site Compliance Workshop	12/03/09	MRP, State Construction General Permit, SFRWQCB Inspection Program, SWPPPs, Sediment and Erosion Control, Site Maps and Erosion Control Plans.	4	Approximately 50 percent.

**Section 7 – Provision C.7. Public Information and Outreach**

**C.7.b.ii.1 ► Advertising Campaign**

Summarize advertising efforts. Include details such as messages, creative developed, and outreach media used. The detailed advertising report may be included as an attachment. If advertising is being done by participation in a countywide or regional program, refer to the separate countywide or regional Annual Report.

Summary:

“ The following report developed by BASMAA is included within the C.7 Public Information and Outreach section of the Countywide Program's Annual Report:

- FY 09-10 Regional Outreach Strategic Plan – summarizes regional advertising efforts.”

**C.7.b.iii.1 ► Pre-Campaign Survey**

*(For the FY 10-11 Annual Report only)* Summarize survey information such as sample size, type of survey (telephone survey, interviews etc.). Attach a survey report that includes the following information. If survey was done regionally, refer to a regional submittal that contains the following information: *“Not required for this Annual Report.”*

- Summary of how the survey was implemented.
- Analysis of the survey results.
- Discussion of the outreach strategies based on the survey results.
- Discussion of planned or future advertising campaigns to influence awareness and behavior changes regarding trash/litter and pesticides.

Place an **X** in the appropriate box below:

<input type="checkbox"/>	Survey report attached
<input type="checkbox"/>	Reference to regional submittal:

**C.7.c ► Media Relations**

Summarize the media relations effort. Include the following details for each media pitch in the space below, AND/OR refer to a regional report that includes these details:

- Topic and content of pitch
- Medium (TV, radio, print, online)
- Date of publication/broadcast

Summary:

“The following reports developed by SMCWPPP and BASMAA are included within the C.7 Public Information and Outreach section of the Countywide Program's Annual Report:

- FY 09-10 SMCWPPP Media Relations Report – summarizes countywide media relations efforts
- FY 09-10 BASMAA Regional Media Relations –summarizes regional media relations efforts."

**C.7.d ► Stormwater Point of Contact**

*(For FY 09-10 Annual Report only, unless changes made)* Provide details of website or phone number used as the point of contact. Report on how the point of contact is publicized and maintained. If any change occurs in this contact, report in a subsequent Annual Report.

Contact Summary:

City of Burlingame Website: [Burlingame.org/](http://Burlingame.org/) Sustainable Burlingame references and also links to the San Mateo Countywide Stormwater Pollution Prevention Program website Program. The City of Burlingame Stormwater Program Coordinator, point of contact, is publicized and maintained on The San Mateo Countywide Stormwater Pollution Prevention Program's "flowstobay.org" website.

"The Countywide Program's website, [www.flowtobay.org](http://www.flowtobay.org) and phone number (650) 372-6200 is another point of contact that is publicized on SMCWPPP outreach materials and maintained by the Countywide Program. Individual agency points of contact are publicized on the website, referred to when calling into the Countywide Program phone number, and publicized on some SMCWPPP outreach materials."

**C.7.e ► Public Outreach Events**

Describe general approach to event selection. Provide a list of outreach materials and giveaways distributed. Use the following table for reporting and evaluating public outreach events.

Event Details	Description (messages, audience)	Evaluation of Effectiveness
Provide event name, date, and location. Indicate if event is local, countywide or regional.	Identify type of event (e.g., school fair, farmers market etc.), type of audience (school children, gardeners, homeowners etc.) and outreach messages (e.g., Enviroscope presentation, pesticides, stormwater awareness)	Provide general staff feedback on the event (e.g., success at reaching a broad spectrum of the community, well attended, good opportunity to talk to gardeners etc.). Provide other details such as: <ul style="list-style-type: none"> <li>• Estimated overall attendance at the event.</li> <li>• Number of people that visited the booth, comparison with previous years</li> <li>• Number of brochures and giveaways distributed</li> <li>• Results of any spot surveys conducted</li> </ul>

<p>"The following outreach events were done on a countywide level by SMCWPPP and are included in the C.7 Public Information and Outreach section of the Countywide Program's FY 09-10 Annual Report:</p> <ul style="list-style-type: none"> <li>• FY 09-10 Coordination of California Coastal Cleanup Day in San Mateo County, September 19, 2009.</li> <li>• FY 09-10 Home Show at the Cow Palace, March 26, 27, &amp; 28, 2010."</li> </ul>		
<p>Note: The following outreach events were done on a local level by staff at the Office of Environmental Compliance: Outreach events performed from July 1 to November 30, 2009 were reported separately and can be found in the semi-annual report submitted in January 2010.</p>		
<ul style="list-style-type: none"> <li>• Burlingame Lagoon Cleanup, April 24, 2010</li> </ul>	<p>Burlingame Lagoon Cleanup-</p> <ul style="list-style-type: none"> <li>• Type of Event – annual city cleanup</li> <li>• Type of Audience – community members representing homeowners, businesses, school children and local community groups (church, Lions Club, etc)</li> <li>• Outreach message – promote litter/trash awareness and educate connection between trash and water quality</li> </ul>	<p>Burlingame Lagoon Cleanup</p> <ul style="list-style-type: none"> <li>• 31 volunteers participated at this event.</li> <li>• There was a slight Increase in the number of volunteers as compared to last year (2009) turn-out of 20. In 2008, there were 75 and 31 in 2007. Volunteer turnout appears to be cyclical due to other Earth Week events or activities that happen on the same day and/or people/community groups seek out or rotate to different areas to volunteer. Also, the area is becoming cleaner each year due to on-going clean-up efforts and the public's increased awareness of litter problems in the waterways.</li> <li>• County-wide program outreach brochures and materials on stormwater pollution were made available but amount distributed was not tracked. Typically volunteers would take brochures that were applicable to their needs. Volunteers were made aware of other local clean-up event volunteer opportunities, i.e. Coastal/Bay front and Downtown cleanup events.</li> </ul>
<ul style="list-style-type: none"> <li>• Green Street Faire, May 16, 2010</li> </ul>	<p>Green Street Faire –</p> <ul style="list-style-type: none"> <li>• Type of Event – annual city event</li> <li>• Type of Audience – community</li> </ul>	<p>Green Street Faire-</p> <p>Approximately 100+ visited the booth.  Over 50% increase in visitors as compared to</p>

	<p>members, residential and local businesses, general public</p> <ul style="list-style-type: none"> <li>• Outreach message – promote pollution prevention and encourage environmentally beneficial practices</li> </ul>	<p>2009, but about the same amount of visitors in 2008.</p> <p>County-wide program outreach brochures and materials on stormwater pollution were made available but amount distributed was not tracked. Typically visitors would take brochures that were applicable to their needs. It was observed that the Our Water Our World IPM individual fact sheet and its companion series such as <i>Pests Bugging You? Choose Products Less Toxic to People, Pets and the Environment!</i> and <i>The Healthy Home and Garden</i>, along with <i>Bay-Friendly Gardening: from Your Backyard to the Bay</i> remained popular with homeowners and landlords. Brochures targeting children included activity guides such as the Blue Fish Activity Book, Pest or Pal, Stormwater Activity Book and Don't be a Litterbug Activity Guide. The countywide program signature promotional item, the Fish Sponge, was a hit to ALL visitors. Many visitors also took the <i>SM County's Too Toxic to Trash</i>, a resident's guide on Household Hazardous Waste and SMCWPPP take back program brochure on fluorescent lights. This event continues to provide localized information to individuals who might not be aware of new, existing, or evolving program(s) that promote environmentally beneficial practices.</p>
<ul style="list-style-type: none"> <li>• Sewer Science at Burlingame High School, May 7-17, 2010</li> </ul>	<p>Sewer Science at Burlingame High School</p> <ul style="list-style-type: none"> <li>• Type of Event – Sewer Science</li> <li>• Type of Audience – high school students (sophomore to senior)</li> <li>• Outreach message – education on stormwater pollution prevention</li> </ul>	<p>Sewer Science –</p> <p>120 Integrated Science high school students participated in Sewer Science.</p> <p>Currently, this class is offered to four class periods and opened to sophomore-senior students. Student participation should not vary or differ significantly every year.</p> <p>Sewer Science exposes students to the environmental processes involved in waste</p>

		<p>water treatment through student participation in the laboratory simulation and demonstration of the different water treatment processes. To complete the understanding of wastewater treatment the students are provided information on the storm drainage system and the regulatory standards associated with both system. Pollution prevention is discussed to make the connection. Topics discussed included the use of commercial car wash facility, planting native plants, using less toxic products, disposing of household hazardous wastes appropriately and litter awareness. Students were also encouraged to volunteer at clean-up events. Also discussed regional pollution prevention efforts such as the Safe Medicine Disposal Program, and pollution prevention efforts to decrease the level of mercury and copper in SF Bay.</p>
<ul style="list-style-type: none"> <li>• Art in the Park, June 12, 2010</li> </ul>	<p>Art in the Park –</p> <ul style="list-style-type: none"> <li>• Type of Event – annual city event</li> <li>• Type of Audience – community members, residential and local businesses; general public</li> <li>• Outreach message – promote pollution prevention and encourage environmentally beneficial practices</li> </ul>	<p>Art in the Park –</p> <p>Approximately 150+ visited the booth. Turnout of visitors remained about the same level as last year, with a 50% increase as compared to previous years. Increase in visitors was attributable to several factors including booth location (closer to food vendors (more foot traffic), sharing of booth with the water department who provided many free water-conservation promotional items and warmer weather.</p> <p>County-wide program outreach brochures and materials on stormwater pollution were made available but amount distributed was not tracked. Typically visitors would take brochures that were applicable to their needs. The same observation was made relating to the type of brochures that were most popular with the visitors. Again, Our Water Our World IPM individual fact sheet and its companion series</p>

