

September 15, 2011

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

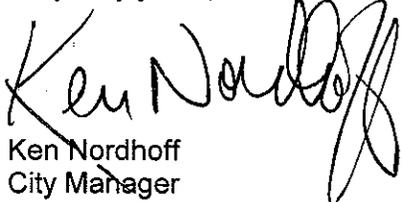
Ms. Pamela Creedon, Executive Officer  
California Regional Water Quality Control Board  
Central Valley Region  
11020 Sun Center Drive, #200  
Rancho Cordova, CA 95670-6114

Dear Mr. Wolfe and Ms. Creedon:

Enclosed is the 2010 - 2011 Annual Report for the City of Walnut Creek, which is required by and in accordance with Provision C.16 in National Pollutant Discharge Elimination System (NPDES) Permit Number CAS612008 issued by the San Francisco Bay Regional Water Quality Control Board and/or by Provision C.13 in NPDES Permit Number CA0083313 issued by the Central Valley Regional Water Quality Control Board.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering 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 possibly of fine and imprisonment for knowing violations.

Very truly yours,

  
Ken Nordhoff  
City Manager

Enclosure

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Section 1 – Permittee Information

Background Information					
<b>Permittee Name:</b>	City of Walnut Creek				
<b>Population:</b>	64,173 <sup>1</sup>				
<b>NPDES Permit No.:</b>	CAS612008 (San Francisco Bay RWQCB Permit) and/or CA00883313 (Central Valley RWQCB Permit)				
<b>Order Number:</b>	R2-2009-0074 (San Francisco Bay RWQCB) and/or R5-2010-0102 (Central Valley RWQCB)				
<b>Reporting Time Period (month/year):</b>	July 1, 2010 through June 30, 2011				
<b>Name of the Responsible Authority:</b>	Ken Nordhoff			<b>Title:</b>	City Manager
<b>Mailing Address:</b>	1666 North Main Street				
<b>City:</b>	Walnut Creek	<b>Zip Code:</b>	CA 94596	<b>County:</b>	Contra Costa
<b>Telephone Number:</b>	925-943-5812		<b>Fax Number:</b>	925-256-3599	
<b>E-mail Address:</b>	Nordhoff@walnut-creek.org				
<b>Name of the Designated Stormwater Management Program Contact (if different from above):</b>	Rinta Perkins			<b>Title:</b>	NPDES Program Manager
<b>Department:</b>	Public Services Department – Engineering Division				
<b>Mailing Address:</b>	1666 North Main Street				
<b>City:</b>	Walnut Creek	<b>Zip Code:</b>	CA 94596	<b>County:</b>	Contra Costa
<b>Telephone Number:</b>	925-256-3511		<b>Fax Number:</b>	925-256-3550	
<b>E-mail Address:</b>	Perkins@walnut-creek.org				

<sup>1</sup> Source: State of California Department of Finance Census 2010 (April 1, 2010)

Section 2 - Provision C.2 Reporting Municipal Operations

**Program Highlights and Evaluation**

Highlight/summarize activities for reporting year:

Summary:

- The City of Walnut Creek is a member of the Municipal Operations Committee (of the Contra Costa Clean Water Program/CCCWP) and a member of the Municipal Operations and Trash Reduction Committee (of the Bay Area Stormwater Agencies Association/BASMAA).
- The City is committed to identifying ways to prevent and minimize pollutant discharges resulting from municipal maintenance activities, parks and corporation yards and other publicly owned facilities. Pollutant removal was optimized by implementing best management practices (BMPs) daily, employee training, and routine assessment (evaluation) for continuous improvement.
- The Storm Water Pollution Prevention Plan (SWPPP) for the City's corporation and three maintenance yards has been revised to meet provisions of the Municipal NPDES Regional Permit (MRP). The SWPPP along with other reference documents are made available at these facilities. Public Services staff received training on SWPPP and BMPs pertinent to their activities as part of the annual stormwater pollution prevention training. In this permit year, 66 Public Services staff attended the training.
- Annual audits of the corporation and maintenance yards were performed to verify that BMPs were implemented as part of daily activities. NPDES Coordinator shared findings of the audit with the respective supervisors who identified corrective actions and deadlines for implementation. Most deficiencies noted were minor and corrected in a timely manner (see **Table C.2.f** below). One noted deficiency required structural improvements; staff included this proposed improvement in the long-range Capital Investment Program (CIP) so that funding could be identified. Meanwhile, only certain activities could occur in the subject location. The corporation yard and two maintenance yards have a wash pad equipped with an oil separator connected to the sanitary sewer system. In this permit year, our crews removed 41.5 cubic yards of debris from the separator debris pits.
- In this permit year, City crews swept a total of 12,867 miles and removed 1,440 cubic yards of debris including leaf materials. Residential areas were swept once a month while arterial roads and medians once every two weeks. Downtown core areas were swept three times a week. The City of Walnut Creek has two street sweepers with the latest regenerative air vacuum technology that maximizes their ability to remove debris and fine particles. Since we have a regular street sweeping schedule, staff has not noticed significant issues with parked vehicles interfering with the sweeping operations.
- From a drainage maintenance perspective, the City was divided into 15 zones for which crews scheduled inspection and maintenance activities. Heavy winter and spring storms required our crews to clean catch basins in areas prone to erosion more frequently. When appropriate, Maintenance crews and Engineering staff worked together to develop possible solutions to mitigate erosion in the identified areas. Maintenance crews inspected and cleaned, as necessary, 4,172 storm drain inlets, 113 culverts, 19 trash racks, 13 miles of roadside ditches and 18 miles of open channels. From these activities, they removed a total of 70.5 cubic yards of debris in addition to 35 cubic yards of debris removed during the Annual Creek Cleanup Day in May 2011.

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

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

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

Comments:



Appropriate BMPs were implemented during street and sidewalk repair and maintenance. Prior to the work, nearby storm drain inlets were protected. Stockpiled materials, if any, were placed away from the inlets. Upon completion of the work, slurry and wastewater were removed with a portable vacuum and disposed of properly. Staffs of the City's Street and Drainage Maintenance were knowledgeable on stormwater pollution prevention and had trained other City staff on these control measures.

Erosion and sediment control materials were made available in the warehouse for use year-round. Inlet protection was not only limited to street and roadway work but other areas where activities occurred near a storm drain inlet.

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

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

<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs.

Comments:



The City's Maintenance staff person responsible for flat-surface cleaning activities is a BASMAA-certified surface cleaner. He was trained to contain and properly dispose of wastewater during cleaning of plazas, sidewalks, parking lots and garages as well as building flat-surfaces. His truck was equipped with a small tank of water, portable vacuum and a tank to contain wastewater. Additionally, he carried materials used to protect the inlet and filter wash water. In the past year, this staff and NPDES Coordinator provided training to Public Services staff on surface cleaning best management practices.

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

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

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

Comments:

- The same Maintenance staff person responsible for activities outlined in Section C.2.b was also responsible for graffiti removal. He is a BASMAA- trained and certified surface cleaner. Most graffiti was removed by painting over the affected surface. If washing was required, staff blocked nearby inlets to prevent wastewater from entering. In all cases, a portable vacuum unit was used to removed debris and wastewater.
- In this permit year, the City did not have any bridge maintenance project.
- The City contracted out exterior cleaning of the City Hall building. Included in the contract specification was a special provision related to stormwater pollution prevention, which also referenced the BASMAA "Pollution from Surface Cleaning" booklet. Compliance with this provision was to be outlined as a separate line item in the project budget. A City staff was assigned to monitor this project to ensure the contractor was in compliance.

**C.2.d. ► Stormwater Pump Stations**

Does your municipality own stormwater pump stations:  Yes  No

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

Complete the following table for dry weather DO monitoring and inspection data for pump stations<sup>2</sup> (add more rows for additional pump stations):

Pump Station Name and Location	First inspection Dry Weather DO Data		Second inspection Dry Weather DO Data	
	Date	mg/L	Date	mg/L
Not applicable				

Summarize corrective actions as needed for DO monitoring at or below 3 mg/L. Attach inspection records of additional DO monitoring for corrective actions:  
 Not applicable.

Summary:  
 Not applicable. The City of Walnut Creek does not own stormwater pump stations.

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)
Not applicable						

<sup>2</sup> Pump stations that pump stormwater into stormwater collection systems or infiltrate into a dry creek immediately downstream are exempt from DO monitoring.

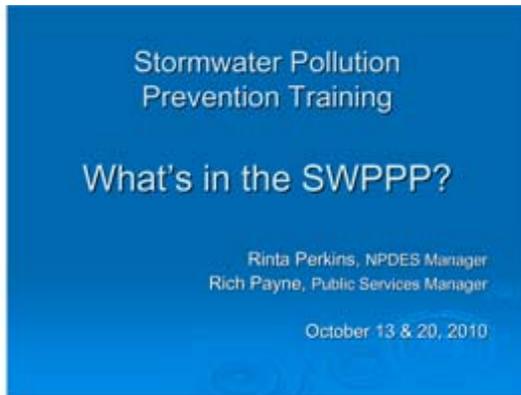
C.2.e. ► Rural Public Works Construction and Maintenance			
Does your municipality own/maintain rural <sup>3</sup> roads:		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If your answer is <b>No</b> then skip to <b>C.2.f.</b>			
Place an <b>X</b> in the boxes next to implemented BMPs to indicate that these BMPs were implemented in applicable instances. If one or more of the BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:			
<input type="checkbox"/>	Control of road-related erosion and sediment transport from road design, construction, maintenance, and repairs in rural areas		
<input type="checkbox"/>	Identification and prioritization of rural road maintenance based on soil erosion potential, slope steepness, and stream habitat resources		
<input type="checkbox"/>	No impact to creek functions including migratory fish passage during construction of roads and culverts		
<input type="checkbox"/>	Inspection of rural roads for structural integrity and prevention of impact on water quality		
<input type="checkbox"/>	Maintenance of rural roads adjacent to streams and riparian habitat to reduce erosion, replace damaging shotgun culverts and excessive erosion		
<input type="checkbox"/>	Re-grading of unpaved rural roads to slope outward where consistent with road engineering safety standards, and installation of water bars as appropriate		
<input type="checkbox"/>	Inclusion of measures to reduce erosion, provide fish passage, and maintain natural stream geomorphology when replacing culverts or design of new culverts or bridge crossings		
Comments including listing increased maintenance in priority areas: Not applicable.			

<sup>3</sup> Rural means any watershed or portion thereof that is developed with large lot home-sites, such as one acre or larger, or with primarily agricultural, grazing or open space uses.

C.2.f. ► Corporation Yard BMP Implementation	
Place an <b>X</b> in the boxes below that apply to your corporation yard(s):	
<input type="checkbox"/>	We do not have a corporation yard
<input type="checkbox"/>	Our corporation yard is a filed NOI facility and regulated by the California State Industrial Stormwater NPDES General Permit
<input checked="" type="checkbox"/>	We have a current <b>Stormwater Pollution Prevention Plan (SWPPP)</b> for the Corporation Yard(s)
Place an <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: The Storm Water Pollution Prevention Plan (SWPPP) for the City's Corporation and three municipal maintenance yards was updated in April 2010. This document was made available at these facilities. All Public Services Maintenance staff attended stormwater pollution prevention training and should be familiar with the SWPPP document. Public Services supervisors regularly inspected their work areas to ensure that best management practices were implemented and kept the NPDES Coordinator informed of their assessment. The annual audits were to confirm self-evaluations of their areas.	



Deficiencies observed during the audits were noted and shared with the respective supervisors who made the correction promptly. Most deficiencies related to materials and waste management. The City recently consolidated some maintenance activities, which would result in streamlined materials handling and storage. Spill kits were available on all municipal yards and in City vehicles. Locations of these kits were made known to Public Services staff. One deficiency noted at the Boundary Oak Golf Course maintenance yard required significant capital investment and thus, would require additional time to make the structural improvement.



NPDES Coordinator provided annual Stormwater Pollution Prevention training to 66 Public Services staff in October 2010, which focused on the SWPPP document and how to use it as a reference. Additionally, staff was trained on how to use the telephone tree to route phone calls when dealing with major spills and other environmental-related concerns. Visits

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
Corporation Yard, 511 Lawrence Way	12/6/2010	<ul style="list-style-type: none"> <li>The site was generally clean and tidy. Storage areas and parking lot were</li> </ul>	<ul style="list-style-type: none"> <li>Some, not all, vehicle and equipment storage areas were</li> </ul>

		<p>regularly cleaned.</p> <ul style="list-style-type: none"> <li>▪ Fuel station was clean and had signage "Do Not Top-off." All inlets had "No Dumping – Drains to Creek" decals.</li> <li>▪ Verified manifest (record) of HHW recycling and wash pad's interceptor.</li> <li>▪ Chemicals, pesticides and fertilizers were stored indoors (in locked, approved containers) with secondary containment. MSDS were available on-site.</li> <li>▪ Rear parking lot (near landscaping material bins) needs to be swept.</li> </ul>	<p>kept covered. Covered overhead storage was recommended and is on the CIP list for funding request.</p> <ul style="list-style-type: none"> <li>▪ Some, not all, trash cans were kept covered. Funding was requested to install coverage overhead.</li> </ul>
<p>Traffic Operations Center, 508 Lawrence Way</p> 	<p>4/21/2011</p>	<ul style="list-style-type: none"> <li>▪ Storage yard and buildings were relatively clean and well-kept.</li> <li>▪ All five storm drain inlets had filter fabrics as protection, which needed to be replaced. Two lacked "No Dumping – Drains to Creek" decals.</li> <li>▪ Chemicals, paints and solvents were stored indoors (inside locked cabinets). Chemical storage had secondary containment. Materials were sorted and stored in appropriate bins.</li> <li>▪ Spill kits were available on-site.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Filter fabrics were replaced and two missing decals were installed.</li> </ul>
<p>Heather Farm Park maintenance yard, 300 North San Carlos</p>	<p>4/11/2011</p>	<ul style="list-style-type: none"> <li>▪ The yard was relatively clean. Acknowledged staff was in the process of consolidating materials and disposing of wastes.</li> <li>▪ Landscaping materials (wood chips, barks and sands) were stored outdoors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Consolidate materials (i.e., irrigation spare parts) and dispose of wastes. Have plastic tarps available on-site to cover stockpiles in the event of rain.</li> <li>▪ Install one missing K-rail on</li> </ul>

		<p>inside enclosed bins (with K-rail). One K-rail was missing to complete the enclosure.</p> <ul style="list-style-type: none"> <li>▪ Wash pad was used to clean street sweepers and large equipment. Noticed small amount of debris on wash pad after being used.</li> <li>▪ Limited amount of pesticides and chemicals were stored at this facility. They were stored indoors inside locked cabinets with secondary containment.</li> <li>▪ Verified wash pad interceptor had been serviced regularly.</li> </ul>	<p>storage bins.</p> <ul style="list-style-type: none"> <li>▪ Sweep wash pad after each use.</li> <li>▪ Landscaping materials, ideally, should be stored in storage bins with overhead covers. Recommended in CIP long-range list for funding.</li> </ul>
<p>Boundary Oak Golf Course maintenance yard, 3600 Valley Vista Road</p> 	<p>11/30/2010</p>	<ul style="list-style-type: none"> <li>▪ The yard and storage buildings were generally kept clean.</li> <li>▪ Wash pad was used to clean golf carts, clean mowers, tractors, and small equipment. Verified wash pad interceptor was regularly maintained and serviced.</li> <li>▪ Pesticides, fertilizers and chemicals (mostly for auto and equipment maintenance) were stored indoors (inside locked cabinets with secondary containment).</li> <li>▪ Fueling station was on concrete pad with "Do Not Top Off" sign but wasn't covered.</li> <li>▪ Outdoor lift was used only for certain activities that do not involve auto-fluid exchange. Lift was not to be used when rain was predicted or during rain event.</li> <li>▪ Plastic tarps were available on-site to cover stockpile materials.</li> <li>▪ Spill kits were available on-site.</li> <li>▪ Most equipment and golf cart maintenance were conducted inside the main building.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Install concrete berms in front of outdoor storage bins to prevent materials from getting washed off.</li> <li>▪ Recommended structural improvements include cover for fueling station and outdoor lift. These projects were proposed in the Golf Course Enterprise long-range improvement plan.</li> <li>▪ Secondary containment was placed to catch any drip from outdoor lift.</li> <li>▪ Awning was to be used as a temporary control measure.</li> </ul>

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

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

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

Summary:

- The City of Walnut Creek is a member of the New Development and Redevelopment Committee (of the Contra Costa Clean Water Program/CCCWP).
- The City's Stormwater Ordinance (Section 9-16.109) gives staff the legal authority to implement Provision C.3 of development runoff requirements. The ordinance further specifies the owner's responsibilities for maintenance and operation of stormwater management facilities (Section 9-16.110) as well as the authority for staff to inspect them (Section 9-16.111).
- Project applicants are referred to the Contra Costa C.3 Stormwater Guidebook<sup>4</sup> (to which the City's website provides a link), the California Stormwater Quality Association (CASQA) Best Management Practices Handbook, and any applicable State permitting requirements. With the use of these resource documents, project applicants are made aware of Best Management Practices (BMPs) and design measures of the stormwater treatment facilities in their projects. The City's standard conditions of approval have been reviewed and revised to reflect the guidance of C.3 Guidebook.
- To achieve consistency and maintain standards among Engineering staff during application review and permit issuance related to C.3 requirements, a review process flowchart was developed (see **Attachment C.3.a**). The flowchart defines which projects are covered by or excluded from treatment and/or flow control requirements. It helps the project applicant to navigate the City's permitting process from the submittal of a stormwater control plan, operations and maintenance agreement to issuance of a site development permit.

Early in the design stage, project applicants are informed of recommended and required stormwater treatment measures such as reducing pervious surfaces, directing more surface runoff to landscape areas, and installing post-construction BMPs. City's Preliminary Review Team meets weekly to provide a cursory pre-application review of projects. At that time, staff directs developers to consider site planning and design BMPs such as clustering units, minimizing hillside grading, and limiting impervious surface.

<sup>4</sup> Developed by Contra Costa Clean Water Program (Fifth Edition, October 2010)



Model sectional bioswale

- To assist contractors with installation of bioretention facilities, Engineering staff have developed a model bioswale section. These models have been brought to project sites to demonstrate an effective bioswale.
- Engineering staff maintains a “library” of the various types of soils and gravels that contractors are familiar with and materials specific to stormwater treatment facilities. Prior to installation, staff verifies that the appropriate materials have been delivered, and as needed, requires field testing in addition to the certification from accepted suppliers. This effort is to ensure proper installation of the treatment facilities with the required percolation rate.
- Engineering staff and inspectors regularly discussed lessons learned from past and current installations of stormwater treatment facilities. We continue to update our inspection checklist for construction of these facilities to assist contractors and developers. We shared our experience with members of the Development Committee of the CCCWP.



Materials of a bioretention

- All Engineering staff and inspectors continued to receive training on Provision C.3 requirements and regularly met to review and improve our review and inspection process. One of our staff gave a presentation at the Contra Costa C.3 training on the physical properties of bioretention soils. We modified our project tracking database to include information on the individual stormwater treatment facilities (types and coordinates of location), significant dates, and inspection activities.
- Recognizing the importance of incorporating stormwater control requirements at the earliest stage possible, staff provided informational brochures to project applicants at design review meetings and communicated the potential requirements on applicable projects to them. With the recently adopted State General Construction permit, Engineering and Clean Water staff met with project applicants to ensure they are familiar with the new requirements.
- For projects not covered under Provision C.3, project applicants are encouraged to disconnect downspout leaders to landscape areas as a measure to help improve water quality. All new storm drain inlets are required to include a “No Dumping – Drains to Creek” decal.
- There were four new projects, subject to Provision C.3 requirements, that had gone through the approval process. One of those projects began construction in this permit year with the remaining three anticipated to begin demolition and construction in FY 11-12. Additionally, four projects approved in the prior fiscal year were in the construction stage; their treatment facilities will not be inspected until FY 11-12. To date, there are six projects with completely constructed stormwater treatment facilities.

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

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

On an annual basis (if applicable), report on the status of any pilot green street projects within your jurisdiction. For each completed project, report the capital costs, operation and maintenance costs, legal and procedural arrangements in place to address operation and maintenance and its associated costs, and the sustainable landscape measures incorporated in the project including, if relevant, the score from the Bay-Friendly Landscape Scorecard.

Summary:

Refer to the C.3 New Development and Redevelopment section of the Contra Costa Clean Water Program's FY 10-11 Annual Report for a description of pilot green street project activities conducted at the countywide or regional level.

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

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

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

- Refer to the C.3 New Development and Redevelopment section of the Contra Costa Clean Water Program's FY 10-11 Annual Report for a description of submittals related to low-impact development conducted at the countywide or regional level.

- Engineering staff developed a field kit to help inspectors and contractors do a simple verification of soil media mix used for a bioretention construction. This kit was shared with members of CCCWP.
- For projects with newly installed stormwater treatment facilities, staff asked developers to submit As-Built CAD files. These files allow staff to upload location coordinates of these facilities into our tracking database and GIS map for future inspections. We share this information with the Contra Costa Vector and Mosquitoes Control District through the Contra Costa Clean Water Program.

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

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

**(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.

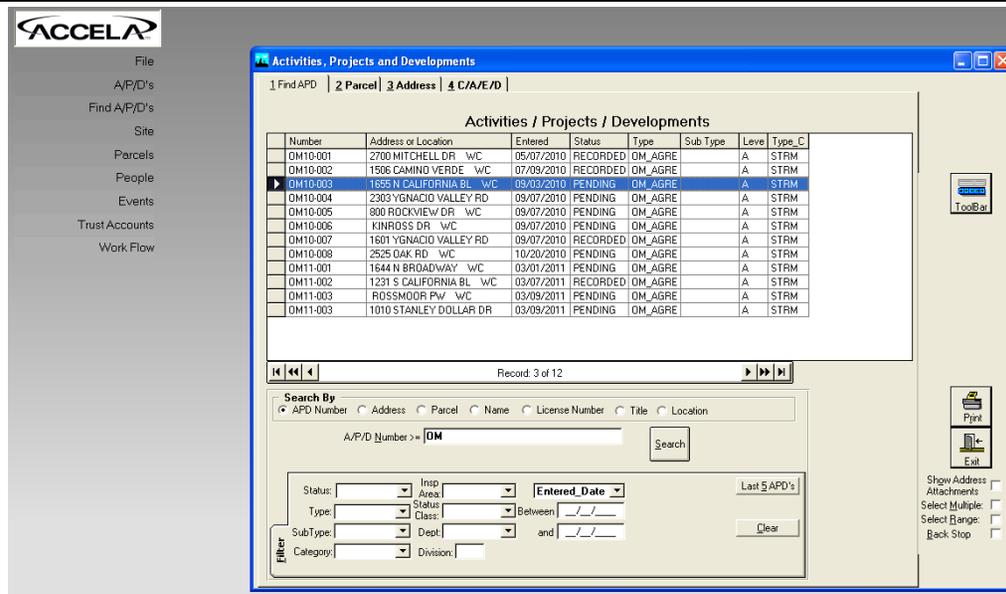
Summary:

- To date there is no project with hydrograph modification controls constructed within the City of Walnut Creek. Clean Water staff inspected stormwater treatment facilities at six projects to verify their effective operation and maintenance.
- Clean Water staff worked closely with Engineering staff and contractors during the installation of the stormwater treatment facilities and were involved in the final inspection of the project.
- The few common deficiencies noted during the initial 45-day inspections were dead plants and compacted soils in bioretention facilities from construction activities. The first few months after construction of a treatment facility was a critical period to ensure its long-term performance effectiveness. Staff directed contractors to make appropriate modifications such as adjusting the irrigation sprinklers to provide adequate water coverage and expand the compacted soils.
- Common deficiencies noted during the annual inspections of the treatment facilities were eroded soil around the discharge point and eroded slopes, which were corrected by the property owners in a timely manner.

**(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:

- Project owners entered into an agreement with the City to ensure maintenance and operation of their on-site stormwater treatment facilities as well as to provide City staff access to inspect them in the future. These agreements were recorded and filed along with its Stormwater Control Plans in the project tracking database.



- For a large project (such as John Muir Hospital), we learned that it was helpful to meet directly with the landscape contractor and the third-party contractor servicing the continuous deflector separator (CDS) units during the inspection. This particular project was constructed in several phases and had a total of 14 treatment facilities and CDS units. Sediment accumulated around cartridges of the units and standing water was removed. Contractor replaced filters with manufacturer's replacement cartridges. Maintenance contractors were able to answer questions related to standard maintenance practices related to these treatment facilities.



Cleaned cartridges inside a CDS unit



Replaced cartridges

**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>5</sup> , Street Address	Name of Developer	Project Phase No. <sup>6</sup>	Project Type & Description <sup>7</sup>	Project Watershed <sup>8</sup>	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New Impervious Surface Area (ft <sup>2</sup> )	Total Replaced Impervious Surface Area (ft <sup>2</sup> )	Total Pre- Project Impervious Surface Area <sup>9</sup> (ft <sup>2</sup> )	Total Post- Project Impervious Surface Area <sup>10</sup> (ft <sup>2</sup> )
<b>Private Projects</b>											
Y10-049 Satellite Housing	2618 Baldwin Lane (Baldwin Ln. and Third Ave.)	Satellite Housing	None	Multi-family development consists of 48-unit affordable rentals	Grayson Creek	0.88	0.88	9,174	17,424	17,424	26,571
Y10-044 Walnut Creek Volkswagen	2020 North Main Street	Volkswagen USA	None	Commercial – Volkswagen Dealership	Walnut Creek	2.49	2.49	(5,889)	101,560	107,449	101,560
Y10-053 24Hr Fitness & Chick-Fil-A	2770 North Main Street	Hall Equities Group	None	Commercial – Fitness center and restaurant	Walnut Creek	4.02	4.02	(11,975)	144,303	156,278	144,303
Y10-050 Co-Op Retail Development	1510 Geary Road	North Creek Investors	None	Commercial – 3 Retail buildings	Grayson Creek	2.78	2.78	(3,570)	106,933	110,503	106,933
<b>Public Projects</b>											
None											

<sup>5</sup> Include cross streets

<sup>6</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>7</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>8</sup> State the watershed(s) in which the Regulated Project is located. Optional but recommended: Also state the downstream watershed(s)

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

<sup>10</sup> For redevelopment projects, state the post-project impervious surface area.

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

Project Name Project No.	Application Deemed Complete Date <sup>11</sup>	Application Final Approval Date <sup>9</sup>	Source Control Measures <sup>12</sup>	Site Design Measures <sup>13</sup>	Treatment Systems Approved <sup>14</sup>	Operation & Maintenance Responsibility Mechanism <sup>15</sup>	Hydraulic Sizing Criteria <sup>16</sup>	Alternative Compliance Measures <sup>17/18</sup>	Alternative Certification <sup>19</sup>	HM Controls <sup>20/21</sup>
<b>Private Projects</b>										
Y10-049 Satellite Housing	4/28/2011	Under review	Covered trash enclosure with connection to sanitary sewer	Landscaping	Bioretention facilities	O&M agreement with private landowner	Flow based	N/A	N/A	Not required under 1 Acre
Y10-044 Walnut Creek Volkswagen	12/4/2010	2/1/2011	Floor drains to sanitary sewer, covered trash enclosure, oil/water separator, indoor vehicle maintenance	Pervious concrete pavers and landscaping	Bioretention facilities, self-retaining facilities	O&M agreement with private landowner	Flow based	N/A	N/A	Not required – no net increase in pervious area.
Y10-053 24 Hr. Fitness and Chick-Fil-A	4/19/2011	Under review	Covered trash enclosure with connection to sanitary sewer, floor drains to sanitary sewer	Pervious pavement	Bioretention facilities, self-retaining facilities	O&M agreement with private landowner	Flow based	N/A	N/A	Not required – no net increase in pervious area.

<sup>11</sup> For private projects, state project application deemed complete date and final discretionary approval date.

<sup>12</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>13</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>14</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>15</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>16</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>17</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>18</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>19</sup> Note whether a third party was used to certify the project design complies with Provision C.3.d.

<sup>20</sup> If HM control is not required, state why not.

<sup>21</sup> If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).

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

Project Name Project No.	Application Deemed Complete Date <sup>11</sup>	Application Final Approval Date <sup>9</sup>	Source Control Measures <sup>12</sup>	Site Design Measures <sup>13</sup>	Treatment Systems Approved <sup>14</sup>	Operation & Maintenance Responsibility Mechanism <sup>15</sup>	Hydraulic Sizing Criteria <sup>16</sup>	Alternative Compliance Measures <sup>17/18</sup>	Alternative Certification <sup>19</sup>	HM Controls <sup>20/21</sup>
Y10-050 Co-Op Retail Development	5/3/2011	Under review	Building floor drains and covered trash enclosure with connection to sanitary sewer	Landscaping	Bioretention facilities	O&M agreement with private landowner	Flow based	N/A	N/A	Not required – no net increase in impervious area
Comments: Stormwater Controls Plans (SCPs) of the projects are available upon request.										

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

Project Name Project No.	Is Funding Committed? <sup>22</sup>	Date Construction Scheduled to Begin <sup>20</sup>	Source Control Measures <sup>23</sup>	Site Design Measures <sup>24</sup>	Treatment Systems Approved <sup>25</sup>	Operation & Maintenance Responsibility Mechanism <sup>26</sup>	Hydraulic Sizing Criteria <sup>27</sup>	Alternative Compliance Measures <sup>28/29</sup>	Alternative Certification <sup>30</sup>	HM Controls <sup>31/32</sup>
<b>Public Projects</b>										
None										
Comments: There was no capital improvement project subject under Provision C.3 approved in FY 10-11.										

<sup>22</sup> For public projects, enter “Yes” or “No” under “Is Funding Committed?” and enter a date under “Date Construction Scheduled to Begin”.

<sup>23</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>24</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>25</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>26</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>27</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>28</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>29</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>30</sup> Note whether a third party was used to certify the project design complies with Provision C.3.d.

<sup>31</sup> If HM control is not required, state why not.

<sup>32</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).H:\NPDES\AnnualRpts\2010-11\Final Report\10\_11\_ARForms\_WC.doc

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

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

Name of Facility/Site Inspected	Address of Facility/Site Inspected	Newly Installed? (YES/NO) <sup>33</sup>	Party Responsible <sup>34</sup> For Maintenance	Date of Inspection	Type of Inspection <sup>35</sup>	Type of Treatment/HM Control(s) Inspected <sup>36</sup>	Inspection Findings or Results <sup>37</sup>	Enforcement Action Taken <sup>38</sup>	Comments
Varian Inc.	2700 Mitchell Drive	No	Aligent Technologies, Inc.	9/11/2010	Routine – Annual	Bioretention facilities	Small leaf debris removed during flush of system. Irrigation system inspected and cleaned.	None	None
Palos Verdes Mall	1506 Camino Verde	Yes	C&P Associates	7/25/2010 4/5/2011	45-day Routine-Annual	Bioretention facilities	Facilities in good condition. In some areas, plants were not thriving and needed to be replaced.	None	Replacement plants were installed on 5/2/2011.
Rossmoor Corporation Yard	800 Rockview Drive	No	Golden Rain Foundation of Walnut Creek	2/23/2011	Routine-Annual	Bioretention facilities, sand filter	Facilities in good condition, inspected drain inlets, drainage fitches, straw wattles, stockpiles, sand filters, and bioretention filter.	None	None
NorthCreek Church	2303 Ygnacio Valley Road	No	NorthCreek Church/ Evangelical Free Church	2/18/2011	Routine – Annual	Bioretention facilities	Facilities in good condition.	None	None
John Muir Medical Center	1601 Ygnacio Valley Road	No	John Muir Helath	2/8/2011	Routine – Annual	Media filters, bioretention facilities	Cleaned vaults (sediment and standing water removed) and installed new cartridges. Bioretention facilities inspected and in good condition.	None	None

<sup>33</sup> Indicate “YES” if the facility was installed within the reporting period, or “NO” if installed during a previous fiscal year.

<sup>34</sup> State the responsible operator for installed stormwater treatment systems and HM controls.

<sup>35</sup> State the type of inspection (e.g., 45-day, routine, follow-up, etc.).

<sup>36</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>37</sup> State the inspection findings or results (e.g., proper installation, improper installation, proper O&M, immediate maintenance needed, etc.).

<sup>38</sup> State the enforcement action(s) taken, if any, as appropriate and consistent with your municipality’s Enforcement Response Plan.

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

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

Name of Facility/Site Inspected	Address of Facility/Site Inspected	Newly Installed? (YES/NO) <sup>33</sup>	Party Responsible <sup>34</sup> For Maintenance	Date of Inspection	Type of Inspection <sup>35</sup>	Type of Treatment/HM Control(s) Inspected <sup>36</sup>	Inspection Findings or Results <sup>37</sup>	Enforcement Action Taken <sup>38</sup>	Comments
Walnut Creek Library	1644 North Broadway	Yes	City of Walnut Creek	10/8/2010 5/3/2011	45-day Routine - Annual	Bioretention facilities, flow-through planters	Cleaned sump pump vault for standing water and tested for water quality. Bioswales and planters inspected and in good condition. Two swales had eroded slope near discharge points.	None	The library has a sump pump for groundwater discharge. Results of a water quality test indicated all parameters were within acceptable range. Eroded slopes were repaired.

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

**Program Highlights**

Provide background information, highlights, trends, etc.

(See the FY 10-11 Group Program Annual Report for a summary of highlights and activities conducted countywide and regionally on our behalf).

- Refer to the C.4 Industrial and Commercial Site Controls section of the Contra Costa Clean Water Program's FY 10-11 Annual Report for a description of activities of the countywide and/or the BASMAA Municipal Operations Committee.
- The City of Walnut Creek is a member of the Municipal Operations Committee and participated in the revision of the countywide model Enforcement Response Plan and Business Facility Inspection Plan.
- The City co-funded Contra Costa Green Business Program (GBP) and is a member of its Steering Committee. Ninety-two businesses in Walnut Creek are Green Business certified for complying with environmental regulations and taking actions to conserve resources, prevent pollution, minimize waste, and reduce their carbon footprints. One of the requirements to be a Green Business is to hire BASMAA-certified cleaners for washing outdoor areas.
- The City's Clean Water Program staff inspected facilities which were identified in our Industrial and Commercial Business Inspection Plan (Inspection Plan). This Plan was revised last April in response to Water Board staff's comments regarding clarification between actual and potential non-stormwater discharges, frequency of inspection, and citations issued (see **Attachment C.4.b.i** for the revised Business Inspection Plan). The Plan includes business processes and/or types with the potential to discharge pollutants of concern, inspection frequency by business type (e.g., because restaurants have a higher staffing turnover rate, they are inspected every two years), and the form used during inspection. Staff added a new Pollutants of Concern checklist to identify copper, mercury, and PCB-containing devices. During facility inspections, the checklist helped to identify sources of such pollutants, appropriate best management practices to minimize discharges of such pollutants to storm drains, and educational outreach materials.
- In May of each year, we upload information from the City's Business License database to update the master list of facilities to inspect and the list of targeted facilities for the next fiscal year. Sixty-five percent of the businesses in our list are restaurants and auto-service facilities. Refer to **Attachment C.4.b.iii.(2)**.
- In response to Water Board staff's comments, we revised our Enforcement Response Plan (ERP) to be more consistent with provisions of the Regional NPDES Municipal Permit (see **Attachment C.4.c** for the revised ERP). For practical purposes, all levels of enforcement actions (including verbal warnings) were issued to and counted as stormwater violations for follow-up according to the timeline outlined in the ERP. Under the City's existing Stormwater Ordinance, staff can issue and enforce all levels of enforcement including administrative citation (penalties). In this permit year, we issued 12 verbal and warning notices, six notices of violation, and one administrative penalty.
- City staff completed 145 initial and re-inspections; a total of 115 facilities were inspected. Staff issued 12 verbal and warning notices (Level 1), six notices of violation (Level 2), and one administrative penalty of \$1,926.25 including cost recoveries (Level 3 enforcement). All violations were resolved within the 10-day timeframe. Owners of the business receiving the administrative penalty appealed the citation, resulting in a hearing to be held at a later date. Regardless of the appeal, the stormwater violation in this case was resolved in a timely manner.
- Both City staff responsible for conducting industrial and commercial facility inspections attended training provided by Cal/EPA Inspector Academy and the Contra Costa Clean Water Program (see Section C.4.d.iii below for detailed training information).

<b>C.4.b.i. ► Business Inspection Plan</b>				
Do you have a Business Inspection Plan?			<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
If No, explain: See <i>Attachment C.4.b.i</i> for the revised Business Inspection Plan.				

<b>C.4.b.iii.(1) ► Potential Facilities List</b>	
List below or attach your list of industrial and commercial facilities in your Inspection Plan to inspect that could reasonably be considered to cause or contribute to pollution of stormwater runoff.	
See <i>Attachment C.4.b.iii.(1)</i> for a master list of potential facilities to be inspected by the City's Clean Water Program. The information was obtained from the City's Business License database last May. We decided to drop the following business categories from the master list because their practices do not pose a threat to water quality:	
<ul style="list-style-type: none"> <li>▪ Beauty salons, barbers, wigs and nail salons</li> <li>▪ Health clubs, diet centers</li> <li>▪ Vending/service machines</li> <li>▪ Salons, spas and massage centers</li> <li>▪ Dancing and business schools</li> <li>▪ Veterinarian and animal care</li> </ul>	
We identified 477 facilities to be inspected, taking into account their likelihood to be sources of pollutants to stormwater and to release non-stormwater discharges by categories as follows:	
<ul style="list-style-type: none"> <li>▪ 21 assisted living with cafeterias and daycare centers</li> <li>▪ 22 auto dealers, resellers and brokerages</li> <li>▪ 61 auto service facilities, auto part retailers, and auto/equipment rentals</li> <li>▪ 154 restaurants, cafes, bakeries, catering services, and nightclubs</li> <li>▪ 10 groceries and markets</li> <li>▪ 6 building and hardware supplies</li> <li>▪ 1 commercial car wash</li> <li>▪ 11 hospitals, medical centers, and laboratories</li> <li>▪ 15 professional landscapers</li> <li>▪ 13 tailors, laundromats, and drycleaners</li> <li>▪ 10 miscellaneous manufacturing and theater</li> <li>▪ 39 schools and daycare with cafeterias</li> <li>▪ 11 golf courses, nurseries, florists, and garden supplies</li> <li>▪ 10 pet shops, grooming centers, kennels, and animal care centers</li> <li>▪ 4 photo production and maintenance services</li> </ul>	

- 8 pool supplies and maintenance services
- 22 printers, publishers, engravers, and newspapers
- 1 recycler
- 1 pest control applicator
- 14 retail gas stations
- 2 hotels and motels
- 5 Notice-of-Intent (NOI) facilities as listed in the Regional Water Quality Control Board website

The two larger categories of facilities to inspect are food-service facilities (224 facilities or 47%) and auto-service facilities (83 facilities or 17.4%), which are placed on two- and three-year rotation. Businesses that had been found to be out of compliance were placed on a high-priority list to be inspected more frequently. Facilities with State Industrial General permits will be inspected annually.

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

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

See **Attachment C.4.b.iii.(2)** for a list of facilities scheduled for inspection in FY 2011-12. There are 116 facilities, with the following breakdown:

- 73 restaurants and food-service facilities
- 30 auto-service facilities
- 1 dry cleaning
- 7 retail gas stations
- 5 Notice-of-Intent (NOI) facilities

In addition to these facilities, City staff will inspect and re-certify four facilities participating in the Contra Costa Green Business program.

**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 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 (if known)	115	
Total number of inspections conducted	145	
Number of violations (excluding verbal warnings)	19	
Sites inspected in violation	19	17 %
Violations <sup>39</sup> resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner	19	100 %

<sup>39</sup> Total number of violations equals the number of initial enforcement actions (i.e. one violation issued for several problems during an inspection at a site). It does not equal the total number of enforcement actions because one violation issued at a site may have a second enforcement action for the same violation at the next inspection if it is not corrected.

Comments:

- All levels of enforcement actions (from verbal warnings to referral to regulatory agencies) are considered violations which are to be tracked and followed up.
- Verbal warnings are typically issued to minor incidents with potential discharge not reaching the storm drain system and when the responsible party immediately cleans the site. A written warning notice was issued for a minor incident with potential discharge where the responsible party needed a little extra time to clean the site or City staff needed to return to the site to meet with the appropriate business representative.
- All violations were resolved within 10 working days.
- One restaurant was fined (in the amount of \$1,926.25) for spilling cooking grease into a storm drain inlet located outside the trash enclosure. The accident occurred when an open drum used to store the cooking grease got knocked over during a trash pickup. The business was cited for poor housekeeping practices, not using an appropriate tallow bin, and not exercising control measures to prevent the incident from occurring. The inlet and trash enclosure were immediately cleaned. Additionally, the business owner was required to train employees on waste management and stormwater pollution prevention. An appeal was filed by the business owner challenging the amount of penalties levied. A subsequent appeal hearing upheld the staff decision but reduced the amount to \$1,000 with the provision that a monthly trash enclosure cleaning by BASMAA-certified surface cleaner must take place.



Grease spill (trash enclosure)



Reached storm drain inlet



Cleaning of trash enclosure and affected areas

**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)	3
Potential discharge and other	16

Comments:

- The City of Walnut Creek uses a web-based database system to track inspection activities and citations issued. Because our database system can only issue one citation for each inspection, we count one discharge per inspection per site.
- For an incident involving several violations of our Stormwater Ordinance, our database system was able to note different code violations on one citation. Administrative citation carries monetary penalties for the number of infractions (of the City's Municipal Codes) cited. On the example listed here, two municipal codes were cited one for non-stormwater discharges and one for failure to implement best management practices.

(Sample - Notice of Violation)



**NOTICE OF VIOLATION**  
 DATE ISSUED: **November 17, 2010**

FACILITY NAME: [REDACTED]  
 CONTACT: [REDACTED]  
 PHONE: [REDACTED]  
 ADDRESS: [REDACTED] WALNUT CREEK, CA 94596-4664  
 APN: [REDACTED]  
 CASE NO: CW10-0212

NOTICE IS HEREBY GIVEN THAT THE BELOW DESCRIBED PROPERTY HAS BEEN FOUND TO BE IN VIOLATION OF THE CITY OF WALNUT CREEK'S MUNICIPAL CODE SECTION(S) **9-16.106 AND 9-16.109**

DESCRIBED AS:

**9-16.106 - The release of non-stormwater discharges to the City stormwater system is prohibited.**

**9-16.109 - Failure to implement practicable Best Management Practices (BMPs) to reduce and/or eliminate potential pollutants from entering the City stormwater system.**

CORRECTION REQUIRED:

1. Business owner is to surface clean inside of the trash enclosure area to clean up the tallow bin spill that occurred on the morning of November 17, 2010. The surface cleaning shall be performed in such manner so that wash water will not enter into the storm drainage system. In accordance with the Clean Water Act and Section 9.16.02 of the City of Walnut Creek's Storm Water Management and Discharge Control Ordinance, it is **illegal** to discharge anything to the City's storm drainage system that is not composed entirely of stormwater. An attached list of certified surface cleaners is attached to this violation.
2. Provide secondary containment for the used grease barrel. In addition provide a locking lid for the barrel which is to remain on at all times.
3. Provide written documentation on how your organization plans to prevent this violation from happening in the future. This includes training staff on keeping the dumpster area clean, keeping lid closed at all times, and not placing liquid waste into the dumpster.
4. Please be aware that the City of Walnut Creek will be backcharge your business for the cleanup activities that have taken place on the morning of November 17, 2010. (Photos attached)

PLEASE CORRECT THE VIOLATION WITHIN:  
 3 DAYS  7 DAYS  2 DAYS

**FAILURE TO COMPLY WITH THIS REQUEST MAY RESULT IN THE ISSUANCE OF AN ADMINISTRATIVE CITATION AND/OR OTHER LEGAL PROCEEDINGS, AND ALL COSTS INCURRED DURING SUCH PROCEEDINGS MAY BE CHARGED TO THE ABOVE REFERENCED PROPERTY, PROPERTY OWNER AND/OR LESSEE.**

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

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

	<b>Enforcement Action</b> (as listed in ERP) <sup>40</sup>	<b>Number of Enforcement Actions Taken</b>	<b>% of Enforcement Actions Taken<sup>41</sup></b>
Level 1	Verbal warning, warning notice and education	12	63 %
Level 2	Notice of violation, Stop Work Order	6	32 %
Level 3	Formal enforcement (administrative penalties, cost recovery)	1	5 %
Level 4	Legal action and/or referral to State and Federal agencies	0	0 %
<b>Total</b>		19	100 %

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

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

<b>Business Category<sup>42</sup></b>	<b>Number of Actual Discharge Violations</b>	<b>Number of Potential Discharge Violations</b>
Food service facilities (restaurants, cafeterias)	2	12
Auto service facilities (auto repair, body shop, radiator shop and tires)	1	2
Mobile cleaner (washing awnings, sidewalks)	0	2

**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:

None.

<sup>40</sup> Agencies to list specific enforcement actions as defined in their ERPs.

<sup>41</sup> Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

<sup>42</sup> List your Program's standard business categories.

<b>C.4.d.iii ► Staff Training Summary</b>				
<b>Training Name</b>	<b>Training Dates</b>	<b>Topics Covered</b>	<b>No. of Inspectors in Attendance</b>	<b>Percent of Inspectors in Attendance</b>
Commercial/Industrial Stormwater Inspection Training Workshop	February 24, 2011	<ul style="list-style-type: none"> <li>• Overview of Model Business Inspection Plan and Model Enforcement Response Plan</li> <li>• Contra Costa Green Business Program</li> <li>• Sampling and assessing NOI facilities</li> <li>• Identifying mercury, PCBs, and copper in the field</li> <li>• Stormwater compliance and case studies</li> <li>• Sewer overflows</li> <li>• Stormwater compliance and enforcement</li> </ul>	2	100 %
Cal/EPA Enforcement Training Class	May 26, 2011	<ul style="list-style-type: none"> <li>• Access, entry, and warrants</li> <li>• Conducting effective interviews</li> <li>• Elements of a violation</li> <li>• Evidence to prove a violation</li> <li>• Report writing</li> <li>• Environmental crimes</li> <li>• Enforcement options, case development, and referrals</li> </ul>	1	50 %
Internal meetings(Clean Water staff)	July 6, 2010 Oct. 12, 2010 Feb.1 8, 2011 May 26, 2011	<ul style="list-style-type: none"> <li>▪ Revised ERP and Business Inspection Plan</li> <li>▪ List of targeted businesses</li> <li>▪ Outstanding cases to close</li> <li>▪ Inspection checklist</li> <li>▪ Tracking and documentation</li> </ul>	2	100%

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

**Program Highlights**

Provide background information, highlights, trends, etc.

- The City of Walnut Creek is a member of the Municipal Operations Committee (of the Contra Costa Clean Water Program/CCCWP) and a member of the Municipal Operations and Trash Reduction Committee (of the Bay Area Stormwater Agencies Association/BASMAA).
- The City's drainage areas were divided into three levels (high-, medium- and low-priority) of screening priorities based on inspection history, proximity to water bodies, and adjacent land uses. Last May, our Maintenance crew inspected forty inlets for evidence of illicit discharge activities, most of them located upstream of the trash hot spot locations (see section C.10 of this annual report). See section C.5.e.iii below for a detailed report of this inspection.
- To provide a timely and consistent response to a spill incident and other environment-related concerns, Public Services staff members were trained to use a Quick Reference Environmental Response flowchart and went through an exercise using the Spill Response Process at the annual Stormwater Pollution Prevention in-house training. All City vehicles have an Emergency and Environmental Phone Numbers field reference card (see section below), which was updated annually. In addition to local, State, and Federal agencies' contact information, the card contains clean-up contractor's information.
- NPDES Coordinator reviewed the Enforcement Response Plan (ERP) with City staff responsible for conducting dry-weather inspections and responding to callouts for consistency and timely resolution. A discussion included the internal referral process for incidents requiring further investigation or enforcement.
- Building Permit technicians distributed "Draining Pools and Spas" brochures to homeowners pulling a new pool permit and pool demo permit. Most pool maintenance contractors were aware of the requirement to de-chlorinate and discharge swimming pools and spas to the sanitary sewer system or a landscape area.
- Control of pollutants associated with mobile business sources was presented through an educational outreach to homeowners and business representatives. An informational letter was mailed to owners of businesses within the downtown core area to consider hiring a BASMAA-certified surface cleaner when cleaning their building exterior and trash enclosures. The same information was also communicated when City staff conducted a business inspection throughout the City. Our field crews were trained to recognize illicit discharges coming from a mobile business source, to engage the responsible person and/or to refer the incident to NPDES Program Coordinator. Enforcement of the code covering this type of discharge was done according to the Enforcement Response Plan (see **Attachment C.4.c**), which was updated in the permit year based on Water Board staff comments.

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

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

Contact	Description	Phone Number
John Johnston	Street and Drainage Maintenance Supervisor	(925) 943-5899 x 2444
Rich Payne	Public Services Manager	(925) 943-5899 x 2436

Rinta Perkins	Program Manager - NPDES	(925) 256-3511
Michael Hawthorne	Assistant Engineer – NPDES	(925) 943-5899 x2245

See **Attachment C.5.c.iii-1** for a Quick Reference flowchart and **Attachment C.5.f.iii (1)** for a Spill Response Process overview, which are reviewed and updated annually. All City vehicles and field crew carry an Emergency and Environmental Phone Numbers field reference card containing pertinent contact information of various agencies and clean-up contractors (see below).

Emergency & Environmental Phone Numbers

<b>Local/County/Regional Governmental Contacts:</b>		<b>Water Purveyors</b>
City of Walnut Creek: Stormwater Program Primary Contact   925.256.3511 Alternate Contact  925.943.5899 X 2245 Alternate (cell)   925.765.1646 Public Services Dept. During Business Hrs 925.943.5854 X 2444 After Hours       925.935.6400 Walnut Creek Police Department Emergency         925.935.6400 Non-Emergency     925.943.5800 Central Contra Costa Sanitary District Main Line         925.228.9500 Emergency         925.933.0955 HHW Facility       800.646.1430 City of Concord: Stormwater Contact 925.671.3394 Public Works       925.671.3448	City of Lafayette: Stormwater Contact 925.256.1864 Public Works       925.934.3908 City of Pleasant Hill: Stormwater Contact 925.671.5261 Contra Costa County Stormwater Contact 925.313.2236 Alternate           925.313.2281 Flood Control       925.313.2271 Sherriff Communications Center 925.646.2441 Contra Costa Fire District 925.939.1969 Contra Costa County Hazardous Materials Non- and Emergency 925.335.3232 <div style="text-align: center; margin-top: 10px;">                       1666 North Main Street                      Walnut Creek, CA 94596                      925.943.5800                      Fax 925.256.3550                 </div>	<b>State and Federal Agencies:</b> Office of Emergency Services Spill Line 800.852.7550 California Highway Patrol: 925.646.4980 San Francisco Bay Regional Water Quality Control Board (Water Board) General Line 510.622.2300 Dept. of Fish & Game 24-Hour Dispatch Center 831.649.2801 FNG Warden 925.376.1274 Cal EPA—Dept. of Toxic Substances Control: 510.540.3856 Cal. Occupational Safety & Health Administration 925.602.6517 US Coast Guard—Marine Safety Offices 510.437.3073 East Bay Municipal Utility District General Line & Emergency 866.403.2683 Contra Costa Water District Emergency (weekday) 925.688.8095 Emergency (weekend) 925.688.8374 <b>Clean-up Contractors &amp; Lab:</b> Roto Rooter 925.939.3100 Acu-Vac Power Sweeping 925.825.0532 Valley Sweeping Service 925.516.7899 BSK Analytical Lab 925.462.4000 Delta Environmental Lab 800.747.6082 McCampbell Analytical Lab 877.252.9262

Revised on 3/1/2011

Front Card

Back Card

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

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

Description:

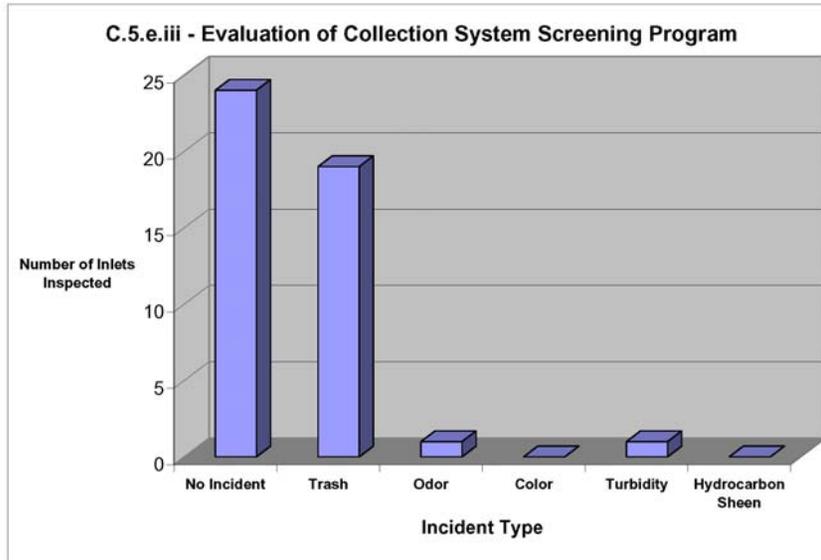
- Refer to the C.5 Illicit Discharge Detection and Elimination section of Contra Costa Clean Water Program's FY 10-11 Annual Report for efforts by countywide committees/work group and the BASMAA Municipal Operations Committee to address mobile businesses.
- All non-stormwater discharges from mobile business sources came from surface cleaning activities. In this permit year, we did not encounter carpet cleaners or mobile auto detailers that discharged wash waters to our drainage system. Because mobile businesses do not necessarily obtain a business license from the City, it is challenging to track and proactively inspect them. Consequently, outreach efforts were geared toward homeowners and business owners to retain environmentally friendly contractors. At community events, staff shared this information with the general public through an initial questionnaire to gauge their knowledge followed by an educational piece.

- A letter was mailed to owners of downtown businesses to consider retaining BASMAA-certified surface cleaners when washing building exterior and trash enclosures. A copy of the BASMAA cleaning and disposal methods was included with the letter so that business employees can also implement proper best management practices. City staff distributed this brochure during inspections or when they encountered mobile surface cleaners committing stormwater violations.
- The City of Walnut Creek hired BASMAA-certified surface cleaners to clean public buildings and parking garages as outlined in the contract specifications. Contractors were required to show proof of obtaining a permit from Central Contra Costa Sanitary District to discharge wash water to their system. A City staff was assigned to oversee and inspect the project.

**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:



Using the Storm System Screening form, that was developed by BASMAA, our Maintenance crew inspected and cleaned, as necessary, 40 randomly selected inlets and outfalls for evidence of illicit discharge last May.

Twenty-four inlets showed no evidence of illicit discharges while 19 inlets were observed to contain some amount of litter (man-made debris) such as paper, plastic bags, cigarette butts, paper cups. Organic materials were found in some inlets, particularly in those located adjacent to street trees.

One inlet was found to have oily smell and sheen on the water surface, which was traced to a prior washing activity in an adjacent business. Because the responsible party could not be identified, a Warning Notice was issued to the business representative for allowing such practice. One inlet was found to have a continuous flow of water in a sunny day, which was traced to a broken sprinkler system from a residential home located upstream. Staff notified the homeowner of the problem to correct.

The data obtained from this inspection effort was used to identify areas where additional public educational efforts were needed. Inlets containing trash were located near businesses within downtown core areas.

**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))	8	
Discharges reaching storm drains and/or receiving waters (C.5.f.iii.(2))	2	25 %
Discharges resolved in a timely manner (C.5.f.iii.(3))	7	88 %

Comments:

Our Clean Water crews and staff were trained in responding to minor and major spill incidents, tracking and following up on the incidents. Following an internal procedure, we worked jointly to investigate, enforce, and coordinate a clean-up if the responsible person could not be identified. In this permit year, there were eight complaints and spills. Two spill incidents were results of auto accidents; no leaking auto fluids entered a storm drain inlet. One incident involved a homeowner washing off a swimming pool filter on his driveway leaving traces of white residue on the gutter. Fortunately, none of the milky runoff entered the inlet because of the great distance to an inlet.

Of the eight incidents encountered in this permit year, we were not able to resolve one illicit discharge case because the responsible party could not be identified. In this circumstance, staff received a complaint of milky water found on Tice Creek. Upon investigation, the discharge was suspected to result from washing off paint. After printing a list of building permits issued for the surrounding areas, staff went through those locations to look for any evidence of painting or washing activities. Unfortunately, we were not able to locate such activities. With recent rainy days and high water flow, the milky water dissipated after 2 hours.



