CITY OF EAST PALO ALTO

OFFICE OF THE CITY MANAGER

2415 University Avenue • East Palo Alto, CA 94303

September 15, 2011

Executive Summary

The City is required to submit to the San Francisco Bay Regional Water Quality Control Board (Water Board) an Annual Report that documents compliance with the Municipal Regional Stormwater NPDES Permit (MRP. It includes sections for each of the Permit provisions and follows the annual reporting format developed by the Bay Area Stormwater Management Agencies Association (BASMAA) and approved by the Water Board's Executive Officer and detailed by the San Mateo Countywide Clean Water Program (SMCCWP). Each section is comprised of tables and concise narrative that demonstrate progress and accomplishments in the program.

As the City contributes to, and facilitates other activities undertaken by the San Mateo Countywide Water Pollution Prevention Program (SMCWPPP), BASMAA, East Palo Alto Sanitary District, Palo Alto Regional Water Quality Control Plant, American Water Services, and the San Francisquito Creek Joint Powers Authority, this report also details activities that were performed by those entities on behalf of the City for pollution prevention and reduction.

Present Status

The City of East Palo Alto spans about 2.5 square miles, with roughly 45% of the space being dedicated to residential land use. The predominant ethnicity, 65% of the population in the City is Latino. Of the population 25 years or over, 31% have a 9th grade education, 52% do not have a high school education, and only 18% of them are high school graduates. While the San Mateo unemployment rate recently dropped to 8.3%, East Palo Alto unemployment rate continues to hover near 19.5%.

The primary and ongoing water pollution concerns within East Palo Alto continue to be illegal dumping throughout the City, pesticides delivered through residential and industrial applications, and motor vehicle related fluid discharges. Efforts to reach the community with a comprehensive stormwater pollution prevention program have proven a long term challenge for the City staff and service providers.

During FY 10-11, the national economic crisis and dwindling municipal revenues, required the City to make substantial staffing cuts, resulting in the loss of basic NPDES permit experience and knowledge. As such, notices of violation to the NPDES Permit requirements have continued to follow the City while remaining staff, attempting to provide adequate reporting, have not had time to implement new program elements. During this reporting year, the City's implementation efforts have largely focused on sustaining and enhancing existing protocols and processes as budgetary and personnel

resources constraints hampered the full implementation of compliance measures. Thus, over-extended city staff was largely unable to attend a range of sub-committee meetings provided by the countywide and regional programs which resulted in a general lack of awareness of implementation requirements in some key areas such as Municipal Maintenance, New & Re-Development and stormwater treatment measures Operations and Maintenance Verification.

Recent Compliance Activities have focused on:

- Efforts to continue residential drop-off of waste items to prevent illegal dumping after the County Household Hazardous Waste program eliminated funding for it since illegal dumping is a severe issue in East Palo Alto.
- Incorporating the IPM into City Policy and the contract with the City Pest contractor.
- Enhance BMP implementation and inspection within the City Corp Yard and pump station.
- Installation of "Drains to Bay" thermoplastic stencils at nearly 100% of the City stormdrain locations.
- Contracting with ABAG to secure funds for the purchase of 35 stormwater inlet trash capture devices.
- Providing a letter to all construction contacts for preparation of wet-weather BMPs.
- Update training of Municipal Maintenance Staff on BMPs for repairs and proper washing techniques with the online BASMAA training and outreach provided.
- Construction and stormwater treatment measure inspections have been ongoing.

Some of the weaknesses in our present MRP compliance strategies include:

- Limited personnel for facilitating MRP compliance
  - Limited awareness of compliance requirements
  - Reduced staff and increased workload resulting in reduced attendance in SMCCWP subcommittees and training opportunities
- Previous clean water program weaknesses which led to a lack of compliance in a number of issues such as:
  - C.3 implementation including SWTM inventorying and O&M verification
  - Pump Station wet season Inspection requirements
  - Detailing of prior years pesticide applications
  - Development of comprehensive construction and stormwater treatment measure inspection programs
  - Coordination with outside utilities and subcontractors
- Experienced staff, fully aware of the City's responsibilities for MRP compliance

Present and Immediate Compliance Steps

Since receiving a "Notice of Violation for Non-Compliance with Municipal Regional Permit" on July 6, 2011, the City attempted to address its various areas of non compliance and has jumped into action to rectify the issues facing NPDES Permit violations. The City is taking responsibility for implementing a more comprehensive approach to keep pace with the dynamic requirements of the MRP. Through the support of the City Manager, the Provisional Deputy Director, Community Development Department and the City Engineer, steps have been taken to bring an experienced staff whose full time responsibility is coordinating the multi-departmental efforts of the City to comply with all NPDES permit requirements, as well as collaborating with regional, countywide and local entities, in an effort to ensure a comprehensive plan is put into place which will ensure the development of a robust program for long term compliance, and to take steps which will ensure pollution control is a citywide effort which involves the entire community.

The City has focused its effort to meet its short term reporting obligations to the best of its ability, given precarious and extenuating circumstances, but more importantly, to ensure long term compliance with the MRP. Thus, the City has developed a specific schedule for meeting the requirements, as set forth in the "Schedule of Implementation," attached herein for the Water Board's consideration. These items will be provided to the Water Board in a mid-year report by January 31, 2012.

Schedule of Implementation due January 31st, 2012

- Updated O'Connor Street Pump Inspection (immediate, for completion following first rain)
- Stormwater Inspector Training and Documentation Record (immediate, for completion in October, 2011)
- SWPPP Training for Inspectors (immediate, registration complete for October 7-8th, 2011)
- Develop an EPA specific Business/Industry list that ensures full coverage of all businesses (compare with County Environmental Health Proposed inspection list), including High Priority potential dischargers. *(Comprehensive list to be provided in mid-year report)*
- Continue to develop a comprehensive detailed list of O&M SWTM's and incorporate into a Verification Program *(to be provided in mid-year report)*
- Update EPA MC IPM Policy and integrate into existing contract for pest control services *(to be provided in mid-year report)*
- Establish specific roles for NPDES task force *(to be provided in mid-year report)*
- Provide a "Notice of Compliance Requirements" to all responsible parties of SWTMs to prepare their sites for upcoming O&M verification inspections

Schedule of Implementation for Annual Report FY2011-2012

- Trash Hot Spot Assessment
- Public Outreach for Mercury & Car Washing—Staff to attend one event in East Palo Alto informing residents of the BMPs for Car Washing
- Short Term Trash Plan—develop in coordination with SMCWPP/BASMAA templates
- Create comprehensive stormwater program for City of EPA to ensure a financially sustainable program with continued progress and compliance; this will include a financial detail of all program components and the expected cost of compliance (a firm has already been hired to start a Prop 218 process to seek specific revenue for a comprehensive stormwater program
- Train Municipal Maintenance staff and Police Department and Menlo Park Fire Protection District Staff on stormwater compliance requirements
- Train City Landscapers on Bay Friendly Landscaping
- Develop a NPDES Task Force and set monthly meetings
- Implement stringent use of Impervious Surface forms for all projects (except single family residence); C.3 Checklist, and applicant checklist at planning counter

The City of East Palo Alto will expand these lists of program goals for FY 2011-2012 to incorporate MRP compliance requirements as necessary. EPA looks forward to being a model community which meets all the requirements of the MRP going forward and wishes to show our gratitude to the Board for its patience as City staff work to overcome long standing challenges to ensure our pollution prevention responsibilities are achieved.

Sincerely,

ML Gordon,
City Manager

City of East Palo Alto

Countywide Committee Staff Contact List

City/County Association of Governments (C/CAG)
City Manager ML Gordon

Technical Advisory Committee (TAC)
Primary City Enginner
Alternate: Senior Engineer or Assistant Engineer

New Development and Construction
Public Primary: Lucy Chen
Alternate: Brandon Vu

Private Primary: Brent Butler
Secondary: Wayland Li
or Guido Persicone

Public Information Participation (PIP)
Primary: Michelle Daher
Secondary: Lucy Chen

Commercial Industrial Illicit Discharge (C/II)
Primary: James McCarthy
Secondary: Al Teo

Public Works Muncipal Maintenance
Primary: James McCarthy
Secondary: Al Teo

Parks Maintenance and Integrated Pest Management
Primary: James McCarthy
Secondary: Al Teo

Watershed Assessment and Monitoring
Primary: James McCarthy
Secondary: Al Teo

Trash Work Group
Primary: James McCarthy
Secondary: Al Teo

City of East Palo Alto

NPDES Team

City Manager ML Gordon
mlgordon@cityofepa.org
650-853-3101

(Provisional Deputy)
Community Development
Director Carlos Martinez
cmartinez@cityofepa.org
650.853.3195

City Engineer Kamal Fallaha
kfallaha@cityofepa.org
650.853.3117

- Senior Engineer (TBD)
  - Assistant Engineer
    Lucy Chen
    lchen@cityofepa.org
    650.853.3197
  - Assistant Engineer
    Brandon Vu
    bvu@cityofepa.org
    650.853.3142
  - **NPDES Project Coordinator**
    Michelle Daher
    mdaher@cityofepa.org
    650.853.3197

- Chief Building Official
  Francis Rainone
  frainone@cityofepa.org
  650.833.1829
  - Building Inspector
    Patrick Haniger
    phaniger@cityofepa.org
    650.853.5908
  - Engineering Inspector
    John Latu
    jlatu@cityofepa.org
    650.853.3165
  - Code Enforcement Officer
    Jerome Calubaquib
    jcalubaquib@cityofepa.org
    650. 853-5942

Planning Manager Brent Butler
bbutler@cityofepa.org
650.853.3121

- Associate Planner
  Wayland Li, AICP
  wli@cityofepa.org
  650.853.3151

- Associate Planner
  Guido Persicone
  gpersicone@cityofepa.org
  650.853.3148

Maintenance Division Manager Jay Farr
jfarr@cityofepa.org
650.853.3105

- Maintenance Worker II
  James McCarthy
  jmccarthy@cityofepa.org
  650.853.3105
- Maintenance Worker III
  Al Teo
  ateo@cityofepa.org
  650.853.3105

FY 2010-2011 Annual Report
Permittee Name: City of East Palo Alto

ATTACHMENT B

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Section 1 – Permittee Information

Background Information					
Permittee Name:	City of East Palo Alto				
Population:	28155				
NPDES Permit No.:	CAS612008				
Order Number:	R2-2009-0074				
Reporting Time Period (month/year):	July / 2010 through June / 2011				
Name of the Responsible Authority:	Kamal Fallaha			**Title:**	City Engineer
Mailing Address:	1960 Tate Street				
City: East Palo Alto		**Zip Code:**	94303	**County:**	San Mateo
Telephone Number:	650.853.3117		**Fax Number:**		650.853.3179
E-mail Address:	kfallaha@cityofepa.org				
Name of the Designated Stormwater Management Program Contact (if different from above):	Michelle Daher			**Title:**	NPDES Program Coordinator
Department:	Community Development				
Mailing Address:	1960 Tate Street				
City: East Palo Alto		**Zip Code:**	94303	**County:**	San Mateo
Telephone Number:	650.853.3197		**Fax Number:**		650.853.3179
E-mail Address:	mdaher@cityofepa.org				

Section 2 - Provision C.2 Reporting Municipal Operations

Program Highlights and Evaluation
Highlight/summarize activities for reporting year:

Summary:
1) Marked and Maintained a minimum of 80% of all Citywide stormdrain inlets; introduction of Corp Yard Inspection Plan and Pump Station Inspection Plan and SOPs for dry and wet weather season inspections. Planned Adoption of **Caltrans' pavement maintenance BMPs are described in "A Family Flexible Pavement" and "B Family Rigid Pavement" (Appendix B). Additional BMPs are described in "Paving Operations Procedures" (Appendix C).**

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:

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

Comments:

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

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

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

Comments:

Staff underwent 30 minute BASMAA training for Street and Road Repair.

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:

N/A	Control of discharges from bridge and structural maintenance activities directly over water or into storm drains
X	Control of discharges from graffiti removal activities
N/A	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.
N/A	Contract specifications requiring proper capture and disposal methods for wastes generated from bridge and structural maintenance and graffiti removal activities.

Comments:

The City of East Palo Alto has one bridge which we are obligated to maintain. Fortunately, during FY 10-11, there were no graffiti removal nor bridge maintenance or repair issues to report.

C.2.d. ▶Stormwater Pump Stations

Does your municipality own stormwater pump stations:	X	**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[1] (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**
O'Connor Pump Station—first inspection of pump station forebay; second of discharge flow while pump in operation—same day testing	**11/08/10**	**5.7**	**11/8/10**	**6.6**

[1] Pump stations that pump stormwater into stormwater collection systems or infiltrate into a dry creek immediately downstream are exempt from DO monitoring.

O'Connor Pump Station—first inspection of pump station forebay; second of discharge flow while pump in operation—same day testing	**09/01/2011**	**5.6**	**09/01/2011**	**6.5**

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

Summary: **No compliance issues. Attachments: Inspection Report Included**

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)
Incomplete for FY 10-11 **To be Conducted immediately following wet weather**						

C.2.e. ▶Rural Public Works Construction and Maintenance				
Does your municipality own/maintain rural[2] roads:		**Yes**	X	**No**
If your answer is **No** then skip to **C.2.f.**				
Place an **X** in the boxes next to implemented BMPs to indicate that these BMPs were implemented in applicable instances. If one or more of the BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:				
	Control of road-related erosion and sediment transport from road design, construction, maintenance, and repairs in rural areas			
	Identification and prioritization of rural road maintenance based on soil erosion potential, slope steepness, and stream habitat resources			
	No impact to creek functions including migratory fish passage during construction of roads and culverts			
	Inspection of rural roads for structural integrity and prevention of impact on water quality			
	Maintenance of rural roads adjacent to streams and riparian habitat to reduce erosion, replace damaging shotgun culverts and excessive erosion			
	Re-grading of unpaved rural roads to slope outward where consistent with road engineering safety standards, and installation of water bars as appropriate			
	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:				

[2] 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 **X** in the boxes below that apply to your corporations yard(s):

	We do not have a corporation yard
	Our corporation yard is a filed NOI facility and regulated by the California State Industrial Stormwater NPDES General Permit
X	We have a current **Stormwater Pollution Prevention Plan (SWPPP)** for the Corporation Yard(s)

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

X	Control of pollutant discharges to storm drains such as wash waters from cleaning vehicles and equipment
X	Routine inspection prior to the rainy seasons of corporation yard(s) to ensure non-stormwater discharges have not entered the storm drain system
X	Containment of all vehicle and equipment wash areas through plumbing to sanitary or another collection method
X	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
X	Cover and/or berm outdoor storage areas containing waste pollutants

Comments:

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**
East Palo Alto Corp Yard	08/31/11	Need coverings over residential drop-off collection bins	Re-inspection prior to Rain
		Require cover over fueling station	Re-inspection prior to Rain
		Need to reapply some storm drain inlet stencils	ongoing
	09/12/11	**In compliance—all issues corrected within 10 business days.**	Ongoing Stormwater Inlet marking

Attachments C.2

Water Pollution Prevention Program

City of East Palo Alto

Stormwater Pump Station
Dry Season DO Monitoring & Inspection Form

DISSOLVED OXYGEN MONITORING

Date:	Time:	Sample # (number sequentially):
11/8/10	1010	1

Staff Name:	Pump Station:
Brian Doherty - TEC Accutite	O'Connor Pump Station

DO Monitoring Type (check one):

X	Routine Dry Season		Follow up Testing after Implementing Corrective Actions

Location of DO Testing (check one):

X	Pump Station Forebay		Discharge Flow while Pump(s) Are Being Operated		Other - Describe

DO Value (mg/L):	Temperature (optional)
5.7	17.7°C

Corrective Action/s (check all that apply):

X	**None**		**Re-circulate Wet Well Water**
	Adjust Float Level		**Clean Wet Well**
	Deploy Temporary Aeration Device (Wet Well)		**Install Permanent Aeration Device (Wet Well)**
	Deploy Temporary Aeration Structure/s (Outfall)		**Install Permanent Aeration Structure/s (Outfall)**
	Other (Describe):		

Comments:

***For corrective action/s, the DO monitoring interval must occur weekly until two weekly samples are above 3 mg/L.**

Water Pollution Prevention Program
Clean Water, Healthy Communities

City of East Palo Alto

Stormwater Pump Station
Dry Season DO Monitoring & Inspection Form

INSPECTION

Catchment Area Type (Estimate Percent of Land Use for Each Type Listed Below):

	Industrial		Commercial		Residential		Park and Open Space

OBSERVATIONS (check all that apply):

Trash

X	Not Detected		Low		Medium		High

Odor

X	Absent		Present

Color

X	Absent		Present

Turbidity

X	Not Detected		Low		Medium		High

Hydrocarbon Sheen

X	Not Detected		Low		Medium		High

WASTES REMOVED FROM PUMP STATION:

Estimate the volume or mass of waste materials removed, if any, from the pump station:

n/a

Comments:

***For corrective action/s, the DO monitoring interval must occur weekly until two weekly samples are above 3 mg/L.**

C.2.

San Mateo Countywide Water Pollution Prevention Program

City of East Palo Alto

Stormwater Pump Station
Dry Season DO Monitoring & Inspection Form

DISSOLVED OXYGEN MONITORING

Date:	Time:	Sample # (number sequentially):
11/8/10	1022	2

Staff Name:	Pump Station:
Brian Doherty - TEC Accutite	O'Connor Pump Station

DO Monitoring Type (check one):

X	Routine Dry Season		Follow up Testing after Implementing Corrective Actions

Location of DO Testing (check one):

	Pump Station Forebay	X	Discharge Flow while Pump(s) Are Being Operated		Other - Describe

DO Value (mg/L):	Temperature (optional)
6.6	16.5° C

Corrective Action/s (check all that apply):

X	**None**		**Re-circulate Wet Well Water**
	Adjust Float Level		**Clean Wet Well**
	Deploy Temporary Aeration Device (Wet Well)		**Install Permanent Aeration Device (Wet Well)**
	Deploy Temporary Aeration Structure/s (Outfall)		**Install Permanent Aeration Structure/s (Outfall)**
	Other (Describe):		

Comments:

***For corrective action/s, the DO monitoring interval must occur weekly until two weekly samples are above 3 mg/L.**

C.2.

Water Pollution Prevention Program
Clean Water. Healthy Community.

City of East Palo Alto

Stormwater Pump Station
Dry Season DO Monitoring & Inspection Form

INSPECTION

Catchment Area Type (Estimate Percent of Land Use for Each Type Listed Below):

	Industrial		Commercial		Residential		Park and Open Space

OBSERVATIONS (check all that apply):

Trash

	Not Detected		Low		Medium		High
X							

Odor

	Absent		Present
X			

Color

	Absent		Present
X			

Turbidity

	Not Detected		Low		Medium		High
X							

Hydrocarbon Sheen

	Not Detected		Low		Medium		High
X							

WASTES REMOVED FROM PUMP STATION:

Estimate the volume or mass of waste materials removed, if any, from the pump station:

n/a

Comments:

***For corrective action/s, the DO monitoring interval must occur weekly until two weekly samples are above 3 mg/L.**

C.2

Water Pollution Prevention Program

Municipal Corporation Yard Inspection Form

Municipality: City of East Palo Alto

Location of Corporation Yard Inspected: 150 Tara Street

Date and Time of Inspection: Tuesday August 30, 2011

Name of Person and Position Conducting Inspection: James McCarty

A. General Good Housekeeping BMPs Being Implemented (Check all that were observed/determined):

- [x] Clean and orderly corporation yard maintained
- [x] Materials with potential to discharge to stormwater covered prior to rains
  - [ ] Not able to determine during inspection
- [x] Containers are not overfilled and lids are kept closed when not in use
- [ ] Storm drain inlet labels are maintained → NEED TO REAPPLY SOME
- [x] A sufficient number of covered litter receptacles are used and maintained
- [x] Materials and wastes are stored as far away from storm drain inlets as practicable
- [x] Vehicles and equipment are maintained to minimize drips and leakage
- [x] Spill containment kits/clean up materials available at locations where there are potential for spills
- [x] Dry clean up methods are used for any spills or leaks
- [x] Corporation yard maintenance staff has been trained to use BMPs listed in the Corporation Yard's Site Specific Stormwater Pollution Prevention Plan
- [ ] Describe any improvements needed: _____

B. Vehicle and Equipment Washing (Check all that were observed/determined):

- [x] **Vehicle and/or equipment washing occurs at the corporation yard, if not skip to next section**

- [x] Washing activities are located under a roof or in a building equipped with a municipal sewer connection
- [x] Vehicle washing area is adequately sized for vehicles being washed and to minimize drag-out from washed vehicles so there is no flow to storm drain inlets
- [x] All vehicle washing systems are maintained and cleaned out on a regular schedule AS NEEDED
- [ ] Outdoor equipment washing occurs and the following BMPs are used:
  - [x] Wash area is paved and surrounded by berms or graded to prevent washwater from flowing off and stormwater from adjoining areas from flowing onto the wash area
  - [x] Wash area is sloped to collect washwater
  - [x] Washwaters drain to a dead-end sump or an oil-water separator connected to sanitary sewer
- [ ] Describe any improvements needed: _____

DOES NOT APPL ✓

C. Vehicle and Equipment Maintenance and Repair (Check all that were observed/determined):

- [x] **Vehicle and/or equipment maintenance occurs at corporation yard, if not skip to next section**

- [x] N/A Vehicle and/or equipment maintenance are conducted indoors whenever feasible
- [x] Drain and drip pans or open containers of fluids are not left lying around
- [x] Vehicle and/or equipment maintenance and repair area is swept at least weekly

- [x] Drip pans are used under leaky vehicles and equipment, and absorbent pads and materials are used as appropriate
- [x] All fluids from wrecked vehicles are drained immediately using an adequately sized drain or drip pan
  - [x] Not able to determine during inspection
- [x] Used absorbent material from cleaning small spills is promptly and properly removed
- [x] Vehicle and equipment maintenance are not performed outdoors during rain events unless required by emergency conditions
  - [ ] Not able to determine during inspection
- [x] N/A If temporary work must be conducted outdoors, a tarp, ground cloth, or drip pan is placed under the vehicle or equipment to capture spills and drips
  - [ ] Not able to determine during inspection
- [ ] Describe any improvements needed: _____

D. Fuel Dispensing (Check all that were observed/determined): QUESTION OUR PRIMARY AT SCHOOL DISTRICT

- [x] **Fuel dispensing occurs at the corporation yard, if not skip to the next section** IF FUEL STATION IS NOT AT THE CORP YARD
- [ ] Fuel dispensing area is covered by a roof or canopy so that rainwater cannot contact the fueling area
- [x] Fueling area is paved with Portland cement (or an equivalent smooth, impervious surface) with a 2 to 4% slope to prevent ponding, and it is separated by a grade break from the rest of the site
- [x] N/A Signs are posted to remind employees not to top off fuel tank
- [x] Current spill response plan is available for fuel dispensing HAY BERMS
- [x] Fueling area is inspected daily during use and any deficiencies found are corrected
- [x] Describe any improvements needed: COVER & SIGN

E. Municipal Vehicle, Heavy Equipment, and Employee Parking (Check all that were observed/determined):

- [x] Parking lots are swept at least weekly to prevent accumulation of trash and litter
- [x] When surface cleaning is conducted, BASMAA's "Pollution from Surface Cleaning" BMPs are used
  - [x] Not able to determine during inspection
- [x] Paving and other equipment that has the potential to drip have drip pans or absorbent materials placed under the equipment to contain any leaks or spills
- [x] Heavy equipment is inspected for leaks during each work day and repairs are made as soon as possible
- [x] Drip pans or absorbent material are used under leaking vehicles and equipment until repairs are made
- [x] Parking lots are inspected at least weekly to assure BMPs are used
- [ ] Describe any improvements needed: _____

F. Waste and Recycling Storage (Check all that were observed/determined):

- [x] Dumpster and waste recycling areas are inspected, swept, and picked up daily during work days
- [ ] Rubbish and recyclables that have been collected from streets and storm drains are stored under a roof or cover, if possible NO BUT THEY CONNECT TO SANITARY LINE
- [x] Street sweeping waste and materials removed during storm drain cleaning are stored on a concrete or asphalt pad in a contained area. Water including decanted water from collected wastes drains to sanitary sewer or is allowed to evaporate so it doesn't flow to storm drain inlets

DUMPSTER'S - DEADEND SUMP

☑ Hazardous wastes are stored in compliance with hazardous waste regulations ANNUAL INSPECTION NO VIOLATION IN COMPLIANCE
☐ Describe any improvements needed: _____

G. Outdoor Material Storage (Check all that were observed/determined):

☐ **Material is stored outdoors at corporation yard, if not do not complete this section**

☑ To the extent feasible materials that must be stored outside are stored in a roofed area that is bermed to prevent contact with stormwater
☑ Stockpiles of raw materials that cannot be stored under a roof are kept covered when the material is not being used
☑ If stockpiles are so large that they cannot feasibly be stored under a roof or covered, erosion control BMPs are used at the perimeter of the stockpile and sediment controls BMPs at downstream storm drain inlet(s)
☑ Fluids are stored within secondary containment to prevent accidental release
☑ Caution and control are used when transferring liquids to minimize spills
☐ Not able to determine during inspection PROFESSIONAL COLLECTION
N/A ☐ Containers are kept out of pooled or standing water
☐ Not able to determine during inspection
☑ Storage areas are inspected regularly to detect any leaks and spills
☐ Describe any improvements needed: _____

Additional Comments: _____

Water Pollution Prevention Program

Municipal Corporation Yard Inspection Form

Municipality: City of East Palo Alto

Location of Corporation Yard Inspected: 150 Tara Street

Date and Time of Inspection: Monday, September 12, 2011

Name of Person and Position Conducting Inspection: James McCarty

A. General Good Housekeeping BMPs Being Implemented (Check all that were observed/determined):

- [x] Clean and orderly corporation yard maintained
- [x] Materials with potential to discharge to stormwater covered prior to rains
  - [ ] Not able to determine during inspection
- [x] Containers are not overfilled and lids are kept closed when not in use
- [x] Storm drain inlet labels are maintained
- [x] A sufficient number of covered litter receptacles are used and maintained
- [x] Materials and wastes are stored as far away from storm drain inlets as practicable
- [x] Vehicles and equipment are maintained to minimize drips and leakage
- [x] Spill containment kits/clean up materials available at locations where there are potential for spills
- [x] Dry clean up methods are used for any spills or leaks
- [x] Corporation yard maintenance staff has been trained to use BMPs listed in the Corporation Yard's Site Specific Stormwater Pollution Prevention Plan
- [ ] Describe any improvements needed:_____

B. Vehicle and Equipment Washing (Check all that were observed/determined):

- [x] **Vehicle and/or equipment washing occurs at the corporation yard, if not skip to next section**

  - [x] Washing activities are located under a roof or in a building equipped with a municipal sewer connection
  - [x] Vehicle washing area is adequately sized for vehicles being washed and to minimize drag-out from washed vehicles so there is no flow to storm drain inlets
  - [x] All vehicle washing systems are maintained and cleaned out on a regular schedule
  - [x] Outdoor equipment washing occurs and the following BMPs are used:
    - [x] Wash area is paved and surrounded by berms or graded to prevent washwater from flowing off and stormwater from adjoining areas from flowing onto the wash area
    - [x] Wash area is sloped to collect washwater
    - [x] Washwaters drain to a dead-end sump or an oil-water separator connected to sanitary sewer
  - [ ] Describe any improvements needed: _____

C. Vehicle and Equipment Maintenance and Repair (Check all that were observed/determined):

- [ ] **Vehicle and/or equipment maintenance occurs at corporation yard, if not skip to next section**

  - [ ] Vehicle and/or equipment maintenance are conducted indoors whenever feasible
  - [ ] Drain and drip pans or open containers of fluids are not left lying around
  - [ ] Vehicle and/or equipment maintenance and repair area is swept at least weekly

- ☐ Drip pans are used under leaky vehicles and equipment, and absorbent pads and materials are used as appropriate
- ☐ All fluids from wrecked vehicles are drained immediately using an adequately sized drain or drip pan
  - ☐ Not able to determine during inspection
- ☐ Used absorbent material from cleaning small spills is promptly and properly removed
- ☐ Vehicle and equipment maintenance are not performed outdoors during rain events unless required by emergency conditions
  - ☐ Not able to determine during inspection
- ☐ If temporary work must be conducted outdoors, a tarp, ground cloth, or drip pan is placed under the vehicle or equipment to capture spills and drips
  - ☐ Not able to determine during inspection
- ☐ Describe any improvements needed: _____

D. Fuel Dispensing (Check all that were observed/determined):

☒ **Fuel dispensing occurs at the corporation yard, if not skip to the next section**

- ☒ Fuel dispensing area is covered by a roof or canopy so that rainwater cannot contact the fueling area
- ☐ Fueling area is paved with Portland cement (or an equivalent smooth, impervious surface) with a 2 to 4% slope to prevent ponding, and it is separated by a grade break from the rest of the site
- ☐ Signs are posted to remind employees not to top off fuel tank
- ☒ Current spill response plan is available for fuel dispensing
- ☐ Fueling area is inspected daily during use and any deficiencies found are corrected
- ☐ Describe any improvements needed: PRIMARY FUELING IS NOT DONE AT CORP YARD

E. Municipal Vehicle, Heavy Equipment, and Employee Parking (Check all that were observed/determined):

- ☒ Parking lots are swept at least weekly to prevent accumulation of trash and litter
- ☐ When surface cleaning is conducted, BASMAA's "Pollution from Surface Cleaning" BMPs are used
  - ☐ Not able to determine during inspection
- ☒ Paving and other equipment that has the potential to drip have drip pans or absorbent materials placed under the equipment to contain any leaks or spills
- ☒ Heavy equipment is inspected for leaks during each work day and repairs are made as soon as possible
- ☒ Drip pans or absorbent material are used under leaking vehicles and equipment until repairs are made
- ☐ Parking lots are inspected at least weekly to assure BMPs are used
- ☐ Describe any improvements needed: _____

F. Waste and Recycling Storage (Check all that were observed/determined):

- ☒ Dumpster and waste recycling areas are inspected, swept, and picked up daily during work days
- ☒ Rubbish and recyclables that have been collected from streets and storm drains are stored under a roof or cover, if possible
- ☒ Street sweeping waste and materials removed during storm drain cleaning are stored on a concrete or asphalt pad in a contained area. Water including decanted water from collected wastes drains to sanitary sewer or is allowed to evaporate so it doesn't flow to storm drain inlets

☒ Hazardous wastes are stored in compliance with hazardous waste regulations
☐ Describe any improvements needed: _____

G. Outdoor Material Storage (Check all that were observed/determined):
☒ **Material is stored outdoors at corporation yard, if not do not complete this section**

☒ To the extent feasible materials that must be stored outside are stored in a roofed area that is bermed to prevent contact with stormwater
☐ Stockpiles of raw materials that cannot be stored under a roof are kept covered when the material is not being used
☒ If stockpiles are so large that they cannot feasibly be stored under a roof or covered, erosion control BMPs are used at the perimeter of the stockpile and sediment controls BMPs at downstream storm drain inlet(s)
☒ Fluids are stored within secondary containment to prevent accidental release
☒ Caution and control are used when transferring liquids to minimize spills
☐ Not able to determine during inspection
☒ Containers are kept out of pooled or standing water
☐ Not able to determine during inspection
☒ Storage areas are inspected regularly to detect any leaks and spills
☐ Describe any improvements needed: _____

Additional Comments: Maintenance Corporation yard is inspected annually by San Mateo County Environmental Health Division for Hazardous Material inspection; during last inspection, no violation was noted.

C.D.

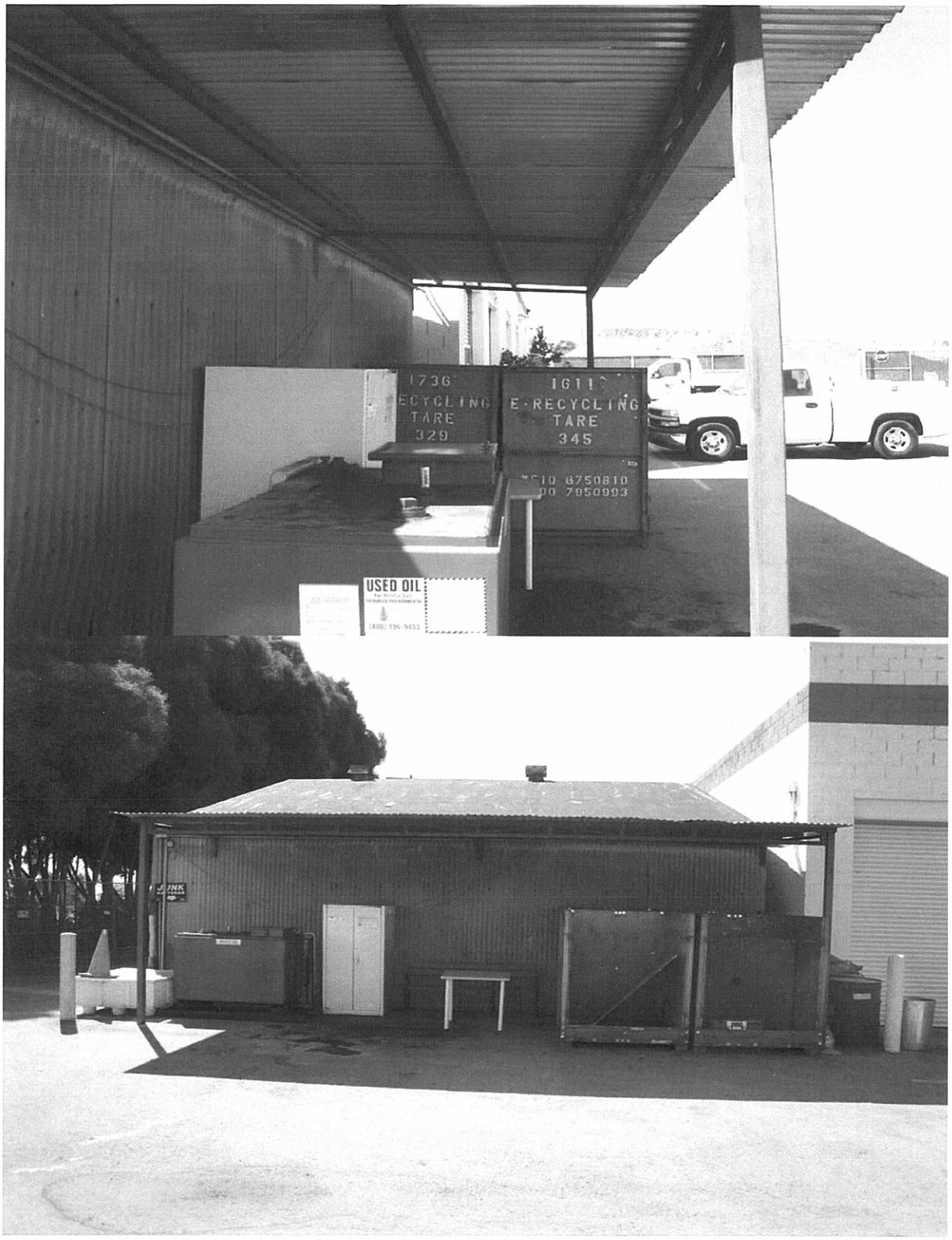
Maintenance Corporation Yard BMP

Used motor oil, fueling station, and e-waste under protected covered area

Used motor oil fueling station electronic waste

City of East Palo Alto Monday, September 12, 2011

C.2.



C.2.

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:

i. **East Palo Alto Municipal Code** 13.12.100 – provides adequate legal authority for reduction of pollutants and supplemental runoff in stormwater. Current EPA municipal code references NPDES compliance; additional enhancements are underway to address current standards.

2. Use of Conditions of Approval and plan review process for all regulated projects that discharge into San Francisquito Creek directly: Have adequate development review and permitting procedures to impose.
3. Conditions of approval or other enforceable mechanisms to implement the requirements of Provision C.3. For projects discharging directly to CWA section 303(d)-listed waterbodies, conditions of approval must require that post-development runoff not exceed pre-development levels for such pollutants that are listed; EPA will update conditions of approval to appropriate standards as required within the Amendment to the MRP pending adoption prior to December 2011;
4. EPA will be utilizing C.3 and C.6 Development Review Checklist for project applicant and project planning provided by Countywide program;
5. Staff signed up and plans to attend planned New Development training on October 6th.
6. Water quality effects and mitigation measures are addressed in environmental reviews through CEQA process;
7. Two Staff members were able to attend the O&M Treatment Measure Training on January 25, 2011; EPA intends to attend a majority of all New Development Subcommittee meetings for FY 11-12;
8. Outreach/education efforts to staff, developers, contractors, construction site operators and owner/builders conducted through encouragement to attend announced Countywide New/Redevelopment trainings via email solicitation and by providing "Project Applicant Checklist for NPDES Permit Requirements" document as well as "Development Review Checklist" document training; advanced encouragement will be provided with the implementation of the NPDES monthly Task Force;
9. EPA encourages site design measures at unregulated projects subject to Planning/Building Department review through use of the SMCWPPP document "C.3 and C.6 Development Review Checklist" which details site design options for discussion with applicant; EPA to implement required LID conditions on appropriate projects starting in December 2011;
10. EPA encourages source control measures at unregulated projects subject to Planning/Building Department review: required stenciling of stormdrain inlets with "No Dumping, Drains to Bay" with nearly 100% success rate, along with an array of other source control options such as detailed in the attached SMCWPPP document "C.3 and C.6 Development Review Checklist" which details municipality discretion for source controls.
11.

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: **None to report.**

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.
No regulated projects approved during this reporting period though there will be a more thorough investigation.

C.3.c. Low Impact Development Reporting

N/A

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

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

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

Summary:

1) **Two inspections of SWTMs have been completed including swales and media vault. These facilities were found to be adequately maintained. Four sites with fossil filters were found to be out of compliance and require maintenance. This issue is not resolved and may require extensive follow-up due to the prior years of non-enforcement by the City of EPA.**
2) **150 Tara Road was targeted for inspections during an impromptu inspection, for storing soil on site, without a permit. This is indicated in the verification listing.**
3) **The overall number of inspection provided for on an annual basis (5) appears to be adequate,e however the overall issue of the program is that historically, SWTMs installed throughout the City have not been tracked, so we are presently developing a database of all SWTMs for future tracking. Due to this, it has been determined that our SWTM O&M Verification Inspection program is not adequate and is being updated. EPA will provide an updated list of SWTMs that were installed in the city in the past, during the mid-year report.**

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)[1]	Party Responsible[2] For Maintenance	Date of Inspection	Type of Inspection[3]	Type of Treatment/HM Control(s) Inspected[4]	Inspection Findings or Results[5]	Enforcement Action Taken[6]	Comments
Ikea	1700 East Bayshore Road, East Palo Alto	No	Jack Woods Pepper Construction 650.321.5022	pending	pending	Vegetated Swale, Sand Filters, Filtration Tanks	Pending	Pending	Inspections are pending our development of a SWTM O&M Verification Program, initiated in 09/2011
Gateway 101 Shopping Center	1751, 1761, 1771, & 1781 E. Bayshore Blvd East Palo Alto	No	**Jennifer Smith** 925.279.1885 JenniferSmith@regencycenters.com			Fossil Filters in Inlets (outdated SWTMs)	Storm Drain Inlets required cleaning	No—written notice, compliance prior to deadlines	Inspections are pending our development of a SWTM O&M Verification Program, initiated in 09/2011
Cummings Park	875 O'Connor Street, East Palo Alto	No			Pending	Vegetated Swale, Vortex Separator—Vort Sentry Inlet	Pending	Pending	Inspections are pending our development of a SWTM O&M Verification Program, initiated in 09/2011
151& 264 Tara Road	151& 264 Tara Road	No	C R Price/Twc Llc 3101 Western Ave St Seattle WA Jeffrey C Poetsch 650-369-2599 (office phone) 650-207-4994 (mobile) 650-369-2502 (office fax) jeffcp@earthlink.net	4/27/11	I found there's truck going to the site and followed. What should it be quantified?	Vegetated Swale, Sand Filters, Filtration Tanks	In compliance	Report to Water Board and violation notification letter sent to the owner. Follow up inspection scheduled.	The empty site is used for soil storage and it does not comply with the original usage permit through the City, nor the approval through Water Board. Close by streets were sandy due to the lack of BMPs. Clean streets right away.
				5/10/11	Follow-up		In compliance	Follow up inspection scheduled.	The owner/ contractor will file a new use permit to the City and as well as Water Board to include the soil storage. Install a construction entrance,

[1] Indicate "YES" if the facility was installed within the reporting period, or "NO" if installed during a previous fiscal year.
[2] State the responsible operator for installed stormwater treatment systems and HM controls.
[3] State the type of inspection (e.g., 45-day, routine or scheduled, follow-up, etc.).
[4] 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.
[5] State the inspection findings or results (e.g., proper installation, improper installation, proper O&M, immediate maintenance needed, etc.).
[6] 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)[1]	Party Responsible[2] For Maintenance	Date of Inspection	Type of Inspection[3]	Type of Treatment/HM Control(s) Inspected[4]	Inspection Findings or Results[5]	Enforcement Action Taken[6]	Comments
									clean out trashes in swale, and keep clean close by streets after soil transportation activities. This report is on file with the Water Board: Mark Johnson as they were involved in this inspection.
				5/19/11	Follow-up		Compliance	N/A	N/A
Four Seasons Hotel; University Circle	1900 & 2050 University Avenue	No	Wells REIT II General Public Home Office Toll-free 800-448-1010 Atlanta Area 770-449-7800 Fax 770-243-8199 E-mail: info@wellsref.com	04/21/11	Routine	Media Filter	In compliance	None	Certificate attached
La Estrellita	2387 University Avenue	No	Hector Cornelio 650-328-0799	07/07/11	Routine	Swales	Proper Maintenance	Follow up regarding filter fabric in storm drain	In compliance

Future projects-- some had been approved, either Planning or RDA could provide details?

Blue Jay Court	East Palo Alto								Letter from Bruce Wolf indicating approval 09/2010
University Plaza	2111B University Avenue	No							
Landers Walk	Weeks Street					Vort Sentry Inlet			
Pulgas Avenue Mixed-Use Project		No				Sand Filters			

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[1], Street Address	Name of Developer	Project Phase No.[2]	Project Type & Description[3]	Project Watershed[4]	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New Impervious Surface Area (ft^2)	Total Replaced Impervious Surface Area (ft^2)	Total Pre-Project Impervious Surface Area[5] (ft^2)	Total Post-Project Impervious Surface Area[6] (ft^2)
Private Projects											
Garden School	1039& 1063 Garden Avenue		N/A	New School Buildings	San Francisquito Creek	2..58	2.58	0.51	1.51	1.51	2.02
Myrtle School	1039 Myrtle Street	Sequoia Union High School Dist 480 James Ave Redwood City, CA 94062	N/A	New School Buildings	San Francisquito Creek	1.77	1.77	0.19	1.25	1.25	1.44
Public Projects											

Comments:

Guidance: If necessary, provide any additional details or clarifications needed about listed projects in this box.

[1] Include cross streets
[2] 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".
[3] 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.
[4] State the watershed(s) in which the Regulated Project is located. Optional but recommended: Also state the downstream watershed(s).
[5] For redevelopment projects, state the pre-project impervious surface area.
[6] For redevelopment projects, state the post-project impervious surface area.

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[1], Street Address	Name of Developer	Project Phase No.[2]	Project Type & Description[3]	Project Watershed[4]	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New Impervious Surface Area (ft^2)	Total Replaced Impervious Surface Area (ft^2)	Total Pre-Project Impervious Surface Area[5] (ft^2)	Total Post-Project Impervious Surface Area[6] (ft^2)
Private Projects											
Public Projects											
Cooley Landing Phase 1 Remediation and Public Access Project	2100 Bay Road, East Palo Alto	TBD	1	Remediation and Park Construction	San Francisco Bay	11.5 acres	11.5 acres	0.02 acres	0.83 acres	0.83 acres	0.85 acres

Comments:

Note: Cooley Landing will be going out to bid immediately and the details of the plans may still be modified.

[1] Include cross streets
[2] 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".
[3] 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.
[4] State the watershed(s) in which the Regulated Project is located. Optional but recommended: Also state the downstream watershed(s).
[5] For redevelopment projects, state the pre-project impervious surface area.
[6] 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[1]	Application Final Approval Date[9]	Source Control Measures[2]	Site Design Measures[3]	Treatment Systems Approved[4]	Operation & Maintenance Responsibility Mechanism[5]	Alternative Compliance Measures[6/7]	HM Controls[8/9]	
Private Projects									
Blue Jay Court	East Palo Alto	pending	pending	pending	pending	pending	n/a	n/a	Letter from Bruce Wolf indicating approval 09/2010
University Plaza	2111B University Avenue	No	pending	pending	pending	pending	n/a	n/a	pending
Landers Walk	Weeks Street	pending	pending	pending	pending	pending	n/a	n/a	pending
College of Certain, LLC 1039 & 1063 Garden Street, East Palo Alto, CA 94303	pending	pending	pending	pending	pending	pending	n/a	n/a	
Myrtle Street High School	pending	pending	pending	Minimize impervious surfaces, existing trees	Bio-retention areas, pervious pavers?	Sequoia Unified High School District	n/a	n/a	
Pulgas Avenue Mixed-Use Project	pending	No	pending	pending	pending	Sand Filters	n/a	n/a	pending
Comments:									

[1] For private projects, state project application deemed complete date and final discretionary approval date.
[2] 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.
[3] 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.
[4] 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.).
[5] 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.
[6] 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.
[7] 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.
[8] If HM control is not required, state why not.
[9] 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), biodetention unit(s), regional detention basin, or in-stream control).

City of East Palo Alto

Community Development Department
Building Services Division
Engineering Division

"The City of East Palo Alto provides responsive, respectful and efficient public services to enhance the quality of life and safety for its multi-cultural community"

Notice of Violation – Stormwater

This informs you that the following action represents a violation of THE EAST PALO ALTO Municipal Code Section 13 – Stormwater Management and Discharge:

Date: 6/30/11 Time: 10:30 am

Business/Location Address: LA Esmeralda Market 2357 UNIVERSITY

Violations of the above impact the City of East Palo Alto compliance with NPDES permit #CAS612008 issued by the State of California as required by the Clean Water Act. Storm drains discharge directly into the Bay and Ocean, untreated. Disposal of wastes is prohibited.

This notice serves as a warning. Violations are subject to misdemeanor citations and/or enforcement by civil action or administrative remedies.

The following corrective actions must be taken:

- ☐ Apply a _____ permit with required documents and pay fees
- ☐ Discharge stopped
- ☐ Fix fluid leaks
- ☐ Proper storage of materials
- ☐ Trash removal
- ☒ Erosion control
- ☐ Recycle fluorescent lamps, batteries and electronics
- ☐ Containment
- ☐ Pictures will be attached at back side
- ☐ Conduct training: _____
- ☒ Best Management Practices (BMPs): _____
- ☒ Other Clean all catch basins & clean gutter Pronto in storm drain Hourly task

Inspector Name: Frank Yam Inspector's Signature: _____

By my signature, I understand the nature of the violation as described to me. BMP 2011-0002

Sign here: _____

Print Name: _____ **Phone:** (___)_____

Re-inspection Date: 7/7/11

Forward to: [X] File [ ] Water Board [ ] Building [ ] Planning [ ] Code Enforcement [ ] Attorney

1960 Tate Street East Palo Alto, Ca 94303 (650) 853-3129 Main (650) 853-317 Fax

Completed 7/7/11

City of East Palo Alto

Community Development Department
Building Services Division
Engineering Division

FILE COPY

"The City of East Palo Alto provides responsive, respectful and efficient public services to enhance the quality of life and safety for its multi-cultural community"

Complete Suite 1731, 1761, 1771, 1781 E BAYSHORE

Notice of Violation – Stormwater

This informs you that the following action represents a violation of THE EAST PALO ALTO Municipal Code Section 13 – Stormwater Management and Discharge:

Date: 6/30/11 Time: 9:30 am

Business/Location Address: GATEWAY 101 1751 E BAYSHORE WILBUR PROPERTIES

Violations of the above impact the City of East Palo Alto compliance with NPDES permit #CAS612008 issued by the State of California as required by the Clean Water Act. Storm drains discharge directly into the Bay and Ocean, untreated. Disposal of wastes is prohibited.

This notice serves as a warning. Violations are subject to misdemeanor citations and/or enforcement by civil action or administrative remedies.

The following corrective actions must be taken:

- ☐ Apply a _____ permit with required documents and pay fees
- ☐ Discharge stopped
- ☐ Proper storage of materials
- ☒ Erosion control
- ☐ Containment
- ☐ Conduct training: _____
- ☐ Fix fluid leaks
- ☐ Trash removal
- ☐ Recycle fluorescent lamps, batteries and electronics
- ☐ Pictures will be attached at back side
- ☒ Best Management Practices (BMPs): CLEAN ALL CATCH BASINS
- ☒ Other INCLUDE FILTER FABRIC AT ALL CATCH BASINS.

BMP 2011-0003

Inspector Name: FRANK RAMIREZ Inspector's Signature: _____

By my signature, I understand the nature of the violation as described to me.

Sign here: _____

Print Name: Theresa Blair **Phone:** (650) 847-4345

Re-inspection Date: ~~9/30/11~~ ~~10/15/11~~ 10/1/11 PM

Forward to: [ ] File [ ] Water Board [ ] Building [ ] Planning [ ] Code Enforcement [ ] Attorney

City of East Palo Alto

Community Development Department
Building Services Division
Engineering Division

FILE COPY

"The City of East Palo Alto provides responsive, respectful and efficient public services to enhance the quality of life and safety for its multi-cultural community"

Notice of Violation – Stormwater

This informs you that the following action represents a violation of THE EAST PALO ALTO Municipal Code Section 13 – Stormwater Management and Discharge:

Date: 6/29/11 Time: 1:55 PM

Business/Location Address : PITCHERS DRILLING 218 DEMETER

Violations of the above impact the City of East Palo Alto compliance with NPDES permit #CAS612008 issued by the State of California as required by the Clean Water Act. Storm drains discharge directly into the Bay and Ocean, untreated. Disposal of wastes is prohibited.

This notice serves as a warning. Violations are subject to misdemeanor citations and/or enforcement by civil action or administrative remedies.

The following corrective actions must be taken:

- ☐ Apply a AUG 15, 2011 permit with required documents and pay fees
- ☐ Discharge stopped
- ☐ Fix fluid leaks
- ☐ Proper storage of materials
- ☐ Trash removal
- ☒ Erosion control
- ☐ Recycle fluorescent lamps, batteries and electronics
- ☐ Containment
- ☐ Pictures will be attached at back side
- ☐ Conduct training:
- ☒ Best Management Practices (BMPs) : PROVIDE AN ENGINEERED DESIGN TO PREVENT. Sediment ~~Runoff~~ ON SITE. SUBMIT 5 SET OF WET STAMP plans FOR REVIEW & APPROVAL
- ☐ Other TRACKING OF DIRT & MUD FROM THE SITE, & MAINTAIN ALL BMP 2011-0004

Inspector Name: FRANK RAINONE Inspector's Signature:

By my signature, I understand the nature of the violation as described to me.

Sign here:

Print Name: TERRY Shewchuk **Phone:** (650) 328 8910

Re-inspection Date: 7/30/11

Forward to: [X] File [ ] Water Board [ ] Building [ ] Planning [ ] Code Enforcement [ ] Attorney

2000 & 1950 UNIVERSITY

SAN MATEO COUNTYWIDE Water Pollution Prevention Program

City of East Palo Alto

SITE ADDRESS: 1900 University Ave
ANNUAL BMP PERMIT BMP2011-0006

Facility has closed or Facility Information has changed: ☐ yes ☐ no

Model Stormwater Treatment or Hydromodification Management (HM) BMP O&M Verification Inspection Report Form

Reason for Inspection: ☐ First Inspection (required within 45 days of installation) ☐ Routine Inspection ☐ Response to Complaint ☐ Follow-up | Follow-up Inspection Due:

NAME OF FACILITY: University Circle	SITE ADDRESS: 1900 University Ave. East Palo Alto CA 94003		ID# OR APN
APPLICANT NAME: Wells Reit	APPL PHONE: 650 324 2222	PROJECT TYPE/ACTIVITY: Office buildings	SIC / Map Code:
Is the property owner different than the facility owner? ☐ yes ☒ no	If yes, complete the following:		Location:
OWNER NAME, ADDRESS, AND PHONE NUMBER	CONTACT: / TITLE:	PHONE	
Is the BMP Operator different than the facility owner? ☒ yes ☐ no	If yes, complete the following:		
NAME: Kristar Enterprises / MAILING ADDRESS: 360 So Hon Place Santa Rosa CA	CONTACT: TANYA WITT / TITLE: ACCOUNT ASSOCIATE	PHONE: 1-800-579-8819	

Needed maintenance noted for the Treatment and/or HM BMPs below shall be completed within 30 days and notification of correction faxed, emailed or mailed to the over sight agency.

Treatment BMP Type (Numbers in parentheses correspond to fact sheets in CASQA's New Development Handbook)	No visible problems	**Needed Maintenance**																						
		Trash or Debris	Pollutants	Rodent Holes	Hazardous Trees/Brush	Erosion or Scouring	Excessive Sediment	Liner Condition (if visible)	Spillway/Berm Damaged, Settled	Damaged Trash Rack or Screen	Inlet/Outlet	Security (fence, gates)	Coating/Paint	Standing Water	Mosquitoes/ Other Insects	Flow Spreader/ Equalizer	Invasive Weeds or Vegetation	Poor Vegetation Cover < 90%	Pedestrian Path Devegetation/ Compaction	Vegetation Too Tall	Odors		
Vegetated Swale (TC-30)																							
Extended Detention Basin (TC-22)																							
Bioretention Facility (TC-32)/ Flow-Through Planter																							
Vortex Separator (MP-51)																							
Infiltration Basin (TC-11)																							
Water Quality Inlets –Oil/ grit/water Separator (TC-50)																							
Media Filters - Sand Filters (TC-40)																							
Drain Inserts (MP-52)																							
HM Tank or Vault																							
Other																							

COMMENTS Date Treatment/HM BMP Installed (for first inspection only) Maintenance Documentation Reviewed? ☐ yes ☐ no Maintenance required in storm drain system? ☐ yes ☐ no

See Attached Comments

BMP brochures distributed? ☐ Describe: Follow-up Required? ☒ Yes ☐ No ☐ Comments:

PRIORITY FOR RE-INSPECTION: ☐ 1. First ☐ 2. Second ☐ 3. Third REQUIRED COMPLIANCE DATE DATE CORRECTED

ENFORCEMENT: ☐ None ☐ Verbal Notice ☐ Warning Notice ☐ Administrative Action ☐ Administrative Action w/ Penalty &/or Cost Recovery ☐ Legal Action

O&M Representative: Ronald DelBosco Inspector:

CERTIFICATE
OF COMPLIANCE

JOB NUMBER 0008227

This certifies stormwater treatment unit service and maintenance was performed at

UNIVERSITY CIRCLE
1900 University Avenue
East Palo Alto, Ca 94303

This service is in compliance with the contract between
KriStar Enterprises, Inc. dba Drainage Protection Systems and

WELLS REIT II - UNIVERSITY CIRCLE C/O JONES LANG LASALLE

STORMWATER TREATMENT UNIT SYSTEM SERVICE AND MAINTENANCE

April 21, 2011
Service Date

Tanya Witt, Account Associate

FOSSIL FILTER ™
GENERAL SPRECIFICATIONS
FOR STANDARD FILTER UNITS

Scope:

This specification describes a Catch Basin Filtration System that removes petroleum hydrocarbons from water flowing into the drainage inlet while permitting the undisturbed passage of water. The filter incorporates EPA-approved adsorbents and is installed in the catch basin of a drainage inlet.

Material Properties:

The filter structure shall be manufactured from either High Density Polyethylene (HDPE), petroleum resistant fiberglass or stainless steel, at the option of the end-user. The filter screens and associated hardware for all units will be stainless steel Type 304. The filter sorbent shall be an adsorbent material treated to attract and retain petroleum hydrocarbons. It shall be non-leaching and contain no hazardous ingredients as defined by the U.S. Environmental Protection Agency (EPA), US Occupational Safety and Health Administration (OSHA), and the World Health Organization, (WHO).

Installation:

Installation shall be performed by certified Fossil Filter™ Installation Technician. A *Fossil Filter* ™ Installation Record, to be provided at time of installation, shall be kept on site by the end user.

Filter Maintenance and Disposal of the Contaminated Adsorbent:

Periodic maintenance of the installed units is vital to efficient filtration. Such maintenance shall be performed by certified Fossil Filter ™ Maintenance Technician. A *Fossil Filter* ™ *Maintenance Record*, provided at the time of installation, shall be kept on site by the end user.

Disposal of the contaminated adsorbent shall be in accordance with local regulatory agency requirements and local, state and federal environmental regulations.

*Proof of adequate follow-on maintenance of the filter and proper disposal of the contaminated adsorbent is now being required by some local governments at the time of filter installation.

(Rev. 8/11/98)

BEST MANAGEMENT PRACTICE (BMP) FOR THE REMOVAL OF PETROLEUM HYDROCARBONS FROM STORMWATER RUNOFF THROUGH THE USE OF CATCH BASIN FILTRATION SYSTEMS

The Concept of Stormwater Catch Basin Filtration:
Essentially, catch basin filtration is the placement of devices that contain a filtering medium (a sorbent) just under the stormwater system's inlet (catch basin) grate. The runoff flows into the inlet, through the filter where the target contaminants are removed, and then into the drainage system. The devices must be capable of effectively filtering the first flush of a rain event and provide an overflow capability sufficient to prevent the system from becoming clogged. The sorbent filter medium must be an inert blend of minerals that contain non-hazardous ingredients, as defined by the Federal EPA, OSHA and WHO (World Health Organization). Further, the medium should be non-leaching, contain no reactive chemicals, be non-carcinogenic, non-biodegradable, non-toxic, non-inflammable, non-injurious to asphalt, cement, carpet, tile, soil, or plant life.

Contaminants:
The primary target contaminant is petroleum hydrocarbons, to include most, if not all, oil-based products generated by motor vehicles powered by fossil fuel or lubricated with any of the fossil fuel by-products. These include gasoline, oil, grease, some anti-freezes, and other such products plus other types of contaminants (i.e. heavy metals) that may become attached to the hydrocarbon.

Current Technology:
Of the catch basin filtration systems currently on the market that target petroleum hydrocarbons, Fossil Filter™, a product of Kristar Enterprises of Cotati, California, is the most prominent. The Fossil Filter™ introduced a concept that was unique enough to qualify for a U.S. patent. Prior to the introduction of Fossil Filter™, the leading technology for separating oil from water runoff was large underground precast concrete oil/water separators. They were expensive to purchase and install and could be used only on new construction projects. Because they were underground (and out of sight), inspection was very difficult and maintenance was expensive. Consequently, they were usually forgotten and any contaminants collected were left in the units to be flushed back into the drainage system by some future rain event.

Fossil Filter™, on the other hand, costs but a fraction of the concrete units to purchase and installation usually consists of removing the inlet grate, dropping the filter in place and replacing the grate. They can be used in both new and post-construction projects; visual inspection is simple; and maintenance can be performed usually in a matter of minutes.

Fossil Filter™, for common size/shape inlets, is delivered as a one-piece "drop-in" unit. For unusual sizes/shapes, the filter can be fabricated to fit the inlet. They are available for square, rectangular, round and curb or combination inlets as well as trench drains. According to the manufacturer, a device to fit most any situation is possible.
(Rev. 8-18-99)

Device Construction:
The catch basin filtration system structure should be constructed so as to cause the water to flow through the unit's filter medium and be of a fit that prevents leakage around the filter. To prevent corrosion and the release of oxidized metals into the system, the device's construction materials should be of high-density polyethylene (HDPE), petroleum resistant fiberglass or stainless steel. The use of galvanized steel should not be allowed. For square, rectangular, or round units, the device should provide an overflow bypass area in its center with dimensions at least equal to 1/3 the inside dimensions of the catch basin. For curb openings, the device should allow unrestricted overflow of the weir and have capability of adding a second (dual stage) device under the first for areas subject to heavy concentrations of sediment and debris.

Recommended Effectiveness:
Catch Basin Filtration Systems acceptable for installation should have, through appropriate laboratory or field testing, demonstrated a capability of removing petroleum hydrocarbons entering the inlet.

Applicability of Devices to EPA's NPDES and SWPPP's:
The Federal EPA's NPDES program, designed to control the discharge of pollutants to waters of the United States, cites a definition of oil/water separator as, "A device installed usually at the entrance to a drain, which removes oil and grease from water flows entering the drain".

Catch Basin Filtration Systems acceptable for installation in petroleum hydrocarbon generating areas should fit the federal EPA's definition of oil/water separator (above). Fossil Filter™ meets the EPA description plus it meets the EPA mandate of BAT (Best Available Technology) while being "economically feasible." Based on the foregoing, Fossil Filter™ is suitable for inclusion as a BMP in local SWPPP 's.

Recommended Uses:
Catch Basin Filtration Systems should be required for all locations where petroleum hydrocarbons are a major source of pollution to stormwater runoff and the water can be directed into a drainage inlet. Employee and customer parking lots, tollgate, service stations, aircraft and boat refueling areas are prime examples of such locations. The systems should be required for a new construction and whenever a permit is issued to renovate or remodel an existing location.

Inspection and Maintenance Procedures:
Each inspection of the installed filtration systems should include a sweeping of the area surrounding the inlet, removal of the inlet grate, removal of trash and debris on top of the filter and visual inspection of the filter and its installed material. If the filter media is covered with silt, the media containers should be removed from the structure, the silt removed and granules "stirred up." If the normally white granules appear to be more than 50% coated with a dark substance, the media should be replaced with new material. The media containers should then be re-installed, the inlet grate replaced and another

broom cleanup completed. The exposed filter media should be placed in a DOT approved drum and disposed of in accordance with local agency requirements.

Follow-On Maintenance:
Because of past abuses of installed stormwater treatment devices, some governmental agencies within California, that accept Fossil Filter™ as a BMP for stormwater runoff, are now requiring proof of a follow-up maintenance program. It is recommended that all agencies require proof of either a contractor maintenance program or that the landowner certifies that they will provide maintenance.

Kristar Enterprises, the owners of Fossil Filter™, provides a comprehensive maintenance program that not only provides for maintenance of stormwater filtration systems (to include other than Fossil Filter™) but notifies the owner and the appropriate oversight agency when maintenance has been performed.

Limitations:
The efficiency of any filtration system will be in direct proportion to the caliber of its maintenance program. A lack of care can be a limitation for any stormwater filtration system. Other system limitations must include unsuitable installation sites. The makers of Fossil Filter™ discourage installation of their product in areas that are subject to heavy silting, excessive tree leaves, trash or debris.

Recommendations:
1. Catch Basin Filtration Systems such as Fossil Filter™ are recommended as a BMP for preventing pollution of stormwater runoff by petroleum hydrocarbons.
2. Recommend that all construction of new, and retrofit of existing, areas subject to generate of petroleum hydrocarbons be surveyed as potential sites for installation of Catch Basin Filtration Systems.

(Rev. 8-18-99)

SERVICE CONTRACTOR AGREEMENT

THIS AGREEMENT is made and entered into and effective as of this 1st day of August, 2006 between WELLS REIT II-UNIVERSTIY CIRCLE (herein "Owner") and KRISTAR ENTERPRISES, INC (herein "Service Contractor").

WITNESSETH:

WHEREAS, Service Contractor is skilled in the performance of all the Contract Duties (identified exhibit A) and has offered to perform all said Contract Duties for Owner with respect to the property located at University Circle, East Palo Alto, CA 94303(herein "Property"); and

WHEREAS, Owner is desirous of securing the performance of all the Contract Duties by Service Contractor, which shall be managed by it's manager, Jones Lang LaSalle Americas, Inc. ("Manager").

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements of the parties, it is agreed as follows:

Section 1. Term of Agreement.

Unless sooner terminated as herein provided, the term of this Agreement shall begin on August 1, 2006 (herein "Contract Commencement Date") and shall continue until July 31, 2007 (herein "Contract Expiration Date").

Section 2. Contract Duties.

From and after the Contract Commencement Date and until the Contract Expiration Date or earlier termination of this Agreement, Service Contractor shall timely and fully perform all of the Contract Duties set forth in Exhibit A, which is attached hereto and incorporated by reference herein. Service Contractor further agrees to perform all of the Contract Duties in a good and workmanlike manner, and in accordance with industry standards established by those engaged in a business similar to that of Service Contractor in performance of the Contract Duties; and to pay for all supplies, fuel, uniforms, equipment, machinery, repairs, transportation, material, labor, insurance premiums of any kind or description, sales taxes, salaries, federal and state employment taxes, any similar payroll taxes relating to employees of Service Contractor, and all other expenses whatsoever incurred in the performance of the Contract Duties; and to obtain and pay for all applicable permits and governmental fees, licenses and inspections necessary and incidental to the performance of the Contract Duties and to otherwise comply with all governmental regulations pertaining to performance of the Contact Duties; and to uniform all employees, servants and Agents to the subjective satisfaction of Owner; and to provide a competent and well trained on-site supervisor for performance of the Contract Duties at all times when said Contract Duties are being performed; and to maintain a continuing employee training program so as to insure maximum efficiency of performance of the Contract Duties and to insure the safety of all persons on the Property; and to keep the Property free from accumulation of waste materials or rubbish caused by Service Contractor's operations.

Section 3. Service Contractor's Compensation.

Unless this Agreement is terminated prior to the Contract Expiration Date, Owner shall pay Service Contractor compensation, for Service Contractor's performance of the Contract Duties, in the amounts and at the rates established in Exhibit B, which is attached hereto and incorporated by reference herein. Service Contractor shall bill Owner for such compensation not more frequently than monthly.

It is understood that, from time to time during the term of this Agreement, Owner may request Service Contractor to perform services or provide materials, which are not set forth in the Contract Duties but are related to the services encompassed within the Contract Duties (herein "Additional Work"). Service Contractor hereby agrees to perform such Additional Work so long as prior to the performance of such Additional Work, Owner shall authorize in writing the scope of such Additional Work and compensation payable to Service Contractor for the full performance of said Additional Work. In the event Service Contractor shall fail to secure such a writing relating to such Additional

Work, any such work thereafter performed shall be deemed a part of the Contract Duties and Service Contractor shall not be entitled to any additional compensation therefor.

Section 5. Early Termination.

Owner may terminate this Agreement, at any time, and for any or no reason whatsoever, by giving Service Contractor not less than thirty (30) days advance written notice of same, which notice shall specify the effective date of early termination. Service Contractor shall receive compensation for all Work and Additional Work actually performed through the said effective date of early termination. Service Contractor shall not be entitled to any compensation with respect to any period after any such early termination.

Section 6. Relationship of Parties.

Service Contractor is retained by Owner only for the purpose and to the extent set forth herein and Service Contractor's relationship with Owner shall, during the entire term of this Agreement, be that of independent contractor so that neither Service Contractor, nor any employee, Agent, servant, officer, director or shareholder of Service Contractor, shall be deemed an Agent, servant or employee of Owner. Service Contractor agrees to indemnify and hold Owner and Agent and their respective affiliates, and their partners, officers, directors, employees and Agents harmless of and from any and all liabilities, claims, demands, damages, and expenses (i) arising from any determination (whether judicially or administratively) that some relationship, other than that of independent contractor, exists between Owner and/or Agent and Service Contractor, or (ii) in connection with hiring, termination, discipline, evaluation and resolution of complaints and grievances of Service Contractor's employees.

Section 7. Insurance.

At all times while performing the Contract Duties, Service Contractor shall maintain, at its sole cost and expense, the insurance set forth in Exhibit C, attached hereto and incorporated by reference herein, from insurance companies and in a form reasonably satisfactory to Owner with limits of liability not less than stated in such Exhibit C. Owner shall have the right to inspect and review the policies in their entirety and shall be provided with copies upon request.

Section 8. Indemnification.

To the fullest extent permitted by applicable law, Service Contractor shall defend, indemnify and hold harmless Owner and Agent and their respective officers, directors, employees, Agents, shareholders, partners, joint venturers, affiliates, successors and assigns from and against any and all liabilities, obligations, claims, demands, causes of action, losses, expenses, damages, fines, judgments, settlements and penalties, including, without limitation, costs, expenses and attorneys' fees incident thereto, arising out of, based upon, or occasioned by or in connection with:

(a) Service Contractor's performance of (or failure to perform) the Contract Duties;

(b) a violation of any laws or any negligence, gross negligence or willful misconduct by Service Contractor or its affiliates, subcontractors, Agents or employees during performance of the Contract Duties; and/or

(c) a breach of this Agreement by Service Contractor or any of its affiliates, subcontractors, Agents or employees.

The aforesaid obligation of indemnity shall be construed so as to extend to all legal, defense and investigation costs, as well as all other reasonable costs, expenses and liabilities incurred by the party indemnified, from and after the time at which the party indemnified receives notification (whether verbal or written) that a claim or demand is to be made or may be made.

Except as may be otherwise provided by applicable law or any governmental authority, Owner's or Agent's right to indemnification under this section shall not be impaired or diminished by any act, omission, conduct, misconduct, negligence or default (other than gross negligence or willful misconduct) of Owner or Agent or any employee of Owner or Agent who contributed or may be alleged to have contributed thereto.

Section 9. Damage Limitation

In no event shall Owner be liable for consequential, incidental or special damages, including without limitation any delay damages, lost opportunity damages or lost profits, incurred by Service Contractor and/or it affiliates, subcontractors, Agents or employees in connection with this Agreement.

Section 10. Assignment and Delegation.

10.01 Service Contractor shall be absolutely prohibited from assigning this Agreement or delegating or subcontracting any of the Contact Duties (or any right, obligation or performance of Service Contractor hereunder), it being agreed that the services to be performed hereunder are personal in nature. Any attempted assignment or subletting of this Agreement or any delegation or subcontracting of any Work or Additional Work without Owner's prior written consent, which may be withheld in Owner's sole and absolute discretion, shall be void and of no force and effect.

10.02 Owner may assign this Agreement, at any time, in its sole and absolute discretion, to Owner's nominee by giving Service Contractor written notice of same, which notice shall specify the assignee and effective date of assignment.

Section 11. Notices.

Any information or notices required to be given under this Agreement shall be in writing and shall be delivered either by (i) certified mail, return receipt requested, in which case notice shall be deemed delivered three (3) business days after deposit, postage prepaid, in the U.S. mail; (ii) a reputable messenger service or a nationally recognized overnight courier, in which case notice shall be deemed delivered one (1) business day after deposit with such messenger or courier; or (iii) personal delivery with receipt acknowledged in writing, in which case notice shall be deemed delivered when received. All notices shall be addressed as follows:

If to Management: Jones Lang LaSalle Americas, Inc.
1900 University Avenue, Suite 100
East Palo Alto, CA 94303
ATTN: BUILDING MANAGEMENT OFFICE

If to Service Contractor: KRISTAR ENTERPRISES, INC
1219 BRIGGS AVENUE
PO BOX 6419
SANTA ROSA, CA 95406
ATTN: CARRIE-ANNE ANDREW
CC: APRIL BARRETT

The foregoing addresses may be changed from time to time by notice to the other party in the manner hereinbefore provided for.

Section 12. No Waiver.

Failure of Owner at any time to require performance by Service Contractor of any provision hereof shall in no way affect the full right to require such performance at any time thereafter, nor shall the waiver by Owner of a breach of any of the provisions hereof constitute a waiver of any succeeding breach of the same or any other provision.

Section 13. Severability.

If any provision hereof is deemed to be invalid or unenforceable under applicable law, this Agreement shall be considered divisible as to such provision and the same shall thereafter be inoperative, provided however, the remaining provisions of this Agreement shall be valid and binding.

Section 14. Applicable Law.

This Agreement shall be governed by and construed in accordance with the laws of the State of California (other than its rules as to conflicts of law which might require application of laws of another jurisdiction).

Section 15. Compliance with IRCA.

Service Contractor agrees at all times to remain in strict compliance with all terms, provisions, regulations and rulings relative to the Immigration Reform and Control Act of 1986 (IRCA). All employees of Service Contractor assigned to the Property will have had their identity and eligibility for work within the United States properly verified. Within three (3) days of receipt of a written request from Owner, Service Contractor shall provide copies of the I-9 form or such other documentation as may be appropriate to satisfy Owner as to Service Contractor's compliance with IRCA.

Service Contractor agrees to defend and indemnify Owner, Agent and their affiliates and subsidiaries, and the respective directors, partners, officers, Agents, representatives, and employees of each of them from and against any claims, actions, suits or proceedings of any type whatsoever arising out of or in any way connected with Service Contractor's breach of the terms of the paragraph immediately above.

Section 16. Compliance with Safety Regulations

Service Contractor shall plan for, and ensure, that all personnel performing any Work or Additional Work comply with the basic provisions of OSHA Safety and Health Standards (29 CFR 1910) and General Construction Standards (29 CFR 1926) as such federal regulations are applicable to the specific tasks constituting the Contract Duties and Additional Work (if any). The responsibility for the implementation and enforcement of health and safety requirements lays with Service Contractor, and its safety support staff. Service Contractor shall provide Material Safety Data (MSD) Sheets in compliance with OSHA Hazard Communication Standards. Service Contractor shall take all necessary and desirable precautions for the safety of, and provide the necessary protection to prevent damage, injury, or loss to:

a. all personnel on the work site.
b. all materials or equipment to be provided, incorporated in, or utilized in connection with, the Contract Duties, whether on or off the work site.
c. other property located at the site of the Contract Duties or at the Property.
d. the Property.

Section 17. Miscellaneous Provisions Applicable to Service Contractor.

17.01 Service Contractor shall, at all times, enforce strict discipline and good order among its employees and shall not employ on the Contract Duties any unfit person or anyone not skilled in performance of the Contract Duties. Owner has the right to require Service Contractor to remove from its work force assigned to the Property any employees or subcontractor's employees whose presence at the Property Owner deems, in its sole discretion, to be detrimental to the best interests of the Property.

17.02 In conducting the Contract Duties, Service Contractor and all of its subcontractors shall agree to employ only labor which shall not result in jurisdictional disputes or strikes or cause disharmony with other contractors, Agents, and employees at the Property.

17.03 Service Contractor warrants to Owner that all Contract Duties shall be performed in a safe, good and workmanlike manner, and that the Contract Duties, including all materials and equipment furnished hereunder, shall conform to all requirements and specifications identified in this Agreement and shall be free from defects of any kind in materials and workmanship. All Contract Duties not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective.

17.04 Service Contractor, in performing the Contract Duties, shall comply with all applicable laws. Service Contractor shall not take, and is not authorized to take, any action in the name of or on behalf of Agent or Owner, or which would violate any applicable law. If Service Contractor performs any Contract Duties contrary to applicable law, any additional costs resulting therefrom, including the costs of correcting said Contract Duties to comply with such law and the cost of fully indemnifying Agent and Owner from any liability or expenses with respect to such violations by Service Contractor may be offset by Agent and Owner against amounts owing to the Service Contractor in

connection with the Agreement or otherwise. Service Contractor shall also at all times comply with [the Rules and Regulations for Contracted Service Personnel attached to this Agreement as Exhibit D and incorporated by reference herein, as well as any other] rules or regulations reasonably imposed by Owner and/or Agent in connection with the safe and efficient operation of the Property and/or the performance of the Contract Duties by Service Contractor.

17.05 Service Contractor shall obtain at its own cost all licenses (including professional licenses), permits, certificates and authorizations necessary for Service Contractor to do business in all jurisdictions where any part of the Contract Duties are to be performed. Service Contractor shall also obtain all licenses, permits, certificates and authorizations necessary in connection with Service Contractor's performance of the Contract Duties, and give all notices required under applicable law, or by any governmental entity having jurisdiction over the Contract Duties, Service Contractor, its employees, Agents, subcontractors Contractors, or the activities of any of them.

17.06 Service Contractor acknowledges that Owner (or other persons with the permission of Owner) may concurrently perform services of the same type as the Contract Duties (unrelated to this Agreement) at this site and the Property, and Service Contractor specifically consents to such concurrent performance of Contract Duties by Owner (and others) without interference by those who are performing the Contract Duties under this Agreement.

17.07 Service Contractor shall promptly remedy all damage or loss to any property at the site or at the Property if such damage or loss is caused directly or indirectly, in whole or in part, by Service Contractor, any subcontractor or anyone directly or indirectly performing the Contract Duties.

17.08 Service Contractor shall not permit any discrimination against or segregation of any person or group of persons in connection with the performance of this Agreement on account of sex, disability, marital status, age, race, religion, color, creed, national origin or ancestry nor shall Service Contractor or any person claiming under or through Service Contractor, establish or permit any such practice or practices of discrimination or segregation in connection with the performance of the Contract Duties and Service Contractor's other obligations under this Agreement.

17.09 All drawings, specifications, studies, analyses, opinions, recommendations, reports, or other information and material of any nature, and copies thereof, (i) provided to Service Contractor by Owner or Agent; (ii) prepared pursuant to this Agreement; or (iii) to which Service Contractor otherwise gains access during the performance of Contract Duties are the property of Owner and are to be treated as confidential. They are not to be disclosed to others without Owner's prior written approval and are to be delivered to Owner on request and in all events upon completion of the Contract Duties, or termination of this Agreement pursuant to the terms hereof. Service Contractor shall advise its affiliates, subcontractors, Agents and employees having access to said information of this obligation of confidentiality and bind such parties to this same obligation. No articles, papers or treatises related to or in any way associated with the Contract Duties performed pursuant to this Agreement shall be submitted for publication without Owner's prior written consent.

17.10 Service Contractor represents and warrants to Owner that all software provided to Owner under the terms of this Agreement, or incorporated in any equipment or systems provided to Owner under this Agreement, or used by Service Contractor in connection with the performance of the Contract Duties hereunder, before, during or after the calendar year 2000, shall, at no additional cost to Owner, be "Century Date Compliant". For purposes of this Agreement, "Century Date Compliant" shall mean that such software shall not provide or cause invalid and/or incorrect results in the operation of any building equipment, systems or components located within or servicing the Property, and that such software shall, at a minimum, provide for (i) date century recognition, (ii) calculations that accommodate same century and multicentury formulas and date values, (iii) date data interface values that reflect the century and (iv) accurate calendar year 2000 leap year calculations.

17.11 Non Discrimination- Service Contractor covenants by and for Service Contractor's heirs, personal Representatives and assigns and claiming under Service Contractor or through Service Contractor that this contract is made subject to the condition that there shall be no discrimination against or segregation of any marital status ancestry or national origin in the hiring and/or employment within

the Company. Nor shall Service Contractor establish or permit such practice or practices of discrimination or segregation with reference to the selection, location, number or use of premises.

17.12 First Source- Service Contractor shall comply with the requirements of the First Source Hiring Policy if the Redevelopment Agency of East Palo Alto in effect with respect to the Redevelopment Project Area in which the Project is located from time to time.

Section 18. Miscellaneous.

18.01 Time of Essence. Service Contractor acknowledges that time is of the essence in regard to its performance under this Agreement.

18.02 Agent. All references to "Agent" contained in this Agreement are to Lend Lease Real Estate Investment, Inc. solely in its capacity as the duly authorized Agent of Owner. No reference to "Agent" herein contained shall be construed as creating any liability of Agent for any obligation in any capacity other than as the duly authorized Agent of Owner.

18.03 No Liens. Service Contractor shall neither suffer nor permit the attachment of any liens upon the Property as a direct result of Service Contractor's performance of the Contract Duties.

18.04 Cure of Service Contractor's Default. If Service Contractor shall default in the performance of the Contract Duties or any other duty imposed upon Service Contractor hereunder, Owner may (but shall not be required to), without notice to Service Contractor and with or without terminating this Agreement, cure and rectify such defaults and either deduct the reasonable cost of cure and rectification from compensation due to Service Contractor hereunder or Owner may directly bill Service Contractor for such reasonable costs.

18.05 Force Majeure.

a. Any delay or failure by either party hereto in the performance of its obligations hereunder shall not constitute a default hereunder or give rise to any claim for damages if, and only to the extent and for such period of time that, (i) such delay or failure is caused by an event or occurrence beyond the control and without the fault or negligence of such party or any subcontractor, materialman, or other party acting under or through such party, and (ii) said party is unable to prevent such delay or failure through the exercise of reasonable diligence. Events that shall be deemed to be beyond the control of the parties hereto shall include, but not be limited to: acts of God or the public enemy; expropriation or confiscation of facilities by governmental or military authorities; changes in applicable laws; war, rebellion, sabotage or riots; floods, unusually severe weather that could not reasonably have been anticipated; fires, explosions, or other catastrophes; or other similar occurrences.

b. Notwithstanding any other provision of this section 18.05, even though the performance of Service Contractor or a subcontractor or delivery of equipment or materials by a materialman is delayed by an unforeseen event or occurrence beyond the control of Service Contractor, such subcontractor or such supplier of equipment or materials as provided in subsection 18.05(a), Service Contractor hereby agrees to use its best efforts to secure alternate sources of services, equipment or materials, if available. To the extent that Service Contractor fails to secure available alternate sources of services, equipment or materials, Owner is entitled to secure such alternate sources and offset any amounts expended on such alternate sources from amounts due or owing to Service Contractor under this Agreement to the extent that such amounts exceed the price allocations for the goods and services agreed upon in this Agreement. Service Contractor shall not be paid any additional compensation by Owner due to an unforeseen or uncontrollable event or occurrence of the type described in this section 18.05.

c. In order to be entitled to an excuse for any delay or failure to perform under this Agreement pursuant to this section 18.05, the party claiming such excuse shall promptly give written

notice to the other party hereto of any event or occurrence which it believes falls within the contemplation of this section 18.05.

18.06 Estoppel Certificate. Upon request of Agent or Owner, Service Contractor agrees to provide to Owner, within five (5) days after receipt of written request therefor, a written statement certifying that this Agreement is in full force and effect, that Owner and Service Contractor are current in their respective obligations hereunder and that Owner is not in default under any provision of this Agreement.

18.07 Survival. The provisions of sections 6, 8, 9, 11 and 15 of this Agreement shall survive the expiration or early termination of this Agreement.

18.08 The individual executing this Agreement on behalf of Service Contractor personally certifies and warrants that by his or her execution hereof, this Agreement shall be legally binding on and enforceable against Service Contractor.

Section 19. Entire Agreement

19.01 This Agreement constitutes the entire agreement between the parties with respect to the Contract Duties and supersedes all prior negotiations, representations or agreements relating thereto either written or oral, except to the extent that they are expressly incorporated herein.

19.02 Unless otherwise expressly provided herein, no changes, alterations or modifications to this Agreement shall be effective unless in writing and signed by the respective parties hereto or their duly authorized Agents.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year first above written, the corporate parties by their officers duly authorized.

OWNER:

WELLS REIT II-UNIVERSITY CIRCLE

By: Jones Lang LaSalle Americas, Inc.
As Managing Agent for Owner

By: Judy Arthun

Title: Vice President

SERVICE CONTRACTOR:

KRISTAR ENTERPRISES, INC

By: _____

Title: PRESIDENT

EXHIBIT A - CONTRACT DUTIES

Per Proposal Dated 08/16/06

3 Inspections
3 Cleaning
1 Change of Filter Media

Cleaning and Inspection of (14) Catch Basin Inserts

Plan A-3 includes:
3 Catch Basins (clean catch basin insert(s) and visual inspection of filter(s) and components
1 Change of filter media and disposal of collected pollutants in accordance with stat and/or local requirements (per EPA specifications)
Pricing is based upon disposal of waste as Class II material
If disposal other than Class II is required, additional disposal costs will be forwarded to the customer
A maintenance record of work performed and a Certificate of Compliance is provided at the completion of each service
Any warranty repair work will be performed at the time of service

Storm water Treatment System(s); (3) FF-24D, (1) FF-1836DGO, (7) FF-2436D, (1) FF-2436DGO, (2) FGP-36F

865
865
1236

EXHIBIT B - COMPENSATION

Contractor shall be paid THREE THOUSAND FIVE HUNDRED TWENTY FIVE DOLLARS AND 00/100 ($3,525) ANNUALLY. Contractor will bill Owner on a MONTHLY BASIS. This is a not to exceed price. Compensation to be paid within thirty (30) days upon receipt of invoice and completion of work. Contractor invoices must be received within thirty days upon completion of work WITHIN CALENDAR YEAR SERVICES ARE RENDERED; otherwise such invoice will not be paid.

EXHIBIT C - INSURANCE

INSURANCE REQUIREMENTS

I. The Service Contractor shall provide the following minimum insurance coverage:

A. Commercial General Liability
Combined Single Limit - $3,000,000 per occurrence and annual aggregate per location.
Such insurance shall be broad form and include, but not be limited to, contractual liability, independent contractor's liability, products and completed operations liability, and personal injury liability. A combination of primary and excess policies may be utilized. Policies shall be primary and noncontributory.

B. Worker's Compensation - Statutory Limits

C. Employer's Liability
With minimum liability limits of $1,000,000 bodily injury by accident each accident, $1,000,000 bodily injury by disease policy limit; $1,000,000 bodily injury each employee.

D. Commercial Automobile Liability
Combined Single Limit - $1,000,000 per accident.

Such insurance shall cover injury (or death) and property damage arising out of the ownership, maintenance or use of any private passenger or commercial vehicles and of any other equipment required to be licensed for road use.

E. Property Insurance

All-risk, replacement cost property insurance to protect against loss of owned or rented equipment and tools brought onto and/or used on any Property by the Service Contractor.

II. Policies described in Sections I.A. and I.D. above shall include the following as additional insured, including their officers, directors and employees. A GL-2010 Endorsement shall be utilized for the policy(ies) described in Section I.A. above. Please note that the spelling of these parties must be exactly correct or the Contract Duties will not be allowed to commence.

1. Jones Lang LaSalle Americas, Inc.
2. WELLS REIT II-UNIVERSITY CIRCLE, L.P.
3. Wells Real Estate Funds

III. Service Contractor waives any and all rights of subrogation against the parties identified above in Paragraph II above as additional insureds.

IV. All policies will be written by companies licensed to do business in the State of California which have a rating by Best's Key Rating Guide not less than "A-/XII".

EXHIBIT C - INSURANCE (CON'T)

V. Service Contractor shall furnish to the Owner Certificate(s) of Insurance evidencing the above coverage. Original Certificate(s) of Insurance must be provided before Service Contractor commences Contract Duties or Contract Duties will not be allowed to commence.

