

Town of Hillsborough

Municipal Regional Stormwater NPDES Permit FY 2014-2015 Annual Report



September 14, 2015

Town of Hillsborough
1600 Floribunda Avenue
Hillsborough, CA 94010





TOWN OF HILLSBOROUGH

Department of Public Works
1600 Floribunda Avenue
Hillsborough, CA 94010-6418
Phone 650-375-7444

September 15, 2015

Mr. Bruce H. Wolfe
Executive Officer
San Francisco Bay Regional Water Quality Control Board
1515 Clay Street, Suite 1400
Oakland, CA 94612

Subject: **Town of Hillsborough**
FY 2014/15 Annual Report

Dear Mr. Wolfe:

This letter and Annual Report with attachments is submitted by the Town of Hillsborough 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 compliance activities conducted during FY 2014/15 and related accomplishments.

Sincerely,

Paul Willis, P.E., QSD/QSP
Director of Public Works/City Engineer

**TOWN OF HILLSBOROUGH
FY 2014/15 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 of Duly Authorized Representative:



Paul Willis, P.E., QSD/QSP
Director of Public Works/City Engineer

9/14/15
Date

ATTACHMENT B

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Section 1 – Permittee Information

Background Information				
Permittee Name:	Town of Hillsborough			
Population:	10,825 at 2010 Census			
NPDES Permit No.:	CAS612008			
Order Number:	R2-2009-0074R			
Reporting Time Period (month/year):	July 2014 through June 2015			
Name of the Responsible Authority:	Paul Willis, P.E., QSD/QSP		Title:	Public Works Director/City Engineer
Mailing Address:	1600 Floribunda Avenue			
City:	Hillsborough	Zip Code:	94010	County: San Mateo
Telephone Number:	(650) 375-7444	Fax Number:	(650) 548-0859	
E-mail Address:	pwillis@hillsborough.net			
Name of the Designated Stormwater Management Program Contact (if different from above):	John Mullins / Natalie Asai / Ali Hatefi		Title:	Public Works Superintendent / Assistant Engineer I and II
Department:	Public Works Department			
Mailing Address:	1600 Floribunda Avenue			
City:	Hillsborough	Zip Code:	94010	County: San Mateo
Telephone Number:	(650) 375-4444	Fax Number:	(650) 548-0859	
E-mail Address:	jmullins@hillsborough.net / nasai@hillsborough.net / ahatefi@hillsborough.net			

Section 2 - Provision C.2 Reporting Municipal Operations

Program Highlights and Evaluation

Highlight/summarize activities for reporting year:

Summary:

Municipal operations activities for the reporting year included: 1) participation in the SMCWPPP Municipal Maintenance Subcommittee and 2) participation in the Trash Work Group meetings. Refer to the C.2 Municipal Operations section of the SMCWPPP FY 14-15 Annual Report for a description of activities implemented at the countywide and/or regional level.

The Town of Hillsborough encompasses a rural geography that is zoned single-family residence, which requires different methods of maintenance when compared to common methods used in urbanized areas. The Town does not have typical streets or roads compared to other public agencies, but the Town responds diligently to all municipal operations. Town residents are responsible for maintaining curb/gutters and parking strip areas free of debris per the Town’s Municipal Code.

In addition to monthly inspections of the Public Works Corporation Yard, the Town implemented a site-specific Stormwater Pollution Prevention Plan (SWPPP) for the Corporation Yard on July 1, 2010 and continues to update as necessary. The SWPPP includes, but is not limited to, municipal vehicle maintenance, debris removal from catch basins and material storage facilities to comply with water quality standards.

The Town conducts regular storm drain inlet inspections and cleaning, both pre-winter and regularly throughout the winter season.

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

Place a **Y** in the boxes next to activities where applicable BMPs were implemented. If not applicable, type **NA** in the box and provide an explanation in the comments section below. Place an **N** in the boxes next to activities where applicable BMPs were not implemented for one or more of these activities during the reporting fiscal year, then in the comments section below provide an explanation of when BMPs were not implemented and the corrective actions taken.

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

Comments:

All debris and waste materials related to street and road repair and/or maintenance are collected and disposed of at the corporation yard in waste containers, which are then transported to an approved facility by our contracted refuse company. The Caltrans Stormwater Quality Handbook Maintenance Staff Guide and the California Stormwater Quality Association Stormwater Best Management Practice Handbook is

available for Town staff and contractors to use for all related capital street/road improvement projects and maintenance activities.

The Town purchased a 400 Series Caterpillar Skidsteer in FY 13-14, which has a detachable broom, but this equipment is not used for street sweeping because it does not have a vacuum function. The Town purchased a Global M3 Street Sweeper for FY 15-16, which has both sweeping and vacuum functions, to facilitate street and road maintenance.

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

Place a **Y** in the boxes next to activities where applicable BMPs were implemented. If not applicable, type **NA** in the box and provide an explanation in the comments section below. Place an **N** in the boxes next to activities where applicable BMPs were not implemented for one or more of these activities during the reporting fiscal year, then in the comments section below provide an explanation of when BMPs were not implemented and the corrective actions taken.

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

Comments:
 The Town's roadways predominantly do not have traditional sidewalks with curbs and gutters. As a result, sidewalk maintenance is not required. At the Town's limited number of rolled curb/gutters, collection of street debris is done on an as-needed basis. When leaves and street debris collect within the rolled curb and gutters, Town residents are responsible for cleaning and disposing of materials along their property frontage. The Town maintenance staff responds diligently if a lack of maintenance becomes a nuisance to the public. Parking strips are maintained by property owners. However, the parking strips throughout the Town are primarily composed of interlocking pavers, decomposed granite, or turf blocks, which serve as drainage systems that filter stormwater runoff prior to discharge into the storm drain system.

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

Place a **Y** in the boxes next to activities where applicable BMPs were implemented. If not applicable, type **NA** in the box and provide an explanation in the comments section below. Place an **N** in the boxes next to activities where applicable BMPs were not implemented for one or more of these activities during the reporting fiscal year, then in the comments section below provide an explanation of when BMPs were not implemented and the corrective actions taken.

Y	Control of discharges from bridge and structural maintenance activities directly over water or into storm drains
Y	Control of discharges from graffiti removal activities
Y	Proper disposal for wastes generated from bridge and structure maintenance and graffiti removal activities
Y	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs for graffiti removal
Y	Employee training on proper capture and disposal methods for wastes generated from bridge and structural maintenance and graffiti removal activities.
NA	Contract specifications requiring proper capture and disposal methods for wastes generated from bridge and structural maintenance and graffiti removal activities.

Comments:
 The Town does not conduct bridge or structural maintenance activities directly over water or into storm drains. All graffiti removal activities on public facilities are done in-house by Town staff trained in the proper capture and disposal of graffiti removal wastes. During the FY 14-15 reporting year, neither graffiti removal nor bridge and structural maintenance were conducted within or near waterways. The BASMAA's Pollution from Surface Cleaning handout is provided to appropriate Town staff.

C.2.d. ► Stormwater Pump Stations

Does your municipality own stormwater pump stations: Yes No

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

Complete the following table for dry weather DO monitoring and inspection data for pump stations¹ (add more rows for additional pump stations). If a pump station is exempt from DO monitoring, explain why it is exempt.

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

Summarize corrective actions as needed for DO monitoring at or below 3 mg/L. Attach inspection records of additional DO monitoring for corrective actions: NA

Summary: NA

Attachments: NA

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)
NA	NA	NA	NA	NA	NA	NA

¹ DO monitoring is exempted where all discharge from a pump station remains in a stormwater collection system or infiltrates into a dry creek immediately downstream.

C.2.e. ► Rural Public Works Construction and Maintenance			
Does your municipality own/maintain rural ² roads:		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If your answer is No then skip to C.2.f.			
Place a Y in the boxes next to activities where applicable BMPs were implemented. If not applicable, type NA in the box and provide an explanation in the comments section below. Place an N in the boxes next to activities where applicable BMPs were not implemented for one or more of these activities during the reporting fiscal year, then in the comments section below provide an explanation of when BMPs were not implemented and the corrective actions taken.			
<input checked="" type="checkbox"/> Y	Control of road-related erosion and sediment transport from road design, construction, maintenance, and repairs in rural areas		
<input checked="" type="checkbox"/> Y	Identification and prioritization of rural road maintenance based on soil erosion potential, slope steepness, and stream habitat resources		
<input checked="" type="checkbox"/> Y	No impact to creek functions including migratory fish passage during construction of roads and culverts		
<input checked="" type="checkbox"/> Y	Inspection of rural roads for structural integrity and prevention of impact on water quality		
<input checked="" type="checkbox"/> Y	Maintenance of rural roads adjacent to streams and riparian habitat to reduce erosion, replace damaging shotgun culverts and excessive erosion		
<input checked="" type="checkbox"/> Y	Re-grading of unpaved rural roads to slope outward where consistent with road engineering safety standards, and installation of water bars as appropriate		
<input checked="" type="checkbox"/> Y	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		
<p>Comments including listing increased maintenance in priority areas: The Town owns nine open space areas, some of which have unpaved fire and utility roads. In coordination with a vegetation management project to reduce fire risk in Town-owned open spaces, the Town inspected and improved the fire and utility roads as needed to reduce erosion, correct slope, and reduce runoff impacts.</p>			

²Rural 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			
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 Stormwater Pollution Prevention Plan (SWPPP) 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: NA			
If you have a corporation yard(s) that is not an NOI facility, complete the following table for inspection results for your corporation yard(s) or attach a summary including the following information:			
Corporation Yard Name	Inspection Date (1x/year required)	Inspection Findings/Results	Follow-up Actions
Town of Hillsborough Corporation Yard	Monthly inspections conducted throughout the year: 7/23/14 8/27/14 9/25/14 10/28/14 11/26/14	Inspection locations include: sewer lift stations, wash racks, dump areas, outdoor storage areas, hazardous material storage, fuel dispensing area, and catch basins throughout the yard. Inspections confirmed that: no surcharge of sewage and wash water occurred, all trash and green waste are contained in dumpsters accordingly, catch basins were cleaned and not clogged by and trash and storage areas were orderly with all containers properly capped and	<ul style="list-style-type: none"> Cleaned, repaired, and organized areas as needed during inspections. Repaired and cleaned sewer pumps to ensure they were in adequate condition. Catch basins and wash

FY 2014-2015 Annual Report

Permittee Name: Town of Hillsborough

C.2 – Municipal Operations

	<p>12/18/14 1/20/15 2/20/15 3/24/15 4/23/15 5/21/15 6/24/15</p>	<p>sealed. The Corporation Yard drainage was confirmed to be running properly with no discharge and the catch basins were free of non-stormwater discharge.</p>	<p>racks were vacuumed and cleaned to ensure that leaves and debris would not clog.</p> <ul style="list-style-type: none"> Organized and cleaned hazardous material storage areas and arranged off-haul of hazardous material to an approved facility by a contractor.
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Section 3 - Provision C.3 Reporting New Development and Redevelopment

C.3.b.v.(2)(a) ► 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 Town of Hillsborough does not have a pilot green streets project within its jurisdiction. However, the C.3. New Development and Redevelopment section of the SMCWPPP FY 14-15 Annual Report includes a description of activities conducted at the countywide or regional level.

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

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

There was one private Regulated Project approved during the FY 14-15 reporting period. Please see attached Table C.3.b.v.(1).

C.3.e.v. ► Alternative or In-Lieu Compliance with Provision C.3.c.

(For FY 11-12 Annual Report and each Annual Report thereafter)

Is your agency choosing to require 100% LID treatment onsite for all Regulated Projects and not allow alternative compliance under Provision C.3.e.?

X	Yes	<input type="checkbox"/>	No
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Comments (optional): The Town requires LIDs but did not have any regulated projects in this reporting year. In the event that the Town does have regulated projects in the future, it will require LIDs.

C.3.e.vi ► Special Projects Reporting

1. Has your agency received, but not yet granted final discretionary approval of, a development permit application for a project that has been identified as a potential Special Project based on criteria listed in MRP Provision C.3.e.ii(2) for any of the three categories of Special Projects (Categories A, B or C)?		Yes	X	No
2. Has your agency granted final discretionary approval of a project identified as a Special Project in the March 15, 2015 report? If yes, include the project in both the C.3.b.v.(1)Table, and the C.3.e.vi. Table.		Yes	X	No
<p>If you answered "Yes" to either question,</p> <p>1) Complete Table C.3.e.vi .below. – NA</p> <p>2) Attach narrative discussion of 100% LID Feasibility or Infeasibility for each project. – NA</p>				

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. – See attached table C.3.h.iv.(1).
(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.
<p>Summary:</p> <p>There were no newly installed stormwater treatment systems during the FY 14-15 reporting period. The Town is almost exclusively zoned single family residential. Currently, there remains one site (the Crystal Springs Uplands School ("CSUS") at 400 Uplands Drive) at which a vault- based stormwater treatment system was installed in September 2009 and is electrically monitored and maintained by the property owner. On 12/11/14, a storm overloaded the system and the high water level alarm was triggered. Following this event, the system was flushed. The Crystal Springs property was inspected by County Environmental Health this year and no issues were identified. Town staff provided additional inspection on the site on 8/24/15 and the system was found to be in good working order.</p>
(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).
<p>Summary:</p> <p>For the FY 14-15 reporting period, the Town's O&M Inspection Program remains effective. There continues to be coordination and communication between the Planning Department and Engineering Division. The Town will conduct O&M inspections annually, or as frequently as directed by the Board.</p>
(4) During the reporting year, did your agency:

<ul style="list-style-type: none"> Inspect all newly installed stormwater treatment systems and HM controls within 45 days of installation? 		Yes		No	X	Not applicable. No new facilities were installed.
<ul style="list-style-type: none"> Inspect at least 20 percent of the total number of installed stormwater treatment systems or HM controls?³ 	X	Yes		No		Not applicable. No treatment measures
<ul style="list-style-type: none"> Inspect at least 20 percent of the total number of installed vault-based systems? 	X	Yes		No		Not applicable. No vault systems.
If you answered "No" to any of the questions above, please explain: NA						

C.3.i. ► Required Site Design Measures for Small Projects and Detached Single Family Home Projects

On an annual basis, discuss the implementation of the requirements of Provision C.3.i, including ordinance revisions, permit conditions, development of standard specifications and/or guidance materials, and staff training.

Summary:
 BASMAA prepared standard specifications in four fact sheets regarding the site design measures listed in Provision C.3.i, as a resource for Permittees. We have modified local ordinances/policies/procedures and forms/checklists to require all applicable projects approved after December 1, 2012 to implement at least one of the site design measures listed in Provision C.3.i. We are using the following Program and BASMAA products for C.3.i implementation:

- BASMAA’s site design fact sheets
- The countywide program’s checklist (The San Mateo Countywide Water Pollution Prevention Program Stormwater Requirements Checklist for Small Projects)
- C.3.i guidance provided by the countywide program (The San Mateo Countywide Water Pollution Prevention Program C.3 Stormwater Technical Guidance)

For projects that trigger one of the site design measures listed in Provision C.3.i, the Town confirms compliance during the plan review phase of development plans prior to granting approval and issuance of building permits. Prior to December 1, 2012, Hillsborough implemented site design measures as recommendations during private development plan review.

³If there is only 1 treatment measure in the jurisdiction, the agency must inspect it every year.

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 ¹⁰ , Street Address	Name of Developer	Project Phase No. ¹¹	Project Type & Description ¹²	Project Watershed ¹³	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New Impervious Surface Area (ft ²) ¹⁴	Total Replaced Impervious Surface Area (ft ²) ¹⁵	Total Pre- Project Impervious Surface Area ¹⁶ (ft ²)	Total Post- Project Impervious Surface Area ¹⁷ (ft ²)
Private Projects											
Nueva School Improvements	6565 Skyline Blvd	Nueva School (Project Manager: BKF)	0	Institution Redevelopment: Infrastructure and Circulation Improvements	Sanchez Creek	1.9	1.2	14,800	21,101	72,200	84,642
Public Projects											
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Comments: The Town did not approve any public Regulated Projects during the FY 14-15 reporting period.											

¹⁰Include cross streets

¹¹If a project is being constructed in phases, indicate the phase number and use a separate row entry for each phase. If not, enter "NA".

¹²Project 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.

¹³State the watershed(s) in which the Regulated Project is located. Downstream watershed(s) may be included, but this is optional.

¹⁴All impervious surfaces added to any area of the site that was previously existing pervious surface.

