



The Town of  
Woodside

September 15, 2013

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 Woodside**  
FY 2012/13 Annual Report

Dear Mr. Wolfe:

This letter and Annual Report with attachments is submitted by the Town of Woodside 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 2012/13 and related accomplishments.

P.O. Box 620005  
2955 Woodside Road  
Woodside CA 94062

Please contact Dong Nguyen at 650-851-6790 regarding any questions or concerns.

Very truly yours,

A handwritten signature in blue ink, consisting of several overlapping loops and a vertical stroke, representing the name Dong Nguyen.

Dong Nguyen  
Deputy Town Engineer

**TOWN OF WOODSIDE  
FY 2012/13 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:**



9/13/13

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Dong Nguyen, Deputy Town Engineer

Date

ATTACHMENT B

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Section 1 – Permittee Information

Background Information					
Permittee Name:	Town of Woodside				
Population:	5,646				
NPDES Permit No.:	CAS612008				
Order Number:	R2-2009-0074R				
Reporting Time Period (month/year):	July 2012 through June 2013				
Name of the Responsible Authority:	Dong Nguyen	Title:	Deputy Town Engineer		
Mailing Address:	2955 Woodside Road				
City:	Woodside	Zip Code:	94062	County:	San Mateo
Telephone Number:	(650) 851-6790	Fax Number:	(650) 851-2195		
E-mail Address:	Dnguyen@woodsidetown.org				
Name of the Designated Stormwater Management Program Contact (if different from above):		Title:			
Department:					
Mailing Address:					
City:		Zip Code:		County:	
Telephone Number:		Fax Number:			
E-mail Address:					

Section 2 - Provision C.2 Reporting Municipal Operations

**Program Highlights and Evaluation**

Highlight/summarize activities for reporting year:

**Summary:**  
A representative from the Town attended the TAC meetings and participated in the SMCWPPP Trash Subcommittee.

Refer to the C.2 Municipal Operations section of the SMCWPPP FY 12-13 Annual Report for a description of activities implemented at the countywide and/or regional level.

**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: **The Town of Woodside uses contractors to do street and road repair and maintenance. Town staff conducts daily inspections at the sites regarding the implementation of BMP's.**

**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
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NA	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs
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Comments: **The Town of Woodside does not conduct pavement washing due to the fact we only own a very small parking lot and do not have any sidewalks. If the Town should choose to wash our parking lot, the Town would control the wash water. The Town does not employ any mobile surface cleaners as well. Should the Town need to employ a mobile surface cleaner, the Town would implement BASMAA's Mobile Surface Cleaner Program BMP's.**

**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 of Woodside has only a few bridges and no graffiti. If Town staff needed to remove graffiti, we would implement BASMAA's graffiti removal BMP's.**

C.2.d. ► Stormwater Pump Stations						
Does your municipality own stormwater pump stations:		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No			
If your answer is <b>No</b> then skip to C.2.e.						
Complete the following table for dry weather DO monitoring and inspection data for pump stations <sup>1</sup> (add more rows for additional pump stations). 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		
Summarize corrective actions as needed for DO monitoring at or below 3 mg/L. Attach inspection records of additional DO monitoring for corrective actions:						
Summary:						
Attachments:						
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)

<sup>1</sup> 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<sup>2</sup> roads:  Yes  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.

Y	Control of road-related erosion and sediment transport from road design, construction, maintenance, and repairs in rural areas
Y	Identification and prioritization of rural road maintenance based on soil erosion potential, slope steepness, and stream habitat resources
Y	No impact to creek functions including migratory fish passage during construction of roads and culverts
Y	Inspection of rural roads for structural integrity and prevention of impact on water quality
Y	Maintenance of rural roads adjacent to streams and riparian habitat to reduce erosion, replace damaging shotgun culverts and excessive erosion
Y	Re-grading of unpaved rural roads to slope outward where consistent with road engineering safety standards, and installation of water bars as appropriate
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

Comments including listing increased maintenance in priority areas: **The Town is very careful to implement all the above BMP's on our rural roads and we continue to try and make all our rural roads have as little impact as possible in riparian areas. We also regularly check for problem erosion areas, where we install appropriate erosion control measures.**

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

<b>C.2.f. ► Corporation Yard BMP Implementation</b>			
Place an <b>X</b> in the boxes below that apply to your corporations yard(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 <b>Stormwater Pollution Prevention Plan (SWPPP)</b> for the Corporation Yard(s)		
Place an <b>X</b> in the boxes below next to implemented SWPPP BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type <b>NA</b> in the box. If one or more of the BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:			
<input checked="" type="checkbox"/>	Control of pollutant discharges to storm drains such as wash waters from cleaning vehicles and equipment		
<input checked="" type="checkbox"/>	Routine inspection prior to the rainy seasons of corporation yard(s) to ensure non-stormwater discharges have not entered the storm drain system		
<input checked="" type="checkbox"/>	Containment of all vehicle and equipment wash areas through plumbing to sanitary or another collection method		
<input checked="" type="checkbox"/>	Use of dry cleanup methods when cleaning debris and spills from corporation yard(s) or collection of all wash water and disposing of wash water to sanitary or other location where it does not impact surface or groundwater when wet cleanup methods are used		
<input checked="" type="checkbox"/>	Cover and/or berm outdoor storage areas containing waste pollutants		
Comments: <b>The Town of Woodside has a very small corporation yard with very little equipment. The Town does not store material, have a fueling station, or conduct maintenance on the equipment. The Town buys material as needed and brings the vehicles and equipment to the Redwood City maintenance yard for service and repairs.</b>			
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 Hall Yard	April 2013	The corporation yard was clean and well maintained. There was no material being stored or any hazardous materials that were not enclosed in a secure location.	Continue regular upkeep.



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 Woodside does not have any pilot green street projects planned. Two jurisdictions in San Mateo county have green street projects.**

**The C.3 New Development and Redevelopment section of the SMCWPPP FY 12-13 Annual Report includes a description of activities conducted at the countywide or regional level.**

**C.3.b.v.(2)(c) ► Summary of Green Street Projects Completed by January 1, 2013**

(For FY 12-13 Annual Report only) Provide a summary of all green street projects completed by January 1, 2013.

Summary: **The Town has no green street projects.**

**BASMAA has prepared a regional summary of all green street pilot projects. The Green Street Pilot Project Summary Report is being submitted by BASMAA, on behalf of the MRP permittees, in BASMAA's MRP FY 12-13 Regional Supplement – New Development and Redevelopment. The Green Streets Pilot Project Summary Report contains all of the required elements listed in Provision C.3.b.v.(2)(c) for all green street projects completed by January 1, 2013, as well as information on projects not yet completed.**

**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. **No Regulated Projects were approved.**

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

<p><i>(For FY 11-12 Annual Report and each Annual Report thereafter)</i> Is your agency choosing to require 100% LID treatment onsite for all Regulated Projects and not allow alternative compliance under Provision C.3.e.?</p>		Yes	x	No
<p>Comments (optional): <b>The Town has strict policy on any modification of the natural drainage pattern. Although there are no regulated projects, private property owners that proposed to increase impervious surface or alter the drainage pattern are required to provide drainage calculations and mitigations measures to ensure that localized and total post development flows doesn't exceed predevelopment flows.</b></p>				

**C.3.e.vi ► Special Projects Reporting**

<p>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)?</p>		Yes	x	No
<p>2. Has your agency granted final discretionary approval of a project identified as a Special Project in the March 15, 2013 report? If yes, include the project in both the C.3.b.v.(1)Table, and the C.3.e.vi. Table.</p>		Yes	x	No
<p>If you answered "Yes" to either question,          1) Complete Table C.3.e.vi . below.          2) Attach narrative discussion of 100% LID Feasibility or Infeasibility for each project.</p>				

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

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

The Town did not inspect any Regulated Projects during FY 12-13 because there are no Regulated Projects within the agency's jurisdiction and because no stormwater treatment or HM controls have been built yet for Regulated Projects within the agency's jurisdiction.