VI. Certificate(s) of Insurance relating to policies required under this Agreement shall contain the following words verbatim:

> "It is agreed that this insurance will not be canceled, not renewed or the limits of coverage in any way reduced without at least thirty (30) day's advance written notice ten (10) days for non-payment of premium sent by certified mail, return receipt requested to: Jones Lang LaSalle Americas, Inc., 1900 University Circle, Ste 100, East Palo Alto, CA 94303 ATTN: ASSISTANT GENERAL MANAGER—BUILDING MANAGEMENT OFFICE

In addition, the language set forth in this Paragraph VI shall also be added to each policy in the form of an endorsement.

EXHIBIT D--RULES AND REGULATIONS
FOR CONTRACTED SERVICE PERSONNEL

TO: ALL BUILDING CONTRACTORS

As you are working in and around University Circle, you will be required to comply with the following rules and regulations:

1. Contractors are to report to the Management Office to arrange for after hours building access. No parking will be provided in the building. Violators WILL BE TOWED AT THE VEHICLE OWNER'S EXPENSE.

2. Contractor shall post barricades, sign, etc. as necessary and to the satisfaction of the Property Manager. The intent of these signs is to alert tenants and the public of the on-going activity.

3. The hallways, corridor, and lobbies shall be clear of construction debris at ALL times. If it becomes necessary to have these lobbies and corridors cleaned by the building staff, the contractor will be billed for any incurred costs. Additional rules are as follows:

   A) Keep as professional and quiet as possible.
   B) No yelling in lobby / no radios.
   C) Leave doors propped open ONLY during actual deliveries.
   D) Oil any squeaky wheels so as not to cause undue noise in lobby and in corridors.
   E) Clean up any debris caused by deliveries on driveway and parking adjacent to your delivery and/or trucks.
   F) Do NOT use steps with hand carts. Concrete will chip and you will be back charged.

5. Unless prior arrangements have been made with this office, all debris is to be removed from the building after 3:30 P.M.

6. The storage of tools, equipment, and materials shall be at the contractor's own risk.

7. General Contractor shall coordinate installation of telephone lines and furniture with tenant.

8. Interruption of any building systems including power shutdowns must be coordinated with the Management Office at (650) 324-2222 at least 24 hours in advance.

9. All final testing of building systems shall be coordinated with the building office.

10. All coring or other construction activity, which will disrupt the occupied floors, shall be coordinated with the Management Office.

11. Prior to final payment, contractor shall deliver as built drawings, equipment manuals, air balance report and copies of the signed inspection certificate.

12. Please observe all safety practices and procedures. Ensure that your actions do not endanger the property of the occupants in any way.

EXHIBIT D--RULES AND REGULATIONS
FOR CONTRACTED SERVICE PERSONNEL
(CONTINUED)

We ask that you convey the above information to all your employees and sub-contractors. Failure to adhere to these rules and regulations will result in eviction from the premises.

ACKNOWLEDGED: _____

DATE: 8/30/16

City of East Palo Alto

Community Development Department
Building Services Division
Engineering Division

FILE COPY

"The City of East Palo Alto provides responsive, respectful and efficient public services to enhance the quality of life and safety for its multi-cultural community"

Notice of Violation – Stormwater

This informs you that the following action represents a violation of THE EAST PALO ALTO Municipal Code Section 13 – Stormwater Management and Discharge:

Date: 6/29/11 Time: 1:30

Business/Location Address : HEW Drilling 1045 WEEKS

Violations of the above impact the City of East Palo Alto compliance with NPDES permit #CAS612008 issued by the State of California as required by the Clean Water Act. Storm drains discharge directly into the Bay and Ocean, untreated. Disposal of wastes is prohibited.

This notice serves as a warning. Violations are subject to misdemeanor citations and/or enforcement by civil action or administrative remedies.

The following corrective actions must be taken:

- ☐ Apply a _____ permit with required documents and pay fees
- ☐ Discharge stopped
- ☐ Fix fluid leaks
- ☐ Proper storage of materials
- ☐ Trash removal
- ☒ Erosion control
- ☐ Recycle fluorescent lamps, batteries and electronics
- ☐ Containment
- ☐ Pictures will be attached at back side
- ☐ Conduct training: _____
- ☒ Best Management Practices (BMPs) : Provide SILT FENCE & WASHOUT @ Gate BMP 2011-0007
- ☒ Other provide Concrete Wash out when needed. RIGHT FENCE.

Inspector Name: Frank Ramirez Inspector's Signature: [signature]

By my signature, I understand the nature of the violation as described to me.

Sign here: X [signature]

Print Name: Evelyn J. Wong **Phone:** (650) 322-2651

Re-inspection Date: 9/30/11

Forward to: [X] File [ ] Water Board [ ] Building [ ] Planning [ ] Code Enforcement [ ] Attorney

SIGN & DATE

From: Lucy Chen
Sent: Wednesday, September 14, 2011 3:30 PM
To: Michelle Daher
Subject: RE: C.3.b.v.part II

Michelle,

While working on the Part II of rhte Table c.3.b.v, I thought about the two projects I am working on are school projects. The City approve the OFF-site improvement plans but not their on-site plans.
The school on-site plans are reviewed and approved by California Education Board. Though the connection is to the City's SD system.
The City Staffs did NOT review the C.3. on site design for these two projects.
--Lucy

From: Michelle Daher
Sent: Wednesday, September 14, 2011 11:30 AM
To: Lucy Chen; Wayland Li; Guido Persicone
Cc: Brent Butler
Subject: C.3.b.v.part II
Importance: High

Hi, Guido and Wayland,
Could you please look this over to determine if you have any projects to include in this worksheet? This is urgent and will be included in our Annual Report to be completed today.
Many thanks,
~Michelle

SAN MATEO COUNTYWIDE Water Pollution Prevention Program

CITY OF EAST PALO CONSTRUCTION SITE INSPECTION REPORT

1. Inspection Date: 9/13/11 1a. Current weather conditions: FAIR 1b. Rainfall with runoff since last inspection? ☐ Yes ☒ No
2. Name of Project: ASPIRE GARDEN STREET 2a. Project No./Permit No.
3. Project Location:
4. Inspection Type: ☒ Routine ☐ Pre-Rain ☐ During Rain ☐ After Rain ☐ Follow-up ☐ Other
5. Permit Type: ☐ Building Permit ☐ Grading Permit ☐ Site Development ☐ CIP Project

6. Project disturb 1 acre or more? YES (yes/no) NOI Required: (yes/no) SWPPP dated ___/___/___
Project covered under Statewide General Construction Activity Permit? (yes/no) SWPPP on site? (yes/no)

7. High Priority Site (significant threat to water quality)? (yes/no)
NOTE: Sites disturbing 1 acre or more AND High Priority Sites require monthly inspections during the wet season (from Oct. 1 thru April 30).

8. Project Type: ☐ Commercial/Industrial ☐ Residential ☐ Street Improvement ☐ Landscaping ☐ Utility (water,sewer, PG&E) ☐ Grading ☐ Demolition ☒ Other SCHOOL

9. Erosion Control Measures:	Location on site	Adequate	Requires Maintenance	Non-Compliant	Not Applicable
☐ Jute Netting/Fiber Blankets		☐	☐	☐	☐
☐ Mulch		☐	☐	☐	☐
☐ Hydroseed/Soil binder/Compost blanket		☐	☐	☐	☐
☐ Mark Areas to be Preserved		☐	☐	☐	☐
☐ Tree Protection Fencing		☐	☐	☐	☐
☐ Riparian Area Barrier		☐	☐	☐	☐

10. Sediment Control Measures		Adequate	Requires Maintenance	Non-Compliant	Not Applicable
☐ Wattles/Fiber Rolls/Compost Socks		☐	☐	☐	☐
☐ Silt Fences / Compost Berms		☐	☐	☐	☐
☐ Sedimentation Basin		☐	☐	☐	☐
☒ Intlet filters (Bags, sand, gravel)	Protect Drain Inlets	☐	☐	☒	☐
☐ Dust Control		☐	☐	☐	☐
☐ Stabilized construction entrance		☐	☐	☐	☐
☐ Check Dams		☐	☐	☐	☐
☐ Street Sweeping		☐	☐	☐	☐
☐ Earth Dikes / Drainage Swales		☐	☐	☐	☐

11. Run-on and Runoff Control		Adequate	Requires Maintenance	Non-Compliant	Not Applicable
☐ Earth Dikes / Drainage Swales		☐	☐	☐	☐
☐ Sampling is conducted, if required		☐	☐	☐	☐

12. ☐ Active Treatment System (if any)		Adequate	Requires Maintenance	Non-Compliant	Not Applicable
		☐	☐	☐	☐

☐ Comments: KRISTAR SYSTEM TO BE INSPECTED ANNUALLY

13. Good Site Management		Adequate	Requires Maintenance	Non-Compliant	Not Applicable
☐ Construction materials (wood,cement,etc)		☐	☐	☐	☐
☐ Petroleum Products (oil, fuel)		☐	☐	☐	☐
☐ Hazardous materials (paint,solvent)		☐	☐	☐	☐
☐ Waste Systems Management		☐	☐	☐	☐
☐ Soil Stockpiles		☐	☐	☐	☐
☐ Vehicle Servicing		☐	☐	☐	☐

14. Non-Stormwater Management		Adequate	Requires Maintenance	Non-Compliant	Not Applicable
☐ Concrete washout area		☐	☐	☐	☐
☐ Other:		☐	☐	☐	☐

15. Are the discharge points free of any evidence of illicit discharge? ☐ Yes ☐ No Comments:
PROVIDE A SWPPP TO CITY FOR RECORDS, PROVIDE CIVIL DRAWING FOR POST BMP'S

16. Enforcement/Follow-Up Date problem first identified: 9/12/11 Next follow-up inspection date: 9/13/11
Comments: PROTECT DRAIN INLETS W/ FILTER FABRIC

Enforcement: ☐ None/In Compliance ☐ Verbal Notice ☐ Notice of Violation ☒ Notice to Comply ☐ Stop Work ☐ Administrative Fine

17. Resolution: ☐ Problem Fixed ☐ Need More Time (include rationale in comments) ☐ calate Enforcement D☐e resolved: / /
Was there rain with runoff after problem identified and before resolution? Ye☐ No ☐ ☐ Items corrected during inspection (see comments)
Comments:

18. Inspector's Signature: Date: 9/12/11
19. Name of Project Manager (Print): TOM BICINSKI Phone Number
Signature of Project Manager Date: 9/12/11

Updated February 2011

City of East Palo Alto
Community Development
Maintenance Division
150 Tara Street • East Palo Alto • CA • 94303

Implementing Drainage Districts
Operation and Maintenance procedures

1. City Council by Resolution authorizing the maintenance division to maintain and operate of the districts.
2. Work with a consultant for desk audit and to implement a maintenance and operation procedures for the city.
3. To identify annual funding to support the program.
4. To identify annual man powers.
5. To identify annual parts, supplies, and equipment.
6. To identify utility cost.
7. Record keeping.
8. Annual report.
9. Emergency responses.
10. To improve all privet drainage discharges issues.
11. To have access to all privet properties for purpose of drainage discharge inspections.
12. Necessary training.
13. Update drainage map and locations.
14. To implement inspection protocol.
15. To install a three (3) tear wash rack for proper discharge.
16. To comply with Water Board new NPDES regulation requirements.

October 5, 2010 SMCWPPP O Verification Inspections Briefing Session

	Last	First	Municipality	email address
X	Jones	Duncan	Town of Atherton	djones@ci.atherton.ca.us
	Huynh	David	Town of Atherton	
X	Corpus	Dalia	City of Belmont	dcorpus@belmont.gov
X	Yau	Gilbert	City of Belmont	gyau@belmont.gov
X	Fabry	Matt	City of Brisbane	mfabry@ci.brisbane.ca.us
X	Kinnon	Kiley	City of Burlingame	kiley.kinnon@veoliawaterna.com
X	Voong	Victor	City of Burlingame	vvoong@burlingame.org
X	Ahmed	Muneer	Town of Colma	muneer@csgengr.com
			Town of Colma	
X	Jeanne	Naughton	City of Daly City	jnaughton@dalycity.org
X	Ventrelli	Angelo	City of Daly City	aventrelli@dalycity.org
X	Chen	Lucy	City of East Palo Alto	lchen@cityofepa.org
X	Docto	Anthony	City of East Palo Alto	adocto@cityofepa.org
	Dorais	Norm	City of Foster City	
			City of Foster City	
X	Ahmed	Muneer	City of Half Moon Bay	muneer@csgengr.com
			City of Half Moon Bay	
X	Chan	Catherine	Town of Hillsborough	cchan@hillsborough.net
	Chen	Jen	Town of Hillsborough	
	Mao	Shaun	City of Menlo Park	
X	Ng	Jennifer	City of Menlo Park	jcng@menlopark.org
X	Benedict	Tanya	City of Millbrae	tbenedict@ci.millbrae.ca.us
X	Riddell	Anthony	City of Millbrae	ariddell@ci.millbrae.ca.us
X	Diaz	Lee	City of Pacifica	diazl@ci.pacifica.ca.us
X	Horrisberger	Christina	City of Pacifica	horrisbergerc@ci.pacifica.ca.us
	Brown	Chey Anne	Town of Portola Valley	
	Lambert	Leslie	Town of Portola Valley	
X	Fitzgerald	Dave	City of Redwood City	dfitzgerald@redwoodcity.org
X	Kim	Phillip	City of Redwood City	pkim@redwoodcity.org
X	Vorametsanti	Peter	City of Redwood City	pvorametsanti@redwoodcity.org
X	Willis	Paul	City of Redwood City	pwillis@redwoodcity.org
X	Russell	Laura	City of San Bruno	lrussell@ci.san-bruno.ca.us
X	Moynahan	Gavin	City of San Carlos	gmoynahan@cityofsancarlos.org
	Quan	Martin	City of San Mateo	
	Pacini	Ken	City of San Mateo	
X	Shu	Diana	County of San Mateo	dshu@co.sanmateo.ca.us
X	Lecel	Rob	City of SSF	rob.lecel@ssf.net
X	Prudhel	Cassie	City of SSF	cassie.prudhel@ssf.net
	Etchebehere	Gratien	Town of Woodside	
			Town of Woodside	

C.3 Tara Road

STOP WORK

CITY OF EAST PALO ALTO

OFFICE OF BUILDING OFFICIAL

Phone 853-3189

2200 University Avenue
East Palo Alto, CA 94303

NOTICE

151

Address: TARA ROAD (C. TOUCHATT)

THIS BUILDING HAS BEEN INSPECTED AND IS
DISAPPROVED FOR THE FOLLOWING REASONS:

OWNER TO DEVELOP A SWPPP
PLAN WITH ESTIMATED L. CUBIC
YARDAGE THAT PERMITS BE PULLED
FOR DUMPING AND REMOVAL
OF DIRT

Date 4-27-11

Building Official

DO NOT PROCEED

WITH THIS JOB UNTIL THE ABOVE HAS BEEN
CORRECTED AND INSPECTED AND APPROVED
BY THE BUILDING INSPECTOR.

Form 2

SAN MATEO COUNTYWIDE Water Pollution Prevention Program

CONSTRUCTION SITE INSPECTION REPORT

1. Inspection Date: 5/17/11 1a. Current weather conditions: Cloudy. 1b. Rainfall with runoff since last inspection? ☐ Yes ☐ No

2. Name of Project: ~~151 Tara Rd~~ Tulsa West / Cooley Lane 2a. Project No./Permit No.

3. Project Location: 151 Tara rd

4. Inspection Type: ☐ Routine ☐ Pre-Rain ☐ During Rain ☐ After Rain ☐ Follow-up ☐ Other

5. Permit Type: ☐ Building Permit ☐ Grading Permit ☐ Site Development ☐ CIP Project

6. Project disturb 1 acre or more?:_____(yes/no) NOI Required:_____(yes/no) SWPPP dated ___/___/___
Project covered under Statewide General Construction Activity Permit?_____(yes/no) SWPPP on site?_____(yes/no)

7. High Priority Site (significant threat to water quality)? _____(yes/no)
NOTE: Sites disturbing 1 acre or more AND High Priority Sites require monthly inspections during the wet season (from Oct. 1 thru April 30).

8. Project Type: ☐ Commercial/Industrial ☐ Residential ☐ Street Improvement ☐ Landscaping ☐ Utility (water,sewer, PG&E) ☐ Grading ☐ Demolition ☐ Other

	Location on site				
9. Erosion Control Measures:					
☐ Jute Netting/Fiber Blankets		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Mulch		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Hydroseed/Soil binder/Compost blanket		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Mark Areas to be Preserved		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Tree Protection Fencing		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Riparian Area Barrier		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
10. Sediment Control Measures					
☐ Wattles/Fiber Rolls/Compost Socks		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Silt Fences / Compost Berms		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Sedimentation Basin		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☒ Intlet filters (Bags, sand, gravel)		☐ Adequate	☐ Requires Maintenance	☒ Non-Compliant	☐ Not Applicable
☐ Dust Control		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☒ Stabilized construction entrance		☐ Adequate	☒ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Check Dams		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Street Sweeping		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Earth Dikes / Drainage Swales		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
11. Run-on and Runoff Control					
☐ Earth Dikes / Drainage Swales		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Sampling is conducted, if required		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
12. ☐ Active Treatment System (if any)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Comments:					
13. Good Site Management					
☐ Construction materials (wood,cement,etc)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Petroleum Products (oil, fuel)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Hazardous materials (paint,solvent)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Waste Systems Management		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☒ Soil Stockpiles		☐ Adequate	☒ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Vehicle Servicing		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
14. Non-Stormwater Management					
☐ Concrete washout area		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Other:		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable

15. Are the discharge points free of any evidence of illicit discharge? ☐ Yes ☐ No Comments:

16. **Enforcement/Follow-Up** Date problem first identified: Next follow-up inspection date:
Comments: Needs to be fixed by the next inspection day which is May 19, 11
Enforcement: ☐ None/In Compliance ☐ Verbal Notice ☐ Notice of Violation ☐ Notice to Comply ☐ Stop Work ☐ Administrative Fine

17. Resolution: ☐ Problem Fixed ☐ Need More Time (include rationale in comments) ☐ Escalate Enforcement ☐ Date resolved: ___/___/___
Was there rain with runoff after problem identified and before resolution? ☐ Yes ☐ No ☐ Items corrected during inspection (see comments)
Comments:

18. Inspector's Signature: John Letts Date: 5/17/11

19. Name of Project Manager (Print) Phone Number

Signature of Project Manager Date:

Updated February 2011

From: Lucy Chen
Sent: Wednesday, September 14, 2011 3:08 PM
To: Michelle Daher
Cc: Francis Rainone; Kamal Fallaha; Carlos Martinez
Subject: For NPDES record, 151 Tara Road FW: Violation in East Palo Alto

---

From: Jeff Poetsch [mailto:jeffcp@earthlink.net]
Sent: Thursday, May 05, 2011 5:14 PM
To: Brad Tarr; Lucy Chen; Francis Rainone
Cc: Kamal Fallaha
Subject: Re: Violation in East Palo Alto

Thanks Brad - I'll try to check with Charlie to understand what he wants to do but I know he is out of town for a while.
--
Jeffrey C Poetsch
650-369-2599 (office phone)
650-207-4994 (mobile)
650-369-2502 (office fax)
jeffcp@earthlink.net (e-mail)

From: Brad Tarr <btarr@cityofepa.org>
Date: Thu, 5 May 2011 13:37:58 -0700
To: Lucy Chen <lchen@cityofepa.org>, Jeff Poetsch <jeffcp@earthlink.net>, Francis Rainone <frainone@cityofepa.org>
Cc: Kamal Fallaha <kfallaha@cityofepa.org>
Conversation: Violation in East Palo Alto
Subject: RE: Violation in East Palo Alto

Jeff: Since the stored soil is not for the Tara Road industrial condominiums, it needs a Special Use Permit issued from the Planning Commission. Charlie Touchet was given the forms and fee amount on 4/28. He cannot store his vehicles on-site either unless they are involved in a construction project involving this site in particular, and needs a use permit for that as well. We can handle both in one application. But it needs to be issued for processing and setting for a public hearing. See Sections 6502 & 6503 of the zoning ordinance (available online at the city website).
--Brad

From: Lucy Chen
Sent: Thursday, May 05, 2011 9:58 AM
To: Jeff Poetsch; Francis Rainone; Brad Tarr
Cc: Kamal Fallaha
Subject: RE: Violation in East Palo Alto

Jeff,

Yes. We finished the grading but the grading was for the future construction foundation purpose. It was not design for NPDES.

I showed the pictures to CA Water Board Staffs who deals with the NPDES and he agreed that there should be at least BMPs or other treatments prepared.
Also, the permit the project received from CA Water Board was ONLY for the future construction. It never contain soil storage nor truck storage. It is OK to store soil for future

construction for a short time during construction. As what you indicated, the stored soil is NOT for this site construction which caused concerns.

My concern is NPDES, and transportation permits only. To MOVE soil, transportation permits are needed, and none been applied and issued. It does not matter of the soil is going to be for which project. Even for the future construction, transportation permits shall be applied and issued BEFORE any hauling.

There's no hauling fees and to ASSIST the current situation. The Engineering Staffs suggested the contractor to come and get the ROUGH Grading permit to allow the soil storage for a certain time period when the application of long term soil storage is reviewing by the Planning and to be approved by the Planning commission. Brad will be able to fill in more procedure.

Frank,

BMPs onsite is also part of the Building inspection. Please comment.

--Lucy

From: Jeff Poetsch [mailto:jeffcp@earthlink.net]
Sent: Wednesday, May 04, 2011 8:02 PM
To: Lucy Chen
Subject: Re: Violation in East Palo Alto

Hi Lucy - I'm confused - I'll give you a call tomorrow (Thursday) None of this makes any sense to me - Permit for what? We finished our grading over a 1 year ago as you well know - we submitted all of the close out document to you - and I don't think you guys have done anything. This is soil storage for Cooley Landing for the benefit of the City - what's the problem you are trying to address as all of the issues addressed in the WB note are already addressed.

--
Jeffrey C Poetsch
650-369-2599 (office phone)
650-207-4994 (mobile)
650-369-2502 (office fax)
jeffcp@earthlink.net (e-mail)

From: Lucy Chen <lchen@cityofepa.org>
Date: Wed, 4 May 2011 14:00:41 -0700
To: Jeff Poetsch <jeffcp@earthlink.net>
Conversation: Violation in East Palo Alto
Subject: FW: Violation in East Palo Alto

Jeff,

Please apply another permit though Planning and CA water board for 151 Tara Road.

See the messages from CA water board.

--Lucy

From: Cecil Felix [mailto:CFelix@waterboards.ca.gov]
Sent: Tuesday, May 03, 2011 11:32 AM
To: Lucy Chen; Ma, Sue; Pham, Danny
Subject: Re: Violation in East Palo Alto

Lucy, Sue forwarded you email to me for comment. As we discuss this morning, the site is listed in our database as an active construction site, and thus is subject to the general construction stormwater NPDES permit (WDID# 2 41C346176; Tara Industrial Park, 151 Tara Road, East Palo Alto).

Danny, please enter this site onto our list of sites to inspect and indicate violations and enforcement actions by the city.

Lucy, I concur with your position that the site is in violation of the permit. Based on the photos and our conversation their violations include (at a minimum):

-lack of stockpile cover

-lack of perimeter controls

-lack of vehicle tracking controls at site exit

-lack of street cleaning

-off-site discharges of sediment

-failure to sufficiently monitor site and implement corrective actions

-failure to maintain an up-to-date SWPPP and BMPs that reflect current site conditions

Even though there is another entity which is operating at the site, the current permittee is required to work with that entity to ensure that the SWPPP, BMPs, site monitoring, maintenance, and operations are in accordance with permit requirements.

Because of the Water Board's limited staffing, we are unable to initiate enforcement actions for the site other than to follow the progress of the city's enforcement efforts and possibly do an inspection. However, if following the city's enforcement actions the discharger continues non-compliance, the city should refer the site to us; at that point we will consider taking enforcement action.

Thanks for following up on this with us Lucy.

Cecilio Felix

SFBRWQCB

(510) 622-2343

cfelix@waterboards.ca.gov

From: Lucy Chen
Sent: Wednesday, September 14, 2011 3:09 PM
To: Michelle Daher
Cc: Francis Rainone; Kamal Fallaha; Carlos Martinez
Subject: For NPDES, inspection record FW: 151 Tara Road
Attachments: 151 Tara 4-27-11 (1).JPG; 151 Tara 4-27-11 (2).JPG; 151 Tara 4-27-11 (3).JPG; 151 Tara 4-27-11 (4).JPG; 151 Tara 4-27-11 (5).JPG; 151 Tara 4-27-11 (6).JPG; 151 Tara 4-27-11 (7).JPG; 151 Tara 4-27-11 (8).JPG; 151 Tara 4-27-11 (9).JPG

From: Jerome Calubaquib
Sent: Thursday, April 28, 2011 4:07 PM
To: Lucy Chen
Subject: RE: 151 Tara Road

Hi Lucy,

Here are the photos of the site I took yesterday.

Jerome

From: Lucy Chen
Sent: Thursday, April 28, 2011 2:24 PM
To: Jerome Calubaquib
Subject: FW: 151 Tara Road

From: Lucy Chen
Sent: Thursday, April 28, 2011 2:05 PM
To: 'Jeff Poetsch'
Cc: Kamal Fallaha; Monica Ocampo; Jaime Camacho; Brad Tarr; Francis Rainone; Salani Wendt
Subject: RE: 151 Tara Road

Jeff,

Yes. Charlie, the contractor, and Planning, Engineering and Cooley Landing Project Manager, met this morning. Two major concerns:

1. The piles of soil stored onsite: The contractor brought the soil onsite without proper permit and tests. The City is requesting the contractor to provide soil test result on Next Monday. One rough grading and few transportation permits will be required with all related documents to be submitted to PW/Engineering Department. Other permits from other departments will be involved, depends on the future plan.
2. Trailers and trucks onsite: There ARE some trailers and trucks STORED at the site. They are NOT allowed. The site approval through Planning was never been identified as truck storage usage. The owner of these trucks and trailers shall remove them from the site immediately. A report to the California Water Board will be filed.

Let me know if you have any question.

--Lucy

From: Jeff Poetsch [mailto:jeffcp@earthlink.net]
Sent: Thursday, April 28, 2011 1:43 PM
To: Lucy Chen
Cc: Kamal Fallaha; Monica Ocampo; Jaime Camacho
Subject: Re: 151 Tara Road

Hi Lucy - I talked to Charlie today and as I understand the matter he is in discussions with the appropriate people in the City to make sure these activities are in conformance with the City requirements. Let me know if you have any other questions or comments

Jeff
--
Jeffrey C Poetsch
650-369-2599 (office phone)
650-207-4994 (mobile)
650-369-2502 (office fax)
jeffcp@earthlink.net (e-mail)

From: Lucy Chen <lchen@cityofepa.org>
Date: Wed, 27 Apr 2011 14:25:12 -0700
To: <jeffcp@earthlink.net>
Cc: Kamal Fallaha <kfallaha@cityofepa.org>, Monica Ocampo <mocampo@cityofepa.org>, Jaime Camacho <jcamacho@cityofepa.org>
Conversation: 151 Tara Road
Subject: 151 Tara Road

Jeff,

I went to the site this morning and found there are piles of soil and trucks are importing soil. Also some trucks are parking on site. They are not construction related.

Would you please reply my email about what's going on? Who is doing the work?
Also show me the approval& valid permit.

--
Lucy Chen
Assistant Engineer
City of East Palo Alto

(650) 853-3191

Item No.: 11
Date: 7-14-08

CITY OF EAST PALO ALTO
PLANNING DIVISION

STAFF REPORT:

TO: Honorable Chair and Members of the East Palo Alto Planning Commission

FROM: East Palo Alto Planning Division

PROJECT PLANNER: Guido F. Persicone, Associate Planner

SUBJECT: Consideration of a one-year extension of Vesting Tentative Tract Map, Architectural Supervision and Development Permit 05-14.

PROJECT INFORMATION:

Applicant:	Jeff Poetsch, Jack May/CR Price and TWC LLC
Request:	Vesting Tentative Map (VTTM 05-14); Architectural Supervision (AS 05-14), Development Permit (05-14), MND 05-32
Extension Application Date:	May 15, 2006
Location:	151 Tara Road
Location Parcel #'s:	063-121-030,040,350, 063-132-020,040
Existing Use:	Vacant Lot
General Plan Designation:	General Industrial
Zoning:	Light Industrial
Surrounding Zoning:	North: Light Industrial (M-1) South: Light Industrial (M-1) West: Light Industrial (M-1) East: Heavy Industrial (M-2)
Surrounding Uses:	North: Bay lands South: Automobile salvage yard West: Industrial/Vacant East: Romic Environmental Technologies Corporation
Special Designation:	Flood Zone AE 8 (partial) – eight foot (8 ft) base flood elevation.
CEQA Status:	Mitigated Negative Declaration MND 05-32
Posting Notification:	A Public Hearing notice regarding this project was published in the Palo Alto Daily News and mailed to property owners within a 300-foot radius of the site on July 4, 2008

PROJECT DESCRIPTION:

The applicant, Jeff Poetsch is requesting a one-year extension of their entitlements for a two-parcel subdivision to construct 44,080 square feet of industrial condominiums.

Parcel A would consist of 4.48 acres and would be improved with five separate one-story industrial condominium buildings ranging from 2,160 to 10,800 square feet each and 180 parking spaces. Each of the proposed buildings would be subdivided into condominiums, which triggered the need for a Vesting Tentative Tract Map.

Parcel B would comprise 0.39 acres and would contain a bioswale for water treatment and dispersion to the marsh. For a detailed description of the project, refer to Attachment B.

PROJECT HISTORY:

At its regular meeting of July 24, 2006, the Planning Commission voted 6-0 to approve Vesting Tentative Map, Architectural Supervision, and Site Development Permit (05-14).

The tentative map entitlement is valid for a period of two (2) years and expires on July 24, 2008. The applicants were required to record the Parcel Map prior to July 24, 2008 in order to exercise their entitlements. On June 26, 2008, the applicants determined that it was infeasible to record the map prior to the expiration date, and submitted an application to extend their entitlements for another one (1) year period with the possibility of getting an additional one year extension depending on the nature of real estate market in the near future.

It is important to point out that there appears to have been an irregularity when writing the conditions of approval for this project. Specifically, Condition of Approval #13 gave the applicant two years to vest the Architectural Supervision and Site Development Permits.

Under the provisions of the Zoning Ordinance, Architectural Supervision approval is only valid for 12 months. During this 12-month period an applicant is required to vest their permit through the issuance of a building permit. If the permit cannot be vested, the Planning Commission has the authority to extend the life of the period for 24 months.

Currently, no building permits have been issued for this project. Since the applicant was not informed of this discrepancy, it would be difficult for staff to enforce this provision of the Zoning Ordinance, but it would advisable for the applicant to pull building permits in the next 12 months in order to vest the Architectural Supervision permit and to be reminded by the Planning Commission that only one additional 12 month extension is allowed by the Zoning Ordinance. The irregularity described above is not applicable to the Site Development Permit because a grading permit was pulled and work was performed.

FINDINGS FOR EXTENSION:

In order to grant an extension of the entitlements, the Planning Commission must make the same findings for approval that were originally required. If, upon review of the administrative record, the Planning Commission desires to affirm its previous action and extend the entitlements for an additional one (1) year, staff recommends that the Commission make the findings located in the staff report dated July 24, 2006, which is attached to this report as Attachment D.

ATTACHMENTS:

Attachment A –Correspondence from Jeff Poetsch, dated June 26, 2008
Attachment B-Project History Correspondence from Jeff Poetsch, dated July 7, 2008
Attachment C-Approval Letter, dated September 26, 2006
Attachment D– PC Staff Report dated July 24, 2006
Attachment E – Adopted Minutes from PC Meeting of July 24, 2006
Attachment F– Conceptual Site Plan
Attachment G – Current draft of the Vesting Tentative Tract Map

Attachment A –Correspondence from Jeff Poetsch, dated June 26, 2008
(See Attached Sheets)

Attachment B-Project History Correspondence from Jeff Poetsch, dated July 7, 2008
(See Attached Sheets)

Attachment C –Approval Letter dated September 26, 2006
(See Attached Sheets)

Attachment D– PC Staff Report dated July 24, 2006
(See Attached Sheets)

Attachment E – Adopted Minutes from PC Meeting of July 24, 2006
(See Attached Sheets)

Attachment F– Conceptual Site Plan

(See Attached Sheets)

Attachment G – Current draft of the Vesting Tentative Tract Map
(See Attached Sheets)

City of East Palo Alto

May 23, 2011

Tou Bar Equipment Co., Inc.
2535 Pulgas Avenue
East Palo Alto, CA 94303

Dear Charlie and Joey:

Thank you for your offer to donate clean soil for use as import fill for the City of East Palo Alto's Cooley Landing Phase 1 Project. It is the City's understanding that Tou Bar Equipment Co., Inc. (Tou Bar) intends to sample, stockpile, and manage soil material at the 151 Tara Road property at no cost to the City. This letter provides the City's direction for sampling, managing, and approval procedures for proposed, donated import fill material by Tou Bar.

Tou Bar will be responsible for the "initial" sampling of each proposed import soil material at the borrow source for chemical and geotechnical parameters in consultation with the City and the Regional Water Quality Control Board (Water Board). Tou Bar will designate a source or sources of import fill and provide the City and Water Board with site use history of each fill source property. Based on the site use history of import fill sources(s) provided by Tou Bar and volume of material to be exported, the City will provide Tou Bar with required chemical and geotechnical sampling analyses/sampling frequency for the "initial" import fill screening.

Tou Bar will arrange for and pay for the "initial" required analyses from each proposed fill source. Tou Bar will not deliver any material to the 151 Tara Road property until and unless it has been favorably reviewed by the City and Water Board. Upon tentative acceptance of the soil by the City, the soil may be moved to 151 Tara Road for stockpiling. Tou Bar will copy City staff, including Ms. Lucy Chen of the City of East Palo Alto Engineering Department and Ms. Shannon Alford, Cooley Landing Project Manager, on all correspondence between Tou Bar and the Regional Water Quality Control Board.

Once the soil has been stockpiled at 151 Tara Road, the City, as a quality assurance measure, will collect its own samples for analysis from the stockpiles.

Based on review of the City's analyses, the City, in consultation with the Water Board, will determine if the soils are suitable for use at Cooley Landing. They City will inform Tou Bar as to the "final" acceptance or rejection of each stockpile. Stockpiles that have been rejected must be kept segregated from accepted stockpiles and clearly labeled "rejected."

Further, the City makes no guarantee regarding the timing of the Cooley Landing Phase 1 Remediation/Construction Project, and thus, the amount of time and costs that will be incurred by Tou Bar for managing the stockpiles indefinitely at the 151 Tara Road property.

In order to permit the City to inspect the stockpiles, Tou Bar will provide to the City (including agencies and entities designated by the City) proper and safe access to the 151 Tara Road property.

Tou Bar will obtain and maintain all necessary permits and licenses for this work in accordance with applicable Federal, State, and local laws, rules, regulations, permits, ordinances, construction and other codes, and orders; and State, Territory, and Federal common law.

The Contractor who is awarded the Cooley Landing Phase 1 Remediation/ Construction Project through a public bidding process will be responsible for load out of approved material from 151 Tara Road, trucking/transport from 151 Tara Road to Cooley Landing, and subsequent placement and compaction of the material at the Cooley Landing Project site.

Should you have questions or need additional information, please contact me at 650.853.3166 or via cellphone at 925.381.1331.

Sincerely,

Shannon Alford
Cooley Landing Project Manager

cc: Kamal Fallaha, City Engineer, City of East Palo Alto
Lucy Chen, City of East Palo Alto Engineering Department
Mark Johnson, Regional Water Quality Control Board

SAN MATEO COUNTYWIDE Water Pollution Prevention Program

CONSTRUCTION SITE INSPECTION REPORT

1. Inspection Date: 5/17/11 1a. Current weather conditions: Cloudy. 1b. Rainfall with runoff since last inspection? ☐ Yes ☐ No
2. Name of Project: ~~151 Terra Rd~~ Tulsa West / Cooley Lodge 2a. Project No./Permit No.
3. Project Location: 151 Terra Rd
4. Inspection Type: ☐ Routine ☐ Pre-Rain ☐ During Rain ☐ After Rain ☐ Follow-up ☐ Other
5. Permit Type: ☐ Building Permit ☐ Grading Permit ☐ Site Development ☐ CIP Project
6. Project disturb 1 acre or more?:_____(yes/no) NOI Required:_____(yes/no) SWPPP dated ___/___/___
   Project covered under Statewide General Construction Activity Permit?_____(yes/no) SWPPP on site?_____(yes/no)
7. High Priority Site (significant threat to water quality)? _____(yes/no)
   NOTE: Sites disturbing 1 acre or more AND High Priority Sites require monthly inspections during the wet season (from Oct. 1 thru April 30).
8. Project Type: ☐ Commercial/Industrial ☐ Residential ☐ Street Improvement ☐ Landscaping ☐ Utility (water,sewer, PG&E) ☐ Grading ☐ Demolition ☐ Other

	Location on site				
9. Erosion Control Measures:					
☐ Jute Netting/Fiber Blankets		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Mulch		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Hydroseed/Soil binder/Compost blanket		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Mark Areas to be Preserved		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Tree Protection Fencing		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Riparian Area Barrier		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
10. Sediment Control Measures					
☐ Wattles/Fiber Rolls/Compost Socks		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Silt Fences / Compost Berms		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Sedimentation Basin		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☒ Intlet filters (Bags, sand, gravel)		☐ Adequate	☐ Requires Maintenance	☒ Non-Compliant	☐ Not Applicable
☐ Dust Control		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☒ Stabilized construction entrance		☐ Adequate	☒ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Check Dams		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Street Sweeping		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Earth Dikes / Drainage Swales		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
11. Run-on and Runoff Control					
☐ Earth Dikes / Drainage Swales		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Sampling is conducted, if required		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
12. ☐ Active Treatment System (if any)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Comments:					
13. Good Site Management					
☐ Construction materials (wood,cement,etc)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Petroleum Products (oil, fuel)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Hazardous materials (paint,solvent)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Waste Systems Management		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☒ Soil Stockpiles		☐ Adequate	☒ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Vehicle Servicing		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
14. Non-Stormwater Management					
☐ Concrete washout area		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Other:		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable

15. Are the discharge points free of any evidence of illicit discharge? ☐ Yes ☐ No Comments:

16. **Enforcement/Follow-Up** Date problem first identified: Next follow-up inspection date:
    Comments: Needs to be fixed by the next inspection day which is May 19, 11
    Enforcement: ☐ None/In Compliance ☐ Verbal Notice ☐ Notice of Violation ☐ Notice to Comply ☐ Stop Work ☐ Administrative Fine
17. Resolution: ☐ Problem Fixed ☐ Need More Time (include rationale in comments) ☐ Escalate Enforcement ☐ Date resolved: ___/___/___
    Was there rain with runoff after problem identified and before resolution? ☐ Yes ☐ No ☐ Items corrected during inspection (see comments)
    Comments:
18. Inspector's Signature: John Letts Date: 5/17/11
19. Name of Project Manager (Print) Phone Number
    Signature of Project Manager Date:

Updated February 2011

STOP WORK

CITY OF EAST PALO ALTO

OFFICE OF BUILDING OFFICIAL

Phone 853-3189

2200 University Avenue
East Palo Alto, CA 94303

NOTICE

151

Address: TARA ROAD (C. TOUCHATT)

THIS BUILDING HAS BEEN INSPECTED AND IS
DISAPPROVED FOR THE FOLLOWING REASONS:

OWNER TO DEVELOP A SWPPP
PLAN WITH ENGINEER W.L. CHEN
ADVISES THAT PERMITS BE PULLED
FOR DUMPING AND REMOVAL
OF DIRT

Date 4-22-11

Building Official

DO NOT PROCEED

WITH THIS JOB UNTIL THE ABOVE HAS BEEN
CORRECTED AND INSPECTED AND APPROVED
BY THE BUILDING INSPECTOR.

Form 2

TEREX

Gear-Bar
MARK IV
SK20
8158

REQUESTED	RECEIVED	REQUESTED @DRC OR BY STAFF	RECEIVED	NO. OF COPIES	PROJECT TITLE: _____ APPLICANT: _____ PROJECT ADDRESS: _____ PROJECT DESCRIPTION: _____ _____ _____ PLANNING FILE NO.: _____ DATE OF DEVELOPMENT REVIEW COMMITTEE (DRC) MEETING: _____
					MANDATORY SUBMITTAL REQUIREMENTS:
√				6	**Completed Application Form signed by the property owner(s) and applicant(s)**
√				1	**Application Fee of $ 13,920 or outstanding balance of $ _____**
√				2	**Preliminary Title Report dated within six (6) months**
√				2	**Backup Documents of Resolved Boundary - Vesting Deeds and Adjoining Deeds**
√				6*	**A Proposed Subdivision Plan / Tentative Map that includes:**
					• The maximum building envelope for each proposed parcel
					• Proposed Finished Floor Elevations for buildings (applies to proposed buildings and to future construction)
					• Access road and driveway locations, dimensions and materials
					• A Utility Plan – Showing the points of connection for electrical, gas, sewer, water, cable, phone and drainage lines
√				1	**Obtain from appropriate Water District (California American Water, Palo Alto Park Mutual or O'Connor Tract):**
					• Water pressure test information for nearest hydrant. If there is no existing information, a test must be performed.
					• A 'Will Serve' letter
√				1	**Obtain from Menlo Park Fire Protection District:**
√					• Written approval for proposed access road & turnaround. Submit a review fee, plans and hydrant information directly
*					To the Menlo Park Fire District for their review. (650-688-8425) (300 Middlefield Rd., Menlo Park, CA 94025)
√				1	**Arborist Report documenting the condition of all trees on site**
√				2	**Phase I Environmental Site Assessment / Phase II (If necessary)**
√				2	**Geotechnical / Soils Report**

* Two 11"x17" reduced size copies are required

REQUESTED	RECEIVED	REQUESTED @DRC OR BY STAFF	RECEIVED	NO. OF COPIES	**Submittal Requirements Cont'd**
					ADDITIONAL MATERIALS THAT MAY BE REQUIRED ON A CASE-BY-CASE BASIS:
				4	**Water Capacity & Demand Report**
				4	**Sewer Capacity Report**
				4*	**Conceptual Grading & Drainage Plan**
				4*	**Detailed Grading & Drainage Plan**
				4	**Hydrology Report**
				4	**Layout/Horizontal Control Plan**
				4	**Development Engineering Project Feasibility Report containing the following information:**
					▪ Description outlining water supply and demand for domestic and fire projections, and adequacy of the existing system to serve the project demand.
					▪ Sewage disposal proposed peak discharge and existing system capacity to serve the project incl. treatment plan capacity
					▪ Drainage & Water Quality information including existing storm drain system capacity, proposed drainage system, report, description of water quality measures to minimize pollutants into the City's storm drain system (pre-construction post-construction)
					▪ Site grading description

* Two 11"x17" reduced size copies are required

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program

Municipality:_____
Date:_____
Facility has closed or Facility Information has changed: ☐ yes ☐ no

Model Stormwater Treatment or Hydromodification Management (HM) BMP O&M Verification Inspection Report Form

Reason for Inspection: ☐ First Inspection (required within 45 days of installation) ☐ Routine Inspection ☐ Response to Complaint ☐ Follow-up				Follow-up Inspection Due:
NAME OF FACILITY		SITE ADDRESS		ID# OR APN
CONTACT NAME	PHONE	PROJECT TYPE/ACTIVITY	SIC	Map Code:
Is the property owner different than the facility owner? ☐ yes ☐ no		If yes, complete the following:		Location:
NAME MAILING ADDRESS		CONTACT: TITLE:	PHONE	
Is the BMP Operator different than the facility owner? ☐ yes ☐ no		If yes, complete the following:		
NAME MAILING ADDRESS		CONTACT: TITLE:	PHONE	

Needed maintenance noted for the Treatment and/or HM BMPs below shall be completed within 30 days and notification of correction faxed, emailed or mailed to the over sight agency.

Treatment BMP Type (Numbers in parentheses correspond to fact sheets in CASQA's New Development Handbook)	No visible problems	**Needed Maintenance**																				
		Trash or Debris	Pollutants	Rodent Holes	Hazardous Trees/Brush	Erosion or Scouring	Excessive Sediment	Liner Condition (if visible)	Spillway/Berm Damaged, Settled	Damaged Trash Rack or Screen	Inlet/Outlet	Security (fence, gates)	Coating/Paint	Standing Water	Mosquitoes/ Other Insects	Flow Spreader/ Equalizer	Invasive Weeds or Vegetation	Poor Vegetation Cover < 90%	Pedestrian Path Devegetation/ Compaction	Vegetation Too Tall	Odors		
Vegetated Swale (TC-30)																						
Extended Detention Basin (TC-22)																						
Bioretention Facility (TC-32)/ Flow-Through Planter																						
Vortex Separator (MP-51)																						
Infiltration Basin (TC-11)																						
Water Quality Inlets –Oil/ grit/water Separator (TC-50)																						
Media Filters - Sand Filters (TC-40)																						
Drain Inserts (MP-52)																						
HM Tank or Vault																						
Other_____																						

COMMENTS Date Treatment/HM BMP Installed (for first inspection only)_____ Maintenance Documentation Reviewed? ☐ yes ☐ no Maintenance required in storm drain system? ☐ yes ☐ no

BMP brochures distributed? ☐ Describe: Follow-up Required? ☐ Yes ☐ No ☐ Comments:

PRIORITY FOR RE-INSPECTION: ☐ 1. First ☐ 2. Second ☐ 3. Third REQUIRED COMPLIANCE DATE_____ DATE CORRECTED_____

ENFORCEMENT: ☐ None ☐ Verbal Notice ☐ Warning Notice ☐ Administrative Action ☐ Administrative Action w/ Penalty &/or Cost Recovery ☐ Legal Action

O&M Representative:_____ Inspector: _____

Needed Maintenance	Conditions When Maintenance Is Needed
Trash or Debris	Treatment or HM BMP: Trash, debris, or litter dumped or accumulated in BMP. Vortex separator floatables should be removed according to maintenance plan. Check for mulch washout.
Pollutants	Treatment BMP: Any evidence of oil, gasoline, improper pesticide or fertilizer use, or other visible pollutants.
Rodent Holes	Extended Detention or HM Basin: If facility acts as dam/berm, any evidence of rodent holes or water piping through dam/berm via rodent holes.
Hazardous Trees/ Brush	Extended Detention or HM Basin: Growth does not allow access or interferes with maintenance; dead, diseased or dying trees. Growth >4 ft. high on berms/emergency spillway or covering >10% of spillway.
Erosion or Scouring	Treatment or HM BMP: Eroded or scoured bottom due to flow channelization or higher flows. Extended Detention or HM Basin: Side slopes eroded >2 inches deep where cause of damage is present or there is potential for continued erosion; Erosion on compacted berm embankment.
Excessive Sediment	Vegetated Swale/Bioretention: Sediment accumulated >2 inches deep on vegetation. Extended Detention or HM Basin: Accumulated sediment >10% of designated basin depth or affects inletting/outletting condition of facility.
Liner Condition (if visible)	Extended Detention or HM Basin: Liner is visible and has more than 3, ¼-inch holes in it.
Spillway/Berm Damaged, Settled	Extended Detention or HM Basin: Spillway and/or berm settlement is 4 inches lower than design elevation. Rock missing & soil exposed at top of spillway or outside slope.
Damaged Trash Rack or Screen	Treatment or HM BMP: Trash/debris plugging openings in barrier. Vortex Separator: Screen damaged. Extended Detention or HM Basin: Bars missing, loose, bent out of shape or deteriorating due to excessive corrosion.
Inlet/Outlet Condition	Treatment or HM BMP: Inlet/outlet areas clogged with sediment, vegetation and/or debris. Check any high-flow bypass for clogging. Extended Detention or HM Basin: Debris barrier missing or not attached to pipe.
Security (fence, gates, and/or covers)	Treatment or HM BMP: Any defect or damage to fence/gate that prevents easy entry to the BMP and/or cover for below surface BMPs.
Coating/Paint	Treatment BMP: Parts that are corroding or have scaling paint.
Standing Water	Treatment or HM BMP: When water stands in BMP for longer than 5 days between storms and does not drain freely, unless this is part of the BMP's design. Check for irrigation problems.
Mosquitoes/Other Insects	Treatment or HM BMP: If mosquitoes or mosquito larvae are present in a BMP, contact the San Mateo County Mosquito Abatement District at (650) 344-8592 or http://smcmad.org/index.html. Insects such as wasps and hornets interfere with maintenance activities.
Flow Spreader	Vegetated Swale/Bioretention: Spreader uneven/clogged (flow not uniformly distributed over entire swale width).
Invasive Weeds or Vegetation	Treatment or HM BMP: Examples - Arundo, Castor Bean, Cattails, Pampas Grass, Tamarisk, Willows, Morning Glory, English Ivy, Blackberry, Scotch Broom, or Poison Oak. Vegetated Swale/Bioretention: Planted vegetation becomes excessively tall;

	nuisance vegetation/weeds start to take over.
Poor Vegetation Coverage < 90%	Treatment or HM BMP: Check for mulch failure. Vegetated Swale: When planted vegetation is sparse, bare or eroded patches occur in >10% of swale bottom. Bioretention: Ten percent of plants have died and not been replaced.
Pedestrian Path Devegetation/Compaction	Vegetated Swale/Bioretention: Pedestrian trails are forming or been established that are devegetating portion of BMP and compacting soil.
Odor	Treatment or HM BMP: Any odor associated with the accumulation and decomposition of pollutants or other material in the BMP that is causing a nuisance.

SAN MATEO COUNTYWIDE
Water Pollution
Prevention Program

C.3 and C.6 Development Review Checklist

Municipal Regional Stormwater Permit (MRP)
Stormwater Controls for Development Projects

INSERT CITY SPECIFIC INFO HERE
ADDRESS
PHONE
FAX
WEB (for those who allow download etc)

Applicability of C.3 and C.6 Stormwater Requirements

1. Enter Project Data *(For "C.3 Regulated Projects," data will be reported in the municipality's stormwater Annual Report.)*

1.1 Project Name: _____

1.2 Project Address: _____

1.3 Project APN: _____ Project Watershed: _____

1.4 Applicant/Agent Name: _____ Applicant/Agent Phone: _____

1.5 Applicant/Agent Address: _____

1.6 Development type: (check all that apply)

☐ Residential ☐ Commercial ☐ Industrial ☐ Mixed-Use ☐ Streets, Roads, etc.

☐ 'Redevelopment' as defined by MRP: creating, adding and/or replacing exterior existing impervious surface on a site where past development has occurred[1]

☐ 'Special land use categories' as defined by MRP: (1) auto service facilities[2], (2) retail gasoline outlets, (3) restaurants[3], (4) uncovered parking area (stand-alone or part of a larger project)

1.7 Project Description[4]: _____

_____

1.8 Is the site a "High Priority Site" that disturbs less than 1 acre (43,560 sq.ft.) of land? ☐ Yes ☐ No

- "High Priority Sites" are sites that require a grading permit, are adjacent to a creek, or are otherwise high priority for stormwater protection during construction (see Provision C.6.e.ii(2)).

1.9 Total Area of Site: _____ sq.ft. ; Total Area of Land Disturbed: _____ sq.ft.

- *If less than 5,000 sq.ft. of imperious surface is created/replaced, skip to Item 3. Otherwise, continue to Item 2.1.*
- *If 1 acre (43,560 sq.ft.) or more of land is disturbed, obtain coverage under the state's Construction General Permit at https://smarts.waterboards.ca.gov/smarts/faces/SwSmartsLogin.jsp. Submit to the municipality a copy of your Notice of Intent and Storm Water Pollution Prevention Plan (SWPPP) before a grading or building permit will be issued.*

2. Is the project a "C.3 Regulated Project" per MRP Provision C.3.b?

2.1 Enter the amount of impervious surface created and/or replaced by the project (if the total amount is 5,000 sq.ft. or more):

Type of Impervious Surface	**Pre-Project Impervious Surface** (sq.ft.)	**Existing Impervious Surface to be Removed** (sq.ft.)	**New Impervious Surface to be Constructed** (sq.ft.)
Roof area(s) – excluding any portion of the roof that is vegetated ("green roof")			
Impervious sidewalks, patios, paths			
Impervious driveway and uncovered parking[6]			
Streets (public)			
Streets (private)			
Total Impervious Surfaces:			
Total New Impervious Surface (including new surface replacing old)			

1 Roadway projects that replace existing impervious surface are subject to C.3 requirements only if one or more lanes of travel are added.
2 See Standard Industrial Classification (SIC) codes here
3 Restaurants described by SIC code 5812: Retail sale of prepared food and drinks for on-premise or immediate consumption.
4 Project description examples: 5-story office building, industrial warehouse, residential with five 4-story buildings for 200 condominiums, etc.
5 Per the MRP, pervious pavement underlain with pervious soil or pervious storage material, such as a gravel layer sufficient to hold at least the volume of rainfall runoff specified in MRP Provision C.3.d is not an impervious surface.
6 Uncovered parking includes top level of a parking structure.

2. Is the project a "C.3 Regulated Project" per MRP Provision C.3.b? (continued)

		Yes	No	NA
2.2	In Item 2.1, does the Total New Impervious Surface equal 10,000 sq.ft. or more? *If YES, skip to Item 2.5 and check "Yes." If NO, continue to Item 2.3.*	☐	☐	☐
2.3	Does the Item 2.1 Total New Impervious Surface equal 5,000 sq.ft. or more, but less than 10,000 sq.ft? *If YES, continue to Item 2.4. If NO, skip to Item 2.5 and check "No."*	☐	☐	☐
2.4	Is the project a "Special Land Use Category" per Item 1.6? For uncovered parking, check YES only if there is 5,000 sq.ft or more uncovered parking. *If NO, go to Item 2.5 and check "No." If YES, go to Item 2.5 and check "Yes."*	☐	☐	☐
2.5	Is the project a C.3 Regulated Project? *If YES, skip to Item 4; if NO, continue to Item 3.*	☐	☐	☐

3. Projects that are NOT C.3 Regulated Projects

If you answered NO to Item 2.5, or the project creates/replaces less than 5,000 sq. ft. of impervious surface (see Item 1.8), then the project is NOT a C.3 Regulated Project, and stormwater treatment is not required, BUT the municipality may determine that source controls and site design measures are required. Skip to Item 6.1.

4. Projects that ARE C.3 Regulated Projects

If you answered YES to Item 2.5, then the project is a C.3 Regulated Project. The project must include appropriate site design measures and source controls AND hydraulically sized stormwater treatment measures. Items 4.1 and 4.2 will help you determine the applicability of Low Impact Development (LID) stormwater treatment requirements. IF FINAL DISCRETIONARY APPROVAL IS GRANTED ON OR AFTER **DECEMBER 1, 2011**, LID REQUIREMENTS APPLY, except for "Special Projects."

		Yes	No	NA
4.1	Is this project a "Special Project" (including urban infill, high density, or transit oriented development) per the criteria included in Appendix J of the C.3 Technical Guidance? *If YES, some non-LID treatment is allowed; skip to Item 5.1. If NO, continue to Item 4.2.*	☐	☐	☐
4.2	Is it feasible to treat the full C.3.d amount of runoff with infiltration or rainwater harvesting and use, per the LID Feasibility Criteria in Appendix I of the C.3 Technical Guidance? *Unless final discretionary approval is granted before 12/1/11, a NO answer means that stormwater treatment may be met through biotreatment; a YES answer means that stormwater treatment must be met through rainwater harvesting and reuse or infiltration. In either case, continue to Item 5.*	☐	☐	☐

5. Is the project a Hydromodification Management (HM) Project?

If you answered NO to Item 2.2, the project is too small to be an HM project. Skip to Item 6. Otherwise, continue to Item 5.1

5.1 Does the project create and/or replace 1 acre (43,560 sq. ft.) or more of impervious surface? (Refer to Item 2.1.)

- ☐ YES. *Continue to Item 5.2.*
- ☐ NO. *Skip to Item 5.5 and check "No."*

5.2 Is the total impervious area increased over the pre-project condition?

- ☐ YES. *Continue to Item 5.3.*
- ☐ NO. *The project is NOT required to incorporate HM measures. Skip to Item 5.5 and check "No."*

5.3 Is the site located in an HM Control Area per the HM Control Areas map (Appendix H of the C.3 Technical Guidance)?

- ☐ YES. *Skip to Item 5.5 and check "Yes."*
- ☐ NO. *Attach map, indicating project location. Skip to Item 5.5 and check "No."*
- ☐ Further analysis required. *Continue to Item 5.4.*

5.4 Has an engineer or qualified environmental professional determined that runoff from the project flows only through a hardened channel or enclosed pipe along its entire length before emptying into a waterway in the exempt area?

- ☐ YES. *Attach signed statement by qualified professional. Go to Item 5.5 and check "No."*
- ☐ NO. *Go to Item 5.5 and check "Yes."*

5.5 Is the project a Hydromodification Management Project?

- ☐ YES. *The project is subject to HM requirements (described in Section 11 of this form). Continue to Item 6.*
- ☐ NO. *The project is EXEMPT from HM requirements. Continue to Item 6.*

Implementation of C.3 and C.6 Stormwater Requirements

6. Select appropriate source controls *(Applies to C.3 Regulated Projects; for other projects required at municipality discretion[7])*

Check if project has these features		Features that require source control measures	Source Control Measures (Local Source Control List for detailed requirements)	Is source control measure included in project plans?		
Yes	No			Yes	No	Plan Sheet No.
☐	☐	Storm Drain	Mark on-site inlets with the words "No Dumping! Flows to Bay" or equivalent.	☐	☐	
☐	☐	Floor Drains	Plumb interior floor drains to sanitary sewer[8] [or prohibit].	☐	☐	
☐	☐	Parking garage	Plumb interior parking garage floor drains to sanitary sewer.[8]	☐	☐	
☐	☐	Landscaping	▪ Retain existing vegetation as practicable. ▪ Select diverse species appropriate to the site. Include plants that are pest- and/or disease-resistant, drought-tolerant, and/or attract beneficial insects. ▪ Minimize use of pesticides and quick-release fertilizers. ▪ Use efficient irrigation system; design to minimize runoff.	☐	☐	
☐	☐	Pool/Spa/Fountain	Provide connection to the sanitary sewer to facilitate draining.[8]	☐	☐	
☐	☐	Food Service Equipment (non-residential)	Provide sink or other area for equipment cleaning, which is: ▪ Connected to a grease interceptor prior to sanitary sewer discharge.[8] ▪ Large enough for the largest mat or piece of equipment to be cleaned. ▪ Indoors or in an outdoor roofed area designed to prevent stormwater run-on and run-off, and signed to require equipment washing in this area.	☐	☐	
☐	☐	Refuse Areas	▪ Provide a roofed and enclosed area for dumpsters, recycling containers, etc., designed to prevent stormwater run-on and runoff. ▪ Connect any drains in or beneath dumpsters, compactors, and tallow bin areas serving food service facilities to the sanitary sewer.[8]	☐	☐	
☐	☐	Outdoor Process Activities[9]	Perform process activities either indoors or in roofed outdoor area, designed to prevent stormwater run-on and runoff, and to drain to the sanitary sewer.[8]	☐	☐	
☐	☐	Outdoor Equipment/ Materials Storage	▪ Cover the area or design to avoid pollutant contact with stormwater runoff. ▪ Locate area only on paved and contained areas. ▪ If storage area will contain non-hazardous liquids, roof the area, drain to sanitary sewer[8], and contain by berms or similar.	☐	☐	
☐	☐	Vehicle/ Equipment Cleaning	▪ Roofed, pave and berm wash area to prevent stormwater run-on and runoff, plumb to the sanitary sewer[8], and sign as a designated wash area. ▪ Commercial car wash facilities shall discharge to the sanitary sewer.[8]	☐	☐	
☐	☐	Vehicle/ Equipment Repair and Maintenance	▪ Designate repair/maintenance area indoors, or an outdoors area designed to prevent stormwater run-on and runoff and provide secondary containment. Do not install drains in the secondary containment areas. ▪ Prohibit floor drains unless connected to wastewater pretreatment systems prior to discharging to the sanitary sewer.[8] ▪ Connect containers or sinks used for parts cleaning to the sanitary sewer.[8]	☐	☐	
☐	☐	Fuel Dispensing Areas	▪ Fueling areas shall have impermeable surface, such as Portland cement concrete, that is a) minimally graded to prevent ponding and b) separated from the rest of the site by a grade break to prevent stormwater run-on. ▪ Fueling area canopy must extend at least 10 ft in each direction from each pump and drain away from fueling area.	☐	☐	
☐	☐	Loading Docks	▪ Cover and/or grade to minimize run-on to and runoff from the loading area. ▪ Position downspouts to direct stormwater away from the loading area. ▪ Drain water from loading dock areas to the sanitary sewer.[8] ▪ Install door skirts between the trailers and the building.	☐	☐	
☐	☐	Fire Sprinklers	Design for discharge of fire sprinkler test water to landscape or sanitary sewer.[8]	☐	☐	
☐	☐	Miscellaneous Drain or Wash Water	▪ Drain condensate of air conditioning units to landscaping. Large air conditioning units may connect to the sanitary sewer.[8] ▪ Roof drains shall drain to unpaved area where practicable. ▪ Boiler drain lines, roof top equipment, and washing and/or steam cleaning activities shall drain to the sanitary sewer.[8]	☐	☐	

[7] See MRP Provision C.3.a.i(7) for non-C.3 Regulated Projects and Provision C.3.c.i(1) for C.3 Regulated Projects.

[8] Any connection to the sanitary sewer system is subject to sanitary district approval.

[9] Businesses that may have outdoor process activities/equipment include machine shops, auto repair, industries with pretreatment facilities.

7. Select appropriate site design measures *(Applies to C.3 Regulated Projects; for other projects required at municipality discretion[10])*

Municipal staff will indicate which site design measures have been considered, and which are included in the plans.

7.1 Are appropriate site design measures included in project plans?

Was the site design measure discussed with applicant?		Is the site design measure included in project plans?			
Yes	No	Yes	No	Plan Sheet No.	Site Design Measures
☐	☐	☐	☐		Protect sensitive areas, including wetland and riparian areas, and minimize changes to the natural topography.
☐	☐	☐	☐		Minimize land disturbance and impervious surface (especially parking lots).
☐	☐	☐	☐		Minimize impervious areas from being directly connected to the storm drain system (for example, direct runoff from roof downspouts and other impervious surfaces to landscaped areas where feasible).
☐	☐	☐	☐		Install rain barrel or cistern to capture and use rainwater for irrigation or other non-potable use.
☐	☐	☐	☐		Design areas of "micro-detention" in landscaping to retain rainfall runoff onsite, where appropriate.
☐	☐	☐	☐		Maximize permeability by clustering development and preserving open space, where appropriate.
☐	☐	☐	☐		Concentrate development density, where appropriate, to reduce impervious surface on a watershed basis.
☐	☐	☐	☐		Use permeable pavement surfaces where feasible.
☐	☐	☐	☐		Self-treating area (see Section 4.2 of the C.3 Technical Guidance)
☐	☐	☐	☐		Self-retaining area (see Section 4.3 of the C.3 Technical Guidance)

8. Use construction best management practices (BMPs) (applies to all projects).

8.1 Are construction BMPs included in project plans?

Yes	No	Best Management Practice (BMP)
☐	☐	Attach the San Mateo Countywide Water Pollution Prevention Program's construction BMP plan sheet to project plans and require contractor to implement the applicable BMPs on the plan sheet.
☐	☐	Temporary erosion controls to stabilize all denuded areas until permanent erosion controls have been established.
☐	☐	Delineate with field markers clearing limits, easements, setbacks, sensitive or critical areas, buffer zones, trees, and drainage courses.
☐	☐	Provide notes, specifications, or attachments describing the following: ▪ Construction, operation and maintenance of erosion and sediment controls, including inspection frequency; ▪ Methods and schedule for grading, excavation, filling, clearing of vegetation, and storage and disposal of excavated or cleared material; ▪ Specifications for vegetative cover and mulch, including methods and schedules for planting and fertilization; ▪ Provisions for temporary and/or permanent irrigation.
☐	☐	Perform clearing and earth moving activities only during dry weather.
☐	☐	Use sediment controls or filtration to remove sediment when dewatering and obtain all necessary permits.
☐	☐	Protect all storm drain inlets in the vicinity of the site using sediment controls such as berms, fiber rolls, or filters.
☐	☐	Trap sediment on-site, using BMPs such as sediment basins or traps, earthen dikes or berms, silt fences, check dams, soil blankets or mats, covers for soil stock piles, etc.
☐	☐	Divert on-site runoff around exposed areas and divert off-site runoff around the site (e.g., swales and dikes).
☐	☐	Protect adjacent properties and undisturbed areas from construction impacts using vegetative buffer strips, sediment barriers or filters, dikes, mulching, or other measures as appropriate.
☐	☐	Limit construction access routes and stabilize designated access points.

[10] See MRP Provision C.3.a.i(6) for non-C.3 Regulated Projects and Provision C.3.c.i(2)(a) for C.3 Regulated Projects.

8. Use construction BMPs (applies to all projects) – continued

8.1 Are construction BMPs included in project plans?

Yes	No	Best Management Practice (BMP)
☐	☐	No cleaning, fueling, or maintaining vehicles on-site, except in a designated area where washwater is contained and treated.
☐	☐	Store, handle, and dispose of construction materials and wastes properly to prevent their contact with stormwater.
☐	☐	Contractor shall train and provide instruction to all employees and subcontractors regarding construction BMPs.
☐	☐	Control and prevent the discharge of all potential pollutants, including pavement cutting wastes, paints, concrete, petroleum products, chemicals, washwater or sediments, and non-stormwater discharges to storm drains and watercourses.

8.2 Is the project a C.3 Regulated Project? (Refer to Item 2.5.)

☐ YES. *Continue to Item 9.*

☐ NO. *Do not complete sections 9 & 10. Municipal staff may use sections 11 – 15.*

9. Include stormwater treatment measures (applies to C.3 Regulated Projects) – *MRP Provisions C.3.c.(2)(b); C.3.d.i; C.3.e.ii*

9.1 Are appropriate stormwater treatment measures included? *(Municipal staff will indicate which information is required.)*

Is Info Applicable / Required?		Have Plans been Reviewed and Accepted?			Information that may be required
Yes	No	Yes	No	NA	
☐	☐	☐	☐	☐	If project is a "**Special Project**" (refer to Item 4.1) do plans show that the Special Project Criteria[11] are met? Plans reviewed by_____ Date Reviewed_____
☐	☐	☐	☐	☐	If project is a "**Special Project,**" plans may show non-LID measures hydraulically sized to treat C.3.d amount of runoff. Indicate the number of non-LID measures by type, the hydraulic sizing method[12], and percentage of project treated: Non-LID Treatment — No. of units — Hydraulic sizing method[10] — % of project treated Media filter Tree well filter Plans reviewed by_____ Date Reviewed_____
☐	☐	☐	☐	☐	Results of **LID feasibility/infeasibility analysis:**[13] Stormwater treatment of the C.3.d amount of runoff using infiltration or rainwater harvesting/use is (check one): ☐ feasible ☐ infeasible Plans reviewed by_____ Date Reviewed_____
☐	☐	☐	☐	☐	If **infeasibility** is demonstrated above, plans must show biotreatment measures hydraulically sized to treat C.3.d amount of runoff from entire project. Indicate the number of biotreatment measures by type, and the hydraulic sizing method: Biotreatment Measures — No. of units — Hydraulic sizing method[10] Bioretention area Flow-through planter Vegetated buffer strip Other (specify):_____ Plans reviewed by_____ Date Reviewed_____

9. Include stormwater treatment measures (applies to C.3 Regulated Projects) – continued

[11] Refer to the Special Projects Criteria in Appendix J of the C.3 Technical Guidance.

[12] Indicate which of the following Provision C.3.d.i hydraulic sizing methods were used. Volume based approaches: 1(a) Urban Runoff Quality Management approach, or 1(b) 80% capture approach (recommended volume-based approach). Flow-based approaches: 2(a) 10% of 50-year peak flow approach, 2(b) Percentile rainfall intensity approach, or 2(c) 0.2-Inch-per-hour intensity approach (recommended flow-based approach). If a combination flow and volume design basis was used, indicate which flow-based and volume-based criteria were used.

[13] Refer to Feasibility/Infeasibility Criteria for Rainwater Harvesting/Use, Infiltration and Evapotranspiration (C.3 Technical Guidance Appendix I)

9.1 Are appropriate stormwater treatment measures included? *-- MRP Provisions C.3.c.(2)(b); C.3.d.i; C.3.e.ii*

Is Info Applicable / Required?		Have Plans been Reviewed and Accepted?			Information that may be required
Yes	No	Yes	No	NA	
☐	☐	☐	☐	☐	If **feasibility** is demonstrated above, plans must show LID treatment measures (non-biotreatment) hydraulically sized to treat the C.3.d amount of runoff from entire project. Indicate the number of non-biotreatment measures by type, and hydraulic sizing method:

LID Treatment Measure (non-biotreatment)	No. of units	Hydraulic sizing method[10]
Rainwater harvesting and use		
Bioinfiltration		
Infiltration trench		
Dry well		
Other (specify):_____		

Plans reviewed by_____ Date Reviewed_____

9.2 Is the project a Hydromodification Management Project? (Refer to Item 5.5.)

☐ YES. *Continue to Item 10.*

☐ NO. *Do not complete section 10. Municipal staff may use sections 11 & 12.*

10. Incorporate HM Controls (applies to HM Projects).

10.1 Is required HM Project information included? *-- MRP Provision C.3.g and Attachment E*

Is Item Required?		Is Item in Plans?			
Yes	No	Yes	No	NA	Required HM Project Information
☐	☐	☐	☐	☐	Site plans with pre- and post-project impervious surface areas, surface flow directions of entire site, locations of flow duration controls and site design measures per HM site design requirement
☐	☐	☐	☐	☐	Soils report or other site-specific document showing soil types at all parts of site
☐	☐	☐	☐	☐	If project uses the Bay Area Hydrology Model (BAHM), a list of model inputs.
☐	☐	☐	☐	☐	If project uses custom modeling, a summary of the modeling calculations with corresponding graph showing curve matching (existing, post-project, and post-project with HM controls curves), goodness of fit, and (allowable) low flow rate.
☐	☐	☐	☐	☐	If project uses the Impracticability Provision, a listing of all applicable costs and a brief description of the alternative HM project (name, location, date of start up, entity responsible for maintenance).
☐	☐	☐	☐	☐	If the project uses alternatives to the default BAHM approach or settings, a written description and rationale.

11. Stormwater Inspections of Construction Sites During the Wet Season (for municipal staff use only):

If the answer is "Yes" to either of the following questions, refer this project to construction site inspection staff, to add to their list of projects that require stormwater inspections at least monthly during the wet season (October 1 through April 30).

		Yes	No
11.1	Does the project disturb 1 acre (43,560 sq.ft.) or more of land? (See Item 1.9)	☐	☐
11.2	Is the site a High Priority Site? (See Item 1.8)	☐	☐

12. Confirm Operations and Maintenance (O&M) Submittals (for municipal staff use only):

The following questions apply to C.3 Regulated Projects and Hydromodification Management Projects.

		Yes	No	N/A
12.1	Was maintenance plan submitted?	☐	☐	☐
12.2	Was maintenance plan approved?	☐	☐	☐
12.3	Was maintenance agreement submitted? (Date executed:_____)	☐	☐	☐

12.4 Indicate the dates on which the Applicant submitted annual reports for project O&M: _____

13. Comments (for municipal staff use only):

_____

_____

_____

_____

_____

14. NOTES (for municipal staff use only):

Section 1 Notes:_____

Section 2 Notes:_____

Section 3 Notes:_____

Section 4 Notes:_____

Section 5 Notes:_____

Section 7 Notes:_____

Section 8 Notes:_____

Section 9 Notes:_____

Section 10 Notes:_____

Section 11 Notes:_____

Section 12 Notes:_____

15. Project Close-Out (for municipal staff use only):

		Yes	No	NA
15.1	Were final Conditions of Approval met?	☐	☐	
15.2	Was initial inspection of the completed treatment/HM measure(s) conducted? (Date of inspection:_____)	☐	☐	☐
15.3	Was maintenance plan submitted? (Date executed:_____)	☐	☐	☐
15.4	Was project information provided to staff responsible for O&M verification inspections? (Date provided to inspection staff:_____)	☐	☐	☐

Name of staff confirming project is closed out:_____

Signature:_____ Date:_____

Name of O&M staff receiving information:_____

Signature:_____ Date:_____

Appendices

Appendix A: O&M Agreement
Appendix B: O&M Annual Report Form

SAN MATEO COUNTYWIDE
Water Pollution
Prevention Program

C.3 and C.6 Development Review Checklist

Municipal Regional Stormwater Permit (MRP)
Stormwater Controls for Development Projects

INSERT CITY SPECIFIC INFO HERE
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Applicability of C.3 and C.6 Stormwater Requirements

1. Enter Project Data *(For "C.3 Regulated Projects," data will be reported in the municipality's stormwater Annual Report.)*

1.1 Project Name: _____

1.2 Project Address: _____

1.3 Project APN: _____ Project Watershed: _____

1.4 Applicant/Agent Name: _____ Applicant/Agent Phone: _____

1.5 Applicant/Agent Address: _____

1.6 Development type: (check all that apply)

☐ Residential ☐ Commercial ☐ Industrial ☐ Mixed-Use ☐ Streets, Roads, etc.

☐ 'Redevelopment' as defined by MRP: creating, adding and/or replacing exterior existing impervious surface on a site where past development has occurred[1]

☐ 'Special land use categories' as defined by MRP: (1) auto service facilities[2], (2) retail gasoline outlets, (3) restaurants[3], (4) uncovered parking area (stand-alone or part of a larger project)

1.7 Project Description[4]: _____

_____

1.8 Is the site a "High Priority Site" that disturbs less than 1 acre (43,560 sq.ft.) of land? ☐ Yes ☐ No

- "High Priority Sites" are sites that require a grading permit, are adjacent to a creek, or are otherwise high priority for stormwater protection during construction (see Provision C.6.e.ii(2)).

1.9 Total Area of Site: _____ sq.ft. ; Total Area of Land Disturbed: _____ sq.ft.

- *If less than 5,000 sq.ft. of imperious surface is created/replaced, skip to Item 3. Otherwise, continue to Item 2.1.*
- *If 1 acre (43,560 sq.ft.) or more of land is disturbed, obtain coverage under the state's Construction General Permit at https://smarts.waterboards.ca.gov/smarts/faces/SwSmartsLogin.jsp. Submit to the municipality a copy of your Notice of Intent and Storm Water Pollution Prevention Plan (SWPPP) before a grading or building permit will be issued.*

2. Is the project a "C.3 Regulated Project" per MRP Provision C.3.b?

2.1 Enter the amount of impervious surface created and/or replaced by the project (if the total amount is 5,000 sq.ft. or more):

Type of Impervious Surface	**Pre-Project Impervious Surface** (sq.ft.)	**Existing Impervious Surface to be Removed** (sq.ft.)	**New Impervious Surface to be Constructed** (sq.ft.)
Roof area(s) – excluding any portion of the roof that is vegetated ("green roof")			
Impervious sidewalks, patios, paths			
Impervious driveway and uncovered parking[6]			
Streets (public)			
Streets (private)			
Total Impervious Surfaces:			
Total New Impervious Surface (including new surface replacing old)			

[1] Roadway projects that replace existing impervious surface are subject to C.3 requirements only if one or more lanes of travel are added.
[2] See Standard Industrial Classification (SIC) codes here
[3] Restaurants described by SIC code 5812: Retail sale of prepared food and drinks for on-premise or immediate consumption.
[4] Project description examples: 5-story office building, industrial warehouse, residential with five 4-story buildings for 200 condominiums, etc.
[5] Per the MRP, pervious pavement underlain with pervious soil or pervious storage material, such as a gravel layer sufficient to hold at least the volume of rainfall runoff specified in MRP Provision C.3.d is not an impervious surface.
[6] Uncovered parking includes top level of a parking structure.

2. Is the project a "C.3 Regulated Project" per MRP Provision C.3.b? (continued)

		Yes	No	NA
2.2	In Item 2.1, does the Total New Impervious Surface equal 10,000 sq.ft. or more? *If YES, skip to Item 2.5 and check "Yes." If NO, continue to Item 2.3.*	☐	☐	☐
2.3	Does the Item 2.1 Total New Impervious Surface equal 5,000 sq.ft. or more, but less than 10,000 sq.ft? *If YES, continue to Item 2.4. If NO, skip to Item 2.5 and check "No."*	☐	☐	☐
2.4	Is the project a "Special Land Use Category" per Item 1.6? For uncovered parking, check YES only if there is 5,000 sq.ft or more uncovered parking. *If NO, go to Item 2.5 and check "No." If YES, go to Item 2.5 and check "Yes."*	☐	☐	☐
2.5	Is the project a C.3 Regulated Project? *If YES, skip to Item 4; if NO, continue to Item 3.*	☐	☐	☐

3. Projects that are NOT C.3 Regulated Projects

If you answered NO to Item 2.5, or the project creates/replaces less than 5,000 sq. ft. of impervious surface (see Item 1.8), then the project is NOT a C.3 Regulated Project, and stormwater treatment is not required, BUT the municipality may determine that source controls and site design measures are required. Skip to Item 6.1.

4. Projects that ARE C.3 Regulated Projects

If you answered YES to Item 2.5, then the project is a C.3 Regulated Project. The project must include appropriate site design measures and source controls AND hydraulically sized stormwater treatment measures. Items 4.1 and 4.2 will help you determine the applicability of Low Impact Development (LID) stormwater treatment requirements. IF FINAL DISCRETIONARY APPROVAL IS GRANTED ON OR AFTER **DECEMBER 1, 2011**, LID REQUIREMENTS APPLY, except for "Special Projects."

		Yes	No	NA
4.1	Is this project a "Special Project" (including urban infill, high density, or transit oriented development) per the criteria included in Appendix J of the C.3 Technical Guidance? *If YES, some non-LID treatment is allowed; skip to Item 5.1. If NO, continue to Item 4.2.*	☐	☐	☐
4.2	Is it feasible to treat the full C.3.d amount of runoff with infiltration or rainwater harvesting and use, per the LID Feasibility Criteria in Appendix I of the C.3 Technical Guidance? *Unless final discretionary approval is granted before 12/1/11, a NO answer means that stormwater treatment may be met through biotreatment; a YES answer means that stormwater treatment must be met through rainwater harvesting and reuse or infiltration. In either case, continue to Item 5.*	☐	☐	☐

5. Is the project a Hydromodification Management (HM) Project?

If you answered NO to Item 2.2, the project is too small to be an HM project. Skip to Item 6. Otherwise, continue to Item 5.1

5.1 Does the project create and/or replace 1 acre (43,560 sq. ft.) or more of impervious surface? (Refer to Item 2.1.)

- ☐ YES. *Continue to Item 5.2.*
- ☐ NO. *Skip to Item 5.5 and check "No."*

5.2 Is the total impervious area increased over the pre-project condition?

- ☐ YES. *Continue to Item 5.3.*
- ☐ NO. *The project is NOT required to incorporate HM measures. Skip to Item 5.5 and check "No."*

5.3 Is the site located in an HM Control Area per the HM Control Areas map (Appendix H of the C.3 Technical Guidance)?

- ☐ YES. *Skip to Item 5.5 and check "Yes."*
- ☐ NO. *Attach map, indicating project location. Skip to Item 5.5 and check "No."*
- ☐ Further analysis required. *Continue to Item 5.4.*

5.4 Has an engineer or qualified environmental professional determined that runoff from the project flows only through a hardened channel or enclosed pipe along its entire length before emptying into a waterway in the exempt area?

- ☐ YES. *Attach signed statement by qualified professional. Go to Item 5.5 and check "No."*
- ☐ NO. *Go to Item 5.5 and check "Yes."*

5.5 Is the project a Hydromodification Management Project?

- ☐ YES. *The project is subject to HM requirements (described in Section 11 of this form). Continue to Item 6.*
- ☐ NO. *The project is EXEMPT from HM requirements. Continue to Item 6.*

Implementation of C.3 and C.6 Stormwater Requirements

6. Select appropriate source controls *(Applies to C.3 Regulated Projects; for other projects required at municipality discretion[7])*

Check if project has these features		Features that require source control measures	Source Control Measures (Local Source Control List for detailed requirements)	Is source control measure included in project plans?		
Yes	No			Yes	No	Plan Sheet No.
☐	☐	Storm Drain	Mark on-site inlets with the words "No Dumping! Flows to Bay" or equivalent.	☐	☐	
☐	☐	Floor Drains	Plumb interior floor drains to sanitary sewer[8] [or prohibit].	☐	☐	
☐	☐	Parking garage	Plumb interior parking garage floor drains to sanitary sewer.[8]	☐	☐	
☐	☐	Landscaping	▪ Retain existing vegetation as practicable. ▪ Select diverse species appropriate to the site. Include plants that are pest- and/or disease-resistant, drought-tolerant, and/or attract beneficial insects. ▪ Minimize use of pesticides and quick-release fertilizers. ▪ Use efficient irrigation system; design to minimize runoff.	☐	☐	
☐	☐	Pool/Spa/Fountain	Provide connection to the sanitary sewer to facilitate draining.[8]	☐	☐	
☐	☐	Food Service Equipment (non-residential)	Provide sink or other area for equipment cleaning, which is: ▪ Connected to a grease interceptor prior to sanitary sewer discharge.[8] ▪ Large enough for the largest mat or piece of equipment to be cleaned. ▪ Indoors or in an outdoor roofed area designed to prevent stormwater run-on and run-off, and signed to require equipment washing in this area.	☐	☐	
☐	☐	Refuse Areas	▪ Provide a roofed and enclosed area for dumpsters, recycling containers, etc., designed to prevent stormwater run-on and runoff. ▪ Connect any drains in or beneath dumpsters, compactors, and tallow bin areas serving food service facilities to the sanitary sewer.[8]	☐	☐	
☐	☐	Outdoor Process Activities[9]	Perform process activities either indoors or in roofed outdoor area, designed to prevent stormwater run-on and runoff, and to drain to the sanitary sewer.[8]	☐	☐	
☐	☐	Outdoor Equipment/ Materials Storage	▪ Cover the area or design to avoid pollutant contact with stormwater runoff. ▪ Locate area only on paved and contained areas. ▪ If storage area will contain non-hazardous liquids, roof the area, drain to sanitary sewer[8], and contain by berms or similar.	☐	☐	
☐	☐	Vehicle/ Equipment Cleaning	▪ Roofed, pave and berm wash area to prevent stormwater run-on and runoff, plumb to the sanitary sewer[8], and sign as a designated wash area. ▪ Commercial car wash facilities shall discharge to the sanitary sewer.[8]	☐	☐	
☐	☐	Vehicle/ Equipment Repair and Maintenance	▪ Designate repair/maintenance area indoors, or an outdoors area designed to prevent stormwater run-on and runoff and provide secondary containment. Do not install drains in the secondary containment areas. ▪ Prohibit floor drains unless connected to wastewater pretreatment systems prior to discharging to the sanitary sewer.[8] ▪ Connect containers or sinks used for parts cleaning to the sanitary sewer.[8]	☐	☐	
☐	☐	Fuel Dispensing Areas	▪ Fueling areas shall have impermeable surface, such as Portland cement concrete, that is a) minimally graded to prevent ponding and b) separated from the rest of the site by a grade break to prevent stormwater run-on. ▪ Fueling area canopy must extend at least 10 ft in each direction from each pump and drain away from fueling area.	☐	☐	
☐	☐	Loading Docks	▪ Cover and/or grade to minimize run-on to and runoff from the loading area. ▪ Position downspouts to direct stormwater away from the loading area. ▪ Drain water from loading dock areas to the sanitary sewer.[8] ▪ Install door skirts between the trailers and the building.	☐	☐	
☐	☐	Fire Sprinklers	Design for discharge of fire sprinkler test water to landscape or sanitary sewer.[8]	☐	☐	
☐	☐	Miscellaneous Drain or Wash Water	▪ Drain condensate of air conditioning units to landscaping. Large air conditioning units may connect to the sanitary sewer.[8] ▪ Roof drains shall drain to unpaved area where practicable. ▪ Boiler drain lines, roof top equipment, and washing and/or steam cleaning activities shall drain to the sanitary sewer.[8]	☐	☐	

[7] See MRP Provision C.3.a.i(7) for non-C.3 Regulated Projects and Provision C.3.c.i(1) for C.3 Regulated Projects.

[8] Any connection to the sanitary sewer system is subject to sanitary district approval.

[9] Businesses that may have outdoor process activities/equipment include machine shops, auto repair, industries with pretreatment facilities.

7. Select appropriate site design measures *(Applies to C.3 Regulated Projects; for other projects required at municipality discretion[10])*

Municipal staff will indicate which site design measures have been considered, and which are included in the plans.

7.1 Are appropriate site design measures included in project plans?

Was the site design measure discussed with applicant?		Is the site design measure included in project plans?			
Yes	No	Yes	No	Plan Sheet No.	Site Design Measures
☐	☐	☐	☐		Protect sensitive areas, including wetland and riparian areas, and minimize changes to the natural topography.
☐	☐	☐	☐		Minimize land disturbance and impervious surface (especially parking lots).
☐	☐	☐	☐		Minimize impervious areas from being directly connected to the storm drain system (for example, direct runoff from roof downspouts and other impervious surfaces to landscaped areas where feasible).
☐	☐	☐	☐		Install rain barrel or cistern to capture and use rainwater for irrigation or other non-potable use.
☐	☐	☐	☐		Design areas of "micro-detention" in landscaping to retain rainfall runoff onsite, where appropriate.
☐	☐	☐	☐		Maximize permeability by clustering development and preserving open space, where appropriate.
☐	☐	☐	☐		Concentrate development density, where appropriate, to reduce impervious surface on a watershed basis.
☐	☐	☐	☐		Use permeable pavement surfaces where feasible.
☐	☐	☐	☐		Self-treating area (see Section 4.2 of the C.3 Technical Guidance)
☐	☐	☐	☐		Self-retaining area (see Section 4.3 of the C.3 Technical Guidance)

8. Use construction best management practices (BMPs) (applies to all projects).

8.1 Are construction BMPs included in project plans?

Yes	No	Best Management Practice (BMP)
☐	☐	Attach the San Mateo Countywide Water Pollution Prevention Program's construction BMP plan sheet to project plans and require contractor to implement the applicable BMPs on the plan sheet.
☐	☐	Temporary erosion controls to stabilize all denuded areas until permanent erosion controls have been established.
☐	☐	Delineate with field markers clearing limits, easements, setbacks, sensitive or critical areas, buffer zones, trees, and drainage courses.
☐	☐	Provide notes, specifications, or attachments describing the following: ▪ Construction, operation and maintenance of erosion and sediment controls, including inspection frequency; ▪ Methods and schedule for grading, excavation, filling, clearing of vegetation, and storage and disposal of excavated or cleared material; ▪ Specifications for vegetative cover and mulch, including methods and schedules for planting and fertilization; ▪ Provisions for temporary and/or permanent irrigation.
☐	☐	Perform clearing and earth moving activities only during dry weather.
☐	☐	Use sediment controls or filtration to remove sediment when dewatering and obtain all necessary permits.
☐	☐	Protect all storm drain inlets in the vicinity of the site using sediment controls such as berms, fiber rolls, or filters.
☐	☐	Trap sediment on-site, using BMPs such as sediment basins or traps, earthen dikes or berms, silt fences, check dams, soil blankets or mats, covers for soil stock piles, etc.
☐	☐	Divert on-site runoff around exposed areas and divert off-site runoff around the site (e.g., swales and dikes).
☐	☐	Protect adjacent properties and undisturbed areas from construction impacts using vegetative buffer strips, sediment barriers or filters, dikes, mulching, or other measures as appropriate.
☐	☐	Limit construction access routes and stabilize designated access points.