¹⁵All impervious surfaces added to any area of the site that was previously existing impervious surface.

¹⁶For redevelopment projects, state the pre-project impervious surface area.

¹⁷For 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 (private projects)

Project Name Project No.	Application Deemed Complete Date ¹⁸	Application Final Approval Date ¹⁹	Source Control Measures ²⁰	Site Design Measures ²¹	Treatment Systems Approved ²²	Type of Operation & Maintenance Responsibility Mechanism ²³	Hydraulic Sizing Criteria ²⁴	Alternative Compliance Measures ^{25/26}	Alternative Certification ²⁷	HM Controls ^{28/29}
Private Projects										
Nueva School Improvements	3/3/15	3/3/15	Inlet marking, retain existing landscaping, minimize use of pesticides, efficient irrigation systems	Direct runoff from impervious surfaces onto vegetates areas, construct bike lanes, driveways, or uncovered parking lots with pervious surfaces	Bioretention, Pervious Pavement	O&M Agreement with Property Owner	C.3.d.i.(3) – Combination Flow and Volume Basis	NA	NA	NA
Comments: NA										

¹⁸For private projects, state project application deemed complete date. If the project did not go through discretionary review, report the building permit issuance date.

¹⁹For private projects, state project application final discretionary approval date. If the project did not go through discretionary review, report the building permit issuance date.

²⁰List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.

²¹List 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.

²²List 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.).

²³List 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.

²⁴See 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).

²⁵For 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.

²⁶For 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.

²⁷Note whether a third party was used to certify the project design complies with Provision C.3.d.

²⁸If HM control is not required, state why not.

²⁹If 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 (public projects)

Project Name Project No.	Approval Date ³⁰	Date Construction Scheduled to Begin	Source Control Measures ³¹	Site Design Measures ³²	Treatment Systems Approved ³³	Operation & Maintenance Responsibility Mechanism ³⁴	Hydraulic Sizing Criteria ³⁵	Alternative Compliance Measures ^{36/37}	Alternative Certification ³⁸	HM Controls ^{39/40}
Public Projects										
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

Comments:
 The Town did not approve any public Regulated Projects during the FY 14-15 reporting period.

³⁰For public projects, enter the plans and specifications approval date.
³¹List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.
³²List 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.
³³List 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.).
³⁴List the legal mechanism(s) (e.g., maintenance plan for 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.
³⁵See 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).
³⁶For 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.
³⁷For 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.
³⁸Note whether a third party was used to certify the project design complies with Provision C.3.d.
³⁹If HM control is not required, state why not.
⁴⁰If 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. ► Table of 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) ⁴¹	Party Responsible ⁴² For Maintenance	Date of Inspection	Type of Inspection ⁴³	Type of Treatment/HM Control(s) Inspected ⁴⁴	Inspection Findings or Results ⁴⁵	Enforcement Action Taken ⁴⁶	Comments/Follow-up
Crystal Springs Uplands School ("CSUS")	400 Uplands Drive, Hillsborough, CA 94010	NO	Property Owner	12/11/14	Routine – By Simonds Machinery, hired by Property Owner	Vault-based infiltration detention system located onsite, at the southeast side of the school at the athletic turf field.	High-water level alarm sounded during large storm	NA	Treatment system was flushed and cleaned to restore normal operations
Crystal Springs Uplands School ("CSUS")	400 Uplands Drive, Hillsborough, CA 94010	NO	Property Owner	12/12/14	Routine – By County Environmental Health	General Food and Stormwater Inspection (C.4)	No issues were identified	NA	NA
Crystal Springs Uplands School ("CSUS")	400 Uplands Drive, Hillsborough, CA 94010	NO	Property Owner	8/24/15	Routine – By Town Staff	Vault-based infiltration detention system located onsite, at the southeast side of the school at the athletic turf field.	No issues were identified	NA	NA

⁴¹Indicate "YES" if the facility was installed within the reporting period, or "NO" if installed during a previous fiscal year.

⁴²State the responsible operator for installed stormwater treatment systems and HM controls.

⁴³State the type of inspection (e.g., 45-day, routine or scheduled, follow-up, etc.).

⁴⁴State 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.

⁴⁵State the inspection findings or results (e.g., proper installation, improper installation, proper O&M, immediate maintenance needed, etc.).

⁴⁶State the enforcement action(s) taken, if any.

C.3.e.vi.Special Projects Reporting Table												
Reporting Period –January1 – June 30, 2015												
Project Name & No.	Permittee	Address	Application Submittal Date ⁴⁷	Status ⁴⁸	Description ⁴⁹	Site Total Acreage	Density DU/Acre	Density FAR	Special Project Category ⁵⁰	LID Treatment Reduction Credit Available ⁵¹	List of LID Stormwater Treatment Systems ⁵²	List of Non-LID Stormwater Treatment Systems ⁵³
NA	NA	NA	NA	NA	NA	NA	NA	NA	Category A: Category B: Category C: Location: Density: Parking: NA	Category A: Category B: Category C: Location: Density: Parking: NA	Indicate each type of LID treatment system and the percentage of total runoff treated NA	Indicate each type of non-LID treatment system and the percentage of total runoff treated. Indicate whether minimum design criteria met or certification received NA

⁴⁷Date that a planning application for the Special Project was submitted.

⁴⁸ Indicate whether final discretionary approval is still pending or has been granted, and provide the date or version of the project plans upon which reporting is based.

⁴⁹Type of project (commercial, mixed-use, residential), number of floors, number of units, type of parking, and other relevant information.

⁵⁰ For each applicable Special Project Category, list the specific criteria applied to determine applicability. For each non-applicable Special Project Category, indicate n/a.

⁵¹For each applicable Special Project Category, state the maximum total LID Treatment Reduction Credit available. For Category C Special Projects also list the individual Location, Density, and Minimized Surface Parking Credits available.

⁵²: List all LID stormwater treatment systems proposed. For each type, indicate the percentage of the total amount of runoff identified in Provision C.3.d. for the Special Project's drainage area.

⁵³List all non-LID stormwater treatment systems proposed. For each type of non-LID treatment system, indicate: (1) the percentage of the total amount of runoff identified in Provision C.3.d. for the Special Project's drainage area, and (2) whether the treatment system either meets minimum design criteria published by a government agency or received certification issued by a government agency, and reference the applicable criteria or certification.

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

Program Highlights

Provide background information, highlights, trends, etc.

As previously stated, the Town is zoned single-family residential and does not have any industrial and commercial developments. The Town does have public and private schools, fire stations, and a corporation yard that are institutional and government facilities. However, the Town participates in the Commercial, Industrial, and Illicit Discharge (CII) Subcommittee meetings held on a regular basis.

C.4.b.i. ► Business Inspection Plan

Do you have a Business Inspection Plan?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If No, explain: NA				

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.

The Town does not have any industrial or commercial developments. However, the Town contracts with San Mateo County Environmental Health (“CEH”) to conduct inspections of institutional and governmental facilities to fulfill hazardous materials inspections. During these hazardous materials inspections, CEH also does a stormwater inspection in conformance with Provision C.4. In the event that a business facility was located in the Town, the Town has a Business Inspection Plan available to ensure inspection(s) conducted would be in compliance with Provision C.4.

Potential Facilities List, provided by San Mateo County Environmental Health:

1. Alpha Holdings Ltd. Residence/Estate – 835 Chiltern Road, Hillsborough, CA.
2. William Crocker Intermediate School – 2600 Ralston Avenue, Hillsborough, CA.
3. Hillsborough Corporation Yard – 1320 La Honda Road, Hillsborough, CA.
4. Crystal Springs Uplands School – 400 Uplands Drive, Hillsborough, CA.
5. West Elementary School – 376 Barbara Way, Hillsborough, CA.
6. Burlingame Country Club – 80 New Place Road, Hillsborough, CA.
7. PG&E Carolands Substation – Skyline Boulevard at Chateau Road, Hillsborough, CA.
8. North Hillsborough School, Multi-Purpose Building – 303 El Cerrito Avenue, Hillsborough, CA.
9. Nueva School – 6565 Skyline Boulevard, Hillsborough, CA.
10. Fire Station #32 – 330 Ascot Road, Hillsborough, CA.
11. North Hillsborough School – 545 Eucalyptus Ave, Hillsborough, CA.

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.

The Town is contracted with CEH for stormwater inspections of institutional and governmental facilities and scheduled inspections are available upon request.

Potential Facilities List, provided by San Mateo County Environmental Health:

1. Alpha Holdings Ltd. Residence/Estate – 835 Chiltern Road, Hillsborough, CA.
2. William Crocker Intermediate School – 2600 Ralston Avenue, Hillsborough, CA.
3. Crystal Springs Uplands School – 400 Uplands Drive, Hillsborough, CA.
4. West Elementary School – 376 Barbara Way, Hillsborough, CA.
5. PG&E Carolands Substation – Skyline Boulevard at Chateau Road, Hillsborough, CA.
6. North Hillsborough School, Multi-Purpose Building – 303 El Cerrito Avenue, Hillsborough, CA.
7. Nueva School – 6565 Skyline Boulevard, Hillsborough, CA.
8. North Hillsborough School – 545 Eucalyptus Ave, Hillsborough, CA.

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
Number of businesses inspected	8	
Total number of inspections conducted	8	
Number of violations (excluding verbal warnings)	0	
Sites inspected in violation	0	NA
Violations resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner	0	NA

Comments:
 NA

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	0

Comments:
 NA

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) ⁴⁸	Number of Enforcement Actions Taken	% of Enforcement Actions Taken ⁴⁹
Level 1	Verbal Warning	0	0
Level 2	Warning Notice or Administrative Action	0	0
Level 3	Administrative Action with Penalty and/or Cost Recovery	0	0
Level 4	Legal Action/Referral	0	0
Total		0	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 ⁵⁰	Number of Actual Discharge Violations	Number of Potential/Other Discharge Violations
No violations.	0	0

⁴⁸Agencies to list specific enforcement actions as defined in their ERPs.

⁴⁹Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

⁵⁰List your Program's standard business categories.

C.4.c.iii.(4) ▶ Non-Filers

List below or attach a list of the facilities required to have coverage under the Industrial General Permit but have not filed for coverage:
 There are no industrial or commercial developments in the Town of Hillsborough.

C.4.d.iii ▶ Staff Training Summary

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
Refer to the County Annual Report for CEH's inspector training summary.	NA	NA	NA	NA

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

Program Highlights

Provide background information, highlights, trends, etc.

The Town identifies and reports illicit discharges during routine stormwater system inspections and through observations by municipal maintenance staff and Town residents. The SmartCover® management tool is utilized by Town Staff for its sanitary sewer system. The SmartCover® is a self-contained, wireless level monitoring system with immediate alarming and historical data logging capabilities. The immediate alarming is based on high water level along with historical water level data trending, enabling the Town staff to dispatch for assessment to prevent illicit discharges. The Town also utilizes a smartphone application SeeClickFix for the public to report any potential detection of illicit discharge.

In addition, the police department, public works department maintenance crews, public works department designee, County Health Department and/or Central County Fire Department report to the location and conduct necessary assessment and corrective BMPs for any identification and reports of illicit discharges. All corrective BMPs required are completed in a timely manner. At the time of the incident, the Town inspector would provide an overview of the situation and distribute SMCWPPP BMP materials on illicit discharge to all affected residents and contractors. Details of further enforcement procedures are implemented through the ERP.

Town Staff participates in SMCWPPP’s Commercial/Industrial and Illicit Discharge Subcommittee meetings on a regular basis.

Refer to the C.5. Illicit Discharge Detection and Elimination section of the SMCWPPP FY 14-15 Annual Report for a 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
John Mullins	Public Works Superintendent	(650) 375-7444
Gary Francis	Public Works – Street Supervisor	(650) 375-7444

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:

Refer to the C.5 Illicit Discharge Detection and Elimination section of the SMCWPPP FY 14-15 Annual Report for a description of efforts by the Commercial, Industrial and Illicit Discharge (CII) Subcommittee and the BASMAA Municipal Operations Committee to address mobile businesses.

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 Town inspects its stormwater system and strategic outfalls at the end of each dry season in preparation for wet season weather for potential illicit discharges using the screening form developed by the SMCWPPP. The form is only filled in if illicit discharge is present. Storm drain inlets are regularly inspected and cleaned pre-winter and throughout the winter season.

During regular maintenance activities, Town staff also inspects the collection system for illicit discharges and illegal dumping. If the Town inspector discovers an illicit discharge during maintenance activities, the Inspector completes the screening form provided by the SMCWPPP. Maintenance activities include: surface detection, flushing and closed circuit television inspections, as necessary, and conveyance inspection and cleaning. The Town's stormwater flows through tributary areas of the Easton, Sanchez, Burlingame, Borel, and San Mateo Creeks. The frequency of surveys for maintenance and/or repairs necessary to the collection system is dependent on whether the outfall is a major outfall, if the area has historic problems, and if the area is susceptible to flooding. All current surveys are documented using work orders.

The Town also detects illicit discharges through surface detection. Typically, the source of the discharge can be located and the discharge properly eliminated immediately after discovery. In addition, during surface detection, the Town educates the public to utilize proper BMPs. The Town's goal is to educate the public and contractors in a manner that prevents discharges from occurring. In the process, the Town notifies these parties of possible enforcement actions for causing illicit discharges. The SeeClickFix and SmartCover® screening programs continue to provide effective avenues of communication for Town staff and the public.

The Town continues to be proactive to provide an effective screening program. The Town's collaborative efforts with each department allow the Town to assess any potential illicit discharge in an aggressive and responsive manner. For example, the public works vector truck is dispatched to respond immediately, as necessary, to vacuum the illicit discharge to prevent it from reaching the storm drains. The vector trucks, sand bags, grease absorption rags, and emergency spill kits that include dechlor bags and tabs are utilized. The appropriate Town representative performs thorough investigations to ensure that discharge is clear from receiving water bodies. Details of further enforcement procedures implemented are detailed through the Town's Emergency Response Plan (ERP), which is available upon request.

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))	0	
Discharges reaching storm drains and/or receiving waters (C.5.f.iii.(2))	0	NA
Discharges resolved in a timely manner (C.5.f.iii.(3))	NA	NA
Comments: No spills or discharges were reported.		

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

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

The Town continues to diligently monitor for illicit discharges. No illicit discharges occurred in the Town in FY 14-15. Based on previous reporting years, typical discharges included: (1) construction and maintenance materials by private developments, (2) private homeowners’ activities, such as washing paint at the curbside, and (3) landscaping debris.

Section 6 – Provision C.6 Construction Site Controls

C.6.e.iii.1.a, b, c ▶ Site/Inspection Totals		
Number of High Priority Sites (sites disturbing < 1 acre of soil requiring storm water runoff quality inspection) (C.6.e.iii.1.a)	Number of sites disturbing ≥ 1 acre of soil (C.6.e.iii.1.b)	Total number of storm water runoff quality inspections conducted (include only High Priority Site and sites disturbing 1 acre or more) (C.6.e.iii.1.c)
7	4	74
<p>Comments: The data reported above is extracted from the completed Construction Inspection Tracking Table developed by the SMCWPPP. From October 2014 to April 2015, sites were in compliance. In addition to monthly inspections, periodic inspections were conducted but reports were not necessarily completed. Construction sites that do not fall in these categories were also inspected. Most of these sites are private development sites that range from small landscape and remodel projects to new single family dwellings.</p>		

C.6.e.iii.1.d ▶ Construction Activities Storm Water Violations		
The data below was obtained from the completed Construction Inspection Tracking Table developed by the SMCWPPP.		
BMP Category	Number of Violations⁵¹ excluding Verbal Warnings	% of Total Violations⁵²
Erosion Control	4	44.4%
Run-on and Run-off Control	0	0%
Sediment Control	4	44.4%
Active Treatment Systems	0	0%
Good Site Management	1	11.1%
Non Stormwater Management	0	0%
Total⁵³	9	100%

⁵¹Count one violation in a category for each site and inspection regardless of how many violations/problems occurred in the BMP category. For example, if during one inspection at a site, there are 2 erosion control violations, only 1 violation would be counted for this table.

⁵²Percentage calculated as number of violations in each category divided by total number of violations in all six categories.

⁵³The total number of violations may count more than one violation per inspection, since some inspections may result in violations in more than one category. For example, during one inspection of a site, there may have been both an erosion control violation and a sediment control violation. For this reason, the total number of violations in this table may not match the total number of enforcement actions reported in Table C6.e.iii.1.e.