(2) On an annual basis, provide a discussion of the inspection findings for the year and any common problems encountered with various types of treatment systems and/or HM controls. This discussion should include a general comparison to the inspection findings from the previous year.

Summary: **Not applicable**

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

Summary: **Not applicable**

(4) During the reporting year, did your agency:

• Inspect all newly installed stormwater treatment systems and HM controls within 45 days of installation?		Yes	x	No		Not applicable. No new facilities were installed.
• Inspect at least 20 percent of the total number of installed stormwater treatment systems or HM controls? <sup>3</sup>		Yes	x	No		Not applicable. No treatment measures
• Inspect at least 20 percent of the total number of installed vault-based systems?		Yes	x	No		Not applicable. No vault systems.

If you answered "No" to any of the questions above, please explain:

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

**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:

The Town has strict policy on any modification of the natural drainage pattern. Per Town ordinance, Site development permits are required when private property owners propose to increase impervious surface or alter the drainage pattern. Applicants are required to provide drainage calculations and mitigations measures to ensure that localized and total post development flows do not exceed predevelopment flows. Percolation systems are heavily encouraged and all discharge location are provided with BMPs.

BASMAA prepared standard specifications in four fact sheets regarding the site design measures listed in Provision C.3.i, as a resource for Co-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 SMCWPPP C.3 Regulated Projects Checklist
- C.3.i guidance provided by the SMCWPPP C.3 Stormwater Technical Guidance document Appendix L

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

Project Name Project No.	Project Location <sup>10</sup> , Street Address	Name of Developer	Project Phase No. <sup>11</sup>	Project Type & Description <sup>12</sup>	Project Watershed <sup>13</sup>	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New Impervious Surface Area (ft <sup>2</sup> ) <sup>14</sup>	Total Replaced Impervious Surface Area (ft <sup>2</sup> ) <sup>15</sup>	Total Pre- Project Impervious Surface Area <sup>16</sup> (ft <sup>2</sup> )	Total Post- Project Impervious Surface Area <sup>17</sup> (ft <sup>2</sup> )
<b>Private Projects</b>											
No projects											
<b>Public Projects</b>											
No projects											
Comments:											

<sup>10</sup> Include cross streets

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

<sup>12</sup> Project Type is the type of development (i.e., new and/or redevelopment). Example descriptions of development are: 5-story office building, residential with 160 single-family homes with five 4-story buildings to contain 200 condominiums, 100 unit 2-story shopping mall, mixed use retail and residential development (apartments), industrial warehouse.

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

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

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

<sup>16</sup> For redevelopment projects, state the pre-project impervious surface area.

<sup>17</sup> For redevelopment projects, state the post-project impervious surface area.

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

Project Name Project No.	Application Deemed Complete Date <sup>18</sup>	Application Final Approval Date <sup>19</sup>	Source Control Measures <sup>20</sup>	Site Design Measures <sup>21</sup>	Treatment Systems Approved <sup>22</sup>	Type of Operation & Maintenance Responsibility Mechanism <sup>23</sup>	Hydraulic Sizing Criteria <sup>24</sup>	Alternative Compliance Measures <sup>25/26</sup>	Alternative Certification <sup>27</sup>	HM Controls <sup>28/29</sup>
<b>Private Projects</b>										
No projects										

Comments:

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

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

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

<sup>21</sup> List site design measures approved for the project. Examples include: minimize impervious surfaces; conserve natural areas, including existing trees or other vegetation, and soils; construct sidewalks, walkways, and/or patios with permeable surfaces, etc.

<sup>22</sup> List all approved stormwater treatment system(s) to be installed onsite or at a joint stormwater treatment facility (e.g., flow through planter, bioretention facility, infiltration basin, etc.).

<sup>23</sup> List the legal mechanism(s) (e.g., O&M agreement with private landowner; O&M agreement with homeowners' association; O&M by public entity, etc...) that have been or will be used to assign responsibility for the maintenance of the post-construction stormwater treatment systems.

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

<sup>25</sup> For Alternative Compliance at an offsite location in accordance with Provision C.3.e.i.(1), on a separate page, give a discussion of the alternative compliance site including the information specified in Provision C.3.b.v.(1)(m)(i) for the offsite project.

<sup>26</sup> For Alternative Compliance by paying in-lieu fees in accordance with Provision C.3.e.i.(2), on a separate page, provide the information specified in Provision C.3.b.v.(1)(m)(ii) for the Regional Project.

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

<sup>28</sup> If HM control is not required, state why not.

<sup>29</sup> If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).

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

Project Name Project No.	Approval Date <sup>30</sup>	Date Construction Scheduled to Begin	Source Control Measures <sup>31</sup>	Site Design Measures <sup>32</sup>	Treatment Systems Approved <sup>33</sup>	Operation & Maintenance Responsibility Mechanism <sup>34</sup>	Hydraulic Sizing Criteria <sup>35</sup>	Alternative Compliance Measures <sup>36/37</sup>	Alternative Certification <sup>38</sup>	HM Controls <sup>39/40</sup>
<b>Public Projects: 0</b>										
No projects										

Comments:

<sup>30</sup> For public projects, enter the plans and specifications approval date.

<sup>31</sup> List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.

<sup>32</sup> List site design measures approved for the project. Examples include: minimize impervious surfaces; conserve natural areas, including existing trees or other vegetation, and soils; construct sidewalks, walkways, and/or patios with permeable surfaces, etc.

<sup>33</sup> List all approved stormwater treatment system(s) to be installed onsite or at a joint stormwater treatment facility (e.g., flow through planter, bioretention facility, infiltration basin, etc.).

<sup>34</sup> List 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.

<sup>35</sup> See Provision C.3.d.i. "Numeric Sizing Criteria for Stormwater Treatment Systems" for list of hydraulic sizing design criteria. Enter the corresponding provision number of the appropriate criterion (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3).

<sup>36</sup> For Alternative Compliance at an offsite location in accordance with Provision C.3.e.i.(1), on a separate page, give a discussion of the alternative compliance site including the information specified in Provision C.3.b.v.(1)(m)(i) for the offsite project.

<sup>37</sup> For Alternative Compliance by paying in-lieu fees in accordance with Provision C.3.e.i.(2), on a separate page, provide the information specified in Provision C.3.b.v.(1)(m)(ii) for the Regional Project.

<sup>38</sup> Note whether a third party was used to certify the project design complies with Provision C.3.d.

<sup>39</sup> If HM control is not required, state why not.

<sup>40</sup> If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).

**C.3.h.iv. ► 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.

The Town did not inspect any Regulated Projects during FY 12-13 because there are no Regulated Projects within the agency's jurisdiction and because no stormwater treatment or HM controls have been built yet for Regulated Projects within the agency's jurisdiction.