[10] See MRP Provision C.3.a.i(6) for non-C.3 Regulated Projects and Provision C.3.c.i(2)(a) for C.3 Regulated Projects.

8. Use construction BMPs (applies to all projects) – continued

8.1 Are construction BMPs included in project plans?

Yes	No	Best Management Practice (BMP)
☐	☐	No cleaning, fueling, or maintaining vehicles on-site, except in a designated area where washwater is contained and treated.
☐	☐	Store, handle, and dispose of construction materials and wastes properly to prevent their contact with stormwater.
☐	☐	Contractor shall train and provide instruction to all employees and subcontractors regarding construction BMPs.
☐	☐	Control and prevent the discharge of all potential pollutants, including pavement cutting wastes, paints, concrete, petroleum products, chemicals, washwater or sediments, and non-stormwater discharges to storm drains and watercourses.

8.2 Is the project a C.3 Regulated Project? (Refer to Item 2.5.)

☐ YES. *Continue to Item 9.*

☐ NO. *Do not complete sections 9 & 10. Municipal staff may use sections 11 – 15.*

9. Include stormwater treatment measures (applies to C.3 Regulated Projects) – *MRP Provisions C.3.c.(2)(b); C.3.d.i; C.3.e.ii*

9.1 Are appropriate stormwater treatment measures included? *(Municipal staff will indicate which information is required.)*

Is Info Applicable / Required?		Have Plans been Reviewed and Accepted?			Information that may be required
Yes	No	Yes	No	NA	
☐	☐	☐	☐	☐	If project is a "**Special Project**" (refer to Item 4.1) do plans show that the Special Project Criteria[11] are met? Plans reviewed by_____ Date Reviewed_____
☐	☐	☐	☐	☐	If project is a "**Special Project,**" plans may show non-LID measures hydraulically sized to treat C.3.d amount of runoff. Indicate the number of non-LID measures by type, the hydraulic sizing method[12], and percentage of project treated: Non-LID Treatment / No. of units / Hydraulic sizing method[10] / % of project treated Media filter Tree well filter Plans reviewed by_____ Date Reviewed_____
☐	☐	☐	☐	☐	Results of **LID feasibility/infeasibility analysis:**[13] Stormwater treatment of the C.3.d amount of runoff using infiltration or rainwater harvesting/use is (check one): ☐ feasible ☐ infeasible Plans reviewed by_____ Date Reviewed_____
☐	☐	☐	☐	☐	If **infeasibility** is demonstrated above, plans must show biotreatment measures hydraulically sized to treat C.3.d amount of runoff from entire project. Indicate the number of biotreatment measures by type, and the hydraulic sizing method: Biotreatment Measures / No. of units / Hydraulic sizing method[10] Bioretention area Flow-through planter Vegetated buffer strip Other (specify):_____ Plans reviewed by_____ Date Reviewed_____

9. Include stormwater treatment measures (applies to C.3 Regulated Projects) – continued

[11] Refer to the Special Projects Criteria in Appendix J of the C.3 Technical Guidance.

[12] Indicate which of the following Provision C.3.d.i hydraulic sizing methods were used. Volume based approaches: 1(a) Urban Runoff Quality Management approach, or 1(b) 80% capture approach (recommended volume-based approach). Flow-based approaches: 2(a) 10% of 50-year peak flow approach, 2(b) Percentile rainfall intensity approach, or 2(c) 0.2-Inch-per-hour intensity approach (recommended flow-based approach). If a combination flow and volume design basis was used, indicate which flow-based and volume-based criteria were used.

[13] Refer to Feasibility/Infeasibility Criteria for Rainwater Harvesting/Use, Infiltration and Evapotranspiration (C.3 Technical Guidance Appendix I)

9.1 Are appropriate stormwater treatment measures included? -- *MRP Provisions C.3.c.(2)(b); C.3.d.i; C.3.e.ii*

Is Info Applicable / Required?		Have Plans been Reviewed and Accepted?			Information that may be required
Yes	No	Yes	No	NA	
☐	☐	☐	☐	☐	If **feasibility** is demonstrated above, plans must show LID treatment measures (non-biotreatment) hydraulically sized to treat the C.3.d amount of runoff from entire project. Indicate the number of non-biotreatment measures by type, and hydraulic sizing method:

LID Treatment Measure (non-biotreatment)	No. of units	Hydraulic sizing method[10]
Rainwater harvesting and use		
Bioinfiltration		
Infiltration trench		
Dry well		
Other (specify):_____		

Plans reviewed by_____ Date Reviewed_____

9.2 Is the project a Hydromodification Management Project? (Refer to Item 5.5.)

☐ YES. *Continue to Item 10.*

☐ NO. *Do not complete section 10. Municipal staff may use sections 11 & 12.*

10. Incorporate HM Controls (applies to HM Projects).

10.1 Is required HM Project information included? -- *MRP Provision C.3.g and Attachment E*

Is Item Required?		Is Item in Plans?			
Yes	No	Yes	No	NA	Required HM Project Information
☐	☐	☐	☐	☐	Site plans with pre- and post-project impervious surface areas, surface flow directions of entire site, locations of flow duration controls and site design measures per HM site design requirement
☐	☐	☐	☐	☐	Soils report or other site-specific document showing soil types at all parts of site
☐	☐	☐	☐	☐	If project uses the Bay Area Hydrology Model (BAHM), a list of model inputs.
☐	☐	☐	☐	☐	If project uses custom modeling, a summary of the modeling calculations with corresponding graph showing curve matching (existing, post-project, and post-project with HM controls curves), goodness of fit, and (allowable) low flow rate.
☐	☐	☐	☐	☐	If project uses the Impracticability Provision, a listing of all applicable costs and a brief description of the alternative HM project (name, location, date of start up, entity responsible for maintenance).
☐	☐	☐	☐	☐	If the project uses alternatives to the default BAHM approach or settings, a written description and rationale.

11. Stormwater Inspections of Construction Sites During the Wet Season (for municipal staff use only):

If the answer is "Yes" to either of the following questions, refer this project to construction site inspection staff, to add to their list of projects that require stormwater inspections at least monthly during the wet season (October 1 through April 30).

		Yes	No
11.1	Does the project disturb 1 acre (43,560 sq.ft.) or more of land? (See Item 1.9)	☐	☐
11.2	Is the site a High Priority Site? (See Item 1.8)	☐	☐

12. Confirm Operations and Maintenance (O&M) Submittals (for municipal staff use only):

The following questions apply to C.3 Regulated Projects and Hydromodification Management Projects.

		Yes	No	N/A
12.1	Was maintenance plan submitted?	☐	☐	☐
12.2	Was maintenance plan approved?	☐	☐	☐
12.3	Was maintenance agreement submitted? (Date executed:_____)	☐	☐	☐

12.4 Indicate the dates on which the Applicant submitted annual reports for project O&M: _____

13. Comments (for municipal staff use only):

_____

_____

_____

_____

_____

14. NOTES (for municipal staff use only):

Section 1 Notes:_____

Section 2 Notes:_____

Section 3 Notes:_____

Section 4 Notes:_____

Section 5 Notes:_____

Section 7 Notes:_____

Section 8 Notes:_____

Section 9 Notes:_____

Section 10 Notes:_____

Section 11 Notes:_____

Section 12 Notes:_____

15. Project Close-Out (for municipal staff use only):

		Yes	No	NA
15.1	Were final Conditions of Approval met?	☐	☐	
15.2	Was initial inspection of the completed treatment/HM measure(s) conducted? (Date of inspection:_____)	☐	☐	☐
15.3	Was maintenance plan submitted? (Date executed:_____)	☐	☐	☐
15.4	Was project information provided to staff responsible for O&M verification inspections? (Date provided to inspection staff:_____)	☐	☐	☐

Name of staff confirming project is closed out:_____

Signature:_____ Date:_____

Name of O&M staff receiving information:_____

Signature:_____ Date:_____

Appendices

Appendix A: O&M Agreement
Appendix B: O&M Annual Report Form

Notice to Project Applicants

Additional, New Stormwater Use and Treatment Requirements Will Go Into Effect December 1, 2011

Additional, new, regional requirements mandated by the Regional Water Quality Control Board will affect private development projects beginning December 1, 2011. The following is a summary of applicable new requirements in Provisions C.3.b.ii and C.3.c.i.2 of the San Francisco Bay Region Municipal Regional Stormwater National Pollutant Discharge Elimination System Permit ("Municipal Regional Permit" or "MRP"). The full text of the MRP may be downloaded at www.flowstobay.org/ms_municipalities.php.

New Restrictions on Methods of Stormwater Treatment

Beginning December 1, 2011, all projects that are required to treat stormwater will need to treat the permit-specified amount of stormwater runoff with the following low impact development methods: rainwater harvesting and reuse, infiltration, evapotranspiration, or biotreatment. However, biotreatment (filtering stormwater through vegetation and soils before discharging to the storm drain system) will be allowed only where harvesting and reuse, infiltration and evapotranspiration are infeasible at the project site. Criteria for determining infeasibility are scheduled to be developed by May 1, 2011. ***Vault-based treatment will not be allowed as a stand-alone treatment measure.*** Where stormwater harvesting and reuse, infiltration, or evapotranspiration are infeasible, vault-based treatment measures may be used in series with biotreatment, for example, to remove trash or other large solids. (See Provision C.3.c.i.2 of the MRP.)

New Rules for Auto Service Facilities, Retail Gasoline Outlets, Restaurants, and Uncovered Parking

Beginning December 1, 2011, projects that create and/or replace 5,000 square feet or more of impervious surface related to auto service facilities[1], retail gasoline outlets, restaurants[2], and/or surface parking will be required to provide low impact development treatment of stormwater runoff. ***This requirement will apply to uncovered parking that is stand-alone, or included as part of any other development project***, and it applies to the top uncovered portion of a parking structure, unless drainage from the uncovered portion is connected to the sanitary sewer (see Provision C.3.b.ii.1 of the MRP). For all other land use categories, 10,000 square feet will remain the regional threshold for requiring low impact development, source control, site design, and stormwater treatment, although municipalities may have the authority to require treatment to the maximum extent practicable for smaller projects.

Will These Requirements Affect My Project?

- If you submitted a development application that was deemed complete before December 1, 2009, and you "diligently pursue[3]" the project, the additional, new requirements will not affect your project.
- If you submit a development application that is deemed complete after December 1, 2009, the additional, new requirements will not apply if the development application has received final discretionary approval before December 1, 2011.
- In all other cases, the additional, new requirements will apply.

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[1] Auto service facilities, described by the following Standard Industrial Classification (SIC) codes:

- 5013: Establishments primarily engaged in wholesale distribution of motor vehicle supplies, accessories, tools, equipment, and parts.
- 5014: Establishments primarily engaged in wholesale distribution of tires and tubes for passenger and commercial vehicles.
- 5541: Gasoline service stations primarily engaged in selling gasoline and lubricating oils.
- 7532: Establishments primarily engaged in the repair of automotive tops, bodies, and interiors, or automotive painting and refinishing.
- 7533: Establishments primarily engaged in the installation, repair, or sale and installation of automotive exhaust systems.
- 7534: Establishments primarily engaged in repairing and retreading automotive tires.
- 7536: Establishments primarily engaged in the installation, repair, or sales and installation of automotive glass
- 7537: Establishments primarily engaged in the installation, repair, or sales and installation of automotive transmissions.
- 7538: Establishments primarily engaged in general automotive repair.
- 7539: Specialized automotive repair such as fuel service (carburetor repair), brake relining, front-end and wheel alignment, and radiator repair.

[2] Restaurants described by SIC code 5812: Retail sale of prepared food and drinks for on-premise or immediate consumption.

[3] Diligent pursuance may be demonstrated by the project applicant's submittal of supplemental information to the original application, plans, or other documents required for any necessary approvals of the project.

Source Control Measures Guidance and Model List

Updated June 15, 2010

Background

The Countywide Program has updated its model list of source control measures, for use by the municipalities to meet requirements in the provisions of the Municipal Regional Stormwater Permit (MRP) that are briefly summarized below.

- For all development projects subject to the municipality's planning, building, development or other comparable review, which are not "Regulated Projects" (see next bullet), the municipality shall encourage the inclusion of adequate source control measures listed in Provision C.3.a.i(7). (The source controls listed in this provision are included in the Model List.)
- For all "Regulated Projects,"[1] the municipality shall require all applicable source controls listed in Provision C.3.c.i(1). (The source controls listed in this provision are included in the Model List and are nearly identical to those listed in Provision C.3.a.i(7).)
- Municipalities shall require development projects with new or rebuilt swimming pools, hot tubs, spas and fountains to comply with requirements in Provision C.15.b.v(1). (The source controls listed in this provision are included in the Model List.)

Guidance

Municipalities may use various approaches to impose the source control requirements on development projects. Source control requirements may be provided to project applicants as submittal requirements or checklists, conditions of approval, or plan check comments, etc., depending on the particular planning process used by each municipality. These measures must be expressed as requirements, as indicated in the MRP.

The Model List identifies structural source controls to manage sources of pollutants associated with the post-construction phase of new development and redevelopment projects. Each source of pollutants identified in the model list may have one or more appropriate control measures. The source control measures in the model list are intended to be applied to projects as appropriate to the project type (for example, measures controlling "pool, spa and fountain discharges" would only apply to projects that include a pool, spa and/or fountain). Some of the control measures have optional wording, which is shown in brackets [optional wording in brackets]. Each agency can

[1] "Regulated Projects" currently refers to projects that create and/or replace 10,000 square feet or more of impervious surface (stand-alone homes exempt). On December 1, 2011, "Regulated Projects" will also refer to restaurant, retail gasoline outlet, automotive service facility, and surface parking (stand-alone or part of another use) projects that create and/or replace 5,000 square feet or more of impervious surface.

choose, as appropriate, whether to make optional wording the standard in its jurisdiction, or not. Municipalities do not have to use the exact wording of a source control measure as long as the measure is equivalent in terms of preventing pollutants from reaching stormwater, groundwater, creeks and the Bay or ocean, and is consistent with the MRP.

Construction site inspections should verify that the structural source control measures required for each project are appropriately constructed and their implementation should be confirmed as part of the final inspection.

The model list does not include best management practices (BMPs) for controlling water pollution during the construction phase. Nor does it include site design measures to reduce impervious surfaces, stormwater treatment measures to remove pollutants from stormwater runoff, or hydromodification management measures to control erosive flows. These categories of stormwater controls are addressed in the Project Applicant Checklist for NPDES Requirements, which may be downloaded from the New Development Page of the Countywide Program's website, www.flowstobay.org.

MODEL LIST OF STRUCTURAL SOURCE CONTROL MEASURES

A. Illegal Dumping to Storm Drain Inlets and Waterways

On-site storm drain inlets shall be clearly marked with the words "No Dumping! Flows to Bay," or equivalent, using methods approved by the [Municipality].

B. Interior Floor Drains

Interior floor drains shall be plumbed to the sanitary sewer system and shall not be connected to storm drains [or interior floor drains are prohibited].

C. Parking Garages

Interior level parking garage floor drains shall be connected to [a water treatment device approved by the [Municipality] prior to discharging to] the sanitary sewer system. The applicant shall contact the local permitting authority and/or sanitary district with jurisdiction for specific connection and discharge requirements. [If a municipality determines that connecting to a sanitary sewer system is not practicable, the applicant may propose an alternative method of plumbing interior parking garage floor drains or addressing runoff subject to approval by RWQCB staff.]

D. Pesticide/Fertilizer Application and Irrigation

1) Landscaping shall be designed to minimize irrigation and runoff, promote surface infiltration where appropriate, minimize the use of fertilizers and pesticides that can contribute to stormwater pollution, and incorporates appropriate sustainable landscaping practices and programs such as Bay-Friendly Landscaping.

2) Structures shall be designed to discourage the occurrence and entry of pests into buildings, and thus minimize the need for pesticides. For example, dumpster areas should be located away from occupied buildings, and building foundation vents shall be covered with screens.

3) If a landscaping plan is required as part of a development project application, the plan shall meet the following conditions related to reduction of pesticide use on the project site:

   a. Where feasible, landscaping shall be designed and operated to treat stormwater runoff by incorporating elements that collect, detain, and infiltrate runoff. In areas that provide detention of water, plants that are tolerant of saturated soil conditions and prolonged exposure to water shall be specified.

   b. Plant materials selected shall be appropriate to site specific characteristics such as soil type, topography, climate, amount and timing of sunlight, prevailing winds, rainfall, air movement, patterns of land use, ecological consistency and plant interactions to ensure successful establishment.

c. Existing native trees, shrubs, and ground cover shall be retained and incorporated into the landscape plan to the maximum extent practicable.

d. Proper maintenance of landscaping, with minimal pesticide use, shall be the responsibility of the property owner.

e. Integrated pest management (IPM) principles and techniques shall be encouraged as part of the landscaping design to the maximum extent practicable. Examples of IPM principles and techniques include:

   1. Select plants that are well adapted to soil conditions at the site.
   2. Select plants that are well adapted to sun and shade conditions at the site. In making these selections, consider future conditions when plants reach maturity, as well as seasonal changes.
   3. Provide irrigation appropriate to the water requirements of the selected plants.
   4. Select pest-resistant and disease-resistant plants.
   5. Plant a diversity of species to prevent a potential pest infestation from affecting the entire landscaping plan.
   6. Use "insectary" plants in the landscaping to attract and keep beneficial insects.

4) An efficient irrigation system shall be installed in areas requiring irrigation. An example of an efficient irrigation system is one that includes a weather-based (automatic, self-adjusting) irrigation controller with a moisture and/or rain sensor shutoff, and in which sprinkler and spray heads are not permitted in areas less than 8 feet wide.

E. Pool, Spa, and Fountain Discharges

1) New or rebuilt swimming pools, hot tubs, spas and fountains must have a connection to the sanitary sewer to facilitate draining. This connection could be a drain in the pool to the sanitary sewer or a cleanout located close enough to the pool so that a hose can readily direct the pool discharge into the sanitary sewer cleanout. [Municipalities shall coordinate with local sanitary sewer agencies to determine the standards and requirements necessary for the installation of a sanitary sewer discharge location to allow draining with the proper permits from the local sanitary sewer agency.]

2) Subject to local requirements, when draining is necessary, a hose or other temporary system shall be directed into a sanitary sewer clean out. Alternatively, discharges from swimming pools, hot tubs, spas and fountains may be directed to vegetated areas that are large enough to accommodate the volume without allowing the discharged water to flow to the storm drain system or receiving water bodies.

F. Food Service Equipment Cleaning

Food service facilities (including restaurants and grocery stores) shall have a sink or other floor mat, container, equipment, and hood filter cleaning area, which is connected to a grease interceptor prior to discharging to the sanitary sewer system. The cleaning area shall be large enough to clean the largest mat or piece of equipment to be cleaned. The cleaning area shall be indoors or in a roofed area outdoors; both areas must be plumbed to the sanitary sewer. Outdoor cleaning areas shall be designed to prevent stormwater run-on from entering the sanitary sewer and to prevent stormwater run-off from carrying pollutants to the storm drain. Signs shall be posted indicating that all food service equipment washing activities shall be conducted in this area. The applicant shall contact the local permitting authority and/or sanitary district with jurisdiction for specific connection and discharge requirements. Regular maintenance and cleaning of the grease interceptor is required and may be subject to periodic inspections conducted by municipal staff.

G. Refuse Areas

1) New buildings [such as food service facilities and/or multi-family residential complexes or subdivisions] shall provide a roofed and enclosed area for dumpsters, recycling containers, compactors, and food waste containers. The area shall be designed to prevent water run-on to the area and runoff from the area and to contain litter and trash, so that it is not dispersed by the wind or runoff during waste removal.

2) Runoff from trash enclosures, recycling areas, and/or food compactor enclosures, or similar facilities shall not discharge to the storm drain system. Trash enclosure areas shall be designed to avoid run-on to the trash enclosure area. If any drains are installed in or beneath dumpsters, compactors, and tallow bin areas serving food service facilities, the drains shall be connected [to a grease removal device and/or treatment devices prior to discharging] to the sanitary sewer. The applicant shall contact the local permitting authority and/or sanitary district with jurisdiction for specific connection and discharge requirements.

H. Outdoor Process Activities/Equipment[2]

1) Process activities shall be performed either indoors or in roofed outdoor areas. If performed outdoors, the area shall be designed to prevent run-on to and runoff from the area with process activities. Examples of appropriate design to prevent run-on and runoff include using a berm or grade break.

2) Process equipment areas shall drain to the sanitary sewer system. The applicant shall contact the local permitting authority and/or sanitary district with jurisdiction for specific connection and discharge requirements. [If a municipality determines that connecting to a sanitary sewer system is not practicable, the applicant may propose an alternative method of providing for drainage of process equipment

[2] Examples of businesses that may have outdoor process activities and equipment include machine shops and auto repair shops, and industries that have pretreatment facilities.

areas, subject to approval by RWQCB staff.] The pavement should be checked periodically for cracks and fractures, which should be sealed to prevent leakage.

I. Outdoor Equipment/Materials Storage

1) All outdoor equipment and materials storage areas shall be covered [and bermed], or shall be designed to limit the potential that runoff may contact pollutants [or storm drain inlet valves shall be provided on exterior drains in the area]. Storage or maintenance/repair activities shall occur only on paved and contained areas. The pavement should be checked periodically for cracks and fractures, which should be sealed to prevent leakage.

2) Storage areas containing non-hazardous liquids, such as latex-based paint, shall be covered by a roof and/or drain to the sanitary sewer system, and be contained by berms, dikes, liners or vaults or similar spill containment devices. The applicant shall contact the local permitting authority and/or sanitary district with jurisdiction for specific connection and discharge requirements. [Or – Storage areas containing non-hazardous liquids shall be covered by a roof and contained by berms, dikes, liners, vaults, or similar spill containment devices.]

3) All on-site hazardous materials and wastes, as defined [or regulated] by the California Public Health Code and the local Certified Unified Program Agency (CUPA) must be used and managed in compliance with the applicable CUPA program regulations and the facility hazardous materials management plan approved by the CUPA authority.

J. Vehicle/Equipment Cleaning

1) Wastewater from vehicle and equipment washing operations shall not be discharged to the storm drain system. Any wastewater discharges to the sanitary sewer are subject to approval by the sanitary district with jurisdiction.

2) Commercial/industrial facilities having vehicle/equipment cleaning needs [and new residential complexes of 25 units or greater] shall either provide a roofed, bermed area for washing activities or discourage vehicle/equipment washing by removing hose bibs (faucets) and installing signs prohibiting such uses. Vehicle/equipment washing areas shall be paved, designed to prevent run-on to or runoff from the area, and plumbed to drain to the sanitary sewer. A sign shall be posted indicating the location and allowed uses in the designated wash area. The applicant shall contact the local permitting authority and/or sanitary district with jurisdiction for specific connection and discharge requirements.

3) Commercial car wash facilities shall be designed and operated such that no runoff from the facility is discharged to the storm drain system. Wastewater from the facility shall discharge to the sanitary sewer [or a wastewater reclamation system shall be installed and the wastewater reused with no discharges to the storm drain]. The applicant shall contact the local permitting authority and/or sanitary district with jurisdiction for specific connection and discharge requirements.

K. Vehicle/Equipment Repair and Maintenance

1) Vehicle/equipment repair and maintenance shall be performed in a designated area indoors, or if such services must be performed outdoors, in an area designed to prevent the run-on and runoff of stormwater.

2) Secondary containment shall be provided for exterior work areas where motor oil, brake fluid, gasoline, diesel fuel, radiator fluid, acid-containing batteries or other hazardous materials or hazardous wastes are used or stored. Drains shall not be installed within the secondary containment areas.

3) Vehicle service facilities shall not contain floor drains unless the floor drains are connected to wastewater pretreatment systems prior to discharge to the sanitary sewer, for which an industrial waste discharge permit has been obtained. The applicant shall contact the local permitting authority and/or sanitary district with jurisdiction for specific connection and discharge requirements.

4) Tanks, containers or sinks used for parts cleaning or rinsing shall not be connected to the storm drain system. Tanks, containers or sinks used for such purposes may only be connected to the sanitary sewer system if allowed by an industrial waste discharge permit. The applicant shall contact the local permitting authority and/or sanitary district with jurisdiction for specific connection and discharge requirements.

L. Fuel Dispensing Areas

1) Fueling areas[3] shall have impermeable surfaces (i.e., portland cement concrete or equivalent smooth impervious surface) that are: a) graded at the minimum slope necessary to prevent ponding; and b) separated from the rest of the site by a grade break that prevents run-on of stormwater to the maximum extent practicable.

2) Fueling areas shall be covered by a canopy that extends a minimum of ten feet in each direction from each pump. [Alternative: The fueling area must be roofed and the roof's minimum dimensions must be equal to or greater than the area within the grade break or fuel dispensing area, as defined below[3].] The canopy [or roof] shall not drain onto the fueling area.

M. Loading Docks

1) Loading docks shall be covered and/or graded to minimize run-on to and runoff from the loading area. Roof downspouts shall be positioned to direct stormwater away from the loading area. Water from loading dock areas shall be drained to the sanitary sewer [or diverted and collected for ultimate discharge to the sanitary sewer], [or if a municipality determines that discharge to a sanitary sewer system is not practicable, the applicant may propose an alternative method of providing for drainage from the loading area, subject to approval by RWQCB staff]. The

[3] The fueling area shall be defined as the area extending a minimum of 6.5 feet from the corner of each fuel dispenser or the length at which the hose and nozzle assembly may be operated plus a minimum of one foot, whichever is greater.

applicant shall contact the local permitting authority and/or sanitary district with jurisdiction for specific connection and discharge requirements.

2) Loading dock areas draining directly to the sanitary sewer shall be equipped with a spill control valve or equivalent device, which shall be kept closed during periods of operation, subject to approval by the sanitary district with jurisdiction. [Or – delete this sentence if it is inapplicable to your municipality.]

3) Door skirts between the trailers and the building shall be installed to prevent exposure of loading activities to rain, unless one of the following conditions apply: the loading dock is covered, or the applicant demonstrates that rainfall will not result in an untreated discharge to the storm drain system.

N. Fire Sprinkler Test Water

Provisions shall be made in the project design and construction to allow for the discharge of fire sprinkler test water to an onsite vegetated area. If this is not feasible, provide for discharge to the sanitary sewer subject to approval from the local permitting authority and/or sanitary district with jurisdiction.

O. Miscellaneous Drain or Wash Water

1) Boiler drain lines shall be directly or indirectly connected to the sanitary sewer system and may not discharge to the storm drain system.

2) For small air conditioning units, air conditioning condensate should be directed to landscaped areas as a minimum BMP. For large air conditioning units, in new developments or significant redevelopments, the preferred alternatives are for condensate lines to be directed to landscaped areas, or alternatively connected to the sanitary sewer system after obtaining permission from the sanitary sewer's owner. As with smaller units, any anti-algal or descaling agents must be properly disposed of. Any air conditioning condensate that is discharged to land without flowing to a storm drain may be subject to the requirements of the State Water Resources Control Board's (SWRCB) Statewide General Waste Discharge Requirements (WDRs) for Discharges to Land with a Low Threat to Water Quality.

3) Roof drains shall discharge and drain away from the building foundation to an unpaved area wherever practicable.

4) Roof top equipment including that producing air conditioning condensate [or other than that producing air conditioning condensate] shall drain to the sanitary sewer [or be covered and have no discharge to the storm drain]. The applicant shall contact the local permitting authority and/or sanitary district with jurisdiction for specific connection and discharge requirements.

5) An appropriately equipped facility that drains to the sanitary sewer must be provided for washing and/or steam cleaning activities. Sanitary connections are subject to the review, approval and conditions of the sanitary district with jurisdiction for receiving the discharge. These conditions shall be required for automotive related businesses.

Town of Woodside

Stormwater Inspector Training Documentation Record (Provision C.4.d)

Self-Training				Training Topics Covered - check each applicable one ✓			
Name of Person(s) Doing Self-Training	Training Materials Reviewed/Viewed	Hours Spent Training	Dates Self-Training Occurred	Urban Runoff Pollution Prevention	Inspection Procedures	Illicit Discharge Detection, Elimination & Follow-up	Implementation of Typical BMPs at Industrial & Commercial Facilities

Organized Workshop/Classroom/Seminar Training				Training Topics Covered - check each applicable one ✓			
Name of Person(s) Attending Training	Name of Training Event	Hours Spent Training	Date Training Occurred	Urban Runoff Pollution Prevention	Inspection Procedures	Illicit Discharge Detection, Elimination & Follow-up	Implementation of Typical BMPs at Industrial & Commercial Facilities

Stormwater Orientation Training

January 25, 2011

mark if attended	Last name	First name	Agency	phone	email
✓	Aguilar	Maria	Pacifica	650-738-4660	aguilarm@ci.pacifica.ca.us
	Aiello	Joseph	Atherton	650-752-0523	jaiello@ci.atherton.ca.us
	Aozasa	Lisa	County of San Mateo	650-363-1826	
✓	Aranda	Joseph	City of Redwood City	650-780-7200	jaranda@redwoodcity.org
✓	Austin	Mary	County of San Mateo	650-372-6259	maustin@co.sanmateo.ca.us
✓	Balestieri	Steve	County of San Mateo	650-599-7234	sbalestieri@co.sanmateo.ca.us
✓	Bartoli	Rob	City of Pacifica	650-738-7361	claycombe@ci.pacifica.ca.us
✓	Benedik	Tanya	City of Millbrae	650-259-2342	tbenedik@ci.millbrae.ca.us
✓	Bernie	Mau	Pacifica	650-738-3760	[redacted]
✓	Bonner	Jesse	CSG Consultants, Inc.	650-522-2523	jesseb@csgengr.com
	Brennan	John	County of San Mateo	650-363-1826	
✓	Brown	Cheyanne	Town of Portola Valley	650-851-1700	cbrown@portolavalley.net
✓	Chan	Susanna	City of San Mateo	650-522-7308	schan@cityofsanmateo.org
✓	Chan	Ray	City of San Carlos	650-802-4201	rchan@cityofsancarlos.org
✓	Chen	Lucy	East Palo Alto	650-853-3191	lchen@cityofepa.org
✓	Costa	Joe	County of San Mateo	650-599-7235	jcosta@co.sanmateo.ca.us
✓	Docto	Anthony	East Palo Alto	650-853-3119	[redacted]
✓	Donguines	Ray	Pacifica	650-738-3767	donguinesr@ci.pacifica.ca.us
✓	Dustin	Cohn	Pacifica	650-738-3760	[redacted]
✓	Elisesetche	Jean Pierre	Pacifica	650-738-3760	[redacted]
	Fabry	Matt	City of Brisbane	415-508-2134	mfabry@ci.brisbane.ca.us
✓	Fallaha	Kamal	East Palo Alto	650-853-3189	kfallaha@cityofepa.org
✓	Farbstein	Kathryn	Pacifica	650-734-7341	farbsteink@ci.pacifica.ca.us
✓	Farr	Jay	East Palo Alto	6508533106	jfarr@cityofepa.org
✓	Fehr	Kevin	City of Redwood City	650-780-5923	kfehr@redwoodcity.org
✓	Fischer	Stephen	County of San Mateo	650-599-7281	sfischer@co.sanmateo.ca.us
✓	Fong	Peter	South Bayside System A	650-832-6269	pfong@sbsa.org
✓	Foster	Carole	San Mateo County	650-599-1219	cfoster@co.sanmateo.ca.us
✓	Garcia	Edelzar	County of San Mateo	650-599-1436	egarcia@co.sanmateo.ca.us
	Gomery	Jane	City of Burlingame	650-558-7240	jgomery@burlingame.org
✓	Gomes	Richard	County of San Mateo	(650) 222-3445	
	Gromm	Dave	Pacifica	650-738-4660	grommd@ci.pacifica.ca.us
✓	Heap	Gary	City of San Mateo	650-522-7307	gheap@cityofsanmateo.org
	Horrisberger	Christina	Pacifica	650-738-7444	horrisberger@ci.pacifica.ca.us
✓	Howard	Robert	City of San Bruno	650-656-7179	
	Huynh	David	Atherton	650-752-0555	Dhuynh@ci.atherton.ca.us
✓	Johnson	Dewayne	County of San Mateo	650-599-7236	djohnson@co.sanmateo.ca.us
✓	Kinser	Karen	City of Brisbane	415-508-2134	kkinser@ci.brisbane.ca.us
✓	Kwong	Harry	City of Redwood City	650-780-7473	hkwong@redwoodcity.org
✓	Kyaw	Terence	City of Redwood City	650-780-7485	tkyaw@redwoodcity.org
	Lambert	Leslie	Town of Portola Valley	650-851-1700	llambert@portolavalley.net
	Levon	Jalalian	Hawk Engineers Inc.	559-707-0795	levon.jalalian@yahoo.com
	Lo	Jason	Pacifica	650-738-7341	loj@ci.pacifica.ca.us
RM	McLaughlin	Rita	County of San Mateo	650-363-1826	
	Mortazavi	Farhad	Millbrae	650-259-2416	fmortazvi@ci.millbrae.ca.us
	Mortazavi	Farhad	City of Millbrae	650-259-2416	fmortazavi@ci.millbrae.ca.us

mark if attended	Last name	First name	Agency	phone	email	
	Murphy	John	City of San Bruno	650-616-7076	jmurphy@sanbruno.ca.gov	
	Newton	Woody	Hawk Engineers Inc.	559-707-0795	woodynewton1@yahoo.com	
	O'Dea	Kelly	City of Millbrae	650-259-2448	kodea@ci.millbrae.ca.us	*
	Pacheco	Alan	County of San Mateo			
	Pacini	Ken	City of San Mateo	650-522-7333	kpacini@cityofsanmateo.org	
	Pacini	Jeff	County of San Mateo			
	Ramirez	Claudio	Pacifica	650-738-3760	ramirezivc@ci.pacifica.ca.us	
	Rogers	Elizabeth	CSG Consultants, Inc.	650-522-2523	elizabeth@csgengr.com	
	Rooney	Francis	South Bayside System A	650-298-6870	frooney@sbsa.org	
	Sellers	Ralph	Hawk Engineers Inc.	559-707-0795	ralph.sellers@sffdppw.org	
	Shehabi	Fereydown	City of Redwood City	650-780-7358	fshehabi@redwoodcity.org	*Need Binder
	Shu	Allan	City of Foster City/EMID	650-286-3271	ashu@fostercity.org	
	Steele	Eric	Pacifica	650-738-3760	[redacted]	
	Swillinger	Tim	County of San Mateo	650-372-6259	maustin@co.sanmateo.ca.us	
	Tallitsch	John	City of Belmont	510-637-4701	jtallitsch@belmont.gov	
	Thompson	Pamela	City of Redwood City	650-780-7200	pthompson@redwoodcity.org	
	Wayne	Mike	City of Redwood City	650-780-7352	mwayne@redwoodcity.org	
	Wemmer	Andrew	City of South San Franc	650-829-3883	andrew.wemmer@ssf.net	
	Wendt	S	East Palo Alto	650-853-3119	swendt@cityofepa.org	
	Wolff	Shoshana	City of South San Franc	650-829-3880	shoshana.wolff@ssf.net	
	Zammit	Cathi	City of San Mateo	650-522-7306	czammit@cityofsanmateo.org	
	LOR	CHAI	CITY OF PACIFICA	" 867422	1 CHAIL @CSGENGR. COM	
	[illegible]	Bernie	City of Pacifica	738-7760		
	TYLER	STEVE	ATHERTON	650-752-0541	STYLER@CI.ATHERTON.CA.US	
	Horrisberger	Christina	Pacifica	6507387444	horrisbergerc@ci.pacifica.ca.us	
	KINNAN	KILEY	BURLINGAME			

Zahori SAYED Redwood city 650 5040735
szahori@Redwoodcity.org – No Binder

Young, HOWARD Town of Portola Valley hyoung@portolavalley.net

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

Program Highlights

Provide background information, highlights, trends, etc.

General backsliding in our Inspections for the FY 10-11 with staff reductions resulting in reduced trained staff (in NPDES compliance).

1) Inspection frequencies have diminished somewhat while training is provided to newly appointed staff; reprioritizing of business/industrial based on template provided by county.

2) Conducting inspections, we have done less than prior years while we appropriately train inspectors

3) Updated database for all inspections for more comprehensive program

C.4.b.i. ► Business Inspection Plan

Do you have a Business Inspection Plan?	X	Yes		No

If No, explain:

C.4.b.iii.(1) ► Potential Facilities List

List below or attach your list of industrial and commercial facilities in your Inspection Plan to inspect that could reasonably be considered to cause or contribute to pollution of stormwater runoff.

See attached County Health Department list of planned inspections.

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 attached County Health Department list of potential inspections.

C.4.c.iii.(1) ►Facility Inspections

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

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

	Number	Percent
Number of businesses inspected	60	
Total number of inspections conducted	26	
Number of violations (excluding verbal warnings)	7	
Sites inspected in violation	7	27%
Violations resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner	22	85%

Comments:

1. Environmental Health & EPA does not include verbal warnings as a violation. Verbal warnings are used as a reminder to the facility on ways to improve their BMPs and as a reminder to the inspector that a BMP was discussed at the last inspection and improvements in this area needs to be noted at the next scheduled inspection.

2. Unless otherwise noted on the Stormwater Inspection Report, multiple violations at a specific site will only be counted as one violation. Facilities with multiple violations will not be deemed resolved unless all violations have been corrected.

3. Of the violations that were not resolved within 10 working days, the sites (four of them under one general site manager) are being monitored on a weekly basis for incremental compliance progress. Full-compliance is expected prior to October 1st. The City is working with the site manager carefully due to years of lack of maintenance; inspectors are providing clear expectations. After October 1st, escalated actions will ensue with increased penalty if compliance continues to be a low priority.

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)	1
Potential discharge and other	18

Comments:

1. **Facilities with multiple discharges or multiple potential discharges will only be counted as one discharge or one potential discharge.**
2. **The single "actual discharge" was dirt directly on top of a catch basin. This action was remedied immediately with full clean-out required.**

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

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

	Enforcement Action (as listed in ERP)[15]	Number of Enforcement Actions Taken	% of Enforcement Actions Taken[16]
Level 1	**Written Warning**	**18**	**69%**
Level 2	**Notice of Violation**	**8**	**31%**
Level 3	**Notice To Comply**	**0**	**0**
Level 4	**Legal Action**	**0**	**0**
Total		**26**	**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.

Business Category[17]	Number of Actual Discharge Violations	Number of Potential/Other Discharge Violations
Machine Shop	1	0
Industrial	3	0
Utility	3	0
Parking Lots	1	1
Wholesale/Retail	5	4
Schools	1	0
Automotive Related	7	4

[15] Agencies to list specific enforcement actions as defined in their ERPs.
[16] Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.
[17] List your Program's standard business categories.

C.4.c.iii.(4) ▶Non-Filers

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

No industries identified.

C.4.d.iii ▶Staff Training Summary

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
None to report; planned training for October 2011				

Attachment A Inspection List

Date originally prepared: 12/1/2009

Date last updated: 6/2/2011

FACILITY NAME	SITE ADDRESS	RECORD ID	annual inspection scheduled	INSPECTION DATE	Service Description	Inspection Result P/N	Follow Up inspection, date	INSPECTOR'S FIRST NAME
A 1 AUTO SERVICE & TOWING	2526 PULGAS AVE UNIT A	PR0057303	PR0057303	2/23/2011	ROUTINE			DAN
				6/15/2009	ROUTINE			PETE
AUTOZONE #3302	2160 UNIVERSITY AVE	PR0053414	PR0053414	8/13/2010	ROUTINE			DAN
				9/12/2007	ROUTINE			PETE
BEST BUY STORE #185	1751 E BAYSHORE BLVD	PR0047508	PR0047508	9/23/2009	ROUTINE			EUFRESINA
				12/11/2008	ROUTINE			EUFRESINA
				4/18/2008	ROUTINE			LYNA
				1/25/2007	ROUTINE			EUFRESINA
				1/25/2007	ROUTINE			EUFRESINA
				11/29/2006	ROUTINE			EUFRESINA
				11/17/2005	ROUTINE			EUFRESINA
				7/14/2004	ROUTINE			EUFRESINA
BREAD OF LIFE	1852 BAY RD	PR0041658	PR0041658	7/8/2009	ROUTINE			EUFRESINA
				4/3/2009	ROUTINE			EUFRESINA
				6/6/2007	ROUTINE			EUFRESINA
				4/7/2006	ROUTINE			EUFRESINA
				3/11/2005	ROUTINE			EUFRESINA
				3/24/2004	ROUTINE			EUFRESINA
				6/6/2003	ROUTINE			EUFRESINA
				4/12/2002	ROUTINE			EUFRESINA
BRENTWOOD SCHOOL	2086 CLARKE AVE	PR0041653	PR0041653	4/28/2010	ROUTINE			EUFRESINA
				11/12/2009	ROUTINE			EUFRESINA
				9/26/2008	ROUTINE			EUFRESINA
				2/28/2006	ROUTINE			EUFRESINA
				4/2/2004	ROUTINE			EUFRESINA
				9/2/2003	ROUTINE			EUFRESINA
				8/16/2002	ROUTINE			EUFRESINA
				5/15/2002	ROUTINE			EUFRESINA
				11/1/2001	ROUTINE			JOAN N
CAL SPRAY INC	1905 BAY RD	PR0040388	PR0040388	4/28/2011	ROUTINE			DAN
				7/20/2009	ROUTINE			SABRINA
				4/12/2007	ROUTINE			PETE
				9/28/2005	ROUTINE			DIRK
				12/3/2004	ROUTINE			PETE
				1/29/2003	ROUTINE			LINDSAY
CARNICERIA RODRIQUEZ	2398 UNIVERSITY STE A	PR0041646	PR0041646	10/8/2009	ROUTINE			EUFRESINA
				12/19/2008	ROUTINE			EUFRESINA
				4/19/2007	ROUTINE			EUFRESINA
				7/14/2004	ROUTINE			EUFRESINA
				1/20/2004	ROUTINE			GERLINDE
				7/22/2003	ROUTINE			EUFRESINA
				8/1/2002	ROUTINE			EUFRESINA
				1/2/2002	ROUTINE			JOAN N
CASE FURNITURE STRIPPING	2526 PULGAS AVE	PR0040396	PR0040396	3/10/2010	ROUTINE			SABRINA
				2/24/2009	ROUTINE			PETE

Attachment A Inspection List

Date originally prepared: 12/1/2009

Date last updated: 6/2/2011

FACILITY NAME	SITE ADDRESS	RECORD ID	annual inspection scheduled	INSPECTION DATE	Service Description	Inspection Result P/N	Follow Up inspection, date	INSPECTOR'S FIRST NAME
				11/10/2006	ROUTINE			PETE
				6/10/2004	ROUTINE			LINDSAY
				10/11/2002	ROUTINE			LINDSAY
CAVALLINO COLLISION	1880 W BAYSHORE	PR0040369	PR0040369	2/8/2011	ROUTINE			DAN
				1/27/2009	ROUTINE			PETE
				10/27/2006	ROUTINE			PETE
				6/9/2004	ROUTINE			LINDSAY
				11/21/2002	ROUTINE			LINDSAY
CEO STEEL FABRICATION INC	2530 PULGAS	PR0054690	PR0054690	11/2/2009	ROUTINE			SABRINA
				5/2/2008	ROUTINE			PETE
CESAR CHAVEZ ACADEMY	2350 RALMAR AVE	PR0041649	PR0041649	5/5/2010	ROUTINE			EUFRESINA
				10/8/2009	ROUTINE			EUFRESINA
				4/22/2009	ROUTINE			EUFRESINA
				10/8/2008	ROUTINE			EUFRESINA
				1/11/2007	ROUTINE			EUFRESINA
				10/19/2005	ROUTINE			EUFRESINA
				9/2/2003	ROUTINE			EUFRESINA
				8/16/2002	ROUTINE			EUFRESINA
				3/25/2002	ROUTINE			EUFRESINA
				12/4/2001	ROUTINE			JOAN N
CHEVRON SERVICE STATION #1081	2101 UNIVERSITY AVE	PR0040386	PR0040386	1/26/2010	ROUTINE			SABRINA
				3/6/2008	ROUTINE			PETE
				3/21/2006	ROUTINE			PETE
				3/23/2005	ROUTINE			PETE
				4/8/2004	ROUTINE			LINDSAY
				4/17/2003	ROUTINE			LINDSAY
				5/8/2002	ROUTINE			LINDSAY
COOLEY AVENUE MARKET	2235 COOLEY AVE	PR0041629	PR0041629	12/17/2009	ROUTINE			EUFRESINA
				2/10/2009	ROUTINE			EUFRESINA
				5/11/2007	ROUTINE			EUFRESINA
				2/28/2006	ROUTINE			EUFRESINA
				3/16/2004	ROUTINE			EUFRESINA
				6/6/2003	ROUTINE			EUFRESINA
				1/2/2002	ROUTINE			JOAN N
COSTANO ELEMENTARY SCHOOL	2695 FORDHAM ST	PR0041652	PR0041652	4/13/2010	ROUTINE			EUFRESINA
				9/23/2009	ROUTINE			EUFRESINA
				3/27/2009	ROUTINE			EUFRESINA
				9/26/2008	ROUTINE			EUFRESINA
				6/13/2008	ROUTINE			CHRISTINE
				4/18/2007	ROUTINE			EUFRESINA
				4/7/2006	ROUTINE			EUFRESINA
				9/16/2003	ROUTINE			EUFRESINA
				5/16/2003	ROUTINE			EUFRESINA
				12/10/2002	ROUTINE			EUFRESINA

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DAYTOP	2560 PULGAS AVE	PR0041648	PR0041648	5/12/2010	ROUTINE			EUFRESINA
				11/12/2009	ROUTINE			EUFRESINA
				2/10/2009	ROUTINE			EUFRESINA
				5/17/2007	ROUTINE			EUFRESINA
				2/14/2006	ROUTINE			EUFRESINA
				3/11/2005	ROUTINE			EUFRESINA
				3/9/2004	ROUTINE			EUFRESINA
				5/6/2003	ROUTINE			LYNN
				4/4/2002	ROUTINE			EUFRESINA
E PALO ALTO SHELL	2194 UNIVERSITY AVE	PR0040383	PR0040383	1/29/2010	ROUTINE			SABRINA
				4/21/2008	ROUTINE			PETE
				4/20/2006	ROUTINE			PETE
				5/12/2005	ROUTINE			PETE
				5/21/2004	ROUTINE			LINDSAY
				3/12/2003	ROUTINE			LINDSAY
				3/7/2002	ROUTINE			LINDSAY
EAST PALO ALTO CHARTER SCHOOL	1286 RUNNYMEDE	PR0041677	PR0041677	4/28/2010	ROUTINE			EUFRESINA
				9/23/2009	ROUTINE			EUFRESINA
				3/27/2009	ROUTINE			EUFRESINA
				9/9/2008	ROUTINE			EUFRESINA
				5/18/2007	ROUTINE			EUFRESINA
				10/21/2005	ROUTINE			EUFRESINA
				9/15/2004	ROUTINE			EUFRESINA
				9/2/2003	ROUTINE			EUFRESINA
				8/15/2002	ROUTINE			EUFRESINA
				5/15/2002	ROUTINE			EUFRESINA
EAST PALO ALTO SENIOR CENTER	560 BELL ST	PR0042940	PR0042940	11/18/2009	ROUTINE			EUFRESINA
				3/4/2009	ROUTINE			EUFRESINA
				4/14/2006	ROUTINE			EUFRESINA
				10/21/2005	ROUTINE			EUFRESINA
				9/15/2004	ROUTINE			EUFRESINA
				7/25/2003	ROUTINE			EUFRESINA
				8/16/2002	ROUTINE			EUFRESINA
EASTSIDE COLLEGE CAFETERIA	1043 MYRTLE ST	PR0049961	PR0049961	5/5/2010	ROUTINE			EUFRESINA
				11/12/2009	ROUTINE			EUFRESINA
				4/22/2009	ROUTINE			EUFRESINA
				10/8/2008	ROUTINE			EUFRESINA
				5/17/2007	ROUTINE			EUFRESINA
				2/28/2006	ROUTINE			EUFRESINA
EASTSIDE MARKET	2368 CLARKE AVE	PR0041627	PR0041627	12/17/2009	ROUTINE			EUFRESINA
				2/3/2009	ROUTINE			EUFRESINA
				6/16/2008	ROUTINE			CHRISTINE
				1/26/2007	ROUTINE			EUFRESINA
				1/26/2007	ROUTINE			EUFRESINA
				10/21/2005	ROUTINE			EUFRESINA

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				3/9/2004	ROUTINE			EUFRESINA
				5/20/2003	ROUTINE			EUFRESINA
EL BOHEMIO BILLIARDS	2377 UNIVERSITY AVE	PR0041651	PR0041651	3/11/2010	ROUTINE			EUFRESINA
				4/3/2009	ROUTINE			EUFRESINA
				6/16/2006	ROUTINE			EUFRESINA
				4/16/2004	ROUTINE			EUFRESINA
				2/21/2003	ROUTINE			EUFRESINA
				4/4/2002	ROUTINE			EUFRESINA
EL SABOR MICHOCANO	2398 UNIVERSITY AVE D	PR0041642	PR0041642	10/8/2009	ROUTINE			EUFRESINA
				1/2/2009	ROUTINE			EUFRESINA
				1/2/2009	ROUTINE			EUFRESINA
				4/19/2007	ROUTINE			EUFRESINA
				2/22/2006	ROUTINE			EUFRESINA
				7/14/2004	ROUTINE			EUFRESINA
				7/22/2003	ROUTINE			EUFRESINA
				4/16/2003	ROUTINE			EUFRESINA
EMMANUEL PIZZA & BAKERY	1489 E BAYSHORE RD	PR0041644	PR0041644	3/9/2010	ROUTINE			EUFRESINA
				8/21/2009	ROUTINE			EUFRESINA
				1/13/2009	ROUTINE			EUFRESINA
				1/13/2009	ROUTINE			EUFRESINA
				5/23/2008	ROUTINE			EDMOND
				9/18/2007	ROUTINE			NGAI
				8/10/2006	ROUTINE			EUFRESINA
				1/9/2004	ROUTINE			EUFRESINA
				1/8/2003	ROUTINE			EUFRESINA
EPA CORP YARD	150 TARA ST	PR0046158	PR0046158	3/9/2010	ROUTINE			ESTUARDO
				10/1/2007	ROUTINE			PETE
				3/31/2005	ROUTINE			PETE
				10/17/2003	ROUTINE			LINDSAY
FOUR SEASONS HOTEL	2050 UNIVERSITY AVE	PR0050181	PR0050181	12/22/2009	ROUTINE			EUFRESINA
				1/6/2009	ROUTINE			EUFRESINA
				6/25/2008	ROUTINE			FROBIE R
				2/23/2006	ROUTINE			EUFRESINA
		PR0053261	PR0053261	7/21/2009	ROUTINE			SABRINA
				8/30/2007	ROUTINE			PETE
GARDEN SUPERMARKET	1933 PULGAS AVE	PR0041632	PR0041632	12/23/2009	ROUTINE			EUFRESINA
				2/3/2009	ROUTINE			EUFRESINA
				11/21/2006	ROUTINE			EUFRESINA
				2/14/2006	ROUTINE			EUFRESINA
				12/19/2003	ROUTINE			EUFRESINA
				5/6/2003	ROUTINE			LYNN
				4/4/2002	ROUTINE			EUFRESINA
GLOBAL STEEL FABRICATION, INC	255 DEMETER ST	PR0040374	PR0040374	10/23/2009	ROUTINE			SABRINA
				7/23/2008	ROUTINE			PETE
				1/6/2006	ROUTINE			PETE
				11/4/2003	ROUTINE			LINDSAY

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				10/31/2002	ROUTINE			LINDSAY
GREEN OAKS ACADEMY	2450 RALMAR ST	PR0041674	PR0041674	5/5/2010	ROUTINE			EUFRESINA
				10/8/2009	ROUTINE			EUFRESINA
				4/22/2009	ROUTINE			EUFRESINA
				10/8/2008	ROUTINE			EUFRESINA
				1/11/2007	ROUTINE			EUFRESINA
				10/19/2005	ROUTINE			EUFRESINA
				9/2/2003	ROUTINE			EUFRESINA
				8/16/2002	ROUTINE			EUFRESINA
HEW DRILLING	1045 WEEKS	PR0040363	PR0040363	9/22/2009	ROUTINE			SABRINA
				9/25/2007	ROUTINE			PETE
				2/4/2005	ROUTINE			PETE
				1/24/2003	ROUTINE			LINDSAY
HOME DEPOT	1781 E BAYSHORE RD	PR0040400	PR0040400	2/8/2011	ROUTINE			DAN
				4/16/2009	ROUTINE			PETE
				6/20/2006	ROUTINE			PETE
				6/10/2004	ROUTINE			LINDSAY
				12/26/2002	ROUTINE			LINDSAY
IKEA EAST PALO ALTO	1700 E BAYSHORE RD	PR0049960	PR0049960	10/13/2009	ROUTINE			EUFRESINA
				12/12/2008	ROUTINE			EUFRESINA
				5/9/2008	ROUTINE			LYNA
				12/29/2006	ROUTINE			EUFRESINA
				12/29/2006	ROUTINE			EUFRESINA
INFINITY AUTO RECYCLING	2091 BAY RD	PR0040373	PR0040373	11/5/2010	ROUTINE			DAN
				3/31/2009	ROUTINE			PETE
				8/24/2006	ROUTINE			PETE
				5/4/2004	ROUTINE			LINDSAY
				7/3/2002	ROUTINE			LINDSAY
JAMES FLOOD SCHOOL	2031 PULGAS AVE	PR0059697	PR0059697	4/13/2010	ROUTINE			EUFRESINA
				11/20/2009	ROUTINE			EUFRESINA
JS PRODUCT PAINTING CO INC	75 DEMETER ST	PR0040372	PR0040372	4/21/2011	ROUTINE			DAN
				5/26/2009	ROUTINE			PETE
				1/25/2007	ROUTINE			PETE
				11/30/2004	ROUTINE			PETE
				11/26/2002	ROUTINE			LINDSAY
JUST LUNCH	1950 UNIVERSITY AVE	PR0047250	PR0047250	11/18/2009	ROUTINE			EUFRESINA
				1/6/2009	ROUTINE			EUFRESINA
				6/25/2008	ROUTINE			FROBIE R
				5/24/2007	ROUTINE			EUFRESINA
				8/29/2006	ROUTINE			EUFRESINA
				10/28/2005	ROUTINE			EUFRESINA
LA ESTRELLITA	2387 UNIVERSITY AVE	PR0041660	PR0041660	12/9/2009	ROUTINE			EUFRESINA
				1/7/2009	ROUTINE			EUFRESINA
				6/20/2008	ROUTINE			EDMOND
				5/22/2007	ROUTINE			EUFRESINA
				6/7/2006	ROUTINE			EUFRESINA

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				6/17/2005	ROUTINE			EUFRESINA
				12/30/2002	ROUTINE			EUFRESINA
LA TIENDITA MARKET	510 OCONNOR ST	PR0049949	PR0049949	11/18/2009	ROUTINE			EUFRESINA
				10/15/2008	ROUTINE			EUFRESINA
				8/29/2006	ROUTINE			EUFRESINA
LAS ADELITAS RESTAURANT & MEAT MKT	2373 UNIVERSITY AVE	PR0041638	PR0041638	1/21/2010	ROUTINE			EUFRESINA
				1/7/2009	ROUTINE			EUFRESINA
				6/20/2008	ROUTINE			EDMOND
				6/7/2006	ROUTINE			EUFRESINA
				12/16/2003	ROUTINE			EUFRESINA
				2/21/2003	ROUTINE			EUFRESINA
				3/18/2002	ROUTINE			EUFRESINA
LEES BACKHOE SERVICE	1800 BAY RD	PR0040367	PR0040367	7/17/2009	ROUTINE			SABRINA
				6/13/2007	ROUTINE			PETE
				12/2/2004	ROUTINE			PETE
				12/11/2002	ROUTINE			LINDSAY
LLANOS AUTO REPAIR	1849 BAY RD	PR0056327	PR0056327	8/10/2010	ROUTINE			DAN
				12/8/2008	ROUTINE			PETE
MCDONALDS RESTAURANT	1721 E BAYSHORE	PR0041673	PR0041673	9/22/2009	ROUTINE			EUFRESINA
				12/12/2008	ROUTINE			EUFRESINA
				4/18/2008	ROUTINE			LYNA
				1/26/2007	ROUTINE			EUFRESINA
				1/26/2007	ROUTINE			EUFRESINA
				11/21/2006	ROUTINE			EUFRESINA
				7/13/2004	ROUTINE			EUFRESINA
				7/2/2003	ROUTINE			EUFRESINA
				7/12/2002	ROUTINE			EUFRESINA
	2401 UNIVERSITY AVE	PR0041643	PR0041643	12/9/2009	ROUTINE			EUFRESINA
				1/7/2009	ROUTINE			EUFRESINA
				12/9/2008	ROUTINE			EUFRESINA
				6/20/2008	ROUTINE			EDMOND
				6/7/2006	ROUTINE			EUFRESINA
				6/17/2005	ROUTINE			EUFRESINA
				7/17/2003	ROUTINE			EUFRESINA
				12/30/2002	ROUTINE			EUFRESINA
METRODEM USA	1215 E BAYSHORE RD	PR0041636	PR0041636	1/21/2010	ROUTINE			EUFRESINA
				4/14/2004	ROUTINE			EUFRESINA
				1/8/2003	ROUTINE			JOAN N
				2/12/2002	ROUTINE			JOAN N
NEW BRIDGE MARKET	922 NEW BRIDGE ST	PR0049950	PR0049950	10/14/2009	ROUTINE			EUFRESINA
				6/26/2007	ROUTINE			EUFRESINA
OAKWOOD MARKET INC	2106 OAKWOOD DR	PR0041631	PR0041631	12/22/2009	ROUTINE			EUFRESINA
				1/13/2009	ROUTINE			EUFRESINA
				1/13/2009	ROUTINE			EUFRESINA
				5/23/2008	ROUTINE			EDMOND

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				9/18/2007	ROUTINE			EUFRESINA
				8/11/2006	ROUTINE			EUFRESINA
				1/10/2006	ROUTINE			EUFRESINA
				4/14/2004	ROUTINE			EUFRESINA
				5/6/2003	ROUTINE			EUFRESINA
				4/4/2002	ROUTINE			EUFRESINA
OCEANNA CAFE	1781 E BAYSHORE RD	PR0049953	PR0049953	9/22/2009	ROUTINE			EUFRESINA
				12/12/2008	ROUTINE			EUFRESINA
				4/23/2007	ROUTINE			FROBIE R
				4/14/2006	ROUTINE			EUFRESINA
OCONNOR PUMP STATION	1180 OCONNOR ST	PR0054108	PR0054108	5/10/2011	ROUTINE			DAN
				5/19/2010	ROUTINE			SABRINA
				5/28/2008	ROUTINE			PETE
OFFICE DEPOT #978	1761 E BAYSHORE RD	PR0041664	PR0041664	9/23/2009	ROUTINE			EUFRESINA
				12/11/2008	ROUTINE			EUFRESINA
				4/18/2008	ROUTINE			LYNA
				6/13/2006	ROUTINE			EUFRESINA
				7/13/2004	ROUTINE			EUFRESINA
				7/2/2003	ROUTINE			EUFRESINA
				7/12/2002	ROUTINE			EUFRESINA
ONE STOP MARKET	1493 E BAYSHORE RD	PR0041639	PR0041639	3/9/2010	ROUTINE			EUFRESINA
				8/21/2009	ROUTINE			EUFRESINA
				1/13/2009	ROUTINE			EUFRESINA
				5/23/2008	ROUTINE			EDMOND
				9/18/2007	ROUTINE			EUFRESINA
				8/10/2006	ROUTINE			EUFRESINA
				6/17/2003	ROUTINE			EUFRESINA
				3/14/2002	ROUTINE			EUFRESINA
PAL MARKET	2398 UNIVERSITY STE A	PR0041640	PR0041640	10/8/2009	ROUTINE			EUFRESINA
				12/19/2008	ROUTINE			EUFRESINA
				4/18/2007	ROUTINE			EUFRESINA
				7/14/2004	ROUTINE			EUFRESINA
				7/22/2003	ROUTINE			EUFRESINA
				8/1/2002	ROUTINE			EUFRESINA
				1/2/2002	ROUTINE			JOAN N
PARKING CO OF AMERICA	160 DEMETER ST	PR0040381	PR0040381	9/1/2010	ROUTINE			DAN
				8/20/2009	ROUTINE			SABRINA
				9/13/2007	ROUTINE			PETE
				8/16/2005	ROUTINE			PETE
				9/2/2004	ROUTINE			PETE
				4/11/2003	ROUTINE			LINDSAY
				1/4/2002	ROUTINE			LINDSAY
PG&E COOLEY LANDING SUBSTATION	2000 BAY RD	PR0040389	PR0040389	3/8/2011	ROUTINE			DAN
				3/17/2009	ROUTINE			PETE
				8/11/2006	ROUTINE			PETE

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				5/20/2004	ROUTINE			LINDSAY
				1/7/2003	ROUTINE			LINDSAY
PITCHER DRILLING CO	218 DEMETER ST	PR0043174	PR0043174	8/30/2010	ROUTINE			DAN
				10/7/2008	ROUTINE			PETE
				4/24/2006	ROUTINE			PETE
				3/11/2004	ROUTINE			LINDSAY
				6/20/2002	ROUTINE			LINDSAY
RAVENSWOOD CHILD DEVELOPMENT CT	2086 CLARK AVE	PR0041675	PR0041675	4/28/2010	ROUTINE			EUFRESINA
				11/12/2009	ROUTINE			EUFRESINA
				9/26/2008	ROUTINE			EUFRESINA
				4/2/2004	ROUTINE			EUFRESINA
				9/2/2003	ROUTINE			EUFRESINA
				5/6/2003	ROUTINE			EUFRESINA
				5/15/2002	ROUTINE			EUFRESINA
				11/1/2001	ROUTINE			JOAN N
RAVENSWOOD CITY SCHOOL DIST	2160 EUCLID AVE	PR0040368	PR0040368	10/27/2010	ROUTINE			DAN
				11/6/2009	ROUTINE			SABRINA
				10/27/2008	ROUTINE			PETE
				10/11/2005	ROUTINE			PETE
				8/26/2004	ROUTINE			PETE
				1/16/2003	ROUTINE			LINDSAY
				1/4/2002	ROUTINE			LINDSAY
RONALD MCNAIR SCHOOL	2033 PULGAS AVE	PR0041650	PR0041650	4/13/2010	ROUTINE			EUFRESINA
				9/23/2009	ROUTINE			EUFRESINA
				3/27/2009	ROUTINE			EUFRESINA
				9/26/2008	ROUTINE			EUFRESINA
				5/23/2007	ROUTINE			EUFRESINA
				5/16/2007	ROUTINE			EUFRESINA
				4/7/2006	ROUTINE			EUFRESINA
				10/21/2005	ROUTINE			EUFRESINA
				9/15/2004	ROUTINE			EUFRESINA
				9/12/2003	ROUTINE			EUFRESINA
				5/6/2003	ROUTINE			EUFRESINA
				4/9/2002	ROUTINE			EUFRESINA
SEVEN ELEVEN FOOD STORE #14336 E	77 NEWELL RD	PR0041630	PR0041630	7/31/2009	ROUTINE			EUFRESINA
				8/6/2008	ROUTINE			EUFRESINA
				5/4/2007	ROUTINE			EUFRESINA
				8/29/2006	ROUTINE			EUFRESINA
				3/31/2004	ROUTINE			EUFRESINA
				5/20/2003	ROUTINE			EUFRESINA
SF SOUP CO	1950 UNIVERSITY AVE	PR0047617	PR0047617	11/18/2009	ROUTINE			EUFRESINA
				1/6/2009	ROUTINE			EUFRESINA
				6/25/2008	ROUTINE			FROBIE R
				5/24/2007	ROUTINE			EUFRESINA

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				8/29/2006	ROUTINE			EUFRESINA
STARBUCKS COFFEE CO 5977	1745 E BAYSHORE RD	PR0049957	PR0049957	10/13/2009	ROUTINE			EUFRESINA
				12/11/2008	ROUTINE			EUFRESINA
				4/18/2008	ROUTINE			LYNA
				6/27/2006	ROUTINE			EUFRESINA
TACO BELL RESTAURANT	1701 E BAYSHORE RD	PR0041662	PR0041662	9/22/2009	ROUTINE			EUFRESINA
				12/12/2008	ROUTINE			EUFRESINA
				5/9/2008	ROUTINE			LYNA
				5/10/2007	ROUTINE			EUFRESINA
				7/14/2004	ROUTINE			EUFRESINA
				7/2/2003	ROUTINE			EUFRESINA
				7/12/2002	ROUTINE			EUFRESINA
				6/7/2002	ROUTINE			EUFRESINA
TAQUERIA LOS TEMOS	1491 E BAYSHORE RD	PR0041663	PR0041663	3/9/2010	ROUTINE			EUFRESINA
				8/21/2009	ROUTINE			EUFRESINA
				1/13/2009	ROUTINE			EUFRESINA
				1/13/2009	ROUTINE			EUFRESINA
				5/23/2008	ROUTINE			EDMOND
				9/18/2007	ROUTINE			NGAI
				8/10/2006	ROUTINE			EUFRESINA
				1/10/2006	ROUTINE			EUFRESINA
				1/9/2004	ROUTINE			EUFRESINA
				1/8/2003	ROUTINE			EUFRESINA
				12/10/2002	ROUTINE			EUFRESINA
THREE BROTHERS TACOS	1760 W BAYSHORE RD	PR0049959	PR0049959	7/14/2009	ROUTINE			EUFRESINA
				8/6/2008	ROUTINE			EUFRESINA
				4/27/2007	ROUTINE			EUFRESINA
				4/27/2007	ROUTINE			EUFRESINA
	2220 UNIVERSITY AVE	PR0049948	PR0049948	12/23/2009	ROUTINE			EUFRESINA
				9/9/2008	ROUTINE			EUFRESINA
				6/20/2008	ROUTINE			EDMOND
				5/10/2007	ROUTINE			EUFRESINA
				4/14/2006	ROUTINE			EUFRESINA
				4/13/2006	ROUTINE			EUFRESINA
TOGOS/BASKIN ROBBINS	1741 E BAYSHORE RD	PR0042955	PR0042955	10/13/2009	ROUTINE			EUFRESINA
				12/11/2008	ROUTINE			EUFRESINA
				4/18/2008	ROUTINE			LYNA
				6/27/2006	ROUTINE			EUFRESINA
				11/17/2005	ROUTINE			EUFRESINA
				7/13/2004	ROUTINE			EUFRESINA
				7/12/2002	ROUTINE			EUFRESINA
TORRES PRINTEX	1175 WEEKS AVE	PR0040398	PR0040398	1/6/2010	ROUTINE			SABRINA
				7/11/2008	ROUTINE			PETE
				11/10/2005	ROUTINE			PETE
				9/9/2003	ROUTINE			LINDSAY
				5/7/2002	ROUTINE			LINDSAY

Attachment A Inspection List

Date originally prepared: 12/1/2009

Date last updated: 6/2/2011

FACILITY NAME	SITE ADDRESS	RECORD ID	annual inspection scheduled	INSPECTION DATE	Service Description	Inspection Result P/N	Follow Up inspection, date	INSPECTOR'S FIRST NAME
TOUCHATT TRUCKING	2535 PULGAS AVE	PR0040385	PR0040385	8/12/2010	ROUTINE			DAN
				7/30/2008	ROUTINE			PETE
				3/24/2004	ROUTINE			LINDSAY
				3/19/2002	ROUTINE			LINDSAY
WBSD ILLINOIS PURDUE PUMP STA	335 DEMETER ST	PR0040394	PR0040394	9/24/2010	ROUTINE			DAN
				8/1/2008	ROUTINE			PETE
				2/24/2006	ROUTINE			PETE
				12/30/2003	ROUTINE			LINDSAY
				12/6/2002	ROUTINE			LINDSAY
WELLS REIT II-UNIVERSITY CIRCLE	1900 UNIVERSITY AVE	PR0041183	PR0041183	2/23/2011	ROUTINE			DAN
				2/20/2009	ROUTINE			PETE
				5/3/2006	ROUTINE			PETE
				12/5/2003	ROUTINE			LINDSAY
				3/1/2002	ROUTINE			LINDSAY

Total Dailies: 420

Filter: Dailies with: All of (PE from "3090" to "3090", CODE in "01", "04", CODE = "001", City Name (Site Address) CITY NAME in "E PALO ALTO")

STAFF	INPSECTION TYPE	INSPECTION DATE	FACILITY NAME		ADDRESS	17
ROMPF	1	7/2/2010	RAINERS SERVICE STATION, INC	1905	BAYSHORE	E PALO ALTO
ROMPF	1	8/10/2010	LLANOS AUTO REPAIR	1849	BAY	E PALO ALTO
ROMPF	1	8/12/2010	TOUCHATT TRUCKING	2535	PULGAS	E PALO ALTO
ROMPF	1	8/13/2010	AUTOZONE #3302	2160	UNIVERSITY	E PALO ALTO
ROMPF	1	8/30/2010	PITCHER DRILLING CO	218	DEMETER	E PALO ALTO
ROMPF	1	9/1/2010	PARKING CO OF AMERICA	160	DEMETER	E PALO ALTO
ROMPF	1	9/24/2010	WBSD ILLINOIS PURDUE PUMP STA	335	DEMETER	E PALO ALTO
ROMPF	1	10/27/2010	RAVENSWOOD CITY SCHOOL DIST	2160	EUCLID	E PALO ALTO
ROMPF	1	11/5/2010	INFINITY AUTO RECYCLING	2091	BAY	E PALO ALTO
ROMPF	1	2/8/2011	CAVALLINO COLLISION	1880	BAYSHORE	E PALO ALTO
ROMPF	1	2/8/2011	HOME DEPOT	1781	BAYSHORE	E PALO ALTO
ROMPF	1	2/23/2011	A 1 AUTO SERVICE & TOWING	2526	PULGAS	E PALO ALTO
ROMPF	1	2/23/2011	WELLS REIT II-UNIVERSITY CIRCLE	1900	UNIVERSITY	E PALO ALTO
ROMPF	1	3/8/2011	PG&E COOLEY LANDING SUBSTATION	2000	BAY	E PALO ALTO
ROMPF	1	4/21/2011	JS PRODUCT PAINTING CO INC	75	DEMETER	E PALO ALTO
ROMPF	1	4/28/2011	CAL SPRAY INC	1905	BAY	E PALO ALTO
ROMPF	1	5/10/2011	OCONNOR PUMP STATION	1180	OCONNOR	E PALO ALTO

STORMWATER INSPECTIONS & VIOLATIONS SUMMARY

Municipality: EAST PALO ALTO
Period Covered by this Report: July 1, 2010 through September 30, 2010
Period Covered by the Previous Report: April 1 through June 30, 2010
Date:

	Haz Mat	Food
Total Number of Inspections:	6	11
Total Number of Violations:	1	0
Total Follow-up Actions:	1	0
Total Violations Corrected:	1	0
Total Violations Pending:	0	0

NAME ADDRESS TYPE OF BUSINESS	VIOL. DATE	INSP	TYPES OF VIOLATIONS		DESCRIPTION OF VIOLATION	ENFORCEMENT ACTIONS					FOLLOW-UP ACTION	VIOLATIONS CORRECTED (YES/NO)	DATE CORRECTED
			PEX	NSW	including whether violating flow reached a creek or other waterbody, (name waterbody)	NONE	VW	WN	AA	LA			
Llanos Auto Repair, 849 Bay Rd	10-Aug	DR	na	na	Use drip pan when completing any work in outdoor work stall.	*					no	na	na
Touchatt Trucking, 2535 Pulgas	11-Aug	DR	na	na	Keep all containers covered, in good condition. Remove rusted containers leaking onto dirt.Clean up hawaste storage areas & remove all damaged hazwaste containers.			*			yes	yes	18-Sep
Pltcher Drilling Co, 218 Demeter	30-Aug	DR	na	na	No violations - follow suggested BMP's. Keep hazardous waste/battery carts? covered from elements. Clean up used absorbants and spill s as they occur. Clean out oil/water separator regularly.	*					no	na	na
Parking Co of America, 160 Demeter	1-Sep	DR	na	na	No violations. Note - Remove old rusted containers within 30 days		*				no	na	na

Type of Violation
PEX Pollutant Exposure
NSW Non-Stormwater Discharge

Discharge of pollutants to stromdrain system because polltants are exposed to stormwater runoff. Discharge of non-stormwater materials to storm drain syste. Non-stormwater discharges are allowed by STOPPP's NPDES permit as conditgionally exempted should not be identifies as a NSW violation.

Enforcement Actions
None No Action Taken
VW Verbal Warning
WN Warning Notice
AA Adiministative Action
LA Legal Notice

IE

m Program

City: [illegible] ☐ Unincorporated

Date: _____ Time: _____

☐ Facility has closed ☐ Facility information has changed

Reason for Inspection: ☐ First Inspection ☐ Routine Inspection ☐ Response to Complaint ☐ Follow-up | Follow-up Inspection Due:

NAME OF FACILITY	SITE ADDRESS
TOUCHETT TRUCKING	2335 [illegible]

CONTACT NAME	PHONE	BUSINESS TYPE/ACTIVITY	SIC

Is the property owner different than the facility owner? ☐ yes ☐ no If yes, complete the following: ☐ High Priority Facility

NAME PHONE

MAILING ADDRESS

Is the facility covered under any other programs or permits? (Check all that apply.)

☐ None ☐ Sanitary sewer

☐ Air quality ☐ Hazmat business plan ☐ Underground storage tanks ☐ Above ground storage tanks

☐ Fire department(hazmat storage) ☐ Hazmat waste generator ☐ Retail food facility ☐ Other

Is the facility covered under a storm water permit? ☐ Does not need coverage ☐ No, but may need to be (Refer to Water Board staff)

☐ Individual ☐ General: Does the facility have a SWPPP? ☐ yes ☐ no

N/A = Not Applicable; PTNL = POTENTIAL for Pollutant Discharge: 1 = low potential, 2 = medium potential, 3 = high potential

BMP effectiveness: 0 = BMPs are effective, 1 = BMPs are fairly/almost effective, 2 = BMPs are not effective, 3 = No BMPs are implemented

NSW = Non-Stormwater Discharge

ACTIVITY AREAS	N/A	Potential PTNL	Effectiveness BMP	Actual Discharge NSW	☐ Check box if educational outreach material is distributed and provide title(s) of outreach material(s): REMARKS: Describe recommendations, requirements, and time to implement. Check box if remark is a requirement
A. Outdoor Process/Manufacturing Areas	✓				☐
B. Outdoor Material Storage Areas		2	2		☐ [illegible]
C. Outdoor Waste Storage/Disposal Areas		2	2		☐ [illegible]
D. Outdoor Vehicle and Heavy Equipment Storage, Maintenance Areas		1	1		☐
E. Outdoor Parking Areas and Access Roads		1	1		☐
F. Outdoor Wash Areas		1	1		☐
G. Rooftop Equipment	✓				☐
H. Outdoor Drainage from Indoor Areas	✓				☐
I. Other (describe):	✓				☐

COMMENTS/REMARKS/REQUIREMENTS Structural control present ☐ Maintenance required in storm drain system ☐ yes ☐ no

[illegible] Touchett Curbs out

Yard w/in 10 days of Notice

☐ See attached for more comments.

PRIORITY FOR RE-INSPECTION: ☐ 1; First ☐ 2; Second ☐ 3; Third | ☐ Referred to: Details:

ENFORCEMENT: ☐ None ☐ Verbal Notice ☐ Warning Notice ☐ Administrative Action ☐ Administrative Action w/ Penalty &/or Cost Recovery ☐ Legal Action

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Facility Representative: [signature] Inspector: D Pompa

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water. Healthy Community.

City: _____ ☐ Unincorporated

Date: _____ Time: _____

☐ Facility has closed ☐ Facility information has changed

Reason for Inspection: ☐ First Inspection ☐ Routine Inspection ☐ Response to Complaint ☐ Follow-up | Follow-up Inspection Due:

NAME OF FACILITY | SITE ADDRESS

CONTACT NAME | PHONE | BUSINESS TYPE/ACTIVITY | SIC

Is the property owner different than the facility owner? ☐ yes ☐ no If yes, complete the following: ☐ High Priority Facility

NAME PHONE

MAILING ADDRESS

Is the facility covered under any other programs or permits? (Check all that apply.)

☐ Air quality ☐ Hazmat business plan ☐ None ☐ Sanitary sewer

☐ Fire department(hazmat storage) ☐ Hazmat waste generator ☐ Underground storage tanks ☐ Above ground storage tanks

☐ Retail food facility ☐ Other

Is the facility covered under a storm water permit? ☐ Does not need coverage ☐ No, but may need to be (Refer to Water Board staff)

☐ Individual ☐ General: Does the facility have a SWPPP? ☐ yes ☐ no

N/A = Not Applicable; PTNL = POTENTIAL for Pollutant Discharge: 1 = low potential, 2 = medium potential, 3 = high potential

BMP effectiveness: 0 = BMPs are effective, 1 = BMPs are fairly/almost effective, 2 = BMPs are not effective, 3 = No BMPs are implemented

NSW = Non-Stormwater Discharge

ACTIVITY AREAS	N/A	Potential PTNL	Effectiveness BMP	Actual Discharge NSW	☐ Check box if educational outreach material is distributed and provide title(s) of outreach material(s): REMARKS: Describe recommendations, requirements, and time to implement. Check box if remark is a requirement
A. Outdoor Process/Manufacturing Areas					☐
B. Outdoor Material Storage Areas					☐
C. Outdoor Waste Storage/Disposal Areas					☐
D. Outdoor Vehicle and Heavy Equipment Storage, Maintenance Areas					☐
E. Outdoor Parking Areas and Access Roads					☐
F. Outdoor Wash Areas					☐
G. Rooftop Equipment					☐
H. Outdoor Drainage from Indoor Areas					☐
I. Other (describe):					☐

COMMENTS/REMARKS/REQUIREMENTS Structural control present ☐ Maintenance required in storm drain system ☐ yes ☐ no

☐ See attached for more comments.

PRIORITY FOR RE-INSPECTION: ☐ 1; First ☐ 2; Second ☐ 3; Third | ☐ Referred to: Details:

ENFORCEMENT: ☐ None ☐ Verbal Notice ☐ Warning Notice ☐ Administrative Action ☐ Administrative Action w/ Penalty &/or Cost Recovery ☐ Legal Action

Facility Representative: _____ Inspector: _____

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water. Healthy Community.

City: E Palo Alto ☐ Unincorporated

Date: 2-24-10 Time: 1115

☐ Facility has closed ☐ Facility information has changed

Reason for Inspection: ☐ First Inspection ☑ Routine Inspection ☐ Response to Complaint ☐ Follow-up | Follow-up Inspection Due:

NAME OF FACILITY WBSD | SITE ADDRESS 2300 Geng Rd

CONTACT NAME [illegible] | PHONE [illegible] | BUSINESS TYPE/ACTIVITY [illegible] | SIC

Is the property owner different than the facility owner? ☐ yes ☐ no If yes, complete the following: ☐ High Priority Facility

NAME WBSD PHONE 321-0384

MAILING ADDRESS 2300 Geng Rd

Is the facility covered under any other programs or permits? (Check all that apply.)

☐ Air quality ☐ Hazmat business plan ☐ None ☐ Sanitary sewer

☐ Fire department(hazmat storage) ☐ Hazmat waste generator ☐ Underground storage tanks ☐ Above ground storage tanks

☐ Retail food facility ☐ Other

Is the facility covered under a storm water permit? ☐ Does not need coverage ☐ No, but may need to be (Refer to Water Board staff)

☐ Individual ☐ General: Does the facility have a SWPPP? ☐ yes ☐ no

N/A = Not Applicable; PTNL = POTENTIAL for Pollutant Discharge: 1 = low potential, 2 = medium potential, 3 = high potential

BMP effectiveness: 0 = BMPs are effective, 1 = BMPs are fairly/almost effective, 2 = BMPs are not effective, 3 = No BMPs are implemented

NSW = Non-Stormwater Discharge

ACTIVITY AREAS	N/A	Potential PTNL	Effectiveness BMP	Actual Discharge NSW	☐ Check box if educational outreach material is distributed and provide title(s) of outreach material(s): REMARKS: Describe recommendations, requirements, and time to implement. Check box if remark is a requirement
A. Outdoor Process/Manufacturing Areas	/				☐
B. Outdoor Material Storage Areas		1	0		☐
C. Outdoor Waste Storage/Disposal Areas					☐
D. Outdoor Vehicle and Heavy Equipment Storage, Maintenance Areas					☐
E. Outdoor Parking Areas and Access Roads					☐
F. Outdoor Wash Areas					☐
G. Rooftop Equipment					☐
H. Outdoor Drainage from Indoor Areas					☐
I. Other (describe):					☐

COMMENTS/REMARKS/REQUIREMENTS Structural control present ☐ Maintenance required in storm drain system ☐ yes ☐ no

NO VIOLATIONS

☐ See attached for more comments.

PRIORITY FOR RE-INSPECTION: ☐ 1: First ☐ 2: Second ☐ 3: Third | ☐ Referred to: Details:

ENFORCEMENT: ☑ None ☐ Verbal Notice ☐ Warning Notice ☐ Administrative Action ☐ Administrative Action w/ Penalty &/or Cost Recovery ☐ Legal Action

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Facility Representative: [signature] Inspector: D Rompf

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water, Healthy Community.

City: [illegible] ☐ Unincorporated

Date: [illegible] Time:

☐ Facility has closed ☐ Facility information has changed

Reason for Inspection: ☐ First Inspection ☑ Routine Inspection ☐ Response to Complaint ☐ Follow-up | Follow-up Inspection Due:

NAME OF FACILITY	SITE ADDRESS
[illegible]	[illegible]

CONTACT NAME	PHONE	BUSINESS TYPE/ACTIVITY	SIC
	[illegible]	[illegible]	

Is the property owner different than the facility owner? ☑ yes ☐ no If yes, complete the following: ☐ High Priority Facility

NAME PHONE

MAILING ADDRESS

Is the facility covered under any other programs or permits? (Check all that apply.)

☐ Air quality ☑ Hazmat business plan ☐ None ☐ Sanitary sewer
☐ Fire department(hazmat storage) ☐ Hazmat waste generator ☐ Underground storage tanks ☐ Above ground storage tanks
☐ Retail food facility ☐ Other

Is the facility covered under a storm water permit? ☐ Does not need coverage ☐ No, but may need to be (Refer to Water Board staff)
☐ Individual ☑ General: Does the facility have a SWPPP? ☐ yes ☐ no

N/A = Not Applicable; PTNL = POTENTIAL for Pollutant Discharge: 1 = low potential, 2 = medium potential, 3 = high potential
BMP effectiveness: 0 = BMPs are effective, 1 = BMPs are fairly/almost effective, 2 = BMPs are not effective, 3 = No BMPs are implemented
NSW = Non-Stormwater Discharge

ACTIVITY AREAS	N/A	Potential PTNL	Effectiveness BMP	Actual Discharge NSW	☐ Check box if educational outreach material is distributed and provide title(s) of outreach material(s): REMARKS: Describe recommendations, requirements, and time to implement. Check box if remark is a requirement
A. Outdoor Process/Manufacturing Areas	✓				☐
B. Outdoor Material Storage Areas	✓				☐
C. Outdoor Waste Storage/Disposal Areas	✓				☐
D. Outdoor Vehicle and Heavy Equipment Storage, Maintenance Areas	✓				☐
E. Outdoor Parking Areas and Access Roads		1	0		☐
F. Outdoor Wash Areas	✓				☐
G. Rooftop Equipment	✓	UP	SM		☐
H. Outdoor Drainage from Indoor Areas	✓				☐
I. Other (describe):	✓				☐

COMMENTS/REMARKS/REQUIREMENTS Structural control present ☐ Maintenance required in storm drain system ☐ yes ☐ no

☐ See attached for more comments.

PRIORITY FOR RE-INSPECTION: ☐ 1; First ☐ 2; Second ☐ 3; Third | ☐ Referred to: Details:

ENFORCEMENT: ☑ None ☐ Verbal Notice ☐ Warning Notice ☐ Administrative Action ☐ Administrative Action w/ Penalty &/or Cost Recovery ☐ Legal Action

Facility Representative: [illegible] Inspector: [illegible]

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water, Healthy Community

City: _____ ☐ Unincorporated

Date: _____ Time: _____

☐ Facility has closed ☐ Facility information has changed

Reason for Inspection: ☐ First Inspection ☑ Routine Inspection ☐ Response to Complaint ☐ Follow-up | Follow-up Inspection Due:

NAME OF FACILITY _____ SITE ADDRESS _____

CONTACT NAME	PHONE	BUSINESS TYPE/ACTIVITY	SIC

Is the property owner different than the facility owner? ☐ yes ☐ no If yes, complete the following: ☐ High Priority Facility

NAME PHONE

MAILING ADDRESS

Is the facility covered under any other programs or permits? (Check all that apply.) ☐ None ☐ Sanitary sewer

☐ Air quality ☐ Hazmat business plan ☐ Underground storage tanks ☐ Above ground storage tanks

☐ Fire department(hazmat storage) ☐ Hazmat waste generator ☐ Retail food facility ☐ Other

Is the facility covered under a storm water permit? ☐ Does not need coverage ☐ No, but may need to be (Refer to Water Board staff)

☐ Individual ☐ General: Does the facility have a SWPPP? ☐ yes ☐ no

N/A = Not Applicable; PTNL = POTENTIAL for Pollutant Discharge: 1 = low potential, 2 = medium potential, 3 = high potential

BMP effectiveness: 0 = BMPs are effective, 1 = BMPs are fairly/almost effective, 2 = BMPs are not effective, 3 = No BMPs are implemented

NSW = Non-Stormwater Discharge

ACTIVITY AREAS	N/A	Potential PTNL	Effectiveness BMP	Actual Discharge NSW	☐ Check box if educational outreach material is distributed and provide title(s) of outreach material(s): REMARKS: Describe recommendations, requirements, and time to implement. Check box if remark is a requirement
A. Outdoor Process/Manufacturing Areas					☐
B. Outdoor Material Storage Areas					☐
C. Outdoor Waste Storage/Disposal Areas					☐
D. Outdoor Vehicle and Heavy Equipment Storage, Maintenance Areas					☐ when completing any work in outdoor
E. Outdoor Parking Areas and Access Roads					☐
F. Outdoor Wash Areas					☐
G. Rooftop Equipment					☐
H. Outdoor Drainage from Indoor Areas					☐
I. Other (describe):					☐

COMMENTS/REMARKS/REQUIREMENTS Structural control present ☐ Maintenance required in storm drain system ☐ yes ☐ no

☐ See attached for more comments.