		<p><i>Pests Bugging You? Choose Products Less Toxic to People, Pets and the Environment!</i> and <i>The Healthy Home and Garden</i>, along with <i>Bay-Friendly Gardening: from Your Backyard to the Bay</i> remained popular with homeowners and landlords. The <i>Bay Friendly Gardening</i> book appeared to serve dual purposes to the public: stormwater pollution prevention and water conservation. Brochures targeting children included activity guides such as the Blush Fish Activity Book, Pest or Pal, Stormwater Activity Book and Don't be a Litterbug Activity Guide. The countywide program signature promotional item, the Fish Sponge, was a hit to ALL visitors. Many visitors also took the <i>SM County's Too Toxic to Trash</i>, a resident's guide on Household Hazardous Waste disposal and SMCWPPP take back program brochure on fluorescent lights. The public appreciated the information on fluorescent light bulb recycling, especially for the 4-foot or longer tubes due to the difficulty in finding a disposal facility that is convenient to use. This event continues to provide localized information to individuals who might not be aware of new, existing, or evolving program(s) that encourages environmentally beneficial practices. It is also a good opportunity to solicit volunteers for the annual Coastal/Bay front cleanup.</p>
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**C.7.f. ► Watershed Stewardship Collaborative Efforts**

Summarize watershed stewardship collaborative efforts and/or refer to a regional report that provides details. Describe the level of effort and support given (e.g., funding only, active participation etc.). State efforts undertaken and the results of these efforts. If this activity is done regionally refer to a regional report.

Evaluate effectiveness by describing the following:

- Efforts undertaken
- Major accomplishments

Summary:

"During FY 09-10, SMCWPPP developed the online guide, Environmental Resource Guide of Groups and Organizations in San Mateo County with Watershed Stewardship Efforts to encourage public involvement in watershed volunteer efforts. Communication was established with each of the organizations in the guide in order to understand each of the group's needs and future collaboration possibilities. In addition, all of the organization's events throughout the year were posted on the Countywide Program's popular 'Community Events' page to publicize and encourage participation by county residents in local stewardship efforts."

**C.7.g. ► Citizen Involvement Events**

"The following report developed by SMCWPPP on the countywide citizen involvement event is included within the C.7 Public Information and Outreach section of the Countywide Program's FY 09-10 Annual Report:

- FY 09-10 Coordination of California Coastal Cleanup Day in San Mateo County, September 19, 2009."

List the types of events conducted (e.g., creek clean up, storm drain inlet marking, native gardening etc.). Use the following table for reporting and evaluating citizen involvement events.

Event Details	Description	Evaluation of effectiveness
Burlingame Lagoon Cleanup, April 2010	Burlingame Lagoon Cleanup- <ul style="list-style-type: none"> <li>• Type of Event – annual city cleanup</li> <li>• Type of Audience – community members representing homeowners, businesses, school children and local community groups (church, Lions Club, etc)</li> <li>• Outreach message – promote litter/trash awareness and educate connection between trash and water quality</li> </ul>	Burlingame Lagoon Cleanup <ul style="list-style-type: none"> <li>• 31 volunteered for this event.</li> <li>• There was a slight increase in the number of volunteers as compared to last year (2009) turn-out of 20. In 2008, there were 75 and 31 in 2007. Volunteer turnout appears to be cyclical due to other Earth Week events or activities that happen on the same day and/or people/community groups seek out or rotate to different areas to volunteer. Also, the area is</li> </ul>

		<p>becoming cleaner each year due to on-going clean-up efforts and the public's increased awareness on litter problems</p> <ul style="list-style-type: none"> <li>• County-wide program outreach brochures and materials on stormwater pollution were made available but amount distributed was not tracked. Typically volunteers would take brochures that were applicable to their needs. Volunteers were made aware of other local clean-up event volunteer opportunities, i.e. Coastal/Bay front and Downtown cleanup events.</li> </ul>
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**C.7.h. ► School-Age Children Outreach**

“The following separate reports developed by SMCWPPP are included within the C.7 Public Information and Outreach section of the Countywide Program’s FY 09-10 Annual Report:

- FY 09-10 ZunZun School Assembly Program
- FY 09-10 The Watershed Project, Creek Champions In Class Presentations.”

Summarize school-age children outreach programs implemented. A detailed report may be included as an attachment. Use the following table for reporting school-age children outreach efforts.

Program Details	Focus & Short Description	Number of Students/Teachers reached	Evaluation of Effectiveness
Sewer Science at Burlingame High School, May 7-17, 2010 Integrated Science students, grades 10-12.	Sewer Science exposes students to the environmental processes involved in waste water treatment through student participation in a week-long laboratory simulation and demonstration of the different water treatment processes. To complete the understanding of wastewater treatment the students are provided information on the storm drainage system and the regulatory standards associated with both system. Pollution	Two teachers and 120 students.	Teachers gave a pre and post test covering sewer science, stormwater and pollution prevention. Overall results indicated 25-50% decrease in incorrect answers at the conclusion of sewer science.

	<p>prevention is discussed to make the connection. Topics discussed included the use of commercial car wash facility, planting native plants, using less toxic products, disposing of household hazardous wastes appropriately and litter awareness. Students were also encouraged to volunteer at clean-up events.</p>		
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**Section 8 - Provision C.8 Water Quality Monitoring**

**C.8 ► Water Quality Monitoring**

State below if information is reported in a separate regional report. Municipalities can also describe below any Water Quality Monitoring activities in which they participate directly, e.g. participation in RMP workgroups, fieldwork within their jurisdictions, etc.

Summary

“During FY 09-10, we contributed to SMCWPPP’s Monitoring and Assessment Program in coordination with BASMAA’s Regional Monitoring Coalition (RMC). In addition, we contribute financially to the Regional Monitoring Program for Water Quality in the San Francisco Estuary (RMP) and actively participate in RMP committees and work groups. For additional information on monitoring activities conducted by SMCWPPP, BASMAA RMC and the RMP, see the C.8 Water Quality Monitoring section of the Countywide Program’s FY 09-10 Annual Report.”

Section 9 – Provision C.9 Pesticides Toxicity Controls

**C.9.a ▶ Adopt an Integrated Pest Management (IPM) Policy or Ordinance**

<p><i>(For FY 09-10 Annual Report only)</i> Attach a copy of your individual IPM ordinance or policy. <b>See Attachment E, Integrated Pest Management Policy</b></p>	<input checked="" type="checkbox"/>	<b>Attached</b>	<input type="checkbox"/>	<b>Not attached</b> , explain below
<p>If <b>Not attached</b>, explain:</p>				

**C.9.b ▶ Implement IPM Policy or Ordinance**

<p>Report implementation of IPM BMPs by showing trends in quantities and types of pesticides used, and suggest reasons for increases in use of pesticides that threaten water quality, specifically organophosphorous pesticides, pyrethroids, carbaryl, and fipronil. A separate report can be attached as evidence of your implementation. <b>Please see Attachment F, Monthly Summary Report.</b></p>
<p>Summary:          Pesticide usage trends continue to be the same as past years with continued use of Round-up, Prosecutor &amp; Pokoz (glyphosate); Merit (Imidacloprid); Turflon (triclopyr); Surflan (oryzalin) as major herbicides and pesticides used. No pesticides listed above are used by Park Division employees or contractors</p>

**C.9.c ▶ Train Municipal Employees**

Enter the number of employees that applied or used pesticides (including herbicides) within the scope of their duties this reporting year.	8
Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within the last 3 years.	8
Enter the percentage of municipal employees who apply pesticides who have received training in the IPM policy and IPM standard operating procedures within the last three years.	100

<b>C.9.d ▶ Require Contractors to Implement IPM</b>			
Did your municipality contract with any pesticide service provider in the reporting year?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, attach one of the following:			
<input checked="" type="checkbox"/>	Contract specifications that require adherence to your IPM policy and standard operating procedures. <b>See Attachment G,</b>		
<input type="checkbox"/>	Copy(ies) of the contractors' IPM certification(s) or equivalent, OR		
<input type="checkbox"/>	Equivalent documentation.		
If <b>Not attached</b> , explain:			

<b>C.9.e ▶ Track and Participate in Relevant Regulatory Processes</b>	
Summarize participation efforts, information submitted, and how regulatory actions were affected <b>OR</b> reference a regional report that summarizes regional participation efforts, information submitted, and how regulatory actions were affected.	
Summary: During FY 09-10, we participated in regulatory processes related to pesticides through contributions to SMCWPPP, BASMAA and CASQA. For additional information, see the Regional Pollutants of Concern Report submitted by BASMAA on behalf of all MRP Permittees. This Report is included within the Countywide Program's FY 09-10 Annual Report.	

<b>C.9.f ▶ Interface with County Agricultural Commissioners</b>	
Provide a summary of improper pesticide usage reported to the County Agricultural Commissioner and follow-up actions to correct violations, if any. A separate report can be attached as your summary.	
Summary: No improper pesticide usage was reported to the County Agricultural Commissioner.	

<b>C.9.h.ii ▶ Public Outreach: Point of Purchase</b>	
Provide a summary of public outreach at point of purchase, and any measurable awareness and behavior changes resulting from outreach (here or in a separate report); <b>OR</b> reference a report of a regional effort for public outreach in which your agency participates.	
Summary: "The following reports developed by SMCWPPP and BASMAA summarize point of purchase outreach efforts. These reports are included within the	

C.9 Pesticides Toxicity Control section of the Countywide Program's FY 09-10 Annual Report:

- FY 09-10 IPM Store Partnership Program (SMCWPPP)
- FY 09-10 'Our Water, Our World' Report (BASMAA)."

**C.9.h.vi ► Public Outreach: Pest Control Operators**

Provide a summary of public outreach to pest control operators and landscapers and reduced pesticide use (here or in a separate report); OR reference a report of a regional effort for outreach to pest control operators and landscapers in which your agency participates.