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

	Enforcement Action (as listed in ERP) ⁵⁴	Number Enforcement Actions Issued	% Enforcement Actions Issued ⁵⁵
Level 1 ⁵⁶	A verbal warning is enforced for threatened violations due to inadequate housekeeping, lack of appropriate BMPs to prevent pollution, or threatened non-stormwater discharges disallowed by MRP.	11	73%
Level 2	A written warning/notice of violation is issued for minor violations or if the response to a verbal warning is inadequate. A written warning may be in the form of a written inspection report, such as a completed Standard Stormwater Facility Inspection Report Form; letter; or checklist that describes violations, expected corrections, and schedule for correction.	2	13%
Level 3	A Stop Work Notice is issued for major violations or if the response to written warning is inadequate. A stop work order to cease all activities on the site except for activities related to the correction of violation(s)	1	7%
Level 4	A notice to comply is issued for major violations or an inadequate response to a written warning. A notice to comply may be in the form of a "cease and desist" order, notice to clean, notice to abate, or a letter that describes violations, expected corrections, and a schedule for correction.	1	7%
Level 5	Legal action is pursued for the most serious violations including where the response to the notice to comply is inadequate. These types of violations are referred to code enforcement officer and city attorney for civil and criminal prosecution.	0	0
Total		15	100%

C.6.e.iii.1.f, g ► Illicit Discharges

	Number
Number of illicit discharges, actual and those inferred through evidence at high priority sites and sites that disturb 1 acre or more of land (C.6.e.iii.1.f)	0
Number of sites with discharges, actual and those inferred through evidence at high priority sites and sites that disturb 1 acre	0

⁵⁴Agencies should list the specific enforcement actions as defined in their ERPs.

⁵⁵Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

⁵⁶For example, Enforcement Level 1 may be Verbal Warning.

or more of land (C.6.e.iii.1.g)

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

	Number	Percent
Violations (excluding verbal warnings) fully corrected within 10 business days after violations are discovered or otherwise considered corrected in a timely period (C.6.e.iii.1.h)	0	0% ⁵⁷
Violations (excluding verbal warnings) not fully corrected within 30 days after violations are discovered (C.6.e.iii.1.i)	0	0% ⁵⁸
Total number of violations (excluding verbal warnings) for the reporting year⁵⁹	4	100%
<p>Comments: One of the violations that was not resolved resulted in an escalation of the enforcement response. Three of the four violations that occurred (excluding verbal warnings) were not corrected within 10 business days but were corrected by the following inspection, which occurred 17 days after the initial inspection in each case.</p>		

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:
 Two project sites (both <1 acre in size) escalated to a written warning and then a stop work order or notice to comply during FY 14-15. One of these sites, after receiving a notice to comply, ceased construction efforts for the remainder of the rainy season and did not resume work until May 2016. The other site corrected all BMP problems by February, 2015.

The other violations were minor in nature. There were no illicit discharges reported. Typically, the violators failed to maintain their erosion control and sediment control BMPs and have materials on site that needed to be replaced or improved, which was similar to inspection findings the previous fiscal year (FY 13-14). Several violators failed to install sediment controls in key locations (e.g. on slopes, along curb and gutters, and on grade breaks), which were identified by inspectors and corrected by the contractors.

⁵⁷ 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.

⁵⁸ 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.

⁵⁹ The total number of violations reported in the table of Violation Correction Times equals the number of initial enforcement actions. i.e., this assumes one violation is issued for several problems during an inspection at a site. The total number of violations in the table of Violation Correction Times may not equal the total number of enforcement actions because one violation issued at a site may have a second enforcement action for the same violation at the next inspection if it is not corrected.

C.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:

Efforts conducted in FY 14-15 to implement MRP requirements included: 1) provided training to inspectors; 2) participated in the countywide program’s committees/work groups; and 3) attended the May 5, 2015 Construction Site Stormwater Inspector Training Workshop. Refer to the C.6 Construction Site Control section of the SMCWPPP FY 14-15 Annual Report for a description of activities at the countywide or regional level.

The Public Works and Building Department work together to provide an effective inspection program that ensures all sites categorized as high priority sites are in full compliance with the MRP. In addition, both departments continue to implement MRP requirements for almost all sites, not just those categorized as high priority. Inspectors complete the most up to date Construction Site Inspection Report and file copies of the report in each project folder. Inspections are also recorded in a shared network tracking file so that communication between all departments is maintained. If BMP issues are identified during an inspection, a follow-up inspection is performed one week after enforcements are issued to ensure that necessary corrections are made. Most contractors made necessary corrective measures within a timely manner and were willing to work with the Town to resolve concerns. The Town continues to maintain good relationships with contractors, developers, applicants, and homeowners and convey the significance of working together to ensure appropriate erosion and sediment control measures are in place.

Town staff continues to participate in the Countywide Program’s New Development Subcommittee. Implementation of the most up-to-date Construction Best Management Practices plan sheet is required to be included as part of the permit plan set for all projects.

The Town did have one site (1101 San Raymundo Road) that was issued a stop work notice due to unpermitted activities in July of 2014, and monthly inspections were scheduled to be performed in-house after construction activities resumed. The Contractor was notified by the Town to resume construction activities on 12/5/14, and grading work on site was completed on April 1st. Due to a filing assignment error, the project did not receive typical scheduled inspections between December and April. However, a stop work was previously in effect, and the Town performed periodic site visits. The Town will work towards having a more complete handoff of responsibilities between inspection staff and Code Enforcement to provide complete documentation.

C.6.f ► Staff Training Summary				
Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
Annual C.3 Workshop	6/17/15	Stormwater controls for development projects, upcoming stormwater permit requirements, forestry and stormwater treatment integration	2	100%
Construction Inspection and C.3 Treatment System Maintenance Workshop, hosted by the SMCWPPP New Development Subcommittee	5/5/2015	Construction site stormwater inspections of construction site BMPs, regulatory landscape of stormwater, an overview of C.3.h requirements in MRP 1.0 and 2.0, and inspecting, operating, and maintaining stormwater treatment systems	2	100%

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:
 See Section 7, Public Information and Outreach, of the SMCWPPP FY 14-15 Annual Report.

In addition, the following separate report developed by BASMAA summarizes the activities of the Regional Youth Litter Campaign:

- BASMAA Be the Street Campaign Report

The Town participates in the countywide Public Information and Participation Program which includes the following activities:

- Provides information and participation opportunities for outreach events performed on our agencies behalf such as Local Litter Campaigns, environmental events, etc. counting towards our NPDES permit
- Provides outreach and promotional materials in relation to pollution prevention and conservation such as coupons, flyers, rebate forms, informational brochures and etc.
- Acts as a resource for assistance with NPDES permit requirements in the area of events, outreach and reporting

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:

Information on the pre-campaign survey for the BASMAA Regional Youth Litter Campaign was provided in the FY 11-12 Annual Report.

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

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

C.7.b.iii.2 ► Post-Campaign Survey

(For the Annual Report following the post-campaign survey) Discuss the campaigns and the measureable changes in awareness and behavior achieved. Provide an update of outreach strategies based on the survey results. If survey was done regionally, refer to a regional submittal that contains the following information:

Information on the post-campaign survey for the BASMAA Regional Youth Litter Campaign was provided in the BASMAA FY 13-14 Annual Report.

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

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

C.7.c ► Media Relations

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

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

Summary:

The following separate report developed by BASMAA summarizes media relations efforts conducted during FY 14-15:

- BASMAA Media Relations Final Report FY 14-15

This report and any other media relations efforts conducted countywide is included within the C.7 Public Information and Outreach section of the Countywide Program’s FY 14-15 Annual Report.

C.7.d ► Stormwater Point of Contact

Summary of any changes made during FY 14-15:

No Change.

C.7.e ► Public Outreach Events		
Describe general approach to event selection. Provide a list of outreach materials and giveaways distributed. Use the following table for reporting and evaluating public outreach events		
Event Details	Description (messages, audience)	Evaluation of Effectiveness
Provide event name, date, and location. Indicate if event is local, countywide or regional.	Identify type of event (e.g., school fair, farmers market etc.), type of audience (school children, gardeners, homeowners etc.) and outreach messages (e.g., Enviroscene presentation, pesticides, stormwater awareness)	Provide general staff feedback on the event (e.g., success at reaching a broad spectrum of the community, well attended, good opportunity to talk to gardeners etc.). Provide other details such as: <ul style="list-style-type: none"> • Estimated overall attendance at the event. • Number of people that visited the booth, comparison with previous years • Number of brochures and giveaways distributed • Results of any spot surveys conducted
Town of Hillsborough Environmental Fair (May 30, 2015 at the Town Hall Complex)	Town staff provided attendees with water conservation information and giveaways. Attendees included local families and residents. Information and brochures about stormwater pollution were also provided to attendees.	There were approximately 250 people at this event. Attendees stood in line for hours for the free giveaways. Town staff provided attendees with free water conserving devices, including toilet leak tests and faucet aerators. Attendees could take home up to 1 cubic yard of free compost. Attendees could also bring their paper documents to be shredded for free onsite and the event had free electronic recycling.
California Coastal Cleanup Day in San Mateo County (September 20, 2014 in 30 San Mateo County locations)	Coastal Cleanup Day is an international volunteer event focused on cleaning up the marine environment and raising awareness about coastal pollution. Participants include school age children, local families, and residents.	Refer to the C.7 Public Information and Outreach section of the SMCWPPP's FY 14-15 Annual Report.
San Mateo County Fair (June 6-14, 2015)	As a collaborative effort, the Countywide program hosted an informational booth for stormwater runoff pollution prevention.	Refer to the C.7 Public Information and Outreach section of the SMCWPPP's FY 14-15 Annual Report.

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:

A summary of efforts conducted by SMCWPPP to work with Watershed Stewardship Groups on a countywide level is included within the Public Information and Outreach section of the SMCWPPP FY 14-15 Annual Report.

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
Provide event name, date, and location. Indicate if event is local, countywide or regional	Describe activity (e.g., creek clean-up, storm drain marking etc.)	Provide general staff feedback on the event. Provide other evaluation details such as: <ul style="list-style-type: none"> • Number of participants. Any change in participation from previous years. • Distance of creek or water body cleaned • Quantity of trash/recyclables collected (weight or volume). • Number of inlets marked. • Data trends
California Coastal Cleanup Day in San Mateo County (September 20, 2015 in 30 San Mateo County locations)	Coastal Cleanup Day is an international volunteer event focused on cleaning up the marine environment and raising awareness about coastal pollution. Participants include school age children, local families, and residents.	Refer to the C.7 Public Information and Outreach section of the SMCWPPP's FY 14-15 Annual Report.

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
Provide the following information: Name Grade or level (elementary/ middle/ high)	Brief description, messages, methods of outreach used	Provide number or participants	Provide agency staff feedback. Report any other evaluation methods used (quiz, teacher feedback etc.). Attach evaluation summary if applicable.
Pet and Child Friendly Landscaping (May 13, 2015 at the Town Hall Complex)	This educational event provided attendees with information about how to design and maintain water-efficient outdoor landscaping for outdoor learning and play. The class covered the design of pet and child friendly landscapes, elimination of pesticides, use of organic amendments, and avoiding poisonous plants. The event was sponsored by the Bay Area Water & Supply Conservation Agency (BAWSCA).	Out of 25 people signed up, 11 attended this event.	No evaluations are available.
Earthcapades School Assembly Program	The Town partners with the Bay Area Water Supply and Conservation Agency (BAWSCA) to administer a school assembly program to educate grade school children about the source of their water supply and the importance of water conservation.	Several assemblies occur throughout the year. The assembly is 35-45 minutes long and serves up to 250 students.	Earthcapades uses online surveys which are distributed to participating schools to evaluate the assembly effectiveness. For details, please refer to the BAWSCA Annual Water Conservation Report (FY14-15 not yet published).

A description of School-age Children Outreach efforts conducted at the countywide level by SMCWPPP is included within the Public Information and Outreach section of the SMCWPPP FY 14-15 Annual Report.

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 14-15, the Town participated through SMCWPPP in 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 through SMCWPPP and BASMAA. For additional information on monitoring activities conducted by SMCWPPP, BASMAA RMC and the RMP, see SMCWPPP's Urban Creeks Monitoring Report, which will be submitted by March 15, 2016 per MRP Provision C.8.

Section 9 – Provision C.9 Pesticides Toxicity Controls

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.						
Trends in Quantities and Types of Pesticides Used⁶⁰						
Pesticide Category and Specific Pesticide Used	Amount⁶¹					
	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15
Organophosphates	0	0	0	0	0	0
Product or Pesticide Type A						
Product or Pesticide Type B						
Pyrethroids	0	0	0	0	0	0
Product or Pesticide Type X						
Product or Pesticide Type Y						
Carbaryl	0	0	0	0	0	0
Fipronil	0	0	0	0	0	0

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.	0
Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within the last 3 years.	25
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%

⁶⁰Includes all municipal structural and landscape pesticide usage by employees and contractors.

⁶¹Weight or volume of the product or preferably its active ingredient, using same units for the product each year. The active ingredients in any pesticide are listed on the label. The list of active ingredients that need to be reported in the pyrethroids class includes: allethrin, bifenthrin, beta-cyfluthrin, bioallethrin, cyfluthrin, cypermethrin, cyphenothrin, deltamethrin, esfenvalerate, etofenprox, fenpropathrin, gamma-cyhalothrin, imiprothrin, lambda-cyhalothrin, metofluthrin, permethrin, phenothrin, prallethrin, resmethrin, sumithrin (d-phenothrin), tau-fluvalinate, tefluthrin, tetramethrin, tralomethrin, cis-permethrin, and zeta-cypermethrin.

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"/> Yes <input type="checkbox"/> No
If yes, attach one of the following:			
<input checked="" type="checkbox"/>	Contract specifications that require adherence to your IPM policy and standard operating procedures, OR		
<input type="checkbox"/>	Copy(ies) of the contractors' IPM certification(s) or equivalent, OR		
<input type="checkbox"/>	Equivalent documentation.		
<p>If Not attached, explain: *Please see Attachment C9 – Contract Specifications. Please note that the entire executed contract is not attached and only pages that pertain to Section C9 are included. The executed contract is available upon request. FY 14-15 is year 3 of a three-year contract aimed towards the reduction of fire hazards in the Town of Hillsborough, so the contract has not changed from FY 13-14. After this year, regular weed abatement will occur, which consists only of mechanical methods (no pesticide use). Pesticides are only used by City staff in extreme circumstances, when mechanical methods are ineffective.</p>			

C.9.e ▶ Track and Participate in Relevant Regulatory Processes
Summarize participation efforts, information submitted, and how regulatory actions were affected OR reference a regional report that summarizes regional participation efforts, information submitted, and how regulatory actions were affected.
<p>Summary: During FY 14-15, we participated in regulatory processes related to pesticides through SMCWPPP, BASMAA and CASQA. For additional information, see the regional report submitted by BASMAA on behalf of all MRP Permittees.</p>

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"/> 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.			

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 the SMCWPPP's FY 14-15 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:

The Town met with landscape maintenance and open space vegetation management contractors to provide and discuss the Town's IPM policy. The Town maintains pesticide reduction outreach materials at the Town Hall/Building and Planning and Public Works kiosks.

See the C.9 Pesticides Toxicity Control section of the Countywide Program's FY 14-15 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.iii ► Minimum Full Trash Capture

Provide the following:

- 1) Total number and types of full capture devices (publicly and privately-owned) installed to-date;
- 2) Total land area (acres) and land areas within each trash generation category (i.e., very high, high, moderate and low) treated by full capture devices (or other types of devices for non-population based Permittees); and, compare with the total required in the permit.
- 3) A narrative summary of maintenance activities implemented for each device, group of devices, or device type, including descriptions of typical maintenance frequencies and issues associated with maintaining these devices. Describe, in particular, any devices that have trash or debris overflowed, bypassed or are not functioning properly in any other manner. Describe corrective actions.

Type of Device	# of Devices	Acres Treated in FY 14-15 by Trash Generation Category				
		Low	Moderate	High	Very High	Total
None	0	0	0	0	0	0
Total for all Types						0
Required by Permit						0

Maintenance Summary (Describe, in particular, any devices that have trash or debris overflowed, bypassed or are not functioning properly in any other manner. Describe corrective actions).

