



# The City of Burlingame

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September 14, 2011

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

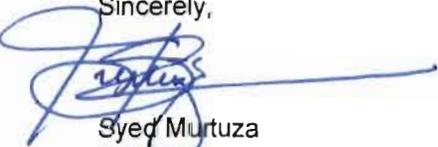
Dear Ms Ma:

Please find enclosed the City of Burlingame, 2010-2011, Municipal Regional Stormwater Permit, Annual 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

cc: Kiley Kinnon  
Stormwater Coordinator

**FY 2010-2011 Annual Report**  
**Permittee Name: City of Burlingame**  
**ATTACHMENT B**

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Section 1 – Permittee Information

Background Information				
<b>Permittee Name:</b>	City of Burlingame			
<b>Population:</b>	28,806 (2010 Census)			
<b>NPDES Permit No.:</b>	CAS612008			
<b>Order Number:</b>	R2-2009-0074			
<b>Reporting Time Period (month/year):</b>	July / 2010 through June / 2011			
<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 Victor Voong		<b>Title:</b>	Stormwater Coordinator Associate Engineer, Public Works Department
<b>Department:</b>	Environmental Compliance Public Works			
<b>Mailing Address:</b>	1103 Airport Blvd 501 Primrose Road			
<b>City:</b>	Burlingame	<b>Zip Code:</b>	94010	<b>County:</b> San Mateo
<b>Telephone Number:</b>	(650) 342-3727 (650) 558-7242		<b>Fax Number:</b>	(650) 342-3712 (650) 696-9310
<b>E-mail Address:</b>	Kiley.kinnon@VeoliaWaterNA.com vvoong@burlingame.org			

**Section 2 - Provision C.2 Reporting Municipal Operations**

**Program Highlights and Evaluation**

Highlight/summarize activities for reporting year:

Summary:

Refer to the C.2 Municipal Operations section of the countywide Program's FY 10-11 Annual Report for a description of activities implemented at the countywide and/or regional level.

The City Public Works Department continued to attend San Mateo Countywide Municipal Operations Subcommittee and Trash Work Group meetings. Municipal staff continued inspecting, cleaning, maintaining and monitoring and monitoring stormwater drainage facilities including inlets, V-ditches, drain lines, channels, creeks, culverts, junction boxes and pump stations.. Routine street sweeping and leaf removal activities were performed to control leaf and litter in addition to inspecting, cleaning, maintaining and evaluating installed storm drain full trash capture devices. The City continued the completion of major storm drain and sanitary sewer capital improvement projects The City continued the construction of a 1.5 million gallon stormwater inflow and infiltration detention basin. Staff attended an in-house training on Municipal Regional Permit (MRP)/ Enforcement Response Plan (ERP) training session.

**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:

<b>x</b>	Control of debris and waste materials during road and parking lot installation, repaving or repair maintenance activities from polluting stormwater
<b>x</b>	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.
<b>x</b>	Sweeping and/or vacuuming and other dry methods to remove debris, concrete, or sediment residues from work sites upon completion of work.

Comments: When sub-contractors are used to perform these activities contract specifications are added to require workers to implement appropriate BMPs consistent with existing standard operating procedures.

Permittee Name: City of Burlingame

**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
X	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs
Comments: The Street and Sewer Division employees have received training on applicable BMPs from a city staff who is certified with the BASMAA Mobile Surface Cleaner Program 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
x	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs for graffiti removal
1	Employee training on proper capture and disposal methods for wastes generated from bridge and structural maintenance and graffiti removal activities. See comments below.
2	Contract specifications requiring proper capture and disposal methods for wastes generated from bridge and structural maintenance and graffiti removal activities. See comments below.
Comments: <ol style="list-style-type: none"> <li>1. During FY 10-11 there was no reported or required bridge and structural maintenance and graffiti removal activities. Employee training on proper capture and disposal methods for wastes generated from bridge and structural maintenance and graffiti removal activities will be provided to affected staff in FY 11-12.</li> <li>2. All bridge and structure maintenance and graffiti removal is performed by city staff.</li> </ol>	

Permittee Name: City of Burlingame

**C.2.d. ► Stormwater Pump Stations**

Does your municipality own stormwater pump stations:	x	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
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If your answer is **No** then skip to **C.2.e.**

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):

Pump Station Name and Location	First inspection Dry Weather DO Data		Second inspection Dry Weather DO Data	
	Date	mg/L	Date	mg/L
Marsten Pump Station 1392 Marsten Rd. Burlingame	9/13/10	5.71	5/26/11	5.11
1740 Rollins Pump Station 1740 Rollins Rd. Burlingame	9/13/10	8.53	5/26/11	7.22
Cowan Pump Station 842 Cowan Rd. Burlingame	9/13/10	4.56	5/26/11	3.11
Adrian Pump Station 1501 Adrian Rd. Burlingame	See summary	<3	See summary	<3
California at Grove Pump Station 1420 California Dr. Burlingame	See summary	n/a	See summary	n/a

Summarize corrective actions as needed for DO monitoring at or below 3 mg/L. Attach inspection records of additional DO monitoring for corrective actions: Certain stormwater pumps may be operationally exercised/tested using pumped storm drainage channel water.

Summary:  
 Adrian Pump Station: Low D.O. is being addressed by using a portable aeration pump. Implementation of corrective action begun in FY 11-12.  
 California at Grove Pump Station.: Pump station is designed for 100 year storm and only operates during extreme rain fall. It is inspected on a weekly basis. Pumps are exercised on a routine basis to ensure proper operation. This is accomplished by diverting water from a channel.

Attachments: None

Complete the following table for wet weather inspection data for pump stations (add more rows for additional pump stations):

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)
Marsten P.S. 1392 Marsten Rd. Burlingame	N/A	N/A	N/A	N/A	N/A	N/A
1740 Rollins P.S. 1740 Rollins Rd. Burlingame	N/A	N/A	N/A	N/A	N/A	N/A

<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.

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Cowan P.S. 842 Cowan Rd. Burlingame	N/A	N/A	N/A	N/A	N/A	N/A
Adrian P.S. 1501 Adrian Rd. Burlingame	N/A	N/A	N/A	N/A	N/A	N/A
California at Grove P.S. 1420 California Dr. Burlingame	N/A	N/A	N/A	N/A	N/A	N/A

Summary:

During this reporting period visual inspections were not performed because there were no qualifying rain events that met the MRP criteria. However, current city operating procedure for staff to visually inspect all pump stations after every rain event. The city measures local rainfall with a rain gauge and additionally tracks weather with internet weather services. The city also maintains rainfall records.

**C.2.e. ► Rural Public Works Construction and Maintenance**

Does your municipality own/maintain rural<sup>2</sup> roads:  Yes  No

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

Place an **X** 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: No comments.

<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.

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**C.2.f. ► Corporation Yard BMP Implementation**

Place an **X** in the boxes below that apply to your corporations yard(s):

<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 have a current <b>Stormwater Pollution Prevention Plan (SWPPP)</b> for the Corporation Yard(s)

Place an **X** in the boxes below next to implemented SWPPP BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type **NA** 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: Staff will continue to evaluate and enhance existing BMPs as required by using the Countywide Program Municipal Corporation Yard Inspection Form.

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:

<b>Corporation Yard Name</b>	<b>Inspection Date</b> (1x/year required)	<b>Inspection Findings/Results</b>	<b>Follow-up Actions</b>
City of Burlingame Corporation Yard	9/29/10	The City Corporation Yard was found to be in compliance with applicable stormwater regulations	No follow up or corrective actions required as a result of this inspection.

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

**C.3.a. ► New Development and Redevelopment Performance  
Standard Implementation Summary Report**

*(For FY 10-11 Annual Report only)* Provide a brief summary of the methods of implementation of Provisions C.3.a.i.(1)-(8).

Summary:

**Guidance: Provide a brief summary for each of the following:**

**(1) Municipality's legal authority to implement C.3;**

The City of Burlingame has the legal authority to implement the C.3 Provision of the MRP. The City of Burlingame, stormwater ordinance, Chapter 15.14, Storm Water Management and Discharge Control, was adopted based on the 1991 stormwater model ordinance.

**(2) Municipality's development review and permitting procedures, including use of conditions of approval or other enforceable mechanisms;**

The following phases of development review and permitting procedures are described below:

Plan Submittal

All new projects submitted to the Planning Department for review are routed to the Building, Fire, Public Works Department and the Stormwater Coordinator. A weekly inter-departmental meeting is held where each project is discussed, including site design, source control and treatment measures as they relate to the MRP requirements. Written comments related to each project are provided by each department and passed to the project applicant and included in the projects conditions of approval. Comments provided by the Stormwater Coordinator include applicability of C.3 Provisions and are provided the following Countywide Program's forms:

- NPDES Permit Impervious Data Collection Worksheet.
- Project Applicant Checklist for NPDES Permit Requirements.
- Notice To Project Applicants, Regarding Post-Construction Project Stormwater Treatment Requirements.
- Operation and Maintenance Information for Stormwater Treatment Measures.
- New Development/Redevelopment Landscaping Fact Sheet.
- Maintenance Agreement for Stormwater Treatment Measures and Hydromodification Management Controls.
- Local Source Control Measures List.

CEQA Assessment

Projects that require review under CEQA are described in detail in section (3).

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Design Review/Conditions of Approval

Department comments which include site specific C.3 requirements are included as conditions on planning projects. Additional requirements may be requested during the Planning Commission public hearings as conditions of approvals. Conditions of approval are regularly placed on projects for NPDES compliance. Additional construction controls are placed on sensitive sites adjacent to creek. All conditions of approval are recorded on the property at the San Mateo County assessor's office.

Plan Check

During the building plan check process staff checks plans to determine if the requirements set out in the planning conditions have been included in the working drawings.

Permit Issuance (Building)/Project Approval

When a building permit is issued the conditions of approval are attached to the permit and a copy is given to the applicant directly. If a permit is required, i.e. NOI, Army Corps of Engineers, the permit is not issued until documentation has been provided by the applicant to the City demonstrating that the other responsible agency(ies) have reviewed and approved the proposed work.

**(3) How water quality effects and mitigation measures are addressed in environmental reviews (e.g., CEQA);**

Certain projects proposed within the City of Burlingame require environmental review under the provision of the California Environmental Quality Act. As part of the project, the applicant is required to complete an Environmental Information form, which includes questions related to water quality called out in Provision C.3 of the NPDES permit.

The environmental review process identifies any potential impacts of the project on the environment and identifies methods to reduce the impacts. Specifically, impacts on water quality from proposed projects are reviewed in the Initial Study under the Hydrology and Water Quality Issues section.

When significant environmental effects are identified, the City of Burlingame will propose feasible mitigation measures to address each adverse effect. These mitigation measures are incorporated as conditions of approval for the project. Conditions of approval are regularly placed on projects for stormwater treatment, source controls, erosion and sediment control and site design. In addition, during the public hearings there may be requested changes to the landscaping configuration to aid in better runoff design on-site and changes to species that are better suited to resist drought and pests. Division comments which include site specific NPDES requirements are also included as conditions on planning projects. All conditions of approval are recorded on the property at the San Mateo County assessor's office.

During construction of the project, the Building and Planning Divisions inspect the site or require the applicant to document that all mitigation measures have been implemented.

**(4) C.3 training for appropriate departments (Program will report on training at the countywide level);**

The City of Burlingame participated in the following New Development/Redevelopment training events during FY 10-11.

- City of Burlingame, Inter-Departmental MRP/ERP Briefing, October 7, 2010. Ten City staff members attended. Ten staff attended from the following departments: 6-Engineering, 1-Building, 1-Corporation Yard, 2-Environmental Compliance (WWTF).
- San Mateo Countywide Stormwater Pollution Prevention Program, Municipal Staff Briefing, October 5, 2010, O&M Verification Inspection Requirements for Stormwater Treatment Measures.
- San Mateo Countywide Stormwater Pollution Prevention Program, Stormwater Orientation, January 25, 2011.
- Regular attendance to San Mateo Countywide Stormwater Pollution Prevention Program, New Development Subcommittee meetings.

**(5) Outreach/education efforts to staff, developers, contractors, construction site operators and owner/builders;**

City of Burlingame outreach and education efforts to staff, developers, contractors, construction site operators and owner/builders includes the following:

- New development and stormwater pollution prevention BMP materials are available at the Building, Planning and Engineering Departments.
- New development stormwater materials are distributed through the plan review process to project proponents.
- The City offers Pre-Application meetings to construction project proponents and new business operators who may be considering projects and or starting a business in Burlingame. These meetings are used as forums to disseminate information, including new development stormwater requirements.
- The City provides outreach materials and information to developers, contractors, construction site operators and owner/builders during construction site field inspections.
- The City's website has an active link to the Countywide Program website "flowstobay.org" for additional new development stormwater outreach and technical guidance information.

