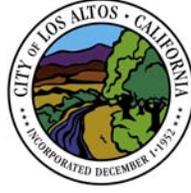


# Municipal Regional Stormwater Permit Annual Report FY 2010-2011

September 15, 2011





**Department of Community Development  
Engineering Division  
One North San Antonio Road  
Los Altos, California 94022-3087  
(650) 947-2780  
Fax (650) 947-2732**

September 15, 2011

Mr. Bruce H. Wolfe  
**REGIONAL WATER QUALITY CONTROL BOARD**  
San Francisco Bay Region  
1515 Clay St., Suite 1400  
Oakland, CA 94612

**SUBJECT: CITY OF LOS ALTOS URBAN RUNOFF MANAGEMENT PROGRAM  
FY 2010-2011 ANNUAL REPORT**

Dear Mr. Wolfe:

This letter and Annual Report with attachments is submitted by the City of Los Altos pursuant to Permit Provision C.16.a of the Municipal Regional Stormwater NPDES Permit (MRP), Order R2-2009-0074, NPDES Permit No CAS612008 issued by the San Francisco Bay Regional Water Quality Control Board. The Annual Report provides documentation of activities conducted during FY 2010-2011 and consists of the following:

- A. Certification Statement
- B. Annual Report Form
  - Completed Annual Report Form: Sections 1-15
- C. Appendices

Please contact me at 650-947-2624 regarding any questions or concerns.

Very truly yours,

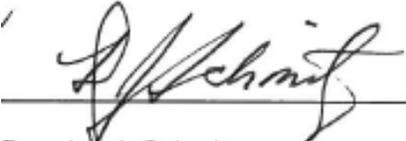
Larry Lind  
Senior Engineer

**CITY OF LOS ALTOS  
FY 2010-2011 ANNUAL REPORT**

**Certification Statement**

"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 ensure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage 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."

**Signature by Duly Authorized Representative:**

  
\_\_\_\_\_  
Douglas J. Schmitz  
City Manager

  
\_\_\_\_\_  
Date

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Section 1 – Permittee Information

Background Information				
<b>Permittee Name:</b>	City of Los Altos			
<b>Population:</b>	28,000			
<b>NPDES Permit No.:</b>	CAS612008			
<b>Order Number:</b>	R2-2009-0074			
<b>Reporting Time Period (month/year):</b>	July 1 2010 through June 30 2011			
<b>Name of the Responsible Authority:</b>	Douglas J. Schmitz	<b>Title:</b>	City Manager	
<b>Mailing Address:</b>	1 N. San Antonio Road			
<b>City:</b>	Los Altos	<b>Zip Code:</b>	94022	<b>County:</b> Santa Clara
<b>Telephone Number:</b>	(650) 947-2605	<b>Fax Number:</b>		
<b>E-mail Address:</b>	dschmitz@losaltosca.gov			
<b>Name of the Designated Stormwater Management Program Contact (if different from above):</b>	Larry Lind	<b>Title:</b>	Senior Engineer	
<b>Department:</b>	Engineering Division, Community Development Department			
<b>Mailing Address:</b>	1 N. San Antonio Road			
<b>City:</b>	Los Altos	<b>Zip Code:</b>	94022	<b>County:</b> Santa Clara
<b>Telephone Number:</b>	(650) 947-2624	<b>Fax Number:</b>	(650) 947-2732	
<b>E-mail Address:</b>	llind@losaltosca.gov			

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

**Program Highlights and Evaluation**

Highlight/summarize activities for reporting year:

Summary:

**During FY10-11, Maintenance Services Department complied with all stormwater regulations and recorded no deficiencies in our inspections of the corporation yard. Street Maintenance personnel complied with all regulations, especially when performing asphalt work, concrete cutting and storm drain maintenance. The City of Los Altos participated in the Municipal Operation AHTG. For additional information please see Section C.2 Municipal Operations section of the Santa Clara Valley Urban Runoff Pollution Prevention Program FY 10-11 Annual Report for a description of activities implemented at the countywide and regional level.**

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

X in the boxes indicate implemented BMPs by the City of Los Altos

<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: **In FY10-11, Street Maintenance personnel performed all activities using correct BMPs. For example, concrete grinding and asphalt work were scheduled during dry weather to avoid contaminating storm drain system. All asphalt equipment is cleaned off and drip pans put under them when stored. A new vacuum unit was purchased to improve capturing all slurry during concrete sawing operation.**

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

X in the boxes indicate implemented BMPs by the City of Los Altos

<b>X</b>	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
<b>X</b>	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs

Comments: **All power washing at City tennis courts was performed using BMP's and water was drained into landscaping. Downtown sidewalks were cleaned off utilizing electric leaf blowers and street sweeping in the downtown plazas was scheduled on weekly basis. Street sweeping is required following large special events in the downtown. Litter receptacles are emptied daily in the commercial areas. Contract services and park staff empty park litter receptacles daily to prevent litter from blowing into nearby Adobe and Hale creeks.**

C.2.c. ► Bridge and Structure Maintenance and Graffiti Removal	
X in the boxes indicates implemented BMPs by the City of Los Altos. If not applicable, it is indicated by <b>NA</b> in the box.	
N/A	Control of discharges from bridge and structural maintenance activities directly over water or into storm drains
N/A	Control of discharges from graffiti removal activities
X	Proper disposal for wastes generated from bridge and structure maintenance and graffiti removal activities
N/A	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs for graffiti removal
X	Employee training on proper capture and disposal methods for wastes generated from bridge and structural maintenance and graffiti removal activities.
N/A	Contract specifications requiring proper capture and disposal methods for wastes generated from bridge and structural maintenance and graffiti removal activities.
Comments: <b>Graffiti is painted over or wiped off by City crews with graffiti removal product. Power washing is not done to remove graffiti.</b>	
C.2.d. ► Stormwater Pump Stations	
Does your municipality own stormwater pump stations:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If your answer is <b>No</b> then skip to <b>C.2.e.</b>	
C.2.e. ► Rural Public Works Construction and Maintenance	
Does your municipality own/maintain rural <sup>1</sup> roads:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If your answer is <b>No</b> then skip to <b>C.2.f.</b>	

<sup>1</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.

C.2.f. ► Corporation Yard BMP Implementation			
An <b>X</b> in the boxes below indicate that it applies to the City of Los Altos corporations yard:			
<input type="checkbox"/>	We do not have a corporation yard		
<input type="checkbox"/>	Our corporation yard is a filed NOI facility and regulated by the California State Industrial Stormwater NPDES General Permit		
<input checked="" type="checkbox"/>	We have a current <b>Stormwater Pollution Prevention Plan (SWPPP)</b> for the Corporation Yard(s)		
An <b>X</b> in the boxes below next to implemented SWPPP BMPs indicates that these BMPs were implemented in applicable instances. If not applicable, an <b>NA</b> in the box is used:			
<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		
<u>Comments:</u> <b>All storm drain inlets in the corporation yard are covered with filter fabric and monitored on a monthly basis. All vehicles and equipment washing is performed on our wash rack which is connected to oil separator and then discharge to sanitary system. Outdoor storage areas are covered with tarps</b>			
Corporation Yard Name	Inspection Date (1x/year required)	Inspection Findings/Results	Follow-up Actions
<b>Municipal Service Center 707 Fremont Avenue Los Altos</b>	<b>April 18, 2011</b>	<b>No SWPPP related deficiencies found</b>	

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

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

A brief summary of the methods of implementation of Provisions C.3.a.i. (1)-(8) during FY 10-11.

Summary:

- (1) The City of Los Altos' uses its Municipal Code for adequate legal authority to implement all requirement. The latest revision to the City's municipal code regarding C.3 requirements was on May 10, 2011.
- (2) The City conducts an initial development review through our Planning Division for approval of the initial design. If approved, conditions of approval are put together from the various departments and get sent to City Council for approval. For projects greater than 10,000 sq. ft., a Stormwater Management Plan is required as part of their conditions of approval and requires a third part approval, which is enforceable through the approved conditions of approval. At then end of project, inspectors from the various divisions conduct a final inspection to ensure that all requirements have been implemented and that all conditions of approval have been met prior to sign off. Another enforceable mechanism is through the use of the City's municipal code.
- (3) The water quality effects and mitigation measures for environmental reviews are addressed through the Planning Division where they determine the Stormwater effects through the mitigation measures, where they are then included as conditions of approval and are then enforced through a permit application (e.g. building permit).
- (4) Our engineers and/or inspectors are sent to training when we receive notices of an upcoming event in order to be current and/or involved in the requirements of Provision C.3. For example, the Stormwater Training for Construction Site Control: Qualified SWPPP Practitioner/Developer (QSP/QSD) Training and the Annual C.3. Stormwater Workshop and they are also provided with the materials for C.3. We have also recently received more participation from the City's Planning Division to be involved in implementing the C.3 requirements.
- (5) Inspectors, engineers and planners have been updated through training to implement the requirements of C.3. Developers, contractors and owners are notified and/or reminded of the C.3 Provisions through their conditions of approval, in our development reviews and in the blueprint for a clean bay sheet required in their set of plans as well over the counter notifications prior to issuing any permits.
- (6) The City encourages site measures through the initial plan review or when applicants/developers inquire about the City's requirements. For example, during our development review stage the City has been requiring infiltration devices on-site for years.
- (7) Provisions C.3 are implemented through our conditions of approval and plan check stages where we comment on requirements needed or to items that need to be revised prior to approval of the project.
- (8) No recent revisions have been made to the City's General Plan. The City's Planning Division confirms that our General Plan covers the permit through goals and policies noted in the City's General Plan to integrate water quality/watershed protection with water supply, flood protection, groundwater recharge, and other sustainable development principles and policies.