Summary:

"The following separate reports developed by SMCWPPP summarize Pest Control Operator outreach efforts conducted during FY 09-10:

- FY 09-10 Green Gardener Pilot-Program Training Report."

Section 10 - Provision C.10 Trash Load Reduction

**C.10.a.i ▶ Short-Term Trash Loading Reduction Plan**

*(For FY 10-11 Annual Report only)* Provide description of actions/tasks initiated/conducted/completed in developing a Short-Term Trash Loading Reduction Plan (due February 1, 2012).

Description:

*"Not required for this Annual Report."*

**C.10.a.ii ▶ Baseline Trash Load and Trash Load Reduction Tracking Method**

*(For FY 10-11 Annual Report only)* Provide description of actions/tasks initiated/conducted/completed to gather trash loading data and in developing a Baseline Trash Load and Trash Load Reduction Tracking Method (due February 1, 2012).

Description:

A summary of the Countywide Program's accomplishments for this sub-provision are included within the C.10 Trash Load Reduction section of Program's FY 09-10 Annual Report.

**C.10.a.iii ▶ Minimum Full Trash Capture**

*(For FY 10-11 Annual Report and Each Annual Report Thereafter)* Provide description of actions/tasks initiated/conducted/completed in implementing Minimum Full Trash Capture Devices (due July 1, 2014) within individual jurisdictions. Include information on Full Trash Capture Devices installed under Bay-area Wide Trash Capture Demonstration Project administered by San Francisco Estuary Partnership.

Description:

"A summary of Program accomplishments for this sub-provision are included within the C.10 Trash Load Reduction section of the Countywide Program's FY 09-10 Annual Report." City of Burlingame employees attended the Francisco Estuary Partnership's Vendor Fair and meeting on May 4, 2010. The City has installed several full trash capture devices in two downtown commercial areas. The City is seeking grant funds to purchase and install additional full trash capture devices. City employees actively participate in The San Mateo Countywide Stormwater Pollution Prevention Program, Trash Work Group.

**C.10.b.iii ► Trash Hot Spot Assessment**

*(For FY 10-11 Annual Report and Each Annual Report Thereafter)* Provide volume of material removed from each Trash Hot Spot cleanup, and the dominant types of trash (e.g., glass, plastics, paper) removed and their sources to the extent possible. Provide required photo documentation.

A Trash Hot Spot Assessment was not conducted during the 2009-2010 fiscal year. The selected Trash Hot Spot is to be assessed prior to Coastal Clean Up Day, September, 25, 2010, and cleaned on September 25, 2010.

Fill out the following table or attach a summary of the following information.

Trash Hot Spot	Cleanup Date	Volume of Material Removed	Dominant Type of Trash	Trash Sources (where possible)

**C.10.d ► Summary of Trash Load Reduction Actions**

Provide summary of new trash load reduction actions or increased levels of implementation of existing actions that were implemented after adoption of the MRP (control measures and best management practices) including the types of actions and levels of implementation, and the total trash loads and dominant types of trash removed from each type of action.

Suggested trash load reduction actions to track and report may include:

- Anti-litter Campaigns
- Anti-litter/Dumping Enforcement Activities
- Curbside Recycling Programs
- Education and Outreach Efforts
- Free Trash Pickup/Drop-off Days
- County HHW Program Activities
- Improved Trash Bin Management
- Inspection/Maintenance of Storm Drain Outfalls
- Litter Pickup and Control
- Removal of Homeless Encampments
- Solid Waste Recycling Efforts
- Source Controls/Bans/Prohibitions
- Storm Drain Operation and Maintenance
- Storm Drain Signage/Marking
- Street Sweeping Activities
- Trash Removal from Receptacles
- Volunteer Creek Cleanups

Type of Trash Load Reduction Action	Date of First Implementation	Level of Implementation (specify if level was increased after MRP adoption)	Total Trash Load Removed by Action	Dominant Types of Trash Removed by Action
<p>“Not all trash load reduction actions were tracked by ‘loads removed’ this fiscal year. Once the Trash Load Reduction Tracking Method is developed (see Provision C.10.a.ii), trash loads removed will be estimated for each load reduction action (as feasible).”</p>				

**Section 11 - Provision C.11 Mercury Controls**

**C.11.a.i ► Mercury Recycling Efforts**

List below or attach lists of efforts to promote, facilitate, and/or participate in collection and recycling of mercury containing devices and equipment at the consumer level (e.g., thermometers, thermostats, switches, bulbs).

The City has an existing program to collect mercury-containing thermometers from the public and in the past has participated in every single SMCWPPP sponsored outreach event starting in 2003. In September 2008, the City participated in BAPPG sponsored Regional Mercury Thermometer Exchange. The City continues to provide information to the public during outreach events on the proper disposal of mercury containing devices by distributing SM County Environmental Health brochures on HHW and Fluorescent Light Recycling brochure. For FY 09-10, all of the food establishment facilities were provided information about proper disposal of fluorescent bulbs, and the alternate disposal locations that are now available for their business's use, i.e. Home Depot and local take-back partner in Burlingame, in addition to the SM County VSQG Program. The San Mateo County HHW/VSQG Program continues to collaborate with SMCWPPP and its member agencies to provide mercury recycling efforts through public education and outreach and during business inspections of facilities regulated by Environmental Health Toxic and Food Programs.

**C.11.a.ii ► Mercury Collection**

Provide an estimate of the mass of mercury collected through these efforts, or provide a reference to a report containing this estimate.

Amount collected:

"The methodologies for estimating the mass of mercury collected through mercury collection and recycling efforts are currently in development and are due to the Water Board by September 15, 2010. Therefore, estimates could not be made for FY 09-10. Estimates of the mass of mercury collected through recycling efforts during FY 10-11 will be provided with the FY 10-11 Annual Report."

- C.11.b ▶ Monitor Methylmercury**
- C.11.c ▶ Pilot Projects to Investigate and Abate Mercury Sources in Drainages**
- C.11.d ▶ Pilot Projects to Evaluate and Enhance Municipal Sediment Removal and Management Practices**
- C.11.e ▶ Conduct Pilot Projects to Evaluate On-Site Stormwater Treatment via Retrofit**
- C.11.f ▶ Diversion of Dry Weather and First Flush Flows to POTWs**
- C.11.g ▶ Monitor Stormwater Mercury Pollutant Loads and Loads Reduced**
- C.11.h ▶ Fate and Transport Study of Mercury In Urban Runoff**
- C.11.i ▶ Development of a Risk Reduction Program Implemented Throughout the Region**
- C.11.j ▶ Develop Allocation Sharing Scheme with Caltrans**

State below if information is reported in a separate regional report. Municipalities that participate directly in regional activities to can provide descriptions below.

Summary

"A summary of SMCWPPP's accomplishments for these sub-provisions are included within the C.11 Mercury Controls section of the Countywide Program's FY 09-10 Annual Report and/or the BASMAA Regional POC Report."

Section 12 - Provision C.12 PCBs Controls

**C.12.a.i.iii ► Municipal Inspectors Training**

*(For FY 09-10 Annual Report only)* List below or attach description of results of training municipal industrial inspectors to identify, in the course of their existing inspections, PCBs or PCB-containing equipment.

Description:

"In FY 09-10, inspector training materials were developed through in-kind contributions of SMCWPPP and SCVURPPP to BASMAA. Training materials can be found in the BASMAA Regional POC Report."

**C.12.a.ii.iii ► Ongoing Training**

*(For FY 10-11 Annual Report and Each Annual Report Thereafter)* List below or attach description of ongoing training development and inspections for PCB identification, including documentation and referral to appropriate regulatory agencies (e.g. county health departments, Department of Toxic Substances Control, California Department of Public Health, and the Water Board) as necessary.

Description:

*"Not required for this Annual Report."*

- C.12.b ▶ Conduct Pilot Projects to Evaluate Managing PCB-Containing Materials and Wastes during Building Demolition and Renovation Activities**
- C.12.c ▶ Pilot Projects to Investigate and Abate On-land Locations with Elevated PCB Concentrations**
- C.12.d ▶ Conduct Pilot Projects to Evaluate and Enhance Municipal Sediment Removal and Management Practices**
- C.12.e ▶ Conduct Pilot Projects to Evaluate On-Site Stormwater Treatment via Retrofit**
- C.12.f ▶ Diversion of Dry Weather and First Flush Flows to POTWs**
- C.12.g ▶ Monitor Stormwater PCB Pollutant Loads and Loads Reduced**
- C.12.h ▶ Fate and Transport Study of PCBs In Urban Runoff**
- C.12.i ▶ Development of a Risk Reduction Program Implemented Throughout the Region**

State below if information is reported in a separate regional report. Municipalities that participate directly in regional activities to can provide descriptions below.

Summary

"A summary of Program accomplishments for these sub-provisions are included within the C.12 PCB Controls section of the Countywide Program's FY 09-10 Annual Report and/or the BASMAA Regional POC Report."

Section 13 - Provision C.13 Copper Controls

**C.13.a.i and iii ► Legal Authority: Architectural Copper**

(For FY 10-11 Annual Report only) Do you have adequate legal authority to prohibit discharge of wastewater to storm drains generated from the installation, cleaning, treating, and washing of the surface of copper architectural features, including copper roofs to storm drains?

	Yes	X	No
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If **No**, explain and provide schedule for obtaining authority within 1 year:  
*"Not required for this Annual Report."*

**C.13.b.i and iii ► Legal Authority: Pools, Spas, and Fountains**

(For FY10-11 Annual Report only) Do you have adequate legal authority to prohibit discharges to storm drains from pools, spas, and fountains that contain copper-based chemicals?

x	Yes		No
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If **No**, explain and provide schedule for obtaining authority within 1 year:  
*"Not required for this Annual Report."*

**C.13.c ► Vehicle Brake Pads**

Reported in a separate regional report.  
 "A summary of SMCWPPP's participation with the Brake Pad Partnership (BPP) is included within the C.13 Copper Controls section of the Countywide Program's FY 09-10 Annual Report and/or the BASMAA Regional POC Report."