PRIORITY FOR RE-INSPECTION: ☐ 1; First ☐ 2; Second ☐ 3; Third | ☐ Referred to: Details:

ENFORCEMENT: ☐ None ☐ Verbal Notice ☐ Warning Notice ☐ Administrative Action ☐ Administrative Action w/ Penalty &/or Cost Recovery ☐ Legal Action

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Facility Representative: _____ Inspector: _____

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water, Healthy Community.

City: East Palo Alto ☐ Unincorporated

Date: 7/2/10 Time: 10

☐ Facility has closed ☐ Facility information has changed

Reason for Inspection: ☐ First Inspection ☐ Routine Inspection ☐ Response to Complaint ☐ Follow-up | Follow-up Inspection Due:

NAME OF FACILITY Ramos Service Station | SITE ADDRESS 1905 E. Bayshore Rd

CONTACT NAME	PHONE	BUSINESS TYPE/ACTIVITY	SIC
N/A		Gas/Service Station	

Is the property owner different than the facility owner? ☐ yes ☐ no If yes, complete the following: ☐ High Priority Facility

NAME PHONE

MAILING ADDRESS

Is the facility covered under any other programs or permits? (Check all that apply.)

☐ None ☐ Sanitary sewer
☐ Air quality ☐ Hazmat business plan ☑ Underground storage tanks ☐ Above ground storage tanks
☐ Fire department(hazmat storage) ☐ Hazmat waste generator ☐ Retail food facility ☐ Other

Is the facility covered under a storm water permit? ☐ Does not need coverage ☐ No, but may need to be (Refer to Water Board staff)
☐ Individual ☑ General: Does the facility have a SWPPP? ☐ yes ☐ no

N/A = Not Applicable; PTNL = POTENTIAL for Pollutant Discharge: 1 = low potential, 2 = medium potential, 3 = high potential
BMP effectiveness: 0 = BMPs are effective, 1 = BMPs are fairly/almost effective, 2 = BMPs are not effective, 3 = No BMPs are implemented
NSW = Non-Stormwater Discharge

ACTIVITY AREAS	N/A	Potential PTNL	Effectiveness BMP	Actual Discharge NSW	☐ Check box if educational outreach material is distributed and provide title(s) of outreach material(s): **REMARKS:** Describe recommendations, requirements, and time to implement. Check box if remark is a requirement
A. Outdoor Process/Manufacturing Areas	✓				☐
B. Outdoor Material Storage Areas	✓				☐
C. Outdoor Waste Storage/Disposal Areas	✓				☐
D. Outdoor Vehicle and Heavy Equipment Storage, Maintenance Areas	✓				☐
E. Outdoor Parking Areas and Access Roads	✓				☐
F. Outdoor Wash Areas	✓				☐
G. Rooftop Equipment	✓				☐
H. Outdoor Drainage from Indoor Areas	✓				☐
I. Other (describe):	✓				☐

COMMENTS/REMARKS/REQUIREMENTS Structural control present ☐ Maintenance required in storm drain system ☐ yes ☐ no

At the time the facility is not in operation. There are no
underground storage tanks and no visible staining or hazardous waste.
There are some used tires stored outside in the back
yard.

☐ See attached for more comments.

PRIORITY FOR RE-INSPECTION: ☐ 1; First ☐ 2; Second ☐ 3; Third | ☐ Referred to: Details:

ENFORCEMENT: ☐ None ☐ Verbal Notice ☐ Warning Notice ☐ Administrative Action ☐ Administrative Action w/ Penalty &/or Cost Recovery ☐ Legal Action

Facility Representative: N/A Inspector: D. Rocha

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water. Healthy Community.

City: East Palo Alto ☐ Unincorporated
Date: 9/1/10 Time: 3pm
☐ Facility has closed ☐ Facility information has changed

Reason for Inspection: ☐ First Inspection ☑ Routine Inspection ☐ Response to Complaint ☐ Follow-up | Follow-up Inspection Due:

NAME OF FACILITY: Parking Co. of America | SITE ADDRESS: 760 Demeter

CONTACT NAME: Mike Demeter | PHONE: 322-0790 | BUSINESS TYPE/ACTIVITY: Shuttle Service | SIC:

Is the property owner different than the facility owner? ☐ yes ☑ no If yes, complete the following: ☐ High Priority Facility
NAME PHONE
MAILING ADDRESS

Is the facility covered under any other programs or permits? (Check all that apply.)
☐ None ☐ Sanitary sewer
☐ Air quality ☑ Hazmat business plan ☑ Underground storage tanks ☐ Above ground storage tanks
☐ Fire department(hazmat storage) ☐ Hazmat waste generator ☐ Retail food facility ☐ Other

Is the facility covered under a storm water permit? ☐ Does not need coverage ☐ No, but may need to be (Refer to Water Board staff)
☐ Individual ☑ General: Does the facility have a SWPPP? ☐ yes ☐ no

N/A = Not Applicable; PTNL = POTENTIAL for Pollutant Discharge: 1 = low potential, 2 = medium potential, 3 = high potential
BMP effectiveness: 0 = BMPs are effective, 1 = BMPs are fairly/almost effective, 2 = BMPs are not effective, 3 = No BMPs are implemented
NSW = Non-Stormwater Discharge

ACTIVITY AREAS	N/A	Potential PTNL	Effectiveness BMP	Actual Discharge NSW	☐ Check box if educational outreach material is distributed and provide title(s) of outreach material(s): REMARKS: Describe recommendations, requirements, and time to implement. Check box if remark is a requirement
A. Outdoor Process/Manufacturing Areas		1	1		☐
B. Outdoor Material Storage Areas		1	1		☐ Keep spill kit available
C. Outdoor Waste Storage/Disposal Areas		1	1		☐
D. Outdoor Vehicle and Heavy Equipment Storage, Maintenance Areas	/				☐
E. Outdoor Parking Areas and Access Roads		1	1		☐
F. Outdoor Wash Areas		1	0		☐
G. Rooftop Equipment	/				☐
H. Outdoor Drainage from Indoor Areas	/				☐
I. Other (describe):	/				☐

COMMENTS/REMARKS/REQUIREMENTS Structural control present ☐ Maintenance required in storm drain system ☐ yes ☐ no

NO VIOLATIONS

☆ NOTE - Remove old rusted containers within 30 days.

☐ See attached for more comments.

PRIORITY FOR RE-INSPECTION: ☐ 1: First ☐ 2: Second ☐ 3: Third | ☐ Referred to: Details:

ENFORCEMENT: ☐ None ☑ Verbal Notice ☐ Warning Notice ☐ Administrative Action ☐ Administrative Action w/ Penalty &/or Cost Recovery ☐ Legal Action

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Facility Representative: Rick Watson Inspector: D. Rompf

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water. Healthy Community.

City: East Palo Alto ☐ Unincorporated

Date: 8-30-10 Time: 2:30pm

☐ Facility has closed ☐ Facility information has changed

Reason for Inspection: ☐ First Inspection ☑ Routine Inspection ☐ Response to Complaint ☐ Follow-up | Follow-up Inspection Due:

NAME OF FACILITY: Pitcher Drilling Co. | SITE ADDRESS: 218 Demeter

CONTACT NAME: Terry Shenchuck | PHONE: 328-8910 | BUSINESS TYPE/ACTIVITY: Drilling | SIC:

Is the property owner different than the facility owner? ☐ yes ☐ no If yes, complete the following: ☐ High Priority Facility

NAME PHONE

MAILING ADDRESS

Is the facility covered under any other programs or permits? (Check all that apply.)

☐ Air quality ☐ Hazmat business plan ☐ None ☐ Sanitary sewer
☐ Fire department(hazmat storage) ☐ Hazmat waste generator ☐ Underground storage tanks ☐ Above ground storage tanks
☐ Retail food facility ☐ Other

Is the facility covered under a storm water permit? ☐ Does not need coverage ☐ No, but may need to be (Refer to Water Board staff)
☐ Individual ☐ General: Does the facility have a SWPPP? ☐ yes ☐ no

N/A = Not Applicable; PTNL = POTENTIAL for Pollutant Discharge: 1 = low potential, 2 = medium potential, 3 = high potential
BMP effectiveness: 0 = BMPs are effective, 1 = BMPs are fairly/almost effective, 2 = BMPs are not effective, 3 = No BMPs are implemented
NSW = Non-Stormwater Discharge

ACTIVITY AREAS	N/A	Potential PTNL	Effectiveness BMP	Actual Discharge NSW	☐ Check box if educational outreach material is distributed and provide title(s) of outreach material(s). REMARKS: Describe recommendations, requirements, and time to implement. Check box if remark is a requirement
A. Outdoor Process/Manufacturing Areas		1	0		☐
B. Outdoor Material Storage Areas		1	1		☐ Keep hazardous waste / battery cores covered from elements.
C. Outdoor Waste Storage/Disposal Areas		1	1		☐
D. Outdoor Vehicle and Heavy Equipment Storage, Maintenance Areas		1	1		☐ Clean up used absorbents and sp. lits as they occur.
E. Outdoor Parking Areas and Access Roads		1	1		☐
F. Outdoor Wash Areas		1	1		☐ clean out oil / water separators regularly.
G. Rooftop Equipment	1				☐
H. Outdoor Drainage from Indoor Areas	1				☐
I. Other (describe):	1				☐

COMMENTS/REMARKS/REQUIREMENTS Structural control present ☐ Maintenance required in storm drain system ☐ yes ☐ no

NO VIOLATIONS

FOLLOW SUGGESTED BEST MANAGEMENT PRACTICES.

☐ See attached for more comments.

PRIORITY FOR RE-INSPECTION: ☐ 1: First ☐ 2: Second ☐ 3: Third | ☐ Referred to: Details:

ENFORCEMENT: ☑ None ☐ Verbal Notice ☐ Warning Notice ☐ Administrative Action ☐ Administrative Action w/ Penalty &/or Cost Recovery ☐ Legal Action

L:\HAZMAT\Storm\Water\Insp Forms\New Logo InspForm final 1.08.doc

Facility Representative: [signature] Inspector: D Rompf

ENVIRONMENTAL HEALTH SAN MATEO COUNTY
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FOOD PROGRAM INSPECTION REPORT

San Mateo County Environmental Health Services Division
2000 Alameda de las Pulgas, Ste. 100, San Mateo CA 94403
(650) 372-6200 Fax (650) 627-8244 www.smhealthyenviron

DATE: 9/28/10 | PAGE 1 of 1

INSPECTION TYPE	STATUS
☒ ROUTINE	☐ 51 EXCELLENT
☐ COMPLAINT	☒ 52 GOOD
☐ FOLLOW-UP	☐ 53 FAIR
☐ OTHER	☐ 54 POOR
REINSPECTION DATE:	☐ 55 CLOSURE

FACILITY NAME: Oreira Meilangi
ADDRESS: 1836 C Bay Rd CITY: E Palo Alto
OWNER:
RECORD ID: PR0064769 P/E: 1612

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge; food manager certification						✓
2	Disease reporting, restrictions & exclusions	✓					
3	Discharge from eyes, nose, and mouth	✓					
4	Proper employee habits	✓					
5	Proper hand washing/glove use	✓					
6	Adequate hand washing facilities supplied	✓					
7	Proper hot and cold holding temperatures	✓					
8	Time as public health control; procedures & records						✓
9	Proper cooling methods						✓
10	Proper cooking time and temperatures						✓
11	Proper reheating procedures for hot holding						✓
12	Returned and re-service of food					✓	

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
13	Food in good condition, safe and unadulterated	✓					
14	Food contact surfaces; clean and sanitized	✓					
15	~~Food obtained from approved sources~~	✓					
16	Compliance with shell stock tags, display						✓
17	Compliance with Gulf Oyster regulations						✓
18	Compliance with variance & HACCP Plan						✓
19	Raw or undercooked food advisory						✓
20	Licensed health care facilities/schools						✓
21	Hot and cold water availability	✓					
22	Sewage and wastewater properly disposed	✓					
23	No vermin, insects, birds, or animals	✓					
55	Storm Water (www.flowstobay.org/food)	✓					

See reverse side for the code sections and general requirements that correspond to each violation listed below.
IN-in compliance OUT-out of compliance MAJ-major violation COS-corrected on site NO-not observed NA-not applicable

Notes: change of ownership for store - all prepackaged food. Also adding prepacked sandwiches, meat, frozen tapioca, etc. Commercial freezer will arrive Thursday to be placed in room to the right.
(15) Flooring is carpeted and shelves are wooden. Will consult with plan check specialist.

ADDITIONAL INSPECTIONS REQUIRED TO ACHIEVE MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: [signature] PRINT: Susana Lang TITLE:

SPECIALIST: Emmy Mysska PHONE: 650 572 6211

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San Mateo County Environmental Health Services Division
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DATE: 9/15/10 PAGE 1 of 1

INSPECTION TYPE	STATUS
☒ ROUTINE	☐ 51 EXCELLENT
☐ COMPLAINT	☒ 52 GOOD
☐ FOLLOW-UP	☐ 53 FAIR
☐ OTHER	☐ 54 POOR
REINSPECTION DATE:	☐ 55 CLOSURE

FACILITY NAME: Charlie's Market
ADDRESS: 1441 E Bayshore Rd CITY: ~~Redwood City~~ East Palo Alto 94303
OWNER: RECORD ID: PR0063116 P/E: 16/2

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge; food manager certification	✓					
2	Disease reporting, restrictions & exclusions	✓					
3	Discharge from eyes, nose, and mouth	✓					
4	Proper employee habits	✓					
5	Proper hand washing/glove use	✓					
6	Adequate hand washing facilities supplied	✓					
7	Proper hot and cold holding temperatures	✓					
8	Time as public health control; procedures & records						✓
9	Proper cooling methods						✓
10	Proper cooking time and temperatures						✓
11	Proper reheating procedures for hot holding						✓
12	Returned and re-service of food					✓	

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
13	Food in good condition, safe and unadultered	✓					
14	Food contact surfaces; clean and sanitized	✓					
15	Food obtained from approved sources	✓					
16	Compliance with shell stock tags, display						✓
17	Compliance with Gulf Oyster regulations						✓
18	Compliance with variance & HACCP Plan						✓
19	Raw or undercooked food advisory						✓
20	Licensed health care facilities/schools						✓
21	Hot and cold water availability	✓					
22	Sewage and wastewater properly disposed	✓					
23	No vermin, insects, birds, or animals	✓					
55	Storm Water (www.flowstobay.org/food)	✓					

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IN-in compliance OUT-out of compliance MAJ-major violation COS-corrected on site NO-not observed NA-not applicable

Temperatures:
chicken (freezer) 18°F
Milk (refrigerator) 39°F

(32) Provide missing labels for lamb and sea urchin with name of product, name & business of the manufacturer. by 9/22/2010.

ADDITIONAL INSPECTIONS REQUIRED TO ACHIEVE MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: Mohit Kumar PRINT: Mohit kumar TITLE:
SPECIALIST: Emmy Myszka EM PHONE: 650 372 6211

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DATE: 08/04/10 | PAGE 1 of 1

INSPECTION TYPE	STATUS
[X] ROUTINE	[ ] 51 EXCELLENT
[ ] COMPLAINT	[ ] 52 GOOD
[ ] FOLLOW-UP	[X] 53 FAIR
[ ] OTHER	[ ] 54 POOR
REINSPECTION DATE:	[ ] 55 CLOSURE

FACILITY NAME: THREE BROTHERS TACOS

ADDRESS: ~~430~~ 1760 BAYSHORE CITY: E. PALO ALTO

OWNER: RECORD ID: 43017/49959 P/E 1024

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge; food manager certification	✓					
2	Disease reporting, restrictions & exclusions	✓					
3	Discharge from eyes, nose, and mouth	✓					
4	Proper employee habits	✓					
5	Proper hand washing/glove use		✓	✓			
6	Adequate hand washing facilities supplied	✓					
7	Proper hot and cold holding temperatures	✓					
8	Time as public health control; procedures & records						✓
9	Proper cooling methods	✓					
10	Proper cooking time and temperatures	✓					
11	Proper reheating procedures for hot holding	✓					
12	Returned and re-service of food					✓	

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
13	Food in good condition, safe and unadulterated	✓					
14	Food contact surfaces; clean and sanitized		✓	✓			
15	Food obtained from approved sources	✓					
16	Compliance with shell stock tags, display						✓
17	Compliance with Gulf Oyster regulations						✓
18	Compliance with variance & HACCP Plan						✓
19	Raw or undercooked food advisory						✓
20	Licensed health care facilities/schools						✓
21	Hot and cold water availability	✓					
22	Sewage and wastewater properly disposed	✓					
23	No vermin, insects, birds, or animals	✓					
55	Storm Water (www.flowstobay.org/food)	✓					

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ROUTINE: CPFM - J. LOMBERA EXP. 06/14/12

(5) EMPLOYEE FAILED TO WASH HANDS PRIOR TO PREPARING COOKED MEATS. WASH HANDS FREQUENTLY IN BETWEEN TASKS.

(14) KNIVES AT PREPARATION TABLE ~~BED~~ BESIDE PREPARATION TOP REFRIGERATOR OBSERVED WITH FOOD BUILD-UP, BULK CONTAINERS OBSERVED WITH FOOD BUILD-UP. WASH PROPERLY AND SANITIZE AND MAINTAIN. CORRECT IMMEDIATELY. ICE MACHINE OBSERVED WITH MOLD BUILD-UP. CORRECT IMMEDIATELY.

(20) OBSERVED THAWING RAW PORK IN SUBMERGED WATER (STANDING). USE PROPER THAWING METHODS (EX. REFRIGERATOR, SUBMERGED IN DRIPPING WATER). CORRECT ON SITE.

(21) RAW MEATS STORED ABOVE READY-TO-EAT FOODS AT DRAWER REFRIGERATOR AT COOK'S LINE. CORRECTED IMMEDIATELY.

(35) KNIVES STORED IN BETWEEN PREPARATION TOP REFRIGERATOR AND TABLE. STORE IN PLACE TO PREVENT CONTAMINATION (MAGNET HOLDER). CORRECT IMMEDIATELY.

ADDITIONAL INSPECTIONS REQUIRED TO ACHIEVE MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: Juvenal Lombera PRINT: TITLE: ~~OP~~ - owner

SPECIALIST: JEANNE SAN JOSE / Ann Bardo PHONE: (650) 372-6272

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DATE: 9/15/10 | PAGE 1 of 1

INSPECTION TYPE	STATUS
☒ ROUTINE	☐ 51 EXCELLENT
☐ COMPLAINT	☐ 52 GOOD
☐ FOLLOW-UP	☒ 53 FAIR
☐ OTHER	☐ 54 POOR
REINSPECTION DATE:	☐ 55 CLOSURE

FACILITY NAME: Women in Care

ADDRESS: 1475 Bayshore CITY: E Palo Alto

OWNER:

RECORD ID: PR0055024 P/E: 1612

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge; food manager certification	✓					
2	Disease reporting, restrictions & exclusions	✓					
3	Discharge from eyes, nose, and mouth	✓					
4	Proper employee habits	✓					
5	Proper hand washing/glove use	✓					
6	Adequate hand washing facilities supplied	✓					
7	Proper hot and cold holding temperatures	✓					
8	Time as public health control; procedures & records						✓
9	Proper cooling methods						✓
10	Proper cooking time and temperatures						✓
11	Proper reheating procedures for hot holding						✓
12	Returned and re-service of food					✓	

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
13	Food in good condition, safe and unadulterated	✓					
14	Food contact surfaces; clean and sanitized	✓					
15	Food obtained from approved sources	✓					
16	Compliance with shell stock tags, display						✓
17	Compliance with Gulf Oyster regulations						✓
18	Compliance with variance & HACCP Plan						✓
19	Raw or undercooked food advisory						✓
20	Licensed health care facilities/schools						✓
21	Hot and cold water availability	✓	✓	✓			
22	Sewage and wastewater properly disposed	✓					
23	No vermin, insects, birds, or animals	✓					
55	Storm Water (www.flowstobay.org/food)	✓					

ESM

See reverse side for the code sections and general requirements that correspond to each violation listed below.
IN-in compliance OUT-out of compliance MAJ-major violation COS-corrected on site NO-not observed NA-not applicable

Temperatures:
Milk (refrig) 36°F
Eggs (refrigerator) 38°F

- Very clean & well-organized

(30) Store boxes of onions & carrots that are on the floor at least 6" off ground by 9/17/2010.

(31) Place a thermometer in each refrigerator that is missing one by 9/16/2010.

(21) Temperature of water at handwash sink is 80°F. Ensure minimum temperature of 100°F today.

ADDITIONAL INSPECTIONS REQUIRED TO ACHIEVE MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: PRINT: Lizette TITLE:

SPECIALIST: Tammy Myszka PHONE: 650 372 6211

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DATE: 9/17/10 | PAGE 1 of 2

INSPECTION TYPE	STATUS
X ROUTINE	☐ 51 EXCELLENT
☐ COMPLAINT	☐ 52 GOOD
☐ FOLLOW-UP	X 53 FAIR
☐ OTHER	☐ 54 POOR
REINSPECTION DATE:	☐ 55 CLOSURE

FACILITY NAME: Mi Pueblo Food Center #15 (Taqueria)
ADDRESS: 1731 Bayshore CITY: E Palo Alto
OWNER: RECORD ID: PR0160494 P/E: 10662

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge; food manager certification					✓	
2	Disease reporting, restrictions & exclusions	✓					
3	Discharge from eyes, nose, and mouth	✓					
4	Proper employee habits	✓					
5	Proper hand washing/glove use	✓					
6	Adequate hand washing facilities supplied	✓					
7	Proper hot and cold holding temperatures		✓	✓	✓		
8	Time as public health control; procedures & records						✓
9	Proper cooling methods					✓	
10	Proper cooking time and temperatures	✓					
11	Proper reheating procedures for hot holding		✓	✓	✓		
12	Returned and re-service of food					✓	

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
13	Food in good condition, safe and unadultered	✓					
14	Food contact surfaces; clean and sanitized	✓					
15	Food obtained from approved sources	✓					
16	Compliance with shell stock tags, display						✓
17	Compliance with Gulf Oyster regulations						✓
18	Compliance with variance & HACCP Plan						✓
19	Raw or undercooked food advisory						✓
20	Licensed health care facilities/schools						✓
21	Hot and cold water availability	✓					
22	Sewage and wastewater properly disposed	✓					
23	No vermin, insects, birds, or animals	✓					
55	Storm Water (www.flowstobay.org/food)	✓					

See reverse side for the code sections and general requirements that correspond to each violation listed below.
IN-in compliance OUT-out of compliance MAJ-major violation COS-corrected on site NO-not observed NA-not applicable

Temperatures:
Beef (hot hold) 139°F
Beans (hot hold) 136°F
Ham (cold hold) 41°F
Onion (refrigerator) 39°F
Shrimp (cooler) 38°F
Chicken (cooking) 200°F

- Good hand washing & proper glove use
- Discussed only keeping a working amount of food out during prep to minimize temperature violations & putting food away when employees go on break.

Arias

(1) A copy of Gabriel ~~Garcia~~'s food manager certification is posted. Post the original certificate within 60 days.

(7) Shrimp on cold rail found at 50°F ~~after~~ 1 hour after prep. After preparing food that will be held cold, place it in walk-in cooler to reduce temperature to 41°F before placing it on the cold rail. (corrected by moving food to walk in to cool)

(11) Rice was being reheated in microwave. When asked to

ADDITIONAL INSPECTIONS REQUIRED TO ACHIEVE MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: PRINT: Gabriel Garcia TITLE: ASO

SPECIALIST: Emmy Myszka PHONE: (650) 372-6211

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DATE 9/17/10 | PAGE 1 of 1

INSPECTION TYPE	STATUS
☒ ROUTINE	☐ 51 EXCELLENT
☐ COMPLAINT	☐ 52 GOOD
☐ FOLLOW-UP	☒ 53 FAIR
☐ OTHER	☐ 54 POOR
REINSPECTION DATE:	☐ 55 CLOSURE

FACILITY NAME: Mi Pueblo Food Center #15 (Bakery)
ADDRESS: 1731 Bayshore CITY: E Palo Alto
OWNER: RECORD ID: FA0004495 P/E: FA0105

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge; food manager certification						✓
2	Disease reporting, restrictions & exclusions	✓					
3	Discharge from eyes, nose, and mouth	✓					
4	Proper employee habits	✓					
5	Proper hand washing/glove use		✓	✓			
6	Adequate hand washing facilities supplied	✓					
7	Proper hot and cold holding temperatures	✓					
8	Time as public health control; procedures & records						✓
9	Proper cooling methods						✓
10	Proper cooking time and temperatures						✓
11	Proper reheating procedures for hot holding						✓
12	Returned and re-service of food					✓	

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
13	Food in good condition, safe and unadulterated	✓					
14	Food contact surfaces; clean and sanitized	✓					
15	Food obtained from approved sources	✓					
16	Compliance with shell stock tags, display						✓
17	Compliance with Gulf Oyster regulations						✓
18	Compliance with variance & HACCP Plan						✓
19	Raw or undercooked food advisory						✓
20	Licensed health care facilities/schools						✓
21	Hot and cold water availability	✓					
22	Sewage and wastewater properly disposed	✓					
23	No vermin, insects, birds, or animals	✓					
55	Storm Water (www.flowstobay.org/food)	✓					

See reverse side for the code sections and general requirements that correspond to each violation listed below.
IN-in compliance OUT-out of compliance MAJ-major violation COS-corrected on site NO-not observed NA-not applicable

(5) Observed bakery manager return from break, ~~put~~ after putting food in his mouth, then rinse hands without using soap. Certified food manager shall conduct immediate training with all employees regarding when and how to wash hands properly.

(27) Eggs stored on other side of wall behind 3-compartment sink where wash water can splash on them. Install a splash shield between 3 compartment sink & prep Table by 9/24/2010.

(27) Do not place mixer bowl inside trash can (corrected).

(30) Label all bulk bins that are missing labels by 9/24/2010.

ADDITIONAL INSPECTIONS REQUIRED TO ACHIEVE MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: PRINT: Gabriel Garcia TITLE: FSD

SPECIALIST: Emmy Myszka PHONE: 650 3726211

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INSPECTION TYPE	STATUS
☒ ROUTINE	☐ 51 EXCELLENT
☐ COMPLAINT	☒ 52 GOOD
☐ FOLLOW-UP	☐ 53 FAIR
☐ OTHER	☐ 54 POOR
REINSPECTION DATE:	☐ 55 CLOSURE

FACILITY NAME Oakwood Market Inc
ADDRESS: 2106 Oakwood CITY: E Palo Alto
OWNER: RECORD ID: FA0000361 P/E 1613

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge; food manager certification	✓					
2	Disease reporting, restrictions & exclusions	✓					
3	Discharge from eyes, nose, and mouth	✓					
4	Proper employee habits	✓					
5	Proper hand washing/glove use	✓					
6	Adequate hand washing facilities supplied	✓					
7	Proper hot and cold holding temperatures	✓					
8	Time as public health control; procedures & records						✓
9	Proper cooling methods						✓
10	Proper cooking time and temperatures						✓
11	Proper reheating procedures for hot holding						✓
12	Returned and re-service of food					✓	

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
13	Food in good condition, safe and unadultered	✓					
14	Food contact surfaces; clean and sanitized		✓	✓	✓		
15	Food obtained from approved sources	✓					
16	Compliance with shell stock tags, display						✓
17	Compliance with Gulf Oyster regulations						✓
18	Compliance with variance & HACCP Plan						✓
19	Raw or undercooked food advisory						✓
20	Licensed health care facilities/schools						✓
21	Hot and cold water availability	✓					
22	Sewage and wastewater properly disposed	✓					
23	No vermin, insects, birds, or animals	✓					
55	Storm Water (www.flowstobay.org/food)	✓					

See reverse side for the code sections and general requirements that correspond to each violation listed below.
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(14) Knife found in between two produce display coolers. Store food contact surfaces on sanitized surfaces. (corrected)
(29) WD40 can on shelf with beverages. Store chemicals separate from food. correct today.
(29) Tires and other toxic items stored in shed with beverages. Organize shed & back storage to keep non-food items separated by 9/24/2010.
(30) Bag of onions on floor. Raise 6" above ground today.
(35) Remove cardboard from cooler shelves and leave empty or replace with material that is smooth & cleanable by 9/17/2010.
(41) Hose in shed does not have a backflow prevention device. Discontinue use of hose with sprayer until backflow preventer is installed.
(44) Back storage area is disorganized and has cobwebs and tree branches growing in.

ADDITIONAL INSPECTIONS REQUIRED TO ACHIEVE MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: PRINT: MIKE TITLE: OWNER
SPECIALIST: Emmy Myszka EM PHONE: 650 372 6200

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DATE 9/17/10 | PAGE 1 of 2

INSPECTION TYPE	STATUS
☒ ROUTINE	☐ 51 EXCELLENT
☐ COMPLAINT	☐ 52 GOOD
☐ FOLLOW-UP	☐ 53 FAIR
☐ OTHER	☒ 54 POOR
REINSPECTION DATE:	☐ 55 CLOSURE

FACILITY NAME: Oakwood Market Inc (deli)
ADDRESS: 2100 Oakwood CITY: E Palo Alto
OWNER: RECORD ID: FA0047365 P/E 1665

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge; food manager certification	✓					
2	Disease reporting, restrictions & exclusions	✓					
3	Discharge from eyes, nose, and mouth	✓					
4	Proper employee habits	✓					
5	Proper hand washing/glove use	✓					
6	Adequate hand washing facilities supplied	✓					
7	Proper hot and cold holding temperatures		✓	✓	✓		
8	Time as public health control; procedures & records						✓
9	Proper cooling methods					✓	
10	Proper cooking time and temperatures					✓	
11	Proper reheating procedures for hot holding					✓	
12	Returned and re-service of food					✓	

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
13	Food in good condition, safe and unadulterated	✓					
14	Food contact surfaces; clean and sanitized		✓	✓			
15	Food obtained from approved sources	✓					
16	Compliance with shell stock tags, display						✓
17	Compliance with Gulf Oyster regulations						✓
18	Compliance with variance & HACCP Plan		✓	✓			
19	Raw or undercooked food advisory						✓
20	Licensed health care facilities/schools						✓
21	Hot and cold water availability	✓					
22	Sewage and wastewater properly disposed	✓					
23	No vermin, insects, birds, or animals	✓					
55	Storm Water (www.flowstobay.org/food)	✓					

See reverse side for the code sections and general requirements that correspond to each violation listed below.
IN-in compliance OUT-out of compliance MAJ-major violation COS-corrected on site NO-not observed NA-not applicable

(7) Chorizo (pork, spices, vinegar, salt) is not held under refrigeration. Unless it can be proved to be non-potentially hazardous, it must be kept at/under 41°F. Chorizo was moved to refrigerator.

(14) Facility only has a two compartment sink and is not washing, rinsing, sanitizing, & air drying utensils. Place a bucket of sanitizer solution on end of sink to sanitize utensils after washing. Correct Today.

(18) No HACCP plan on record for chorizo. Keep it under refrigeration. Correct today.

(27) Raw Chicken displayed over pork. Keep chicken below other raw animal products. Correct today.

(30) Raise food that is on the floor in freezer to at least 6" off ground by 9/24/2010.

(35) Meat cooler walls are not smooth & cleanable. There are gaps between panels & caulk is falling off.

ADDITIONAL INSPECTIONS REQUIRED TO ACHIEVE MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: PRINT: Mike TITLE: owner

SPECIALIST: Emmy Myszka PHONE: 650 372 6211

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ENVIRONMENTAL HEALTH SAN MATEO COUNTY
Protecting Our Health and Environment

FOOD PROGRAM INSPECTION REPORT

San Mateo County Environmental Health Services Division
2000 Alameda de las Pulgas, Ste. 100, San Mateo CA 94403
(650) 372-6200 Fax (650) 627-8244 www.smhealthyenviron

DATE 9/17/10 | PAGE 1 of 1

INSPECTION TYPE	STATUS
☒ ROUTINE	☐ 51 EXCELLENT
☐ COMPLAINT	☐ 52 GOOD
☐ FOLLOW-UP	☐ 53 FAIR
☐ OTHER	☐ 54 POOR
REINSPECTION DATE:	☐ 55 CLOSURE

FACILITY NAME: Eastside College Cafeteria
ADDRESS: 1043 Myrtle CITY: E Palo Alto
OWNER: RECORD ID: PR0048976 P/E 1633

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge; food manager certification	✓					
2	Disease reporting, restrictions & exclusions	✓					
3	Discharge from eyes, nose, and mouth	✓					
4	Proper employee habits	✓					
5	Proper hand washing/glove use	✓					
6	Adequate hand washing facilities supplied	✓					
7	Proper hot and cold holding temperatures	✓					
8	Time as public health control; procedures & records						✓
9	Proper cooling methods					✓	
10	Proper cooking time and temperatures					✓	
11	Proper reheating procedures for hot holding					✓	
12	Returned and re-service of food					✓	

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
13	Food in good condition, safe and unadulterated	✓					
14	Food contact surfaces; clean and sanitized	✓					
15	Food obtained from approved sources	✓					
16	Compliance with shell stock tags, display						✓
17	Compliance with Gulf Oyster regulations						✓
18	Compliance with variance & HACCP Plan						✓
19	Raw or undercooked food advisory						✓
20	Licensed health care facilities/schools						✓
21	Hot and cold water availability	✓					
22	Sewage and wastewater properly disposed	✓					
23	No vermin, insects, birds, or animals	✓					
55	Storm Water (www.flowstobay.org/food)	✓					

See reverse side for the code sections and general requirements that correspond to each violation listed below.
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Temperatures:
Milk (cooler) 36°F
Milk (oldhold) 39°F

- Very clean
- Excellent temperatures & logs

(27) Discontinue storage of cutting boards under sink; store in protected location away from potential splash. Correct today.

ADDITIONAL INSPECTIONS REQUIRED TO ACHIEVE MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: Shana White PRINT: Shana White TITLE:
SPECIALIST: Emmy Myszka PHONE: 650 372 6211

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FOOD PROGRAM INSPECTION REPORT

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DATE: 08/04/10 | PAGE 1 of 1

INSPECTION TYPE	STATUS
☒ ROUTINE	☐ 51 EXCELLENT
☐ COMPLAINT	☒ 52 GOOD
☐ FOLLOW-UP	☐ 53 FAIR
☐ OTHER	☐ 54 POOR
REINSPECTION DATE:	☐ 55 CLOSURE

FACILITY NAME: 7-11 (SEVEN ELEVEN)

ADDRESS: 77 NEWELL CITY: E. PALO ALTO

OWNER: RECORD ID: 360 P/E 16/12

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge; food manager certification		✓				
2	Disease reporting, restrictions & exclusions	✓					
3	Discharge from eyes, nose, and mouth	✓					
4	Proper employee habits	✓					
5	Proper hand washing/glove use	✓					
6	Adequate hand washing facilities supplied		✓				
7	Proper hot and cold holding temperatures	✓					
8	Time as public health control; procedures & records					✓	
9	Proper cooling methods					✓	
10	Proper cooking time and temperatures	✓					
11	Proper reheating procedures for hot holding	✓					
12	Returned and re-service of food					✓	

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
13	Food in good condition, safe and unadulterated	✓					
14	Food contact surfaces; clean and sanitized	✓					
15	Food obtained from approved sources	✓					
16	Compliance with shell stock tags, display						✓
17	Compliance with Gulf Oyster regulations						✓
18	Compliance with variance & HACCP Plan						✓
19	Raw or undercooked food advisory						✓
20	Licensed health care facilities/schools						✓
21	Hot and cold water availability	✓					
22	Sewage and wastewater properly disposed	✓					
23	No vermin, insects, birds, or animals	✓					
55	Storm Water (www.flowstobay.org/food)	✓					

See reverse side for the code sections and general requirements that correspond to each violation listed below.
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ROUTINE:

(1) OPERATOR'S FOOD MANAGER CERTIFICATE HAS EXPIRED. ~~MAH~~ OBTAIN CERTIFICATE WITHIN 60 DAYS.

(6) PAPER TOWEL STORED OUTSIDE OF DISPENSER. ADEQUATELY SUPPLY HAND WASH STATIONS. STORE PAPER TOWEL IN DISPENSER TO PREVENT CONTAMINATION. CORRECT IMMEDIATELY.

(40) WIPING CLOTHS ARE NOT BEING HELD IN SANITIZING SOLUTION. KEEP IN-USE WIPES IN SANITIZING SOLUTION TO PREVENT CROSS CONTAMINATION. CORRECT IMMEDIATELY.

(30) FOOD BEING STORED IN RESTROOM. STORE FOODS IN PROPER LOCATIONS TO PREVENT CONTAMINATION. CORRECT IMMEDIATELY.

(45) FLOORING IN FOOD STORAGE AREA BY FRONT COUNTER IS UNEVEN AND CRACKED. REPAIR WITHIN 3 MONTHS.

(35) HANDWASH AREA SINK IS HEAVILY DETERIORATED AND CRACKED. REPAIR WITHIN ONE MONTH.

ADDITIONAL INSPECTIONS REQUIRED TO ACHIEVE MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: Loreta C Dizon PRINT: LORETA C DIZON TITLE: FRANCHISEE

SPECIALIST: JOANNE SANJOSE / Ann Boods PHONE: (650) 372-6272

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ENVIRONMENTAL HEALTH SAN MATEO COUNTY
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San Mateo County Environmental Health Services Division
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(650) 372-6200 Fax (650) 627-8244 www.smhealth/environ

DATE 9/17/10 | PAGE 1 of 2

INSPECTION TYPE	STATUS
☒ ROUTINE	☐ 51 EXCELLENT
☐ COMPLAINT	☐ 52 GOOD
☐ FOLLOW-UP	☐ 53 FAIR
☐ OTHER	☒ 54 POOR
REINSPECTION DATE:	☐ 55 CLOSURE

FACILITY NAME: El Jarocho Re Taqueria
ADDRESS: 2395 University Ave CITY: E Palo Alto
OWNER:
RECORD ID: PR0049148 P/E 1623

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge; food manager certification		✓	✓			
2	Disease reporting, restrictions & exclusions	✓					
3	Discharge from eyes, nose, and mouth	✓					
4	Proper employee habits	✓					
5	Proper hand washing/glove use	✓					
6	Adequate hand washing facilities supplied		✓	✓			
7	Proper hot and cold holding temperatures	✓					
8	Time as public health control; procedures & records						✓
9	Proper cooling methods						✓
10	Proper cooking time and temperatures						✓
11	Proper reheating procedures for hot holding						✓
12	Returned and re-service of food						✓

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
13	Food in good condition, safe and unadulterated	✓					
14	Food contact surfaces; clean and sanitized		✓	✓			
15	Food obtained from approved sources	✓					
16	Compliance with shell stock tags, display						✓
17	Compliance with Gulf Oyster regulations						✓
18	Compliance with variance & HACCP Plan						✓
19	Raw or undercooked food advisory						✓
20	Licensed health care facilities/schools						✓
21	Hot and cold water availability	✓					
22	Sewage and wastewater properly disposed	✓					
23	No vermin, insects, birds, or animals	✓					
55	Storm Water (www.flowstobay.org/food)	✓					

See reverse side for the code sections and general requirements that correspond to each violation listed below.
IN-in compliance OUT-out of compliance MAJ-major violation COS-corrected on site NO-not observed NA-not applicable

Temperatures:
Cheese (refrigerator) 38°F
Beef (hot hold) 144°F
Cream (cold hold) 40°F

- Temperatures are taken three times a day.
- Food is prepared in the morning & held hot throughout the day.

(1) Aurora Bringas' food manager certificate is expired. Within 60 days, provide a valid certificate. (Issued 11/1999)
(16) Refill empty paper towels in restroom today.
(14) Knives stored in between Prep table & refrigerator are dirty. Store on sanitized surface immediately.
(33) Clean the following by 9/24/2010:
- soiled gaskets of refrigerator where food debris has accumulated
- soiled green racks in walk-in cooler
- freezer where meat is stored (cardboard stuck to bottom)

(38) Replace two burnt out bulbs in hood by 9/24/2010.

ADDITIONAL INSPECTIONS REQUIRED TO achieve MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: Maria Tapia MTC
PRINT: Maria Antonia MTC
TITLE:
SPECIALIST: Tammy Myszka
PHONE: 650 372 6211

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STORMWATER INSPECTIONS & VIOLATIONS SUMMARY

Municipality: East Palo Alto
Period Covered by this Report: October 1, 2010 through December 31, 2010
Period Covered by the Previous Report: July 1 through September 30, 2010
Date:

	Haz Mat	Food
Total Number of Inspections:	2	19
Total Number of Violations:	0	0
Total Follow-up Actions:	0	0
Total Violations Corrected:	0	0
Total Violations Pending:	0	0

NAME ADDRESS TYPE OF BUSINESS	VIOL. DATE	INSP	TYPES OF VIOLATIONS		DESCRIPTION OF VIOLATION	ENFORCEMENT ACTIONS						FOLLOW-UP ACTION	VIOLATIONS CORRECTED (YES/NO)	DATE CORRECTED
			PEX	NSW	including whether violating flow reached a creek or other waterbody, (name waterbody)	NONE	VW	WN	AA	LA				
Ravenswood School District, 2160 Euclid Ave	27-Oct	DR	no	no	oil/water separator sump collects all wsh water, rinse water form washing vehicles and runoff. Ensure containers ae covered from accumulating rainwater & clean up any hazardous material spills as soon as they occur. No violations.	*						no	na	na
Infinity Salvage	5-Nov	DR	no	no	Keep containers covered. No violations.	*						no	na	na

Type of Violation
PEX Pollutant Exposure
NSW Non-Stormwater Discharge

Discharge of pollutants to stromdrain system because polltants are exposed to stormwater runoff.
Discharge of non-stormwater materials to storm drain syste. Non-stormwater discharges are allowed by STOPPP's NPDES permit as conditgionally exempted should not be identifies as a NSW violation.

Enforcement Actions
None No Action Taken
VW Verbal Warning
WN Warning Notice
IN Informal Notice
LA Legal Notice

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water. Healthy Community.

City: East Palo Alto ☐ Unincorporated
Date: 11-5-10 ☐ Food ☒ Haz Mat

Standard Stormwater Facility Inspection Report Form

Reason for Inspection: ☐ First Inspection ☑ Routine Inspection ☐ Response to Complaint ☐ Follow-up

Follow-up / Re-Inspection Due:

NAME OF FACILITY: Infinity Salvage
SITE ADDRESS: 2091 Bay Rd.

CONTACT NAME: Mike Bates
PHONE: 323-8588
BUSINESS TYPE/ACTIVITY: Auto salvage
SIC:

Pollutants of Concern Used at Facility? ☐ yes ☒ no If yes, indicate which ones: ☐ PCBs ☐ Mercury ☐ Copper ☐ Other

Is the facility covered under any other programs or permits? (Check all that apply.)
☐ Air quality ☒ Hazmat business plan ☐ None ☐ Sanitary sewer
☐ Fire department (hazmat storage) ☒ Hazmat waste generator ☐ Underground storage tanks ☐ Above ground storage tanks
☐ Retail food facility ☐ Other

Is the facility covered under a storm water permit? ☐ Does not need coverage ☐ No, but may need to be (Refer to Water Board staff)
☐ Individual ☑ General: Does the facility have a SWPPP? ☐ yes ☐ no

N/A = Not Applicable; **PTNL** = POTENTIAL for Pollutant Discharge: 1 = low potential, 2 = medium potential, 3 = high potential NSW = Non-Stormwater Discharge
BMP effectiveness: 0 = BMPs are effective, 1 = BMPs are fairly/almost effective, 2 = BMPs are not effective, 3 = No BMPs are implemented

ACTIVITY AREAS	N/A	Potential PTNL	Effectiveness BMP	Actual Discharge NSW	☐ Check box if educational outreach material is distributed and provide title(s) of outreach material(s): **Follow-Up Action Required:** If NSW is found, or total score for PTNL plus BMP is 4 or more, note **Enforcement Level** below and assign date for **Follow-up / Re-Inspection Due** above.
A. Outdoor Process/Manufacturing Areas		2	1		
B. Outdoor Material Storage Areas		2	2		
C. Outdoor Waste Storage/Disposal Areas		2	1		keep containers covered
D. Outdoor Vehicle and Heavy Equipment Storage, Maintenance Areas		2	1		
E. Outdoor Parking Areas and Access Roads		2	1		
F. Outdoor Wash Areas	/				
G. Rooftop Equipment	/				
H. Outdoor Drainage from Indoor Areas	/				
I. Other (describe):	/				

COMMENTS/REMARKS/REQUIREMENTS Structural control present ☐ Maintenance required in storm drain system ☐ yes ☐ no

Keep hazardous waste covered; waste batteries used oil, coolant, gasoline, etc. Clean up spills promptly when they occur.

NO VIOLATIONS

☐ See attached for more comments.

PRIORITY ROUTINE INSPECTION: Businesses with a follow-up/re-inspection should be assigned High	☒ High - Annual	☐ Medium – every 2 yrs.	☐ Low – every 5 yrs.	☐ Referred to:

ENFORCEMENT LEVELS: ☐ None	1.☐ Verbal Warning	2.☐ Warning Notice or Admin. Action	3.☐ Admin. Action with Penalty &/or Cost Recovery	4.☐ Legal Action

Were violations corrected ≤10 days or otherwise deemed resolved in a longer, but still timely manner? ☐ N/A ☐ yes ☐ no or ☐ see Follow-Up Inspection Report

Facility Representative: _____ Inspector: D. Rompf

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water. Healthy Community.

City: _____ ☐ Unincorporated

Date: _____ Time: _____

☐ Facility has closed ☐ Facility information has changed

Reason for Inspection: ☐ First Inspection ☐ Routine Inspection ☐ Response to Complaint ☐ Follow-up | Follow-up Inspection Due:

NAME OF FACILITY | SITE ADDRESS

CONTACT NAME | PHONE | BUSINESS TYPE/ACTIVITY | SIC

Is the property owner different than the facility owner? ☐ yes ☐ no If yes, complete the following: ☐ High Priority Facility

NAME PHONE

MAILING ADDRESS

Is the facility covered under any other programs or permits? (Check all that apply.)

☐ None ☐ Sanitary sewer

☐ Air quality ☐ Hazmat business plan ☐ Underground storage tanks ☐ Above ground storage tanks

☐ Fire department(hazmat storage) ☐ Hazmat waste generator ☐ Retail food facility ☐ Other

Is the facility covered under a storm water permit? ☐ Does not need coverage ☐ No, but may need to be (Refer to Water Board staff)

☐ Individual ☐ General: Does the facility have a SWPPP? ☐ yes ☐ no

N/A = Not Applicable; PTNL = POTENTIAL for Pollutant Discharge: 1 = low potential, 2 = medium potential, 3 = high potential

BMP effectiveness: 0 = BMPs are effective, 1 = BMPs are fairly/almost effective, 2 = BMPs are not effective, 3 = No BMPs are implemented

NSW = Non-Stormwater Discharge

ACTIVITY AREAS	N/A	Potential PTNL	Effectiveness BMP	Actual Discharge NSW	☐ Check box if educational outreach material is distributed and provide title(s) of outreach material(s): REMARKS: Describe recommendations, requirements, and time to implement. Check box if remark is a requirement
A. Outdoor Process/Manufacturing Areas		1	1		☐
B. Outdoor Material Storage Areas		2	2		☐
C. Outdoor Waste Storage/Disposal Areas		1	1		☐
D. Outdoor Vehicle and Heavy Equipment Storage, Maintenance Areas		2	1		☐
E. Outdoor Parking Areas and Access Roads		1	1		☐
F. Outdoor Wash Areas		2	1		☐
G. Rooftop Equipment	/				☐
H. Outdoor Drainage from Indoor Areas	/				☐
I. Other (describe):	/				☐

COMMENTS/REMARKS/REQUIREMENTS Structural control present ☐ Maintenance required in storm drain system ☐ yes ☐ no

☐ See attached for more comments.

PRIORITY FOR RE-INSPECTION: ☐ 1: First ☐ 2: Second ☐ 3: Third | ☐ Referred to: Details:

ENFORCEMENT: ☐ None ☐ Verbal Notice ☐ Warning Notice ☐ Administrative Action ☐ Administrative Action w/ Penalty &/or Cost Recovery ☐ Legal Action

Facility Representative: _____ Inspector: _____

ENVIRONMENTAL HEALTH SAN MATEO COUNTY
Protecting Our Health and Environment

FOOD PROGRAM INSPECTION REPORT

San Mateo County Environmental Health Services Division
2000 Alameda de las Pulgas, Ste. 100, San Mateo CA 94403
(650) 372-6200 Fax (650) 627-8244 www.smhealth/environ

DATE 7/30/10 | PAGE 1 of 1

INSPECTION TYPE	STATUS
☐ ROUTINE	☐ 51 EXCELLENT
☐ COMPLAINT	☐ 52 GOOD
☐ FOLLOW-UP	☑ 53 FAIR
☐ OTHER	☐ 54 POOR
REINSPECTION DATE:	☐ 55 CLOSURE

FACILITY NAME 49er Academy

ADDRESS: 2695 Fordham CITY: E Palo Alto

OWNER: RECORD ID: 59682 P/E 1637

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge; food manager certification		✓	✓			
2	Disease reporting, restrictions & exclusions	✓					
3	Discharge from eyes, nose, and mouth	✓					
4	Proper employee habits	✓					
5	Proper hand washing/glove use	✓					
6	Adequate hand washing facilities supplied	✓					
7	Proper hot and cold holding temperatures	✓					
8	Time as public health control; procedures & records	✓					
9	Proper cooling methods						✓
10	Proper cooking time and temperatures						✓
11	Proper reheating procedures for hot holding					✓	
12	Returned and re-service of food					✓	

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
13	Food in good condition, safe and unadulterated	✓					
14	Food contact surfaces; clean and sanitized	✓					
15	Food obtained from approved sources	✓					
16	Compliance with shell stock tags, display						✓
17	Compliance with Gulf Oyster regulations						✓
18	Compliance with variance & HACCP Plan						✓
19	Raw or undercooked food advisory						✓
20	Licensed health care facilities/schools	✓					
21	Hot and cold water availability						
22	Sewage and wastewater properly disposed	✓					
23	No vermin, insects, birds, or animals	✓					
55	Storm Water (www.flowstobay.org/food)					✓	

See reverse side for the code sections and general requirements that correspond to each violation listed below.
IN-in compliance OUT-out of compliance MAJ-major violation COS-corrected on site NO-not observed NA-not applicable

*Dishes washed at Costano Elementary. Follow drying procedures as indicated on that inspection report.

(1) No food safety manager on site. Within 90 days, one employee shall attend a food safety class & take & pass an approved food safety exam.

Note: (7) Temperatures in refrigerator in compliance at Time of inspection but several temperatures noted on log above 41°F. Take corrective action to decrease temperature whenever it is ~~50~~ > 41°F.

ADDITIONAL INSPECTIONS REQUIRED TO achieve MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: [signature] PRINT: Aiga Sao TITLE:

SPECIALIST: E Myszka PHONE: 650 372 6211

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ENVIRONMENTAL HEALTH SAN MATEO COUNTY
Protecting Our Health and Environment

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DATE: 11/30/10 | PAGE 1 of 1

INSPECTION TYPE	STATUS
☒ ROUTINE	☐ 51 EXCELLENT
☐ COMPLAINT	☐ 52 GOOD
☐ FOLLOW-UP	☒ 53 FAIR
☐ OTHER	☐ 54 POOR
REINSPECTION DATE:	☐ 55 CLOSURE

FACILITY NAME: Costano Elementary School
ADDRESS: 2695 Fordham CITY: E Palo Alto
OWNER: RECORD ID: 3223 P/E: 1632

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge; food manager certification		✓	✓			
2	Disease reporting, restrictions & exclusions	✓					
3	Discharge from eyes, nose, and mouth	✓					
4	Proper employee habits	✓					
5	Proper hand washing/glove use	✓					
6	Adequate hand washing facilities supplied	✓					
7	Proper hot and cold holding temperatures	✓					
8	Time as public health control; procedures & records	✓					
9	Proper cooling methods					✓	
10	Proper cooking time and temperatures					✓	
11	Proper reheating procedures for hot holding					✓	
12	Returned and re-service of food					✓	

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
13	Food in good condition, safe and unadulterated	✓					
14	Food contact surfaces; clean and sanitized		✓	✓			
15	Food obtained from approved sources	✓					
16	Compliance with shell stock tags, display						✓
17	Compliance with Gulf Oyster regulations						✓
18	Compliance with variance & HACCP Plan						✓
19	Raw or undercooked food advisory						✓
20	Licensed health care facilities/schools	✓					
21	Hot and cold water availability	✓					
22	Sewage and wastewater properly disposed	✓					
23	No vermin, insects, birds, or animals	✓					
55	Storm Water (www.flowstobay.org/food)					✓	

See reverse side for the code sections and general requirements that correspond to each violation listed below.
IN-in compliance OUT-out of compliance MAJ-major violation COS-corrected on site NO-not observed NA-not applicable

(1) No food manager certificate on site. Within 90 days, ~~at least one employee shall attend a food safety course & take & pass an approved food manager exam.~~ fax copy of certificate to health dept & keep on site.

(14) Discontinue towel drying the clean dishes with the same towel. Since dishes do not have enough time to air dry before being returned to McNair Sched, use a clean towel for each utensil/dish.

(33) Keep soil refrigerator that is not in use clean to prevent attraction of insects or rodents.

* Good temperatures

ADDITIONAL INSPECTIONS REQUIRED TO ACHIEVE MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: PRINT: Carolyn Capiel TITLE:
SPECIALIST: Ruska PHONE: 6503726214

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DATE: 11/30/2010 PAGE 1 of 1

INSPECTION TYPE	STATUS
[X] ROUTINE	[ ] 51 EXCELLENT
[ ] COMPLAINT	[X] 52 GOOD
[ ] FOLLOW-UP	[ ] 53 FAIR
[ ] OTHER	[ ] 54 POOR
REINSPECTION DATE:	[ ] 55 CLOSURE

FACILITY NAME: James Flood School

ADDRESS: 2031 Pulgas CITY: E Palo Alto

OWNER: RECORD ID: 59696 P/E: 1632

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge; food manager certification		✓				
2	Disease reporting, restrictions & exclusions	✓					
3	Discharge from eyes, nose, and mouth	✓					
4	Proper employee habits	✓					
5	Proper hand washing/glove use	✓					
6	Adequate hand washing facilities supplied	✓					
7	Proper hot and cold holding temperatures	✓					
8	Time as public health control; procedures & records	✓					
9	Proper cooling methods					✓	
10	Proper cooking time and temperatures					✓	
11	Proper reheating procedures for hot holding					✓	
12	Returned and re-service of food					✓	

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
13	Food in good condition, safe and unadulterated	✓					
14	Food contact surfaces; clean and sanitized	✓					
15	Food obtained from approved sources	✓					
16	Compliance with shell stock tags, display						✓
17	Compliance with Gulf Oyster regulations						✓
18	Compliance with variance & HACCP Plan						✓
19	Raw or undercooked food advisory						✓
20	Licensed health care facilities/schools	✓					
21	Hot and cold water availability	✓					
22	Sewage and wastewater properly disposed	✓					
23	No vermin, insects, birds, or animals	✓					
55	Storm Water (www.flowstobay.org/food)					✓	

See reverse side for the code sections and general requirements that correspond to each violation listed below.
IN-in compliance OUT-out of compliance MAJ-major violation COS-corrected on site NO-not observed NA-not applicable

(1) No food manager certification on site. Manager has passed the exam but has not yet received her certificate. Fax copy to inspector when received.

* Good holding temperatures observed & logs of temperatures when food is received from kitchen where it is prepared.

ADDITIONAL INSPECTIONS REQUIRED TO ACHIEVE MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: Gese Noa PRINT: Gese NOA TITLE:

SPECIALIST: Myszka PHONE: 650 372 6211

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ENVIRONMENTAL HEALTH SAN MATEO COUNTY
Protecting Our Health and Environment

FOOD PROGRAM INSPECTION REPORT

San Mateo County Environmental Health Services Division
2000 Alameda de las Pulgas, Ste. 100, San Mateo CA 94403
(650) 372-6200 Fax (650) 627-8244 www.smhealthyenviron

DATE 11/30/2010 | PAGE 1 of 1

INSPECTION TYPE	STATUS
☒ ROUTINE	☐ 51 EXCELLENT
☐ COMPLAINT	☒ 52 GOOD
☐ FOLLOW-UP	☐ 53 FAIR
☐ OTHER	☐ 54 POOR
REINSPECTION DATE:	☐ 55 CLOSURE

FACILITY NAME: Ronald McNair School
ADDRESS: 2033 Pulgas CITY: E Palo Alto
OWNER: RECORD ID: 3083 P/E: 1633

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge; food manager certification	✓					
2	Disease reporting, restrictions & exclusions	✓					
3	Discharge from eyes, nose, and mouth	✓					
4	Proper employee habits	✓					
5	Proper hand washing/glove use	✓					
6	Adequate hand washing facilities supplied	✓					
7	Proper hot and cold holding temperatures	✓					
8	Time as public health control; procedures & records	✓					
9	Proper cooling methods					✓	
10	Proper cooking time and temperatures					✓	
11	Proper reheating procedures for hot holding					✓	
12	Returned and re-service of food					✓	

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
13	Food in good condition, safe and unadulterated	✓					
14	Food contact surfaces; clean and sanitized		✓				
15	Food obtained from approved sources	✓					
16	Compliance with shell stock tags, display						✓
17	Compliance with Gulf Oyster regulations						✓
18	Compliance with variance & HACCP Plan						✓
19	Raw or undercooked food advisory						✓
20	Licensed health care facilities/schools	✓					
21	Hot and cold water availability	✓					
22	Sewage and wastewater properly disposed	✓					
23	No vermin, insects, birds, or animals	✓					
55	Storm Water (www.flowstobay.org/food)					✓	

See reverse side for the code sections and general requirements that correspond to each violation listed below.
IN-in compliance OUT-out of compliance MAJ-major violation COS-corrected on site NO-not observed NA-not applicable

Temperatures
Cheese (refrigerator) 38°F
Ham (walk-in) 37°F

(14) Modify ware washing procedures to include the rinse step in between washing & sanitizing (not rinsing after sanitizing). Correct immediately.
(43) Three toilet doors found open. Keep closed immediately & ensure door is self-closing.
(44) Keep wall unit that is used for storage clean & organized. Correct by 12/7/2010 to eliminate harborage of rodents.

ADDITIONAL INSPECTIONS REQUIRED TO ACHIEVE MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: James Lee PRINT: JAMES LEE TITLE:
SPECIALIST: E Myszka PHONE: 650 372 6211

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DATE: 11/30/2010 PAGE 1 of 1

INSPECTION TYPE	STATUS
☒ ROUTINE	☐ 51 EXCELLENT
☐ COMPLAINT	☐ 52 GOOD
☐ FOLLOW-UP	☐ 53 FAIR
☐ OTHER	☐ 54 POOR
REINSPECTION DATE:	☐ 55 CLOSURE

FACILITY NAME: Our Common Ground (Daytop)
ADDRESS: 2560 Pulgas CITY: E Palo Alto
OWNER: RECORD ID: 3208 P/E 1632

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge; food manager certification		✓	✓			
2	Disease reporting, restrictions & exclusions	✓					
3	Discharge from eyes, nose, and mouth	✓					
4	Proper employee habits	✓					
5	Proper hand washing/glove use	✓					
6	Adequate hand washing facilities supplied	✓					
7	Proper hot and cold holding temperatures	✓					
8	Time as public health control; procedures & records						✓
9	Proper cooling methods	✓					
10	Proper cooking time and temperatures					✓	
11	Proper reheating procedures for hot holding					✓	
12	Returned and re-service of food					✓	

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
13	Food in good condition, safe and unadultered	✓					
14	Food contact surfaces; clean and sanitized		✓	✓			
15	Food obtained from approved sources	✓					
16	Compliance with shell stock tags, display						✓
17	Compliance with Gulf Oyster regulations						✓
18	Compliance with variance & HACCP Plan						✓
19	Raw or undercooked food advisory						✓
20	Licensed health care facilities/schools	✓					
21	Hot and cold water availability	✓					
22	Sewage and wastewater properly disposed	✓					
23	No vermin, insects, birds, or animals	✓					
55	Storm Water (www.flowstobay.org/food)					✓	

See reverse side for the code sections and general requirements that correspond to each violation listed below.
IN-in compliance OUT-out of compliance MAJ-major violation COS-corrected on site NO-not observed NA-not applicable

Temperatures
35°F (refrigerator) eggs
137°F pasta (hot hold)

* Very clean & well organized.

(27) Move eggs that are above fruit to lower shelf today.

(1) No food manager certification for site. Within 90 days, one employee shall attend food safety class & take & pass an approved food safety exam.

(14) Discontinue towel drying dishes immediately. Also include a sanitizing step for pots that are currently being handwashed - either place in dish machine or immerse in sanitizer solution for 30 seconds. Correct Today

(39) Provide missing thermometer to check Temperatures of food after cooking & serving. ~~Correct~~ EM

Note: minimize time between food prep & serving so food to be kept for next day will be refrigerated within 2 hours of prep

ADDITIONAL INSPECTIONS REQUIRED TO achieve MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: PRINT: Rosalind Walton TITLE: Program Asst.

SPECIALIST: Myszka PHONE: 650 372 6211

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DATE: 11/30/10 | PAGE 1 of 1

INSPECTION TYPE	STATUS
☒ ROUTINE	☐ 51 EXCELLENT
☐ COMPLAINT	☒ 52 GOOD
☐ FOLLOW-UP	☐ 53 FAIR
☐ OTHER	☐ 54 POOR
REINSPECTION DATE:	☐ 55 CLOSURE

FACILITY NAME: Cesar Chavez Academy / Green Oaks Academy
ADDRESS: 2350/2490 Ralmar CITY: E Palo Alto
OWNER: RECORD ID: 3084/38396 P/E 1632

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge; food manager certification	✓					
2	Disease reporting, restrictions & exclusions	✓					
3	Discharge from eyes, nose, and mouth	✓					
4	Proper employee habits	✓					
5	Proper hand washing/glove use	✓					
6	Adequate hand washing facilities supplied	✓					
7	Proper hot and cold holding temperatures	✓					
8	Time as public health control; procedures & records						✓
9	Proper cooling methods					✓	
10	Proper cooking time and temperatures					✓	
11	Proper reheating procedures for hot holding					✓	
12	Returned and re-service of food					✓	

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
13	Food in good condition, safe and unadulterated	✓					
14	Food contact surfaces; clean and sanitized	✓					
15	Food obtained from approved sources	✓					
16	Compliance with shell stock tags, display						✓
17	Compliance with Gulf Oyster regulations						✓
18	Compliance with variance & HACCP Plan						✓
19	Raw or undercooked food advisory						✓
20	Licensed health care facilities/schools	✓					
21	Hot and cold water availability	✓					
22	Sewage and wastewater properly disposed	✓					
23	No vermin, insects, birds, or animals	✓					
55	Storm Water (www.flowstobay.org/food)					✓	

See reverse side for the code sections and general requirements that correspond to each violation listed below.
IN-in compliance OUT-out of compliance MAJ-major violation COS-corrected on site NO-not observed NA-not applicable

*Temperatures in compliance at time of inspection
*Good records of daily temperatures in refrigeration units

(34) No Test strips available for measuring Sanitizer concentration. Obtain by 12/7/2010.

ADDITIONAL INSPECTIONS REQUIRED TO ACHIEVE MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: Patricia Norton PRINT: Patricia Norton TITLE:
SPECIALIST: E Mistka PHONE: 650 372 6211

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FOOD PROGRAM INSPECTION REPORT

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DATE: 10/12/10 | PAGE 1 of 1

INSPECTION TYPE	STATUS
☒ ROUTINE	☐ 51 EXCELLENT
☐ COMPLAINT	☒ 52 GOOD
☐ FOLLOW-UP	☐ 53 FAIR
☐ OTHER	☐ 54 POOR
REINSPECTION DATE:	☐ 55 CLOSURE

FACILITY NAME: Las Adelitas Restaurant & Meat Market

ADDRESS: 2373 University CITY: E Palo Alto

OWNER: RECORD ID: 2296 P/E: 1612

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge; food manager certification	✓					
2	Disease reporting, restrictions & exclusions	✓					
3	Discharge from eyes, nose, and mouth	✓					
4	Proper employee habits	✓					
5	Proper hand washing/glove use	✓					
6	Adequate hand washing facilities supplied	✓					
7	Proper hot and cold holding temperatures	✓					
8	Time as public health control; procedures & records						✓
9	Proper cooling methods					✓	
10	Proper cooking time and temperatures					✓	
11	Proper reheating procedures for hot holding					✓	
12	Returned and re-service of food					✓	
13	Food in good condition, safe and unadulterated	✓					
14	Food contact surfaces; clean and sanitized	✓					
15	Food obtained from approved sources	✓					
16	Compliance with shell stock tags, display						✓
17	Compliance with Gulf Oyster regulations						✓
18	Compliance with variance & HACCP Plan						✓
19	Raw or undercooked food advisory						✓
20	Licensed health care facilities/schools						✓
21	Hot and cold water availability	✓					
22	Sewage and wastewater properly disposed	✓					
23	No vermin, insects, birds, or animals	✓					
55	Storm Water (www.flowstobay.org/food)	✓					

See reverse side for the code sections and general requirements that correspond to each violation listed below.
IN-in compliance OUT-out of compliance MAJ-major violation COS-corrected on site NO-not observed NA-not applicable

Temperatures
Rice (hot hold) 155°F
Beans (cooler) 37°F
Milk (refrigerator) 38°F

(32) Queso Seco is ~~unlabeled~~ EM unlabeled. Since it is being cut & repackaged on site, label with restaurant name, address, name of product, ingredients, and net weight by 10/19/2010.

(35) Remove cardboard from dry storage & cooler shelves & keep shelves clean, smooth & non-absorbent by 10/19/2010.

(42) Take bottles in kitchen & meat walk-in cooler out to garbage/recycling daily.

(33) Clean soiled racks in walk-in cooler by 10/19/2010.

ADDITIONAL INSPECTIONS REQUIRED TO ACHIEVE MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: Jaime A. Canlos PRINT: Jaime Canlos TITLE: OWNER

SPECIALIST: E Myszka PHONE: 650 372 6211

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ENVIRONMENTAL HEALTH SAN MATEO COUNTY — Protecting Our Health and Environment

FOOD PROGRAM INSPECTION REPORT

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DATE: 12/29/2010 | PAGE 1 of 2

INSPECTION TYPE	STATUS
[X] ROUTINE	[ ] 51 EXCELLENT
[ ] COMPLAINT	[ ] 52 GOOD
[ ] FOLLOW-UP	[ ] 53 FAIR
[ ] OTHER	[X] 54 POOR
REINSPECTION DATE:	[ ] 55 CLOSURE

FACILITY NAME: Three Brothers Tacos

ADDRESS: 2220 University Ave CITY: E Palo Alto

OWNER: RECORD ID: 38401 P/E 1624

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge; food manager certification	✓					
2	Disease reporting, restrictions & exclusions	✓					
3	Discharge from eyes, nose, and mouth	✓					
4	Proper employee habits	✓					
5	Proper hand washing/glove use	✓					
6	Adequate hand washing facilities supplied	✓					
7	Proper hot and cold holding temperatures		✓				
8	Time as public health control; procedures & records						✓
9	Proper cooling methods					✓	
10	Proper cooking time and temperatures					✓	
11	Proper reheating procedures for hot holding					✓	
12	Returned and re-service of food					✓	

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
13	Food in good condition, safe and unadulterated	✓	✓	✓	✓		
14	Food contact surfaces; clean and sanitized		✓	✓			
15	Food obtained from approved sources	✓					
16	Compliance with shell stock tags, display						✓
17	Compliance with Gulf Oyster regulations						✓
18	Compliance with variance & HACCP Plan						✓
19	Raw or undercooked food advisory						✓
20	Licensed health care facilities/schools						✓
21	Hot and cold water availability	✓					
22	Sewage and wastewater properly disposed	✓					
23	No vermin, insects, birds, or animals	✓					
55	Storm Water (www.flowstobay.org/food)					✓	

See reverse side for the code sections and general requirements that correspond to each violation listed below.
IN-in compliance OUT-out of compliance MAJ-major violation COS-corrected on site NO-not observed NA-not applicable

(7) Produce cooler at 46°F. Move all cheese, eggs, & prepared salsas into the other cooler until produce cooler is repaired. Correct immediately. (Mover el queso, los huevos, y las salsas del cooler de verduras al cooler de carnes)

(7) Tomatoes & cut lettuce that were prepared this morning (<2hrs) at 52°F in reach-in cooler under salsas. Place in meat cooler until they reach 41°F. Then place in reach-in. (Poner las tomates y lechuga en el cooler de carnes hasta que llegen a 41°F, y luego maverlos al refri de salsas).

(7) Salsas on ice (onion & cilantro) & in customer area at 54°F. Add more ice or keep on mechanical refrigeration to maintain temperature ≤41°F. (Poner más hielo a las salsas y cebolla y cilantro para mantenerse a 41°F o más bajo)

ADDITIONAL INSPECTIONS REQUIRED TO ACHIEVE MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: PRINT: Alejandra Sanchez TITLE:

SPECIALIST: MYSTICA PHONE: 650 372 6211

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FOOD PROGRAM INSPECTION REPORT

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DATE: 12/29/10 | PAGE 1 of 1

INSPECTION TYPE	STATUS
☒ ROUTINE	☐ 51 EXCELLENT
☐ COMPLAINT	☐ 52 GOOD
☐ FOLLOW-UP	☐ 53 FAIR
☐ OTHER	☐ 54 POOR
REINSPECTION DATE:	☐ 55 CLOSURE

FACILITY NAME: SF Soap Co.

ADDRESS: 1950 University CITY: Palo Alto

OWNER: RECORD ID: 47618 P/E 1624

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge; food manager certification	✓					
2	Disease reporting, restrictions & exclusions	✓					
3	Discharge from eyes, nose, and mouth	✓					
4	Proper employee habits	✓					
5	Proper hand washing/glove use	✓					
6	Adequate hand washing facilities supplied	✓					
7	Proper hot and cold holding temperatures		✓		✓		
8	Time as public health control; procedures & records						✓
9	Proper cooling methods					✓	
10	Proper cooking time and temperatures					✓	
11	Proper reheating procedures for hot holding					✓	
12	Returned and re-service of food					✓	

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
13	Food in good condition, safe and unadulterated	✓					
14	Food contact surfaces; clean and sanitized		✓	✓	✓		
15	Food obtained from approved sources	✓					
16	Compliance with shell stock tags, display						✓
17	Compliance with Gulf Oyster regulations						✓
18	Compliance with variance & HACCP Plan						✓
19	Raw or undercooked food advisory						✓
20	Licensed health care facilities/schools						✓
21	Hot and cold water availability	✓					
22	Sewage and wastewater properly disposed	✓					
23	No vermin, insects, birds, or animals	✓					
55	Storm Water (www.flowstobay.org/food)					✓	

See reverse side for the code sections and general requirements that correspond to each violation listed below.
IN-in compliance OUT-out of compliance MAJ-major violation COS-corrected on site NO-not observed NA-not applicable 47617

Temperatures
Soap (hot hold) 159°F
Soap (cooler) 41°F

* Good hand washing & glove use

(7) Chicken, spinach & other items on ice from AM 7a-9a at 48-51°F. Items were discarded. Keep all food at ≤ 41°F or ≥ 135°F or use a time as control plan.

(14) Dishes were being washed, sanitized, then rinsed. Wash, rinse, sanitize then air dry, as described on provided sticker. (corrected)

(32) Label all unmarked grab & go items (cookies, pastries, salads, sandwiches, fruit parfait, etc.) with name/address of company where produced or packaged and ingredients, in order of decreasing quantity. Correct by 1/12/2011.

ADDITIONAL INSPECTIONS REQUIRED TO ACHIEVE MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: PRINT: Tiana Pescada TITLE: manager

SPECIALIST: PHONE: 650 372 6211

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INSPECTION TYPE	STATUS
☒ ROUTINE	☐ 51 EXCELLENT
☐ COMPLAINT	☒ 52 GOOD
☐ FOLLOW-UP	☐ 53 FAIR
☐ OTHER	☐ 54 POOR
REINSPECTION DATE:	☐ 55 CLOSURE

FACILITY NAME: El Sabor Michoacano

ADDRESS: 2398 University Ave CITY: E Palo Alto

OWNER:

RECORD ID: 26741 P/E 1624

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge; food manager certification	✓					
2	Disease reporting, restrictions & exclusions	✓					
3	Discharge from eyes, nose, and mouth	✓					
4	Proper employee habits	✓					
5	Proper hand washing/glove use	✓					
6	Adequate hand washing facilities supplied	✓					
7	Proper hot and cold holding temperatures	✓					
8	Time as public health control; procedures & records					✓	
9	Proper cooling methods					✓	
10	Proper cooking time and temperatures	✓					
11	Proper reheating procedures for hot holding					✓	
12	Returned and re-service of food					✓	

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
13	Food in good condition, safe and unadultered	✓					
14	Food contact surfaces; clean and sanitized	✓					
15	Food obtained from approved sources	✓					
16	Compliance with shell stock tags, display						✓
17	Compliance with Gulf Oyster regulations						✓
18	Compliance with variance & HACCP Plan						✓
19	Raw or undercooked food advisory						✓
20	Licensed health care facilities/schools						✓
21	Hot and cold water availability	✓					
22	Sewage and wastewater properly disposed	✓					
23	No vermin, insects, birds, or animals	✓					
55	Storm Water (www.flowstobay.org/food)					✓	

See reverse side for the code sections and general requirements that correspond to each violation listed below.
IN-in compliance OUT-out of compliance MAJ-major violation COS-corrected on site NO-not observed NA-not applicable 4/0112

Temperatures

Beans (hot hold) 151°F

Soup (refrigerator) 36°F

(30) Discontinue storing rompope in reused milk carton. Use an approved storage container. Correct today. (No reusar el carton de leche para el rompope).

(30) Label unmarked bulk containers today. (Poner el nombre del contenido de los contenedores de bulto afuera).

(33) Clean soiled refrigerator doors & bulk bins by 1/5/2011. (Limpiar las paredes de los refrigeradores y bulto)

(35) Replace burnt out lights & missing light shields by 1/5/2011. (Reemplazar luces y protectores en la campana).

(38) ~~Limpiar~~ Clean greasy hood filters by 1/5/2011 (Limpiar los filtros de la campana)

ADDITIONAL INSPECTIONS REQUIRED TO ACHIEVE MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: PRINT: JOSE ESPINOSA TITLE:

SPECIALIST: MYSZKA PHONE: 650 372 6211

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INSPECTION TYPE	STATUS
☒ ROUTINE	☐ 51 EXCELLENT
☐ COMPLAINT	☐ 52 GOOD
☐ FOLLOW-UP	☐ 53 FAIR
☐ OTHER	☐ 54 POOR
REINSPECTION DATE:	☐ 55 CLOSURE

FACILITY NAME: Cooley Avenue Market

ADDRESS: 2390 Cooley Ave CITY: E Palo Alto

OWNER: (2233 Cooley ?) RECORD ID: 356 P/E 1612

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge; food manager certification						✓
2	Disease reporting, restrictions & exclusions	✓					
3	Discharge from eyes, nose, and mouth	✓					
4	Proper employee habits	✓					
5	Proper hand washing/glove use	✓					
6	Adequate hand washing facilities supplied	✓					
7	Proper hot and cold holding temperatures	✓					
8	Time as public health control; procedures & records						✓
9	Proper cooling methods						✓
10	Proper cooking time and temperatures						✓
11	Proper reheating procedures for hot holding						✓
12	Returned and re-service of food						✓

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
13	Food in good condition, safe and unadulterated	✓					
14	Food contact surfaces; clean and sanitized	✓					
15	Food obtained from approved sources	✓					
16	Compliance with shell stock tags, display						✓
17	Compliance with Gulf Oyster regulations						✓
18	Compliance with variance & HACCP Plan						✓
19	Raw or undercooked food advisory						✓
20	Licensed health care facilities/schools						✓
21	Hot and cold water availability	✓					
22	Sewage and wastewater properly disposed	✓					
23	No vermin, insects, birds, or animals	✓					
55	Storm Water (www.flowstobay.org/food)						✓

See reverse side for the code sections and general requirements that correspond to each violation listed below.
IN-in compliance OUT-out of compliance MAJ-major violation COS-corrected on site NO-not observed NA-not applicable

4 of 29

(33) Clean soiled insides of reach-in coolers & racks by 1/14/2011.

(14) Excess cardboard boxes in unused cooler & stacked in back. Remove & maintain facility organized to prevent harborage of rodents.

Cold temperatures

ADDITIONAL INSPECTIONS REQUIRED TO ACHIEVE MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: Donald Paul Mosher PRINT: Donald Paul Mosher TITLE: Owner

SPECIALIST: MYSZKA PHONE: 650 372 6211

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ENVIRONMENTAL HEALTH SAN MATEO COUNTY
Protecting Our Health and Environment

FOOD PROGRAM INSPECTION REPORT

San Mateo County Environmental Health Services Division
2000 Alameda de las Pulgas, Ste. 100, San Mateo CA 94403
(650) 372-6200 Fax (650) 627-8244 www.smhealth.org/environ

DATE: 12/29/10 | PAGE 1 of 1

INSPECTION TYPE	STATUS
☒ ROUTINE	☐ 51 EXCELLENT
☐ COMPLAINT	☐ 52 GOOD
☐ FOLLOW-UP	☐ 53 FAIR
☐ OTHER	☐ 54 POOR
REINSPECTION DATE:	☐ 55 CLOSURE

FACILITY NAME: Garden Supermarket
ADDRESS: 1933 Pulgas CITY: E Palo Alto
OWNER: RECORD ID: 364 P/E: 1612

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge; food manager certification						✓
2	Disease reporting, restrictions & exclusions	✓					
3	Discharge from eyes, nose, and mouth	✓					
4	Proper employee habits	✓					
5	Proper hand washing/glove use	✓					
6	Adequate hand washing facilities supplied	✓					
7	Proper hot and cold holding temperatures	✓					
8	Time as public health control; procedures & records						✓
9	Proper cooling methods						✓
10	Proper cooking time and temperatures						✓
11	Proper reheating procedures for hot holding						✓
12	Returned and re-service of food					✓	

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
13	Food in good condition, safe and unadultered	✓					
14	Food contact surfaces; clean and sanitized		✓	✓			
15	Food obtained from approved sources	✓					
16	Compliance with shell stock tags, display						✓
17	Compliance with Gulf Oyster regulations						✓
18	Compliance with variance & HACCP Plan						✓
19	Raw or undercooked food advisory						✓
20	Licensed health care facilities/schools						✓
21	Hot and cold water availability	✓					
22	Sewage and wastewater properly disposed	✓					
23	No vermin, insects, birds, or animals	✓					
55	Storm Water (www.flowstobay.org/food)						✓

See reverse side for the code sections and general requirements that correspond to each violation listed below.
IN-in compliance OUT-out of compliance MAJ-major violation COS-corrected on site NO-not observed NA-not applicable

Temperatures in compliance

(14) Clean soiled container for pickle tongs today.

(14) Discontinue storage of ice scoop on top of cardboard box immediately. Store in clean/sanitized container.

(14) Clean soiled three-compartment sink today.

(33) Clean soiled reach-in cooler doors & shelves by 1/8/2011

(44) Clean & organize throughout facility — back room has piles of boxes, unused equipment (meat grinder, slicer, etc.). Broken glass on floor outside walk-in cooler. Clean by 1/14/2011.

ADDITIONAL INSPECTIONS REQUIRED TO ACHIEVE MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: [signature] PRINT: Jimmy Alvarado TITLE: Mgr

SPECIALIST: MYSAKA PHONE: 650 372 6211

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DATE: 12/29/10 | PAGE 1 of 1

INSPECTION TYPE	STATUS
☒ ROUTINE	☐ 51 EXCELLENT
☐ COMPLAINT	☐ 52 GOOD
☐ FOLLOW-UP	☐ 53 FAIR
☐ OTHER	☐ 54 POOR
REINSPECTION DATE:	☐ 55 CLOSURE

FACILITY NAME: Emmanuel Pizza & Bakery
ADDRESS: 1489 Bayshore CITY: E Palo Alto
OWNER: RECORD ID: 24257 P/E 1624

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge; food manager certification	✓					
2	Disease reporting, restrictions & exclusions	✓					
3	Discharge from eyes, nose, and mouth	✓					
4	Proper employee habits	✓					
5	Proper hand washing/glove use	✓					
6	Adequate hand washing facilities supplied Em	~~✓~~	✓	✓			
7	Proper hot and cold holding temperatures	✓					
8	Time as public health control; procedures & records						✓
9	Proper cooling methods						✓
10	Proper cooking time and temperatures					✓	
11	Proper reheating procedures for hot holding						✓
12	Returned and re-service of food					✓	

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
13	Food in good condition, safe and unadulterated	✓					
14	Food contact surfaces; clean and sanitized	✓					
15	Food obtained from approved sources	✓					
16	Compliance with shell stock tags, display						✓
17	Compliance with Gulf Oyster regulations						✓
18	Compliance with variance & HACCP Plan						✓
19	Raw or undercooked food advisory						✓
20	Licensed health care facilities/schools						✓
21	Hot and cold water availability	✓					
22	Sewage and wastewater properly disposed	✓					
23	No vermin, insects, birds, or animals	✓					
55	Storm Water (www.flowstobay.org/food)					✓	

See reverse side for the code sections and general requirements that correspond to each violation listed below.
IN-in compliance OUT-out of compliance MAJ-major violation COS-corrected on site NO-not observed NA-not applicable

*All temperatures in compliance at Time of inspection

(6) No dedicated handwashing sink in kitchen. Install one by 60 days. - Bernardo Ramo 372-6277

(33) Clean dusty fan in walk-in cooler & soiled exteriors of bulk bins & mixers by 1/5/2011. Also clean moldy shelves in reach-in cooler where milk is stored by 12/31/2010.

(33) Discard soiled coffee cups under coffee cabinet today.

(21) Discontinue storing windex & other chemicals on shelf above food (bulk bins); correct Today

(30) Store open bags of yeast, flour, etc. in approved containers by 1/5/2011.

Label spray bottle of bleach water.

ADDITIONAL INSPECTIONS REQUIRED TO ACHIEVE MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: PRINT: TITLE:

SPECIALIST: MYSSA Alberto Rodriguez PHONE: 650 3726211

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H	F
6	11
2	19
5	1
3	0
16	31

Stormwater Inspections & Violations Summary

Municipality: ERA
Period Covered by Summary Report: 7/10 – 6/11
Date:

C.4.c.iii.(1) ► Facility Inspections

	Number	Percent
Inspections conducted: *Sum of the first, routine, and response to complaint inspections and follow-up/reinspections conducted*	47	
~~Violations issued (excluding verbal warnings): *Sum of number of Enforcement Levels 2, 3, and 4*~~	1	
Sites inspected in violation: *Sum of unique facilities with an Enforcement Level of 2, 3, or 4*	1	
Violations[1] resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner: *Sum of "yes" answers to this question on the Inspection Report Form*	1	

[1] 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.

C.4.c.iii.(2) ► Frequency and Types/Categories of Violations Observed

Type/Category of Violations Observed	Number of Violations
Actual discharge (e.g., non-stormwater discharge): *Sum of violations resulting from NSW*	0
Potential discharge (e.g., BMPs not in place or ineffective): *Sum of violations resulting from PINL + BMP ≥ 4 or any other non-NSW violations*	0

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

	Enforcement Action (as listed in County Environmental Health's ERP)	Number of Enforcement Actions Taken	% of Enforcement Actions Taken
Level 1	Verbal Warning	3	
Level 2	Warning Notice or Administrative Action	1	
Level 3	Administrative Action with Penalty &/or Cost Recovery	0	
Level 4	Legal Action	0	
Total			

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

Business Category: based on County Environmental Health's standard list	Actual Discharge Violations: *Sum of Enforcement Levels 2, 3, & 4 for each category*	Potential Discharge Violations: *Sum of Enforcement Level 1 for each category*
Restaurants FOOD	31	
Food Markets – Retail		
Automobile Service Stations – Retail	16	
Automotive Body Shops HAZ		
Drycleaners		
Building Materials Dealers - Retail		
Other		

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DATE: 12/27/10 | PAGE 1 of 1

INSPECTION TYPE	STATUS
☒ ROUTINE	☐ 51 EXCELLENT
☐ COMPLAINT	☐ 52 GOOD
☐ FOLLOW-UP	☐ 53 FAIR
☐ OTHER	☐ 54 POOR
REINSPECTION DATE:	☐ 55 CLOSURE

FACILITY NAME: McDonalds Restaurant
ADDRESS: ~~25~~ 2401 University Ave CITY: E Palo Alto
OWNER: RECORD ID: 2413 P/E 1624

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge; food manager certification	✓					
2	Disease reporting, restrictions & exclusions	✓					
3	Discharge from eyes, nose, and mouth	✓					
4	Proper employee habits	✓					
5	Proper hand washing/glove use	✓					
6	Adequate hand washing facilities supplied	✓					
7	Proper hot and cold holding temperatures	✓					
8	Time as public health control; procedures & records	✓					
9	Proper cooling methods					✓	
10	Proper cooking time and temperatures					✓	
11	Proper reheating procedures for hot holding					✓	
12	Returned and re-service of food					✓	

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
13	Food in good condition, safe and unadultered	✓					
14	Food contact surfaces; clean and sanitized	✓					
15	Food obtained from approved sources	✓					
16	Compliance with shell stock tags, display						✓
17	Compliance with Gulf Oyster regulations						✓
18	Compliance with variance & HACCP Plan						✓
19	Raw or undercooked food advisory						✓
20	Licensed health care facilities/schools						✓
21	Hot and cold water availability	✓					
22	Sewage and wastewater properly disposed	✓					
23	No vermin, insects, birds, or animals	✓					
55	Storm Water (www.flowstobay.org/food)					✓	

See reverse side for the code sections and general requirements that correspond to each violation listed below.
IN-in compliance OUT-out of compliance MAJ-major violation COS-corrected on site NO-not observed NA-not applicable

2413

*All temperatures in compliance at time of inspection
*Adequate sanitizer level mixing cloth bucket

(29) Move ~~FAA~~ espresso machine cleaner & hand sanitizer so they are not above trays used to serve food. Move to a protected storage location today.