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

Summary:

The Packard Foundation is constructing a new office building within the City of Los Altos and should be completed in 2012. This is a regulated project as is reported in another section of this Annual Report and is in compliance with the requirements of C.3. But as an addition feature in excess of their requirement under C.3, the Packard Foundation has agreed to improve a block of Second Street near downtown Los Altos by installing a green street design and allow the City to use it as one of the 10 pilot green street projects as required by Municipal Regional Stormwater Permit.

Please refer to the C.3 New Development and Redevelopment section of the Santa Clara Valley Urban Runoff Pollution Prevention program's FY 10-11 Annual Report for a description of any activities conducted at the countywide or regional level.

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

See Table C.3.b.v (1) in the Appendix of this Report for a summary of report on regulated projects.

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

The City of Los Altos, as a member of the C3PO Adhoc Committee, participated in the development and in the review of the feasibility/infeasibility criteria, model biotreatment soil media specifications and the green roof minimum specifications. These documents were submitted to the Regional Board as required by the permit.

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

(1) See Table C.3.b.iv (1) in the Appendix of this Report for summary of inspections.

(2) Summary of the inspection findings for the year and any common problems encountered with various types of treatment systems and/or HM controls.

The two existing completed regulated projects in the city were inspected this fiscal year by inspectors from the City of Los Altos and Santa Clara County Vector Control in December. There were no issues/problems that were found in either inspection as noted on the attached table. The Whole Foods facility had no standing water in their treatment system and was dry. The 4400 El Camino Real development had clean water in their treatment system as determined by the County's Vector Control. Both developments are now following up with their regular inspection reports.

(3) Summary of the effectiveness of the O&M Program and proposed changes to improve the O&M Program

O&M inspection and reports were effective for the two existing sites. The monthly inspections helped the developer to up keep their site and better maintain their treatment system as compared to the previous years. In addition, the inspection reports have been followed through more often. The communication between the City and developer/owner is better established with the sites visits, emails and follow up calls.

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

<b>Program Highlights</b>	
<p>The City of Los Altos has no industrial sites and limited commercial sites. Commercial sites primarily consist of vehicle maintenance facilities and gas station. The City of Los Altos continues to inspect these facilities every year and these sites continue to be found to be in compliance with all necessary best management practices. This was also found to be true for the two nurseries that were inspected during the FY. The City of Los Altos did not receive any complaints about these facilities during the fiscal year. Two staff members that are involved in inspection of these facilities. In May 2009, two staff members attended the Programs training that was held for industrial and commercial facility inspectors. Additionally refer to the C.4. Industrial and Commercial Site Controls section of the Santa Clara Valley Urban Runoff Pollution Prevention Program's FY 10-11 Annual Report for a description of activities of the countywide program and/or the BASMAA Municipal Operations Committee.</p>	
<b>C.4.b.i. ► Business Inspection Plan</b>	
Do you have a Business Inspection Plan?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If No, explain:	
<b>C.4.b.iii.(1) ► Potential Facilities List</b>	
<p>See Appendix C for list of potential facilities that could reasonable be considered to cause or contribute to pollution of Stormwater runoff, all of which were inspected during FY 10/11.</p>	
<b>C.4.b.iii.(2) ► Facilities Scheduled for Inspection</b>	
<p>All vehicle mechanical repairs, maintenance, fueling and cleaning facilities are inspected every year along with the two Nurseries in the City of Los Altos. A few of the food services facilities are also inspected as time permits. The County Health Department inspects each of the food services in Los Altos and they are instructed to report any storm water issues.</p>	

<b>C.4.c.iii.(1) ► Facility Inspections</b>		
<b>X</b>	The City of Los Altos usually would report multiple discrete violations on a site as one violation.	
	The City of Los Altos reports the total number of discrete violations on each site.	
	<b>Number</b>	<b>Percent</b>
Number of businesses inspected	14	
Total number of inspections conducted	14	
Number of violations (excluding verbal warnings)	0	
Sites inspected in violation	0	0%
Violations resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner	0	0%
<p><u>Comments:</u>  <b>Inspections of all the vehicle service facilities and the two nurseries were inspected by the City of Palo Alto for the City of Los Altos. No violations were noted during this inspection. Had there been a violation discovered during the inspection, This would be documented on site, verbal warning would be provided to the business owner and the violation forwarded to the City of Los Altos appropriate person for follow-up inspections and action as appropriate.</b></p>		
<b>C.4.c.iii.(2) ► Frequency and Types/Categories of Violations Observed</b>		
<b>Type/Category of Violations Observed</b>	<b>Number of Violations</b>	
Actual discharge (e.g. active non-stormwater discharge or clear evidence of a recent discharge)	<b>None</b>	
Potential discharge and other	<b>None</b>	
<p><u>Comments:</u>  <b>Due to the small size of the facilities in the City of Los Altos, typically each violation would be treated as one discharge per inspection site.</b></p>		

<b>C.4.c.iii.(2) ▶ Frequency and Type of Enforcement Conducted</b>			
	<b>Enforcement Action (as listed in ERP)</b>	<b>Number of Enforcement Actions Taken</b>	<b>% of Enforcement Actions Taken</b>
Level 1		0	0%
Level 2	<b>From the inspections that were conduct, no enforcement actions were taken</b>	0	0%
Level 3	<b>In addition no violations were reported to the City</b>	0	0%
Level 4		0	0%
<b>Total</b>		0	0%

<b>C.4.c.iii.(3) ▶ Types of Violations Noted by Business Category</b>		
<b>Business Category</b>	<b>Number of Actual Discharge Violations</b>	<b>Number of Potential/Other Discharge Violations</b>
<b>From the inspections that were conduct, no enforcement actions were taken</b>	<b>None</b>	<b>None</b>
<b>In addition no violations were reported to the City</b>	<b>None</b>	<b>None</b>
	<b>None</b>	<b>None</b>
	<b>None</b>	<b>None</b>

**C.4.c.iii.(4) ▶ Non-Filers**

There were no industrial facilities that have coverage under the Industrial General Permit in the City of Los Altos.

<b>C.4.d.iii ▶ Staff Training Summary</b>				
<b>Training Name</b>	<b>Training Dates</b>	<b>Topics Covered</b>	<b>No. of Inspectors in Attendance</b>	<b>Percent of Inspectors in Attendance</b>
<b>Storm Drain Collection System Screening</b>	<b>October 4 2010</b>	<b>Standard Operating Procedures for storm drain collection system screening industrial area outfall. Completing the Storm System Screening Form</b>	<b>Six</b>	<b>100%</b>
<b>Conducting Effective Stormwater Inspections of Industrial and Commercial Facilities</b>	<b>May 5, 2011</b>	<b>What to look for during Stormwater inspections or commercial and industrial facilities, documenting compliance, examples of common Stormwater violations.</b>	<b>Two</b>	<b>50%</b>

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

<b>Program Highlights</b>		
<p>The City of Los Altos assisted the program’s IND/IDDE Ad Hoc Task Group to develop a final collection system screening protocol and documentation. Using this protocol storm system maintenance staff was trained on the inspections of catch basins and outfall. During FY 10-11, maintenance staff inspected and documented the inspections of 1348 catch basins and 111 outfalls. No illicit discharges were discovered during this inspection. Please see the C.5 Illicit Discharge Detection and Elimination section of Santa Clara Valley Urban Runoff Pollution Prevention program’s FY 10-11 Annual Report for description of activities at the countywide or regional level.</p>		
<b>C.5.c.iii ► Complaint and Spill Response Phone Number and Spill Contact List</b>		
<b>Contact</b>	<b>Description</b>	<b>Phone Number</b>
Police Department Dispatch	Dispatch will contact a police officer, The County Fire Department, the 24 hour emergency crew, etc. as required.	650-947-2770
<b>C.5.d.iii ► Evaluation of Mobile Business Program</b>		
<p><u>Description:</u></p> <p>It continues to be the policy of the city to have power washers be BASMAA certified and the city continue to require more stringent requirements than promoted by BASMAA. The City of Los Altos does not allow any discharge into the storm drain system. Since most of the power washing takes place in the downtown area, city has a print policy document that is occasionally distributed to the downtown property owners. This document provides information to the property owner on this policy and the city also encourages that the contractors be certified by the BASMAA Mobile Surface Cleaners Programs. Additionally please see the C.5 Illicit Discharge Detection and Elimination section of Santa Clara Valley Urban Runoff Pollution Prevention 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.</p>		
<b>C.5.e.iii ► Evaluation of Collection System Screening Program</b>		
<p><u>Summary:</u></p> <p>Using this protocol developed by the Program, the storm system maintenance staff was trained on the inspections of catch basins and outfall. During FY 10-11, maintenance staff inspected and documented the inspections of 1348 catch basins and 111 outfalls. No illicit discharges were discovered during this inspection.</p>		

<b>C.5.f.iii.(1), (2), (3) ► Spill and Discharge Complaint Tracking</b>		
<b>Complaint</b>	<b>Number</b>	<b>Percentage</b>
Discharges reported (C.5.f.iii.(1))	<b>3</b>	
Discharges reaching storm drains and/or receiving waters (C.5.f.iii.(2))	<b>0</b>	<b>0%</b>
Discharges resolved in a timely manner (C.5.f.iii.(3))	<b>3</b>	<b>100%</b>
<p><u>Comments:</u>                      Initial response is by a police officer who assesses the situation and requests assistance as necessary. For example, one of the discharges was a report of paint dumped into the gutter. The police officer summoned the Fire Department who cleaned up the spill before it reached the storm drain system.</p>		
<b>C.5.f.iii.(4) ► Summary of major types of discharges and complaints</b>		
<p>The City of Los Altos did not have any major types of discharges or complaints of a major discharge during FY 10/11</p>		

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>
<b>0</b>	<b>3</b>	<b>10</b>

Comments:

The City continues to inspect the new single family residential developments for over 100 sites during the rainy season at least once.