**(6) How your municipality encourages site design measures at unregulated projects subject to Planning/Building Department review;**

The City of Burlingame encourages site design measures at unregulated projects subject to Planning/Building Department review through the following:

- Utilization, during City planning and or building review processes, of the Countywide Program NPDES Checklist, Section II A, Site Design Measures.

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- Distribution of applicable new development and redevelopment outreach materials during plan checks.
- Approving site design measures that are required to be implemented by unregulated project proponents.

**(7) How your municipality encourages source control measures at unregulated projects subject to Planning/Building Department review;**

The City of Burlingame encourages source control measures at unregulated projects subject to Planning/Building Department review through the following:

- Utilization, during City planning and /or building permit processes, of the Countywide Program NPDES Checklist for NPDES, Section II B, Source Control Measures.

**(8) General Plan revisions (if needed) to integrate water quality/watershed protection with water supply, flood protection, habitat protection, groundwater recharge, and other sustainable development principles and policies. Include dates of General Plan revisions:**

The City of Burlingame General Plan has not been updated since the adoption of the MRP.

**C.3.b. ► Green Streets Status Report**

(All projects to be completed by December 1, 2014)

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 completed a Green Streets and Parking Lot Demonstration project in FY 09-10 fiscal. The project reconfigured an existing public parking lot to install a bioretention basin or rain garden. All project area roof and parking lot storm water drains directly into the landscaping rain garden. On street parking stalls were restructured to add a curb extension or bioswale to capture curb and street storm drainage. All rain water is captured, filtered, and infiltrated into the ground water. Any excess filtered water flows back into the curb storm drain system. Total construction costs were about \$206,000. Project operational maintenance is being provided by the City Parks Department. This project is being evaluated by the Countywide Program as a possible Green Street Pilot Project under the MRP requirements.

**C.3.b.v.(1) ► Regulated Projects Reporting Table**

Fill in attached table **C.3.b.v. (1)** or attach your own table including the same information.

Permittee Name: **City of Burlingame**

Comments: No regulated projects were approved during FY 10-11 reporting period.

**C.3.c. Low Impact Development Reporting**

The City of Burlingame participated in the review process of the draft Low Impact Development (LID) documents developed by the Bay Area Association of Stormwater Management Agencies (BASMAA), including LID Feasibility Report, Special Projects Criteria, Biotreatment Soil Specifications and Green Roof Specifications.

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

(1) Fill in attached table **C.3.h.iv.(1)** or attach your own table including the same information.

(2) 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.

Summary:

During FY 10-11 reporting period, staff performed a final installation inspection of a newly installed post construction stormwater treatment system. The system was observed to be in good working order and no problems were noted.  
 One existing post construction stormwater system was placed online last reporting period. It was not inspected during this reporting period.  
 There are currently no HM controls installed within the city limits.

(3) On an annual basis, provide a discussion of the effectiveness of the O&M Program and any proposed changes to improve the O&M Program (e.g., changes in prioritization plan or frequency of O&M inspections, other changes to improve effectiveness program).

Summary:

It is not possible to properly evaluate the effectiveness of the City's existing O&M Program due to the limited number of treatment systems currently online. To comply with C.3.iv, (1) reporting requirements, the City proposes to inspect all applicable installed treatment systems in FY 11-12, and frequency of follow-up inspections will be determined based on inspection observations and findings during this period.

**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 Impervious Surface Area (ft <sup>2</sup> )	Total Replaced Impervious Surface Area (ft <sup>2</sup> )	Total Pre- Project Impervious Surface Area <sup>7</sup> (ft <sup>2</sup> )	Total Post- Project Impervious Surface Area <sup>8</sup> (ft <sup>2</sup> )
<b>Private Projects</b>											
No regulated projects were approved during the FY 10-11 reporting period.											
<b>Public Projects</b>											
No regulated projects were approved during the FY 10-11 reporting period.											
Comments: No comments.											

<sup>3</sup> Include cross streets

<sup>4</sup> If a project is being constructed in phases, indicate the phase number and use a separate row entry for each phase. If not, enter "NA".

<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) in which the Regulated Project is located. Optional but recommended: Also state the downstream watershed(s).

<sup>7</sup> For redevelopment projects, state the pre-project impervious surface area.

<sup>8</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.	Application Deemed Complete Date <sup>9</sup>	Application Final Approval Date <sup>9</sup>	Source Control Measures <sup>10</sup>	Site Design Measures <sup>11</sup>	Treatment Systems Approved <sup>12</sup>	Operation & Maintenance Responsibility Mechanism <sup>13</sup>	Hydraulic Sizing Criteria <sup>14</sup>	Alternative Compliance Measures <sup>15/16</sup>	Alternative Certification <sup>17</sup>	HM Controls <sup>18/19</sup>
<b>Private Projects</b>										
No regulated projects were approved during the FY 10-11 reporting period.										
Comments: No comments.										

<sup>9</sup> For private projects, state project application deemed complete date and final discretionary approval date.

<sup>10</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>11</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>12</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>13</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>14</sup> See Provision C.3.d.i. "Numeric Sizing Criteria for Stormwater Treatment Systems" for list of hydraulic sizing design criteria. Enter the corresponding provision number of the appropriate criterion (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3).

<sup>15</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>16</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>17</sup> Note whether a third party was used to certify the project design complies with Provision C.3.d.

<sup>18</sup> If HM control is not required, state why not.

<sup>19</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.	Is Funding Committed? <sup>20</sup>	Date Construction Scheduled to Begin <sup>20</sup>	Source Control Measures <sup>21</sup>	Site Design Measures <sup>22</sup>	Treatment Systems Approved <sup>23</sup>	Operation & Maintenance Responsibility Mechanism <sup>24</sup>	Hydraulic Sizing Criteria <sup>25</sup>	Alternative Compliance Measures <sup>26/27</sup>	Alternative Certification <sup>28</sup>	HM Controls <sup>29/30</sup>
<b>Public Projects</b>										
No regulated projects were approved during the FY 10-11 reporting period.										
Comments: No comments.										

<sup>20</sup> For public projects, enter “Yes” or “No” under “Is Funding Committed?” and enter a date under “Date Construction Scheduled to Begin”.

<sup>21</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>22</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>23</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>24</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>25</sup> See Provision C.3.d.i. “Numeric Sizing Criteria for Stormwater Treatment Systems” for list of hydraulic sizing design criteria. Enter the corresponding provision number of the appropriate criterion (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3).

<sup>26</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>27</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>28</sup> Note whether a third party was used to certify the project design complies with Provision C.3.d.

<sup>29</sup> If HM control is not required, state why not.

<sup>30</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.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.

Name of Facility/Site Inspected	Address of Facility/Site Inspected	Newly Installed? (YES/NO) <sup>31</sup>	Party Responsible <sup>32</sup> For Maintenance	Date of Inspection	Type of Inspection <sup>33</sup>	Type of Treatment/HM Control(s) Inspected <sup>34</sup>	Inspection Findings or Results <sup>35</sup>	Enforcement Action Taken <sup>36</sup>	Comments
Compassion Center	1450 Rollins Road	Yes	Tenant and property owner	07/12/11	45-day, final installation inspection	Bioretention, flow-through planter.	The systems appeared to have been installed per plan and appeared to be in good working order.	None	The business opened on September 10, 2011.

<sup>31</sup> Indicate “YES” if the facility was installed within the reporting period, or “NO” if installed during a previous fiscal year.

<sup>32</sup> State the responsible operator for installed stormwater treatment systems and HM controls.

<sup>33</sup> State the type of inspection (e.g., 45-day, routine or scheduled, follow-up, etc.).

<sup>34</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>35</sup> State the inspection findings or results (e.g., proper installation, improper installation, proper O&M, immediate maintenance needed, etc.).

<sup>36</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**

**Program Highlights**

Provide background information, highlights, trends, etc.

Refer to the C.4. Industrial and Commercial Site Controls section of the Program's FY 10-11 Annual Report for a description of activities of the countywide program and/or the BASMAA Municipal Operations Committee.

The City of Burlingame renewed and continued its current agreement with the 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 and retail services, 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 the San Mateo County Environmental Health Services to prepare a business inspection planning list. The City continued participation in the Countywide Program Commercial/Industrial/ Illicit Discharge (CI/I) Subcommittee and Work Group meetings, training resources, activities and outreach product development and distribution.

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

Do you have a Business Inspection Plan?  **Yes**  **No**

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.

See Attachment C.4.b.iii(1)

**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.

See Attachment C.4.b.iii(2)

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

Fill out the following table or attach a summary of the following information. Indicate your violation reporting methodology below.

	X	Permittee reports multiple discrete violations on a site as one violation.
		Permittee reports the total number of discrete violations on each site.

	Number		Percent	
	County	City	County	City
Number of businesses inspected	149	2		
Total number of inspections conducted	149	2		
Number of violations (excluding verbal warnings) <sup>1</sup>	2	0		
Sites inspected in violation <sup>2</sup>	2	0	1.3	0
Violations resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner	2	0	100	n/a

Comments:  
 The San Mateo County Environmental Health Department Provides contract industrial and commercial stormwater pollution prevention inspection services to the City of Burlingame:  
<sup>1</sup> Environmental Health does not include verbal warnings as a violation. Verbal warnings are used as a reminder to the facility on ways to improve their BMPs and as a reminder to the inspector that a BMP was discussed at the last inspection and improvements in this area needs to be noted at the next scheduled inspection.  
<sup>2</sup> Unless otherwise noted on the Stormwater Inspection Report, multiple violations at a specific site will only be counted as one violation, by Environmental Health. Facilities with multiple violations will not be deemed resolved, by Environmental Health, unless all violations have been 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. active non-stormwater discharge or clear evidence of a recent discharge)	0
Potential discharge and other	2

Comments:  
 Facilities with multiple discharges or multiple potential discharges are counted as one discharge or one potential discharge per inspection per site by both the Environmental Health Services and the City

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

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

	Enforcement Action (as listed in ERP) <sup>37</sup>		Number of Enforcement Actions Taken		% of Enforcement Actions Taken <sup>38</sup>	
	County	City	County	City	County	City
Level 1	Verbal Warning	Verbal Warning	3	0	60	0
Level 2	Warning Notice or Administrative Action	Written Warning/Notice of Violation	2	0	40	0
Level 3	Administrative Action with Penalty and/or Cost Recovery	Notice to Comply	0	0	0	0
Level 4	Legal Action	Legal Action	0	0	0	0
<b>Total</b>			5	0	100	0

**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.

Business Category <sup>39</sup>	Number of Actual Discharge Violations	Number of Potential/Other Discharge Violations
Restaurants	0	1
Food Markets	0	0
Automobile Service Stations – Retail	0	0
Automotive Body Shops	0	1
Drycleaners	0	0
Building Materials Dealer – Retail	0	0
Other	0	0

**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:

No facilities were identified as non-filers during scheduled inspections during this fiscal year.

<sup>37</sup> Agencies to list specific enforcement actions as defined in their ERPs.

<sup>38</sup> Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

<sup>39</sup> List your Program's standard business categories.

**C.4.d.iii ► Staff Training Summary**

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
City of Burlingame, Inter-departmental MRP/ERP Briefing	10/07/10	Municipal Regional Storm Water Permit, City Enforcement Response Plan	10 City staff, from various departments: (6-Engineering, 1-Corp. Yard, 1-Building and 2-Environmental Compliance [WWTF]).	75 Percent

Permittee Name: City of Burlingame

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

**Program Highlights**

Provide background information, highlights, trends, etc.

The City continued stormwater drainage facilities and watercourses system screening program activities. This included performing mobile surveillance, television pipeline monitoring, manual inspection of streets, storm drain inlets and trash capture devices, culverts, ditches, channels, pump stations, forebays, outlets and shorelines. The City conducted illicit discharge elimination investigations at residential, commercial, industrial and other facilities. The City attended the Countywide Program CI/I Subcommittee meetings). The City renewed the County/ City Memorandum of Understanding (MOU) with the County Environmental Health to perform stormwater inspections. The City reviewed the Countywide Program's "Guidance on Annual Process for Identifying Businesses and Facilities Needing Stormwater Inspections."

Refer to the C.5 Illicit Discharge Detection and Elimination section of countywide program's FY 10-11 Annual Report for description of activities at the countywide or regional level.