ADDITIONAL INSPECTIONS REQUIRED TO ACHIEVE MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: Moris Miles PRINT: Moris Miles TITLE:
SPECIALIST: MYSZKA PHONE: 6503726200

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San Mateo County Environmental Health Services Division
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(650) 573-6200, Fax (650) 627-8244 www.smhealth.org/environ

DATE: 12/27/10 | PAGE 1 of 1

INSPECTION TYPE	STATUS
☒ ROUTINE	☐ 51 EXCELLENT
☐ COMPLAINT	☐ 52 GOOD
☐ FOLLOW-UP	☒ 53 FAIR
☐ OTHER	☐ 54 POOR
REINSPECTION DATE:	☐ 55 CLOSURE

FACILITY NAME: Just Lunch
ADDRESS: 1950 University CITY: E Palo Alto
OWNER: RECORD ID: 47249 P/E: 1624

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge; food manager certification	✓					
2	Disease reporting, restrictions & exclusions	✓					
3	Discharge from eyes, nose, and mouth	✓					
4	Proper employee habits	✓					
5	Proper hand washing/glove use	✓					
6	Adequate hand washing facilities supplied	✓					
7	Proper hot and cold holding temperatures	✓		✓			
8	Time as public health control; procedures & records		✓				
9	Proper cooling methods						✓
10	Proper cooking time and temperatures					✓	
11	Proper reheating procedures for hot holding					✓	
12	Returned and re-service of food					✓	

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
13	Food in good condition, safe and unadulterated	✓					
14	Food contact surfaces; clean and sanitized Em	~~✓~~	✓	✓	~~✓~~		
15	Food obtained from approved sources	✓					
16	Compliance with shell stock tags, display						✓
17	Compliance with Gulf Oyster regulations						✓
18	Compliance with variance & HACCP Plan						✓
19	Raw or undercooked food advisory						✓
20	Licensed health care facilities/schools						✓
21	Hot and cold water availability	✓					
22	Sewage and wastewater properly disposed	✓					
23	No vermin, insects, birds, or animals	✓					
55	Storm Water (www.flowstobay.org/food)					✓	

See reverse side for the code sections and general requirements that correspond to each violation listed below.
IN-in compliance OUT-out of compliance MAJ-major violation COS-corrected on site NO-not observed NA-not applicable

Temperatures
Rice (hot hold) 135°F
Cheese (refrigerator) 40°F

* Good handwashing observed

(8) Time as Public Health Control (≤4 hours hold time) is used for hot foods, salad, & meat-filled pastries. Submit a written ~~procedure~~ Em procedure describing the policy to Inspector by 1/11/2011.

(14) Discontinue storing knives in between table & refrigerator immediately. Store on a clean & sanitized surface.

(14) Cutting boards are in poor condition. Refurface or replace by 1/11/2011.

(30) Store open bags of rice in a sealed, approved container by 1/11/2011.

(35) Remove domestic use equipment in back → blender, microwave - by 1/11/2011.

ADDITIONAL INSPECTIONS REQUIRED TO ACHIEVE MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: [signature] PRINT: Monica Tosano TITLE:
SPECIALIST: MYSZKA PHONE: 6037262211

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ENVIRONMENTAL HEALTH SAN MATEO COUNTY
Protecting Our Health and Environment

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DATE: 12/27/10 PAGE 1 of 1

INSPECTION TYPE	STATUS
X ROUTINE	☐ 51 EXCELLENT
☐ COMPLAINT	☐ 52 GOOD
☐ FOLLOW-UP	☐ 53 FAIR
☐ OTHER	☐ 54 POOR
REINSPECTION DATE:	☐ 55 CLOSURE

FACILITY NAME: Eastside Market

ADDRESS: 2368 Clarke Ave CITY: E Palo Alto

OWNER: RECORD ID: 354 P/E 1613

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge; food manager certification	✓					
2	Disease reporting, restrictions & exclusions	✓					
3	Discharge from eyes, nose, and mouth	✓					
4	Proper employee habits	✓					
5	Proper hand washing/glove use	✓					
6	Adequate hand washing facilities supplied		✓		✓		
7	Proper hot and cold holding temperatures	✓					
8	Time as public health control; procedures & records						✓
9	Proper cooling methods						✓
10	Proper cooking time and temperatures					✓	
11	Proper reheating procedures for hot holding					✓	
12	Returned and re-service of food					✓	

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
13	Food in good condition, safe and unadulterated	✓					
14	Food contact surfaces; clean and sanitized	✓					
15	Food obtained from approved sources	✓					
16	Compliance with shell stock tags, display						✓
17	Compliance with Gulf Oyster regulations						✓
18	Compliance with variance & HACCP Plan						✓
19	Raw or undercooked food advisory						✓
20	Licensed health care facilities/schools						✓
21	Hot and cold water availability	✓					
22	Sewage and wastewater properly disposed	✓					
23	No vermin, insects, birds, or animals	✓					
55	Storm Water (www.flowstobay.org/food)					✓	

See reverse side for the code sections and general requirements that correspond to each violation listed below.
IN-in compliance OUT-out of compliance MAJ-major violation COS-corrected on site NO-not observed NA-not applicable

4b-2-1

* All temperatures in compliance at time of inspection.

(6) Replace paper towels in restroom today.
(29) Discontinue storing chemicals adjacent to food today.
(33) Clean soiled bottom of meat display case today.
(35) Replace broken right door of meat display case by 1/4/2011.

ADDITIONAL INSPECTIONS REQUIRED TO ACHIEVE MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: PRINT: ISA YASIR TITLE:

SPECIALIST: PHONE: 650 372 6211

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DATE: 12/14/10 | PAGE 1 of 1

INSPECTION TYPE	STATUS
☒ ROUTINE	☐ 51 EXCELLENT
☐ COMPLAINT	☒ 52 GOOD
☐ FOLLOW-UP	☐ 53 FAIR
☐ OTHER	☐ 54 POOR
REINSPECTION DATE:	☐ 55 CLOSURE

FACILITY NAME: EPA Fish Chicken
ADDRESS: 2150 University Ave CITY: E Palo Alto
OWNER: RECORD ID: 064023 P/E: 1624

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge; food manager certification	✓					
2	Disease reporting, restrictions & exclusions	✓					
3	Discharge from eyes, nose, and mouth	✓					
4	Proper employee habits	✓					
5	Proper hand washing/glove use	✓					
6	Adequate hand washing facilities supplied	✓					
7	Proper hot and cold holding temperatures	✓					
8	Time as public health control; procedures & records						✓
9	Proper cooling methods					✓	
10	Proper cooking time and temperatures					✓	
11	Proper reheating procedures for hot holding					✓	
12	Returned and re-service of food					✓	

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
13	Food in good condition, safe and unadultered	✓					
14	Food contact surfaces; clean and sanitized	✓					
15	Food obtained from approved sources	✓					
16	Compliance with shell stock tags, display						✓
17	Compliance with Gulf Oyster regulations						✓
18	Compliance with variance & HACCP Plan						✓
19	Raw or undercooked food advisory						✓
20	Licensed health care facilities/schools						✓
21	Hot and cold water availability	✓					
22	Sewage and wastewater properly disposed	✓					
23	No vermin, insects, birds, or animals	✓					
55	Storm Water (www.flowstobay.org/food)					✓	

See reverse side for the code sections and general requirements that correspond to each violation listed below.
IN-in compliance OUT-out of compliance MAJ-major violation COS-corrected on site NO-not observed NA-not applicable

* All temperatures in compliance at time of inspection

(33) Clean soiled reach-in cooler & freezers by 1/4/2011.
(38) Replace burnt out lights in kitchen by 1/4/2011.
(39) Provide missing thermometer in Snapple refrigerator by 12/28/2010
(33) Remove/discard soiled cutting boards left by previous operators by today.

ADDITIONAL INSPECTIONS REQUIRED TO ACHIEVE MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: Anthony Williams PRINT: Anthony Williams TITLE: Owner/Operator
SPECIALIST: MYSZKA PHONE: 650 372 6211

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DATE: 12/27/10 | PAGE 1 of 1

INSPECTION TYPE	STATUS
☐ ROUTINE	☐ 51 EXCELLENT
☐ COMPLAINT	☐ 52 GOOD
☐ FOLLOW-UP	☐ 53 FAIR
☒ OTHER	☐ 54 POOR
REINSPECTION DATE:	☒ 55 CLOSURE

FACILITY NAME: Arcolin's Club

ADDRESS: 2156 University Ave CITY: E Palo Alto

OWNER: Angelina Sepulveda RECORD ID: NONE P/E

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge; food manager certification		✓				
2	Disease reporting, restrictions & exclusions	✓					
3	Discharge from eyes, nose, and mouth	✓					
4	Proper employee habits	✓					
5	Proper hand washing/glove use	✓					
6	Adequate hand washing facilities supplied		✓	✓			
7	Proper hot and cold holding temperatures						✓
8	Time as public health control; procedures & records						✓
9	Proper cooling methods						✓
10	Proper cooking time and temperatures						✓
11	Proper reheating procedures for hot holding						✓
12	Returned and re-service of food					✓	✓

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
13	Food in good condition, safe and unadulterated	✓					
14	Food contact surfaces; clean and sanitized		✓				
15	Food obtained from approved sources		✓				
16	Compliance with shell stock tags, display						✓
17	Compliance with Gulf Oyster regulations						✓
18	Compliance with variance & HACCP Plan						✓
19	Raw or undercooked food advisory						✓
20	Licensed health care facilities/schools						✓
21	Hot and cold water availability						
22	Sewage and wastewater properly disposed	✓					
23	No vermin, insects, birds, or animals	✓					
55	Storm Water (www.flowstobay.org/food)					✓	

See reverse side for the code sections and general requirements that correspond to each violation listed below.
IN-in compliance OUT-out of compliance MAJ-major violation COS-corrected on site NO-not observed NA-not applicable

(6) No dedicated handsink

(14) No proper dishwashing sink (2 compartment sink only). Dishes are washed, sanitized, then washed again, according to employee. Dishes to be washed, rinsed, ~~Sanitized~~ sanitized then air dried.

(15) Ice is not prepared onsite - bought from a market.

(35) Domestic use only blenders - must be commercial equipment

~~44~~ am

(1) No food manager certification.

(43) Keep door to facility closed - found open.

(49) No valid health permit — close immediately

ADDITIONAL INSPECTIONS REQUIRED TO ACHIEVE MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: Dalia Ochoa PRINT: Dalia Ochoa TITLE:

SPECIALIST: MYSKA PHONE: (650 372 6211

FOR OFFICIAL USE ONLY | ☐ CODE A-9 | ☐ CODE B9.11 | ☐ CODE C11.1 | ☐ CODE D1.3 | ☐ CODE E3.5 | ☐ CODE F5+

ENVIRONMENTAL HEALTH
SAN MATEO COUNTY
Protecting Our Health and Environment

FOOD PROGRAM INSPECTION REPORT

San Mateo County Environmental Health Services Division
2000 Alameda de las Pulgas, Ste. 100, San Mateo CA 94403
(650) 372-6200 Fax (650) 627-8244 www.smhealth/environ

DATE: 12/27/10 | PAGE 1 of 1

INSPECTION TYPE	STATUS
[X] ROUTINE	[ ] 51 EXCELLENT
[ ] COMPLAINT	[X] 52 GOOD
[ ] FOLLOW-UP	[ ] 53 FAIR
[ ] OTHER	[ ] 54 POOR
REINSPECTION DATE:	[ ] 55 CLOSURE

FACILITY NAME: Three Brothers Tacos

ADDRESS: 2390 Clarke CITY: E Palo Alto

OWNER: RECORD ID: 355 P/E 1624

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge; food manager certification	✓					
2	Disease reporting, restrictions & exclusions	✓					
3	Discharge from eyes, nose, and mouth	✓					
4	Proper employee habits	✓					
5	Proper hand washing/glove use	✓					
6	Adequate hand washing facilities supplied	✓					
7	Proper hot and cold holding temperatures	✓					
8	Time as public health control; procedures & records						✓
9	Proper cooling methods					✓	
10	Proper cooking time and temperatures					✓	
11	Proper reheating procedures for hot holding					✓	
12	Returned and re-service of food					✓	

	CALIFORNIA HEALTH AND SAFETY CODE VIOLATIONS	IN	OUT	MAJ	COS	NO	NA
13	Food in good condition, safe and unadulterated	✓					
14	Food contact surfaces; clean and sanitized	✓					
15	Food obtained from approved sources	✓					
16	Compliance with shell stock tags, display						✓
17	Compliance with Gulf Oyster regulations						✓
18	Compliance with variance & HACCP Plan						✓
19	Raw or undercooked food advisory						✓
20	Licensed health care facilities/schools						✓
21	Hot and cold water availability	✓					
22	Sewage and wastewater properly disposed	✓					
23	No vermin, insects, birds, or animals	✓					
55	Storm Water (www.flowstobay.org/food)					✓	

See reverse side for the code sections and general requirements that correspond to each violation listed below.
IN-in compliance OUT-out of compliance MAJ-major violation COS-corrected on site NO-not observed NA-not applicable

(30) Raise onions that are on the floor to 6" above ground today.
(30) Store open bags of bulk foods in approved containers by 1/4/2011.
(35) Remove newspaper liner from shelving & replace with a non-absorbent material by 1/4/2011.
(35) One filter is missing in hood. Replace by 1/4/2011. EM
(38) Replace missing light shields in bathrooms & dry storage by 1/4/2011.
(38) Provide additional lighting in kitchen - replace light bulbs for three lights that are burnt out by 1/4/2011.
(38) Clean dust on fan cover going to outside by 1/4/2011.
(39) Place thermometer in beverage cooler where none is present by 1/4/2011.
(41) 3 door fridge is draining into a bucket. EM Have repaired by 1/4/2010 (may need to replace the heating pan of portable evaporator)
(41) No mop sink. Recommend installation.

ADDITIONAL INSPECTIONS REQUIRED TO achieve MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: Rosa Medrano PRINT: TITLE:

SPECIALIST: RMS2KA PHONE: (650 372 6211

FOR OFFICIAL USE ONLY	[ ] CODE A-9	[ ] CODE B9.11	[ ] CODE C11.1	[ ] CODE D1.3	[ ] CODE E3.5	[ ] CODE F5+

STORMWATER INSPECTIONS & VIOLATIONS SUMMARY

Municipality: EAST PALO ALTO
Period Covered by this Report: January 1 through March 31, 2011
Period Covered by the Previous Report:October 1 through December 30, 2010
Date: 01/01/10

	Haz Mat	Food
Total Number of Inspections:	5	1
Total Number of Violations:	0	0
Total Follow-up Actions:	0	0
Total Violations Corrected:	0	0
Total Violations Pending:	0	0

NAME ADDRESS TYPE OF BUSINESS	VIOL. DATE	INSP	TYPES OF VIOLATIONS		COMMENTS AND/OR DESCRIPTION OF VIOLATION	ENFORCEMENT ACTIONS					FOLLOW-UP ACTION	VIOLATIONS CORRECTED (YES/NO)	DATE CORRECTED
			PTNL + BMP ≥ 4	NSW	including whether violating flow reached a creek or other waterbody, (name waterbody)	NONE	VW	WN	AA$	LA			
Cavallino Collision Repair, 1880 W Bayshore	8-Feb	DR	no	no	During Inspection observed dumpsters un-covered. Please keep closed when possible & during wet weather. No washing of vehicles is permitted. Rinsing with DI water is the only acceptable method w/out a collection system. Only stormwater or rinsate may enter storm drains, no soapy water.		*				no	na	na
A-1 Auto Repair & Tow, 2526 Pulgas Ave #A	23-Feb	DR	no	no	Try to eliminate any discharges when vehicles are towed in and leaking fluids. Use drip pan or absorbant under vehicles. No washing of vehicles w/soapy water. Only stormwater can go into drain.	*					no	na	na

Type of Violation:
PTNL + BMP ≥ 4
NSW Non-Stormwater Discharge

If the combined value of high potential for a Pollutant Discharge plus poor BMPs equals 4, Follow-up Action is required
Discharge of non-stormwater materials to storm drain system. Non-stormwater discharges are allowed by the NPDES permit as conditgionally exempted should not be identified as a NSW violation.

Enforcement Actions:
None No Action Taken
VW Verbal Warning
WN Warning Notice
AA$ Admin. Action with Penalty
LA Legal Notice

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water. Healthy Community.

City: E. Palo Alto ☐ Unincorporated

Date: 2-8-11 ☐ Food ☒ Haz Mat

Standard Stormwater Facility Inspection Report Form

Reason for Inspection: ☐ First Inspection ☒ Routine Inspection ☐ Response to Complaint ☐ Follow-up

Follow-up / Re-Inspection Due: none

NAME OF FACILITY: Cavallino Collision Repair | SITE ADDRESS: 1880 W. Bayshore

CONTACT NAME: Javier Vejar | PHONE: 326-9800 | BUSINESS TYPE/ACTIVITY: Body Shop / Auto Repair | SIC: 7532

Pollutants of Concern Used at Facility? ☐ yes ☒ no If yes, indicate which ones: ☐ PCBs ☐ Mercury ☐ Copper ☐ Other _____

Is the facility covered under any other programs or permits? (Check all that apply.)
☒ Air quality ☒ Hazmat business plan ☐ None ☐ Sanitary sewer
☒ Fire department (hazmat storage) ☒ Hazmat waste generator ☐ Underground storage tanks ☐ Above ground storage tanks
☐ Retail food facility ☐ Other _____

Is the facility covered under a storm water permit? ☐ Does not need coverage ☐ Individual ☐ No, but may need to be (Refer to Water Board staff) ☒ General: Does the facility have a SWPPP? ☐ yes ☐ no

N/A = Not Applicable; **PTNL** = POTENTIAL for Pollutant Discharge: 1 = low potential, 2 = medium potential, 3 = high potential **NSW** = Non-Stormwater Discharge
BMP effectiveness: 0 = BMPs are effective, 1 = BMPs are fairly/almost effective, 2 = BMPs are not effective, 3 = No BMPs are implemented

ACTIVITY AREAS	N/A	Potential PTNL	Effectiveness BMP	Actual Discharge NSW	☐ Check box if educational outreach material is distributed and provide title(s) of outreach material(s): **Follow-Up Action Required:** If NSW is found, or total score for PTNL plus BMP is 4 or more, note **Enforcement Level** below and assign date for **Follow-up / Re-Inspection Due** above.
A. Outdoor Process/Manufacturing Areas	/				
B. Outdoor Material Storage Areas	/				
C. Outdoor Waste Storage/Disposal Areas		2	1 (DR)		Keep dumpsters covered.
D. Outdoor Vehicle and Heavy Equipment Storage, Maintenance Areas	/				
E. Outdoor Parking Areas and Access Roads		2	1		
F. Outdoor Wash Areas		2	1 DR		No washing vehicles / water is ok.
G. Rooftop Equipment	/				
H. Outdoor Drainage from Indoor Areas	/				
I. Other (describe):	/				

COMMENTS/REMARKS/REQUIREMENTS Structural control present ☐ Maintenance required in storm drain system ☐ yes ☐ no

- During inspection observed dumpsters un-covered, please keep closed when possible and during wet weather.
- No washing of vehicles is permitted. Rinsing with DI ~~water~~ is the only acceptable method w/out a collection system. ~~No water~~ Only stormwater or rinsate may enter storm drains. no soapy water.

☐ See attached for more comments.

PRIORITY ROUTINE INSPECTION: Businesses with a follow-up/re-inspection should be assigned High	☐ High - Annual	☐ Medium – every 2 yrs.	☒ Low – every 5 yrs.	☐ Referred to:
ENFORCEMENT LEVELS: ☒ None	1. ☐ Verbal Warning	2. ☐ Warning Notice or Admin. Action	3. ☐ Admin. Action with Penalty &/or Cost Recovery	4. ☐ Legal Action

Were violations corrected ≤10 days or otherwise deemed resolved in a longer, but still timely manner? ☐ N/A ☐ yes ☐ no or ☐ see Follow-Up Inspection Report

Facility Representative: _____ Inspector: D. Rompf

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water. Healthy Community.

City: E Palo Alto ☐ Unincorporated

Date: 2-23-11 ☐ Food ☐ Haz Mat

Standard Stormwater Facility Inspection Report Form

Reason for Inspection: ☐ First Inspection ☒ Routine Inspection ☐ Response to Complaint ☐ Follow-up

Follow-up / Re-Inspection Due:

NAME OF FACILITY: A-1 Auto Repair & Tow

SITE ADDRESS: 2526 Pulgas Ave #A

CONTACT NAME: Leo Rebuelta

PHONE: 321-8284

BUSINESS TYPE/ACTIVITY: Auto Repair / Towing

SIC:

Pollutants of Concern Used at Facility? ☐ yes ☒ no If yes, indicate which ones: ☐ PCBs ☐ Mercury ☐ Copper ☐ Other _____

Is the facility covered under any other programs or permits? (Check all that apply.)

☐ None ☐ Sanitary sewer

☐ Air quality ☒ Hazmat business plan ☐ Underground storage tanks ☐ Above ground storage tanks

☒ Fire department (hazmat storage) ☒ Hazmat waste generator ☐ Retail food facility ☐ Other _____

Is the facility covered under a storm water permit? ☐ Does not need coverage ☐ No, but may need to be (Refer to Water Board staff)

☐ Individual ☒ General: Does the facility have a SWPPP? ☐ yes ☐ no

N/A = Not Applicable; **PTNL** = POTENTIAL for Pollutant Discharge: 1 = low potential, 2 = medium potential, 3 = high potential **NSW** = Non-Stormwater Discharge

BMP effectiveness: 0 = BMPs are effective, 1 = BMPs are fairly/almost effective, 2 = BMPs are not effective, 3 = No BMPs are implemented

ACTIVITY AREAS	N/A	Potential PTNL	Effectiveness BMP	Actual Discharge NSW	☐ Check box if educational outreach material is distributed and provide title(s) of outreach material(s): **Follow-Up Action Required:** If NSW is found, or total score for PTNL plus BMP is 4 or more, note **Enforcement Level** below and assign date for **Follow-up / Re-Inspection Due** above.
A. Outdoor Process/Manufacturing Areas		2	1		towing yard
B. Outdoor Material Storage Areas		1	1		towing yard
C. Outdoor Waste Storage/Disposal Areas		1	0		
D. Outdoor Vehicle and Heavy Equipment Storage, Maintenance Areas		1	0		
E. Outdoor Parking Areas and Access Roads		1	0		
F. Outdoor Wash Areas		1	0		No soap into drains
G. Rooftop Equipment	/				
H. Outdoor Drainage from Indoor Areas	/				
I. Other (describe):	/				

COMMENTS/REMARKS/REQUIREMENTS Structural control present ☐ Maintenance required in storm drain system ☐ yes ☐ no

Try to eliminate any discharges when vehicles are towed in and leaking fluids. Use drip pan or absorbent under vehicles.
No washing of vehicles w/ soapy water.
Only stormwater can go into drain.
NO VIOLATIONS

☐ See attached for more comments.

PRIORITY ROUTINE INSPECTION: ☐ High - Annual Businesses with a follow-up/re-inspection should be assigned High	☒ Medium – every 2 yrs.	☐ Low – every 5 yrs.	☐ Referred to:

ENFORCEMENT LEVELS: ☒ None	1.☐ Verbal Warning	2.☐ Warning Notice or Admin. Action	3.☐ Admin. Action with Penalty &/or Cost Recovery	4.☐ Legal Action

Were violations corrected ≤10 days or otherwise deemed resolved in a longer, but still timely manner? ☐ N/A ☐ yes ☐ no or ☐ see Follow-Up Inspection Report

Facility Representative: [signature] Inspector: X D. Rompf

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water. Healthy Community.

City: E. Palo Alto ☐ Unincorporated
Date: 3-8-11 ☐ Food ☐ Haz Mat

Standard Stormwater Facility Inspection Report Form

Reason for Inspection: ☐ First Inspection ☒ Routine Inspection ☐ Response to Complaint ☐ Follow-up | **Follow-up / Re-Inspection Due:**

NAME OF FACILITY: PG&E Cooley Landing Station | SITE ADDRESS: 2000 Bay Road.

CONTACT NAME: Hugo Tundo | PHONE: (510) 874-2220 | BUSINESS TYPE/ACTIVITY: PG&E substation | SIC:

Pollutants of Concern Used at Facility? ☒ yes ☐ no If yes, indicate which ones: ☒ PCBs ☐ Mercury ☒ Copper ☐ Other

Is the facility covered under any other programs or permits? (Check all that apply.)
☐ Air quality ☒ Hazmat business plan ☐ None ☐ Sanitary sewer
☒ Fire department (hazmat storage) ☒ Hazmat waste generator ☐ Underground storage tanks ☒ Above ground storage tanks
☐ Retail food facility ☐ Other

Is the facility covered under a storm water permit? ☐ Does not need coverage ☐ No, but may need to be (Refer to Water Board staff)
☐ Individual ☒ General: Does the facility have a SWPPP? ☐ yes ☐ no

N/A = Not Applicable; **PTNL** = POTENTIAL for Pollutant Discharge: 1 = low potential, 2 = medium potential, 3 = high potential NSW = Non-Stormwater Discharge
BMP effectiveness: 0 = BMPs are effective, 1 = BMPs are fairly/almost effective, 2 = BMPs are not effective, 3 = No BMPs are implemented

ACTIVITY AREAS	N/A	Potential PTNL	Effectiveness BMP	Actual Discharge NSW	☐ Check box if educational outreach material is distributed and provide title(s) of outreach material(s): **Follow-Up Action Required:** If **NSW** is found, or total score for **PTNL** plus **BMP** is 4 or more, note **Enforcement Level** below and assign date for **Follow-up / Re-Inspection Due** above.
A. Outdoor Process/Manufacturing Areas					
B. Outdoor Material Storage Areas		3	0		
C. Outdoor Waste Storage/Disposal Areas					
D. Outdoor Vehicle and Heavy Equipment Storage, Maintenance Areas					
E. Outdoor Parking Areas and Access Roads					
F. Outdoor Wash Areas					
G. Rooftop Equipment					
H. Outdoor Drainage from Indoor Areas					
I. Other (describe):					

COMMENTS/REMARKS/REQUIREMENTS Structural control present ☐ Maintenance required in storm drain system ☐ yes ☐ no

NO VIOLATIONS OBSERVED

☐ See attached for more comments.

PRIORITY ROUTINE INSPECTION: ☐ High - Annual Businesses with a follow-up/re-inspection should be assigned High	☐ Medium – every 2 yrs.	☐ Low – every 5 yrs.	☐ Referred to:

ENFORCEMENT LEVELS: ☐ None	1.☐ Verbal Warning	2.☐ Warning Notice or Admin. Action	3.☐ Admin. Action with Penalty &/or Cost Recovery	4.☐ Legal Action

Were violations corrected ≤10 days or otherwise deemed resolved in a longer, but still timely manner? ☐ N/A ☐ yes ☐ no or ☐ see Follow-Up Inspection Report

Facility Representative: X [signature] Inspector: Dan Rompf

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water. Healthy Community.

City: E. Palo Alto ☐ Unincorporated

Date: 2/8/11 ☐ Food ☐ Haz Mat

Standard Stormwater Facility Inspection Report Form

Reason for Inspection: ☐ First Inspection ☒ Routine Inspection ☐ Response to Complaint ☐ Follow-up | **Follow-up / Re-Inspection Due:**

NAME OF FACILITY: Home Depot | SITE ADDRESS: 1781 E. Bayshore

CONTACT NAME: Mike Monte | PHONE: 462-6800 | BUSINESS TYPE/ACTIVITY: Wholesale Bldg. mt. | SIC:

Pollutants of Concern Used at Facility? JR ☒ yes ☒ no If yes, indicate which ones: ☐ PCBs ☒ Mercury ☒ Copper ☐ Other minim/indoor chromium, MEK, lead

Is the facility covered under any other programs or permits? (Check all that apply.)
☐ Air quality ☒ Hazmat business plan ☐ None JR ☐ Sanitary sewer
☒ Fire department (hazmat storage) ☒ Hazmat waste generator NR ☒ Underground storage tanks ☐ Above ground storage tanks
☒ Retail food facility ☐ Other

Is the facility covered under a storm water permit? ☐ Does not need coverage ☐ No, but may need to be (Refer to Water Board staff)
☐ Individual ☐ General: Does the facility have a SWPPP? ☐ yes ☐ no

N/A = Not Applicable; **PTNL** = POTENTIAL for Pollutant Discharge: 1 = low potential, 2 = medium potential, 3 = high potential **NSW** = Non-Stormwater Discharge
BMP effectiveness: 0 = BMPs are effective, 1 = BMPs are fairly/almost effective, 2 = BMPs are not effective, 3 = No BMPs are implemented

ACTIVITY AREAS	N/A	Potential PTNL	Effectiveness BMP	Actual Discharge NSW	☐ Check box if educational outreach material is distributed and provide title(s) of outreach material(s): **Follow-Up Action Required:** If **NSW** is found, or total score for **PTNL** plus **BMP** is 4 or more, note **Enforcement Level** below and assign date for **Follow-up / Re-Inspection Due** above.
A. Outdoor Process/Manufacturing Areas	/				
B. Outdoor Material Storage Areas		1	1		
C. Outdoor Waste Storage/Disposal Areas	/				
D. Outdoor Vehicle and Heavy Equipment Storage, Maintenance Areas	/				
E. Outdoor Parking Areas and Access Roads		1	1		
F. Outdoor Wash Areas	/				
G. Rooftop Equipment	/				
H. Outdoor Drainage from Indoor Areas	/				
I. Other (describe):	/				

COMMENTS/REMARKS/REQUIREMENTS Structural control present ☐ Maintenance required in storm drain system ☐ yes ☒ no

NO VIOLATIONS

☐ See attached for more comments.

PRIORITY ROUTINE INSPECTION: ☐ High - Annual Businesses with a follow-up/re-inspection should be assigned High	☐ Medium – every 2 yrs.	☒ Low – every 5 yrs.	☐ Referred to:

ENFORCEMENT LEVELS: ☒ None	1.☐ Verbal Warning	2.☐ Warning Notice or Admin. Action	3.☐ Admin. Action with Penalty &/or Cost Recovery	4.☐ Legal Action

Were violations corrected ≤10 days or otherwise deemed resolved in a longer, but still timely manner? ☐ N/A ☐ yes ☐ no or ☐ see Follow-Up Inspection Report

Facility Representative: _____ Inspector: D. Rompf

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water. Healthy Community.

City: E. Palo Alto ☐ Unincorporated
Date: 2-23-11 ☐ Food ☒ Haz Mat

Standard Stormwater Facility Inspection Report Form

Reason for Inspection: ☐ First Inspection ☒ Routine Inspection ☐ Response to Complaint ☐ Follow-up

Follow-up / Re-Inspection Due:

NAME OF FACILITY: Wells Reit University Circle
SITE ADDRESS: 1900, 1950, 2000 University Ave.
CONTACT NAME: Don Del Bono
PHONE: 324-2222
BUSINESS TYPE/ACTIVITY: Office Building
SIC:

Pollutants of Concern Used at Facility? ☐ yes ☒ no If yes, indicate which ones: ☐ PCBs ☐ Mercury ☐ Copper ☐ Other _____

Is the facility covered under any other programs or permits? (Check all that apply.)
☐ Air quality ☒ Hazmat business plan ☐ None ☐ Sanitary sewer
~~☐ Fire department (hazmat storage)~~ ☐ Hazmat waste generator ☐ Underground storage tanks ☐ Above ground storage tanks
☐ Retail food facility ☐ Other

Is the facility covered under a storm water permit? ☐ Does not need coverage ☐ No, but may need to be (Refer to Water Board staff)
☐ Individual ☒ General: Does the facility have a SWPPP? ☐ yes ☐ no

N/A = Not Applicable; **PTNL** = POTENTIAL for Pollutant Discharge: 1 = low potential, 2 = medium potential, 3 = high potential **NSW** = Non-Stormwater Discharge
BMP effectiveness: 0 = BMPs are effective, 1 = BMPs are fairly/almost effective, 2 = BMPs are not effective, 3 = No BMPs are implemented

ACTIVITY AREAS	N/A	Potential PTNL	Effectiveness BMP	Actual Discharge NSW	☐ Check box if educational outreach material is distributed and provide title(s) of outreach material(s): **Follow-Up Action Required:** If NSW is found, or total score for PTNL plus BMP is 4 or more, note **Enforcement Level** below and assign date for **Follow-up / Re-Inspection Due** above.
A. Outdoor Process/Manufacturing Areas	/				
B. Outdoor Material Storage Areas		1	0		
C. Outdoor Waste Storage/Disposal Areas	/				
D. Outdoor Vehicle and Heavy Equipment Storage, Maintenance Areas	/				
E. Outdoor Parking Areas and Access Roads		1	0		
F. Outdoor Wash Areas	/				
G. Rooftop Equipment	/				
H. Outdoor Drainage from Indoor Areas	/				
I. Other (describe):	/				

COMMENTS/REMARKS/REQUIREMENTS Structural control present ☐ Maintenance required in storm drain system ☐ yes ☐ no

NO VIOLATIONS and facility uses a stormnate hydrocarbon filter in all storm drains changed out quarterly.

☐ See attached for more comments.

PRIORITY ROUTINE INSPECTION: ☐ High - Annual Businesses with a follow-up/re-inspection should be assigned High	☐ Medium – every 2 yrs.	☒ Low – every 5 yrs.	☐ Referred to:

ENFORCEMENT LEVELS: ☒ None	1.☐ Verbal Warning	2.☐ Warning Notice or Admin. Action	3.☐ Admin. Action with Penalty &/or Cost Recovery	4.☐ Legal Action

Were violations corrected ≤10 days or otherwise deemed resolved in a longer, but still timely manner? ☐ N/A ☐ yes ☐ no or ☐ see Follow-Up Inspection Report

Facility Representative: X _____ Inspector: D. Rompf

ENVIRONMENTAL HEALTH
SAN MATEO COUNTY
PROTECTING OUR HEALTH AND ENVIRONMENT

Food Program Inspection Report

San Mateo County Environmental Health Services Division
2000 Alameda de las Pulgas, Suite 100, San Mateo, CA 94403
(650) 372-6200 Fax (650) 627-8244 www.smhealth.org/food

FOOD SAFETY STATUS
- ☐ EXCELLENT (51)
- ☑ GOOD (52)
- ☐ FAIR (53)
- ☐ POOR (54)
- ☐ CLOSURE (55)

Facility Name	Firehouse Grill + Brewery	**Date**	1/12/11
Address	1765 E. Bayshore	**City**	EPA
Owner	need (3090) code	**Record ID**	
E-mail	**P/E** 1627	**Follow-Up Date**	

Inspection Type ☐ Routine ** ☒ Complaint ☐ Follow-Up ☐ Other ☐ Reinspection

	California Health & Safety Code Violations	IN	OUT	MAJ	COS	NO	NA
1	Demonstration of knowledge, food manager certification	☐	☐	☐	☐	☐	☐
2	Disease reporting, restrictions & exclusions	☐	☐	☐	☐		
3	Discharge from eyes, nose, and mouth	☐	☐	☐	☐	☐	
4	Sanitary employee habits	☐	☐	☐	☐	☐	
5	Proper hand washing, glove use	☐	☐	☐	☐	☐	
6	Adequate hand washing facilities supplied	☐	☐	☐	☐		
7	Proper hot and cold holding temperatures	☐	☐	☐	☐	☐	☐
8	Time as public health control; procedures & records	☐	☐	☐	☐	☐	☐
9	Proper cooling methods	☐	☐	☐	☐	☐	☐
10	Proper cooking time and temperatures	☐	☐	☐	☐	☐	☐
11	Proper reheating procedures for hot holding	☐	☐	☐	☐	☐	☐
12	Returned and re-service of food	☐	☐	☐	☐	☐	☐

	California Health & Safety Code Violations	IN	OUT	MAJ	COS	NO	NA
13	Food in good condition, safe and unadulterated	☐	☐	☐	☐		
14	Food contact surfaces; clean and sanitized	☐	☐	☐	☐	☐	☐
15	Food obtained from approved sources	☐	☐	☐	☐		
16	Compliance with shell stock tags, display	☐	☐	☐	☐	☐	☐
17	Compliance with Gulf Oyster regulations	☐	☐	☐	☐	☐	☐
18	Compliance with variance & HACCP Plan	☐	☐	☐	☐		☐
19	Raw or undercooked food advisory	☐	☐	☐	☐	☐	☐
20	Licensed health care facilities, schools	☐	☐	☐	☐		☐
21	Hot and cold water availability	☐	☐	☐	☐		
22	Sewage and wastewater properly disposed	☐	☐	☐	☐		
23	No vermin, insects, birds, or animals	☐	☐	☐	☐		
55	Storm Water (www.flowstobay.org/food)	☑	☐	☐	☐	☐	☐

** A COPY OF THIS REPORT MUST BE IMMEDIATELY POSTED WHERE IT IS CLEARLY VISIBLE AND AVAILABLE FOR REVIEW BY THE GENERAL PUBLIC
See reverse side for the code sections and general requirements that correspond to each violation listed below.
IN-in compliance OUT-out of compliance MAJ-major violation COS-corrected on site NO-not observed NA-not applicable

Complaint:
Employees washing containers at rear of facility into storm drain.

At time of inspection, NO evidence of wastewater, water drainage leading to storm drain area. Observed some water at designated refuse area but it was contained in a manner that was not interfering w/ illicit discharge.

ADDITIONAL INPECTIONS REQUIRED TO ACHIEVE MINIMUM COMPLIANCE MAY RESULT IN BILLING AT AN HOURLY RATE AS PER SAN MATEO COUNTY ORDINANCE

SIGNATURE: PRINT: Ben DeVault TITLE: Bar Mngr.
SPECIALIST: PHONE: 372-6276

FOR OFFICIAL USE ONLY ☑ CODE A-9 ☐ CODE B9-11 ☐ CODE C11.1 ☐ CODE D1.3 ☐ CODE E3.5 ☐ CODE F5+

STORMWATER INSPECTIONS & VIOLATIONS SUMMARY

Municipality: East Palo Alto
Period Covered by this Report: April 1 through June 30, 2011
Period Covered by the Previous Report:Jan 1through March 31, 2011
Date: 04/01/20110

	Haz Mat	Food
Total Number of Inspections:	3	0
Total Number of Violations:	0	0
Total Follow-up Actions:	0	0
Total Violations Corrected:	0	0
Total Violations Pending:	0	0

NAME ADDRESS TYPE OF BUSINESS	VIOL. DATE	INSP	TYPES OF VIOLATIONS		COMMENTS AND/OR DESCRIPTION OF VIOLATION	ENFORCEMENT ACTIONS					FOLLOW-UP ACTION	VIOLATIONS CORRECTED (YES/NO)	DATE CORRECTED
			PTNL + BMP ≥ 4	NSW	including whether violating flow reached a creek or other waterbody, (name waterbody)	NONE	VW	WN	AA$	LA			

Type of Violation:
PTNL + BMP ≥ 4 | If the combined value of high potential for a Pollutant Discharge plus poor BMPs equals 4, Follow-up Action is required
NSW Non-Stormwater Discharge | Discharge of non-stormwater materials to storm drain system. Non-stormwater discharges are allowed by the NPDES permit as conditgionally exempted should not be identified as a NSW violation.

Enforcement Actions:
None No Action Taken
VW Verbal Warning
WN Warning Notice
AA$ Admin. Action with Penalty
LA Legal Notice

PR0054108

S 10

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water. Healthy Community.

City: E. Palo Alto ☐ Unincorporated

Date: 5-10-11 ☐ Food ☒ Haz Mat

Standard Stormwater Facility Inspection Report Form

Reason for Inspection: ☐ First Inspection ☒ Routine Inspection ☐ Response to Complaint ☐ Follow-up

Follow-up / Re-Inspection Due:

NAME OF FACILITY	SITE ADDRESS
O'CONNOR Pump station	1180 O'CONNOR

CONTACT NAME	PHONE	BUSINESS TYPE/ACTIVITY	SIC
Jay Farr	no phone	Pump station	

Pollutants of Concern Used at Facility? ☐ yes ☐ no If yes, indicate which ones: ☐ PCBs ☐ Mercury ☐ Copper ☐ Other _____

Is the facility covered under any other programs or permits? (Check all that apply.)

☐ None ☐ Sanitary sewer
☐ Air quality ☒ Hazmat business plan ☒ Underground storage tanks ☐ Above ground storage tanks
☒ Fire department (hazmat storage) ☒ Hazmat waste generator ☐ Retail food facility ☐ Other _____

Is the facility covered under a storm water permit? ☐ Does not need coverage ☐ No, but may need to be (Refer to Water Board staff)
☐ Individual ☒ General: Does the facility have a SWPPP? ☐ yes ☐ no

N/A = Not Applicable; **PTNL** = POTENTIAL for Pollutant Discharge: 1 = low potential, 2 = medium potential, 3 = high potential **NSW** = Non-Stormwater Discharge
BMP effectiveness: 0 = BMPs are effective, 1 = BMPs are fairly/almost effective, 2 = BMPs are not effective, 3 = No BMPs are implemented

ACTIVITY AREAS	N/A	Potential PTNL	Effectiveness BMP	Actual Discharge NSW	☐ Check box if educational outreach material is distributed and provide title(s) of outreach material(s): **Follow-Up Action Required:** If NSW is found, or total score for PTNL plus BMP is 4 or more, note **Enforcement Level** below and assign date for **Follow-up / Re-Inspection Due** above.
A. Outdoor Process/Manufacturing Areas		1	0		
B. Outdoor Material Storage Areas	/				
C. Outdoor Waste Storage/Disposal Areas	/				
D. Outdoor Vehicle and Heavy Equipment Storage, Maintenance Areas	/				
E. Outdoor Parking Areas and Access Roads	/				
F. Outdoor Wash Areas	/				
G. Rooftop Equipment	/				
H. Outdoor Drainage from Indoor Areas		1	0		turbine pumps/ oil filled
I. Other (describe):					

COMMENTS/REMARKS/REQUIREMENTS Structural control present ☐ Maintenance required in storm drain system ☐ yes ☐ no

Ensure that oil-filled equipment is inspected regularly to prevent leaks of oil into stormwater. Keep absorbents at the base of these turbines.
Observed facility spill kits in place at facility.

☐ See attached for more comments.

PRIORITY ROUTINE INSPECTION: ☐ High - Annual Businesses with a follow-up/re-inspection should be assigned High	☒ Medium – every 2 yrs.	☐ Low – every 5 yrs.	☐ Referred to:

ENFORCEMENT LEVELS: ☒ None	1.☐ Verbal Warning	2.☐ Warning Notice or Admin. Action	3.☐ Admin. Action with Penalty &/or Cost Recovery	4.☐ Legal Action

Were violations corrected ≤10 days or otherwise deemed resolved in a longer, but still timely manner? ☐ N/A ☐ yes ☐ no or ☐ see Follow-Up Inspection Report

Facility Representative: X Inspector: D. Rompf

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water. Healthy Community.

City: E. Palo Alto ☐ Unincorporated

Date: 4-28-11 ☐ Food ☒ Haz Mat

Standard Stormwater Facility Inspection Report Form

Reason for Inspection: ☐ First Inspection ☒ Routine Inspection ☐ Response to Complaint ☐ Follow-up

Follow-up / Re-Inspection Due:

NAME OF FACILITY: Cal Spray Inc.

SITE ADDRESS: 1905 Bay Road

CONTACT NAME: John Garcia

PHONE: 325-0096

BUSINESS TYPE/ACTIVITY: coating/spray

SIC:

Pollutants of Concern Used at Facility? ☐ yes ☒ no If yes, indicate which ones: ☐ PCBs ☐ Mercury ☐ Copper ☐ Other

Is the facility covered under any other programs or permits? (Check all that apply.)

☒ Air quality ☒ Hazmat business plan ☐ None ☐ Sanitary sewer

☒ Fire department (hazmat storage) ☒ Hazmat waste generator ☐ Underground storage tanks ☐ Above ground storage tanks

☐ Retail food facility ☐ Other

Is the facility covered under a storm water permit? ☐ Does not need coverage ☐ No, but may need to be (Refer to Water Board staff)

☐ Individual ☒ General: Does the facility have a SWPPP? ☐ yes ☐ no

N/A = Not Applicable; **PTNL** = POTENTIAL for Pollutant Discharge: 1 = low potential, 2 = medium potential, 3 = high potential **NSW** = Non-Stormwater Discharge

BMP effectiveness: 0 = BMPs are effective, 1 = BMPs are fairly/almost effective, 2 = BMPs are not effective, 3 = No BMPs are implemented

ACTIVITY AREAS	N/A	Potential PTNL	Effectiveness BMP	Actual Discharge NSW	☐ Check box if educational outreach material is distributed and provide title(s) of outreach material(s): **Follow-Up Action Required:** If NSW is found, or total score for PTNL plus BMP is 4 or more, note **Enforcement Level** below and assign date for **Follow-up / Re-Inspection Due** above.
A. Outdoor Process/Manufacturing Areas		2	1		Keep mask covered
B. Outdoor Material Storage Areas		2	1		keep covered
C. Outdoor Waste Storage/Disposal Areas		1	0		covered
D. Outdoor Vehicle and Heavy Equipment Storage, Maintenance Areas	/				
E. Outdoor Parking Areas and Access Roads		1	0		
F. Outdoor Wash Areas	/				
G. Rooftop Equipment	/				
H. Outdoor Drainage from Indoor Areas	/				
I. Other (describe):	/				

COMMENTS/REMARKS/REQUIREMENTS Structural control present ☐ Maintenance required in storm drain system ☐ yes ☐ no

NO VIOLATIONS NOTED.

☐ See attached for more comments.

PRIORITY ROUTINE INSPECTION: ☐ High - Annual Businesses with a follow-up/re-inspection should be assigned High	☒ Medium – every 2 yrs.	☐ Low – every 5 yrs.	☐ Referred to:	
ENFORCEMENT LEVELS: ☒ None	1.☐ Verbal Warning	2.☐ Warning Notice or Admin. Action	3.☐ Admin. Action with Penalty &/or Cost Recovery	4.☐ Legal Action

Were violations corrected ≤10 days or otherwise deemed resolved in a longer, but still timely manner? ☐ N/A ☐ yes ☐ no or ☐ see Follow-Up Inspection Report

Facility Representative: X [signature] Inspector: Dan Rompf

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water. Healthy Community.

City: E Palo Alto ☐ Unincorporated

Date: 4-21-11 ☐ Food ☒ Haz Mat

Standard Stormwater Facility Inspection Report Form

Reason for Inspection: ☐ First Inspection ☒ Routine Inspection ☐ Response to Complaint ☐ Follow-up

Follow-up / Re-Inspection Due:

NAME OF FACILITY	SITE ADDRESS		
J's Product Painting	75 Demeter		
CONTACT NAME	**PHONE**	**BUSINESS TYPE/ACTIVITY**	**SIC**
Dan Barnes	324-3477	Product Painting	

Pollutants of Concern Used at Facility? ☐ yes ☒ no If yes, indicate which ones: ☐ PCBs ☐ Mercury ☐ Copper ☐ Other _____

Is the facility covered under any other programs or permits? (Check all that apply.)

☒ Air quality ☒ Hazmat business plan ☐ None ☐ Sanitary sewer

☒ Fire department (hazmat storage) ☒ Hazmat waste generator ☐ Underground storage tanks ☒ Above ground storage tanks

☐ Retail food facility ☐ Other _____

Is the facility covered under a storm water permit? ☐ Does not need coverage ☐ No, but may need to be (Refer to Water Board staff)

☐ Individual ☒ General: Does the facility have a SWPPP? ☐ yes ☐ no

N/A = Not Applicable; **PTNL** = POTENTIAL for Pollutant Discharge: 1 = low potential, 2 = medium potential, 3 = high potential **NSW** = Non-Stormwater Discharge

BMP effectiveness: 0 = BMPs are effective, 1 = BMPs are fairly/almost effective, 2 = BMPs are not effective, 3 = No BMPs are implemented

ACTIVITY AREAS	N/A	Poten-tial PTNL	Effect-iveness BMP	Actual Discharge NSW	☐ Check box if educational outreach material is distributed and provide title(s) of outreach material(s): **Follow-Up Action Required:** If NSW is found, or total score for PTNL plus BMP is 4 or more, note **Enforcement Level** below and assign date for **Follow-up / Re-Inspection Due** above.
A. Outdoor Process/Manufacturing Areas	/				
B. Outdoor Material Storage Areas		1	0		
C. Outdoor Waste Storage/Disposal Areas		1	0		
D. Outdoor Vehicle and Heavy Equipment Storage, Maintenance Areas	/				
E. Outdoor Parking Areas and Access Roads		1	0		
F. Outdoor Wash Areas	/				
G. Rooftop Equipment	/				
H. Outdoor Drainage from Indoor Areas	/				
I. Other (describe):	/				

COMMENTS/REMARKS/REQUIREMENTS Structural control present ☐ Maintenance required in storm drain system ☐ yes ☐ no

NO VIOLATIONS

☐ See attached for more comments.

PRIORITY ROUTINE INSPECTION: Businesses with a follow-up/re-inspection should be assigned High	☐ High - Annual	☒ Medium – every 2 yrs.	☐ Low – every 5 yrs.	☐ Referred to:

ENFORCEMENT LEVELS:	☒ None	1.☐ Verbal Warning	2.☐ Warning Notice or Admin. Action	3.☐ Admin. Action with Penalty &/or Cost Recovery	4.☐ Legal Action

Were violations corrected ≤10 days or otherwise deemed resolved in a longer, but still timely manner? ☐ N/A ☐ yes ☐ no or ☐ see Follow-Up Inspection Report

Facility Representative: [signature] Inspector: Dan Rompt

Active Sites for Storm Water Inspections				68 Sites
Report run 6/30/2011				
EASTSIDE MARKET	2368	CLARKE	E PALO ALTO	FA0000699
COOLEY AVENUE MARKET	2235	COOLEY	E PALO ALTO	FA0000703
SEVEN ELEVEN FOOD STORE #14336 E	77	NEWELL	E PALO ALTO	FA0000710
OAKWOOD MARKET INC	2106	OAKWOOD	E PALO ALTO	FA0000711
GARDEN SUPERMARKET	1933	PULGAS	E PALO ALTO	FA0000716
METRODEM USA	1215	BAYSHORE	E PALO ALTO	FA0004306
LAS ADELITAS RESTAURANT & MEAT MKT	2373	UNIVERSITY	E PALO ALTO	FA0004794
ONE STOP MARKET	1493	BAYSHORE	E PALO ALTO	FA0005789
PAL MARKET	2398	UNIVERSITY	E PALO ALTO	FA0005844
EL SABOR MICHOCANO	2398	UNIVERSITY	E PALO ALTO	FA0006336
MCDONALDS RESTAURANT	2401	UNIVERSITY	E PALO ALTO	FA0006354
EMMANUEL PIZZA & BAKERY	1489	BAYSHORE	E PALO ALTO	FA0006611
HEW DRILLING	1045	WEEKS	E PALO ALTO	FA0007367
EAST PALO ALTO SENIOR CENTER	560	BELL	E PALO ALTO	FA0007804
CARNICERIA RODRIQUEZ	2398	UNIVERSITY	E PALO ALTO	FA0008643
LEES BACKHOE SERVICE	1800	BAY	E PALO ALTO	FA0009814
RAVENSWOOD CITY SCHOOL DIST	2160	EUCLID	E PALO ALTO	FA0009839
CAVALLINO COLLISION	1880	BAYSHORE	E PALO ALTO	FA0009841
JS PRODUCT PAINTING CO INC	75	DEMETER	E PALO ALTO	FA0009893
INFINITY AUTO RECYCLING	2091	BAY	E PALO ALTO	FA0009948
GLOBAL STEEL FABRICATION, INC	255	DEMETER	E PALO ALTO	FA0010303
DAYTOP	2560	PULGAS	E PALO ALTO	FA0010871
CESAR CHAVEZ ACADEMY	2350	RALMAR	E PALO ALTO	FA0011085
RONALD MCNAIR SCHOOL	2033	PULGAS	E PALO ALTO	FA0011086
EL BOHEMIO BILLIARDS	2377	UNIVERSITY	E PALO ALTO	FA0012313
COSTANO ELEMENTARY SCHOOL	2695	FORDHAM	E PALO ALTO	FA0012884
BRENTWOOD SCHOOL	2086	CLARKE	E PALO ALTO	FA0013288
TOUCHATT TRUCKING	2535	PULGAS	E PALO ALTO	FA0018328
CHEVRON SERVICE STATION #1081	2101	UNIVERSITY	E PALO ALTO	FA0018329
CAL SPRAY INC	1905	BAY	E PALO ALTO	FA0018334
PG&E COOLEY LANDING SUBSTATION	2000	BAY	E PALO ALTO	FA0022412
BREAD OF LIFE	1852	BAY	E PALO ALTO	FA0022935
WBSD ILLINOIS PURDUE PUMP STA	335	DEMETER	E PALO ALTO	FA0023431
CASE FURNITURE STRIPPING	2526	PULGAS	E PALO ALTO	FA0024236
LA ESTRELLITA	2387	UNIVERSITY	E PALO ALTO	FA0024750
TACO BELL RESTAURANT	1701	BAYSHORE	E PALO ALTO	FA0025216
TAQUERIA LOS TEMOS	1491	BAYSHORE	E PALO ALTO	FA0025232
TORRES PRINTEX	1175	WEEKS	E PALO ALTO	FA0025448
OFFICE DEPOT #978	1761	BAYSHORE	E PALO ALTO	FA0025520
MCDONALDS RESTAURANT	1721	BAYSHORE	E PALO ALTO	FA0026170
HOME DEPOT	1781	BAYSHORE	E PALO ALTO	FA0026227
GREEN OAKS ACADEMY	2450	RALMAR	E PALO ALTO	FA0026487
THREE BROTHERS TACOS	2220	UNIVERSITY	E PALO ALTO	FA0026488
RAVENSWOOD CHILD DEVELOPMENT CT	2086	CLARK	E PALO ALTO	FA0026489
EAST PALO ALTO CHARTER SCHOOL	1286	RUNNYMEDE	E PALO ALTO	FA0026522
STARBUCKS COFFEE CO 5977	1745	BAYSHORE	E PALO ALTO	FA0026658
TOGOS/BASKIN ROBBINS	1741	BAYSHORE	E PALO ALTO	FA0026937
WELLS REIT II-UNIVERSITY CIRCLE	1900	UNIVERSITY	E PALO ALTO	FA0026991
THREE BROTHERS TACOS	1760	BAYSHORE	E PALO ALTO	FA0027238
PITCHER DRILLING CO	218	DEMETER	E PALO ALTO	FA0027304
FOUR SEASONS HOTEL	2050	UNIVERSITY	E PALO ALTO	FA0027499
IKEA EAST PALO ALTO	1700	BAYSHORE	E PALO ALTO	FA0027603

EPA CORP YARD	150	TARA	E PALO ALTO	FA0028059
NEW BRIDGE MARKET	922	NEW BRIDGE	E PALO ALTO	FA0028108
JUST LUNCH	1950	UNIVERSITY	E PALO ALTO	FA0028213
SF SOUP CO	1950	UNIVERSITY	E PALO ALTO	FA0028239
BEST BUY STORE #185	1751	BAYSHORE	E PALO ALTO	FA0028526
OCEANNA CAFE	1781	BAYSHORE	E PALO ALTO	FA0028666
LA TIENDITA MARKET	510	OCONNOR	E PALO ALTO	FA0028724
EASTSIDE COLLEGE CAFETERIA	1043	MYRTLE	E PALO ALTO	FA0028984
PARKING CO OF AMERICA	160	DEMETER	E PALO ALTO	FA0029293
FOUR SEASONS HOTEL	2050	UNIVERSITY	E PALO ALTO	FA0035723
AUTOZONE #3302	2160	UNIVERSITY	E PALO ALTO	FA0036049
OCONNOR PUMP STATION	1180	OCONNOR	E PALO ALTO	FA0037248
CEO STEEL FABRICATION INC	2530	PULGAS	E PALO ALTO	FA0037705
LLANOS AUTO REPAIR	1849	BAY	E PALO ALTO	FA0040295
A 1 AUTO SERVICE & TOWING	2526	PULGAS	E PALO ALTO	FA0045027
JAMES FLOOD SCHOOL	2031	PULGAS	E PALO ALTO	FA0045500

City of East Palo Alto
Business Inspections 2011-2012

Permit Number	Addrerss	SITE_APN	Description of Business	Owner Manager Operator	Letter Sent	First Inspection	Notice of Violation Written	Violation Completed	Follow Up
BMP2011-0002	2387 University Ave	063203340	BMP ANNUAL LA ESTRELLITA	Cornelio Hector J Tr	06/15/2011	06/24/2011	YES 7/7/2011	YES	09/30/2011
BMP2011-0003	1731 E Bayshore Rd	063511490	ANNUAL BMP GATEWAY Mi Pueblo	Gateway 101 Llc	06/15/2011	06/30/2011	NO SEE FOLLOW UP	YES	09/30/2011
BMP2011-0004	218 Demeter St	063121290	ANNUAL BMP Pritcher Drilling	Pritcher Drilling Co	06/15/2011	06/28/2011	NO SEE FOLLOW UP	YES	09/30/2011
BMP2011-0006	1900 University Ave	063680020	ANNUAL BMP Wells Reit Ii-University Circl	Wells Reit Ii-University Circl	06/15/2011	06/30/2011	SEE FOLLOW UP	NO	09/30/2011
BMP2011-0007	1045 Weeks St	063232240	ANNUAL BMP Hew Drilling	Hew Drilling	06/15/2011	06/29/2011	NO SEE FOLLOW UP	YES	09/30/2011
BMP2011-0008	1751 E Bayshore Rd	063511720	ANNUAL BMP GATEWAY 101 LLC BEST BUYS	Gateway 101 Llc	06/15/2011	06/30/2011	SEE FOLLOW UP	YES	09/30/2011
BMP2011-0009	1761 E Bayshore Rd	063511520	ANNUAL BMP GATEWAY 101 LLC OFFICE DEPOT	Gateway 101 Llc	06/15/2011	06/30/2011	SEE FOLLOW UP	YES	09/30/2011
BMP2011-0010	1771 E Bayshore Rd	063511600	ANNUAL BMP GATEWAY 101 LLC NORDI	Gateway 101 Llc	06/15/2011	06/30/2011	SEE FOLLOW	YES	09/30/2011
BMP2011-0011	1781 E Bayshore Rd	063511600	ANNUAL BMP GATEWAY 101 LLC Home Depot	Gateway 101 Llc	06/15/2011	06/30/2011	SEE FOLLOW UP	YES	09/30/2011

City of East Palo Alto Business Inspection
2011/2012

	A	B	C	D	E	F	G	H
112	UNI-BAY INC.	2111	UNIVERSITY AVE	1080	ACTIVE	94303	M01	EAST PALO ALTO
113	BAYSHORE CHRISTIAN MINISTRIES	1001	BEECH STREET	1491	ACTIVE	94303	M01	EAST PALO ALTO
114	FREE AT LAST	1796	BAY ROAD	1096	ACTIVE	94303	M01	EAST PALO ALTO
115	OUR COMMON GROUND, INC.	2560	PULGAS AVE	1166	ACTIVE	94303	M01	EAST PALO ALTO
116	STANFORD COMMUNITY LAW CLINI	2117	UNIVERSITY AVENUE	1151	ACTIVE	94303	M01 NON PROFIT	EAST PALO ALTO
117	Instant Tax Service	2398	University	1676	UNDER REVIEW	94303		PALO ALTO
118	LV Intermodal Transport Inc.,	447	Larkspur	1767	APPROVED	94303		East Palo Alto

Guidance to Stormwater Inspectors on Meeting MRP's Annual Training Requirements (Provision C.4.d) as Self-Training in FY 2010/11

For Inspectors Who Are New to Stormwater		
CII[1] Recommended MRP-Related Training	**Estimated Amount of Time Training[2]**	**Countywide Program's Training Materials**
1. View DVD from March 30, 2006 training on How to Conduct Stormwater Inspections of Businesses.	1. Approx. 3 hours	1. DVD is available on the Countywide Program's website under Trainings and Workshops, and Dermot Casey has copies of DVD.
2. Study BASMAA's PCBs, mercury, and copper training materials	2. Approx. 2 hours	2. BASMAA's POC Training Manual (PCBs, Mercury, and Copper Training materials) are available on the Countywide Program's website under FY 2009-2010 Annual Report Guidance, Section 4 Provision C.4 Industrial and Commercial Site Controls. http://www.flowstobay.org/documents/municipalities/cii/Forms/BASMAA%20POC%20Transmittal%20Memo%20Draft%20&%20Attachments%20A-C.pdf http://www.flowstobay.org/documents/municipalities/cii/Forms/BASMAA%20POC%20Presentation%20Draft%20Attachment%20D.ppt
3. Review Introduction to the San Mateo Countywide Water Pollution Prevention Program requirements Section 4 Industrial & Commercial Site Controls, Illicit Discharge Detection and Elimination, and Pollutants of Concern from 1-25-11 training.	3. Approx. ½ hour	3. Orientation training materials are available on the Countywide Program's website under Trainings and Workshops. http://www.flowstobay.org/documents/municipalities/trainings/2011%20Orientation%20Binder.pdf
4. Study BASMAA's surface cleaner recognition program training materials	4. Approx. ½ hour	4. Study BASMAA's online Pollution Prevention Training for Surface Cleaners and review related BMP materials. http://basmaa.org.dnnmax.com/Training/tabid/57/language/en-US/Default.aspx

[1] Commercial, Industrial, and Illicit Discharge Control Subcommittee of the San Mateo Countywide Water Pollution Prevention Program

[2] The amounts of time are estimated for planning purposes. Staff doing the studying and reviewing of materials should report the actual amount of time it took them to complete their reading and studying of the materials.

For Inspectors Who Are New to Stormwater		
CII[1] Recommended MRP-Related Training	**Estimated Amount of Time Training[2]**	**Countywide Program's Training Materials**
Optional: Consider enrolling in Sacramento State's Office of Water Programs Stormwater BMP Course 614D: Stormwater Best Management Practice (BMP) Handbook: Industrial and Commercial – 20 contact hours[3]	Optional: Approx. 20 hours	None – need a copy of CASQA's Handbook: Industrial and Commercial. http://www.cabmphandbooks.com/industrial.asp http://www.owp.csus.edu/courses/stormwater-bmp.php

For Experienced Stormwater Inspectors		
CII Recommended MRP-Related Training	**Estimated Amount of Time Training[4]**	**Countywide Program's Training Materials**
1. Study BASMAA's PCBs, mercury, and copper training materials	1. If attended PCBs, mercury, and copper training hosted by County Environmental Health in Aug, 2010, spend at least one hour reviewing these training materials – otherwise plan on needing at least 2 hours	1. see no. 2 above
2. Review/study any other materials listed above or other relevant materials.	2. Spend approximately 1 hour or more studying other materials.	Depends on which materials are selected for review.

[3] http://www.owp.csus.edu/courses/stormwater-bmp.php

[4] The amounts of time are estimated for planning purposes. Staff doing the studying and reviewing of materials should report the actual amount of time it took them to complete their reading and studying of the materials.

Additional Training Resources

U.S. EPA Technology Innovation and Field Services Division Contaminated Site Clean-Up Information: http://clu-in.org/

U.S. EPA National Enforcement Training Institute. NETI Online Library: https://www.netionline.com/library/

U.S. EPA NPDES Training Courses and Workshops: http://cfpub2.epa.gov/npdes/outreach.cfm?program_id=0&otype=1

TRAINEX The Training Exchange Website: http://www.trainex.org/searchresults.cfm?search_term=stormwater

Western Sustainability and Pollution Prevention Network: http://www.wsppn.org/

Brown and Caldwell California Water News Classes and Seminars: http://www.bcwaternews.com/CAWaterNews/WN_Classes.html

California Water Environment Association: http://www.cwea.org/

City of East Palo Alto
Community Development Department

"The City of East Palo Alto provides responsive, respectful and efficient public services to enhance the quality of life and safety for its multi-cultural community"

CITY OF EAST PALO ALTO INDUSTRIAL AND COMMERCIAL BUSINESS INSPECTION PLAN

2011

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water. Healthy Community

1960 Tate Street East Palo Alto, Ca 94303 (650) 853-3129 Main (650) 853-317 Fax

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Attachment B: Low Priority Businesses Inspected At Least Once Every Five Years

Attachment C Inspection Form

Background:

This industrial and commercial business inspection plan (Inspection Plan) serves as the city's prioritized inspection work plan that the city will implement to comply with the municipal regional stormwater permit's (MRP) Provision C.4.b requirements. This MRP provision requires that an Inspection Plan be developed. The Inspection Plan's attached Prioritized Inspection List of Businesses (Inspection List) must be submitted with the 2011 Annual Report, and an annually updated Inspection List must be submitted with subsequent annual reports.

Municipal staff used the following three steps to create this Inspection Plan and comply with the MRP:

1. Identify a method of establishing priorities for inspections and the frequency of inspections for each category of priority.
2. Describe the method that will be used to identify newly opened businesses that may need inspection.
3. Develop an Inspection List that includes:
    a. A list of all of the industrial and commercial businesses located within the municipality's jurisdiction that require inspection;
    b. A determination of the priority for inspection of each business on the Inspection List using the identified method of establishing inspection priorities;
    c. Identification of businesses on the Inspection List that are scheduled for inspection during the current fiscal year; and
    d. An annual update or revision of the Inspection List starting in 2011.

Steps One and Two address MRP requirements for the Inspection Plan and Step Three addresses compliance with MRP by creating an Inspection List that is included as an attachment to this plan. The methodology of each step is described in the following sections.

Method of Establishing Priorities and Frequency of Inspections

What the MRP Requires

The MRP requires that each of the businesses to be inspected be assigned a priority for inspection based on 'the potential for water quality impact using criteria such as pollutant sources on site, pollutants of concern, proximity to a waterbody, violation history of the facility, and other relevant factors" (Provision C.4.b.ii.(3)). In addition, the MRP requires that appropriate inspection frequencies be established based on the priority for inspection, "potential for contributing pollution to stormwater runoff" and be "commensurate with the threat to water quality" (Provision C.4.b.ii.(5)).
Further, the MRP requires: "A description of the process for prioritizing inspections and frequency of inspections" (Provision C.4.b.i.(2)).

Description of Prioritization Process and Assignment of Inspection Frequencies to Different Priorities

- Businesses meeting the following criteria generally have been assigned as having a high priority for inspection:

1. Businesses that are subject to the State General NPDES Permit for Stormwater Discharges Associated with Industrial Activity.
2. Retail food facilities, hazardous materials users, automotive service facilities, and hazardous waste generators.
3. Businesses that have had a non-stormwater discharge disallowed by the MRP during the previous fiscal year.

All other businesses have generally been assigned as having a low priority for inspection.

Businesses identified as a high priority based on criteria one above are inspected by the State as part of their permit fee. Businesses under criteria two and three above will be inspected at least once every two years by the County of San Mateo's Environmental Health Department. Businesses identified as low priority will be at least once every five years by City of East Palo Alto staff. The City will check its parcel database annually to ensure that these sites have been inspected in the last two years.

Method to Identify Inspection of New Businesses:

What the MRP Requires

The MRP requires that the Inspection Plan have a "mechanism to include newly opened businesses that warrant inspection ..." (Provision C.4.b.i.(2)).

Description of Method for Identifying New Businesses

> The City of East Palo Alto will annually review its business license database, parcel database, new hazardous materials permits with Menlo Park Fire District, and new Notice of Intent (NOI) for stormwater discharge listings to keep business inspection listings current. The City will inform the County of new high inspection priority listings.

How Is Inspection List Developed

The following criteria are used to develop and maintain the Inspection List:

a) Develop a list of all parcels zoned commercial industrial, and/or institutional that require inspection;
b) Using the methods described above, determine the priority for each business on the Inspection List;
c) Identify businesses on the Inspection List that are scheduled for inspection during the current fiscal year;
d) Record inspections by County and City staff; and
e) Prepare an annual update or revision of the Inspection List starting in 2011 by generating a report from the parcel database, updating the list, and submitting it with the annual report.

What the MRP Requires

Develop a List of All Businesses Requiring Inspection

The MRP requires that the Inspection Plan be used to maintain an Inspection List of industrial and commercial businesses "that could reasonably be considered to cause or contribute to pollution of stormwater runoff" (Provision C.4.b.ii).

In particular, the MRP lists the following types of businesses as needing to be inspected if they "have a reasonable likelihood to be sources of pollutants to stormwater and non stormwater discharges:" (Provision C.4.b.ii(2))

1) Industrial facilities 1,as defined in 40 CFR 122.26(b)(14), including those subject to the State General NPDES Permit for Stormwater Discharges Associated with Industrial Activity;
2) Vehicle salvage yards;
3) Metal and other recycled material collection facilities, waste transfer facilities;
4) Vehicle mechanical repair, maintenance, fueling, or cleaning;
5) Building trades central facilities or yards, corporation yards, nurseries, and greenhouses;
6) Building material retailers and storage;
7) Plastic manufacturers; and
8) Other facilities designated by the city or Water Board as having a reasonable potential to contribute to pollution of stormwater runoff. The Water Board staff places a priority on inspecting retail food facilities, and these businesses should be included in the Inspection List if they "have a reasonable likelihood to be sources of pollutants to stormwater and non-stormwater discharges."

In addition, the MRP lists the following functional aspects of businesses that may produce pollutants when exposed to stormwater as part of the criteria for developing the Inspection List:

1) Outdoor process and manufacturing areas;
2) Outdoor material storage areas;
3) Outdoor waste storage and disposal areas;
4) Outdoor vehicle and equipment storage and maintenance areas;
5) Outdoor wash areas;
6) Outdoor drainage from indoor areas;
7) Rooftop equipment; and
8) Other sources determined by the city or Water Board to have a reasonable potential to contribute to pollution of stormwater runoff.

Establish Inspection Priority for Businesses on the Inspection List

The MRP requires that businesses that have a reasonable potential to pollute stormwater runoff be prioritized using factors listed in the MRP (Provision C.4.b.ii.(3).

1 The MRP appears to use the terms "facilities" and "businesses" interchangeably. This template generally uses the term business since that is used in the title of Provision C.4.b.. and it is the term most inspectors use.

Identify Businesses Scheduled for Inspection During the Current Fiscal Year

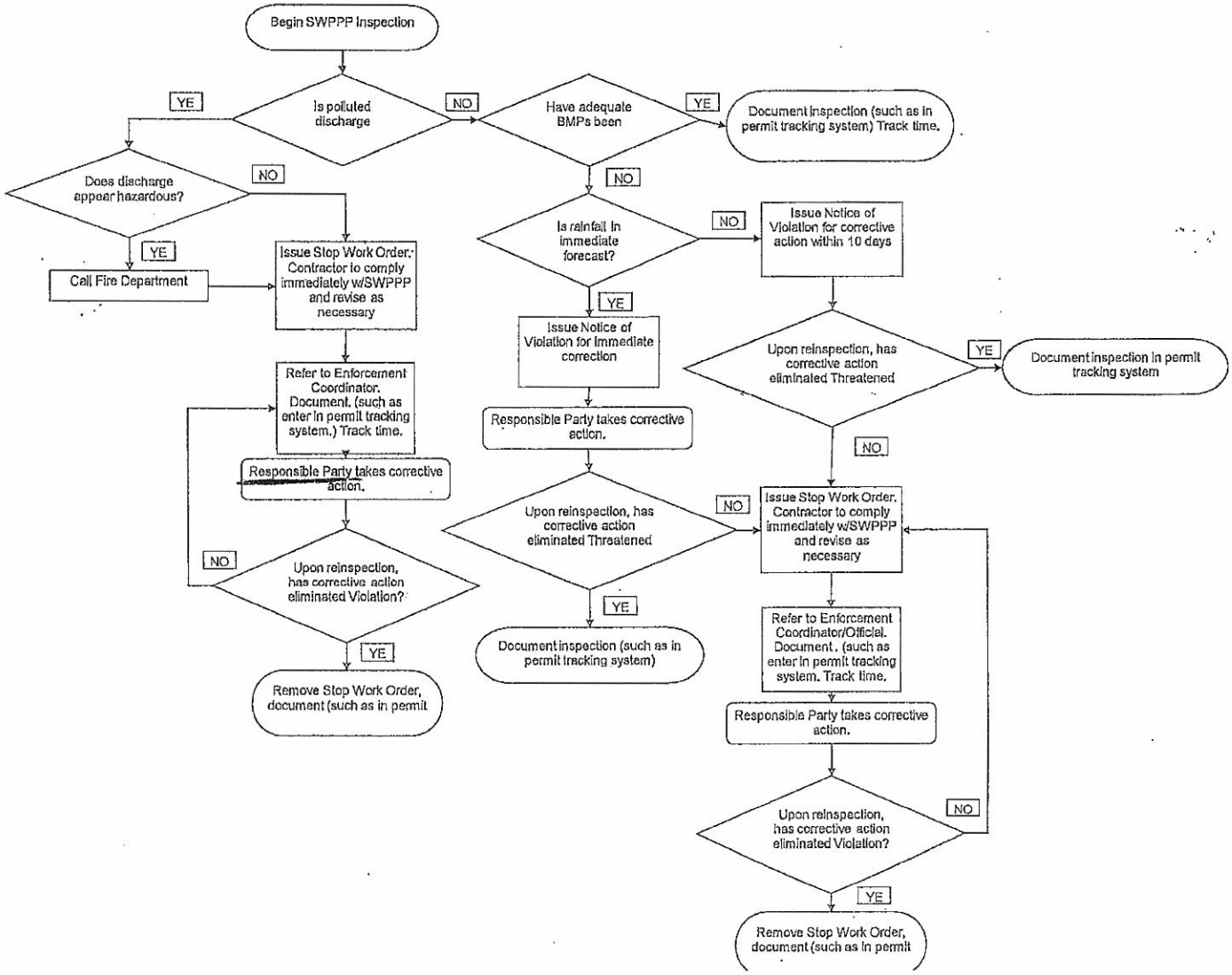
The MRP requires that the annual report include "the list of facilities scheduled for inspection during the current fiscal year" (Provision C.4.b.iii.(2).

Annual Updates

The MRP requires that the Inspection List be annually updated and maintained (Provision C.4.b.ii). The annual updates should include new businesses; any needed modifications to inspection priorities based on recent inspections, illicit discharge notifications, or other relevant factors; and removal of businesses that are no longer operating. In addition, updates or revisions to the Inspection List need to be included in annual reports starting in 2011 (Provision C.4.b.iii.(1)).

Attachments

A. Low Priority Inspection List
C. Inspection Form


Begin SWPPP Inspection
Is polluted discharge
YE
NO
Have adequate BMPs been
YE
Document inspection (such as in permit tracking system) Track time.
NO
Does discharge appear hazardous?
NO
YE
Call Fire Department
Issue Stop Work Order. Contractor to comply immediately w/SWPPP and revise as necessary
Refer to Enforcement Coordinator. Document. (such as enter in permit tracking system.) Track time.
Responsible Party takes corrective action.
Upon reinspection, has corrective action eliminated Violation?
NO
YE
Remove Stop Work Order, document (such as in permit
Is rainfall in immediate forecast?
NO
YE
Issue Notice of Violation for corrective action within 10 days
Issue Notice of Violation for Immediate correction
Responsible Party takes corrective action.
Upon reinspection, has corrective action eliminated Threatened
NO
YE
Document inspection (such as in permit tracking system)
Upon reinspection, has corrective action eliminated Threatened
YE
Document inspection in permit tracking system
NO
Issue Stop Work Order. Contractor to comply immediately w/SWPPP and revise as necessary
Refer to Enforcement Coordinator/Official. Document. (such as enter in permit tracking system. Track time.
Responsible Party takes corrective action.
Upon reinspection, has corrective action eliminated Violation?
NO
YE
Remove Stop Work Order, document (such as in permit

STORMWATER ENFORCEMENT RESPONSE PLAN
April 1, 2010

Introduction

The Enforcement Response Plan (ERP) outlines the procedures to be followed by the Public Works staff to identify, document and respond to Violations of the City of East Palo Alto Storm water Management and Discharge Control Ordinance and other enforcement authorities allowed by the municipal code. The ERP provides specific criteria by which staff can determine the enforcement action most appropriate to the nature of the Violation. The ERP was developed to comply with the following sections of the Municipal Regional Stormwater Permit (MRP):

- Industrial and Commercial Site Controls – Section C.4.c.
- Illicit Discharge Detection and Elimination – Section C.5.b.
- Construction Site Control – Section C.6.b.

Although it is not described in the ERP, education should be an integral part of all enforcement actions. Significant portions of the public may be unaware of the stormwater and wastewater ordinances and their importance. Education should include informing the responsible party of the impacts of pollution to local creeks and the bay and providing information on how to prevent pollution.

Authorities

The City of East Palo Alto has the authority to enforce municipal stormwater requirements under the following sections of its municipal code (Attachment 1):

[Municipal Stormwater Ordinance]: Chapter 13.12: Stormwater Management and Discharge, aka City of East Palo Alto Stormwater Management and Discharge Control Ordinance; see in particular see Sections 13.12.020, 13.12.030, 13.12.100, 13.12.110.

[Grading Ordinance]: Chapter 15.48: Excavation, Grading, Filling and Clearing Regulations; see 15.48.240-15.48.260 regarding enforcement.

[Public Nuisance]: Chapter 13.12 (Stormwater Management and Discharge, aka City of East Palo Alto Stormwater Management and Discharge Control Ordinance). See especially sections 13.12.020, 13.12.030, 13.12.070 (Illicit discharge); 13.12.090 (Discharge in violation of permit); 13.12.160 (Violations deemed a public nuisance). Section 15.48.250(Nuisance).

[Code Enforcement]: Chapter 13.12 (Stormwater Management and Discharge, aka City of East Palo Alto Stormwater Management and Discharge Control Ordinance). See e.g. sections 13.12.020, 13.12.030, 13.12.070 (Illicit discharge); 13.12.090 (Discharge in violation of permit); 13.12.130 (Violations constituting misdemeanors); 13.12.140 (Continuing violation); 13.12.150 (Actions constituting violation); 13.12.170 (Civil actions); 13.12.180 (Administrative enforcement powers); 13.12.190 (Notice to clean); 13.12.200 (Remedies not exclusive). Section 15.48.250 (Nuisance); Section 15.48.300 (Misdemeanor).

[Other]: Chapter 15.52 (Flood Damage Prevention). Chapter 12.12 (Conduits, Culverts, and Other forms of Construction on Public Roads; see for example, 12.12.020 re: Disposal of rainwater drainage, 12.12.030 re: Permit for Rainwater Drainage; 12.12.040 re: Paved Gutter; 12.12.050 re: Rainwater absorbed by soil; 12.12.060 re: Rainwater to public gutters, 12.20.010-.050 (East Palo Alto street and drainage dedication and improvement ordinance).

Definitions

Compliance Inspection: An inspection to determine compliance status and to identify whether Best Management Practices are present and properly implemented.

Compliance Schedule: A timetable for the implementation of corrective actions by the responsible party in order to achieve consistent compliance.

Compliance Plan: a Storm Water Pollution Prevention Plan (SWPPP) for construction sites or a Storm Water Management Plan (SWMP) for other sites, accompanied by a compliance schedule.

Fines: Monetary penalties imposed by the court or by the City for a Violation

Legal Action: An order, hearing, or other action by the presiding court.

Municipal Regional Permit (MRP): The California Regional Water Quality Control Board San Francisco Bay Region Municipal Regional Stormwater NPDES Permit, Order R2-2009-0074, NPDES Permit No. CAS612008, October 14, 2009

National Pollution Discharge Elimination System (NPDES): A provision of the Clean Water Act which prohibits discharge of pollutants into waters of the United States unless a special permit is issued by US EPA, a state, or, where delegated, a tribal government on an Indian reservation.

Notice of Violation: A written notice of a Violation issued using the Notice of Violation form, Attachment 2.

Notice to Comply: Enforcement documents that direct responsible parties to cease specified activities, including the following:

- **Cease and Desist Order** – directs the responsible party to cease illicit or unauthorized discharges immediately or to terminate discharge altogether.

- **Compliance Order** – directs the responsible party to achieve or restore compliance by a date specified in the order. A Compliance Order is often a stipulated agreement that may include a compliance schedule, the payment of monetary penalties, cost recovery for investigation, inspection and monitoring, and the imposition of fines if milestones are not met.

- **Stop Work Order** – A written notice ordering the cessation of all activity on a construction site except for activities related to the correction of Violations.

Responsible Party: The person or persons who may be held liable for damage caused by pollution.

Storm Water Management Plan (SWMP): A plan for the post-construction control of stormwater discharge, required for permitted industrial sites.

Storm Water Pollution Prevention Plan (SWPPP): A plan for the prevention of erosion and sediment from a construction site, required by the Statewide NPDES General Permit for Construction Activity.

Verbal Warning: A documented warning communicated to the responsible party orally.

Violation:

- **Threatened** – Inadequate implementation or absence of Best Management Practices, which could lead to discharge of polluted storm water if not corrected.

- **Minor** – Inadequate implementation or absence of Best Management Practices, which has caused a discharge of polluted storm water, but which has not caused perceptible harm to the environment.

- **Major** - Inadequate implementation or absence of Best Management Practices, which has caused a discharge of polluted storm water, and which may be causing harm to the to the environment.

Written Warning: A written notice of a Violation issued in the form of a letter or a copy of the Illicit Discharge Source Identification Form, Attachment __.

Roles and Responsibilities

The Department of Public Works has the lead for the enforcement of the Stormwater Management and Discharge Control ordinance, although assistance from the Community Development Department (Planning Division, Building Division), the Fire Department, the Police Department (Code Enforcement), and the City Attorney's

Office, will be responsible and alert the lead department, Public Works. Enforcement roles are as follows:

Enforcement Official: The Director of Public Works, or his/her designee, as the Enforcement Official, will administer the enforcement response program.

Enforcement Coordinator: The City Engineer, or his/her designee, such as but not limited to an Assistant Engineer, as the Enforcement Coordinator, will ensure that the Enforcement Response Plan is followed in a timely and consistent manner. To achieve compliance, the Enforcement Coordinator performs the following duties:

- Reviews Violations when the Inspector has had no success in obtaining compliance and makes a recommendation to the Enforcement Official on the level of enforcement to take.
- Coordinates meetings with Responsible Parties and their preparation of Compliance Schedules.
- Reviews compliance reports and schedules to ensure that appropriate enforcement actions are taken and compliance goals are met.
- Compiles compliance reports for the annual report.
- Communicates and coordinates with, but not limited to, the City Attorney's Office, local, State and Federal agencies, and the District Attorney's Office.

Inspector: The Public Works Inspector and/or the Building Inspector, Code Enforcement Officers, the Engineering Technician, as Inspectors, will identify Violations in a timely manner to assist the Enforcement Coordinator and Enforcement Official, with tracking of compliance issues and schedules. To achieve this, the Inspector conducts and coordinates the following duties:

- Performs Construction Inspection in accordance with Attachment 1.
- Enforces the winter grading activities, in accordance with established practices and procedures.
- Conducts site inspections, completes checklists, and reviews documentation to identify discharge Violations.
- Issues Verbal Warnings, Written Warnings, and Notices of Violation to Responsible Parties.
- Reviews compliance history reports
- Enters all inspection reports in the permit tracking system.
- Verifies Responsible Party has responded in a timely manner to Verbal Warnings, Written Warnings, Notices of Violation and other enforcement actions.
- Completes an Illicit Discharge Source Identification Form, Attachment 3, and provides a copy to the Enforcement Coordinator and others, if necessary.
- Maintains Complaint/Spill/Discharge Tracking Spreadsheet, Attachment 4.

Municipal Staff: All employees of the City of East Palo Alto are responsible for reporting Violations to the Public Works Department. Building Division employees

may initiate action on stormwater Violations observed in the course of their inspections by preparing an Illicit Discharge Source Identification Form, Attachment 3; a copy of the form should be provided to the Enforcement Coordinator and Enforcement Official as soon as practicable. Violations that can be handled in the course of normal business should be provided to the Office Assistant for the Engineering Division at (650) 853-3189. Stormwater pollution requiring immediate response should be reported to the Public Works Maintenance Division at (650) 853-5916 during working hours or East Palo Alto Emergency Dispatch at (650) 321-1112 after hours.

Joint Compliance Inspections: In some situations, it is appropriate to conduct joint compliance inspections with other agencies, such as the fire department, the South Bayside System Authority or the San Mateo County Environmental Health Department, because the violations are ongoing or repeated and may benefit from the enforcement options provided by other environmental statutes. Using the results of a joint compliance inspection, the Enforcement Coordinator will be able to consider the best combination of enforcement actions to achieve compliance.

Referral to Other Agencies: The MRP states that were enforcement tools are inadequate, the Violations should be referred to the San Francisco Regional Water Quality Control Board, the District Attorney, or other relevant agencies for additional enforcement (Section C.4.c). The legal enforcement action may include referral to the San Mateo County District Attorney Environmental Crimes Unit. Referrals may also be made the California Department of Fish and Game and possibly to the US Environmental Protection Agency, if the Regional Board staff is unable to provide effective assistance.

Types of Enforcement Actions

A range of enforcement actions is available to ensure prompt correction of Violations and to prevent conditions that pose a threat of future Violations. There are administrative and judicial (civil and criminal) remedies in the stormwater ordinance and other parts of the municipal code that provide a range of discretionary options for responding appropriately to a given Violation depending on the magnitude of the Violation, the duration and history of non-compliance, the good faith efforts of the Responsible Party to achieve compliance, and whether the Violation may interfere with the City's compliance with the MRP.

Enforcement actions are grouped in three Levels. The Inspector generally handles Level 1 enforcement actions. The Enforcement Official must authorize Level 2 enforcement actions. The Enforcement Official will seek City Attorney and District Attorney assistance with Level 3 enforcement.