<b>C.6.e.iii.1.d ▶ Construction Activities Storm Water Violations at High Priority Sites and Sites Greater Than One Acre</b>		
<b>BMP Category</b>	<b>Number of Violations</b>	<b>% of Total Violations</b>
Erosion Control	<b>0</b>	<b>0</b>
Run-on and Run-off Control	<b>0</b>	<b>0</b>
Sediment Control	<b>5</b>	<b>29</b>
Active Treatment Systems	<b>0</b>	<b>0</b>
Good Site Management	<b>8</b>	<b>47</b>
Non Stormwater Management	<b>4</b>	<b>24</b>
<b>Total</b>	<b>17</b>	<b>100%</b>

<b>C.6.e.iii.1.e ▶ Construction Related Storm Water Enforcement Actions at High Priority Sites and Sites Greater Than One Acre</b>			
Level	Enforcement Action (as listed in ERP)	Number Enforcement Actions Taken	% Enforcement Actions Taken
Level 1	Verbal Warning	17	100%
Level 2	Written Warning	0	0%
Level 3	Citation	0	0%
Level 4	Legal	0	0
<b>Total</b>		<b>17</b>	<b>100%</b>

<b>C.6.e.iii.1.f, g ▶ Illicit Discharges at High Priority Sites and Sites Greater Than One Acre</b>	
Item	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

<b>C.6.e.iii.1.h, i ▶ Violation Correction Times at High Priority Sites and Sites Greater Than One Acre</b>		
Item	Number	Percent
Violations fully corrected within 10 business days after violations are discovered or otherwise considered corrected in a timely period (C.6.e.iii.1.h)	17	100%
Violations not fully corrected within 30 days after violations are discovered (C.6.e.iii.1.i)	0	0%
<b>Total number of violations for the reporting year</b>	<b>17</b>	<b>100%</b>
<b>Comments: All three sites have had minor or no issues with their sites that were quickly resolved.</b>		

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

Summary:

The City of Los Altos has incorporated the data tracking and data summaries that were developed by the Program. All three sites have had minor or no issues with their sites. If minor issues were noted in the evaluations, verbal warnings were given to the contractor and the issues were then corrected the same or following day. It is difficult to provide a realistic comparison at this time from the previous years due to the minimum and small construction sites. Also, see section C.6 Construction Site Controls of the Santa Clara Valley Urban Runoff Pollution Prevention Program's FY 10-11 Annual Report for a description of activities at the countywide and regional level.

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

Summary:  
 Our program’s strengths: The City’s inspectors continue to ensure that the construction sites are complying with the stormwater regulations regardless of size. The inspectors give verbal warnings as necessary and follow up to make sure that the violations have been corrected. If the violations are not corrected after the verbal warnings, the Engineering Division proceeds with the next storm water enforcement actions (written warnings and citations.) The City of Los Altos has incorporated program improvements/enhancements to address MRP requirements, such as: 1) conducting inspections and implementing the stormwater construction inspection forms and inspection data tracking tools and provided training to inspectors.

Our programs weaknesses: The City will be improving on a more sufficient scheduling system for inspections on the private projects.

The City of Los Altos participated as a member in the Program’s Construction Ad Hoc Task Group (AHTG) and reviewed AHTG products, including a template construction inspection form, an inspection data tracking spreadsheet, and guidance for identifying high priority sites. For further effectiveness evaluation please see section C.6 Construction Site Control section of the Santa Clara Valley Urban Runoff Pollution Prevention Program’s FY 10-11 Annual Report for a description of activities of the Construction AHTG and the BASMAA Development Committee

**C.6.f ► Staff Training Summary**

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
Stormwater Training for Construction Site Control: Qualified SWPPP Practitioner/Developer (QSP/QSD) Training	2/2/11 – 2/4/11	Construction BMPs, overview of the Construction General Permit, responsibilities for implementation of the SWPPP	3	30%
Annual C.3. Stormwater Workshop	6/2/11	Regulatory updates on the MRP, presentations on implementing stormwater requirements, information on new requirements for implementing LID techniques in development projects	2	20%

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

**C.7.b.ii.1 ► Advertising Campaign**

Summary:  
 During FY 10-11, the City of Los Altos actively supported the advertising campaign conducted by the Watershed Watch program. Effort conducted by BASMAA on behalf of the City of Los Altos during FY 10-11 are

- FY 10-11 Watershed Watch Campaign Annual Campaign Report
- FY 10-11 Watershed Watch Partner Report
- FY 10-11 Watershed Watch Web Statistics Report

Information on these efforts is included within the C.7 Public Information and Outreach section of the Santa Clara Valley Urban Runoff Pollution Prevention Program's FY 10-11 Annual Report.

**C.7.b.iii.1 ► Pre-Campaign Survey**

Not required for this Annual Report because we are participating in the BASMAA Regional Litter Ad Campaign.

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

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

**C.7.c ► Media Relations**

Summary:  
 The following separate report developed by BASMAA summarizes media relations efforts conducted during FY 10-11:

- BASMAA Media Relations Final Report FY 10-11 dated June 30, 2011

This report and any other media relations efforts conducted countywide is included within the C.7 Public Information and Outreach section of the Santa Clara Valley Urban Runoff Pollution Prevention Program's FY 10-11 Annual Report.

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

There is no change from what was reported in the FY09-10 Annual Report

C.7.e ► Public Outreach Events		
<p>Program staff, the Watershed Watch consultant, and Co-permittees staffed thirteen outreach events in FY 10-11. Events were selected based upon target audience and attendance. Materials distributed at the events included the following: Less Toxic Pest Management fact sheets, “10 Most Wanted Backyard Bugs” brochures, “Don’t Plant a Pest” brochure, “You are the Solution to Water Pollution” brochures, “Clean Cars &amp; Clean Creeks” brochure, and giveaways (e.g. flyswatters, OWOW magnets, notepads, and temporary tattoos). The flyswatters have the Watershed Watch website and hotline number and the words “The Original Earth-Friendly Pest Control” printed on them. The Campaign also started using “Quick Response” codes in printed materials. These codes have URLs embedded in them and when scanned with smart phones direct users to specific web pages. This was targeted at people that are reluctant to collect paper materials and only want to look up information online. The beanbag game for children was used at most of the events. Event staff distributed more than 6,000 outreach materials and giveaways.</p>		
Event Details	Focus & Short Description	Evaluation of Effectiveness
<p><b>Name:</b> Backyard Boogie  <b>Date:</b> July 13, 2010  <b>Location:</b> Cardoza Park, Milpitas  <b>Region:</b> City</p>	<p><b>Type of Event:</b> Community musical event  <b>Audience:</b> Adults  <b>Message:</b> Stormwater pollution prevention, less-toxic pest control and, proper disposal of household hazardous waste (HHW).</p>	<p><b>General Feed Back:</b> Event was well attended; however attendees visited the booths only during the breaks. Attendees were mostly adults.  <b>Estimated Overall Event Attendance:</b> 600  <b>Number of Brochures Distributed:</b> 161  <b>Number of Giveaways Distributed:</b> 259</p>
<p><b>Name:</b> Advantest Eco Faire  <b>Date:</b> August 13, 2010  <b>Location:</b> Advantest Corp., Santa Clara  <b>Region:</b> Countywide</p>	<p><b>Type of Event:</b> Corporate event  <b>Audience:</b> Employees  <b>Messages:</b> Stormwater pollution prevention, less-toxic pest control</p>	<p><b>General Feed Back:</b> The event was held during lunch hour in the cafeteria. Not many employees stopped at the booth to ask questions and take brochures. Due to the low attendance, the Program will not participate in this event next year.  <b>Estimated Overall Event Attendance:</b> 500  <b>Number of Brochures Distributed:</b> 48  <b>Number of Giveaways Distributed:</b> 65</p>
<p><b>Name:</b> Fiestas Patrias Parade &amp; Festival  <b>Date:</b> September 12, 2010  <b>Location:</b> Guadalupe River Park and Gardens, San Jose  <b>Region:</b> Countywide</p>	<p><b>Type of Event:</b> Community event  <b>Audience:</b> Families with children  <b>Messages:</b> Stormwater pollution prevention, less-toxic pest control and, proper disposal of HHW.</p>	<p><b>General Feed Back:</b> This event is a good venue for reaching out to the Spanish speaking community. However, the event organizers did not provide a good location for the Watershed Watch booth, and as a result not many people stopped by. The Program will participate in this event next year only if a good booth location is available.  <b>Estimated Overall Event Attendance:</b> 5,000  <b>Number of Brochures Distributed:</b> 163</p>