Not applicable. The Town of Hillsborough is exempt from MRP Provision C.10.a.iii. due to having a population below 12,000 and 0 acres of retail/wholesale land. As a result, the Town of Hillsborough does not currently have, nor plans to install trash full capture devices.

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

Provide the volume of material removed during each MRP-required Trash Hot Spot cleanup during each fiscal year, and the dominant types of trash (e.g., glass, plastics, paper) removed and their sources in FY 2014-15 to the extent possible. Also, provide additional information on creek cleanups conducted beyond those required.

Trash Hot Spot	FY 14-15 Cleanup Date(s)	Volume of Trash Removed (cubic yards)					Dominant Type(s) of Trash in FY 2014-15	Trash Sources in FY 2014-15 (where possible)
		FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15		
HL01	July 9, 2015	6.9	0.5	0.4	0.1	0.15	Other plastic products, Bottles (plastic or glass), Paper and cardboard, Fabric and cloth, Aluminum cans, Metal products	Trash accumulation, Litter

Additional Receiving Water Cleanups – If claimed as load reductions described in C.10.d – part C, describe the number and frequency of receiving water cleanups conducted in addition to those reported above. Include locations, cleanup dates, and the total volume of trash removed. Describe the overall plan, if any, associated with these additional cleanups if meant to change the trash condition of certain reaches of creeks or shorelines.

NA

C.10.c ► Long-Term Trash Load Reduction Plan

Provide descriptions of significant revisions made to your Long-term Trash Load Reduction Plan submitted to the Water Board in February 2014. Describe significant changes made to primary or secondary trash management areas (TMA), trash generation maps, control measures, or time schedules identified in your plan.

Description of Significant Revision	Associated TMA
NA – No significant revisions.	NA

C.10.d ► PART A - Trash Control Measure Implementation and Assessment (Jurisdictional-wide Actions)				
Provide a description of each jurisdictional-wide trash control measure implemented to-date. Identify the dominant trash source(s) and dominant type(s) of trash addressed by each control measure. For each jurisdictional-wide measure, identify the trash assessment method(s) used to demonstrate on-going reductions, summarize the results of the assessment(s), and estimate the associated reduction of trash within your jurisdictional area.				
Control Measure	Summary Description of Control Measure & Dominant Trash Sources and Types	Assessment Method(s)	Summary of Assessment Results To-date	Estimated % Trash Reduced
Single-use Plastic Bag Ordinance or Policy	The Town is almost exclusively zoned single family residential and does not have any establishments that distribute plastic bags. However, San Mateo County's Reusable Bag Ordinance, which went into effect in 2013, has been effective in reducing trash generated from single-use plastic bags. Currently, the price of plastic and paper bags is 25 cents at most San Mateo County retailers, encouraging consumers to use fewer or no single-use bags.	<p>On behalf of all SMCWPPP Permittees, the County of San Mateo conducted assessments evaluating the effectiveness of the single use plastic bag ban in municipalities within San Mateo County. Assessments conducted by the County included audits of businesses and surveys of customer bag usage at many businesses in San Mateo County. Additionally, the number of complaints by customers was also tracked by the County. The results of assessments conducted by these cities are assumed to be representative of all SMCWPPP Permittees, given the consistency between the scope, implementation, and enforcement of the ordinances among the municipalities.</p> <p>The Town developed its % trash reduced estimate using the following assumptions:</p> <ol style="list-style-type: none"> 1) Single use plastic bags comprise 8% of the trash discharged from stormwater conveyances, based on the Regional Trash Generation Study conducted by BASMAA; 2) 95% of single use plastic bags distributed in the Town are affected by the implementation of the ordinance, based on the County of San Mateo's Environmental Impact Report; and 3) Of the bags affected by the ordinance, there are now 90% less bags being distributed, based on customer complaints received by the County of San Mateo's Department of Environmental Health Services. 	Results of assessments conducted by the County of San Mateo on behalf of all municipalities in San Mateo County indicate that ordinances are effective in reducing the number of single use plastic bags in stormwater discharges. This preliminary conclusion is based on the very small number of complaints received from customers about businesses in San Mateo County that are continuing to use single use plastic bags after ordinances were adopted. Assuming single use bags are 8% of the trash observed in stormwater discharges, the Town concludes that there has been a 7% (i.e., 8% x 86% effectiveness in reducing bags) reduction in trash in stormwater discharges as a result of the county ordinance. As the Town does not have any establishments that generate Single-Use Plastic Bags, this assessment methodology reduces trash entering into the Town due to the implementation done by neighboring cities.	7%

C.10.d ► PART A - Trash Control Measure Implementation and Assessment (Jurisdictional-wide Actions)				
<p>Provide a description of each jurisdictional-wide trash control measure implemented to-date. Identify the dominant trash source(s) and dominant type(s) of trash addressed by each control measure. For each jurisdictional-wide measure, identify the trash assessment method(s) used to demonstrate on-going reductions, summarize the results of the assessment(s), and estimate the associated reduction of trash within your jurisdictional area.</p>				
<p>Expanded Polystyrene Food Service Ware Ordinance or Policy</p>	<p>The Town of Hillsborough passed Ordinance Number 475 adding Chapter 8.10 to the Town's Municipal Code supporting international, federal, and state bans of all uses of chlorofluorocarbons and polystyrene foam. As a result, Town sponsored events or events on Town property are prohibited from using polystyrene based disposable food service packaging.</p>	<p>Although the Town has adopted and implemented an ordinance prohibiting the distribution of EPS food ware by food vendors, evaluations of the effectiveness of the ordinance have not yet been conducted. For the purpose of estimating trash reductions in stormwater discharges associated with the ordinance, the results of assessments conducted by the cities of Los Altos and Palo Alto were used to represent the reduction of trash associated with the Town's ordinance. Assessments conducted by these cities were conducted prior to and following the effective date of their ordinances, and include audits of businesses and/or assessments of EPS food ware observed on streets, storm drains and local creeks. The results of assessments conducted by these cities are assumed to be representative of the effectiveness of the Town's ordinance because the implementation (including enforcement) of the Town's ordinance is similar to the City of Los Altos' and Palo Alto's.</p> <p>The Town developed its 5% trash reduced estimate using the following assumptions:</p> <ol style="list-style-type: none"> 1) EPS food ware comprises 6% of the trash discharged from stormwater conveyances, based on the Regional Trash Generation Study conducted by BASMAA 2) 80% of EPS food ware distributed by food vendors or sold via stores in the County is affected by the implementation of the ordinance; and 3) There is now 95% less EPS food ware being distributed, sold and/or observed in the environment, based on assessments conducted by the City of Palo Alto and City of Los Altos. 	<p>Results of assessments that are representative of the Town, but were conducted by the cities of Los Altos and Palo Alto, indicate that Town's ordinance is effective in reducing EPS food ware in stormwater discharges. This conclusion is based on the following assessment result - an average of 95% of businesses affected by the ordinance is no longer distributing EPS food ware post-ordinance. Based on these results, the estimated average reduction of EPS food ware in stormwater discharges is 90%. Assuming EPS food ware is 6% of the trash observed in stormwater discharges, the Town concludes that there has been a 5% (i.e., 6% x 90%) reduction in trash in stormwater discharges as a result of the ordinance.</p>	<p>5%</p>

C.10.d ► PART B - Trash Control Measure Implementation and Assessment (TMA Specific Actions)

C.10.d ► PART A - Trash Control Measure Implementation and Assessment (Jurisdictional-wide Actions)

Provide a description of each jurisdictional-wide trash control measure implemented to-date. Identify the dominant trash source(s) and dominant type(s) of trash addressed by each control measure. For each jurisdictional-wide measure, identify the trash assessment method(s) used to demonstrate on-going reductions, summarize the results of the assessment(s), and estimate the associated reduction of trash within your jurisdictional area.

<p>Other Source Control Actions with sufficient documentation and supporting assessment</p>	<p>On behalf of the Town, SMCWPPP and BASMAA also implemented public education and outreach actions at the countywide and regional scales that were targeted at reducing the impacts of trash on local water bodies. For descriptions of these activities, please see Section 7 of the Program’s Annual Report.</p> <p>The Town conducts open space vegetation management annually in Town-owned open spaces, and monitors and mitigates any illegal dumping discovered. The Town also provides anti-dumping outreach to residents immediately adjacent to Town owned open space.</p>	<p>BASMAA conducted post-campaign surveys to assess the effectiveness and impacts of their youth litter campaign “Be the Street”. The methods used by BASMAA are described in Appendix 16 of the Program’s Annual Report.</p>	<p>Reductions (i.e., trends) in the levels of trash in stormwater discharges that occur as a result of the implementation of Public Education and Outreach campaigns and programs are very difficult to measure. Both the inherent spatial and temporal variability in trash generation and the timeframes by which behavior change occurs as a result of education and outreach largely governs our ability to link this control measure to water quality outcomes. That said - changing littering behaviors is paramount to the long-term success of trash management programs. As described in Section 7 of the Program’s Annual Report, the Town has spent significant resources on local, Countywide, and public education and outreach programs that are slowly reducing the generation of trash at its source. No reduction was taken this year for public education and outreach efforts as a conservative approach.</p>	<p style="text-align: center;">0%</p>
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Complete the following trash control measure implementation and assessment summary for each primary trash management area (TMA) identified in your Long-term Plan. Include the following information:

- Identify the total jurisdictional area and the % of that area that generated very high (VH), high (H), moderate (M), or low (L) levels of trash in 2009, as depicted on trash generation maps;
- Identify the dominant trash source(s) and dominant type(s) of trash addressed or to-be addressed in the TMA;
- Provide the area currently treated by full capture devices, the quantity and type of devices installed to-date, and the % and acres of jurisdictional area in very high (VH), high (H), moderate (M), and low (L) generation categories that are currently treated by full capture devices in the TMA;
- Summarize control measures other than full capture devices implemented to-date, distinguishing between implementation that began pre- and post-MRP effective date. If not implemented in the entire TMA, describe generation category targeted and % of TMA addressed;
- Provide the acres of jurisdictional area in very high (VH), high (H), moderate (M), and low (L) generation categories in areas associated with actions other than full capture devices in the TMA;
- Describe the methods used to evaluate the effectiveness of control measures other than full capture devices, and any assessment results to-date. If the method was not implemented in the entire TMA, describe generation category targeted and %of TMA addressed.
- Provide the acres in VH, H, M or L generation categories after accounting for reduction associated with control measures other than full capture devices;
- Provide the acres in VH, H, M or L generation categories after accounting for reductions associated with ALL control measures (i.e., full capture and other actions) implemented to-date in the TMA
- Provide an estimate of the % of trash reduced in the TMA as a result of ALL control measures implemented to-date in the TMA. using the following formula:

$$\% \text{ Reduction} = 100 [(12A_{VH(2009)} + 4A_{H(2009)} + A_{M(2009)}) - (12A_{VH} + 4A_H + A_M)] / (12A_{VH2009} + 4A_{H2009} + A_{M2009})$$

where:

- $A_{VH(2009)}$ = total amount of the 2009 very high trash generation category in jurisdictional area
- $A_{H(2009)}$ = total amount of the 2009 high trash generation category in jurisdictional area
- $A_{M(2009)}$ = total amount of the 2009 moderate trash generation category in jurisdictional area
- A_{VH} = total amount of very high trash generation category in jurisdictional area in the reporting year
- A_H = total amount of high trash generation category in jurisdictional area in the reporting year
- A_M = total amount of moderate trash generation category in jurisdictional area in the reporting year
- 12 = Very High to Moderate weighing ratio
- 4 = High to Moderate weighing ratio
- 100 = fraction to percentage conversion factor

C.10.d ► PART B - Trash Control Measure Implementation and Assessment (TMA Specific Actions)								
TMA ID	TMA Area (Acres)	Dominant Sources	Dominant Types	Baseline Generation Areas (2009)	Area (Acres) in Each Trash Generation Category			
					VH	H	M	L
1	7	<ul style="list-style-type: none"> Vehicles from the State Freeway Pedestrian Litter 	<ul style="list-style-type: none"> Plastic and Aluminum Can Bottles Plastic Food Packaging All types of loose paper from food ware to paper bags 	0	0	7	0	
Full Capture Devices	Area Treated by Full Trash Capture Devices (Acres)	Quantity and Type of Full Trash Capture Devices		Area Treated by Full Capture Devices	0	0	0	0
	0	There are no full capture devices installed in this TMA.						
Actions other than Full Capture Devices	Summary Description of Other Actions Implemented in the TMA Since MRP Adoption			Area Not Treated by Full Capture Devices	0	0	7	0
	<p>Trash Management Area #1 ("TMA #1") is part of State Highway 35 that was annexed to the Town. Trash problems were categorized as low to moderate generation rate, as part of the Town's Long-Term Trash Load Reduction Plan, Page 17. TMA #1 runs parallel to State Highway 280, which is the dominant source of trash transported by wind and traffic, and is approximately 7 acres in size, making up approximately 0.18% of the Town acreage. TMA#1 is depicted on Figure 6, page 16 of the Town's Long-Term Trash Load Reduction Plan. Since TMA #1 has been identified to have a low to moderate generation rate, the Town has put greater focus on control measures in this area.</p> <p>A summary of measures implemented are below:</p> <ul style="list-style-type: none"> On-land Cleanup: The frequency of on-land trash cleanups is daily to weekly and is conducted by Town Staff as regular routine duties. The frequency is increased or immediately attended to if it becomes a public nuisance and/or emergency. In addition, increased on-land cleanup is performed under the Town's supervision with collaborate efforts with the Sherriff's Department and the Work Furlough Program. Anti-littering and illegal dumping enforcement activities: Enforcement activities for anti-littering and illegal dumping are usually triggered by complaints and notification from the general public by the residents. The Town's Code Enforcement Division takes the lead on all reported illegal dumping and litter complaints and activities. The code enforcement process includes investigation, warning letters, citations, fines and court hearings. The Town's Municipal Code and the general Civil Laws provide the Town's Police and Code Enforcement Departments with the legal authority to respond to illegal dumping. Enforcement: On average, anti-littering and illegal dumping with enforcement activities occurs at least once quarterly. In all applicable cases, police reports are prepared and forwarded to appropriate entities for possible fines or administrative fees. Improved Trash Bin/Container Management: The Town has worked with the contracted refuse collection company to ensure that all residents have proper trash bins to accommodate the scheduled trash collection. In addition, the Town completes assessment during routine maintenance of public facilities to ensure that trash bins are adequate and if needed, to be replaced. The current container management for 			Area after Accounting for Other Actions (based on assessment results)	0	0	4	3

<p>Town-operated facilities is disposed daily, depending upon volume. Appropriate container management is also enforced for all private development. Outreached is conducted during pre-construction meetings prior to permit issuance. Non-compliance triggers enforcement activities.</p>					
<p align="center">Assessment Methods for Control Measures Other than Full Capture Devices</p>					
<p>To assess environmental outcomes associated with control measures other than full capture devices, visual on-land trash assessments were conducted using a standard on-land visual assessment protocol developed by BASMAA member agencies. For each TMA assessed, sites were selected using a probabilistic sample draw that allows for extrapolation within the applicable TMA. Sites that have been assessed more than once in this fiscal year have had their assessment results averaged. In fiscal years 2013-2014 and 2014-15, the Town of Hillsborough conducted 2 visual assessments at 2 sites to assess the level of trash observed on-land in priority TMAs. Through this effort, approximately 2,100 linear feet of streets and sidewalks were assessed.</p>					
<p align="center">Summary of Assessment Results</p>					
<p>A total of 2 assessments were performed at 2 sites in this TMA using the on-land visual assessment protocol. Approximately 2,100 linear feet (22%) of streets and sidewalks were assessed in this TMA. Only areas with M, H, or VH generation rates were assessed. For those areas assessed, 37% were L, 63% were M, 0% were H, and 0% were VH.</p>					
<p align="center">Area After Taking into Account Full Capture Devices AND Other Actions</p>	0	0	4	3	
<p align="center">Estimated % Trash Reduction in this TMA</p>	37%				