**C.13.d.iii ► Industrial Sources Copper Reduction Results**

List below or attach annotated lists or tables from your Industrial and Commercial Site Controls portion of this report, that highlight copper reduction results among the facilities identified as potential users or sources of copper, facilities inspected, and BMPs addressed. For FY09-10 describe below or highlight in the C.4 Evaluation portion (if provided) of this report the steps taken to revise your program to meet new data tracking and reporting requirements for implementation levels described in C.13.d.ii.

Summary  
 "In FY 09-10, inspector training materials were developed through in-kind contributions of SMCWPPP and SCVURPPP to BASMAA. Training materials can be found in the BASMAA Regional POC Report."

**C.13.e ► Studies to Reduce Copper Pollutant Impact Uncertainties**

Revised. Description reads "State below if information is reported in a separate regional report. Municipalities that participate directly in regional activities to can provide descriptions below."

Summary:

"A summary of SMCWPPP's efforts (i.e., participation in RMP committee and work group meetings) to develop regional studies to reduce copper pollutant impact uncertainties is included within the C.13 Copper Controls section of the Countywide Program's FY 09-10 Annual Report and/or BASMAA Regional POC Report."

Section 14 - Provision C.14 PBDE, Legacy Pesticides and Selenium Controls

**C.14.a ► Control Programs for PBDEs, Legacy Pesticides and Selenium Controls**

Revised. Description reads "State below if information is reported in a separate regional report. Municipalities that participate directly in regional activities can provide descriptions below."

Summary

"A summary of SMCWPPP's efforts (i.e., participation in RMP committee and work group meetings) to develop a Control Program for PBDEs, Legacy Pesticides and Selenium is included within the C.14 PBDE, Legacy Pesticides and Selenium section of the Countywide Program's FY 09-10 Annual Report and/or BASMAA Regional POC Report."

Section 15 - Provision C.15 Exempted and Conditionally Exempted Discharges

**C.15.b.iii.(1), C.15.b.iii.(2) ► Planned and Unplanned Discharges of Potable Water**

Is your agency a water purveyor?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If <b>No</b> , skip to C.15.b.vi.(2):				
If <b>Yes</b> , Complete the attached reporting tables or attach your own table with the same information. Describe program highlights below. For FY 09-10 only, describe steps taken to revise your program to meet new monitoring, data tracking and reporting requirements.				
Summary: The City of Burlingame is currently developing and adopting methods designed to meet new monitoring, data tracking and reporting requirements.				

**C.15.b.vi.(2) ► Irrigation Water, Landscape Irrigation, and Lawn or Garden Watering**

Provide implementation summaries of the required BMPs to promote measures that minimize runoff and pollutant loading from excess irrigation. Generally the categories are: <ul style="list-style-type: none"> <li>• Promote conservation programs</li> <li>• Promote outreach for less toxic pest control and landscape management</li> <li>• Promote use of drought tolerant and native vegetation</li> <li>• Promote outreach messages to encourage appropriate watering/irrigation practices</li> <li>• Implement Illicit Discharge Enforcement Response Plan for ongoing, large volume landscape irrigation runoff.</li> </ul>
Summary: The City of Burlingame currently is in the process of establishing <i>CalSense</i> Irrigation Systems to control all irrigated turf and landscape areas throughout the City. With the <i>CalSense</i> system, we will be able to control water usage based on weather, evaporation rates, and be alerted when breaks are affecting our irrigation system. Park employees attended a Green Building exchange IPM workshop offered by SMCWPPP this past year. Current City policy dictates the use of Integrated Pest Management (IPM) techniques that emphasize non-pesticide alternatives and, when necessary, employ low toxicity chemicals with demonstrated efficacy for the pest. The Burlingame City Council recently adopted a new ordinance establishing Water Conservation Regulation for both Landscaping and Indoor usage.

<b>C.15.b.iii.(1) ► Planned Discharges of the Potable Water System</b>										
Site/ Location	Discharge Type	Receiving Waterbody(ies)	Date of Discharge	Duration of Discharge (military time)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/day)	Chlorine Residual (mg/L)	pH (standard units)	Discharge Turbidity <sup>1</sup> (NTU)	Implemented BMPs & Corrective Actions
Zone 11	Flushing Program	Mills Watershed	Dec. 2009	36 hours	83K	21K	(A)	(A)	(A)	YES
Zone 11	Flushing Program	Mills Watershed	Jan. 2010	18 hours	81K	41k	(A)	(A)	(A)	YES
Zone 11	Flushing Program	Easton Watershed	Feb. 2010	63 hours	170K	24k	(A)	(A)	(A)	YES
Zone 11 & 12	Flushing Program	Easton Watershed	Mar. 2010	108 hours	579K	48K	(A)	(A)	(A)	YES
Zone 1 & 2	Flushing Program	Burlingame/Ralston Watershed	Apr. 2010	27 hours	90K	30K	(A)	(A)	(A)	YES
Zone 2	Flushing Program	Burlingame/Ralston Watershed	May 2010	81 hours	467K	52K	(A)	(A)	(A)	YES
Zone 3	Flushing Program	Burlingame/Ralston Watershed	June 2010	45 hours	271K	54K	(A)	(A)	(A)	YES

Notes:

<sup>1</sup> Monitor the receiving water for turbidity if necessary and feasible. Include data in this column if available.

(A) Dechlorination tablets were used downstream of discharge to a goal of a cl2 trace amount. The cl2, pH, and Turbidity were not recorded at time of incident. The City of Burlingame is in the process of developing new procedures to include this information.

**C.15.b.iii.(2) ► Unplanned Discharges of the Potable Water System**

Site/ Location	Discharge Type	Receiving Waterbody(ies)	Date of Discharge	Discharge Duration (military time)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/day)	Chlorine Residual <sup>2</sup> (mg/L)	pH <sup>2</sup> (standard units)	Discharge Turbidity (Visual) <sup>2</sup>	Implemented BMPs & Corrective Actions	Time of discharge discovery	Regulatory Agency Notification Time <sup>4</sup>	Inspector arrival time	Responding crew arrival time
1800 Blk of Broadway	Water Main Leak	Sanchez Watershed	12/20/2009	9 hrs	250K	250K	(A)	(A)	(A)	YES	1 AM	N/A	N/A	N/A
1410 Paloma	Water Main Leak	Easton Watershed	12/20/2009	4 hrs	6K	6K	(A)	(A)	(A)	YES	7 AM	N/A	N/A	N/A
1100 Grove	Water Main Leak	Easton Watershed	12/21/2009	11 hrs	150K	150K	(A)	(A)	(A)	YES	7 AM	N/A	N/A	N/A
Oak Grove & Francisco	Water Main Leak	Burlingame Watershed	12/30/2009	2.5 hrs	15K	15K	(A)	(A)	(A)	YES	12 PM	N/A	N/A	N/A
260 El Camino Real	Water Main Leak	Burlingame Watershed	1/11/2010	2 hrs	10K	10K	(A)	(A)	(A)	YES	4:30 AM	N/A	N/A	N/A
2844 Rivera	Water Main Leak	El Portal Watershed	1/23/2010	5 hrs	40K	40K	(A)	(A)	(A)	YES	4 PM	N/A	N/A	N/A
447 Cumberland	Water Main Leak	Burlingame Watershed	1/26/2010	5.5 hrs	54K	54K	(A)	(A)	(A)	YES	12:30 PM	N/A	N/A	N/A
34 Stanley	Water Main Leak	Burlingame Watershed	2/1/2010	8 hrs	5K	5K	(A)	(A)	(A)	YES	8 AM	N/A	N/A	N/A
260 El Camino Real	Water Main Leak	Burlingame Watershed	2/2/2010	4 hrs	3K	3K	(A)	(A)	(A)	YES	12 PM	N/A	N/A	N/A
1256 Drake	Water Main Leak	Easton Watershed	2/23/2010	4 hrs	5K	5K	(A)	(A)	(A)	YES	9 AM	N/A	N/A	N/A
12 Kenmar	Water Main	Easton	3/2/2010	7 hrs	60K	60K	(A)	(A)	(A)	YES	10 AM	N/A	N/A	N/A

**C.15.b.iii.(2) ► Unplanned Discharges of the Potable Water System**

Site/ Location	Discharge Type	Receiving Waterbody(ies)	Date of Discharge	Discharge Duration (military time)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/day)	Chlorine Residual <sup>2</sup> (mg/L)	pH <sup>2</sup> (standard units)	Discharge Turbidity (Visual) <sup>2</sup>	Implemented BMPs & Corrective Actions	Time of discharge discovery	Regulatory Agency Notification Time <sup>4</sup>	Inspector arrival time	Responding crew arrival time
	Leak	Watershed												
1521 Cypress	Water Main Leak	Burlingame Watershed	3/28/2010	5 hrs	12K	12K	(A)	(A)	(A)	YES	12:30 PM	N/A	N/A	N/A
1609 Easton	Water Main Leak	Easton Watershed	4/6/2010	6 hrs	1K	1K	(A)	(A)	(A)	YES	10 AM	N/A	N/A	N/A
1521 Cypress	Water Main Leak	Burlingame Watershed	4/14/2010	8 hrs	10K	10K	(A)	(A)	(A)	YES	9 AM	N/A	N/A	N/A
3057 Atwater	Water Main Leak	El Portal Watershed	5/6/2010	5 hrs	1K	1K	(A)	(A)	(A)	YES	9 AM	N/A	N/A	N/A
2816 Easton	Water Main Leak	Easton Watershed	6/7/2010	8 hrs	10K	10K	(A)	(A)	(A)	YES	9 AM	N/A	N/A	N/A

Notes:

1. This table contains all of the unplanned discharges that occurred in this FY.

2. Monitoring data is only required for 10% of the unplanned discharges. If you monitored more than 10% of your unplanned discharges report all of the data collected.