Milky water on Tice Creek

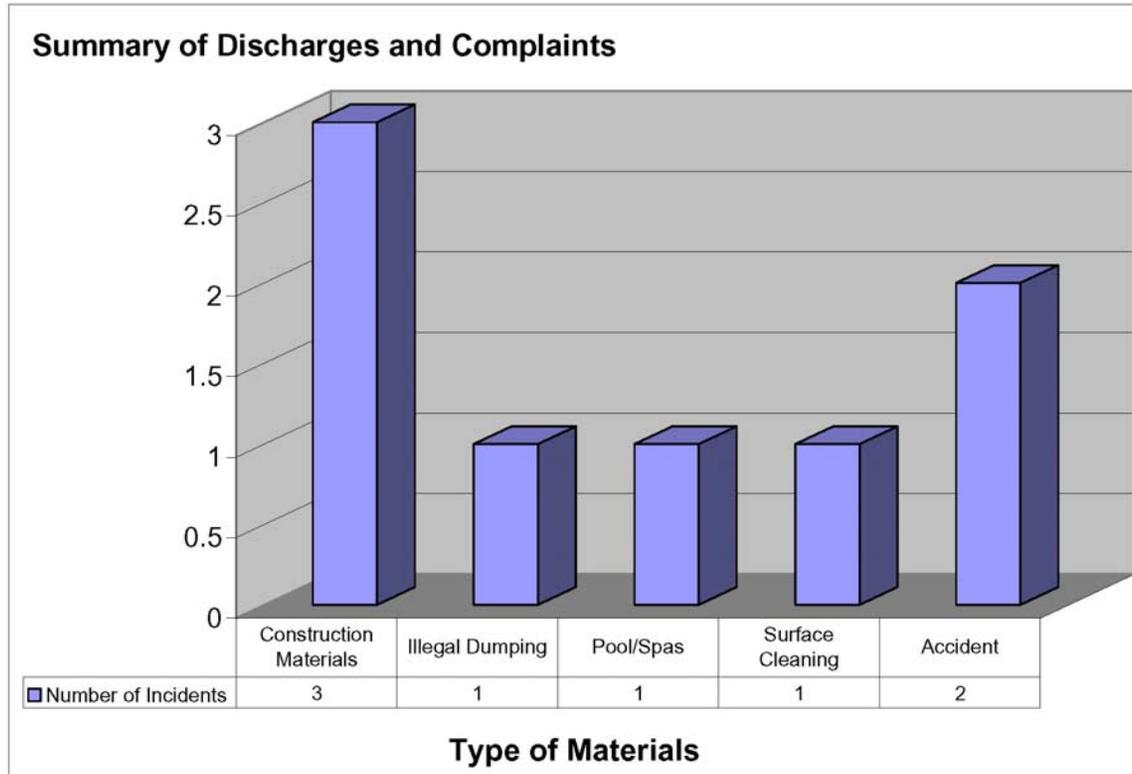


Milky water dissipated after 1-1/2 hours later.

**C.5.f.iii.(4) ► Summary of Major Types of Discharges and Complaints**

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

The following graph summarized the number of illicit discharges and complaints received in this permit year. Our Clean Water crew and staff responded to the callouts within one hour. With the exception of one case (milky water on Tice Creek), the responsible parties were identified and the cases resolved within the timeframe outlined in the Enforcement Response Plan.



Section 6 – Provision C.6 Construction Site Controls

<b>C.6.e.iii.1.a, b, c ▶ Site/Inspection Totals</b>		
<b>Number of sites disturbing &lt; 1 acre of soil requiring storm water runoff quality inspection (i.e. High Priority) (C.6.e.iii.1.a)</b>	<b>Number of sites disturbing ≥ 1 acre of soil (C.6.e.iii.1.b)</b>	<b>Total number of storm water runoff quality inspections conducted (C.6.e.iii.1.c)</b>
#	#	#
<b>7</b>	<b>11</b>	<b>167</b>
<p>Comments:</p> <ul style="list-style-type: none"> <li>▪ The City of Walnut Creek developed a Construction Site Stormwater Quality Inspection Manual, which defined a high-priority project, inspection frequency, inspection requirements, compliance with State General Construction permit, internal line of communication, and tracking. The manual was developed in cooperation between Engineering staff, inspectors, and Clean Water staff.</li> <li>▪ Using the guidelines established in the manual, seven projects with soil disturbance of less than one acre in size were considered high priority because they had soil erosion potential, steep site slopes, and non-stormwater discharges. They were inspected more thoroughly for compliance with stormwater requirements.</li> <li>▪ Eleven projects had a State General Construction permit and a Storm Water Pollution Prevention Plan (SWPPP). Staff assisted some project owners who were not familiar with provisions of the newly adopted permit particularly related to inspection, monitoring, and record-keeping.</li> <li>▪ In addition to the more thorough monthly and follow-up inspections (for those found to be out of compliance), staff conducted pre-rainy season inspection, typically during late September, to ensure sites were prepared for the upcoming rainy months. We noted final inspections in our database system to track completed projects. There were 167 inspections in these categories.</li> <li>▪ Furthermore, Engineering inspectors conducted 737 drive-by and miscellaneous inspections of these projects. While inspectors were called for miscellaneous engineering-related works, they observed overall sites for compliance with the stormwater requirements. They noted these inspections in their weekly logs. See <b>Attachment C.6.e.iii.1</b> for a summary report of high-priority project inspections.</li> </ul>		

<b>C.6.e.iii.1.d ▶ Construction Activities Storm Water Violations</b>		
<b>BMP Category</b>	<b>Number of Violations<sup>43</sup></b>	<b>% of Total Violations<sup>44</sup></b>
Erosion Control	31	34%
Run-on and Run-off Control	3	3%
Sediment Control	35	38%
Active Treatment Systems	0	0%
Good Site Management	20	22%
Non-stormwater Management	2	3%
<b>Total</b>	<b>91</b>	<b>100 %</b>

<b>C.6.e.iii.1.e ▶ Construction Related Storm Water Enforcement Actions</b>			
	<b>Enforcement Action (as listed in ERP)<sup>45</sup></b>	<b>Number Enforcement Actions Taken</b>	<b>% Enforcement Actions Taken<sup>46</sup></b>
Level 1	Verbal Warning, Warning Notice	38	89%
Level 2	Notice of Violation, Stop Work Order	4	9%
Level 3	Administrative penalty	1	2%
Level 4	Legal action, referral to Federal or State agencies	0	0%
<b>Total</b>		<b>43</b>	<b>100%</b>

<b>C.6.e.iii.1.f, g ▶ Illicit Discharges</b>	
	<b>Number</b>
Number of illicit discharges, actual and those inferred through evidence (C.6.e.iii.1.f)	29
Number of sites with discharges, actual and those inferred through evidence (C.6.e.iii.1.g)	17

<sup>43</sup> Count one violation in a category for each site and inspection regardless of how many violations/problems occurred in the BMP category.

<sup>44</sup> Percentage calculated as number of violations in each category divided by total number of violations in all six categories.

<sup>45</sup> Agencies should list the specific enforcement actions as defined in their ERPs.

<sup>46</sup> Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

<b>C.6.e.iii.(1).h, i ► Violation Correction Times</b>		
	<b>Number</b>	<b>Percent</b>
<b>Violations fully corrected within 10 business days after violations are discovered</b> or otherwise considered corrected in a timely period (C.6.e.iii.1.h)	85	93% <sup>47</sup>
<b>Violations not fully corrected within 30 days after violations are discovered</b> (C.6.e.iii.1.i)	6	7% <sup>48</sup>
<b>Total number of violations for the reporting year<sup>49</sup></b>	91	100%
<p><b>Comments:</b></p> <p>Fifty-four percent of stormwater violations were corrected by contractors within 1 to 3 working days after issuance of the citations. Eighty-four percent of the violations were corrected within 10 working days and 10 percent within 30 working days. Some projects needed additional time to secure erosion and sediment control materials. Six violations associated with one multi-residential project took longer than 30 days to comply with our enforcement actions because of ownership transfer and lack of funding to continue the project and install corrective actions.</p> <p>One commercial project was issued a Stop Work Order for not having a phase-appropriate erosion control plan and failure to install adequate erosion/sediment control measures after being issued warning notices. It took 21 days since issuance of the initial warning notice for this project to achieve compliance.</p>		

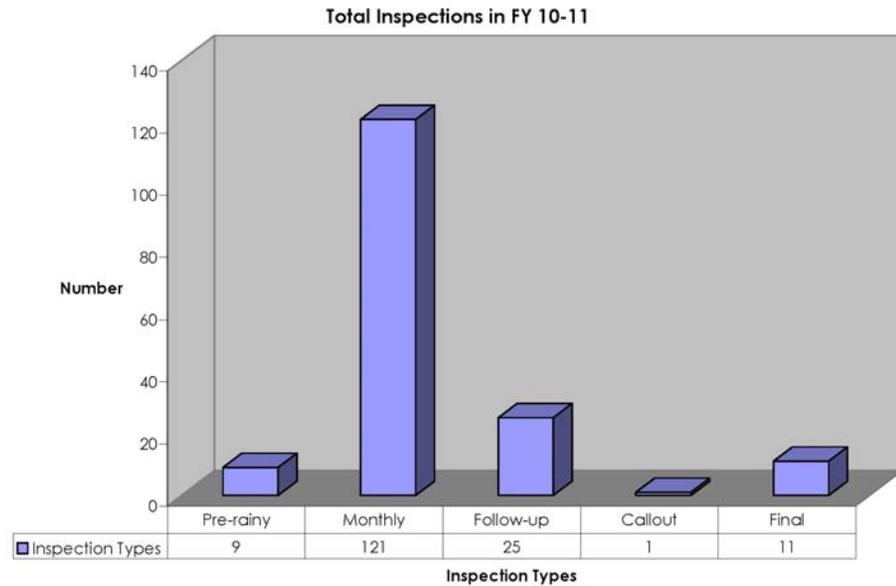
<b>C.6.e.iii.(2) ► Evaluation of Inspection Data</b>
Describe your evaluation of the tracking data and data summaries and provide information on the evaluation results (e.g., data trends, typical BMP performance issues, comparisons to previous years, etc.).
<p>Description:</p> <ul style="list-style-type: none"> <li>▪ With issuance of Water Board staff's expectation memo on this Provision, we made changes to our enforcement process and tracking method. For practical purposes, we considered <b>all levels</b> of enforcement action (including verbal warnings) <b>as violations</b>, which were to be counted, followed up, and enforced according to our ERP. In comparison, we did not count verbal warnings as violations for the last fiscal year. Subsequent follow-up inspections were also noted as separate entries in the tracking database.</li> <li>▪ Additionally, inspectors noted specifically if a non-stormwater discharge actually entered a storm drain in comparison to a potential non-stormwater discharge. These changes were reflected in our tracking database. Inspectors would make a note when a violation was resolved.</li> <li>▪ One commercial project with a Building permit was issued an administrative penalty of \$300 for stormwater violation. This case was referred from a Water Board for allowing sediment to enter nearby storm drain inlets and for a lack of erosion/sediment control measures. The contractor made the corrections within the 10-day timeframe; however, it took over two months for the company to pay the fines.</li> </ul>

<sup>47</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.

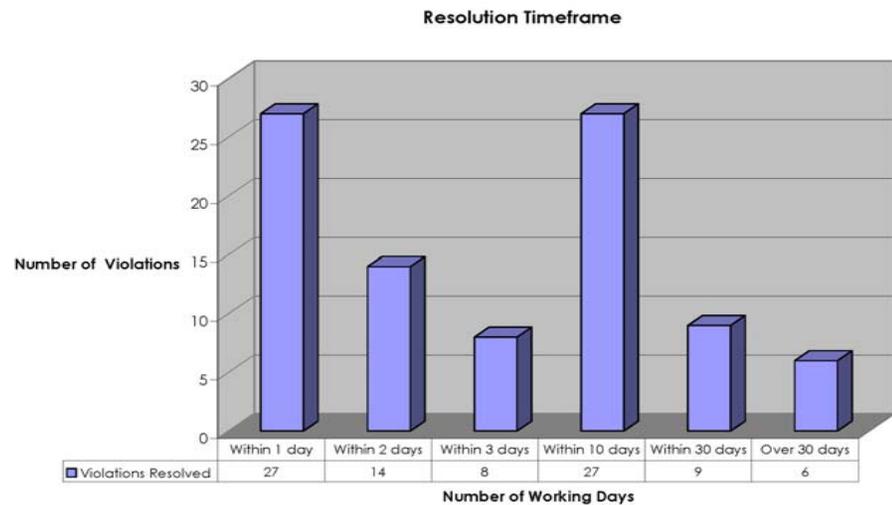
<sup>48</sup> Calculated as number of violations not fully corrected within 30 days after the violations are discovered divided by the total number of violations for the reporting year.

<sup>49</sup> Total number of violations equals the number of initial enforcement actions (i.e. one violation issued for several problems during an inspection at a site). It does not equal the total number of enforcement actions because one violation issued at a site may have a second enforcement action for the same violation at the next inspection if it is not corrected.

This chart illustrates the breakdown of our inspections by type.



City inspectors placed sites found to be out of compliance as a higher priority to re-visit more frequently. This proactive approach encouraged contractors to resolve the issues sooner. This chart illustrates resolution timeframe of stormwater violations.



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

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

Description:

- The City of Walnut Creek is a member of the New Development and Redevelopment Committee (of the CCCWP).
- Last September, we updated the Construction Inspection Manual to raise our Engineering inspectors' awareness of the Provision C.6 and associated reporting requirements. (See **Attachment C.6.e.iii.(2)** for a copy.) At our staff meeting, we discussed when each type of inspection should take place. The more thorough stormwater inspections were done once a month where the inspector would use the standard form (this form was included in the Manual). Expectations and line of communication among City staff were discussed for consistency and prompt issue resolution.

- Since the adoption of the MRP in 2009, Clean Water and Engineering staff had used several mechanisms to incorporate daily, weekly, pre-rainy season, and monthly stormwater inspections as well as call-out and/or follow-up inspections. We evaluated and learned with each database what worked or not and made improvements accordingly.

We learned one critical element of a successful inspection program is to have a user-friendly system to log, document, and track inspection activities. Inspectors and supervisor were able to generate a report for a particular project to see if an outstanding issue needed to be resolved.

We built into the tracking database the ability to view various inspections that had taken place on a particular project along with any observed violations (see the sample screen of the database here). When a contractor failed to respond to our inspector in a timely manner, the case got referred to the NPDES Coordinator for further action.

Inspector	Inspection Date	Type of Inspect	Weath	Rainfall:	GoodSiteMgt:	SedimentContr:	ErosionControl:	RunOffControl:	ActiveTreatment:	Dis
Shawn Delaney	07/28/2010	Monthly	Clear	No	Needs Attention	Adequate	Adequate	Not Applicable	Not Applicable	Ye:
Shawn Delaney	08/31/2010	Monthly	Clear	No	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Ye:
Shawn Delaney	08/03/2010	Follow-up	Clear	No	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Ye:
Shawn Delaney	09/30/2010	Pre-Rainy	Clear	No	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Ye:
Shawn Delaney	10/29/2010	Monthly	Cloudy	Yes	Adequate	Needs Attention	Adequate	Not Applicable	Not Applicable	Ye:
Shawn Delaney	11/23/2010	Monthly	Cloudy	Yes	Not Applicable	Refer to CW Co	Refer to CW Co	Not Applicable	Not Applicable	Ye:
Rinta Perkins	11/23/2010	Follow-up	Cloudy	Yes	Not Applicable	Adequate	Adequate	Not Applicable	Not Applicable	Ye:
Shawn Delaney	12/22/2010	Monthly	Cloudy	Yes	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Ye:
Shawn Delaney	02/28/2011	Final	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Ye:

- Engineering inspectors distributed "Minimum guidelines for erosion and sediment controls" brochure, which were modified to meet the City's process. This guideline is intended for high-priority projects with less than one acre of soil disturbance. (See Attachment C.6.e.ii.(2).b for a copy of this guideline.)

**C.6.f ► Staff Training Summary**

<b>Training Name</b>	<b>Training Dates</b>	<b>Topics Covered</b>	<b>No. of Inspectors in Attendance</b>	<b>Percent of Inspectors in Attendance</b>
Training to Become a Qualified SWPPP Developer (QSD)	February 28 – March 2, 2011	<ul style="list-style-type: none"> <li>• Training Overview and Regulations</li> <li>• Erosion Processes and Sediment Control</li> <li>• SWPPP Implementation</li> <li>• Monitoring</li> <li>• Reporting</li> <li>• Project Planning and Site Assessment</li> <li>• SWPPP Development and PRDs</li> <li>• Project Closeout</li> </ul>	1	25%
Training to Become a Qualified SWPPP Practitioner (QSP)	February 28 – March 1, 2011	<ul style="list-style-type: none"> <li>• Training Overview and Regulations</li> <li>• Erosion Processes and Sediment Control</li> <li>• SWPPP Implementation</li> <li>• Monitoring</li> <li>• Reporting</li> </ul>	2	50%

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

**C.7.b.ii.1 ► Advertising Campaign**

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

Summary:

See the FY 10-11 Contra Costa Clean Water Program Group Annual Report, Section C.7, for a summary of the Trash Campaign conducted by the Program on our behalf.

**C.7.b.iii.1 ► Pre-Campaign Survey**

*(For the Annual Report following the precampaign 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:

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

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

<b>X</b>	Survey report attached. See the FY 10-11 Contra Costa Clean Water Program Group Annual Report, Section C.7, for a report summarizing the Pre-Campaign Trash Survey conducted by the Program on our behalf.
	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 City of Walnut Creek is required to conduct a minimum of six pitches per year using various media at local, countywide, and regional levels. Walnut Creek TV played "Litter travels" public services announcements (PSAs) during City Council meetings and at least five times on a

weekly basis. Walnut Creek TV is government-access television available on Comcast Channel 28, Astound Channel 29, and AT&T U-verse Channel 99 under the menu option Walnut Creek Television.

- On behalf of all Permittees, BASMAA released six regional press releases in this permit year. For detailed information, refer to BASMAA Media Relations Final Report and FY 10-11 Contra Costa Clean Water Program Group Annual Report, Section C.7 for a report summarizing countywide media relation efforts.

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

Summary of Any Changes Made during FY 10-11:

- No Change for the City's Stormwater Point of Contact.
- Refer to Contra Costa Clean Water Program Group Annual Report, Section C.7 for a list of countywide stormwater points of contact (including program website, hotline, outreach materials, etc.).

**C.7.e ► Public Outreach Events**

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

Event Details	Description (messages, audience)	Evaluation of Effectiveness
Provide event name, date, and location. Indicate if event is local, countywide or regional.	Identify type of event (e.g., school fair, farmers market etc.), type of audience (school children, gardeners, homeowners etc.) and outreach messages (e.g., Enviroscape presentation, pesticides, stormwater awareness)	Provide general staff feedback on the event (e.g., success at reaching a broad spectrum of the community, well attended, good opportunity to talk to gardeners etc.). Provide other details such as: <ul style="list-style-type: none"> <li>Estimated overall attendance at the event.</li> <li>Number of people that visited the booth, comparison with previous years</li> <li>Number of brochures and giveaways distributed</li> <li>Results of any spot surveys conducted</li> </ul>
<b>Bringing Back the Natives Garden Tour</b> , May 2011, Countywide	Tour to encourage landscaping using native plants, minimizing pesticide and fertilizer use, water conservation, mulching and composting, etc. for countywide residents.	See the Fiscal Year 2010/11 Group Program Annual Report, Section C.7, for further details regarding the effectiveness of this event.

<p><b>Live Nation Anti-Litter Campaign</b>, August 2010, Concord Pavilion</p>	<p>The message “Litter Travels But It Can Stop with You” was broadcast using a variety of means to concert goers. A booth with outreach information and education was provided where residents were encouraged to sign-up and participate in a creek clean-up event.</p>	<p>See the Fiscal Year 2010/11 Group Program Annual Report, Section C.7, for further details regarding the effectiveness of this event.</p>
<p><b>Mr. Funnelhead program</b>, a school and public outreach program that focuses on recycling of used motor oil and filters. In FY 10-11, the City contributed its share of the Used Oil Block Grant of \$76,000 toward this program.</p> 	<ul style="list-style-type: none"> <li>▪ In FY 10-11, Mr. Funnelhead participated at 2 community events: Walnut Festival parade (Sept. 18, 2010) and Walnut Festival (Sept. 25-26, 2010).</li> <li>▪ Mr. Funnelhead made assembly appearances at Walnut Acres Elementary School (Dec. 8, 2010) and Buena Vista Elementary School (Jan. 26, 2011).</li> <li>▪ There are 14 certified used oil collection sites in Walnut Creek. Additionally, curbside oil and oil filter recycling is also offered to Walnut Creek residents.</li> <li>▪ One Walnut Creek student won second place in the Mr. Funnelhead art contest. Using graphic arts, students expressed their views of environmental stewardship and encouraged others to recycle.</li> </ul>	<p>See FY 10-11 Group Program Annual Report for a detailed evaluation on the effectiveness of this public outreach event.</p> <p>A total of 460 Walnut Creek students attended Mr. Funnelhead assemblies at their elementary schools.</p> <p>In September, Mayor Gwen Regalia gave a Proclamation to Tania Perez acknowledging her accomplishment at Mr. Funnelhead art contest.</p>
<p>Sponsored two “<b>Create a Healthy Garden Naturally</b>” workshops on Nov. 6, 2010, and April 9, 2011, at the Gardens at Heather Farm.</p>	<p>The workshop was developed to encourage residents to use environmentally friendly gardening practices of:</p> <ul style="list-style-type: none"> <li>▪ Contributing to a healthy environment</li> <li>▪ Reducing waste in the garden</li> <li>▪ Creating wildlife habitats</li> <li>▪ Building healthy soils</li> <li>▪ Protecting local watershed and the Bay by reducing chemicals in the garden</li> <li>▪ Conserving water and energy by applying these principles.</li> </ul>	<p>Twenty-one residents attended the November workshop. A pre-training survey indicated 67 percent were aware or has seen “No Dumping – Drains to Creek” decals. Eighty-one percent of participants were aware that storm water flows untreated.</p>

<p>Supported “<b>Our Water, Our World</b>” regional campaign.</p>	<p>This program assisted homeowners in managing home and garden pests in an environmentally-friendly manner. Through a regional partnership, we conducted 4 public outreach events in the central and south county’s hardware stores.</p>	<p>See the Fiscal Year 2010/11 Group Program Annual Report, Section C.7, for further details regarding the effectiveness of this event.</p>
<p>Contra Costa Sustainable Business Collaborative workshop series: <b>Greening Your Restaurants and Food Service Business</b> on Feb. 24, 2011.</p>	<p>NPDES Program Manager was a guest speaker at this workshop organized by several Chambers of Commerce to discuss about:</p> <ul style="list-style-type: none"> <li>▪ Stormwater pollution commonly found in a food service facility and appropriate best management practices.</li> <li>▪ Hiring a BASMAA-certified surface cleaner to clean building exterior and trash enclosure.</li> <li>▪ Managing trash and maintaining trash enclosure.</li> </ul>	<p>Twenty-three restaurant owners and managers attended the workshop. They received a copy of the surface cleaning recommended practices (BMPs).</p>
<p><b>CreekWalk at Civic Park</b> grand opening celebration on May 21, 2011</p> 	<p>The City recently completed the restoration of a riparian habitat along a segment of Walnut Creek within Civic Park. Local native plants and interpretive signage were installed at CreekWalk, which was intended to provide educational and passive recreational benefits to our residents and trail users.</p> <p>This project was a collaborative effort among the City, Friends of the Creeks, and our community in the past ten years. Mayor Cindy Silva gave the dedication.</p>	<p>During the celebration, surveys were distributed to gauge public awareness of stormwater pollution. Eighty-three percent of participants were aware that stormwater runoff was not treated.</p> <p>Fifteen people signed pledges to use recyclable bags, which were distributed in this event.</p>

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

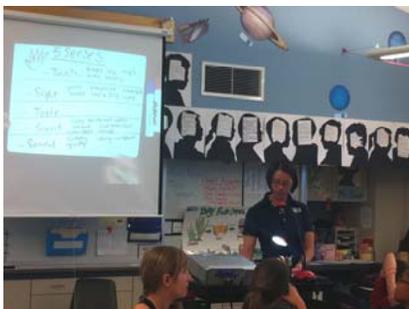
Summarize watershed stewardship collaborative efforts and/or refer to a regional report that provides details. Describe the level of effort and support given (e.g., funding only, active participation etc.). State efforts undertaken and the results of these efforts. If this activity is done regionally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

Evaluate effectiveness by describing the following:

- Efforts undertaken
- Major accomplishments

Summary:

- See FY 10-11 Contra Costa Clean Water Program Annual Report, Section C.7, for a detailed report on BASMAA and the Program's encouragement and support of various watershed stewardship collaborative efforts on our behalf.
- The City is a member of the Contra Costa Watershed Forum, California Product Stewardship Council, and Bay Friendly Landscape Coalition.
- The City co-funded KIDS for the Bay's **Watershed Action Program (WAP)** at Bancroft Elementary school during the 2010-11 academic year.



Three teachers and ninety fifth-graders participated in this program. The students learned hands-on environmental science experiments and activities that engage them with their local watershed.

The WAP consists of five two-hour interactive classroom lessons, a field trip to Pine Creek, and an environmental action project. Hands-on investigations included:

- Create a model of the Bay-Delta estuary environment
- Experiment with watershed chemistry and investigate the biology of watershed habitats
- Develop and implement an environmental action project
- Test creek water quality and assess the health of the creek
- Make environmentally safe pesticides
- Organize a creek clean-up
- Present personal actions to reduce pollution to families and the community.



For an evaluation of program effectiveness, the following are achieved accomplishments:

- Students were inspired to take action to clean up their watershed. Together the three classes picked up 14 pounds of garbage from school campus and identified storm drains which led to the creek.
- Students made pledges to be more diligent about throwing trash in garbage cans, recycling, and using use reusable items to reduce the amount of garbage.
- Students completed take-home stormwater pollution surveys of their families and shared the information learned from the Program.

- City staff partnered with Friends of the Creeks members, and residents conducted **trash hot spot assessments and cleanup** in May and June 2011 at three selected locations. See Provision C.10 in this Annual Report for detailed information on trash hot spot assessments.

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

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

Event Details	Description	Evaluation of effectiveness
Provide event name, date, and location. Indicate if event is local, countywide or regional	Describe activity (e.g., creek clean-up, storm drain marking etc.)	Provide general staff feedback on the event. Provide other evaluation details such as: <ul style="list-style-type: none"> <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>
<b>Volunteer Creek Monitoring Program</b> , Spring 2011, Alhambra, Walnut, Kirker, Marsh, Mount Diablo, Pinole, and San Pablo Creeks.	The Program's Volunteer Creek Monitoring Program involves interested citizens and creek advocates to assist with creek bioassessment monitoring.	See the Program's Fiscal Year 2010/11 Group Program Annual Report, Section C.8, for further details.

<p>The <b>Annual Creek Cleanup Day</b> at Civic Park on May 14, 2011. The City co-sponsored this event in conjunction with Friends of the Creeks.</p>	<p>About 1.6 miles of Walnut Creek that run through Civic Park and a portion of downtown area got cleaned. The City provided debris boxes and paid the hauling expenses.</p> <p>Assisted by several residents, City Commissioners, Friends of the Creeks and City staff conducted trash counts at the two trash hot spots located near Civic Park.</p>	<p>Due to damp and cold weather, we had a smaller turnout of 115 in comparison with last year. Volunteers removed about 41 cubic yards of debris from downtown creeks.</p>
<p><b>Right-of-Passage Experiences (R.O.P.E.s)</b> project by Hannah Portner, a fifth-grade Walnut Creek student, to clean up a creek.</p> 	<p>Having learned about the watershed and human impacts through a City-sponsored educational program, a fifth-grader decided to gather her classmates and voluntarily picked up trash along a segment of Walnut creek. She prepared and presented a report detailing her activities and lessons learned to her classmates.</p> <p>We hope Hannah's experience will encourage others to follow.</p>	<p>One measurement of success of our educational program is its long-lasting impacts on the participants to, hopefully, change their behaviors. Hannah's R.O.P.E.s project proved watershed stewardship began with an education and desire to engage.</p> <p>Hannah was invited to speak at the CreekWalk dedication ceremony about her experience.</p>

**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.

<b>Program Details</b>	<b>Focus &amp; Short Description</b>	<b>Number of Students/Teachers reached</b>	<b>Evaluation of Effectiveness</b>
Provide the following information	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.
Refer to the FY 10-11 Contra Costa Clean Water Program Group Report, Section C.7, for a description of school-age children outreach efforts conducted at the countywide level.			

**FY 2010-2011 Annual Report**  
**Permittee Name: City of Walnut Creek**

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

Refer to Section C.7.f for the City's funded KIDS for the Bay's Watershed Action Program (WAP) at Bancroft Elementary school, which was attended by 90 fifth-graders and three teachers. See <b>Attachment C.7.h</b> for a copy of the WAP report. The report contained a sample of take-home interview with family members			
We supported " <b>Newspapers in Education.</b> " For a detailed description of this program for school-age children, refer to the FY 10-11 Group Program Annual Report	See Group Program Annual Report	See Group Program Annual Report	See Group Program Annual Report
The City of Walnut Creek co-funded <b>Mr. Funnelhead</b> program	For a detailed summary of all Mr. Funnelhead school assemblies, city/county fair events, and TV advertisement conducted countywide, refer to the FY 10-11 Group Program Annual Report	See Group Program Annual Report	See Group Program Annual Report
Countywide outreach efforts to K-12 schools and athletic leagues	Contra Costa Clean Water Program conducted group outreach efforts to local K-12 schools and athletic leagues	See Group Program Annual Report	See Group Program Annual Report

**Section 8 - Provision C.8 Water Quality Monitoring**

**C.8 ► Water Quality Monitoring**

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

Summary:

- The City of Walnut Creek is a member of the Monitoring Committee (of the Contra Costa Clean Water Program/CCCWP).
- During FY 10-11, we contributed through the Contra Costa Clean Water Program to the BASMAA Regional Monitoring Coalition (RMC). In addition, we contributed financially to the Regional Monitoring Program for Water Quality in the San Francisco Estuary (RMP) and were represented at RMP committees and were represented at RMP committees and work groups. For additional information on monitoring activities conducted by the Program, BASMAA RMC and the RMP, see the C.8 Water Quality Monitoring section of the Program's FY 10-11 Annual Report and/or BASMAA's Regional Monitoring Report.

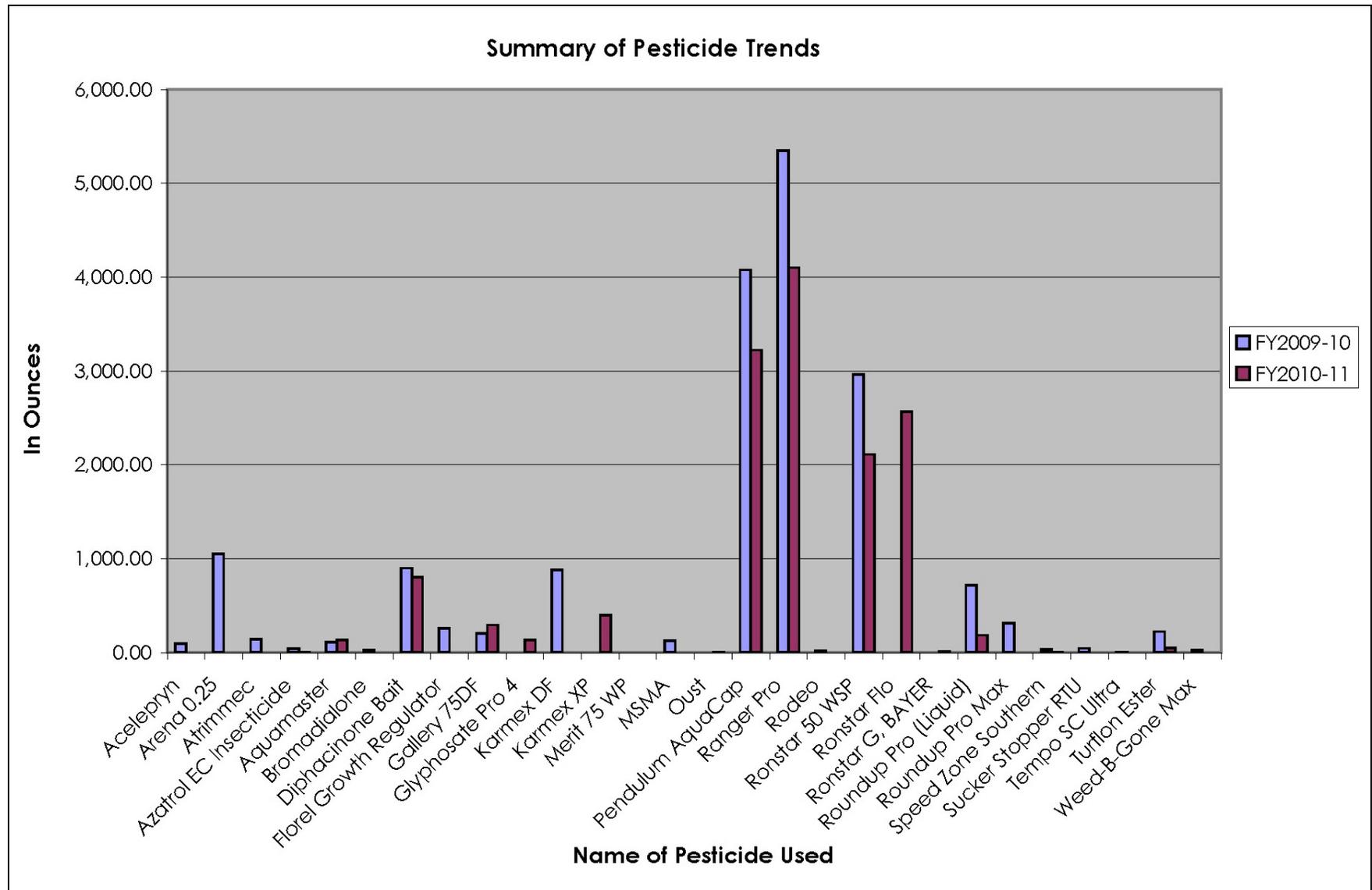
Section 9 – Provision C.9 Pesticides Toxicity Controls

<b>C.9.a ▶ Adopt an Integrated Pest Management (IPM) Policy or Ordinance</b>			
( <i>Water Board staff requested resubmittal for FY 10-11</i> ) Attach a copy of your individual IPM ordinance or policy.	<input checked="" type="checkbox"/>	<b>Attached</b>	<input type="checkbox"/> <b>Not attached</b> , explain below
If <b>Not attached</b> , explain: See <b>Attachment C.9.a</b> for a copy of the City's Integrated Pest Management (IPM) Policy and <b>Attachment C.9.b.1</b> for the City's IPM Program.			

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

Report implementation of IPM Best Management Practices (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 City of Walnut Creek adopted a citywide Integrated Pest Management (IPM) policy, which was signed by the City Manager in April 2010. An IPM Advisory Committee, consisting of staff from various City divisions and a member of the public, developed an IPM Program outlining the policy implementation throughout the City. To help with the implementation, an IPM Coordinator was appointed whose responsibilities include documentation, training, and coordination.
- Additionally, the City's IPM Coordinator developed IPM-CHAMP (Chemical Application Management Plan) for landscape Maintenance staff, which describes specific BMPs in applying pesticides and fertilizers. See **Attachment C.9.b.2** for a copy of the City's IPM-CHAMP document.
- Our Maintenance crews made routine observations of each landscape zone to determine the pest levels as compared to the threshold. Turf, landscape, medians, and greenways were monitored weekly, while the City's open space and other non-landscape areas were monitored annually. Prior to treatment, our Maintenance staff used a landscape monitoring form to conduct an initial assessment and identify alternatives to using pesticides.
- As an initial response to treat infestation, our crews used mechanical, biological, and/or non-chemical pest control which included management of environmental stress factors. Our Maintenance staff was trained to recognize which environmental stresses have adverse impacts on the plant health and promote growth of weeds or pests. As an example, saturated soils have a detrimental impact on the plant root system, which must have oxygen. Compaction has negative impacts on the soil, which weakens the plants and creates opportunities for pest invasion.
- Regular staff training was held annually to educate our Maintenance staff on the City's IPM policy and implementation program as well as safe handling of pesticides. In this permit year, a total of eight Maintenance staff attended the Bay-Friendly Landscaping Maintenance training and extended education offered by PAPA. Our IPM Coordinator attended the structural IPM tailgate facilitated by the Contra Costa Clean Water Program last June.
- Our Maintenance crew has consistently reduced the amount of pesticides used over the years since the adoption of the City's IPM Policy and Program. Our Maintenance staff discontinued using pesticide products with "Warning" and "Danger" caution-word labels in 2008. Prior to 2008, limited quantities of these products were used to control algae growth and aquatic weeds at the Heather Farm pond. We substituted those chemicals with other alternative products. Currently, the only signal word listed in the pesticide products used by our Maintenance staff is "Caution."
- Since 2008, neither City staff nor contractors applied pesticides under the categories of organophosphates, pyrethroids, carbaryl or fipronil. This is consistent with the City's adopted IPM policy and program.
- The following chart illustrates trends of pesticides used by our Maintenance crews in the past two years.



Trends in Quantities and Types of Pesticides Used <sup>50</sup>					
Pesticide Category and Specific Pesticide Used	Amount <sup>51</sup>				
	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14
Organophosphates	None	None			
Pyrethroids	None	None			
Carbaryl	None	None			
Fipronil	None	None			

**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.	34
Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within the last three years.	34
Enter the percentage of municipal employees who apply pesticides who have received training in the IPM policy and IPM standard operating procedures within the last three years.	100%

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

Did your municipality contract with any pesticide service provider in the reporting year?				<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, attach one of the following:							
<input checked="" type="checkbox"/>	Contract specifications that require adherence to your IPM policy and standard operating procedures, OR						
<input checked="" type="checkbox"/>	Copy(ies) of the contractors' IPM certification(s) or equivalent, OR						
<input type="checkbox"/>	Equivalent documentation.						
If <b>Not attached</b> , explain:							
See Section XI of the City's IPM Program that requires contractors to comply with the City's IPM policy. (See <i>Attachment C.9.b.1</i> for a copy of the IPM Program.)							
In this permit year, we sent notification letters to three current structural pest applicators to work with and obtain approval of treatment methods used from the City's IPM Coordinator prior to application. The letter also required contractors to submit copies of their IPM certification. See <i>Attachment C.9.d</i> for the specifications sent to the contractors. The City's Public Services Department decided to consolidate various pest							

<sup>50</sup> Includes all municipal structural and landscape pesticide usage by employees and contractors.

<sup>51</sup> Weight or volume of the product or preferably its active ingredient, using same units for the product each year.

application contracts to a single IPM structural pest applicator managed by the Building Maintenance Division. Consequently, the City began a Request for Proposal (RFP) process last June to hire a contract IPM-certified pest applicator for public buildings and facilities.

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

**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	X	No
--	--	-----	---	----

If yes, provide a summary of improper pesticide usage reported to the County Agricultural Commissioner and follow-up actions taken to correct any violations. A separate report can be attached as your summary.

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

Provide a summary of public outreach at point of purchase, and any measurable awareness and behavior changes resulting from outreach (here or in a separate report); **OR** reference a report of a regional effort for public outreach in which your agency participates.

Summary:

- See the C.9 Pesticides Toxicity Control section of Program's FY 10-11 Annual Report for information on point of purchase public outreach conducted countywide and regionally. The City participated at Our Water – Our World campaign through the Contra Costa Clean Water Program and BASMAA.

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

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

Summary:

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

**Bay-Friendly  
Training & Qualification  
for Maintaining Existing  
Landscapes**

*For Landscape Professionals working in  
Contra Costa County*

Application deadline: September 15, 2010

**What you'll learn:**  
Become a recognized expert in Bay-Friendly Landscaping and gain a competitive advantage! Expand your business to offer cutting-edge sustainable maintenance practices and learn to:

- Enhance soil biology to feed plants naturally
- Sheet mulch to reduce weeds, waste and water use
- Conserve water, minimize runoff and prevent pollution
- Communicate these innovative services to your clients
- Stay in compliance with local and State laws



*Find out more and apply online at  
[www.BayFriendlyCoalition.org](http://www.BayFriendlyCoalition.org)*

Begins September 29, 2010  
at The Gardens at Heather Farm  
1540 Marchbanks Drive  
in Walnut Creek

- The City is a member of the Bay-Friendly Coalition.
- The City co-funded the 2010 Bay-Friendly Training and Qualification training for landscapers in Walnut Creek. See the Contra Costa Times ad here that we paid for to promote the training.
- Three City Maintenance staff attended this training to learn about seven Bay-Friendly landscaping practices, which include water conservation, waste management, integrated pest management, plant choices and gardening for wildlife, and energy conservation.
- The City's website includes information on integrated pest management and a link to the Coalition site. When receiving inquiries from landscapers on how to become a Bay-Friendly qualified contractor, NPDES Coordinator referred them to the Coalition.

Section 10 - Provision C.10 Trash Load Reduction

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

Provide description of actions/tasks initiated/conducted/completed in developing a Short-Term Trash Loading Reduction Plan (due February 1, 2012).

Description:

- See the C.10 Trash Load Reduction section of the Contra Costa Clean Water Program's FY 10-11 Annual Report for information on countywide and regional activities conducted on behalf of co-permittees.
- The City of Walnut Creek is a member of the Municipal Operations Committee (of the Contra Costa Clean Water Program/CCCWP) and a member of the Trash and Municipal Operations Committee (of the Bay Area Stormwater Management Agencies Association/BASMAA). As a BASMAA Committee member, we participated in the development and review of a regional short-term trash load reduction plan.

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

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

Description:

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

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

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

Description:

- See the C.10 Trash Load Reduction section of Program's FY 10-11 Annual Report for information on countywide and regional activities conducted on behalf of co-permittees.
- The City of Walnut Creek received funding under the Bay-area Wide Trash Capture Demonstration Project administered by San Francisco Estuary Partnership to install full trash capture devices. In the first phase, staff identified 30 locations within the downtown core area to install small full trash capture devices. Ten devices will be installed at the City's Corporation Yard and Traffic Operations Center. Installation of these devices is scheduled to take place in early August 2011.

- Additionally, five small full trash capture devices were installed at selected locations as part of the City's participation in the BASMAA's Baseline Trash Loading Rate Study last June. This project will assist permittees toward trash load reduction goals by providing a scientifically sound method for developing a baseline trash loading rate that can be adjusted based specific conditions and used to compare against load reductions using control measures. The second phase will entail installation of a different type of full trash capture device that gives us the opportunity to evaluate and compare device effectiveness and pertinent maintenance requirements.
- Our Maintenance staff entered information and locations of these devices into the City's Cartegraph asset management database and GIS map. Our crews will assume the routine maintenance responsibilities including entering maintenance activities information into the database.

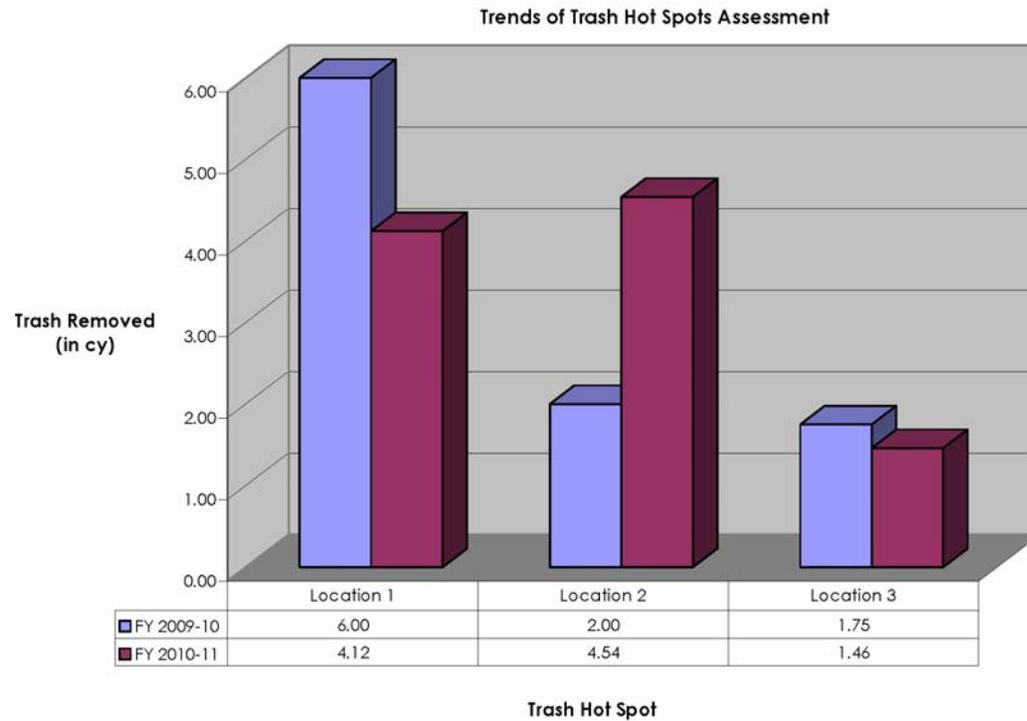
**C.10.b.iii ► Trash Hot Spot Assessment**

Provide volume of material removed from each Trash Hot Spot cleanup, and the dominant types of trash (e.g., glass, plastics, paper) removed and their sources to the extent possible.

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

<b>Trash Hot Spot</b>	<b>Cleanup Date</b>	<b>Volume of Material Removed</b>	<b>Dominant Type of Trash</b>	<b>Trash Sources (where possible)</b>
Walnut Creek Site #1 Lat. 37.905586 Long. -122.057447	5/14/2011	4.12 cy	Plastic bags, paper and cardboard, aluminum cans, and metal products	Homeless encampment nearby, property owners adjacent to creek, pedestrian traffic
Walnut Creek Site #2 Lat. 37.905586 Long. -122.057447	5/14/2011	4.54 cy	Other plastic types, large items, plastic bags, fabric and clothes	Homeless encampment nearby, activities from nearby Civic Park and trail users
Walnut Creek Site #3 Lat. 37.919639 Long. -122.038917	6/21/2011	1.46 cy	Plastic bags, other plastic products, convenience/fast food items, and bottles	Activities from nearby Heather Farm park and trail users and adjacent high-density condo complex

- See **Attachment C.10.b.iii** for a detailed report of trash hot spot assessment.
- We noticed more homeless encampments along segments of Walnut Creek. In prior years, most trash found near the creeks came from littering or illegal dumping incidents. In this permit year, we observed more trash volume came from those left by homeless communities.



- Location 1: Although we found more pieces of trash (mostly fabrics, clothes, and plastic bags) left by a homeless encampment at hot spot, the volume of trash was 25 percent less in comparison to last year. At this location, we found fewer bulky items dumped illegally.
- Location 2: Additional homeless encampments that took place along segments of Walnut Creek contributed to more than double the amount of trash found last year. Most debris removed at this location included clothing, personal articles, plastic bags, and other plastic products left by the homeless community.
- Location 3: This location, which is adjacent to Heather Farm Park, showed a slight reduction in the amount of trash collected.
- Based on the trash hot spot assessment in this permit years, the following trash types were most commonly found: other plastic products, plastic bags, fabrics and clothes, bottles (plastic and glass), large items, and aluminum cans.

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

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

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

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

Type of Trash Load Reduction Action	Date of First Implementation	Level of Implementation (specify if level was increased after MRP adoption)	Total Trash Load Removed by Action	Dominant Types of Trash Removed by Action
Cleanup of four homeless encampments along segments of Walnut Creek by the Public Services Department	Various dates in FY 10/11	New activity	24 cubic yards	Clothes, personal belongings, cans, bottles, biohazards
NPDES Coordinator made a presentation at the Contra Costa Sustainable Business Collaborative workshop series: <b>Greening Your Restaurant and Food Service Business.</b> The focus of presentation was on managing trash and maintaining trash enclosures.	2/24/2011	New activity	Not tracked <sup>52</sup>	Litter from improperly managed trash enclosures. The workshop was attended by 23 business owners and managers.
Placed 15 additional trash bins at City parks.	Various dates in FY 10/11	New activity	Not tracked	Litter from illegal dumping by park users

<sup>52</sup> Trash loads removed were not tracked for all trash load reduction actions this fiscal year. Once the Trash Load Reduction Tracking Method is developed (see Provision C.10.a.ii), trash loads removed will be documented for each load reduction action. See the Program's FY10-11 Annual Report for schedule."

<p>Outreach effort to the homeless communities, through <i>Fresh Start</i> - a non-profit group, to clean up their sites prior to the Annual Creek Cleanup Day</p>  <p><b>Help Keep Our Creek Clean</b></p>  <p><b>Here's what we need you to do</b></p> <ol style="list-style-type: none"> <li>1. Clean up your area</li> <li>2. Pick up and remove trash/litter by placing it in bags provided</li> <li>3. Secure and drop off bags one of these locations:             <ul style="list-style-type: none"> <li>• Civic Park (by the butterfly garden)</li> <li>• On former Pinky's Pizza parking lot</li> <li>• On the parking lot (near Newell bridge)</li> </ul> </li> </ol> <p><b>Trash will be picked-up on Friday (May 13)</b></p> <p><b>We thank you for your cooperation!</b></p>	<p>May 13, 2011</p>	<p>New activity</p>	<p>3 cubic yards</p>	<p>Clothes, cans, bottles, and personal belongings</p>
<p>Residential Food Scraps program. It began in 2007 as a commercial food scraps program and made available to Walnut Creek residents since last October 2010.</p> 	<p>Throughout FY 10/11</p>	<p>New activity</p>	<p>Not tracked</p>	<p>The goal is to create a convenient method for residents to recover valuable food scraps that will then be composted into a high-quality soil amendment.</p> <p>Check the website at <a href="http://www.wastediversion.org">www.wastediversion.org</a></p>

**FY 2010-2011 Annual Report**  
**Permittee Name: City of Walnut Creek**

**C.10 – Trash Load Reduction**

<p>Continue providing Pharmaceutical Collection Program at City Hall</p> 	<p>Throughout FY 10/11</p>	<p>2nd year of implementation</p>	<p>3,403 pounds</p>	<p>The goal is to collect expired or unwanted prescription and over-the-counter medications and to dispose of them properly.</p> <p>New in this permit year, we now accept asthma inhalers in the pharmaceutical collection bin.</p> <p>Check the website at <a href="http://www.wastediversion.org">www.wastediversion.org</a></p>
<p>Provide Medical Sharps Recycling at City Hall</p> 	<p>March 2011</p>	<p>New activity</p>	<p>0.05 lbs</p>	<p>The goal is to reduce and eliminate improper management of discarded needles and other sharps, which can pose a health risk to the public and waste workers.</p> <p>Check the website at <a href="http://www.wastediversion.org">www.wastediversion.org</a></p>
<p>Participate at the Household Hazardous Waste (HHW) recycling program at the Central Contra Costa Sanitary District</p>	<p>Ongoing</p>	<p>Additional promotion effort</p>	<p>324,734 pounds of household hazardous waste</p>	<p>In FY 10-11, this facility served 4,730 Walnut Creek residents and 120 small businesses (the City's participation rate is about 15.5%).</p>

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

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

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

Refer to FY 10-11 Program Annual Report for a list of mercury collection and recycling efforts conducted countywide and regionally. At the local level, the City promotes recycling of mercury-containing devices (such as fluorescent bulbs, thermometers, switches and others) in the City's Nutshell newsletter, City website, as well as through its participation in the Central Contra Costa Solid Waste Authority and Contra Costa Clean Water Program. Walnut Creek residents may bring their mercury-containing devices to a household hazardous waste recycling facility run by Central Contra Costa Sanitary District in Martinez and both local ACE Hardware stores. Staff made available "Protect Your Family from Mercury Contamination: Don't Trash Fluorescent Bulbs!" brochures at City Hall counters, community events and workshops.

During facility inspections, City staff asked business representatives how they recycle fluorescent bulbs, switches and other mercury-containing products as part of our routine inspection checklist. There is no metal finishing/electroplating facility or auto dismantler in the City of Walnut Creek; these are facilities that use mercury in processes and equipment.

**C.11.a.ii ► Mercury Collection**

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

Amount collected:

Not all mercury and PCB load reduction actions were tracked using "loads removed" methods this fiscal year. In the Program's FY 09-10 Annual Report and/or the BASMAA Regional POC Report, an initial Mercury and PCB Load Reduction Tracking Method was presented (see Provision C.11.g). Based on Water Board staff comments, a revised method will be presented in the Program's FY 10-11 Annual Report and/or the BASMAA Regional POC Report. Based on this methodology, loads removed via the collection/recycling of mercury-containing products will be documented beginning in FY 11-12.

In this permit year, the City removed 1,440 cubic yards of debris from its street sweeping activities. Using the Typical Concentration Values (TCV) calculations, approximately 0.21 lbs of mercury were removed from our streets that could potentially enter our waterways.<sup>53</sup> Because this calculation only considered one type of municipal activity, it was not a comprehensive load reduction tracking. Staff will revise load removal methodology when the BASMAA Regional POC Report has been approved by the Water Board staff.

<sup>53</sup> Estimates for mercury based on TCV calculations for Contra Costa County Street Sweeping Material (EOA, 2007). Walnut Creek is within the mid-20th Century cities category.

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

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

Summary:  
A summary of countywide Program and regional accomplishments for these sub-provisions is included within the C.11 Mercury Controls section of Program's FY 10-11 Annual Report and/or the BASMAA Regional POC Report.

Section 12 - Provision C.12 PCBs Controls

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

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

Description:

In FY 09-10, inspector training materials were developed by BASMAA and provided in the FY 09-10 BASMAA Regional POC Report. A description of efforts to train municipal industrial inspectors was provided in FY 09-10 Permittee and/or Program Annual Reports.

Both City staff responsible for commercial and industrial facilities inspection attended "Inspecting Industrial/Commercial Facilities for Pollutants of Concern" training on July 22, 2010, which was provided by Contra Costa Clean Water Program. Staff revised the standard inspection checklist to include identification and handling of devices containing pollutants of concerns (POCs) questions for business representatives. Additionally, both City staff attended Cal/EPA Basic Inspector Academy training in past years.

Within the City limits, there were no transformers, capacitors or hydraulic systems that used or serviced PCB-containing equipment. Although there were natural gas pipelines that ran through the southern part of the City, they were underground.

**C.12.a.ii.iii ► Ongoing Training**

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

Description:

See the FY 10-11 Program Annual Report for a description of training provided countywide and/or regionally.

At the local level, staff training is a critical element to develop skills, knowledge and abilities. Quarterly "brown bag" meetings were held to share information among City staff to improve the quality of work and achieve inspection consistency. NPDES Coordinator shared regional training opportunities at staff meeting.

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

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

Summary:

A summary of countywide Program and regional accomplishments for these sub-provisions are included within the C.12 PCB Controls section of Program's FY 10-11 Annual Report and/or the BASMAA Regional POC Report.

**Section 13 - Provision C.13 Copper Controls**

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

Do you have adequate legal authority to prohibit discharge of wastewater to storm drains generated from the installation, cleaning, treating, and washing of the surface of copper architectural features, including copper roofs to storm drains?	X	Yes		No
--	---	-----	--	----

If **No**, explain and provide schedule for obtaining authority within 1 year:

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

Do you have adequate legal authority to prohibit discharges to storm drains from pools, spas, and fountains that contain copper-based chemicals?	X	Yes		No
--	---	-----	--	----

If **No**, explain and provide schedule for obtaining authority within 1 year:

**C.13.c ► Vehicle Brake Pads**

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

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

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

- Summary:
- The City of Walnut Creek participated in the countywide and regional activities to reduce industrial source of copper.
  - In Walnut Creek, the potential sources of copper in stormwater could come from vehicle brake pads, air emissions, the use of copper materials as architectural elements, improper discharge of pool and/or spa water and copper pesticides. Staff identified the following facilities likely to use copper or to be a potential source of such pollutant if not managed properly: car washes, vehicle service facilities (where auto brake pads were worked on) and older commercial buildings with potential accumulate copper deposits from on-site ventilation systems. Staff revised the standard facility inspection checklist to include inspection for copper deposition. When inspecting a facility, staff would look for chemical deposition around vents and pipes to determine if there is a potential source of copper.

- The use of copper as an architectural element has decreased over the years due to high cost of the material itself and being prone to vandalism. Planning staff would recommend a material substitute if copper were proposed in the design.
- Although a City permit is not required, swimming pools and spas must be de-chlorinated prior to being discharged. City staff recommended releasing such discharge to the sanitary sewer system as the preferred method followed by discharge to a landscape area. Discharge to the street and storm drain was the last resort only after proper best management practices were in place. Public Services personnel were trained to test if swimming pool or spa water had been de-chlorinated prior to discharge or to contact NPDES Coordinator if they did not have the test kit.
- Building Division permit technicians distributed "Draining Pools and Spas" brochures to contractors and homeowners when issuing pool permits.
- The City's Parks and Open Space Division did not apply copper-based algaecide to treat algae blooms at City ponds and lakes. Heather Farm pond used an aeration system to circulate pond water to control the algae bloom problem, which worked relatively well.

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

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

Summary:

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

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

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

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

Summary:

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

- Although the City of Walnut Creek is not required to track planned and unplanned discharges of potable water, staff has been kept informed by East Bay Municipal Utility District (EBMUD) and Contra Costa Water District (CCWD) of their planned discharges related to maintenance activities. City staff reviewed and commented on their discharge plan, which typically included a map of affected storm drain facilities, a schedule of discharge (duration and rate), the amount of planned discharge, monitoring results and discharge plan verification. There were no planned discharges of potable water by either EBMUD or CCWD.
- Kaiser Permanente Hospital informed NPDES Coordinator of their plan to discharge 5,000 gallons of emergency-supply water in December 2010. After being de-chlorinated, the water was discharged to their inlet, which tied to the City's drainage system.
- EBMUD had one emergency discharge of approximately 4.05 million gallons of water from its raw water aqueduct system at the Walnut Creek pumping station late March 2011. Of that amount an estimated 3.57 million gallons were discharged into the nearby creek. Prior work on the facility piping led to the failure of a flexible coupling on a water pipe located in the basement of the facility's pump building. The failed coupling resulted in the release of raw water from the 6-inch pipe and flooding of the building.



Flooded building basement



Inlet protection



Absorbent materials and perimeter controls

Because of the lengthy distance to the reservoir, most chlorine residue in the raw water had dissipated. A sample collected onsite detected no chlorine residual. The flood water submerged six large pumps, equipment and a truck within the pump building. Consequently the water released into the nearby creek likely contained small amounts of lubricating oil and gasoline.

EBMUD mobilized its staff and emergency response contractor to deploy absorbent materials and sand bags. As shown, the dam consisted of a wall of sand bags and absorbent materials to capture oily sheen floating on the water surface. An absorbent boom and pads were placed around the storm drain inlet, across the creek and in front of a culvert. EBMUD prepared a detailed report outlining the incident as well as its responses and monitoring efforts. Additionally, it notified the appropriate regulatory agencies of the incident and containment measures. A subsequent site visit after the conclusion of the cleanup and building dewater measures was described to be satisfactory.