Name of Facility/Site Inspected	Address of Facility/Site Inspected	Newly Installed? (YES/NO) <sup>41</sup>	Party Responsible <sup>42</sup> For Maintenance	Date of Inspection	Type of Inspection <sup>43</sup>	Type of Treatment/HM Control(s) Inspected <sup>44</sup>	Inspection Findings or Results <sup>45</sup>	Enforcement Action Taken <sup>46</sup>	Comments/Follow-up
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

<sup>42</sup> State the responsible operator for installed stormwater treatment systems and HM controls.

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

<sup>44</sup> State the type(s) of treatment systems inspected (e.g., bioretention facility, flow-through planter, infiltration basin, etc...) and the type(s) of HM controls inspected, and indicate whether the treatment system is an onsite, joint, or offsite system.

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

<sup>46</sup> State the enforcement action(s) taken, if any.

**C.3.e.vi.Special Projects Reporting Table**

Reporting Period –January1 – June 30, 2013

Guidance: Provide all information indicated in the table. Do not leave blank cells in the table. If any of the indicated information is not available, please explain (for example, "Information is not yet available due to the preliminary phase of design.")

Project Name & No.	Permittee	Address	Application Submittal Date <sup>47</sup>	Status <sup>48</sup>	Description <sup>49</sup>	Site Total Acreage	Density DU/Acre	Density FAR	Special Project Category <sup>50</sup>	LID Treatment Reduction Credit Available <sup>51</sup>	List of LID Stormwater Treatment Systems <sup>52</sup>	List of Non-LID Stormwater Treatment Systems <sup>53</sup>
No projects	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

<sup>47</sup> Date that a planning application for the Special Project was submitted.

<sup>48</sup> 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.

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

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

<sup>51</sup> For 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.

<sup>52</sup>: 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.

<sup>53</sup> List 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.

The Town of Woodside has an updated business inspection plan as of 2012. Town staff is alerted to any potential new facility that will require a stormwater inspection during the business license process. The Town of Woodside will contract out our commercial stormwater inspection with San Mateo County Health. San Mateo County Health inspects on a yearly basis for high priority sites and every other year for all other sites. Refer to the C.4. Industrial and Commercial Site Controls section of the Program’s FY 10-11 Annual Report for a description of activities of the countywide program and/or the BASMAA Municipal Operations Committee.

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

Do you have a Business Inspection Plan?  Yes  No

If No, explain: The Town of Woodside is working with San Mateo County Health to an agreement for Business Inspections.

**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.

For the C.4.b.iii.(1) Potential Facilities List please see the CEH list posted on the flows to bay website and attach (<http://www.flowstobay.org/files/annualreport/InspectionsbyCity/Woodside/ActiveWDSD.pdf>).

**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.

For the C.4.b.iii.(2) Facilities Scheduled for Inspection please see the CEH list posted on the flows to bay website and attach after removing the last column “Last Inspection” date (<http://www.flowstobay.org/files/annualreport/InspectionsbyCity/Woodside/ProposedWDSD.pdf>).

**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.

<input checked="" type="checkbox"/>	Permittee reports multiple discrete violations on a site as one violation.
<input type="checkbox"/>	Permittee reports the total number of discrete violations on each site.

	Number	Percent
Number of businesses inspected	22	
Total number of inspections conducted	25	
Number of violations (excluding verbal warnings)	1	
Sites inspected in violation	1	
Violations resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner	1	

Comments:  
County Environmental Health (EH); Food and Haz Mat Inspectors conduct routine Stormwater Inspections at inventoried sites based on High, Medium or Low Priorities. If a violation or discharge is observed, a description of the violation is noted on the Inspection Report Form. If the violation can not be cleared at the time of the original inspection, a copy of the Inspection Report Form is given to a Stormwater Technician for follow-up. Follow-up inspections are routinely conducted within 10 days or otherwise deemed resolved in a longer but still timely manner.

**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	1

Comments: 0

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

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

	Enforcement Action (as listed in ERP) <sup>48</sup>	Number of Enforcement Actions Taken	% of Enforcement Actions Taken <sup>49</sup>
Level 1	Verbal Warning	0	0
Level 2	Warning Notice or Administrative Action	1	0
Level 3	Administrative Action	0	0
Level 4	Legal Action	0	0
<b>Total</b>		1	0

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

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

Business Category <sup>50</sup>	Number of Actual Discharge Violations	Number of Potential/Other Discharge Violations
Food Facilities	0	1
Hazardous Material / Hazardous Waste	0	0
Total	0	0

**C.4.c.iii.(4) ► Non-Filers**

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

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

<sup>48</sup> Agencies to list specific enforcement actions as defined in their ERPs.

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

<sup>50</sup> List your Program's standard business categories.

C.4.d.iii ► Staff Training Summary				
Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance

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

**Program Highlights**

Provide background information, highlights, trends, etc.

The Town of Woodside does not have a storm drain system and thus does not have a screening program. The Town follows in the countywide’s public information and participation subcommittee, the technical advisory committee, the trash subcommittee, and the municipal maintenance subcommittee. The Town of Woodside is very sensitive to any complaint made concerning illicit discharges and responds very rapidly. The Town has an ERP in use. The Town has a small commercial area and no industrial areas.

Refer to the C.5 Illicit Discharge Detection and Elimination section of the SMCWPPP FY 12-13 Annual Report for description of activities at the countywide or regional level.

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

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

Contact	Description	Phone Number
Dong Nguyen		650-851-6790

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

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

Description:

The Town responds to mobile business complaints just like any illicit discharge complaint. The Town responds immediately and conducts thorough investigations. The Town has not hired any mobile surface cleaners but if the Town did, they would make sure they are certified. Refer to the countywide program’s FY12-13 Annual Report for a description of efforts by 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 does not have any major stormwater facilities. The Town’s drainage system is left natural in every area possible. Most of the Town’s roads have small vegetated swales on the side of the road and pipes under driveways. The Town does have a few very minor or ancillary

pipes and culverts that take water from one side of the road to another and are allowed to naturally infiltrate into the ground. For these reasons the Town does not have a screening program.

**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))	1	
Discharges reaching storm drains and/or receiving waters (C.5.f.iii.(2))		
Discharges resolved in a timely manner (C.5.f.iii.(3))		

Comments: The Town responds immediately to any illicit discharge complaint made. The Town conducts an investigation and then enters the information onto our Trakit System. This allows staff to track any updates other staff members have made and upload any pictures. If the Town does confirm a violation, the Town will pursue enforcement, which varies upon the severity of the violation.

**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 had one complaint about possible illicit discharges. The one complaint was a non-storm water discharge at the local bakery. Town staff conducted an investigation and found the business facility BMP's were not being followed. Town required the owner to submit, for a plan for approval. The Town then conducted two random inspections at the facility to ensure that the BMP's were being followed. The violations reported this year were in different locations as reported in last year's annual submittal.

Section 6 – Provision C.6 Construction Site Controls

<b>C.6.e.iii.1.a, b, c ▶ Site/Inspection Totals</b>		
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)
# 0	# 11	# 30
Comments: Town staff conducted one site inspection per month from October- April. Town staff also worked closely with the sites' QSPs, which allowed for greater communication. In the 30 inspections conducted, the Town did not observe any violations. The sites were extremely well maintained and the BMP's were followed.		