4. Notification to Water Board staff is required for unplanned discharges where the chlorine residual is >0.05 mg/L and total volume is ≥ 50,000 gallons. Notification to State Office of Emergency Services is required after becoming aware of aquatic impacts as a result of unplanned discharge or when the discharge might endanger or compromise public health and safety.

(A) Dechlorination tablets were used downstream of discharge to a goal of a cl<sub>2</sub> trace amount. The cl<sub>2</sub>, pH, and Turbidity were not recorded at time of incident. The City of Burlingame is in the process of developing new procedures to include this information.

**Attachment B**

**City of Burlingame**

**Business Inspection Plan**

**C.4.b.i**

## CITY OF BURLINGAME

### INDUSTRIAL AND COMMERCIAL BUSINESS INSPECTION PLAN

Date Originally Prepared: March 8, 2004

Date Last Updated: August 30, 2010

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#### BACKGROUND

This industrial and commercial business inspection plan (Inspection Plan) serves as the City of Burlingame's prioritized inspection work plan that the City will implement to comply with the municipal regional stormwater permit's (MRP) Provision C.4.b requirements. This MRP provision requires that an Inspection Plan be developed. The Inspection Plan's attached Prioritized Inspection List of Businesses (Inspection List) must be submitted with the 2010 Annual Report, and an annually updated Inspection List must be submitted with subsequent annual reports.

Municipal staff used the following steps to create this Inspection Plan and comply with the MRP. Steps 1 and 2 address MRP requirements for the Inspection Plan and Step 3 addresses compliance with MRP requirements for creating an Inspection List that is included as an attachment to the Inspection Plan.

#### Steps

1. Identify a method of establishing priorities for inspections and the frequency of inspections for each category of priority.
2. Describe the method that will be used to identify newly opened businesses that may need inspection.
3. Develop an Inspection List that includes:
  - a. A list of all of the industrial and commercial businesses located within the municipality's jurisdiction that require inspection;
  - b. A determination of the priority for inspection of each business on the Inspection List using the identified method of establishing inspection priorities;
  - c. Identification of businesses on the Inspection List that are scheduled for inspection during the current fiscal year; and
  - d. An annual update or revision of the Inspection List starting in 2011.

Each of these steps was followed to develop this Inspection Plan as described in the following sections.

#### **STEP 1: IDENTIFY A METHOD OF ESTABLISHING PRIORITIES FOR INSPECTIONS AND FREQUENCY OF INSPECTIONS**

##### **What the MRP Requires**

The MRP requires that each of the businesses to be inspected be assigned a priority for inspection based on "the potential for water quality impact using criteria such as pollutant sources on site, pollutants of concern, proximity to a waterbody, violation history of the facility, and other relevant factors" (Provision C.4.b.ii.(3)). In addition, the MRP requires that appropriate inspection frequencies be established based on the priority for inspection, "potential for contributing pollution to stormwater runoff" and be "commensurate with the threat to water quality" (Provision C.4.b.ii.(5)).

Further, the MRP requires: "A description of the process for prioritizing inspections and frequency of inspections" (Provision C.4.b.i.(2)).

## **Description of Prioritization Process and Assignment of Inspection Frequencies to Different Priorities**

Businesses meeting the following criteria generally have been assigned as having a high priority for inspection:

1. Businesses that are subject to the State General NPDES Permit for Stormwater Discharges Associated with Industrial Activity.
2. Retail food facilities, hazardous materials users, automotive service facilities, and hazardous waste generators that have a history of using inadequate best management practices.
3. Businesses that have had a non-stormwater discharge disallowed by the MRP during the previous fiscal year.

All other businesses have generally been assigned as having a low priority for inspection.

High priority for inspection means that the business will typically be inspected annually. Low priority for inspection means that the business will be inspected less frequently than annually, such as every other year or every third year<sup>1</sup>.

### **STEP 2: DESCRIBE METHOD THAT WILL BE USED TO IDENTIFY NEW BUSINESSES**

#### **What the MRP Requires**

The MRP requires that the Inspection Plan have a “mechanism to include newly opened businesses that warrant inspection ...” (Provision C.4.b.i.(2)).

#### **Description of Method for Identifying New Businesses**

The following describes how new businesses that may warrant an inspection are identified so that they will be included on the Inspection List.

Businesses may be identified for inspection based on:

1. Applying for or receiving a City business license.
2. Inquiry from potential business operator.
3. Referral from another agency.
4. Complaint.
5. Other factors.

### **STEP 3: DEVELOP AN INSPECTION LIST**

This step includes the following four substeps associated with the development and maintenance of the Inspection List:

- a. Develop a list of all of the industrial and commercial businesses that require inspection;
- b. Determine the priority for inspection of each business on the Inspection List;
- c. Identify businesses on the Inspection List that are scheduled for inspection during the current fiscal year; and
- d. Prepare an annual update or revision of the Inspection List starting in 2011.

#### **What the MRP Requires**

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<sup>1</sup> The municipality may define other categories of priority and their associated inspection frequency. Most municipalities have previously used two categories of frequency for inspection and this approach has been retained in this template.

## Develop a List of All Businesses Requiring Inspection

The MRP requires that the Inspection Plan be used to maintain an Inspection List of industrial and commercial businesses “that could reasonably be considered to cause or contribute to pollution of stormwater runoff” (Provision C.4.b.ii).

In particular, the MRP lists the following types of businesses as needing to be inspected if they “have a reasonable likelihood to be sources of pollutants to stormwater and non-stormwater discharges:” (Provision C.4.b.ii(2))

- 1) Industrial facilities<sup>2</sup>, as defined in 40 CFR 122.26(b)(14), including those subject to the State General NPDES Permit for Stormwater Discharges Associated with Industrial Activity;
- 2) Vehicle salvage yards;
- 3) Metal and other recycled material collection facilities, waste transfer facilities;
- 4) Vehicle mechanical repair, maintenance, fueling, or cleaning;
- 5) Building trades central facilities or yards, corporation yards, nurseries, and greenhouses;
- 6) Building material retailers and storage;
- 7) Plastic manufacturers; and
- 8) Other facilities designated by the city or Water Board as having a reasonable potential to contribute to pollution of stormwater runoff. The Water Board staff places a priority on inspecting retail food facilities, and these businesses should be included in the Inspection List if they “have a reasonable likelihood to be sources of pollutants to stormwater and non-stormwater discharges.”

In addition, the MRP lists the following functional aspects of businesses that may produce pollutants when exposed to stormwater as part of the criteria for developing the Inspection List:

- 1) Outdoor process and manufacturing areas;
- 2) Outdoor material storage areas;
- 3) Outdoor waste storage and disposal areas;
- 4) Outdoor vehicle and equipment storage and maintenance areas;
- 5) Outdoor wash areas;
- 6) Outdoor drainage from indoor areas;
- 7) Rooftop equipment; and
- 8) Other sources determined by the city or Water Board to have a reasonable potential to contribute to pollution of stormwater runoff.

## Establish Inspection Priority for Businesses on the Inspection List

The MRP requires that businesses that have a reasonable potential to pollute stormwater runoff be prioritized using factors listed in the MRP (Provision C.4.b.ii.(3)).

## **Refer to Attachment B, Facilities Scheduled for Inspection.**

## Identify Businesses Scheduled for Inspection During the Current Fiscal Year:

The MRP requires that the annual report include “the list of facilities scheduled for inspection during the current fiscal year” (Provision C.4.b.iii.(2)).

- Refer to Attachment B, Facilities Scheduled for Inspection.

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<sup>2</sup> The MRP appears to use the terms “facilities” and “businesses” interchangeably. This template generally uses the term business since that is used in the title of Provision C.4.b., and it is the term most inspectors use.

## Annual Updates

The MRP requires that the Inspection List be annually updated and maintained (Provision C.4.b.ii). The annual updates should include new businesses; any needed modifications to inspection priorities based on recent inspections, illicit discharge notifications, or other relevant factors; and removal of businesses that are no longer operating. In addition, updates or revisions to the Inspection List need to be included in annual reports starting in 2011 (Provision C.4.b.iii.(1)).

- Refer to Attachment C, Potential Facilities List.

**Attachment A  
Prioritized Inspection List of Businesses (Inspection List)**

Date Originally Prepared: March 8, 2004

Date Last Updated<sup>3</sup>: August 30, 2010

- Refer to Attachment B, Facilities Scheduled for Inspection.

**High Priority Businesses for Inspection<sup>4</sup> Are Inspected Annually.**

Name of Business	Address	Type of Business	Has Industrial General Permit Coverage?	Comments	Scheduled for Inspection in FY 2010/11 <sup>5</sup>
American Medical Response	1510 Rollins Road Burlingame	SIC 4119: Ambulance service	Yes	None	Yes
Recology (Former San Bruno Garbage Co)	1356 Marsten Road	SIC 4212: Refuse and recyclables	Yes	None	Yes

**Total number of businesses: 2**

**Low Priority Businesses for Inspection<sup>2</sup> Are Businesses Inspected Less Frequently Than Once a Year**

Name of Business	Address	Type of Business	Has Industrial General Permit Coverage?	Comments	Scheduled for Inspection in FY 2010/11 <sup>5</sup>
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Refer to:

- Attachment B, Facilities Scheduled for Inspection.
- Attachment C, Potential Facilities List.

**Total number of businesses planned for inspection in 2009-2010: 147**

**Total number of businesses on the Inspection List: 297**

<sup>3</sup> The municipal regional stormwater permit requires an annual update of businesses to inspect.

<sup>4</sup> The frequency of inspections is a goal that should be met for most businesses. A particular business or facility's inspection priority may be modified based on more recent information during the annual Inspection List update, and businesses and facilities may be added and deleted from the Inspection List consistent with the MRP.