- Verbal Warning (Level 1)
- Written Warning (Level 1)

- Notice of Violation (Level 1)
- Notice to Comply (Level 2)
- Legal Action (Level 3)

Selecting the Appropriate Enforcement Action

Verbal Warning (Level 1): A Verbal Warning is used for Threatened Violations. In this case, the Inspector notifies the Responsible Party that a Violation could occur and directs the Responsible Party to take corrective action. This notification serves as the enforcement action. The Inspector is to document the Verbal Warning in the permit tracking system and on the Complaint/Spill/Discharge Tracking Spreadsheet. The Inspector may schedule additional inspections and/or sampling to ensure that the Threatened Violation is addressed. Verbal Warnings are to be addressed by the Responsible Party before the next rainfall event, but not longer than 10 business days, unless more timely compliance is feasible or other exceptions apply.

Written Warning/Notice of Violation (Level 1): A Written Warning or Notice of Violation is used for Minor Violations or if the response to a Verbal Warning is inadequate. The following examples are the type of Violations for which this type of enforcement would be appropriate:

- Industrial/Commercial Businesses – Inadequate implementation of Best Management Practices to the extent that pollution is not reduced to the maximum extent practicable.
- Construction Sites – Lack of a updated Stormwater Pollution Prevention Plan.

Written Warnings or Notices of Violation are to be addressed by the Responsible Party before the next rainfall event, but not longer than 10 business days, unless more timely compliance is feasible or other exceptions apply.

Notice to Comply (Level 2): A Notice to Comply is used for Major Violations or if the response to lesser enforcement actions is inadequate. A Notice to Comply should be used if there is a non-stormwater discharge that may be causing harm to the environment. Notices to Comply are to be addressed by the Responsible Party before the next rainfall event, but not longer than 10 business days, unless more timely compliance is feasible or other exceptions apply. If more time is needed than provided above, the Notice to Comply should include a Stop Work Order for construction sites or a Cease and Desist Order for other sites, requiring the immediate cessation of pollutant or illicit discharges until long-term remedies can be implemented.

The Enforcement Coordinator should work with the Building Division and/or others to use the full range of code enforcement authorities as needed to obtain compliance.

After a Notice to Comply has been issued, all staff shall document and/or track the time they spend on that case (such as in the permit tracking software) so that costs can be recovered from the Responsible Party to the maximum extent allowed by law.

A Stop Work Order, which is an example of a Notice to Comply, is limited to construction sites and requires cessation of all site work, except what is necessary for public safety or to correct the violation(s). As a result, a Stop Work Order imposes significant inconvenience and cost on the Responsible Party. For this reason, a Stop Work Order should be reserved for cases where there is an immediate environmental or health and safety threat, work is being conducted without an approved plan, or other remedies have failed to correct the violation. A flow chart for Construction Site Inspection is provided as Attachment 1. The Inspector is to issue the Stop Work Order, deliver it to the site owner/contractor and post a copy at the site. The Stop Work Order is to contain the following information:

- The name and address of the owner/contractor
- The project number or permit number for the site.
- The nature, time, and place of the Violation(s).
- Citation of the law or rule that the owner/contractor allegedly violated.
- Corrective action to return to compliance.
- Clear notification that work at the site is to cease until compliance is achieved.

The Inspector shall post one copy of the Stop Work Order in the most conspicuous location on the site, notifying all concerned (including the public and the police department) that the construction activity is to cease on the site. The Stop Work Order should be presented to the site owner/contractor, in person if present, along with a verbal description of the Violation(s), the fact that construction activity is to cease on the site, the steps necessary to correct the Violation(s), and the owner/contractor's right to appeal. The site owner/contractor is required to confirm receipt of the Stop Work Order. The Inspector will document the details of the event including, when possible, the names and addresses of the people present.

After the delivery of the Stop Work Order and posting on the site, the Inspector shall report the circumstances to the Enforcement Coordinator and document the event (such as in the permit tracking system).

Legal Action (Level 3): Legal Action is to be used for the most serious Violations including where the response to the Notice to Comply is inadequate. Legal Action should be used if the Violations would affect the City's compliance with the MRP. These types of Violations are referred to the City Attorney or District Attorney for civil and/or criminal prosecution. The time schedule for compliance will need to be determined based on case-specific information, to be documented as required by the MRP.

Escalating Enforcement Actions

The Enforcement Guide, Attachment 5, lists several types of Violations and the minimum level of enforcement action to be taken. In some cases, escalated enforcement over the minimum may be necessary. When enforcement action is

increased over the minimum, the reasons should be documented (such as in the permit tracking system). Six criteria for considering escalated enforcement are as follows:

- Magnitude of the Violation. Generally, an isolated instance can be met with the enforcement action listed in the guide. However, even an isolated violation may threaten public health and the environment, damage public and private property. The enforcement action to this type of violation may be escalated to: 1) mitigate the violation immediately, 2) prevent a recurrence of violation(s), 3) provide an appropriate level of follow-up, and 4) provide for cost recovery as appropriate.

- Duration of the Violation. Violations (regardless of severity) that continue over prolonged periods of time will subject the Responsible Party to escalated enforcement actions.

- Effect of the Violation on the Receiving Waters. Any Violation that results in significant harm to the environment will be met with an escalated enforcement response. Significant harm to the environment is presumed whenever an illicit discharge exceeds water quality standards or has a toxic effect on the receiving waters. A minimum response to these types of violations is a Notice to Comply.

- Compliance History. When evaluating the level of enforcement action to be taken for a violation, the compliance history over the past twelve months should be reviewed. If a pattern of recurring violations is noted, then an escalated enforcement action may be warranted. For example, if two verbal warnings have been issued in the past twelve months for Minor Violations, and the Responsible Party has another violation at the same level, then the enforcement action should be escalated to a Notice of Violation.

- Good Faith Effort. The Responsible Party's "good faith" effort in correcting its Violations is a factor in determining whether to escalate enforcement actions. "Good faith" may be defined as the Responsible Party's observable and sustained actions to remedy its Violations, coupled with observable planning and cooperation. However, good faith does not eliminate the necessity of enforcement.

- Follow-Up Inspections. As a result of any Violation, there is a need to increase inspections to verify that the violation has been corrected. For enforcement actions that include a compliance date, the site should be re-inspected on that date or shortly thereafter to confirm that compliance is achieved. Failure of the Responsible Party to achieve compliance when re-inspected is cause for escalating the enforcement action.

Attachments:

1. Construction Site Enforcement Flow Chart

2. Notice of Violation
3. Illicit Discharge Source Identification Form

City of East Palo Alto
Public Works Department / Engineering Division
1960 Tate Street • East Palo Alto • CA • 94303
650.853.3189 [tel] • 650.853.3179 [fax]

Notice of Violation – Stormwater

This informs you that the following action represents a violation of THE EAST PALO ALTO Municipal Code Section 13 – Stormwater Management and Discharge: _____

_____

Date: _____ Time: _____

Business/Location Address : _____

Violations of the above impact the City of East Palo Alto compliance with NPDES permit #CAS612008 issued by the State of California as required by the Clean Water Act. Storm drains discharge directly into the Bay and Ocean, untreated. Disposal of wastes is prohibited.

This notice serves as a warning. Violations are subject to misdemeanor citations and/or enforcement by civil action or administrative remedies.

The following corrective actions must be taken:

- ☐ Apply a _____ permit with required documents and pay fees
- ☐ Discharge stopped
- ☐ Fix fluid leaks
- ☐ Proper storage of materials
- ☐ Trash removal
- ☐ Erosion control
- ☐ Recycle fluorescent lamps, batteries and electronics
- ☐ Containment
- ☐ Pictures will be attached at back side
- ☐ Conduct training: _____
- ☐ Best Management Practices (BMPs) : _____
- ☐ Other _____

_____

Inspector Name: _____ Inspector's Signature: _____

By my signature, I understand the nature of the violation as described to me.

Sign here: _____

Print Name: _____ **Phone:** (____) _____

Re-inspection Date:

Forward to:[ ]File [ ]Water Board [ ]Building [ ]Planning [ ]Code Enforce[ ] Attorney [ ] _____

City of East Palo Alto

Community Development Department
Building Services Division
Engineering Division

"The City of East Palo Alto provides responsive, respectful and efficient public services to enhance the quality of life and safety for its multi-cultural community"

Notice of Violation – Stormwater

This informs you that the following action represents a violation of THE EAST PALO ALTO Municipal Code Section 13 – Stormwater Management and Discharge:

Date: 6/30/11 Time: 10:30 am

Business/Location Address: LA Estrellita Market 2357 University

Violations of the above impact the City of East Palo Alto compliance with NPDES permit #CAS612008 issued by the State of California as required by the Clean Water Act. Storm drains discharge directly into the Bay and Ocean, untreated. Disposal of wastes is prohibited.

This notice serves as a warning. Violations are subject to misdemeanor citations and/or enforcement by civil action or administrative remedies.

The following corrective actions must be taken:

- ☐ Apply a _____ permit with required documents and pay fees
- ☐ Discharge stopped
- ☐ Proper storage of materials
- ☒ Erosion control
- ☐ Containment
- ☐ Conduct training: _____
- ☐ Fix fluid leaks
- ☐ Trash removal
- ☐ Recycle fluorescent lamps, batteries and electronics
- ☐ Pictures will be attached at back side
- ☒ Best Management Practices (BMPs): _____
- ☒ Other Clean all catch basins & clean gutter pans in storm drain Hallway Task

Inspector Name: Frank Ponce Inspector's Signature: _____

By my signature, I understand the nature of the violation as described to me. BMP 2011-0002

Sign here: _____

Print Name: _____ **Phone:** (___)_____

Re-inspection Date: 7/7/11

Forward to: [X] File [ ] Water Board [ ] Building [ ] Planning [ ] Code Enforcement [ ] Attorney

1960 Tate Street East Palo Alto, Ca 94303 (650) 853-3129 Main (650) 853-317 Fax

Completed 7/7/11

City of East Palo Alto

Community Development Department
Building Services Division
Engineering Division

"The City of East Palo Alto provides responsive, respectful and efficient public services to enhance the quality of life and safety for its multi-cultural community"

FILE COPY

Complete Site
1731, 1761, 1771, 1781 E BAYSHORE

Notice of Violation – Stormwater

This informs you that the following action represents a violation of THE EAST PALO ALTO Municipal Code Section 13 – Stormwater Management and Discharge:

Date: 6/30/11 Time: 9:30 am

Business/Location Address: GATEWAY 101 1751 E BAYSHORE
WILBUR PROPERTIES

Violations of the above impact the City of East Palo Alto compliance with NPDES permit #CAS612008 issued by the State of California as required by the Clean Water Act. Storm drains discharge directly into the Bay and Ocean, untreated. Disposal of wastes is prohibited.

This notice serves as a warning. Violations are subject to misdemeanor citations and/or enforcement by civil action or administrative remedies.

The following corrective actions must be taken:

- ☐ Apply a _____ permit with required documents and pay fees
- ☐ Discharge stopped
- ☐ Proper storage of materials
- ☒ Erosion control
- ☐ Containment
- ☐ Conduct training: _____
- ☐ Fix fluid leaks
- ☐ Trash removal
- ☐ Recycle fluorescent lamps, batteries and electronics
- ☐ Pictures will be attached at back side
- ☒ Best Management Practices (BMPs): CLEAN ALL CATCH BASINS
- ☒ Other INCLUDE FILTER FABRIC AT ALL CATCH BASINS.

BMP 2011 - 0003

Inspector Name: FRANK RAMOS Inspector's Signature: _____

By my signature, I understand the nature of the violation as described to me.

Sign here: _____

Print Name: Theresa Blair **Phone:** (650) 847-4345

Re-inspection Date: ~~9/30/11~~ ~~10/15/11~~ 10/1/11 DA

Forward to: [ ] File [ ] Water Board [ ] Building [ ] Planning [ ] Code Enforcement [ ] Attorney

City of East Palo Alto

Community Development Department
Building Services Division
Engineering Division

FILE COPY

"The City of East Palo Alto provides responsive, respectful and efficient public services to enhance the quality of life and safety for its multi-cultural community"

Notice of Violation – Stormwater

This informs you that the following action represents a violation of THE EAST PALO ALTO Municipal Code Section 13 – Stormwater Management and Discharge:

Date: 6/29/11 Time: 1:55 PM

Business/Location Address : PITCHERS DRILLING 218 DEMETER

Violations of the above impact the City of East Palo Alto compliance with NPDES permit #CAS612008 issued by the State of California as required by the Clean Water Act. Storm drains discharge directly into the Bay and Ocean, untreated. Disposal of wastes is prohibited.

This notice serves as a warning. Violations are subject to misdemeanor citations and/or enforcement by civil action or administrative remedies.

The following corrective actions must be taken:

- ☐ Apply a AUG, 15, 2011 permit with required documents and pay fees
- ☐ Discharge stopped
- ☐ Fix fluid leaks
- ☐ Proper storage of materials
- ☐ Trash removal
- ☒ Erosion control
- ☐ Recycle fluorescent lamps, batteries and electronics
- ☐ Containment
- ☐ Pictures will be attached at back side
- ☐ Conduct training:
- ☒ Best Management Practices (BMPs) : PROVIDE AN ENGINEERED DESIGN TO ~~[illegible]~~ PREVENT Sediment ~~[illegible]~~ ON SITE. SUBMIT 5 SET OF WET STAMP plans FOR REVIEW & APPROVAL
- ☐ Other TRACKING OF DIRT & MUD FROM THE SITE & MAINTAIN ALL BMP 2011-0004

Inspector Name: FRANK RAINONE Inspector's Signature:

By my signature, I understand the nature of the violation as described to me.

Sign here:

Print Name: TERRY Shewchuk **Phone:** (650) 328 8910

Re-inspection Date: 7/30/11

Forward to: [X] File [ ] Water Board [ ] Building [ ] Planning [ ] Code Enforcement [ ] Attorney

2000 & 1950 UNIVERSITY

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program

City of East Palo Alto

SITE ADDRESS: 1900 University Ave
ANNUAL BMP PERMIT BMP2011-0006

Facility has closed or Facility Information has changed: ☐ yes ☐ no

Model Stormwater Treatment or Hydromodification Management (HM) BMP O&M Verification Inspection Report Form

Reason for Inspection: ☐ First Inspection (required within 45 days of installation) ☐ Routine Inspection ☐ Response to Complaint ☐ Follow-up | Follow-up Inspection Due:

NAME OF FACILITY: University Circle | SITE ADDRESS: 1900 University Ave. East Palo Alto CA 94303 | ID# OR APN

APPLICANT NAME: Wells Reit | APPL PHONE: 650 324 2222 | PROJECT TYPE/ACTIVITY: Office buildings | SIC | Map Code:

Is the property owner different than the facility owner? ☐ yes ☒ no | If yes, complete the following: | Location:

OWNER NAME, ADDRESS, AND PHONE NUMBER | CONTACT: | TITLE: | PHONE

Is the BMP Operator different than the facility owner? ☒ yes ☐ no | If yes, complete the following:

NAME: Kristar Enterprises
MAILING ADDRESS: 360 So Hon Place Santa Rosa CA | CONTACT: TANYA WITT | TITLE: ACCOUNT ASSOCIATE | PHONE: 1-800-579-8819

Needed maintenance noted for the Treatment and/or HM BMPs below shall be completed within 30 days and notification of correction faxed, emailed or mailed to the over sight agency.

Treatment BMP Type (Numbers in parentheses correspond to fact sheets in CASQA's New Development Handbook)	No visible problems	Needed Maintenance: Trash or Debris	Pollutants	Rodent Holes	Hazardous Trees/Brush	Erosion or Scouring	Excessive Sediment	Liner Condition (if visible)	Spillway/Berm Damaged, Settled	Damaged Trash Rack or Screen	Inlet/Outlet	Security (fence, gates)	Coating/Paint	Standing Water	Mosquitoes/ Other Insects	Flow Spreader/ Equalizer	Invasive Weeds or Vegetation	Poor Vegetation Cover < 90%	Pedestrian Path Devegetation/ Compaction	Vegetation Too Tall	Odors		
Vegetated Swale (TC-30)																							
Extended Detention Basin (TC-22)																							
Bioretention Facility (TC-32)/ Flow-Through Planter																							
Vortex Separator (MP-51)																							
Infiltration Basin (TC-11)																							
Water Quality Inlets –Oil/ grit/water Separator (TC-50)																							
Media Filters - Sand Filters (TC-40)																							
Drain Inserts (MP-52)																							
HM Tank or Vault																							
Other																							

COMMENTS Date Treatment/HM BMP Installed (for first inspection only) | Maintenance Documentation Reviewed? ☐ yes ☐ no | Maintenance required in storm drain system? ☐ yes ☐ no

See Attached Comments

BMP brochures distributed? ☐ Describe: | Follow-up Required? ☒ Yes ☐ No ☐ Comments:

PRIORITY FOR RE-INSPECTION: ☐ 1. First ☐ 2. Second ☐ 3. Third | REQUIRED COMPLIANCE DATE | DATE CORRECTED

ENFORCEMENT: ☐ None ☐ Verbal Notice ☐ Warning Notice ☐ Administrative Action ☐ Administrative Action w/ Penalty &/or Cost Recovery ☐ Legal Action

O&M Representative: Ronald Del Bosco | Inspector:

CERTIFICATE
OF COMPLIANCE

JOB NUMBER 0008227

This certifies stormwater treatment unit service and maintenance was performed at

UNIVERSITY CIRCLE
1900 University Avenue
East Palo Alto, Ca 94303

This service is in compliance with the contract between
KriStar Enterprises, Inc. dba Drainage Protection Systems and

WELLS REIT II - UNIVERSITY CIRCLE C/O JONES LANG LASALLE

STORMWATER TREATMENT UNIT SYSTEM SERVICE AND MAINTENANCE

April 21, 2011
Service Date

Tanya Witt, Account Associate

FOSSIL FILTER ™
GENERAL SPRECIFICATIONS
FOR STANDARD FILTER UNITS

Scope:

This specification describes a Catch Basin Filtration System that removes petroleum hydrocarbons from water flowing into the drainage inlet while permitting the undisturbed passage of water. The filter incorporates EPA-approved adsorbents and is installed in the catch basin of a drainage inlet.

Material Properties:

The filter structure shall be manufactured from either High Density Polyethylene (HDPE), petroleum resistant fiberglass or stainless steel, at the option of the end-user. The filter screens and associated hardware for all units will be stainless steel Type 304. The filter sorbent shall be an adsorbent material treated to attract and retain petroleum hydrocarbons. It shall be non-leaching and contain no hazardous ingredients as defined by the U.S. Environmental Protection Agency (EPA), US Occupational Safety and Health Administration (OSHA), and the World Health Organization, (WHO).

Installation:

Installation shall be performed by certified Fossil Filter™ Installation Technician. A *Fossil Filter* ™ Installation Record, to be provided at time of installation, shall be kept on site by the end user.

Filter Maintenance and Disposal of the Contaminated Adsorbent:

Periodic maintenance of the installed units is vital to efficient filtration. Such maintenance shall be performed by certified Fossil Filter ™ Maintenance Technician. A *Fossil Filter* ™ *Maintenance Record*, provided at the time of installation, shall be kept on site by the end user.

Disposal of the contaminated adsorbent shall be in accordance with local regulatory agency requirements and local, state and federal environmental regulations.

*Proof of adequate follow-on maintenance of the filter and proper disposal of the contaminated adsorbent is now being required by some local governments at the time of filter installation.

(Rev. 8/11/98)

BEST MANAGEMENT PRACTICE (BMP) FOR THE REMOVAL OF PETROLEUM HYDROCARBONS FROM STORMWATER RUNOFF THROUGH THE USE OF CATCH BASIN FILTRATION SYSTEMS

The Concept of Stormwater Catch Basin Filtration:
Essentially, catch basin filtration is the placement of devices that contain a filtering medium (a sorbent) just under the stormwater system's inlet (catch basin) grate. The runoff flows into the inlet, through the filter where the target contaminants are removed, and then into the drainage system. The devices must be capable of effectively filtering the first flush of a rain event and provide an overflow capability sufficient to prevent the system from becoming clogged. The sorbent filter medium must be an inert blend of minerals that contain non-hazardous ingredients, as defined by the Federal EPA, OSHA and WHO (World Health Organization). Further, the medium should be non-leaching, contain no reactive chemicals, be non-carcinogenic, non-biodegradable, non-toxic, non-inflammable, non-injurious to asphalt, cement, carpet, tile, soil, or plant life.

Contaminants:
The primary target contaminant is petroleum hydrocarbons, to include most, if not all, oil-based products generated by motor vehicles powered by fossil fuel or lubricated with any of the fossil fuel by-products. These include gasoline, oil, grease, some anti-freezes, and other such products plus other types of contaminants (i.e. heavy metals) that may become attached to the hydrocarbon.

Current Technology:
Of the catch basin filtration systems currently on the market that target petroleum hydrocarbons, Fossil Filter™, a product of Kristar Enterprises of Cotati, California, is the most prominent. The Fossil Filter™ introduced a concept that was unique enough to qualify for a U.S. patent. Prior to the introduction of Fossil Filter™, the leading technology for separating oil from water runoff was large underground precast concrete oil/water separators. They were expensive to purchase and install and could be used only on new construction projects. Because they were underground (and out of sight), inspection was very difficult and maintenance was expensive. Consequently, they were usually forgotten and any contaminants collected were left in the units to be flushed back into the drainage system by some future rain event.

Fossil Filter™, on the other hand, costs but a fraction of the concrete units to purchase and installation usually consists of removing the inlet grate, dropping the filter in place and replacing the grate. They can be used in both new and post-construction projects; visual inspection is simple; and maintenance can be performed usually in a matter of minutes.

Fossil Filter™, for common size/shape inlets, is delivered as a one-piece "drop-in" unit. For unusual sizes/shapes, the filter can be fabricated to fit the inlet. They are available for square, rectangular, round and curb or combination inlets as well as trench drains. According to the manufacturer, a device to fit most any situation is possible.
(Rev. 8-18-99)

Device Construction:
The catch basin filtration system structure should be constructed so as to cause the water to flow through the unit's filter medium and be of a fit that prevents leakage around the filter. To prevent corrosion and the release of oxidized metals into the system, the device's construction materials should be of high-density polyethylene (HDPE), petroleum resistant fiberglass or stainless steel. The use of galvanized steel should not be allowed. For square, rectangular, or round units, the device should provide an overflow bypass area in its center with dimensions at least equal to 1/3 the inside dimensions of the catch basin. For curb openings, the device should allow unrestricted overflow of the weir and have capability of adding a second (dual stage) device under the first for areas subject to heavy concentrations of sediment and debris.

Recommended Effectiveness:
Catch Basin Filtration Systems acceptable for installation should have, through appropriate laboratory or field testing, demonstrated a capability of removing petroleum hydrocarbons entering the inlet.

Applicability of Devices to EPA's NPDES and SWPPP's:
The Federal EPA's NPDES program, designed to control the discharge of pollutants to waters of the United States, cites a definition of oil/water separator as, "A device installed usually at the entrance to a drain, which removes oil and grease from water flows entering the drain".

Catch Basin Filtration Systems acceptable for installation in petroleum hydrocarbon generating areas should fit the federal EPA's definition of oil/water separator (above). Fossil Filter™ meets the EPA description plus it meets the EPA mandate of BAT (Best Available Technology) while being "economically feasible." Based on the foregoing, Fossil Filter™ is suitable for inclusion as a BMP in local SWPPP 's.

Recommended Uses:
Catch Basin Filtration Systems should be required for all locations where petroleum hydrocarbons are a major source of pollution to stormwater runoff and the water can be directed into a drainage inlet. Employee and customer parking lots, tollgate, service stations, aircraft and boat refueling areas are prime examples of such locations. The systems should be required for a new construction and whenever a permit is issued to renovate or remodel an existing location.

Inspection and Maintenance Procedures:
Each inspection of the installed filtration systems should include a sweeping of the area surrounding the inlet, removal of the inlet grate, removal of trash and debris on top of the filter and visual inspection of the filter and its installed material. If the filter media is covered with silt, the media containers should be removed from the structure, the silt removed and granules "stirred up." If the normally white granules appear to be more than 50% coated with a dark substance, the media should be replaced with new material. The media containers should then be re-installed, the inlet grate replaced and another

broom cleanup completed. The exposed filter media should be placed in a DOT approved drum and disposed of in accordance with local agency requirements.

Follow-On Maintenance:
Because of past abuses of installed stormwater treatment devices, some governmental agencies within California, that accept Fossil Filter™ as a BMP for stormwater runoff, are now requiring proof of a follow-up maintenance program. It is recommended that all agencies require proof of either a contractor maintenance program or that the landowner certifies that they will provide maintenance.

Kristar Enterprises, the owners of Fossil Filter™, provides a comprehensive maintenance program that not only provides for maintenance of stormwater filtration systems (to include other than Fossil Filter™) but notifies the owner and the appropriate oversight agency when maintenance has been performed.

Limitations:
The efficiency of any filtration system will be in direct proportion to the caliber of its maintenance program. A lack of care can be a limitation for any stormwater filtration system. Other system limitations must include unsuitable installation sites. The makers of Fossil Filter™ discourage installation of their product in areas that are subject to heavy silting, excessive tree leaves, trash or debris.

Recommendations:
1. Catch Basin Filtration Systems such as Fossil Filter™ are recommended as a BMP for preventing pollution of stormwater runoff by petroleum hydrocarbons.
2. Recommend that all construction of new, and retrofit of existing, areas subject to generate of petroleum hydrocarbons be surveyed as potential sites for installation of Catch Basin Filtration Systems.

(Rev. 8-18-99)

SERVICE CONTRACTOR AGREEMENT

THIS AGREEMENT is made and entered into and effective as of this 1st day of August, 2006 between WELLS REIT II-UNIVERSTIY CIRCLE (herein "Owner") and KRISTAR ENTERPRISES, INC (herein "Service Contractor").

WITNESSETH:

WHEREAS, Service Contractor is skilled in the performance of all the Contract Duties (identified exhibit A) and has offered to perform all said Contract Duties for Owner with respect to the property located at University Circle, East Palo Alto, CA 94303(herein "Property"); and

WHEREAS, Owner is desirous of securing the performance of all the Contract Duties by Service Contractor, which shall be managed by it's manager, Jones Lang LaSalle Americas, Inc. ("Manager").

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements of the parties, it is agreed as follows:

Section 1. Term of Agreement.

Unless sooner terminated as herein provided, the term of this Agreement shall begin on August 1, 2006 (herein "Contract Commencement Date") and shall continue until July 31, 2007 (herein "Contract Expiration Date").

Section 2. Contract Duties.

From and after the Contract Commencement Date and until the Contract Expiration Date or earlier termination of this Agreement, Service Contractor shall timely and fully perform all of the Contract Duties set forth in Exhibit A, which is attached hereto and incorporated by reference herein. Service Contractor further agrees to perform all of the Contract Duties in a good and workmanlike manner, and in accordance with industry standards established by those engaged in a business similar to that of Service Contractor in performance of the Contract Duties; and to pay for all supplies, fuel, uniforms, equipment, machinery, repairs, transportation, material, labor, insurance premiums of any kind or description, sales taxes, salaries, federal and state employment taxes, any similar payroll taxes relating to employees of Service Contractor, and all other expenses whatsoever incurred in the performance of the Contract Duties; and to obtain and pay for all applicable permits and governmental fees, licenses and inspections necessary and incidental to the performance of the Contract Duties and to otherwise comply with all governmental regulations pertaining to performance of the Contact Duties; and to uniform all employees, servants and Agents to the subjective satisfaction of Owner; and to provide a competent and well trained on-site supervisor for performance of the Contract Duties at all times when said Contract Duties are being performed; and to maintain a continuing employee training program so as to insure maximum efficiency of performance of the Contract Duties and to insure the safety of all persons on the Property; and to keep the Property free from accumulation of waste materials or rubbish caused by Service Contractor's operations.

Section 3. Service Contractor's Compensation.

Unless this Agreement is terminated prior to the Contract Expiration Date, Owner shall pay Service Contractor compensation, for Service Contractor's performance of the Contract Duties, in the amounts and at the rates established in Exhibit B, which is attached hereto and incorporated by reference herein. Service Contractor shall bill Owner for such compensation not more frequently than monthly.

It is understood that, from time to time during the term of this Agreement, Owner may request Service Contractor to perform services or provide materials, which are not set forth in the Contract Duties but are related to the services encompassed within the Contract Duties (herein "Additional Work"). Service Contractor hereby agrees to perform such Additional Work so long as prior to the performance of such Additional Work, Owner shall authorize in writing the scope of such Additional Work and compensation payable to Service Contractor for the full performance of said Additional Work. In the event Service Contractor shall fail to secure such a writing relating to such Additional

Work, any such work thereafter performed shall be deemed a part of the Contract Duties and Service Contractor shall not be entitled to any additional compensation therefor.

Section 5. Early Termination.

Owner may terminate this Agreement, at any time, and for any or no reason whatsoever, by giving Service Contractor not less than thirty (30) days advance written notice of same, which notice shall specify the effective date of early termination. Service Contractor shall receive compensation for all Work and Additional Work actually performed through the said effective date of early termination. Service Contractor shall not be entitled to any compensation with respect to any period after any such early termination.

Section 6. Relationship of Parties.

Service Contractor is retained by Owner only for the purpose and to the extent set forth herein and Service Contractor's relationship with Owner shall, during the entire term of this Agreement, be that of independent contractor so that neither Service Contractor, nor any employee, Agent, servant, officer, director or shareholder of Service Contractor, shall be deemed an Agent, servant or employee of Owner. Service Contractor agrees to indemnify and hold Owner and Agent and their respective affiliates, and their partners, officers, directors, employees and Agents harmless of and from any and all liabilities, claims, demands, damages, and expenses (i) arising from any determination (whether judicially or administratively) that some relationship, other than that of independent contractor, exists between Owner and/or Agent and Service Contractor, or (ii) in connection with hiring, termination, discipline, evaluation and resolution of complaints and grievances of Service Contractor's employees.

Section 7. Insurance.

At all times while performing the Contract Duties, Service Contractor shall maintain, at its sole cost and expense, the insurance set forth in Exhibit C, attached hereto and incorporated by reference herein, from insurance companies and in a form reasonably satisfactory to Owner with limits of liability not less than stated in such Exhibit C. Owner shall have the right to inspect and review the policies in their entirety and shall be provided with copies upon request.

Section 8. Indemnification.

To the fullest extent permitted by applicable law, Service Contractor shall defend, indemnify and hold harmless Owner and Agent and their respective officers, directors, employees, Agents, shareholders, partners, joint venturers, affiliates, successors and assigns from and against any and all liabilities, obligations, claims, demands, causes of action, losses, expenses, damages, fines, judgments, settlements and penalties, including, without limitation, costs, expenses and attorneys' fees incident thereto, arising out of, based upon, or occasioned by or in connection with:

(a) Service Contractor's performance of (or failure to perform) the Contract Duties;

(b) a violation of any laws or any negligence, gross negligence or willful misconduct by Service Contractor or its affiliates, subcontractors, Agents or employees during performance of the Contract Duties; and/or

(c) a breach of this Agreement by Service Contractor or any of its affiliates, subcontractors, Agents or employees.

The aforesaid obligation of indemnity shall be construed so as to extend to all legal, defense and investigation costs, as well as all other reasonable costs, expenses and liabilities incurred by the party indemnified, from and after the time at which the party indemnified receives notification (whether verbal or written) that a claim or demand is to be made or may be made.

Except as may be otherwise provided by applicable law or any governmental authority, Owner's or Agent's right to indemnification under this section shall not be impaired or diminished by any act, omission, conduct, misconduct, negligence or default (other than gross negligence or willful misconduct) of Owner or Agent or any employee of Owner or Agent who contributed or may be alleged to have contributed thereto.

Section 9. Damage Limitation

In no event shall Owner be liable for consequential, incidental or special damages, including without limitation any delay damages, lost opportunity damages or lost profits, incurred by Service Contractor and/or it affiliates, subcontractors, Agents or employees in connection with this Agreement.

Section 10. Assignment and Delegation.

10.01 Service Contractor shall be absolutely prohibited from assigning this Agreement or delegating or subcontracting any of the Contact Duties (or any right, obligation or performance of Service Contractor hereunder), it being agreed that the services to be performed hereunder are personal in nature. Any attempted assignment or subletting of this Agreement or any delegation or subcontracting of any Work or Additional Work without Owner's prior written consent, which may be withheld in Owner's sole and absolute discretion, shall be void and of no force and effect.

10.02 Owner may assign this Agreement, at any time, in its sole and absolute discretion, to Owner's nominee by giving Service Contractor written notice of same, which notice shall specify the assignee and effective date of assignment.

Section 11. Notices.

Any information or notices required to be given under this Agreement shall be in writing and shall be delivered either by (i) certified mail, return receipt requested, in which case notice shall be deemed delivered three (3) business days after deposit, postage prepaid, in the U.S. mail; (ii) a reputable messenger service or a nationally recognized overnight courier, in which case notice shall be deemed delivered one (1) business day after deposit with such messenger or courier; or (iii) personal delivery with receipt acknowledged in writing, in which case notice shall be deemed delivered when received. All notices shall be addressed as follows:

If to Management: Jones Lang LaSalle Americas, Inc.
1900 University Avenue, Suite 100
East Palo Alto, CA 94303
ATTN: BUILDING MANAGEMENT OFFICE

If to Service Contractor: KRISTAR ENTERPRISES, INC
1219 BRIGGS AVENUE
PO BOX 6419
SANTA ROSA, CA 95406
ATTN: CARRIE-ANNE ANDREW
CC: APRIL BARRETT

The foregoing addresses may be changed from time to time by notice to the other party in the manner hereinbefore provided for.

Section 12. No Waiver.

Failure of Owner at any time to require performance by Service Contractor of any provision hereof shall in no way affect the full right to require such performance at any time thereafter, nor shall the waiver by Owner of a breach of any of the provisions hereof constitute a waiver of any succeeding breach of the same or any other provision.

Section 13. Severability.

If any provision hereof is deemed to be invalid or unenforceable under applicable law, this Agreement shall be considered divisible as to such provision and the same shall thereafter be inoperative, provided however, the remaining provisions of this Agreement shall be valid and binding.

Section 14. Applicable Law.

This Agreement shall be governed by and construed in accordance with the laws of the State of California (other than its rules as to conflicts of law which might require application of laws of another jurisdiction).

Section 15. Compliance with IRCA.

Service Contractor agrees at all times to remain in strict compliance with all terms, provisions, regulations and rulings relative to the Immigration Reform and Control Act of 1986 (IRCA). All employees of Service Contractor assigned to the Property will have had their identity and eligibility for work within the United States properly verified. Within three (3) days of receipt of a written request from Owner, Service Contractor shall provide copies of the I-9 form or such other documentation as may be appropriate to satisfy Owner as to Service Contractor's compliance with IRCA.

Service Contractor agrees to defend and indemnify Owner, Agent and their affiliates and subsidiaries, and the respective directors, partners, officers, Agents, representatives, and employees of each of them from and against any claims, actions, suits or proceedings of any type whatsoever arising out of or in any way connected with Service Contractor's breach of the terms of the paragraph immediately above.

Section 16. Compliance with Safety Regulations

Service Contractor shall plan for, and ensure, that all personnel performing any Work or Additional Work comply with the basic provisions of OSHA Safety and Health Standards (29 CFR 1910) and General Construction Standards (29 CFR 1926) as such federal regulations are applicable to the specific tasks constituting the Contract Duties and Additional Work (if any). The responsibility for the implementation and enforcement of health and safety requirements lays with Service Contractor, and its safety support staff. Service Contractor shall provide Material Safety Data (MSD) Sheets in compliance with OSHA Hazard Communication Standards. Service Contractor shall take all necessary and desirable precautions for the safety of, and provide the necessary protection to prevent damage, injury, or loss to:

a. all personnel on the work site.
b. all materials or equipment to be provided, incorporated in, or utilized in connection with, the Contract Duties, whether on or off the work site.
c. other property located at the site of the Contract Duties or at the Property.
d. the Property.

Section 17. Miscellaneous Provisions Applicable to Service Contractor.

17.01 Service Contractor shall, at all times, enforce strict discipline and good order among its employees and shall not employ on the Contract Duties any unfit person or anyone not skilled in performance of the Contract Duties. Owner has the right to require Service Contractor to remove from its work force assigned to the Property any employees or subcontractor's employees whose presence at the Property Owner deems, in its sole discretion, to be detrimental to the best interests of the Property.

17.02 In conducting the Contract Duties, Service Contractor and all of its subcontractors shall agree to employ only labor which shall not result in jurisdictional disputes or strikes or cause disharmony with other contractors, Agents, and employees at the Property.

17.03 Service Contractor warrants to Owner that all Contract Duties shall be performed in a safe, good and workmanlike manner, and that the Contract Duties, including all materials and equipment furnished hereunder, shall conform to all requirements and specifications identified in this Agreement and shall be free from defects of any kind in materials and workmanship. All Contract Duties not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective.

17.04 Service Contractor, in performing the Contract Duties, shall comply with all applicable laws. Service Contractor shall not take, and is not authorized to take, any action in the name of or on behalf of Agent or Owner, or which would violate any applicable law. If Service Contractor performs any Contract Duties contrary to applicable law, any additional costs resulting therefrom, including the costs of correcting said Contract Duties to comply with such law and the cost of fully indemnifying Agent and Owner from any liability or expenses with respect to such violations by Service Contractor may be offset by Agent and Owner against amounts owing to the Service Contractor in

connection with the Agreement or otherwise. Service Contractor shall also at all times comply with [the Rules and Regulations for Contracted Service Personnel attached to this Agreement as Exhibit D and incorporated by reference herein, as well as any other] rules or regulations reasonably imposed by Owner and/or Agent in connection with the safe and efficient operation of the Property and/or the performance of the Contract Duties by Service Contractor.

17.05 Service Contractor shall obtain at its own cost all licenses (including professional licenses), permits, certificates and authorizations necessary for Service Contractor to do business in all jurisdictions where any part of the Contract Duties are to be performed. Service Contractor shall also obtain all licenses, permits, certificates and authorizations necessary in connection with Service Contractor's performance of the Contract Duties, and give all notices required under applicable law, or by any governmental entity having jurisdiction over the Contract Duties, Service Contractor, its employees, Agents, subcontractors Contractors, or the activities of any of them.

17.06 Service Contractor acknowledges that Owner (or other persons with the permission of Owner) may concurrently perform services of the same type as the Contract Duties (unrelated to this Agreement) at this site and the Property, and Service Contractor specifically consents to such concurrent performance of Contract Duties by Owner (and others) without interference by those who are performing the Contract Duties under this Agreement.

17.07 Service Contractor shall promptly remedy all damage or loss to any property at the site or at the Property if such damage or loss is caused directly or indirectly, in whole or in part, by Service Contractor, any subcontractor or anyone directly or indirectly performing the Contract Duties.

17.08 Service Contractor shall not permit any discrimination against or segregation of any person or group of persons in connection with the performance of this Agreement on account of sex, disability, marital status, age, race, religion, color, creed, national origin or ancestry nor shall Service Contractor or any person claiming under or through Service Contractor, establish or permit any such practice or practices of discrimination or segregation in connection with the performance of the Contract Duties and Service Contractor's other obligations under this Agreement.

17.09 All drawings, specifications, studies, analyses, opinions, recommendations, reports, or other information and material of any nature, and copies thereof, (i) provided to Service Contractor by Owner or Agent; (ii) prepared pursuant to this Agreement; or (iii) to which Service Contractor otherwise gains access during the performance of Contract Duties are the property of Owner and are to be treated as confidential. They are not to be disclosed to others without Owner's prior written approval and are to be delivered to Owner on request and in all events upon completion of the Contract Duties, or termination of this Agreement pursuant to the terms hereof. Service Contractor shall advise its affiliates, subcontractors, Agents and employees having access to said information of this obligation of confidentiality and bind such parties to this same obligation. No articles, papers or treatises related to or in any way associated with the Contract Duties performed pursuant to this Agreement shall be submitted for publication without Owner's prior written consent.

17.10 Service Contractor represents and warrants to Owner that all software provided to Owner under the terms of this Agreement, or incorporated in any equipment or systems provided to Owner under this Agreement, or used by Service Contractor in connection with the performance of the Contract Duties hereunder, before, during or after the calendar year 2000, shall, at no additional cost to Owner, be "Century Date Compliant". For purposes of this Agreement, "Century Date Compliant" shall mean that such software shall not provide or cause invalid and/or incorrect results in the operation of any building equipment, systems or components located within or servicing the Property, and that such software shall, at a minimum, provide for (i) date century recognition, (ii) calculations that accommodate same century and multicentury formulas and date values, (iii) date data interface values that reflect the century and (iv) accurate calendar year 2000 leap year calculations.

17.11 Non Discrimination- Service Contractor covenants by and for Service Contractor's heirs, personal Representatives and assigns and claiming under Service Contractor or through Service Contractor that this contract is made subject to the condition that there shall be no discrimination against or segregation of any marital status ancestry or national origin in the hiring and/or employment within

the Company. Nor shall Service Contractor establish or permit such practice or practices of discrimination or segregation with reference to the selection, location, number or use of premises.

17.12 First Source- Service Contractor shall comply with the requirements of the First Source Hiring Policy if the Redevelopment Agency of East Palo Alto in effect with respect to the Redevelopment Project Area in which the Project is located from time to time.

Section 18. Miscellaneous.

18.01 Time of Essence. Service Contractor acknowledges that time is of the essence in regard to its performance under this Agreement.

18.02 Agent. All references to "Agent" contained in this Agreement are to Lend Lease Real Estate Investment, Inc. solely in its capacity as the duly authorized Agent of Owner. No reference to "Agent" herein contained shall be construed as creating any liability of Agent for any obligation in any capacity other than as the duly authorized Agent of Owner.

18.03 No Liens. Service Contractor shall neither suffer nor permit the attachment of any liens upon the Property as a direct result of Service Contractor's performance of the Contract Duties.

18.04 Cure of Service Contractor's Default. If Service Contractor shall default in the performance of the Contract Duties or any other duty imposed upon Service Contractor hereunder, Owner may (but shall not be required to), without notice to Service Contractor and with or without terminating this Agreement, cure and rectify such defaults and either deduct the reasonable cost of cure and rectification from compensation due to Service Contractor hereunder or Owner may directly bill Service Contractor for such reasonable costs.

18.05 Force Majeure.

a. Any delay or failure by either party hereto in the performance of its obligations hereunder shall not constitute a default hereunder or give rise to any claim for damages if, and only to the extent and for such period of time that, (i) such delay or failure is caused by an event or occurrence beyond the control and without the fault or negligence of such party or any subcontractor, materialman, or other party acting under or through such party, and (ii) said party is unable to prevent such delay or failure through the exercise of reasonable diligence. Events that shall be deemed to be beyond the control of the parties hereto shall include, but not be limited to: acts of God or the public enemy; expropriation or confiscation of facilities by governmental or military authorities; changes in applicable laws; war, rebellion, sabotage or riots; floods, unusually severe weather that could not reasonably have been anticipated; fires, explosions, or other catastrophes; or other similar occurrences.

b. Notwithstanding any other provision of this section 18.05, even though the performance of Service Contractor or a subcontractor or delivery of equipment or materials by a materialman is delayed by an unforeseen event or occurrence beyond the control of Service Contractor, such subcontractor or such supplier of equipment or materials as provided in subsection 18.05(a), Service Contractor hereby agrees to use its best efforts to secure alternate sources of services, equipment or materials, if available. To the extent that Service Contractor fails to secure available alternate sources of services, equipment or materials, Owner is entitled to secure such alternate sources and offset any amounts expended on such alternate sources from amounts due or owing to Service Contractor under this Agreement to the extent that such amounts exceed the price allocations for the goods and services agreed upon in this Agreement. Service Contractor shall not be paid any additional compensation by Owner due to an unforeseen or uncontrollable event or occurrence of the type described in this section 18.05.

c. In order to be entitled to an excuse for any delay or failure to perform under this Agreement pursuant to this section 18.05, the party claiming such excuse shall promptly give written

notice to the other party hereto of any event or occurrence which it believes falls within the contemplation of this section 18.05.

18.06 Estoppel Certificate. Upon request of Agent or Owner, Service Contractor agrees to provide to Owner, within five (5) days after receipt of written request therefor, a written statement certifying that this Agreement is in full force and effect, that Owner and Service Contractor are current in their respective obligations hereunder and that Owner is not in default under any provision of this Agreement.

18.07 Survival. The provisions of sections 6, 8, 9, 11 and 15 of this Agreement shall survive the expiration or early termination of this Agreement.

18.08 The individual executing this Agreement on behalf of Service Contractor personally certifies and warrants that by his or her execution hereof, this Agreement shall be legally binding on and enforceable against Service Contractor.

Section 19. Entire Agreement

19.01 This Agreement constitutes the entire agreement between the parties with respect to the Contract Duties and supersedes all prior negotiations, representations or agreements relating thereto either written or oral, except to the extent that they are expressly incorporated herein.

19.02 Unless otherwise expressly provided herein, no changes, alterations or modifications to this Agreement shall be effective unless in writing and signed by the respective parties hereto or their duly authorized Agents.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year first above written, the corporate parties by their officers duly authorized.

OWNER:

WELLS REIT II-UNIVERSITY CIRCLE

By: Jones Lang LaSalle Americas, Inc.
As Managing Agent for Owner

By: Judy Arthun

Title: Vice President

SERVICE CONTRACTOR:

KRISTAR ENTERPRISES, INC

By: _____

Title: PRESIDENT

EXHIBIT A - CONTRACT DUTIES

Per Proposal Dated 08/16/06

3 Inspections
3 Cleaning
1 Change of Filter Media

Cleaning and Inspection of (14) Catch Basin Inserts

Plan A-3 includes:
3 Catch Basins (clean catch basin insert(s) and visual inspection of filter(s) and components
1 Change of filter media and disposal of collected pollutants in accordance with stat and/or local requirements (per EPA specifications)
Pricing is based upon disposal of waste as Class II material
If disposal other than Class II is required, additional disposal costs will be forwarded to the customer
A maintenance record of work performed and a Certificate of Compliance is provided at the completion of each service
Any warranty repair work will be performed at the time of service

Storm water Treatment System(s); (3) FF-24D, (1) FF-1836DGO, (7) FF-2436D, (1) FF-2436DGO, (2) FGP-36F

865
865
1236

EXHIBIT B - COMPENSATION

Contractor shall be paid THREE THOUSAND FIVE HUNDRED TWENTY FIVE DOLLARS AND 00/100 ($3,525) ANNUALLY. Contractor will bill Owner on a MONTHLY BASIS. This is a not to exceed price. Compensation to be paid within thirty (30) days upon receipt of invoice and completion of work. Contractor invoices must be received within thirty days upon completion of work WITHIN CALENDAR YEAR SERVICES ARE RENDERED; otherwise such invoice will not be paid.

EXHIBIT C - INSURANCE

INSURANCE REQUIREMENTS

I. The Service Contractor shall provide the following minimum insurance coverage:

A. Commercial General Liability
Combined Single Limit - $3,000,000 per occurrence and annual aggregate per location.
Such insurance shall be broad form and include, but not be limited to, contractual liability, independent contractor's liability, products and completed operations liability, and personal injury liability. A combination of primary and excess policies may be utilized. Policies shall be primary and noncontributory.

B. Worker's Compensation - Statutory Limits

C. Employer's Liability
With minimum liability limits of $1,000,000 bodily injury by accident each accident, $1,000,000 bodily injury by disease policy limit; $1,000,000 bodily injury each employee.

D. Commercial Automobile Liability
Combined Single Limit - $1,000,000 per accident.

Such insurance shall cover injury (or death) and property damage arising out of the ownership, maintenance or use of any private passenger or commercial vehicles and of any other equipment required to be licensed for road use.

E. Property Insurance

All-risk, replacement cost property insurance to protect against loss of owned or rented equipment and tools brought onto and/or used on any Property by the Service Contractor.

II. Policies described in Sections I.A. and I.D. above shall include the following as additional insured, including their officers, directors and employees. A GL-2010 Endorsement shall be utilized for the policy(ies) described in Section I.A. above. Please note that the spelling of these parties must be exactly correct or the Contract Duties will not be allowed to commence.

1. Jones Lang LaSalle Americas, Inc.
2. WELLS REIT II-UNIVERSITY CIRCLE, L.P.
3. Wells Real Estate Funds

III. Service Contractor waives any and all rights of subrogation against the parties identified above in Paragraph II above as additional insureds.

IV. All policies will be written by companies licensed to do business in the State of California which have a rating by Best's Key Rating Guide not less than "A-/XII".

EXHIBIT C - INSURANCE (CON'T)

V. Service Contractor shall furnish to the Owner Certificate(s) of Insurance evidencing the above coverage. Original Certificate(s) of Insurance must be provided before Service Contractor commences Contract Duties or Contract Duties will not be allowed to commence.

VI. Certificate(s) of Insurance relating to policies required under this Agreement shall contain the following words verbatim:

> "It is agreed that this insurance will not be canceled, not renewed or the limits of coverage in any way reduced without at least thirty (30) day's advance written notice ten (10) days for non-payment of premium sent by certified mail, return receipt requested to: Jones Lang LaSalle Americas, Inc., 1900 University Circle, Ste 100, East Palo Alto, CA 94303 ATTN: ASSISTANT GENERAL MANAGER—BUILDING MANAGEMENT OFFICE

In addition, the language set forth in this Paragraph VI shall also be added to each policy in the form of an endorsement.

EXHIBIT D--RULES AND REGULATIONS
FOR CONTRACTED SERVICE PERSONNEL

TO: ALL BUILDING CONTRACTORS

As you are working in and around University Circle, you will be required to comply with the following rules and regulations:

1. Contractors are to report to the Management Office to arrange for after hours building access. No parking will be provided in the building. Violators WILL BE TOWED AT THE VEHICLE OWNER'S EXPENSE.

2. Contractor shall post barricades, sign, etc. as necessary and to the satisfaction of the Property Manager. The intent of these signs is to alert tenants and the public of the on-going activity.

3. The hallways, corridor, and lobbies shall be clear of construction debris at ALL times. If it becomes necessary to have these lobbies and corridors cleaned by the building staff, the contractor will be billed for any incurred costs. Additional rules are as follows:

   A) Keep as professional and quiet as possible.
   B) No yelling in lobby / no radios.
   C) Leave doors propped open ONLY during actual deliveries.
   D) Oil any squeaky wheels so as not to cause undue noise in lobby and in corridors.
   E) Clean up any debris caused by deliveries on driveway and parking adjacent to your delivery and/or trucks.
   F) Do NOT use steps with hand carts. Concrete will chip and you will be back charged.

5. Unless prior arrangements have been made with this office, all debris is to be removed from the building after 3:30 P.M.

6. The storage of tools, equipment, and materials shall be at the contractor's own risk.

7. General Contractor shall coordinate installation of telephone lines and furniture with tenant.

8. Interruption of any building systems including power shutdowns must be coordinated with the Management Office at (650) 324-2222 at least 24 hours in advance.

9. All final testing of building systems shall be coordinated with the building office.

10. All coring or other construction activity, which will disrupt the occupied floors, shall be coordinated with the Management Office.

11. Prior to final payment, contractor shall deliver as built drawings, equipment manuals, air balance report and copies of the signed inspection certificate.

12. Please observe all safety practices and procedures. Ensure that your actions do not endanger the property of the occupants in any way.

EXHIBIT D--RULES AND REGULATIONS
FOR CONTRACTED SERVICE PERSONNEL
(CONTINUED)

We ask that you convey the above information to all your employees and sub-contractors. Failure to adhere to these rules and regulations will result in eviction from the premises.

ACKNOWLEDGED: _____

DATE: 8/30/06

City of East Palo Alto

Community Development Department
Building Services Division
Engineering Division

FILE COPY

"The City of East Palo Alto provides responsive, respectful and efficient public services to enhance the quality of life and safety for its multi-cultural community"

Notice of Violation – Stormwater

This informs you that the following action represents a violation of THE EAST PALO ALTO Municipal Code Section 13 – Stormwater Management and Discharge:

Date: 6/29/11 Time: 1:30

Business/Location Address : HEW Drilling 1045 WEEKS

Violations of the above impact the City of East Palo Alto compliance with NPDES permit #CAS612008 issued by the State of California as required by the Clean Water Act. Storm drains discharge directly into the Bay and Ocean, untreated. Disposal of wastes is prohibited.

This notice serves as a warning. Violations are subject to misdemeanor citations and/or enforcement by civil action or administrative remedies.

The following corrective actions must be taken:

- ☐ Apply a _____ permit with required documents and pay fees
- ☐ Discharge stopped
- ☐ Fix fluid leaks
- ☐ Proper storage of materials
- ☐ Trash removal
- ☒ Erosion control
- ☐ Recycle fluorescent lamps, batteries and electronics
- ☐ Containment
- ☐ Pictures will be attached at back side
- ☐ Conduct training: _____
- ☒ Best Management Practices (BMPs) : Provide Silt Fence & Washout @ Gate
- ☒ Other provide Concrete Wash out when needed. Right Fence.

BMP 2011-0007

Inspector Name: Frank Ramos Inspector's Signature: _____

By my signature, I understand the nature of the violation as described to me.

Sign here: X _____

Print Name: Evelyn J. Wong **Phone:** (650) 322-2851

Re-inspection Date: 9/30/11

SIGN & DATE

Forward to: [X] File [ ] Water Board [ ] Building [ ] Planning [ ] Code Enforcement [ ] Attorney

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water. Healthy Community.

INDUSTRIAL AND COMMERCIAL BUSINESS INSPECTION PLAN
CITY OF EAST PALO ALTO

Date Originally Prepared:December 1, 2009
Date Last Updated: June 2, 2011

BACKGROUND

This industrial and commercial business inspection plan (Inspection Plan) serves as the city's prioritized inspection work plan that the city will implement to comply with the municipal regional stormwater permit's (MRP) Provision C.4.b requirements. This MRP provision requires that an Inspection Plan be developed. The Inspection Plan's attached Prioritized Inspection List of Businesses (Inspection List) must be submitted with the 2010 Annual Report, and an annually updated Inspection List must be submitted with subsequent annual reports.

Prioritization Process and Assignment of Inspection Frequencies to Different Priorities

1. Businesses meeting the following criteria generally have been assigned as having a high priority for inspection:
    a. Businesses that are subject to the State General NPDES Permit for Stormwater Discharges Associated with Industrial Activity.
    b. Retail food facilities, hazardous materials users, automotive service facilities, and hazardous waste generators that have a history of using inadequate best management practices.
    c. Businesses that have had a non-stormwater discharge disallowed by the MRP during the previous fiscal year.
2. All other businesses have generally been assigned as having a low priority for inspection.

➔ High priority for inspection means that the business will typically be inspected annually. Low priority for inspection means that the business will be inspected less frequently than annually, such as every other year or every third year[1].

STEP 2: DESCRIBE METHOD THAT WILL BE USED TO IDENTIFY NEW BUSINESSES

What the MRP Requires

[1] The municipality may define other categories of priority and their associated inspection frequency. Most municipalities have previously used two categories of frequency for inspection and this approach has been retained in this template.

The MRP requires that the Inspection Plan have a "mechanism to include newly opened businesses that warrant inspection ..." (Provision C.4.b.i.(2)).

Description of Method for Identifying New Businesses

➔ The following describes how new businesses that may warrant an inspection are identified so that they will be included on the Inspection List. [*Describe below how your municipality identifies new businesses and decides whether they warrant inspection*].

STEP 3: DEVELOP AN INSPECTION LIST

This step includes the following four substeps associated with the development and maintenance of the Inspection List:

a. Develop a list of all of the industrial and commercial businesses that require inspection;
b. Determine the priority for inspection of each business on the Inspection List;
c. Identify businesses on the Inspection List that are scheduled for inspection during the current fiscal year; and
d. Prepare an annual update or revision of the Inspection List starting in 2011.

What the MRP Requires

Develop a List of All Businesses Requiring Inspection

The MRP requires that the Inspection Plan be used to maintain an Inspection List of industrial and commercial businesses "that could reasonably be considered to cause or contribute to pollution of stormwater runoff" (Provision C.4.b.ii).

In particular, the MRP lists the following types of businesses as needing to be inspected if they "have a reasonable likelihood to be sources of pollutants to stormwater and non-stormwater discharges:" (Provision C.4.b.ii(2))

1) Industrial facilities[2], as defined in 40 CFR 122.26(b)(14), including those subject to the State General NPDES Permit for Stormwater Discharges Associated with Industrial Activity;
2) Vehicle salvage yards;
3) Metal and other recycled material collection facilities, waste transfer facilities;
4) Vehicle mechanical repair, maintenance, fueling, or cleaning;
5) Building trades central facilities or yards, corporation yards, nurseries, and greenhouses;
6) Building material retailers and storage;
7) Plastic manufacturers; and
8) Other facilities designated by the city or Water Board as having a reasonable potential to contribute to pollution of stormwater runoff. The Water Board staff places a priority on inspecting retail food facilities, and these businesses should be included in the Inspection List if they "have a reasonable likelihood to be sources of pollutants to stormwater and non-stormwater discharges."

[2] The MRP appears to use the terms "facilities" and "businesses" interchangeably. This template generally uses the term business since that is used in the title of Provision C.4.b., and it is the term most inspectors use.

In addition, the MRP lists the following functional aspects of businesses that may produce pollutants when exposed to stormwater as part of the criteria for developing the Inspection List:

1) Outdoor process and manufacturing areas;
2) Outdoor material storage areas;
3) Outdoor waste storage and disposal areas;
4) Outdoor vehicle and equipment storage and maintenance areas;
5) Outdoor wash areas;
6) Outdoor drainage from indoor areas;
7) Rooftop equipment; and
8) Other sources determined by the city or Water Board to have a reasonable potential to contribute to pollution of stormwater runoff.

Establish Inspection Priority for Businesses on the Inspection List

The MRP requires that businesses that have a reasonable potential to pollute stormwater runoff be prioritized using factors listed in the MRP (Provision C.4.b.ii.(3).

Identify Businesses Scheduled for Inspection During the Current Fiscal Year

The MRP requires that the annual report include "the list of facilities scheduled for inspection during the current fiscal year" (Provision C.4.b.iii.(2).

Annual Updates

The MRP requires that the Inspection List be annually updated and maintained (Provision C.4.b.ii). The annual updates should include new businesses; any needed modifications to inspection priorities based on recent inspections, illicit discharge notifications, or other relevant factors; and removal of businesses that are no longer operating. In addition, updates or revisions to the Inspection List need to be included in annual reports starting in 2011 (Provision C.4.b.iii.(1)).

Substep 3a: Develop Inspection List

➔ [*Using the criteria listed above (under "Develop a List of Businesses Requiring Inspection"), complete an Inspection List (Attachment A or something similar to Attachment A). Use the business inspection database to help generate the information needed for the municipality's Inspection List. Include the total number of businesses requiring inspection within the municipality's jurisdiction. The MRP requires that the Inspection List and future updates to the list include the total number of businesses on the list, which should equal the total number of businesses on the Inspection List.*]

Substep 3b: Determine Priority for Businesses

➔ [*For each business listed on the municipality's attached Inspection List (Attachment A or its equivalent), assign either a high or low priority for inspection or some other variant, such as high, medium, and low priority, as allowed by the MRP.*]

Substep 3c: Identify Businesses Scheduled for Inspection in the Current Fiscal Year

➔ [*Identify which businesses on the Inspection List are scheduled for inspection in FY 2010/11. Add information about how the schedule is subject to change given various types of uncertainties and contingencies that typically may occur.*]

Substep 3d: Annual Update

➔ [*Starting with the 2011 annual report and annually thereafter, make any needed revisions to the attached Inspection List. Update the Inspection List with information that indicates which of the businesses listed will be inspected during the current fiscal year. Include revisions or updates to the Inspection List in each annual report.*]

Attachment A
Prioritized Inspection List of Businesses (Inspection List)

Date Originally Prepared:_____
Date Last Updated[3]:_____

High Priority Businesses for Inspection[4] Are Inspected Annually [*Tailor priority categories and inspection frequencies as needed*].

Name of Business	Address	Type of Business	Has Industrial General Permit	Comments	Scheduled for Inspection in [5]

Total number of businesses_____

Low Priority Businesses for Inspection[2] Are Inspected Less Frequently Than Once a Year

Name of Business	Address	Type of Business	Has Industrial General Permit Coverage?	Comments	Scheduled for Inspection in FY 2010/11[5]

[3] The municipal regional stormwater permit requires an annual update of businesses to inspect.
[4] The frequency of inspections is a goal that should be met for most businesses. A particular business or facility's inspection priority may be modified based on more recent information during the annual Inspection List update, and businesses and facilities may be added and deleted from the Inspection List consistent with the MRP.
[5] A check mark in this column means that a business is scheduled for inspection in the current fiscal year. This column should be updated annually and updates or revisions to the Inspection List are required in each annual report.

Total number of businesses_____
Grand total number of businesses on the Inspection List_____

City of East Palo Alto Business Inspection
2011/2012

	A	B	C	D	E	F	G	H
1	Company	SITE_NUMBER	SITE_STREETNAME	BUSINESS_NO	2.STATUS	SITE_ZIP	CLASSIFICATION	SITE_CITY
2	Aicoris Club	2156	University Ave	27	APPROVED	94303	A01	East Palo Alto
3	Dollar and Over		University Ave	96	APPROVED	94303	A01	East Palo Alto
4	Ofeina Meilangi Ex Enterprises	1836	Bay Rd	104	HOLD	94303	A01	East Palo Alto
5	BEST BUY STORES L.P #185	1751	EAST BAYSHORE ROAD	1238	ACTIVE	94303	A01	EAST PALO ALTO
6	CARNICERIA RODRIGUEZ	2386	COOLEY AVENUE	1574	ACTIVE	94303	A01	EAST PALO ALTO
7	LULU PETITE INC.	1900	UNIVERSITY AVE	1629	ACTIVE	94303	A01	EAST PALO ALTO
8	AUTOZONE #3302	2160	UNIVERSITY AVE	1160	ACTIVE	94303	A01	EAST PALO ALTO
9	NAIDELYN FASHION	1435	EAST BAYSHORE ROAD	1618	ACTIVE	94303	A01	EAST PALO ALTO
10	PRO GROUP CELLUAR	2382	COOLEY AVENUE	1392	ACTIVE	94303	A01	EAST PALO ALTO
11	EPA WIRELESS	2371	UNIVERSITY AVENUE	1171	ACTIVE	94303	A01	EAST PALO ALTO
12	ENRIQUEZ NOVEDADES	922	NEWBRIDGE STREET	1142	ACTIVE	94303	A01	EAST PALO ALTO
13	METROPHONES UNLIMITED INC.	2204	UNIVERSITY AVE	1056	ACTIVE	94303	A01	EAST PALO ALTO
14	SPORT AUTHORITY	1775	EAST BAYSHORE RD	1030	ACTIVE	94303	A01	EAST PALO ALTO
15	LA FAMILIA DISCOUNT	1803	BAY ROAD	1365	ACTIVE	94303	A01	EAST PALO ALTO
16	AICOIRIS CLUB	2156	A UNIVERSITY AVE	1011	ACTIVE	94303	A01	EAST PALO ALTO
17	DREW CENTER PHARMACY			1240	ACTIVE	94303	A01	EAST PALO ALTO
18	BANSAL INC.	2194	UNIVERSITY AVENUE	1117	ACTIVE	94303	A01	EAST PALO ALTO
19	METROCOM EPA	1215	EAST BAYSHORE ROAD	1356	ACTIVE	94303	A01	EAST PALO ALTO
20	JOHN NUCKTON ENTERPRISES	2520	PULGAS AVENUE	1575	ACTIVE	94303	A01	EAST PALO ALTO
21	RAVENSWOOD COMMUNITY STORE	2100	UNIVERSITY AVENUE	1593	ACTIVE	94303	A01	EAST PALO ALTO
22	LA FAMILIA DISCOUNT	615	DONOHOE STREET	1591	ACTIVE	94303	A01	EAST PALO ALTO
23	OFFICE DEPOT #00978	1761	EAST BAYSHORE ROAD	1194	ACTIVE	94303	A01	EAST PALO ALTO
24	HOME DEPOT #6603	1781	EAST BAYSHORE ROAD	1178	ACTIVE	94303	A01	EAST PALO ALTO
25	CASE FURNITURE	2526	PULGAS AVENUE	1385	ACTIVE	94303	A02	EAST PALO ALTO
26	R.E. BORRMANN'S STEEL CO., INC	2450	PULGAS AVENUE	1112	ACTIVE	94303	A02	EAST PALO ALTO
27	MENLO FOOD CORP	175	DEMETER STREET	1230	ACTIVE	94303	A02	EAST PALO ALTO
28	KNOTTY HOLE WOODWORKS, INC.	351	DEMETER STREET	1185	ACTIVE	94303	A02	EAST PALO ALTO
29	Agility IP Law, LLP	1900	University Avenue	111	APPROVED	94303	A02 MANUFACTURING	EAST PALO ALTO
30	Ravenswood Family Dentistry	1807	Bay Road	45	APPROVED	94303	A03	EAST PALO ALTO
31	Yahsmeen, For Hair & Beauty	1497	E Bayshore Rd	62	APPROVED	94303	A03	East Palo Alto
32	EPA Fish 'n Chicken	2150	University Ave	65	HOLD	94303	A03	East Palo Alto
33	EPA Can Do Mortgage	2369	University Ave	69	APPROVED	94303	A03	East Palo Alto
34	Dun Rite	2400	Gloria Way	81	APPROVED	94303	A03	East Palo Alto
35	Fast Check Cashing	1493	E Bayshore Rd	84	APPROVED	94303	A03	East Palo Alto
36	Mehran Dental Tech	1717	Woodland Avenue	95	APPROVED	94303	A03	EAST PALO ALTO
37	Taznjakuta	2120	Clarke Avenue	103	APPROVED	94303	A03	East Palo Alto

City of East Palo Alto Business Inspection
2011/2012

	A	B	C	D	E	F	G	H
38	JERNIGAN'S AUTO SALON	2217	PULGAS AVENUE	1633	ACTIVE	94303	A03	EAST PALO ALTO
39	KASEY LI, DDS, MD INC.	1900	UNIVERSITY AVENUE	1327	ACTIVE	94303	A03	EAST PALO ALTO
40	BUSINESS CENTER	2111	2111-B UNIVERSITY AVEI	1596	ACTIVE	94303	A03	EAST PALO ALTO
41	ELEGANCIA HAIR SALON	922	NEWBRIDGE STREET	1379	ACTIVE	94303	A03	EAST PALO ALTO
42	DUFF & PHELPS, LLC	2000	UNIVERSITY AVENUE	1130	ACTIVE	94303	A03	EAST PALO ALTO
43	DLA PIPER US LLP		ATTN: FRED HENSLY	1167	ACTIVE	94303	A03	EAST PALO ALTO
44	LAUNDERLAND	1997	MANHATTAN AVENUE	1028	ACTIVE	94303	A03	EAST PALO ALTO
45	BINGHAM McCUTCHEN LLP	1900	UNIVERSITY AVENUE	1118	ACTIVE	94303	A03	EAST PALO ALTO
46	EDWARD E CAMPBELL	1895	EAST BYSHORE ROAD	1287	ACTIVE	94303	A03	EAST PALO ALTO
47	BOZICEVIC, FIELD & FRANCES LLP	1900	UNIVERSITY AVENUE	1161	ACTIVE	94303	A03	EAST PALO ALTO
48	DEWEY & LEBOEUF LLP	1950	UNIVERSITY AVENUE	1127	ACTIVE	94303	A03	EAST PALO ALTO
49	GOLDEN LIGHT ENTERPRISES, LLC	1865	WOODLAND AVENUE	1640	ACTIVE	94303	A03	PALO ALTO
50	NELSON ROBERTS INVESTMENT AI	1950	UNIVERSITY AVENUE	1107	ACTIVE	94303	A03	EAST PALO ALTO
51	GREENBERG TRAURIG LLP	1900	UNIVERSITY AVE	1134	ACTIVE	94303	A03	EAST PALO ALTO
52	HOWREY LLP	1950	UNIVERSITY AVE	1100	ACTIVE	94303	A03	EAST PALO ALTO
53	R.C. CONSULTATION SERVICE	2111	2111-B UNIVERSITY AVEI	1198	ACTIVE	94303	A03	EAST PALO ALTO
54	CARDIOVASCULAR MEDICINE &		CARDIA ARRHYTHMIAS	1305	ACTIVE	94303	A03	EAST PALO ALTO
55	BLICKMAN TURKUS, L.P.	1950	UNIVERSITY AVENUE	1188	ACTIVE	94303	A03	EAST PALO ALTO
56	NICHOLE BERRY	1140	BAY ROAD	1060	ACTIVE	94303	A03	EAST PALO ALTO
57	WTAS LLC	1950	UNIVERSITY AVENUE	1155	ACTIVE	94303	A03	EAST PALO ALTO
58	6 TO 9 DENTAL	1765	EAST BAYSHORE ROAD	1156	ACTIVE	94303	A03	EAST PALO ALTO
59	DJ VIP	1730	BAY ROAD #217	1525	ACTIVE	94303	A03	EAST PALO ALTO
60	LOW FEE CHECK CASHING	2200	UNIVERSITY AVENUE	1264	ACTIVE	94303	A03	EAST PALO ALTO
61	ROPES & GRAY LLP	1900	UNIVERSITY CIR	1200	ACTIVE	94303	A03	EAST PALO ALTO
62	TRIPLE 'E' TRANSPORT	2195	EUCLID AVENUE	1037	ACTIVE	94303	A03	EAST PALO ALTO
63	L & D INVESTMENT PROPERTY, LLC	2520	PULGAS AVENUE	1445	ACTIVE	94303	A03	EAST PALO ALTO
64	SO FRESH SO CLEAN, LLC	1895	EAST BAYSHORE	1422	ACTIVE	94303	A03	EAST PALO ALTO
65	EDISON LEARNING, INC.	2086	CLARKE AVENUE	1408	ACTIVE	94303	A03	EAST PALO ALTO
66	EN STYLES SALON & BARBERSHOP	1586	BAY ROAD	1399	ACTIVE	94303	A03	EAST PALO ALTO
67	DANENBERG DESIGN, INC.	1765	E BAYSHORE ROAD	1218	ACTIVE	94303	A03	EAST PALO ALTO
68	PUBLIC STORAGE, INC.	1961	EAST BAYSHORE ROAD	1004	ACTIVE	94303	A03	EAST PALO ALTO
69	CAVALLINO RAMPANTE LTD. (DBA)	1880	W BAYSHORE ROAD	1121	ACTIVE	94303	A03	PALO ALTO
70	SUNRISE ENTERPRISE 87, INC	264	TARA ST	1066	ACTIVE	94303	A03	EAST PALO ALTO
71	LA TIGERA MAGICA BEATY SALON	2379	UNIVERSITY AVENUE	1070	ACTIVE	94303	A03	EAST PALO ALTO
72	LOZANO'S AUTO REPAIR	1802	BAY ROAD	1645	ACTIVE	94303	A03	EAST PALO ALTO
73	JONES MORTUARY, INC.	660	DONOHOE STREET	1182	ACTIVE	94303	A03	EAST PALO ALTO
74	ANGEL'S BEAUTY SALON	645	645-A DONOHOE STREET	1622	ACTIVE	94303	A03	EAST PALO ALTO

City of East Palo Alto Business Inspection
2011/2012

	A	B	C	D	E	F	G	H
75	SIRY'S BEAUTY SALON	2156	UNIVERSITY AVENUE	1345	ACTIVE	94303	A03	EAST PALO ALTO
76	EXTRA SPACE STORAGE	999	EAST BAYSHORE ROAD	1312	ACTIVE	94303	A03	EAST PALO ALTO
77	AMERICAN SELF STORAGE	21	COMMERCIAL BLVD. #2	1159	ACTIVE	94303	A03	EAST PALO ALTO
78	ACE FIRE EQUIP & SVCS CO, INC	1870	W BAYSHORE ROAD	1235	ACTIVE	94303	A03	EAST PALO ALTO
79	KITTY CLEANER	910	NEWBRIDGE STREET	1047	ACTIVE	94303	A03	EAST PALO ALTO
80	AFFORDABLE AUTO SALES/ BROKE	1783	MICHIGAN AVENUE	1229	ACTIVE	94303	A03	EAST PALO ALTO
81	EL BOHEMIO BILLIARDS	2377	UNIVERSITY AVENUE	1027	ACTIVE	94303	A03	EAST PALO ALTO
82	A'S TOWING	1885	BAY ROAD	1035	ACTIVE	94303	A03	EAST PALO ALTO
83	Landsmith Appreciation Fund, LLC	1900	University Avenue	127	APPROVED	94303	A03 PROF SVS	East Palo Alto
84	Landsmith Income & Appreciation Func	1900	University Avenue	129	APPROVED	94303	A03 PROF SVS	East Palo Alto
85	Landsmith Real Estate, Inc	1900	University Avenue	130	APPROVED	94303	A03 PROF SVS	East Palo Alto
86	LSIAF Manager, LLC	1900	University Avenue	131	APPROVED	94303	A03 PROF SVS	East Palo Alto
87	Landsmith, LLC	1900	University Avenue	132	APPROVED	94303	A03 PROF SVS	East Palo Alto
88	Gonzalez Tires	2470A	Pulgas	1653	APPROVED	94303	A03 PROF SVS	East Palo Alto
89	PUBLIC STORAGE INC.	1961	E. BAYSHORE RD	1733	APPROVED	94303	A03 PROF SVS	EAST PALO ALTO
90	Aditazz, Inc.,	2000	University Avenue	1738	APPROVED	94303	A03 PROF SVS	East Palo Alto
91	Artiman Management, LLC	2000	University Ave	1745	APPROVED	94303	A03 PROF SVS	East Palo Alto
92	Artiman Capital Management, LLC	2000	University Ave	1746	APPROVED	94303	A03 PROF SVS	East Palo Alto
93	1-855-Lawyers Inc	1765	East Bayshore Road	1763	APPROVED	94303	A03 PROF SVS	East Palo Alto
94	FOUR SEASONS HOTEL		DBA FOUR SEASONS HO	1176	ACTIVE	94303	A05	EAST PALO ALTO
95	WASH "N" GO COIN LAUNDRY MATE	1215	1215-A EAST BAYSHORE	1377	ACTIVE	94303	A07	EAST PALO ALTO
96	T & T LAUNDRY MATE	2398	UNIVERSITY AVENUE	1114	ACTIVE	94303	A07	EAST PALO ALTO
97	NCR Corporation	2398	University Avenue	126	APPROVED	94303	A07 COIN OPERATED	East Palo Alto
98	WELLS REIT II-UNIVERSITY CIRCL	1900	UNIVERSITY AVENUE	1250	ACTIVE	94303	A08	EAST PALO ALTO
99	TOM N. TIBS COMPANY	1914	COOLEY AVENUE	1394	ACTIVE	94303	A08	EAST PALO ALTO
100	Jackson Hewitt Tax Service	1895	East Bayshore Road	1709	APPROVED	94303	A08 PROF / BUS NOT (	East Palo Alto
101	Rent A Center	1751	East Bayshore Road	1771	APPROVED	94303	A08 PROF / BUS NOT (	East Palo Alto
102	B&S TOWING/DISMANTLER	1761	TULANE AVE	1485	ACTIVE	94303	E02	EAST PALO ALTO
103	2 LOPEZ TRUCKING, INC	865	WEEKS STREET	1064	ACTIVE	94303	E1Y	EAST PALO ALTO
104	C.S. TRUCKING	2535	PULGAS AVENUE	1488	ACTIVE	94303	E1Y	EAST PALO ALTO
105	INFINITY SALVAGE	2091	BAY ROAD	1291	ACTIVE	94303	E1Y JUNK DEALER / A	EAST PALO ALTO
106	UNI-BAY Inc.	2111	University Ave	20	APPROVED	94303	M01	East Palo Alto
107	COLLEGE TRACK	1877	BAY ROAD	1360	ACTIVE	94303	M01	EAST PALO ALTO
108	COMMUNITY LEGAL SERVICES	2117	UNIVERSITY AVENUE	1307	ACTIVE	94303	M01	EAST PALO ALTO
109	LET THEM HEAR FOUNDATION	1900	UNIVERSITY AVENUE	1332	ACTIVE	94303	M01	EAST PALO ALTO
110	SOUTH COUNTY COMMUNITY HEAL	1798-A	BAY ROAD	1268	ACTIVE	94303	M01	EAST PALO ALTO
111	COLLECTIVE ROOTS	1425	BAY ROAD	1523	ACTIVE	94303	M01	EAST PALO ALTO

Program Highlights

Provide background information, highlights, trends, etc.

1)Continued implementation of Corporation Yard Residential collection program; 2) participation in San Francisquito Creek Joint Powers Authority annual Maintenance Walk; Countywide, we reviewed requirements for discharges of swimming pool, hot tub, spa and fountain waters and discussed water utility administrative civil liability for planned and unplanned potable water discharges.

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
Lucy Chen	East Palo Alto Spill Reponse lchen@cityofepa.org	(650) 853-3191
Jay Farr	East Palo Alto Municipal Response; jfarr@cityofepa.org	(650) 250-0308

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:

County Environmental health permits and inspects mobile food facilities; EPA to incorporate outreach in Business license application process.

Countywide, we continued to support of BASMAA's surface cleaner training and recognition program.

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 : Twelve outfall sites were inspected for collection and screening; items identified were a collection of illegal trash and dumping (likely sourced at stormdrains). City trying to address this issue under C.10. Staff tracked dumping upstream to no avail.

Though one screening point per year is required, EPA checks all twelve sites for tracking of dumping annually and photos of the outfalls are taken. If trash is identified and in a public accessible location, it is removed and discarded properly. Some outfalls are located on private property; City Attorney is attempting to rectify this issue to ensure these outfalls are monitored and maintained.

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))	None to note	
Discharges reaching storm drains and/or receiving waters (C.5.f.iii.(2))		
Discharges resolved in a timely manner (C.5.f.iii.(3))		

Comments:

Coordination between the City and the Menlo Park Fire Protection District shall be a high priority during FY 11-12 as information pertaining to spills is received by this entity and the summaries are unavailable to City staff (& the contact person for this information is unknown). Unable to report due to lack of information.

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

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

None to report.

Section 6 – Provision C.6 Construction Site Controls

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)
None	None	0

Comments:

No relevant projects that would constitute "high priority" project to report on. Sites inspected were "low priority" sites and included 11 inspections of Myrtle School; 1 inspection of Safe Routes to School; 2 inspections of 511 Tara Road; 6 inspections of 1039 Garden Street (Garden School). Of these, six inspections required follow-up for maintenance or non-compliance; this site is continually monitored on a monthly basis due to this record. One inspection was conducted at 2396 University Avenue where a stop-work order was issued due to non-compliance on a number of sediment control and good site housekeeping issues. Additional inspections will be ongoing.

A letter, the template of which was created by the Countywide program; has been sent out to all active and inactive construction site contacts to ensure stormwater protection measures are put into place prior to the wet season.

CITY OF EAST PALO ALTO
COMMUNITY DEVELOPMENT DEPARTMENT
DIVISION OF MAINTENANCE
150 TARA STREET, EAST PALO ALTO, CA 94303
TEL. NO. 650.853.5916, FAX. NO. 650.853.5918

DRAINAGE INSPECTION REPORT

Date: 08-18-2011 **Inspector**: AMIR MAHMOUDI

Type of inspection: [X] Annual [ ] Post-storm

I have inspected the following surface drainage facilities and found them as noted:

1.	University Avenue at Tulane Avenue.	[X] No problem [ ] Problem found
2.	End of Stevens Avenue.	[ ] No problem [X] Problem found
3.	End of Fordham Street.	[ ] No problem [X] Problem found
4.	End of Purdue Avenue.	[ ] No problem [X] Problem found
5.	Runnymede outfall discharge system.	[X] No problem [ ] Problem found
6.	End of Garden Street.	[ ] No problem [X] Problem found
7.	End of Beech Street.	[X] No problem [ ] Problem found
8.	End of Cypress Street.	[ ] No problem [X] Problem found
9.	Drainage System at Intersection of Pulgas and Bay	[X] No problem [ ] Problem found
10.	Box culvert at the end of Runnymede Street	[ ] No problem [X] Problem found
11.	Trash grate at O'Connor Street Pump Station	[ ] No problem [X] Problem found

Description of problem found (if any):

2. Vacuum cleaner, car seat, bookshelf, woods, metals, shoes.
3. Two soccer balls.
4. Motorcycle.
6. Woods / lumber
8. Bicycle wheel and lumber
10. Shoes, plastic and bottles.
11. Bottles and plastic, playing balls,

Storm Water Discharge at end of Stevens Avenue

Storm Water Discharge at end of Stevens Avenue

Storm Water Discharge at end of Stevens Avenue

Storm Water Discharge at end of Stevens Avenue

Storm Water Discharge at end of Stevens Avenue

Storm Water Discharge at University Avenue and Tulane Avenue

San Francisquito Creek

San Francisquito Creek

San Francisquito Creek

San Francisquito Creek

San Francisquito Creek

Drainage System at Intersection of Pulgas and Bay Rd.

Storm Water Discharge at Beech Street

Storm Water Discharge at End of Cypress

Storm Water Discharge at End of Cypress

Storm Water Discharge at End of Cypress

Storm Water Discharge at End of Garden Street

Storm Water Discharge at End of Garden Street

City of East Palo Alto

Thursday, August 18, 2011

Storm Water Discharge at End of Purdue Avenue

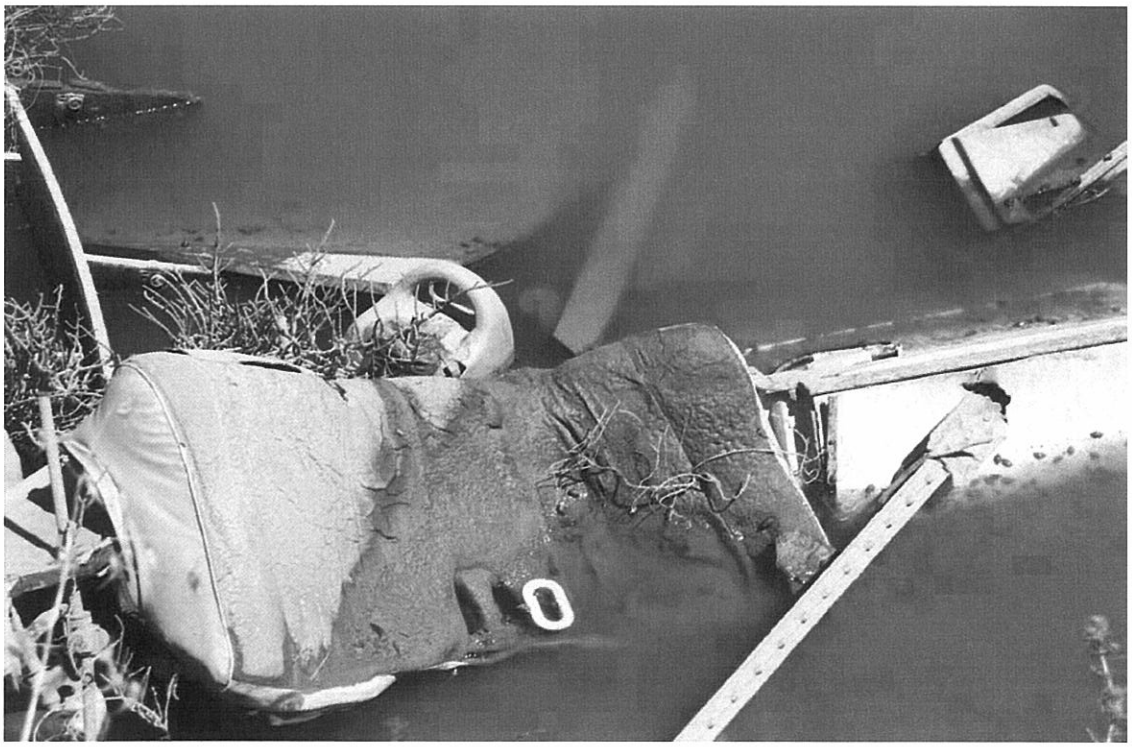
Storm Water Discharge at End of Purdue Avenue

Storm Water Discharge at End of Fordham Street

Storm Water Discharge at End of Fordham Street

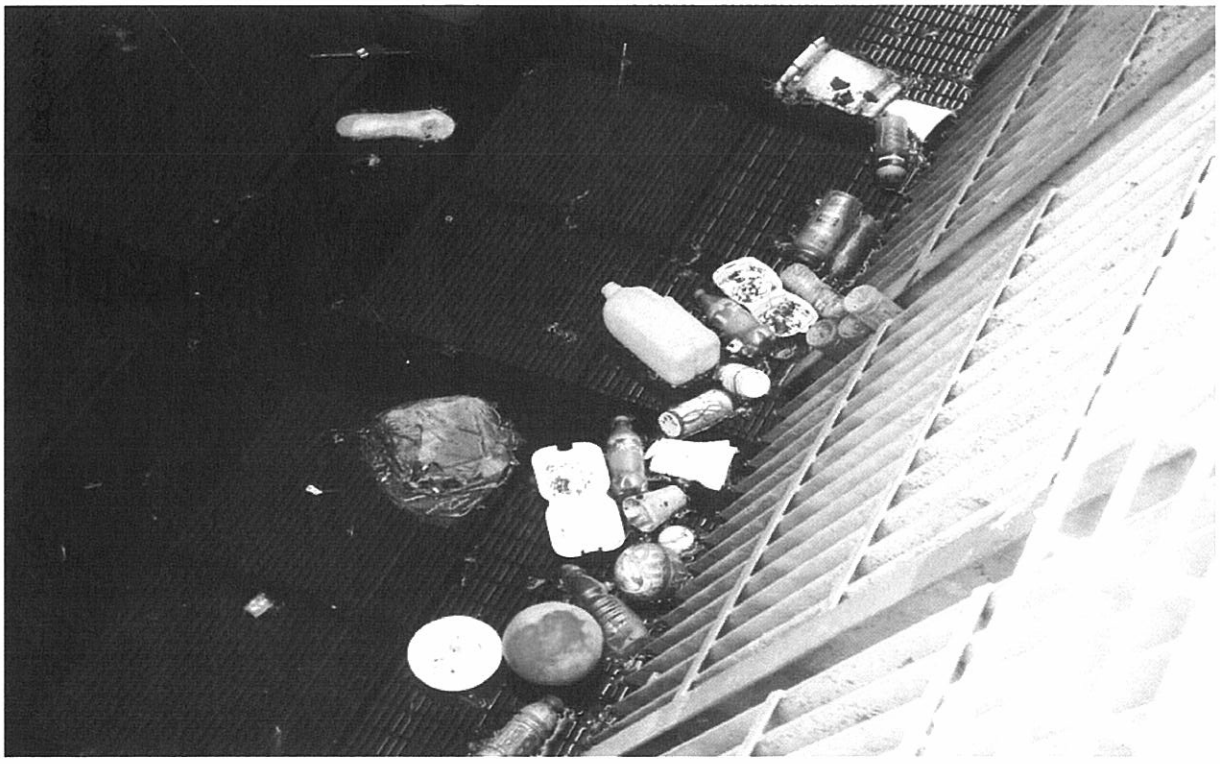
Storm Water Discharge at End of Stevens Avenue

Storm Water Discharge at End of Stevens Avenue



Box culver at the end of Runnymede

Trash grate at O'Connor Pump Station



Location/Address	No. of Inlet	No. of Manhole
ABELIA WAY	2	0
ADDISON	1	0
ALBERNI STREET	3	1
ANNAPOLIS STREET	0	0
ASTER WAY	0	0
AVELAR ST	4	2
AZALIA DRIVE	3	0
BAINS	7	0
BAY ROAD	31	12
BAYLOR STREET	0	0
BEECH STREET	7	8
BELL COURT	0	0
BELL STREET	19	11
BRADLEY WAY	0	0
BRENTWOOD COURT	2	0
BUCHANAN ROAD	1	0
CAMELLIA COURT	0	0
CAMELLIA STREET	6	2
CAMPHOR WAY	0	0
CAPITOL AVENUE	5	2
CIRCLE DRIVE	0	0
CLARENCE COURT	0	0
CLARKE AVENUE	24	8
CLARKE AVENUE	11	10
CONNOLY DRIVE	0	0
COOLEY AVENUE	15	8
CYPRESS STREET	2	0
DAISY LANE	4	2
DEMETER STREET	2	1
DONOHOE STREET	5	7
DAPHNE COURT	1	0
DAPHNE WAY	2	0
DREW COURT	0	0
DUMBARTON	2	0
EAST O'KEEFE ST	3	2
EAST BAYSHORE ROAD	17	8
EMMETT WAY	0	0
EUCLID AVENUE	10	4

Location/Address	No. of Inlet	No. of Manhole
FARRINGTON WAY	0	0
FORDHAM ST	4	1
GAILLARDIA WAY	2	0
GARDEN STREET	8	3
GARDENIA COURT	1	0
GARDENIA WAY	6	2
GEORGETOWN STREET	1	0
GERTRUDE COURT	0	0
GLORIA WAY	2	2
GONZAGA STREET	4	0
GRACE AVENUE	0	0
GREEN STREET	11	7
HAZELWOOD WAY	0	0
HISBISCUS COURT	0	0
HOLLAND COURT	1	0
ILLINOIS STREET	10	2
JASMINE WAY	4	1
JERVIS AVENUE	0	0
KAVANAUGH DRIVE	9	0
KIRKWOOD COURT	0	0
LARKSPRUR DRIVE	7	0
LAUREL AVENUE	6	2
LINCOLN	1	1
LOTUS WAY	2	1
MANHATTAN AVENUE	15	14
MC NAIR	3	0
MENALTO AVENUE	5	2
MENLO STREET	1	0
MICHIGAN AVENUE	7	1
MOUTON CIRCLE	7	2
MYRTLE STREET	4	3
NEWBRIDGE STREET	7	7
NEWELL ROAD	0	0
NOTREDAME AVENUE	6	2
O' CONNOR STREET	3	8
OAKWOOD DR.	2	2
PALO VERDE	2	0
PAUL ROBESON CT	2	0
POPLAR AVENUE	2	0
PULGAS AVENUE	2	3
PURDUE AVENUE	7	1
RALMAR AVENUE	0	0
RUNNYMEDE STREET	9	16
RUTGERS STREET	0	0
SACRAMENTO STREET	2	1

Location/Address	No. of Inlet	No. of Manhole
SAGE STREET	2	0
SALAS CT	3	3
SARATOGA AVENUE	2	1
SCHEMBRI LANE	2	4
SCOTFIELD AVENUE	0	0
STEVENS AVENUE	3	1
TATE ST	3	5
TEMPLE COURT	0	0
TERRA-VILLA AVENUE	2	1
TYNSLEY	2	1
TULANE COURT	5	1
UNIVERSITY AVENUE	31	9
URSULA WAY	2	3
VERBENA DRIVE	3	1
VINES ST	3	1
WEEKS STREET	10	8
WESMINISTER AVE	2	0
WILKS	5	2
WEST BAYSHORE ROAD	18	7
WISTERIA DRIVE	18	0
WOODLAND AVENUE	13	1
XAVIER STREET	4	1
Total	487	222

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water. Healthy Community.