<b>C.6.e.iii.1.d ▶ Construction Activities Storm Water Violations</b>		
BMP Category	Number of Violations <sup>51</sup> excluding Verbal Warnings	% of Total Violations <sup>52</sup>
Erosion Control	0	
Run-on and Run-off Control	0	
Sediment Control	0	
Active Treatment Systems	0	
Good Site Management	0	
Non Stormwater Management	0	
<b>Total<sup>53</sup></b>		<b>100%</b>

<sup>51</sup> Count 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.

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

<sup>53</sup> The 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) <sup>54</sup>	Number Enforcement Actions Issued	% Enforcement Actions Issued <sup>55</sup>
Level 1 <sup>56</sup>	Verbal	0	
Level 2	NOV	0	
Level 3	Notice to Comply	0	
Level 4	Legal Action	0	
<b>Total</b>			<b>100%</b>

**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 or more of land (C.6.e.iii.1.g)	0

<sup>54</sup> Agencies should list the specific enforcement actions as defined in their ERPs.

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

<sup>56</sup> For example, Enforcement Level 1 may be Verbal Warning.

<b>C.6.e.iii.1.h, i ► Violation Correction Times</b>		
	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)	N/A	% <sup>57</sup>
Violations (excluding verbal warnings) not fully corrected within 30 days after violations are discovered (C.6.e.iii.1.i)	N/A	% <sup>58</sup>
Total number of violations (excluding verbal warnings) for the reporting year <sup>59</sup>	0	100%
Comments: There were no violations reported this FY.		

<b>C.6.e.iii.(2) ► Evaluation of Inspection Data</b>
Describe your evaluation of the tracking data and data summaries and provide information on the evaluation results (e.g., data trends, typical BMP performance issues, comparisons to previous years, etc.).
<p>Description:</p> <p>The Town has noticed an increase in amount of construction BMP knowledge from the contractors. The Town has required sedimentation and erosion control measures for a long time but many times the measures were not installed correctly. The last couple years the Town has increased the amount of inspections per construction site but there was a similar amount of violations compared to the last few years. The corrections were minor and were fixed quickly by the contractors. Most of the required corrections were improperly installed erosion or sedimentation control measures.</p>

<b>C.6.e.iii.(2) ► Evaluation of Inspection Program Effectiveness</b>
Describe what appear to be your program’s strengths and weaknesses, and identify needed improvements, including education and outreach.
<p>Description:</p> <p>The Town of Woodside feels its construction inspection program is working very well and all the violations found are being noticed quickly and fixed rapidly. The contractors are aware of the Town’s enforcement potential and fix any violations quickly. The Town is small and allows staff to easily communicate with each other and the contractors. This also allows for congruity in inspections and data tracking entering data into the</p>

<sup>57</sup> Calculated as number of violations fully corrected in a timely period after the violations are discovered divided by the total number of violations for the reporting year.

<sup>58</sup> Calculated as number of violations not fully corrected within 30 days after the violations are discovered divided by the total number of violations for the reporting year.

<sup>59</sup> 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.

inspection forms provided by the San Mateo Countywide program. Town staff has also attended Countywide meetings and trainings such as the QSP/QSD training offered by SMCSWPPP. Town staff is committed to implementing the requirement in Provision C.6.f to provide training to inspectors at least every other year.

**C.6.f ▶ Staff Training Summary**

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance

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

**C.7.a ► Storm Drain Inlet Marking(existing storm drains)**

(For FY 12-13 Annual Report only) Report prior years' estimated annual percentages of municipality maintained storm drain inlet markings inspected and maintained as legible with a no dumping message or equivalent. At least 80% of municipality-maintained storm drain inlet markings shall be inspected and maintained at least once per 5-year permit term.

Summary: The Town of Woodside does not have a formal storm drain system. All catch basins drain to the edge of the road into swales that run parallel to the roads and discharge to creeks. No markings have been made on any catch basins.

**C.7.a ► Storm Drain Inlet Marking(newly-constructed, privately-maintained streets)**

(For FY 12-13 Annual Report only) Report prior years' annual number of projects accepted after inlet markings were verified. For newly-approved, privately-maintained streets, permittees shall require inlet marking by the project developer upon construction and maintenance of markings through the development maintenance entity. Markings shall be verified prior to acceptance of the project.

Summary: There were no new projects or privately-maintained streets accepted to the Town.

**C.7.b.ii.1 ► Advertising Campaign**

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

Summary: The following separate report developed by BASMAA summarizes the activities of the Regional Youth Litter Campaign:

- BASMAA Youth Litter Campaign Report

**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:

**No surveys were done by the Town.**

**The following separate report developed by BASMAA summarizes any pre-campaign survey conducted in FY 12-13:**

- **BASMAA Be the Street Youth Litter Campaign 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 regionally during FY 12-13:**

- **BASMAA Media Relations Final Report FY 12-13**

**This report and any other media relations efforts conducted countywide is included within the Public Information and Outreach section of the SMCWPPP FY 12-13 Annual Report.**

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

Provide details of website or phone number used as the point of contact. Report on how the point of contact is publicized and maintained. If any change occurs in this contact, report in a subsequent Annual Report.

The SMCWPPP initial points of contact have not changed, however, social media points of contact have been established in addition to the original website and phone number. A summary of efforts conducted by SMCWPPP to publicize stormwater points of contact (e.g. program website, hotline, outreach materials, and social media, etc.) is included within the Public Information and Outreach section of the SMCWPPP FY 12-13 Annual Report.

**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.

The following outreach events were conducted on a countywide level by SMCWPPP and are described in detail in the Public Information and Outreach section of the SMCWPPP FY 12-13 Annual Report:

- California Coastal Cleanup Day in San Mateo County, September 15, 2012
- San Mateo County Fair, June 8-16, 2013
- STOP Program informational pamphlets are available at the Town of Woodside’s Counter

Event Details	Description (messages, audience)	Evaluation of Effectiveness

**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 12-13 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.

The following involvement events were conducted on a countywide level by SMCWPPP and are described in detail in the Public Information and Outreach section of the SMCWPPP FY 12-13 Annual Report:

- California Coastal Cleanup Day in San Mateo County, September 15, 2012

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"> <li>• Number of participants. Any change in participation from previous years.</li> <li>• Distance of creek or water body cleaned</li> <li>• Quantity of trash/recyclables collected (weight or volume).</li> <li>• Number of inlets marked.</li> <li>• Data trends</li> </ul>
Coordination of California Coastal Cleanup Day in San Mateo County, September 15, 2012.	Coastal cleanup is an event for everyone to get involved in their local water body and clean up litter and trash.	This event is wildly successful and thousands of people participate. The Town of Woodside posted flyers on Town Hall bulletin boards, in the building and planning department, and the public library bulletin board.
Administration of a Community Action Grant program	See countywide program annual report.	See countywide program 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.

**SMCWPPP conducted two school-aged children outreach programs countywide. These programs are summarized in the Public Information and Outreach section of the SMCWPPP FY 12-13 Annual Report**

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.

**C.7.i. ► Outreach to Municipal Officials**

(For FY 12-13 Annual Report only) Summarize outreach conducted to increase the overall awareness of stormwater and/or watershed messages among municipal officials.