<sup>5</sup> A check mark in this column means that a business is scheduled for inspection in the current fiscal year. This column should be updated annually and updates or revisions to the Inspection List are required in each annual report.

**Attachment C**

**City of Burlingame**

**Business Inspection Plan 2010-2011**

**Potential Facilities List**

**C.4.b.iii. (1)**

Facility		Address	City
ADELINE MARKET	1508	ADELINE	BURLINGAME
NORAS CAFE	2750	ADELINE	BURLINGAME
US SPRINT	1	ADRIAN	BURLINGAME
SPRINT-BURLINGAME	45	ADRIAN	BURLINGAME
GOKART RACER	1541	ADRIAN	BURLINGAME
GOKART RACER LLC	1541	ADRIAN	BURLINGAME
PETER PAN BMW	1625	ADRIAN	BURLINGAME
LAHLOUH	1649	ADRIAN	BURLINGAME
DEVINCENZI ARCHITECTURAL PRODU	1717	ADRIAN	BURLINGAME
SONGS CAFETERIA	533	AIRPORT	BURLINGAME
VIRGIN AMERICA INC	555	AIRPORT	BURLINGAME
HILTON SAN FRANCISCO AIRPORT	600	AIRPORT	BURLINGAME
ANZA PARK N SKY	615	AIRPORT	BURLINGAME
HILTON GARDEN INN	765	AIRPORT	BURLINGAME
LEANNES	777	AIRPORT	BURLINGAME
DOUBLETREE HOTEL	835	AIRPORT	BURLINGAME
BURLINGAME WASTEWATER TREATMEN	1103	AIRPORT	BURLINGAME
BAY PARK PLAZA	577/555	AIRPORT	BURLINGAME
SEA BREEZE CAFE	111	ANZA	BURLINGAME
EMBASSY SUITES	150	ANZA	BURLINGAME
EMBASSY SUITES AIRPORT	150	ANZA	BURLINGAME
EMBASSY SUITES AIRPORT	150	ANZA	BURLINGAME
GABRIEL & DANIELS MEXICAN GRILL	250	ANZA	BURLINGAME
BURLINGAME BOBBY SOCKS		BALBOA & DEVEREAUX	BURLINGAME
EQUITY OFFICE PROPERTIES TRUST	1350	BAYSHORE	BURLINGAME
BAYSHORE SHELL # 132	1390	BAYSHORE	BURLINGAME
NATIONAL / ALAMO	1650	BAYSHORE	BURLINGAME
AIRPORT 76	1200	BAYSHORE HWY	BURLINGAME
MAXS OPERA CAFE OF BURLINGAME	1250	BAYSHORE HWY	BURLINGAME
CARIBBEAN GARDEN SUPPER CLUB	1306	BAYSHORE HWY	BURLINGAME
HYATT HOTELS & RESORTS	1333	BAYSHORE HWY	BURLINGAME
HYATT REGENCY	1333	BAYSHORE HWY	BURLINGAME
FANDORIN RESTAURANT INC	1492	BAYSHORE HWY	BURLINGAME
BENIHANA OF TOKYO RESTAURANT	1496	BAYSHORE HWY	BURLINGAME











ZAMBRA	248	LORTON	BURLINGAME
HOUSE OF BAGELS	260	LORTON	BURLINGAME
TRAPEZE RESTAURANT	266	LORTON	BURLINGAME
NECTAR WINE LOUNGE	270	LORTON	BURLINGAME
ECCO CAFE	322	LORTON	BURLINGAME
IL FORNAIO	327	LORTON	BURLINGAME
MR TERIYAKI	801	MAHLER	BURLINGAME
3 JS DELI	833	MAHLER	BURLINGAME
FLYING FOOD GROUP	810	MALCOLM	BURLINGAME
WEST COAST VALET SERVICE	855	MALCOLM	BURLINGAME
AIRLINE COACH SVC	863	MALCOLM	BURLINGAME
AUTO TECH CTR	1315	MARSTEN	BURLINGAME
CLARKS	1320	MARSTEN	BURLINGAME
BRIANZ AUTO BODY	1333	MARSTEN	BURLINGAME
ALBERT GUIBARA	1400	MARSTEN	BURLINGAME
SAN BRUNO GARBAGE CO. INC	1356-60	MARSTEN	BURLINGAME
BULLS HEAD RESTAURANT	819	MITTEN	BURLINGAME
SYNERGENICS	863	MITTEN	BURLINGAME
EPITOMICS INC	863	MITTEN	BURLINGAME
BURLINGAME AUTO CLINIC	132	MYRTLE	BURLINGAME
ATRIA SENIOR LIVING	250	MYRTLE	BURLINGAME
2M AUTOMOTIVE	255	MYRTLE	BURLINGAME
ALL MAKES AUTO BODY	257	MYRTLE	BURLINGAME
BURLINGAME COUNTRY CLUB GOLF	80	NEW PLACE	BURLINGAME
OAK GROVE MARKET	1000	OAK GROVE	BURLINGAME
SANA'A BAYSIDE CAFE	1350	OLD BAYSHORE	BURLINGAME
ELEPHANT BAR & RESTAURANT	1600	OLD BAYSHORE	BURLINGAME
SAN FRANCISCO AIRPORT MARRIOTT	1800	OLD BAYSHORE HWY	BURLINGAME
MCKINLEY ELEMENTARY SCHOOL	701	PALOMA	BURLINGAME
SHABU HOUSE RESTAURANT	1150	PALOMA	BURLINGAME
ROTI INDIAN BISTRO	209	PARK	BURLINGAME
VINYL ROOM	221	PARK	BURLINGAME
NARIM THAI CUISINE	231	PARK	BURLINGAME
TUTTIMELON	240	PARK	BURLINGAME
BAGGYS LIQUORS	1535	PLAZA	BURLINGAME
C J S DELI	290	PRIMROSE	BURLINGAME
PIAZZA ITALIA	321	PRIMROSE	BURLINGAME



MILLS PENINSULA HEALTH CAFETERIA 1501  
HAPPY CHEF 1520  
BENJAMIN FRANKLIN ELEMENTARY SCHOOL 2385  
ROOSEVELT SCHOOL 1151  
CALIFORNIA CLASSICS 1291

298 Total # of Facilities per City :

TROUSDALE  
TROUSDALE  
TROUSDALE  
VANCOUVER  
WHITEHORN

BURLINGAME  
BURLINGAME  
BURLINGAME  
BURLINGAME  
BURLINGAME

297

**Attachment D**

**City of Burlingame**

**Business Inspection Plan 2010-2011**

**Facilities Scheduled For Inspection**

**MRP Provision C.4.b.iii. (2)**

SCHEDULED FOR INSPECTION FY 2010-2011

Facility	Address		City
KINCAIDS BAYHOUSE	60	BAYVIEW	BURLINGAME
CHRISTIES	245	CALIFORNIA	BURLINGAME
LA BOHEME CAFE	1425	BURLINGAME	BURLINGAME
RAMEN CLUB	723	CALIFORNIA	BURLINGAME
TOMOKAZU JAPANESE RESTAURANT	1101	HOWARD	BURLINGAME
PRANCING HORSE OF CALIFORNIA	1390	ROLLINS	BURLINGAME
CAFE LA SCALA	1219	BURLINGAME	BURLINGAME
SUBWAY SANDWICHES & SALADS	1857	EL CAMINO REAL	BURLINGAME
HILTON SAN FRANCISCO AIRPORT	600	AIRPORT	BURLINGAME
EMBASSY SUITES AIRPORT	150	ANZA	BURLINGAME
HILTON GARDEN INN	765	AIRPORT	BURLINGAME
GARRATT CALLAHAN COMPANY	50	INGOLD	BURLINGAME
ALANAS	1408	BURLINGAME	BURLINGAME
LE CROISSANT CAFE	1151	BROADWAY	BURLINGAME
ROYAL DONUTS	1165	BROADWAY	BURLINGAME
SOGO BAKERY, INC	1849	EL CAMINO REAL	BURLINGAME
YOUNGS BURLINGAME LIQUOR	1408	BROADWAY	BURLINGAME
FIVE A's CAFE	1851	EL CAMINO REAL	BURLINGAME
FANDORIN RESTAURANT INC	1492	BAYSHORE HWY	BURLINGAME
SANA'A BAYSIDE CAFE	1350	OLD BAYSHORE	BURLINGAME
ISO BUNE BURLINGAME	1451	BURLINGAME	BURLINGAME
COCONUT BAY CO	1300	HOWARD	BURLINGAME
BURLINGAME LYONS CLUB	990	BURLINGAME	BURLINGAME
COPENHAGEN BAKERY	1216	BURLINGAME	BURLINGAME
THE CAKERY	1308	BURLINGAME	BURLINGAME
JOES CAFE BY THE BAY	1669	BAYSHORE HWY	BURLINGAME
PENINSULA FRENCH LAUNDRY	1251	CALIFORNIA	BURLINGAME
SMC MOSQUITO ABATEMENT DIST	1351	ROLLINS	BURLINGAME
ELEPHANT BAR & RESTAURANT	1600	OLD BAYSHORE	BURLINGAME
PHILLYS CHEESE STEAK SHOP	729	CALIFORNIA	BURLINGAME
SEVEN ELEVEN STORE #14316	975	ROLLINS	BURLINGAME
NECTAR WINE LOUNGE	270	LORTON	BURLINGAME
STRAITS BURLINGAME LLC	1100	BURLINGAME	BURLINGAME
MINGALABA, INC	1213	BURLINGAME	BURLINGAME