**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
Public Works	Stormwater Complaint Hotline	(650) 558-7670
Police dispatch	Non-Emergency Stormwater Complaint reporting	(650) 692-0604
Stormwater Coordinator	Stormwater Complaint Investigations	(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 uses its ERP to enforce stormwater compliance on mobile businesses. The City also participates in Countywide Program's mobile cleaner outreach, education and training activities. The San Mateo County Health Department performs routine mobile food facility inspection including incidental stormwater compliance inspection. Several City municipal staff has completed the certification through the BASMAA Mobile Surface Cleaner Program.

Refer to the C.5 Illicit Discharge Detection and Elimination section of countywide program's FY 10-11 Annual Report for a description of efforts by countywide committees/work group and the BASMAA Municipal Operations Committee to address mobile businesses.

Permittee Name: City of Burlingame

**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 stormwater system screening program. Program elements include manual inspection, television inspection, routine manual and hydraulic cleaning. The City has an on-going stormdrain and infrastructure improvement and replacement projects. The City's stormwater drainage system screening program continues to be developed and improved as necessary to maximize the removal of pollutants, minimize non-stormwater discharges to storm drains and watercourses and provide removal of materials that impede stormwater flow. Municipal maintenance staff performs enhanced storm drain system inspections and leaf and litter removal activities prior to the onset of the wet season. Problems routinely found include clogged storm drain inlets, drainage pipes and structures. Other storm drain system maintenance activities include inspecting and cleaning 1440 catch basins and servicing 42 line miles of stormwater drainage pipelines. Burlingame operates, inspects and maintains five storm water pump stations that convey stormwater from five drainage basins. Stormdrain pipelines are camera inspected as a part of a preventative maintenance program. Additionally, creeks and channels are also inspected. Burlingame, Public Works, employees receive annual storm event response training.

**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))	35	
Discharges reaching storm drains and/or receiving waters (C.5.f.iii.(2))	5	14
Discharges resolved in a timely manner (C.5.f.iii.(3))	34	97

Comments:

The data include illicit discharge investigations at construction sites and commercial/industrial sites and are not otherwise tracked elsewhere (i.e., new single family homes under construction and or single family home additions). Discharges reaching storm drains and/or receiving waters (C.5.f.iii. (2)), total includes inspector observations of swimming pool discharges (two incidents), latex paint (two incidents of dry paint) and silt/sedimentation run-off (one incident).

**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 July 1, 2010 and June 30, 2011 was 36. 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 Pollutant Complaints Reported and Pollutants Found Following Investigation</b>		
<b>Pollutant</b>	<b>Number of Complaints Reported</b>	<b>Number of Complaints Found</b>
Washwater	5	6
Sewage	4	1
Construction	5	7
Vehicle Fluids	2	1
Food Wastes	0	0
Paint	2	2
Sedimentation/Silt	3	3
Industrial Wastes	0	0
Litter/Debris	7	7
Other	7	9
Total of Number Complaint Pollutants Reported	35	-----
Total Number of Complaint Pollutants Found	-----	36

Comments:

The total recorded number under "Number of Complaints Found" includes pollutants found during non-complaint related inspector field screening.

Section 6 – Provision C.6 Construction Site Controls

<b>C.6.e.iii.1.a, b, c ▶ Site/Inspection Totals</b>		
<b>Number of sites disturbing &lt; 1 acre of soil requiring storm water runoff quality inspection (i.e. High Priority) (C.6.e.iii.1.a)</b>	<b>Number of sites disturbing ≥ 1 acre of soil (C.6.e.iii.1.b)</b>	<b>Total number of storm water runoff quality inspections conducted (C.6.e.iii.1.c)</b>
# 4	# 2	# 41
Comments: No comments.		

<b>C.6.e.iii.1.d ▶ Construction Activities Storm Water Violations</b>		
<b>BMP Category</b>	<b>Number of Violations<sup>40</sup></b>	<b>% of Total Violations<sup>41</sup></b>
Erosion Control	1	12.5
Run-on and Run-off Control	3	38
Sediment Control	2	25
Active Treatment Systems	0	0
Good Site Management	2	25
Non Stormwater Management	0	0
<b>Total</b>	<b>8</b>	<b>100%</b>

<sup>40</sup> Count one violation in a category for each site and inspection regardless of how many violations/problems occurred in the BMP category.

<sup>41</sup> Percentage calculated as number of violations in each category divided by total number of violations in all six categories.

**C.6.e.iii.1.e ▶ Construction Related Storm Water Enforcement Actions**

	Enforcement Action (as listed in ERP) <sup>42</sup>	Number Enforcement Actions Taken	% Enforcement Actions Taken <sup>43</sup>
Level 1	Verbal Warning	4	100
Level 2	Written Warning/Notice of Violation	0	0
Level 3	Notice to Comply	0	0
Level 4	Legal Action	0	0
<b>Total</b>		<b>4</b>	<b>100%</b>

**C.6.e.iii.1.f, g ▶ Illicit Discharges**

	Number
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

**C.6.e.iii.1.h, i ▶ Violation Correction Times**

	Number	Percent
<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)	4	% <sup>44</sup>
<b>Violations not fully corrected within 30 days after violations are discovered</b> (C.6.e.iii.1.i)	0	% <sup>45</sup>
<b>Total number of violations for the reporting year<sup>46</sup></b>	4	100%
<b>Comments:</b> All violations were corrected within 10 days.		

<sup>42</sup> Agencies should list the specific enforcement actions as defined in their ERPs.

<sup>43</sup> Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

<sup>44</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>45</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.

<sup>46</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.

Permittee Name: City of Burlingame

**C.6.e.iii.(2) ► Evaluation of Inspection Data**

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 adopted the use of the Countywide Program's Construction Site Inspections Tracking Spreadsheet during FY 10-11 reporting period. All MRP required wet season construction inspections and detailed findings were recorded on the spreadsheet. A total of six (6) construction sites were inspected during FY 10-11 wet season. The total number includes two(2) sites disturbing one or more acre(s) of soil and four (4) sites disturbing less than one acre of soil. A total of forty -one (41) construction inspections were performed. The 2010-2011 wet season construction violations summary indicates that a total of eight (8) BMPs problems, including erosion control (1), sedimentation control (2), run-off/run-on (3), and site management (2) were the common issues noted during field inspections. Four (4) Verbal Warnings (City of Burlingame, ERP, Level One, Informal Enforcement) were issued. All four (4) observed violations were corrected within ten days. During this reporting period, inspection findings which resulted in the issuance of verbal warning notices (Informal Enforcement) issued and violations noted corrected within ten days are similar to the construction findings, violations and corrective actions reported in FY 09-10.

**C.6.e.iii.(2) ► Evaluation of Inspection Program Effectiveness**

Describe what appear to be your program's strengths and weaknesses, and identify needed improvements, including education and outreach.

Description:  
 The City of Burlingame used the Countywide Program's Construction Site Inspections Tracking Spreadsheet and Construction Site Inspection Form to during the FY 10-11. The site inspection form was updated on February 2011 for recording field inspections. Inspection training was provided to City inspection staff members as indicated in item C.6.f. below. Staff continued to participate in the Countywide Program New Development Subcommittee meetings and trainings.  
 Refer to the C.6 Construction Site Control section of countywide program's FY 10-11 Annual Report for a description of activities at the countywide or regional level.

**C.6.f ► Staff Training Summary**

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
QSD/QSP Training Workshop	4/26/11-4/28/11	State Water Board QSP and QSD exam requirements, construction site BMPs.	4	30%
MRP Provision C.6, Construction Ssite Control Requirements	3/17/11	Construction site stormwater enforcement, and compliance with Provision C.6.f	4	30%
City of Burlingame, Interdepartmental, MRP and ERP Briefing	10/07/10	Municipal Regional Permit and Enforcement Response Plan requirements	7	70%

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 Program's FY 10-11 Annual Report:

- FY 10-11 Regional Outreach Strategic Plan – summarizes regional advertising efforts.

**C.7.b.iii.1 ▶ Pre-Campaign Survey**

*(For the Annual Report following the pre-campaign survey)* 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:

The following reports developed by SMCWPPP and BASMAA are included within the C.7 Public Information and Outreach section of the Program's FY 10-11 Annual Report:

- FY 10-11 SMCWPPP Carwash Pre-Campaign Survey
- FY 10-11 BASMAA Regional Media Relations – summarizes regional media relations efforts.

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

<input type="checkbox"/>	Survey report attached
<input checked="" type="checkbox"/>	Reference to regional submittal: FY 10-11 BASMAA Regional Media Relations – summarizes regional media relations efforts.

**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 Program's FY 10-11 Annual Report:

- FY 10-11 SMCWPPP Media Relations Report – summarizes countywide media relations efforts.
- FY 10-11 BASMAA Regional Media Relations – summarizes regional media relations efforts.

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

Summary of any changes made during FY 10-11:  
The Countywide Program's point of contact has not changed.  
The City of Burlingame's points of contact have not changed.

Permittee Name: City of Burlingame

**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
<p>Refer to the C.7 Public Information and Outreach section of Program's FY 10-11 Annual Report:</p>	<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 Program's FY 10-11 Annual Report:</p> <ul style="list-style-type: none"> <li>• FY 10-11 Coordination of California Coastal Cleanup Day in San Mateo County, September 25, 2010.</li> <li>• FY 10-11 Maker Faire at the County Expo Center, May 21-22, 2011.</li> <li>• FY 10-11 County Fair, June 11-19, 2011.</li> </ul>	<p>Refer to the C.7 Public Information and Outreach section of Program's FY 10-11 Annual Report:</p>
Event Details	Description (messages, audience)	Evaluation of Effectiveness
<p>12<sup>th</sup> Annual Burlingame Bayfront Cleanup, Sept. 25, 2010. Annual community cleanup of the Bayfront shoreline.</p>	<p>Event continues to be an excellent community outreach effort to help improve, protect and preserve water quality along the shoreline and the Bay by emphasizing connection between trash and water quality and promote pollution prevention. Main audience comprised of volunteers from service area (residential, businesses, local community groups, schools) and general public from the Bay Area. The following programmatic outreach materials were made available at the event:</p> <ul style="list-style-type: none"> <li>• Our Water Our World IPM fact sheets,</li> <li>• Pest Bugging You? Choose Products Less Toxic to People</li> <li>• Pollution Prevention Post (Fall 2010) and previous editions (Spring 2010, Fall 2009 and</li> </ul>	<p>Almost 200 volunteers participated, closely matching last year's turnout. Efforts resulted in the removal of 1,200 pounds of trash/litter/debris and 400 pounds of recyclables. A post survey developed by California Coastal Commission was distributed during the event. Volunteers were also encouraged to fill out the survey on-line at the CCC website. Results (countywide) of the survey are included in the C.7 Public Information and Outreach section of the Program's FY 10-11 Annual Report. Volunteer participation may have been affected by CCC's decision to hold the event one week later than normal which coincided with another city annual event.</p>

Permittee Name: City of Burlingame

	<p>Spring 2009);</p> <ul style="list-style-type: none"> <li>• SM County's Too Toxic to Trash ( resident's guide to managing household hazardous waste);</li> <li>• SMCWPPP's brochure on fluorescent bulb take back program;</li> <li>• Monterey Bay Aquarium's 2010 List of Sustainable Fish;</li> <li>• SMCWPPP bookmarks and fish sponges</li> <li>• SM County Safe Medicine Disposal Location;</li> <li>• Fish pill boxes (don't flush your medication down the drain message)</li> <li>• Fats, Oil and Grease, a residents guide to prevent grease buildup and overflow</li> <li>• Grease scrapers</li> </ul>	
<b>Event Details</b>	<b>Description</b> (messages, audience)	<b>Evaluation of Effectiveness</b>
<p>Sewer Science at Burlingame High School, April 22 thru May 4, 2011.</p> <p>Annual outreach to high school students to increase understanding of the sewer systems (sanitary and stormdrain) and discuss how to improve water quality.</p>	<p>Sewer Science provides an overview of wastewater treatment through direct participation of laboratory simulation and demonstration of the different waste water treatment processes. Differentiate sewer system from storm drain system and discuss local and region-wide pollution prevention efforts to improve water quality.</p> <p>This is an opportunity to provide person-to-person interaction under a controlled setting (classroom) to a group of audience which tends to not respond to outreach activities developed toward the general audience (DIYers and homeowners), yet has the potential to be influenced and influence their peers and family. Feedback gained provides insight on future outreach campaigns.</p> <p>Lecture is used to establish connection between P2 behaviors and improved water quality. Also promoted and encouraged participation at the annual Bayfront Cleanup in September. The following outreach materials were provided:</p>	<p>105 sophomore to senior students enrolled in Integrated Science participated this year, down from 120 last year due to budget cut. Evaluation of effectiveness were measured using the following:</p> <ul style="list-style-type: none"> <li>• Pre and post sewer science tests were administered by the teachers to gauge level of knowledge. Results of the post test indicated a 50% improvement toward understanding waste water treatment process and pollution prevention.</li> <li>• Both teachers provided students an opportunity to provide feedback to help identify the positives and negatives of the program via an anonymous survey. The feedback was necessary in order to identify improvements to existing program elements. Close to 100% provided positive feedbacks about the program and agreed that Sewer Science should be offered at future Integrated Science classes. Students added that they learned valuable lessons on waste water treatment processes and pollution prevention activities.</li> </ul>