C.10.d ► PART B - Trash Control Measure Implementation and Assessment (TMA Specific Actions)									
TMA ID	TMA Area (Acres)	Dominant Sources	Dominant Types	Area (Acres) in Each Trash Generation Category					
					VH	H	M	L	
2	3,944	<ul style="list-style-type: none"> Vehicles Inadequate container management from refuge company and construction companies 	<ul style="list-style-type: none"> Plastic bags Plastic bottles and aluminum cans Plastic food packaging Construction debris 	Baseline Generation Areas (2009)	0	0	0	3,944	
Full Capture Devices	Area Treated by Full Trash Capture Devices (Acres)	Quantity and Type of Full Trash Capture Devices			Area Treated by Full Capture Devices	0	0	0	0
	0 (NA)	0 (NA)							
Actions other than Full Capture Devices	Summary Description of Other Actions Implemented in the TMA Since MRP Adoption				Area Not Treated by Full Capture Devices	0	0	0	3,944
	<p>Trash Management Area #2 ("TMA#2") is approximately 3,944 acres which is about 99.5% and encompasses the Town's rural geography of zoned single-family residence and open spaces. TMA#2 is categorized with a low generation rate as shown on Figure 6 of the Town's Trash management Area Map on Page 16 of the Long-Term Trash Load Reduction Plan.</p> <p>A summary of measures implemented are below:</p> <ul style="list-style-type: none"> On-land Cleanup: The frequency of on-land trash cleanups is daily to weekly and is conducted by Town Staff as regular routine duties. The frequency is increased or immediately attended to if it becomes a public nuisance and/or emergency. In addition, increased on-land cleanup is performed under the Town's supervision with collaborate efforts with the Sherriff's Department and the Work Furlough Program. Anti-littering and illegal dumping enforcement activities: Enforcement activities for anti-littering and illegal dumping are usually triggered by complaints and notification from the general public by the residents. The Town's Code Enforcement Division takes the lead on all reported illegal dumping and litter complaints and activities. The code enforcement process includes investigation, warning letters, citations, fines and court hearings. The Town's Municipal Code and the general Civil Laws provide the Town's Police and Code Enforcement Departments with the legal authority to respond to illegal dumping. Improved Trash Bin/Container Management: The Town has worked with the contracted refuge collection company to ensure that all residents have proper trash bins to accommodate the scheduled trash collection. In addition, the Town completes assessment during routine maintenance of public facilities to ensure that trash bins are adequate and if needed, to be replaced. The current container management for Town-operated facilities is disposed daily, depending upon volume. Appropriate container management is also enforced for all private development. Outreached is conducted during pre-construction meetings prior to permit issuance. Non-compliance triggers enforcement activities. 				Area after Accounting for Other Actions (based on assessment results)	0	0	0	3,944

Assessment Methods for Control Measures Other than Full Capture Devices					
To assess environmental outcomes associated with control measures other than full capture devices, visual on-land trash assessments were conducted using a standard on-land visual assessment protocol developed by BASMAA member agencies. For each TMA assessed, sites were selected using a probabilistic sample draw that allows for extrapolation within the applicable TMA. Sites that have been assessed more than once in this fiscal year have had their assessment results averaged. In fiscal years 2013-2014 and 2014-15, the Town of Hillsborough conducted 2 visual assessments at 2 sites to assess the level of trash observed on-land in priority TMAs. Through this effort, approximately 2,100 linear feet of streets and sidewalks were assessed.					
Summary of Assessment Results					
No assessments were conducted in this TMA					
	Area After Taking into Account Full Capture Devices AND Other Actions	0	0	0	3944
	Estimated % Trash Reduction in this TMA	NA (Low Trash Generation in entire TMA)			

C.10.d ► PART C – Estimated Overall Trash Load Reduction

For Population-based Permittees, provide an estimate of the overall trash reduction percentage achieved to-date within the jurisdictional area of your municipality that generates problematic trash levels (i.e., Very High, High or Moderate trash generation). Base the estimate on the information presented in C.10.d – Parts A and B and receiving water cleanups not reported in C.10.b.iii.

Discussion of Trash Reduction Estimate (including Receiving Water Cleanups):

The trash load reduction estimates presented in this section provide the best available estimate of trash reduction from the Town’s municipal separate stormwater sewer system (MS4). These estimates were developed consistent with the trash reduction framework developed in collaboration with Water Board staff in 2013-14, and the Pilot SMCWPPP Trash Assessment Strategy submitted to the Water Board in February 2014. All estimates are based on available information collected by the Town and are subject to revision by the Town based on additional information on the effectiveness of trash controls, the magnitude and extent of trash control measure implementation, and/or the levels of trash discharged from the City’s MS4.

Trash reduction estimates were based on initial data collection efforts that began in FY 13-14 and continued through FY 14-15. Reductions associated with jurisdictional-wide trash control measures, trash full capture devices, other TMA-specific control measures, and trash cleanup events in local creeks and shorelines are included. Reductions associated with jurisdictional-wide actions are based on a combination of data collection and observations applicable to the Town. Reductions associated with trash full capture devices assume that trash generated in areas treated by effectively maintained devices reduce trash to a level of “no adverse impacts” to local water bodies. For control measures other than full capture devices, all reduction estimates are based on empirical observations of current trash levels (i.e., on-land visual assessments) and associated reductions in applicable trash management areas. Reductions associated with creek and shoreline cleanups are based on the amount of trash removed via these cleanups in FY 14-15, in comparison to baseline trash generation in the Town. For creek and shoreline cleanups, the load reduction accounting formula included in the MRP 2.0 Tentative Order was used.

Estimated % Trash Reduction due to Jurisdictional-wide Actions (as Reported in C.10.d – Part A)	12%
Estimated % Trash Reduction in All TMAs due to Trash Full Capture Devices (as Reported in C.10.d. – Part B)	0%
Estimated % Trash Reduction in all TMAs due to Control Measures Other than Trash Full Capture Devices in All TMAs) (as Reported in C.10.d. – Part B)	37%
Subtotal for Above Actions	49%
Estimated % Trash Reduction due to Receiving Water Cleanups (All TMAs)	0%
Total Estimated % Trash Reduction FY 14-15	49%

Section 11 - Provision C.11 Mercury Controls

C.11.a.i ► Mercury Recycling Efforts

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

The Town continues to promote proper collection and recycling of mercury containing devices and equipment. The Town's efforts are through web postings, Town newsletters, water quality reports, handouts at kiosks in Town Hall and posting on maintenance vehicles. The Town also participates in a Door-to-Door Household Hazardous Waste program that's sponsored by San Mateo County program and contracted with the refuse company, ReThink Waste affiliated with Recology. Public education information is provided in forms of flyers, brochures and pamphlet are available to the public and Town residents at Town Hall.

Please refer to SMCWPPP's FY 14-15 Annual Report for details regarding countywide efforts to promote and facilitate collection and recycling of mercury containing devices and equipment at the consumer level through San Mateo County Health Department's Household Hazardous Waste (HHW) Program and Very Small Quantity Generator Business Collection (VSQG) Program.

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.

Please refer to the FY 14-15 SMCWPPP Annual Report for an estimate of the mass of mercury collected through the San Mateo County Health Department's Household Hazardous Waste (HHW) Program and Very Small Quantity Generator Business Collection (VSQG) Program.

- 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 the SMCWPPP's FY 14-15 Annual Report, Integrated Monitoring Report.

Section 12 - Provision C.12 PCBs Controls

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:

The Town does not have industrial sites and does not have municipal industrial inspectors. See the FY 12-13 Program Annual Report for a description of training provided countywide and/or regionally.

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 countywide Program and regional accomplishments for these sub-provisions are included within the C.12 PCB Controls section of the SMCWPPP's FY 14-15 Annual Report, Integrated Monitoring Report.

Section 13 - Provision C.13 Copper Controls

C.13.a.iii.(2) ▶ Training, Permitting and Enforcement Activities

(FY 11-12 Annual Report and each Annual Report thereafter) Provide summaries of activities implemented to manage waste generated from cleaning and treating of copper architectural features, including copper roofs, during construction and post-construction including:

- Development of BMPs on how to manage the water during and post construction
- Requiring the use of appropriate BMPs when issuing building permits
- Educating installers and operators on appropriate BMPs
- Enforcement actions taken against noncompliance

- **Development of BMPs.** The Countywide Program collaborated with BASMAA to develop BMPs to manage waste generated from cleaning and treating of copper architectural features, including copper roofs, during construction and post construction.
- **Requiring the use of BMPs.** The Countywide Program updated its Stormwater Requirements Checklist to include the architectural copper BMPs in the list of source controls measures that may apply to projects. The Town’s Planning Department will continue to incorporate the Stormwater Requirements Checklist during the planning stage of development applications. The Town conducts outreach efforts to Contractors and Homeowners during permitting process at the Permit Counter and Building Staff also requires applicants to coordinate with the Engineering Department on procedures and BMPs.
- **Educate Installers and Operators.** The Countywide Program, in collaboration with the Santa Clara Valley Urban Runoff Pollution Prevention Program, prepared an educational flyer on the BMPs. This flyer is provided to contractors and is made available to the public at Town Hall. A newsletter from the Building and Planning Department to design professionals and contractors provided information regarding Copper Controls.
- **Enforcement Actions against Noncompliance.** Enforcement actions for non-compliance will follow the Town’s ERP which includes Level 1-4 enforcement and is based on the type of violation noted. There were no enforcement actions for non-compliance of architectural BMPs during FY 14-15 reporting year.

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

Not applicable. The Town does not have industrial businesses.

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

Note: There are no reporting requirements in the FY 14-15 Annual Report for Section C.14.

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? **Yes** **No**

If **No**, skip to C.15.b.vi.(2):

If **Yes**, Complete the attached reporting tables or attach your own table with the same information. Provide any clarifying comments below.

Comments:

No changes from previous reporting year.

Planned Discharges

The Town of Hillsborough conducts four water flushing maintenance programs: (1) UDF (Unidirectional Flushing), (2) Water Quality Flushing, (3) Auto Flushing Program and (4) Fire Flow Program. The Water Quality and Auto Flushing Programs are conducted on dead-end (i.e., cul-de-sacs) water mains in order to ensure that all water quality parameters are met and that the Town is providing safe water to the public. Water deployed to atmosphere is tested for the parameters of total chlorine, turbidity, pH and temperature. The Fire Flow Program is required and determines the flow rate on a hydrant when fully open in case of an emergency situation. All water deployed to atmosphere during flushing flows through a dechlorination basket or diffuser, which contains dechlorination tablets. Water flowing through diffusers is tested prior to entering the storm drain system to confirm that chlorine is not detected.

In addition, in February 2011 the Town purchased a mobile water flushing and filtration system called "NO-DES". The NO-DES unit captures, filters, treats and returns flushed water back to the water distribution system instead of discharging it to the atmosphere, onto the street and into the storm drain system. The result is that the NO-DES system virtually eliminates all discharge into storm drain from unidirectional and other select water flushing activities. The only water lost is the water contained within the fire hoses that run from the NO-DES unit to the fire hydrants. This effectively means that the NO-DES unit takes a unidirectional flushing discharge event that would typically introduce anywhere from 10,000 to 100,000 gallons or more of water into the storm drain system and reduces it to a several hundred gallon flushing event. As such, NO-DES flushing events should be considered non-reportable events and exempt from associated reporting requirements.

Unplanned Discharges

Unplanned events are typically water main breaks. When water main breaks occur, dechlorination baskets are deployed but testing of the effluent water has not historically been conducted due to debris material that can affect the results of quality. The Town is currently recording the duration, time of discharge discovery, regulatory agency notification time (as applicable), inspector arrival time and the responding crew arrival time during unplanned discharges. The Town will report the necessary data on future unplanned discharges. Efforts will be made in the coming year to closely monitor (Chlorine, PH and Turbidity) and report actual discharge residuals after dechlorination and filtration prior to entering the storm drain system. Hillsborough will monitor the effectiveness of this program and modify our Standard Operating Procedures (SOP's) to reflect changes needed to meet new monitoring, data tracking and reporting requirements.

In 2012, the Town participated in the SMCWPPP Water Utility Work Group and assisted in the development of fact sheets summarizing best management practices for materials and procedures for planned and unplanned discharges.

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

Provide implementation summaries of the required BMPs to promote measures that minimize runoff and pollutant loading from excess irrigation. Generally the categories are:

- Promote conservation programs
- Promote outreach for less toxic pest control and landscape management
- Promote use of drought tolerant and native vegetation
- Promote outreach messages to encourage appropriate watering/irrigation practices
- Implement Illicit Discharge Enforcement Response Plan for ongoing, large volume landscape irrigation runoff.

Summary:

The Town of Hillsborough recognizes the importance of water conservation and continues to offer the following water conservation resources and programs:

- Free Water Wise Gardening Web and DVD Resource. Available online. Provides tips for conserving outdoor water.
- The Town Water Conservation Garden. The Town maintains a Water Conservation Garden that demonstrates low water landscaping concepts. Residents can visit the garden to learn how you to incorporate water conservation concepts in their own landscaping.
- Water Conservation Rebates. Hillsborough participates in outdoor water conservation rebate and giveaway programs through BAWSCA. This includes the Outdoor Water-Wise Education Program.
- Water Use Reports. The Town provides water use reports to all Town residents. The report provides actual water use as compared to ideal water use based on landscape site characteristics. The reports encourage efficient irrigation and reduce irrigation run-off associated with over-watering.
- Green Building Ordinance. The Town's Green Building Ordinance requires that indoor and outdoor water conservation measures be implemented during all new construction and major renovations and remodels. The ordinance can be found at <http://www.hillsborough.net/civica/filebank/blobdload.asp?BlobID=3921>.
- Water Efficiency in Landscape Ordinance ("WELO"). The Town's WELO requires all new construction projects and major landscaping projects to design water efficient landscapes and irrigation systems, in compliance with California State Assembly Bill 1881, Section 65597 - "The Water Conservation in Landscaping Act." Applicable projects must submit an Outdoor Water Use Efficiency Checklist and receive inspections to demonstrate compliance. Details can be found at <http://www.hillsborough.net/civica/filebank/blobdload.asp?BlobID=4357>
- NO-DES. As mentioned in summary of Section C.15.b.iii, the NO-DES flushing unit eliminates water waste during UDF and select water maintenance flushing activities conducted by Public Works.
- The Town's strives to ensure that adverse impacts are eliminated from irrigation water and landscape irrigation through improvements on codes and ordinances and implement enforcement(s) through the ERP for ongoing of large volume of landscape irrigation runoff.

Additionally, as a part of its drought response, the Town has increased water conservation outreach, programs and efforts. During the FY 14-15 reporting year, planned discharges performed were Unidirectional Flushing and Fire Flow Program Flushing. The Town's flushing program does not

include testing for turbidity. Based on the planned discharges that the Town performs, the discharge does not reach nearby receiving waters. As reported below, the pH level is maintained at 7 because at point of release of the water to the atmosphere, the water is flowing through a dechlorination basket or diffuser which contains dechlorination tablets. As a result, water flowing through these two BMPs is tested prior to entering the storm drain system to confirm that chlorine is not detected.

In particular, the Town prohibits water waste including irrigation that results in runoff onto pavement, streets and into storm drains. The Town has an enforcement mechanism for water waste infractions, including fines up to \$500 per day per violation.