**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:

- Dry-weather discharges from over-irrigation have been identified as a potentially significant source of sediment, pesticides and fertilizers. The City's Parks Maintenance Division converted irrigation at public parks using a smart irrigation control system that automates sprinkler and drip irrigation schedules based on local weather data, soil type, plant type and sun exposure. The new technology ensures the minimum amount of water is provided for healthy plant growth while conserving water resources and minimizing water quality impacts.
- To reduce runoff from charity car-washing activities, City asked event organizers to use the car wash kit that the City provided at no charge. NPDES Program Coordinator distributed brochures, trained the organizer on using the car wash kit and helped to identify an appropriate location near a landscaping area to allow for maximum infiltration. This information was posted at the City's Clean Water Program website. To reserve the free kit, the organizer must fill out the reservation form and email it to staff so that the kit can be set aside for their event.
- The City promoted the use of drought tolerant and native vegetation by offering to Walnut Creek residents two "Create a Healthy Garden Naturally" workshops in partnership with Gardens at Heather Farm. Participants were taught to manage pests and weeds the least toxic way, choose appropriate drought tolerant and native plants and to create wildlife habitat that attracts beneficial insects. Information of less toxic pesticides was posted at the City's Clean Water program website.
- New development projects are subject to the California Model Water Efficient Landscape ordinance, which promotes the conservation and efficient use of water. In many instances, Planning staff worked collaboratively with our water purveyors to implement some of the requirements contained in the State model ordinance. Due to some administrative challenges, City Planning staff is in the process of preparing an equivalent City ordinance, which is simpler to enforce and administer.



C.15.b.iii.(2) ► Unplanned Discharges of the Potable Water System <sup>55</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>56</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>57</sup>	Inspector arrival time	Responding crew arrival time
EBMUD Walnut Creek Pumping Plants #1 and #2 (located at 1841 Geary Road)	Raw water from EBMUD facilities due to failed equipment	Greyson creek	3/27/2011 (1946 hours)	See report <sup>58</sup>	4.05 millions	4,618 gpm	See report	See report	See report	Oil/water separator, absorbent boom, filter fabrics	3/28/2011 (1515 hrs)	Calif. EMA, RWQCB, DFG	See report	See report

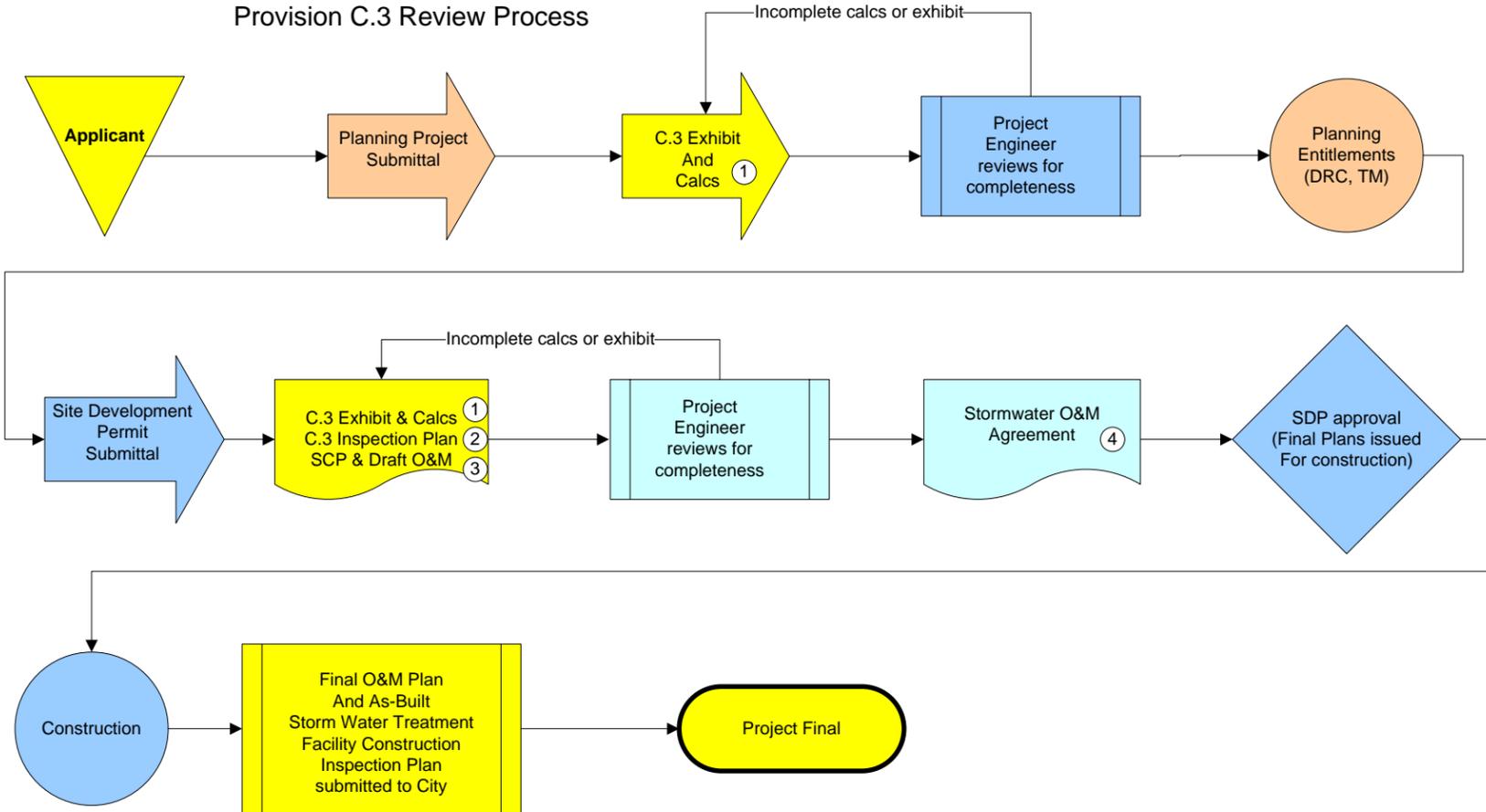
<sup>55</sup> This table contains all of the unplanned discharges that occurred in this FY.

<sup>56</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>57</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.

<sup>58</sup> EBMUD prepared a Summary Report of Flooding Incident at Walnut Creek Pumping Plants #1 and #2 (California Environmental Management Agency Control #111997). This report is available upon request.

**Provision C.3 Review Process**



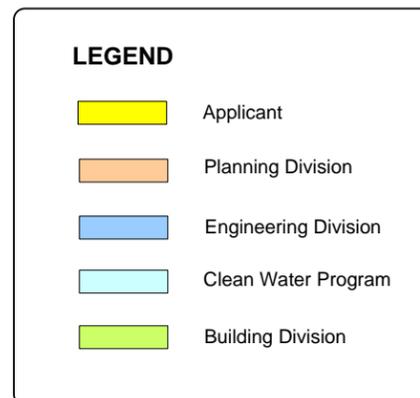
**SUBMITTAL NOTES:**

- ① **C.3 Exhibit** is a full size (24x36) plan sheet showing the site broken into drainage management area and corresponding treatment/flow control IMPs. Output from the IMP calculator shall be included on the plan. See example C.3 exhibit for additional information and requirements. Include a table showing existing and proposed impervious and pervious surface areas.
- ② **C.3 Inspection Plan** is a full size (24x36) plan sheet that is part of the construction plan set. It shows the final locations of all treatment/flow control IMPs, connections to the storm drain system, and an Inspection Checklist for each IMP. See example C.3 Inspection Plan for additional information and requirements.
- ③ **Stormwater Control Plan (SCP) and Draft Operations and Maintenance (O&M) Plan** are documents detailed in the Storm Water C.3 Guidebook. For Walnut Creek combine both documents into one.
- ④ **Stormwater Operations and Maintenance (O&M) Agreement** is a legal document requiring the property owner to maintain all post-construction stormwater treatment facilities. The City's project engineer will prepare the agreement.

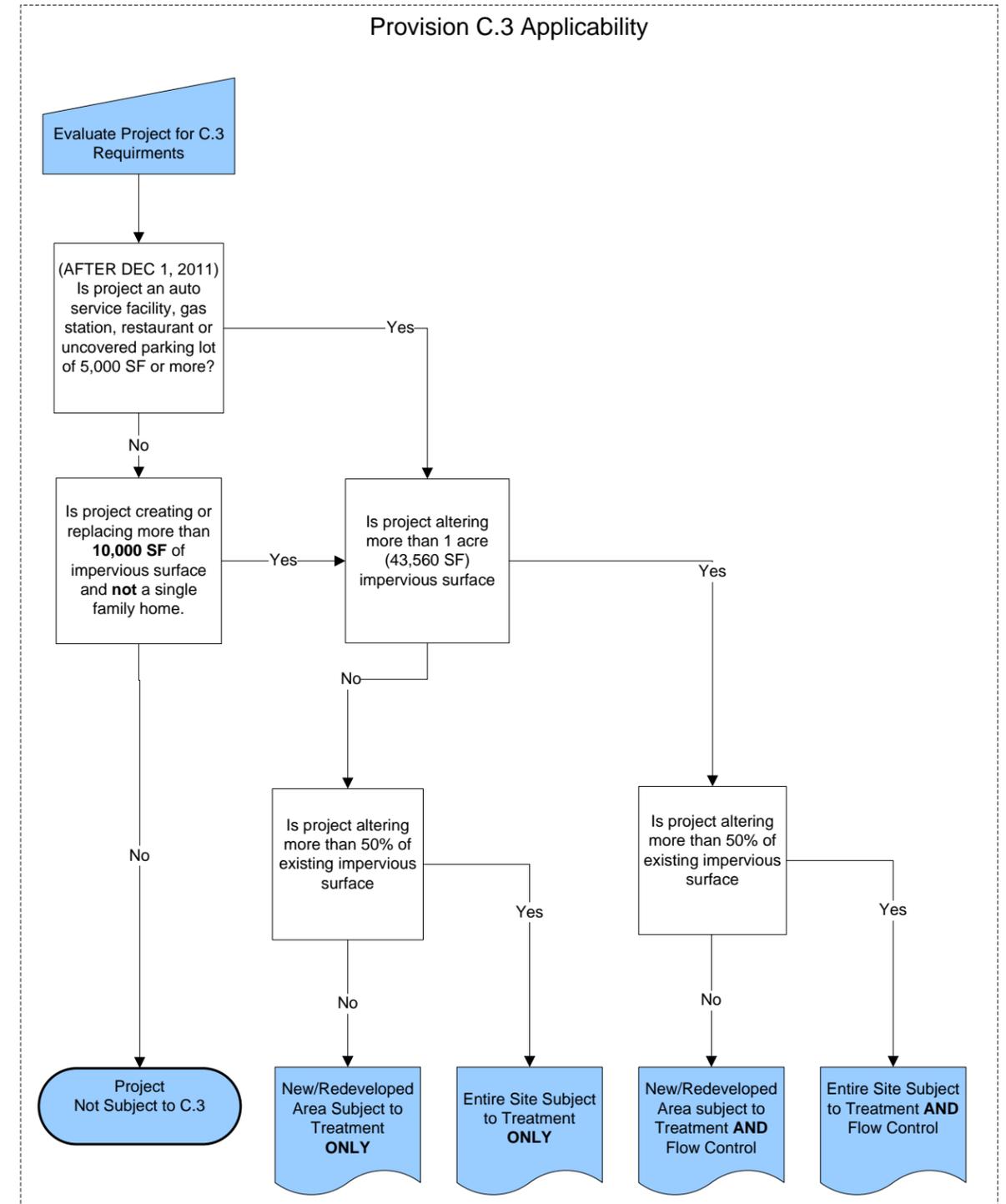
If you have questions, contact the Engineering Division at (925) 943-5839.

**GENERAL NOTES:**

1. Provision C.3 (or C.3) refers to the post-construction stormwater management requirements detailed in provision C.3 of the City's NPDES Permit.
2. The latest guidance and the IMP sizing calculator can be found at the Contra Costa County Clean Water Program website. <http://www.ccleanwater.org/c3.html>
3. If you have any questions, contact the Engineering Division at (925)943-5839



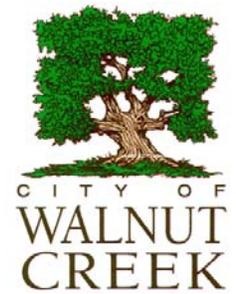
**Provision C.3 Applicability**



**STORM WATER MANAGEMENT  
PROVISION C.3 REVIEW PROCESS  
ENGINEERING DIVISION  
PUBLIC SERVICES DEPARTMENT**

**Document No. CW 02**

Originally Issued: September 2009



**INDUSTRIAL AND COMMERCIAL BUSINESS INSPECTION PLAN**

**Prepared by:**

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Revised: April 2011

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<b>2-1</b>	<b>Master Database of Facilities for Inspection</b>
<b>2-2</b>	<b>Commercial &amp; Industrial Business Inspection Form and Instructions</b>

This Industrial and Commercial Business Inspection Plan (Plan) is the mechanism of the City of Walnut Creek to comply with section C.4 Industrial and Commercial Site Controls of the Municipal Regional Permit (MRP) Order No. R2-2009-0074. This Plan outlines specific steps the City inspector will take to conduct an effective facility stormwater inspection, categorize and prioritize commercial and industrial sites within the City's jurisdiction based on the potential for pollutant exposure, and set the frequency of inspections to prevent and abate stormwater pollution.

### **1.1 Goal of the Inspection Program**

The goal of the inspection program is to reduce pollutant and non-stormwater discharges to the storm drain system from industrial and commercial businesses through facility inspections and education.

To achieve this goal, a multi-faceted approach has been developed to include the following tasks:

- Identify businesses with high potential to generate stormwater pollution.
- Develop and implement a systematic inspection program.
- Develop and distribute educational information to businesses about stormwater issues.
- Develop an effective enforcement mechanism to achieve compliance with the local stormwater ordinance.
- Implement a training program to create highly skilled inspectors capable of detecting and identifying pollutants at the source.
- Conduct focused outreach activities to targeted industrial and commercial sectors.
- Prepare reports to document inspection activities.
- Analyze trends and modify the Inspection Plan when necessary to improve the inspection program.

## **1.2 Inspection Program Organization**

The City of Walnut’s Clean Water Program is responsible for conducting stormwater inspections for the City. The primary people for conducting inspections and responding to callouts for the City of Walnut Creek are:

- Clean Water Program Manager – Primary (925) 256-3511
- Assistant Engineer (NPDES) – Primary (925) 943-5800 x 2245
- Street & Drainage Maintenance Supervisor – Secondary (925) 943-5854
- Senior Street Maintenance Worker (925) 943-5854

## **1.3 Municipal Operations Committee (MOC)**

The Contra Costa Clean Water Program (Program) established the MOC to address all Programwide compliance issues related to commercial/industrial stormwater inspection programs in the MRP. The MOC’s role is to assist in achieving consistency in inspections, improve the inspection program, coordinate inspector training and outreach activities, and develop educational information for business owners and operators. Recommendations and/or activities planned by the MOC are reported to the Program’s Management Committee by Program staff and are implemented by the City.

## IMPLEMENTATION OF THE INSPECTION PLAN

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This section provides the mechanism to implement the Plan.

### **2.1 Business Identification**

A countywide and regional analysis of businesses was conducted during the Program's first permit period (1993-1998). This effort identified a baseline universe of industrial and commercial businesses with high potential to cause stormwater pollution ("Identified/Targeted Business"). In addition, the Program conducted a study and developed a report in 2004 of businesses that generate pollutants of concern. Refer to the *Pollutants of Concern Source Assessment Report by the Contra Costa Clean Water Program, July 1, 2004*. The City of Walnut Creek annually reviews its business license database by Standard Industrial Code (SIC), and/or Publicly Owned Treatment Works (POTW) permitted facility databases, and/or Hazardous Materials Inspection Facility Database and Notice of Intent (NOI) listings to keep Identified/Targeted Business listings current.

### **2.2 Identified/Targeted Business Types and Inspection Frequency**

Business types identified as having high potential to cause stormwater pollution in the City of Walnut Creek jurisdiction include manufacturing facilities, industrial facilities, food service facilities, vehicle service facilities, retail gas outlets, and nurseries. The municipalities use the Pollutant of Concern (POC) process to assist in evaluating the types of businesses identified as targeted for inspections under this program. Table 2-1 summarizes the business types with the potential to discharge pollutants of concern. The POCs are identified by the Program's *Draft Pollutants of Concern Pollution Prevention and Control Measures Plan, December 2004*. The City's goal is to inspect all Identified/Targeted Businesses within its jurisdiction at least once every five (5) years.

Table 2-2 lists specific business types that are subject to inspection at more frequent intervals based on several factors. These factors include, but are not limited to, pollutants of concern onsite, high personnel turnover rates, facility proximity to sensitive water bodies, violation history, and high volume of potentially hazardous substances used on a regular basis.

### **2.3 Inspection Types**

Three types of inspection will be conducted – routine inspections, priority inspections, and call-out inspections. “Routine” inspections are conducted at Identified/Targeted Businesses at a minimum of once every five (5) years. “Priority” inspections are conducted at businesses that require inspections annually to ensure they are operating in compliance with the City of Walnut Creek Stormwater Ordinance. One example of a priority inspection is when a business shows evidence of active non-stormwater pollutant discharges during a routine inspection and gets cited with a Notice of Violation (NOV), it is subject to priority inspection at least once the following year after compliance is achieved. “Call-out” inspections are conducted as needed following reported or referred non-stormwater discharge or pollutant exposure. Table 2-3 describes the types of inspection that are performed.

### **2.4 Required Inspection Elements**

Facility inspections are conducted to determine that the business is complying with local stormwater ordinance and the MRP requirements. Inspections shall include but are not limited to the following aspects:

- Prevention of stormwater runoff pollution or illicit discharge by implementing appropriate BMPs;
- Visual evidence of unauthorized discharges, illicit connections, and potential discharge of pollutants to stormwater;
- Noncompliance with the City’s ordinance and the MRP; and
- Verification of coverage under the Industrial General Permit, if applicable.

An inspector designated by the City will visit a business facility. The inspector will provide his/her identification and review the business operation, current documentation of employee stormwater training, and maintenance and discharge practices with the on-site facility representative.

The inspector will interview the business staff and conduct a visual inspection to evaluate the potential for stormwater pollution to occur and to determine if the operations are complying with the City’s stormwater ordinance. The following are inspected, at a minimum:

- Outdoor process/manufacturing areas;
- Outdoor material storage areas;

- Outdoor waste storage and disposal areas;
- Outdoor vehicle and heavy equipment storage and maintenance areas;
- Outdoor parking areas and access roads;
- Outdoor wash areas;
- Work practices from indoor areas that can either drain to outdoor areas (e.g., hosing indoor floors) or be discharged to outside areas (e.g., dumping mopwater);
- Stormwater conveyance system maintenance;
- Emergency response practices (e.g., hazardous waste spill response); and
- Other areas such as loading and unloading facilities, warehouse facilities, and rooftop downspouts.

If any problems or areas of concern are identified, the inspector will notify the facility representative and discuss potential solutions. If a stormwater violation is identified, the inspector will notify the facility representative in writing using the attached inspection report. (See Appendix 2-2.) This enforcement document will also be used to instruct the representative to take corrective action and to establish a correction schedule to solve the problem or violation. If an active discharge is observed, the inspector may collect samples and have them analyzed for appropriate parameters.

The inspector may also take photographs to document violations and obtain copies of documents as needed to record the compliance status of the business with City of Walnut Creek Stormwater Ordinance. An exit interview is conducted with the facility representative following each inspection. Individual inspections are documented using the Commercial & Industrial Business Inspection Form (Appendix 2-2) or its equivalent.

## **2.5 Conducting an Inspection**

- The typical goals of an inspection are to gather or update information about a business (or facility) operation, clarify significant permit questions, and verify compliance.

### *2.5.1 Arrival at the Business/Facility*

It is best to enter a facility through the main lobby or other designated point of entry. Present a business card or employee badge to the receptionist, if one is present, and ask for the designated contact. It is advisable to have more than one contact in case the primary contact is

unavailable. For facilities where no receptionist is present, use the industry's established protocol to locate the "person in charge" prior to proceeding with the inspection.

The inspector may encounter situations when they are told by a receptionist, or other company representative, that no one is available to authorize the inspection or escort you through the facility. Ask to speak with the responsible officer. Be prepared to explain the City of Walnut Creek's policy on facility inspection found in the Stormwater Ordinance (Section 9-16.09). The discussion of the inspector's right to enter should always remain professional. Denial of entry should be immediately reported to the Engineering Services Manager. The following details should be fully documented for follow-up enforcement action:

- Date and time of refusal
- Name and title of person who refused entry
- Reason for the denial

The vast majority of inspections tend to proceed without any entry issues or delays. The designated contact should be encouraged to accompany the inspector during the inspection, not only to describe the facility operations, but for safety consideration as well. If the contact declines to accompany the inspector (not unusual), then inquire about any safety procedures or established safety protocols that need to be followed.

#### 2.5.2 *General Inspection Items*

In addition during the inspection, remember to pay attention to the following items:

- **Housekeeping.** The general condition of the facility may give the inspector an overall impression as to the adequacy of the compliance effort. Spills, leaks, or contamination of process solutions can significantly contribute to effluent contamination.
- **Chemical storage.** Check for adequate containment and segregation of incompatible chemicals. Floor drains in the immediate vicinity of chemical storage areas that could convey spills to the City's storm drain system must be sealed.
- **Spill containment.** Verify that spill containment areas do not have level controlled sump pumps that can direct slug loads to the City's drainage system. Areas that will be exposed to corrosive materials such as acidic solutions should be epoxy coated. Check for incompatible chemicals (acids and cyanide) that should not be within common containment areas.

- **Review waste manifests.** The volumes of non-treatable waste streams and sludges and the frequency of off-site disposal must be inspected.
- **Suspicious conditions or activities.** Gather relevant information if suspicious conditions or activity is observed. In this situation, the inspector may document the observation in the narrative section of the report and provide additional information in support of further enforcement action.

### 2.5.3 *Inspection Conclusion*

At the conclusion of an inspection, it is recommended that the inspector meet with the facility representative to summarize the inspection findings in regard to the facility's compliance with the City's Stormwater Ordinance. This discussion will provide an opportunity to ask any final questions about unresolved issues or clarify any details that may be needed for the inspection report. It also provides an opportunity for the facility to inquire about any regulatory questions or impacts. Pass along all requested information that the inspector knows to be correct.

## 2.6 **Education**

Inspectors distribute and discuss appropriate educational and BMP materials with the facility representative during an inspection. These materials will serve a dual purpose - to educate businesses and provide a narrative standard that may be utilized in cases where enforcement of ordinances is required. Distribution of educational materials is documented on the inspection form. Education of the City's stormwater management program is ongoing from the initial inspection through any potential enforcement actions.

## 2.6 **Enforcement**

Enforcement protocol is explained in the City's Enforcement Response Plan (ERP). Please refer to this document for specific enforcement guidance that the City conducts when a facility is in violation with stormwater regulation.

## 2.7 **Inspector Training**

The City of Walnut Creek will conduct annual training whether through local efforts or through the Program's workshops to ensure effective and consistent inspections. This training will include all training topics required by the MRP and may be conducted by industry representatives, inspectors from sister agencies, and informational updates from stormwater

inspectors at various agencies. Additional training on new regulations is conducted as needed. The Program's training and workshops are planned and coordinated by the MOC. Inspectors may also attend in-house training, regional conferences, etc., as appropriate to improve their skills.

## **2.8 Industry Outreach**

The City of Walnut Creek will conduct outreach activities to target businesses that are potential stormwater polluters and to educate facility owners/operators about stormwater regulations and how stormwater pollution can be minimized. Such outreach activities may be conducted for individual businesses or a group of businesses. The City may also participate in Program activities that target specific industry groups. For example, the Program works with the Green Business Program that provides certification for businesses that go beyond compliance with stormwater and other environmental regulations.

## **2.9 Reporting**

The City of Walnut Creek will report its inspection activities on an annual basis in the City's annual report which is submitted to the Water Board and will also be used to periodically evaluate the inspection program. The City will include in its annual report as required in the MRP: a list of facilities scheduled for inspection during the current fiscal year and a database of all facilities inspected, including the name and address of the business and local business operator, a brief description of business activity including SIC code, inspection priority and inspection frequency, and if coverage under the Industrial General Permit is required.

The goal of the inspection program is to reduce pollutants and non-stormwater discharges to the stormdrain system from industrial and commercial businesses through facility inspections and education. This Plan is used as a framework to implement the inspection program. If necessary, modifications to this Plan are made annually.

**Table 2-1****BUSINESSES PROCESSES AND TYPES WITH POTENTIAL TO DISCHARGE POLLUTANTS OF CONCERN**

<b>Pollutants of Concern (POCs)</b>	<b>Processes</b>	<b>Businesses with the Potential to Discharge POCs</b>
Chlordane	Contaminated sites	Commercial retail
Copper	Architectural applications, discharges from pools, spas, and fountains, copper-based pesticide applications, metal finishing and electroplating facilities, automobile brake pad debris (auto bodies),	
DDT (dichlorodiphenyltrichloroethane)	Improper disposal of unused stocks of pesticide products.	Vehicle dismantlers and scrap yards, construction sites, vehicle services, mobile cleaners.
Diazinon	Improper disposal of unused stocks of pesticide products, contaminated sites.	
Dieldrin	Improper disposal of unused stocks of pesticide products, contaminated sites.	
Dioxin		Wood and trash burning facilities, refineries, current and historic medical and municipal waste incineration facilities, nurseries and other facilities that have herbicides.
Mercury		Industrial buildings, dental offices, metal finishing and electroplating facilities, crematories, cement processors, secondary steel smelters, petroleum refineries, household hazardous waste facilities.
Nickel	Soil erosion from construction sites.	Metal finishing and electroplating facilities.
PCBs (polychlorinated biphenyls)		Facilities with PCB-laden materials and equipment on site.
Sediment		Nurseries, quarries, masonries, construction sites.

**TABLE 2-2**  
**INSPECTION FREQUENCY BY BUSINESS TYPE**

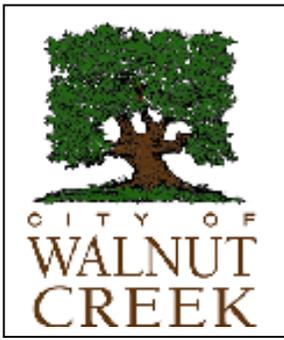
<u>Business Type</u>	<u>Inspection Frequency</u>			
	<u>Annual</u>	<u>1-2 Years</u>	<u>2-3 Years</u>	<u>5 Years</u>
Notice of Intent (NOI) Filers	X			
Community/Commercial Pools			X	
Enforcement re-inspection (to ensure business maintains compliance after prior citation)	X			
Vehicle Service Facilities (General)				
Oil Change Shops			X	
Auto Body Shops w/ or w/o washpad			X	
Fleet Operations			X	
Retail Car Washes			X	
Food Service Facilities				
Fast Food Restaurants		X		
Full Service Food Restaurants		X		
Embedded Food Services (cafeteria, deli, etc.)		X		
Grocery Stores		X		
Retail Gas Outlets			X	
Plant Nurseries				X
Golf Courses (Food/Vehicle Operations/Grounds)			X	
Manufacturing Facilities (non NOI)			X	
Corporation Yards		X		
Hospitals/Lab			X	
Laundry/Dry cleaners				X
Hotels/Motels				X
Printers/Publishers/ Engravers				X
Other:				
Other:				

**TABLE 2-3**  
SUMMARY OF INSPECTION TYPES

<b>Inspection Type</b>	<b>Minimum frequency</b>
"Routine" Inspection	Once every 5 years
"Priority" Inspection	Annually (for enforcement reinspection until compliance is achieved; then once every 5 years)
"Call-out" Inspection	As needed

## **APPENDIX 2-1: Master Database of Facilities for Inspection**





# COMMERCIAL & INDUSTRIAL BUSINESS INSPECTION FORM

Inspection date

Facility name	Site address	City	Zip code

Primary contact name and title	Phone number	Inspector name

Secondary contact name and title	Phone number	Inspector name

Property owner	Mailing address	City	Zip code

City permit number	SIC code		Parcel #	Stormwater facility type
	SIC code			<input type="checkbox"/> Residential <input type="checkbox"/> Restaurant <input type="checkbox"/> Vehicle Service Facility <input type="checkbox"/> Other (see below)
# of employees	Days of operation	Hours of operation		

Type of business or operation / major activity

Inspection type	Enforcement action	#	Follow-up inspection required?
<input type="checkbox"/> Routine <input type="checkbox"/> Investigation / call-out <input type="checkbox"/> Enforcement follow-up	<input type="checkbox"/> Warning Notice <input type="checkbox"/> Notice of Violation <input type="checkbox"/> Referral Notice (note referral agency): _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
			Sample collected?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			Sample no.

**Site Map (optional):** Sketch inspection site showing major site features, e.g.; buildings, outdoor storage areas, storm drain inlets, creeks, illicit discharge / connection location, etc.

Initial observations / changes since last inspection:

**Stormwater Permit Status (choose one only):**

- Facility has filed NOI. WDID # \_\_\_\_\_  
Does the facility have a SWPPP?  
If yes: Is the SWPPP being implemented?  
Is self-monitoring being implemented?  
Has the facility self-certified no exposure?
- Facility is not covered and does not appear to need coverage.
- Facility not covered but may require coverage.
- Facility has an individual NPDES permit.

- Yes       No       Refer to RWQCB
- Yes       No
- Yes       No
- Yes       No

Permit # \_\_\_\_\_

**Stormwater Inspection:**

Illicit connections discovered? If Yes, describe under Deficiencies / Observations								<input type="checkbox"/> Yes <input type="checkbox"/> No	
Areas of Activity	N/A	BMPs				Pollutant exposure	Illicit discharge	Deficiencies / Observations	
		Any in place?		Appear Effective?				Enter code for Pollutant Type in boxes below and briefly describe. (Additional space on back page)	
		Yes	No	Yes	No				
<b>INDOORS</b>									
a. floor cleaning							<input type="checkbox"/> <input type="checkbox"/>		
b. equipment cleaning							<input type="checkbox"/> <input type="checkbox"/>		
c. manufacturing, residues and spills							<input type="checkbox"/> <input type="checkbox"/>		
<b>OUTDOORS</b>									
a. outdoor process/mfg areas							<input type="checkbox"/> <input type="checkbox"/>		
b. outdoor material storage areas							<input type="checkbox"/> <input type="checkbox"/>		
c. outdoor waste storage/disposal areas							<input type="checkbox"/> <input type="checkbox"/>		
d. outdoor vehicle and heavy equipment storage, maintenance areas							<input type="checkbox"/> <input type="checkbox"/>		
e. outdoor parking areas and access roads							<input type="checkbox"/> <input type="checkbox"/>		

Areas of Activity	N/A	BMPs				Pollutant exposure	Illicit discharge	Deficiencies / Observations Enter code for Pollutant Type in boxes below and briefly describe. (Additional space on back page)
		Any in place?		Appear Effective?				
		Yes	No	Yes	No			
<b>OUTDOORS (Cont.)</b>								
f. outdoor wash areas								<input type="checkbox"/> <input type="checkbox"/>
g. outdoor drainage from indoor areas								<input type="checkbox"/> <input type="checkbox"/>
h. other (describe)								<input type="checkbox"/> <input type="checkbox"/>

**Pollutant Type:** (enter number in boxes above - use more than one code if necessary)

- |                           |                      |                                |
|---------------------------|----------------------|--------------------------------|
| 1. Construction materials | 4. Automotive fluids | 7. Yard waste                  |
| 2. Sewage                 | 5. Fuels             | 8. Litter                      |
| 3. Food waste             | 6. Hazardous waste   | 9. Other (specify next to box) |

Additional Deficiencies / Observations:

Educational materials distributed:										
<table border="0"> <tr> <th>Quantity</th> <th>Type</th> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </table>	Quantity	Type	_____	_____	_____	_____	_____	_____	_____	_____
Quantity	Type									
_____	_____									
_____	_____									
_____	_____									
_____	_____									

## Instructions for completing the Stormwater Inspection Report

Revised January 20, 2011

Inspection Report Field	Instructions
Inspection Date	Write the date of the inspection.
Facility Name	Write the name of the facility.
Site Address	Write the street address of the site.
City	Write the city the site is located.
Zip Code	Write the zip code of the site.
Primary contact name and title	Write the name and title of the primary contact at the site.
Phone number	Write the phone number of the primary contact.
Inspector name	Write the name of the inspector that met with the primary contact.
Secondary contact name and title	If applicable, write the name and title of a secondary contact at the site. Secondary contact is the contact person when the primary contact is not available
Phone number	Write the phone number of the secondary contact.
Inspector name	If applicable, write the name of a second inspector that met with <i>either</i> contact persons.
Property owner	If different from the primary or secondary contact person, write the name of the property owner. OR indicate whether the property owner is either the primary or secondary contact.
Mailing address, City, Zip code	Write the mailing address, city, and zip code of the property owner if different from the site address.
City Permit number	To be used by city staff to indicate a permit number such as a business license, etc.
SIC code (two fields)	Write the SIC code(s) that best describes the <i>activities</i> conducted at the site.
Parcel #	Write the county assessor's parcel number of the site.
# of employees	Write the total number (or range) of employees that work at the site.
Days of operation	Write the days (Sunday through Saturday) the site is in operation.
Hours of operation	Write the range of hours the site is in operation; include <i>all</i> shifts.
Stormwater facility type	Check <i>one</i> of the following boxes:
Residential	- the site of the inspection is residential (in response to an illicit discharge investigation or call-out)
Restaurant	- the site is a food service facility <sup>1</sup> or restaurant
Vehicle Service Facility	- the site is a vehicle service facility
Other (see below)	- the site is not one of the other three previous selections; describe the type of business in the "Type of business or operation / major activity" field below

<sup>1</sup> This can include other commercial facilities that also provide food service (e.g. hotel).

**Instructions for completing the Stormwater Inspection Report (continued)**

Inspection Report Field	Instructions
Type of business or operation / major activity	Describe the business activity (if not residential, vehicle service, or a restaurant).
Inspection type	Check <i>one</i> of the following boxes:
Routine	- the inspection is the routine, regularly scheduled inspection
Investigation / call-out	- the inspection is in response to an illicit discharge report or referral call (from the public, another agency, another department, etc.)
Compliance verification	- the inspection is a follow-up to confirm the site's progress since the last inspection
Enforcement follow-up (1-year)	- the inspection is the next year follow-up at a site with enforcement activities during the last inspection
Enforcement action	Check <i>all</i> of the boxes that apply:
Warning Notice	- the site is issued a Warning Notice
Notice of Violation	- the site is issued a Notice of Violation
Referral Notice (note referral agency)	- the inspection report or a separate referral notice should be referred to another regulatory agency (e.g., Regional Board, POTW, HazMat, Fire Department, etc.) Note the primary referral agency.
#	Indicate the number that identifies the enforcement action.
Follow-up inspection required?	Check whether or not a follow-up inspection is required. Enforcement follow-up is documented on the Warning Notice or Notice of Violation.
Sample collected?	Check whether or not a sample was taken. (e.g., stormwater discharge, process discharge, an unidentified non-stormwater discharge)
Sample no.	Describe the identifying sample number for future reference.
Initial observations / changes since last inspection	Indicate whether there have been any changes to the site's status of compliance since the last inspection. For example, if this is a follow-up inspection, were the BMPs effective? Were the requirements implemented? has the facility achieved compliance? Write any comments, notes, observations, or recommendations.
Site map	This is optional but could be used to record the map site features. Recording the location of illicit connections (if known) may be useful for follow-up inspections.

**Instructions for completing the Stormwater Inspection Report (continued)**

Inspection Report Field	Instructions								
Stormwater Permit Status	Check <i>one</i> of the following boxes:								
<table border="1"> <tr> <td data-bbox="180 281 548 373">Facility has filed NOI.</td> <td data-bbox="548 281 1544 373">- the site has submitted a Notice of Intent (NOI) to comply with the California Industrial General Permit See <i>Additional Instructions on NOI Facilities</i> below.</td> </tr> <tr> <td data-bbox="180 373 548 445">Facility is not covered and does not appear to need coverage.</td> <td data-bbox="548 373 1544 445">- the facility <u>does not</u> appear to fit under one of the eleven industrial categories that must obtain coverage under a permit for stormwater discharges</td> </tr> <tr> <td data-bbox="180 445 548 573">Facility is not covered but may require coverage.</td> <td data-bbox="548 445 1544 573">- the facility <u>does</u> appear to fit under one of the eleven industrial categories that must obtain coverage under a permit for stormwater discharges; AND - has not filed a NOI or obtained coverage under an individual permit Check “Yes” in “Referral to RWQCB” below.</td> </tr> <tr> <td data-bbox="180 573 548 646">Facility has an individual NPDES permit; Permit #<sup>2</sup></td> <td data-bbox="548 573 1544 646">- the facility has obtained an individual stormwater permit write the permit number.</td> </tr> </table>	Facility has filed NOI.	- the site has submitted a Notice of Intent (NOI) to comply with the California Industrial General Permit See <i>Additional Instructions on NOI Facilities</i> below.	Facility is not covered and does not appear to need coverage.	- the facility <u>does not</u> appear to fit under one of the eleven industrial categories that must obtain coverage under a permit for stormwater discharges	Facility is not covered but may require coverage.	- the facility <u>does</u> appear to fit under one of the eleven industrial categories that must obtain coverage under a permit for stormwater discharges; AND - has not filed a NOI or obtained coverage under an individual permit Check “Yes” in “Referral to RWQCB” below.	Facility has an individual NPDES permit; Permit # <sup>2</sup>	- the facility has obtained an individual stormwater permit write the permit number.	
Facility has filed NOI.	- the site has submitted a Notice of Intent (NOI) to comply with the California Industrial General Permit See <i>Additional Instructions on NOI Facilities</i> below.								
Facility is not covered and does not appear to need coverage.	- the facility <u>does not</u> appear to fit under one of the eleven industrial categories that must obtain coverage under a permit for stormwater discharges								
Facility is not covered but may require coverage.	- the facility <u>does</u> appear to fit under one of the eleven industrial categories that must obtain coverage under a permit for stormwater discharges; AND - has not filed a NOI or obtained coverage under an individual permit Check “Yes” in “Referral to RWQCB” below.								
Facility has an individual NPDES permit; Permit # <sup>2</sup>	- the facility has obtained an individual stormwater permit write the permit number.								
Referral to RWQCB?	Check whether or not the stormwater inspection report should be forwarded to Regional Board staff.								
<b>Additional Instructions on NOI Facilities<sup>3</sup> - If the facility has filed a NOI, complete the following:</b>									
WDID# <sup>2</sup>	Write the waste discharger identification number (WDID). The WDID appears at the top of all correspondence from the State or Regional Boards (e.g., annual report forms, invoice for annual permit fee).								
Does the facility have a SWPPP?	Indicate whether or not the facility has developed a SWPPP. If the facility does not have a SWPPP, check “Yes” in “Referral to RWQCB” below.								
If yes: (the facility has a SWPPP)	Answer <i>both</i> of the following questions:								
<table border="1"> <tr> <td data-bbox="180 982 548 1115">Is the SWPPP being implemented?</td> <td data-bbox="548 982 1544 1115">Indicate whether or not the facility is <i>implementing</i> its SWPPP. If the facility does not implement its SWPPP, check “Yes” in “Referral to RWQCB” below. Briefly describe in “Additional Observations / Notes” which portion of the SWPPP the facility does not implement.</td> </tr> <tr> <td data-bbox="180 1115 548 1304">Is self-monitoring being implemented?</td> <td data-bbox="548 1115 1544 1304">Indicate whether or not the facility conducts self-monitoring. Self-monitoring includes: non-stormwater discharge visual observations; stormwater visual observations; and stormwater sampling. Only check “Yes” if facility conducts <u>all three</u> parts of the self-monitoring. If the facility does not conduct any part of the self-monitoring, check “Yes” in “Referral to RWQCB” below. Describe in “Additional Observations / Notes” which self-monitoring component the facility does not implement.</td> </tr> </table>	Is the SWPPP being implemented?	Indicate whether or not the facility is <i>implementing</i> its SWPPP. If the facility does not implement its SWPPP, check “Yes” in “Referral to RWQCB” below. Briefly describe in “Additional Observations / Notes” which portion of the SWPPP the facility does not implement.	Is self-monitoring being implemented?	Indicate whether or not the facility conducts self-monitoring. Self-monitoring includes: non-stormwater discharge visual observations; stormwater visual observations; and stormwater sampling. Only check “Yes” if facility conducts <u>all three</u> parts of the self-monitoring. If the facility does not conduct any part of the self-monitoring, check “Yes” in “Referral to RWQCB” below. Describe in “Additional Observations / Notes” which self-monitoring component the facility does not implement.					
Is the SWPPP being implemented?	Indicate whether or not the facility is <i>implementing</i> its SWPPP. If the facility does not implement its SWPPP, check “Yes” in “Referral to RWQCB” below. Briefly describe in “Additional Observations / Notes” which portion of the SWPPP the facility does not implement.								
Is self-monitoring being implemented?	Indicate whether or not the facility conducts self-monitoring. Self-monitoring includes: non-stormwater discharge visual observations; stormwater visual observations; and stormwater sampling. Only check “Yes” if facility conducts <u>all three</u> parts of the self-monitoring. If the facility does not conduct any part of the self-monitoring, check “Yes” in “Referral to RWQCB” below. Describe in “Additional Observations / Notes” which self-monitoring component the facility does not implement.								
Has the facility self certified no exposure?	Indicate whether or not the facility has applied for a stormwater sampling exemption by certifying the facility has no pollutant exposure to stormwater.								

<sup>2</sup> The inspector can request the site contact telephone the inspector with the WDID or permit number within a certain time period.

<sup>3</sup> Note the CCCWP inspector has no legal authority to enforce the Industrial General Permit. The coordination of information between the CCCWP and Regional Board staff on NOI facilities are currently under development. These instructions provide guidance but may change at a later date.

**Instructions for completing the Inspection Report (continued)**

Inspection Report Field		Instructions
Illicit connections discovered?		Check Yes or No depending on whether an illicit connection to the storm drain was discovered. Further descriptive information should be included in Deficiencies / Observations.
Indoor/Outdoor Areas of Activity		Respond to each activity area listed. Either check "N/A" or complete the "BMP" and "Type of Discharge" information.
	N/A - Not Applicable	Check box if the site does not have that activity area. Go to the next activity area. OR Check box if there is no reasonable potential for pollutant discharge to the storm drains from this area. Go to the next activity area.
	Best Management Practice - BMP	For each activity area at the site, answer the first question ("In Place?"). Answer the second question ("Effective?") only if the answer to the first question is "Yes".
	In place?	- Does the facility appear to implement BMPs that prevent pollutant discharge to stormwater? Check "Yes" or "No".
	Appear effective?	- If the facility does implement BMPs, do the BMPs appear to be effective at preventing pollutant discharge to stormwater? Check "Yes" or "No".
	Type of Discharge	Describe the type(s) of pollutant discharge from each applicable activity area.
	Pollutant exposure	Check if the activity may lead to a pollutant discharge to the storm drain because pollutants are exposed to stormwater runoff.
	Illicit discharge	Check if the pollutant discharge to the storm drain is a non-stormwater discharge which is not exempted by ordinance. <sup>4</sup> Indicate under Deficiencies / Observations whether or not the non-stormwater discharge was occurring at the time of the inspection.
Deficiencies / Observations <i>and</i> Additional Deficiencies / Observations		Continue any comments from "Initial observations / changes since last inspection" field from page 1. Write any deficiencies noted, comments, notes, observations, recommendations. Indicate the pollutant type in the box.
Educational materials distributed		Indicate the quantity and type (title) of the educational materials given out during the inspection.

<sup>4</sup> Non-stormwater discharges which are conditionally exempted (please refer to the NPDES permit for specific criteria) include: discharges in compliance with an NPDES permit; properly managed water line flushing and other discharges from potable water sources; landscape irrigation and lawn watering; irrigation water; diverted stream flows; groundwater infiltration to storm drains; uncontaminated pumped groundwater percolation and footing drains; water from crawl space sumps; air conditioning condensate; springs; individual residential car washing; flows from riparian habitats and wetlands; dechlorinated swimming pool discharges; and flows from firefighting.

**CITY OF WALNUT CREEK  
FY 11-12 TARGETED BUSINESSES**

C.4.b.iii.(2)

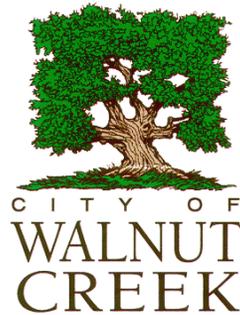
<b>BUSINESS NAME</b>	<b>BUSINESS ADDRESS</b>	<b>BUSINESS TYPE</b>
1990 CAFE INC	1990 N California Blvd 140	Food Services
APPLEBEES	2819 Ygnacio Valley Road	Food Services
B & X MOTORS	1481 SOS Dr	Auto Services
BABUSHKA RUSSIAN DELI & CAFE INC	1475 Newell Ave	Food Services
BAILEYS AUTO SALES	1303 Pine St	Auto Services
BAY AREA AUTO WHOLESALE	2605 N Main St	Auto Services
BAYVIEW AUTO WHOLESALE	628 Sugarloaf Ct	Auto Services
BLACK BEAR DINER	700 Bancroft Rd	Food Services
BREADS OF INDIA & GORMET CURRIES	1358 N Main St	Food Services
BURGER KING	2855 N Main St	Food Services
BURGER KING	1799 N Broadway	Food Services
CACTUS CAFE TOWERS	1277 Treat Blvd	Food Services
CAFE DUZNI	1981 N Broadway 110	Food Services
LEONIDAS CHOCOLATES	1397 N Main St	Food Services
CAFE PANINI	1333 N California Blvd 180	Food Services
CAFFE CALIFORNIA	100 Pringle Ave 120	Food Services
CHEVRON	1980 N Main St	Gas Facility
CHEVRON	2895 N Main St	Gas Facility
CHEVRON	699 Ygnacio Valley Road	Gas Facility
CHEVRON	1805 Ygnacio Valley Road	Gas Facility
CHEVRON	1998 Tice Valley Blvd	Gas Facility
CHINA VILLAGE RESTAURANT	1841 Ygnacio Valley Rd	Food Services
<b>CITY OF WALNUT CREEK, FLEET SERVICES (*)</b>	511 Lawrence Way	Auto Services
COLE EUROPEAN	2103 N Main St	Auto Services
COLE EUROPEAN	1421 Lesnick Ln	Auto Services
CRESCO XPRESS	1300 Pine St	Auto Services
DA LAT VIETNAMESE CUISINE	1353 Locust St	Food Services
DAPHNES GREEK DELI	1813 Ygnacio Valley Rd A	Food Services
DELI DELIGHT	325 N Wiget Ln 100	Food Services
DIABLO HILLS GOLF ASSOC INC	1551 Marchbanks Dr	Food Services
DIABLO MAZDA	2646 N Main St	Auto Services
DIRITO BROTHERS W C VOLKSWAGEN	2051 N Main St	Auto Services
DOMINOS PIZZA	2521 N Main St	Food Services
DRAGON 2000 RESTAURANT	1651 Botelho Dr	Food Services
FINISH LINE CAFE	1600 S Main St	Food Services
FLEMINGS PRIME STEAKHOUSE	1685 Mt Diablo Blvd	Food Services
GORDOS GOURMET HAMBURGERS	1815 Ygnacio Valley Road	Food Services
HAVANA	1516 Bonanza St	Food Services
HERALD CLEANERS	1525 Cypress St	Dry Cleaners
HIGH TECH BURRITO	1815 Ygnacio Valley Road	Food Services
HOUSE OF SAKE RESTAURANT	313 N Civic Dr	Food Services
HUBCAPS DINER INC	1548 Bonanza St	Food Services
IDEAL MILES PLUS GASOLINE	699 Ygnacio Valley Rd	Gas Facility
IL FORNAIO	1430 Mt Diablo Blvd	Food Services
J A AUTO SERVICE & SMOG	1353 Pine St A	Auto Services
K P ENTERPRISES	1266 Pine St	Auto Services
KINDERS MEATS DELI B B Q	1831 Ygnacio Valley Rd	Food Services
KOREANA KITCHEN	1546 Bonanza St	Food Services
LAWRENCE VOLVO	2791 N Main St	Auto Services
LITTLE BEAR SERVICE NO. 1	604 Ygnacio Valley Rd	Gas Facility
<b>M SERVICE (*)</b>	2008 Mt. Diablo Blvd.	Auto Services
MI CASA RESTAURANT	2195 N Broadway	Food Services
MICHAEL STEAD GMC-PONTIAC-BUIC	2404 N Main St	Auto Services
MICHAEL STEAD PORSCHE	2555 N Main St	Auto Services
MIRAKU	1601 Ygnacio Valley Rd	Food Services
MONTECATINI RISTORANTE	1528 Civic Dr	Food Services
MOUNTAIN MIKE'S PIZZA	1817 Ygnacio Valley Road	Food Services

**CITY OF WALNUT CREEK  
FY 11-12 TARGETED BUSINESSES**

C.4.b.iii.(2)

MURPHYS DELI	2121 N California Blvd 200	Food Services
NAPA AUTO PARTS	2560 N Main St	Auto Services
NORTH MAIN CHEVRON	2329 N Main St	Gas Facility
NORTH MAIN SHELL	2900 N Main St	Gas Facility
O I - C BOWL	1616 N Main St	Food Services
PANERA - COUNTRYWOOD	744 Bancroft Rd	Food Services
PARKER ROBB CHEVROLET	1777 N Main St	Auto Services
PLAZA DELI	2175 N California Blvd 204	Food Services
POMEGRANATE RESTAURANT	1389 N Main St	Food Services
QUIZNOS SUB	2914 N Main St	Food Services
QUIZNOS SUBS	1280 Newell Ave	Food Services
R & J NOODLE PLACE CORP	1479 Newell Ave	Food Services
RENFORTH AUTO SALES	1411 Autocenter Dr	Auto Services
ROCCOS RISTORANTE	2909 Ygnacio Valley Rd	Food Services
ROSEBERRY CAR CARE	Oak Grove Rd at Ygnacio Valley Rd	Auto Services
RUTH'S CHRIS STEAK HOUSE	1553 Olympic Blvd E	Food Services
SAKANA SUSHI	1280 Newell Ave	Food Services
SALVATORE RISTORANTE	1627 N Broadway	Food Services
SPIN ULTRA LOUNGE GOURMET PIZZA	1411 Locust St	Food Services
STANFORDS	1300 S Main St	Food Services
STARBUCKS COFFEE 5624	1340 N Main St	Food Services
STARBUCKS COFFEE, #5937	2292 N Main St	Food Services
STARBUCKS COFFEE, #5990	1152 Locust St D-2	Food Services
SUBWAY	1572 Palos Verdes Mall	Food Services
SUBWAY STORE #39581	1556 Newell Ave	Food Services
SUNRISE BISTRO	1559 Botelho Dr	Food Services
TACO BELL	2400 N Main St	Food Services
TACO BELL	1250 Newell Ave	Food Services
TACO BELL	2815 Mitchell Dr	Food Services
TACO BELL	2849 Ygnacio Valley Road	Food Services
TAQUERIA MEXICAN GRILL	1359 Locust St	Food Services
TATSU SUSHI	1837 Ygnacio Valley Road	Food Services
THE CHEFS TOUCH	1293 Parkside Dr	Food Services
THE GARDEN DELI	201 N Civic Dr	Food Services
THE VILLAGE CUPBOARD DELICATESSEN	1842 Tice Valley Blvd	Food Services
TIKI TOMS	1535 Olympic Blvd	Food Services
TOYO SUSHI	2865 Ygnacio Valley Road	Food Services
<b>TOYOTA WALNUT CREEK (*)</b>	2100 N. Broadway	Auto Services
UJDUR ENTERPRISES	2726 N Main St C	Auto Services
VALLEY CAB COMPANY	1339 Pine St	Auto Services
VIC STEWARTS RESTAURANT	850 S Broadway	Food Services
WALNUT CREEK FORD	1800 N Main St	Auto Services
WALNUT CREEK HONDA	1707 N Main St	Auto Services
WALNUT CREEK IMPORT AUTO CARE	690 Ygnacio Valley Rd	Auto Services
<b>WALNUT CREEK TRANSMISSION (*)</b>	2040 N. Main Street, Suite #1	Auto Services
MARRIOTT HOTEL	2355 N Main St	Food Services
WALNUT CREEK VALERO	605 Ygnacio Valley Rd	Gas Facility
WENDYS OLD FASHIONED HAMBURGERS	2955 N Main St	Food Services
WESTERN DINING WALNUT CREEK	2640 Shadelands Dr	Food Services
YGNACIO CAFE	2033 N Main St	Food Services
YOGURT STATION	2913 Ygnacio Valley Rd	Food Services

(\*) Facilities due to be re-certified under Contra Costa Green Business Program



# ENFORCEMENT RESPONSE PLAN (ERP)

APRIL 2011

Prepared By:  
Clean Water Program  
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[www.walnut-creek.org/cleanwater](http://www.walnut-creek.org/cleanwater)

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## Acronyms and Abbreviations

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BMP	Best Management Practice
CCCSD	Central Contra Costa Sanitary District
CCWD	Contra Costa Water District
CWA	Clean Water Act
EBMUD	East Bay Municipal Utility District
EPA	Environmental Protection Agency
ERP	Enforcement Response Plan
MRP	Municipal Regional Permit
MS4	Municipal Separate Storm Sewer System
NOI	Notice of Intent
NOV	Notice of Violation
NPDES	National Pollutant Discharge Elimination System
RWQCB	Regional Water Quality Control Board
SWPPP	Stormwater Pollution Prevention Plan
WN	Warning Notice

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## Definitions

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Cease and Desist Order	A cease and desist (also called C & D) is an order or request to halt an activity or else face legal action. The recipient of the cease and desist may be an individual or an organization.
Construction Site	Any project, including projects requiring coverage under the General Construction Permit, that involves soil disturbing activities including, but not limited to, clearing, grading, paving, disturbances to ground such as stockpiling, and excavation. Construction sites are all sites with disturbed or graded land area not protected by vegetation, or pavement, that are subject to a building or grading permit.
Erosion	The diminishing or wearing away of land due to wind or water. Often the eroded debris (silt or sediment) becomes a pollutant via stormwater runoff. Erosion occurs naturally, but can be intensified by land disturbing and grading activities such as farming, development, road building, and timber harvesting.
General Permits	Waste Discharge Requirements or NPDES Permits containing requirements that are applicable to a class or category of dischargers. The State of California has general stormwater permits for construction sites that disturb soil of one (1) acre or more; involve industrial facilities; pertain to Phase II smaller municipalities (including nontraditional Small MS4s, which are governmental facilities, such as military bases, public campuses, and prison and hospital complexes); and cover small linear underground/overhead projects disturbing at least one (1) acre, but less than five (5) acres (including trenching and staging areas).
Grading	The cutting and/or filling of the land surface to a slope or elevation.
Illicit Discharge	Any discharge to a Municipal Separate Storm Sewer (storm drain) system (MS4) that is prohibited under local, state, or federal statutes, ordinances, codes, or regulations. The term <i>illicit discharge</i> includes all non-stormwater discharges not composed entirely of stormwater and discharges that are identified under Section A. (Discharge Prohibitions) of the MRP (please refer to Appendix B Provision C.5.a.ii of the MRP for a list of discharges). The term <i>illicit discharge</i> does not include discharges that are regulated by an NPDES permit (other than the NPDES permit for discharges from the MS4) or authorized by the Regional Water Board Executive Officer.
MS4	A system of conveyances that includes catch basins, curbs, gutters, ditches, man-made channels, pipes, tunnels, or storm drains that discharge into waters of the United States.

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National Pollutant Discharge Elimination System (NPDES)	A national program for issuing, modifying, revoking and reissuing, terminating, monitoring, and enforcing permits, and imposing and enforcing pretreatment requirements, under sections 307, 402, 318, and 405 of the Clean Water Act (CWA), 33 U.S.C. § 1251 <i>et seq.</i>
Notice of Intent (NOI)	The application form by which dischargers seek coverage under General Permits, unless the General Permit requires otherwise.
Stop Work Order	Used for construction site control. An inspector issues a Stop Work Order when construction work creates an active non-point source or non-stormwater pollutant discharge that violates the local stormwater ordinance, and is identified during an inspection and is not abated. The contractor will be in violation of the building permit if work is continued before the stormwater issue is addressed.
SWPPP	Stormwater Pollution Prevention Plan used for facilities or sites documenting their site-specific stormwater pollution prevention BMPs and any other stormwater regulation requirements issued by State General Permits if said permit is required.

## **Section 1. Introduction**

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The purpose of this Enforcement Response Plan (ERP) is to provide standard enforcement response protocol for illicit discharges and potential illicit discharges into the storm drain system. This ERP is a guidance document to outline consistent enforcement actions by the City of Walnut Creek that will reactively control illicit discharges and proactively eliminate potential illicit discharges to insure compliance with all state and local stormwater related pollution prevention laws.

This ERP applies to private businesses, property owners or tenants, construction sites, and contracted mobile companies providing services to publicly and privately owned businesses and land. This ERP also satisfies the Municipal Regional Permit (MRP) for an ERP document in Provision C.4 Industrial and Commercial Site Controls, Provision C.5 Illicit Discharge Detection and Elimination, and Provision C.6 Construction Site Control.