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	<ul style="list-style-type: none"> <li>• SMCWPPP You're the Solution to Stormwater Pollution brochure</li> <li>• SMCWPPP Residential Car Wash Care Tips (tip card)</li> <li>• SMCWPPP Fish Sponge</li> <li>• Our Water Our World magnets</li> <li>• Pollution Prevention Post (Spring 2011 and Fall 2010)</li> <li>• Fluorescent Light Bulb Take Back Program</li> <li>• SM County 2011 calendar</li> <li>• SM County Too Toxic to Trash</li> <li>• Less Toxic Cleaning Alternatives</li> <li>• Grease scrapers</li> <li>• Fast Free Sewer</li> <li>• Safe Medicine Disposal Location Flyer</li> <li>• Fish pill boxes (don't flush your medication down the drain message)</li> </ul>	<ul style="list-style-type: none"> <li>• Numerous car wash coupons and car wash care tips were made available but few showed interest probably indicating lack of ownership of cars, car wash was an expense incurred by their parents, car washing was not a routine household chore, or amount of discount was deemed insignificant.</li> </ul>
Event Details	Description (messages, audience)	Evaluation of Effectiveness
<p>Green Street Faire, May 15, 2011. Local annual event that promotes sustainable practices and products to the public.</p>	<p>Event provides person-to-person contact to distribute P2 materials and current campaign messages to improve water quality. Promotes pollution prevention outreach and provides ways in which the public can help reduce pollution by providing information on existing and new P2 programs and resources that are currently and conveniently available in San Mateo County and beyond (flowstobay, Baywise, Earth 911). Event also attracts "Do It Your Selfers" (DIYers) in addition to homeowners willing to commit to sustainable practices and are more receptive to the program's specific action-oriented messages (IPM). Targeted group has the potential to spear head key program messages or influence behaviors on others. Event also provides helpful insights on attitudes that motivate and/or deter P2 behaviors, providing feedback to be used at future outreach events and/or</p>	<p>Outreach was successful in promoting P2, although rain event in the early part of the event may have contributed to a 25% decrease in visitors, from 100+ to 75. Event continues to be effective in reaching out to the public about P2 and observed that many service area residents are now aware of existing (matured) programs available to them such as the fluorescent take back and safe medicine disposal programs and recognition of the Our Water Our World logo and availability of less toxic garden products in local garden or home improvement stores. Outreach success and effectiveness was further strengthened by the fact that the booth was co-staffed and shared by water division personnel who promoted water conservation techniques which nicely complemented existing water pollution prevention efforts. SMCWPPP's car wash tip care bmp brochure was heavily promoted but the public did not show as much interest as compared to other program materials possibly</p>

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	<p>refinement or adjustment to outreach activities to improve program goals.</p> <ul style="list-style-type: none"> <li>• SMCWPPP You're the Solution to Stormwater Pollution brochure</li> <li>• SMCWPPP's Residential Car Wash Care Tips and Car Wash Coupons</li> <li>• SMCWPPP Fish Sponge (provides program recognition)</li> <li>• Our Water Our World (OWOW) magnets</li> <li>• Pest Bugging You? Choose Products Less Toxic to People</li> <li>• OWOW IPM factsheets</li> <li>• Bay Friendly Gardening: from Your Backyard to the Bay</li> <li>• Pollution Prevention Post (Spring 2011, Fall 2010 and Spring 2010)</li> <li>• SM County 2011 calendar</li> <li>• SM County Too Toxic to Trash</li> <li>• Fluorescent Light Bulb Take Back Program brochure</li> <li>• Less Toxic Cleaning Alternatives</li> <li>• SMCWPPP Paper Bags (with program logo and website)</li> <li>• Children's Activity Guides including</li> <li>• Blue Fish, Pest or Pal, Stormwater , Watershed Protection, Healthy Water/People and Don't Be a Litterbug activity books</li> <li>• Grease scrapers</li> <li>• Fat Free Sewer</li> <li>• Flush Green. (City of Burlingame)</li> <li>• Safe Medicine Disposal Location flyer (SM County)</li> <li>• Fish pill boxes (BAPPG) and Baywise Medicine Disposal Flyer</li> </ul>	<p>due to the rainy weather.</p>
<p><b>Event Details</b></p>	<p><b>Description</b> (messages, audience)</p>	<p><b>Evaluation of Effectiveness</b></p>
<p>Art in the Park, Jun. 11 and 12, 2011</p>	<p>Event provides person-to-person contact to distribute P2 materials, convey new and existing campaign P2 messages, raise awareness and educate the public. Promote sustainable practices and provide</p>	<p>Attendance remained at the same level as last year with approximately 150+ contacts made each day for a total of at least 300 over the 2-day period. Effectiveness of event measured in terms of being able to provide personalized</p>

	<p>information in which the public can help reduce pollution by utilizing existing and new P2 programs and resources that are currently available in San Mateo County and beyond (flowstobay, Baywise, Earth 911). In addition, event attracts Do It Yourselfers (DIYers) whom might not be aware of new, existing or evolving program(s) that promote environmentally beneficial practices.</p> <ul style="list-style-type: none"> <li>• SMCWPPP You're the Solution to Stormwater Pollution</li> <li>• SMCWPPP Residential Car Wash Care Tips and Car Wash Coupons</li> <li>• SMCWPPP Fish Sponge</li> <li>• Our Water Our World (OWOW) magnets</li> <li>• Pest Bugging You? Choose Products Less Toxic to People</li> <li>• OWOW IPM factsheets</li> <li>• Bay Friendly Gardening: from Your Backyard to the Bay</li> <li>• Pollution Prevention Post (Spring 2011, Fall 2010 and Spring 2010)</li> <li>• SM County 2011 calendar</li> <li>• SM County Too Toxic to Trash</li> <li>• Fluorescent Light Bulb Take Back Program brochure</li> <li>• Less Toxic Cleaning Alternatives</li> <li>• SMCWPPP Paper Bags (with program logo and website)</li> <li>• Children's Activity Guides including</li> <li>• Blue Fish, Pest or Pal, Stormwater , Watershed Protection, Healthy Water/People and Don't Be a Litterbug activity books</li> <li>• Grease scrapers</li> <li>• Fat Free Sewer</li> <li>• Flush Green (City of Burlingame)</li> <li>• Safe Medicine Disposal Location flyer (SM County)</li> <li>• Fish pill boxes (BAPPG version)</li> </ul>	<p>information to the public and noting changes in knowledge and/or behavior of audience with respect to more established P2 programs. For example, visitors to the booth were more aware of the availability of least toxic pest control products and/or recalled seeing the OWOW symbol and/or OWOW fact sheets at a nursery or local hardware store. It was also observed that parents and grandparents have shown interests in teaching their children/grandchildren about litter more likely due to the countywide (region-wide) program's litter reduction campaign and outreach in the last five years. The same trend was observed in matured P2 programs such as the fluorescent take back (retail partnership), safe medicine disposal (flyer and pill boxes) and Fats, Oil &amp; Grease (grease scrapers). On the other hand, the recently produced program car wash care tip card did not generate as much interest as other outreach brochures as numerous visitors indicated they already take their car to a commercial car wash, at which point the visitor was provided with a car wash coupon to reinforce the positive behavior. Staff planned to distribute car wash coupons to those who were willing to fill out a survey but it was abandoned due to time constraints (survey appeared to drive off visitors). It should be noted that visitors usually come in groups all at once and providing personalized attention, ensuring questions were answered, or main P2 messages to freebies (scrapers, pill boxes, fish sponges) were delivered successfully during a small window of time. In addition, providing promotional items to visitors increased their receptiveness to P2 messages.</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 10-11, SMCWPPP maintained and updated 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. In addition, all of the organization's events throughout the year were posted on the Program's popular "Community Events" page to publicize and encourage participation by county residents in local stewardship efforts.

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

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
Refer to the C.7 Public Information and Outreach section of the Program's FY 10-11 Annual Report.	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 Program's FY 10-11 Annual Report: <ul style="list-style-type: none"> <li>• FY 10-11 Coordination of California Coastal Cleanup Day in SM County, Sept. 25, 2010</li> <li>• FY 10-11 Community Action Grant</li> </ul>	Refer to the C.7 Public Information and Outreach section of Program's FY 10-11 Annual Report.
12 <sup>th</sup> Annual Burlingame Bayfront Cleanup, Sept. 25, 2010.	Annual community cleanup of the Bayfront shoreline and inland areas along shoreline.	Close to 200 volunteers (many repeating volunteers) participated, matching last year's turnout. Many groups of volunteers from all over the Bay Area. Efforts resulted in the removal of 1,200 pounds of trash/litter/debris and 400 pounds of recyclables along the 2.5 miles of Bayfront shoreline. The amount collected and removed was comparable to last year's event.

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		CCC survey was distributed to volunteers and results compiled by CCC. Results of the survey are contained within the C.7 Public Information and Outreach section of the Program's FY 10-11 Annual Report.
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**C.7.h. ► School-Age Children Outreach**

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
<p>The following separate reports developed by SMCWPPP is included within the C.7 Public Information and Outreach section of the Program's FY 10-11 Annual Report:</p> <ul style="list-style-type: none"> <li>• FY 10-11 Banana Slug String Band Elementary School Assembly Program</li> <li>• FY 10-11 Rock Steady Science High School in Class Presentations</li> </ul>			
<p>Sewer Science at Burlingame High School, April 22 thru May 4, 2011. High school students (10<sup>th</sup>-12<sup>th</sup>).</p>	<p>Students participated in a weeklong laboratory simulation and demonstration of the different waste water treatment processes and associated lectures which allowed participants to learn about wastewater treatment, distinguish differences between water, sewer and storm systems, and establish connection between P2 practices and improved water quality and understand key program messages and goals. Various program promotional items and brochures were distributed to all students. Also encouraged participation at city cleanup events.</p>	<p>2 teachers and 105 Integrated Science students, ranging from 10<sup>th</sup>-12<sup>th</sup>. participated.</p>	<p>105 students participated this year, down from 120 from last year due to budget cut. Evaluation of effectiveness were measured using the following:</p> <ul style="list-style-type: none"> <li>• Pre and post sewer science tests were administered by the teachers to gauge level of knowledge. Results of the post test indicated a 50% improvement toward understanding waste water treatment process and pollution prevention. Similar to last year's results, overall scores of all students increased after Sewer Science.</li> <li>• Through an anonymous survey, students provided feedback to identify positive and negative aspects of the program. Over 95% of students reported a clearer understanding of the wastewater treatment processes and recommending the program for future Integrated Science classes. Many students also reported learning about the importance</li> </ul>

			of incorporating pollution prevention into daily activities to improve water quality and showed willingness to pass on this knowledge to family and friends.
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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 10-11, The City of Burlingame contributed, through the Countywide Stormwater Program, to the BASMAA Regional Monitoring Coalition (RMC). In addition, we contributed financially to the Regional Monitoring Program for Water Quality in the San Francisco Estuary (RMP) and were represented at RMP committees and work groups. For additional information on monitoring activities conducted by the Program, BASMAA RMC and the RMP, see the C.8 Water Quality Monitoring section of the Program's FY 10-11 Annual Report.

Section 9 – Provision C.9 Pesticides Toxicity Controls

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

Attach a copy of your individual IPM ordinance or policy. <i>(Water Board staff requested resubmittal for FY 10-11.)</i> See Attachment C.9.a, Draft Integrated Pest Management Policy	X	<b>Attached</b>		<b>Not attached</b> , explain below
If <b>Not attached</b> , explain:				
Describe the mechanism for adopting/formalizing your agency's IPM ordinance or policy (e.g., department head approval, integration into SOPs, staff training): The City adopted an IPM Policy in 2003 based on the Countywide Program model. This model was revised this year in coordination with the Parks and Maintenance Workgroup and is schedule for adoption by the City Council by December 31, 2011.				

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

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 organophosphates, pyrethroids, carbaryl, and fipronil. A separate report can be attached as evidence of your implementation.