Event Details	Focus & Short Description	Evaluation of Effectiveness
<p>Name: Pumpkins in the Park            Date: October 9, 2010            Location: Guadalupe River Park and Gardens, San Jose            Region: Countywide</p>	<p>Type of Event: Community fair            Audience: Families with children            Messages: Stormwater pollution prevention, less-toxic pest control and, proper disposal of HHW.</p>	<p>General Feed Back: Good attendance with lots of children and families. This is a great event for educating families with small children.            Estimated Overall Event Attendance: 12,000-15,000            Number of Brochures Distributed: 332            Number of Giveaways Distributed: 727</p>
<p>Name: Haunted History            Date: October 31, 2009            Location: History Park at Kelley Park, San Jose            Region: Countywide</p>	<p>Type of Event: Halloween Event            Audience: Families with children            Messages: Stormwater pollution prevention and proper disposal of HHW</p>	<p>General Feed Back: The event was very well attended. Event organizers encouraged attendees to participate in activities at each booth. As a result a lot of children stopped by the booth and played the beanbag game.            Estimated Overall Event Attendance: 1,500            Number of Brochures Distributed: 23            Number of Giveaways Distributed: 443</p>
<p>Name: Muslim Green Fair            Date: November 6, 2010            Location: 3003 Scott Blvd., Santa Clara            Region: Countywide</p>	<p>Type of Event: Community fair            Audience: Families with children            Messages: Stormwater pollution prevention, less-toxic pest control and, proper disposal of HHW</p>	<p>General Feed Back: This is a good event for reaching members of the Muslim community. The beanbag game was a big hit at this event and the other booths tied in nicely with the Program's messages. Few people wanted to take brochures, but many had questions and read through the material.            Estimated Overall Event Attendance: 1,000            Number of Brochures Distributed: 14            Number of Giveaways Distributed: 221</p>
<p>Name: Earth Day at San Jose State            Date: April 21, 2011            Location: San Jose State University, San Jose            Region: Citywide</p>	<p>Type of Event: College event            Audience: Young adults, students            Messages: Stormwater pollution prevention, less-toxic pest control and, proper disposal of HHW</p>	<p>General Feed Back: Well organized and a good place to reach college-aged students and many school groups.            Estimated Overall Event Attendance: 3,000            Number of Brochures Distributed: 61            Number of Giveaways Distributed: 217</p>

Event Details	Focus & Short Description	Evaluation of Effectiveness
<p>Name: NVIDIA Corp. Earth Day Event            Date: April 21, 2011            Location: 2701 San Tomas Expwy, Santa Clara            Region: Countywide</p>	<p>Type of Event: Corporate event            Audience: Information Technology Professionals            Message: Stormwater pollution prevention, less-toxic pest control</p>	<p>General Feed Back: This event is very well organized and a lot of employees stopped at the booth to ask questions. Not many were interested in taking brochures but noted down the website for future reference.            Estimated Overall Event Attendance: 500-1,000            Number of Brochures Distributed: 19            Number of Giveaways Distributed: 299</p>
<p>Name: Mission College Earth Day Event            Date: April 21, 2011            Location: Mission College Campus, Santa Clara            Region: Citywide</p>	<p>Type of Event: College event            Audience: Young adults, students            Messages: Stormwater pollution prevention, less-toxic pest control and, proper disposal of HHW</p>	<p>General Feed Back: The event was well organized and a good place to reach young adults.            Estimated Overall Event Attendance: 500-1,000            Number of Brochures Distributed: 83            Number of Giveaways Distributed: 492</p>
<p>Name: Spring in Guadalupe Gardens            Date: April 23, 2011            Location: Guadalupe River Park and Gardens, San Jose            Region: Countywide</p>	<p>Type of Event: Community fair, plant sale.            Audience: Families with children, homeowners and gardeners            Messages: Stormwater pollution prevention, less-toxic pest control and, proper disposal of HHW.</p>	<p>General Feed Back: Good attendance considering the event was held on the Easter weekend. This is a good event for reaching home gardeners.            Estimated Overall Event Attendance: 4,500            Number of Brochures Distributed: 108            Number of Giveaways Distributed: 1,130</p>
<p>Name: Watershed Watch Car Wash Date: June 8, 2011            Location: Capitol Premier Car Wash, 735 Capitol Expressway Auto Mall, San Jose            Region: Countywide</p>	<p>Type of Event: Car Wash            Audience: Car wash customers            Messages: Stormwater pollution prevention, proper car washing.</p>	<p>General Feed Back: 65 people received the 50% off discount during the event. The event had been rescheduled after being rained out a week prior. Staff also reached out to people coming in for gas only, to expand our impact for the event.            Estimated Overall Event Attendance: 75-100            Number of Brochures Distributed: 40            Number of Watershed Watch Discount Cards Distributed: 75</p>

Event Details	Focus & Short Description	Evaluation of Effectiveness
<p><b>Name:</b> Watershed Watch Car Wash <b>Date:</b> June 15, 2011  <b>Location:</b> Delta Queen Classic Car Wash, 981 E Hamilton Avenue, Campbell  <b>Region:</b> Countywide</p>	<p><b>Type of Event:</b> Car Wash  <b>Audience:</b> Car wash customers  <b>Messages:</b> Stormwater pollution prevention, proper car washing.</p>	<p><b>General Feed Back:</b> Due to unexpected rain the previous week, the event was not as well attended as past years. Many customers were there because they had heard the event promotion ad on the radio.  <b>Estimated Overall Event Attendance:</b> 60-70  <b>Number of Brochures Distributed:</b> 20  <b>Number of Watershed Watch Discount Cards Distributed:</b> 49</p>
<p><b>Name:</b> Festival in the Park  <b>Date:</b> June 25, 2011  <b>Location:</b> Hellyer County Park, San Jose  <b>Region:</b> Countywide</p>	<p><b>Type of Event:</b> Community Health Fair  <b>Audience:</b> Families with children.  <b>Message:</b> Stormwater pollution prevention, less-toxic pest control and, proper disposal of HHW.</p>	<p><b>General Feed Back:</b> Good attendance in the morning. Due to the hot weather the attendance was low in the afternoon. This event is good for reaching Spanish and Vietnamese-speaking segments of the population. The City of San Jose provided bilingual staff (Spanish and Vietnamese) for this event.  <b>Estimated Overall Event Attendance:</b> 7,000  <b>Number of Brochures Distributed:</b> 160  <b>Number of Giveaways Distributed:</b> 642</p>

**C.7.f. ► Watershed Stewardship Collaborative Efforts**

Summary:

During FY 10-11, the Program actively supported the Santa Clara Basin Watershed Initiative (SCBWMI), including the Steering Committee, the Land Use Subgroup, the Santa Clara Valley Zero Litter Initiative, and the Product Action Subgroup. Information on these efforts is included within the C.7 Public Information and Outreach section of the Program's FY 10-11 Annual Report. The Program also participated in the Bay Area Macroinvertebrate Bioassessment Information Network. Information on this is included in the C.8 Water Quality Monitoring section of the Santa Clara Valley Urban Runoff Pollution Prevention Program's FY 10-11 Annual Report

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

Event Details	Description	Evaluation of effectiveness
<p><b>Name:</b> Summer of Service Program  <b>Date:</b> 7/1/10, 7/15/10, 7/29/10, 8/12/10, 6/30/11  <b>Location:</b> Don Edwards Wildlife Refuge, Alviso  <b>Focus:</b> Countywide</p>	<p>Partnership program between Santa Clara Valley youth groups and the Watershed Watchers program. Youth spend a day at the Refuge and they work in the gardens in the morning and explore the Refuge in the afternoon.</p>	<p>Number of attendees on 7/1/10: 8 middle school students, 4 high school students, and 2 adults.                      Number of attendees on 7/15/10: 9 middle school students, 3 high school students, and 2 adults.                      Number of attendees on 7/29/10: 10 middle school students, 4 high school students, and 2 adults.                      Number of attendees on 8/12/10: 10 middle school students, 3 high school students, and 2 adults.                      Number of attendees on 6/30/11: 11 middle school students, 1 high school student, and 2 adults.</p>
<p><b>Name:</b> Community Service Days  <b>Date:</b> 10/16/10, 1/15/11, 3/19/11, 4/16/11  <b>Location:</b> Don Edwards Wildlife Refuge, Alviso  <b>Focus:</b> Countywide</p>	<p>This is an open day for the general public. Participants work in the gardens planning native plants, pulling non-native plants, and mulching.</p>	<p>Number of attendees on 10/16/10: 2 elementary school student, 3 high school student, and 3 adults.                      Number of attendees on 1/15/11: 3 high school student and 2 adults.                      Number of attendees on 3/19/11: 4 high school students and 1 adult.                      Number of attendees on 4/16/11: 9 middle school students, 4 high school students and 1 adult.</p>