### **1.1. MUNICIPAL CODE**

This ERP document utilizes the City of Walnut Creek Municipal Code for stormwater regulation (Title 9, Chapter 16 for Stormwater Management and Discharge Control). In the event that stormwater regulatory law (National Pollutant Discharge Elimination System [NPDES] permits or other) is more stringent regarding enforcement action against illicit discharges or potential illicit discharges, the more stringent enforcement law will be applied by City of Walnut Creek. Any discharge that would result in or contribute to a violation of the City's NPDES permit or Municipal Code, separately considered or when combined with other discharges, is prohibited. Liability for any such discharge shall be the responsibility of the person causing or responsible for the discharge, and such person shall defend, indemnify, and hold harmless the City of Walnut Creek in any administrative or judicial enforcement action relating to such discharge.

### **1.2. COMPLIANCE WITH BEST MANAGEMENT PRACTICES**

Where Best Management Practice (BMP) guidelines or requirements have been adopted by the Federal Government, California State, MRP or NPDES permits, or the City of Walnut Creek, for any activity, operation or facility which may cause or contribute to unlawful discharges, every

person undertaking such activity or operation or owning or operating such facility shall comply with such guideline or requirement. Such guidelines include the California State General Industrial permit and the California State General Construction permit.

### **1.3. LEGAL AUTHORITY**

The City of Walnut Creek has the legal authority to prohibit and control illicit discharges and escalate stricter enforcement to achieve expedient compliance with stormwater law and regulation. The City has the legal authority to inspect and eliminate illicit discharges to the storm drain system and illicit connections to the waters of the state including:

- Illicit connections to the waters of the state;
- Privately owned septic systems;
- Spills;
- Illegal dumping and disposal of materials other than stormwater to the storm drain;
- Discharges of wash water from exterior surfaces and pavement, equipment, and facilities;
- Discharges of runoff from material storage areas, including those containing chemicals, fuels, vehicle related fluids, and other potentially polluting or hazardous materials;
- Discharges of pool, spa, or fountain water (including backwash water) containing chlorine, biocides, or other chemicals;
- Ongoing, large-volume landscape irrigation runoff to the storm drain system;
- Discharges of sediment, pet waste, vegetation clippings, or other landscape or construction-related wastes; and
- Discharges of food-related wastes (e.g., grease, fish processing, and restaurant kitchen mat and trash bin wash water).

The City of Walnut Creek is not required to inspect or take enforcement action against local entities with their own NPDES permit and subject to existing federal and state regulatory compliance programs including publicly owned systems. These local entities and their regulatory bodies include:

- Sanitary/Sanitation Agencies:
  - Central Contra Costa Sanitary District (CCCSD) (regulated by the San Francisco Regional Water Quality Control Board)

- Potable Water Agencies:
  - East Bay Municipal Utility District (EBMUD) (regulated by the San Francisco Regional Water Quality Control Board)
  - Contra Costa Water District (CCWD) (regulated by the San Francisco Regional Water Quality Control Board)
  
- Public School Districts:
  - Walnut Creek Unified School District
  - Mt. Diablo Unified School District
  - Acalanes Union School District
  
- Fire Departments:
  - Contra Costa County Fire Protection District

In addition, the City of Walnut Creek is not required to enforce compliance requirements of the Industrial General NPDES Permit on industrial facilities that are required to file a Notice of Intent (NOI) for coverage under the Industrial General Permit; nor is the City of Walnut Creek required to enforce compliance requirements of the Construction General NPDES Permit on construction or linear projects that are required to file an NOI for coverage under the Construction General Permit. All conditions of these State General Permits are regulated by the appropriate water board region and are not the responsibility of the City.

The City of Walnut Creek is responsible for enforcing their own Municipal Code on NOI facilities, inspecting and checking construction and industrial NOIs for the presence of a SWPPP, ensuring that BMPs are properly implemented and maintained to prevent discharges in violation of the City's Municipal Code, checking for monitoring data to insure no polluted discharges have left the site/facility that would impact the City's stormwater system, and notifying the appropriate water board region if a site/facility has not filed for coverage under a General Permit for which it is required to file for coverage.

The following unpolluted discharges are exempt from prohibition of non-stormwater discharges in the City of Walnut Creek's NPDES MRP effective December 1, 2009:

- Flows from riparian habitats or wetlands;
- Diverted stream flows;
- Flows from natural springs;
- Rising ground waters;
- Uncontaminated and unpolluted groundwater infiltration;
- Single family homes' pumped groundwater, foundation drains, and water from crawl space pumps and footing drains;
- Pumped groundwater from drinking water aquifers; and
- NPDES permitted discharges (individual or General Permits).

The non-stormwater discharges listed above are exempted unless they are identified by the City or the Executive Officer of the Regional Water Quality Control Board as sources of pollutants to receiving waters.

## **Section 2. Response and Enforcement Actions**

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Section 2 includes response and enforcement actions and timeframes for correction of illicit discharge activities for various types and degrees of violations. This ERP provides guidelines on when to employ the range of regulatory responses from warnings, citations, cleanup and cost recovery, to administrative or criminal penalties. For further information on the City of Walnut Creek's individual program, BMPs, and compliance with specific requirements in the MRP provisions for illicit discharges, commercial/industrial inspections, and construction inspection programs, please refer to the City's individual plans/documents/records for each program.

### **2.1. LEVELS OF ENFORCEMENT**

There are various enforcement tools available to address stormwater violations during inspections and surveillance of illicit discharges within the jurisdiction of the City of Walnut Creek. The City can use, but is not limited to, the enforcement options listed in this ERP. The enforcement options listed in this ERP include verbal warnings, a written Warning Notice (WN), Notice of Violation (NOV), Administration Citation, Stop Work Order, Cease and Desist Order, and referral to other agencies. This ERP provides guidance for the minimum procedures of compliance and enforcement. Generally, these enforcement procedures are applied in escalating steps or a tiered response, although the City may skip steps, as appropriate in egregious cases. **Table 1** provides a flowchart of the tiered response of enforcement actions.

The minimum tiered response to stormwater violations is as follows:

#### **Level I: Verbal Warning/Warning Notice/Education**

Pollutant exposure, evidence of a historical pollutant discharge, or a stated business practice that has a potential to pollute the storm drain system will result in issuance of a verbal warning or WN with education in the form of verbal and material outreach. The inspector will log the incident when written WNs are used, and communicate the issue to the discharger or representative of the facility/site. The inspector and the facility/site representative will discuss the WN and appropriate BMPs, and establish a schedule to eliminate the problem. Education will be used to communicate a general understanding by the discharger or representative of the facility/site of the stormwater program, its regulations, and its purpose.

The inspector may conduct one or more follow-up inspections to ensure abatement of discharges within a ten (10) business day period and may schedule the facility or site for a routine inspection and/or require a response from the discharger to confirm corrective actions have been implemented during a thirty (30) day period. If compliance is not achieved through education, verbal warning, WN, or in the case of a facility/business/site/individual unwilling to cooperate with the City's stormwater business inspection program (i.e., fails to report a spill, falsifies information with signatures or certifications, or fails to submit the required correction of a stormwater violation), then the enforcement procedure will escalate to Level II. In the case of a facility denying entry to the City stormwater inspector, the City of Walnut Creek will procure an inspection warrant to enact their legal authority to enforce City's stormwater inspection program.

### **Level II: Notice of Violation**

An active non-stormwater pollutant discharge that violates the local stormwater ordinance, and is identified during an inspection, is considered a minor violation and will result in issuance of an NOV. The inspector and facility/site representative will discuss the violation and potential solutions to correct the violation. A written notice will be issued and a remediation schedule will be approved by the inspector who will follow up to ensure that the discharge has been eliminated. The inspector may also recommend implementation of appropriate BMPs. Businesses/sites that fail to comply with Level I enforcement procedures will also receive an NOV and be subject to timely corrective action and follow-up inspection.

Refer to the City's Business Inspection Plan for detailed information on the remediation schedule or re-inspection schedule of facility inspections.

At this stage the City of Walnut Creek or authorized representative may also employ Cease and Desist Orders, Stop Work Orders, Orders to Clean and Abate, Notices to Clean or any other similar notification outlined in the stormwater ordinance that identifies an illicit discharge and requires correction or abatement but does not assess fines.

All violations will be corrected before the next rain event but no longer than ten (10) business days after the violations are discovered. If more than ten (10) business days are required for compliance, a rationale shall be recorded in the electronic database or equivalent system. Immediate correction can be temporary and short-term if a long-term, permanent correction will involve significant resources and construction time.

### **Level III: Formal Enforcement (Administrative Penalties, Cost Recovery)**

A gross violation of the local stormwater ordinance that cannot be resolved through the WN or NOV enforcement actions is considered a major violation and will trigger a formal enforcement action. Formal enforcement actions will result in penalties being assessed in the form of citations, agency cost-recovery, and/or formal negotiated settlement. Such actions will be coordinated by the City's Stormwater Representative.

Gross violations include a pattern of non-compliance after issuance of an NOV, with repeat violations, failure to adequately address previous violations or notices, and/or directly discharging hazardous materials into the storm drain system. The City's Stormwater Representative has the discretion to determine that any serious violation(s) warrants this level of enforcement so long as there is documentation and/or evidence available to support this action.

All violations will be corrected before the next rain event, but no longer than ten (10) business days after the violations are discovered. If more than ten (10) business days are required for compliance, a rationale shall be recorded in the electronic database or equivalent system. Immediate correction can be temporary and short-term if a long-term, permanent correction will involve significant resources and construction time.

Refer to the City's Business Inspection Plan for detailed information on the remediation schedule or re-inspection schedule of facility inspections.

### **Level IV: Legal Action and/or Referral to State and Federal Agencies**

Inadequate measures taken by facility manager(s) to satisfy Level III enforcement violations will result in the Stormwater Representative referring the case to the City Attorney or Contra Costa County District Attorney. If a stormwater violation posing an imminent threat to human health and/or the environment is identified during an inspection, the City of Walnut Creek may refer the violation to qualified emergency response personnel, the District Attorney, the Regional Water Quality Control Board (RWQCB), the California Department of Fish and Game, and/or the U.S. Environmental Protection Agency. The City of Walnut Creek will follow up with the referral to resolve the case to the extent practicable when working with the State and Federal agencies with the ability to enforce the appropriate fines and penalties to achieve compliance with stormwater regulation.

## **2.2. PENALTIES**

The violation of the City's Stormwater Ordinances or failure to comply with any of its mandatory requirements may constitute a misdemeanor or infraction. The violator may be charged and prosecuted for an infraction or a misdemeanor or be issued an Administrative Citation per Section 1-7.104 of the Municipal Code. A conviction of an infraction of this Code shall be punishable by:

**\$100** for the first violation

**\$200** for the second violation within one year

**\$500** for each additional violation in one year

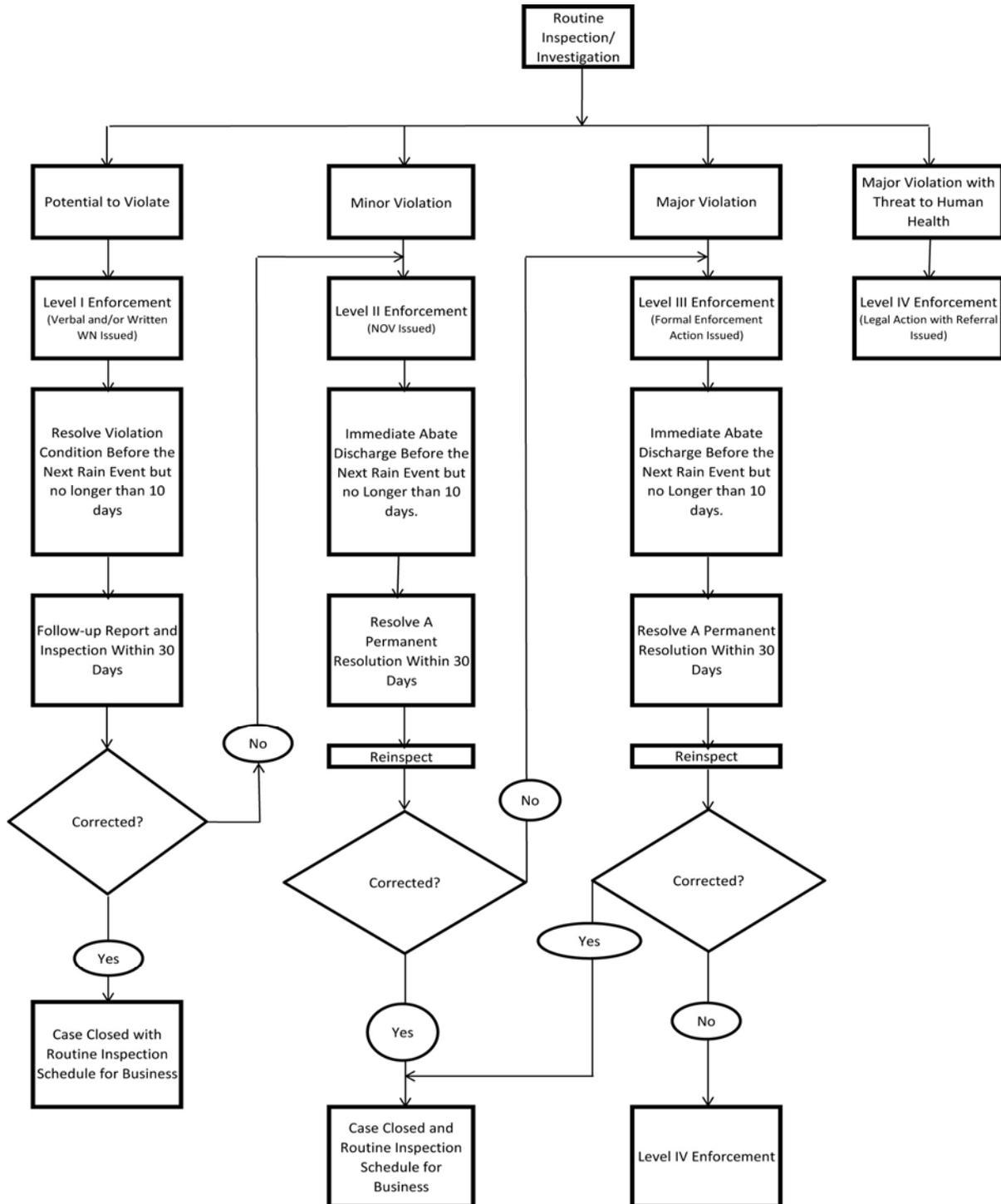
Any person convicted of a misdemeanor under the City's Ordinance is punishable by a fine of not more than that allowed for an infraction pursuant to Government Code Section 36900. Pursuant to Government Code Sections 36901 and 36903, the penalty for any person found guilty of a misdemeanor shall be a fine not to exceed one thousand (\$1000) dollars and/or imprisonment in the County Jail not to exceed six (6) months [Section 1-7.101].

## **2.3. RECORDKEEPING**

The City of Walnut Creek will maintain a record/database of all enforcement actions, follow-up actions, and facilities/sites inspected for illicit discharges related to business inspection, construction inspection, and illicit discharge programs.

The City will include all tracking and case follow-up information in the database listed in Provisions C.4, C.5, and C.6 of the MRP. See Appendix A, Database of Enforcement Actions and Incidents.

**TABLE 1:  
FLOWCHART OF TIERED ENFORCEMENT RESPONSE**



## **APPENDIX A:**

### **DATABASE OF ENFORCEMENT ACTIONS AND INCIDENTS**

Refer to Summary Inspection Reports

(generated by GoEnforce Tracking Database)

## **APPENDIX B:**

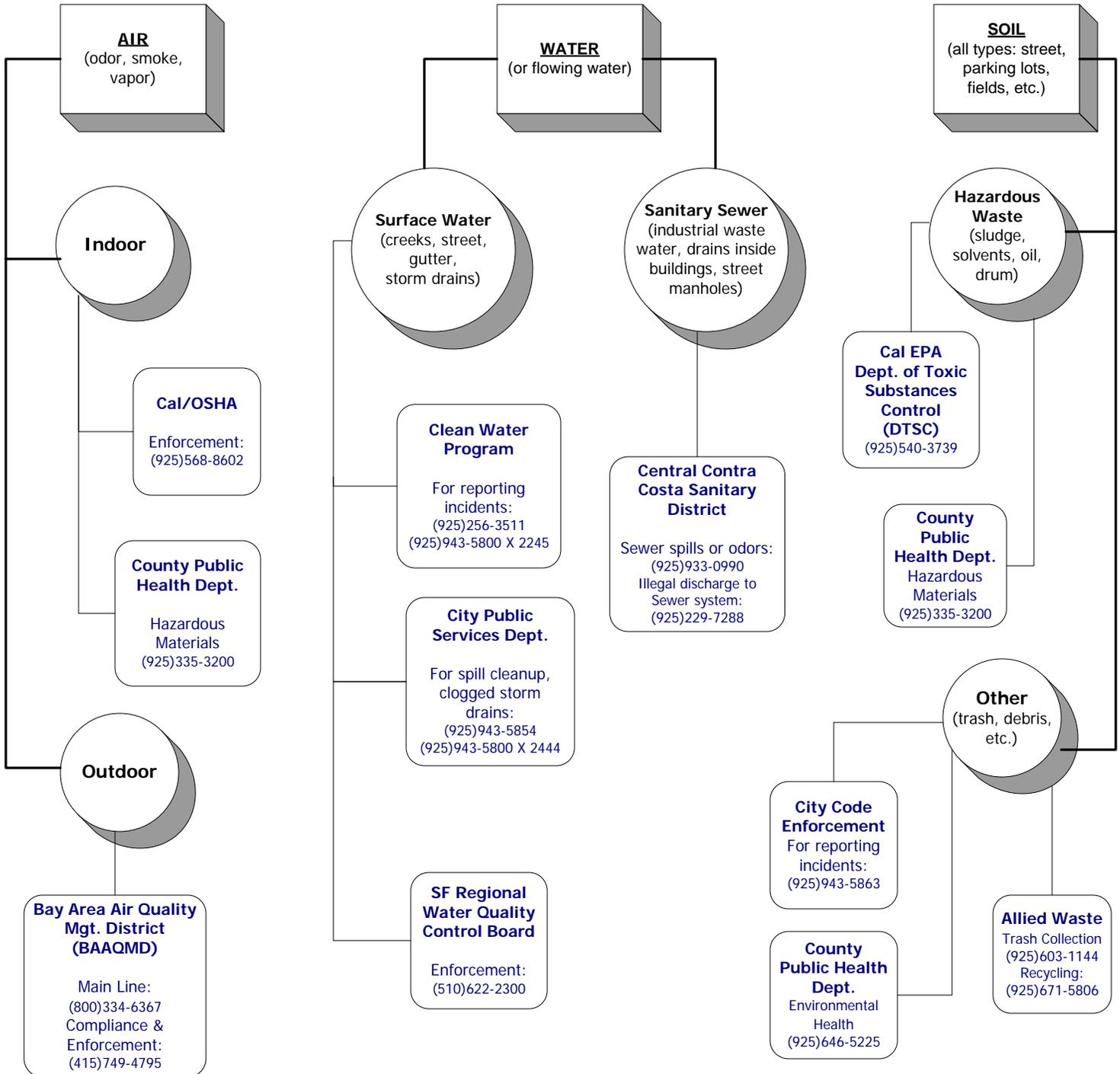
### **MUNICIPAL REGIONAL PERMIT (MRP) PROVISIONS**

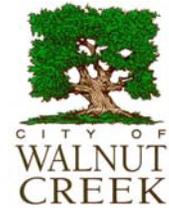
#### **C.4, C.5, AND C.6**

# CITY OF WALNUT CREEK ENVIRONMENTAL RESPONSE PROCEDURE FLOWCHART QUICK REFERENCE

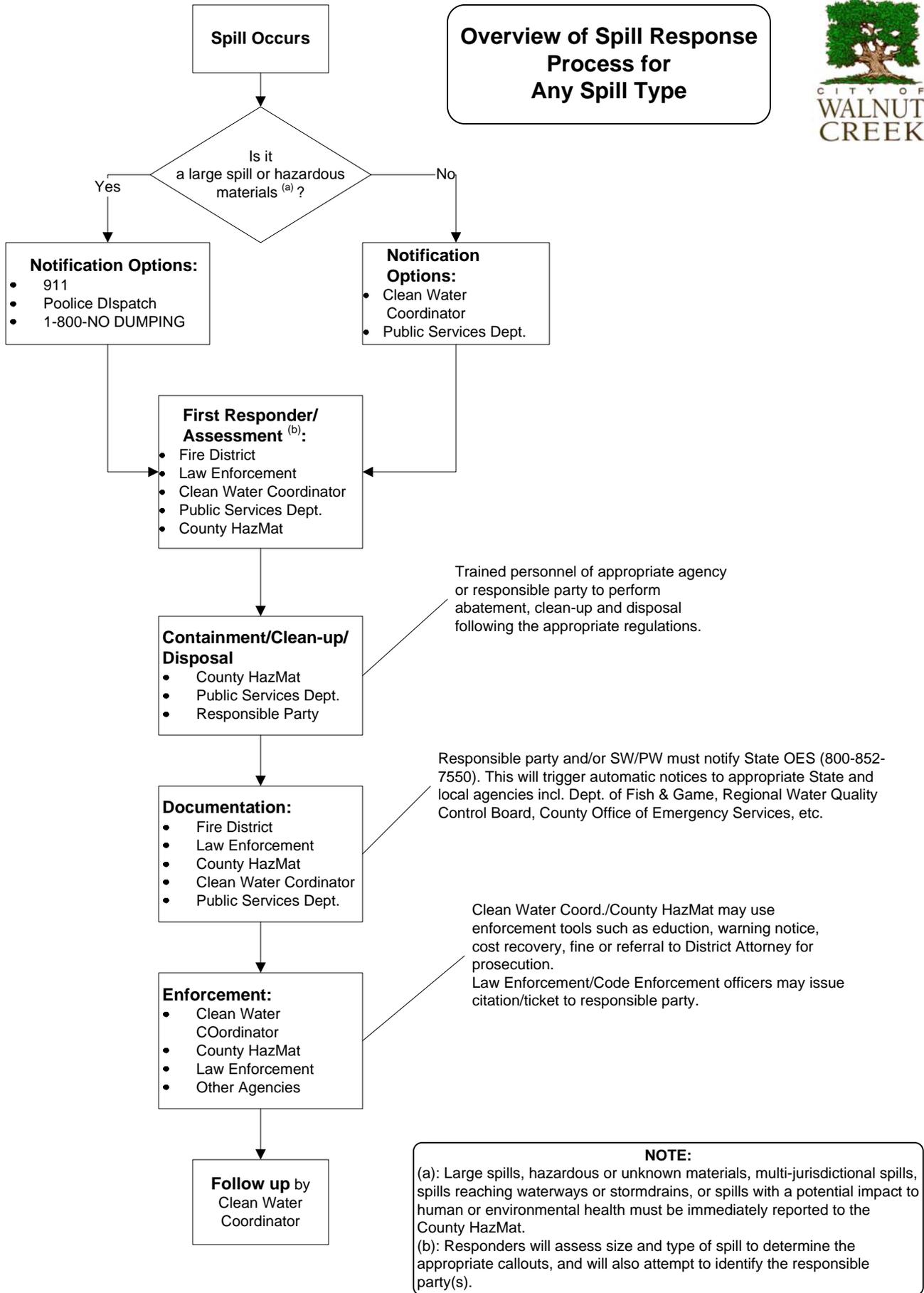
**Who to call for response to spills, releases, illegal dumping of other environmental incidents:**

Emergency Health & Safety Hazards - Call 911 for Police, Fire, and Medical Service (including illegal dumping or similar incidents in progress). After business hour, refer all incidents to Police Dispatch at (925) 943-5844 for non-emergency or (925) 935-6400 for emergency.





**Overview of Spill Response Process for Any Spill Type**



Project No.	Project Name	SWPPP Project?	Date of Inspection	Inspection Type	Weather Cond.	Rainfall w/Runoff	Issues Observed During Inspection					Discharge pt free of illicit discharge?	Problem Description	Enforcement Level				Outcome	Insection Notes	Closed 10 Days?	Closed 30 Days?	
							Site Management	Sediment Control	Erosion Control	Runoff/Runoff Control	Active Treatment			Non SW Discharge	Level 1	Level 2	Level 3					Level 4
No Permit	BART Crossover Project	<input checked="" type="checkbox"/>	09/20/2010	Monthly	Clear	No	Needs Attention	Needs Attention	Needs Attention	Not Applicable	Not Applicable	Not Applicable	Yes	The contractor doesn't have new permit with the State. They need to revise erosion control plan to current site condition. Informed the contractor to clean up and install all erosion/sediment controls per revised plan.	Yes	No	No	No	Need More Time	Walked the site with CW Coordinator and project construction superintendent. Erosion control materials would be made available tomorrow. Contractor would move erosion control measures to make room for final landscaping works.	Yes	
No Permit	BART Crossover Project	<input checked="" type="checkbox"/>	09/23/2010	Follow-up	Clear	No	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	All required corrective measures had been installed.	No	No	No	No	Issue Resolved	Contractor had cleaned up the maintenance yard on N. Main Street. Most erosion/sediment controls had been installed (about 85%) with the remaining currently being installed (observed during this inspection).	Yes	
No Permit	BART Crossover Project	<input checked="" type="checkbox"/>	10/01/2010	Monthly	Clear	No	Needs Attention	Needs Attention	Adequate	Not Applicable	Not Applicable	Adequate	Yes	This project needs to re-submit application for the new State General Construction permit. Although much improvements had been done since the last inspection, contractor needs to pick up tash along Jones Rd. Need to continue S-fence on Jones Road.	Yes	No	No	No	Need More Time	Contractor has revised the erosion control plan according to the current phase of construction. They have installed all improvements noted in prior inspection. Contractor has plastic onsite in case of rain.	Yes	
No Permit	BART Crossover Project	<input checked="" type="checkbox"/>	11/02/2010	Monthly	Cloudy	Yes	Adequate	Adequate	Needs Attention	Not Applicable	Not Applicable	Not Applicable	Yes	There were several stockpiles of landscaping materials that needed to be covered on Jones Road. The exposed area near back of Theater building needs to be covered.	Yes	No	No	No	Fixed Immediately	Contractor resolved these issues by the end of the business day today.	Yes	
No Permit	BART Crossover Project	<input checked="" type="checkbox"/>	12/10/2010	Monthly	Cloudy	Yes	Adequate	Needs Attention	Needs Attention	Not Applicable	Not Applicable	Not Applicable	Yes	Contractor needs to clean drain inlet protection. No sediment was found in the bottom of catch basins. Cleanup needs to take place at all DI's for the project, Jones Road and Corp. Yard. Contractor needs to sweep around K-Rail on Jones Road and to cut bac	Yes	No	No	No	Issue Resolved	No sediment was found in the bottom of catch basins. Contractor needs to complete landscaping along Jones Road and Corp. Yard sites.	Yes	
No Permit	BART Crossover Project	<input checked="" type="checkbox"/>	01/31/2011	Monthly	Clear	Yes	Needs Attention	Needs Attention	Needs Attention	Not Applicable	Not Applicable	Not Applicable	Yes	Contractor need to consolidate materials and sweep hardscape materials and cover sandpiles better. At Jones Rod, they need to sweep the street where K-rail was located. Porta Potty needs to be relocated away from storm drain inlet. All inlet protections m	Yes	No	No	No	Fixed Immediately	Contractor relocated Porta Potty to a new location, which is further away from a storm drain inlet. Contractor finished sweeping Jones Road. At their Corporation Yard, contractor consolidated materials, fuels and landscape materials to a one location.	Yes	
No Permit	BART Crossover Project	<input checked="" type="checkbox"/>	02/02/2011	Follow-up	Clear	No	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	Contractor was working to resolve deficiencies noted in prior inspection.	No	No	No	No	Issue Resolved	Contractor had consolidated stored materials as they were ready to vacant their temporary maintenance yard. Parking lot was swept and cleaned at the time of inspection. Portable potty had been relocated away from storm drain inlet. Contractor worked on ch	Yes	
No Permit	BART Crossover Project	<input checked="" type="checkbox"/>	03/01/2011	Final	Clear	No	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection.	No	No	No	No	No Issue	This project is complete.		
No Permit	BART Crossover Project	<input checked="" type="checkbox"/>	04/29/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection.	No	No	No	No	No Issue	Contractor is scheduled to begin the re-landscaping for the Oakland Blvd. site next week. Pine Street site is still under construction.		
No Permit	BART Crossover Project	<input checked="" type="checkbox"/>	05/31/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection.	No	No	No	No	No Issue	Contractor is scheduled to begin re-landscaping for the Oakland Blvd, site this week. Pine Street is still under construction. Contractor poured for the City sidewalk.		
No Permit	BART Crossover Project	<input checked="" type="checkbox"/>	06/16/2011	Monthly	Clear	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection. Contractor continued work on Lawrence Way.	No	No	No	No	No Issue	Contractor completed the excavation and installed the foundation dowels. They began pouring the footing and completed cleanups on Oakland Boulevard.		
No Permit	BART Earthquake Safety Program - C Line	<input checked="" type="checkbox"/>	09/20/2010	Monthly	Clear	No	Needs Attention	Needs Attention	Needs Attention	Not Applicable	Not Applicable	Not Applicable	Yes	The contractor doesn't have new permit with the State. They need to revise erosion control plan to current site condition. Informed the contractor to clean up and install all erosion/sediment controls per revised plan.	Yes	No	No	No	Need More Time	Walked the site with CW Coordinator and project construction superintendent. Erosion control materials would be made available tomorrow. Contractor would move erosion control measures to make room for final landscaping works.	Yes	
No Permit	BART Earthquake Safety Program - C Line	<input checked="" type="checkbox"/>	09/23/2010	Follow-up	Clear	No	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	All required corrective measures had been installed.	No	No	No	No	Issue Resolved	Contractor had cleaned up the maintenance yard on N. Main Street. Most erosion/sediment controls had been installed (about 85%) with the remaining currently being installed (observed during this inspection).	Yes	
No Permit	BART Earthquake Safety Program - C Line	<input checked="" type="checkbox"/>	10/01/2010	Monthly	Clear	No	Needs Attention	Needs Attention	Adequate	Not Applicable	Not Applicable	Adequate	Yes	This project needs to re-submit application for the new State General Construction permit. Although much improvements had been done since the last inspection, contractor needs to pick up tash along Jones Rd. Need to continue S-fence on Jones Road.	Yes	No	No	No	Need More Time	Contractor has revised the erosion control plan according to the current phase of construction. They have installed all improvements noted in prior inspection. Contractor has plastic onsite in case of rain.	Yes	

Project No.	Project Name	SWPPP Project?	Date of Inspection	Inspection Type	Weather Cond.	Rainfall w/Runoff	Issues Observed During Inspection					Discharge pt free of illicit discharge?	Problem Description	Enforcement Level				Outcome	Insection Notes	Closed 10 Days?	Closed 30 Days?	
							Site Management	Sediment Control	Erosion Control	Runoff/Runoff Control	Active Treatment			Non SW Discharge	Level 1	Level 2	Level 3					Level 4
No Permit	BART Earthquake Safety Program - C Line	<input checked="" type="checkbox"/>	11/02/2010	Monthly	Cloudy	Yes	Adequate	Adequate	Needs Attention	Not Applicable	Not Applicable	Not Applicable	Yes	There were several stockpiles of landscaping materials that needed to be covered on Jones Road. The exposed area near back of Theater building needs to be covered.	Yes	No	No	No	Fixed Immediately	Contractor resolved these issues by the end of the business day today.	Yes	
No Permit	BART Earthquake Safety Program - C Line	<input checked="" type="checkbox"/>	12/10/2010	Monthly	Cloudy	Yes	Adequate	Needs Attention	Needs Attention	Not Applicable	Not Applicable	Not Applicable	Yes	Contractor needs to clean drain inlet protection. No sediment was found in the bottom of catch basins. Cleanup needs to take place at all DI's for the project, Jones Road and Corp. Yard. Contractor needs to sweep around K-Rail on Jones Road and to cut bac	Yes	No	No	No	Issue Resolved	No sediment was found in the bottom of catch basins. Contractor needs to complete landscaping along Jones Road and Corp. Yard sites.	Yes	
No Permit	BART Earthquake Safety Program - C Line	<input checked="" type="checkbox"/>	01/31/2011	Monthly	Clear	Yes	Needs Attention	Needs Attention	Needs Attention	Not Applicable	Not Applicable	Not Applicable	Yes	Contractor need to consolidate materials and sweep hardscape materials and cover sandpiles better. At Jones Rod, they need to sweep the street where K-rail was located. Porta Potty needs to be relocated away from storm drain inlet. All inlet protections m	Yes	No	No	No	Fixed Immediately	Contractor relocated Porta Potty to a new location, which is further away from a storm drain inlet. Contractor finished sweeping Jones Road. At their Corporation Yard, contractor consolidated materials, fuels and landscape materials to a one location.	Yes	
No Permit	BART Earthquake Safety Program - C Line	<input checked="" type="checkbox"/>	02/02/2011	Follow-up	Clear	No	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	Contractor was working to resolve deficiencies noted in prior inspection.	No	No	No	No	Issue Resolved	Contractor had consolidated stored materials as they were ready to vacant their temporary maintenance yard. Parking lot was swept and cleaned at the time of inspection. Portable potty had been relocated away from storm drain inlet. Contractor worked on ch	Yes	
No Permit	BART Earthquake Safety Program - C Line	<input checked="" type="checkbox"/>	03/01/2011	Final	Clear	No	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection.	No	No	No	No	No Issue	This project is complete.		
No Permit	BART Earthquake Safety Program - C Line	<input checked="" type="checkbox"/>	04/29/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection.	No	No	No	No	No Issue	Contractor is scheduled to begin the re-landscaping for the Oakland Blvd. site next week. Pine Street site is still under construction.		
No Permit	BART Earthquake Safety Program - C Line	<input checked="" type="checkbox"/>	05/31/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection.	No	No	No	No	No Issue	Contractor is scheduled to begin re-landscaping for the Oakland Blvd, site this week. Pine Street is still under construction. Contractor poured for the City sidewalk.		
No Permit	BART Earthquake Safety Program - C Line	<input checked="" type="checkbox"/>	06/16/2011	Monthly	Clear	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection. Contractor continued work on Lawrence Way.	No	No	No	No	No Issue	Contractor completed the excavation and installed the foundation dowels. They began pouring the footing and completed cleanups on Oakland Boulevard.		
SDP 09-035	Blackburn SFR	<input type="checkbox"/>	07/28/2010	Monthly	Clear	No	Adequate	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	No	No violation observed during this inspection.	No	No	No	No	No Issue	This project is almost complete. Contractor is preparing a punchlist for final inspection.		
SDP 09-035	Blackburn SFR	<input type="checkbox"/>	08/31/2010	Monthly	Clear	No	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Not Applicable	No	No violations observed during this inspection. This project is complete.	No	No	No	No	No Issue			
SDP 09-035	Blackburn SFR	<input type="checkbox"/>	09/30/2010	Pre-Rainy	Clear	No	Adequate	Needs Attention	Needs Attention	Not Applicable	Not Applicable	Not Applicable	Yes	There were no sediment and erosion control measures installed on site during this inspection. This project has an approved erosion control plan. Contractor has materials available on site.	Yes	No	No	No	Fixed Immediately	Contractor was actively working on trenching for the utility. Crews were working to place plastic over bare slopes. Construction entrance was installed and perimeter fencing would be completed by the end of today.	Yes	
SDP 09-035	Blackburn SFR	<input type="checkbox"/>	10/29/2010	Monthly	Clear	No	Adequate	Refer to CW Coord.	Refer to CW Coord.	Not Applicable	Not Applicable	Not Applicable	No	Wattle placement does not conform to approved erosion plans dated 4/26/2010. On-ste stockpiled materials location not shown on approved plan. Plans have not been amended.	Yes	No	No	No	No Issue	Refer to CW Coordinator for follow-up.		
SDP 09-035	Blackburn SFR	<input type="checkbox"/>	11/30/2010	Monthly	Cloudy	Yes	Needs Attention	Adequate	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Yes	Observed driveway removed and a minor amount of dirt tracked into the street.	Yes	No	No	No	Fixed Immediately	CW Coordinator followed up with a site visit and phone call to remedy the issues. Contractor cleaned up the mess and install construction entrance at the end of the business day.	Yes	
SDP 09-035	Blackburn SFR	<input type="checkbox"/>	12/22/2010	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No violations observed during this inspection.	No	No	No	No	No Issue	the project.		
SDP 09-035	Blackburn SFR	<input type="checkbox"/>	01/31/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No issues were noted during this inspection. Most site works were complete.	No	No	No	No	No Issue			
SDP 09-035	Blackburn SFR	<input type="checkbox"/>	02/28/2011	Monthly	Cloudy	Yes	Not Applicable	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No issues noted during this inspection.	No	No	No	No	No Issue			

Project No.	Project Name	SWPPP Project?	Date of Inspection	Inspection Type	Weather Cond.	Rainfall w/Runoff	Issues Observed During Inspection						Discharge pt free of illicit discharge?	Problem Description	Enforcement Level				Outcome	Insection Notes	Closed 10 Days?	Closed 30 Days?
							Site Management	Sediment Control	Erosion Control	Runoff/Runoff Control	Active Treatment	Non SW Discharge			Level 1	Level 2	Level 3	Level 4				
SDP 09-035	Blackburn SFR	<input type="checkbox"/>	03/20/2011	Follow-up	Cloudy	Yes	Adequate	Adequate	Adequate	Adequate	Adequate	Adequate	Yes	Followed-up on the inspection dated Oct.29 and noted the deficiencies cited. Informed the superintendent of the approved Erosion Control plan that needed to be followed. Some erosion control materials were present at the job site but not enough in quantit	No	No	No	No	Issue Resolved	By the end of the day, contractor had completed placing straw wattles around the project perimeter. Construction waste (concrete debris) was hauled away. The remaining 2 stockpiled dirt had been covered with plastic and protected with straw wattles.	Yes	
SDP 09-035	Blackburn SFR	<input type="checkbox"/>	04/29/2011	Final	Cloudy	Yes	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Yes	This project is complete and requires no inspection.	No	No	No	No	No Issue			
SDP 09-001	Brian Ranch Subdivision	<input checked="" type="checkbox"/>	07/30/2010	Monthly	Clear	No	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Not Applicable	No		No	No	No	No				
SDP 09-001	Brian Ranch Subdivision	<input checked="" type="checkbox"/>	08/31/2010	Monthly	Clear	No	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	No	No violation observed during this inspection.	No	No	No	No				
SDP 09-001	Brian Ranch Subdivision	<input checked="" type="checkbox"/>	09/30/2010	Monthly	Clear	No	Needs Attention	Needs Attention	Adequate	Not Applicable	Not Applicable	Not Applicable	No	Miscellaneous construction debris scattered on-site. No perimeter control observed. Contractor is to be clear and remove debris this week. Contracor needs to define material storage area.	Yes	No	No	No		Material storage area must be designated per pain. Bioswale basins partially excavated need to be protected (on sideslopes and base).		
SDP 09-001	Brian Ranch Subdivision	<input checked="" type="checkbox"/>	10/04/2010	Follow-up	Clear	No	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	No	Contractor had stabilized side slopes and base of bioswale basins. Debris had been hauled away. Perimeter control (silt fencing) had been completely installed.	No	No	No	No			Yes	
SDP 09-001	Brian Ranch Subdivision	<input checked="" type="checkbox"/>	10/28/2010	Monthly	Clear	No	Adequate	Adequate	Adequate	Adequate	Adequate	Not Applicable	No	No violation observed during this inspection.	No	No	No	No				
SDP 09-001	Brian Ranch Subdivision	<input checked="" type="checkbox"/>	11/29/2010	Monthly	Clear	Yes	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Yes	No apparent problem was noted during this inspection.	No	No	No	No	No Issue			
SDP 09-001	Brian Ranch Subdivision	<input checked="" type="checkbox"/>	12/28/2010	Monthly	Light Rain	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No apparent problems observed during this inspection.	No	No	No	No	No Issue			
SDP 09-001	Brian Ranch Subdivision	<input checked="" type="checkbox"/>	01/31/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No violations observed during this inspection. Contractor made final rock grade for the cul-de-sac and final pad grading.	No	No	No	No	No Issue			
SDP 09-001	Brian Ranch Subdivision	<input checked="" type="checkbox"/>	02/28/2011	Monthly	Clear	No	Adequate	Adequate	Needs Attention	Not Applicable	Not Applicable	Not Applicable	Yes	Building pads need to be covered (protected) since vertical construction is delayed. All pads are at final grade. Contractor waiting for sales of the units before starting building construction.	Yes	No	No	No	Need More Time	All streets were completely paved with all site development improvements complete. Contractor replaced older silt fences with newer materials.	Yes	
SDP 09-001	Brian Ranch Subdivision	<input checked="" type="checkbox"/>	03/07/2011	Follow-up	Clear	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	Corrective actions had been implemented.	No	No	No	No	Issue Resolved	Contractor placed straw wattles near building pads to provide additional protection.	Yes	
SDP 09-001	Brian Ranch Subdivision	<input checked="" type="checkbox"/>	03/31/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No problems observed during this inspection.	No	No	No	No	No Issue			
SDP 09-001	Brian Ranch Subdivision	<input checked="" type="checkbox"/>	04/29/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	The street is completely paved and the pads for the buildings are in; but no work ios being performed at this time. Contractor decided to postpone completion of building construction. Grading for building pads are completes. Pads have some natural vegetat	No	No	No	No	No Issue			
SDP 09-001	Brian Ranch Subdivision	<input checked="" type="checkbox"/>	05/31/2011	Monthly	Cloudy	Yes	Not Applicable	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection. Vegetation grown on building pads seemed to be effective in keeping dirt from being washed off.	No	No	No	No	No Issue	Grading of building pads are complete. Contractor is not working on the project (this project is inactive).		
SDP 09-001	Brian Ranch Subdivision	<input checked="" type="checkbox"/>	06/16/2011	Monthly	Clear	Yes	Not Applicable	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Yes	Site improvements are 99% complete. No issues observed during this inspection.	No	No	No	No	No Issue	Contractor is to monitor if natural vegetation on building pads are effective control measures. Most building pads are now covered with natural vegetation. This project is inactive.		
SDP 08-017	Carlos Place Subdivision	<input checked="" type="checkbox"/>	08/31/2010	Monthly	Clear	No	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Yes	Site development works just began. No violations observed during this inspection.	No	No	No	No	No Issue	Contractor just installed silt fencing and will install straw wattles next week.They were grading the lot for equipment laydown and trailer. Earth dikes will be installed in the next day or two after rough grading is complete.		
SDP 08-017	Carlos Place Subdivision	<input checked="" type="checkbox"/>	09/30/2010	Pre-Rainy	Clear	No	Adequate	Adequate	Needs Attention	Adequate	Adequate	Not Applicable	Yes	Contractor is in the process of placing fiber blankets on all bare slopes steeper than 4:1. At the time of inspection, this task is not complete yet. Contractor will complete this installation by the end of today. Baker tank is monitored regularly.	No	No	No	No	No Issue	Stabilized construction entrance temporarily removed to allow the construction of a permanent roadway.	Yes	
SDP 08-017	Carlos Place Subdivision	<input checked="" type="checkbox"/>	10/28/2010	Monthly	Clear	No	Adequate	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Yes	No violation observed during this inspection.	No	No	No	No	No Issue			
SDP 08-017	Carlos Place Subdivision	<input checked="" type="checkbox"/>	11/29/2010	Monthly	Clear	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No apparent problem was noted during this inspection.	No	No	No	No	No Issue			

Project No.	Project Name	SWPPP Project?	Date of Inspection	Inspection Type	Weather Cond.	Rainfall w/Runoff	Issues Observed During Inspection						Discharge pt free of illicit discharge?	Problem Description	Enforcement Level				Outcome	Insection Notes	Closed 10 Days?	Closed 30 Days?	
							Site Management	Sediment Control	Erosion Control	Runoff/Runoff Control	Active Treatment	Non SW Discharge			Level 1	Level 2	Level 3	Level 4					
SDP 08-017	Carlos Place Subdivision	<input checked="" type="checkbox"/>	12/28/2010	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No apparent problems observed during this inspection.	No	No	No	No	No Issue				
SDP 08-017	Carlos Place Subdivision	<input checked="" type="checkbox"/>	01/31/2011	Monthly	Clear	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	Contractor has completed most site works. They are currently working on Building no. 7.	No	No	No	No	No Issue				
SDP 08-017	Carlos Place Subdivision	<input checked="" type="checkbox"/>	02/28/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No problems noted during this inspection.	No	No	No	No	No Issue				
SDP 08-017	Carlos Place Subdivision	<input checked="" type="checkbox"/>	03/31/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection.	No	No	No	No	No Issue				
SDP 08-017	Carlos Place Subdivision	<input checked="" type="checkbox"/>	04/29/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection.	No	No	No	No	No Issue	Contractor is scheduled to install irrigation system and planting of the C3 bioswales beginning next week. The site looked to be well maintained.			
SDP 08-017	Carlos Place Subdivision	<input checked="" type="checkbox"/>	05/31/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection.	No	No	No	No	No Issue	Contractor is working on buildings only. All subdivision site improvements are complete.			
SDP 08-017	Carlos Place Subdivision	<input checked="" type="checkbox"/>	06/16/2011	Monthly	Clear	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	All subdivision site improvements are complete. No issues observed during this inspection.	No	No	No	No	No Issue	Contractor is working on buildings only.			
SDP 09-028	Centre Place	<input checked="" type="checkbox"/>	07/28/2010	Monthly	Clear	No	Needs Attention	Needs Attention	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Yes	Construction entrance rock is minimal. Evidence of mud being tracked onto the street. Substantial construction material and debris noted on-site.	Yes	No	No	No	Fixed Immediately	Contractor was informed of these deficiencies. He will bring additional rocks to fix the construction entrance.	Yes		
SDP 09-028	Centre Place	<input checked="" type="checkbox"/>	08/31/2010	Monthly	Clear	No	Adequate	Needs Attention	Needs Attention	Not Applicable	Not Applicable	Not Applicable	Yes	Contractor did not follow the approved Erosion Control plan. Only few straw wattles were installed per plan. No erosion controls were installed on bare slopes.	Yes	No	No	No	Fixed Immediately	Informed the contractor to correct these deficiencies. All corrective measures were installed by the end of the day.	Yes		
SDP 09-028	Centre Place	<input checked="" type="checkbox"/>	09/30/2010	Pre-Rainy	Clear	No	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	This project is nearing completion with site development works. No issues observed during this inspection.	No	No	No	No					
SDP 09-028	Centre Place	<input checked="" type="checkbox"/>	10/29/2010	Monthly	Cloudy	Yes	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Yes	No violations observed during this inspection	No	No	No	No	No Issue				
WO 9674	Civic Park Creekwalk	<input type="checkbox"/>	10/28/2010	Monthly	Clear	No	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	This project has an approved erosion control plan. All control measured had been installed. No problem observed.	No	No	No	No					
WO 9674	Civic Park Creekwalk	<input type="checkbox"/>	10/28/2010	Monthly	Clear	No	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	This project has an approved erosion control plan. All control measured had been installed. No problem observed.	No	No	No	No					
WO 9674	Civic Park Creekwalk	<input type="checkbox"/>	11/29/2010	Monthly	Clear	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	The landscaping works had been completed. This project is almost done. No apparent problem noted during this inspection.	No	No	No	No	No Issue				
WO 9674	Civic Park Creekwalk	<input type="checkbox"/>	11/29/2010	Monthly	Clear	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	The landscaping works had been completed. This project is almost done. No apparent problem noted during this inspection.	No	No	No	No	No Issue				
WO 9674	Civic Park Creekwalk	<input type="checkbox"/>	12/28/2010	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No apparent problem observed during this inspection.	No	No	No	No	No Issue				
WO 9674	Civic Park Creekwalk	<input type="checkbox"/>	12/28/2010	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No apparent problem observed during this inspection.	No	No	No	No	No Issue				
WO 9674	Civic Park Creekwalk	<input type="checkbox"/>	01/31/2011	Monthly	Cloudy	Yes	Not Applicable	Not Applicable	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No violations observed during this inspection. All work is complete and final erosion/sediment controls are in place.	No	No	No	No	No Issue				
WO 9674	Civic Park Creekwalk	<input type="checkbox"/>	01/31/2011	Monthly	Cloudy	Yes	Not Applicable	Not Applicable	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No violations observed during this inspection. All work is complete and final erosion/sediment controls are in place.	No	No	No	No	No Issue				
WO 9674	Civic Park Creekwalk	<input type="checkbox"/>	02/28/2011	Final	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No issues noted. This project is 100% complete.	No	No	No	No	No Issue				
WO 9674	Civic Park Creekwalk	<input type="checkbox"/>	02/28/2011	Final	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No issues noted. This project is 100% complete.	No	No	No	No	No Issue				
SDP 09-003	Cragmont SFR	<input type="checkbox"/>	07/28/2010	Monthly	Clear	No	Refer to CW Coord.	Needs Attention	Not Applicable	Not Applicable	Not Applicable	Not Applicable	No	No stabilized construction entrance. Substantial construction debris and empty containers left on-site. No erosion control measures were installed even though this project has an approved erosion control plan.	Yes	No	No	No		Informed the contractor to install the required erosion control measures.			
SDP 09-003	Cragmont SFR	<input type="checkbox"/>	08/06/2010	Follow-up	Clear	No	Needs Attention	Needs Attention	Not Applicable	Not Applicable	Not Applicable	Not Applicable	No	No construction activities occurred in the past week. This project had just changed ownership. We are waiting for information on the new contractor hired by the new owner. Construction entrance was installed. Given no construction activities, this was ad	No	No	No	No			Yes		

Project No.	Project Name	SWPPP Project?	Date of Inspection	Inspection Type	Weather Cond.	Rainfall w/Runoff	Issues Observed During Inspection					Discharge pt free of illicit discharge?	Problem Description	Enforcement Level				Outcome	Insection Notes	Closed 10 Days?	Closed 30 Days?	
							Site Management	Sediment Control	Erosion Control	Runoff/Runoff Control	Active Treatment			Non SW Discharge	Level 1	Level 2	Level 3					Level 4
SDP 09-003	Cragmont SFR	<input type="checkbox"/>	08/31/2010	Monthly	Clear	No	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	No	Installed erosion control measures were adequate since there was no construction activity at this site.	No	No	No	No				
SDP 09-003	Cragmont SFR	<input type="checkbox"/>	09/30/2010	Pre-Rainy	Clear	No	Needs Attention	Needs Attention	Refer to CW Coord.	Not Applicable	Not Applicable	Not Applicable	Yes	Referred to CW Coordinator for not having adequate erosion and sediment controls. Engineering inspector and engineering staff were not able to contact the new owner to require installation of appropriate BMPs.	Yes	No	No	No	Escalate Enforcement	This project changed ownership and contact with the new owner (Mr. Hardy) couldn't be established until Oct. 18. A Warning Notice was issued on Oct. 21 for non-compliance with its erosion control plan. Refer to Case No. CW 10-0215 for enforcement record.	No	
SDP 09-003	Cragmont SFR	<input type="checkbox"/>	10/21/2010	Follow-up	Cloudy	No	Needs Attention	Needs Attention	Needs Attention	Not Applicable	Not Applicable	Not Applicable	Yes	Staff was able to apeak with Mr. Hardy (the new project owner) by phone and outlined all required corrective actions. Deadline to install these correction was Oct. 29. A Notice to Comply was mailed to Mr. Hardy summarizing the phone conversation.	No	Yes	No	No	Need More Time	Refer to Case No. CW 10-0207 (in the CW tracking database) for details of this inspection and a copy of the Notice to Comply.	No	
SDP 09-003	Cragmont SFR	<input type="checkbox"/>	11/22/2010	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	CW Coordinator has successfully followed up to have construction debris removed from site and appropriate BMPs are in place.	No	No	No	No	No Issue			
SDP 09-003	Cragmont SFR	<input type="checkbox"/>	12/22/2010	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No violations observed during this inspection. Contractor was working on the new structure. Floor framing work started this week.	No	No	No	No	No Issue			
SDP 09-003	Cragmont SFR	<input type="checkbox"/>	02/28/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No violations observed during this inspection. Site work is complete. Structure framing is complete. Roofing is almost done.	No	No	No	No	No Issue			
SDP 09-003	Cragmont SFR	<input type="checkbox"/>	03/31/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection.	No	No	No	No	No Issue	Structure framing and roofing works are complete.		
SDP 09-003	Cragmont SFR	<input type="checkbox"/>	04/29/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection. Project appears to be abandoned.	No	No	No	No				
SDP 09-003	Cragmont SFR	<input type="checkbox"/>	05/31/2011	Final	Cloudy	Yes	Not Applicable	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	This project is complete as far as site development permit. It is no longer considered a high priority.	No	No	No	No	No Issue			
SDP 09-019	CSOD Field Maintenance Facility	<input checked="" type="checkbox"/>	07/28/2010	Monthly	Clear	No	Adequate	Adequate	Refer to CW Coord.	Not Applicable	Not Applicable	Not Applicable	No	Bare soil and slopes were not covered. Erosion controls installed were not adequate.	Yes	No	No	No		Informed contractor to cover bare slopes at the back of the yard with either plastic and hydroseeding. Refer this project to CW Coordinator because erosion controls were not adequate.		
SDP 09-019	CSOD Field Maintenance Facility	<input checked="" type="checkbox"/>	08/02/2010	Follow-up	Clear	No	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	No	Received a referral from Shawn Delaney on this project due to inappropriate and lack of erosion control measures. Had a discussion with Edgar Lopez (CCCSO) to install slope stabilization at the back of the project site.	No	No	No	No		Walked through the project with Edgar Lopez (CCCSO) and noted the corrected measures.	Yes	
SDP 09-019	CSOD Field Maintenance Facility	<input checked="" type="checkbox"/>	08/31/2010	Monthly	Clear	No	Adequate	Needs Attention	Needs Attention	Not Applicable	Not Applicable	Not Applicable	No	Other than inlet protection, sediment control measures (silt fences) were not installed. Contractor moved some fences to allow works but did not place them back. Stockpiles were not covered.	Yes	No	No	No		Contractor was actively excavating and moving dirt around. Silt fences were placed back. Some inactive stockpiles were protected with straw wattles at the end of the day.	Yes	
SDP 09-019	CSOD Field Maintenance Facility	<input checked="" type="checkbox"/>	09/03/2010	Follow-up	Clear	No	Adequate	Needs Attention	Needs Attention	Not Applicable	Not Applicable	Not Applicable	No	Inspected the site with S. Delaney to discuss lack and inadequate erosion controls (lack of straw wattles around bioswales). Filter fabrics need to be cleaned out. Contractor was not following approved Erosion Control plans.	Yes	No	No	No		Discuss with Edgar to install additional straw wattles along perimeter adjacent to bioswales. Contractor made correction at the end of the business.	Yes	
SDP 09-019	CSOD Field Maintenance Facility	<input checked="" type="checkbox"/>	09/30/2010	Pre-Rainy	Clear	No	Adequate	Adequate	Needs Attention	Not Applicable	Not Applicable	Not Applicable	Yes	Noted eastern inactive site area was unprotected. Informed the contractor to cover the stockpiles and place berm around it.	Yes	No	No	No	Fixed Immediately	Contractor covered stockpiles with plastic and installed straw wattles around the piles at the end of the business day today.	Yes	
SDP 09-019	CSOD Field Maintenance Facility	<input checked="" type="checkbox"/>	10/29/2010	Monthly	Cloudy	Yes	Adequate	Needs Attention	Needs Attention	Not Applicable	Not Applicable	Not Applicable	Yes	Silt fencing at upper slopes was noted to have soil beginning to stack and consolidate at base of fence. Straw wattles were not properly installed. Some bare slopes were noted to have minimum coverage of hydroseeding.	Yes	No	No	No	Issue Resolved	Contractor removed built-up soil behind the silt fencing and re-install straw wattles, which were now staked down. Since hydroseeding couldn't be scheduled until next month, contractor installed jute netting on these exposed areas.	Yes	
SDP 09-019	CSOD Field Maintenance Facility	<input checked="" type="checkbox"/>	11/22/2010	Monthly	Cloudy	Yes	Adequate	Refer to CW Coord.	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	During the inspection, contractor was observed of discharging ponding water from the upper yard to a storm drain inlet. They used minimal filtering system (sedimentation bag) wrapped around the	No	No	No	No				
SDP 09-019	CSOD Field Maintenance Facility	<input checked="" type="checkbox"/>	12/22/2010	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No violations observed during this inspection.	No	No	No	No	No Issue	Inspected wall forms adjacent to site concrete stairs. Issued after-hours permit for construction activities next week.		
SDP 09-019	CSOD Field Maintenance Facility	<input checked="" type="checkbox"/>	02/28/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No violations observed during this inspection. Contractor requested an inspection for curb and gutter forms on the parking lot.	No	No	No	No	No Issue			