Summary: Our website is being continually updated to provide an overall awareness of storm related issues.

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 12-13, we contributed through SMCWPPP to the BASMAA Regional Monitoring Coalition (RMC). In addition, we contributed financially to the Regional Monitoring Program for Water Quality in the San Francisco Estuary (RMP) and were represented at RMP committees and work groups. Monitoring efforts and results are documented in a separate report submitted March 15 of each year, as required in Provision C.8. For additional information on monitoring activities conducted by SMCWPPP, BASMAA RMC and the RMP, see the C.8 Water Quality Monitoring section of the SMCWPPFY 12-13 Annual Report.

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. **The Town of Woodside has been utilizing Terminix Commercial who will be utilizing Integrated Pest Control Methods at all contracted locations. Last year, the Town updated the specifications of our contract with Terminix to reflect our IPM policy. Terminix has reported to us that they have not used any pesticides and has only used natural, non-chemical applications.**

Trends in Quantities and Types of Pesticides Used <sup>60</sup>					
Pesticide Category and Specific Pesticide Used	Amount <sup>61</sup>				
	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14
Organophosphates				0	
Product or Pesticide Type A					
Product or Pesticide Type B					
Pyrethroids				0	
Product or Pesticide Type X					
Product or Pesticide Type Y					
Carbaryl				0	
Fipronil				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.	0
Enter the percentage of municipal employees who apply pesticides who have received training in the IPM policy and IPM standard	0

<sup>60</sup> Includes all municipal structural and landscape pesticide usage by employees and contractors.

<sup>61</sup> Weight 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 (D-allethrin), bioallethrin, bifenthrin, beta-cyfluthrin, cyfluthrin, cypermethrin, cyphenothrin, deltamethrin, esfenvalerate, etofenprox, gamma-cyhalothrin, imiprothrin, lambda-cyhalothrin, metofluthrin, permethrin, phenothrin, prallethrin, resmethrin, sumithrin (D-phenothrin), tau fluvalinate, tefluthrin, tetramethrin, tralomethrin, and zeta-cypermethrin (S-cypermethrin).

operating procedures within the last three years.

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

Did your municipality contract with any pesticide service provider in the reporting year?  Yes  No

If yes, attach one of the following:

- Contract specifications that require adherence to your IPM policy and standard operating procedures, OR
- Copy(ies) of the contractors' IPM certification(s) or equivalent, OR
- Equivalent documentation.

**The Town verifies IPM contractor performance by hiring professionals that certify they are properly trained and use IPM.**

Terminix is Green Pro Certified and the contract specs have been attached.

Terminix has Green Pro Certification which is different from Quality Pro Green. The Green Pro Certification ensures technicians are trained and 'only make traditional pesticide applications after discussing the options with you and getting your consent'.

If Not attached, explain:

**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.

Summary:  
During FY 12-13, we participated in regulatory processes related to pesticides through contributions to SMCWPPP, BASMAA and CASQA. For additional information, see the Regional Pollutants of Concern Report submitted by BASMAA on behalf of all MRP Permittees and included as an appendix to the SMCWPPP Annual Report.

**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?  Yes  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.g. ► Evaluate Implementation of Source Control Actions Relating to pesticides**

(For FY 12-13 Annual Report only) Submit a report that evaluates; 1) the effectiveness of control measures implemented, and 2) attainment of pesticide concentration and toxicity targets for water and sediment from monitoring data (Provision C.8.). If needed, the report should include the following:

- Improvements to existing control measures and/or additional control measures required.
- A plan to implement improved and/or new control measures.

Summary:

The Effectiveness Evaluation Report is included in Section C.9 Pesticides Toxicity Control of the SMCWPPP FY 12-13 Annual Report

**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:

The following reports developed by SMCWPPP and BASMAA summarize point of purchase outreach efforts on a countywide and regional level:

- SMCWPPP FY 12-13 Annual Report, Public Information and Outreach section
- BASMAA FY 12-13 "Our Water Our World" report

**C.9.h.iv ► Pest Control Contracting Outreach**

(For FY 12-13 Annual Report only) Document effectiveness of outreach to residents who use or contract for structural or landscape pest control **OR** reference a regional that summarizes these actions.

Summary:

Efforts to conduct outreach at the countywide level related to pest control contracting are summarized in the SMCWPPP FY 12-13 Annual Report, C.9 Pesticides Toxicity Control section.

**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:

Efforts to conduct outreach at the countywide level to pest control operators to reduce pesticide use are summarized in the SMCWPPP FY 12-13

Annual Report, C.9 Pesticides Toxicity Control section.

**Response to Water Board Staff Comments on Section 9, Provision  
C.9, of FY 11-12 Annual Report**

Use this area to respond to any Water Board staff comments on Section 9 of your FY 11-12 Annual Report, and refer to any required submittals that are attached. **The Town of Woodside is attaching it's IPM policy and the specifications from Terminix, which show that they adhere to our IPM policy.**

Section 10 - Provision C.10 Trash Load Reduction

**C.10.a.iii ► Minimum Full Trash Capture (Summary of Actions)**

Provide the following:

- 1) Descriptions of actions/tasks initiated, conducted or completed in implementing Minimum Full Trash Capture Devices (due July 1, 2014), including numbers of devices, device types and total land area treated to-date by full capture devices;
- 2) Descriptions of planned actions/tasks and time schedules for completion;
- 3) A map that includes locations of all full capture devices installed (private and public) to-date and associated treatment areas, trash generation rates/areas, creek/shoreline trash hot spots, and trash management areas defined to-date.
- 4) A summary of maintenance activities implemented for each device or groups of devices, including descriptions of typical maintenance frequencies and issues associated with maintaining these devices.

Descriptions of Actions/Tasks (Conducted or Planned):

See the C.10 Trash Load Reduction section of Program's FY 11-12 Annual Report for information on countywide and regional activities conducted on behalf of co-permittees. The Town of Woodside is not required to install trash-full capture devices.

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**C.10.a.iii ► Minimum Full Trash Capture (List of Devices)**

Provide a list of trash full capture devices installed to-date or planned for installation by July 1, 2014 and the land area treated by each device or group of devices.

See the C.10 Trash Load Reduction section of Program’s FY 11-12 Annual Report for information on countywide and regional activities conducted on behalf of co-permittees. The Town of Woodside is not required to install trash-full capture devices.

Applicable Trash Management Area (Preliminary Map ID)	Device Type	Planned or Installed	Maintenance Frequency	Total Number Installed	Total Area Treated (acres)
<b>Totals</b>					

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

Provide the volume of material removed from each Trash Hot Spot cleanup, and the dominant types of trash (e.g., glass, plastics, paper) removed and their sources to the extent possible. Additionally, include a map that identifies the location(s) of trash hot spots.

Trash Hot Spot	Cleanup Date	FY 2012-13 Volume of Trash Removed ( cubic yards)	FY 2011-12 Volume of Trash Removed (cubic yards)	FY 2010-11 Volume of Trash Removed (cubic yards)	Dominant Type(s) of Trash	Trash Sources (where possible)
100' of Dry Creek, adjacent to Robert's Market near Woodside Road and Mountain Home Road	5/23/12	< .3 cubic yard	< .3 cubic yard		Litter (plastic wrappers, aluminum cans, cigarette butts, plastic bags)	Litter from people eating lunch or snacks during their bike ride.