Event Details	Description	Evaluation of effectiveness
<p><b>Name:</b> National River Cleanup Day  <b>Date:</b> 5/21/11  <b>Location:</b> Various locations throughout the County  <b>Focus:</b> Countywide</p>	<p>In FY 10-11, the Creek Connection Action Group sponsored two creek clean-up events: Coastal Clean-up Day on September 25, 2010 and National Rivers Clean-up Day on May 21, 2011. The Program provided funding for the National Rivers Clean-up Day advertising.</p>	<p>A total of 1,131 volunteers participated in cleaning 44 sites and removed approximately 21,201 pounds of trash and 2,701 pounds of recyclables from creeks.</p>
<p><b>Name:</b> Redwood Grove Restoration Project  <b>Date:</b> Various  <b>Location:</b> Redwood Grove, Los Altos, CA  <b>Focus:</b> Volunteers of all ages</p>	<p>In FY 10-11, Acterra Stewardship and the City of Los Altos continue to offer volunteer opportunities in the restoration of Redwood Grove in Los Altos. The project brings community volunteers together to remove invasive plants, install native plants, create habitat for native wildlife adjacent to Adobe Creek. Acterra's staff educates participating youth and adults about the park wildlife and ecosystem.</p>	<p>A total of 576 volunteers participated in the project. 8000 square feet area of invasive plants were removed along the banks of Adobe Creek and replaced with over 700 Native plants.</p>

<b>C.7.h. ► School-Age Children Outreach</b>			
<p>Outreach to school-age children is implemented through ZunZun assemblies at local elementary schools and the “Watershed Watchers” program at the Environmental Education Center at the Don Edwards San Francisco Bay Wildlife Refuge (Refuge) in Alviso. The Program sponsors up to 50 ZunZun assemblies at elementary schools in Santa Clara Valley and funds an Interpretive Specialist position at the Refuge for conducting activities and programs about watershed and urban runoff pollution prevention. The Fourth Quarter “Watershed Watchers” Report including the End-of-Year summary is included in the Program Annual Report Appendix 7-5. The ZunZun Final Report is included in the Santa Clara Valley Urban Runoff Pollution Prevention Program Annual Report Appendix 7-7.</p>			
<b>Program Details</b>	<b>Focus &amp; Short Description</b>	<b>Number of Students/Teachers reached</b>	<b>Evaluation of Effectiveness</b>
<p>Name : ZunZun Musical Assembly                      Grade or level: elementary</p>	<p>Interactive, musical school assemblies educating K-6 children about watersheds and pollution prevention.</p>	<p>13,003 students</p>	<p>ZunZun assemblies were evaluated using postage-paid evaluation cards that were distributed to all teachers present at the performances. The Program received 168 completed evaluation cards from teachers. Overall, the feedback is positive and indicates an increase in the students’ knowledge about watersheds and pollution prevention.</p> <p>A few highlights of the evaluations are:</p> <ul style="list-style-type: none"> <li>• Thirty-two teachers indicated that after the performance, 50% of their students knew what a watershed is; 60 teachers indicated that 75% of their students knew what a watershed is and 34 teachers indicated that 100% of their students knew what a watershed is.</li> <li>• Ten teachers indicated that after the performance, 50% of their students could name a way to prevent pollution in the watershed; 53 teachers indicated that 75% of their students could name a way to prevent pollution in the watershed; and 89 teachers indicated that 100% of their students could name a way to prevent pollution in the watershed.</li> </ul> <p>The Final Teacher Evaluation Report is included in the Program Annual Report Appendix 7-7.</p>

Program Details	Focus & Short Description	Number of Students/Teachers reached	Evaluation of Effectiveness
<p><b>Name:</b> Watershed Watchers Program at Don Edwards Wildlife Refuge in Alviso  <b>Grade or level:</b> pre-school, elementary, middle, high school</p>	<p>The Refuge offers a number of interpretive programs to educate children and youth about preventing urban runoff pollution. These include: Bike the Levees; Discover Native Species; Habitat Exploration; Living Wetlands; Marshes, Mud and Plankton; Quackers and Honkers; and Water Water Everywhere.</p>	<p>64 pre-kindergarteners, 1,083 elementary school students, 69 middle school students, and 119 high school students</p>	<p>Visitor Surveys are used to determine visitor demographics, effectiveness of publicity, and the effectiveness of the Watershed Watchers Program. In addition, an “Urban Runoff Bead Drop” display is used to record actions (e.g., pick up litter, spread the word, take car to car wash) that children promise to do to help keep storm drains clean. Results of both these evaluation mechanisms are summarized in the Watershed Watchers Fourth Quarter Report included in the Program Annual Report Appendix 7-5.</p>

Section 8 - Provision C.8 Water Quality Monitoring

**C.8 ► Water Quality Monitoring**

Summary

During FY 10-11, we contributed through the countywide 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 Santa Clara Valley Urban Runoff Pollution Prevention Program's FY 10-11 Annual Report.

Section 9 – Provision C.9 Pesticides Toxicity Controls

<b>C.9.a ▶ Adopt an Integrated Pest Management (IPM) Policy or Ordinance</b>			
A copy of your individual IPM ordinance or policy	<input checked="" type="checkbox"/>	Attachment D	<input type="checkbox"/> Not attached, explain below
If <b>Not attached</b> , explain:			
Description: This policy was adopted based on approval by the Maintenance Services Manager and is integrated into maintenance SOPs and maintenance training.			

<b>C.9.b ▶ Implement IPM Policy or Ordinance</b>					
Trends in Quantities and Types of Pesticides Used <sup>2</sup>					
Pesticide Category and Specific Pesticide Used	Amount				
	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14
<b>Organophosphates</b>	None	None			
Product or Pesticide Type A					
Product or Pesticide Type B					
<b>Pyrethroids</b>					
d trans allethrine .129%	8 oz.	33 oz.			
pyrethrin 1.00%	4 oz.	4 oz.			
cyfluthrin 10%	0	2 oz.			
deltamethrin .05%	0	4 oz.			
Bifenthrin 7.9%	8 oz.	5 oz.			
<b>Carbaryl</b>	None	None			
<b>Fipronil</b>	None	None			

<b>C.9.c ▶ Train Municipal Employees</b>	
The number of employees that applied or used pesticides (including herbicides) within the scope of their duties this reporting year.	15
The number of these employees who received training on your IPM policy and IPM standard operating procedures within the last 3 years.	15
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
Comment: <b>The 09/10 Annual Report incorrectly reported this item. It implied that the city had 10 applicators and only 4 were trained. The City of Los Altos requires that all of its applicators to be trained as is correctly shown in this annual report. The increase of use of pyrethroid from FY 09-10 to FY 10-11 is due to the increased presences of bee hives or wasps nest in areas where they pose a high level of risk to the public. These pests were in the immediate public path of travel, or in an area of high public activity. We are currently identifying other methods to manage this pest control issues, including vacuums and barriers, to reduce the use of Pyrethroids.</b>	

<sup>2</sup> Includes all municipal structural and landscape pesticide usage by employees and contractors.

<b>C.9.d ▶ Require Contractors to Implement IPM</b>			
Did your municipality contract with any pesticide service provider in the reporting year?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, attach one of the following:			
<input 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:			
<p>Though the City of Los Altos requires their contractor to follow the city's policy, but the city does not have a contractual document requiring the contractor to follow the policy. To remedy this, the city is preparing a list of pest control operators that are IPM certified to use as our vendors. These Vendors must provide proof of their certification to be placed on the city's vendor list. The City will continue to monitor and discuss our pest control operations to make sure our IPM policy is followed.</p>			
<b>C.9.e ▶ Track and Participate in Relevant Regulatory Processes</b>			
<u>Summary:</u> During FY 10-11, we participated in regulatory processes related to pesticides through contributions to the Santa Clara Valley Urban Runoff Pollution Prevention Program, BASMAA and CASQA. For additional information, see the Regional Pollutants of Concern Report submitted by BASMAA on behalf of all MRP Permittees.			
<b>C.9.f ▶ Interface with County Agricultural Commissioners</b>			
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"/> Yes <input checked="" type="checkbox"/> No
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.			
<b>C.9.h.ii ▶ Public Outreach: Point of Purchase</b>			
<u>Summary:</u> See the C.9 Pesticides Toxicity Control section of the Santa Clara Valley Urban Runoff Pollution Prevention Program's FY 10-11 Annual Report for information on point of purchase public outreach conducted countywide and regionally.			
<b>C.9.h.vi ▶ Public Outreach: Pest Control Operators</b>			
<u>Summary:</u> See the C.9 Pesticides Toxicity Control section of the Santa Clara Valley Urban Runoff Pollution Prevention 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