Project No.	Project Name	SWPPP Project?	Date of Inspection	Inspection Type	Weather Cond.	Rainfall w/Runoff	Issues Observed During Inspection					Discharge pt free of illicit discharge?	Problem Description	Enforcement Level				Outcome	Insection Notes	Closed 10 Days?	Closed 30 Days?	
							Site Management	Sediment Control	Erosion Control	Runoff/Runoff Control	Active Treatment			Non SW Discharge	Level 1	Level 2	Level 3					Level 4
SDP 09-019	CSOD Field Maintenance Facility	<input checked="" type="checkbox"/>	03/31/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection.	No	No	No	No	No Issue	Work continues on building construction.		
SDP 09-019	CSOD Field Maintenance Facility	<input checked="" type="checkbox"/>	04/29/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection.	No	No	No	No	No Issue	Work started on new granite (pre-fab sheets and coners) facing panels along Main Street frontage.		
SDP 09-019	CSOD Field Maintenance Facility	<input checked="" type="checkbox"/>	05/31/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection.	No	No	No	No	No Issue	Contractor worked on building construction. Inspected forms and rebar for fuel tank pad and curb.		
SDP 09-019	CSOD Field Maintenance Facility	<input checked="" type="checkbox"/>	06/28/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection.	No	No	No	No	No Issue	Work initiated on placement of underdrain rock in upper parking lot for pervious concrete placement.		
B 081330	Fresh & Easy Grocery	<input type="checkbox"/>	12/13/2010	Callout	Clear	No	Needs Attention	Needs Attention	Needs Attention	Needs Attention	Not Applicable	Needs Attention	No	Received a referral from a Regional Board staff based on a site visit dated 12/10/2010. A separate report filed in commercial inspection tracking database (Case No. 10-0221). Violations noted in the report included sediment entering storm drain and expose	No	Yes	No	No	Need More Time	Inspected the site and observed additional violations (in addition to those noted in the report) as follows: sediment accumulated in rear parking lot and a small equipment (bob cat) continued to move dirt from the building to the parking lot. Issued a Sto	Yes	
B 081330	Fresh & Easy Grocery	<input type="checkbox"/>	12/15/2010	Follow-up	Cloudy	No	Adequate	Adequate	Adequate	Adequate	Adequate	Adequate	Yes	Contractor cleaned up the site and installed double protection around storm drain inlets (gravel bags and filter fabrics). Stockpiled materials were covered with plastic tarp. Rear parking lot was swept.	No	No	No	No	Issue Resolved	Met with the project superintendent to go over pre-rainy preparations (rain was forecasted within 24-hrs).	Yes	
B 081330	Fresh & Easy Grocery	<input type="checkbox"/>	12/20/2010	Follow-up	Light Rain	Yes	Adequate	Adequate	Adequate	Needs Attention	Not Applicable	Needs Attention	No	M. Hawthorne inspected the site the day after heavy rain events and noticed that filter fabrics had been removed from the catch basin inlets. Only gravel bags remaining as an inlet protection. Contractor was observed pouring concrete for the new transform	No	No	Yes	No	Escalate Enforcement	Issued an administrative penalties for the second violations committed within 1 week. Contractor was told to install missing sediment bag in catch basin and to sweep the area. Stockpiled materials had to be covered by plastic tarp. Administrative penaltie	Yes	
B 081330	Fresh & Easy Grocery	<input type="checkbox"/>	12/22/2010	Follow-up	Light Rain	Yes	Adequate	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Yes	No issues were observed during this inspection. M. Hawthorne verified that required corrections had been made. This project was in building construction stage. All earth moving and concrete activities had been completed.	No	No	No	No	Issue Resolved	Case CW No. 10-0221 was closed because all required corrective actions had been installed and verified. However the contractor challenged the administrative penalties imposed upon them. Staff informed them of the appeal process.	Yes	
SDP 07-007	Ingraham-Julius New SFR	<input type="checkbox"/>	07/28/2010	Monthly	Clear	No	Needs Attention	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	Minor construction-related open waste piles were observed. No dumpster provided on-site.	Yes	No	No	No	Need More Time	Bring dumpster on-site and consolidate construction waste.	Yes	
SDP 07-007	Ingraham-Julius New SFR	<input type="checkbox"/>	08/03/2010	Follow-up	Clear	No	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	Deficiencies noted on prior inspection had been corrected.	No	No	No	No	Issue Resolved	Contractor cleaned up the site. Debris had been hauled away. Dumpster and recycling bin were available on-site.	Yes	
SDP 07-007	Ingraham-Julius New SFR	<input type="checkbox"/>	08/31/2010	Monthly	Clear	No	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No violation observed during this inspection.	No	No	No	No	No Issue	Contractor is getting ready to start grading. Reminded superintendent to submit an erosion control plan to CW Coordinator for review and approval.		
SDP 07-007	Ingraham-Julius New SFR	<input type="checkbox"/>	09/30/2010	Pre-Rainy	Clear	No	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No violations observed during this inspection.	No	No	No	No	No Issue			
SDP 07-007	Ingraham-Julius New SFR	<input type="checkbox"/>	10/29/2010	Monthly	Cloudy	Yes	Adequate	Needs Attention	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	The lower catch basin at the private driveway was not protected.	Yes	No	No	No	Fixed Immediately	Contractor placed filter fabric over the inlet and gravel bags around the inlets once told to correct the problem.	Yes	
SDP 07-007	Ingraham-Julius New SFR	<input type="checkbox"/>	11/23/2010	Follow-up	Cloudy	Yes	Not Applicable	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	Spoke with contractor to discuss modification to the erosion and sediment control measures. Changes to the plan were approved and all control measures were installed at the end of the business day. Project superintendent will revise the Erosion Control pl	No	No	No	No	Issue Resolved	Staff received a copy of the revised Erosion Control plan. All control measures had been installed by the contractor.	Yes	
SDP 07-007	Ingraham-Julius New SFR	<input type="checkbox"/>	11/23/2010	Monthly	Cloudy	Yes	Not Applicable	Refer to CW Coord.	Refer to CW Coord.	Not Applicable	Not Applicable	Not Applicable	Yes	Erosion control measures installed were not per approved Plan. Contractor made modification to the field. Some areas are lacking adequate control measures. Refer the case to Stormwater Program coordinator.	Yes	No	No	No	Need More Time	Refer this case to the City's Stormwater Program Coordinator to follow-up.	Yes	
SDP 07-007	Ingraham-Julius New SFR	<input type="checkbox"/>	12/22/2010	Monthly	Cloudy	Yes	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Yes	No violations observed during this inspection. Contactor installed additional erosion control measures in place on driveway.	No	No	No	No	No Issue			
SDP 07-007	Ingraham-Julius New SFR	<input type="checkbox"/>	02/28/2011	Final	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No violations observed during this inspection. Most site works are complete. Inspected curb forms and rebar placement for the driveway. This is final inspection for the site development permit.	No	No	No	No	No Issue	Inspected upper retaining wall extension footing. Noted drainage details were modified by contractor requiring City approval.		
SDP 08-012	John Muir Medical Center Stages 5 & 6	<input checked="" type="checkbox"/>	07/29/2010	Monthly	Clear	No	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Not Applicable	No	No violation observed during this inspection.	No	No	No	No	No Issue			

Project No.	Project Name	SWPPP Project?	Date of Inspection	Inspection Type	Weather Cond.	Rainfall w/Runoff	Issues Observed During Inspection					Discharge pt free of illicit discharge?	Problem Description	Enforcement Level				Outcome	Insection Notes	Closed 10 Days?	Closed 30 Days?	
							Site Management	Sediment Control	Erosion Control	Runoff/Runoff Control	Active Treatment			Non SW Discharge	Level 1	Level 2	Level 3					Level 4
SDP 08-012	John Muir Medical Center Stages 5 & 6	<input checked="" type="checkbox"/>	08/31/2010	Monthly	Clear	No	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	No	No violations observed during this inspection.	No	No	No	No				
SDP 08-012	John Muir Medical Center Stages 5 & 6	<input checked="" type="checkbox"/>	09/27/2010	Pre-Rainy	Clear	No	Needs Attention	Needs Attention	Needs Attention	Not Applicable	Not Applicable	Not Applicable	Yes	A revised (phase-appropriate) erosion control plan needs to be submitted to the City for review. Construction entrances need to be restabilized. All construction materials need to be stored off the ground and covered. Perimeter sediment control BMPs not i	Yes	No	No	No	Fixed Immediately	Contractor completed putting additional rock for construction entrance. Filter fabrics were checked and replaced. Storm drain inlets were cleaned from debris. Extra plastic and straw wattles available on site.	Yes	
SDP 08-012	John Muir Medical Center Stages 5 & 6	<input checked="" type="checkbox"/>	10/28/2010	Monthly	Cloudy	Yes	Not Applicable	Adequate	Adequate	Adequate	Adequate	Not Applicable	Yes	No apparent problems noted during this inspection.	No	No	No	No	No Issue	Work in progress paving parking lot is about 95% complete. Storm drain inlets were protected. Inlets onsite are in placed and monitored by Clark Construction. Onsite landscaping is in progress; however in the event of rain, stockpiled soil and perimeter		
SDP 08-012	John Muir Medical Center Stages 5 & 6	<input checked="" type="checkbox"/>	11/30/2010	Monthly	Cloudy	Yes	Not Applicable	Not Applicable	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	This project is almost complete. Contractor is installing final landscapes. No apparent problems observed during this inspection.	No	No	No	No	No Issue			
SDP 08-012	John Muir Medical Center Stages 5 & 6	<input checked="" type="checkbox"/>	12/30/2010	Monthly	Cloudy	Yes	Not Applicable	Not Applicable	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No violations observed during this inspection. Contractor was denied working on holiday.	No	No	No	No	No Issue	No inspection was requested. Contractor was working on punch list items. Furnitures were moving into the building.		
SDP 08-012	John Muir Medical Center Stages 5 & 6	<input checked="" type="checkbox"/>	01/31/2011	Monthly	Cloudy	Yes	Not Applicable	Not Applicable	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	This project is almost complete. No issues observed during this inspection.	No	No	No	No	No Issue	Contractor put final landscaping.		
SDP 08-012	John Muir Medical Center Stages 5 & 6	<input checked="" type="checkbox"/>	02/28/2011	Final	Cloudy	Yes	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Yes	This project is complete and requires no inspection.	No	No	No	No	No Issue			
SDP 09-012	Kevin's Noodle House	<input type="checkbox"/>	02/28/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Yes	No issues were noted during this inspection.	No	No	No	No	No Issue	Contractor just started the rough grading.		
SDP 09-012	Kevin's Noodle House	<input type="checkbox"/>	03/31/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection.	No	No	No	No	No Issue	Contractor worked on footing excavation. All control measures looked to be well maintained on-site.		
SDP 09-012	Kevin's Noodle House	<input type="checkbox"/>	04/29/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection.	No	No	No	No	No Issue	Met with contractor to discuss requirements for new sewer lateral tie-in in the parking lane on Main Street. Building framing started this week. Erosion and sediment control measures were in place.		
SDP 09-012	Kevin's Noodle House	<input type="checkbox"/>	05/31/2011	Final	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	This project is complete as far as site improvements and is no longer considered a high priority project.	No	No	No	No	No Issue			
SDP 10-001	Neiman Marcus	<input checked="" type="checkbox"/>	07/28/2010	Monthly	Clear	No	Adequate	Adequate	Not Applicable	Not Applicable	Adequate	Not Applicable	No		No	No	No	No	No Issue	This project has a baker tank to treat pumped groundwater prior to discharging it to the storm drain system.		
SDP 10-001	Neiman Marcus	<input checked="" type="checkbox"/>	08/31/2010	Monthly	Clear	No	Adequate	Adequate	Needs Attention	Not Applicable	Not Applicable	Not Applicable	No	Stockpiled dirt was not covered. Contractor continued to dig for foundation and piers.	Yes	No	No	No	No Issue	Informed the contractor to cover the piles. Straw wattles were placed surrounding the biggest stockpile. One of the stockpiles was actively worked on.	Yes	
SDP 10-001	Neiman Marcus	<input checked="" type="checkbox"/>	09/30/2010	Pre-Rainy	Clear	No	Needs Attention	Needs Attention	Needs Attention	Not Applicable	Not Applicable	Not Applicable	Yes	A revised (phase-appropriate) erosion control plan needs to be submitted to the City for review. Construction entrances need to be restabilized. All construction materials need to be stored off the ground and covered. Perimeter sediment control BMPs not i	Yes	No	No	No	Need More Time	All concrete washout will be done off-site. Walked through the site with contractor to identify what needs to be done when rain is forecasted. All stockpiles that are not active for 2 weeks or prior to a rain event must be covered. Contractor will contact	Yes	
SDP 10-001	Neiman Marcus	<input checked="" type="checkbox"/>	10/22/2010	Monthly	Cloudy	Yes	Adequate	Needs Attention	Not Applicable	Needs Attention	Adequate	Not Applicable	Yes	Water Board staff sent a referral to inspect this project. During inspection, staff saw that contractor hadn't covered inactive stockpiles (eventhough rain is forecasted soon). No perimeter control installed and construction entrance was inadequate. Evide	Yes	No	No	No	Issue Resolved	Issued a Warning Notice (refer to case CW 10-0209) for correspondence and photos. City Inspector (S. Delaney) met with contractor to direct corrective action. All corrective actions were installed on 10/23. Contractor prepared a written response and docum	Yes	
SDP 10-001	Neiman Marcus	<input checked="" type="checkbox"/>	11/30/2010	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Adequate	Not Applicable	Yes	Contractor continued to maintain the site after received a Warning Notice from the City last month. No apparent problem was noted during this inspection.	No	No	No	No	No Issue	Contractor checked and maintained the site and control measures regularly. Construction entrance was re-rocked this morning.		
SDP 10-001	Neiman Marcus	<input checked="" type="checkbox"/>	12/22/2010	Monthly	Cloudy	Yes	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Yes	No violations observed during this inspection. Contractor worked on erecting steel beams and constructed trash enclosure.	No	No	No	No	No Issue			
SDP 10-001	Neiman Marcus	<input checked="" type="checkbox"/>	01/31/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No issues were observed during this inspection.	No	No	No	No	No Issue	Work continues on steel erection. Miscellaneous lane closure for deliveries and form works erection on Mt. Diablo.		

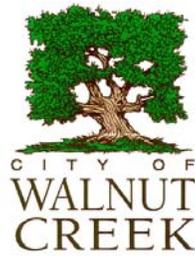
Project No.	Project Name	SWPPP Project?	Date of Inspection	Inspection Type	Weather Cond.	Rainfall w/Runoff	Issues Observed During Inspection					Discharge pt free of illicit discharge?	Problem Description	Enforcement Level				Outcome	Insection Notes	Closed 10 Days?	Closed 30 Days?	
							Site Management	Sediment Control	Erosion Control	Runoff/Runoff Control	Active Treatment			Non SW Discharge	Level 1	Level 2	Level 3					Level 4
SDP 10-001	Neiman Marcus	<input checked="" type="checkbox"/>	02/28/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection.	No	No	No	No	No Issue	Work continues on multiple concrete pours and gunite placement. Work continues with Main Street and Mt. Diablo road closures utilized for staging and deliveries. Contractor initiated work on-site storm drain filter box assemblies.		
SDP 10-001	Neiman Marcus	<input checked="" type="checkbox"/>	03/31/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Yes	No violations observed during this inspection.	No	No	No	No	No Issue	On-site storm drain system was completed and backfilled.		
SDP 10-001	Neiman Marcus	<input checked="" type="checkbox"/>	04/29/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection.	No	No	No	No	No Issue	Met with contractor to discuss phasing of new curb and gutter paving for Main Street frontage.		
SDP 10-001	Neiman Marcus	<input checked="" type="checkbox"/>	05/31/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection.	No	No	No	No	No Issue	Work continues on building construction. Preliminary plans submitted for Main Street frontage improvements. Contractor started demo of existing curb and gutter on Main Street.		
SDP 10-001	Neiman Marcus	<input checked="" type="checkbox"/>	06/28/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection.	No	No	No	No	No Issue	Contractor performed grind and re-pave overlay on Main Street.		
SDP 09-014	Rossmoor Creekside Clubhouse	<input checked="" type="checkbox"/>	07/30/2010	Monthly	Clear	No	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Not Applicable	No		No	No	No	No				
SDP 09-014	Rossmoor Creekside Clubhouse	<input checked="" type="checkbox"/>	08/31/2010	Monthly	Clear	No	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	No	No violations observed during this inspection.	No	No	No	No				
SDP 09-014	Rossmoor Creekside Clubhouse	<input checked="" type="checkbox"/>	09/30/2010	Pre-Rainy	Clear	No	Needs Attention	Needs Attention	Needs Attention	Not Applicable	Not Applicable	Not Applicable	Yes	Rock entrance not installed. Contractor requested to install rock entrance until Oct. 25 was denied. This entrance must be installed within 2 days. Silt fencing along temporary trailers not installed. Proposed sod or grass seed along golf course property	Yes	No	No	No	Need More Time	Contractor must installed construction entrance and landscaping materials within 3 days. Contractor has the necessary materials and labor to do the tasks.	Yes	
SDP 09-014	Rossmoor Creekside Clubhouse	<input checked="" type="checkbox"/>	10/02/2010	Follow-up	Clear	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	No	Contractor finished installing construction entrance and silt fencing along temporary trailers. No violations observed during this inspection.	No	No	No	No	Issue Resolved		Yes	
SDP 09-014	Rossmoor Creekside Clubhouse	<input checked="" type="checkbox"/>	10/28/2010	Monthly	Clear	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No apparent problems noted during this inspection.	No	No	No	No	No Issue	Erosion control from last rainfall was handled well. Grass seed germinated well along golf course. Construction rock entrance was maintained. The site had been paved. Basins in high traffic areas were protected. Landscape is about 90% complete. Some plant		
SDP 09-014	Rossmoor Creekside Clubhouse	<input checked="" type="checkbox"/>	11/29/2010	Monthly	Cloudy	Yes	Needs Attention	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Yes	Contractor working mostly on Building C weekly clean-up. Maintaining rock entrance on Stanley Dollar is their biggest challenge. No mud was tracked onto street.	Yes	No	No	No	Fixed Immediately	Retention basin appears to be working per design. However, sod grass is still pending. All stockpiles are being used and covered prior to rain events.	Yes	
SDP 09-014	Rossmoor Creekside Clubhouse	<input checked="" type="checkbox"/>	12/12/2010	Monthly	Cloudy	Yes	Adequate	Not Applicable	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No violations observed during this inspection. Contractor was working mostly on buildings. They continue to monitor and maintain the rock construction entrance, which was their biggest challenge.	No	No	No	No	No Issue	Retention basin appears to be working per design. All stockpiles are being used and covered prior to a rain event. Erosion/sediment control measures were available on site.		
SDP 09-014	Rossmoor Creekside Clubhouse	<input checked="" type="checkbox"/>	01/31/2011	Monthly	Cloudy	Yes	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Yes	Most site works had been completed. Contractor removed stockpiled materials. No issues observed during this inspection.	No	No	No	No	No Issue	Temporary pro shop trailer had been removed. Contractor was finishing improvements along retention basins. They were working on landscaping on the north east of the project..		
SDP 09-014	Rossmoor Creekside Clubhouse	<input checked="" type="checkbox"/>	02/28/2011	Final	Cloudy	Yes	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Yes	This project is complete and requires no inspection.	No	No	No	No	No Issue			
SDP 10-013	Walden Park Subdivision	<input checked="" type="checkbox"/>	11/29/2010	Monthly	Clear	Yes	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Yes	This project just began clearing and grubbing. No apparent problem was noted during this inspection.	No	No	No	No	No Issue			
SDP 10-013	Walden Park Subdivision	<input checked="" type="checkbox"/>	12/28/2010	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No apparent problems observed during this inspection.	No	No	No	No	No Issue			
SDP 10-013	Walden Park Subdivision	<input checked="" type="checkbox"/>	01/31/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No violations observed during this inspection. Contractor saw cut on Oak Road for water service. They began installing sewer main on-site.	No	No	No	No	No Issue			
SDP 10-013	Walden Park Subdivision	<input checked="" type="checkbox"/>	02/28/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No issues noted during this inspection. Contractor has updated the erosion control plans to be phased appropriate.	No	No	No	No	No Issue			

Project No.	Project Name	SWPPP Project?	Date of Inspection	Inspection Type	Weather Cond.	Rainfall w/Runoff	Issues Observed During Inspection					Discharge pt free of illicit discharge?	Problem Description	Enforcement Level				Outcome	Insection Notes	Closed 10 Days?	Closed 30 Days?	
							Site Management	Sediment Control	Erosion Control	Runoff/Runoff Control	Active Treatment			Non SW Discharge	Level 1	Level 2	Level 3					Level 4
SDP 10-013	Walden Park Subdivision	<input checked="" type="checkbox"/>	03/02/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Adequate	Adequate	Not Applicable	No	No violation observed at this time.	No	No	No	No	Checked SWPPP binder and noted inspection logs were updated. Received a copy of the Rain Event Action Plan prepared in anticipation of the weekend rain events.			
SDP 10-013	Walden Park Subdivision	<input checked="" type="checkbox"/>	03/18/2011	Follow-up	Rain	Yes	Adequate	Adequate	Adequate	Adequate	Adequate	Not Applicable	No	Past rain events and today's rain had caused a lot of ponding on-site. Contractor closely monitored the site because the ponding water is almost reach the detention basin capacity. Water had been pumped to Baker tank. Contractor is waiting until particula	No	No	No	No	Contractor had taken 2 samples and testing. Current result of testing was at 1,000 NTU. Will monitor Baker tank and take additional testing until it satisfies SWPPP permit requirement. Contractor will contact City prior to discharge to storm drain. Inform			
SDP 10-013	Walden Park Subdivision	<input checked="" type="checkbox"/>	03/23/2011	Follow-up	Clear	Yes	Adequate	Needs Attention	Adequate	Adequate	Adequate	Not Applicable	Yes	Baker tank is at full capacity and recent testing showed turbidity at 650 NTU. Detention basin is at full capacity and (storm drain) trenches is about 1/2 full of ponding water. The site currently is holding ponding water on-site. With forecasted rain eve	Yes	No	No	No	Contractor was once again reminded about pulling a special permit to discharge to sanitary sewer or to obtain other quick method to reduce ponding water on-site (ie. trucking water off-site). CW Coordinator sent email to contractor outlining deficiencies			
SDP 10-013	Walden Park Subdivision	<input checked="" type="checkbox"/>	04/29/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection. All off-site discharge is now complete. There is remaining water insite the 42" RCP (this is not connected to storm drain yet).	No	No	No	No	No Issue			
SDP 10-013	Walden Park Subdivision	<input checked="" type="checkbox"/>	05/31/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection.	No	No	No	No	Contractor is working on site hardscape (paving, curb, gutter). Contractor continued installation of domestic water system and joint trenches.			
SDP 10-013	Walden Park Subdivision	<input checked="" type="checkbox"/>	06/16/2011	Monthly	Clear	Yes	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection.	No	No	No	No	Sub-contractor continued making rock grade for on-site streets. They performed the demo and made rock grade for the remaining portion of southwest curb and gutter along Oak Road. Landscaper began installation of the C3 bioswale sub-drains.			
SDP 10-014	Walnut Creek Volkswagen	<input checked="" type="checkbox"/>	02/07/2011	Follow-up	Clear	No	Not Applicable	Needs Attention	Needs Attention	Not Applicable	Not Applicable	Not Applicable	Yes	With Scott Wikstrom, I met with the project manager, superintendent and project engineer to go over existing erosion control plan, which was inadequate (the plan was not reflective of planned construction activities).	Yes	No	No	No	Need More Time	Project engineer (QSD) would revise the plan and submit 3 copies to the City for review and approval. Shawn Delaney and I have issued several warning notices to project team to update the plan and didn't get any response. Contractor was given a 7-day dead	No	Yes
SDP 10-014	Walnut Creek Volkswagen	<input checked="" type="checkbox"/>	02/16/2011	Follow-up	Clear	No	Not Applicable	Needs Attention	Needs Attention	Not Applicable	Not Applicable	Not Applicable	Yes	Until today, I haven't received the revised erosion control plans from the project team. I issued a written Notice of Violation (sent via email) to the contractor with today deadline for submitting a revised EC plan. In the email, I put them on notice tha	No	Yes	No	No	Escalate Enforcement	Project team had not been responsive to City's correspondence. In addition to the general contractor, I sent a copy of the written Notice to project owner (Walnut Creek Volkswagen).	No	Yes
SDP 10-014	Walnut Creek Volkswagen	<input checked="" type="checkbox"/>	02/17/2011	Follow-up	Cloudy	Yes	Not Applicable	Needs Attention	Needs Attention	Not Applicable	Not Applicable	Not Applicable	Yes	The General Contractor was given a Written Notice (sent via email) to submit a revised Erosion Control plan by the end of Feb. 16. I still haven't received any updated plan for this project. I issued a Stop Work Order today. All construction activities mu	No	Yes	No	No	Escalate Enforcement	Shawn Delaney delivered the Stop Work Order today at 8:15 am. All construction activities ceased. Project Manager contacted me to inform that updated EC plans would be delivered tomorrow.	Yes	Yes
SDP 10-014	Walnut Creek Volkswagen	<input checked="" type="checkbox"/>	02/22/2011	Follow-up	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	I met with the project superintendent to inspect the project site. All control measures had been installed per plan. No issues were observed during this inspection.	No	No	No	No	Issue Resolved	The contractor submitted a revised Erosion Control plan on Feb. 18 but it didn't get reviewed and approved by the City until Feb. 22.	No	Yes
SDP 10-014	Walnut Creek Volkswagen	<input checked="" type="checkbox"/>	02/28/2011	Monthly	Cloudy	Yes	Adequate	Needs Attention	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	Contractor used existing asphalt as construction entrance. They kept paved areas as much as possible to minimize dirt being tracked throughout the project site. Area adjacent to Central Avenue (corner of Main Street) was uncovered and unprotected.	Yes	No	No	No	Fixed Immediately	The contractor immediately installed straw wattles to prevent dirt from getting into the street at the corner of Central Avenue and Main Street. Contractor is ordering additional materials (straw wattles) for the project.	Yes	Yes
SDP 10-014	Walnut Creek Volkswagen	<input checked="" type="checkbox"/>	03/01/2011	Follow-up	Cloudy	Yes	Adequate	Needs Attention	Needs Attention	Not Applicable	Not Applicable	Not Applicable	Yes	Concurred with our inspector that the project didn't have adequate erosion/sediment control and the erosion control plan was not updated according to the actual works.	Yes	No	No	No	Need More Time	Went over the erosion control plan with project superintendent and identified required updates. Scheduled an on-site meeting with project engineer and gave deadline for submittal of a revised erosion control plan.	No	Yes
SDP 10-014	Walnut Creek Volkswagen	<input checked="" type="checkbox"/>	03/31/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection. Site demo resumed after the stop work order was lifted.	No	No	No	No	No Issue	Erosion and sediment control measures were in place.		
SDP 10-014	Walnut Creek Volkswagen	<input checked="" type="checkbox"/>	04/29/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection.	No	No	No	No	No Issue	Contractor installed additional straw wattles along project perimeters and around stockpiled materials. Grading work continued.		

Project No.	Project Name	SWPPP Project?	Date of Inspection	Inspection Type	Weather Cond.	Rainfall w/Runoff	Issues Observed During Inspection					Discharge pt free of illicit discharge?	Problem Description	Enforcement Level				Outcome	Insection Notes	Closed 10 Days?	Closed 30 Days?	
							Site Management	Sediment Control	Erosion Control	Runoff/Runoff Control	Active Treatment			Non SW Discharge	Level 1	Level 2	Level 3					Level 4
SDP 10-014	Walnut Creek Volkswagen	<input checked="" type="checkbox"/>	05/31/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection.	No	No	No	No	No Issue	On-site grading work continued. Contractor completed work for 12" storm drain tie-in and stub to property line.		
SDP 10-014	Walnut Creek Volkswagen	<input checked="" type="checkbox"/>	06/16/2011	Monthly	Cloudy	Yes	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	No issues observed during this inspection.	No	No	No	No	No Issue	Second section of north retaining wall block and rebar completed and poured.		
WO 9689	Ygnacio Valley Retaining Wall & Sidewalk	<input type="checkbox"/>	09/08/2010	Monthly	Clear	No	Needs Attention	Refer to CW Coord.	Refer to CW Coord.	Not Applicable	Not Applicable	Not Applicable	No	No construction entrance established. There was no storing of materials onsite at this time. All storm drain inlets were protected but there was no sediment control in place. At a minimum, perimeter silt fencing was installed along the project boundary.	Yes	No	No	No	No Issue	The entire site was graded at this time. There needs to be an agreement with contractor on how long it would take to install erosion/sediment BMPs prior to a rain event since this is a hillside project. Refer this case to Alex Wong and Clean Water Coordin		
WO 9689	Ygnacio Valley Retaining Wall & Sidewalk	<input type="checkbox"/>	09/13/2010	Follow-up	Clear	No	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	No	Received from the contractor a revised Erosion control plan. Contractor was given 2 days to obtain the materials and install the control measures per approved plan.	No	No	No	No	No Issue	CW Coordinator, City engineering staff and contractor walked over the job site and discussed items needed to be installed immediately. Construction entrance was to be maintained daily. Reviewed the project timeline and made changes to allow for hydroseedi	Yes	
WO 9689	Ygnacio Valley Retaining Wall & Sidewalk	<input type="checkbox"/>	10/28/2010	Monthly	Clear	No	Adequate	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	No	All control measured had been installed. Contractor just completed hydroseeding the slopes. No violations observed during this inspection.	No	No	No	No	No Issue			
WO 9689	Ygnacio Valley Retaining Wall & Sidewalk	<input type="checkbox"/>	11/29/2010	Monthly	Clear	Yes	Not Applicable	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	This project is 95% complete. All final erosion control, not including final hydroseeding, is in place. No apparent problem was noted during this inspection.	No	No	No	No	No Issue	The contractor will apply hydroseeding on the remaining slopes after first week in January. In the meantime, slopes are protected with jute netting and straw wattles.		
WO 9689	Ygnacio Valley Retaining Wall & Sidewalk	<input type="checkbox"/>	12/28/2010	Monthly	Cloudy	Yes	Not Applicable	Adequate	Adequate	Not Applicable	Not Applicable	Not Applicable	Yes	Wattles are in place for the final sediment control. Project is 100% complete. Contractor is working on the final checklist.	No	No	No	No	No Issue			
WO 9689	Ygnacio Valley Retaining Wall & Sidewalk	<input type="checkbox"/>	01/31/2011	Final	Cloudy	Yes	Not Applicable	Adequate	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Yes	No violations were observed during this inspection. All work is done. Final erosion and sediment control measures are in place.	No	No	No	No	No Issue			

**INSPECTION SUMMARY**

Inspections of High-Priority Projects		Stormwater Violations Observed During Inspections		Illicit Discharge (Actual and Potential)		Enforcement Actions	
Pre-Rainy Inspections	9	Site Management	20	Illicit Discharge (actual and potential)	29	Level 1	38
Monthly Inspections	121	Sediment Control	35			Level 2	4
Follow-up Inspections	25	Erosion Control	31			Level 3	1
Callout Inspections	1	Runoff/Runon Control	3			Level 4	0
Final Inspections	11	Active Treatment Systems	0				
		Non-stormwater Discharge	2				
<b>Total Inspections</b>	<b>167</b>	<b>Total Stormwater Violations Observed</b>	<b>91</b>	<b>Total Illicit Discharge (Actual and Potential)</b>	<b>29</b>	<b>Total Enforcement Actions</b>	<b>43</b>



# CONSTRUCTION SITE STORMWATER QUALITY INSPECTION MANUAL

Updated: September 2010

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## LIST OF ATTACHMENTS

- A. NPDES Construction Inspection Report
- B. Minimum Erosion / Sediment Control Guidelines
- C. Excerpt Provision C.6 of Municipal Regional Stormwater NPDES Permit (MRP)
- D. Enforcement Response Plan (ERP)

## 1. INTRODUCTION

### 1.1 Purpose and Scope

This Construction Site Stormwater Quality Inspection Manual was prepared for the City of Walnut Creek's staff involved with the management and inspection of construction projects.

The manual provides guidance and tools for complying with:

- Provision C.6 (Construction Site Control) of the Municipal Regional Stormwater NPDES Permit (City's NPDES Permit No. R2-2009-0074), and
- State General Permit for stormwater discharges associated with construction and land disturbance (NPDES Permit No. CAS00002).

Construction site inspections are critical for ensuring that stormwater quality control measures or Best Management Practices (BMPs) are properly installed and effectively working. BMPs are used throughout the construction phase of development including grading, infrastructure improvements (i.e., roads, drainage, utilities, etc.), and building activities. The Regional Water Quality Control Board may impose a mandatory minimum penalty of \$3,000 for each non-serious NPDES violation up to \$10,000 per day for a more serious violation plus \$10 per gallon for sediment-laden runoff from construction sites.

Engineering staff needs to be familiar with the State's General Construction Permit, the City's NPDES Permit, and the City's Stormwater Ordinance. Staff needs to be able to suggest possible solutions and resources to construction operators for addressing problems in the field.

Proper documentation is an essential responsibility of the inspector and Clean Water staff. This manual includes documentation that must be maintained throughout the construction phases.

### 1.2 Municipal Regional Stormwater NPDES Permit (MRP)

The San Francisco Bay Regional Water Quality Control Board adopted the Municipal Regional Stormwater NPDES Permit (MRP) on October 14, 2009 (NPDES Permit No. CAS612008). The MRP covers stormwater discharges from municipalities and local agencies in four counties (Alameda, Contra Costa, Santa Clara, and San Mateo), and the cities of Fairfield, Suisun City, and Vallejo - all previously regulated by individual permits.

Provision C.6 of the MRP addresses construction site control. (See Attachment C for excerpt of MRP.) Each municipality must implement an inspection program with follow-up and enforcement consistent with its Enforcement Response Plan (ERP) to prevent discharge of pollutants from construction sites that impact the receiving waters. (Refer to Attachment D for the ERP.)

#### 1.2.1 Best Management Practices Categories

All construction sites must have site-specific, and seasonally and phase-appropriate, effective BMPs in the following categories:

- Erosion control
- Run-on and run-off control
- Sediment control
- Active treatment systems (as necessary)
- Good site management
- Non-stormwater management

### 1.2.2 Plan Approval Process

- Most projects with active grading must obtain a City Site Development Permit.
- A project that disturbs over one acre of land must obtain coverage under the State General NPDES Permit. (See Section 1.3 below.) A copy of the project's Storm Water Pollution Prevention Plan (SWPPP) must be available on-site. The document must contain a copy of its Notice of Intent (NOI), Waste Discharge ID (WDID), and certification page.
- A project that is actively grading between October 1 and April 15 must have an approved erosion and sediment control plan. Erosion and sediment control measures must be installed according to phase of the construction and weather condition.

### 1.3 State General NPDES Permit for Construction Activities

The State Water Resources Board adopted the State General NPDES Permit for construction activities on September 2, 2009 (NPDES Permit No. CAS000002). This permit affects construction projects that disturb over one acre of land. The minimum requirements include but are not limited to <sup>1</sup>:

1. Notice of Intent (NOI);
2. Storm Water Pollution Prevention Plan (SWPPP) prepared by a certified professional;
3. Risk Factor analysis
4. Best Management Practices
5. Sampling, monitoring, reporting, and record keeping;
6. Training; and
7. Notice of Termination (NOT) when the construction is finished.

City staff must document inspections performed on projects covered under the State General NPDES Permit.

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<sup>1</sup> The Project Engineer is responsible for ensuring the minimum information is contained in the SWPPP document.

## 2. PERFORMANCE STANDARDS

### 2.1 High-Priority Sites

High-priority sites are those determined by the City of Walnut Creek or Regional Water Quality Control Board to have significant threat to water quality, based on the following factors:

- All construction sites disturbing one or more acre of land;
- Soil erosion potential or soil type;
- Site slope;
- Project size and type;
- Proximity to receiving water bodies or sensitive areas <sup>2</sup>;
- Non-stormwater discharges; and
- Any other relevant factors as determined by the City or the Water Board.

All projects with a SWPPP are considered high-priority. The Senior Civil Engineer and NPDES Coordinator will identify projects considered to be high-priority and will update the job board as these projects begin construction. As a SWPPP or high-priority site completes certain phases of construction and the potential for erosion is reduced, the Senior Civil Engineer and NPDES Coordinator may redesignate the site as a low-risk (non high-priority) site.

### 2.2 Inspection Frequency

*“Permittees shall conduct inspections to determine compliance with local ordinance and determine the effectiveness of the BMPs in the six categories listed in C.6.c.i; and the Permittees shall require timely corrections of all actual and threatened violations of local ordinances observed.”<sup>3</sup>*

The appropriate frequency of inspections will vary; however, following are recommended minimum criteria for determining inspection frequency:

#### High-Priority Sites

- At least once a month, conduct on-site inspections to verify compliance with Stormwater Ordinance and complete the NPDES Construction Inspection Report.
  - a. During rainy season <sup>4</sup>, report BMPs effectiveness and corrective actions after each “Significant Storm event” <sup>5</sup> on the Weekly Inspection Report (Log).

#### Active (non High-Priority) Sites

- Drive-by inspection and note in the Weekly Inspection Log.

See below Exhibit for a sample of the Log and how to fill out noted observations under “Clean Water Issues” column.

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<sup>2</sup> Any area in which plant or animal life or their habitat are rare or especially valuable, including perennial and intermittent streams and their tributaries that support aquatic habitat; riparian corridors; lakes, ponds, wetlands, etc.

<sup>3</sup> Municipal Regional Stormwater NPDES Permit Order R2-2009-0074 (Provision C.6.e.i).

<sup>4</sup> Between October 1 - April 15 of each year.

<sup>5</sup> Rainfall of 0.25 inches or more within 24-hour period.

Sample Weekly Inspection Report (Log):



**Inspector's Weekly Report FY 2010 - 2011**

**Inspector Name:**

**Inspector Larry**

**Week Ending**

**10/15/11**

<b>Project / Address / Permit / Contact</b>	<b>Inspections / Observations / Notes</b>	<b>Clean Water Issues</b>
Walnut Creek Hotel 1220 S. Main Street SDP 11-012	No Inspections requested. Work continues on building interior. Work and sidewalk closure anticipated on Mt. Diablo.	Concrete truck driver washed off equipment after pour adjacent to inlet. Issued a verbal warning
Acalanes Townhomes 1776 Newell Avenue SDP 11-035	Final site grading completed and project transitioned to a new contractor. Indicator (Test pile) work initiated. Minor site-related work on-going with adjacent business' gas line relocate and water line modifications.	Contractor piled up dirt near storm drain inlet. This was a second incident this week. Refer to NPDES Coordinator.

**2.3 Conducting Inspection**

Engineering Inspector will observe all project sites for:

1. Assessment of compliance with the City's Stormwater and Site Development ordinances.
2. Implementation of the site's Erosion/Sediment Control Plan and/or SWPPP document.
3. Assessment of the adequacy and effectiveness of the site-specific BMPs implemented for the six categories listed on the NPDES Construction Inspection Report.
4. Visual observations to look for:
  - *Actual* discharges of sediment and/or construction-related materials into storm drains or water bodies,
  - *Evidence* of sediment and/or construction-related materials into storm drains or water bodies,
  - *Illicit connections* (potential sources: dewatering without baseline monitoring),
  - *Potential illicit connections*.
5. Education on stormwater pollution prevention, as needed.

Refer to Attachment B for a list of minimum erosion and sediment control guidelines for active projects during dry weather and rainy season.

**2.4 SWPPPs Requiring Sampling & Testing of Stormwater Discharge**

This section applies to SWPPP projects that disturb over one acre of land and, under the State General NPDES Permit, are required to conduct sampling and testing of stormwater discharge. Sampling and monitoring are performed by the project owner. Engineering Inspectors are to check the SWPPP binder to ensure record keeping is updated. The Project Engineer (CE staff) or NPDES Coordinator will monitor sampling compliance periodically. If a project continues to be out of compliance with its SWPPP requirements, it will be referred to Water Board staff for further enforcement.

## 2.5 Enforcement Response Plan (ERP)

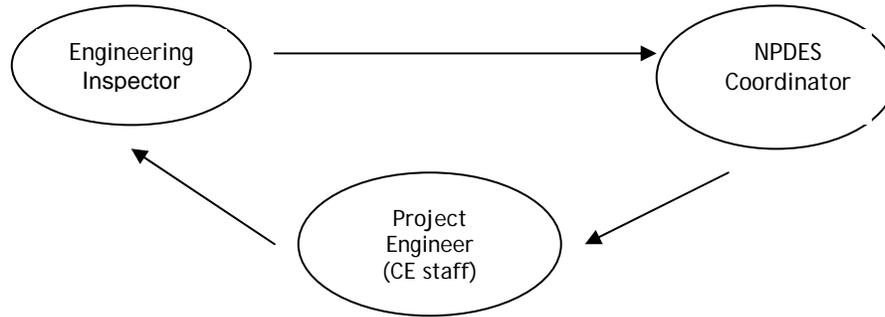
See Attachment C for the City's Enforcement Response Plan (ERP) as a reference document. Inspectors must take consistent actions to achieve timely and effective compliance from all public and private construction site owners/operators. The ERP includes enforcement action and timeframe for correction of problems for various field violation scenarios. The following table provides a summary of enforcement actions.

Type	Description and examples	Required Tracking
Level 1	<p>Verbal warning, Warning Notice (WN) or Education issued for situation with a <u>chance</u> pollutant might reach storm drain inlet or poor housekeeping practices.</p> <p>Examples: open drum of paint, port-a-potty located adjacent to storm drain inlet, or open trash container.</p>	<p>Information noted in the Log (under Clean Water Issues column). When checking off Needs Attention or Refer to CW Coord. Box on the NPDES Construction Inspection Report, it will be considered a Level 1 action.</p> <p>NPDES Coordinator will follow up Level 1 action by checking with the inspector to see if the issue was resolved or by performing a site visit.</p>
Level 2	<p>Notice of Violation (NOV) issued when pollutants reach a storm drain inlet or when repeated warnings (Level 1 actions) are not corrected.</p> <p>Examples: discharge of concrete washout into a nearby inlet, litter enters an inlet, or gravel from broken bag is in the inlet.</p>	<p>Document and refer the incident to NPDES Program Manager, who will issue the citation.</p> <p>All violations must be resolved before the next rain event or in less than 10 days.</p>
Level 3	<p>Formal enforcement (administrative penalties or cost recovery).</p> <p>Examples: repeated NOV was not minded, gross violation of City's Stormwater Ordinance that cannot be resolved through issuance of WN or NOV, or recovery of City's costs to clean up the incident.</p>	<p>Document and refer the incident to NPDES Coordinator.</p> <p>All violations must be resolved before the next rain event or less than 10 days.</p>
Level 4	<p>Legal action and/or referral to County's District Attorney, State, or Federal agency.</p> <p>Example: inadequate measures taken by facility managers to satisfy Level 3 enforcement violation will result in referral or legal action.</p>	<p>NPDES Coordinator will refer the case to other agencies.</p> <p>Timeline varies based on legal course taken.</p>

Note: Engineering Inspector will issue Level 1 action only. NPDES Coordinator and/or Clean Water staff will issue Level 2, 3, and 4 actions.

## 2.6 Line of Communication

Timely communication to Clean Water Staff is critical to ensure a stormwater violation is properly addressed. When dealing with lack of phase-appropriate erosion control plan, repeated Level 1 warnings, or enforcement, an inspector's communication is as follows:



## 2.7 Tracking & Documentation by NPDES Coordinator

NPDES Coordinator will follow up all Level 1 actions issued by inspectors. An Excel spreadsheet will tabulate the number of Level 1 actions issued by Engineering Inspectors each month. Inspectors can log all Level 1 actions in:

- NPDES Construction Inspection Report (under Needs Attention or Refer to CW Coord.); and
- Log (under Clean Water Issues column).

This information will be summarized and reported as part of the City's NPDES Annual Report. The following exhibits are samples from the report submitted to the San Francisco Bay Regional Water Quality Control Board.

C.6.e.iii.1.a, b, c ▶ Site/Inspection Totals		
Number of sites disturbing < 1 acre of soil requiring storm water runoff quality inspection (i.e. High Priority) (C.6.e.iii.1.a)	Number of sites disturbing ≥ 1 acre of soil (C.6.e.iii.1.b)	Total number of storm water runoff quality inspections conducted (C.6.e.iii.1.c)
10	7	457

C.6.e.iii.1.h, i ▶ Violation Correction Times		
	Number	Percent
Violations fully corrected within 10 business days after violations are discovered or otherwise considered corrected in a timely period (C.6.e.iii.1.h)	8	100%
Violations not fully corrected within 30 days after violations are discovered (C.6.e.iii.1.i)	0	0%
Total number of violations for the reporting year	8	100%

**C.6.e.iii.1.d ► Construction Activities Storm Water Violations**

BMP Category	Number of Violations <sup>1</sup>	% of Total Violations <sup>2</sup>
Erosion Control	2	25%
Run-on and Run-off Control	1	12%
Sediment Control	3	38%
Active Treatment Systems	0	0%
Good Site Management	2	25%
Non Stormwater Management	0	0%
<b>Total</b>	<b>8</b>	<b>100%</b>

Notes:

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

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

**C.6.e.iii.1.e ► Construction related storm water enforcement actions**

	Enforcement Action (as listed in ERP) <sup>1</sup>	Number Enforcement Actions Taken	% Enforcement Actions Taken <sup>2</sup>
Level 1	Verbal warning, education	6	76%
Level 2	Warning Notice	1	12%
Level 3	Notice of Violation, Stop Work Order	1	12%
Level 4	Administrative penalties, referral to other agencies	0	0%
<b>Total</b>		<b>8</b>	<b>100%</b>

Notes:

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

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

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

	Number
Number of illicit discharges, actual and those inferred through evidence (C.6.e.iii.1.f)	2
Number of sites with discharges, actual and those inferred through evidence (C.6.e.iii.1.g)	4

# ATTACHMENTS

# NPDES Construction Inspection Report

Project Name:				Inspection Date: _____
Location				Current weather (check all that apply)
Permit No.	<input type="checkbox"/> Building <input type="checkbox"/> Site Development <input type="checkbox"/> CIP			<input type="checkbox"/> Sunny <input type="checkbox"/> Cloudy <input type="checkbox"/> Windy <input type="checkbox"/> Rainy
Project Type:	<input type="checkbox"/> Commercial <input type="checkbox"/> Residential <input type="checkbox"/> Street Improvements			
Project more than one acre?	<input type="checkbox"/> Yes <input type="checkbox"/> No	High Priority Site?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Has there been rainfall with runoff since last inspection?
SWPPP on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Erosion Control Plan On-site?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date on SWPPP:	_____	Date on Erosion Control Plan:	_____	Reason for inspection? <input type="checkbox"/> Routine
SWPPP insp. log updated?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Erosion Control Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Follow up <input type="checkbox"/> _____

 CITY OF WALNUT CREEK	_Not Applicable	_Adequate	_Needs Attention	Refer to CW Coord.	Comments (Required if checking off " Needs Attention" or "Referral to CW Coordinator")
<b>Good Site Management</b>					
Stabilized Construction Entrance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Construction Material Storage (wood, cement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Petroleum Products Storage (oil, fuel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazardous Materials Storage (paint, solvents)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste/Trash Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Street Sweeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle Servicing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Concrete Washout Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Sediment Control Measures</b>					
Wattles/Fiber Rolls/Compost Socks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Silt Fences/Compost Berms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sedimentation Basin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inlet Filters (bags, sand, gravel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dust Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check Dams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Earth Dikes/Drainage Swales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Erosion Control Measures</b>					
Jute Netting/Fiber Blankets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mulch/ Hydroseed/Soil Binder/Fiber Blanket	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Soil Stockpiled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Riparian Area Barrier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inactive Site Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Landscaping Complete/Re-vegetated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Run-on and Run-off Control</b>					
Earth Dikes/Drainage Swales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Active Treatment System</b>					
Baker Tank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Discharge Points</b>					
Are discharge points free of illicit discharge?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	

Inspector	Signature	Date
-----------	-----------	------

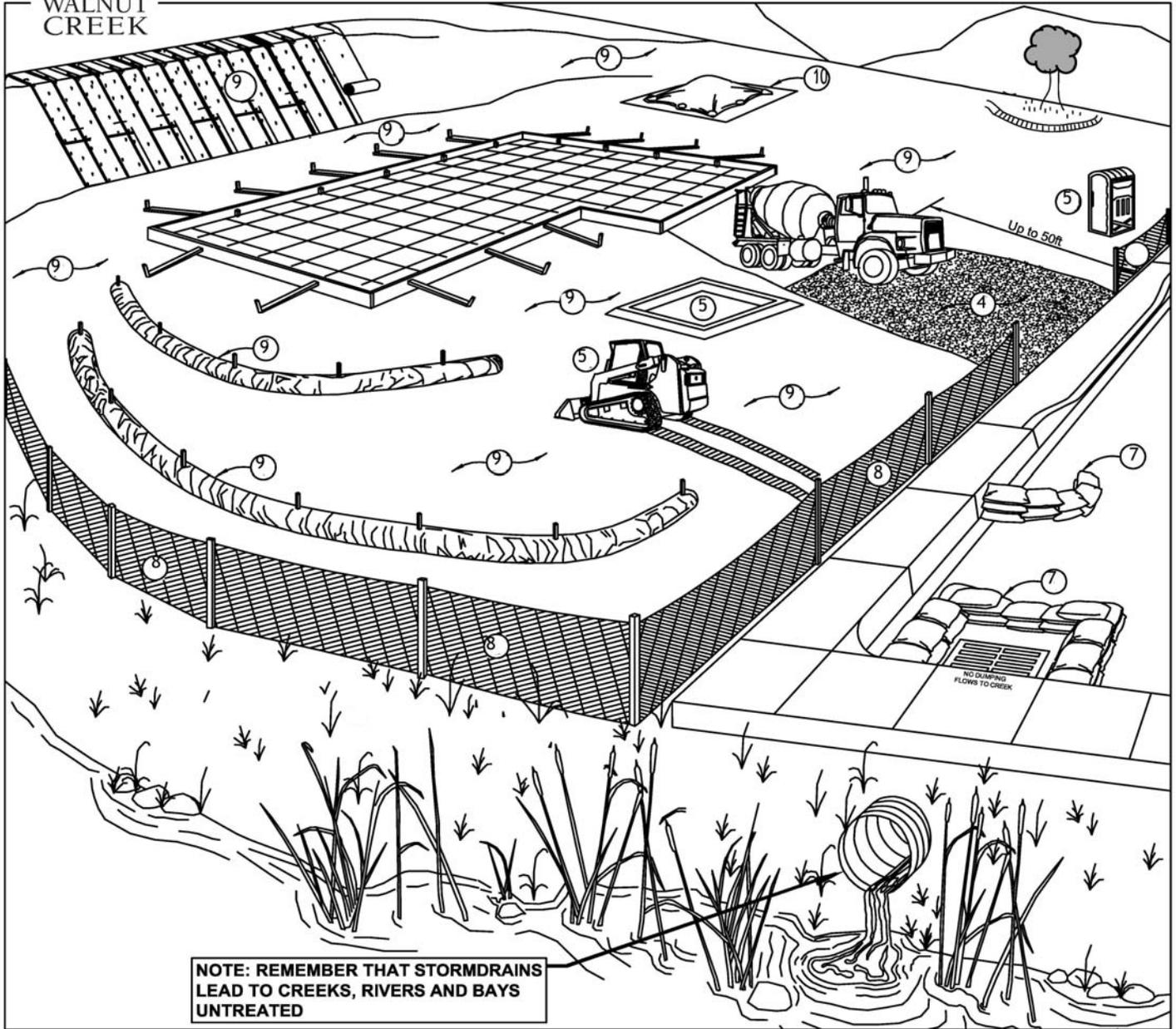
TO BE FILLED OUT BY NPDES PROGRAM

Enforcement and Follow-up	Date Problem First Identified:	Next Follow-up Inspection Date:
Comments		
Enforcement Action: <input type="checkbox"/> None/In compliance <input type="checkbox"/> Verbal Notice <input type="checkbox"/> Notice to Comply <input type="checkbox"/> Notice of Violation <input type="checkbox"/> Stop Work <input type="checkbox"/> Administrative Fine		
Resolution <input type="checkbox"/> Problem Fixed <input type="checkbox"/> Need More Time <input type="checkbox"/> Escalate Enforcement <input type="checkbox"/> Date Problem Resolved:		
Was there rain with runoff after the problem was identified and before it was resolved? <input type="checkbox"/> Yes <input type="checkbox"/> No		
CW Program	Signature	Date





# CITY OF WALNUT CREEK MINIMUM EROSION / SEDIMENT CONTROL GUIDELINES



**NOTE: REMEMBER THAT STORMDRAINS LEAD TO CREEKS, RIVERS AND BAYS UNTREATED**

**DURING DRY WEATHER:**

1. Phased-appropriate Erosion Control Plan. (\*)
2. SWPPP document on-site. (\*)
3. Up-to-date record keeping by project owner (e.g. SWPPP inspection, monitoring log). (\*)
4. Stabilized construction entrance
5. Good site management (street sweeping, port-a-potty location, trash management and concrete washout).
6. Vehicle and equipment contained and located away from inlet/creek.
7. Downstream inlet protection.
8. Perimeter sediment control protection (e.g. silt fencing or straw wattles).

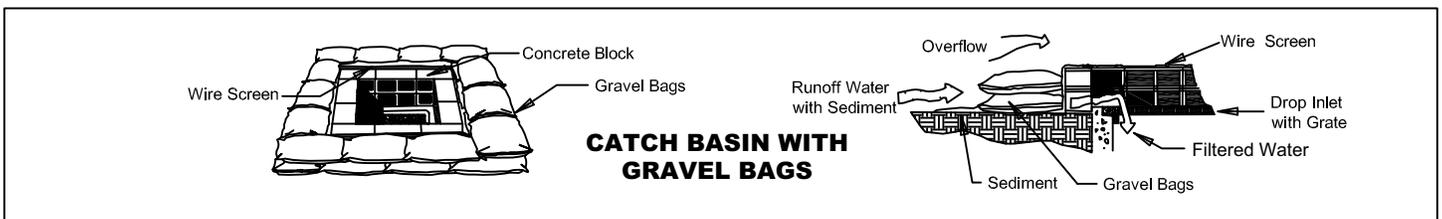
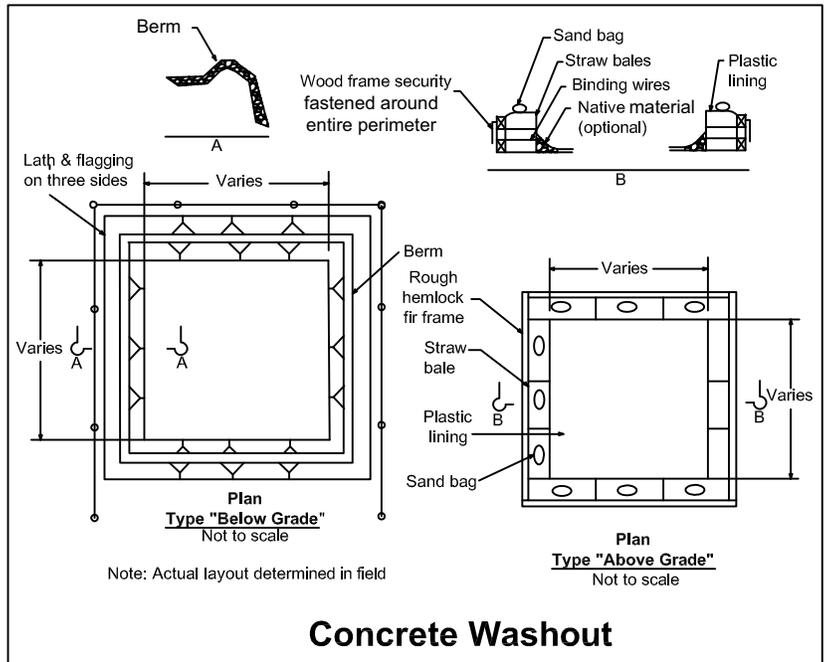
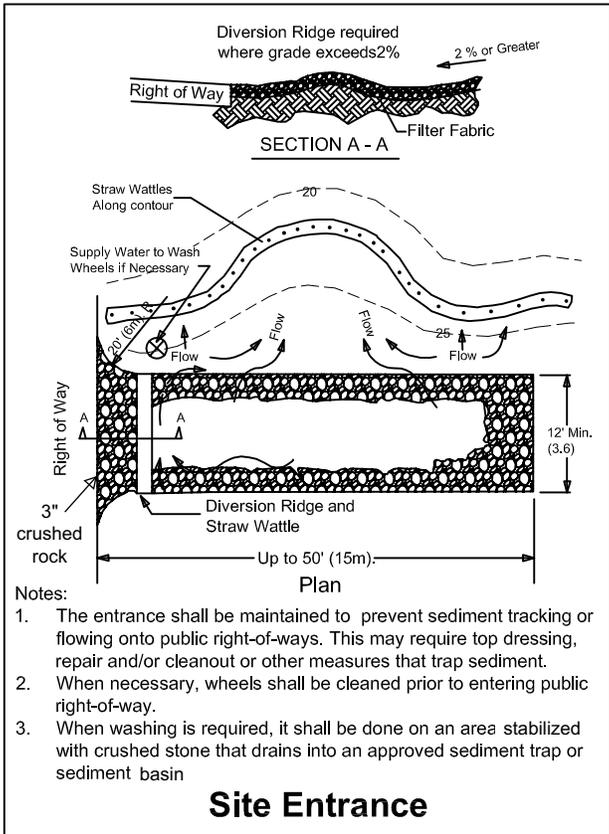
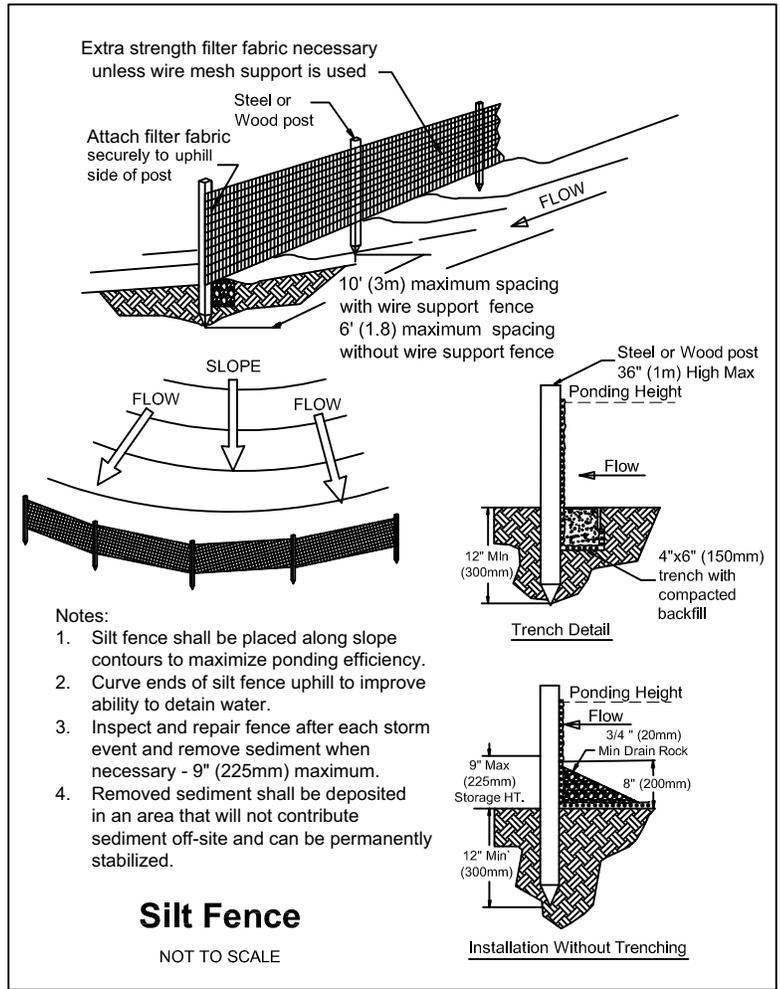
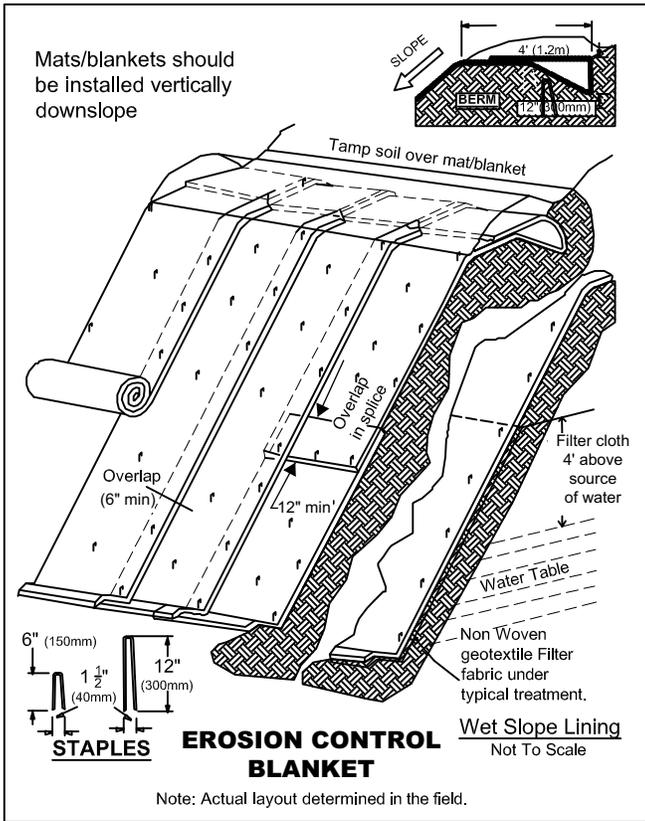
**DURING RAINY SEASON (Oct. 1 - April 30):**

1. Phased-appropriate Erosion Control Plan (for all projects)
2. SWPPP document on-site (\*)
3. Up-to-date record keeping by project owner (e.g. SWPPP inspection, monitoring log) (\*)
4. Stabilized construction entrance

5. Good site management (street sweeping, port-a-potty location, trash management and concrete washout)
6. Vehicle and equipment contained and located away from inlet/creek
7. Double downstream inlet protection (filter fabric with pea-gravel bag around the inlet)
8. Downstream perimeter sediment control protection (e.g. straw wattles) and second BMP installed at perimeter
9. Stabilized slope protection:
  - Slopes at 2:1 or steeper: Erosion control blanket (or equivalent) and straw wattles along contours at 10-ft vertical interval.
  - Slopes between 3% and 2:1: Hydroseed (or equivalent cover) and straw wattles along contours at 10-ft vertical intervals or maximum 50-ft horizontal intervals.
  - Slopes 3% or flatter: Perimeter erosion control protection (e.g. straw wattles).
10. All soil stockpiles shall be covered with plastic prior to a rain event or when not in active use longer than 2 weeks.