<b>C.10.c ► Long-Term Trash Load Reduction Plan</b>	
Provide descriptions of the progress made to-date on the development of Long-term Trash Load Reduction Plans due to the Water Board by February 1, 2014.	
<b>Long-Term Plan Task</b>	<b>Summary of Progress</b>
1. Identifying and mapping trash generating areas	<b>Most of the Town has been identified as low trash generating areas.</b>
2. Identifying trash sources (as necessary or feasible) to assist in selecting trash management actions	<b>Sources for trash are primarily pedestrian and bicyclist who visit the Town.</b>
3. Prioritizing trash generating areas and associated types of trash problems	<b>Hot Spot has been designated but is frequently cleaned by the adjacent business owner.</b>
4. Identifying and selecting trash management actions for specific management areas	<b>Business owners are reminded of the need for any continual maintenance.</b>
5. Defining the type of assessment(s) that will be used to demonstrate progress towards goals	<b>The Town relies on land visual surveys and our complaint process to ensure that areas are kept clean.</b>

<b>C.10.d Summary of Trash Reduction Actions</b>				
<p>For each trash reduction action (i.e., control measures and best management practices) implemented by your municipality during the reporting period include a full description of the action. Describe actions initiated prior to and continued after the MRP effective date (December 2009), actions initiated after the MRP effective date, and actions planned for future implementation. If a planned action, also include the planned date of implementation. Add rows for actions not listed below as needed. Also identify the dominant source of trash and dominant types of trash removed for each action. To the extent possible, identify the applicable management areas identified on the map created under reporting section C.10.a.iii.</p>				
Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
<b>Trash Management Area Specific Actions</b>				
Full-Capture Treatment Devices	Continued Pre-MRP Actions: <b>See description in section C.10.a.iii</b>			
	New/Enhanced Post-MRP Actions Initiated/Planned:			
Street Sweeping	Continued Pre-MRP Actions: <b>The Town of Woodside has no curb and gutter and only sweeps two streets in Town. Trash is rarely present on swept streets but sweeping is done to keep bike lanes clear of any minor debris.</b>			
	New/Enhanced Post-MRP Actions Initiated/Planned:			
On-land Trash Cleanups	Continued Pre-MRP Actions: <b>The Town's On-land Trash cleanup is performed on Town Public Works Staff. Creek cleanup is typically coordinated by adjacent property owners. Currently there are no Town sponsored volunteer led cleanups.</b>			
	New/Enhanced Post-MRP Actions Initiated/Planned:			
Partial-Capture Treatment Devices	Continued Pre-MRP Actions: <b>No Partial-Capture Devices have been installed within the Town.</b>			
	New/Enhanced Post-MRP Actions Initiated/Planned:			

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

For each trash reduction action (i.e., control measures and best management practices) implemented by your municipality during the reporting period include a full description of the action. Describe actions initiated prior to and continued after the MRP effective date (December 2009), actions initiated after the MRP effective date, and actions planned for future implementation. If a planned action, also include the planned date of implementation. Add rows for actions not listed below as needed. Also identify the dominant source of trash and dominant types of trash removed for each action. To the extent possible, identify the applicable management areas identified on the map created under reporting section C.10.a.iii.

Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
Enhanced Storm Drain Inlet Maintenance	Continued Pre-MRP Actions: <b>The Town does not have a formal storm drain system and all street catch basins drain to swales adjacent to the road. Annual maintenance of the drains occurs prior to the storm season to clear leaves and other vegetation to promote flow.</b>			
	New/Enhanced Post-MRP Actions Initiated/Planned:			
Activities to Reduce Trash from Uncovered Loads	Continued Pre-MRP Actions: <b>Town ordinance allows for transported loads without spills.</b>			
	New/Enhanced Post-MRP Actions Initiated/Planned:			
Anti-littering and Illegal Dumping Enforcement Activities	Continued Pre-MRP Actions: <b>Illegal dumping enforcement is handled through our code enforcement process. Complaints are received via email on or online complaint forms and responded to promptly by the Town's Code Enforcement Officer.</b>			
	New/Enhanced Post-MRP Actions Initiated/Planned:			
Improved Trash Bins/Container Management	Continued Pre-MRP Actions: <b>Town Trash Bins are maintained and no new enhancements have been provided.</b>			
	New/Enhanced Post-MRP Actions Initiated/Planned:			
Creek, Channel, Shoreline Cleanups	Continued Pre-MRP Actions: <b>The Town Staff does Trash Hot Spot Inspections regularly although the actual cleanup is performed by the private property owner.</b>			

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

For each trash reduction action (i.e., control measures and best management practices) implemented by your municipality during the reporting period include a full description of the action. Describe actions initiated prior to and continued after the MRP effective date (December 2009), actions initiated after the MRP effective date, and actions planned for future implementation. If a planned action, also include the planned date of implementation. Add rows for actions not listed below as needed. Also identify the dominant source of trash and dominant types of trash removed for each action. To the extent possible, identify the applicable management areas identified on the map created under reporting section C.10.a.iii.

Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
	New/Enhanced Post-MRP Actions Initiated/Planned:			
<b>Area/Jurisdictional-wide Actions</b>				
Single-Use Carryout Bag Policies	Continued Pre-MRP Actions:			
	New/Enhanced Post-MRP Actions Initiated/Planned:			
Polystyrene Foam Food Service Ware Policies	Continued Pre-MRP Actions:			
	New/Enhanced Post-MRP Actions Initiated/Planned:			
Public Education and Outreach Programs	Continued Pre-MRP Actions:			
	New/Enhanced Post-MRP Actions Initiated/Planned:			

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 does not have a program for program for the collection and recycling of mercury devices. Questions regarding Household Hazardous Waste are deferred to Recology and other local private groups.

**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 SMCWPPP FY 12-13Annual Report for an estimate of the mass of mercury collected through collection and recycling efforts in the SMCWPPP area.

Mercury Containing Device/Equipment	Total Amount of Devices Collected	Estimated Mass of Mercury Collected
Fluorescent Lamps <sup>62</sup> (linear feet)		
CFLs <sup>63</sup> (each)		
Thermostats <sup>64</sup> (each)		
Thermostats (lbs)		
Thermometers (each)		
Switches (lbs)		
<b>Total Mass of Mercury Collected During FY 2012-2013:</b>		

<sup>62</sup>Only linear fluorescent lamps should be included

<sup>63</sup> Only compact fluorescent lamps should be included

<sup>64</sup>Thermostats can be reported by quantity or by pounds. Whichever unit is used, please avoid double-counting.

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

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

Summary

A summary of SMCWPPP and regional accomplishments for these sub-provisions are included within the C.11 Mercury Controls section of the SMCWPPP FY 12-13 Annual Report and/or the BASMAA Regional POC 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 has no Industrial sites.

**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 SMCWPPP and regional accomplishments for these sub-provisions are included within the C.12 PCB Controls section of the SMCWPPP FY 12-13 Annual Report and/or the BASMAA Regional POC 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

The Town is implementing the measures above by:

- 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.
- 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.
- Countywide Program, in collaboration with the Santa Clara Valley Urban Runoff Pollution Prevention Program, prepared an educational flyer on the BMPs. Staff is distributing the flyer on architectural copper to project applicants and/or contractors installing and/or maintaining architectural copper.