<b>C.10.a.i ► Short-Term Trash Loading Reduction Plan</b>				
<p><u>Summary:</u>                  See the C.10 Trash Load Reduction section of the Santa Clara Valley Urban Runoff Pollution Prevention Program's FY 10-11 Annual Report for information on countywide and regional activities conducted on behalf of the City of Los Altos. The City of Los Altos has initiated a contract with a consultant to prepare a short term and a long term trash reduction plan. This Plan should be completed by the end of December 2011.</p>				
<b>C.10.a.ii ► Baseline Trash Load and Trash Load Reduction Tracking Method</b>				
<p><u>Summary:</u>                  See the C.10 Trash Load Reduction section of the Santa Clara Valley Urban Runoff Pollution Prevention Program's FY 10-11 Annual Report for information on countywide and regional activities conducted on behalf of the City of Los Altos. The City of Los Altos continues to be an active member of the Program's Trash Adhoc Committee and attends monthly meetings. During these meetings the City of Los Altos assists in the developing a baseline trash load and trash load reduction tracing method.</p>				
<b>C.10.a.iii ► Minimum Full Trash Capture</b>				
<p><u>Summary:</u>                  See the C.10 Trash Load Reduction section of the Santa Clara Valley Urban Runoff Pollution Prevention Program's FY 10-11 Annual Report for information on countywide and regional activities conducted on behalf of the City of Los Altos. The City has determined the location for the required full trash capture device and has an approved project to design and construct the device. Design to begin soon.</p>				
<b>C.10.b.iii ► Trash Hot Spot Assessment</b>				
<i>Summary:</i>				
Trash Hot Spot	Cleanup Date	Volume of Material Removed	Dominant Type of Trash	Trash Sources (where possible)
<b>FY 2009-2010</b>				
LAA01	5/8/2010	1.228	Bottles (plastic or glass), Glass pieces, Aluminum cans, Cigarette butts, Styrofoam, Scrap metal	Litter, Outfall, Trash accumulation
<b>FY 2010-2011</b>				
LAA01	10/9/10	0.663	Paper and cardboard, Bottles (plastic or glass), Aluminum cans, Spray paint cans, Scrap metal	Outfall, Trash accumulation

<b>C.10.d ► Summary of Trash Load Reduction Actions</b>				
Type of Trash Load Reduction Action	Date of First Implementation	Level of Implementation (specify if level was increased after MRP adoption)	Total Trash Load Removed by Action	Dominant Types of Trash Removed by Action
Inspection/Maintenance of Storm Drain Outfalls	1980's	Annually	See Note below	Organic Matter
Litter Pickup and Control	1970's	Weekly on boulevards and 5x's/week in City parks and facilities	See Note below	Trash
Anti-litter/Dumping Enforcement Activities	1970's	As needed	See Note below	Various Trash
Curbside Recycling Programs	1980's	Weekly	See Note below	Recyclables
County HHW Program Activities	1980's	Daily, as needed	See Note below	Household hazardous waste
Improved Trash Bin Management	2010	Continuous	See Note below	
Inspection/Maintenance of Storm Drain Outfalls	1980's	Annually	See Note below	Occasional trash
Solid Waste Recycling Efforts	1980's	Weekly	See Note below	Recyclables
Litter Pickup and Control	1990's	Weekly	See Note below	Trash paper products, organics, rash
Removal of Homeless Encampments		As needed	See Note below	
Storm Drain Operation and Maintenance	1970's	Annual cleaning and as needed during rainy season	See Note below	organic matter, grit
Storm Drain Signage/Marking	1990's	Annually	See Note below	
Street Sweeping Activities	1960's	Residential/ 1x per month; commercial areas / weekly	See Note below	organic matter, grit
Trash Removal from Receptacles	1970's	Daily in City parks and commercial areas	See Note below	trash paper products, organics,
Volunteer Creek Cleanups	2010	Annually	See Note below	Trash

**Note:** 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 FY10-11 Annual Report for schedule.

Section 11 - Provision C.11 Mercury Controls

<p><b>C.11.a.i ► Mercury Recycling Efforts</b></p>	
<p><u>Summary:</u>          Mercury recycling effort continues to be conducted by the Santa Clara Countywide HHW Program on behalf of the City of Los Altos. The City awarded a new garbage pickup contract. This contract includes collection of old batteries that are sent to be recycled by the garbage collection company. The City of Los Altos manifested 212 fluorescent lights of varying sizes during the fiscal year. Additionally please see the Santa Clara Valley Urban Runoff Pollution Prevention FY 10-11 Program Annual Report for a list of mercury collection and recycling efforts conducted countywide and regionally.</p>	
<p><b>C.11.a.ii ► Mercury Collection</b></p>	
<p><u>Amount collected:</u>          Not all mercury and PCB load reduction actions were tracked using “loads removed” methods this fiscal year. In the Program's FY 09-10 Annual Report and/or the BASMAA Regional POC Report, an initial Mercury and PCB Load Reduction Tracking Method was presented (see Provision C.11.g). Based on Water Board staff comments, a revised method will be presented in the Santa Clara Valley Urban Runoff Pollution Prevention Program's FY 10-11 Annual Report and/or the BASMAA Regional POC Report. Based on this methodology, loads removed via the collection/recycling of mercury-containing products will be documented beginning in FY 11-12.</p>	
<p><b>C.11.b ► Monitor Methyl mercury</b>  <b>C.11.c ► Pilot Projects to Investigate and Abate Mercury Sources in Drainages</b>  <b>C.11.d ► Pilot Projects to Evaluate and Enhance Municipal Sediment Removal and Management Practices</b>  <b>C.11.e ► Conduct Pilot Projects to Evaluate On-Site Stormwater Treatment via Retrofit</b>  <b>C.11.f ► Diversion of Dry Weather and First Flush Flows to POTWs</b>  <b>C.11.g ► Monitor Stormwater Mercury Pollutant Loads and Loads Reduced</b>  <b>C.11.h ► Fate and Transport Study of Mercury In Urban Runoff</b>  <b>C.11.i ► Development of a Risk Reduction Program Implemented Throughout the Region</b>  <b>C.11.j ► Develop Allocation Sharing Scheme with Caltrans</b></p>	
<p><u>Summary:</u>          A summary of countywide Program and regional accomplishments for these sub-provisions are included within the C.11 Mercury Controls section of the Santa Clara Valley Urban Runoff Pollution Prevention Program's FY 10-11 Annual Report and/or the BASMAA Regional POC Report.</p>	

Section 12 - Provision C.12 PCBs Controls

<p><b>C.12.a.i,iii ▶ Municipal Inspectors Training</b></p>	<p><u>Summary:</u>                  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 the Santa Clara Valley Urban Runoff Pollution Prevention Program Annual Reports.</p>
<p><b>C.12.a.ii,iii ▶ Ongoing Training</b></p>	<p><u>Summary:</u>                  See the Santa Clara Valley Urban Runoff Pollution Prevention 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.</p>
<p><b>C.12.b ▶ Conduct Pilot Projects to Evaluate Managing PCB-Containing Materials and Wastes during Building Demolition and Renovation Activities</b>  <b>C.12.c ▶ Pilot Projects to Investigate and Abate On-land Locations with Elevated PCB Concentrations</b>  <b>C.12.d ▶ Conduct Pilot Projects to Evaluate and Enhance Municipal Sediment Removal and Management Practices</b>  <b>C.12.e ▶ Conduct Pilot Projects to Evaluate On-Site Stormwater Treatment via Retrofit</b>  <b>C.12.f ▶ Diversion of Dry Weather and First Flush Flows to POTWs</b>  <b>C.12.g ▶ Monitor Stormwater PCB Pollutant Loads and Loads Reduced</b>  <b>C.12.h ▶ Fate and Transport Study of PCBs In Urban Runoff</b>  <b>C.12.i ▶ Development of a Risk Reduction Program Implemented Throughout the Region</b></p>	
<p><u>Summary:</u>                  A summary of countywide Program and regional accomplishments for these sub-provisions are included within the C.12 PCB Controls section of the Santa Clara Valley Urban Runoff Pollution Prevention Program's FY 10-11 Annual Report and/or the BASMAA Regional POC Report.</p>	

Section 13 - Provision C.13 Copper Controls

<b>C.13.a.i and iii ► Legal Authority: Architectural Copper</b>					
Does the City of Los Altos 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?		<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If <b>No</b> , explain and provide schedule for obtaining authority within 1 year:					
<b>C.13.b.i and iii ► Legal Authority: Pools, Spas, and Fountains</b>					
Does the City of Los Altos have adequate legal authority to prohibit discharges to storm drains from pools, spas, and fountains that contain copper-based chemicals?		<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If <b>No</b> , explain and provide schedule for obtaining authority within 1 year:					
<b>C.13.c ► Vehicle Brake Pads</b>					
<p><u>Summary:</u>                  A summary of the countywide Program's participation with the Brake Pad Partnership (BPP) is included within the C.13 Copper Controls section of the Santa Clara Valley Urban Runoff Pollution Prevention Program's FY 10-11 Annual Report and/or the BASMAA Regional POC Report.</p>					
<b>C.13.d.iii ► Industrial Sources Copper Reduction Results</b>					
<p><u>Summary:</u>                  Since the City of Los Altos has no existing industrial facilities, no industrial inspections were conducted.</p>					
<b>C.13.e ► Studies to Reduce Copper Pollutant Impact Uncertainties</b>					
<p><u>Summary:</u>                  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 the Santa Clara Valley Urban Runoff Pollution Prevention Program's FY 10-11 Annual Report and/or BASMAA Regional POC Report.</p>					

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

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

Summary:

A summary of the Santa Clara Valley Urban Runoff Pollution Prevention 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

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

Is your agency a water purveyor?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If <b>No</b> , skip to C.15.b.vi.(2):				

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

Summary of the required BMPs used to promote measures that minimize runoff and pollutant loading from excess irrigation.