(\*) Project with SWPPP

# TYPICAL DETAILS



We thank the Marin County Stormwater Pollution Prevention Program and the County of Contra Costa for allowing us to adapt this guide.

## **C.6. Construction Site Control**

Each Permittee shall implement a construction site inspection and control program at all construction sites, with follow-up and enforcement consistent with each Permittee's respective Enforcement Response Plan (ERP), to prevent construction site discharges of pollutants and impacts on beneficial uses of receiving waters. Inspections shall confirm implementation of appropriate and effective erosion and other construction pollutant controls by construction site operators/developers; and reporting shall demonstrate the effectiveness of this inspection and problem solution activity by the Permittees.

### **C.6.a. Legal Authority for Effective Site Management**

- i.** Task Description – Permittees shall have the ability to require effective stormwater pollutant controls, and escalate progressively stricter enforcement to achieve expedient compliance and clean up at all public and private construction sites.
- ii. Implementation Level**
  - (1) Permittees shall have the legal authority to require at all construction sites year round effective erosion control, run-on and runoff control, sediment control, active treatment systems (as appropriate), good site management, and non storm water management through all phases of construction (including but not limited to site grading, building, and finishing of lots) until the site is fully stabilized by landscaping or the installation of permanent erosion control measures.
  - (2) Permittees shall have the legal authority to oversee, inspect, and require expedient compliance and clean up at all construction sites year round.
- iii.** Reporting – Permittees shall certify adequacy of their respective legal authority in the 2010 Annual Report.

### **C.6.b. Enforcement Response Plan (ERP)**

- i.** Task Description – Permittees shall develop and implement an ERP that will serve as a reference document for inspection staff to take consistent actions to achieve timely and effective compliance from all public and private construction site owners/operators.
- ii. Implementation Level**
  - (1) The ERP shall include required enforcement actions – including timeframes for corrections of problems – for various field violation scenarios. All violations must be corrected in a timely manner with the goal of correcting them before the next rain event but no longer than 10 business days after the violations are discovered. If more than 10 business days are required for compliance, a rationale shall be recorded in the electronic database or equivalent tabular system.

- (2) If site owners/operators do not implement appropriate corrective actions in a timely manner, or if violations repeat, Permittees shall take progressively stricter responses to achieve compliance. The ERP shall include the structure for progressively stricter responses and various violation scenarios that evoke progressively stricter responses.
- (3) The ERP shall be developed and implemented by April 1, 2010.

**C.6.c. Best Management Practices Categories**

- i. Task Description – Permittees shall require all construction sites to have site specific, and seasonally- and phase-appropriate, effective Best Management Practices (BMPs) in the following six categories:
  - Erosion Control
  - Run-on and Run-off Control
  - Sediment Control
  - Active Treatment Systems (as necessary)
  - Good Site Management
  - Non Stormwater Management.

These BMP categories are listed in State General NPDES Permit for Stormwater Discharges Associated with Construction Activities (hereinafter the Construction General Permit).

**ii. Implementation Level**

The BMPs targeting specific pollutants within the six categories listed in C.6.c.i. shall be site specific. Site specific BMPs targeting specific pollutants from the six categories listed in C.6.c.i. can be a combination of BMPs from:

- California BMP Handbook, Construction, January 2003.
- Caltrans Stormwater Quality Handbooks, Construction Site Best Management Practices Manual, March 2003, and addenda.
- California Regional Water Quality Control Board, San Francisco Bay Region, Erosion and Sediment Control Field Manual, 2002.
- New BMPs available since the release of these Handbooks.

**C.6.d. Plan Approval Process**

- i. Task Description – Permittees shall review erosion control plans for consistency with local requirements, appropriateness and adequacy of proposed BMPs for each site before issuance of grading permits for projects. Permittees shall also verify that sites disturbing one acre or more of land have filed a Notice of Intent for coverage under the Construction General Permit.
- ii. Implementation Level – Before approval and issuance of local grading permits, each Permittee shall perform the following:

- (1) Review the site operator's/developer's erosion/pollution control plan or Stormwater Pollution Prevention Plan (SWPPP) to verify compliance with the Permittee's grading ordinance and other local requirements. Also review the site operator's/developer's erosion/pollution control plan or SWPPP to verify that seasonally appropriate and effective BMPs for the six categories listed in C.6.c.i. are planned;
- (2) For sites disturbing one acre or more of soil, verify that the site operators/developers have filed a Notice of Intent for permit coverage under the Construction General Permit; and
- (3) Provide construction stormwater management educational materials to site operators/developers, as appropriate.

#### **C.6.e. Inspections**

**i. Task Description** – Permittees shall conduct inspections to determine compliance with local ordinances (grading and stormwater) and determine the effectiveness of the BMPs in the six categories listed in C.6.c.i.; and Permittees shall require timely corrections of all actual and threatened violations of local ordinances observed.

#### **ii. Implementation Level**

##### **(1) Wet Season Notification**

By September 1st of each year, each Permittee shall remind all site developers and/or owners disturbing one acre or more of soil to prepare for the upcoming wet season.

##### **(2) Frequency of Inspections**

Inspections shall be conducted monthly during the wet season<sup>11</sup> at the following sites:

- (a) All construction sites disturbing one or more acre of land; and
- (b) **High Priority Sites** – Other sites determined by the Permittee or the Water Board as significant threats to water quality. In evaluating threat to water quality, the following factors shall be considered:
  - (i) Soil erosion potential or soil type;
  - (ii) Site slope;
  - (iii) Project size and type;
  - (iv) Sensitivity or receiving waterbodies;
  - (v) Proximity to receiving waterbodies;
  - (vi) Non-stormwater discharges; and
  - (vii) Any other relevant factors as determined by the local agency or the Water Board.

---

<sup>11</sup> For the purpose of inspections, the wet season is defined as October through April, but sites need to implement seasonally appropriate BMPs in the six categories listed in C.6.c.i throughout the year.

(3) **Contents of Inspections**

Inspections shall focus on the adequacy and effectiveness of the site specific BMPs implemented for the six categories listed in C.6.c.i. Permittees shall require timely corrections of all actual and potential problems observed. Inspections of construction sites shall include, but are not limited to, the following:

- (a) Assessment of compliance with Permittee's ordinances and permits related to urban runoff, including the implementation and maintenance of the verified erosion/pollution control plan or SWPPP (from C.6.d.ii.(1));
- (b) Assessment of the adequacy and effectiveness of the site specific BMPs implemented for the six categories listed in C.6.c.i.;
- (c) Visual observations for:
  - actual discharges of sediment and/or construction related materials into stormdrains and/or waterbodies.
  - evidence of sediment and/or construction related materials discharges into stormdrains and/or waterbodies.
  - illicit connections.
  - potential illicit connections.
- (d) Education on stormwater pollution prevention, as needed.

(4) **Tracking**

All inspections must be recorded on a written or electronic inspection form. Inspectors shall follow the ERP if a violation is noted and shall require timely corrections of all actual and threatened violations of local ordinances observed. All violations must be corrected in a timely manner with the goal of correcting them before the next rain event but no longer than 10 business days after the violations are discovered. If more than 10 business days are required for compliance, a rationale shall be recorded on the inspection form.

Permittees shall track in an electronic database or tabular format all inspections. This electronic database or tabular format shall be made readily available to the Executive Officer and during inspections and audits by the Water Board staff or its representatives. This electronic database or tabular format shall record the following information for each site inspection:

- (a) Site name;
- (b) Inspection date;
- (c) Weather during inspection;
- (d) Has there been rainfall with runoff since the last inspection?;
- (e) Enforcement Response Level (Use ERP);
- (f) Problem(s) observed using Illicit Discharge and the six BMP categories listed in C.6.c.i.;

- (g) Specific Problem(s) (List the specific problem(s) within the BMP categories);
- (h) Resolution of Problems noted using the following three standardized categories: Problems Fixed, Need More Time, and Escalate Enforcement; and
- (i) Comments, which shall include all Rationales for Longer Compliance Time, all escalation in enforcement discussions, and any other information that may be relevant to that site inspection.

### iii. Reporting

- (1) In each Annual Report, each Permittee shall summarize the following information:
  - (a) Total number of active sites disturbing less than one acre of soil requiring inspection;
  - (b) Total number of active sites disturbing 1 acre or more of soil;
  - (c) Total number of inspections conducted;
  - (d) Number and percentage<sup>12</sup> of violations in each of the six categories listed in C.6.c.i.;
  - (e) Number and percentage<sup>13</sup> of each type of enforcement action taken as listed in each Permittee's ERP;
  - (f) Number of discharges, actual and those inferred through evidence, of sediment or other construction related materials;
  - (g) Number of sites with discharges, actual and those inferred through evidence, of sediment or other construction related materials;
  - (h) Number and percentage<sup>14</sup> of violations fully corrected prior to the next rain event but no longer than 10 business days after the violations are discovered or otherwise considered corrected in a timely, though longer period; and
  - (i) Number and percentage<sup>15</sup> of violations not fully corrected 30 days after the violations are discovered.
- (2) In each Annual Report, each Permittee shall evaluate its respective electronic database or tabular format and the summaries produced in C.6.e.ii.(4) above. This evaluation shall include findings on the program's strength, comparison to previous years' results, as well as areas that need

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<sup>12</sup> Percentage shall be calculated as number of violations in each category divided by total number of violations in all six categories.

<sup>13</sup> Percentage shall be calculated as number of each type of enforcement action divided by the total number of enforcement actions.

<sup>14</sup> Percentage shall be calculated as follows: number of violations fully corrected prior to the goal of the next rain event but no later than 10 business days after the violations are discovered divided by the total number of violations for the reporting year.

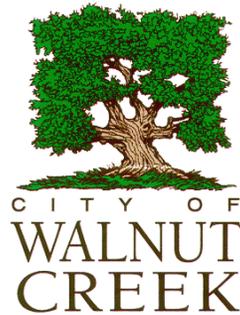
<sup>15</sup> Percentage shall be calculated as follows: number of violations not fully corrected 30 days after the violations are discovered divided by the total number of violations for the reporting year.

more focused education for site owners, operators, and developers the following year.

- (3) The Executive Officer may require that the information recorded and tracked by C.6.e.ii.(4) be submitted electronically or in a tabular format. Permittees shall submit the information within 10-working days of the Executive Officer's requirement. Submittal of the information in tabular form for the reporting year is not required in each Annual Report but encouraged.

**C.6.f. Staff Training**

- i. Task Description – Permittees shall provide training or access to training for staff conducting construction stormwater inspections.
- ii. Implementation Level – Permittees shall provide training at least every other year to municipal staff responsible for conducting construction site stormwater inspections. Training topics will include information on correct uses of specific BMPs, proper installation and maintenance of BMPs, Permit requirements, local requirements, and ERP.
- iii. Reporting – Permittees shall include in each Annual Report the following information: training topics covered, dates of training, and the percentage of Permittees' inspectors attending each training. If no training in that year, so state.



# ENFORCEMENT RESPONSE PLAN (ERP)

APRIL 2011

Prepared By:  
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925/ 256. 3511 (phone)  
925/ 256.3550 (fax)

[www.walnut-creek.org/cleanwater](http://www.walnut-creek.org/cleanwater)

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Table 1 Flowchart of Tiered Enforcement Response

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Appendix A Database of Enforcement Actions and Incidents

Appendix B Municipal Regional Permit (MRP) Provisions C.4, C.5, and C.6

## Acronyms and Abbreviations

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BMP	Best Management Practice
CCCSD	Central Contra Costa Sanitary District
CCWD	Contra Costa Water District
CWA	Clean Water Act
EBMUD	East Bay Municipal Utility District
EPA	Environmental Protection Agency
ERP	Enforcement Response Plan
MRP	Municipal Regional Permit
MS4	Municipal Separate Storm Sewer System
NOI	Notice of Intent
NOV	Notice of Violation
NPDES	National Pollutant Discharge Elimination System
RWQCB	Regional Water Quality Control Board
SWPPP	Stormwater Pollution Prevention Plan
WN	Warning Notice

## Definitions

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Cease and Desist Order	A cease and desist (also called C & D) is an order or request to halt an activity or else face legal action. The recipient of the cease and desist may be an individual or an organization.
Construction Site	Any project, including projects requiring coverage under the General Construction Permit, that involves soil disturbing activities including, but not limited to, clearing, grading, paving, disturbances to ground such as stockpiling, and excavation. Construction sites are all sites with disturbed or graded land area not protected by vegetation, or pavement, that are subject to a building or grading permit.
Erosion	The diminishing or wearing away of land due to wind or water. Often the eroded debris (silt or sediment) becomes a pollutant via stormwater runoff. Erosion occurs naturally, but can be intensified by land disturbing and grading activities such as farming, development, road building, and timber harvesting.
General Permits	Waste Discharge Requirements or NPDES Permits containing requirements that are applicable to a class or category of dischargers. The State of California has general stormwater permits for construction sites that disturb soil of one (1) acre or more; involve industrial facilities; pertain to Phase II smaller municipalities (including nontraditional Small MS4s, which are governmental facilities, such as military bases, public campuses, and prison and hospital complexes); and cover small linear underground/overhead projects disturbing at least one (1) acre, but less than five (5) acres (including trenching and staging areas).
Grading	The cutting and/or filling of the land surface to a slope or elevation.
Illicit Discharge	Any discharge to a Municipal Separate Storm Sewer (storm drain) system (MS4) that is prohibited under local, state, or federal statutes, ordinances, codes, or regulations. The term <i>illicit discharge</i> includes all non-stormwater discharges not composed entirely of stormwater and discharges that are identified under Section A. (Discharge Prohibitions) of the MRP (please refer to Appendix B Provision C.5.a.ii of the MRP for a list of discharges). The term <i>illicit discharge</i> does not include discharges that are regulated by an NPDES permit (other than the NPDES permit for discharges from the MS4) or authorized by the Regional Water Board Executive Officer.
MS4	A system of conveyances that includes catch basins, curbs, gutters, ditches, man-made channels, pipes, tunnels, or storm drains that discharge into waters of the United States.

-

National Pollutant Discharge Elimination System (NPDES)	A national program for issuing, modifying, revoking and reissuing, terminating, monitoring, and enforcing permits, and imposing and enforcing pretreatment requirements, under sections 307, 402, 318, and 405 of the Clean Water Act (CWA), 33 U.S.C. § 1251 <i>et seq.</i>
Notice of Intent (NOI)	The application form by which dischargers seek coverage under General Permits, unless the General Permit requires otherwise.
Stop Work Order	Used for construction site control. An inspector issues a Stop Work Order when construction work creates an active non-point source or non-stormwater pollutant discharge that violates the local stormwater ordinance, and is identified during an inspection and is not abated. The contractor will be in violation of the building permit if work is continued before the stormwater issue is addressed.
SWPPP	Stormwater Pollution Prevention Plan used for facilities or sites documenting their site-specific stormwater pollution prevention BMPs and any other stormwater regulation requirements issued by State General Permits if said permit is required.

## **Section 1. Introduction**

---

The purpose of this Enforcement Response Plan (ERP) is to provide standard enforcement response protocol for illicit discharges and potential illicit discharges into the storm drain system. This ERP is a guidance document to outline consistent enforcement actions by the City of Walnut Creek that will reactively control illicit discharges and proactively eliminate potential illicit discharges to insure compliance with all state and local stormwater related pollution prevention laws.

This ERP applies to private businesses, property owners or tenants, construction sites, and contracted mobile companies providing services to publicly and privately owned businesses and land. This ERP also satisfies the Municipal Regional Permit (MRP) for an ERP document in Provision C.4 Industrial and Commercial Site Controls, Provision C.5 Illicit Discharge Detection and Elimination, and Provision C.6 Construction Site Control.

### **1.1. MUNICIPAL CODE**

This ERP document utilizes the City of Walnut Creek Municipal Code for stormwater regulation (Title 9, Chapter 16 for Stormwater Management and Discharge Control). In the event that stormwater regulatory law (National Pollutant Discharge Elimination System [NPDES] permits or other) is more stringent regarding enforcement action against illicit discharges or potential illicit discharges, the more stringent enforcement law will be applied by City of Walnut Creek. Any discharge that would result in or contribute to a violation of the City's NPDES permit or Municipal Code, separately considered or when combined with other discharges, is prohibited. Liability for any such discharge shall be the responsibility of the person causing or responsible for the discharge, and such person shall defend, indemnify, and hold harmless the City of Walnut Creek in any administrative or judicial enforcement action relating to such discharge.

### **1.2. COMPLIANCE WITH BEST MANAGEMENT PRACTICES**

Where Best Management Practice (BMP) guidelines or requirements have been adopted by the Federal Government, California State, MRP or NPDES permits, or the City of Walnut Creek, for any activity, operation or facility which may cause or contribute to unlawful discharges, every

person undertaking such activity or operation or owning or operating such facility shall comply with such guideline or requirement. Such guidelines include the California State General Industrial permit and the California State General Construction permit.

### **1.3. LEGAL AUTHORITY**

The City of Walnut Creek has the legal authority to prohibit and control illicit discharges and escalate stricter enforcement to achieve expedient compliance with stormwater law and regulation. The City has the legal authority to inspect and eliminate illicit discharges to the storm drain system and illicit connections to the waters of the state including:

- Illicit connections to the waters of the state;
- Privately owned septic systems;
- Spills;
- Illegal dumping and disposal of materials other than stormwater to the storm drain;
- Discharges of wash water from exterior surfaces and pavement, equipment, and facilities;
- Discharges of runoff from material storage areas, including those containing chemicals, fuels, vehicle related fluids, and other potentially polluting or hazardous materials;
- Discharges of pool, spa, or fountain water (including backwash water) containing chlorine, biocides, or other chemicals;
- Ongoing, large-volume landscape irrigation runoff to the storm drain system;
- Discharges of sediment, pet waste, vegetation clippings, or other landscape or construction-related wastes; and
- Discharges of food-related wastes (e.g., grease, fish processing, and restaurant kitchen mat and trash bin wash water).

The City of Walnut Creek is not required to inspect or take enforcement action against local entities with their own NPDES permit and subject to existing federal and state regulatory compliance programs including publicly owned systems. These local entities and their regulatory bodies include:

- Sanitary/Sanitation Agencies:
  - Central Contra Costa Sanitary District (CCCSD) (regulated by the San Francisco Regional Water Quality Control Board)

- Potable Water Agencies:
  - East Bay Municipal Utility District (EBMUD) (regulated by the San Francisco Regional Water Quality Control Board)
  - Contra Costa Water District (CCWD) (regulated by the San Francisco Regional Water Quality Control Board)
  
- Public School Districts:
  - Walnut Creek Unified School District
  - Mt. Diablo Unified School District
  - Acalanes Union School District
  
- Fire Departments:
  - Contra Costa County Fire Protection District

In addition, the City of Walnut Creek is not required to enforce compliance requirements of the Industrial General NPDES Permit on industrial facilities that are required to file a Notice of Intent (NOI) for coverage under the Industrial General Permit; nor is the City of Walnut Creek required to enforce compliance requirements of the Construction General NPDES Permit on construction or linear projects that are required to file an NOI for coverage under the Construction General Permit. All conditions of these State General Permits are regulated by the appropriate water board region and are not the responsibility of the City.

The City of Walnut Creek is responsible for enforcing their own Municipal Code on NOI facilities, inspecting and checking construction and industrial NOIs for the presence of a SWPPP, ensuring that BMPs are properly implemented and maintained to prevent discharges in violation of the City's Municipal Code, checking for monitoring data to insure no polluted discharges have left the site/facility that would impact the City's stormwater system, and notifying the appropriate water board region if a site/facility has not filed for coverage under a General Permit for which it is required to file for coverage.

The following unpolluted discharges are exempt from prohibition of non-stormwater discharges in the City of Walnut Creek's NPDES MRP effective December 1, 2009:

- Flows from riparian habitats or wetlands;
- Diverted stream flows;
- Flows from natural springs;
- Rising ground waters;
- Uncontaminated and unpolluted groundwater infiltration;
- Single family homes' pumped groundwater, foundation drains, and water from crawl space pumps and footing drains;
- Pumped groundwater from drinking water aquifers; and
- NPDES permitted discharges (individual or General Permits).

The non-stormwater discharges listed above are exempted unless they are identified by the City or the Executive Officer of the Regional Water Quality Control Board as sources of pollutants to receiving waters.

## **Section 2. Response and Enforcement Actions**

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Section 2 includes response and enforcement actions and timeframes for correction of illicit discharge activities for various types and degrees of violations. This ERP provides guidelines on when to employ the range of regulatory responses from warnings, citations, cleanup and cost recovery, to administrative or criminal penalties. For further information on the City of Walnut Creek's individual program, BMPs, and compliance with specific requirements in the MRP provisions for illicit discharges, commercial/industrial inspections, and construction inspection programs, please refer to the City's individual plans/documents/records for each program.

### **2.1. LEVELS OF ENFORCEMENT**

There are various enforcement tools available to address stormwater violations during inspections and surveillance of illicit discharges within the jurisdiction of the City of Walnut Creek. The City can use, but is not limited to, the enforcement options listed in this ERP. The enforcement options listed in this ERP include verbal warnings, a written Warning Notice (WN), Notice of Violation (NOV), Administration Citation, Stop Work Order, Cease and Desist Order, and referral to other agencies. This ERP provides guidance for the minimum procedures of compliance and enforcement. Generally, these enforcement procedures are applied in escalating steps or a tiered response, although the City may skip steps, as appropriate in egregious cases. **Table 1** provides a flowchart of the tiered response of enforcement actions.

The minimum tiered response to stormwater violations is as follows:

#### **Level I: Verbal Warning/Warning Notice/Education**

Pollutant exposure, evidence of a historical pollutant discharge, or a stated business practice that has a potential to pollute the storm drain system will result in issuance of a verbal warning or WN with education in the form of verbal and material outreach. The inspector will log the incident when written WNs are used, and communicate the issue to the discharger or representative of the facility/site. The inspector and the facility/site representative will discuss the WN and appropriate BMPs, and establish a schedule to eliminate the problem. Education will be used to communicate a general understanding by the discharger or representative of the facility/site of the stormwater program, its regulations, and its purpose.

The inspector may conduct one or more follow-up inspections to ensure abatement of discharges within a ten (10) business day period and may schedule the facility or site for a routine inspection and/or require a response from the discharger to confirm corrective actions have been implemented during a thirty (30) day period. If compliance is not achieved through education, verbal warning, WN, or in the case of a facility/business/site/individual unwilling to cooperate with the City's stormwater business inspection program (i.e., fails to report a spill, falsifies information with signatures or certifications, or fails to submit the required correction of a stormwater violation), then the enforcement procedure will escalate to Level II. In the case of a facility denying entry to the City stormwater inspector, the City of Walnut Creek will procure an inspection warrant to enact their legal authority to enforce City's stormwater inspection program.

### **Level II: Notice of Violation**

An active non-stormwater pollutant discharge that violates the local stormwater ordinance, and is identified during an inspection, is considered a minor violation and will result in issuance of an NOV. The inspector and facility/site representative will discuss the violation and potential solutions to correct the violation. A written notice will be issued and a remediation schedule will be approved by the inspector who will follow up to ensure that the discharge has been eliminated. The inspector may also recommend implementation of appropriate BMPs. Businesses/sites that fail to comply with Level I enforcement procedures will also receive an NOV and be subject to timely corrective action and follow-up inspection.

Refer to the City's Business Inspection Plan for detailed information on the remediation schedule or re-inspection schedule of facility inspections.

At this stage the City of Walnut Creek or authorized representative may also employ Cease and Desist Orders, Stop Work Orders, Orders to Clean and Abate, Notices to Clean or any other similar notification outlined in the stormwater ordinance that identifies an illicit discharge and requires correction or abatement but does not assess fines.

All violations will be corrected before the next rain event but no longer than ten (10) business days after the violations are discovered. If more than ten (10) business days are required for compliance, a rationale shall be recorded in the electronic database or equivalent system. Immediate correction can be temporary and short-term if a long-term, permanent correction will involve significant resources and construction time.

### **Level III: Formal Enforcement (Administrative Penalties, Cost Recovery)**

A gross violation of the local stormwater ordinance that cannot be resolved through the WN or NOV enforcement actions is considered a major violation and will trigger a formal enforcement action. Formal enforcement actions will result in penalties being assessed in the form of citations, agency cost-recovery, and/or formal negotiated settlement. Such actions will be coordinated by the City's Stormwater Representative.

Gross violations include a pattern of non-compliance after issuance of an NOV, with repeat violations, failure to adequately address previous violations or notices, and/or directly discharging hazardous materials into the storm drain system. The City's Stormwater Representative has the discretion to determine that any serious violation(s) warrants this level of enforcement so long as there is documentation and/or evidence available to support this action.

All violations will be corrected before the next rain event, but no longer than ten (10) business days after the violations are discovered. If more than ten (10) business days are required for compliance, a rationale shall be recorded in the electronic database or equivalent system. Immediate correction can be temporary and short-term if a long-term, permanent correction will involve significant resources and construction time.

Refer to the City's Business Inspection Plan for detailed information on the remediation schedule or re-inspection schedule of facility inspections.

### **Level IV: Legal Action and/or Referral to State and Federal Agencies**

Inadequate measures taken by facility manager(s) to satisfy Level III enforcement violations will result in the Stormwater Representative referring the case to the City Attorney or Contra Costa County District Attorney. If a stormwater violation posing an imminent threat to human health and/or the environment is identified during an inspection, the City of Walnut Creek may refer the violation to qualified emergency response personnel, the District Attorney, the Regional Water Quality Control Board (RWQCB), the California Department of Fish and Game, and/or the U.S. Environmental Protection Agency. The City of Walnut Creek will follow up with the referral to resolve the case to the extent practicable when working with the State and Federal agencies with the ability to enforce the appropriate fines and penalties to achieve compliance with stormwater regulation.

## **2.2. PENALTIES**

The violation of the City's Stormwater Ordinances or failure to comply with any of its mandatory requirements may constitute a misdemeanor or infraction. The violator may be charged and prosecuted for an infraction or a misdemeanor or be issued an Administrative Citation per Section 1-7.104 of the Municipal Code. A conviction of an infraction of this Code shall be punishable by:

**\$100** for the first violation

**\$200** for the second violation within one year

**\$500** for each additional violation in one year

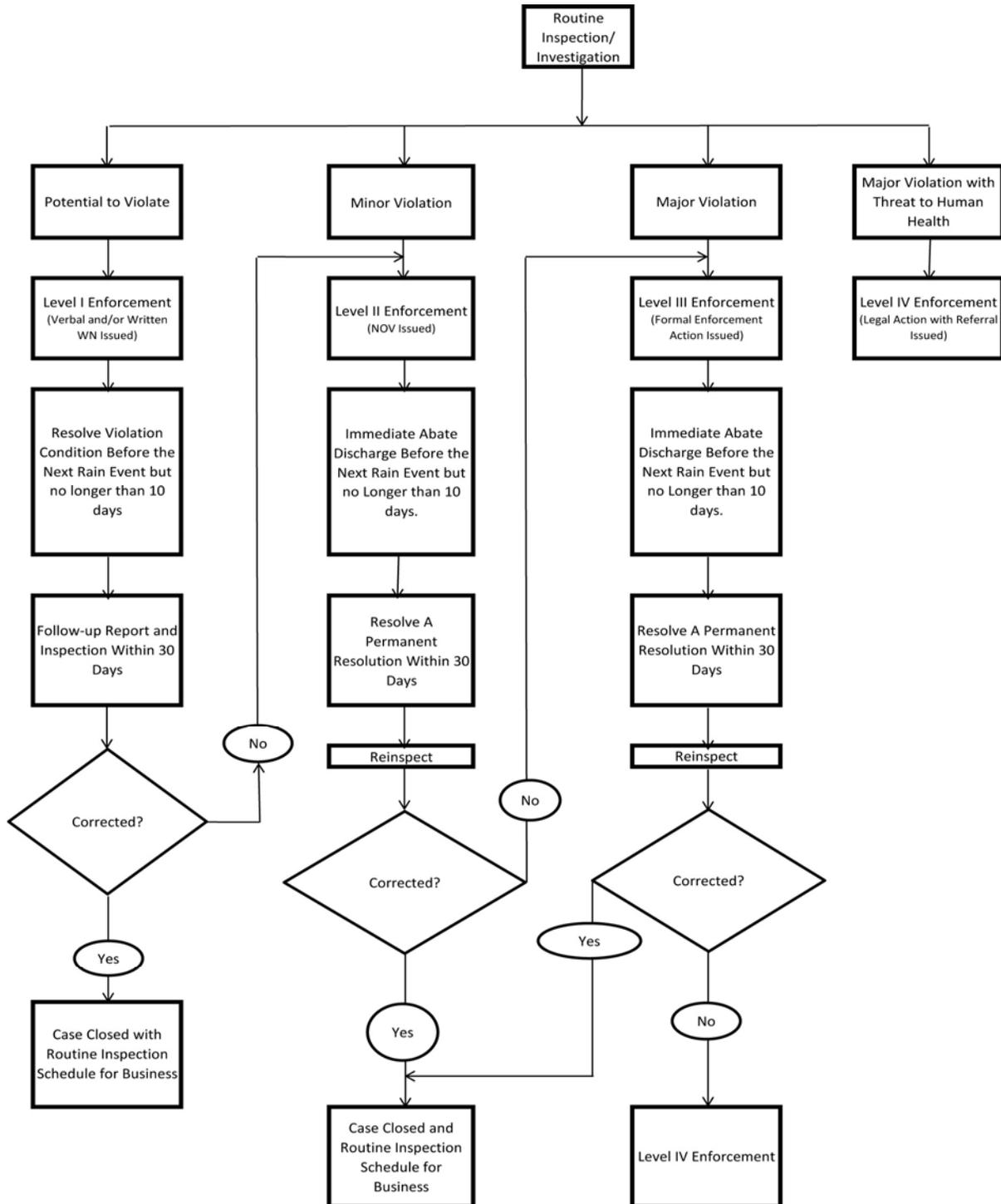
Any person convicted of a misdemeanor under the City's Ordinance is punishable by a fine of not more than that allowed for an infraction pursuant to Government Code Section 36900. Pursuant to Government Code Sections 36901 and 36903, the penalty for any person found guilty of a misdemeanor shall be a fine not to exceed one thousand (\$1000) dollars and/or imprisonment in the County Jail not to exceed six (6) months [Section 1-7.101].

## **2.3. RECORDKEEPING**

The City of Walnut Creek will maintain a record/database of all enforcement actions, follow-up actions, and facilities/sites inspected for illicit discharges related to business inspection, construction inspection, and illicit discharge programs.

The City will include all tracking and case follow-up information in the database listed in Provisions C.4, C.5, and C.6 of the MRP. See Appendix A, Database of Enforcement Actions and Incidents.

**TABLE 1:  
FLOWCHART OF TIERED ENFORCEMENT RESPONSE**



## **APPENDIX A:**

### **DATABASE OF ENFORCEMENT ACTIONS AND INCIDENTS**

Refer to Summary Inspection Reports

(generated by GoEnforce Tracking Database)

## **APPENDIX B:**

### **MUNICIPAL REGIONAL PERMIT (MRP) PROVISIONS C.4, C.5, AND C.6**

**KIDS for the BAY**  
**Watershed Action Program Site Visit**

**May 4<sup>th</sup>, 2011**

**10:30 a.m. to 11:30 a.m.**

Bancroft Elementary School

2200 Parrish Drive

Walnut Creek, CA 94598

(925) 933-3405

**Please meet in the school office.**

Agency Representative

Rinta Perkins, Clean Water Project Manager

Office Phone: (925) 256-3511

Cell Phone:

KIDS for the BAY Site Visit Liaison

Jonah Landor-Yamagata, Program Director

Office Phone: (510) 985-1602

Cell Phone: (510) 323-3880

KIDS for the BAY Instructor

Evan Wong, Program Coordinator

Classroom Teacher

Erin Doran, 5<sup>th</sup> grade

Room # C-11

**Goal:** In Lesson Four of the Watershed Action Program, students investigate real organisms that can be found in the San Francisco Bay, including seaweed, striped bass, and Dungeness crab.

The class also discusses the importance of fresh water conservation.

**Classroom Lesson Four Activities:**

1. Students use all of their senses to make detailed observations of seaweed and learn about its importance to marine ecosystems.
2. Students investigate the anatomical features of striped bass and Dungeness crab, and learn about their adaptations for survival.
3. Students take notes and create scientific drawings of a striped bass or Dungeness crab.
4. Students compare the amount of fresh water and salt water on Earth, and learn the importance of fresh water conservation.
5. Students receive a water log to record their fresh water usage over one day, and pledge to make behavior changes to conserve fresh water.

**KIDS for the BAY**  
**Watershed Action Program**  
**City of Walnut Creek**  
**Interim Report – May 13, 2011**

KIDS for the BAY (KftB) is providing the Watershed Action Program to fifteen third, fourth, and fifth grade classes throughout Contra Costa County in the 2010-11 school year, reaching fifteen teachers and over 550 students. The program is now underway and we are thrilled to report that students and teachers are embracing hands-on activities and experiments which engage them with their local watershed and inspire them to take action as environmental stewards.

In the City of Walnut Creek, three teachers and ninety students are participating in the Watershed Action Program (WAP) this school year with funding from the City of Walnut Creek, the Contra Costa Clean Water Program and KIDS for the BAY. Classroom lessons are underway in Ms. Anna Davis and Ms. Erin Doran's fifth grade classes, and Ms. Susan Spalding's fourth/fifth grade class at Bancroft Elementary School. Field trips for all classes will take place in May and the classes are currently planning for their action projects which will also take place in the spring. Highlights from the remaining classroom lessons, field trips and action projects will be included in a final report.

### **Classroom Lesson Highlights**

#### Students Learn how a Watershed Functions

From the beginning of Lesson One, students were fascinated about the concept of a watershed and how their local creek connects to the San Francisco Bay. After KftB Instructor Evan Wong described the concept and explained the pathway of their local creek all the way to the San Francisco Bay, a student, Mark, was amazed: "You mean when it rains here the water goes into Suisun Bay, along with water from all over Walnut Creek?" he asked. Prior to the lesson most students did not even know that the creek in the center of the City was in fact Walnut Creek. A student, Maya, was amazed, "You mean the creek in town is Walnut Creek? I didn't know that it went to the Bay!" she commented.

#### Students Take Action to Keep their Watershed Clean

During Lesson Two, fourth and fifth graders gained a deeper understanding of the importance of picking up trash. They studied a brochure which illustrated the harmful effects of garbage on marine wildlife and learned how urban runoff pollution can enter storm drains and travel to the bay and ocean. Bancroft Elementary School does have a school wide student-led trash pick-up system in place, but prior to the lesson few students realized that garbage around their school campus could end up in their waterways and harm animals. After learning about the effects of marine debris a student, David, said, "I didn't know the trash hurt the Bay." During the lesson, fourth grade teacher Ms. Doran

explained to Ms. Wong, "Now students understand why we are picking up trash on campus. This is really good."

After learning about the negative effects of urban runoff pollution, students were inspired to take action to clean up their watershed. During the neighborhood survey and clean-up activity students were eager to pick up trash and help keep local storm drains and Pine Creek clear of debris. Together the three classes picked up fourteen pounds of garbage from the school campus and identified many storm drains which led to the creek. Afterward, students pledged to be more diligent about throwing trash in garbage cans, recycling, and to use reusable items to reduce the amount of garbage they create. "I noticed a lot of plastic on the school yard that should be recycled," reported a student named Avell.

Students educated their families about storm drain pollution by completing a take-home Storm Drain Pollution Interview. After completing the assignment the classes discussed what they taught their family members. "My family did not know anything!" exclaimed a student named Maya, "I taught them what I learned but I don't know if they really listened to me," she continued. In response, Ms. Wong asked students in the class to think about ways they could "reach" their families and have them understand the importance of preventing pollution. A student, Ryan, suggested, "We can tell them how it hurts the Bay." Another student, Prajna, suggested, "We can tell them about how trash hurts animals and describe some of the pictures we saw in class."

### The Dangers of Harmful Pesticides

The three classes at Bancroft Elementary learned about the dangers of chemical pesticides and observed an experiment that illustrated how pesticides can travel through ground water into nearby bodies of water. During the activity students gathered around the demonstration model and imagined what type of pests could be present in the model farm. "Aphids!" said a student, Marta; "Slugs!" exclaimed another student, Peter. Students made predictions about what would happen when pesticides, which were symbolized by red food coloring, were sprinkled on the model. "I predict the pollution will run over the rocks and into the water," said Montoya. The room was silent as a student volunteer slowly poured water on the model to simulate rain. Students watched to see if their predictions were correct. "Wow!" observed a student named Ben, "The pesticides traveled underground into the Bay."

Next, Ms. Wong led the classes in a brainstorming session where students worked in groups to write down different kinds of natural pesticides they already knew about. They knew that using beneficial insects such as ladybugs and praying mantids keep pest populations in control. However, they were unaware that environmentally-friendly pesticide sprays could be used as well. Students were excited when Ms. Wong told them they could even make their own natural pesticides. "It would be fun to make natural pesticides for our garden!" exclaimed a student, Maha. "We can work with the kindergarteners and show them how to take care of their garden *and* the Bay," she added.

## Understanding Aquatic Food Chains and Biomagnification of Pollution

The classes loved acting as an animal in an aquatic food chain game activity and learning kinesthetically how energy and pollution can travel through a food chain. The educational game allowed students to effectively observe how food chains operate as well as how pollution can travel through food chains. After participating in the educational game Ms. Wong explained safe fishing and cooking practices for eating fish from the bay and delta, including eating no more than one meal of fish from the bay per month. These recommendations are due to concerns about pollution contamination of local fish. "I will need to tell my dad that he eats too much fish from the Bay," said a student named Roy whose father fishes in the San Francisco Bay. Because they learned about the high concentration of mercury in the Bay students were especially interested in preventing mercury poisoning.

At the end of the lesson each student received a Seafood Watch Card which recommended types of fish to consume and types to avoid at markets and restaurants. Students were eager to learn more about this topic to protect the health of their families and themselves. Students guided their own learning while exploring the Seafood Watch Cards. After Ms. Wong passed out the Seafood Watch Cards, students took initiative and started highlighting the types of fish that were marked "limit consumption due to concerns about Mercury levels." Students with Spanish-speaking family members brought cards translated into Spanish home to educate their families.

## Teachers Appreciate High-Quality Program

The WAP is providing high-quality hands-on science experiences for students at Bancroft Elementary. Fifth grade teacher Erin Doran, who teaches science to both her and Anna Davis' fifth grade classes, told Ms. Wong how grateful she was for the program. "The WAP is so great. The kids are really engaged in the lessons and are learning so much. I wish I could teach more hands-on science myself. It is just so hard when I am so busy with everything and don't have time to get all the equipment together." Ms. Doran added, "I am really glad that you are here to teach such fun, hands-on science."

Bancroft Elementary teachers plan on teaching the WAP on their own, with support from KftB next year. Ms. Spalding has appreciated watching Ms. Wong model the program and has been preparing herself to continue to teach the program during the 2011-12 school year. During the classroom lessons she took notes and filled in answers in the student worksheets. "I did not know what to expect when I signed up for the program, I am really impressed." she said.

## **Academic Credit Program**

This year four teachers in Contra Costa County are participating in our Academic Credit Program through a partnership between KIDS for the BAY and California State University East Bay (CSUEB). Participating teachers complete activities and written

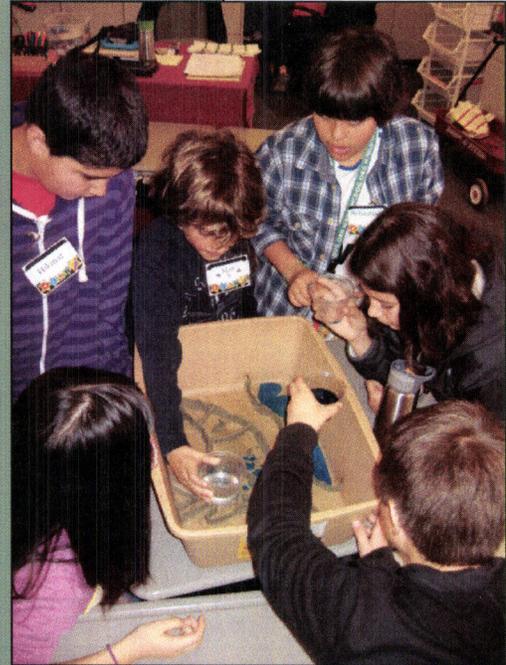
assignments in order to receive four units of professional level academic credit. Although teachers from Walnut Creek are not participating this school year, it is an important service to continue offering to teachers each year.

### **Action Projects**

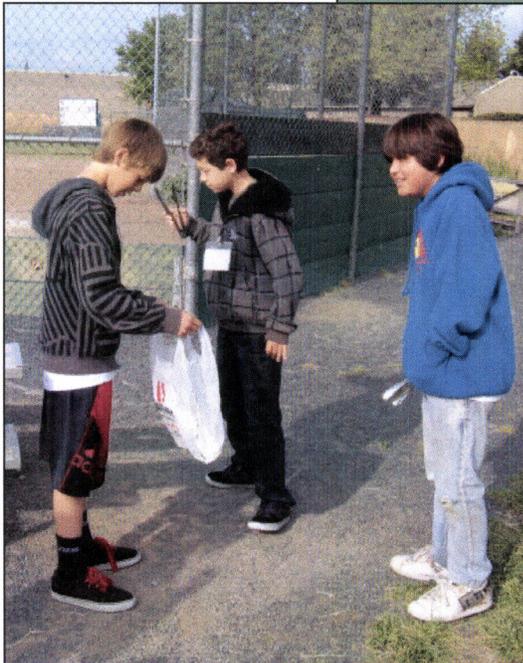
Once each class completes the five classroom lessons of the Watershed Action Program, the students and teacher work together to choose and complete an action project. Teachers and students at Bancroft Elementary will complete one of two exciting action project possibilities; either classes will work with Ms. Wong to make environmentally-friendly pesticides and teach kindergarten classes about the importance of using non-toxic methods of controlling pests in their school garden or, classes will conduct a native planting project in their school garden to provide food and habitat for beneficial insects and teach the kindergarteners about this topic. Highlights from the action projects will be included in a final report.

### **Field Trips**

Ms. Wong and KIDS for the BAY staff will lead field trips to Castle Rock Regional Recreation Area in May. There, the three classes will study the creek habitat and surrounding hills, conduct scientific studies of riparian organisms and complete water quality tests studying a variety of indicators for creek health. Highlights from the field trips will be included in a final report.

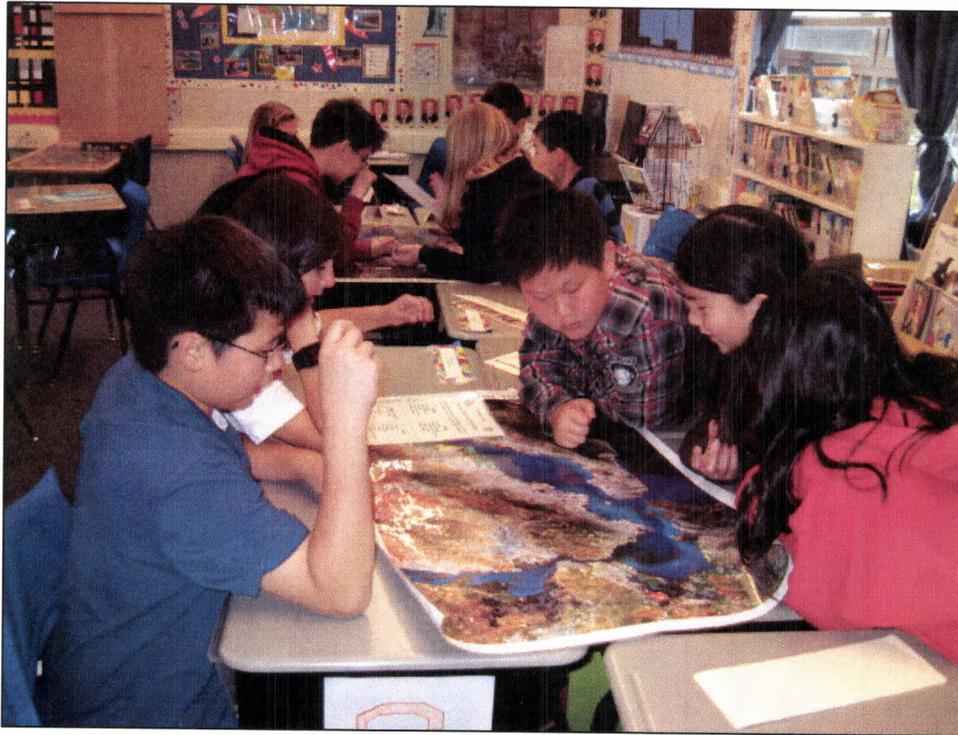


## Watershed Action Program

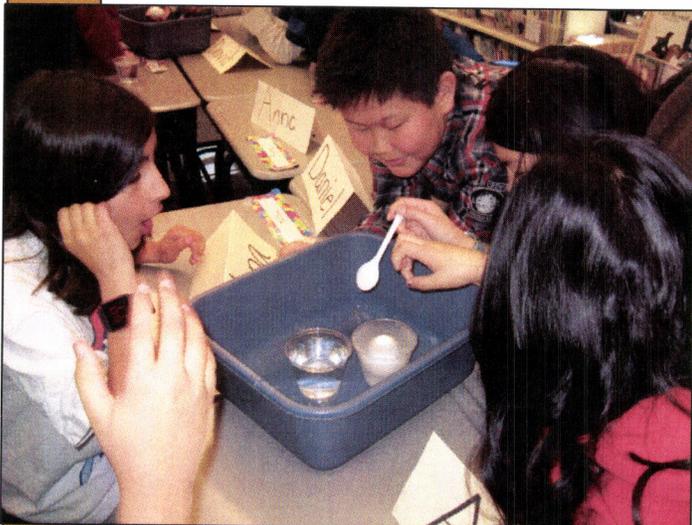


KIDS for the BAY  
City of Walnut Creek  
Classroom Lesson Highlights  
2010-2011 School Year

## Lesson One: Our Watershed



Students at Bancroft Elementary School in Walnut Creek studied local geography and identified Bay Area landmarks during a satellite map study activity.

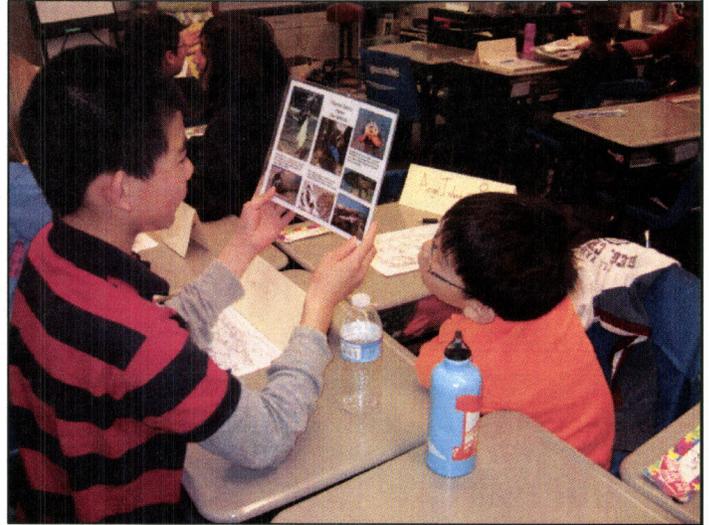
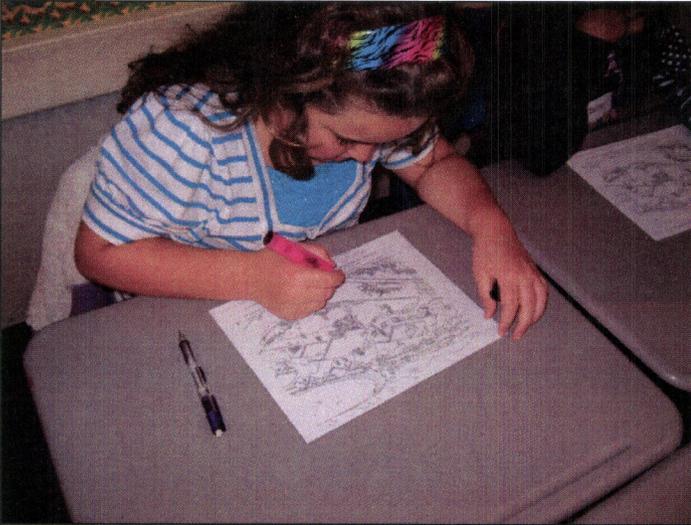


Students conducted an experiment to determine the relative densities of fresh water and salt water.

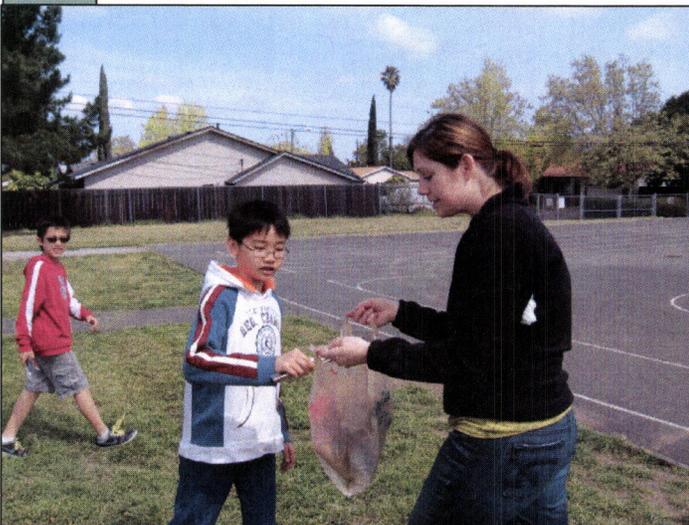


The fourth and fifth graders built a three-dimensional clay model of the San Francisco Bay and observed how an estuary is created.

## Lesson Two: Taking Action for a Healthy Watershed

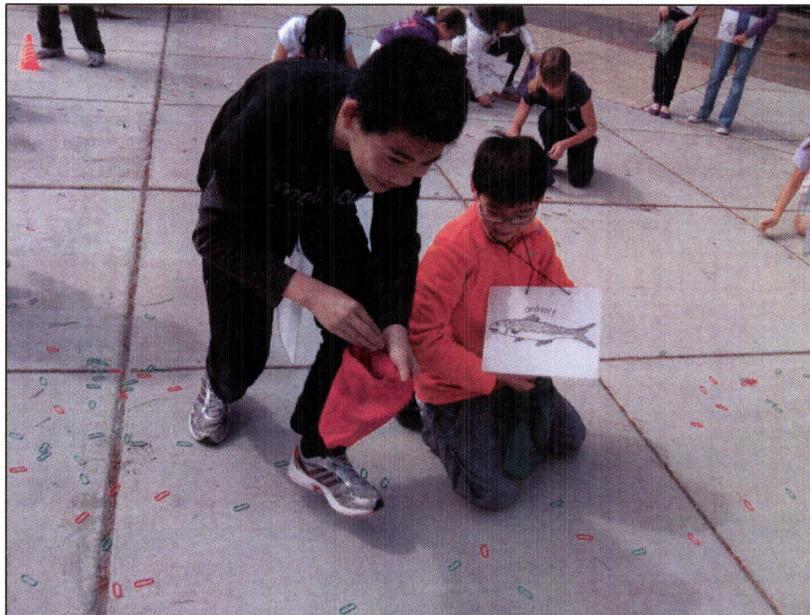


Students identified examples of urban runoff pollution while completing a worksheet (left) and learned how aquatic animals can be harmed by marine debris (right).

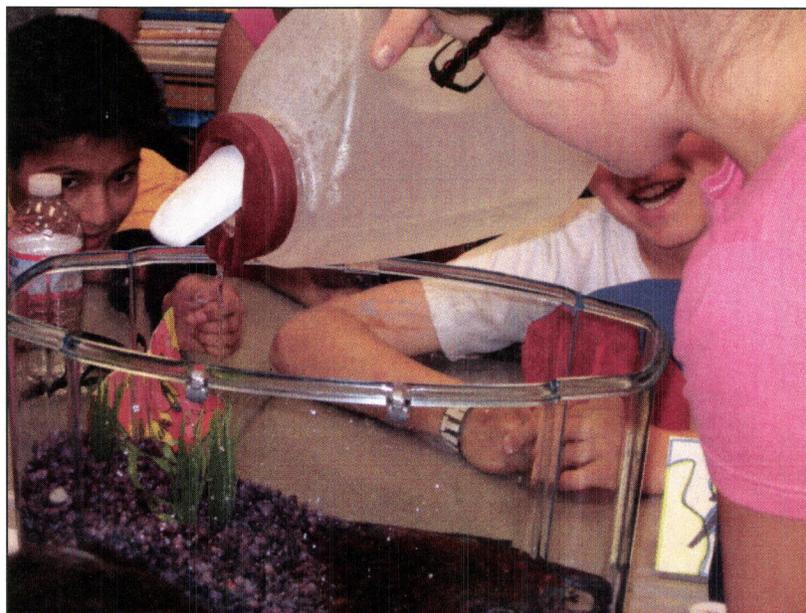


Classes ventured around their school campus to identify storm drains and prevent garbage from washing into them during a clean-up (left). They recorded their findings as they cleaned up their watershed (right).

## Lesson Three: Watershed Environmental Health and Food Chains



Bancroft Elementary students played a food chain game which demonstrated how energy and pollution moves through the food chain and collects in top predators such as people.