Supporting Documents:

[Flyer on Architectural Copper BMPs](#)

The Town has Countywide materials available at the front counter.

**C.13.a.iii.(3) ▶ Evaluation of Effectiveness**

*(FY 12-13 Annual Report)* Evaluate the effectiveness of measures the agency has undertaken to prevent discharge of wastewater to storm drains during the installation, cleaning, treating, and washing of the surface of copper architectural features. The discussion of the effectiveness of these measures should include BMP implementation and may propose additional measures to address this source of pollutants.

All downspouts drain to landscaping including any and all architectural copper.

**C.13.c ▶ Vehicle Brake Pads**

Reported in a separate regional report.

A summary of SMCWPPP's participation with the Brake Pad Partnership (BPP) is included within the C.13 Copper Controls section of the SMCWPPP FY 12-13 Annual Report and/or the BASMAA Regional POC Report.

**C.13.c.iii ► Water Quality Issues Associated with Automobile Brake Pads**

*(FY 12-13 Annual Report Only)* – Assess status of copper water quality issues associated with automobile brake pads and recommend brake-pad related actions for inclusion in subsequent permits if needed.

An assessment of copper water quality issues associated with automobile brake pads and recommend brake-pad related actions for inclusion in subsequent permits is included within the C.13 Copper Controls section of the SMCWPPP FY 12-13 Annual Report and/or the BASMAA Regional POC Report.

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

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

Summary

The Town has no Industrial sites. Refer to BASMAA POC inspector training materials.

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

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

Summary

A summary of the SMCWPPP and/or regional efforts to develop regional studies to reduce copper pollutant impact uncertainties is included within the C.13 Copper Controls section of the SMCWPPP FY 12-13 Annual Report and/or BASMAA Regional POC Report.

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

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

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

Summary:

A summary of SMCWPPP and regional efforts related to the Control Program for PBDEs, Legacy Pesticides and Selenium is included within the C.14 PBDE, Legacy Pesticides and Selenium section of the SMCWPPP FY12-13 Annual Report and/or BASMAA Regional POC Report.

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

*(For FY 12-13 Annual Report only)* Submit a report with information required to compute loading estimates of PBDEs, legacy pesticides and selenium from urban runoff to the Bay.

Summary

Information required to compute loading estimates of PBDEs, legacy pesticides and selenium from urban runoff to the Bay is included within the C.14 PBDE, Legacy Pesticides and Selenium section of the SMCWPPP FY 12-13 Annual Report and/or BASMAA Regional POC Report.

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

*(For FY 12-13 Annual Report only)* Submit a report identifying control measures and/or management practices to reduce impacts from discharges of PBDEs, legacy pesticides or selenium in urban runoff.

Summary

A report identifying control measures and/or management practices to reduce impacts from discharges of PBDEs, legacy pesticides or selenium in urban runoff is included within the C.14 PBDE, Legacy Pesticides and Selenium section of the SMCWPPP FY 12-13 Annual Report and/or BASMAA Regional POC Report.

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

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

Is your agency a water purveyor?  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:

**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's Planning Staff actively enforces the State's Water Efficient Landscape Ordinance for applicable projects.

Refer to the C.3 New Development and Redevelopment, C.7. Public Information and Outreach and C.9. Pesticide Toxicity Control sections of the SMCWPPP FY12-13 Annual Report for Program efforts.

C.15.b.iii.(1) ► Planned Discharges of the Potable Water System										
Site/ Location	Discharge Type	Receiving Waterbody(ies)	Date of Discharge	Duration of Discharge (military time)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/day)	Chlorine Residual (mg/L)	pH (standard units)	Discharge Turbidity <sup>65</sup> (NTU)	Implemented BMPs & Corrective Actions
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

<sup>65</sup> Monitor the receiving water for turbidity if necessary and feasible. Include data in this column if available.

C.15.b.iii.(2) ► Unplanned Discharges of the Potable Water System <sup>66</sup>														
Site/ Location	Discharge Type	Receiving Waterbody(ies)	Date of Discharge	Discharge Duration (military time)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/day)	Chlorine Residual (mg/L) <sup>67</sup>	pH (standard units) <sup>52</sup>	Discharge Turbidity (Visual) <sup>52</sup> ,	Implemented BMPs & Corrective Actions	Time of discharge discovery	Regulatory Agency Notification Time <sup>68</sup>	Inspector arrival time	Responding crew arrival time
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

<sup>66</sup> This table contains all of the unplanned discharges that occurred in this FY.

<sup>67</sup> Monitoring data is only required for 10% of the unplanned discharges. If you monitored more than 10% of your unplanned discharges, report all of the data collected.

<sup>68</sup> . Notification to Water Board staff is required for unplanned discharges where the chlorine residual is >0.05 mg/L and total volume is ≥ 50,000 gallons. Notification to State Office of Emergency Services is required after becoming aware of aquatic impacts as a result of unplanned discharge or when the discharge might endanger or compromise public health and safety.

**TERMINIX COMMERCIAL**

February 17, 2012

To: Amy Gratien

City of Woodside  
Department of Parks and Recreation

Fr: David Clare

Branch Manager  
Terminix Branch #2137  
East Bay Commercial Office

Re: Use of Integrated Pest Management Methods for City of Woodland Service Sites

This letter is to confirm that Terminix Commercial will be utilizing Integrated Pest Control (IPM) Methodology for all City of Woodside contracted locations effective immediately. These protocols include the following:

- No spraying of pesticides according to a pre-set schedule.
- Monitoring for pest activity before any treatments are applied.
- Baiting for ants – no pyrethroids can be applied without advance approval from City of Woodside.
- Use of least toxic materials when pesticide applications are necessary.
- No organophosphates or carbamates without advance approval from City of Woodside.
- Educating City building occupants about best practices to reduce interior pest harborages (sanitation, proper food storage in kitchenettes, proper landscaping maintenance around building exteriors, etc).

If you have any questions regarding these methods or you service in general, please do not hesitate to contact me.

Sincerely,

David Clare  
510-489-8689  
[dclare@terminix.com](mailto:dclare@terminix.com)

RESOLUTION NO. 2011 - 6859

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE  
ADOPTING AN UPDATED INTEGRATED PEST MANAGEMENT POLICY

WHEREAS, the Environmental Protection Agency, under the 1987 amendments to the Federal Clean Water Act, imposed regulations mandating that local governments control and reduce the amount of stormwater pollutant runoff into receiving waters through compliance with municipal stormwater permits issued under the National Pollutant Discharge Elimination System (NPDES); and

WHEREAS, the Town Council adopted Resolution No. 2004-6435, thereby adopting the San Mateo Countywide Stormwater Pollution Prevention Program Model Integrated Pest Management Policy; and

WHEREAS, under the authority of the California Porter-Cologne Water Quality Control Act, the State Water Resources Control Board delegated authority to the Regional Water Quality Control Boards to issue NPDES permitting requirements upon counties and cities; and

WHEREAS, in October 2009, the San Francisco Bay Regional Water Quality Control Board adopted Municipal Regional Stormwater Permit (MRP) NPDES Permit No. CAS612008; and

WHEREAS, the MRP includes specific requirements mandating municipalities to adopt updated Integrated Pest Management policies to limit water quality impacts from municipal pest management activities.