Summary: Pesticide usage trends continue to be the same as past years with continued use of Prokoz (glyphosate); Merit (Imidacloprid); Turflon (triclopyr); Surflan (oryzalin) as major herbicides used. No pesticides listed above are used by Park Division employees or contractors.

**Trends in Quantities and Types of Pesticides Used<sup>47</sup>**

Pesticide Category and Specific Pesticide Used	Amount <sup>48</sup>				
	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14
Comments: "Not used" means the City did not apply any of the pesticides listed below during FY 09-10 and FY 10-11 reporting periods.					
<b>Organophosphates</b>	Not used	Not used			
<b>Product or Pesticide Type A</b>	Not used	Not used			
<b>Product or Pesticide Type B</b>	Not used	Not used			
<b>Pyrethroids</b>	Not used	Not used			
<b>Product or Pesticide Type X</b>	Not used	Not used			
<b>Product or Pesticide Type Y</b>	Not used	Not used			

<sup>47</sup> Includes all municipal structural and landscape pesticide usage by employees and contractors.

<sup>48</sup> Weight or volume of the product or preferably its active ingredient, using same units for the product each year.

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Carbaryl	Not used	Not used			
Fipronil	Not used	Not used			

**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 %

**C.9.d ▶ Require Contractors to Implement IPM**

Did your municipality contract with any pesticide service provider in the reporting year?	<input checked="" type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
If yes, attach one of the following:				
<input checked="" type="checkbox"/>	Contract specifications that require adherence to your IPM policy and standard operating procedures, OR			
<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: See Attachment C.9.d, Contract Specifications.				

**C.9.e ▶ Track and Participate in Relevant Regulatory Processes**

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 10-11, The City of Burlingame participated in regulatory processes related to pesticides through contributions to the countywide Program, BASMAA and CASQA. For additional information, see the Regional Pollutants of Concern Report submitted by BASMAA on behalf of all MRP Permittees.

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**C.9.f ▶ Interface with County Agricultural Commissioners**

Did your municipal staff observe any improper pesticide usage or evidence of improper usage (e.g., pesticides in storm drain systems, along street curbs, or in receiving waters) during this fiscal year?	<input type="checkbox"/>	<b>Yes</b>	<input checked="" type="checkbox"/>	<b>No</b>
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If yes, provide a summary of improper pesticide usage reported to the County Agricultural Commissioner and follow-up actions taken to correct any violations. A separate report can be attached as your summary.

**C.9.h.ii ▶ Public Outreach: Point of Purchase**

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); **OR** reference a report of a regional effort for public outreach in which your agency participates.

Summary:  
See the C.9 Pesticides Toxicity Control section of Program's FY 10-11 Annual Report for information on point of purchase public outreach conducted countywide and regionally.

**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:  
See the C.9 Pesticides Toxicity Control section of Program's FY 10-11 Annual Report for a summary of our participation in and contributions towards countywide and regional public outreach to pest control operators and landscapers to reduce pesticide use.

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:

See the C.10 Trash Load Reduction section of Program's FY 10-11 Annual Report for information on countywide and regional activities conducted on behalf of co-permittees.

**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:

See the C.10 Trash Load Reduction section of Program's FY 10-11 Annual Report for information on countywide and regional activities conducted on behalf of co-permittees.

**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:

See the C.10 Trash Load Reduction section of Program's FY 10-11 Annual Report for information on countywide and regional activities conducted on behalf of co-permittees. The City has installed 15 storm drain inlet full trash capture devices at two downtown retail commercial areas. The City has determined these devices capture trash from 100 percent of the commercial/retail area as required in the MRP. Municipal maintenance staff inspects, cleans and maintains the units, as required. The devices were obtained and installed outside of the Bay-Area Wide Trash Capture Demonstration Project administered by San Francisco Estuary Partnership.

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**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.

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)
Burlingame Shoreline	September 25, 2010	Less than one cubic yard, bagged, plus other large items (wood, tire)	Paper, plastics, wood debris	Pedestrians, wind and tide

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**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

**Comments: (Total Trash Load Removed by Action)** "Trash loads removed" were not tracked for all trash load reduction actions this fiscal year. Once the Trash Load Reduction Tracking Method is developed (see Provision C.10.a.ii), trash loads removed will be documented for each load reduction action. See the Program's FY 10-11 Annual Report for schedule.

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 (see comments above)	Dominant Types of Trash Removed by Action
<b>Street Sweeping Activities</b>				
City Public Works Department: Purchased new, (not a replacement), Mini Street Sweeper, for use in Down Town retail/commercial districts.	2011	New activity	TBD	Paper, plastics, bottles cans
<b>Storm Drain Operation and Maintenance</b>				
City Public Works Department: Upgraded 15 trash capture devices to full trash capture devices.	2010-2011	New activity	TBD	Paper, plastics, bottles, cans
<b>Curbside Recycling Programs</b>				
RethinkWaste	2011	New activity	TBD	Residential Household Batteries

<b>Free Trash Pickup/Drop off Days</b>				
Recology: Pick up of materials in residential areas.	01/01/11	New service, as of 01/01/11	TBD limited to two cubic yards per pickup and two pick ups per year	Bagged or boxed paper, plastics, cardboard, glass, metal, large appliances, bulky items, furniture, e-waste items
<b>Improved Trash Bin Management</b>				
Recology: New residential recycle carts, compost carts, garbage carts, kitchen pails	01/01/11	New Activity	TBD	Recyclables: Newspaper, junk mail, magazines, office paper, milk/juice cartons, cardboard, plastic, aluminum and glass containers. Disposable Items: Plastic, bubble wrap, ceramics, clothing, diapers, foil backed paper, mirrors, juice boxes, kitty litter, plastic bags, Styrofoam
<b>Solid Waste Recycling Efforts</b>				
South Bayside Waste Management Authority, Shoreway Recycling and Education Facility. \$3 million loan provided by City in 2009	April 4, 2011	Increased variety of materials recycled	TBD	Green waste, clean wood, Cardboard, electronics, household cooking oil, used motor oil sharps, fluorescent tubes, paper, plastic, glass, bottles, cans
<b>Source Controls/Bans/Prohibitions</b>				
City of Burlingame Polystyrene Ban	Approved on May 16, 2011. Effective date Jan. 1, 2012..	New City Ordinance	TBD	Polystyrene single use disposable food service ware, by prepared food vendors

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).

Refer to FY 10-11 Program Annual Report for a list of mercury collection and recycling efforts conducted countywide and regionally. 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. As reported in Section C.7, the City continues to provide information to the public during outreach events on the proper disposal of mercury containing devices by distributing San Mateo County, Environmental Health, Household Hazardous Waste and Fluorescent Light Recycling brochures. The San Mateo County HHW/VSQG Program continues to collaborate with the Countywide Program 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. Recology provides information to the public (via newsletter and website) about proper disposal of mercury-containing devices and disposal locations throughout the county.

**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.

A draft technical memorandum describing initial load reduction quantification methods for PCBs and mercury was submitted to the Water Board in the BASMAA FY 2009-10 Regional POCs and Monitoring Annual Report supplement. Written comments from Water Board and Permittee staff were received on the technical memorandum. In FY 2011-12, BASMAA member agencies plan to revise methods presented in the draft memorandum in response to the comments. Once the methods are completed, they will be used to estimate loads removed via the collection/recycling of mercury-containing products. See the FY 10-11 Countywide Program Annual Report and BASMAA Regional POCs and Monitoring Annual Report supplement for more information.

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- 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 Countywide Program and regional accomplishments for these sub-provisions are included within the C.11 Mercury Controls section of Program's FY 10-11 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 by BASMAA and provided in the FY 09-10 BASMAA Regional POC Report. A description of efforts to train municipal industrial inspectors was provided in FY 09-10 permittee and/or Program Annual Reports.

**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:

See the FY 10-11 Program Annual Report for a description of training provided countywide and/or regionally, and report on any local training efforts, if applicable.

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- 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 the Countywide Program and regional accomplishments for these sub-provisions are included within the C.12 PCB Controls section of Program's FY 10-11 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?

x	<b>Yes</b>		<b>No</b>
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If **No**, explain and provide schedule for obtaining authority within 1 year:

**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	<b>Yes</b>		<b>No</b>
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If **No**, explain and provide schedule for obtaining authority within 1 year:

**C.13.c ► Vehicle Brake Pads**

Reported in a separate regional report.

A summary of the Countywide Program's participation with the Brake Pad Partnership (BPP) is included within the C.13 Copper Controls section of Program's FY 10-11 Annual Report and/or the BASMAA Regional POC Report.

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

Based upon inspection activities conducted under Provision C.4, highlight copper reduction results achieved among the facilities identified as potential users or sources of copper, facilities inspected, and BMPs addressed.

Summary

The City of Burlingame has not identified any known industrial sources of copper. Additionally, there are no known metal platers, metal finishers, or auto dismantlers operating within the City.

Permittee Name: City of Burlingame

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

Report on progress of studies being conducted countywide or regionally to reduce copper pollutant impact uncertainties. State below if information is reported in a separate regional report.

Summary

A summary of the Countywide Program and/or regional efforts to develop regional studies to reduce copper pollutant impact uncertainties is included within the C.13 Copper Controls section of Program's FY 10-11 Annual Report and/or BASMAA Regional POC Report.

Permittee Name: City of Burlingame

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

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

Report on progress of studies being conducted countywide or regionally to characterize the distribution and pathways of PBDEs, legacy pesticides, and selenium. State below if information is reported in a separate regional report.

Summary

A summary of the Countywide Program and regional efforts related to the Control Program for PBDEs, Legacy Pesticides and Selenium is included within the C.14 PBDE, Legacy Pesticides and Selenium section of Program's FY 10-11 Annual Report and/or BASMAA Regional POC Report.

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

<b>C.15.b.iii.(1), C.15.b.iii.(2) ► Planned and Unplanned Discharges of Potable Water</b>			
Is your agency a water purveyor?	<input checked="" type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/> <b>No</b>
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. Provide any clarifying comments below.			
Comments: The City initiated a program to develop implementation of BMPs to be incorporated with the potable water system for a unidirectional flushing.			

<b>C.15.b.vi.(2) ► Irrigation Water, Landscape Irrigation, and Lawn or Garden Watering</b>	
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:	
<p>The City of Burlingame continues to install <i>CalSense</i> Irrigation Systems to control all irrigated turf and landscape areas throughout the City. The <i>CalSense</i> system will be able to control water usage based on weather, evaporation rates, and appropriate City staff will be alerted when breaks occur in the City's irrigation system. The City requires that any new development that includes more than 2,500 square feet of landscaping prepare a detailed irrigation plan in order to promote water-efficient landscaping. The City retrofits public buildings with water efficient fixtures, including low flow toilets. The City provides rebates for residents who purchase low-flow toilets and wash machines. The city conducts an annual water conservation poster contest at local schools. The City selects drought tolerant plants for landscape projects. City Parks and Recreation Department staff continue to attend and participate in Countywide Program's Parks Maintenance and Integrated Pest Management Subcommittee meetings, activities and training events. The City utilizes IPM Best Management Practice materials developed or adopted by the Countywide Program. 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.</p>	

**C.15.b.iii.(1) ► Planned Discharges of the Potable Water System**

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>49</sup> (NTU)	Implemented BMPs & Corrective Actions
Various	Flushing Program	Burlingame/Ralston Watershed	July, 2010	11Hours	265,000	33,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes
Various	Flushing Program	Sanchez/ Terrace Watershed	July, 2010	3 Hours	72,000	36,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes
Various	Flushing Program	Sanchez/ Terrace Watershed	August, 2010	9 Hours	240,000	34,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes
Various	Flushing Program	Burlingame/Ralston Watershed	September, 2010	3 Hours	30,000	30,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes
Various	Flushing Program	Sanchez/ Terrace Watershed	September, 2010	4 Hours	130,000	33,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes
Various	Flushing Program	Sanchez/ Terrace Watershed	October, 2010	1 Hours	50,000	50,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes
Various	Flushing Program	Sanchez/ Terrace Watershed	November, 2010	1 Hours	20,000	20,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes
Various	Flushing Program	Sanchez/ Terrace Watershed	January, 2011	2 Hours	99,000	99,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes
Various	Flushing Program	Easton Watershed	February, 2011	5 hours	148,000	49,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes
Various	Flushing Program	Sanchez/ Terrace Watershed	February, 2011	1 hours	40,000	40,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes
Various	Flushing Program	Sanchez/ Terrace Watershed	March, 2011	3 hours	61,000	30,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes
Various	Flushing Program	Sanchez/ Terrace Watershed	April, 2011	4 Hours	62,000	21,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes
Various	Flushing Program	Sanchez/ Terrace Watershed	May, 2011	1 Hours	58,000	29,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes
Various	Flushing Program	Easton Watershed	May, 2011	2 Hours	44,000	15,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes
Various	Flushing Program	Easton Watershed	June, 2011	1 Hours	40,000	40,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes
Various	Flushing Program	Sanchez/ Terrace Watershed	June, 2011	4 Hours	189,000	63,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes

<sup>49</sup> Monitor the receiving water for turbidity if necessary and feasible. Include data in this column if available.