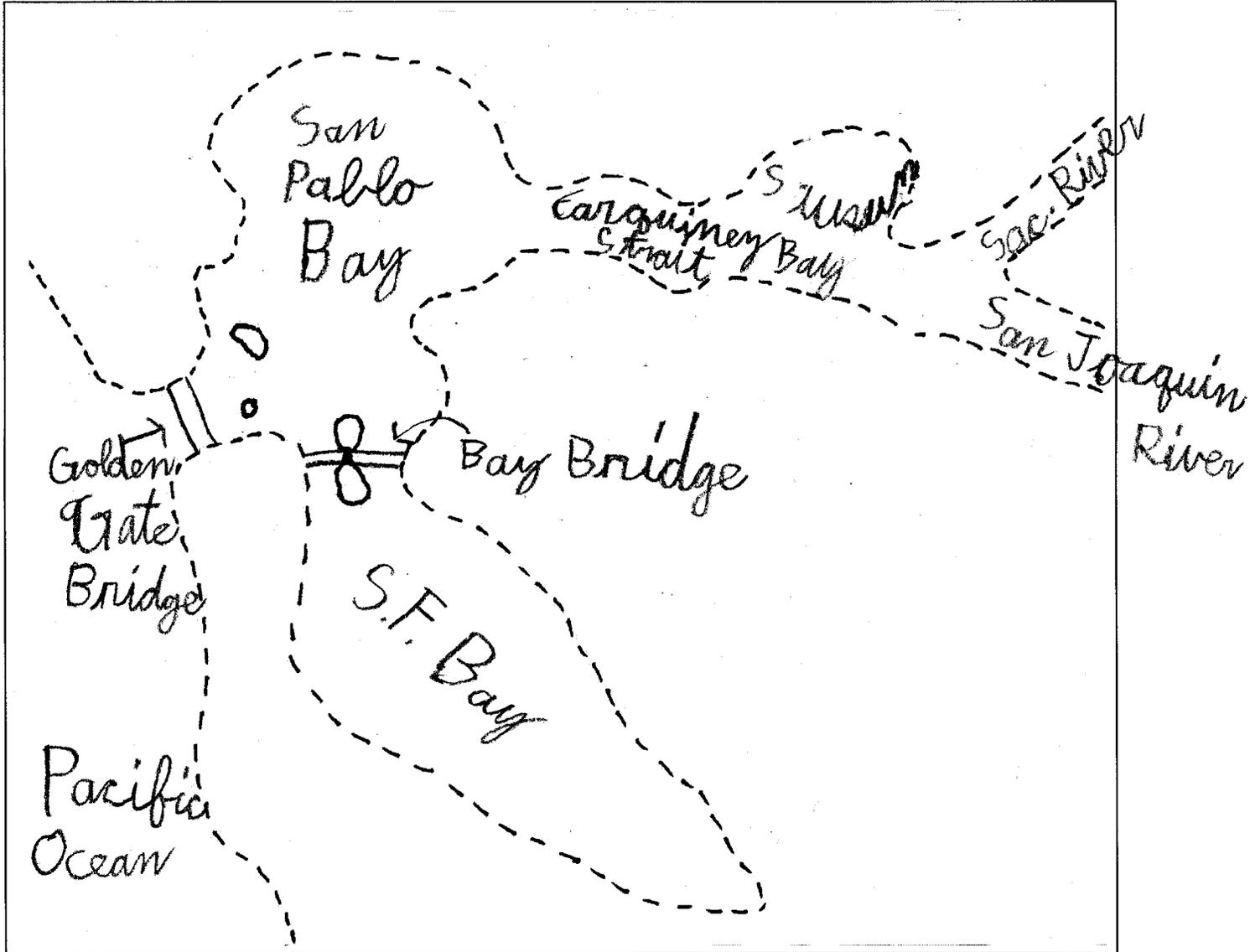


Students observed how pesticides, simulated by red food coloring, travel through ground water and contaminate nearby waterways.

Name: David #8

## KIDS for the BAY

1. Draw your watershed model and label the features.



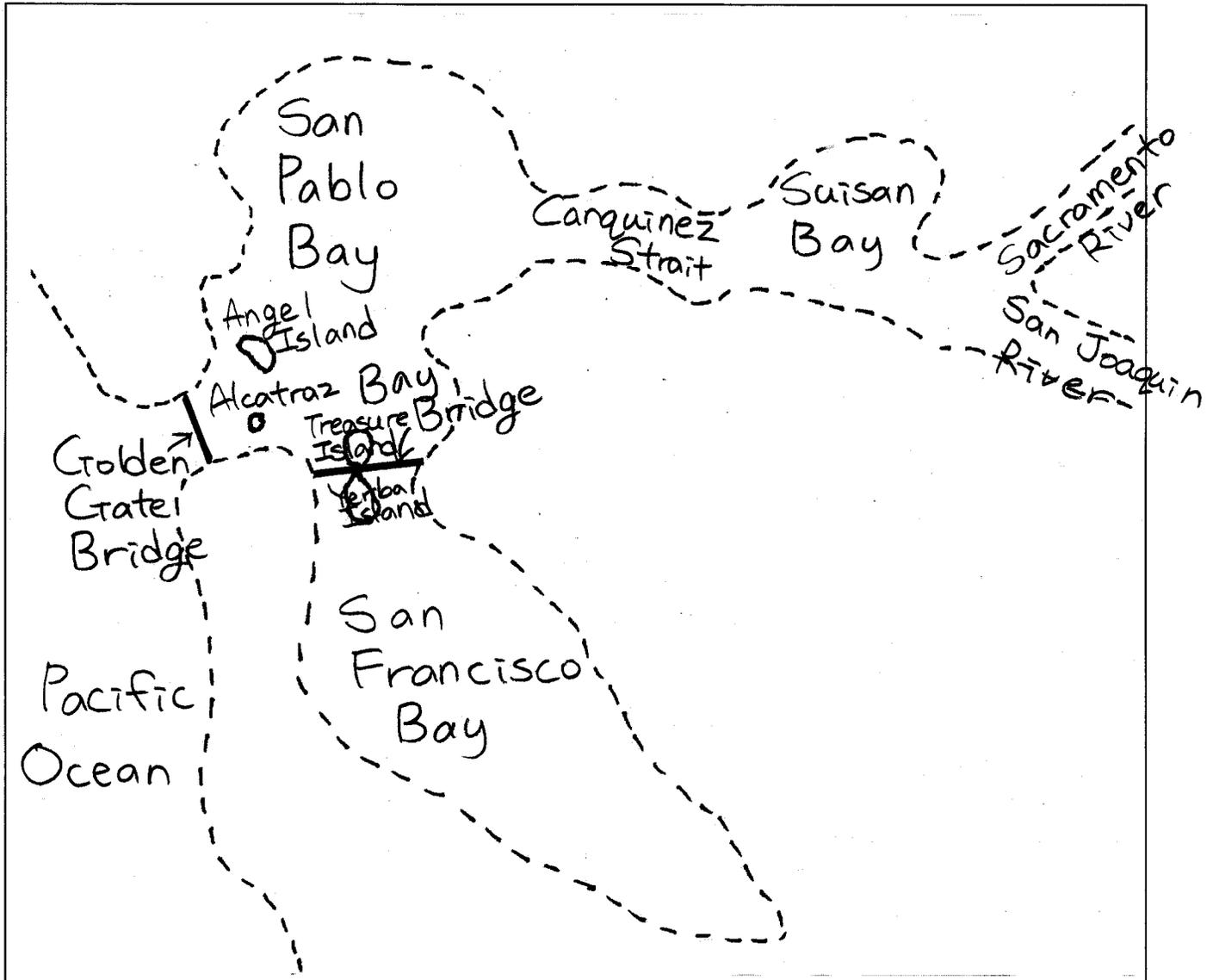
2. Explain how water flows into the Bay to make it an estuary.

The fresh water coming from the Sacramento River and San Joaquin River flows over to the San Pablo Bay, and spreads out as much as possible before mixing with the salt water coming from the Pacific Ocean, thus creating an estuary.

Name: Junesoo

## KIDS for the BAY

1. Draw your watershed model and label the features.



2. Explain how water flows into the Bay to make it an estuary.

Salt water from the Pacific Ocean flows  
to the bay. Fresh water from the Sacramento  
and San Joaquin river also flows to  
the bay. They meet between San Pablo  
and San Francisco Bay.

Name of student: Damen Name of family member: Dad

### KIDS for the BAY Storm Drain Pollution Interview

**Introduction:** Ask a member of your family to sit down and talk with you about something important you have been learning in school.

Show your family member the picture on the back of this sheet. Explain what the picture shows. Let your family member know that you will be writing down their answers to some questions you are about to ask them.

1. What is a storm drain?

It is a drain that allows water to drain out of the road into a river, sea, lake.

2. Where does water from the storm drain go? Does storm drain water get cleaned?

The water goes to the delta, bay, and ocean. I does not get cleaned.

3. What is the difference between the storm drain system and the sewer system?

Storm water goes straight to the body of water, the sewer water goes to the treatment plant.

4. What types of pollution could get into the storm drain? Please list three.

- a) gasoline
- b) oil
- c) trash

5. How can you stop these types of pollution getting into the storm drains?

- a) don't dumped gasoline in storm drains.
- b) don't dumped oil in storm drain or ground.
- c) don't litter

6. Why is this important?

Because if we let the types of pollution get into the bay it will be harmful to the environment.

7. Make a pledge with your family member to prevent pollution from getting into storm drains. Write your pledge below.

I pledge not to dumped harmful things into storm drains. We will put trash and recycling in the right area.

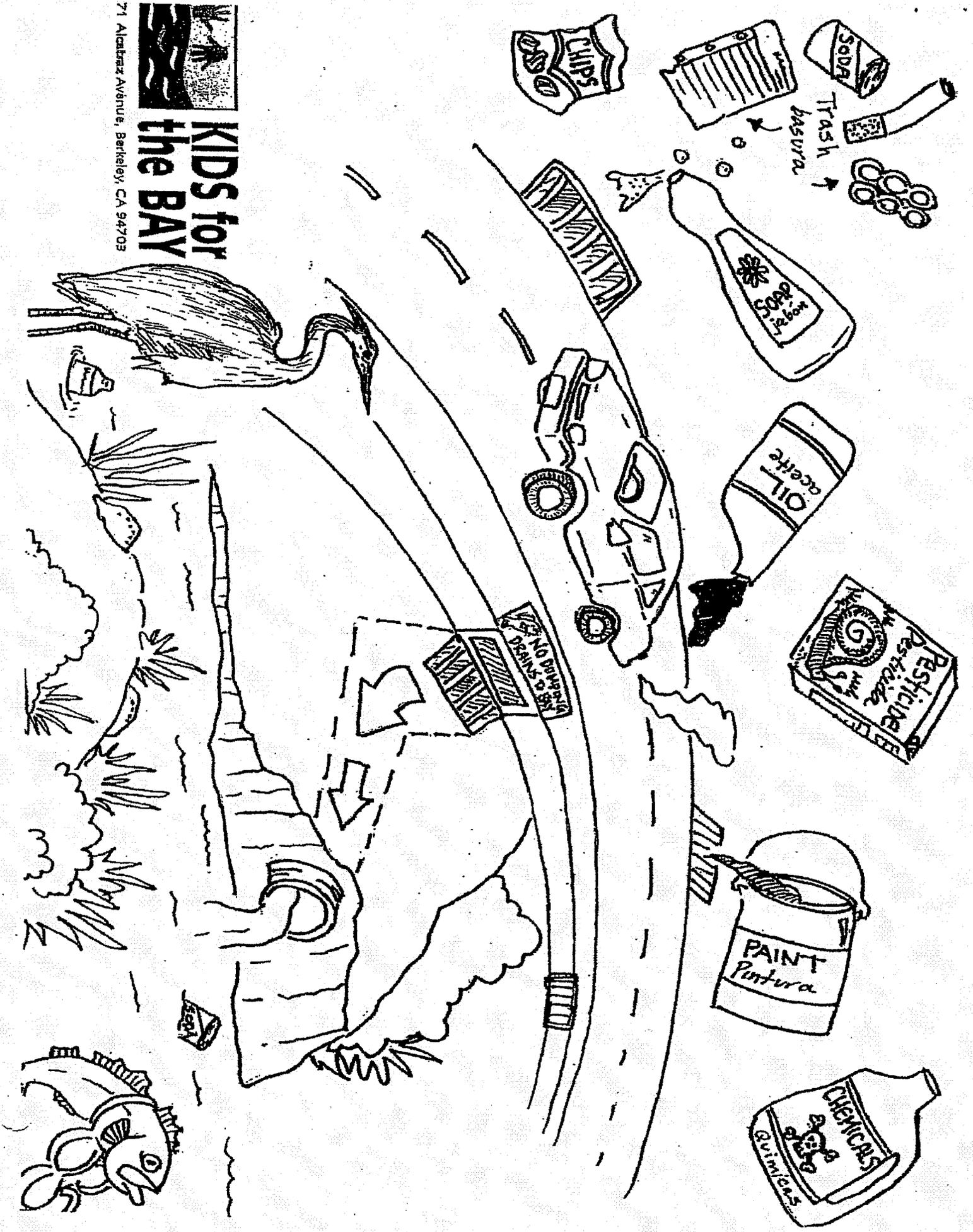
Parent/Guardian Signature: 

Thank your family member for talking with you.

71 Alcatraz Avenue, Berkeley, CA 94703



**KIDS for  
the BAY**



Due: Friday

Name of student: Becky #5

Name of family member: Anatoliy Nosovitskiy

## KIDS for the BAY

### Storm Drain Pollution Interview

**Introduction:** Ask a member of your family to sit down and talk with you about something important you have been learning in school.

Show your family member the picture on the back of this sheet. Explain what the picture shows. Let your family member know that you will be writing down their answers to some questions you are about to ask them.

1. What is a storm drain?

tube for a storm water to go away from houses.

2. Where does water from the storm drain go? Does storm drain water get cleaned?

It goes to a body of water and it does not get cleaned.

3. What is the difference between the storm drain system and the sewer system?

Storm drain system is for rain water, the sewer system for household uses.

4. What types of pollution could get into the storm drain? Please list three.

a) trash items

b) chemicals

c) plastic

5. How can you stop these types of pollution getting into the storm drains?

a) stop littering

b) recycle properly

c) reuse plastic containers

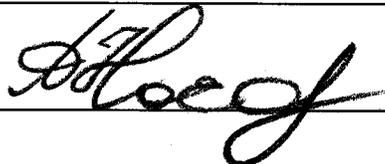
6. Why is this important?

Storm water never gets cleaned

7. Make a pledge with your family member to prevent pollution from getting into storm drains. Write your pledge below.

We pledge to reuse plastic containers and paper bags

Parent/Guardian Signature: \_\_\_\_\_

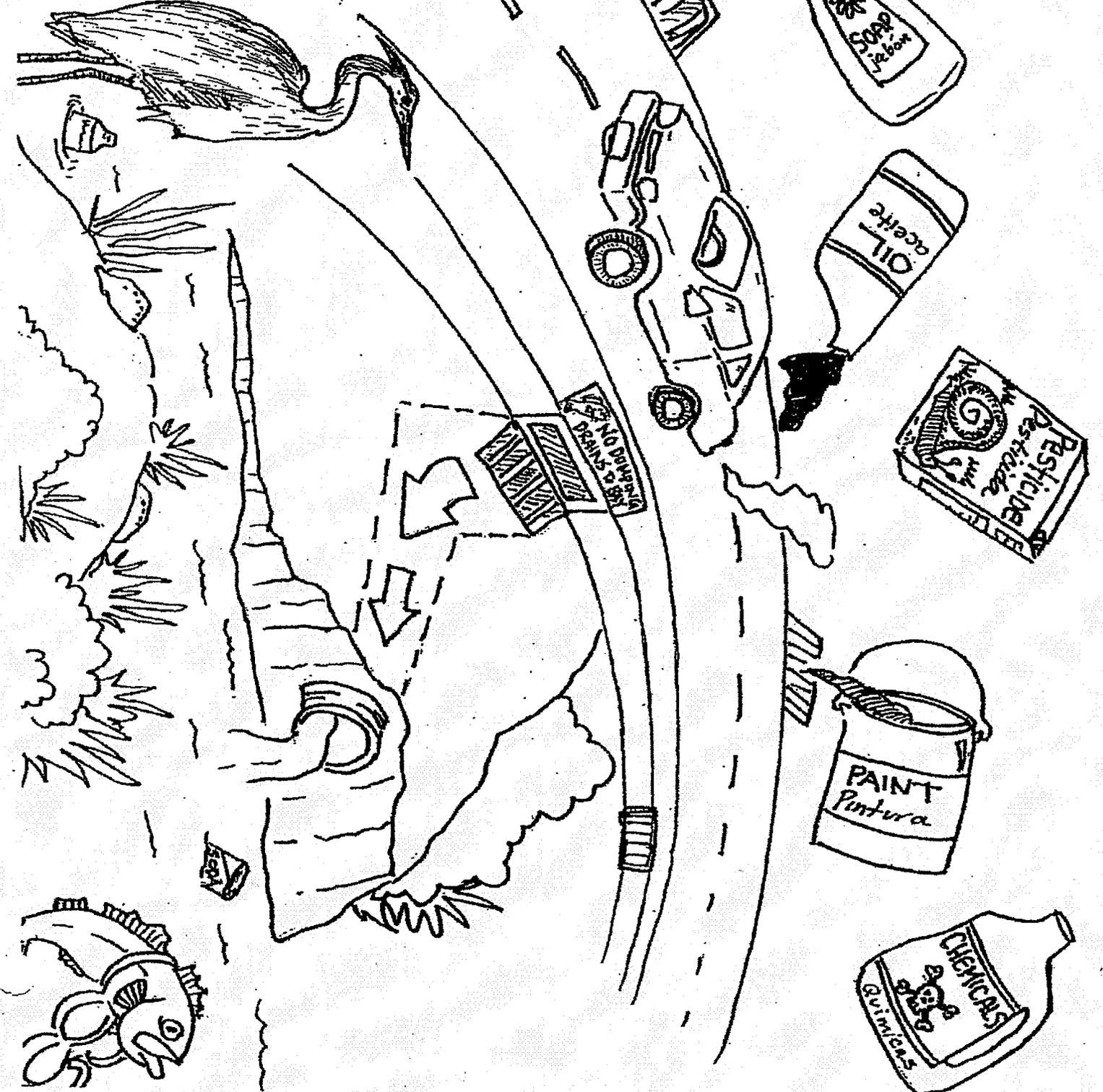


**Thank your family member for talking with you.**

71 Alcatraz Avenue, Berkeley, CA 94703



**KIDS for  
the BAY**



**CITY OF WALNUT CREEK  
ADMINISTRATIVE POLICY**

**Issued: April 6, 2010**

**INTEGRATED PEST MANAGEMENT (IPM)**

**POLICY**

The City of Walnut Creek will implement integrated pest management (IPM) practices, eliminate or reduce pesticide applications on public-owned and/or City-managed property to the maximum extent feasible and as required by the State and Regional Stormwater regulation to take all reasonable measures to ensure that pest control activities do not threaten environmental and human health. The City of Walnut Creek, in carrying out its pest management operations, shall focus on long term prevention or suppression of pest problems with minimum impact on human health, non-target organisms, and the environment.

**PURPOSE**

The City will implement and manage an IPM program for all City buildings, parks and facilities through the combined use of monitoring, physical, cultural, biological and chemical control methods to effectively manage pests and weeds with minimal or no risk to human and the environment. The City of Walnut Creek recognizes that pesticides are potentially hazardous to human health and the environment, and non-pesticide alternatives will be considered over toxic pesticides on public property.

**IMPLEMENTATION**

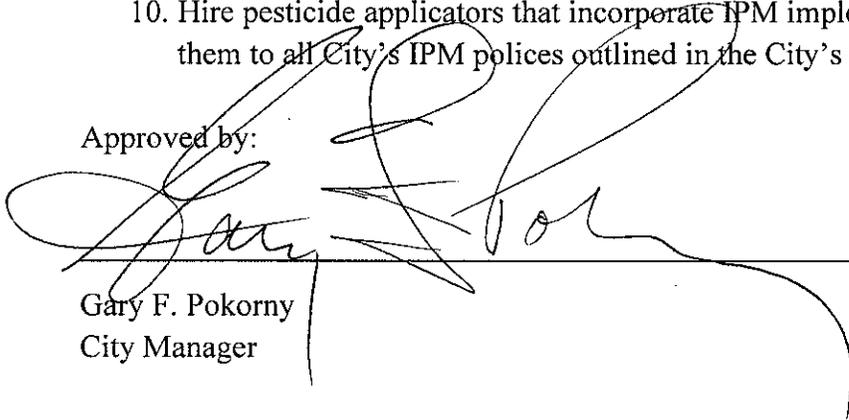
The City of Walnut Creek will develop an IPM program that will outline all the IPM activities that will be implemented to ensure that less toxic methods are used to control pests on public property.

The following elements will be included in the City of Walnut Creek's IPM program:

1. Establish inspection procedures to monitor pest population levels, perform thorough field assessments of each pest problem, and keep records of such monitoring. Monitoring should be performed by designated personnel or contractor knowledgeable in IPM methods.
2. Establish for each pest an IPM implementation plan which evaluates the biological, aesthetic, and economic loss each site can tolerate and set pest population levels at which corrective action should be taken to ensure that pests do not exceed tolerance levels.

3. Determine corrective actions when an action threshold is reached. Review and consider all available non-chemical options for acceptability and feasibility. Consider the use of chemicals only as a last resort. Select and use chemicals only in accordance with State, Federal and local law and in accordance to the pesticide selection method outlined in the City's IPM program document.
4. Identify and evaluate conditions that encourage pest problems. Modify pest ecosystems to reduce food and living space through physical and cultural practices.
5. Determine most effective treatment time, based on pest biology and other variables identified during the above mentioned inspection and monitoring efforts during the field assessments of each pest problem.
6. Establish and maintain an accurate record-keeping system to catalog monitoring information and to document and evaluate the effectiveness of pest management procedures.
7. Evaluate the effectiveness of the IPM program and make adjustments as needed.
8. Conduct an ongoing education program for City staff and members of the public.
9. Designate an IPM Coordinator and Committee to oversee that the IPM program is implemented correctly and appropriately to uphold this document's goals and objectives for IPM practices.
10. Hire pesticide applicators that incorporate IPM implementation in their services and bid them to all City's IPM polices outlined in the City's IPM program document.

Approved by:

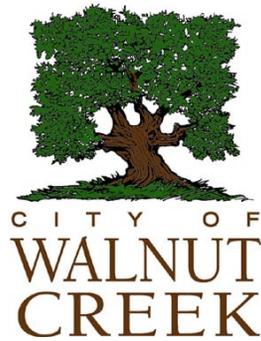


Gary F. Pokorny  
City Manager

4-6-'10

Date

Document No. CW-04  
Original: April 18, 2010



# INTEGRATED PEST MANAGEMENT (IPM) PROGRAM

Revised on April 2011

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Integrated pest management is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. The least toxic pesticides are used only after other methods of control have failed or were deemed unfeasible.

## I. MISSION STATEMENT

It is the mission of the City of Walnut Creek IPM Policy to promote an environmentally sensitive pest management strategy while preserving assets and protecting the health and safety of the public and our employees. All costs and impacts associated with pesticide use, including community and environmental health, will be considered. A copy of the adopted IPM Administrative Policy is attached to this document (Refer to Attachment D).

## II. DEFINITIONS

**Contract:** a binding written agreement requiring the services of an outside provider for grounds maintenance or any pest control related services.

**Contractor:** a person, firm, corporation or other entity, including a governmental entity, which enters into a contract with a department.

**Emergency:** a pest outbreak that poses an immediate threat to public health or significant economic or environmental damage.

**Exemption:** a process by which materials not on the tiered product list can temporarily be used, but only after all alternatives have been reviewed, evaluated, and/or implemented and only after the IPM Advisory Committee has authorized the use of the pesticide for the specific purpose. The application for an exemption shall be filed on a form specified by the IPM Advisory Committee and signed by the IPM Coordinator. The decision to approve an exemption will be based upon an evaluation of the failure of alternatives, and taking into consideration public health, environmental and financial risks (See Attachment A).

**Hazardous Material:** a chemical or mixture that may pose a physical hazard, health hazard, or environmental hazard and that is regulated under the law to control its harmful effects. This definition is not intended to be rigid or legalistic because all materials regulated in this manner merit special attention and consideration under this program.

**IPM Advisory Committee:** the advisory committee will be made up by a group of management staff and outside experts as deemed appropriate by each department involved in the IPM strategy implementation. This Advisory Committee shall be responsible for guiding the agency-wide implementation of the approved IPM policy. The IPM committee shall meet as needed to perform the duties outlined in this policy.

**IPM Coordinator:** individual designated for those departments that apply pesticides or contract with pesticide applicators. The Public Services Director may appoint a person to coordinate these activities on a citywide basis to serve as the primary point of contact. The IPM coordinator(s) shall be trained in the principles of low-risk IPM, safe application of pesticides and alternatives to pesticide use.

**Landscapes:** grounds that are actively managed such as parks, plantings, lawns around public buildings, right-of-ways, watersheds and open spaces.

Pest: for the purposes of this Policy, a “pest” is defined as an insect, weed, rodent or other animal, or fungus.

Pesticide definition: for the purpose of this Policy, “Pesticide” means pesticide as defined in Section 12753 of Chapter 2 of Division 7 of the California Food and Agricultural Code, but does not include antimicrobial agents as defined by Section 21F.2(a) of the Administrative Code.

Sustainable Design, Construction and Maintenance: principles, materials and techniques that conserve natural resources and improve environmental quality throughout the life cycle of the landscape and its surrounding environment. Sustainable designs for buildings and landscapes incorporate methods that reduce the potential for pest problems from the start and with long-term maintenance needs in mind.

Toxicity Category I Pesticide Product (DANGER / POISON): any pesticide product that meets U.S. EPA criteria for Toxicity Category I under Section 156.10 of Part 156 of Title 40 of the Code of Federal Regulations.

Toxicity Category II Pesticide Product (WARNING): any pesticide product that meets U.S. EPA criteria for Toxicity Category II under Section 156.10 of Part 156 of Title 40 of the Code of Federal Regulations.

### III. ROLES AND RESPONSIBILITIES

- Department Director
- IPM Advisory Committee
- IPM Coordinator

Department Director shall be responsible for:

1. Ensuring that departmental procedures, budget and staffing decisions support implementation of the IPM policy.
2. Providing training to grounds management staff in the requirements of the IPM policy.
3. Designating an Integrated Pest Management (IPM) Coordinator to ensure products used by the Department meet the standards outlined in the IPM policy and represents the Department on the IPM Advisory Committee.
4. At least annually and in conjunction with the IPM Advisory Committee, report to the City Manager and/or City Council on the Department’s implementation of the IPM Policy as appropriate.

IPM Advisory Committee is responsible for:

1. Meeting as needed to review and discuss pest management practices.
2. Develop, adopt and periodically review the Tiered Product List.
3. Review, approve and deny exemptions to the Phased-out Pesticide approved list.
4. Review emergency pest control decisions.
5. Investigate low-risk/least hazardous alternatives to conventional treatments.
6. Assist departments in implementing the IPM policy by developing educational information for staff and public users about IPM plans and programs.
7. Annually review the written IPM policy and recommend appropriate revisions to ensure the program meets the intended purpose and goals of IPM.

The Committee is comprised of representatives from City management staff and outside experts as deemed appropriate. If the Committee is disbanded or becomes inactive at any time during this policy implementation, the responsibilities of the IPM Advisory Committee will be assigned to its successor, if any, or to the discretion of the Director of the Public Services Department. The Committee's role is supportive of the IPM Coordinator(s).

The IPM Coordinator shall be responsible for:

1. Coordinating efforts across departments to adopt IPM techniques.
2. Communicating with all staff on the goals and guidelines of the program.
3. Coordinating training programs for staff.
4. Facilitating meetings with the IPM Advisory Committee.
5. Tracking all pesticide use and ensuring that the information is available to the public.
6. Preparing and presenting the IPM Annual Report.
7. Coordinating with other public agencies that are practicing IPM programs as needed.
8. Maintaining regular communications with the county agricultural commissioner's office.
9. Creating, in conjunction with the IPM Advisory Committee, written standard operating procedures for pesticide application.

Annual Report should, at a minimum:

1. Identify the types of pest problems that the Department has encountered.
2. Identify the types and quantities of pesticides used by the Department.
3. Identify the alternatives currently used for phased out pesticides.
4. Identify the alternatives proposed for adoption within the next 12 months.
5. Identify any exemptions currently in place and granted during the past year.
6. Identify planned changes to pest management practices.
7. Evaluate the effectiveness of any changes in practice implemented.

#### IV. NOTIFICATION

- a. Any department that uses any pesticide should comply with the following notification procedures:
  1. Signs should be posted at least 48 hours before application of the pesticide product and remain posted at least 48 hours after application of the pesticide.
  2. Signs should be posted at every entry point where the pesticide is applied if it is applied in an enclosed area; and in highly visible locations, signs will be posted around the perimeter of the area where the pesticide is applied.
  3. Signs shall be of standard design that is easily recognizable to the public and City employees (see Attachment B for sample sign).
  4. Signs shall contain the name and active ingredient of the pesticide product, target pest, the date of pesticide use, the toxicity category of the pesticide project, the name and contact number for the Department responsible for the application (see Attachment B for sample sign).
  5. Individual copies or photographs of posted signs shall be retained for record keeping purposes for one year.
- b. Signs are not required in right-of-way locations where public use and potential exposure is limited. Each department that uses pesticides in locations where their use is not posted will

keep records of pesticide use in these areas on file for a minimum of one (1) year and provide these records to the public upon request.

- c. The IPM Advisory Committee may authorize the application of a pesticide without providing a 48 hour advance notification in the event of a public health emergency or to comply with worker safety requirements. Signs meeting the requirement of Subsection (a)(2) through Subsection (a)(4) shall be posted at the time of application and remain posted 48 hours following the application. (See Section VI(c)).
- d. The IPM Advisory Committee may grant exemptions to the notification requirements for one-time pesticide uses and may authorize permanent changes in the way City departments notify the public about pesticide use in specific circumstances. Upon finding that good cause exists to allow an exemption pursuant to this subsection, the Department requesting the exemption shall identify specific situations in which it is not possible to comply with the notification requirements and propose alternative notification procedures. The Committee shall review and approve the alternative notification procedure.
- e. Pesticide use information shall be made available to staff and the public upon request. Each department shall maintain a list of all materials applied on a site-specific basis. The list shall be available at each department's main offices or made available to the public upon request.

#### V. TIERED PRODUCT LIST AND EXEMPTION PROCESS

The IPM Advisory Committee shall develop a tiered risk assessment of pesticides. A prioritized list of products will be developed to identify products that may be targeted for future phase-out based on review of the product's contents, precautions, need for the product, and adverse health and environmental effects. The IPM Advisory Committee will make product recommendations and establish and prioritize the Tiered Product Lists for future phase out. The list shall be submitted as part of the annual report to the City Council and Parks, Recreation and Open Space (PROS) Commission. The list may be used if determined appropriate by the IPM Advisory Committee in compliance with the emergency exemption process.

Criteria for developing products list shall be based on acute and chronic toxicity of products and chemicals known to cause cancer and known to cause reproductive toxicity. Environmental impacts of the products shall also be considered.

Products on the Tiered Product List will be divided into three classifications:

- Approved Use
- Limited Use
- Banned Used

If the use of a material that is not either Approved Use or Limited Use is deemed necessary, the IPM Coordinator may apply for an emergency exemption.

##### a. **Approved Use Products**

The IPM Coordinator shall maintain a list of all pesticides that have been approved for use by the IPM Advisory Committee, along with any restrictions for such use. This list shall be referred to as the Approved Use Products List, which shall include but not limited to:

- Insecticides, herbicides, rodenticide baits and traps
- Caulking agents and crack sealants
- Borates, silicates and diatomaceous earth

- Soap-based products
- EPA GRAS-generally recognized as safe products pursuant to Federal EPA
- Biological controls such as parasites and predators
- Physical barriers
- Glyphosate herbicides
- Sluggo slug bait
- Pheromones and attractants for traps

#### **b. Limited Use Products**

The IPM Advisory Committee may grant a recommendation that particular pesticides not classified as the Approved Use be approved for a specific purpose. Limited use products may not be a pesticide on the Banned Use Product. The request must be reviewed and approved by the IPM Advisory Committee. The Committee may grant a limited use exemption upon a finding that the requestor has:

1. Identified a compelling need to use the pesticide.
2. Made a good faith effort to find alternatives to the particular pesticide.
3. Demonstrated that effective, economic alternatives to the particular pesticide do not exist for the particular use.
4. Developed a reasonable plan for investigating alternatives to the pesticide in question during the exemption period.

#### **c. Banned Use Products**

The following high health-risk pest management products are completely banned from use on City property:

1. Pesticides linked to cancer (US EPA Class A, B and C carcinogens and chemicals known to the State of California to cause cancer under Proposition 65).
2. Pesticides that cause birth defects, reproductive or development harm (identified by the US EPA or known to the State of California under Proposition 65 as reproductive or development toxins).
3. Pesticides classified as Toxicity Category I and Category II pesticide products by the US EPA, carbonate and organophosphate pesticides.
4. Foggers, fumigants, or sprays that contain pesticides identified by the State of California as potentially hazardous to human health (CFR 6198.5).
5. Pesticides that interfere with human hormones.

#### **d. Emergency Exemption**

A department may apply to the IPM Advisory Committee for an emergency exemption in the event that an emergency pest outbreak poses an immediate threat to public health or significant economic damage will result from failure to use a pesticide that is on the Phase-Out Pesticide List. An application for an exemption shall be filed on a form specified by the IPM Advisory Committee (see Attachment A).

The IPM Advisory Committee shall respond to the application in a timely manner. If the requesting department is unable to reach the IPM Advisory Committee, the IPM Coordinator may authorize the one-time emergency use of the required pesticide. The IPM Coordinator must notify the IPM

Advisory Committee members of the determination to use the pesticide prior to its application in the event that the IPM Coordinator is unable to make the request at the IPM Advisory Committee meeting.

The IPM Advisory Committee will review the circumstances of the emergency permit issued by the IPM Coordinator at the next scheduled IPM Advisory Committee meeting. Signs shall be posted at the time of application and remain posted 48 hours following the application. The IPM Coordinator may impose additional conditions for emergency applications.

#### VI. RECORD KEEPING

Each department that uses pesticides shall keep records of all pest management activities. Each record shall include the following information:

- Target pest,
- Type and quantity of pesticide used,
- Specific location of the pesticide application,
- Date of pesticide application,
- Name of the pesticide applicator,
- Application equipment used,
- Prevention and other non-chemical methods of control used,
- Experimental efforts, if any; and
- Exemptions granted for that application.

Each department that uses pesticides shall maintain a pest management record as part of their individual department's Integrated Pest Management (IPM) policy. Pest management records shall be made readily available to the public upon request.

#### VII. IPM APPLICATIONS

Only persons specifically trained by the IPM Coordinator as Pesticide Applicators will be permitted to use pesticides on the facilities. Use of pesticides by pesticide applicators is limited to Approved Use and Limited Use Products. Pesticide applicators must follow regulations and label precautions as well as established standard operating procedures for pesticide application.

Everyone who works with or is potentially exposed to hazardous materials will receive training in Integrated Pest Management, Hazard Communication Standards and the safe use of those hazardous materials in their workplace by their supervisor or designee.

Education and training of appointed personnel is critical to the success of the IPM program. Appropriate staff will be educated on the least toxic IPM practices and procedures. Understanding the objectives of the program will be updated periodically and reviewed. Education will include formal classroom training, on-site and informal meetings for those employees responsible for providing pest control at least once per year. No pesticides may be used at City facilities except in accordance with the City's adopted IPM policy.

#### VIII. TRAINING

Increasing knowledge of City staff and contractors who design and maintain buildings and landscapes is critical to the success of the IPM Program. Consequently, providing ongoing training

and educational opportunities to City staff and contractors regarding building and landscape IPM concepts, practices and products will be a priority.

The IPM Coordinator shall invite speakers and arrange for other educational opportunities to assist implementing the IPM Program each year. IPM Coordinators shall inform employees on departmental policies and procedures relevant to this IPM Program and keep staff current with best landscape-management practices and technologies that utilize IPM. Employees shall also be involved in identifying and implementing strategies to minimize the use of pesticides and in evaluating replacements to chemicals targeted for phased-out.

All staff associated with planning, design, construction and maintenance of city owned buildings and landscapes shall receive an orientation to the IPM policy and their roles and responsibilities in implementing it in a written or verbal format.

All personnel involved in pest management activities shall receive training on:

- Orientation to the IPM policy and pesticide application standard operating procedures;
- Identification and lifecycles of typical northern California pests, weeds and beneficial insects; threshold levels for different types of landscapes; monitoring techniques; and strategies for successful management of these pests;
- Noxious weed identification, control and regulations;
- Pesticide laws and safety; and
- Specific best management practices as appropriate

Training will be provided by City/County staff, IPM consultants, IPM technical advisors and invited guest speakers. The IPM Coordinator, with assistance from the IPM Advisory Committee, will schedule training. Training and educational opportunities, both formal and informal, will also occur at landscape staff meetings. Managers and supervisors are not only expected to participate in the training, but to fully support involvement of their staff and contractors in the training.

#### **IX. PUBLIC INFORMATION**

Efforts will be made to educate the public about reduced risk pest management goals and practices implemented under this policy in the most effective manner given time and budget constraints. Various venues may be utilized for public education and information including:

- City website
- Articles in City publications (Nutshell and Focus)
- Press release (as appropriate)

#### **X. REVIEWING PLANS FOR CITY-OWNED NEW CONSTRUCTION AND LANDSCAPE PROJECTS**

Poorly planned landscape designs may require intensive maintenance and greater reliance on pesticides for pest control than landscapes created with Integrated Pest Management design specifications.

Departments participating in a City project that includes the design of new landscapes or renovation of existing landscapes shall design and construct the project consistent with IPM plans to ensure that, where possible, the design considers IPM measures.

In planning, designing and installing landscapes owned and managed by the City, site objective shall include future management and maintenance practices that protect and enhance natural ecosystem. The design should take into account parameters that will enhance the intended use of land and minimize pest problems; such as, types of uses, soil conditions, grading and slope, water

table, drainage, proximity to sensitive areas, selection of vegetation and vector control issues. Priority shall be given to IPM strategies when designing new and renovating existing landscape areas.

Applicable IPM strategies include:

- Proper soil preparation and amendment;
- Weed-free soil amendments;
- Mulches to control weeds, conserve water and build healthy, biologically diverse soils;
- Biodegradable weed control fabrics under organic mulches;
- Site adapted and pet resistant plants: “the right plant for the right place”;
- Group together plants with similar horticultural needs;
- Retain and use regionally native trees, shrubs and perennials where appropriate, preferably from genetic stock;
- Pre-plant control of noxious weeds and invasive, non-native plant species;
- Plant for erosion and weed control;
- Assess whether landscapes can still meet the intended site use objectives while modifying the aesthetic standard and/or applying less maintenance;
- Match maintenance standards to site objectives in the design stage;
- Construct walkways so as to prevent weed intrusion; and
- Plant vegetation that will encourage the presence of beneficial insects and birds.

## XI. CONTRACTORS

When a contractor is retained to apply pesticides to City property, the contractor shall be obligated to comply with all provisions of this IPM policy. In addition, the contractor shall submit to the City an IPM implementation plan that lists:

- Types and estimated quantities, to the maximum extent practicable, of pesticides that the contractor may need to apply to property during its contract;
- Outline actions the contractor will take to meet the IPM policy to the maximum extent practicable; and
- Identify the primary IPM contact for the contractor.

A contractor, or department on behalf of a contractor, may apply for any exemption authorized under the exemptions section of this Policy.

## XII. PRECAUTIONARY PRINCIPLE

It is the policy of the City to adopt, properly implement and practice low risk/least hazardous Integrated Pest Management with the goal of immediately minimizing the risk of pesticide exposure to staff, the environment and the public.

This policy is based on what is referred to as the “Precautionary Principle” of pest management. The guiding principles in this policy are based on the following:

1. No pesticide is free from risk or threat to human health,
2. All reasonable alternative measures of pest management have been attempted and have been demonstrated to be unsuccessful, and

3. Pesticides suspected of being in conflict with the mission and goals of this Policy shall not be used without exemption, or until it is determined that a specific product is safe for use around sensitive individuals (i.e. children, elderly, asthmatics, etc.).

The Precautionary Principle should guide decision-making processes when it comes to the health and safety of City staff and public. All aspects of the program will be in accordance with Federal and State laws and regulations.

INTEGRATED PEST MANAGEMENT (IPM)  
ADMINISTRATIVE POLICY

Amendment No. 1  
Exception to Posting of Notifications

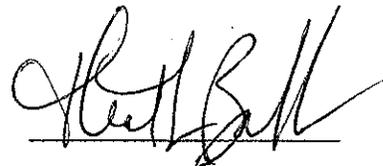
The following conditions warrant exception to the Notification requirements under the Integrated Pest Management (IPM) administrative policy:

1. The pesticide application is considered a routine maintenance task that targets an isolated small area using products from the Acceptable-Use List. Examples include, but not limited to, spraying pesticides to remove weeds inside cracks on the sidewalk. These products have a quick-drying period allowing the general public to access almost within one (1) hour of application.
2. Location of application is considered remote; thus posting of signage provides no benefits to the general public.
3. Posting of signage create confusion to the general public due to the sporadic location of targeted areas. In this case, application is not done on a contiguous area.

The IPM Technical Advisory has reviewed the above Exceptions and made a recommendation to the Public Services Director to adopt Amendment No. 1.

Signed on: \_\_\_\_\_

4/19/11



Heather Ballenger  
Public Services Director



INTEGRATED PEST MANAGEMENT PROGRAM

**MATERIAL EXEMPTION REQUEST  
FOR PESTICIDE APPLICATION**

Dept: \_\_\_\_\_ IPM Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Pesticide Applicator (Company) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Site Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Product: \_\_\_\_\_ (Attach the product label/MSDS to this form)

Product exemption request is:

One-time exemption

Programmatic exemption

Product type:

Herbicide

Insecticide

Fungicide

Other:

Application:

Ornamental

Turf

Golf

Street Tree

Park Tree

Right-of-way

Vector Control

Vertebrate pest

Describe the management goals and objectives for this site:

Describe the pest problem:

What is the damage threshold for this pest at this site?

What monitoring of the pest and potential predators (where applicable) has been conducted and what control methods have been previously used at this site?

Describe how the product will be applied including frequency, concentration and method of application.

What non-target impacts do you anticipate?

How does the use of this product help achieve the site management goals and objectives? Note if this is curative or preventive.

How will effectiveness of this project be monitored? Include your expected results and indicators of success.

Describe the site conditions. Please note if this is a restricted access area, within 30 feet from a creek or water body, subject to runoff or in a designated "Pesticide Free Zone."

Exemption Request

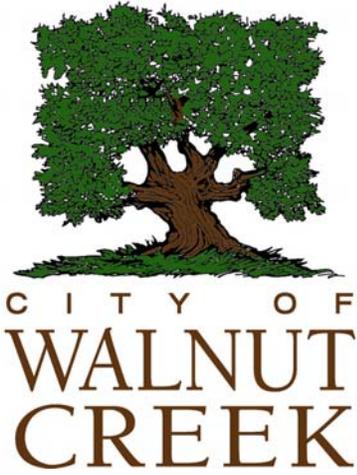
Approved

Denied

If denied, give the reason:

Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

IPM Coordinator



INTEGRATED PEST MANAGEMENT PROGRAM

# NOTICE OF PESTICIDE APPLICATION

Day: \_\_\_\_\_ Date: \_\_\_\_\_

The material(s) being applied is (are): \_\_\_\_\_

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

Product Toxicity Category: \_\_\_\_\_  
(signal word)

Target Pest: \_\_\_\_\_

Area Treated: \_\_\_\_\_  
(Attach map if necessary)

\_\_\_\_\_

Signs will remain 48 hours after pesticide application.

If you have any questions, please call us:

at (925)

\_\_\_\_\_

## INTEGRATED PEST MANAGEMENT PROGRAM

## ADDITIONAL DUTIES / RESPONSIBILITIES

Source	Description	Who is responsible
Permit: C.9.b	Establish written standard operating procedures for pest control. Applies to employees and contractors.	IPM Advisory Committee, IPM Coordinator (s)
Permit: C.9.c	Train employees: expand current training to include larger focus on IPM strategies, expand training to include all city employees who apply pesticides, and provide an orientation of the IPM policy to all non-applicator employees and pesticide contractors operating on city owned property.	IPM Coordinator (s) IPM Advisory Committee
Permit: C.9.d	Hired contractors: Pesticide contractors applying pesticides on city property (hired by the city, a department, or by a third party) must either be IPM certified or follow the city's IPM policy. May include changes to existing contracts and / or lease agreements.	IPM Advisory Committee, Parks Supervisor, City attorney's office
IPM Policy	Review and approve contractors IPM implementation plan.	IPM Advisory Committee, IPM Coordinator (s)
IPM Policy	Compile and create the IPM program annual report.	IPM Coordinator (s)
IPM Policy	Create and maintain tiered product list	IPM Advisory Committee, IPM Coordinator (s)
IPM Policy	Review and approve / reject exemption applications for limited or emergency use.	IPM Advisory Committee, IPM Coordinator (s)
IPM Policy	Set Injury and Action Thresholds for each area/pest.	Area lead workers, Supervisors, and IPM Coordinator (s)
IPM Policy	Review of new or renovated landscape plans for city owned projects.	IPM Coordinator (s) Parks supervisors, Planning supervisors
IPM Policy	Record keeping: Modify and expand reporting procedures to include all city employed applicators and additional information as required by the IPM policy.	IPM Coordinator (s)
IPM Policy	Annual IPM Program Review	IPM Advisory Committee

**CITY OF WALNUT CREEK  
ADMINISTRATIVE POLICY**

**Issued: April 6, 2010**

**INTEGRATED PEST MANAGEMENT (IPM)**

**POLICY**

The City of Walnut Creek will implement integrated pest management (IPM) practices, eliminate or reduce pesticide applications on public-owned and/or City-managed property to the maximum extent feasible and as required by the State and Regional Stormwater regulation to take all reasonable measures to ensure that pest control activities do not threaten environmental and human health. The City of Walnut Creek, in carrying out its pest management operations, shall focus on long term prevention or suppression of pest problems with minimum impact on human health, non-target organisms, and the environment.

**PURPOSE**

The City will implement and manage an IPM program for all City buildings, parks and facilities through the combined use of monitoring, physical, cultural, biological and chemical control methods to effectively manage pests and weeds with minimal or no risk to human and the environment. The City of Walnut Creek recognizes that pesticides are potentially hazardous to human health and the environment, and non-pesticide alternatives will be considered over toxic pesticides on public property.

**IMPLEMENTATION**

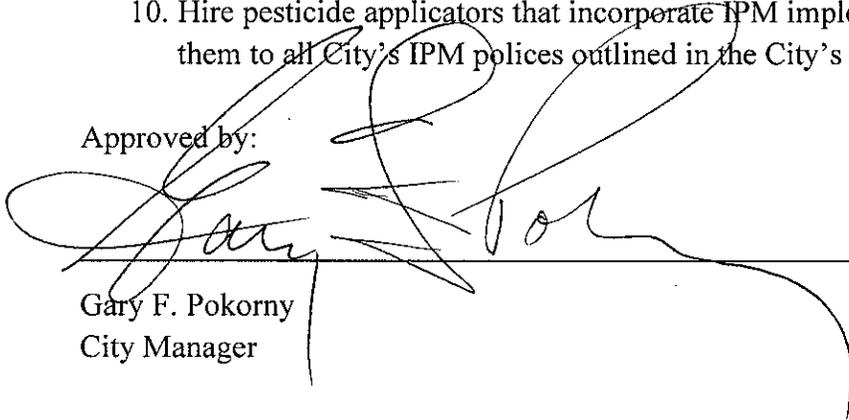
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2. Establish for each pest an IPM implementation plan which evaluates the biological, aesthetic, and economic loss each site can tolerate and set pest population levels at which corrective action should be taken to ensure that pests do not exceed tolerance levels.

3. Determine corrective actions when an action threshold is reached. Review and consider all available non-chemical options for acceptability and feasibility. Consider the use of chemicals only as a last resort. Select and use chemicals only in accordance with State, Federal and local law and in accordance to the pesticide selection method outlined in the City's IPM program document.
4. Identify and evaluate conditions that encourage pest problems. Modify pest ecosystems to reduce food and living space through physical and cultural practices.
5. Determine most effective treatment time, based on pest biology and other variables identified during the above mentioned inspection and monitoring efforts during the field assessments of each pest problem.
6. Establish and maintain an accurate record-keeping system to catalog monitoring information and to document and evaluate the effectiveness of pest management procedures.
7. Evaluate the effectiveness of the IPM program and make adjustments as needed.
8. Conduct an ongoing education program for City staff and members of the public.
9. Designate an IPM Coordinator and Committee to oversee that the IPM program is implemented correctly and appropriately to uphold this document's goals and objectives for IPM practices.
10. Hire pesticide applicators that incorporate IPM implementation in their services and bid them to all City's IPM policies outlined in the City's IPM program document.

Approved by:



Gary F. Pokorny  
City Manager

4-6-'10

Date

# City of Walnut Creek IPM-CHAMP

Parks Division

*Prepared by*

Mike Vickers

Chuck Montgomery

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## INTRODUCTION

The twenty parks spread out through out the city cover 232 acres of land. Our parks consist of swim centers, tennis courts, skate park, dog park, community centers, sports fields, lakes, restroom facilities, and children play centers. This makes the care of plants a critical practice that must be effective for us to continue to be healthy and safe.

A glossary of terms is included that will assist the reader in understanding the use of common technical terms. Those not familiar with plant management are encouraged to review these terms before continuing.

### What is IPM and CHAMP?

Integrated Pest Management (IPM) is the application of best management practices for the control of pests utilizing minimal chemical control products on a site-specific basis. The Chemical Application Management Plan (CHAMP) describes best management practices in the use of chemical fertilizers and control products that protects the worker, the visitors and the environment from potential hazards. Therefore, the purpose of this plan is to produce high quality park turf conditions while limiting the input of pest control products to a minimal level. When pest control products and fertilizers are applied, it will be performed in a manner that best protects the workers, the environment and the visitors.

The overall strategy can be described as reducing the need for pest control products by providing the best possible growing conditions for the turf, which strengthens the turf's natural defenses against pests. This often results in limiting pest activity to an acceptable level and always results in less pest activity than would be experienced without the non-chemical practices. Pest activity is monitored to determine the effectiveness of these practices in controlling pests. When pest activity exceeds an acceptable level, called a threshold, strategic use of pest control products is performed using lowest effective doses and following best management practices.

This plan will describe the types of pest problems faced in the maintenance of a park. This IPM-CHAMP is specifically for the parks in the City of Walnut Creek, California. This is important because each site has soil, water and climatic conditions that must be managed on a site-specific basis. This plan describes the types of pest problems faced in the maintenance of our parks. All areas of the parks do not require the same thresholds; the maintenance in landscaped areas is not as intense when compared to the grass playing fields. Thus, the plan differentiates areas of the parks in zones based on use, value, pest pressure, and location. Pest thresholds appropriate for each zone are established for each pest type. Non-chemical control practices will be applied to each zone depending upon the turf needs in each zone. When pest thresholds are exceeded, chemical pest control measures may be utilized. The monitoring program will document inspections of the parks for pest activity. These records will be compared to the established thresholds to determine appropriate responses to the pest activity.

Other aspects of the plan include documentation of all practices, plant nutrition, and the process followed to select fertilizer and pest control products that are effective and have the lightest impact on the environment.

This document describes a systematic approach, a process, to attain effective management of pests on the parks with minimal use of pest control products. This system allows for the inclusion of new techniques and practices, as they become known. The documentation of pest activity, management practices and environmental conditions will be used to evaluate management practices each year with an expected outcome of reduced pest activity and reduced usage of pest control products over time. Each year the effectiveness of the program practices will be reviewed. Based on this review and new non-chemical and chemical practices that are introduced, the strategy for controlling pests for the coming year will be modified.

This plan is organized by first describing pests expected to affect the various properties. Next, zones that separate the different areas are described. The monitoring program will then be explained for each zone. In the following section, the toolbox of non-chemical pest control practices will be described. From this comprehensive list of practices, the Supervisors will choose those practices appropriate for the management of pests in each zone. The section on Chemical Pest Control Practices will describe how products are selected to treat pests that exceed thresholds. Finally, a description of the program review will describe the process for modifying the program to make it more effective at controlling pests and reducing chemical controls.

### **Typical Weather Patterns**

Walnut Creek, CA climate is warm during summer with temperatures in the 80's and cold during winter with temperatures in the 40's. The warmest month of the year is July with an average maximum temperature of 85.20 degrees Fahrenheit, while the coldest month of the year is January with an average minimum temperature of 39.30 degrees Fahrenheit. Temperature variations between night and day tend to be moderate during summer with a difference that can reach 26 degrees Fahrenheit, and during winter an average difference of 16 degrees Fahrenheit. The annual average precipitation at Walnut Creek is 23.96 Inches. Winter months tend to be wetter than summer months. The wettest month of the year is January with an average rainfall of 4.76 Inches.

### **Biological Resources**

This IPM Program is intended to aid in the protection of biological resources from impacts due to turf and landscape maintenance. A separate Habitat and Wildlife Management Plan will be developed to address management and enhancement of trees and natural resources as well as the control of invasive exotic species in the natural areas along the parks.

## PESTS

Pests fall into groups, which will be briefly described here. In the sections describing each zone, the specific pest problems that are anticipated will be described together with the threshold and management strategies employed to manage them.

### Fungal Disease

Turfgrass diseases most commonly affect the high traffic areas. Diseases can affect roots, the crowns, the leaves, or a combination of these areas. Under favorable conditions many diseases can spread quickly and cause significant damage. Disease is best controlled by modification of the environmental stresses that managers can control when other stresses, (such as traffic, rain, heat, and humidity), cannot be controlled. Examples of environmental stresses that can be controlled are mowing height, mowing frequency, nutrition, drought and shade. Most chemical pest control products are less effective after the disease is already well developed.

### Weeds

A weed is a plant out of place. If one is growing cotton and bermudagrass is found in the field, the bermudagrass is a weed. If one is growing bermudagrass turf and has cotton coming up in your field, the cotton is a weed. A number of plants are successful at growing under the mowed conditions found at a park. However, most have negative aspects that eliminate them as desirable plants. Crabgrass, for example, is an annual weed which germinates in the spring, spreads aggressively through the growing season pushing out all other species and then dies in the fall when cold weather comes on. This pest can leave extensive areas with voids that deteriorate park conditions.

In the park ecosystem, weeds fall into two categories, broadleaf and grassy. Examples of broadleaf weeds are English daisy and dandelions. Crabgrass and dallisgrass are examples of grassy weeds.

### Insects

There are some insect pests common in Northern California. Those that affect turf either chew on roots, such as grubs, or on leaves, such as cutworms. In some instances, the insect damage is secondary to the damage caused by animals digging for them, such as skunks and raccoons, which can cause serious damage to turf in their effort to reach the insects beneath the turf.

Park trees are rarely treated with chemical pest control products because they seldom attain levels that exceed thresholds.

**Rodents**

Rodents are quite destructive to park turfs and landscapes. The mounded soil or holes can damage equipment and pose a safety problem for visitors, resulting in sprained or broken ankles. Examples of common rodents are gophers, ground squirrels, moles and voles. Skunks and raccoons also cause damage by digging for insects.

**Nematodes**

Nematodes are microscopic worms that attack root systems. They must develop to very large populations before they have a significant impact on turf.

## ZONES AND THRESHOLDS

All areas of the parks are not of equal value and will be treated independently. The zones will be briefly described below, followed by more detailed explanations of pest thresholds. Non-chemical pest control practices will be discussed in the following section and will have a dramatic affect in reducing the frequency that the established thresholds will be exceeded.

### Turf Zone

The maintain turf area measures approximately 83 acres of the parks. The fields are mowed at higher heights, which strengthen the natural defense system of turf that receives adequate sunlight. Weed populations will be tolerated at a higher level, but will be treated when populations reach the following thresholds:

Threshold: Weed density equals one weed per four square feet in any 1000 square foot area.

Post-emergent treatment: Maximum of two treatments per year in any 1000 square foot area.

Pre-emergent treatment: Treating crabgrass, dallas grass, annual bluegrass and brass buttons based on experience.

Insect chemical controls: Not be treated, except for spot treatment of grubs where insect predator digging activity is noted.

Turf diseases: Not to be treated at this time. Emergency treatment only.

### Landscape and Median/Greenway Zone/Hardscapes

Landscaped areas around the parks are very important. These areas represent approximately 110 acres and will have a low threshold. Landscape plants will experience more pressure from insect pests than turf areas, but the need for treatment is rare. Weeds will be managed with cultivation and spot treatments. Insects will be treated on a spot treatment basis. Plant material that experiences repeated disease infestations that require treatment will be replaced with resistant varieties.

Threshold: Trees and plant material around parking lots and streets need to be kept insect and disease free. For all other areas, insect and disease outbreaks will only be treated if survival of the landscape plant is threatened.

Disease: Severe cases will receive spot treatment of infected areas only.

Pre-emergent: As required based on experience

Post-emergent: Will not be used. Cultivation will be the control.

Insect control: Will be used as needed on landscape plants.

**Wetland Zone**

All the bodies of water in the parks are included in this zone. This is approximately 8.5 acres of the parks. No chemical pest control products will be applied to the water, except for the possibility of algae and aquatic weeds in the lakes. Aeration equipment, which has the potential to control algae below the threshold, has been installed in the concrete pond and nature lake.

Threshold: Algae will be treated when a bloom covers more than 20% of the surface area of a lake.

Pre-emergent: No pre-emergent chemical control will be used in the irrigation lake.

Post-emergent: Will be applied as needed to control algae blooms below the threshold.

**Non-Maintain Zone**

Naturalized Grass zones are established throughout some of the parks. They are 43 acres parks. They consist of native grasses and a variety of weeds. The native grass areas produce a dense fibrous root system that holds soil and filters runoff water.

Threshold: Weed density equals one weed per 5 square feet in any 1000 square foot area.

Post-emergent treatment: Spot treatment of noxious weeds only.

Pre-emergent treatment: Not to be practiced in the Naturalized Grass zone

Insect chemical controls: Not to be practiced in this zone.