Summary of Stormwater Collection System Screening Program
For Illicit Discharges and Illegal Dumping

This is an optional form that your municipality may choose to complete and keep as part of its stormwater compliance records. It is intended to assist municipalities summarize their collection system screening program for annual reporting.

The following questions are intended to assist agency staff to summarize their stormwater collection system screening program. The screening program required by the municipal regional stormwater permit's (MRP) Provision C.5.e. is similar to what the municipalities have been doing for more than 15 years to find illicit discharges and illegal dumping. Nonetheless, the MRP contains some explicit additional requirements whose compliance is elaborated on below.

1. Describe how your agency has used the US EPA/Center for Watershed Protection's publication "Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessment" (Provision C.5.e.ii) to develop and implement your agency's collection system screening program.

2. Describe how stormwater collection system elements typically inspected for other maintenance purposes are integrated into the agency's collection system screening program[1].

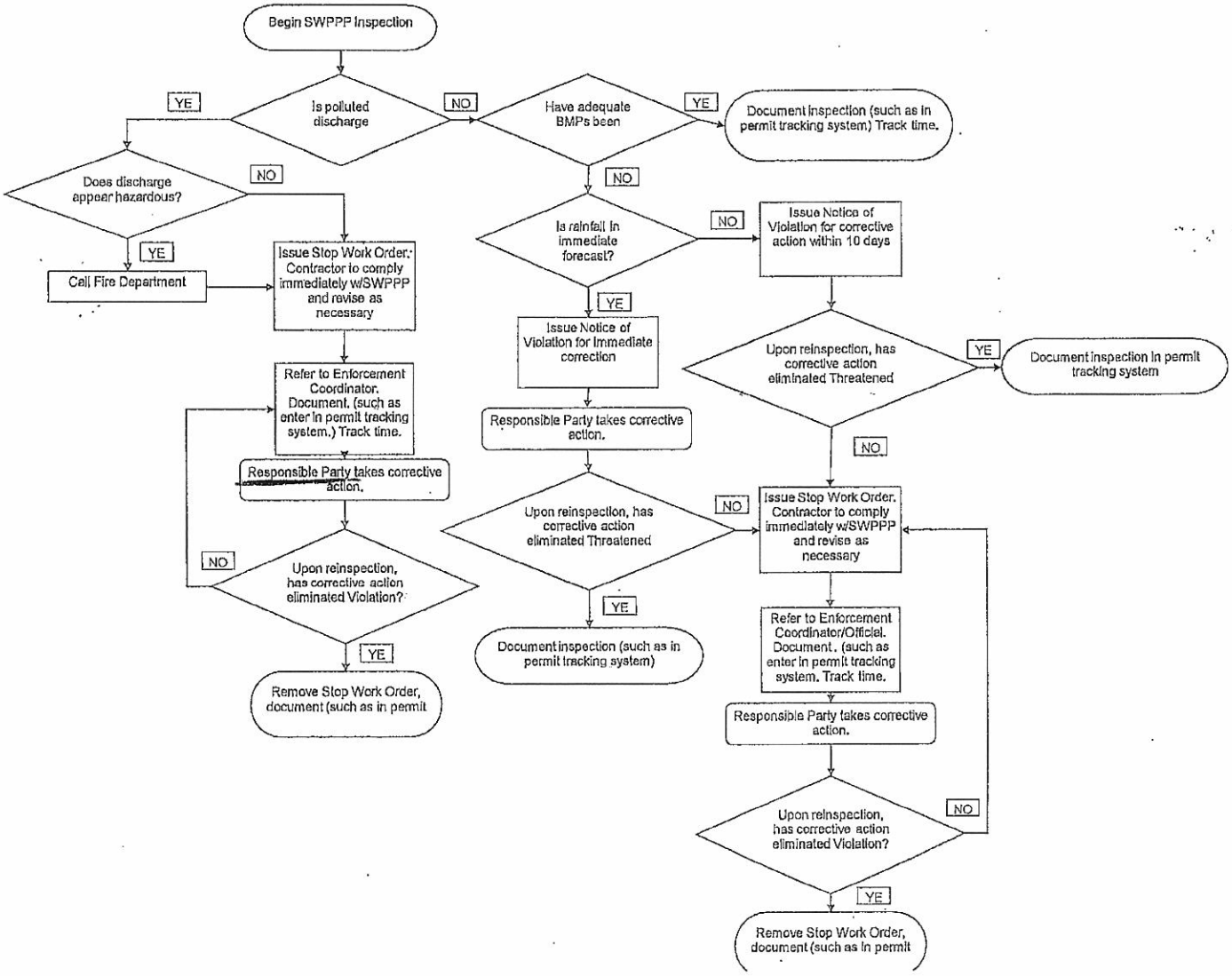
3. Describe how your agency surveys "strategic collection system check points (one screening point per square mile of Permittee urban and suburban jurisdiction area, less open space) including some key major outfalls draining industrial areas as defined in 40 CFR 122.26 (b)(5)[2] once each year in dry weather conditions meaning no significant rainfall within the past 3 weeks" (Provision C.5.e.ii). In responding factor in that the MRP allows: "Routine surveys that occur on an ongoing basis during regular conveyance system inspections may be credited toward this requirement."

4. When illicit discharge and illegal dumping problems are found during your collection system screening are these problems reported to the complaint/spill tracking and case

[1] The MRP states:"…elements typically inspected for other maintenance purposes, such as end of pipes, creeks, flood conveyances, storm drain inlets and catch basins. and during other routine Permittee maintenance and inspection activities when Permittee staff are working in or near the MS4 system" are part of the routine surveys for illicit discharges and illegal dumping (Provision C.5.e.i).

[2] EPA defines major municipal separate storm sewer outfalls, in part, as ones "that receive storm water from lands zoned for industrial activity (based on comprehensive zoning plans or the equivalent0, an outfall that discharges from a single pipe with an inside diameter of 12 inches or more or from its equivalent (discharge from other than a circular pipe associated with a drainage area of 2 acres or more)."

follow up system required by MRP Provision C.5.f? If this tracking and case follow up system is not used, describe the reporting and tracking system used.


Begin SWPPP Inspection
Is polluted discharge
YE
NO
Have adequate BMPs been
YE
Document inspection (such as in permit tracking system) Track time.
NO
Does discharge appear hazardous?
NO
YE
Call Fire Department
Issue Stop Work Order: Contractor to comply immediately w/SWPPP and revise as necessary
Refer to Enforcement Coordinator. Document. (such as enter in permit tracking system.) Track time.
Responsible Party takes corrective action.
NO
Upon reinspection, has corrective action eliminated Violation?
YE
Remove Stop Work Order, document (such as in permit
Is rainfall in immediate forecast?
NO
Issue Notice of Violation for corrective action within 10 days
YE
Issue Notice of Violation for Immediate correction
Responsible Party takes corrective action.
Upon reinspection, has corrective action eliminated Threatened
NO
YE
Document inspection (such as in permit tracking system)
Upon reinspection, has corrective action eliminated Threatened
YE
Document inspection in permit tracking system
NO
Issue Stop Work Order. Contractor to comply immediately w/SWPPP and revise as necessary
Refer to Enforcement Coordinator/Official. Document. (such as enter in permit tracking system. Track time.
Responsible Party takes corrective action.
Upon reinspection, has corrective action eliminated Violation?
NO
YE
Remove Stop Work Order, document (such as in permit

STORMWATER ENFORCEMENT RESPONSE PLAN
April 1, 2010

Introduction

The Enforcement Response Plan (ERP) outlines the procedures to be followed by the Public Works staff to identify, document and respond to Violations of the City of East Palo Alto Storm water Management and Discharge Control Ordinance and other enforcement authorities allowed by the municipal code. The ERP provides specific criteria by which staff can determine the enforcement action most appropriate to the nature of the Violation. The ERP was developed to comply with the following sections of the Municipal Regional Stormwater Permit (MRP):

- Industrial and Commercial Site Controls – Section C.4.c.
- Illicit Discharge Detection and Elimination – Section C.5.b.
- Construction Site Control – Section C.6.b.

Although it is not described in the ERP, education should be an integral part of all enforcement actions. Significant portions of the public may be unaware of the stormwater and wastewater ordinances and their importance. Education should include informing the responsible party of the impacts of pollution to local creeks and the bay and providing information on how to prevent pollution.

Authorities

The City of East Palo Alto has the authority to enforce municipal stormwater requirements under the following sections of its municipal code (Attachment 1):

[Municipal Stormwater Ordinance]: Chapter 13.12: Stormwater Management and Discharge, aka City of East Palo Alto Stormwater Management and Discharge Control Ordinance; see in particular see Sections 13.12.020, 13.12.030, 13.12.100, 13.12.110.

[Grading Ordinance]: Chapter 15.48: Excavation, Grading, Filling and Clearing Regulations; see 15.48.240-15.48.260 regarding enforcement.

[Public Nuisance]: Chapter 13.12 (Stormwater Management and Discharge, aka City of East Palo Alto Stormwater Management and Discharge Control Ordinance). See especially sections 13.12.020, 13.12.030, 13.12.070 (Illicit discharge); 13.12.090 (Discharge in violation of permit); 13.12.160 (Violations deemed a public nuisance). Section 15.48.250(Nuisance).

[Code Enforcement]: Chapter 13.12 (Stormwater Management and Discharge, aka City of East Palo Alto Stormwater Management and Discharge Control Ordinance). See e.g. sections 13.12.020, 13.12.030, 13.12.070 (Illicit discharge); 13.12.090 (Discharge in violation of permit); 13.12.130 (Violations constituting misdemeanors); 13.12.140 (Continuing violation); 13.12.150 (Actions constituting violation); 13.12.170 (Civil actions); 13.12.180 (Administrative enforcement powers); 13.12.190 (Notice to clean); 13.12.200 (Remedies not exclusive). Section 15.48.250 (Nuisance); Section 15.48.300 (Misdemeanor).

[Other]: Chapter 15.52 (Flood Damage Prevention). Chapter 12.12 (Conduits, Culverts, and Other forms of Construction on Public Roads; see for example, 12.12.020 re: Disposal of rainwater drainage, 12.12.030 re: Permit for Rainwater Drainage; 12.12.040 re: Paved Gutter; 12.12.050 re: Rainwater absorbed by soil; 12.12.060 re: Rainwater to public gutters, 12.20.010-.050 (East Palo Alto street and drainage dedication and improvement ordinance).

Definitions

Compliance Inspection: An inspection to determine compliance status and to identify whether Best Management Practices are present and properly implemented.

Compliance Schedule: A timetable for the implementation of corrective actions by the responsible party in order to achieve consistent compliance.

Compliance Plan: a Storm Water Pollution Prevention Plan (SWPPP) for construction sites or a Storm Water Management Plan (SWMP) for other sites, accompanied by a compliance schedule.

Fines: Monetary penalties imposed by the court or by the City for a Violation

Legal Action: An order, hearing, or other action by the presiding court.

Municipal Regional Permit (MRP): The California Regional Water Quality Control Board San Francisco Bay Region Municipal Regional Stormwater NPDES Permit, Order R2-2009-0074, NPDES Permit No. CAS612008, October 14, 2009

National Pollution Discharge Elimination System (NPDES): A provision of the Clean Water Act which prohibits discharge of pollutants into waters of the United States unless a special permit is issued by US EPA, a state, or, where delegated, a tribal government on an Indian reservation.

Notice of Violation: A written notice of a Violation issued using the Notice of Violation form, Attachment 2.

Notice to Comply: Enforcement documents that direct responsible parties to cease specified activities, including the following:

- **Cease and Desist Order** – directs the responsible party to cease illicit or unauthorized discharges immediately or to terminate discharge altogether.

- **Compliance Order** – directs the responsible party to achieve or restore compliance by a date specified in the order. A Compliance Order is often a stipulated agreement that may include a compliance schedule, the payment of monetary penalties, cost recovery for investigation, inspection and monitoring, and the imposition of fines if milestones are not met.

- **Stop Work Order** – A written notice ordering the cessation of all activity on a construction site except for activities related to the correction of Violations.

Responsible Party: The person or persons who may be held liable for damage caused by pollution.

Storm Water Management Plan (SWMP): A plan for the post-construction control of stormwater discharge, required for permitted industrial sites.

Storm Water Pollution Prevention Plan (SWPPP): A plan for the prevention of erosion and sediment from a construction site, required by the Statewide NPDES General Permit for Construction Activity.

Verbal Warning: A documented warning communicated to the responsible party orally.

Violation:

- **Threatened** – Inadequate implementation or absence of Best Management Practices, which could lead to discharge of polluted storm water if not corrected.

- **Minor** – Inadequate implementation or absence of Best Management Practices, which has caused a discharge of polluted storm water, but which has not caused perceptible harm to the environment.

- **Major** - Inadequate implementation or absence of Best Management Practices, which has caused a discharge of polluted storm water, and which may be causing harm to the to the environment.

Written Warning: A written notice of a Violation issued in the form of a letter or a copy of the Illicit Discharge Source Identification Form, Attachment __.

Roles and Responsibilities

The Department of Public Works has the lead for the enforcement of the Stormwater Management and Discharge Control ordinance, although assistance from the Community Development Department (Planning Division, Building Division), the Fire Department, the Police Department (Code Enforcement), and the City Attorney's

Office, will be responsible and alert the lead department, Public Works. Enforcement roles are as follows:

Enforcement Official: The Director of Public Works, or his/her designee, as the Enforcement Official, will administer the enforcement response program.

Enforcement Coordinator: The City Engineer, or his/her designee, such as but not limited to an Assistant Engineer, as the Enforcement Coordinator, will ensure that the Enforcement Response Plan is followed in a timely and consistent manner. To achieve compliance, the Enforcement Coordinator performs the following duties:

- Reviews Violations when the Inspector has had no success in obtaining compliance and makes a recommendation to the Enforcement Official on the level of enforcement to take.
- Coordinates meetings with Responsible Parties and their preparation of Compliance Schedules.
- Reviews compliance reports and schedules to ensure that appropriate enforcement actions are taken and compliance goals are met.
- Compiles compliance reports for the annual report.
- Communicates and coordinates with, but not limited to, the City Attorney's Office, local, State and Federal agencies, and the District Attorney's Office.

Inspector: The Public Works Inspector and/or the Building Inspector, Code Enforcement Officers, the Engineering Technician, as Inspectors, will identify Violations in a timely manner to assist the Enforcement Coordinator and Enforcement Official, with tracking of compliance issues and schedules. To achieve this, the Inspector conducts and coordinates the following duties:

- Performs Construction Inspection in accordance with Attachment 1.
- Enforces the winter grading activities, in accordance with established practices and procedures.
- Conducts site inspections, completes checklists, and reviews documentation to identify discharge Violations.
- Issues Verbal Warnings, Written Warnings, and Notices of Violation to Responsible Parties.
- Reviews compliance history reports
- Enters all inspection reports in the permit tracking system.
- Verifies Responsible Party has responded in a timely manner to Verbal Warnings, Written Warnings, Notices of Violation and other enforcement actions.
- Completes an Illicit Discharge Source Identification Form, Attachment 3, and provides a copy to the Enforcement Coordinator and others, if necessary.
- Maintains Complaint/Spill/Discharge Tracking Spreadsheet, Attachment 4.

Municipal Staff: All employees of the City of East Palo Alto are responsible for reporting Violations to the Public Works Department. Building Division employees

may initiate action on stormwater Violations observed in the course of their inspections by preparing an Illicit Discharge Source Identification Form, Attachment 3; a copy of the form should be provided to the Enforcement Coordinator and Enforcement Official as soon as practicable. Violations that can be handled in the course of normal business should be provided to the Office Assistant for the Engineering Division at (650) 853-3189. Stormwater pollution requiring immediate response should be reported to the Public Works Maintenance Division at (650) 853-5916 during working hours or East Palo Alto Emergency Dispatch at (650) 321-1112 after hours.

Joint Compliance Inspections: In some situations, it is appropriate to conduct joint compliance inspections with other agencies, such as the fire department, the South Bayside System Authority or the San Mateo County Environmental Health Department, because the violations are ongoing or repeated and may benefit from the enforcement options provided by other environmental statutes. Using the results of a joint compliance inspection, the Enforcement Coordinator will be able to consider the best combination of enforcement actions to achieve compliance.

Referral to Other Agencies: The MRP states that were enforcement tools are inadequate, the Violations should be referred to the San Francisco Regional Water Quality Control Board, the District Attorney, or other relevant agencies for additional enforcement (Section C.4.c). The legal enforcement action may include referral to the San Mateo County District Attorney Environmental Crimes Unit. Referrals may also be made the California Department of Fish and Game and possibly to the US Environmental Protection Agency, if the Regional Board staff is unable to provide effective assistance.

Types of Enforcement Actions

A range of enforcement actions is available to ensure prompt correction of Violations and to prevent conditions that pose a threat of future Violations. There are administrative and judicial (civil and criminal) remedies in the stormwater ordinance and other parts of the municipal code that provide a range of discretionary options for responding appropriately to a given Violation depending on the magnitude of the Violation, the duration and history of non-compliance, the good faith efforts of the Responsible Party to achieve compliance, and whether the Violation may interfere with the City's compliance with the MRP.

Enforcement actions are grouped in three Levels. The Inspector generally handles Level 1 enforcement actions. The Enforcement Official must authorize Level 2 enforcement actions. The Enforcement Official will seek City Attorney and District Attorney assistance with Level 3 enforcement.

- Verbal Warning (Level 1)
- Written Warning (Level 1)

- Notice of Violation (Level 1)
- Notice to Comply (Level 2)
- Legal Action (Level 3)

Selecting the Appropriate Enforcement Action

Verbal Warning (Level 1): A Verbal Warning is used for Threatened Violations. In this case, the Inspector notifies the Responsible Party that a Violation could occur and directs the Responsible Party to take corrective action. This notification serves as the enforcement action. The Inspector is to document the Verbal Warning in the permit tracking system and on the Complaint/Spill/Discharge Tracking Spreadsheet. The Inspector may schedule additional inspections and/or sampling to ensure that the Threatened Violation is addressed. Verbal Warnings are to be addressed by the Responsible Party before the next rainfall event, but not longer than 10 business days, unless more timely compliance is feasible or other exceptions apply.

Written Warning/Notice of Violation (Level 1): A Written Warning or Notice of Violation is used for Minor Violations or if the response to a Verbal Warning is inadequate. The following examples are the type of Violations for which this type of enforcement would be appropriate:

- Industrial/Commercial Businesses -- Inadequate implementation of Best Management Practices to the extent that pollution is not reduced to the maximum extent practicable.
- Construction Sites – Lack of a updated Stormwater Pollution Prevention Plan.

Written Warnings or Notices of Violation are to be addressed by the Responsible Party before the next rainfall event, but not longer than 10 business days, unless more timely compliance is feasible or other exceptions apply.

Notice to Comply (Level 2): A Notice to Comply is used for Major Violations or if the response to lesser enforcement actions is inadequate. A Notice to Comply should be used if there is a non-stormwater discharge that may be causing harm to the environment. Notices to Comply are to be addressed by the Responsible Party before the next rainfall event, but not longer than 10 business days, unless more timely compliance is feasible or other exceptions apply. If more time is needed than provided above, the Notice to Comply should include a Stop Work Order for construction sites or a Cease and Desist Order for other sites, requiring the immediate cessation of pollutant or illicit discharges until long-term remedies can be implemented.

The Enforcement Coordinator should work with the Building Division and/or others to use the full range of code enforcement authorities as needed to obtain compliance.

After a Notice to Comply has been issued, all staff shall document and/or track the time they spend on that case (such as in the permit tracking software) so that costs can be recovered from the Responsible Party to the maximum extent allowed by law.

A Stop Work Order, which is an example of a Notice to Comply, is limited to construction sites and requires cessation of all site work, except what is necessary for public safety or to correct the violation(s). As a result, a Stop Work Order imposes significant inconvenience and cost on the Responsible Party. For this reason, a Stop Work Order should be reserved for cases where there is an immediate environmental or health and safety threat, work is being conducted without an approved plan, or other remedies have failed to correct the violation. A flow chart for Construction Site Inspection is provided as Attachment 1. The Inspector is to issue the Stop Work Order, deliver it to the site owner/contractor and post a copy at the site. The Stop Work Order is to contain the following information:

- The name and address of the owner/contractor
- The project number or permit number for the site.
- The nature, time, and place of the Violation(s).
- Citation of the law or rule that the owner/contractor allegedly violated.
- Corrective action to return to compliance.
- Clear notification that work at the site is to cease until compliance is achieved.

The Inspector shall post one copy of the Stop Work Order in the most conspicuous location on the site, notifying all concerned (including the public and the police department) that the construction activity is to cease on the site. The Stop Work Order should be presented to the site owner/contractor, in person if present, along with a verbal description of the Violation(s), the fact that construction activity is to cease on the site, the steps necessary to correct the Violation(s), and the owner/contractor's right to appeal. The site owner/contractor is required to confirm receipt of the Stop Work Order. The Inspector will document the details of the event including, when possible, the names and addresses of the people present.

After the delivery of the Stop Work Order and posting on the site, the Inspector shall report the circumstances to the Enforcement Coordinator and document the event (such as in the permit tracking system).

Legal Action (Level 3): Legal Action is to be used for the most serious Violations including where the response to the Notice to Comply is inadequate. Legal Action should be used if the Violations would affect the City's compliance with the MRP. These types of Violations are referred to the City Attorney or District Attorney for civil and/or criminal prosecution. The time schedule for compliance will need to be determined based on case-specific information, to be documented as required by the MRP.

Escalating Enforcement Actions

The Enforcement Guide, Attachment 5, lists several types of Violations and the minimum level of enforcement action to be taken. In some cases, escalated enforcement over the minimum may be necessary. When enforcement action is

increased over the minimum, the reasons should be documented (such as in the permit tracking system). Six criteria for considering escalated enforcement are as follows:

- Magnitude of the Violation. Generally, an isolated instance can be met with the enforcement action listed in the guide. However, even an isolated violation may threaten public health and the environment, damage public and private property. The enforcement action to this type of violation may be escalated to: 1) mitigate the violation immediately, 2) prevent a recurrence of violation(s), 3) provide an appropriate level of follow-up, and 4) provide for cost recovery as appropriate.

- Duration of the Violation. Violations (regardless of severity) that continue over prolonged periods of time will subject the Responsible Party to escalated enforcement actions.

- Effect of the Violation on the Receiving Waters. Any Violation that results in significant harm to the environment will be met with an escalated enforcement response. Significant harm to the environment is presumed whenever an illicit discharge exceeds water quality standards or has a toxic effect on the receiving waters. A minimum response to these types of violations is a Notice to Comply.

- Compliance History. When evaluating the level of enforcement action to be taken for a violation, the compliance history over the past twelve months should be reviewed. If a pattern of recurring violations is noted, then an escalated enforcement action may be warranted. For example, if two verbal warnings have been issued in the past twelve months for Minor Violations, and the Responsible Party has another violation at the same level, then the enforcement action should be escalated to a Notice of Violation.

- Good Faith Effort. The Responsible Party's "good faith" effort in correcting its Violations is a factor in determining whether to escalate enforcement actions. "Good faith" may be defined as the Responsible Party's observable and sustained actions to remedy its Violations, coupled with observable planning and cooperation. However, good faith does not eliminate the necessity of enforcement.

- Follow-Up Inspections. As a result of any Violation, there is a need to increase inspections to verify that the violation has been corrected. For enforcement actions that include a compliance date, the site should be re-inspected on that date or shortly thereafter to confirm that compliance is achieved. Failure of the Responsible Party to achieve compliance when re-inspected is cause for escalating the enforcement action.

Attachments:

1. Construction Site Enforcement Flow Chart

2. Notice of Violation
3. Illicit Discharge Source Identification Form

City of East Palo Alto
Public Works Department / Engineering Division
1960 Tate Street • East Palo Alto • CA • 94303
650.853.3189 [tel] • 650.853.3179 [fax]

Notice of Violation – Stormwater

This informs you that the following action represents a violation of THE EAST PALO ALTO Municipal Code Section 13 – Stormwater Management and Discharge: _____

_____

Date: _____ Time: _____

Business/Location Address : _____

Violations of the above impact the City of East Palo Alto compliance with NPDES permit #CAS612008 issued by the State of California as required by the Clean Water Act. Storm drains discharge directly into the Bay and Ocean, untreated. Disposal of wastes is prohibited.

This notice serves as a warning. Violations are subject to misdemeanor citations and/or enforcement by civil action or administrative remedies.

The following corrective actions must be taken:

- ☐ Apply a _____ permit with required documents and pay fees
- ☐ Discharge stopped
- ☐ Fix fluid leaks
- ☐ Proper storage of materials
- ☐ Trash removal
- ☐ Erosion control
- ☐ Recycle fluorescent lamps, batteries and electronics
- ☐ Containment
- ☐ Pictures will be attached at back side
- ☐ Conduct training: _____
- ☐ Best Management Practices (BMPs) : _____
- ☐ Other _____

_____

Inspector Name: _____ Inspector's Signature: _____

By my signature, I understand the nature of the violation as described to me.

Sign here: _____

Print Name: _____ **Phone:** (____) _____

Re-inspection Date:

Forward to:[ ]File [ ]Water Board [ ]Building [ ]Planning [ ]Code Enforce[ ] Attorney [ ] _____

Submit by Email | Print Form

San Francisco Estuary Partnership Bay Area-wide Trash Capture Project

Purchase Order

USE ONE FORM PER VENDOR. THIS PURCHASE ORDER IS NOT FINAL UNTIL APPROVED BY THE ASSOCIATION OF BAY AREA GOVERNMENTS (ABAG).

P.O. no. *(city/county name + 4-digit number)* EastPaloAlto0002 Date: 07-05-2011

Examples: Alameda0001; AlamedaCounty0001

City/County: East Palo Alto

Representative: Jay Farr

Address: 150 Tara Street

City: East Palo Alto, CA Zip: 94303

Phone: 650-853-3105 Fax: 650-853-5918

Email: jfarr@cityofepa.org

Bio Clean Environmental Services, Inc.
Tax ID: 68-0493288
Representative: Kirk Vallejo
2972 San Luis Rey Rd.
Oceanside CA, 92058
760-681-9583 Fax: 760-433-3176
Email: kvallejo@biocleanenvironmental.net

Special Conditions:

Total price *(from entries on following page)*	4,761.00
Tax	440.39
Shipping/Delivery, *(if n/a, input 0)*	125.00
TOTAL	5,326.39

Approved by: Jay Farr *(Signature of municipal representative)* Date: 07/07/2011

Name (print): JAY FARR Phone: 650-853-3105

Approved by: *(Signature of vendor representative; may be different from above)* Date: 8-25-11

Name (print): Greg Kvit Phone: 760 433-7640

Approved by: *(ABAG)* Date:

Order Details Select devices and installations using PDF documents packaged with this form (sizing/prices) and drop down menus. Use additional forms if necessary.

Item No.	Device ID No.	Description/Model GISB*= Grate Inlet Skimmer Box	Location *Examples: 1515 Clay St. Oakland, CA or 16th St. and Clay St. Oakland, CA*	Estimated Delivery Date *mm/dd/yy*	Installation	Unit Price
1	BC-4b	Trash Guard	2300 University Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
2	BC-4b	Trash Guard	2354 University Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
3	BC-4b	Trash Guard	2358 University Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
4	BC-4b	Trash Guard	2380 University Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
5	BC-4b	Trash Guard	2361 University Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
6	BC-4b	Trash Guard	2277 University Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
7	BC-4b	Trash Guard	2201 University Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
8	BC-4b	Trash Guard	560 Bell St. East Palo Alto, CA	08/01/11	Vendor	529.00
9	BC-4b	Trash Guard	578 Sacramento St. East Palo Alto, CA	08/01/11	Vendor	529.00
10						
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29						
30						

Submit by Email | Print Form

San Francisco Estuary Partnership Bay Area-wide Trash Capture Project

Purchase Order

USE ONE FORM PER VENDOR. THIS PURCHASE ORDER IS NOT FINAL UNTIL APPROVED BY THE ASSOCIATION OF BAY AREA GOVERNMENTS (ABAG).

P.O. no. *(city/county name + 4-digit number)* EastPaloAlto0001 Date: 07-05-2011

Examples: Alameda0001; AlamedaCounty0001

City/County: East Palo Alto

Representative: Jay Farr

Address: 150 Tara Street

City: East Palo Alto, CA Zip: 94303

Phone: 650-853-3105 Fax: 650-853-5918

Email: jfarr@cityofepa.org

Bio Clean Environmental Services, Inc.
Tax ID: 68-0493288
Representative: Kirk Vallejo
2972 San Luis Rey Rd.
Oceanside CA, 92058
760-681-9583 Fax: 760-433-3176
Email: kvallejo@biocleanenvironmental.net

Special Conditions:

Total price *(from entries on following page)*	15,870.00
Tax	1,467.98
Shipping/Delivery, *(if n/a, input 0)*	350.00
TOTAL	17,687.98

Approved by: Jay Farr *(Signature of municipal representative)* Date: 07/07/2011

Name (print): JAY FARR Phone: 650-853-3105

Approved by: *(Signature of vendor representative, may be different from above)* Date: 8/29/2011

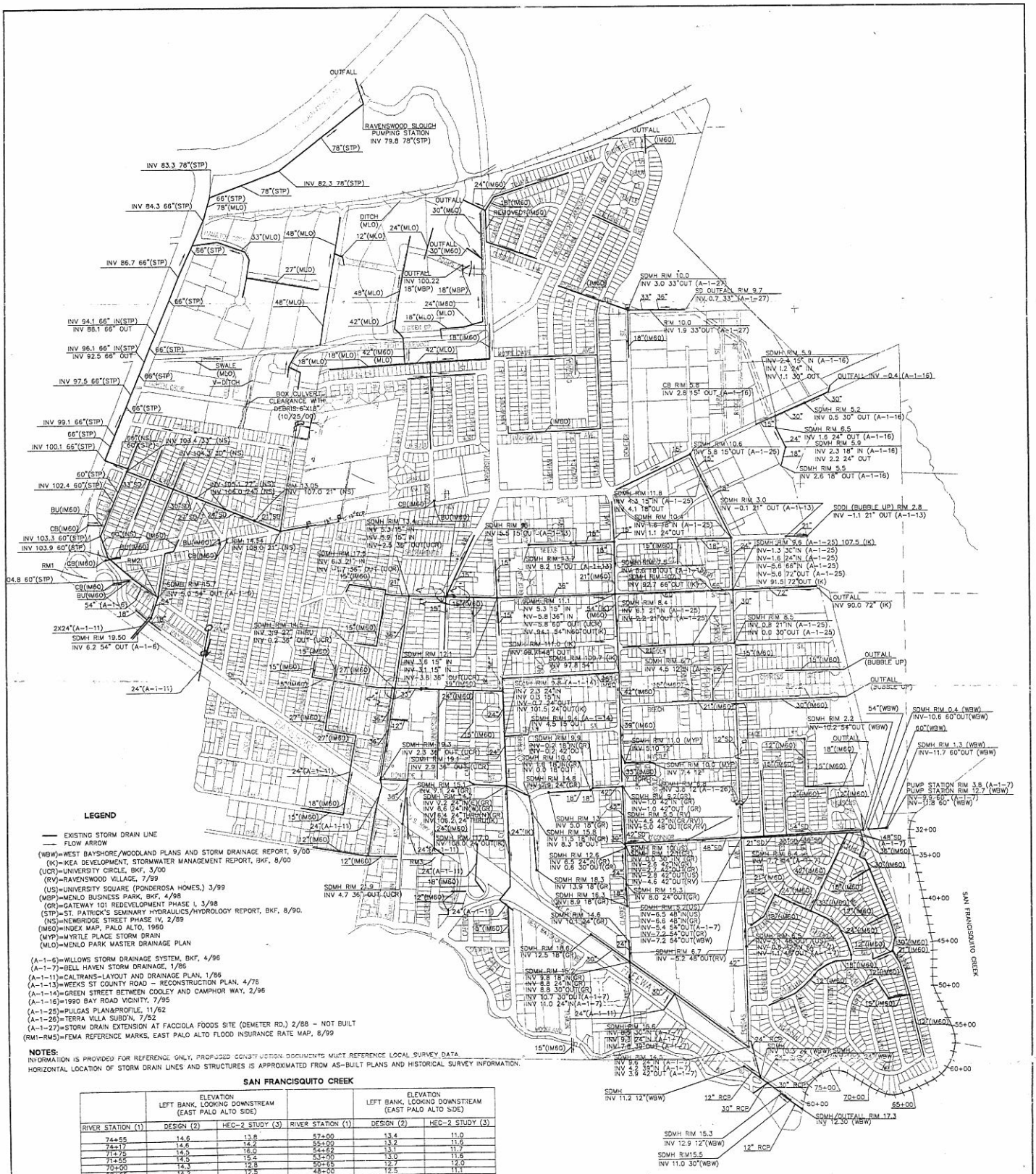
Name (print): Greg Vlasic Phone: 760-433-7640

Approved by: *(ABAG)* Date:

Order Details Select devices and installations using PDF documents packaged with this form (sizing/prices) and drop down menus. Use additional forms if necessary.

Item No.	Device ID No.	Description/Model GISB*= Grate Inlet Skimmer Box	Location *Examples: 1515 Clay St. Oakland, CA or 16th St. and Clay St. Oakland, CA*	Estimated Delivery Date *mm/dd/yy*	Installation	Unit Price
1	BC-4b	Trash Guard	1905 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
2	BC-4b	Trash Guard	1927 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
3	BC-4b	Trash Guard	1935 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
4	BC-4b	Trash Guard	1938 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
5	BC-4b	Trash Guard	1974 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
6	BC-4b	Trash Guard	1981 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
7	BC-4b	Trash Guard	2020 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
8	BC-4b	Trash Guard	2133 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
9	BC-4b	Trash Guard	2180 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
10	BC-4b	Trash Guard	1070 Beech St. East Palo Alto, CA	08/01/11	Vendor	529.00
11	BC-4b	Trash Guard	1095 Beech St. East Palo Alto, CA	08/01/11	Vendor	529.00
12	BC-4b	Trash Guard	2221 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
13	BC-4b	Trash Guard	2234 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
14	BC-4b	Trash Guard	1099 Garden St. East Palo Alto, CA	08/01/11	Vendor	529.00
15	BC-4b	Trash Guard	2274 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
16	BC-4b	Trash Guard	2269 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
17	BC-4b	Trash Guard	2280 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
18	BC-4b	Trash Guard	1125 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
19	BC-4b	Trash Guard	2305 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
20	BC-4b	Trash Guard	1103 Weeks St. East Palo Alto, CA	08/01/11	Vendor	529.00
21	BC-4b	Trash Guard	2411 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
22	BC-4b	Trash Guard	2450 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
23	BC-4b	Trash Guard	2157 Cooley Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
24	BC-4b	Trash Guard	2176 Cooley Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
25	BC-4b	Trash Guard	2195 Cooley Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
26	BC-4b	Trash Guard	2215 Cooley Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
27	BC-4b	Trash Guard	2101 University Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
28	BC-4b	Trash Guard	2160 University Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
29	BC-4b	Trash Guard	2242 University Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
30	BC-4b	Trash Guard	2272 University Ave. East Palo Alto, CA	08/01/11	Vendor	529.00

DRAWING NAME: J:\Eng00\00018\Dwg\Ex5d.dwg
PLOT DATE: 02-06-01 PLOTTED BY: Marg



LEGEND

— EXISTING STORM DRAIN LINE
— FLOW ARROW

(WBW)=WEST BAYSHORE/WOODLAND PLANS AND STORM DRAINAGE REPORT, 9/00
(IK)=IKEA DEVELOPMENT, STORMWATER MANAGEMENT REPORT, BKF, 8/00
(UCR)=UNIVERSITY CIRCLE, BKF, 3/00
(RV)=RAVENSWOOD VILLAGE, 7/99
(US)=UNIVERSITY SQUARE (PONDEROSA HOMES,) 3/99
(MBP)=MENLO BUSINESS PARK, BKF, 4/98
(GR)=GATEWAY 101 REDEVELOPMENT PHASE I, 3/98
(STP)=ST. PATRICK'S SEMINARY HYDRAULICS/HYDROLOGY REPORT, BKF, 8/90.
(NS)=NEWBRIDGE STREET PHASE IV, 2/89
(IM60)=INDEX MAP, PALO ALTO, 1960
(NYP)=MYRTLE PLACE STORM DRAIN
(MLO)=MENLO PARK MASTER DRAINAGE PLAN

(A-1-6)=WILLOWS STORM DRAINAGE SYSTEM, BKF, 4/96
(A-1-7)=BELL HAVEN STORM DRAINAGE, 1/86
(A-1-11)=CALTRANS-LAYOUT AND DRAINAGE PLAN, 1/86
(A-1-13)=WEEKS ST COUNTY ROAD – RECONSTRUCTION PLAN, 4/75
(A-1-14)=GREEN STREET BETWEEN COOLEY AND CAMPHOR WAY, 2/96
(A-1-16)=1990 BAY ROAD VICINITY, 7/95
(A-1-25)=PULGAS PLAN&PROFILE, 11/62
(A-1-26)=TERRA VILLA SUBDN, 7/52
(A-1-27)=STORM DRAIN EXTENSION AT FACCIOLA FOODS SITE (DEMETER RD.) 2/88 – NOT BUILT
(RM1-RM5)=FEMA REFERENCE MARKS, EAST PALO ALTO FLOOD INSURANCE RATE MAP, 8/99

NOTES:
INFORMATION IS PROVIDED FOR REFERENCE ONLY. PROPOSED CONSTRUCTION DOCUMENTS MUST REFERENCE LOCAL SURVEY DATA.
HORIZONTAL LOCATION OF STORM DRAIN LINES AND STRUCTURES IS APPROXIMATED FROM AS-BUILT PLANS AND HISTORICAL SURVEY INFORMATION.

SAN FRANCISQUITO CREEK

	ELEVATION LEFT BANK, LOOKING DOWNSTREAM (EAST PALO ALTO SIDE)			ELEVATION LEFT BANK, LOOKING DOWNSTREAM (EAST PALO ALTO SIDE)	
RIVER STATION (1)	DESIGN (2)	HEC-2 STUDY (3)	RIVER STATION (1)	DESIGN (2)	HEC-2 STUDY (3)
74+55	14.6	13.8	57+00	13.4	11.0
74+17	14.6	14.2	55+00	13.2	11.6
71+75	14.5	16.0	54+62	13.1	11.7
71+55	14.5	15.4	53+00	13.0	11.6
70+00	14.3	12.8	50+65	12.7	12.0
69+65	14.2	12.5	48+00	12.5	11.1
67+30	14.0	13.0	46+00	12.5	11.0
66+93	14.0	12.7	42+00	12.0	10.2
65+00	13.6	12.7	39+39	11.8	10.2
64+61	13.8	12.7	36+00	11.5	10.2
63+00	14.7	12.3	32+00	11.5	12.9
62+61	13.6	12.0			
61+00	13.5	12.4			
60+56	13.9	12.3			
58+00	13.4	11.0			

(1) RIVER STATION LOCATIONS AS SHOWN ON THIS PLAN ARE APPROXIMATE.

(2) DESIGN ELEVATIONS ARE FROM THE GENERAL CONSTRUCTION PLANS, SAN FRANCISQUITO CREEK, FROM BAYSHORE HIGHWAY TO SAN FRANCISCO BAY, SEPTEMBER, 1958.

(3) HEC-2 STUDY ELEVATIONS ARE PROVIDED BY SANTA CLARA VALLEY WATER DISTRICT (SCVWD.) AS INCLUDED IN THE WOODLAND CREEK APARTMENTS' ENVIRONMENTAL IMPACT REPORT, MAY 1999.

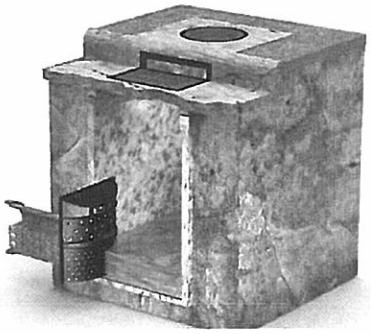
CITY OF EAST PALO ALTO, CALIFORNIA
STORM DRAIN MASTER PLAN
SYSTEM LAYOUT
02/05/2001

Brian Kangas Foulk
CONSULTING ENGINEERS

TrashGuard

Trash Free Stormwater Discharge

NEW from ACF!



What Is TrashGuard®?

TrashGuard® is a patented stormwater pretreatment device that captures debris, sediment and floatables. TrashGuard® is easy to install and maintain and costs a fraction of other pretreatment devices currently available. TrashGuard® has extensive testing and an available calculator to assist design professionals in selecting the correct screen size for their particular project.

TrashGuard® Advantages

- *Captures debris, sediments and floatables*
- *Simple retrofits to existing catch basins*
- *Installs without heavy equipment*
- *Adjusts to irregular catch basin bottoms and/or walls*
- *Eliminates eyesore stormwater trash at public parks, beaches, and waterways*
- *Removes harmful nutrients and regulated metals*

TrashGuard® is available in three guard screen sizes for in-place or newly formed catch-basins that utilize discharge pipes of 24 inches or less in diameter. Each screen can be adjusted at installation to accommodate low flow stormwater events of 10 cfs or more.

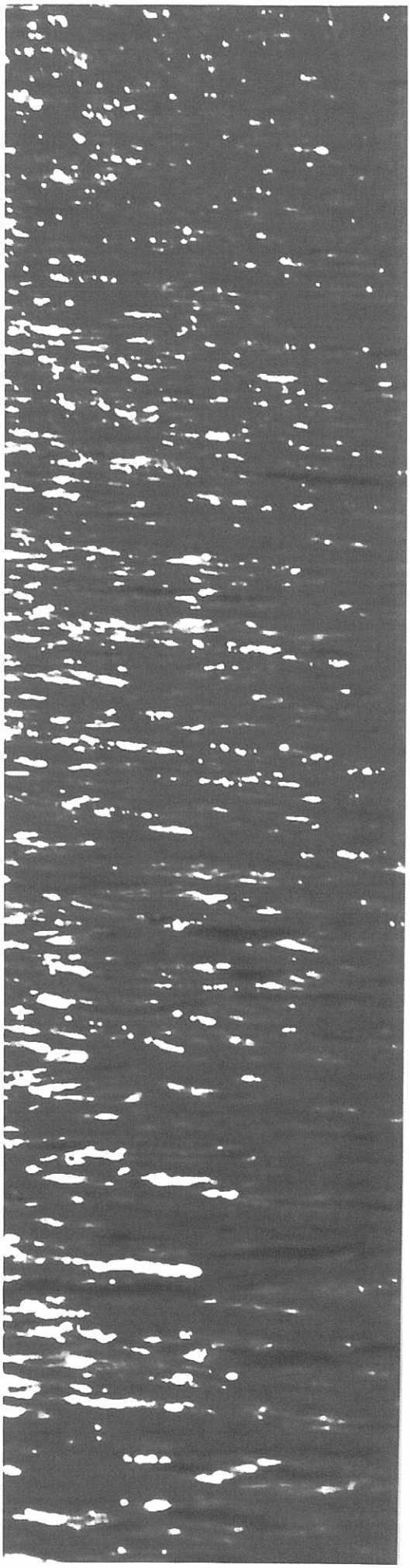
Call ACF Environmental or your local distributor for more information.

ACF ENVIRONMENTAL

Customer Focused, Environmentally Committed

800-448-3636

www.acfenvironmental.com



TrashGuard® Installation Instructions

TrashGuard® can be installed in a variety of catch basin configurations (or field conditions). In general the TrashGuard® is mounted on the catch basin wall, centered over the outlet pipe.

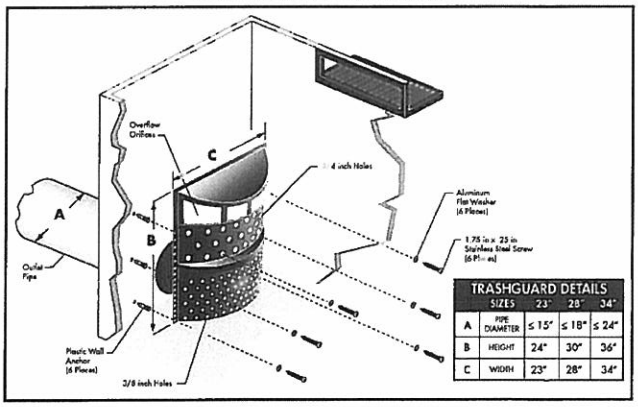
Before installing TrashGuard® a hydraulic calculation should be performed to determine maximum flow rate based on depth of the catch basin and size of TrashGuard® used. This calculated model will determine maximum flow rate with no obstructions or varying amounts of trash build up, and determine drainage area required to support the calculated flow rate. Allowable trash build up and drainage area required for trash build up will determine maintenance frequency.

If catch basin conditions allow and increased flow rate and additional vertical capacity are desired, a model can be calculated to determine flow rate when extending TrashGuard® from one inch to seven inches from the catch basin wall. As above, this calculated model will determine maximum flow rate with no obstructions or varying amounts of trash build up. Contact TrashGuard® for assistance in determining flow rate and drainage areas under varying field conditions.

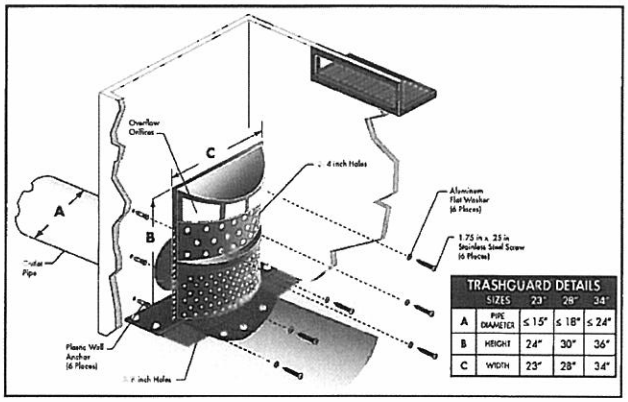
The following instructions are organized in sections described as follows:

- ❑ Section 1 - TrashGuard® installed on a flat perpendicular wall with a flat bottom
- ❑ Section 2 - Bottom Plate installed on an rounded bottom
- ❑ Section 3 - TrashGuard® installed on a flat perpendicular wall with an rounded bottom
- ❑ Section 4 - TrashGuard® installed on tiered brick wall escalating width from top to bottom with an rounded on flat bottom
- ❑ Section 5 - TrashGuard® installed on concaved wall reasonable flat top and bottom with an rounded or flat bottom.
- ❑ Section 6 - TrashGuard® installed extended from wall to increase flow capacity with an rounded or flat bottom.

Flat-Bottom Catch Basin



Rounded Bottom Catch Basin



Several other installation options are available.

WARNING: Improper installation of the TrashGuard® or failure to keep the area around the TrashGuard® free from sediment, debris and litter after installation may result in clogging of the stormwater drainage system and increase the risk of flooding during times of heavy rainfall. It is important to clear sediment, debris and litter from around the TrashGuard® at least four (4) times a year and more frequently in areas with large amounts of vegetation or litter. Please contact your local TrashGuard® distributor with any questions regarding the installation or regular maintenance requirements of the TrashGuard®.

BioClean Environmental Services

"Proven Stormwater Treatment Technology"

BIO CLEAN ENVIRONMENTAL SERVICES, INC.

2972 San Luis Rey Rd.
Oceanside, CA 92058
Ph (760) 433-7640 • Fax (760) 433-3176
www.biocleanenvironmental.net

Distributed by:

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

BMP Category	Number of Violations[18]	% of Total Violations[19]
Erosion Control		0
Run-on and Run-off Control		
Sediment Control	0	0
Active Treatment Systems		
Good Site Management	0	0
Non Stormwater Management		
Total	**N/A**	**0**

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

	Enforcement Action (as listed in ERP)[20]	Number Enforcement Actions Taken	% Enforcement Actions Taken[21]
Level 1	Written Notification of Lack of Compliance	0	0
Level 2			
Level 3	Stop Work Order (provided after FY 10-11)	0	0
Level 4			
Total		**N/A**	**0**

C.6.e.iii.1.f, g ►Illicit Discharges

	Number
Number of illicit discharges, actual and those inferred through evidence (C.6.e.iii.1.f)	0
Number of sites with discharges, actual and those inferred through evidence (C.6.e.iii.1.g)	0

[18] Count one violation in a category for each site and inspection regardless of how many violations/problems occurred in the BMP category.
[19] Percentage calculated as number of violations in each category divided by total number of violations in all six categories.
[20] Agencies should list the specific enforcement actions as defined in their ERPs.
[21] Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

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)	0	0
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[22]	0	0
Comments:		

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

Describe your evaluation of the tracking data and data summaries and provide information on the evaluation results (e.g., data trends, typical BMP performance issues, comparisons to previous years, etc.).

Description:

The Construction inspector is newly transferred into Stormwater inspections. It will be a high priority for FY 11-12 to ensure proper training and construction tracking. A database is in use for other inspection requirements and will be adapted to ensure construction site controls are easily summarized and reported on. Documents from prior years will be used to compare in FY 11-12.

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:

1. **Revised Stormwater Construction Inspection Forms and inspection data tracking tools**
2. **Revised Operating Procedures and planned for future training to inspectors; conducted inspections with new forms;**
3. **Participated in the Countywide Programs FY 10-11 training;**
4. **The countywide program prepared a model letter for agency use reminding construction site developers/owners to prepare for wet season; EPA sent this out to relevant contacts**
5. **Countywide Program updated the construction site inspection checklist, which EPA has started to use**
6. **Countywide program partnered with Building Inspector's group to offer training on the requirements of C.6; EPA inspectors will utilize the materials developed for this training;**
7. **Countywide program collaborated with the Silicon Valley Chapter of the American Public Works Assoc. to provide qualified SWPPP Developer/Practitioner training, per new statewide Construction General Permit; EPA Inspectors plan to attend workshops.**

[22] 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.

C.6.f ▶Staff Training Summary

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
Training planned for 10/2011				

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

C.7.b.ii.1 ▶Advertising Campaign

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

Summary:

Outreach covered by County Environmental Health. Brochures available water City Hall and Development Center include: Our Water Our World; Start at the Source; Car Washing (in English/Spanish); Mercury outreach; updated materials to be provided.

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:

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

☐	Survey report attached
☐	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:

Color ad in the EPA Today paper during the week of 10/17/10 issue about the Mercury Thermometer Take-Back event

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

- **BASMAA Media Relations Final Report FY 10-11**

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

C.7.d ▶Stormwater Point of Contact

Summary of any changes made during FY 10-11:

No Change

C.7.e ▶Public Outreach Events

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

Event Details	**Description** (messages, audience)	**Evaluation of Effectiveness**
Provide event name, date, and location. Indicate if event is local, countywide or regional. 4th of July City Anniversary Celebration	Health and Safety Booth including: • Mercury information about proper disposal of residential materials including countywide outreach materials • Car Washing BMPs for residents including Countywide outreach materials	Positive response from community. Receptive to concepts. Requests to provide local Citywide pickup of mercury containing products.
San Mateo County Maker's Fair	Over 1000 people visited the booth targeted at HHW to a collection facility, to recycle batteries, to use less toxic cleaners, to use less toxic pest and weed control, to recycle fluorescent bulbs, to perform proper car washing, and to recycle motor oil	Pledges to recycle were deemed effective—especially for battery recycling

San Mateo County Fair	SMCWPP and County Environmental Health collaborated to provide an unstaffed booth with program materials. County Fair staff oversaw the booth, restocking materials as needed which included outreach on less toxic cleaners, Our Water Our World; Proper Car Washing and recycling used motor oil and spent fluorescent bulbs.	No discards were found on the fairgrounds, either in trash or as litter.

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:

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: Number of participants. Any change in participation from previous years. Distance of creek or water body cleaned Quantity of trash/recyclables collected (weight or volume). Number of inlets marked. Data trends
Coastal Cleanup Day September 19th, 2010	Creek Clean-up	4060 pounds of trash; 85 pounds of recycling

		169 Volunteers 3.25 miles cleaned 23% net increase in trash from 2009
National Rivers Cleanup Day	Creek Clean-Up	2500 pounds of trash 30 Volunteers 1.94 Miles Cleaned 23% net trash increase from 2009

C.7.h. ▶School-Age Children Outreach

Summarize school-age children outreach programs implemented. A detailed report may be included as an attachment.
Use the following table for reporting school-age children outreach efforts.

Program Details	Focus & Short Description	Number of Students/Teachers reached	Evaluation of Effectiveness
Provide the following information: Name Grade or level (elementary/ middle/ high)	Brief description, messages, methods of outreach used	Provide number or participants	Provide agency staff feedback. Report any other evaluation methods used (quiz, teacher feedback etc.). Attach evaluation summary if applicable.
Rock Steady Presentation" at an East Palo Alto High School,	Targeted outreach to high school students about clean water pollution protection (entire school)	44 students & teachers	Positive messages received about taking pride in your community and watershed.
Banana Slug String Band School Assembly Performances at one EPA elementary school;	Targeted outreach to elementary school students about clean water pollution protection (entire school)	400 Students & teachers	Positive messages received about taking pride in your community and watershed.
Watershed Discovery Foundation: "Storm Drains to the Ocean" at two school sites and over 200 students	Targeted outreach to general audiences about clean water pollution protection	250 students and 550-700 general public	Positive messages received about taking pride in your community and watershed.

SAN MATEO COUNTYWIDE Water Pollution Prevention Program

CONSTRUCTION SITE INSPECTION REPORT

1. Inspection Date: 06-01-11 1a. Current weather conditions: _____ 1b. Rainfall with runoff since last inspection? ☐ Yes ☒ No

2. Name of Project: 1050 MYRTLE SCHOOL 2a. Project No./Permit No. _____

3. Project Location: 1050 MYRTLE Street

4. Inspection Type: ☒ Routine ☐ Pre-Rain ☐ During Rain ☐ After Rain ☐ Follow-up ☐ Other

5. Permit Type: ☐ Building Permit ☐ Grading Permit ☐ Site Development ☐ CIP Project

6. Project disturb 1 acre or more?: _____(yes/no) NOI Required: _____(yes/no) SWPPP dated ___/___/___
Project covered under Statewide General Construction Activity Permit?_____(yes/no) SWPPP on site?_____(yes/no)

7. High Priority Site (significant threat to water quality)? _____(yes/no)
NOTE: Sites disturbing 1 acre or more AND High Priority Sites require monthly inspections during the wet season (from Oct. 1 thru April 30).

8. Project Type: ☐ Commercial/Industrial ☐ Residential ☐ Street Improvement ☐ Landscaping ☐ Utility (water,sewer, PG&E) ☐ Grading ☐ Demolition ☒ Other SCHOOL.

	Location on site				
9. Erosion Control Measures:					
☐ Jute Netting/Fiber Blankets		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Mulch		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Hydroseed/Soil binder/Compost blanket		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Mark Areas to be Preserved		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Tree Protection Fencing		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Riparian Area Barrier		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
10. Sediment Control Measures					
☐ Wattles/Fiber Rolls/Compost Socks		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Silt Fences / Compost Berms		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Sedimentation Basin		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Intlet filters (Bags, sand, gravel)		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Dust Control		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Stabilized construction entrance		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Check Dams		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Street Sweeping		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Earth Dikes / Drainage Swales		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
11. Run-on and Runoff Control					
☐ Earth Dikes / Drainage Swales		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Sampling is conducted, if required		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
12. ☐ Active Treatment System (if any)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Comments:					
13. Good Site Management					
☐ Construction materials (wood,cement,etc)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Petroleum Products (oil, fuel)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Hazardous materials (paint,solvent)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Waste Systems Management		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Soil Stockpiles		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Vehicle Servicing		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
14. Non-Stormwater Management					
☐ Concrete washout area		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Other: _____		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable

15. Are the discharge points free of any evidence of illicit discharge? ☐ Yes ☐ No Comments: _____

16. **Enforcement/Follow-Up** Date problem first identified: _____ Next follow-up inspection date: _____
Comments: NONE

Enforcement: ☐ None/In Compliance ☐ Verbal Notice ☐ Notice of Violation ☐ Notice to Comply ☐ Stop Work ☐ Administrative Fine

17. Resolution: ☐ Problem Fixed ☐ Need More Time (include rationale in comments) ☐ Escalate Enforcement ☐ Date resolved: ___/___/___
Was there rain with runoff after problem identified and before resolution? ☐ Yes ☐ No ☐ Items corrected during inspection (see comments)
Comments: _____

18. Inspector's Signature: CAMACHO Date: 06-01-11

19. Name of Project Manager (Print) FOREMAN MARTIN R.M Phone Number (408) 690-2737

Signature of Project Manager MARTIN R.M Date: 06-1-11

SAN MATEO COUNTYWIDE Water Pollution Prevention Program

CONSTRUCTION SITE INSPECTION REPORT

1. Inspection Date: 05-26-11 1a. Current weather conditions: Sunny 1b. Rainfall with runoff since last inspection? ☐ Yes ☒ No

2. Name of Project: _____ 2a. Project No./Permit No. _____

3. Project Location: MYRTLE STREET

4. Inspection Type: ☒ Routine ☐ Pre-Rain ☐ During Rain ☐ After Rain ☐ Follow-up ☐ Other

5. Permit Type: ☐ Building Permit ☐ Grading Permit ☐ Site Development ☐ CIP Project

6. Project disturb 1 acre or more?: _____(yes/no) NOI Required: _____(yes/no) SWPPP dated ___/___/___
Project covered under Statewide General Construction Activity Permit? _____(yes/no) SWPPP on site? _____(yes/no)

7. High Priority Site (significant threat to water quality)? _____(yes/no)
NOTE: Sites disturbing 1 acre or more AND High Priority Sites require monthly inspections during the wet season (from Oct. 1 thru April 30).

8. Project Type: ☐ Commercial/Industrial ☐ Residential ☐ Street Improvement ☐ Landscaping ☐ Utility (water,sewer, PG&E) ☐ Grading ☐ Demolition ☐ Other

9. Erosion Control Measures:	Location on site				
☐ Jute Netting/Fiber Blankets		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Mulch		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Hydroseed/Soil binder/Compost blanket		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Mark Areas to be Preserved		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Tree Protection Fencing		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Riparian Area Barrier		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
10. Sediment Control Measures					
☐ Wattles/Fiber Rolls/Compost Socks		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Silt Fences / Compost Berms		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Sedimentation Basin		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Intlet filters (Bags, sand, gravel)		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Dust Control		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Stabilized construction entrance		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Check Dams		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Street Sweeping		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Earth Dikes / Drainage Swales		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
11. Run-on and Runoff Control					
☐ Earth Dikes / Drainage Swales		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Sampling is conducted, if required		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
12. ☐ Active Treatment System (if any)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Comments:					
13. Good Site Management					
☐ Construction materials (wood,cement,etc)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Petroleum Products (oil, fuel)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Hazardous materials (paint,solvent)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Waste Systems Management		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Soil Stockpiles		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Vehicle Servicing		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
14. Non-Stormwater Management					
☐ Concrete washout area		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Other: _____		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable

15. Are the discharge points free of any evidence of illicit discharge? ☐ Yes ☐ No Comments: _____

16. **Enforcement/Follow-Up** Date problem first identified: _____ Next follow-up inspection date: _____
Comments: NONE

Enforcement: ☐ None/In Compliance ☐ Verbal Notice ☐ Notice of Violation ☐ Notice to Comply ☐ Stop Work ☐ Administrative Fine

17. Resolution: ☐ Problem Fixed ☐ Need More Time (include rationale in comments) ☐ Escalate Enforcement ☐ Date resolved: ___/___/___
Was there rain with runoff after problem identified and before resolution? ☐ Yes ☐ No ☐ Items corrected during inspection (see comments)
Comments: _____

18. Inspector's Signature: [signature] Date: 5-26-11

19. Name of Project Manager (Print) Nestor Rodriguez Phone Number (408) 869-3235

Signature of Project Manager [signature] Date: 5-26-11

Updated February 2011

SAN MATEO COUNTYWIDE Water Pollution Prevention Program

CONSTRUCTION SITE INSPECTION REPORT

1. Inspection Date: 05-25-11 1a. Current weather conditions: SUNNY 1b. Rainfall with runoff since last inspection? ☐ Yes ☑ No

2. Name of Project: 1050 HYRTLE SCHOOL. 2a. Project No./Permit No. _____

3. Project Location: 1050 HYDTIE STREET

4. Inspection Type: ☑ Routine ☐ Pre-Rain ☐ During Rain ☐ After Rain ☐ Follow-up ☐ Other

5. Permit Type: ☐ Building Permit ☐ Grading Permit ☐ Site Development ☐ CIP Project

6. Project disturb 1 acre or more?: _____(yes/no) NOI Required: _____(yes/no) SWPPP dated ___/___/___
Project covered under Statewide General Construction Activity Permit? _____(yes/no) SWPPP on site? _____(yes/no)

7. High Priority Site (significant threat to water quality)? _____(yes/no)
NOTE: Sites disturbing 1 acre or more AND High Priority Sites require monthly inspections during the wet season (from Oct. 1 thru April 30).

8. Project Type: ☐ Commercial/Industrial ☐ Residential ☐ Street Improvement ☐ Landscaping ☐ Utility (water,sewer, PG&E) ☐ Grading ☐ Demolition ☒ Other SCHOOL.

	Location on site				
9. Erosion Control Measures:					
☐ Jute Netting/Fiber Blankets		☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Mulch		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Hydroseed/Soil binder/Compost blanket		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Mark Areas to be Preserved		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Tree Protection Fencing		☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Riparian Area Barrier		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
10. Sediment Control Measures					
☐ Wattles/Fiber Rolls/Compost Socks		☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Silt Fences / Compost Berms		☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Sedimentation Basin		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Intlet filters (Bags, sand, gravel)		☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Dust Control		☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Stabilized construction entrance		☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Check Dams		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Street Sweeping		☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Earth Dikes / Drainage Swales		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
11. Run-on and Runoff Control					
☐ Earth Dikes / Drainage Swales		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Sampling is conducted, if required		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
12. ☐ Active Treatment System (if any)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Comments:					
13. Good Site Management					
☐ Construction materials (wood,cement,etc)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Petroleum Products (oil, fuel)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Hazardous materials (paint,solvent)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Waste Systems Management		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Soil Stockpiles		☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Vehicle Servicing		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
14. Non-Stormwater Management					
☐ Concrete washout area		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Other:		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable

15. Are the discharge points free of any evidence of illicit discharge? ☐ Yes ☐ No Comments: _____

16. **Enforcement/Follow-Up** Date problem first identified: _____ Next follow-up inspection date: _____
Comments: NONE

Enforcement: ☐ None/In Compliance ☐ Verbal Notice ☐ Notice of Violation ☐ Notice to Comply ☐ Stop Work ☐ Administrative Fine

17. Resolution: ☐ Problem Fixed ☐ Need More Time (include rationale in comments) ☐ Escalate Enforcement ☐ Date resolved: ___/___/___
Was there rain with runoff after problem identified and before resolution? ☐ Yes ☐ No ☐ Items corrected during inspection (see comments)
Comments: _____

18. Inspector's Signature: D AMACHO Date: 5-25-11

19. Name of Project Manager (Print) Nestor Rodriguez Phone Number 408 569-3235
Signature of Project Manager Nestor Rodriguez Date: 5-25-11

Updated February 2011

Water Pollution Prevention Program

CONSTRUCTION SITE INSPECTION REPORT

1. Inspection Date: 05-24-2011 1a. Current weather conditions: SUNY 65°F 1b. Rainfall with runoff since last inspection? ☐ Yes ☐ No
2. Name of Project: EPA ALTERNATIVE HIGH SCHOOL 2a. Project No./Permit No. _____
3. Project Location: MYRTLE STREET
4. Inspection Type: ☐ Routine ☐ Pre-Rain ☐ During Rain ☐ After Rain ☐ Follow-up ☐ Other
5. Permit Type: ☐ Building Permit ☐ Grading Permit ☐ Site Development ☐ CIP Project
6. Project disturb 1 acre or more?: ____(yes/no) NOI Required: _____(yes/no) SWPPP dated ____/____/____
   Project covered under Statewide General Construction Activity Permit? _____(yes/no) SWPPP on site? _____(yes/no)
7. High Priority Site (significant threat to water quality)? _____(yes/no)
   NOTE: Sites disturbing 1 acre or more AND High Priority Sites require monthly inspections during the wet season.
8. Project Type: ☐ Commercial/Industrial ☐ Residential ☐ Street Improvement ☐ Landscaping ☐ Utility (water,sewer, PG&E) ☐ Grading ☐ Demolition ☐ Other

9. Erosion Control Measures:				
☐ Jute Netting / Fiber Blankets	☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Mulch	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Hydroseed/Soil Binder/Compost Blanket	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Mark Areas to be Preserved	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Tree Protection Fencing	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Riparian Area Barrier	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
10. Sediment Control Measures				
☐ Wattles / Fiber Rolls /Compost Socks	☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Silt Fences / Compost Berms	☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Sedimentation Basin	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Intlet filters (Bags, sand, gravel)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Dust Control	☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Stabilized construction entrance	☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Check Dams	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Street Sweeping	☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Earth Dikes / Drainage Swales	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
11. Run-on and Runoff Control				
☐ Earth Dikes / Drainage Swales	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Sampling is conducted, if required	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
12. ☐ Active Treatment System (if any)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Comments: _____				
13. Good Site Management				
☐ Construction Materials (wood,cement,etc)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Petroleum Products (oil, fuel)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Hazardous materials (paint,solvents)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Waste Systems Management	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Soil Stockpiles	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Vehicle Servicing	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
14. Non-Stormwater Management				
☐ Concrete washout area	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Other: _____	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable

15. Are the discharge points free of any evidence of illicit discharge? ☐ Yes ☐ No Comments: _____

16. **Enforcement/Follow-Up** Date problem first identified: _____ Next follow-up inspection date: _____
    Comments: NONE
    Enforcement: ☐ None/In Compliance ☐ Verbal Notice ☐ Notice to Comply ☐ Notice of Violation ☐ Stop Work ☐ Administrative Fine
17. Resolution: ☐ Problem Fixed ☐ Need More Time ☐ Escalate Enforcement ☐ Date resolved: _____
    Was there rain with runoff after problem identified and before resolution? ☐ Yes ☐ No
18. Inspector's Signature: F CAMACHO Date: 05-24-2011
19. Name of Project Manager (Print) _____ Phone Number _____
    Signature of Project Manager _____ Date: _____

Updated December 2009

Water Pollution Prevention Program

CONSTRUCTION SITE INSPECTION REPORT

1. Inspection Date: 03-01-2011 1a. Current weather conditions: Sunny 1b. Rainfall with runoff since last inspection? ☐ Yes ☒ No
2. Name of Project: 1050 Myrtle School 2a. Project No./Permit No.:
3. Project Location: 1050 Myrtle School
4. Inspection Type: ☒ Routine ☐ Pre-Rain ☐ During Rain ☐ After Rain ☐ Follow-up ☐ Other
5. Permit Type: ☐ Building Permit ☐ Grading Permit ☐ Site Development ☐ CIP Project
6. Project disturb 1 acre or more?:____(yes/no) NOI Required:_____(yes/no) SWPPP dated ____/____/____
   Project covered under Statewide General Construction Activity Permit?_____(yes/no) SWPPP on site?_____(yes/no)
7. High Priority Site (significant threat to water quality)? _____(yes/no)
   NOTE: Sites disturbing 1 acre or more AND High Priority Sites require monthly inspections during the wet season.
8. Project Type: ☒ Commercial/Industrial ☐ Residential ☐ Street Improvement ☐ Landscaping ☐ Utility (water,sewer, PG&E) ☐ Grading ☐ Demolition ☒ Other School

9. Erosion Control Measures:				
☐ Jute Netting / Fiber Blankets	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Mulch	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Hydroseed/Soil Binder/Compost Blanket	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Mark Areas to be Preserved	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Tree Protection Fencing	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Riparian Area Barrier	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
10. Sediment Control Measures				
☐ Wattles / Fiber Rolls /Compost Socks	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Silt Fences / Compost Berms	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Sedimentation Basin	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Intlet filters (Bags, sand, gravel)	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Dust Control	☐ Adequate	☒ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Stabilized construction entrance	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Check Dams	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Street Sweeping	☐ Adequate	☒ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Earth Dikes / Drainage Swales	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
11. Run-on and Runoff Control				
☐ Earth Dikes / Drainage Swales	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Sampling is conducted, if required	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
12. ☐ Active Treatment System (if any)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Comments:				
13. Good Site Management				
☐ Construction Materials (wood,cement,etc)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Petroleum Products (oil, fuel)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Hazardous materials (paint,solvents)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Waste Systems Management	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Soil Stockpiles	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Vehicle Servicing	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
14. Non-Stormwater Management				
☐ Concrete washout area	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Other:	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable

15. Are the discharge points free of any evidence of illicit discharge? ☐ Yes ☒ No Comments:

16. **Enforcement/Follow-Up** Date problem first identified: 03-01-11 12:00pm Next follow-up inspection date: 03-01-2011 3:00PM
    Comments: Undersigned asked superintendent to perform Street Sweeping at 12:00 pm. Done at 3:00 pm same day
    Enforcement: ☐ None/In Compliance ☒ Verbal Notice ☐ Notice to Comply ☐ Notice of Violation ☐ Stop Work ☐ Administrative Fine

17. Resolution: ☒ Problem Fixed ☐ Need More Time ☐ Escalate Enforcement ☒ Date resolved: 03-01-2011
    Was there rain with runoff after problem identified and before resolution? ☐ Yes ☐ No

18. Inspector's Signature: Jaime Camacho Date: 03-01-2011
19. Name of Project Manager (Print) Ken Brown Phone Number (408) 592-1905
    Signature of Project Manager Ken Brown Date: 3/1/11

Water Pollution Prevention Program

CONSTRUCTION SITE INSPECTION REPORT

1. Inspection Date: 11-19-2010 1a. Current weather conditions: SUNNY 1b. Rainfall with runoff since last inspection? ☐ Yes ☒ No

2. Name of Project: 1050 MYRTLE SCHOOL 2a. Project No./Permit No.

3. Project Location: 1050 MYRTLE SCHOOL.

4. Inspection Type: ☐ Routine ☐ Pre-Rain ☐ During Rain ☐ After Rain ☐ Follow-up ☐ Other

5. Permit Type: ☐ Building Permit ☐ Grading Permit ☐ Site Development ☐ CIP Project

6. Project disturb 1 acre or more?: ____(yes/no) NOI Required: ____(yes/no) SWPPP dated ____/____/____
Project covered under Statewide General Construction Activity Permit?____(yes/no) SWPPP on site?____(yes/no)

7. High Priority Site (significant threat to water quality)? ____(yes/no)
NOTE: Sites disturbing 1 acre or more AND High Priority Sites require monthly inspections during the wet season.

8. Project Type: ☒ Commercial/Industrial ☐ Residential ☐ Street Improvement ☐ Landscaping ☐ Utility (water,sewer, PG&E) ☐ Grading ☐ Demolition ☒ Other SCHOOL

9. Erosion Control Measures:				
☐ Jute Netting / Fiber Blankets	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Mulch	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Hydroseed/Soil Binder/Compost Blanket	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Mark Areas to be Preserved	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Tree Protection Fencing	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Riparian Area Barrier	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
10. Sediment Control Measures				
☒ Wattles / Fiber Rolls /Compost Socks	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Silt Fences / Compost Berms	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Sedimentation Basin	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☒ Intlet filters (Bags, sand, gravel)	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☒ Dust Control	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☒ Stabilized construction entrance	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Check Dams	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☒ Street Sweeping	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Earth Dikes / Drainage Swales	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
11. Run-on and Runoff Control				
☐ Earth Dikes / Drainage Swales	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Sampling is conducted, if required	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
12. ☐ Active Treatment System (if any)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Comments:				
13. Good Site Management				
☐ Construction Materials (wood,cement,etc)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Petroleum Products (oil, fuel)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Hazardous materials (paint,solvents)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Waste Systems Management	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Soil Stockpiles	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☒ Vehicle Servicing	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
14. Non-Stormwater Management				
☐ Concrete washout area	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Other:	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable

15. Are the discharge points free of any evidence of illicit discharge? ☐ Yes ☒ No Comments:

16. **Enforcement/Follow-Up** Date problem first identified: 11-19-2010 Next follow-up inspection date: 11-19-2010

Comments: Undersigned requested to Superintendent to Sweeping the Street, (Items were reported and rock to the roadway entrance, and fiber rolls to the fence Immediately).

Enforcement: ☐ None/In Compliance ☐ Verbal Notice ☐ Notice to Comply ☐ Notice of Violation ☐ Stop Work ☐ Administrative Fine

17. Resolution: ☒ Problem Fixed ☐ Need More Time ☐ Escalate Enforcement ☒ Date resolved: 11-19-2010
Was there rain with runoff after problem identified and before resolution? ☐ Yes ☒ No

18. Inspector's Signature: Jaime Canales Date: 11-19-2010

19. Name of Project Manager (Print) John Davin Phone Number (650) 298-4430

Signature of Project Manager John Davin Date: 11-19-2010

Updated December 2009

SAN MATEO COUNTYWIDE Water Pollution Prevention Program

CONSTRUCTION SITE INSPECTION REPORT

1. Inspection Date: 11-18-2010 1a. Current weather conditions: Sunny 1b. Rainfall with runoff since last inspection? ☐ Yes ☒ No

2. Name of Project: 1050 MYRTLE SCHOOL 2a. Project No./Permit No. _____

3. Project Location: 1050 Myrtle

4. Inspection Type: ☒ Routine ☐ Pre-Rain ☐ During Rain ☐ After Rain ☐ Follow-up ☐ Other

5. Permit Type: ☐ Building Permit ☐ Grading Permit ☐ Site Development ☐ CIP Project

6. Project disturb 1 acre or more?: ____(yes/no) NOI Required: _____(yes/no) SWPPP dated ____/____/____
Project covered under Statewide General Construction Activity Permit? _____(yes/no) SWPPP on site? _____(yes/no)

7. High Priority Site (significant threat to water quality)? _____(yes/no)
NOTE: Sites disturbing 1 acre or more AND High Priority Sites require monthly inspections during the wet season.

8. Project Type: ☐ Commercial/Industrial ☐ Residential ☐ Street Improvement ☐ Landscaping ☐ Utility (water,sewer, PG&E) ☐ Grading ☐ Demolition ☐ Other

9. Erosion Control Measures:

☐ Jute Netting / Fiber Blankets	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Mulch	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Hydroseed/Soil Binder/Compost Blanket	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Mark Areas to be Preserved	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☒ Tree Protection Fencing	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Riparian Area Barrier	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable

10. Sediment Control Measures

☒ Wattles / Fiber Rolls /Compost Socks	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Silt Fences / Compost Berms	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Sedimentation Basin	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☒ Intlet filters (Bags, sand, gravel)	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☒ Dust Control	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☒ Stabilized construction entrance	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Check Dams	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☒ Street Sweeping	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Earth Dikes / Drainage Swales	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable

11. Run-on and Runoff Control

☐ Earth Dikes / Drainage Swales	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Sampling is conducted, if required	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable

12. ☐ Active Treatment System (if any) ☐ Adequate ☐ Requires Maintenance ☐ Non-Compliant ☒ Not Applicable
☐ Comments: _____

13. Good Site Management

☐ Construction Materials (wood,cement,etc)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Petroleum Products (oil, fuel)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Hazardous materials (paint,solvents)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Waste Systems Management	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Soil Stockpiles	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Vehicle Servicing	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable

14. Non-Stormwater Management

☐ Concrete washout area	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Other: _____	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable

15. Are the discharge points free of any evidence of illicit discharge? ☐ Yes ☒ No Comments: _____

16. **Enforcement/Follow-Up** Date problem first identified: _____ Next follow-up inspection date: _____
Comments: N/A.
Enforcement: ☒ None/In Compliance ☐ Verbal Notice ☐ Notice to Comply ☐ Notice of Violation ☐ Stop Work ☐ Administrative Fine

17. Resolution: ☐ Problem Fixed ☐ Need More Time ☐ Escalate Enforcement ☐ Date resolved: _____
Was there rain with runoff after problem identified and before resolution? ☐ Yes ☐ No

18. Inspector's Signature: Jaime Camacho Date: 11-18-2010

19. Name of Project Manager (Print) John Davin Phone Number (650) 290-4430
Signature of Project Manager _____ Date: 11-18-2010

Updated December 2009

SAN MATEO COUNTYWIDE Water Pollution Prevention Program

CONSTRUCTION SITE INSPECTION REPORT

1. Inspection Date: 11-17-2010 1a. Current weather conditions: Sunny 1b. Rainfall with runoff since last inspection? ☐ Yes ☐ No

2. Name of Project: ~~Myrtle St.~~ 1050 MYRTLE SCHOOL 2a. Project No./Permit No. _____

3. Project Location: 1050 MYRTLE St

4. Inspection Type: ☒ Routine ☐ Pre-Rain ☐ During Rain ☐ After Rain ☐ Follow-up ☒ Other SCHOOL

5. Permit Type: ☐ Building Permit ☐ Grading Permit ☐ Site Development ☐ CIP Project

6. Project disturb 1 acre or more?: ____(yes/no) NOI Required: _____(yes/no) SWPPP dated ____/____/____
Project covered under Statewide General Construction Activity Permit? _____(yes/no) SWPPP on site? _____(yes/no)

7. High Priority Site (significant threat to water quality)? _____(yes/no)
NOTE: Sites disturbing 1 acre or more AND High Priority Sites require monthly inspections during the wet season.

8. Project Type: ☐ Commercial/Industrial ☐ Residential ☐ Street Improvement ☐ Landscaping ☐ Utility (water,sewer, PG&E) ☐ Grading ☐ Demolition ☐ Other

9. Erosion Control Measures:				
☐ Jute Netting / Fiber Blankets	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Mulch	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Hydroseed/Soil Binder/Compost Blanket	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Mark Areas to be Preserved	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☒ Tree Protection Fencing	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Riparian Area Barrier	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
10. Sediment Control Measures				
☒ Wattles / Fiber Rolls /Compost Socks	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Silt Fences / Compost Berms	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Sedimentation Basin	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☒ Intlet filters (Bags, sand, gravel)	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☒ Dust Control	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☒ Stabilized construction entrance	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Check Dams	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☒ Street Sweeping	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Earth Dikes / Drainage Swales	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
11. Run-on and Runoff Control				
☐ Earth Dikes / Drainage Swales	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Sampling is conducted, if required	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
12. ☐ Active Treatment System (if any)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Comments: _____				
13. Good Site Management				
☐ Construction Materials (wood,cement,etc)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Petroleum Products (oil, fuel)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Hazardous materials (paint,solvents)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Waste Systems Management	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Soil Stockpiles	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☒ Vehicle Servicing	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
14. Non-Stormwater Management				
☐ Concrete washout area	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Other: _____	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable

15. Are the discharge points free of any evidence of illicit discharge? ☐ Yes ☒ No Comments: _____

16. **Enforcement/Follow-Up** Date problem first identified: _____ Next follow-up inspection date: _____

Comments: N/A

Enforcement: ☒ None/In Compliance ☐ Verbal Notice ☐ Notice to Comply ☐ Notice of Violation ☐ Stop Work ☐ Administrative Fine

17. Resolution: ☐ Problem Fixed ☐ Need More Time ☐ Escalate Enforcement ☐ Date resolved: _____
Was there rain with runoff after problem identified and before resolution? ☐ Yes ☐ No

18. Inspector's Signature: Jame Camacho Date: 11-17-2010

19. Name of Project Manager (Print) John Dunn Phone Number (650) 290-4430

Signature of Project Manager John Dunn Date: 11-19-2010 11-17-2010

Updated December 2009

SAN MATEO COUNTYWIDE Water Pollution Prevention Program

CONSTRUCTION SITE INSPECTION REPORT

1. Inspection Date: 11-16-2010 1a. Current weather conditions: SUNNY 1b. Rainfall with runoff since last inspection? ☐ Yes ☒ No

2. Name of Project: MYRTLE STREET 2a. Project No./Permit No. _____

3. Project Location: _____

4. Inspection Type: ☒ Routine ☐ Pre-Rain ☐ During Rain ☐ After Rain ☐ Follow-up ☐ Other

5. Permit Type: ☐ Building Permit ☐ Grading Permit ☐ Site Development ☐ CIP Project

6. Project disturb 1 acre or more?: ____(yes/no) NOI Required: _____(yes/no) SWPPP dated ____/____/____
Project covered under Statewide General Construction Activity Permit? _____(yes/no) SWPPP on site? _____(yes/no)

7. High Priority Site (significant threat to water quality)? _____(yes/no)
NOTE: Sites disturbing 1 acre or more AND High Priority Sites require monthly inspections during the wet season.

8. Project Type: ☐ Commercial/Industrial ☐ Residential ☐ Street Improvement ☐ Landscaping ☐ Utility (water,sewer, PG&E) ☐ Grading ☐ Demolition ☒ Other SCHOOL

9. Erosion Control Measures:				
☐ Jute Netting / Fiber Blankets	☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Mulch	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Hydroseed/Soil Binder/Compost Blanket	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Mark Areas to be Preserved	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Tree Protection Fencing	☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Riparian Area Barrier	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
10. Sediment Control Measures				
☐ Wattles / Fiber Rolls /Compost Socks	☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Silt Fences / Compost Berms	☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Sedimentation Basin	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Intlet filters (Bags, sand, gravel)	☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Dust Control	☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Stabilized construction entrance	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Check Dams	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Street Sweeping	☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Earth Dikes / Drainage Swales	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
11. Run-on and Runoff Control				
☐ Earth Dikes / Drainage Swales	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Sampling is conducted, if required	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
12. ☐ Active Treatment System (if any)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Comments: _____				
13. Good Site Management				
☐ Construction Materials (wood,cement,etc)	☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Petroleum Products (oil, fuel)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Hazardous materials (paint,solvents)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Waste Systems Management	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Soil Stockpiles	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Vehicle Servicing	☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
14. Non-Stormwater Management				
☐ Concrete washout area	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Other: _____	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable

15. Are the discharge points free of any evidence of illicit discharge? ☐ Yes ☐ No Comments: _____

16. **Enforcement/Follow-Up** Date problem first identified: _____ Next follow-up inspection date: _____

Comments: NO problems found today

Enforcement: ☐ None/In Compliance ☐ Verbal Notice ☐ Notice to Comply ☐ Notice of Violation ☐ Stop Work ☐ Administrative Fine

17. Resolution: ☐ Problem Fixed ☐ Need More Time ☐ Escalate Enforcement ☐ Date resolved: _____
Was there rain with runoff after problem identified and before resolution? ☐ Yes ☐ No

18. Inspector's Signature: _____ Date: ~~11-16-2010~~ 11-16-2010

19. Name of Project Manager (Print) JOHN DAVIN Phone Number _____

Signature of Project Manager _____ Date: 11-16-2010

Water Pollution Prevention Program

CONSTRUCTION SITE INSPECTION REPORT

1. Inspection Date: 11-12-2010 1a. Current weather conditions: _____ 1b. Rainfall with runoff since last inspection? ☐ Yes ☐ No

2. Name of Project: 1050 MYRTLE SCHOOL 2a. Project No./Permit No. _____

3. Project Location: 1050 MYRTLE Street.

4. Inspection Type: ☒ Routine ☐ Pre-Rain ☐ During Rain ☐ After Rain ☐ Follow-up ☒ Other School

5. Permit Type: ☐ Building Permit ☐ Grading Permit ☒ Site Development ☐ CIP Project

6. Project disturb 1 acre or more?: ____(yes/no) NOI Required: _____(yes/no) SWPPP dated ____/____/____
Project covered under Statewide General Construction Activity Permit? _____(yes/no) SWPPP on site? _____(yes/no)

7. High Priority Site (significant threat to water quality)? _____(yes/no)
NOTE: Sites disturbing 1 acre or more AND High Priority Sites require monthly inspections during the wet season.