FY 2010-2011 Annual Report

Permittee Name: City of Burlingame

C.15 – Exempted and Conditionally Exempted Discharges

**C.15.b.iii.(2) ► Unplanned Discharges of the Potable Water System<sup>50</sup>**

Site/ Location	Discharge Type	Receiving Waterbody(ies)	Date of Discharge`	Discharge Duration (military time)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/day)	Chlorine Residual (mg/L) <sup>51</sup>	pH (standard units) <sup>52</sup>	Discharge Turbidity (Visual) <sup>52</sup>	Implemented BMPs & Corrective Actions	Time of discharge discovery	Regulatory Agency Notification Time <sup>52</sup>	Inspector arrival time	Responding crew arrival time
720 Newhall Rd	Water Main Leak	Sanchez/Terrace Watershed	08/06/10	4 Hours	10,000	10,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes	08:51	N/A	09:39	09:39
27 Hayward Ct	Water Main Leak	Mills Watershed	08/25/10	4 Hours	500	500	< 0.05	6.5 – 8.5	< 50 NTU	Yes	07:05	N/A	07:22	07:22
1323 Rollins Rd	Water Main Leak	Eastern Watershed	08/31/10	13 Hours	2,500	2,500	< 0.05	6.5 – 8.5	< 50 NTU	Yes	15:00	N/A	15:00	15:00
1452 Laguna	Water Main Leak	Eastern Watershed	09/15/10	8 Hours	5,000	5,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes	07:00	N/A	07:00	07:00
1400 Marston Rd	Water Main Leak	Eastern Watershed	09/28/10	13 Hours	10,000	10,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes	13:22	N/A	14:03	14:03
808 Newhall Rd	Water Main Leak	Sanchez/Terrace Watershed	10/27/10	2 Hours	1,000	1,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes	14:00	N/A	14:00	14:00
1025 Laguna	Water Main Leak	Eastern Watershed	10/20/10	5 Hours	2,500	2,500	< 0.05	6.5 – 8.5	< 50 NTU	Yes	14:39	N/A	14:52	14:52
2855 Adeline	Water Main Leak	Mills Watershed	11/17/10	7 Hours	3,000	3,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes	08:30	N/A	08:36	08:36
2700 Trousdale	Water Main Leak	El Portal Trousdale Watershed	12/13/10	6 Hours	30,000	30,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes	10:30	N/A	10:30	10:30
1617 Forestview	Water Main Leak	Sanchez/Terrace Watershed	12/16/10	1.25 Hours	9,000	9,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes	17:37	N/A	18:09	18:09
1225 Laguna	Water Main Leak	Eastern Watershed	12/29/10	2.5 Hours	20,000	20,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes	10:15	N/A	10:22	10:22
1110 Grove	Water Main Leak	Eastern Watershed	01/05/11	3 Hours	15,000	15,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes	00:39	N/A	00:39	00:39

<sup>50</sup> This table contains all of the unplanned discharges that occurred in this FY.

<sup>51</sup> 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.

<sup>52</sup> 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.

FY 2010-2011 Annual Report

Permittee Name: City of Burlingame

C.15 – Exempted and Conditionally Exempted Discharges

**C.15.b.iii.(2) ► Unplanned Discharges of the Potable Water System<sup>50</sup>**

Site/ Location	Discharge Type	Receiving Waterbody(ies)	Date of Discharge`	Discharge Duration (military time)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/day)	Chlorine Residual (mg/L) <sup>51</sup>	pH (standard units) <sup>52</sup>	Discharge Turbidity (Visual) <sup>52</sup>	Implemented BMPs & Corrective Actions	Time of discharge discovery	Regulatory Agency Notification Time <sup>52</sup>	Inspector arrival time	Responding crew arrival time
515 Corbit	Water Main Leak	Sanchez/Terrace Watershed	01/07/11	3.5 Hours	5,000	5,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes	08:07	N/A	08:26	08:26
1500 Block Carmelita	Water Main Leak	Sanchez/Terrace Watershed	01/19/11	2 Hours	10,000	10,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes	12:30	N/A	12:30	12:30
2724 Martinez	Water Main Leak	El portal/ Trousdale Watershed	01/26/11	6 Hours	20,000	20,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes	08:00	N/A	08:00	08:00
Dwight Rd x Lexington	Water Main Leak	Burlingame/Ralston Watershed	01/31/11	4 Hours	5,000	5,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes	09:00	N/A	09:00	09:00
Easton Rd x Cortez	Water Main Leak	Eastern Watershed	02/07/11	1 Hours	6,000	6,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes	08:00	N/A	08:00	08:00
Newhall Rd x Forestview	Water Main Leak	Sanchez/Terrace Watershed	02/07/11	1 Hours	8,000	8,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes	09:00	N/A	09:00	09:00
1321 Skyview	Water Main Leak	Eastern Watershed	02/07/11	1 Hours	4,000	4,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes	14:00	N/A	14:00	14:00
1700 Block Newhall Rd	Water Main Leak	Sanchez/Terrace Watershed	02/08/11	2 Hours	20,000	20,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes	11:00	N/A	11:00	11:00
1321 Skyview	Drain Reservoir	Eastern Watershed	02/09/11	2.5 Hours	23,000	23,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes	08:00	N/A	08:00	08:00
700 Block Newhall Rd	Water Main	Sanchez/Terrace Watershed	02/10/11	4 Hours	20,000	20,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes	08:00	N/A	08:00	08:00
231 Park Rd	Water Service	Burlingame/Ralston Watershed	02/22/11	1.5 Hours	1,000	1,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes	10:30	N/A	10:30	10:30
Howard Ave x Primrose	Water Main	Burlingame/Ralston Watershed	03/02/11	8.5 Hours	20,000	20,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes	03:30	N/A	03:30	03:30
200 Block El Camino Real	Water Main	Burlingame/ Ralston Watershed	03/03/11	2 Hours	10,000	10,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes	08:00	N/A	08:00	08:00
1450 Howard Ave	Water Main Leak	Burlingame/Ralston	03/08/11	6 Hours	3,000	3,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes	03:00	N/A	03:00	03:00

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Permittee Name: City of Burlingame

C.15 – Exempted and Conditionally Exempted Discharges

**C.15.b.iii.(2) ► Unplanned Discharges of the Potable Water System<sup>50</sup>**

Site/ Location	Discharge Type	Receiving Waterbody(ies)	Date of Discharge`	Discharge Duration (military time)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/day)	Chlorine Residual (mg/L) <sup>51</sup>	pH (standard units) <sup>52</sup>	Discharge Turbidity (Visual) <sup>52</sup>	Implemented BMPs & Corrective Actions	Time of discharge discovery	Regulatory Agency Notification Time <sup>52</sup>	Inspector arrival time	Responding crew arrival time
		Watershed												
1244 El Camino Real	Water Service	Eastern Watershed	03/17/11	3.5 Hours	2,000	2,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes	16:00	N/A	16:00	06:00
100 Block Primrose	Water Main	Burlingame/ Ralston Watershed	04/05/11	7 Hours	6,000	6,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes	08:00	N/A	08:00	08:00
1114 Vancouver	Water Service	Sanchez/Terrace Watershed	04/05/11	1 Hours	250	250	< 0.05	6.5 – 8.5	< 50 NTU	Yes	10:00	N/A	10:00	10:00
2848 Rivera	Water Service	El Portal/ Trousdale Watershed	04/11/11	1 Hours	250	250	< 0.05	6.5 – 8.5	< 50 NTU	Yes	11:47	N/A	12:34	12:34
El Camino Real x Howard	Water Main	Burlingame/ Ralston Watershed	04/13/11	6.75 Hours	4,500	4,500	< 0.05	6.5 – 8.5	< 50 NTU	Yes	08:00	N/A	08:00	08:00
1029 Paloma	Water Service	Sanchez/Terrace Watershed	05/03/11	5 Hours	500	500	< 0.05	6.5 – 8.5	< 50 NTU	Yes	07:00	N/A	07:00	07:00
13 Victoria	Water Service	Burlingame/ Ralston Watershed	05/05/11	5 Hours	500	500	< 0.05	6.5 – 8.5	< 50 NTU	Yes	07:00	N/A	07:00	07:00
Cortez Ave x Balboa	Water Main	Sanchez/Terrace Watershed	05/07/11	5.5 Hours	1,000	1,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes	12:21	N/A	12:22	12:22
La Strada x Skyline	Hydrant	Mills Watershed	05/11/11	1 Hours	60,000	60,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes	16:45	N/A	16:45	16:45
1450 Howard Ave	Water Service	Burlingame/ Ralston Watershed	05/20/11	1.25 Hours	2,000	2,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes	11:00	N/A	11:00	11:00
2920 Canyon	Water Service	Eastern Watershed	05/26/11	4 Hours	7,000	7,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes	10:38	N/A	10:58	10:58
2848 Adeline	Water Service	Mills Watershed	06/06/11	4 Hours	5,000	5,000	< 0.05	6.5 – 8.5	< 50 NTU	Yes	08:07	N/A	08:44	08:44

**City of Burlingame**  
**2010-2011 Annual Report**  
**Attachment C.4.b.iii. (1)**  
**Potential Facilities List**

## POTENTIAL FACILITIES LIST

### Business Name

Flying Food Fair  
Flying Food Fair  
LSG  
Yamamoto  
Scheider Logistics  
101 Limousine  
AF Limo  
A Ghiozzi Landscape  
Alpine Landscape  
Maximum Service Landscaping  
Abc Taxi  
Aberdeen Tours  
Advanced Cargo  
Advanced Component Mfg  
Airline Coach Service  
Airport Express Cab  
Airport Express  
Alagenetech  
Alliant Air Cargo  
Avalon Transportation  
French Transit  
All American Trucking  
All Natural Stone  
Alpha Limousine  
Alpha Biolaboratory  
American Bantex  
Anza Parking  
Rescue Rooter  
B & N Industries  
B & B Marble Inc  
Bakers Chem Dry  
BG Pacific Construction  
Burlingame Stone and Tile  
Gateway Limousines  
Hotel Airport Shuttle  
Victoria Limousine  
Inca (Modern) Marble and Granite  
JK Marble Inc  
Ishi Limousine  
Universal Limousine  
Yip Limo  
Bay Net Limo  
Cornerstone Logistics  
Wild Logistics  
DIS Logistics  
Fab Logistics  
Apac Logistics  
Apex Logistics  
OIA Logistics  
Sewer Rats Plumbing  
Roto Rooter  
Calico Plumbing  
Burlingame Stone And Marble  
Precision Tile And Granite

### Address

Cowan Rd  
Adrian Rd  
Cowan Rd  
Rollins Rd  
Beach Rd  
TBD  
Cadillac Way  
Adrian Rd  
Airport Rd  
Rollins Rd  
Rollins Rd  
Anza Blvd  
Gilbreth Rd  
Carolan Ave  
Malcolm Rd  
Rollins Rd  
Mahler Rd  
Beach Rd  
Beach Rd  
Beach Rd  
Beach Rd  
Rollins Rd  
Adrian Rd  
Burlway Rd  
Edwards  
Rollins Rd  
Airport Rd  
Mahler Rd  
Guittard Rd  
Beach Rd  
Adrian Ct  
Dwight Rd  
Marsten Rd  
Gilbreth Rd  
Mahler Rd  
California St  
Rollins Rd  
Rollins Rd  
El Camino Real  
Airport Blvd  
David Rd  
Bayshore Hwy  
Bayshore Hwy  
Burlway Rd  
Edwards Rd  
Airport Blvd  
Hinckley Rd  
Anza Blvd  
Gilbreth Rd  
Marsten Rd  
Bayshore Hwy  
Rollins Rd  
Marston Rd  
Rollins Rd

Millbrae Taxi  
Sheet Metal Workers  
Divincenzi Arch Products  
Divincenzi Arch Products  
Tez Marble  
Super Shuttle  
International Freight Service  
Trans Am Air Freight  
H & S Friends Freight  
Integrated Freight Solution  
DIS Freight  
Dynasty Freight  
Sun Air Freight  
Redwood Debris Box Service  
U Haul