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 ⁶² (NTU)	Implemented BMPs & Corrective Actions
785 Chateau Dr.	Fire Flow Test	Ralston Creek	07/02/14	00:30	1,549	1,411,200	0.00	7.00	8.9	Y
1030 Whitwell Ave	Fire Flow Test	San Mateo Creek	07/02/14	00:30	2,190	1,411,200	0.00	7.00	16.3	Y
55 Verbalee Ln.	Fire Flow Test	Borel Creek	07/23/14	00:30	4,002	1,512,000	0.00	7.00	35.3	Y
2814 Summit Dr.	Fire Flow Test	Easton Creek	07/23/14	00:30	4,218	1,411,200	0.00	7.00	5.47	Y
308 Barbara Ave.	Fire Flow Test	Ralston Creek	08/13/14	00:30	1,450	1,310,400	0.00	7.00	24	Y
1915 Parkside Ave.	Fire Flow Test	Cherry Creek	08/13/14	00:30	2,946	1,785,600	0.00	7.00	2.55	Y
540 Chelmsford Rd.	Fire Flow Test	San Mateo Creek	08/13/14	00:30	2,986	1,872,000	0.00	7.00	23.9	Y
911 Parrott Dr.	Fire Flow Test	San Mateo Creek	08/13/15	00:30	2,156	1,929,600	0.00	9.14	17.5	Y
540 Bella Vista Rd.	Fire Flow Test	Easton Creek	08/18/14	00:30	2,245	2,246,400	0.00	7.00	5.1	Y
371 Barbara Way	Fire Flow Test	San Mateo Creek	09/11/14	00:30	2,288	1,368,000	0.00	7.82	1.27	Y
911 Patton Dr.	Fire Flow Test	San Mateo Creek	09/18/14	00:30	3,147	1,584,000	0.00	8.97	19.3	Y
1050 Vista Rd.	Fire Flow Test	San Mateo Creek	09/18/14	00:30	3,147	1,584,000	0.00	8.97	19.3	Y
1085 Parrott Dr.	Fire Flow Test	San Mateo Creek	09/18/14	00:30	4,242	633,600	0.00	9.09	11.7	Y
1436 Carlton Rd.	Fire Flow Test	San Mateo Creek	09/18/14	00:30	3,395	1,195,200	0.00	8.96	15.8	Y
15 Bridle Ct.	Fire Flow Test	Borel Creek	09/25/14	00:30	4,854	1,425,600	0.00	9.70	14.8	Y
55 Aster Ave.	Fire Flow Test	Ralston Creek	09/25/14	00:30	4,103	1,728,000	0.00	8.18	21.6	Y
250 Bridge Rd.	Fire Flow Test	San Mateo Creek	10/01/14	00:30	1,823	1,555,200	0.00	9.05	4.92	Y
20 Del Monte Rd.	Fire Flow Test	Easton Creek	10/08/14	00:30	2,774	2,056,320	0.00	8.66	3.35	Y
1952 Forest View Dr.	Fire Flow Test	Sanchez Creek	10/08/14	00:30	5,441	1,497,600	0.00	8.46	1.52	Y
550 Eucalyptus Ave.	Fire Flow Test	Ralston Creek	10/27/14	00:30	2,207	1,411,200	0.00	9.48	2.86	Y
15 Summerholme Pl.	Fire Flow Test	Ralston Creek	10/28/14	00:30	1,727	1,627,200	0.00	9.30	1.11	Y
345 Robinwood Ln.	Fire Flow Test	Burlingame Creek	10/30/14	00:30	2,271	1,468,800	0.00	9.26	11.10	Y
1495 Oak Rim Dr.	Fire Flow Test	San Mateo Creek	11/05/14	00:30	2,761	1,152,000	0.00	9.38	18.80	Y
100 Bridge Rd.	Fire Flow Test	San Mateo Creek	12/01/14	00:30	2,938	748,800	0.00	9.65	6.58	Y
903 Tournament Dr.	Fire Flow Test	Borel Creek	12/03/14	00:30	2,500	1,857,600	0.00	9.08	6.29	Y
5 Santa Maria Ln.	Fire Flow Test	San Mateo Creek	12/18/14	00:45	8,022	1,224,000	0.00	9.76	27.20	Y
2900 Ralston Ave.	Fire Flow Test	Ralston Creek	12/18/14	00:45	9,462	1,627,200	0.00	9.48	34.50	Y
2146 Gerri Ln.	Fire Flow Test	Sanchez Creek	01/15/15	00:45	4,660	950,400	0.00	8.83	31.20	Y
355 Darrell Rd.	Fire Flow Test	Burlingame Creek	02/19/15	00:15	2,337	1,238,400	0.00	8.67	4.21	Y
1040 Lakeview Dr.	Fire Flow Test	Burlingame Creek	02/26/15	00:45	5,176	1,771,200	0.00	8.67	2.63	Y
75 Rockridge Rd	Fire Flow Test	Burlingame Creek	02/26/15	00:30	2,034	1,267,200	0.00	9.54	6.41	Y
310 Moseley Rd.	Fire Flow Test	Burlingame Creek	03/11/15	00:15	9,864	1,915,200	0.00	9.61	12.6	Y
60 Buckeye Ct.	Fire Flow Test	San Mateo Creek	03/11/15	00:20	9,350	1,512,000	0.00	9.14	29.9	Y

⁶²Monitor the receiving water for turbidity if necessary and feasible. Include data in this column if available.

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 ⁶² (NTU)	Implemented BMPs & Corrective Actions
1090 Parrott Dr.	Fire Flow Test	San Mateo Creek	03/11/15	00:20	4,487	1,699,200	0.00	8.91	29.9	Y
15 Santa Gina Ct.	Fire Flow Test	Borel Creek	03/18/15	00:40	1,724	1,728,000	0.00	9.47	4.00	Y
775 Clydesdale Rd.	Fire Flow Test	Borel Creek	03/18/15	00:40	4,875	1,627,200	0.00	9.18	25.10	Y
777 Chateau Dr.	Fire Flow Test	Ralston Creek	04/01/15	00:40	2,496	1,771,200	0.00	6.00	11.00	Y
463 Remillard Ave.	Fire Flow Test	Burlingame Creek	04/01/15	00:40	2,705	1,656,000	0.00	5.00	14.90	Y
300 Ranelegh Rd.	Fire Flow Test	San Mateo Creek	04/01/15	00:40	2,320	1,540,800	0.00	6.00	14.00	Y
777 Chateau Dr.	Fire Flow Test	Ralston Creek	04/02/15	00:41	2,496	1,771,200	0.00	6.00	11.00	Y
30 Paradise Ct.	Water Quality Flushing	Borel Creek	07/07/14	00:30	18,000	864,000	0.00	7.00	13.3	Y
740 Clydesdale Rd.	Water Quality Flushing	Borel Creek	07/07/14	00:20	10,000	720,000	0.00	NA	NA	Y
10 Waverly Pl	Water Quality Flushing	San Mateo Creek	07/04/14	00:35	17,500	720,000	0.00	7.00	0.61	Y
155 Rockridge Rd.	Water Quality Flushing	San Mateo Creek	07/07/14	00:15	7,500	720,000	0.00	9.63	0.68	Y
330 Ascot Rd.	Water Quality Flushing	San Mateo Creek	07/07/14	00:20	10,000	720,000	0.00	7.00	13.1	Y
Vista Park	Water Quality Flushing	San Mateo Creek	07/07/14	00:20	10,000	720,000	0.00	7.00	3.43	Y
20 Sheldon Way	Water Quality Flushing	Easton Creek	07/14/15	00:15	7,500	720,000	0.00	7.00	3.30	Y
123 Bella Vista Rd	Water Quality Flushing	Easton Creek	07/14/15	00:40	12,000	432,000	0.00	7.00	1.22	Y
10 Scott Ct.	Water Quality Flushing	Sanchez Creek	07/14/15	00:20	12,000	864,000	0.00	7.00	4.96	Y
732 Jacaranda Cir.	Water Quality Flushing	Terrace Creek	07/14/15	00:15	9,000	864,000	0.00	7.00	0.77	Y
2135 Parkside Ave	Water Quality Flushing	Ralston Creek	07/21/14	00:45	13,500	432,000	0.00	NA	NA	Y
30 Buckthorn Way	Water Quality Flushing	Ralston Creek	07/21/14	00:15	7,500	720,000	0.00	NA	NA	Y
1295 La Cumbre Rd.	Water Quality Flushing	Ralston Creek	07/21/14	00:50	7,500	216,000	0.00	NA	NA	Y
205 Robin Rd.	Water Quality Flushing	Ralston Creek	07/21/14	00:30	18,000	864,000	0.00	NA	NA	Y
30 Paradise Ct.	Water Quality Flushing	San Mateo Creek	07/22/14	00:36	7,200	288,000	0.00	NA	NA	Y
1230 Southdown Rd.	Water Quality Flushing	San Mateo Creek	07/25/14	00:30	30,000	720,000	0.00	NA	NA	Y
205 Rizal Dr.	Water Quality Flushing	San Mateo Creek	07/28/14	00:30	6,000	288,000	0.00	NA	NA	Y
1495 Kingswood Dr.	Water Quality Flushing	San Mateo Creek	07/28/14	00:20	6,000	432,000	0.00	NA	NA	Y
1435 Lakeview Dr.	Water Quality Flushing	San Mateo Creek	07/28/14	00:20	6,000	432,000	0.00	NA	NA	Y
30 Crystal Springs Ter.	Water Quality Flushing	San Mateo Creek	07/28/14	00:80	24,000	432,000	0.00	NA	NA	Y
920 Culebra Rd	Water Quality Flushing	San Mateo Creek	08/04/14	00:30	7,800	374,400	0.00	NA	NA	Y
30 Paradise Ct.	Water Quality Flushing	Borel Creek	08/04/14	00:30	7,800	374,400	0.00	NA	NA	Y
330 Ascot Rd.	Water Quality Flushing	San Mateo Creek	08/04/14	00:20	4,000	288,000	0.00	NA	NA	Y
100 Rockridge Rd.	Water Quality Flushing	San Mateo Creek	08/04/14	00:30	7,800	374,400	0.00	NA	NA	Y
10 Waverly Pl	Water Quality Flushing	San Mateo Creek	08/04/14	00:30	7,800	374,400	0.00	NA	NA	Y
740 Clydesdale	Water Quality Flushing	Borel Creek	08/04/14	00:30	7,800	374,400	0.00	NA	NA	Y
920 Culebra Rd.	Water Quality Flushing	San Mateo Creek	08/04/14	00:30	7,800	374,400	0.00	NA	NA	Y
30 Crystal Springs Ter.	Water Quality Flushing	San Mateo Creek	10/22/14	00:10	3,500	504,000	0.00	NA	1.12	Y
30 Paradise Ct.	Water Quality Flushing	San Mateo Creek	12/04/14	00:24	12,000	720,000	0.00	NA	NA	Y

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 Turbidity⁶² (NTU)	Implemented BMPs & Corrective Actions
205 Robin Rd.	Water Quality Flushing	Ralston Creek	12/10/14	00:72	25,250	504,000	0.00	9.03	7.04	Y
1295 La Cumbre Rd.	Water Quality Flushing	Ralston Creek	12/15/14	00:60	15,000	360,000	0.00	9.45	2.15	Y
View Haven Rd	Water Quality Flushing	Cherry Creek	12/15/14	00:45	11,250	360,000	0.00	9.34	1.76	Y
View Haven Rd	Water Quality Flushing	Cherry Creek	12/17/14	00:60	20,400	489,600	1.95	9.73	0.73	Y
30 Crystal Springs Ter.	Water Quality Flushing	San Mateo Creek	12/17/14	00:60	30,000	720,000	1.54	9.64	10.50	Y
View Haven Rd	Water Quality Flushing	Cherry Creek	12/18/14	00:60	30,000	720,000	0.00	9.64	10.50	Y
205 Robin Rd.	Water Quality Flushing	Ralston Creek	01/05/15	08:00	28,800	86,400	0.00	NA	NA	Y
205 Robin Rd.	Water Quality Flushing	Ralston Creek	01/05/15	05:38	27,000	115,200	0.00	NA	NA	Y
Scott Court	Water Quality Flushing	Cherry Creek	01/05/15	08:00	28,800	86,400	0.00	NA	NA	Y
View Haven Rd	Water Quality Flushing	Sanchez Creek	01/06/15	08:00	28,800	86,400	0.00	NA	NA	Y
60 Fagan Rd	Water Quality Flushing	Easton Creek	01/06/15	08:00	96,000	288,000	0.00	NA	NA	Y
View Haven Rd	Water Quality Flushing	Sanchez Creek	01/07/15	06:00	72,000	288,000	0.00	NA	NA	Y
60 Fagan Rd	Water Quality Flushing	Easton Creek	01/07/15	05:40	68,000	288,000	0.00	NA	NA	Y
30 Crystal Springs Ter.	Water Quality Flushing	San Mateo Creek	01/07/15	06:35	79,000	288,000	0.00	NA	NA	Y
30 Paradise Ct.	Water Quality Flushing	Borel Creek	01/07/15	00:25	10,000	576,000	0.00	NA	NA	Y
NA	Water Quality Flushing	San Mateo Creek	01/07/15	00:30	9,600	460,800	0.80	9.45	1.11	Y
10 Scott Ct.	Water Quality Flushing	Sanchez Creek	01/07/15	00:30	10,200	489,600	0.00	NA	9.28	Y
Crystal Springs Ter.	Water Quality Flushing	San Mateo Creek	01/14/15	00:60	24,000	576,000	0.00	8.91	0.34	Y
View Haven Rd	Water Quality Flushing	Cherry Creek	01/14/15	00:30	12,000	576,000	0.00	8.88	0.21	Y
30 Paradise Ct.	Water Quality Flushing	San Mateo Creek	01/20/15	00:40	16,000	576,000	0.00	8.69	6.24	Y
205 Robin Rd.	Water Quality Flushing	Ralston Creek	02/03/15	00:20	8,000	576,000	0.00	6.00	6.00	Y
205 Robin Rd.	Water Quality Flushing	Ralston Creek	02/07/15	00:45	18,000	576,000	0.00	6.00	6.00	Y

C.15.b.iii.(2) ► Unplanned Discharges of the Potable Water System⁶³														
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) ⁶⁴	pH (standard units) ⁵²	Discharge Turbidity (Visual) ⁵² .	Implemented BMPs & Corrective Actions	Time of discharge discovery	Regulatory Agency Notification Time ⁶⁵	Inspector arrival time	Responding crew arrival time
105 Glencarry Rd.	Service Repair	San Mateo Creek	07/12/14	04:00	60,000	360,000	0.00	NA	NA	Y	NA	NA	NA	NA
20 Heather Pl.	Service Repair	Ralston Creek	07/15/14	02:30	15,000	144,000	0.00	NA	NA	Y	NA	NA	NA	NA
305 Ascot Rd.	Service Repair	Burlingame Creek	07/15/14	01:40	5,000	72,000	0.00	NA	NA	Y	NA	NA	NA	NA
440 Pinehill Rd.	Service Repair	Ralston Creek	08/12/14	04:20	78,000	432,000	0.00	NA	NA	Y	NA	NA	NA	NA
20 Plaid Pl.	Service Repair	San Mateo Creek	08/15/14	270	40,500	216,000	0.00	NA	NA	Y	NA	NA	NA	NA
Crocket Ln.	Service Repair	Easton Creek	08/29/14	225	45,000	288,000	0.00	NA	NA	Y	NA	NA	NA	NA
Marlborough @ Kennilworth	Service Repair	Burlingame Creek	09/09/14	100	10,000	144,000	0.00	NA	NA	Y	NA	NA	NA	NA
5 Wickham Pl.	Service Repair	Ralston Creek	09/17/14	100	7,500	108,000	0.00	NA	NA	Y	NA	NA	NA	NA
610 Barbara Way	Leak caused by Structural Failure	Ralston Creek	10/03/14	600	90,000	216,000	0.00	8.50	NA	Y	NA	NA	NA	NA
Skyline Blvd. @ Butternut Dr.	Leak caused by Structural Failure	Ralston Creek	10/07/14	249	25,500	216,000	0.00	8.50	NA	Y	NA	NA	NA	NA
170 Glen Aulin Rd.	Leak caused by Structural Failure	Sanchez Creek	10/12/14	210	9,300	72,000	0.00	NA	NA	Y	NA	NA	NA	NA
390 Robinwood Ln.	Service Repair	Ralston Creek	10/22/14	270	27,000	144,000	0.00	NA	NA	Y	NA	NA	NA	NA
2040 Forest View Dr.	Service Repair	Sanchez Creek	11/08/14	440	66,000	216,000	0.00	NA	NA	Y	NA	NA	NA	NA
1815 Elmwood Dr.	Service Repair	Burlingame Creek	11/20/14	240	12,000	72,000	0.00	NA	NA	Y	NA	NA	NA	NA
Uplands Rd @ Redwood Dr.	Service Repair	San Mateo Creek	12/06/14	140	21,150	216,000	0.00	NA	NA	Y	NA	NA	NA	NA
260 Sierra Rd.	Service Repair	San Mateo Creek	12/08/14	180	4,575	36,000	0.00	NA	NA	Y	NA	NA	NA	NA
Burlingame Country Club	Service Repair	Ralston Creek	12/08/14	240	60,000	360,000	0.00	NA	NA	Y	NA	NA	NA	NA
170 Glen Aulin Rd.	Service Repair	Sanchez Creek	12/14/14	110	2,100	28,800	0.00	NA	NA	Y	NA	NA	NA	NA
224 Ridgeway Rd.	Leak caused by Structural Failure	San Mateo Creek	12/16/14	30	300	14,400	0.00	NA	NA	Y	NA	NA	NA	NA
NA	Leak caused by Structural Failure	San Mateo Creek	12/16/14	240	720	4,320	0.00	NA	NA	Y	NA	NA	NA	NA
10 Patton Pl. @	Service Repair	Sanchez Creek	12/20/14	160	7,650	72,000	0.00	NA	NA	Y	NA	NA	NA	NA

⁶³This table contains all of the unplanned discharges that occurred in this FY.