ZAMBRA	248
ECCO CAFE	322
HARMONY YOGURT	1243
PRESTON'S CANDY & ICE CREAM	1170
LEANNES	777
ONCE UPON A METRO	1136
PANDA EXPRESS #907	1453
DOUBLETREE HOTEL	835
LEONARDO'S CAFE	1828
CHILTON AUTO BODY INC	1028
TOPLINE AUTOMOBILE INC	1028
BURLINGAME MOTORS	1295
AUTOHAUS BURLINGAME	1309
PETER SCHMIDT TRANSMISSIONS	1331
SEA BREEZE CAFE	111
VIRGIN AMERICA INC	555
SERVERS STANDING BY	1464
EAGLE CAR WASH & FILL	177
PLASTI PRINT INC	1620
BAY PARK PLAZA	577/555
DANISH FRENCH CATERING	733
ATRIA SENIOR LIVING	250
PENINSULA PRIME MOTORZ LLC	621
MULTI CRAFT AUTO BODY	917
BURLINGAME ONE HOUR CLEANERS	507
NICKS	775
JML AUTO REPAIR	1204
AUTOHAUS EXEC	909
AUTOHAUS SCHMID	1213
HANSONS AUTO BODY REPAIR INC	1222
SHAFFERS AUTO SERVICE CTR	777
BURLINGAME COLLISON REPAIR	123
BURLINGAME CORPORATION YARD	1380
BURLINGAME POLICE DEPT	1111
GERMAN CAR CARE	251
BROADWAY CLEANERS	1234
TONG LEE & THOMAS AUTO BODY REPAIR	1019

LORTON	BURLINGAME
LORTON	BURLINGAME
HOWARD	BURLINGAME
BROADWAY	BURLINGAME
AIRPORT	BURLINGAME
BROADWAY	BURLINGAME
BURLINGAME	BURLINGAME
AIRPORT	BURLINGAME
EL CAMINO REAL	BURLINGAME
CAROLAN	BURLINGAME
CAROLAN	BURLINGAME
ROLLINS	BURLINGAME
ROLLINS	BURLINGAME
ROLLINS	BURLINGAME
ANZA	BURLINGAME
AIRPORT	BURLINGAME
FOX PLAZA	BURLINGAME
CALIFORNIA	BURLINGAME
GILBRETH	BURLINGAME
AIRPORT	BURLINGAME
CALIFORNIA	BURLINGAME
MYRTLE	BURLINGAME
CALIFORNIA	BURLINGAME
EL CAMINO REAL	BURLINGAME
CALIFORNIA	BURLINGAME
ROLLINS	BURLINGAME
ROLLINS	BURLINGAME
CALIFORNIA	BURLINGAME
CALIFORNIA	BURLINGAME
CAROLAN	BURLINGAME
TROUSDALE	BURLINGAME
CALIFORNIA	BURLINGAME
BROADWAY	BURLINGAME
CALIFORNIA	BURLINGAME

HOLLAND SVC	1025
REGIONAL OCCUPATIONAL PROGRAM	1800
CALIFORNIA IMAGE BODY & PAINT	50
WEST COAST CORVETTE	70
HOLIDAY CLEANERS	1883
LAHLOUH	1649
DEVINCENZI ARCHITECTURAL PRODU	1717
EPITOMICS INC	863
DEVENCENZI METAL PRODUCTS	1655
SHERWIN WILLIAMS CO	1525
AUTO TECH CTR	1315
2M AUTOMOTIVE	255
ALL MAKES AUTO BODY	257
WALGREENS	1160
WALGREENS #86	1420
HILLS POOL SERVICE INC	23
UNITED AUTO COLLISION CTR. COR	1369
ALDRAN CHEMICALS	1313
CHEVRON STATION	1101
UNGA CORP	960
ANZA PARK N SKY	615
AUTO PRIDE CAR WASH	1095
WEST COAST VALET SERVICE	855
MECHANICALLY SPEAKING	1330
BURLINGAME BOBBY SOCKS	
PUTNAM BUICK	925
PUTNAM CHEVROLET CADILLAC	198
MEDITERRANEAN KEBAB	1318
AIDA OPERA CANDIES	1375
LE CROISSANT	1407
HOLA MEXICAN RESTAURANT	1448
BARRACUDA	347
HOWER AUTO REPAIR	920
GUITTARD CHOCOLATE	10
BRIDGES TIRES & WHEEL SERVICE	1099
BRIANZ AUTO BODY	1333
NOEL L MILLER INC	129

CALIFORNIA	BURLINGAME
ROLLINS	BURLINGAME
STAR	BURLINGAME
STAR	BURLINGAME
EL CAMINO REAL	BURLINGAME
ADRIAN	BURLINGAME
ADRIAN	BURLINGAME
MITTEN	BURLINGAME
ROLLINS	BURLINGAME
ROLLINS	BURLINGAME
MARSTEN	BURLINGAME
MYRTLE	BURLINGAME
MYRTLE	BURLINGAME
BROADWAY	BURLINGAME
HOWARD	BURLINGAME
EDWARDS	BURLINGAME
ROLLINS	BURLINGAME
CAROLAN	BURLINGAME
BROADWAY	BURLINGAME
DAVID	BURLINGAME
AIRPORT	BURLINGAME
CAROLAN	BURLINGAME
MALCOLM	BURLINGAME
ROLLINS	BURLINGAME
BALBOA & DEVEREAUX	BURLINGAME
BAYSWATER	BURLINGAME
CALIFORNIA	BURLINGAME
BURLINGAME	BURLINGAME
PRIMROSE	BURLINGAME
BAYSWATER	BURLINGAME
GUITTARD	BURLINGAME
CALIFORNIA	BURLINGAME
MARSTEN	BURLINGAME
CALIFORNIA	BURLINGAME

UNITED TRANSMISSION INC	1131
BURLINGAME HIGH SCHOOL	400
ADELINE MARKET	1508
BROADWAY AUTO BODY	1305
BURLINGAME 76	1876
CALIFORNIA CLASSICS	1291
GABRIEL & DANIELS MEXICAN GRILL	250
C&D AUTOMOTIVE	120
SEE'S CANDIES, INC	1760
GOKART RACER	1541
PRIMROSE CLEANERS	339
NATIONAL / ALAMO	1650
COIT DRAPERY & CARPET CLEANERS	897
STERLING DRY CLEANING SPECIALISTS	1140
PUTNAM TOYOTA	2-50
PUTNAM VOLVO	3-65
RECTOR MOTOR CAR CO	1010
CAMMISA MOTOR CAR COMPANY	1020
CAROLAN AUTO SERVICE	1366
P R AUTO BODY	903
BURLINGAME COUNTRY CLUB GOLF	80
GUS UNOCAL	1147
EMBASSY SUITES AIRPORT	150
BAYSHORE SHELL # 132	1390
CARIBBEAN GARDEN SUPPER CLUB	1306
BYBA SNACK SHACK	
BURLINGAME CAR WASH & GAS STATION	1000
TASTE IN	1199
BURLINGAME RECREATION DEPT	850
BONARDA RESTAURANT	1125
PEET'S COFFEE & TEA	1241
EL MEZCAL	261
YAO SUSHI	1861
TEA PLUS NOODLE	1100
LITE FOR LIFE	1199
TRAPEZE RESTAURANT	266
VINYL ROOM	221

CALIFORNIA	BURLINGAME
CAROLAN	BURLINGAME
ADELINE	BURLINGAME
CAROLAN	BURLINGAME
EL CAMINO REAL	BURLINGAME
WHITEHORN	BURLINGAME
ANZA	BURLINGAME
EL CAMINO REAL	BURLINGAME
ROLLINS	BURLINGAME
ADRIAN	BURLINGAME
PRIMROSE	BURLINGAME
BAYSHORE	BURLINGAME
HINCKLEY	BURLINGAME
HOWARD	BURLINGAME
CALIFORNIA	BURLINGAME
CALIFORNIA	BURLINGAME
CADILLAC	BURLINGAME
CAROLAN	BURLINGAME
CAROLAN	BURLINGAME
CALIFORNIA	BURLINGAME
NEW PLACE	BURLINGAME
ROLLINS	BURLINGAME
ANZA	BURLINGAME
BAYSHORE	BURLINGAME
BAYSHORE HWY	BURLINGAME
BAYSIDE PARK	BURLINGAME
BROADWAY	BURLINGAME
BROADWAY	BURLINGAME
BURLINGAME	BURLINGAME
CALIFORNIA	BURLINGAME
EL CAMINO REAL	BURLINGAME
HOWARD	BURLINGAME
HOWARD	BURLINGAME
LORTON	BURLINGAME
PARK	BURLINGAME

PRIME TIME ATHLETIC CLUB  
PRIME TIME ATHLETIC CLUB

1730  
1730

ROLLINS  
ROLLINS

BURLINGAME  
BURLINGAME

Total # Scheduled FY 10-11

147

Total # of Facilities per City :

297

**San Mateo Countywide Stormwater Pollution Prevention Program (STOPPP)  
CITY OF BURLINGAME INTEGRATED PEST MANAGEMENT (IPM) POLICY**

**GOAL**

The City of Burlingame seeks to protect the health and safety of its employees and the general public, the environment and water quality, as well as to provide sustainable solutions for pest control, through the reduced use of pesticides on property owned or managed by the City to the maximum extent practicable.

**RECOMMENDATIONS**

Employees implementing pest management operations will use Integrated Pest Management (IPM) techniques that emphasize non-pesticide alternatives and, when necessary, employ low toxicity chemicals with demonstrated efficacy for the pest. Preference will be given to contractors who implement IPM. City departments and their contractors that apply pesticides will develop and maintain an active IPM Plan to ensure the long-term prevention and suppression of pest problems with minimum negative impacts on the health and safety of the community and environment. The City will track employee and contractor pesticide use and prepare an annual report summarizing pesticide use and evaluating pest control activities performed.

The City shall encourage pilot projects to demonstrate landscape and structural pest control alternatives, seeking to use the most recent technology, best management practices and least toxic methods for all pest control measures. Pilot projects should include an objective analysis of the effectiveness of the alternative techniques applied.