Adrian Rd  
Hinckley Rd  
Adrian Rd  
Hinckley Rd  
Adrian Rd  
Adrian Ct  
Rollins Rd  
Bayshore Hwy  
Mahler Rd  
Hinckley Rd  
Hinckley Rd  
Cowan Rd  
Bayshore Hwy  
Lang Rd  
Marsten Rd

**City of Burlingame**  
**2010-2011 Annual Report**  
**Attachment C.4.b.iii.(2)**  
**Facilities Scheduled for Inspection**

FACILITY	ADDRESS	CITY	Record ID	Code	Staff
NORAS CAFE	2750 ADELIN	BURLINGAME	PR0041410	1	NGAI
GOKART RACER LLC	1541 ADRIAN	BURLINGAME	PR0050450	1	NGAI
PETER PAN BMW	1625 ADRIAN	BURLINGAME	PR0059708	1	DERMOT
SPRINT-BURLINGAME	45 ADRIAN	BURLINGAME	PR0043593	1	DERMOT
US SPRINT	1 ADRIAN	BURLINGAME	PR0040141	1	DERMOT
BURLINGAME WASTEWATER TREATMEN	1103 AIRPORT	BURLINGAME	PR0040150	1	DERMOT
SONGS CAFETERIA	533 AIRPORT	BURLINGAME	PR0041538	1	NGAI
EMBASSY SUITES	150 ANZA	BURLINGAME	PR0040123	1	DERMOT
EQUITY OFFICE PROPERTIES TRUST	1350 BAYSHORE	BURLINGAME	PR0040184	1	DERMOT
AIRPORT 76	1200 BAYSHORE HWY	BURLINGAME	PR0040217	1	DERMOT
BAY LANDING HOTEL	1550 BAYSHORE HWY	BURLINGAME	PR0046379	1	NGAI
BENIHANA OF TOKYO RESTAURANT	1496 BAYSHORE HWY	BURLINGAME	PR0041394	1	NGAI
DOLLAR RENT A CAR	1815 BAYSHORE HWY	BURLINGAME	PR0040211	1	DERMOT
EL TORITO	1590 BAYSHORE HWY	BURLINGAME	PR0041332	1	NGAI
GULLIVERS RESTAURANT	1699 BAYSHORE HWY	BURLINGAME	PR0041424	1	NGAI
HAMPTON INN & SUITES	1755 BAYSHORE HWY	BURLINGAME	PR0051778	1	NGAI
HYATT HOTELS & RESORTS	1333 BAYSHORE HWY	BURLINGAME	PR0040171	1	DERMOT
HYATT REGENCY	1333 BAYSHORE HWY	BURLINGAME	PR0041441	1	NGAI
MARRIOTT HOTEL SF AIRPORT	1800 BAYSHORE HWY	BURLINGAME	PR0041448	1	NGAI
MAXS OPERA CAFE OF BURLINGAME	1250 BAYSHORE HWY	BURLINGAME	PR0041438	1	NGAI
VAGABOND INN SF AIRPORT	1640 BAYSHORE HWY	BURLINGAME	PR0049440	1	NGAI
PHOENIX PHARMACEUTICALS INC	330 BEACH	BURLINGAME	PR0052765	1	DERMOT
AJI- YOSHIYA	1190 BROADWAY	BURLINGAME	PR0041339	1	NGAI
BEHANS AN IRISH PUB	1327 BROADWAY	BURLINGAME	PR0041347	1	NGAI
BIG JOE'S CAFE	1251 BROADWAY	BURLINGAME	PR0041463	1	NGAI
BONNE SANTE	1184 BROADWAY	BURLINGAME	PR0050654	1	NGAI
BROADWAY DELI	1431 BROADWAY	BURLINGAME	PR0041426	1	NGAI
BROADWAY PHARMACY	1300 BROADWAY	BURLINGAME	PR0041450	1	NGAI
BROADWAY PRIME	1316 BROADWAY	BURLINGAME	PR0041345	1	NGAI
BUA THONG KITCHEN	1320 BROADWAY	BURLINGAME	PR0041397	1	NGAI
CAFE FIGARO	1318 BROADWAY	BURLINGAME	PR0041346	1	NGAI
CAR CHITECH REPAIR SHOP	1480 BROADWAY	BURLINGAME	PR0058528	1	DERMOT
COU COU	1355 BROADWAY	BURLINGAME	PR0041388	1	NGAI
EARTHBEAM	1399 BROADWAY	BURLINGAME	PR0041411	1	NGAI
GRACE GARDEN	1200 BROADWAY	BURLINGAME	PR0041340	1	NGAI
IL PICCOLO CAFFE	1219 BROADWAY	BURLINGAME	PR0041413	1	NGAI
L&S AUTO REPAIR	1100 BROADWAY	BURLINGAME	PR0041439	1	DERMOT
MIKE HARVEY ACURA	1070 BROADWAY	BURLINGAME	PR0040147	1	DERMOT
MIVAN RESTAURANT	1232 BROADWAY	BURLINGAME	PR0046640	1	NGAI
NUTS FOR CANDY	1241 BROADWAY	BURLINGAME	PR0041511	1	NGAI
R & M BROADWAY 76 #837123	1480 BROADWAY	BURLINGAME	PR0054877	1	DERMOT
RESTAURANTE ROCCA	1205 BROADWAY	BURLINGAME	PR0049901	1	NGAI
SUBWAY SANDWICH	1308 BROADWAY	BURLINGAME	PR0041344	1	NGAI
VILLAGE HOST	1201 BROADWAY	BURLINGAME	PR0041341	1	NGAI
WEIMAX CORP	1178 BROADWAY	BURLINGAME	PR0041337	1	NGAI
YAKINIKU HOUSE JAPAN	1204 BROADWAY	BURLINGAME	PR0041342	1	NGAI
BASKIN-ROBBINS STORE #171	1409 BURLINGAME	BURLINGAME	PR0041356	1	NGAI
CREPEVINE RESTAURANT	1310 BURLINGAME	BURLINGAME	PR0041421	1	NGAI
PRESTIGE LIQUORS	1300 BURLINGAME	BURLINGAME	PR0041449	1	NGAI

ROUND TABLE PIZZA	1207 BURLINGAME	BURLINGAME	PR0041350	1	NGAI
ROYAL DONUTS	1090 BURLINGAME	BURLINGAME	PR0041348	1	NGAI
SAPORE ITALIANO	1447 BURLINGAME	BURLINGAME	PR0041325	1	NGAI
SBC	1480 BURLINGAME	BURLINGAME	PR0040124	1	DERMOT
STARBUCKS COFFEE CO #523	1160 BURLINGAME	BURLINGAME	PR0041469	1	NGAI
TEACAKE BAKE SHOP	1309 BURLINGAME	BURLINGAME	PR0062506	1	NGAI
COFFEE SHOP	851 BURLWAY	BURLINGAME	PR0057568	1	NGAI
ITS IT ICE CREAM	865 BURLWAY	BURLINGAME	PR0040151	1	DERMOT
BLUE RIBBON CLEANERS	741 CALIFORNIA	BURLINGAME	PR0056462	1	DERMOT
BURLINGAME VALERO	601 CALIFORNIA	BURLINGAME	PR0040227	1	DERMOT
CALIFORNIA AUTO CENTER	751 CALIFORNIA	BURLINGAME	PR0040264	1	DERMOT
FOUR CAR GARAGE INC	609 CALIFORNIA	BURLINGAME	PR0040140	1	DERMOT
GRAYS PAINT	783 CALIFORNIA	BURLINGAME	PR0058652	1	DERMOT
INDEPENDENT MERCEDES BENZ/MUFFLER	1261 CALIFORNIA	BURLINGAME	PR0046740	1	DERMOT
KWIK & CONVENIENT	505 CALIFORNIA	BURLINGAME	PR0041360	1	NGAI
MIKE HARVEY HONDA	200 CALIFORNIA	BURLINGAME	PR0049816	1	DERMOT
ON TRACK AUTOMOTIVE INC	1129 CALIFORNIA	BURLINGAME	PR0040242	1	DERMOT
SAKAE	243 CALIFORNIA	BURLINGAME	PR0041358	1	NGAI
STACKS RESTAURANT	361 CALIFORNIA	BURLINGAME	PR0041468	1	NGAI
STEELHEAD BREWING CO	333 CALIFORNIA	BURLINGAME	PR0041515	1	NGAI
CAFE CAPUCHINO	1158 CAPUCHINO	BURLINGAME	PR0041479	1	NGAI
QUE SERAW SERAW	1160 CAPUCHINO	BURLINGAME	PR0050735	1	NGAI
AMERICA PRINTING	1321 CAROLAN	BURLINGAME	PR0040203	1	DERMOT
ANCHOR BODY & DETAILING	1008 CAROLAN	BURLINGAME	PR0040187	1	DERMOT
ARTISAN MOTORS	1309 CAROLAN	BURLINGAME	PR0058220	1	DERMOT
BRIXTON AUTO BODY	1379 CAROLAN	BURLINGAME	PR0061071	1	DERMOT
CITY OF BURLINGAME CORP YARD	1361 CAROLAN	BURLINGAME	PR0045981	1	DERMOT
MOLLIE STONES MARKET	1477 CHAPIN	BURLINGAME	PR0041363	1	NGAI
PENINSULA TENNIS CLUB	433 CHATHAM	BURLINGAME	PR0041444	1	NGAI
BROADWAY FASHION CLEANER	1175 CHULA VISTA	BURLINGAME	PR0040240	1	DERMOT
EUROPEAN TURKISH MARKET	1138 CHULA VISTA	BURLINGAME	PR0041390	1	NGAI
MIKES & KENS GROCERY & DELI	980 DAVID	BURLINGAME	PR0041328	1	NGAI
LINCOLN SCHOOL	1801 DEVERENT	BURLINGAME	PR0041530	1	NGAI
RUPPELS AUTO FIXATION	260 EAST	BURLINGAME	PR0040236	1	DERMOT
AMERICAN BULL BAR & GRILL INC	1819 EL CAMINO REAL	BURLINGAME	PR0041399	1	NGAI
BAY WATCH RESTAURANT	1841 EL CAMINO REAL	BURLINGAME	PR0041541	1	NGAI
CELEBRITY CAFE	1783 EL CAMINO REAL	BURLINGAME	PR0041326	1	NGAI
HAPPY DONUT	1807 EL CAMINO REAL	BURLINGAME	PR0052117	1	NGAI
LITTLE LUCCA	1809 EL CAMINO REAL	BURLINGAME	PR0052599	1	NGAI
LUNARDIS FOODS MARKET #8	1825 EL CAMINO REAL	BURLINGAME	PR0041419	1	NGAI
NEALS COFFEE SHOP	1845 EL CAMINO REAL	BURLINGAME	PR0041364	1	NGAI
SEES CANDIES #22	1843 EL CAMINO REAL	BURLINGAME	PR0041425	1	NGAI
	1865 EL CAMINO REAL	BURLINGAME	PR0047917	1	NGAI
CAFE ROYALE	1818 GILBRETH	BURLINGAME	PR0041457	1	NGAI
INTERSTATE BATTERY SYS OF AMERICA	1680 GILBRETH	BURLINGAME	PR0052754	1	DERMOT
CRYSTAL SPRINGS GOLF PARTNERS	6650 GOLF COURSE	BURLINGAME	PR0040219	1	DERMOT
WEDGEWOOD BANQUET CENTER	6650 GOLF COURSE	BURLINGAME	PR0039205	1	NGAI
PACIFIC AUTO REPAIR	124 HIGHLAND	BURLINGAME	PR0040223	1	DERMOT
NEW DATSONVILLE	927 HOWARD	BURLINGAME	PR0040235	1	DERMOT
OLDE ENGLISH GARAGE	988 HOWARD	BURLINGAME	PR0040241	1	DERMOT
SUNRISE CAFE DELI MARKET	948 HOWARD	BURLINGAME	PR0041365	1	NGAI
WALGREEN COMPANY	1420 HOWARD	BURLINGAME	PR0041366	1	NGAI