⁶⁴Monitoring 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.

⁶⁵ 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.

C.15.b.iii.(2) ► Unplanned Discharges of the Potable Water System⁶³

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) ⁶⁴	pH (standard units) ⁵²	Discharge Turbidity (Visual) ⁵²	Implemented BMPs & Corrective Actions	Time of discharge discovery	Regulatory Agency Notification Time ⁶⁵	Inspector arrival time	Responding crew arrival time
Summit														
NA	Leak caused by Structural Failure	Cherry Creek	12/29/14	60	6,000	144,000	0.00	NA	NA	Y	NA	NA	NA	NA
425 Remillard Rd.	Service Repair	Ralston Creek	12/29/14	480	24,000	72,000	0.00	NA	NA	Y	NA	NA	NA	NA
30 Aster Ave.	Service Repair	Ralston Creek	01/10/15	180	27,000	216,000	1.00	NA	NA	Y	NA	NA	NA	NA
10 Patton Pl. @ Summit	Service Repair	Sanchez Creek	01/15/15	160	7,650	36,000	2.00	NA	NA	Y	NA	NA	NA	NA
1200 Hayne Rd. (hydrant line)	Service Repair	Burlingame Creek	01/20/15	150	1,500	14,400	3.00	NA	NA	Y	NA	NA	NA	NA
565 Hyane Rd.	Service Repair	Burlingame Creek	03/17/15	150	1,440	14,400	4.00	NA	NA	Y	NA	NA	NA	NA
1950 Ralston Ave.	Service Repair	Ralston Creek	03/10/15	150	150	1,440	5.00	NA	NA	Y	NA	NA	NA	NA
2051 Ralston Ave.	Service Repair	Ralston Creek	04/09/15	50	1,500	43,200	6.00	NA	NA	Y	NA	NA	NA	NA
Fern Ct.	Leak caused by Structural Failure	Sanchez Creek	04/21/15	700	700	1,440	0.00	NA	NA	Y	NA	NA	NA	NA
38 Grevellia Ct.	Service Repair	Terrace Creek	06/28/15	90	4,500	72,000	0.00	NA	NA	Y	NA	NA	NA	NA

ATTACHMENT A

Active Facilities List Inspected by the County

Attachment B: Active Facilities List Inspected by County

Name	Street Number	Street Name	City
FIRE STATION #32	330	ASCOT	HILLSBOROUGH
WEST ELEMENTARY SCHOOL	376	BARBARA	HILLSBOROUGH
ALPHA HOLDING LTD	835	CHILTERN	HILLSBOROUGH
MULTI-PURPOSE BUILDING	303	EL CERRITO	HILLSBOROUGH
NORTH HILLSBOROUGH SCHOOL	545	EUCALIPTUS	HILLSBOROUGH
HILLSBOROUGH CORPORATION YARD	1320	LA HONDA	HILLSBOROUGH
BURLINGAME COUNTRY CLUB GOLF	80	NEW PLACE	HILLSBOROUGH
WILLIAM CROCKER INTERMEDIATE	2600	RALSTON	HILLSBOROUGH
NUEVA SCHOOL	6565	SKYLINE	HILLSBOROUGH
CRYSTAL SPRING UPLANDS SCHOOL	400	UPLANDS	HILLSBOROUGH
PG&E: CAROLANDS SUBSTATION			HILLSBOROUGH

ATTACHMENT B

Facilities Scheduled for Inspection FY14-15

Attachment C: Facilities Scheduled for Inspection by County

Program/Element Code	Name	Street Number	Street Name	City
3090	HILLSBOROUGH CORPORATION YARD	1320	LA HONDA	HILLSBOROUGH
3090	FIRE STATION #32	330	ASCOT	HILLSBOROUGH
3090	BURLINGAME COUNTRY CLUB GOLF	80	NEW PLACE	HILLSBOROUGH

ATTACHMENT C

C.4. Inspection Data

Hillsborough: County Environmental Health Inspection Records - WORKING DRAFT FY1415

Name	Address		Inspection Date	File	Page	Inspection Type		Business Type		Enforcement Actions				Violation Type		Issues Resolved? (yes, no, escalate)	Initial Violation Date	# Days to Resolve	Corrected w/in 10 days?	Specific Problem/ Problem Resolution	Industrial General Permit Reqd?	Notes
	Number	Street				Initial for FY	Followup	Food	HazMat	Verbal	Warning Notice	Admin	Legal	Actual (NSW)	Potential							
ALPHA HOLDINGS LTD	835	CHILDREN	2014-11-13	HazMat	1	1			1												Residence with (??) for emergency generator. Kill storm drain inlets have full capture and are well maintained. No violations observed.	
CRYSTAL SPRINGS UPLANDS SCHOOL	400	UPLANDS	2014-12-12	Food	4	1		1													No violations observed.	
MULTI PURPOSE BUILDING	303	EL CERRITO	2014-12-04	Food	3	1		1													No violations observed.	
NORTH HILLSBOROUGH SCHOOL	545	EUCALYPTUS	2015-05-12	Food	5	1		1													No violations observed.	
NUEVA SCHOOL	6565	SKYLINE	2014-12-04	Food	1	1		1													No violations observed.	
PG & E: COROLANDS SUBSTATION		SW/DARRELL & PULLI	2015-06-09	HazMat	2	1			1												Substation also carved under SPCC with containment area to prevent off site discharge. No violations observed.	
WEST ELEMENTARY	376	BARBARA	2014-12-04	Food	2	1		1													No violations observed.	
WILLIAM CROCKER INTERMED.	2600	RALSTON	5/12/2015	Food	6	1		1													No violations observed.	

Facility Inspections

Number of businesses inspected	8
total number of inspections	8
number of violations (excluding verbal warning)	0
sites inspected in violation	0
violations resolved within 10 working days	0

Category of Violation Observed (excludes verbal warning)

Actual discharge	0
Potential discharge	0

Enforcement Actions

Verbal Warnings	0
Warning Notices	0
Admin Notices	0
Legal Notices	0

Types of Violations by Business Category

	Actual	Potential
Hazmat	0	0
Food Facilities	0	0

ATTACHMENT D
Contract Specifications

SECTION IV – SCOPE OF WORK

1. Background

The Town of Hillsborough is a hillside community located within the San Francisco Bay Peninsula. The Town owns nine open space areas within the incorporated limits which range in size from approximately 1.6 acres to approximately 53.8 acres, totaling approximately 240 acres. The open space areas are undeveloped with rugged, steep, and heavily vegetated terrain. A wildland/urban interface exists where these open space areas border residential properties.

In 2006, the Town completed a vegetation/biological survey of its open space areas as an initial step in its open space area planning and management processes. This survey provided baseline vegetation community data, data of habitat for sensitive species, and information about fuel load characteristics to guide future vegetation management and fire management planning. In 2008, the Town completed the Vegetation Management Strategies and Guidelines report for its open space areas.

In 2009, the Town Council approved the Task Force's list of project priorities, of which Wildfire Management was a top priority. In response to the Task Force's approved list of priority projects, the Town is seeking assistance to implement this priority project.

This project must comply with NEPA and CEQA requirements and state and federal Endangered Species Act requirements, as described in the final Initial Study/ Mitigated Negative Declaration document (see Section IV.1.1, below) and the Biological Opinion (Exhibit E).

1.1 Relevant Background Documents

The following past studies, environmental documents, and environmental permits and agreements guide work on this project. These documents are available on the Town's web site at www.hillsborough.net/rfp/default.asp.

Exhibit A: Hillsborough Vegetation Management Strategy and Guidelines

Exhibit B: Hillsborough Fire Management Work Plan and Greenwaste Management Plan

Exhibit C: Proposed Mitigated Negative Declaration, Town of Hillsborough's Fire Hazard and Fuel Reduction Program

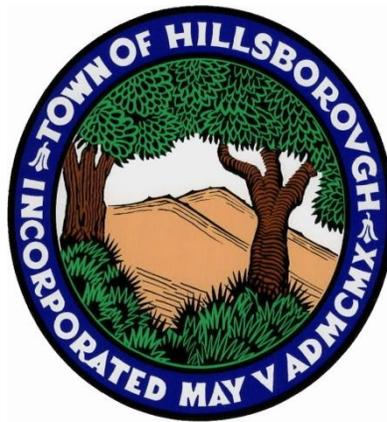
Exhibit D: Initial Study, Town of Hillsborough's Fire Hazard and Fuel Reduction Program

Exhibit E: Biological Opinion, Town of Hillsborough's Fire Hazard and Fuel Reduction Program

Exhibit F: Town of Hillsborough Integrated Pest Management Guidelines and Policy, Provision C-9 of the Town's Municipal Regional Stormwater Permit

TOWN OF HILLSBOROUGH

Integrated Pest Management Policy & Standard Operating Procedures for Policy Implementation



Revised July 10, 2014

PREPARED BY:
Town of Hillsborough
Public Works Department
1600 Floribunda Avenue
Hillsborough, CA 94010
(650) 375-7444



2014 – INTEGRATED PEST MANAGEMENT POLICY AND STANDARD OPERATING PROCEDURES FOR POLICY IMPLEMENTATION

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SCOPE OF WORK FOR INTEGRATIVE PEST MANAGEMENT

The Town of Hillsborough (Town) has an Integrated Pest Management Policy (*see* Attachment A: Integrative Pest Management Policy). The Town's Integrated Pest Management Policy (IPM) strives to promote Integrated Pest Management best practices as strategies to improve water quality in local creeks and the San Francisco Bay, and independent of the policy, minimizes health hazards to individuals from pesticide exposure. IPM emphasizes the use of extensive knowledge about the target pests, such as infestation thresholds, life histories, environmental requirements and natural enemies to compliment and facilitate biological and other natural control measures of pests. The IPM allows for the use of the least toxic pesticides only as a last resort for controlling pests.

Service provider(s) shall conform to Town's IPM Policy in the following manner:

1. Furnish all supervision, labor, materials, and equipment necessary to evaluate, monitor, and provide pest management services for the Town of Hillsborough buildings, parks and landscape areas.
2. Whenever feasible, utilize pest management techniques that employ least toxic chemicals and non-pesticide alternatives.
3. Using IPM strategies, control structural pests that include:
 - a. Mechanical and physical controls that can be used to maintain weeds. Mowing, disking, and hoeing are some techniques for eliminating weeds. Mulching in open areas or planters can suppress weed growth.
 - b. Insects and other arthropods: These include ants, cockroaches, yellow jackets and other wasps and bees, and any other arthropod pest not specifically excluded from the contract.
 - c. Mice and rats: Adequately suppress rats and mice found inside and outside buildings. Service pick-up and proper disposal of dead vertebrates.
 - d. Pests excluded from service:
 1. Termites and other wood destroying organisms
 2. Mosquitoes (mosquito abatement)
 3. Pests that primarily feed on outdoor vegetation unless they are invading a structure
 4. Birds, bats, snakes and all other vertebrates not listed above



- e. Removal of stinging insects: service provider will remove nests of stinging insects within the property boundaries of specified buildings. Identify options where bee hives can be relocated and not destroyed.
 - f. Reduce pest problem hotspots with the goal of solving structural and hygiene challenges so that facilities currently requiring a monthly service can reduce their service needs.
4. Control pests while minimizing human exposure, secondary poisoning to non-target animals and pesticide-related water pollution by adhering to the following conditions:
- The following products may not be used for insect control:
 - Products with the active ingredient on the list of chemicals that are known to the State of California to cause cancer or reproductive toxicity (Prop 65).
 - Organophosphate products (e.g., diazinon or chlopyrifos)
 - Carbamate products (e.g., carbaryl)
 - Pyrethroid products (e.g., Allethrin, Beta-Cyfluthrin, Bifenthrin, Cyfluthrin, Cypermethrin, Deltamethrin, d-trans allethrin, Esbiothrin, Esfenvalerate, lambda-Cyhalothrin, Permethrin, Phenothrin, Prallethrin, Resmethrin, s-Bioallethrin, Sumithrin, Tau-Fluvalinate, Tetramethrin, Tralomethrin)
 - Fipronil
 - Containerized baits are preferred for ant control
 - No spray insecticides may be used except insecticidal soaps and plant-based products (e.g., pyrethrins, mint oil, rosemary oil, etc.). Emergency use of other pesticides may be authorized by the City employee responsible for administering the service agreement (Project Manager).
 - Trapping and exclusion will be the primary rodent control methods. To prevent bait resistance and secondary poisoning, rodent baits will only be used when trapping and exclusion are unsuccessful and in consultation with the Project Manager.
 - No outdoor applications of pesticides of any kind will be applied on impervious surfaces when a 40% or greater chance of rain is forecast within three days unless the pesticides are containerized baits that will not contribute to runoff pollution.
 - Prior to application, notify manager or supervisors overseeing the employees in the working areas that are to be treated with any pest control product other than



- containerized baits. New products that the service provider may wish to use mid-contract must be approved by the Project Manager prior to use.
5. Respond to new or emergency pest management requests within 24 hours of service call.
 6. Reduce pest populations at sites designated by the Project Manager that have historically had regular pest problems requiring periodic service with the goals of:
 - a. Reducing the frequency and severity of pest problems using IPM strategies,
 - b. Reducing access and favorable conditions that support pests, and
 - c. Reducing need for monthly pesticide applications. If the City does not provide the repairs or hygiene needed, the service provider is not responsible for the continuation of pest problems. Frequency of site visits may be reduced or eliminated at the discretion of the Project Manager when pest problems subside.
 7. Contractor shall obtain and comply with pest specific to the Town's accepted Best Management Practices (BMPs) such as www.cabmphandbooks.com and Standard Operating Procedures (SOPs) stated within the Town's IPM Policy. If contractors wish to propose the use of other BMPs and SOPs, the contractor must submit a copy of the proposed BMPs and SOPs in writing to the contract manager for review and approval. Town approval of BMPs and SOPs will be based on degree of conformance with the Town's IPM Policy, MP and SOPs.
 8. Pest management and pesticide use tracking and reporting. The following records will be kept and procedures followed while servicing these sites:
 - a. *Inspection Report*. Provide inspection and service receipt to Project Manager or their designee after each site visit.
 - b. *Pesticide Use Report*. Provide monthly pesticide reporting information using the standard California Department of Pesticide Regulation form PR-ENF-060 or equivalent. The Pesticide Use Report shall contain the following information:
 1. Date and time of pesticide application or service,
 2. Site of the pesticide application (and Project ID/Purchase order, if applicable),
 3. Manufacturer and name/formulation of product applied,



4. Pesticide EPA registration number,
5. Targeted pest,
6. Amount of product applied,
7. Town generated work order with reference number,
8. Date of time of receipt of request and to include the following:
 - i. Name of site contact
 - ii. Prevention and other non-chemical methods of control use
 - iii. Recommendations for further prevention
 - iv. Recommendation for continued treatment based on IPM (including cause of problem source of pest entry to facility, etc.)
 - v. Square footage of area serviced
9. The Town may withhold payment for services until the report for the invoice month is received and approved. The report shall include location inclusive of the contract agreement with the Town of Hillsborough.

9. Proof of Qualifications

- a. Service provider will be in compliance with all federal, state, and local pest control operator requirements and regulations and maintain current licenses. Service provider will be IPM-certified. Service provider for landscaping shall be trained by a professional company such as the Bay-Friendly Landscaping and Gardening Coalition. The following firms offer instruction and certification determined by the Regional Water Quality Control Board to satisfy standards of training for IPM:
 1. Eco Wise Certified. <http://ecowisecertified.org/index.html>
 2. Green Shield. <http://www.greenshieldcertified.org/getcertified/>
 3. GreenPro. <http://www.npmagreenpro.org/>
 4. Bay-Friendly Landscaping & Gardening Coalition. <http://bayfriendlycoalition.org/>

This is not intended as an endorsement of any particular firm. To determine if other firms may offer qualifying training, please contact the Regional Water Quality Control Board at 510-622-2300, or info1@waterboards.ca.gov.



INTEGRATIVE PEST MANAGEMENT POLICY

GOAL

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

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

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

The Town 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.

BACKGROUND

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

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

Integrated Pest Management 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 non-target organisms, and the environment.

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

Town owned or managed property 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.

REQUIRED USE OF INTEGRATED PEST MANAGEMENT

Employees and Contractors implementing pest management controls will use 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 Town are **REQUIRED** to implement IPM to control pests. Landscaping Contractors will have to be certified or they will be required to hire only IPM-certified pest control contractors to apply pesticides. The contract specifications outline the implement IPM methods.