**For new single family houses and existing single –family houses that have alterations/additions greater than 50 percent, the City of Los Altos requires a GreenPoint Rated checklist that includes at least nine points in the cater category, Examples of ways that points in the water category can be achieved include:**

1. Constructing resource-efficient landscapes
2. Minimizing turf in landscape installed by builder
3. Installing high-efficiency irrigation systems
4. Installation of a rain water harvesting system
5. Use of an irrigation system that uses recycle wastewater
6. Designing a Landscape to meet water budget

The city’s recreation department continues to offer elementary classroom field trips and family science days at Redwood Grove in the City of Los Altos. Several courses emphasize resource conservation, stream biology, native plants, etc. Acterra is working on creek bank restoration in Adobe creek within Redwood Grove, and install a native plant & water wise demonstration garden and will install a rain barrel demonstration also in Redwood Grove. For City installations, maintenance crews continue to install landscaping using “drought tolerant” plant material and installing low-flow infiltration systems to help minimize runoff. For example, city installed California native landscape with drip irrigation and mulch along a quarter mile median on Cypress Drive. This resulted in no runoff or overspray and reduced the water requirements.

# Appendix

## **Appendix A**

Acronyms and Abbreviations..... A-1

## **Appendix B: - Provision C.3 – New Development and Redevelopment**

C.3.b.v. (1) Regulated Projects Approved During the Fiscal Year Reporting Period (part 1) ..... B-1

C.3.b.v. (1) Regulated Projects Approved During the Fiscal Year Reporting Period (part 2) ..... B-2

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

## **Appendix C: - Provision C.4 – Industrial and Commercial Site Controls**

C.4.b Inspection Plan: List of Facilities ..... C-1

## **Appendix D: - Provision C.9 – Pesticides Toxicity Controls**

C.9.a City of Los Altos Integrate Pest Management Policy..... D-1

# MUNICIPAL REGIONAL STORMWATER PERMIT

## Acronyms and Abbreviations

AB	Assembly Bill
AC	Acres
AHTG	Ad Hoc Task Group
AOC	Area of Concern
APWA	American Public Works Association
AR	Annual Report
BACWA	Bay Area Clean Water Agencies
BAPPG	Bay Area Pollution Prevention Group
BASMAA	Bay Area Stormwater Management Agency Association
BMP	Best Management Practice
BPAC	City of Los Altos Bicycle/Pedestrian Advisory Committee
CA.	California
CAP	Copper Action Plan
CASQA	California Stormwater Quality Association
CEO	Code Enforcement Officer
CEQA	California Environmental Quality Act
CI	Construction Inspection
CIP	Capital Improvement Project
COA	Condition of Approval
DEH	Santa Clara County Department of Environmental Health
DOT	Department of Transportation
DPR	Santa Clara County Department of Pesticide Regulation
DTSC	Department of Toxic Substance Control
e.g.	For Example
EIR	Environmental Impact Report
EOA	Eisenberg, Olivieri, and Associates
Etc.	Excreta
Expo	Exposition
FOG	Gats, Oils, and Grease
FY	Fiscal Year
GIS	Geographic Information Systems
HAZMAT	Hazardous Material
Hg	Mercury
HHW	Household Hazardous Waste
HMP	Hydromodification Management Plan
i.e.	That Is
ICID	Illegal Connection, Illicit Discharge
ID	Identification
IPM	Integrated Pest Management
KAB	Keep America Beautiful
LUS	Land Use Subgroup (WMI)
MEP	Maximum Extent Practicable

**Acronyms and Abbreviations (cont.)**

MOU	Memorandum of Understanding
MRP	Municipal Regional Permit
N/A	Not Applicable
NAP	Nickel Action Plan
NEPA	National Environmental Protection Act
NOI	Notice of Intent
NPDES	National Pollutant Discharge Elimination System
NPS	Non-point Source Pollution
O & M	Operation and Maintenance
OP Pesticides	Organo-Phosphage pesticides
OSH	Orchard Hardware Store
OWOW	Our Water Our World
PAPA	Professional Association of Pesticide Applicators
PCA	Pesticide Certified Applicator
PCB	Poly-Chlorinated Biphenyl
PCO	Pest Control Operator
PD	Police Department
PG&E	Pacific Gas and Electric
PIP	Public Information and Participation
PS	Performance Standard
PSA	Public Service Announcement
PUD	Planned Unit Developments
PW	Public Works
RMP	San Francisco Bay Regional Monitoring Program
ROW	Right of Way
RTA	Rapid Trash Assessment
RWQCB	Regional Water Quality Control Board
s. f. or sq. ft.	Square feet
SCBWMI or WMI	Santa Clara Basin Watershed Management Initiative
SCC	Santa Clara County
SCVURPPP Program	Santa Clara Valley Urban Runoff Pollution Prevention Program
SCVWD	Santa Clara Valley Water District
SIC	Standard Industrial Classification
SOP	Standard Operating Procedure
STOPPP Program	San Mateo Countywide Stormwater Pollution Prevention Program
SWID	Stormwater Infiltration Device
SWMP	Stormwater Management Plan
SWPPP	Stormwater Pollution Prevention Plan
TMDL	Total Maximum Daily Load
URMP	Urban Runoff Management Plan
URP	Urban Runoff Program
WDR	Waster Discharge Requirements
WEO	Watershed education and Outreach
WMI	Watershed Management Initiative

## MUNICIPAL REGIONAL STORMWATER PERMIT

### Provision C.3 – New Development and Redevelopment

<b>C.3.b.v.(1) ► Regulated Projects Reporting Table (part 1) – Projects Approved During the Fiscal Year Reporting Period</b>											
<b>Project Name Project No.</b>	<b>Project Location, Street Address</b>	<b>Name of Developer</b>	<b>Project Phase No.</b>	<b>Project Type &amp; Description</b>	<b>Project Watershed</b>	<b>Total Site Area (Acres)</b>	<b>Total Area of Land Disturbed (Acres)</b>	<b>Total New Impervious Surface Area (ft<sup>2</sup>)</b>	<b>Total Replaced Impervious Surface Area (ft<sup>2</sup>)</b>	<b>Total Pre- Project Impervious Surface Area (ft<sup>2</sup>)</b>	<b>Total Post- Project Impervious Surface Area<sup>3</sup> (ft<sup>2</sup>)</b>
<b>Private Projects</b>											
343 Second Street	343 Second Street, cross streets – Whitney St. & Lyell St.	Packard Foundation	NA	2-Story Office Building with a small basement	Adobe Creek	2.18	2.18	0	62,919	92,966	62,919
<b>Public Projects</b>											
Rosita Park	401 Rosita Avenue, cross street – Campbell Ave.	City of Los Altos	NA	Park & Street Improvements	Hale Creek	3.6	3.6	0	110,800	133,500	110,800

## MUNICIPAL REGIONAL STORMWATER PERMIT

### Provision C.3 – New Development and Redevelopment (cont)

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	Application Final Approval Date	Source Control Measures <sup>4</sup>	Site Deign Measures <sup>5</sup>	Treatment Systems Approved	Operation & Maintenance Responsibility Mechanism	Hydraulic Sizing Criteria	Alternative Compliance Measures	Alternative Certification	HM Controls
<b>Private Projects</b>										
343 Second Street	Application deemed complete date: December 19, 2008	Final discretionary approval date: May 11, 2010	Covered trash enclosure, storm drain labeling	Heavily landscaped self-treating area, vegetated swales, inlet filters	Flow through planters, bioretention planters, infiltration basins, green roof, cisterns for water reuse	The City will record a maintenance agreement between the City and the owner.	Combination Flow and Volume Design Basis (C.3.d.i.(3))	NA	BKF Engineers was the third-party that approved the SWMP for this project.	HM Controls is not required because this project meets several exemption criteria listed in the MRP, including the first criterion exempting "Projects that do not create an increase in impervious surface over pre-project conditions".
<b>Public Projects</b>										
Rosita Park	Yes.	January 3, 2011	Drip Irrigation System, storm drain stenciling, permeable pavers, signs posted on or near dumpsters	Minimize impervious surfaces, using drought-tolerant plants	Infiltration planters, perforated pipes added to swale areas	O&M by public entity	Volume Design Basis (C.3.d.i.(1))	N/A	Schaff & Wheeler, Inc. was the third-party that approved the SWMP for this project.	HM Controls is not required because it is a site that is decreasing its total connected impervious area.