Turf diseases: Will not be treated in this zone.

## **PEST MONITORING AND MAPPING**

This is a very important aspect of the IPM program. Observations of each zone are made on a programmatic basis to observe the occurrence of pests and their population levels. This information is evaluated to determine the pest levels, as compared to the threshold. Additional non-chemical pest control practices are determined and implemented. If threshold levels are exceeded, a chemical pest control measure may be taken to bring the pest problem under control. For areas in which insecticides are applied, the areas will be identified on a Google for future use. Non-chemical pest control practices are critical in the effective control of the pests when a chemical control practice is employed. The pest population will be knocked down, but plants will not recover from disease or weed infestation if they are not promoted by reducing environmental stresses that promoted the pest in the first place. It may not be possible to relieve stresses, but all options should be investigated.

Our monitoring program will have the following schedule by zones:

**Turf** – Weekly scouting

**Landscape** – Weekly scouting

**Wetlands** – Monthly scouting

**Median and Greenway** – Weekly scouting

**Non-Maintained** – Annual scouting

## **NON-CHEMICAL PEST CONTROL**

Non-chemical pest control includes management of environmental stress factors, together with mechanical and biological methods.

### **Management of Environmental Stress Factors**

Environmental stresses have a dramatic influence on the natural defenses of the plant. Plants usually die due to an accumulation of stresses, rather than a single stress factor. For example, a turf plant can withstand heat stress longer if no other stresses are present. If the turf is suffering from salt stress when the heat comes, it will succumb at a lower stress level than if there was no salt stress. Therefore, it is imperative that managers monitor the environmental stress factors that are influencing the plants at any time and modify down stresses that can be controlled, (height of cut, time of cut), when stresses that cannot be controlled, (heat), increase.

Below, environmental stresses will be discussed as they relate to pest control:

#### **Excessive Moisture (*Drainage*)**

Saturated soils have a detrimental impact on the root system, which must have oxygen. Oxygen is forced out of the soil under saturated conditions and soils become anaerobic. Roots die back and create severe stress on the turf that can lead to death. Drainage in the form of surface grades, porous soils or subsurface piping is critical for the prevention of this macro-stress. In real estate the mantra is, "Location, Location, Location." In turfgrass management the mantra is, "Drainage, Drainage, Drainage."

#### **Drought**

Rainfall is somewhat regular from November to March each year. During the months of April to October, irrigation is required to meet the needs of the plants for adequate moisture. The irrigation systems vary in age from park to park. There is a central controller in the corporation yard that feeds weather information to a few of the parks, thus helping with irrigation schedules. Each park has its own unique pumping station, ranging from well pumps to booster pumps. Many of pumping systems have recently been upgraded and are maintain annually.

#### **Shade**

Sunlight is the source of real plant food, which is sugar. Our eyes adapt to the changes in light intensity when our pupils dilate in lower light environments. This makes it difficult for us to appreciate the severe differences in light levels in full sun as compared to shade. The light intensity in shaded areas at a park can be lower by a factor of over 100! This reduction in light dramatically reduces sugar production by turf and explains why turf is either thin and weak or non-existent in areas that are shaded for long periods each day.

Practices that can improve the amount of light that the turf receives are limited to tree pruning or removal. Adequate sunlight exposure to the turf must be provided, which over time, requires the removal and or of some trees.

## Heat

Heat is one of the macro-stresses that can cause acute mortality to turf. Approximately 98% of the water a plant uses does one thing – controls its temperature. Unlike people and animals, plants cannot move into the shade on a hot day. They must control their temperatures where they are. This is done through evaporative cooling. Water is exuded through openings in the leaf. As this water evaporates, it has a strong cooling affect on the plant leaf surface. This affect is the same as we feel when we put a wet hand out the window of our car. Our hand is cooled as the water evaporates.

Thus, the most important management of heat is adequate moisture in the soil. On our sports fields this is often not adequate, as the root system may not be able to transport water on very hot days as quickly as it is evaporated from the leaves. This is sometimes called a wet wilt. Under these conditions, a light mist of water, called a syringe, is applied to the turf to supplement the inadequate supply of water from the plants root system.

Cool season grasses, such as those grown at our parks, have dramatically reduced sugar production with the onset of heat stress. Annual bluegrass cannot make any sugar once temperatures reach 85 degrees. This means that the turf is using tremendous amounts of energy to control the impacts of the stress, while no longer producing the sugar needed to provide that energy. This is why short periods of heat stress are not nearly as difficult for the plant to survive as compared to the continual heat stress of typical Julys and August.

## Humidity

High levels of humidity increase turf stress due to the reduction in the evaporative potential of the air that moves across the leaf surface of the turf. High humidity reduces the ability of the air to evaporate the water from the leaf, thus reducing the ability of the leaf to cool the plant. This is a major reason that plant selection is so critical. Heat and humidity are macro-stresses, which cannot be overcome in some circumstances for cool season turfs, such as bluegrass, bentgrass and ryegrass.

The goal to help with high humidity in microclimates is increased air movement. This is sometimes accomplished through tree removal and or pruning.

## Wind

The parks in Walnut Creek like other parks that are situated near bay areas have heavy winds. High winds especially with excess temperatures will dry soils quickly. Watering will be very difficult. It will be necessary to apply water and other products when winds are at minimal early mornings and during the evening are usually the calmest.

## **Compaction**

Compaction has many negative impacts on the soil, which weakens the plants and creates opportunities for pest invasion. It reduces the oxygen level in the soil, reduces drainage and reduces plant available moisture. Compaction can be relieved through aerification, spiking and other cultivation techniques. The frequency of these operations is based on need.

## **Soil Oxygen**

Roots cannot burn sugar without oxygen. Limited oxygen in the soil reduces the root system. Limited root systems are unable to supply sufficient moisture to the leaves during hot spells, which result in wilt and, in severe instances, death. Most frequently, the areas affected show signs of this environmental stress by thinning out. This opens the door to weeds that out compete desirable turfs in compacted soil conditions.

## **Thatch Accumulation**

Too much thatch will create increased pest pressure by holding too much moisture, like a sponge. This creates a favorable condition for many turf diseases. Thatch also can become hydrophobic (resistant to water absorption) when dry. This increases moisture stress on the turf, which increases pest pressure.

Too little thatch reduces the ability of the turf to act as a cushion and recover from the wear of heavy traffic. Thus, it is important to develop and maintain an adequate level of thatch when new turf is established to allow the turf to survive the heavy traffic. It is common to have new turf established and lost to wear and traffic when insufficient time is allowed for the turf to develop adequate thatch.

## **Mowing**

Surprisingly, mowing is an environmental stress, one that is very much under the control of the supervisor. Mowing has a strong impact on the physiology of the turfgrass plant. Sharp mowers make clean cuts that heal quickly and help protect the turf from pathogens. Dull mowers tear the turf and pull it causing physical damage to the leaf and creating conditions that increase the ability of pathogens to invade the plant.

Scalping is caused when more than 40% of the leaf is removed while mowing. Therefore, the lower the turf is cut, the more frequently it must be mowed to prevent removing too much of the leaf at any one time. Production of food through photosynthesis is stopped for some time following mowing until the plant recovers. More frequent mowing increases tillering and creates a more dense and desirable turf.

It is important to remember that sugar production is reduced or stopped altogether in cool season plants during high temperatures. Thus, we have a

double dip of high stress and consumption of energy to manage that stress at the very same time sugar production is stopped.

### **Clippings**

There are benefits and potential problems with leaving clippings in the turf as compared to removing them. Clippings decompose and become an important source of nitrogen for the turf. Clippings also contribute to the development of thatch and a healthy population of microorganisms.

### **Inadequate Air Drainage**

As air moves across the leaf surface, it will evaporate moisture from the leaf. The drier the air the more moisture it will remove through evaporation. The more air that moves across the leaf due to wind speed, the more moisture will be removed. Thus, as long as the plant has the ability to supply moisture to the leaf, wind will increase the cooling action of evaporation on the plant. With air that is very dry and windy, tremendous amounts of water will be removed from the turf, possibly in excess of its ability to re-supply. When the leaf cannot supply this water, it wilts due to moisture loss in the leaf causing physiological damage.

Trees, shrubs, and hills that reduce air flow across the leaf surface will dramatically reduce the evaporative cooling of the turf and cause it to overheat at temperatures much lower than can be tolerated with adequate air movement. As trees grow, some areas that have not been affected in past years will develop problems due to shade and reduced air movement. This may result in the need to prune the trees and shrubs causing the problem and, in some instances, dictate their removal.

### **Traffic**

The number of visitors moving across the soil surface compact the soil, reducing the pore spaces that are used to store air and water for the plant roots. Thus, visitors are the primary source of soil compaction and wear of turf. To help in reducing the negative impacts of these stresses, supervisors work to reduce it by closing fields in very wet conditions. Cultivation practices in heavily trafficked areas, in combination with increased fertility, aid in recovery from the physical wear and are important in managing these stresses.

### **Poor Water Quality and Salt Accumulation**

Outside of climate, water and soil are the two most important factors in the success of growing healthy turf. Our parks have been constructed on various types of soils, some of which are extremely poor clay soils and are irrigated with very high in sodium. These two factors create tremendous challenges.

Clay particles are very small and pack tightly together. This drastically reduces the amount and quality of the pore spaces turf roots need for sufficient air and water storage. Clay soils hold tightly to water and most of it is not available to the plant. The window between too wet and too dry on this soil is very small. This

makes irrigation practices very difficult to manage. These heavy clay soils do not drain.

Poor soil internal drainage results in the accumulation of salts that are not allowed to move out of the soil profile. Under normal soil conditions, water would move through and out of the soil, carrying some salt with it. This does not occur effectively with these clay soils. This makes drainage through grading and piping systems important in the ability of the superintendent to control salt levels.

High salt levels can kill plants. This is why the salt flats of the western United States have no plant material growing in them. No plants can grow in those very high salt conditions. When the rains come and wash much of the salt out of the root zone, the turf quickly recovers.

### **Root Pruning**

Roots from nearby trees can be an important negative factor on the ability of a turf to handle heat stress. Trees have the same requirement to provide lots of water to their leaves to control the plants temperature. The competition for soil moisture is one that can come at a cost to the turf. Under certain circumstances, roots of trees should be pruned to prevent the tree from pulling moisture from turf areas that fail due to this competition.

### **Nutritional Deficiencies**

When plants cannot obtain any one of the nutrients needed for proper function, growth is dramatically impacted, as are other functions of the plant. This limits the ability of the plant to deal with stresses and opens the door to pathogens and weed invasion.

Nutrition management is one of our most important pest control practices. This will be discussed more in the section on Fertilization.

### **Mechanical Methods**

Mechanical methods include physically pulling weeds and setting traps. They do not directly change or influence the microclimate. The benefit is in the reduction in use of chemical pest control products by employing these methods. When economically possible, these methods will be used before utilizing chemical pest control methods.

### **Mowing to control weeds**

Many weed varieties are managed by the act of mowing. During establishment, some weeds will become evident that will not survive the routine mowing that is practiced on park turf. This fact limits the number of weed species that are competitive at the close mowing heights.

### **Mechanical Removal of Weeds**

It is often the best practice to hand pick weeds, especially in landscape areas zone.

## **Biological Methods**

This is the benefit of biological factors that assist in the ability of the turf to resist pests. All turf species have natural advantages and disadvantages based on the microclimate in which they will be placed. Knowledge of these differences makes the proper selection of turf species very important in our efforts to control pests. Extensive testing and plant breeding have resulted in improved disease and pest resistance in selected grass varieties.

### **Impact of Turfgrass Species/or should we have Plant and tree species**

Examples of turf species are bermudagrass, bluegrass and ryegrass. Species are grouped into warm season and cool season. Generally, warm season grasses are best adapted to the southern portions of the country and the cool season grasses are best adapted to the northern portions of the country. Biologically they produce food (sugar) from sunlight in different ways that allow cool season grasses to produce sugar at lower temperatures and conversely allow warm season grasses to produce sugar at higher temperatures. Warm season grasses cannot tolerate very cold temperatures and use dormancy to conserve energy during the winter months. Cool season grasses cannot tolerate hot temperatures well and will die if exposed to very hot temperatures or moderately hot temperatures for long periods of time.

Walnut Creek is in a cool season climate. The turf species are: Poa Annua, perennial ryegrass, bluegrass, Kikuyu and Bermuda grass in our parks.

### **Impact of Turfgrass Varieties**

Turfgrass research and breeding is focused on improving the characteristics that limit the success of turf. Examples of this are insect resistance, specific disease resistance, and tolerance of salinity. This allows the supervisors to select varieties of a species that have characteristics that will help the plant overcome environmental and pest stresses known to a particular microclimate found in a park.

Walnut Creek utilizes varieties of ryegrass and bluegrass mixes to provide the genetic ability to meet the many microclimates and salt issues it faces in the parks. It will also face some shading in areas, though this is mitigated somewhat by skipping a mowing now and then, which provide greater leaf surface area compensating somewhat for the light reduction.

### **Summary**

It is clear that the supervisor has many non-chemical pest control practices that result in dramatically reduced pest populations and lower chemical pest control usage as compared to historical turf management.

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## **CHEMICAL PEST CONTROL**

It is the stated goal of IPM as a technology, to reduce the use of Chemical Pest Control to the minimum, while using practices that encourage the health of plants by improving the microclimate and nutrition, which strengthens the natural pest defense systems of the plant. Chemical pest control products reduce the populations of pests. It is not possible nor is it the goal of the program, to eradicate pests - only to manage them.

### **Compliance**

Any chemical pest control product used in the parks will be done in full compliance with state and local laws that govern such use. Copies of required reporting documents submitted to the County will be provided to the city each month. The supervisors are required to possess a valid pest control applicators certificate from the State of California.

### **Selection**

The selection of a pest control product will be based on the relative efficacy and safety of available products registered by the state of California for such use. For the particular pest being treated, the supervisor will select the product that will be effective and possess the lowest impact on safety and the environment. The goal of an application is not the elimination of pests, but the reduction of the pests to an acceptable level, or threshold.

### **Safe Use**

The public will not be allowed to come in contact with chemical pest control products by prohibiting the public from the area materials are stored and mixed. When applied to the parks, the public will be notified 48 hours in advance and restricted to the area, at least until the product has dried on the leaf.

Employees shall be trained and required to follow state and federally mandated safety procedures for the storage, mixing, loading and application of pest control products.

### **Internal Control**

Pest control products will be inventoried upon purchase. These records will be updated as product is applied. Annually the record of purchases will be reconciled with the application records to account for all product purchased. An annual summary report will be produced, which indicates all products used and the zones where they are applied. It will also indicate the beginning and ending inventory of each product.

## NUTRITION

The first defense against pests is plant health. One of the most important aspects of plant health is nutrition, or the supply of essential elements in optimal quantities. This section describes the best management practices used to insure healthy plants. The CHAMP section will describe the safe use of fertilizers and other chemicals to protect the workers, the public and the environment.

Plants are made of building blocks called nutrients and use energy from the sun to perform the work of building plant structures. Plants cannot move and must obtain their nutrients from the air, water and soil, with which they come into direct contact. Plants capture the energy they need from sunlight, which is why adequate light is so critical for plant health. This is no different than for human beings, except that we obtain both energy and nutrients from the food we eat. We eat plant foods either directly or indirectly. An example of indirect plant food is beef, which comes from cattle, which received energy from eating plants. Junk food is high in energy and low in nutrients.

There are 13 mineral elements considered essential and are called nutrients. They are listed in the table below. Plants use each element in different quantities. For each element, a concentration level in the soil that is too high becomes toxic to the plant. The opposite is also a problem for plants, as an essential nutrient is essential because it is a limiting factor on plant growth and health if it is not available in adequate quantities. Low concentrations result in symptoms of deficiency. Symptoms include, among others, loss of green color, and poor growth.

By way of comparison, plants use the primary nutrients in relatively large amounts, secondary nutrients in low amounts and tertiary nutrients in miniscule amounts. This results in applications of relatively higher amounts of primary nutrients.

### Essential Mineral Elements

Primary	Nitrogen Phosphorus Potassium
Secondary	Calcium Magnesium Sulfur
Tertiary	Iron Manganese Zinc Copper Molybdenum Boron Chlorine

Plants needs for nutrients are determined through soil testing, with the exception of nitrogen, which is applied based on testing, field observations, and experience. Soil testing will be performed at least annually to provide the supervisor with information to better manage plant nutrition.

## **ANNUAL REVIEWS**

### **Pest Control Strategies**

Programmatic cultivation of each turf area of the parks describes the base cultivation practices to be performed to these areas. Additional cultivation of specific areas that experience pest problems will be implemented when determined appropriate by the supervisor, based on his review of monitoring data.

All pest control strategies will be reviewed annually to determine any programmatic changes to the cultivation schedule and nutrition plan. A programmatic cultivation schedule has been produced and will be produced new each year. Adjustments will be based on experience and advances in equipment and other tools.

### **IPM CHAMP**

As new pests express themselves in the parks, new strategies, technology and products will become available to control them. This will require the IPM CHAMP to be updated from time to time. The supervisor will make a review of the IPM CHAMP each year. If it is determined that updates are needed, they will be submitted for approval.

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## GLOSSARY

**Acute** – Outcome of a single event, such as a broken leg. As compared to chronic, which is disease development over a period of exposure.

**Aerification** – The removal of cores of soil for the purpose of reducing compaction of the soil and allowing proper levels of oxygen to reach the root system.

**Adjuvants** – Soap like chemical used to make spray applications of pest control products more effective. Sometimes they are called spreaders or stickers, as they help the spray spread across and stick to the leaf.

**Best Management Practices** – Current techniques that result in the effective control of pest populations utilizing the minimal amount of chemical pest control products.

**Broadcast Application** – The treatment of an entire area, such as fairways, as compared to spot treatment; also called a blanket treatment. This is normal for fertilizer applications, but pest control products in many cases can be spot treated.

**CHAMP** – Chemical Application Management Plan. This is the best management practices employed for the safe application of pest control and fertilizer products, which have the potential to cause environmental and safety hazards if not used properly.

**Chemical Pest Control Product** – A product applied to plants, which controls a specific pest. Those that control insects are called insecticides. Those that control weeds are called herbicides. Those that control rodents are called rodenticides, etc. It is the stated goal of an IPM CHAMP to significantly reduce the amount of chemical pest control products and to use best management practices when any are infrequently employed.

**Chronic** – Cause of disease that develops due to environmental stress exposure over time. As compared to acute, which happens in one event or a short time.

**Compaction** – The reduction in spaces between soil particles due to traffic from visitors and maintenance equipment. These spaces are filled with either air or water and when reduced, have a detrimental impact on the health of the turfgrass, specifically its root system.

**Cultural Practices** – Management practices that help to create a better growing environment for the plants and therefore reduce the severity of pest problems.

Cultivation – A group of management practices that open the surface of the soil to:

- 1) Improve the soil oxygen levels,
- 2) Allow water to enter the soil more effectively, and
- 3) Improve root health. Examples include aerification, spiking, slicing, and Verticutting.

**Efficacy** – Effectiveness of a management practice, non-chemical or chemical, in controlling pests.

**Environmental Stress** – Weather and microclimate related stresses, such as heat, humidity, drought, saturated soils, low oxygen levels in the soil, shade, wind, traffic, height of cut, are some of the environmental stresses that have a direct and significant impact on the health of the plant.

Management practices that improve these conditions have a direct and potentially significant impact on the ability of plants natural defenses to control pests.

**Eradication** – Reducing a pest population to zero. This is generally not the goal of a modern IPM program. Control to an acceptable level, as compared to complete eradication, is the goal.

**Fertility** – Plants obtain nutrition from the soil, water and air. It requires 16 different nutrients of which most come from the soil. When we speak of fertility, generally we are speaking of the nutrients available to the plant from the soil.

**Fertilizer** – Nutrients placed in the soil for the use of plants to meet their needs for plant health. Without appropriate nutrient management, plants are weakened and experience much higher pest levels.

**Growth Regulators** – Products that reduce the growth of plant leaves, reducing the need to mow to a lower frequency. They have other impacts that are thought to be beneficial, such as a darker green color, denser turf, and improved competition with annual bluegrass invasion.

**Infiltration** – The rate water moves into a soil. Among other factors, this is affected by compaction, thatch, slope, and soil texture.

**IPM** – Integrated Pest Management is a strategy that emphasizes a focus on plant health and natural defense systems to reduce the severity of pest populations, in combination with a movement from a standard of complete eradication of pests to establishment of a pest population threshold below which no chemical treatments will be made. Other aspects of an IPM program include monitoring, microclimate modification and the use of spot treatments.

**Irrigation Uniformity** – When water is applied by a sprinkler system, many things impact its ability to apply that water uniformly over the plants. This includes water pressure and flow, sprinkler spacing, nozzles, and most importantly wind. If one area receives half the water that another area received, the irrigation uniformity is 50%. Very good systems apply water at about 90% uniformity with no wind. Wind can dramatically reduce uniformity and cause wet and dry spots.

**Leaching** – The application of water in sufficient quantity to allow soluble salts to be carried out of the root zone. Soluble salts can cause death directly if allowed to reach high levels in the soil. Salt is an environmental stress.

**Microbial Influence** – Describes the influence of microorganisms, (fungus, bacteria and nematodes), on plants and the soil environment. Higher soil oxygen levels and proper nutrition generally have a positive influence on those microbes that benefit plant health. This leads to management practices, such as aerification, cultivation, and appropriate fertilization.

**Microclimate** – An area with significantly different environmental influences on the health of plants as compared to an area adjacent.

**Monitoring** – The inspection of the parks and documentation of pest populations, which are then evaluated to determine appropriate pest control strategies. The monitoring includes the evaluation of microclimates to determine which management practices will improve the microclimate resulting in increased plant health and natural defenses. The monitoring is recorded on maps that document pest activity over time, making evaluation of the IPM programs efficiency more effective.

**Non-Chemical Pest Control** – These are specific management practices that improve the microclimate, which strengthens natural plant defense systems. The goal is to make significant alterations in the microclimate to prevent pest populations from exceeding threshold levels.

**Natural Defense System** – This is the group of strategies employed by healthy plants to reduce the success of pests in attacking plants. It is comparable to people in our knowledge that those who exercise and control their weight get sick less often and recover more quickly when they do get sick.

**Nutrient** – An essential element, (mineral), obtained by the plant from the air, water and soil. Fertilizers provide nutrients to the soil from which the plants absorb them. If any one essential nutrient is in short supply, it will have a limiting affect on plant health. Nutrition management is a critical management practice.

**Nutrition** – The specific needs of each plant are different based on the ratio of nutrients they consume during a season. Providing the availability of these nutrients in the correct ratios meets the nutritional needs of plants and strengthens the plants natural defense systems.

**Pests** – Insects, weeds, fungus, nematodes, rodents, and other organisms that reduce the quality or kill plants.

**Pest Control** – The effective management of pest populations to levels below established thresholds.

**Pest Control Products** – Products, both non-chemical and chemical, employed by supervisors that directly reduce pest populations. An example of a non-chemical pest control product is a gopher trap. An example of a chemical pest control product is a fungicide.

**Pest Control Strategies** – The integration of assorted management practices on a site specific basis to effectively strengthen the natural defense systems of plants in parks to dramatically reduce the use of chemical pest control products while maintaining established plant quality levels. Each known pest requires its own specific strategy and can sometimes be in conflict. This means increased moisture levels may limit one pest, while another is encouraged. Managing these complex relationships is the responsibility of a highly trained supervisor.

**Pest Pressure** – Environmental stresses vary during the year, with peak stress for some pests during the heat of the summer when the turf requires heavy irrigation. Other pests are most active when the plant is not growing much in the winter combined with wet conditions. Fundamentally, pests are more successful when the plants are weakened by environmental stresses. This increases pest pressure, or the likelihood of a pest exceeding established thresholds.

**Riparian** – Habitat found along waterways noted by dense trees. In this area, those trees are typically California sycamores, box elders, valley oaks, California willows and alders. They represent important habitat for raptors, (birds of prey, such as hawks and owls). This is the habitat being created on the north course along the creeks.

**Saline** – Soils or waters with high levels of soluble salts that result in negative impacts on soils and plant health.

**Salinity** – The level of salt in soil or water as measured by soil and water tests. Experiments by university researchers have established levels of salt at which different plant varieties show negative

impacts on growth. It is the goal of park supervisor to manage the soil and water salinity to levels that will not adversely impact turfgrass health on either a chronic or an acute basis.

**Sodic Soil** – Soils that are negatively impacted by high levels of sodium salt are called sodic soils. These negative impacts include reduced soil structure, reduced drainage, reduced root performance, root death, and eventually plant death.

**Sodium** – A soil element with the potential to cause significant negative impacts on plant health and soil structure. An element found in water and soil, which is typically higher in reclaimed waters as compared to traditional irrigation water sources.

**Soluble Salts** – Salt compounds that dissolve in water. At higher levels they can have a negative impact on soils and plants. Soils and waters with high levels of soluble salts are called saline. Ocean waters are highly saline.

**Spot treatments** – As compared to broadcast treatments, spot treatments are made to areas identified as having specific environmental problems or pest populations that exceed established thresholds. Using spot treatments dramatically reduces the amount of chemical pest control products applied.

**pH** – This is a numerical description of either the acidity or alkalinity of a soil. Turfgrasses grow best in a slightly acidic soil. Soils in the western United States are generally alkaline, as are the waters. Monitoring these levels and understanding the impact on soil and plants is an important component of pest control strategies.

**Threshold** – The management action level established where pest populations significantly threaten the parks product quality. Once the pest populations exceed the established threshold, chemical pest control measures may be used consistent with best management practices.

**Thatch** – The matt and decomposing material between the soil surface and the green leaves of the turfgrass plants. The thickness of thatch must be managed to obtain a sufficient level to manage traffic, but not excessive levels which become a breeding ground for disease or a limitation on infiltration of water into the soil.

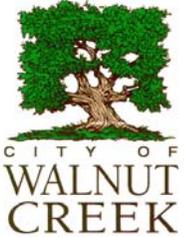
**Traffic** – The number of visitors and maintenance workers moving across the soil surface. This is the primary contributor to soil compaction and wear of turf.

**Water Quality** – The implications, either positive or negative, of the mineral and chemical content of an irrigation water source. Reclaimed waters generally have many more mineral and chemical constituents, some of which are detrimental to plants including soluble salts, sodium, and heavy metals.

**Wear** – The physical damage caused to turf from the action of visitors and maintenance workers walking and driving on turf. This also results in compaction of the soil under the turf, which reducing the quality of the soil as a growing medium for turf. Wear is a limited damage that, if repeated, often accumulates to become a significant negative factor in plant health.

**Wetland** – Land that is inundated for significant periods of time each year and has plant material that adapts well to these soggy or wet conditions are called wetlands. They are a valuable habitat for wildlife and perform an important function by filtering impurities from natural waterways.

**Zones** – Areas of the parks property that has similar pest pressure and importance allowing them to have the same threshold for a particular pest.

	<p>STRUCTURAL INTEGRATED PEST MANAGEMENT (IPM) PROGRAM Contract Specifications For</p> <hr/> <p>[Insert Your facility here]</p>
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Premises covered by this specification [List all areas that are covered under this contract]:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### 1. GENERAL

This specification is part of the City of Walnut Creek's comprehensive Integrated Pest management (IPM) program for the premises listed above. IPM is a process for achieving long-term, environmentally sound pest suppression and prevention through the use of a wide variety of management and technological practices (such as trapping and monitoring devices).

#### 2. PEST INCLUDED

The Service Provider shall adequately suppress all pest species that have the potential to affect public health, impede operations or damage property, including but not limited to:

- Indoor populations and invading individuals of rodents, insects, arachnids and other arthropods;
- Outdoor populations of potentially indoor-infesting species that are within the property boundaries of the specified buildings;
- Nests of stinging insects within the property boundaries of the specified buildings;
- Termites and other wood-destroying organisms;
- Birds, bats, small mammals and all other vertebrates;
- Mosquitoes.

#### 3. PEST CONTROL PERSONNEL

Throughout the term of this contract, all personnel providing on-site pest control service must maintain certification as commercial pesticide applicators in the appropriate categories for the facilities listed above. Uncertified individuals working under the supervision of a certified applicator will not be permitted to provide service under this contract.

#### 4. SERVICE PROVIDER IPM PLAN

The Service Provider shall submit to the City of Walnut Creek's IPM Coordinator an IPM Plan at least five (5) working days prior to the starting date of the contract. The Plan must be consistent with the City of Walnut Creek's IPM Program. If aspects of the Plan are incomplete or disapproved by the IPM Coordinator, the Service Provider shall have two (2) working days to submit revisions. The IPM Plan shall consist of three parts as follows:

- A. **Pesticide Labels and MSD Sheet.** The Service Provider shall provide current Labels and Material Safety Data Sheets for all pesticides that will potentially be used in the pest control program.

- B. **Service Schedule(s).** The Service Provider shall provide a schedule of routine pest control inspections for each building serviced under this contract, including frequencies of inspections, areas at each facility to be given a special attention and specific days of the week on which the inspection will be performed.
- C. **Commercial Pesticide Applicator Licenses and Certificates.** The Service Provider shall provide a photocopy of the State-issued Commercial Pesticide Applicator License for every personnel performing on-site pest control service under this contract.

5. **RECORD KEEPING.**

The Service Provider shall be responsible for maintaining an IPM logbook or file for each building specified in this contract. These records shall be kept on-site and maintained on each visit by the personnel performing pest control service. Each logbook or file shall contain at least the following items:

- IPM Plan
- Building Occupant Log form
- Service Provider's Report form
- Service Provider products and Devices Used

6. **SPECIAL REQUESTS AND EMERGENCY SERVICE.**

On occasion, the City's Representative [can you think of a better term to describe Matt H. or Steve Schmidt's role] may request that the Service Provider perform corrective, special or emergency service(s) that are beyond routine service requests such as removal of a stinging insect nest. The Service Provider shall respond to these exceptional circumstances and complete the necessary work within twenty-four (24) hours after receipt of the request.

7. **SUMMARY**

Service Provider agrees to the following [initial by Service Provider]:

- \_\_\_ 1. Review the [Insert your facility name here] IPM Policy, IPM Plan and Contract specifications and discuss any deviations from these documents with the City's Representative.
- \_\_\_ 2. Provide training for all employees serving facilities consistent with [Insert your facility name here] IPM Policy, IPM Plan and Contract Specifications.
- \_\_\_ 3. Provide to the City of Walnut Creek's Representative a Service Provider IPM Plan including MSDS, labels, inspection schedule and applicator certifications and licenses for approval at least five days before the contract start date. Update the Service Provider IPM Plan annually.
- \_\_\_ 4. Provide a binder for each facility serviced in the IPM Plan, a pest sighting logs and a section for service records.
- \_\_\_ 5. Provide service consistent with the [Insert your facility name here] IPM Policy, IPM Plan and Contract Specifications, and obtain written approval from the City's Representative before deviating from these documents.



### Trash Hot Spot Cleanup Data Collection Form

I. Site Information

Name of Recorder: R. Perkins/L. Judd  
 Assessment Date: 05/14/2011  
 Cleanup Date: 05/14/2011

**I. Site Information**

Site ID# WC-01 Description: Behind Maria Maria Restaurant  
 Lat: 37.905586 Long: -122.057447 Watershed: Walnut Creek  
 Ownership: City of Walnut Creek Jurisdiction(s): City of Walnut Creek Waterbody: Walnut Creek

**II. Trash Information**

1. Describe trash type (Provide trash by volume):  
 \*List of potential trash items on back

Item:	Unit (c.y.)	Item:	Unit (c.y.)
Plastic bags	<u>0.68</u>	Construction debris*	<u>0.19</u>
Convenience/Fast Food items*	<u>0.15</u>	Toxic substances*	<u>-</u>
Bottles (plastic or glass)	<u>0.26</u>	Large items*	<u>0.15</u>
Aluminum cans	<u>0.35</u>	Miscellaneous items*	<u>0.03</u>
Styrofoam (pieces or pellets)	<u>0.01</u>	Fabric and cloth*	<u>0.30</u>
Other plastic products*	<u>1.03</u>	Yard waste (incl. trees)	<u>-</u>
Paper and cardboard*	<u>0.36</u>	Leaf litter piles	<u>-</u>
Cigarette butts	<u>0.02</u>	Glass pieces	<u>-</u>
Spray paint cans	<u>-</u>	Golf or tennis balls	<u>0.03</u>
Metal products*	<u>0.28</u>	Other*	<u>0.16</u>
Biohazards*	<u>0.12</u>	Other*	<u>-</u>

2. Potential trash pathways/sources (Check all that apply):

- Trash accumulation
- Litter
- Illegal dumping
- Homeless encampments
- Outfall
- Multiple
- Other
- Unknown

3. Identify adjacent land uses to trash area (Check all that apply):

- Residential (Single-family)
- Residential (High-density)
- Commercial
- Industrial
- Public/Institutional (public parks)
- Mixed-use
- Other Developed

**III. Trash Removal**

Volume of Trash Removed During Cleanup:

Size of trash bag (in gallons): \_\_\_\_\_ OR Cubic Yards: 4.12  
 Total # of bags: \_\_\_\_\_

**IV. Photo Documentation**

Photo#	Before Cleanup Photograph ID	Photo#	After Cleanup Photograph ID
<u>1</u>	<u>WCR01_110514_AB_right_1</u>	<u>1</u>	<u>WCR01_110514_AB_right_2</u>
<u>2</u>	<u>WCR01_110514_AB_right_3</u>	<u>2</u>	<u>WCR01_110514_AB_right_4</u>
<u>3</u>	<u>WCR01_110514_BC_right_1</u>	<u>3</u>	<u>WCR01_110514_BC_right_2</u>
<u>4</u>	<u>WCR01_110514_CD_right_1</u>	<u>4</u>	<u>WCR01_110514_CD_right_2</u>
<u>5</u>	<u>WCR01_110514_DE_right_1</u>	<u>5</u>	<u>WCR01_110514_DE_right_2</u>
<u>6</u>	<u>WCR01_110514_EF_left_1</u>	<u>6</u>	<u>WCR01_110514_EF_left_2</u>
<u>7</u>	<u>WCR01_110514_EF_left_3</u>	<u>7</u>	<u>WCR01_110514_EF_left_4</u>
<u>8</u>	<u>WCR01_110514_FG_left_1</u>	<u>8</u>	<u>WCR01_110514_FG_left_2</u>

Notes:  
 Found a homeless encampment under the bridge behind the restaurant. Came across fewer large (bulky) items at this location but found much more trash generated from the encampment (clothing, blankets, human waste/biohazards, food cans and beverage containers).  
 Most construction debris related to home improvement projects.

WCR01 Before and After Photos

Location: Walnut Creek (behind Maria Maria Restaurant)

Date: May 14, 2011



Before AB (right bank) – location 1



After AB (right bank) – location 1



Before AB (right bank) – location 2



After AB (right bank) – location 2



Before BC (right bank)



After BC (right bank)

WCR01 Before and After Photos

Location: Walnut Creek (behind Maria Maria Restaurant)

Date: May 14, 2011



Before CD (right bank)



After CD (right bank)



Before DE (right bank)



After DE (right bank)



Before EF (left bank) – location 1



After EF (left bank) – location 1

WCR01 Before and After Photos

Location: Walnut Creek (behind Maria Maria Restaurant)

Date: May 14, 2011



Before EF (left bank) – location 2



After EF (left bank) – location 2



Before FG (right bank)



After FG (right bank)

**Potential Data Points with Definitions**

<b>Data Points</b>	<b>Definitions</b>
<b>I. Site Information</b>	
Site ID#	The unique identification number assigned to the site consisting of Municipal Initials/Identification (ex. 'WCR' for the City of Walnut Creek) and Site ID (ex. 01). The site ID# will be used to track trash hot spot activities within databases or other tabular formats.
Latitude	The geographic coordinate north or south of the equator. Latitude should be taken at the downstream end of the trash hot spot (preferably in decimal degrees to at least four decimal places) with a GPS receiver. Record the datum setting of the unit preferably in NAD83/ WGS84.
Longitude	The geographic coordinate east or west of the prime meridian (0 degrees longitude). Longitude should be taken at the downstream end of the trash hot spot (preferably in decimal degrees to at least four decimal places) with a GPS receiver. Record the datum setting of the unit preferably in NAD83/ WGS84.
Watershed	The watershed where the trash hot spot is located. Go to <a href="http://cocowaterweb.org/resources/ccwf-publications/watershed-atlas">http://cocowaterweb.org/resources/ccwf-publications/watershed-atlas</a> for more information.
Waterbody	The waterbody (i.e., creek, river or other waterway) where the trash hot spot is located.
Ownership	The owner of the land where the trash hot spot is located. Possible answers are public, private, or unknown.
Jurisdiction(s)	The jurisdiction(s) responsible for trash hot spot assessment and cleanup. Multiple jurisdictions may exist for certain water bodies.
<b>II. Trash Information</b>	
<b>1. Potential Trash Items</b>	
Convenience/Fast Food Items	Waste packaging, (i.e., plastic or paper) from convenience foods (e.g., potato chips, snack foods, candy bars, gum, etc.) and other wastes (e.g., bags, napkins, etc.) generated from fast food establishments or carry out restaurants.
Other Plastic Products	Plastic Bottle Caps, Plastic Cup Lid/Straw, Plastic Pipe Segments, Plastic Six-Pack Rings, Plastic Wrappers, Soft Plastic Pieces, Hard Plastic Pieces, Fishing Line, Tarp
Paper and Cardboard	Cups, Boxes, Newspapers, Magazines, Mail, Flyers and all other products made of paper or cardboard.
Metal Products	Aluminum Foil, Aluminum or Steel Cans, Bottle Caps, Metal Pipe Segments, Auto Parts, Wire (barb, chicken wire etc.), Metal Objects
Biohazards	Human Waste/Diapers, Pet Waste, Syringes or Pipettes, Dead Animals
Construction Debris	Concrete (not placed), Rebar, Bricks, Wood Debris
Toxic Substances	Chemical Containers, Oil/Surfactant on Water, Lighters, Small Batteries, Vehicle Batteries
Large Items	Appliances, Furniture, Garbage Bags of Trash, Tires, Shopping Carts
Miscellaneous Items	Synthetic Rubber, Foam Rubber, Balloons, Ceramic Pots/Sharps, Hose Pieces
Fabric and Cloth	Synthetic Fabric, Natural Fabric (cotton, wool)
Other	All other materials or products not on the above list.
<b>2. Potential Trash Pathways/Sources</b>	
Trash Accumulation	Litter/trash observed to be accumulating in creeks below the high water line. Litter/trash is may be worn and aged in appearance; consist of light-weight, persistent and buoyant trash items (e.g., plastic bags, plastic bottles); and observed caught in surrounding vegetation, tree branches and rocks.
Litter	Improperly disposed/discarded wastes or other items observed in creek channels and/or creek banks. Commonly referred to as "trash". Litter/trash appears relatively "new" in appearance. Litter/trash is usually located in areas accessible to the public.
Illegal Dumping	Illegal dumping or discarding of larger quantities/sizes of litter/trash directly into a waterway or in close proximity to a creek. Garbage bags of trash or other unwanted items, appliances, furniture, tires, shopping carts and other large items are usually observed at illegal dump sites.
Homeless Encampments	Areas where homeless individuals live or congregate.
Outfall	The point where the storm drain system discharges (i.e., usually from a pipe) into a receiving water or channel.
Multiple	The contribution of more than one trash pathway/source listed above. List all potential pathways/sources.
Other	All other potential sources not described above.
Unknown	Trash source can not be determined or are known.
<b>3. Adjacent Land Uses to Trash Areas</b>	
Adjacent Land Uses to Trash Areas	Residential (Single-family), Residential (High-density), Commercial, Industrial, Public/Institutional, Mixed-use, Other Developed
<b>III. Trash Removal</b>	
<b>Volume of Trash Removed During Cleanup</b>	
Size of Trash Bag (in gallons)	Size of trash bag (in gallons) used to remove trash during cleanup.
Total Bags	Total number of bags of trash removed during cleanup.
Cubic Yards	Estimated cubic yards of trash removed during cleanup.
<b>IV. Photo Documentation</b>	
Photo #	The number assigned to a photograph taken during the trash cleanup process. The photo number will also be associated with a before or after photograph ID.
Before Cleanup Photograph ID	Photographs are taken to indicate trash hot spot conditions before a trash assessment is conducted. Refer to the photograph file labeling instructions provided within the Program's Photograph Documentation Protocol.
After Cleanup Photograph ID	Photographs are taken to indicate trash hot spot conditions after a trash assessment is conducted. Refer to the photograph file labeling instructions provided within the Program's Photograph Documentation Protocol.
Notes	Comments or other notes regarding photo documentation.



## Trash Hot Spot Cleanup Data Collection Form

Name of Recorder: L. Hunt/B. Simmons

Assessment 05/14/2011

Cleanup 05/14/2011

### I. Site Information

#### I. Site Information

Site ID# <u>WC-02</u>	Description <u>Civic Park East</u>		
Lat: <u>37.905586</u>	Long: <u>-122.057447</u>	Watershed: <u>Walnut Creek</u>	
Ownership: <u>City of Walnut Creek</u>	Jurisdiction(s): <u>City of Walnut Creek</u>	Waterbody: <u>Walnut Creek</u>	

#### II. Trash Information

1. Describe trash type (Provide trash by volume):

\*List of potential trash items on back

Item:	Unit (c.y.)	Item:	Unit (c.y.)
Plastic bags	0.74	Construction debris*	0.13
Convenience/Fast Food items*	0.31	Toxic substances*	-
Bottles (plastic or glass)	0.30	Large items*	0.60
Aluminum cans	0.28	Miscellaneous items*	0.06
Styrofoam (pieces or pellets)	0.28	Fabric and cloth*	0.47
Other plastic products*	0.93	Yard waste (incl. trees)	-
Paper and cardboard*	0.25	Leaf litter piles	-
Cigarette butts	0.02	Glass pieces	-
Spray paint cans	-	Golf or tennis balls	0.02
Metal products*	0.03	Other* (shoes)	0.05
Biohazards*	0.07	Other*	-

2. Potential trash pathways/sources (Check all that apply):

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Trash accumulation | <input checked="" type="checkbox"/> Homeless encampments | <input type="checkbox"/> Other _____   |
| <input checked="" type="checkbox"/> Litter             | <input checked="" type="checkbox"/> Outfall _____        | <input type="checkbox"/> Unknown _____ |
| <input type="checkbox"/> Illegal dumping               | <input type="checkbox"/> Multiple _____                  |  |

3. Identify adjacent land uses to trash area (Check all that apply):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Residential (Single-family) | <input type="checkbox"/> Industrial                              | <input type="checkbox"/> Other Developed |
| <input type="checkbox"/> Residential (High-density)  | <input checked="" type="checkbox"/> Public/Institutional (Parks) |  |
| <input checked="" type="checkbox"/> Commercial       | <input type="checkbox"/> Mixed-use                               |  |

#### III. Trash Removal

Volume of Trash Removed During Cleanup:

Size of trash bag (in gallons): \_\_\_\_\_ OR Cubic Yards: 4.54

Total # of bags: \_\_\_\_\_

#### IV. Photo Documentation

Photo#	Before Cleanup Photograph ID	Photo#	After Cleanup Photograph ID
<u>1</u>	<u>WCR02_110514_AB_right_1.jpg</u>	<u>1</u>	<u>WCR02_110514_AB_right_2.jpg</u>
<u>2</u>	<u>WCR02_110514_AB_left_1.jpg</u>	<u>2</u>	<u>WCR02_110514_AB_left_2.jpg</u>
<u>3</u>	<u>WCR02_110514_BC_right_1.jpg</u>	<u>3</u>	<u>WCR02_110514_BC_right_2.jpg</u>
<u>4</u>	<u>WCR02_110514_BC_left_1.jpg</u>	<u>4</u>	<u>WCR02_110514_BC_left_2.jpg</u>
<u>5</u>	<u>WCR02_110514_CD_right_1.jpg</u>	<u>5</u>	<u>WCR02_110514_CD_right_2.jpg</u>
<u>6</u>	<u>WCR02_110514_CD_left_1.jpg</u>	<u>6</u>	<u>WCR02_110514_CD_left_2.jpg</u>
<u>7</u>	<u>WCR02_110514_DE_left_1.jpg</u>	<u>7</u>	<u>WCR02_110514_DE_left_2.jpg</u>
<u>8</u>	<u>WCR02_110514_EF_left_1.jpg</u>	<u>8</u>	<u>WCR02_110514_EF_left_2.jpg</u>
<u>9</u>	<u>WCR02_110514_FG_left_1.jpg</u>	<u>9</u>	<u>WCR02_110514_FG_left_2.jpg</u>
<u>10</u>	<u>WCR02_110514_FG_right_1.jpg</u>	<u>10</u>	<u>WCR02_110514_FG_right_2.jpg</u>

Notes:  
 Came across new homeless encampment near CreekWalk, bringing total encampment in this location to two. Found fewer larger debris on the creek. Most commonly found trash were clothing materials left by homeless community, plastic bags, other plastics, food wrappers and containers.

**Potential Data Points with Definitions**

<b>Data Points</b>	<b>Definitions</b>
<b>I. Site Information</b>	
Site ID#	The unique identification number assigned to the site consisting of Municipal Initials/Identification (ex. 'WCR' for the City of Walnut Creek) and Site ID (ex. 01). The site ID# will be used to track trash hot spot activities within databases or other tabular formats.
Latitude	The geographic coordinate north or south of the equator. Latitude should be taken at the downstream end of the trash hot spot (preferably in decimal degrees to at least four decimal places) with a GPS receiver. Record the datum setting of the unit preferably in NAD83/ WGS84.
Longitude	The geographic coordinate east or west of the prime meridian (0 degrees longitude). Longitude should be taken at the downstream end of the trash hot spot (preferably in decimal degrees to at least four decimal places) with a GPS receiver. Record the datum setting of the unit preferably in NAD83/ WGS84.
Watershed	The watershed where the trash hot spot is located. Go to <a href="http://cocowaterweb.org/resources/ccwf-publications/watershed-atlas">http://cocowaterweb.org/resources/ccwf-publications/watershed-atlas</a> for more information.
Waterbody	The waterbody (i.e., creek, river or other waterway) where the trash hot spot is located.
Ownership	The owner of the land where the trash hot spot is located. Possible answers are public, private, or unknown.
Jurisdiction(s)	The jurisdiction(s) responsible for trash hot spot assessment and cleanup. Multiple jurisdictions may exist for certain water bodies.
<b>II. Trash Information</b>	
<b>1. Potential Trash Items</b>	
Convenience/Fast Food Items	Waste packaging, (i.e., plastic or paper) from convenience foods (e.g., potato chips, snack foods, candy bars, gum, etc.) and other wastes (e.g., bags, napkins, etc.) generated from fast food establishments or carry out restaurants.
Other Plastic Products	Plastic Bottle Caps, Plastic Cup Lid/Straw, Plastic Pipe Segments, Plastic Six-Pack Rings, Plastic Wrappers, Soft Plastic Pieces, Hard Plastic Pieces, Fishing Line, Tarp
Paper and Cardboard	Cups, Boxes, Newspapers, Magazines, Mail, Flyers and all other products made of paper or cardboard.
Metal Products	Aluminum Foil, Aluminum or Steel Cans, Bottle Caps, Metal Pipe Segments, Auto Parts, Wire (barb, chicken wire etc.), Metal Objects
Biohazards	Human Waste/Diapers, Pet Waste, Syringes or Pipettes, Dead Animals
Construction Debris	Concrete (not placed), Rebar, Bricks, Wood Debris
Toxic Substances	Chemical Containers, Oil/Surfactant on Water, Lighters, Small Batteries, Vehicle Batteries
Large Items	Appliances, Furniture, Garbage Bags of Trash, Tires, Shopping Carts
Miscellaneous Items	Synthetic Rubber, Foam Rubber, Balloons, Ceramic Pots/Shards, Hose Pieces
Fabric and Cloth	Synthetic Fabric, Natural Fabric (cotton, wool)
Other	All other materials or products not on the above list.
<b>2. Potential Trash Pathways/Sources</b>	
Trash Accumulation	Litter/trash observed to be accumulating in creeks below the high water line. Litter/trash is may be worn and aged in appearance; consist of light-weight, persistent and buoyant trash items (e.g., plastic bags, plastic bottles); and observed caught in surrounding vegetation, tree branches and rocks.
Litter	Improperly disposed/discarded wastes or other items observed in creek channels and/or creek banks. Commonly referred to as "trash". Litter/trash appears relatively "new" in appearance. Litter/trash is usually located in areas accessible to the public.
Illegal Dumping	Illegal dumping or discarding of larger quantities/sizes of litter/trash directly into a waterway or in close proximity to a creek. Garbage bags of trash or other unwanted items, appliances, furniture, tires, shopping carts and other large items are usually observed at illegal dump sites.
Homeless Encampments	Areas where homeless individuals live or congregate.
Outfall	The point where the storm drain system discharges (i.e., usually from a pipe) into a receiving water or channel.
Multiple	The contribution of more than one trash pathway/source listed above. List all potential pathways/sources.
Other	All other potential sources not described above.
Unknown	Trash source can not be determined or are known.
<b>3. Adjacent Land Uses to Trash Areas</b>	
Adjacent Land Uses to Trash Areas	Residential (Single-family), Residential (High-density), Commercial, Industrial, Public/Institutional, Mixed-use, Other Developed
<b>III. Trash Removal</b>	
<b>Volume of Trash Removed During Cleanup</b>	
Size of Trash Bag (in gallons)	Size of trash bag (in gallons) used to remove trash during cleanup.
Total Bags	Total number of bags of trash removed during cleanup.
Cubic Yards	Estimated cubic yards of trash removed during cleanup.
<b>IV. Photo Documentation</b>	
Photo #	The number assigned to a photograph taken during the trash cleanup process. The photo number will also be associated with a before or after photograph ID.
Before Cleanup Photograph ID	Photographs are taken to indicate trash hot spot conditions before a trash assessment is conducted. Refer to the photograph file labeling instructions provided within the Program's Photograph Documentation Protocol.
After Cleanup Photograph ID	Photographs are taken to indicate trash hot spot conditions after a trash assessment is conducted. Refer to the photograph file labeling instructions provided within the Program's Photograph Documentation Protocol.
Notes	Comments or other notes regarding photo documentation.



Before AB (right bank)



After AB (right bank)



Before AB (left bank)



After AB (left bank)



Before BC (right bank)



After BC (right bank)



Before BC (left bank)



After BC (left bank)



Before CD (right bank)



After CD (right bank)



Before CD (left bank)



After CD (left bank)



Before DE (left bank)



After DE (left bank)



Before EF (left bank)



After EF (left bank)



Before FG (left bank)



After FG (left bank)



Before FG (right bank)



After FG (right bank)



## Trash Hot Spot Cleanup Data Collection Form

Name of Recorder: Perkins/Hunt/Johnson/Dunstan/Pense

Assessment Date: 06/21/2011

Cleanup Date: 06/21/2011

### I. Site Information

### I. Site Information

Site ID# WCR-03 Destination: Heather Farm Park (behind Sportfield #1)  
 Lat: 37.919639 Long: -122.038917 Watershed: Walnut Creek tributary  
 Ownership: City of Walnut Creek Jurisdiction(s): City of Walnut Creek Waterbody: Walnut Creek tributary

### II. Trash Information

1. Describe trash type (Provide trash by volume):

\*List of potential trash items on back

Item:	Unit (c.y.)	Item:	Unit (c.y.)
Plastic bags	0.34	Construction debris*	
Convenience/Fast Food items*	0.22	Toxic substances*	
Bottles (plastic or glass)	0.21	Large items*	0.01
Aluminum cans	0.09	Miscellaneous items*	0.02
Styrofoam (pieces or pellets)	0.07	Fabric and cloth*	0.02
Other plastic products*	0.25	Yard waste (incl. trees)	
Paper and cardboard*	0.04	Leaf litter piles	
Cigarette butts	0.01	Glass pieces	
Spray paint cans	0.02	Golf or tennis balls	0.03
Metal products*	0.01	Other*	
Biohazards*	0.12	Other*	

2. Potential trash pathways/sources (Check all that apply):

- |  |   |                                  |
|--|---|----------------------------------|
| <input checked="" type="checkbox"/> Trash accumulation | <input type="checkbox"/> Homeless encampments | <input type="checkbox"/> Other   |
| <input checked="" type="checkbox"/> Litter             | <input type="checkbox"/> Outfall              | <input type="checkbox"/> Unknown |
| <input checked="" type="checkbox"/> Illegal dumping    | <input type="checkbox"/> Multiple             |                                  |

3. Identify adjacent land uses to trash area (Check all that apply):

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Residential (Single-family) | <input type="checkbox"/> Industrial                              | <input type="checkbox"/> Other Developed |
| <input type="checkbox"/> Residential (High-density)             | <input checked="" type="checkbox"/> Public/Institutional (Parks) |  |
| <input type="checkbox"/> Commercial                             | <input type="checkbox"/> Mixed-use                               |  |

### III. Trash Removal

Volume of Trash Removed During Cleanup:

Size of trash bag (in gallons): \_\_\_\_\_ OR Cubic Yards: 1.46  
 Total # of bags: \_\_\_\_\_

### IV. Photo Documentation

Photo#	Before Cleanup Photograph ID	Photo#	After Cleanup Photograph ID
<u>1</u>	<u>WCR03_110621_AB_right_1.jpg</u>	<u>1</u>	<u>WCR03_110621_AB_right_2.jpg</u>
<u>2</u>	<u>WCR03_110621_AB_left_1.jpg</u>	<u>2</u>	<u>WCR03_110621_AB_left_2.jpg</u>
<u>3</u>	<u>WCR03_110621_BC_right_1.jpg</u>	<u>3</u>	<u>WCR03_110621_BC_right_2.jpg</u>
<u>4</u>	<u>WCR03_110621_BC_left_1.jpg</u>	<u>4</u>	<u>WCR03_110621_BC_left_2.jpg</u>
<u>5</u>	<u>WCR03_110621_CD_right_1.jpg</u>	<u>5</u>	<u>WCR03_110621_CD_right_2.jpg</u>
<u>6</u>	<u>WCR03_110621_CD_left_1.jpg</u>	<u>6</u>	<u>WCR03_110621_CD_left_2.jpg</u>
<u>7</u>	<u>WCR03_110621_DE_right_1.jpg</u>	<u>7</u>	<u>WCR03_110621_DE_right_2.jpg</u>
<u>8</u>	<u>WCR03_110621_EF_right_1.jpg</u>	<u>8</u>	<u>WCR03_110621_EF_right_2.jpg</u>
<u>9</u>	<u>WCR03_110621_EF_left_1.jpg</u>	<u>9</u>	<u>WCR03_110621_EF_left_2.jpg</u>
<u>10</u>	<u>WCR03_110621_FG_left_1.jpg</u>	<u>10</u>	<u>WCR03_110621_FG_left_2.jpg</u>

Notes:

Found 21 plastic bags containing pet waste dumped on creek banks (possibly from trail users). Found 2 large debris (furniture cushion and roofing sheet material) possibly from the adjacent condo complex. Most commonly found trash materials in this location are plastic bags, convenience/fast food items, beverage containers and other plastic types. Overgrown vegetation (tulle) made it difficult to reach middle section of the creek. This location is adjacent to a condo complex, a trail and sports (baseball) fields.

**Potential Data Points with Definitions**

<b>Data Points</b>	<b>Definitions</b>
<b>I. Site Information</b>	
Site ID#	The unique identification number assigned to the site consisting of Municipal Initials/Identification (ex. 'WCR' for the City of Walnut Creek) and Site ID (ex. 01). The site ID# will be used to track trash hot spot activities within databases or other tabular formats.
Latitude	The geographic coordinate north or south of the equator. Latitude should be taken at the downstream end of the trash hot spot (preferably in decimal degrees to at least four decimal places) with a GPS receiver. Record the datum setting of the unit preferably in NAD83/ WGS84.
Longitude	The geographic coordinate east or west of the prime meridian (0 degrees longitude). Longitude should be taken at the downstream end of the trash hot spot (preferably in decimal degrees to at least four decimal places) with a GPS receiver. Record the datum setting of the unit preferably in NAD83/ WGS84.
Watershed	The watershed where the trash hot spot is located. Go to <a href="http://cocowaterweb.org/resources/ccwf-publications/watershed-atlas">http://cocowaterweb.org/resources/ccwf-publications/watershed-atlas</a> for more information.
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Before AB (right bank)



After AB (right bank)



Before AB (left bank)



After AB (left bank)



Before BC (right bank)



After BC (right bank)



Before BC (left bank)



After BC (left bank)



Before CD (right bank)



After CD (right bank)



Before CD (left bank)



After CD (left bank)



Before DE (right bank)



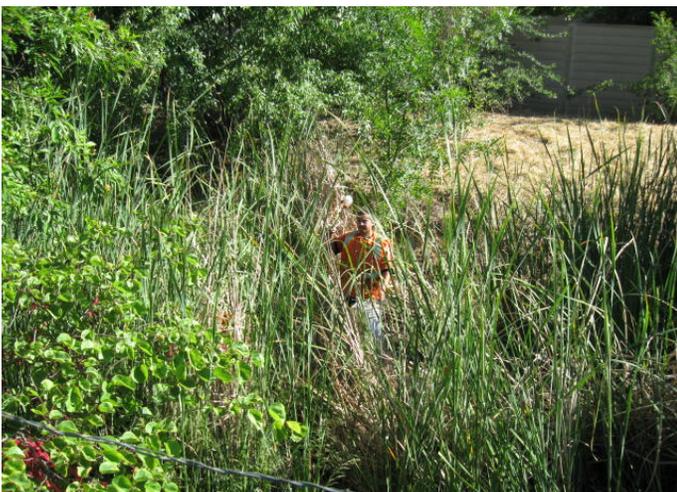
After DE (right bank)



Before EF (right bank)



After EF (right bank)



Before EF (left bank)



After EF (left bank)



Before FG (left bank)



After FG (left bank)