The City will review its purchasing procedures, contracts or service agreements with pesticide applicators and employee training practices to determine what changes, if any, should be made to support the goal of pesticide reduction and promote the purchase and use of the least harmful chemicals.

The City will support Countywide or regional efforts to educate residential and commercial pesticide users on a) goals and techniques of IPM, and b) pesticide related water quality issues.

**BACKGROUND**

Pesticides are defined as: any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest. Pests can be insects, rodents and other animals, unwanted plants (weeds), bacteria or fungi. The term pesticide applies to herbicides, fungicides, insecticides, rodenticides, molluscicides and other substances used to control pests.

Antimicrobial agents are not included in this definition of pesticides. In general, the intent of antimicrobial agents is to reduce or mitigate the growth or development of microbial organisms. They are used to avoid health hazards and include in-door cleaning, spa and swimming pools,

***11/20/2003***

medical sterilizer and sanitizer products.

Integrated Pest Management (IPM) is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and nontarget organisms, and the environment.

IPM techniques could include biological controls (e.g., ladybugs and other natural enemies or predators); physical or mechanical controls (e.g., hand labor or mowing); cultural controls (e.g., mulching, discing, or alternative plant type selection); and reduced risk chemical controls (e.g., soaps or oils).

City-owned or -managed property includes but is not limited to parks and open space, golf facilities, roadsides, landscaped medians, flood control channels and other outdoor areas, as well as municipal buildings and structures.

*11/20/2003*

**Attachment F**  
**City of Burlingame**  
**Pesticide Use Report**  
**C.9.b**

## Web MSPURs Report - Summary Report

License No: 4100132

Doc#	License#	Year/Mon	App#	Commodity	Pest Name	Quantity	
<b>Accepted MSPURs</b>							
5210184	4100132	10	1	0	RIGHTS OF WAY	PROKOZ GLYPHOSATE PRO 4	28.00
5210207	4100132	10	2	0	LANDSCAPE/PARK	PROKOZ GLYPHOSATE PRO 4	914.50
5210208	4100132	10	2	0	LANDSCAPE/PARK	TURFLON ESTER	4.50
5210274	4100132	10	3	29	LANDSCAPE/PARK	PROKOZ GLYPHOSATE PRO 4	624.00
5210275	4100132	10	3	2	LANDSCAPE/PARK	PROKOZ PROZALIN 4L	18.00
5210275	4100132	10	3	4	LANDSCAPE/PARK	TURFLON ESTER	6.00
5210332	4100132	10	4	31	LANDSCAPE/PARK	PROKOZ PROZALIN 4L	238.00
5210332	4100132	10	4	6	LANDSCAPE/PARK	SURFLAN A.S.	9.00
5210332	4100132	10	4	3	LANDSCAPE/PARK	TURFLON ESTER	2.00
5210332	4100132	10	4	3	LANDSCAPE/PARK	ORNERY SYSTEMIC WEED AND	2.00
5210403	4100132	10	5	55	LANDSCAPE/PARK	PROKOZ PROZALIN 4L	865.50
5210404	4100132	10	5	1	LANDSCAPE/PARK	TURFLON ESTER	1.00
5210405	4100132	10	5	1	LANDSCAPE/PARK	SURFLAN A.S.	3.00
5210489	4100132	10	6	2	LANDSCAPE/PARK	TURFLON ESTER	58.00
5210490	4100132	10	6	38	LANDSCAPE/PARK	PROKOZ PROZALIN 4L	414.50
5210500	4100132	10	7	35	LANDSCAPE/PARK	PROKOZ PROZALIN 4L	286.00
5210501	4100132	10	7	1	LANDSCAPE/PARK	TURFLON ESTER	6.00

**Number of Accepted MSPURs** 17

**Total number of MSPURs:** 17

**Attachment G**

**City of Burlingame**

**Pesticide Applicators**

**Contract Bidding Instructions**

**C.9.d**

CITY OF BURLINGAME  
PUBLIC WORKS DEPARTMENT  
WEED CONTROL PROJECT 2010-2011  
CONTRACTOR'S BIDDING INSTRUCTIONS  
**INFORMAL BID**

Instructions to Bidders (Contractors)

Contractor is to become fully familiar with each of the 100 utility easements/sites as identified in Exhibit B which a map is showing the location of each easement. Each contractor shall visit and acquaint itself with the conditions and contents of each easement relating to the labor, equipment and materials necessary to fully execute the project's "Scope of Work" (Exhibit A-Site Identifications, Exhibit -B-Maps) of this contract in a safe, efficient and timely manner.

Contractor's Commitment

Contractor is to furnish the appropriate manpower, tools and supervision to perform the work as described in the project's "Scope of Work." All sprayed areas shall be managed by a responsible person until solution dries. Vendors are subject to an on-site inspection that will include, but not be limited to, a sample being drawn from the delivery tank by the Pest Control Advisor (PCA). This sample will be analyzed to establish that the vendor has properly mixed the tank chemicals.

Only those chemicals listed on this bid will be used in accordance with Exhibit A (Recommendations of PCA). And those chemicals are:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Rates of application shall be as suggested by PCA Recommendations.

Each contractor shall report in writing as part of its bid any conditions that may prove detrimental to work of its trade and shall list as "Exclusions" any part of the project's "Scope of Work" that is not included in the bid. Commencement of work under the agreement will serve as prima facie evidence that the contractor accepted all conditions of all the easements related to this project.

**Contractor's License Requirements:**

- 1] The bidding contractor must have a QAL license in his or her name, and in the categories required to accomplish the contract.
- 2] The bidding contractor must have already registered with the County of San Mateo as a QAL at the time of the bid.
- 3] The bidding contractor must have personnel to adequately supervise those areas sprayed, but not yet dry.

- 4] The bidding contractor must be the applicator.
- 5] Contractor is required to review and understand the "Safe Schools Act of 2000". In particular - Pest Control Operations within 500 feet of a school.

**Contractors rate of application requirement.**

- 1] The contractor will, for the purpose of this bid, specify the amount of each material to be used and the rate of application for each material.

**Contractor's implementation of an IPM Program:**

1.0] In addition to the normal pest control operation required for target pest control, the City of Burlingame is implementing an IPM (Integrated Pesticide Management); the selected contractor will be responsible for the application of specific salts covering approximately 500 square feet within an easement alley.

- 1.1} The contractor will not be responsible for the length of control in the designated IPM area.

**Work Schedule**

This Project's "Scope of Work" shall commence no later than May 3, 2010 and must be completed no later than November 30, 2010. Contractor shall not commence work before 7:00 a.m. nor continue work beyond 5:00 p.m. Most work will be performed during Monday through Friday work schedule (not Saturday, Sunday or holidays). There will be some easements close to schools that work must be performed on Saturday when children are not present. Some easements may require advanced notification to residents before work is performed to get access to the easements.

Contractor shall submit the most expedient project schedule showing the project's start date and the project's completion date as well as the tentative daily/weekly work schedule that will be confirmed on a regular basis with a Public Works Department representative during the progress of the project. This contract is for two years. . If the City for any reason is not satisfied with the previous year's work then the City reserve the right to go out to bid for the remaining years work.

First Application to be sprayed between May 3, 2010 and June 30, 2010

Second Application to be sprayed between October 1, 2010 and November 30, 2010

**Expectation of Contractor**

This project is to be bid in such a manner as to allow for the very best workmanship using the best available personnel and tools to accomplish the tasks as shown on the project's "Scope of Work" and the City Specifications. Substandard quality of work and/or lack of sufficient staff to effect timely completion of this project will be unacceptable. Change Orders will be reviewed extensively and are

discouraged as the "Bidder's Instructions" so state. Any substandard or unacceptable work as deemed by a delegated Public Works Department representative will require the Contractor to correct such work immediately (within one working day). Contractor will be required to provide a surety bond (labor & material) for the bid amount for each year as well as proof of insurance (liability, workers compensation and Auto).

#### Payment Schedule

Progress payments shall be made in no smaller increments than 20% of job completion. Approval subject to Public Works representative confirmation of percent satisfactorily completed. Each payment will be subject to a 10% retention fee payable 30 days following satisfactory completion of entire job.

#### Project Data

Project Name: Weed Control Project – 2010-2011

Project Location: 100 Easements/Sites per Exhibit "B" - City of Burlingame

Project Manager: Vincent Falzon, Assistant Superintendent Streets and Sewer  
1361 N. Carolan Avenue  
Burlingame, CA 96010  
(650) 558-7679 or (650) 558-7670

Asst. Project Mgr.: Jim Brown, Streets and Sewer Supervisors

Bid Submittal: Mail to: Gordon Gottsche  
City of Burlingame  
1361 N.Carolan Avenue  
Burlingame, CA 96010

Bid Due Date: **April 2, 2010 - No Later than 3:00 p.m.**

The following signature acknowledges receipt and compliance with the above instructions. Return signed copy of Contractor's Bidding Sheet; and the completed and signed copy and original Agreement with your bid.

CITY OF BURLINGAME  
 PUBLIC WORKS DEPARTMENT  
WEED CONTROL PROJECT 2010-2011  
CONTRACTOR'S BIDDING SHEET

<u>Year</u>	<u>Est. Quan.</u>	<u>Item Description</u>	<u>Unit Price</u>	<u>Totals</u>
<u>YEAR #1 2010</u>				
1 <sup>st</sup> Appl.	100 Esmts	Spray Weed Control on each easement as recommended.	_____	_____
2 <sup>nd</sup> Appl.	100 Esmts	Spray Weed Control on each easement as recommended.	_____	_____
<u>YEAR #2 2011</u>				
1 <sup>st</sup> Appl.	100 Esmts	Spray Weed Control on each easement as recommended.	_____	_____
2 <sup>nd</sup> Applic	100 Esmts	Spray Weed Control on each easement as recommended.	_____	_____

TOTAL OF YEARS #1, #2, \$ \_\_\_\_\_