WASHINGTON SCHOOL	801 HOWARD	BURLINGAME	PR0041528	1	NGAI
VECTOR LABORATORIES INC	30 INGOLD	BURLINGAME	PR0040157	1	DERMOT
REDWOOD DEBRIS BOX	350 LANG	BURLINGAME	PR0060485	1	DERMOT
HOUSE OF BAGELS	260 LORTON	BURLINGAME	PR0041391	1	NGAI
IL FORNAIO	327 LORTON	BURLINGAME	PR0041510	1	NGAI
PADDY FLYMNS	246 LORTON	BURLINGAME	PR0041368	1	NGAI
THE ALIBI	220 LORTON	BURLINGAME	PR0041522	1	NGAI
3 JS DELI	833 MAHLER	BURLINGAME	PR0041383	1	NGAI
MR TERIYAKI	801 MAHLER	BURLINGAME	PR0041401	1	NGAI
AIRLINE COACH SVC	863 MALCOLM	BURLINGAME	PR0040200	1	DERMOT
FLYING FOOD GROUP	810 MALCOLM	BURLINGAME	PR0058497	1	DERMOT
ALBERT GUIBARA	1400 MARSTEN	BURLINGAME	PR0040180	1	DERMOT
CLARKS	1320 MARSTEN	BURLINGAME	PR0040265	1	DERMOT
SAN BRUNO GARBAGE CO. INC	1356-60 MARSTEN	BURLINGAME	PR0048796	1	DERMOT
BULLS HEAD RESTAURANT	819 MITTEN	BURLINGAME	PR0041422	1	NGAI
SYNERGENICS	863 MITTEN	BURLINGAME	PR0047333	1	DERMOT
BURLINGAME AUTO CLINIC	132 MYRTLE	BURLINGAME	PR0040131	1	DERMOT
OAK GROVE MARKET	1000 OAK GROVE	BURLINGAME	PR0041370	1	NGAI
SAN FRANCISCO AIRPORT MARRIOTT	1800 OLD BAYSHORE HV	BURLINGAME	PR0040169	1	DERMOT
MCKINLEY ELEMENTARY SCHOOL	701 PALOMA	BURLINGAME	PR0041474	1	NGAI
SHABU HOUSE RESTAURANT	1150 PALOMA	BURLINGAME	PR0041470	1	NGAI
NARIM THAI CUISINE	231 PARK	BURLINGAME	PR0041378	1	NGAI
ROTI INDIAN BISTRO	209 PARK	BURLINGAME	PR0041434	1	NGAI
TUTTIMELON	240 PARK	BURLINGAME	PR0041372	1	NGAI
BAGGYS LIQUORS	1535 PLAZA	BURLINGAME	PR0041373	1	NGAI
C J S DELI	290 PRIMROSE	BURLINGAME	PR0041386	1	NGAI
PIAZZA ITALIA	321 PRIMROSE	BURLINGAME	PR0041379	1	NGAI
STELLA ALPINA OSTERIA	401 PRIMROSE	BURLINGAME	PR0041392	1	NGAI
BURLINGAME INTERMEDIATE SCHOOL	1715 QUESADA	BURLINGAME	PR0041327	1	NGAI
AMERICAN MEDICAL RESPONSE	1510 ROLLINS	BURLINGAME	PR0055084	1	DERMOT
AUTOHAUS BURLINGAME	1309 ROLLINS	BURLINGAME	PR0040191	3	DERMOT
BURLINGAME AUTO CENTER / MEINEKE	1009 ROLLINS	BURLINGAME	PR0057273	1	DERMOT
CRESCO EQUIPMENT RENTALS	1336 ROLLINS	BURLINGAME	PR0040163	1	DERMOT
EUROPEAN MOTORSPORTS/ TIRES IMPORT	1335 ROLLINS	BURLINGAME	PR0053231	1	DERMOT
MEDALLION STEAKHOUSE INC	1095 ROLLINS	BURLINGAME	PR0061825	1	NGAI
MERRILLS PACKAGING INC	1529 ROLLINS	BURLINGAME	PR0040181	1	DERMOT
PG&E BURLINGAME SUBSTATION	1260 ROLLINS	BURLINGAME	PR0040247	1	DERMOT
ROYAL ATHLETIC CLUB	1718 ROLLINS	BURLINGAME	PR0041473	1	NGAI
SOMERSET PRINTING	1221 ROLLINS	BURLINGAME	PR0040168	1	DERMOT
FRANCESCOS DELI & CAFE	840 STANTON	BURLINGAME	PR0041395	1	NGAI
LBR COLLISION	55 STAR	BURLINGAME	PR0061799	1	DERMOT
BENJAMIN FRANKLIN ELEMENTARY SCHOOL	2385 TROUSDALE	BURLINGAME	PR0041529	1	NGAI
HAPPY CHEF	1520 TROUSDALE	BURLINGAME	PR0041376	1	NGAI
MILLS PENINSULA MEDICAL CTR-KITCHEN	1501 TROUSDALE	BURLINGAME	PR0041542	1	NGAI
PENINSULA MEDICAL CENTER	1501 TROUSDALE	BURLINGAME	PR0040218	1	DERMOT
ROOSEVELT SCHOOL	1151 VANCOUVER	BURLINGAME	PR0041535	1	NGAI

**City of Burlingame**  
**2010-2011 Annual Report**  
**Attachment C.9.a**  
**Integrated Pest Management Policy (Draft)**



## **San Mateo Countywide Water Pollution Prevention Program Model 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 including buildings owned or managed by the City/County by applying Integrated Pesticide Management principles and techniques. The municipal regional stormwater permit requires that the City of Burlingame minimize reliance on pesticides that threaten water quality.

### **REQUIRED USE OF INTEGRATED PEST MANAGEMENT**

Employees implementing pest management controls will use Integrated Pest Management (IPM) techniques that emphasize non-pesticide alternatives. Pesticides will only be used after careful consideration of non-chemical alternatives and then the least toxic chemicals that are effective shall be used. Pest control contractors hired by the City are required to implement IPM to control pests. This will be achieved by hiring only IPM-certified pest control contractors or by including contract specifications requiring contractors to implement IPM methods.

The City will establish written standard operating procedures for pesticide use to ensure implementation of this IPM policy and to require municipal employees and pest control contractors to comply with the standard operating procedures.

The City will track employee and contractor pesticide use and prepare an annual report summarizing pesticide use and evaluating pest control activities performed consistent with the municipal regional stormwater permit's requirements.

The City will review its purchasing procedures, contracts or service agreements with pest control contractors and employee training practices to determine what changes, if any, need to be made to support the implementation of this IPM Policy.

The City will perform educational outreach and/or 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 consistent with the municipal regional stormwater permit's requirements.

The IPM-based hierarchical decision making process that will be used to control pests will include the following:

1. Based on field observations evaluate locations and sites where pest problems commonly occur to determine pest population, size, occurrence, and natural enemy population, if present. Identify conditions that contribute to the development of pest populations, and decisions and practices that could be employed to manage pest populations

2. Design, construct, and maintain landscapes and buildings to reduce and eliminate pest habitats;
3. Modify management practices including watering, mulching, waste management, and food storage to discourage the development of pest population;
4. Modify pest ecosystems to reduce food, water sources, and harborage;
5. Prioritize the use of physical controls such as mowing weeds, using traps, and installing barriers;
6. Use biological controls to introduce or enhance a pests' natural enemies;
7. When pest populations reach treatment thresholds (based on how much biological, aesthetic, economic or other damage is tolerable) non-pesticide management activities will be evaluated before considering the use of pesticides;
8. When pesticides are necessary, select reduced risk pesticides and use the minimum amounts needed to be effective;
9. Apply pesticides at the most effective treatment time, based on pest biology, monitoring, and other variables, such as weather, seasonal changes in wildlife use, and local conditions; and
10. Whenever possible, use pesticide application methods, such as containerized baits, that minimize opportunities for mobilization of the pesticide in stormwater runoff.

Departments performing pest management activities will identify an IPM coordinator who is responsible for assisting staff with implementation of this IPM policy.

## 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.

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, caulking entry points to buildings); cultural controls (e.g., mulching, alternative plant type selection, and enhanced cleaning and containment of food sources in buildings); and reduced risk chemical controls (e.g., soaps or oils).

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

**City of Burlingame**

**2010-2011 Annual Report**

**Attachment C.9.d**

**Require Contractors to Implement IPM**

**IPM Contract Specifications**

## **PREAMBLE**

# **City of Burlingame / Public Works**

## **IPM**

### **AN INTEGRATED PEST MANAGEMENT PLAN**

**What is IPM?** 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

#### **The Objective:**

The City of Burlingame / Public Works  
IPM A Decision Making Process

#### **The Strategies:**

The City of Burlingame / Public Works

1. Reduce the pesticide load in the environment
2. Increase the predictability and thereby the effectiveness of pest control techniques
3. Develop pest control programs that are economically, environmentally, and socially acceptable
4. Marshal agencies and disciplines into integrated pest management programs
5. Increase utilization of natural pest controls.

#### **The Tactics:**

The City of Burlingame / Public Works

1. Planned reduction of chemicals through alternative options, Section B, page 7
2. Town wide education by way of CDPR's web site, IPM
3. Adherence to the IPM manual and practices, Section A, all
4. Incorporate the use of outside training programs and effective use of the Town's IPM provider
5. Resource and out source of latest controls available, Section B, pages 2 – 11

# Introduction

## 1.0 Introduction

In recent years, the use of pesticides in the urban environment has become an increasingly sensitive issue. Public concerns regarding human and environmental health have led to a shift in policy for many government agencies responsible for managing pests in the course of providing community services.

IPM Protocols adopted by The City of Burlingame / Public Works in 2003, requires that City departments and City contractors who apply pesticides to City property, eliminate or reduce pesticide applications to the maximum extent feasible.

To reduce pesticide use to the maximum extent feasible, The City of Burlingame / Public Works has adopted the concept of Integrated Pest Management (IPM) as a viable means of controlling pest related problems while reducing pesticide usage. The fundamental concept of IPM is to implement habitat changes that disrupt the life cycle, breeding cycle, feeding cycle, and predator/prey relationships of the target pest.;

The goal of IPM policy is to develop a systematic course of action to prevent pest infestations and to manage pests successfully while minimizing the risks of pesticide

exposures to humans and the environment. This program will focus on all aspects of pest management such as pesticide use reduction, monitoring, notification, record-keeping, and training.

# Plan Implementation

## 2.0 *Plan Implementation*

The City of Burlingame / Public Works has designated a small group of trained employees to implement the IPM program. The group consists of Maintenance personnel, Environmental staff, and private contractors. These people will meet on a regular basis and work together to implement the IPM Plan.

### 2.1 *IPM Coordinator*

The role of the IPM coordinator is to act as the liaison between The City of Burlingame / Public Works, and The City of Burlingame / Public Works City's tenants. This person will attend workshops and disseminate information to the site managers and the Public regarding IPM and pesticide use practices at The City of Burlingame / Public Works.

### 2.2 *Site Manager*

The site manager will be designated for each City managed facility or property. This is the person that employees will contact when pest problems arise. Site Managers will be trained by the IPM Coordinators and will meet regularly to discuss pest control issues. The site manager will submit pesticide uses reports and other related documents to the IPM Coordinator.

### 2.3 *IPM Service Provider*

The gardener for The City of Burlingame / Public Works will be considered the main IPM Service Provider because this person is the primary applicator of pesticides on The City of Burlingame / Public Work's property.

The IPM Service Provider will also be responsible for completing and submitting required forms to the Department of Agriculture Weights and Measures that detail information on pesticide applications. This person will also be the main observer of pest problems on The City of Burlingame / Public Works property and will keep the IPM Coordinator and Site Manager informed of pending pest problems.

The City of Burlingame / Public Works has contracted with an IPM consultant, **CIR**, to provide technical assistance on implementation of the IPM plan within the maintenance facility. **CIR** provides training to the gardener in pest identification and control methods. Independent pest applicators may be contracted by our tenants to apply pesticides on City property. We have incorporated language in our lease that requires tenants to contract only with licensed IPM providers. All new and renewed leases will contain this requirement.

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

- Aquamaster and or Glyphosate isopropylamine salt  $\geq 53.8\%$  ai
- Surflan T&O,
- Garlon 4
- Hasten
- R-11
- Odor Mask

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, \$ \_\_\_\_\_

- The bid will be awarded to the bidder that demonstrates that its services will meet the requirements and needs of the City, and not necessarily to the lowest bidder.
- It is understood that the City has hired a Licensed Pest Control Advisor and this person will be responsible to advise the City as to which vendor has complied with the bid and will also contribute information to the City as to which vendor is qualified to do the contract work.
- Vendor understands that the contract will be terminated or suspended if the PCA or the County Agricultural Department finds any violation of Agriculture law, especially health and safety issues.

Contractor Company Name \_\_\_\_\_

Contractor's License Number \_\_\_\_\_

Contractor Representative \_\_\_\_\_

Signature

Date

Contractor Phone: \_\_\_\_\_ Contractor Fax: \_\_\_\_\_