## MUNICIPAL REGIONAL STORMWATER PERMIT

### Provision C.3 – New Development and Redevelopment (cont)

C.3.h.iv. ► Installed Stormwater Treatment Systems Operation and Maintenance Verification Inspection Program Reporting									
Name of Facility/Site Inspected	Address of Facility/Site Inspected	Newly Installed? (YES/NO)	Party Responsible For Maintenance	Date of Inspection	Type of Inspection	Type of Treatment/HM Control(s) Inspected	Inspection Findings or Results	Enforcement Action Taken	Comments
Whole Foods	4800 El Camino Real	No	Owner	12-14-10	Routine	Bioretention & Media Filter, onsite	Proper O&M	None	NA
Peninsula Real	4400 El Camino Real	No	Owner	12-14-10	Routine	Bioretention & Media Filter, onsite	Proper O&M	None	NA

## MUNICIPAL REGIONAL STORMWATER PERMIT

### Provision C.4 – Industrial and Commercial Site Controls

#### Provision C.4.b Inspection Plan: List of Facilities

FY 2010-2011

Facility	Address
El Camino Real Unocal Service Station	4350 El Camino Real
Rancho Auto Service	601 Los Altos Rancho Shopping Center
Los Altos ARCO AM/PM Service Station	988 N. San Antonio Road
Los Altos Union Service Station	330 S. San Antonio Road
Ladera Auto Works	465 First Street
Skips Tire & Auto Center	317 First Street
Reitmeir's Werkstatt	309 First Street
Village Chevron Service Station	401 Main Street
California Automotive	139 First Street
Chevron Automotive Center	2300 Homestead Road
Allied Auto Works	2073 Grant Road
Allied Auto #2	1540 Miramonte Road
USA Gasoline Service Station	929 Fremont Avenue
City of Los Altos Corporation Yard	707 Fremont Avenue
Garden Supply Nursery	4730 El Camino Real
Los Altos Nursery	245 Hawthorne Avenue
Over 100 Food Service Facilities	Various Locations

# MUNICIPAL REGIONAL STORMWATER PERMIT

## Provision C.9 – Pesticides Toxicity Controls

### Provision C.9.a City of Los Altos Integrate Pest Management Policy



## Maintenance Service Department

# INTEGRATED PEST MANAGEMENT POLICY

EFFECTIVE DATE: JULY 1, 2010

  
\_\_\_\_\_  
Brian J. McCarthy, Maintenance Services Manager

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### PURPOSE:

The policy of the City of Los Altos Maintenance Services Department in regards to the application of pesticides to City property is to minimize pesticide use. The goal is to reduce the amount of pesticides in the environment to the maximum extent practicable, as well as provide sustainable solutions for pest control on City properties.

This policy concerns the application of pesticides to property owned by the City only, and does not concern the application of pesticides to property that is not owned by the City.

### DEFINITIONS

The following terms shall have the meanings set forth below:

1. "City department" means any department of the City of Los Altos includes any pesticide applicator hired by a City department to apply pesticides on City property.
2. "Contract" means a binding written agreement, including but not limited to, a contract, lease, permit, license or casement between a person, firm, corporation or other entity, and a City department, which grants a right to use or occupy property of the City of Los Altos for a specified purpose or purposes.
3. "Contractor" means a person, firm, corporation or other entity that enters into a contract with the City.

Provision C.9.a City of Los Altos Integrate Pest Management Policy (cont.)

4. "Integrated pest management" means a decision-making process for managing pests, which uses monitoring to determine pest injury levels and combines biological, physical, and chemical tools to minimize health, environmental risks. The method uses extensive knowledge about pests, such as infestation thresholds, life histories, environmental requirements, and natural enemies to complement and facilitate, biological and other natural control of pests. The method uses the least toxic synthetic pesticides only as a last resort to controlling pests,
5. "Pesticide" means pesticide as defined in Section 12753 of Chapter 2 of Division 7 of the California Food and Agricultural Code.
6. "Toxicity Category I Pesticide Product" means any pesticide product that meets United States Environmental Protection Agency criteria for Toxicity Category I under Section 156.10 of Part 156 of Title 40 of the Code of Federal Regulations.
7. "Toxicity Category II Pesticide Product" means any pesticide product that meets United States Environmental Protection Agency criteria for Toxicity Category II under Section 156.10 of Part 156 of Title 40 of the Code of Federal Regulations

**CITY INTEGRATED PEST MANAGEMENT POLICY**

The City, in carrying out its operations, shall assume pesticides are potentially hazardous to human and environmental health. City departments shall give preference to reasonably available non-pesticide alternatives when considering the use of pesticides on City property. For all pest problems on City property, City departments shall follow the integrated pest management (IPM) approach outlined below.

1. Monitor each pest to determine pest population size, occurrence, and natural enemy population, if present.
2. Set treatment levels according to how much economic and/or aesthetic damage and each site can tolerate.
3. Identify decisions and practices that could affect pest populations. Consider a range and combination of potential treatments for the pest problem including mechanical, cultural, and biological controls.
4. Employ non-pesticide management tactics first when they are economically feasible. Consider the use of chemicals only as a last resort.
5. Determine the most effective treatment time, based on pest biology and other variables, such as weather, seasonal changes in wildlife use and local conditions.
6. Design and construct indoor and outdoor areas to reduce and eliminate pest habitats.
7. Modify management practices, including watering, mulching, waste management, and food storage.
8. Modify pest ecosystems to reduce food and living space.
9. Use physical controls such as hand-weeding, traps and barriers.
10. Use biological controls introducing or enhancing pests' natural enemies.

Provision C.9.a City of Los Altos Integrate Pest Management Policy (cont.)

11. Acquaint staff with pest biology's, the IPM approach, new pest management strategies as they become known, and toxicology of pesticides proposed for use.
12. Inform the public of the City's attempt to reduce pesticide use and respond to questions from the public about City's pest management practices.
13. City of Los Altos will track and report pesticide use on municipally-owned property. City of Los Altos will report use by contractors in the annual report.
14. City of Los Altos will conduct a periodic agency-wide search of its chemical inventory for pesticides no longer legal for application per EPA, State, and/or local requirements. These pesticides, if found, will be properly disposed pursuant to appropriate waste disposal regulations.
15. As part of the annual reporting process, the City of Los Altos will review and evaluate, with input from municipal staff, the effectiveness of its Pest Management Plan and IPM Policy in achieving the goals of the Plan to the maximum extent practicable.
16. Commercial applicators contracted by the City of Los Altos for application of pesticides on municipal property will be required to follow the City of Los Altos' IPM policy, SOPs, and BMPs; through contractual agreements. Provide documentation of pesticide use on City of Los Altos property to the city in a timely manner.

**RESTRICTION ON USE OF TOXICITY CATEGORY I AND CATEGORY II**

No City department shall use any Toxicity Category I or Category II Pesticide Product unless all other measures have been exhausted. Authorization must be made by the Public Works Superintendent to allow use of Category I or Category II Pesticide

**NOTICE OF PESTICIDE USE**

Any City department that uses any pesticide shall comply with the following notification procedures:

1. Signs for pesticide applications in areas not considered to be active play areas (ie, shrub beds, parking lots, pathways) shall be posted prior to application of the pesticide product and remain posted at least twenty-four hours after the reentry interval has expired .
2. Signs for Restricted use pesticide applications or pesticide applications in areas considered to be active play areas (ie, playgrounds, athletic fields, ) shall be posted 48 hours prior to application of the pesticide product and remain posted at least twenty-four hours after the reentry interval has expired.
3. The use of any pesticide in any public area with a reentry interval of at least 24 hours will be posted in accordance to the California Food And Agricultural Code 12978.

Provision C.9.a City of Los Altos Integrate Pest Management Policy (cont.)

4. Signs shall be posted at every entry point where the pesticide is applied if the pesticide is applied in an enclosed area, and in highly visible locations around the perimeter of the area where the pesticide is applied if the pesticide is applied in an open area,
5. Signs shall be of a standardized design which are easily recognizable to the public and workers.
6. Signs shall contain the name and active ingredient of the pesticide product, the target pest, the date of pesticide use, the signal word indicating the toxicity category of the pesticide product, the date for re-entry to the area treated, and the name and contact number for the City department responsible for the application.
7. City departments shall not be required to post signs in right-of-way locations that the general public does not use for recreational purposes.

**BEST MANAGEMENT PRACTICES**

This section includes BMP's and control measures to protect water quality during the use of pesticides, when it is determined through an IPM process that pesticides must be used.

**PESTICIDE USAGE**

- 1) Follow all federal, state, and local laws and regulations governing the use, storage, and disposal of pesticides and training of pest control advisors and applicators.
- 2) Use the least toxic pesticides that will do the job, provided there is a choice. The agency will take into consideration the LD<sub>50</sub>, overall risk to the applicator, and impact to the environment.
- 3) Apply pesticides at the appropriate time to maximize their effectiveness and minimize the likelihood of discharging non-degraded pesticides in stormwater runoff. Avoid application of pesticides if rain is expected (this does not apply to the use of pre-emergent herbicide applications when required by the label for optimal results.)
- 4) Employ techniques to minimize off-target application (e.g. spray drift) of pesticides, including consideration of alternative application techniques. For example, when spraying is necessary, increase drop size, lower application pressure, use surfactants and adjuvants, using wick application, etc.
- 5) Apply pesticides only when wind speeds are low.
- 6) Mix and apply only as much material as is necessary for treatment. Calibrate application equipment prior to and during use to ensure desired application rate.
- 7) Do not mix or load pesticides in application equipment adjacent to a storm drain inlet, culvert or watercourse.
- 8) Irrigate slowly to prevent runoff and then only as much as is needed.

Provision C.9.a City of Los Altos Integrate Pest Management Policy (cont.)

PESTICIDE STORAGE

- 1) To minimize quantities of pesticides stored, purchase what is needed for use in the near future.
- 2) Implement storage requirements for pesticide products with guidance from the local fire department and the Santa Clara County Agricultural Commissioner. Provide secondary containment for pesticides, if required.
- 3) Provide spill kits, store the kits near pesticides, and train employees to use them.
- 4) Store pesticides in a locked and posted individual storage unit. Pesticides should not be stored where they could be exposed to rain or irrigation water, causing pesticide runoff to storm drains or creeks.
- 5) Store pesticides only in labeled containers.

PESTICIDE DISPOSAL

- 1) Dispose of empty pesticide containers according to the instructions on the container label.
- 2) Dispose of unused pesticides as hazardous wastes in accordance with applicable regulations.