NOW, THEREFORE BE IT RESOLVED THAT, the Town Council of the Town of Woodside does hereby adopt the San Mateo Countywide Water Pollution Prevention Program Model Integrated Pest Management Policy, attached hereto as Exhibit A, which supersedes the Integrated Pest Management Policy adopted by Resolution No. 2004-6435.

\* \* \* \* \*

PASSED AND ADOPTED by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 27<sup>th</sup> of September 2011 by the following vote of the members thereof:



**San Mateo Countywide Water Pollution Prevention Program  
Model Integrated Pest Management (IPM) Policy**

**GOAL**

The Town of Woodside seeks to protect the health and safety of its employees and the general public, the environment and water quality, as well as to provide sustainable solutions for pest control through the reduced use of pesticides on property including buildings owned or managed by the Town by applying Integrated Pesticide Management principles and techniques. The municipal regional stormwater permit requires that the Town of Woodside minimize reliance on pesticides that threaten water quality.

**REQUIRED USE OF INTEGRATED PEST MANAGEMENT**

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

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

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

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

The 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 consistent with the municipal regional stormwater permit's requirements.

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

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

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

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

#### BACKGROUND

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

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

IPM techniques could include biological controls (e.g., ladybugs and other natural enemies or predators); physical or mechanical controls (e.g., hand labor or mowing, caulking entry points to buildings); cultural controls (e.g., mulching, alternative plant type selection, and enhanced cleaning and containment of food sources in buildings); and reduced risk chemical controls (e.g., soaps or oils).

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



## San Mateo Countywide Water Pollution Prevention Program Model Integrated Pest Management (IPM) Policy

### GOAL

The Town of Woodside seeks to protect the health and safety of its employees and the general public, the environment and water quality, as well as to provide sustainable solutions for pest control through the reduced use of pesticides on property including buildings owned or managed by the Town by applying Integrated Pesticide Management principles and techniques. The municipal regional stormwater permit requires that the Town of Woodside minimize reliance on pesticides that threaten water quality.

### REQUIRED USE OF INTEGRATED PEST MANAGEMENT

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

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

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

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

The 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 consistent with the municipal regional stormwater permit's requirements.

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

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

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

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

#### **BACKGROUND**

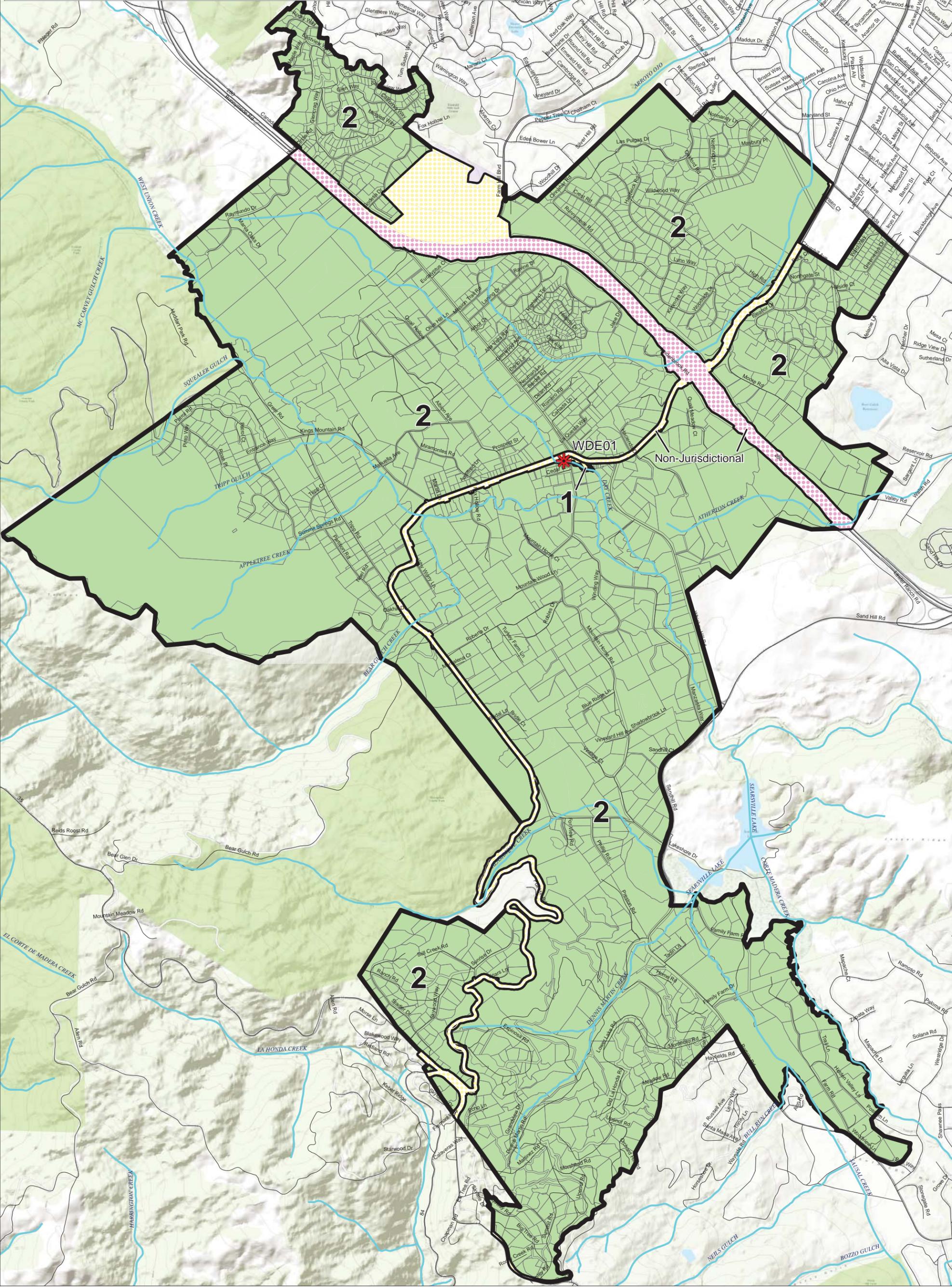
Pesticides are defined as: any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest. Pests can be insects, rodents and other animals, unwanted plants (weeds), bacteria or fungi. The term pesticide applies to herbicides, fungicides, insecticides, rodenticides,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

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

IPM techniques could include biological controls (e.g., ladybugs and other natural enemies or predators); physical or mechanical controls (e.g., hand labor or mowing, caulking entry points to buildings); cultural controls (e.g., mulching, alternative plant type selection, and enhanced cleaning and containment of food sources in buildings); and reduced risk chemical controls (e.g., soaps or oils).

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

# Town of Woodside DRAFT Trash Management Areas Map

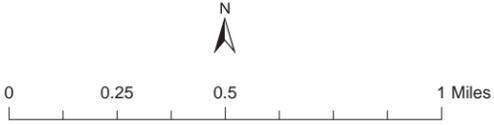


**Legend**

**Trash Generation Category**

- Low
- Medium
- High
- Very High

- Creek/Shoreline Hotspot
- Trash Management Area
- Non-Jurisdictional (Dot color = Generation Category)
- Streets
- Agency Boundary
- Creeks
- Parcel Boundary



**Data Sources:**  
 Roads: San Mateo County  
 City Boundaries: San Mateo County  
 Background: ESRI World Topographic Map

**Map Created By:**  
 EOA, Inc.

**Date:**  
 September 11th, 2013