The Town has established written standard operating procedures for pesticide use to ensure implementation of this IPM policy and to require municipal employee, landscaping contractors and pest control contractors to comply with the standard operating procedures.

The Town is tracking employee and contractor pesticide use and prepares an annual report summarizing pesticide use and evaluating pest control activities performed consistent with the municipal regional stormwater permit's requirements.

The Town annually reviews 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 Town will continue to offer and 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.



DECISION MAKING HIERARCHY TO CONTROL PESTS

The IPM-based hierarchical decision making process 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.



STANDARD OPERATING PROCEDURES FOR IMPLEMENTATION OF INTEGRATIVE PEST MANAGEMENT POLICY

OBJECTIVE

To minimize the use and reliance on pesticides that threaten water quality by implementing the Town's policy for integrated pest management (IPM) by all Town employees and contractors hired to manage pests on Town property.

RESPONSIBLE PARTIES

All Town personnel that as part of their municipal job duties are authorized to plan, manage, and control pests including pesticide applications and all Town personnel that administer municipal contracts for applying pesticide on Town property.

CONTRACTS & CONTRACTORS

Contracts shall include a requirement that the contractor shall adhere to the Town's IPM policy. This will be accomplished by using the following procedures:

1. Include a copy of the Town's IPM policy in the contractor solicitation documents, e.g., Request for Proposal or Request for Quote, and make it clear that the pest control services being solicited must comply with the IPM policy.
2. Include a copy of the Town's IPM policy in the contract's specifications.
3. Meet with the contractor to review the Town's IPM policy.

MUNICIPAL EMPLOYEES

Town employees who are authorized to manage pests are required to implement the Town's IPM policy. This will be accomplished by using the following procedures:

1. Use cultural practices and pest prevention measures to minimize the occurrence of pest problems.
2. Set a threshold of tolerance for pests.
3. Use biological and physical controls that are environmentally appropriate and economically feasible to control pests.
4. Use chemical control as a last resort, and then the least toxic product will be used. Where feasible for structural pest control, insecticides will be applied as containerized baits.



5. Avoid the use of pesticides that threaten water quality¹ especially in formulations and situations that pose a risk of contaminating storm water runoff.
6. Train employees on IPM techniques, pesticides-related storm water pollution prevention methods, the municipality's IPM policy, and these standard operating procedures.

As part of the Town's annual report for the municipal regional storm water permit, report on the IPM policy's implementation by showing trends in the quantities and types of pesticides used and suggest reasons for any increases in uses of pesticides that threaten water quality¹ (as required by municipal regional storm water permit Provision C.9.b.).

¹ The municipal regional storm water permit identifies the following pesticides as having a concern to water quality: "organophosphorous pesticides (chlorpyrifos, diazinon, and malathion); pyrethroids (bifenthrin, cyfluthrin, beta-cyfluthrin, cypermethrin, deltamethrin, esfenvalerate, lambda-cyfluthrin, beta-cyfluthrin, cypermethrin, deltamethrin, esfenvalerate, lambda-cyhalothrin, permethrin, and tralomethrin); carbamates (e.g., carbaryl); and fipronil." (Provision C.9)

ATTACHMENT E

C.6. Construction Data

INSTRUCTIONS: Obtain data from the Inspection Checklist for Construction Stormwater Controls completed during inspection. Enter data from one inspection per row. Column 7 (Project disturbs one acre or more?) should be answered yes or no for **only the first inspection at any site.** For sites disturbing 1 acre or more, there should be at least 1 inspection per month from October 15 to April 15. Enforcement Response Level (Columns 20-24) should correspond with the Enforcement Response Plan. Enter "1" for yes. Leave blank for no or no problem.

PURPOSE: Municipal Regional Permit Provision C.6.e.ii(4) requires agencies to track and report on the information identified in this spreadsheet. The data recorded in this spreadsheet will be needed to summarize inspection results as required for annual reporting. The spreadsheet must be provided to Water Board staff if specifically requested. Submission of this spreadsheet with the Annual Report is not required but encouraged.

1	2	3	4	5	6	7	8						15	16			17	18	19	20					21	22	23	24	25	26
Enter 1 per inspection	Enter 1 for each site	Site Name (Ref 2) ¹	Inspectn Date (Ref 1)	Weather During Inspectn (Ref 1a)	Rain with Runoff Since Prev. Inspectn? Y/N (Ref 1b)	ANSWER ONCE PER SITE: Project Disturbs 1 acre or more? (Y/N/See Previous Entry) ² Ref 6	Problems Observed (Ref 9-15)						Specific Problem(s) (Ref 9-15)	Resolution (Ref 17)			Comments (including rationales for longer compliance times) (Ref 16)	Enforcement Response (Ref 16)					Violation Corrected? (Ref 17)							
							Erosion Control	Sediment Control	Run-on & Runoff	Active Treatmt	Site Management	Non Stormwtr Mgt		Illicit Discharge	Problem Fixed	Needs more time		Escalate enforcement	Verbal warning	Written warning/ Notice of violation	Stop Work Order	Notice to comply	Legal action	Corrected within 10 business days	NOT corrected within 30 Days					
1	1	Bridge Rd. (250)	4/23/2015	Sunny	N	N																								
1	1	Buckeye Ct (60)	10/21/2014	58°F, Clear	N	N																								
1		Buckeye Ct (60)	11/26/2015	68°, Overcast	Y	See Previous Entry																								
1		Buckeye Ct (60)	12/18/2014	57°F, Overcast	Y	See Previous Entry	1	1				1	Install fiber blankets on all slopes. Street sweeping needs maintenance - evidence of sediment on street. Reinstall silt fence as fences have sediment build-up. Install silt fence downslope of material stockpiles.	1					1							1				
1		Buckeye Ct (60)	12/23/2014	58°F, Overcast	Y	See Previous Entry																								
1		Buckeye Ct (60)	1/6/2015	52°F, Overcast	Y	See Previous Entry																								
1		Buckeye Ct (60)	2/5/2015	60°F, Overcast	N	See Previous Entry																								
1		Buckeye Ct (60)	2/27/2015	56°F, Cloudy	N	See Previous Entry																								
1		Buckeye Ct (60)	3/2/2015	59°F, Overcast	Y	See Previous Entry																								
1		Buckeye Ct (60)	4/30/2015	60°F, Clear	N	See Previous Entry																								
1	1	Forestview Ave (1952)	10/15/2014	61°F, Clear	N	1 Y		1				1	Fiber rolls and silt fence not installed correctly. Install fiber rolls around stockpiles.	1					1								1			
1		Forestview Ave (1952)	10/22/2014	56°F, Clear	Y	See Previous Entry																								
1		Forestview Ave (1952)	11/26/2015	68°, Overcast	Y	See Previous Entry																								
1		Forestview Ave (1952)	12/18/2014	57°F, Overcast	Y	See Previous Entry																								
1		Forestview Ave (1952)	1/13/2015	64°F, Clear	Y	See Previous Entry																								
1		Forestview Ave (1952)	2/5/2015	60°F, Overcast	N	See Previous Entry																								
1		Forestview Ave (1952)	2/27/2015	59°F, Cloudy	N	See Previous Entry																								
1		Forestview Ave (1952)	3/2/2015	59°F, Overcast	Y	See Previous Entry																								
1		Forestview Ave (1952)	4/30/2015	60°F, Clear	N	See Previous Entry																								
1	1	Glenbrook Dr. (39)	10/14/2014	60°F, Clear	N	N		1				1	Stablized construction entrance gravel is too loose and small; reinstall with larger rock and filter fabric. Reinstall silt fence/compost berm along the frontage/downslope.	1					1								1			
1		Glenbrook Dr. (39)	10/21/2015	58°F, Clear	N	See Previous Entry						1	Needs maintenance.																	
1		Glenbrook Dr. (39)	11/20/2014	58°F, Showers	Y	See Previous Entry	1	1					Re-cover disturbed slopes.	1																

¹ The references (for example "Ref 12") refer to the applicable item number on the Construction Site Stormwater Inspection Checklist.

² Answer Yes or No only once for each site. 1=Yes, 0=No.

1	2	3	4	5	6	7	8 Problems Observed (Ref 9-15)							15 Specific Problem(s) (Ref 9-15)	16 Resolution (Ref 17)			19 Comments (including rationales for longer compliance times) (Ref 16)	20 Enforcement Response (Ref 16)					25 Violation Corrected? (Ref 17)					
							Erosion Control	Sediment Control	Run-on & Runoff	Active Treatmt	Site Management	Non Stormwtr Mgt	Illicit Discharge		Problem Fixed	Needs more time	Escalate enforcement		Verbal warning	Written warning/ Notice of violation	Stop Work Order	Notice to comply	Legal action	Corrected within 10 business days	NOT corrected within 30 Days				
Enter 1 per inspection	Enter 1 for each site	Site Name (Ref 2) ¹	Inspectn Date (Ref 1)	Weather During Inspectn (Ref 1a)	Rain with Runoff Since Prev. Inspectn? Y/N (Ref 1b)	ANSWER ONCE PER SITE: Project Disturbs 1 acre or more? (Y/N/See Previous Entry) ² Ref 6																							
1		Glenbrook Dr. (39)	12/18/2014	57°F, Overcast	Y	See Previous Entry	1	1							Reinstall stabilized construction entrance correctly. Install check dams/sediment basin at top of driveway to catch sediment. Inlet filters need maintenance.					1									
1		Glenbrook Dr. (39)	12/23/2014	58°F, Overcast	Y	See Previous Entry	1	1							Erosion and sediment controls need maintenance.		1				1								
1		Glenbrook Dr. (39)	1/14/2015	58°F, Overcast	Y	See Previous Entry									Soil stockpiles need maintenance.	1													
1		Glenbrook Dr. (39)	2/3/2015	58°F, Overcast	Y	See Previous Entry	1	1				1			Install erosion controls on slopes. Install sediment controls at all grade breaks, at top of driveway, and along curb & gutter. Secure silt fence installations. Cover/tarp soil stock piles.						1								
1		Glenbrook Dr. (39)	2/5/2015	60°F, Overcast	N	See Previous Entry	1	1							Failure to correct identified problems. Erosion/sediment controls to be installed immediately before rain.	1							1						
1		Glenbrook Dr. (39)	2/27/2015	59°F, Partly Cloudy	N	See Previous Entry																							
1		Glenbrook Dr. (39)	3/2/2015	59°F, Overcast	Y	See Previous Entry																							
1		Glenbrook Dr. (39)	4/30/2015	60°F, Clear	N	See Previous Entry																							
TOWN CONDUCTED THIS INSPECTION																													
1	1	Hayne Rd (1200)	10/28/2014	61°F, Clear	Y	N																							
1		Hayne Rd (1200)	11/13/2014	58°F, Clear	Y	See Previous Entry																							
1		Hayne Rd (1200)	11/20/2014	58°F, Rain	Y	See Previous Entry									NO CONSTRUCTION ACTIVITY ON-SITE AND PROJECT WILL COMMENCE DURING SPRING.														
1		Hayne Rd (1200)	1/14/2015	58°, Overcast	Y	See Previous Entry									NO CONSTRUCTION ACTIVITY ON-SITE AND PROJECT WILL COMMENCE DURING SPRING.														
1		Hayne Rd (1200)	2/5/2015	60°F, Overcast	Y	See Previous Entry									NO CONSTRUCTION ACTIVITY ON-SITE AND PROJECT WILL COMMENCE DURING SPRING.														
1	1	Hayne Rd (1190)	9/29/2014	Clear	N	N	1	1							Mark areas to be preserved - needs maintenance						1								
1		Hayne Rd (1190)	10/10/2014	Clear	N	See Previous Entry		1				1			Erosion control on slopes is not compliant. Wattles/fiber rolls need maintenance.	1										1			
1		Hayne Rd (1190)	10/20/2014	Cloudy	Y	See Previous Entry																							
1		Hayne Rd (1190)	11/19/2014	54°F, Rain	Y	See Previous Entry	1	1							Needs maintenance														
1		Hayne Rd (1190)	11/20/2014	58°F, Rain	Y	See Previous Entry																							

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² Answer Yes or No only once for each site. 1=Yes, 0=No.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	
Enter 1 per inspection	Enter 1 for each site	Site Name (Ref 2) ¹	Inspectn Date (Ref 1)	Weather During Inspectn (Ref 1a)	Rain with Runoff Since Prev. Inspectn? Y/N (Ref 1b)	ANSWER ONCE PER SITE: Project Disturbs 1 acre or more? (Y/N/See Previous Entry) ² Ref 6	Problems Observed (Ref 9-15)						Specific Problem(s) (Ref 9-15)	Resolution (Ref 17)			Comments (including rationales for longer compliance times) (Ref 16)	Enforcement Response (Ref 16)					Violation Corrected? (Ref 17)			
							Erosion Control	Sediment Control	Run-on & Runoff	Active Treatmt	Site Management	Non Stormwtr Mgt		Illicit Discharge	Problem Fixed	Needs more time		Escalate enforcement	Verbal warning	Written warning/ Notice of violation	Stop Work Order	Notice to comply	Legal action	Corrected within 10 business days	NOT corrected within 30 Days	
1		Hayne Rd (1190)	12/18/2014	58°F, Overcast	Y	See Previous Entry		1												1					1	
1		Hayne Rd (1190)	12/23/2014	58°F, Overcast	Y	See Previous Entry									1											
1		Hayne Rd (1190)	1/14/2015	58°F, Overcast	Y	See Previous Entry																				
1		Hayne Rd (1190)	2/5/2015	60°F, Overcast	N	See Previous Entry																				
1		Hayne Rd (1190)	2/27/2016	60°F, Overcast	N	See Previous Entry																				
1		Hayne Rd (1190)	3/2/2015	59°F, Overcast	Y	See Previous Entry																				
1		Hayne Rd (1190)	4/30/2015	60°F, Overcast	N	See Previous Entry																				
1	1	Irwin Dr (888)	11/20/2014	58°F, Rain	Y	1 Y																				
1		Irwin Dr (888)	11/26/2014	59°F, Clear	Y	See Previous Entry																				
1		Irwin Dr (888)	12/18/2014	58°F, Overcast	Y	See Previous Entry																				
1		Irwin Dr (888)	1/13/2015	52°F, Clear	Y	See Previous Entry																				
1		Irwin Dr (888)	2/5/2015	60°F, Overcast	N	See Previous Entry																				
1		Irwin Dr (888)	2/27/2015	59°F, Cloudy	N	See Previous Entry																				
1		Irwin Dr (888)	3/2/2015	59°F, Overcast	Y	See Previous Entry																				
1		Irwin Dr (888)	4/30/2015	60°F, Clear	N	See Previous Entry																				
1	1	New Place Rd. (130)	10/17/2014	60°F, Clear	Y	1 Y																				
1		New Place Rd. (130)	11/20/2014	58°F, Overcast	Y	See Previous Entry														PROJECT FINALIZED.						
1	1	New Place Rd. (138)	10/17/2014	62°F, Overcast	Y	1 Y	1	1			1										1					
1		New Place Rd. (138)	10/27/2014	Clear	Y	See Previous Entry										1									1	
1		New Place Rd. (138)	11/20/2014	58°F, Overcast	Y	See Previous Entry									1											
1		New Place Rd. (138)	12/9/2014	58°F, Overcast	Y	See Previous Entry		1																		
1		New Place Rd. (138)	12/18/2014	58°F, Overcast	Y	See Previous Entry																				
1		New Place Rd. (138)	1/14/2015	58°F, Clear	Y	See Previous Entry																				
1		New Place Rd. (138)	2/5/2015	60°F, Overcast	Y	See Previous Entry																				
1		New Place Rd. (138)	2/27/2015	59°F, Partly Cloudy	N	See Previous Entry																				
1		New Place Rd. (138)	3/2/2015	59°F, Overcast	Y	See Previous Entry																				
1		New Place Rd. (138)	4/30/2015	60°F, Clear	N	See Previous Entry															1					

CONSTRUCTION DID NOT BEGIN UNTIL NOVEMBER 2014

PROJECT STABILIZED WITH LANDSCAPING AND GRADING PERMIT FINALIZED.

¹ The references (for example "Ref 12") refer to the applicable item number on the Construction Site Stormwater Inspection Checklist.

² Answer Yes or No only once for each site. 1=Yes, 0=No.