8. Project Type: ☐ Commercial/Industrial ☐ Residential ☐ Street Improvement ☐ Landscaping ☐ Utility (water,sewer, PG&E) ☐ Grading ☐ Demolition ☐ Other

9. Erosion Control Measures:				
☐ Jute Netting / Fiber Blankets	☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Mulch	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Hydroseed/Soil Binder/Compost Blanket	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Mark Areas to be Preserved	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Tree Protection Fencing	☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Riparian Area Barrier	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
10. Sediment Control Measures				
☐ Wattles / Fiber Rolls /Compost Socks	☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Silt Fences / Compost Berms	☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Sedimentation Basin	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Intlet filters (Bags, sand, gravel)	☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Dust Control	☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Stabilized construction entrance	☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Check Dams	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Street Sweeping	☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Earth Dikes / Drainage Swales	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
11. Run-on and Runoff Control				
☐ Earth Dikes / Drainage Swales	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Sampling is conducted, if required	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
12. ☐ Active Treatment System (if any)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Comments: _____				
13. Good Site Management				
☐ Construction Materials (wood,cement,etc)	☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Petroleum Products (oil, fuel)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Hazardous materials (paint,solvents)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Waste Systems Management	☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Soil Stockpiles	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Vehicle Servicing	☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
14. Non-Stormwater Management				
☐ Concrete washout area	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable
☐ Other: _____	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☑ Not Applicable

15. Are the discharge points free of any evidence of illicit discharge? ☐ Yes ☐ No Comments: _____

16. **Enforcement/Follow-Up** Date problem first identified: _____ Next follow-up inspection date: _____

Comments: _____

Enforcement: ☒ None/In Compliance ☐ Verbal Notice ☐ Notice to Comply ☐ Notice of Violation ☐ Stop Work ☐ Administrative Fine

17. Resolution: ☐ Problem Fixed ☐ Need More Time ☐ Escalate Enforcement ☐ Date resolved: _____
Was there rain with runoff after problem identified and before resolution? ☐ Yes ☐ No

18. Inspector's Signature: JAIME CAMACHO Date: 11-12-2010

19. Name of Project Manager (Print) _____ Phone Number _____

Signature of Project Manager _____ Date: _____

CONSTRUCTION SITE INSPECTION REPORT

Water Pollution Prevention Program

1. Inspection Date: 11-11-2010 1a. Current weather conditions: SUNNY 1b. Rainfall with runoff since last inspection? ☐ Yes ☒ No
2. Name of Project: 1080 MYRTLE STREET 2a. Project No./Permit No. PW 2010-0022
3. Project Location: 1080 MYRTLE STREET.
4. Inspection Type: ☒ Routine ☐ Pre-Rain ☐ During Rain ☐ After Rain ☐ Follow-up ☐ Other
5. Permit Type: ☐ Building Permit ☐ Grading Permit ☒ Site Development ☐ CIP Project
6. Project disturb 1 acre or more?:____(yes/no) NOI Required:_____(yes/no) SWPPP dated ____/____/____
   Project covered under Statewide General Construction Activity Permit?_____(yes/no) SWPPP on site?_____(yes/no)
7. High Priority Site (significant threat to water quality)? _____(yes/no)
   NOTE: Sites disturbing 1 acre or more AND High Priority Sites require monthly inspections during the wet season.
8. Project Type: ☐ Commercial/Industrial ☐ Residential ☐ Street Improvement ☐ Landscaping ☐ Utility (water,sewer, PG&E) ☐ Grading ☐ Demolition ☒ Other Creek.

9. Erosion Control Measures:				
☐ Jute Netting / Fiber Blankets	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Mulch	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Hydroseed/Soil Binder/Compost Blanket	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Mark Areas to be Preserved	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Tree Protection Fencing	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Riparian Area Barrier	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
10. Sediment Control Measures				
☐ Wattles / Fiber Rolls /Compost Socks	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Silt Fences / Compost Berms	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Sedimentation Basin	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Intlet filters (Bags, sand, gravel)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Dust Control	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Stabilized construction entrance	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Check Dams	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Street Sweeping	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Earth Dikes / Drainage Swales	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
11. Run-on and Runoff Control				
☐ Earth Dikes / Drainage Swales	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Sampling is conducted, if required	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
12. ☐ Active Treatment System (if any)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Comments:_____				
13. Good Site Management				
☐ Construction Materials (wood,cement,etc)	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Petroleum Products (oil, fuel)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Hazardous materials (paint,solvents)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Waste Systems Management	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Soil Stockpiles	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Vehicle Servicing	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
14. Non-Stormwater Management				
☐ Concrete washout area	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Other: _____	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable

15. Are the discharge points free of any evidence of illicit discharge? ☐ Yes ☐ No Comments: _____

16. **Enforcement/Follow-Up** Date problem first identified: _____ Next follow-up inspection date: _____
    Comments:_____
    Enforcement: ☐ None/In Compliance ☐ Verbal Notice ☐ Notice to Comply ☐ Notice of Violation ☐ Stop Work ☐ Administrative Fine
17. Resolution: ☐ Problem Fixed ☐ Need More Time ☐ Escalate Enforcement ☐ Date resolved:_____
    Was there rain with runoff after problem identified and before resolution? ☐ Yes ☐ No
18. Inspector's Signature: _____ Date: 11-11-2010
19. Name of Project Manager (Print) John Davin Phone Number (650) 290-4430
    Signature of Project Manager _____ Date: 11-11-2010

Updated December 2009

SAN MATEO COUNTYWIDE Water Pollution Prevention Program

CONSTRUCTION SITE INSPECTION REPORT

1. Inspection Date: 06-03-11 1a. Current weather conditions: Partial Cloudy 1b. Rainfall with runoff since last inspection? ☐ Yes ☒ No

2. Name of Project: 1039 Garden School 2a. Project No./Permit No. _____

3. Project Location: 1039 Garden

4. Inspection Type: ☒ Routine ☐ Pre-Rain ☐ During Rain ☐ After Rain ☐ Follow-up ☐ Other

5. Permit Type: ☐ Building Permit ☐ Grading Permit ☐ Site Development ☐ CIP Project

6. Project disturb 1 acre or more?: _____(yes/no) NOI Required: _____(yes/no) SWPPP dated ___/___/___
Project covered under Statewide General Construction Activity Permit? _____(yes/no) SWPPP on site? _____(yes/no)

7. High Priority Site (significant threat to water quality)? _____(yes/no)
NOTE: Sites disturbing 1 acre or more AND High Priority Sites require monthly inspections during the wet season (from Oct. 1 thru April 30).

8. Project Type: ☐ Commercial/Industrial ☐ Residential ☐ Street Improvement ☐ Landscaping ☐ Utility (water,sewer, PG&E) ☐ Grading ☐ Demolition ☐ Other

9. Erosion Control Measures:	Location on site				
☐ Jute Netting/Fiber Blankets		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Mulch		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Hydroseed/Soil binder/Compost blanket		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Mark Areas to be Preserved		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Tree Protection Fencing		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Riparian Area Barrier		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
10. Sediment Control Measures					
☐ Wattles/Fiber Rolls/Compost Socks		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Silt Fences / Compost Berms		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Sedimentation Basin		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Intlet filters (Bags, sand, gravel)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Dust Control		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Stabilized construction entrance		☐ Adequate	☒ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Check Dams		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Street Sweeping		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Earth Dikes / Drainage Swales		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
11. Run-on and Runoff Control					
☐ Earth Dikes / Drainage Swales		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Sampling is conducted, if required		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
12. ☐ Active Treatment System (if any)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Comments:					
13. Good Site Management					
☐ Construction materials (wood,cement,etc)		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Petroleum Products (oil, fuel)		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Hazardous materials (paint,solvent)		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Waste Systems Management		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Soil Stockpiles		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Vehicle Servicing		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
14. Non-Stormwater Management					
☐ Concrete washout area		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Other: _____		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable

15. Are the discharge points free of any evidence of illicit discharge? ☐ Yes ☐ No Comments: _____

16. **Enforcement/Follow-Up** Date problem first identified: 06-03-2011 Next follow-up inspection date: 06-06-11
Comments: Construction entrance needs Maintenance, I observed to be installed same day
Enforcement: ☐ None/In Compliance ☒ Verbal Notice ☐ Notice of Violation ☐ Notice to Comply ☐ Stop Work ☐ Administrative Fine

17. Resolution: ☒ Problem Fixed ☐ Need More Time (include rationale in comments) ☐ Escalate Enforcement ☐ Date resolved: ___/___/___
Was there rain with runoff after problem identified and before resolution? ☐ Yes ☐ No ☐ Items corrected during inspection (see comments)
Comments: _____

18. Inspector's Signature: [signature] Date: 06-03-11

19. Name of Project Manager (Print) JEFF REED Phone Number _____

Signature of Project Manager [signature] Date: _____

Updated February 2011

SAN MATEO COUNTYWIDE Water Pollution Prevention Program

CONSTRUCTION SITE INSPECTION REPORT

1. Inspection Date: 06-01-2011 1a. Current weather conditions: _____ 1b. Rainfall with runoff since last inspection? ☐ Yes ☒ No
2. Name of Project: 1039 Garden School 2a. Project No./Permit No. _____
3. Project Location: 1039 Garden Street
4. Inspection Type: ☒ Routine ☐ Pre-Rain ☐ During Rain ☐ After Rain ☐ Follow-up ☐ Other
5. Permit Type: ☐ Building Permit ☐ Grading Permit ☐ Site Development ☐ CIP Project
6. Project disturb 1 acre or more?: _____(yes/no) NOI Required: _____(yes/no) SWPPP dated ___/___/___
   Project covered under Statewide General Construction Activity Permit? _____(yes/no) SWPPP on site? _____(yes/no)
7. High Priority Site (significant threat to water quality)? _____(yes/no)
   NOTE: Sites disturbing 1 acre or more AND High Priority Sites require monthly inspections during the wet season (from Oct. 1 thru April 30).
8. Project Type: ☐ Commercial/Industrial ☐ Residential ☐ Street Improvement ☐ Landscaping ☐ Utility (water,sewer, PG&E) ☐ Grading ☐ Demolition ☐ Other

9. Erosion Control Measures:	Location on site				
☐ Jute Netting/Fiber Blankets		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Mulch		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Hydroseed/Soil binder/Compost blanket		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Mark Areas to be Preserved		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Tree Protection Fencing		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Riparian Area Barrier		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
10. Sediment Control Measures					
☐ Wattles/Fiber Rolls/Compost Socks		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Silt Fences / Compost Berms		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Sedimentation Basin		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Intlet filters (Bags, sand, gravel)		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Dust Control		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Stabilized construction entrance		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Check Dams		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Street Sweeping		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Earth Dikes / Drainage Swales		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
11. Run-on and Runoff Control					
☐ Earth Dikes / Drainage Swales		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Sampling is conducted, if required		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
12. ☐ Active Treatment System (if any)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Comments:					
13. Good Site Management					
☐ Construction materials (wood,cement,etc)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Petroleum Products (oil, fuel)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Hazardous materials (paint,solvent)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Waste Systems Management		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Soil Stockpiles		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Vehicle Servicing		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
14. Non-Stormwater Management					
☐ Concrete washout area		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Other: _____		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable

15. Are the discharge points free of any evidence of illicit discharge? ☐ Yes ☐ No Comments: _____

16. **Enforcement/Follow-Up** Date problem first identified: _____ Next follow-up inspection date: _____
    Comments: Soil stockpiles covered as requested on 05-31-2011
    Enforcement: ☐ None/In Compliance ☐ Verbal Notice ☐ Notice of Violation ☐ Notice to Comply ☐ Stop Work ☐ Administrative Fine

17. Resolution: ☒ Problem Fixed ☐ Need More Time (include rationale in comments) ☐ Escalate Enforcement ☐ Date resolved: ___/___/___
    Was there rain with runoff after problem identified and before resolution? ☐ Yes ☐ No ☐ Items corrected during inspection (see comments)
    Comments: _____

18. Inspector's Signature: [signature] Date: 06-01-2011
19. Name of Project Manager (Print) JEFF REED Phone Number _____
    Signature of Project Manager [signature] Date: 06-01-2011

Updated February 2011

SAN MATEO COUNTYWIDE Water Pollution Prevention Program

CONSTRUCTION SITE INSPECTION REPORT

1. Inspection Date: 05-31-2011 1a. Current weather conditions: cloudy 1b. Rainfall with runoff since last inspection? ☐ Yes ☒ No
2. Name of Project: 1039 Garden Street. 2a. Project No./Permit No. _____
3. Project Location: 1039 Garden Street.
4. Inspection Type: ☐ Routine ☒ Pre-Rain ☐ During Rain ☐ After Rain ☐ Follow-up ☐ Other
5. Permit Type: ☐ Building Permit ☐ Grading Permit ☐ Site Development ☐ CIP Project
6. Project disturb 1 acre or more?: _____(yes/no) NOI Required: _____(yes/no) SWPPP dated ____/____/____
   Project covered under Statewide General Construction Activity Permit? _____(yes/no) SWPPP on site? _____(yes/no)
7. High Priority Site (significant threat to water quality)? _____ (yes/no)
   NOTE: Sites disturbing 1 acre or more AND High Priority Sites require monthly inspections during the wet season (from Oct. 1 thru April 30).
8. Project Type: ☐ Commercial/Industrial ☐ Residential ☐ Street Improvement ☐ Landscaping ☐ Utility (water,sewer, PG&E) ☐ Grading ☐ Demolition ☐ Other

9. Erosion Control Measures:	Location on site				
☐ Jute Netting/Fiber Blankets		☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Mulch		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Hydroseed/Soil binder/Compost blanket		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Mark Areas to be Preserved		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Tree Protection Fencing		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Riparian Area Barrier		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
10. Sediment Control Measures					
☐ Wattles/Fiber Rolls/Compost Socks		☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Silt Fences / Compost Berms		☑ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Sedimentation Basin		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Intlet filters (Bags, sand, gravel)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Dust Control		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Stabilized construction entrance		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Check Dams		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Street Sweeping		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Earth Dikes / Drainage Swales		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
11. Run-on and Runoff Control					
☐ Earth Dikes / Drainage Swales		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Sampling is conducted, if required		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
12. ☐ Active Treatment System (if any)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Comments:					
13. Good Site Management					
☐ Construction materials (wood,cement,etc)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Petroleum Products (oil, fuel)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Hazardous materials (paint,solvent)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Waste Systems Management		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Soil Stockpiles		☐ Adequate	☒ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Vehicle Servicing		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
14. Non-Stormwater Management					
☐ Concrete washout area		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Other: _____		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable

15. Are the discharge points free of any evidence of illicit discharge? ☐ Yes ☐ No Comments: _____

16. **Enforcement/Follow-Up** Date problem first identified: _____ Next follow-up inspection date: 06-01-2011
Comments: soil stockpiles needs to be covered.
Enforcement: ☐ None/In Compliance ☐ Verbal Notice ☐ Notice of Violation ☐ Notice to Comply ☐ Stop Work ☐ Administrative Fine

17. Resolution: ☐ Problem Fixed ☐ Need More Time (include rationale in comments) ☐ Escalate Enforcement ☐ Date resolved: ___/___/___
Was there rain with runoff after problem identified and before resolution? ☐ Yes ☐ No ☐ Items corrected during inspection (see comments)
Comments: _____

18. Inspector's Signature: _____ Date: 05-31-2011
19. Name of Project Manager (Print) _____ Phone Number 818-523-4114
Signature of Project Manager _____ Date: _____

Water Pollution Prevention Program

CONSTRUCTION SITE INSPECTION REPORT

1. Inspection Date: 05-24-2011 1a. Current weather conditions: 64°F / SUNNY 1b. Rainfall with runoff since last inspection? ☐ Yes ☒ No

2. Name of Project: 1039 Garden School 2a. Project No./Permit No. PW 2011-0096

3. Project Location: 1039 Garden Street

4. Inspection Type: ☒ Routine ☐ Pre-Rain ☐ During Rain ☐ After Rain ☐ Follow-up ☐ Other

5. Permit Type: ☐ Building Permit ☐ Grading Permit ☐ Site Development ☐ CIP Project

6. Project disturb 1 acre or more?: (yes/no) NOI Required: (yes/no) SWPPP dated ___/___/___
Project covered under Statewide General Construction Activity Permit? (yes/no) SWPPP on site? (yes/no)

7. High Priority Site (significant threat to water quality)? (yes/no)
NOTE: Sites disturbing 1 acre or more AND High Priority Sites require monthly inspections during the wet season.

8. Project Type: ☐ Commercial/Industrial ☐ Residential ☐ Street Improvement ☐ Landscaping ☐ Utility (water,sewer, PG&E) ☐ Grading ☐ Demolition ☐ Other

9. Erosion Control Measures:				
☐ Jute Netting / Fiber Blankets	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Mulch	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Hydroseed/Soil Binder/Compost Blanket	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Mark Areas to be Preserved	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Tree Protection Fencing	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Riparian Area Barrier	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
10. Sediment Control Measures				
☐ Wattles / Fiber Rolls /Compost Socks	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Silt Fences / Compost Berms	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Sedimentation Basin	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Intlet filters (Bags, sand, gravel)	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Dust Control	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Stabilized construction entrance	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Check Dams	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Street Sweeping	☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Earth Dikes / Drainage Swales	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
11. Run-on and Runoff Control				
☐ Earth Dikes / Drainage Swales	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Sampling is conducted, if required	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
12. ☐ Active Treatment System (if any)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Comments:				
13. Good Site Management				
☐ Construction Materials (wood,cement,etc)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Petroleum Products (oil, fuel)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Hazardous materials (paint,solvents)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Waste Systems Management	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Soil Stockpiles	☐ Adequate	☒ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Vehicle Servicing	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
14. Non-Stormwater Management				
☐ Concrete washout area	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Other:	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable

15. Are the discharge points free of any evidence of illicit discharge? ☐ Yes ☐ No Comments:

16. **Enforcement/Follow-Up** Date problem first identified: 05-24-2011 Next follow-up inspection date: 05-25-2011

Comments: Stockpiles (soil) needs to be covered.

Enforcement: ☐ None/In Compliance ☐ Verbal Notice ☐ Notice to Comply ☐ Notice of Violation ☐ Stop Work ☐ Administrative Fine

17. Resolution: ☐ Problem Fixed ☐ Need More Time ☐ Escalate Enforcement ☐ Date resolved:
Was there rain with runoff after problem identified and before resolution? ☐ Yes ☐ No

18. Inspector's Signature: J. COMACHO Date: 05-24-2011

19. Name of Project Manager (Print) Phone Number

Signature of Project Manager Date:

Updated December 2009

Water Pollution Prevention Program

CONSTRUCTION SITE INSPECTION REPORT

1. Inspection Date: 01-26-2011 1a. Current weather conditions: SUNNY 1b. Rainfall with runoff since last inspection? ☐ Yes ☒ No

2. Name of Project: 1039-1063 GARDEN STREET NEW CHARTER SCHOOL 2a. Project No./Permit No. _____

3. Project Location: 1039 GARDEN

4. Inspection Type: ☒ Routine ☐ Pre-Rain ☐ During Rain ☐ After Rain ☐ Follow-up ☐ Other

5. Permit Type: ☐ Building Permit ☒ Grading Permit ☐ Site Development ☐ CIP Project

6. Project disturb 1 acre or more?: Y (yes/no) NOI Required: N (yes/no) SWPPP dated ___/___/___
Project covered under Statewide General Construction Activity Permit? Y (yes/no) SWPPP on site? Y (yes/no)

7. High Priority Site (significant threat to water quality)? N (yes/no)
NOTE: Sites disturbing 1 acre or more AND High Priority Sites require monthly inspections during the wet season.

8. Project Type: ☐ Commercial/Industrial ☐ Residential ☐ Street Improvement ☐ Landscaping ☐ Utility (water,sewer, PG&E) ☒ Grading ☐ Demolition ☐ Other

9. Erosion Control Measures:

☐ Jute Netting / Fiber Blankets	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Mulch	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Hydroseed/Soil Binder/Compost Blanket	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Mark Areas to be Preserved	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Tree Protection Fencing	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Riparian Area Barrier	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable

10. Sediment Control Measures

☐ Wattles / Fiber Rolls /Compost Socks	☐ Adequate	☐ Requires Maintenance	☒ Non-Compliant	☐ Not Applicable
☐ Silt Fences / Compost Berms	☐ Adequate	☐ Requires Maintenance	☒ Non-Compliant	☐ Not Applicable
☐ Sedimentation Basin	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Intlet filters (Bags, sand, gravel)	☐ Adequate	☒ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Dust Control	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Stabilized construction entrance	☐ Adequate	☒ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Check Dams	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Street Sweeping	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Earth Dikes / Drainage Swales	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable

11. Run-on and Runoff Control

☐ Earth Dikes / Drainage Swales	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Sampling is conducted, if required	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable

12. ☐ Active Treatment System (if any) ☐ Adequate ☐ Requires Maintenance ☐ Non-Compliant ☒ Not Applicable

☐ Comments: _____

13. Good Site Management

☐ Construction Materials (wood,cement,etc)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Petroleum Products (oil, fuel)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Hazardous materials (paint,solvents)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Waste Systems Management	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Soil Stockpiles	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Vehicle Servicing	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable

14. Non-Stormwater Management

☐ Concrete washout area	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Other: _____	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable

15. Are the discharge points free of any evidence of illicit discharge? ☒ Yes ☐ No Comments: _____

16. Enforcement/Follow-Up Date problem first identified: 01-26-11 Next follow-up inspection date: 01-27-2011

Comments: Resolved after 1:00 hours of reporting Complaint. Problem fixed same day in least 1 hour

Enforcement: ☐ None/In Compliance ☐ Verbal Notice ☐ Notice to Comply ☐ Notice of Violation ☐ Stop Work ☐ Administrative Fine

17. Resolution: ☒ Problem Fixed ☐ Need More Time ☐ Escalate Enforcement Date resolved: 1-26-2011
Was there rain with runoff after problem identified and before resolution? ☐ Yes ☐ No

18. Inspector's Signature: JANE ARMATO PWI Date: 01-26-2011

19. Name of Project Manager (Print) JEFF REES Phone Number 818-523-4044

Signature of Project Manager _____ Date: 01-26-2011

Updated December 2009

SAN MATEO COUNTYWIDE Water Pollution Prevention Program

CONSTRUCTION SITE INSPECTION REPORT

1. Inspection Date: 5/20/2011 1a. Current weather conditions: _____ 1b. Rainfall with runoff since last inspection? ☐ Yes ☒ No
2. Name of Project: _____ 2a. Project No./Permit No. _____
3. Project Location: 511 TARA ROAD
4. Inspection Type: ☒ Routine ☐ Pre-Rain ☐ During Rain ☐ After Rain ☐ Follow-up ☐ Other
5. Permit Type: ☐ Building Permit ☐ Grading Permit ☐ Site Development ☐ CIP Project
6. Project disturb 1 acre or more?: _____(yes/no) NOI Required: _____(yes/no) SWPPP dated ___/___/___
   Project covered under Statewide General Construction Activity Permit? _____(yes/no) SWPPP on site? _____(yes/no)
7. High Priority Site (significant threat to water quality)? _____(yes/no)
   NOTE: Sites disturbing 1 acre or more AND High Priority Sites require monthly inspections during the wet season (from Oct. 1 thru April 30).
8. Project Type: ☐ Commercial/Industrial ☐ Residential ☐ Street Improvement ☐ Landscaping ☐ Utility (water,sewer, PG&E) ☐ Grading ☐ Demolition ☐ Other

9. Erosion Control Measures:	Location on site				
☐ Jute Netting/Fiber Blankets		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Mulch		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Hydroseed/Soil binder/Compost blanket		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Mark Areas to be Preserved		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Tree Protection Fencing		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Riparian Area Barrier		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
10. Sediment Control Measures					
☐ Wattles/Fiber Rolls/Compost Socks		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Silt Fences / Compost Berms		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Sedimentation Basin		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Intlet filters (Bags, sand, gravel)		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Dust Control		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Stabilized construction entrance		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Check Dams		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Street Sweeping		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Earth Dikes / Drainage Swales		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
11. Run-on and Runoff Control					
☐ Earth Dikes / Drainage Swales		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Sampling is conducted, if required		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
12. ☐ Active Treatment System (if any)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Comments: _____					
13. Good Site Management					
☐ Construction materials (wood,cement,etc)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Petroleum Products (oil, fuel)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Hazardous materials (paint,solvent)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Waste Systems Management		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Soil Stockpiles		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Vehicle Servicing		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
14. Non-Stormwater Management					
☐ Concrete washout area		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Other: _____		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable

15. Are the discharge points free of any evidence of illicit discharge? ☐ Yes ☐ No Comments: _____

16. **Enforcement/Follow-Up** Date problem first identified: 05-19-2011 Next follow-up inspection date: _____
    Comments: All items from 5-19-2011 are done
    Enforcement: ☐ None/In Compliance ☐ Verbal Notice ☐ Notice of Violation ☐ Notice to Comply ☐ Stop Work ☐ Administrative Fine
17. Resolution: ☐ Problem Fixed ☐ Need More Time (include rationale in comments) ☐ Escalate Enforcement ☐ Date resolved: ___/___/___
    Was there rain with runoff after problem identified and before resolution? ☐ Yes ☐ No ☐ Items corrected during inspection (see comments)
    Comments: _____
18. Inspector's Signature: J Cosgrove Date: 5-20-2011
19. Name of Project Manager (Print) Joe Trott Phone Number _____
    Signature of Project Manager _____ Date: _____

Updated February 2011

SAN MATEO COUNTYWIDE Water Pollution Prevention Program

CONSTRUCTION SITE INSPECTION REPORT

1. Inspection Date: 5/23/11 1a. Current weather conditions: Sunny 1b. Rainfall with runoff since last inspection? ☐ Yes ☒ No

2. Name of Project: 511 TAZA ROAD 2a. Project No./Permit No. _____

3. Project Location: 511 TAZA ROAD

4. Inspection Type: ☒ Routine ☐ Pre-Rain ☐ During Rain ☐ After Rain ☐ Follow-up ☐ Other

5. Permit Type: ☐ Building Permit ☐ Grading Permit ☐ Site Development ☐ CIP Project

6. Project disturb 1 acre or more?: _____(yes/no) NOI Required: _____(yes/no) SWPPP dated ___/___/___
Project covered under Statewide General Construction Activity Permit? _____(yes/no) SWPPP on site? _____(yes/no)

7. High Priority Site (significant threat to water quality)? _____(yes/no)
NOTE: Sites disturbing 1 acre or more AND High Priority Sites require monthly inspections during the wet season (from Oct. 1 thru April 30).

8. Project Type: ☐ Commercial/Industrial ☐ Residential ☐ Street Improvement ☐ Landscaping ☐ Utility (water,sewer, PG&E) ☐ Grading ☐ Demolition ☐ Other

9. Erosion Control Measures:	Location on site				
☐ Jute Netting/Fiber Blankets		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Mulch		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Hydroseed/Soil binder/Compost blanket		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Mark Areas to be Preserved		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Tree Protection Fencing		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Riparian Area Barrier		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
10. Sediment Control Measures					
☐ Wattles/Fiber Rolls/Compost Socks		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Silt Fences / Compost Berms		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Sedimentation Basin		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Intlet filters (Bags, sand, gravel)		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Dust Control		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Stabilized construction entrance		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Check Dams		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Street Sweeping		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Earth Dikes / Drainage Swales		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
11. Run-on and Runoff Control					
☐ Earth Dikes / Drainage Swales		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Sampling is conducted, if required		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
12. ☐ Active Treatment System (if any)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Comments:					
13. Good Site Management					
☐ Construction materials (wood,cement,etc)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Petroleum Products (oil, fuel)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Hazardous materials (paint,solvent)		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Waste Systems Management		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
☐ Soil Stockpiles		☒ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Vehicle Servicing		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☒ Not Applicable
14. Non-Stormwater Management					
☐ Concrete washout area		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Other: _____		☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable

15. Are the discharge points free of any evidence of illicit discharge? ☐ Yes ☐ No Comments: _____

16. **Enforcement/Follow-Up** Date problem first identified: _____ Next follow-up inspection date: _____
Comments: _____
Enforcement: ☐ None/In Compliance ☐ Verbal Notice ☐ Notice of Violation ☐ Notice to Comply ☐ Stop Work ☐ Administrative Fine

17. Resolution: ☐ Problem Fixed ☐ Need More Time (include rationale in comments) ☐ Escalate Enforcement ☐ Date resolved: ___/___/___
Was there rain with runoff after problem identified and before resolution? ☐ Yes ☐ No ☐ Items corrected during inspection (see comments)
Comments: _____

18. Inspector's Signature: _____ Date: 05-23-2011

19. Name of Project Manager (Print) _____ Phone Number _____

Signature of Project Manager JOE Tratt Date: 05-23-2011

Updated February 2011

SAN MATEO COUNTYWIDE Water Pollution Prevention Program

CONSTRUCTION SITE INSPECTION REPORT

1. Inspection Date: 12/7/10 1a. Current weather conditions: _____ 1b. Rainfall with runoff since last inspection? ☐ Yes ☐ No
2. Name of Project: SAFE ROUTE TO SCHOOL 2a. Project No./Permit No. _____
3. Project Location: POEL ST
4. Inspection Type: ☐ Routine ☒ Pre-Rain ☐ During Rain ☐ After Rain ☐ Follow-up ☐ Other
5. Permit Type: ☐ Building Permit ☐ Grading Permit ☐ Site Development ☐ CIP Project
6. Project disturb 1 acre or more?: ____(yes/no) NOI Required: _____(yes/no) SWPPP dated ___/___/___
   Project covered under Statewide General Construction Activity Permit? _____(yes/no) SWPPP on site? _____(yes/no)
7. High Priority Site (significant threat to water quality)? _____(yes/no)
   NOTE: Sites disturbing 1 acre or more AND High Priority Sites require monthly inspections during the wet season (from Oct. 1 thru April 30).
8. Project Type: ☐ Commercial/Industrial ☐ Residential ☒ Street Improvement ☐ Landscaping ☐ Utility (water,sewer, PG&E) ☐ Grading ☐ Demolition ☐ Other

9. Erosion Control Measures:				
☐ Jute Netting / Fiber Blankets	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Mulch	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Hydroseed/Soil Binder/Compost Blanket	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Mark Areas to be Preserved	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Tree Protection Fencing	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Riparian Area Barrier	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
10. Sediment Control Measures				
☐ Wattles / Fiber Rolls /Compost Socks	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Silt Fences / Compost Berms	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Sedimentation Basin	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Intlet filters (Bags, sand, gravel)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Dust Control	☐ Adequate	☐ Requires Maintenance	☒ Non-Compliant	☐ Not Applicable
☐ Stabilized construction entrance	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Check Dams	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☒ Street Sweeping	☐ Adequate	☒ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Earth Dikes / Drainage Swales	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
11. Run-on and Runoff Control				
☐ Earth Dikes / Drainage Swales	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Sampling is conducted, if required	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
12. ☐ Active Treatment System (if any)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Comments: _____				
13. Good Site Management				
☐ Construction Materials (wood,cement,etc)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Petroleum Products (oil, fuel)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Hazardous materials (paint,solvents)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Waste Systems Management	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☒ Soil Stockpiles	☐ Adequate	☐ Requires Maintenance	☒ Non-Compliant	☐ Not Applicable
☐ Vehicle Servicing	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
14. Non-Stormwater Management				
☐ Concrete washout area	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Other: _____	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable

15. Are the discharge points free of any evidence of illicit discharge? ☐ Yes ☐ No Comments: _____

16. **Enforcement/Follow-Up** Date problem first identified: 12/6/10 Next follow-up inspection date: 12/8/10

Comments: Cover piles w/ plastic per City of [illegible]. *Now is 3:30 pm and not cover or wattles to protect the stockpile. SD

Enforcement: ☐ None/In Compliance ☐ Verbal Notice ☐ Notice to Comply ☐ Notice of Violation ☐ Stop Work ☐ Administrative Fine

17. Resolution: ☐ Problem Fixed ☐ Need More Time (include rationale in comments) ☐ Escalate Enforcement ☐ Date resolved: ___/___/___
    Was there rain with runoff after problem identified and before resolution? ☐ Yes ☐ No

18. Inspector's Signature: John Litten Date: 12/7/10

19. Name of Project Manager (Print) _____ Phone Number _____

Signature of Project Manager _____ Date: _____

Updated March 2010

City of East Palo Alto

Community Development Department
Building Services Division
Engineering Division

"The City of East Palo Alto provides responsive, respectful and efficient public services to enhance the quality of life and safety for its multi-cultural community"

Notice of Violation – Stormwater

This informs you that the following action represents a violation of THE EAST PALO ALTO Municipal Code Section 13 – Stormwater Management and Discharge:

Date: 6/30/11 Time: 10:30 am

Business/Location Address : LA Estrellita Market 2357 UNIVERSITY

Violations of the above impact the City of East Palo Alto compliance with NPDES permit #CAS612008 issued by the State of California as required by the Clean Water Act. Storm drains discharge directly into the Bay and Ocean, untreated. Disposal of wastes is prohibited.

This notice serves as a warning. Violations are subject to misdemeanor citations and/or enforcement by civil action or administrative remedies.

The following corrective actions must be taken:

- ☐ Apply a _____ permit with required documents and pay fees
- ☐ Discharge stopped
- ☐ Proper storage of materials
- ☒ Erosion control
- ☐ Containment
- ☐ Conduct training: _____
- ☐ Fix fluid leaks
- ☐ Trash removal
- ☐ Recycle fluorescent lamps, batteries and electronics
- ☐ Pictures will be attached at back side
- ☒ Best Management Practices (BMPs) : _____
- ☒ Other Clean all catch basins & clean gutter Pronto in storm drain Daily task

Inspector Name: Frank Jom Inspector's Signature: _____

By my signature, I understand the nature of the violation as described to me. BMP 2011-2002

Sign here: _____

Print Name: _____ **Phone:** (___)_____

Re-inspection Date: 7/7/11

Forward to: [X] File [ ] Water Board [ ] Building [ ] Planning [ ] Code Enforcement [ ] Attorney

1960 Tate Street East Palo Alto, Ca 94303 (650) 853-3129 Main (650) 853-317 Fax

Completed 7/7/11

City of East Palo Alto

Community Development Department
Building Services Division
Engineering Division

FILE COPY

"The City of East Palo Alto provides responsive, respectful and efficient public services to enhance the quality of life and safety for its multi-cultural community"

Complete Suite 1731, 1761, 1771, 1781 E BAYSHORE

Notice of Violation – Stormwater

This informs you that the following action represents a violation of THE EAST PALO ALTO Municipal Code Section 13 – Stormwater Management and Discharge:

Date: 6/30/11 Time: 9:30 am

Business/Location Address: GATEWAY 101 1751 E BAYSHORE WILBUR PROPERTIES

Violations of the above impact the City of East Palo Alto compliance with NPDES permit #CAS612008 issued by the State of California as required by the Clean Water Act. Storm drains discharge directly into the Bay and Ocean, untreated. Disposal of wastes is prohibited.

This notice serves as a warning. Violations are subject to misdemeanor citations and/or enforcement by civil action or administrative remedies.

The following corrective actions must be taken:

- ☐ Apply a _____ permit with required documents and pay fees
- ☐ Discharge stopped
- ☐ Fix fluid leaks
- ☐ Proper storage of materials
- ☐ Trash removal
- ☒ Erosion control
- ☐ Recycle fluorescent lamps, batteries and electronics
- ☐ Containment
- ☐ Pictures will be attached at back side
- ☐ Conduct training: _____
- ☒ Best Management Practices (BMPs): CLEAN ALL CATCH BASINS
- ☒ Other INCLUDE FILTER FABRIC AT ALL CATCH BASINS.

BMP 2011 - 0003

Inspector Name: FRANK RAMOS Inspector's Signature: _____

By my signature, I understand the nature of the violation as described to me.

Sign here: _____

Print Name: Theresa Blair **Phone:** (650) 847-4345

Re-inspection Date: ~~9/30/11~~ ~~10/15/11~~ 10/1/11 DH

Forward to: [ ] File [ ] Water Board [ ] Building [ ] Planning [ ] Code Enforcement [ ] Attorney

1960 Tate Street East Palo Alto, Ca 94303 (650) 853-3129 Main (650) 853-317 Fax

BMP2011 - 0008 - 0011

City of East Palo Alto

Community Development Department
Building Services Division
Engineering Division

FILE COPY

"The City of East Palo Alto provides responsive, respectful and efficient public services to enhance the quality of life and safety for its multi-cultural community"

Notice of Violation – Stormwater

This informs you that the following action represents a violation of THE EAST PALO ALTO Municipal Code Section 13 – Stormwater Management and Discharge:

Date: 6/29/11 Time: 1:55 PM

Business/Location Address: PITCHERS DRILLING 218 DEMETER

Violations of the above impact the City of East Palo Alto compliance with NPDES permit #CAS612008 issued by the State of California as required by the Clean Water Act. Storm drains discharge directly into the Bay and Ocean, untreated. Disposal of wastes is prohibited.

This notice serves as a warning. Violations are subject to misdemeanor citations and/or enforcement by civil action or administrative remedies.

The following corrective actions must be taken:

- ☐ Apply a AUG, 15, 2011 permit with required documents and pay fees
- ☐ Discharge stopped
- ☐ Fix fluid leaks
- ☐ Proper storage of materials
- ☐ Trash removal
- ☒ Erosion control
- ☐ Recycle fluorescent lamps, batteries and electronics
- ☐ Containment
- ☐ Pictures will be attached at back side
- ☐ Conduct training: _____
- ☒ Best Management Practices (BMPs): PROVIDE AN ENGINEERED DESIGN TO PREVENT. BMP 2011-004
- ☐ Other TRACKING OF DIRT & MUD FROM THE SITE, & MAINTAIN ALL Sediment ~~Runoff~~ ON SITE. SUBMIT 5 SET OF WET STAMP plans FOR REVIEW & APPROVAL

Inspector Name: FRANK RAMIREZ Inspector's Signature: [signature]

By my signature, I understand the nature of the violation as described to me.

Sign here: [signature]

Print Name: TERRY Shewchuk **Phone:** (650) 328 8910

Re-inspection Date: 7/30/11

Forward to: [X] File [ ] Water Board [ ] Building [ ] Planning [ ] Code Enforcement [ ] Attorney

2000 & 1950 UNIVERSITY

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program

City of East Palo Alto

SITE ADDRESS: 1900 University Ave
ANNUAL BMP PERMIT BMP2011-0006

Facility has closed or Facility Information has changed: ☐ yes ☐ no

Model Stormwater Treatment or Hydromodification Management (HM) BMP O&M Verification Inspection Report Form

Reason for Inspection: ☐ First Inspection (required within 45 days of installation) ☐ Routine Inspection ☐ Response to Complaint ☐ Follow-up | Follow-up Inspection Due:

NAME OF FACILITY: University Circle		SITE ADDRESS: 1900 University Ave. East Palo Alto CA 94003	ID# OR APN
APPLICANT NAME: Wells Reit	APPL PHONE: 650 324 2222	PROJECT TYPE/ACTIVITY: Office buildings	SIC / Map Code:
Is the property owner different than the facility owner? ☐ yes ☒ no		If yes, complete the following:	Location:
OWNER NAME, ADDRESS, AND PHONE NUMBER		CONTACT: / TITLE:	PHONE
Is the BMP Operator different than the facility owner? ☒ yes ☐ no		If yes, complete the following:	
NAME: Kristar Enterprises MAILING ADDRESS: 360 So Hon Place Santa Rosa CA		CONTACT: TANYA WITT TITLE: ACCOUNT ASSOCIATE	PHONE: 1-800-579-8819

Needed maintenance noted for the Treatment and/or HM BMPs below shall be completed within 30 days and notification of correction faxed, emailed or mailed to the over sight agency.

Treatment BMP Type (Numbers in parentheses correspond to fact sheets in CASQA's New Development Handbook)	No visible problems	Needed Maintenance: Trash or Debris	Pollutants	Rodent Holes	Hazardous Trees/Brush	Erosion or Scouring	Excessive Sediment	Liner Condition (if visible)	Spillway/Berm Damaged, Settled	Damaged Trash Rack or Screen	Inlet/Outlet	Security (fence, gates)	Coating/Paint	Standing Water	Mosquitoes/ Other Insects	Flow Spreader/ Equalizer	Invasive Weeds or Vegetation	Poor Vegetation Cover < 90%	Pedestrian Path Devegetation/ Compaction	Vegetation Too Tall	Odors		
Vegetated Swale (TC-30)																							
Extended Detention Basin (TC-22)																							
Bioretention Facility (TC-32)/ Flow-Through Planter																							
Vortex Separator (MP-51)																							
Infiltration Basin (TC-11)																							
Water Quality Inlets –Oil/ grit/water Separator (TC-50)																							
Media Filters - Sand Filters (TC-40)																							
Drain Inserts (MP-52)																							
HM Tank or Vault																							
Other																							

COMMENTS Date Treatment/HM BMP Installed (for first inspection only) Maintenance Documentation Reviewed? ☐ yes ☐ no Maintenance required in storm drain system? ☐ yes ☐ no

See Attached Comments

BMP brochures distributed? ☐ Describe: Follow-up Required? ☒ Yes ☐ No ☐ Comments:

PRIORITY FOR RE-INSPECTION: ☐ 1. First ☐ 2. Second ☐ 3. Third REQUIRED COMPLIANCE DATE X DATE CORRECTED

ENFORCEMENT: ☐ None ☐ Verbal Notice ☐ Warning Notice ☐ Administrative Action ☐ Administrative Action w/ Penalty &/or Cost Recovery ☐ Legal Action

O&M Representative: Ronald Del Bosco Inspector:

CERTIFICATE
OF COMPLIANCE

JOB NUMBER 0008227

This certifies stormwater treatment unit service and maintenance was performed at

UNIVERSITY CIRCLE
1900 University Avenue
East Palo Alto, Ca 94303

This service is in compliance with the contract between
KriStar Enterprises, Inc. dba Drainage Protection Systems and

WELLS REIT II - UNIVERSITY CIRCLE C/O JONES LANG LASALLE

STORMWATER TREATMENT UNIT SYSTEM SERVICE AND MAINTENANCE

April 21, 2011
Service Date

Tanya Witt, Account Associate

FOSSIL FILTER ™
GENERAL SPRECIFICATIONS
FOR STANDARD FILTER UNITS

Scope:

This specification describes a Catch Basin Filtration System that removes petroleum hydrocarbons from water flowing into the drainage inlet while permitting the undisturbed passage of water. The filter incorporates EPA-approved adsorbents and is installed in the catch basin of a drainage inlet.

Material Properties:

The filter structure shall be manufactured from either High Density Polyethylene (HDPE), petroleum resistant fiberglass or stainless steel, at the option of the end-user. The filter screens and associated hardware for all units will be stainless steel Type 304. The filter sorbent shall be an adsorbent material treated to attract and retain petroleum hydrocarbons. It shall be non-leaching and contain no hazardous ingredients as defined by the U.S. Environmental Protection Agency (EPA), US Occupational Safety and Health Administration (OSHA), and the World Health Organization, (WHO).

Installation:

Installation shall be performed by certified Fossil Filter™ Installation Technician. A *Fossil Filter* ™ Installation Record, to be provided at time of installation, shall be kept on site by the end user.

Filter Maintenance and Disposal of the Contaminated Adsorbent:

Periodic maintenance of the installed units is vital to efficient filtration. Such maintenance shall be performed by certified Fossil Filter ™ Maintenance Technician. A *Fossil Filter* ™ *Maintenance Record*, provided at the time of installation, shall be kept on site by the end user.

Disposal of the contaminated adsorbent shall be in accordance with local regulatory agency requirements and local, state and federal environmental regulations.

*Proof of adequate follow-on maintenance of the filter and proper disposal of the contaminated adsorbent is now being required by some local governments at the time of filter installation.

(Rev. 8/11/98)

BEST MANAGEMENT PRACTICE (BMP) FOR THE REMOVAL OF PETROLEUM HYDROCARBONS FROM STORMWATER RUNOFF THROUGH THE USE OF CATCH BASIN FILTRATION SYSTEMS

The Concept of Stormwater Catch Basin Filtration:
Essentially, catch basin filtration is the placement of devices that contain a filtering medium (a sorbent) just under the stormwater system's inlet (catch basin) grate. The runoff flows into the inlet, through the filter where the target contaminants are removed, and then into the drainage system. The devices must be capable of effectively filtering the first flush of a rain event and provide an overflow capability sufficient to prevent the system from becoming clogged. The sorbent filter medium must be an inert blend of minerals that contain non-hazardous ingredients, as defined by the Federal EPA, OSHA and WHO (World Health Organization). Further, the medium should be non-leaching, contain no reactive chemicals, be non-carcinogenic, non-biodegradable, non-toxic, non-inflammable, non-injurious to asphalt, cement, carpet, tile, soil, or plant life.

Contaminants:
The primary target contaminant is petroleum hydrocarbons, to include most, if not all, oil-based products generated by motor vehicles powered by fossil fuel or lubricated with any of the fossil fuel by-products. These include gasoline, oil, grease, some anti-freezes, and other such products plus other types of contaminants (i.e. heavy metals) that may become attached to the hydrocarbon.

Current Technology:
Of the catch basin filtration systems currently on the market that target petroleum hydrocarbons, Fossil Filter™, a product of Kristar Enterprises of Cotati, California, is the most prominent. The Fossil Filter™ introduced a concept that was unique enough to qualify for a U.S. patent. Prior to the introduction of Fossil Filter™, the leading technology for separating oil from water runoff was large underground precast concrete oil/water separators. They were expensive to purchase and install and could be used only on new construction projects. Because they were underground (and out of sight), inspection was very difficult and maintenance was expensive. Consequently, they were usually forgotten and any contaminants collected were left in the units to be flushed back into the drainage system by some future rain event.

Fossil Filter™, on the other hand, costs but a fraction of the concrete units to purchase and installation usually consists of removing the inlet grate, dropping the filter in place and replacing the grate. They can be used in both new and post-construction projects; visual inspection is simple; and maintenance can be performed usually in a matter of minutes.

Fossil Filter™, for common size/shape inlets, is delivered as a one-piece "drop-in" unit. For unusual sizes/shapes, the filter can be fabricated to fit the inlet. They are available for square, rectangular, round and curb or combination inlets as well as trench drains. According to the manufacturer, a device to fit most any situation is possible.
(Rev. 8-18-99)

Device Construction:
The catch basin filtration system structure should be constructed so as to cause the water to flow through the unit's filter medium and be of a fit that prevents leakage around the filter. To prevent corrosion and the release of oxidized metals into the system, the device's construction materials should be of high-density polyethylene (HDPE), petroleum resistant fiberglass or stainless steel. The use of galvanized steel should not be allowed. For square, rectangular, or round units, the device should provide an overflow bypass area in its center with dimensions at least equal to 1/3 the inside dimensions of the catch basin. For curb openings, the device should allow unrestricted overflow of the weir and have capability of adding a second (dual stage) device under the first for areas subject to heavy concentrations of sediment and debris.

Recommended Effectiveness:
Catch Basin Filtration Systems acceptable for installation should have, through appropriate laboratory or field testing, demonstrated a capability of removing petroleum hydrocarbons entering the inlet.

Applicability of Devices to EPA's NPDES and SWPPP's:
The Federal EPA's NPDES program, designed to control the discharge of pollutants to waters of the United States, cites a definition of oil/water separator as, "A device installed usually at the entrance to a drain, which removes oil and grease from water flows entering the drain".

Catch Basin Filtration Systems acceptable for installation in petroleum hydrocarbon generating areas should fit the federal EPA's definition of oil/water separator (above). Fossil Filter™ meets the EPA description plus it meets the EPA mandate of BAT (Best Available Technology) while being "economically feasible." Based on the foregoing, Fossil Filter™ is suitable for inclusion as a BMP in local SWPPP 's.

Recommended Uses:
Catch Basin Filtration Systems should be required for all locations where petroleum hydrocarbons are a major source of pollution to stormwater runoff and the water can be directed into a drainage inlet. Employee and customer parking lots, tollgate, service stations, aircraft and boat refueling areas are prime examples of such locations. The systems should be required for a new construction and whenever a permit is issued to renovate or remodel an existing location.

Inspection and Maintenance Procedures:
Each inspection of the installed filtration systems should include a sweeping of the area surrounding the inlet, removal of the inlet grate, removal of trash and debris on top of the filter and visual inspection of the filter and its installed material. If the filter media is covered with silt, the media containers should be removed from the structure, the silt removed and granules "stirred up." If the normally white granules appear to be more than 50% coated with a dark substance, the media should be replaced with new material. The media containers should then be re-installed, the inlet grate replaced and another

broom cleanup completed. The exposed filter media should be placed in a DOT approved drum and disposed of in accordance with local agency requirements.

Follow-On Maintenance:
Because of past abuses of installed stormwater treatment devices, some governmental agencies within California, that accept Fossil Filter™ as a BMP for stormwater runoff, are now requiring proof of a follow-up maintenance program. It is recommended that all agencies require proof of either a contractor maintenance program or that the landowner certifies that they will provide maintenance.

Kristar Enterprises, the owners of Fossil Filter™, provides a comprehensive maintenance program that not only provides for maintenance of stormwater filtration systems (to include other than Fossil Filter™) but notifies the owner and the appropriate oversight agency when maintenance has been performed.

Limitations:
The efficiency of any filtration system will be in direct proportion to the caliber of its maintenance program. A lack of care can be a limitation for any stormwater filtration system. Other system limitations must include unsuitable installation sites. The makers of Fossil Filter™ discourage installation of their product in areas that are subject to heavy silting, excessive tree leaves, trash or debris.

Recommendations:
1. Catch Basin Filtration Systems such as Fossil Filter™ are recommended as a BMP for preventing pollution of stormwater runoff by petroleum hydrocarbons.
2. Recommend that all construction of new, and retrofit of existing, areas subject to generate of petroleum hydrocarbons be surveyed as potential sites for installation of Catch Basin Filtration Systems.

(Rev. 8-18-99)

SERVICE CONTRACTOR AGREEMENT

THIS AGREEMENT is made and entered into and effective as of this 1st day of August, 2006 between WELLS REIT II-UNIVERSTIY CIRCLE (herein "Owner") and KRISTAR ENTERPRISES, INC (herein "Service Contractor").

WITNESSETH:

WHEREAS, Service Contractor is skilled in the performance of all the Contract Duties (identified exhibit A) and has offered to perform all said Contract Duties for Owner with respect to the property located at University Circle, East Palo Alto, CA 94303(herein "Property"); and

WHEREAS, Owner is desirous of securing the performance of all the Contract Duties by Service Contractor, which shall be managed by it's manager, Jones Lang LaSalle Americas, Inc. ("Manager").

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements of the parties, it is agreed as follows:

Section 1. Term of Agreement.

Unless sooner terminated as herein provided, the term of this Agreement shall begin on August 1, 2006 (herein "Contract Commencement Date") and shall continue until July 31, 2007 (herein "Contract Expiration Date").

Section 2. Contract Duties.

From and after the Contract Commencement Date and until the Contract Expiration Date or earlier termination of this Agreement, Service Contractor shall timely and fully perform all of the Contract Duties set forth in Exhibit A, which is attached hereto and incorporated by reference herein. Service Contractor further agrees to perform all of the Contract Duties in a good and workmanlike manner, and in accordance with industry standards established by those engaged in a business similar to that of Service Contractor in performance of the Contract Duties; and to pay for all supplies, fuel, uniforms, equipment, machinery, repairs, transportation, material, labor, insurance premiums of any kind or description, sales taxes, salaries, federal and state employment taxes, any similar payroll taxes relating to employees of Service Contractor, and all other expenses whatsoever incurred in the performance of the Contract Duties; and to obtain and pay for all applicable permits and governmental fees, licenses and inspections necessary and incidental to the performance of the Contract Duties and to otherwise comply with all governmental regulations pertaining to performance of the Contact Duties; and to uniform all employees, servants and Agents to the subjective satisfaction of Owner; and to provide a competent and well trained on-site supervisor for performance of the Contract Duties at all times when said Contract Duties are being performed; and to maintain a continuing employee training program so as to insure maximum efficiency of performance of the Contract Duties and to insure the safety of all persons on the Property; and to keep the Property free from accumulation of waste materials or rubbish caused by Service Contractor's operations.

Section 3. Service Contractor's Compensation.

Unless this Agreement is terminated prior to the Contract Expiration Date, Owner shall pay Service Contractor compensation, for Service Contractor's performance of the Contract Duties, in the amounts and at the rates established in Exhibit B, which is attached hereto and incorporated by reference herein. Service Contractor shall bill Owner for such compensation not more frequently than monthly.

It is understood that, from time to time during the term of this Agreement, Owner may request Service Contractor to perform services or provide materials, which are not set forth in the Contract Duties but are related to the services encompassed within the Contract Duties (herein "Additional Work"). Service Contractor hereby agrees to perform such Additional Work so long as prior to the performance of such Additional Work, Owner shall authorize in writing the scope of such Additional Work and compensation payable to Service Contractor for the full performance of said Additional Work. In the event Service Contractor shall fail to secure such a writing relating to such Additional

Work, any such work thereafter performed shall be deemed a part of the Contract Duties and Service Contractor shall not be entitled to any additional compensation therefor.

Section 5. Early Termination.

Owner may terminate this Agreement, at any time, and for any or no reason whatsoever, by giving Service Contractor not less than thirty (30) days advance written notice of same, which notice shall specify the effective date of early termination. Service Contractor shall receive compensation for all Work and Additional Work actually performed through the said effective date of early termination. Service Contractor shall not be entitled to any compensation with respect to any period after any such early termination.

Section 6. Relationship of Parties.

Service Contractor is retained by Owner only for the purpose and to the extent set forth herein and Service Contractor's relationship with Owner shall, during the entire term of this Agreement, be that of independent contractor so that neither Service Contractor, nor any employee, Agent, servant, officer, director or shareholder of Service Contractor, shall be deemed an Agent, servant or employee of Owner. Service Contractor agrees to indemnify and hold Owner and Agent and their respective affiliates, and their partners, officers, directors, employees and Agents harmless of and from any and all liabilities, claims, demands, damages, and expenses (i) arising from any determination (whether judicially or administratively) that some relationship, other than that of independent contractor, exists between Owner and/or Agent and Service Contractor, or (ii) in connection with hiring, termination, discipline, evaluation and resolution of complaints and grievances of Service Contractor's employees.

Section 7. Insurance.

At all times while performing the Contract Duties, Service Contractor shall maintain, at its sole cost and expense, the insurance set forth in Exhibit C, attached hereto and incorporated by reference herein, from insurance companies and in a form reasonably satisfactory to Owner with limits of liability not less than stated in such Exhibit C. Owner shall have the right to inspect and review the policies in their entirety and shall be provided with copies upon request.

Section 8. Indemnification.

To the fullest extent permitted by applicable law, Service Contractor shall defend, indemnify and hold harmless Owner and Agent and their respective officers, directors, employees, Agents, shareholders, partners, joint venturers, affiliates, successors and assigns from and against any and all liabilities, obligations, claims, demands, causes of action, losses, expenses, damages, fines, judgments, settlements and penalties, including, without limitation, costs, expenses and attorneys' fees incident thereto, arising out of, based upon, or occasioned by or in connection with:

(a) Service Contractor's performance of (or failure to perform) the Contract Duties;

(b) a violation of any laws or any negligence, gross negligence or willful misconduct by Service Contractor or its affiliates, subcontractors, Agents or employees during performance of the Contract Duties; and/or

(c) a breach of this Agreement by Service Contractor or any of its affiliates, subcontractors, Agents or employees.

The aforesaid obligation of indemnity shall be construed so as to extend to all legal, defense and investigation costs, as well as all other reasonable costs, expenses and liabilities incurred by the party indemnified, from and after the time at which the party indemnified receives notification (whether verbal or written) that a claim or demand is to be made or may be made.

Except as may be otherwise provided by applicable law or any governmental authority, Owner's or Agent's right to indemnification under this section shall not be impaired or diminished by any act, omission, conduct, misconduct, negligence or default (other than gross negligence or willful misconduct) of Owner or Agent or any employee of Owner or Agent who contributed or may be alleged to have contributed thereto.

Section 9. Damage Limitation

In no event shall Owner be liable for consequential, incidental or special damages, including without limitation any delay damages, lost opportunity damages or lost profits, incurred by Service Contractor and/or it affiliates, subcontractors, Agents or employees in connection with this Agreement.

Section 10. Assignment and Delegation.

10.01 Service Contractor shall be absolutely prohibited from assigning this Agreement or delegating or subcontracting any of the Contact Duties (or any right, obligation or performance of Service Contractor hereunder), it being agreed that the services to be performed hereunder are personal in nature. Any attempted assignment or subletting of this Agreement or any delegation or subcontracting of any Work or Additional Work without Owner's prior written consent, which may be withheld in Owner's sole and absolute discretion, shall be void and of no force and effect.

10.02 Owner may assign this Agreement, at any time, in its sole and absolute discretion, to Owner's nominee by giving Service Contractor written notice of same, which notice shall specify the assignee and effective date of assignment.

Section 11. Notices.

Any information or notices required to be given under this Agreement shall be in writing and shall be delivered either by (i) certified mail, return receipt requested, in which case notice shall be deemed delivered three (3) business days after deposit, postage prepaid, in the U.S. mail; (ii) a reputable messenger service or a nationally recognized overnight courier, in which case notice shall be deemed delivered one (1) business day after deposit with such messenger or courier; or (iii) personal delivery with receipt acknowledged in writing, in which case notice shall be deemed delivered when received. All notices shall be addressed as follows:

If to Management: Jones Lang LaSalle Americas, Inc.
1900 University Avenue, Suite 100
East Palo Alto, CA 94303
ATTN: BUILDING MANAGEMENT OFFICE

If to Service Contractor: KRISTAR ENTERPRISES, INC
1219 BRIGGS AVENUE
PO BOX 6419
SANTA ROSA, CA 95406
ATTN: CARRIE-ANNE ANDREW
CC: APRIL BARRETT

The foregoing addresses may be changed from time to time by notice to the other party in the manner hereinbefore provided for.

Section 12. No Waiver.

Failure of Owner at any time to require performance by Service Contractor of any provision hereof shall in no way affect the full right to require such performance at any time thereafter, nor shall the waiver by Owner of a breach of any of the provisions hereof constitute a waiver of any succeeding breach of the same or any other provision.

Section 13. Severability.

If any provision hereof is deemed to be invalid or unenforceable under applicable law, this Agreement shall be considered divisible as to such provision and the same shall thereafter be inoperative, provided however, the remaining provisions of this Agreement shall be valid and binding.

Section 14. Applicable Law.

This Agreement shall be governed by and construed in accordance with the laws of the State of California (other than its rules as to conflicts of law which might require application of laws of another jurisdiction).

Section 15. Compliance with IRCA.

Service Contractor agrees at all times to remain in strict compliance with all terms, provisions, regulations and rulings relative to the Immigration Reform and Control Act of 1986 (IRCA). All employees of Service Contractor assigned to the Property will have had their identity and eligibility for work within the United States properly verified. Within three (3) days of receipt of a written request from Owner, Service Contractor shall provide copies of the I-9 form or such other documentation as may be appropriate to satisfy Owner as to Service Contractor's compliance with IRCA.

Service Contractor agrees to defend and indemnify Owner, Agent and their affiliates and subsidiaries, and the respective directors, partners, officers, Agents, representatives, and employees of each of them from and against any claims, actions, suits or proceedings of any type whatsoever arising out of or in any way connected with Service Contractor's breach of the terms of the paragraph immediately above.

Section 16. Compliance with Safety Regulations

Service Contractor shall plan for, and ensure, that all personnel performing any Work or Additional Work comply with the basic provisions of OSHA Safety and Health Standards (29 CFR 1910) and General Construction Standards (29 CFR 1926) as such federal regulations are applicable to the specific tasks constituting the Contract Duties and Additional Work (if any). The responsibility for the implementation and enforcement of health and safety requirements lays with Service Contractor, and its safety support staff. Service Contractor shall provide Material Safety Data (MSD) Sheets in compliance with OSHA Hazard Communication Standards. Service Contractor shall take all necessary and desirable precautions for the safety of, and provide the necessary protection to prevent damage, injury, or loss to:

a. all personnel on the work site.
b. all materials or equipment to be provided, incorporated in, or utilized in connection with, the Contract Duties, whether on or off the work site.
c. other property located at the site of the Contract Duties or at the Property.
d. the Property.

Section 17. Miscellaneous Provisions Applicable to Service Contractor.

17.01 Service Contractor shall, at all times, enforce strict discipline and good order among its employees and shall not employ on the Contract Duties any unfit person or anyone not skilled in performance of the Contract Duties. Owner has the right to require Service Contractor to remove from its work force assigned to the Property any employees or subcontractor's employees whose presence at the Property Owner deems, in its sole discretion, to be detrimental to the best interests of the Property.

17.02 In conducting the Contract Duties, Service Contractor and all of its subcontractors shall agree to employ only labor which shall not result in jurisdictional disputes or strikes or cause disharmony with other contractors, Agents, and employees at the Property.

17.03 Service Contractor warrants to Owner that all Contract Duties shall be performed in a safe, good and workmanlike manner, and that the Contract Duties, including all materials and equipment furnished hereunder, shall conform to all requirements and specifications identified in this Agreement and shall be free from defects of any kind in materials and workmanship. All Contract Duties not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective.

17.04 Service Contractor, in performing the Contract Duties, shall comply with all applicable laws. Service Contractor shall not take, and is not authorized to take, any action in the name of or on behalf of Agent or Owner, or which would violate any applicable law. If Service Contractor performs any Contract Duties contrary to applicable law, any additional costs resulting therefrom, including the costs of correcting said Contract Duties to comply with such law and the cost of fully indemnifying Agent and Owner from any liability or expenses with respect to such violations by Service Contractor may be offset by Agent and Owner against amounts owing to the Service Contractor in

connection with the Agreement or otherwise. Service Contractor shall also at all times comply with [the Rules and Regulations for Contracted Service Personnel attached to this Agreement as Exhibit D and incorporated by reference herein, as well as any other] rules or regulations reasonably imposed by Owner and/or Agent in connection with the safe and efficient operation of the Property and/or the performance of the Contract Duties by Service Contractor.

17.05 Service Contractor shall obtain at its own cost all licenses (including professional licenses), permits, certificates and authorizations necessary for Service Contractor to do business in all jurisdictions where any part of the Contract Duties are to be performed. Service Contractor shall also obtain all licenses, permits, certificates and authorizations necessary in connection with Service Contractor's performance of the Contract Duties, and give all notices required under applicable law, or by any governmental entity having jurisdiction over the Contract Duties, Service Contractor, its employees, Agents, subcontractors Contractors, or the activities of any of them.

17.06 Service Contractor acknowledges that Owner (or other persons with the permission of Owner) may concurrently perform services of the same type as the Contract Duties (unrelated to this Agreement) at this site and the Property, and Service Contractor specifically consents to such concurrent performance of Contract Duties by Owner (and others) without interference by those who are performing the Contract Duties under this Agreement.

17.07 Service Contractor shall promptly remedy all damage or loss to any property at the site or at the Property if such damage or loss is caused directly or indirectly, in whole or in part, by Service Contractor, any subcontractor or anyone directly or indirectly performing the Contract Duties.

17.08 Service Contractor shall not permit any discrimination against or segregation of any person or group of persons in connection with the performance of this Agreement on account of sex, disability, marital status, age, race, religion, color, creed, national origin or ancestry nor shall Service Contractor or any person claiming under or through Service Contractor, establish or permit any such practice or practices of discrimination or segregation in connection with the performance of the Contract Duties and Service Contractor's other obligations under this Agreement.

17.09 All drawings, specifications, studies, analyses, opinions, recommendations, reports, or other information and material of any nature, and copies thereof, (i) provided to Service Contractor by Owner or Agent; (ii) prepared pursuant to this Agreement; or (iii) to which Service Contractor otherwise gains access during the performance of Contract Duties are the property of Owner and are to be treated as confidential. They are not to be disclosed to others without Owner's prior written approval and are to be delivered to Owner on request and in all events upon completion of the Contract Duties, or termination of this Agreement pursuant to the terms hereof. Service Contractor shall advise its affiliates, subcontractors, Agents and employees having access to said information of this obligation of confidentiality and bind such parties to this same obligation. No articles, papers or treatises related to or in any way associated with the Contract Duties performed pursuant to this Agreement shall be submitted for publication without Owner's prior written consent.

17.10 Service Contractor represents and warrants to Owner that all software provided to Owner under the terms of this Agreement, or incorporated in any equipment or systems provided to Owner under this Agreement, or used by Service Contractor in connection with the performance of the Contract Duties hereunder, before, during or after the calendar year 2000, shall, at no additional cost to Owner, be "Century Date Compliant". For purposes of this Agreement, "Century Date Compliant" shall mean that such software shall not provide or cause invalid and/or incorrect results in the operation of any building equipment, systems or components located within or servicing the Property, and that such software shall, at a minimum, provide for (i) date century recognition, (ii) calculations that accommodate same century and multicentury formulas and date values, (iii) date data interface values that reflect the century and (iv) accurate calendar year 2000 leap year calculations.

17.11 Non Discrimination- Service Contractor covenants by and for Service Contractor's heirs, personal Representatives and assigns and claiming under Service Contractor or through Service Contractor that this contract is made subject to the condition that there shall be no discrimination against or segregation of any marital status ancestry or national origin in the hiring and/or employment within

the Company. Nor shall Service Contractor establish or permit such practice or practices of discrimination or segregation with reference to the selection, location, number or use of premises.

17.12 First Source- Service Contractor shall comply with the requirements of the First Source Hiring Policy if the Redevelopment Agency of East Palo Alto in effect with respect to the Redevelopment Project Area in which the Project is located from time to time.

Section 18. Miscellaneous.

18.01 Time of Essence. Service Contractor acknowledges that time is of the essence in regard to its performance under this Agreement.

18.02 Agent. All references to "Agent" contained in this Agreement are to Lend Lease Real Estate Investment, Inc. solely in its capacity as the duly authorized Agent of Owner. No reference to "Agent" herein contained shall be construed as creating any liability of Agent for any obligation in any capacity other than as the duly authorized Agent of Owner.

18.03 No Liens. Service Contractor shall neither suffer nor permit the attachment of any liens upon the Property as a direct result of Service Contractor's performance of the Contract Duties.

18.04 Cure of Service Contractor's Default. If Service Contractor shall default in the performance of the Contract Duties or any other duty imposed upon Service Contractor hereunder, Owner may (but shall not be required to), without notice to Service Contractor and with or without terminating this Agreement, cure and rectify such defaults and either deduct the reasonable cost of cure and rectification from compensation due to Service Contractor hereunder or Owner may directly bill Service Contractor for such reasonable costs.

18.05 Force Majeure.

a. Any delay or failure by either party hereto in the performance of its obligations hereunder shall not constitute a default hereunder or give rise to any claim for damages if, and only to the extent and for such period of time that, (i) such delay or failure is caused by an event or occurrence beyond the control and without the fault or negligence of such party or any subcontractor, materialman, or other party acting under or through such party, and (ii) said party is unable to prevent such delay or failure through the exercise of reasonable diligence. Events that shall be deemed to be beyond the control of the parties hereto shall include, but not be limited to: acts of God or the public enemy; expropriation or confiscation of facilities by governmental or military authorities; changes in applicable laws; war, rebellion, sabotage or riots; floods, unusually severe weather that could not reasonably have been anticipated; fires, explosions, or other catastrophes; or other similar occurrences.

b. Notwithstanding any other provision of this section 18.05, even though the performance of Service Contractor or a subcontractor or delivery of equipment or materials by a materialman is delayed by an unforeseen event or occurrence beyond the control of Service Contractor, such subcontractor or such supplier of equipment or materials as provided in subsection 18.05(a), Service Contractor hereby agrees to use its best efforts to secure alternate sources of services, equipment or materials, if available. To the extent that Service Contractor fails to secure available alternate sources of services, equipment or materials, Owner is entitled to secure such alternate sources and offset any amounts expended on such alternate sources from amounts due or owing to Service Contractor under this Agreement to the extent that such amounts exceed the price allocations for the goods and services agreed upon in this Agreement. Service Contractor shall not be paid any additional compensation by Owner due to an unforeseen or uncontrollable event or occurrence of the type described in this section 18.05.

c. In order to be entitled to an excuse for any delay or failure to perform under this Agreement pursuant to this section 18.05, the party claiming such excuse shall promptly give written

notice to the other party hereto of any event or occurrence which it believes falls within the contemplation of this section 18.05.

18.06 Estoppel Certificate. Upon request of Agent or Owner, Service Contractor agrees to provide to Owner, within five (5) days after receipt of written request therefor, a written statement certifying that this Agreement is in full force and effect, that Owner and Service Contractor are current in their respective obligations hereunder and that Owner is not in default under any provision of this Agreement.

18.07 Survival. The provisions of sections 6, 8, 9, 11 and 15 of this Agreement shall survive the expiration or early termination of this Agreement.

18.08 The individual executing this Agreement on behalf of Service Contractor personally certifies and warrants that by his or her execution hereof, this Agreement shall be legally binding on and enforceable against Service Contractor.

Section 19. Entire Agreement

19.01 This Agreement constitutes the entire agreement between the parties with respect to the Contract Duties and supersedes all prior negotiations, representations or agreements relating thereto either written or oral, except to the extent that they are expressly incorporated herein.

19.02 Unless otherwise expressly provided herein, no changes, alterations or modifications to this Agreement shall be effective unless in writing and signed by the respective parties hereto or their duly authorized Agents.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year first above written, the corporate parties by their officers duly authorized.

OWNER:

WELLS REIT II-UNIVERSITY CIRCLE

By: Jones Lang LaSalle Americas, Inc.
As Managing Agent for Owner

By: Judy Arthun

Title: Vice President

SERVICE CONTRACTOR:

KRISTAR ENTERPRISES, INC

By: _____

Title: PRESIDENT

EXHIBIT A - CONTRACT DUTIES

Per Proposal Dated 08/16/06

3 Inspections
3 Cleaning
1 Change of Filter Media

Cleaning and Inspection of (14) Catch Basin Inserts

Plan A-3 includes:
3 Catch Basins (clean catch basin insert(s) and visual inspection of filter(s) and components
1 Change of filter media and disposal of collected pollutants in accordance with stat and/or local requirements (per EPA specifications)
Pricing is based upon disposal of waste as Class II material
If disposal other than Class II is required, additional disposal costs will be forwarded to the customer
A maintenance record of work performed and a Certificate of Compliance is provided at the completion of each service
Any warranty repair work will be performed at the time of service

Storm water Treatment System(s); (3) FF-24D, (1) FF-1836DGO, (7) FF-2436D, (1) FF-2436DGO, (2) FGP-36F

865
865
1236

EXHIBIT B - COMPENSATION

Contractor shall be paid THREE THOUSAND FIVE HUNDRED TWENTY FIVE DOLLARS AND 00/100 ($3,525) ANNUALLY. Contractor will bill Owner on a MONTHLY BASIS. This is a not to exceed price. Compensation to be paid within thirty (30) days upon receipt of invoice and completion of work. Contractor invoices must be received within thirty days upon completion of work WITHIN CALENDAR YEAR SERVICES ARE RENDERED; otherwise such invoice will not be paid.

EXHIBIT C - INSURANCE

INSURANCE REQUIREMENTS

I. The Service Contractor shall provide the following minimum insurance coverage:

A. Commercial General Liability
Combined Single Limit - $3,000,000 per occurrence and annual aggregate per location.
Such insurance shall be broad form and include, but not be limited to, contractual liability, independent contractor's liability, products and completed operations liability, and personal injury liability. A combination of primary and excess policies may be utilized. Policies shall be primary and noncontributory.

B. Worker's Compensation - Statutory Limits

C. Employer's Liability
With minimum liability limits of $1,000,000 bodily injury by accident each accident, $1,000,000 bodily injury by disease policy limit; $1,000,000 bodily injury each employee.

D. Commercial Automobile Liability
Combined Single Limit - $1,000,000 per accident.

Such insurance shall cover injury (or death) and property damage arising out of the ownership, maintenance or use of any private passenger or commercial vehicles and of any other equipment required to be licensed for road use.

E. Property Insurance

All-risk, replacement cost property insurance to protect against loss of owned or rented equipment and tools brought onto and/or used on any Property by the Service Contractor.

II. Policies described in Sections I.A. and I.D. above shall include the following as additional insured, including their officers, directors and employees. A GL-2010 Endorsement shall be utilized for the policy(ies) described in Section I.A. above. Please note that the spelling of these parties must be exactly correct or the Contract Duties will not be allowed to commence.

1. Jones Lang LaSalle Americas, Inc.
2. WELLS REIT II-UNIVERSITY CIRCLE, L.P.
3. Wells Real Estate Funds

III. Service Contractor waives any and all rights of subrogation against the parties identified above in Paragraph II above as additional insureds.

IV. All policies will be written by companies licensed to do business in the State of California which have a rating by Best's Key Rating Guide not less than "A-/XII".

EXHIBIT C - INSURANCE (CON'T)

V. Service Contractor shall furnish to the Owner Certificate(s) of Insurance evidencing the above coverage. Original Certificate(s) of Insurance must be provided before Service Contractor commences Contract Duties or Contract Duties will not be allowed to commence.

VI. Certificate(s) of Insurance relating to policies required under this Agreement shall contain the following words verbatim:

> "It is agreed that this insurance will not be canceled, not renewed or the limits of coverage in any way reduced without at least thirty (30) day's advance written notice ten (10) days for non-payment of premium sent by certified mail, return receipt requested to: Jones Lang LaSalle Americas, Inc., 1900 University Circle, Ste 100, East Palo Alto, CA 94303 ATTN: ASSISTANT GENERAL MANAGER—BUILDING MANAGEMENT OFFICE

In addition, the language set forth in this Paragraph VI shall also be added to each policy in the form of an endorsement.

EXHIBIT D--RULES AND REGULATIONS FOR CONTRACTED SERVICE PERSONNEL

TO: ALL BUILDING CONTRACTORS

As you are working in and around University Circle, you will be required to comply with the following rules and regulations:

1. Contractors are to report to the Management Office to arrange for after hours building access. No parking will be provided in the building. Violators WILL BE TOWED AT THE VEHICLE OWNER'S EXPENSE.

2. Contractor shall post barricades, sign, etc. as necessary and to the satisfaction of the Property Manager. The intent of these signs is to alert tenants and the public of the on-going activity.

3. The hallways, corridor, and lobbies shall be clear of construction debris at ALL times. If it becomes necessary to have these lobbies and corridors cleaned by the building staff, the contractor will be billed for any incurred costs. Additional rules are as follows:

   A) Keep as professional and quiet as possible.
   B) No yelling in lobby / no radios.
   C) Leave doors propped open ONLY during actual deliveries.
   D) Oil any squeaky wheels so as not to cause undue noise in lobby and in corridors.
   E) Clean up any debris caused by deliveries on driveway and parking adjacent to your delivery and/or trucks.
   F) Do NOT use steps with hand carts. Concrete will chip and you will be back charged.

5. Unless prior arrangements have been made with this office, all debris is to be removed from the building after 3:30 P.M.

6. The storage of tools, equipment, and materials shall be at the contractor's own risk.

7. General Contractor shall coordinate installation of telephone lines and furniture with tenant.

8. Interruption of any building systems including power shutdowns must be coordinated with the Management Office at (650) 324-2222 at least 24 hours in advance.

9. All final testing of building systems shall be coordinated with the building office.

10. All coring or other construction activity, which will disrupt the occupied floors, shall be coordinated with the Management Office.

11. Prior to final payment, contractor shall deliver as built drawings, equipment manuals, air balance report and copies of the signed inspection certificate.

12. Please observe all safety practices and procedures. Ensure that your actions do not endanger the property of the occupants in any way.

EXHIBIT D--RULES AND REGULATIONS
FOR CONTRACTED SERVICE PERSONNEL
(CONTINUED)

We ask that you convey the above information to all your employees and sub-contractors. Failure to adhere to these rules and regulations will result in eviction from the premises.

ACKNOWLEDGED: _____

DATE: 8/30/06

City of East Palo Alto

Community Development Department
Building Services Division
Engineering Division

FILE COPY

"The City of East Palo Alto provides responsive, respectful and efficient public services to enhance the quality of life and safety for its multi-cultural community"

Notice of Violation – Stormwater

This informs you that the following action represents a violation of THE EAST PALO ALTO Municipal Code Section 13 – Stormwater Management and Discharge:

Date: 6/29/11 Time: 1:30

Business/Location Address : HEW Drilling 1045 WEEKS

Violations of the above impact the City of East Palo Alto compliance with NPDES permit #CAS612008 issued by the State of California as required by the Clean Water Act. Storm drains discharge directly into the Bay and Ocean, untreated. Disposal of wastes is prohibited.

This notice serves as a warning. Violations are subject to misdemeanor citations and/or enforcement by civil action or administrative remedies.

The following corrective actions must be taken:

- ☐ Apply a _____ permit with required documents and pay fees
- ☐ Discharge stopped
- ☐ Fix fluid leaks
- ☐ Proper storage of materials
- ☐ Trash removal
- ☒ Erosion control
- ☐ Recycle fluorescent lamps, batteries and electronics
- ☐ Containment
- ☐ Pictures will be attached at back side
- ☐ Conduct training: _____
- ☒ Best Management Practices (BMPs) : Provide SILT FENCE & WASHOUT @ ~~Gate~~ RIGHT FENCE.
- ☒ Other provide Concrete Wash out when needed

BMP 2011-0007

Inspector Name: Frank Ramirez Inspector's Signature: _____

By my signature, I understand ~~the nature~~ of the violation as described to me.

Sign here: X _____

Print Name: Evelyn J. Wong **Phone:** (650) 322-2651

Re-inspection Date: 9/30/11

SIGN & DATE

Forward to: [X] File [ ] Water Board [ ] Building [ ] Planning [ ] Code Enforcement [ ] Attorney

SAN MATEO COUNTYWIDE Water Pollution Prevention Program

CITY OF EAST PALO CONSTRUCTION SITE INSPECTION REPORT

1. Inspection Date: 9-2-11 1a. Current weather conditions: Clear 1b. Rainfall with runoff since last inspection? ☐ Yes ☒ No
2. Name of Project: SHOE CLUB 2a. Project No./Permit No. BP2009-277
3. Project Location: 2396 UNIVERSITY
4. Inspection Type: ☒ Routine ☐ Pre-Rain ☐ During Rain ☐ After Rain ☐ Follow-up ☐ Other
5. Permit Type: ☒ Building Permit ☐ Grading Permit ☒ Site Development ☐ CIP Project
6. Project disturb 1 acre or more?: NO (yes/no) NOI Required: _____(yes/no) SWPPP dated ____/____/____
   Project covered under Statewide General Construction Activity Permit? _____(yes/no) SWPPP on site? _____(yes/no)
7. High Priority Site (significant threat to water quality)? NO (yes/no)
   NOTE: Sites disturbing 1 acre or more AND High Priority Sites require monthly inspections during the wet season (from Oct. 1 thru April 30).
8. Project Type: ☒ Commercial/Industrial ☐ Residential ☐ Street Improvement ☐ Landscaping ☐ Utility (water,sewer, PG&E) ☒ Grading ☐ Demolition ☐ Other

	Location on site	Adequate	Requires Maintenance	Non-Compliant	Not Applicable
9. Erosion Control Measures:					
☐ Jute Netting/Fiber Blankets		☐	☐	☐	☒
☐ Mulch		☐	☐	☐	☒
☐ Hydroseed/Soil binder/Compost blanket		☐	☐	☐	☒
☐ Mark Areas to be Preserved		☐	☐	☐	☒
☐ Tree Protection Fencing		☐	☐	☐	☒
☐ Riparian Area Barrier		☐	☐	☐	☒
10. Sediment Control Measures					
☐ Wattles/Fiber Rolls/Compost Socks		☐	☐	☒	☐
☐ Silt Fences / Compost Berms		☐	☐	☒	☐
☐ Sedimentation Basin		☐	☐	☒	☐
☐ Intlet filters (Bags, sand, gravel)		☐	☐	☒	☐
☐ Dust Control		☐	☐	☒	☐
☐ Stabilized construction entrance		☐	☐	☒	☐
☐ Check Dams		☐	☐	☒	☐
☐ Street Sweeping		☐	☐	☒	☐
☐ Earth Dikes / Drainage Swales		☐	☐	☐	☒
11. Run-on and Runoff Control					
☐ Earth Dikes / Drainage Swales		☐	☐	☐	☒
☐ Sampling is conducted, if required		☐	☐	☐	☒
12. ☐ Active Treatment System (if any)		☐	☐	☐	☒
☐ Comments:					
13. Good Site Management					
☐ Construction materials (wood,cement,etc)		☐	☐	☐	☒
☐ Petroleum Products (oil, fuel)		☐	☐	☐	☒
☐ Hazardous materials (paint,solvent)		☐	☐	☐	☒
☐ Waste Systems Management		☐	☐	☐	☒
☐ Soil Stockpiles		☐	☐	☒	☐
☐ Vehicle Servicing		☐	☐	☐	☒
14. Non-Stormwater Management					
☐ Concrete washout area		☐	☐	☐	☒
☐ Other:		☐	☐	☐	☒

15. Are the discharge points free of any evidence of illicit discharge? ☒ Yes ☐ No Comments: _____

16. Enforcement/Follow-Up Date problem first identified: 9-2-11 Next follow-up inspection date: 9-6-11 @ 2:30 P.M.
Comments: Contractor went out over LABOR day WEEKEND AND CONCRETE DIRT PILES AND CLEARED WEEDS AND TRASH. FENCE TO BE DELIVERED ON THURSDAY WITH WADDLES.
Enforcement: ☐ None/In Compliance ☐ Verbal Notice ☐ Notice of Violation ☐ Notice to Comply ☒ Stop Work ☐ Administrative Fine

17. Resolution: ☐ Problem Fixed ☐ Need More Time (include rationale in comments) ☐ Escalate Enforcement Date resolved: ____/____/____
Was there rain with runoff after problem identified and before resolution? Yes☐ No☒ ☐ Items corrected during inspection (see comments)
Comments: SEE ABOVE

18. Inspector's Signature: [signature] Date: 9-2-11

STOP WORK

CITY OF EAST PALO ALTO

OFFICE OF BUILDING OFFICIAL

Phone 853-3189

2200 University Avenue
East Palo Alto, CA 94303

NOTICE

Address: 2396 UNIVERSITY

THIS BUILDING HAS BEEN INSPECTED AND IS DISAPPROVED FOR THE FOLLOWING REASONS:

STOP ALL GRADING AND BUILDING ACTIVITY. NO EROSION CONTROL MEASURES IN PLACE. GO TO 1960 TATE STREET TO OBTAIN REPORT. FINES WILL BE ADDED IF CONSTRUCTION ACTIVITY CONTINUES.

Date 9-2-11 P. HANIGEN

Building Official

DO NOT PROCEED

WITH THIS JOB UNTIL THE ABOVE HAS BEEN CORRECTED AND INSPECTED AND APPROVED BY THE BUILDING INSPECTOR.

Form 2

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water. Healthy Community.

DRAFT TEMPLATE

Please submit comments on this draft by February 24, 2010 to Fred Jarvis at fejarvis@eoainc.com

Instructions for modifying and completing the template are shown as italicized text below

SITE SPECIFIC STORMWATER POLLUTION PREVENTION PLAN FOR CORPORATION YARD/MAINTENANCE FACILITY CITY OF EAST PALO ALTO

Date Originally Prepared: 02-23-2010
Date Last Updated: NONE

1.0 Introduction

This site specific stormwater pollution prevention plan (SWPPP) serves as the city of EAST PALO ALTO SWPPP for its corporation yard. This SWPPP is based on experience that the city has gained since the San Mateo Countywide Water Pollution Prevention Program (Countywide Program) prepared its "Model Stormwater Pollution Prevention Plan for Corporation Yards" (Model Plan) in 1995. The Model Plan provided a general framework for assisting municipalities to identify any stormwater pollutant generation problems at their corporation yards and to plan for needed improvements. The 1995 Model Plan encouraged each municipality to describe existing and planned best management practices (BMPs) for common corporation yard activities. The Model Plan was developed to improve corporation yard practices based on the following deficiencies commonly found at that time:

1. A number of wash racks at corporation yards were connected to the storm drain system instead of receiving pre-treatment and being discharged to the sanitary sewer[1];
2. There was an inadequate use of BMPs for the outdoor storage of materials and wastes, including lack of containment of waste materials collected from sweeping streets and cleaning storm drain systems; and
3. There was a lack of spill kits at fueling areas.

The San Francisco Bay Regional Water Quality Control Board adopted a municipal regional stormwater permit (MRP) on October 14, 2009, and the MRP became effective on December 1, 2009. One of the requirements of the MRP is for municipalities to implement the Corporation Yard BMP Implementation section of the permit (Provision C.2.f). These requirements are summarized as follows:

> "prepare, implement, and maintain a site specific Stormwater Pollution Prevention Plan (SWPPP) for corporation yards, including municipal vehicle maintenance, heavy equipment and maintenance vehicle parking areas, and material storage facilities to comply with water quality standards. Each SWPPP shall incorporate all applicable BMPs that are described in the California Stormwater Quality Association's Handbook

[1] The San Mateo Countywide Stormwater Pollution Prevention Program's Fiscal Year 1994/95 Annual Report stated that eight of the nineteen municipalities inspected had wash racks connected to the storm drain system

for Municipal Operations and the Caltrans Storm Water Quality Handbook Maintenance Staff Guide, May 2003, and its addenda, as appropriate."

The site specific SWPPP is required to be completed by July 1, 2010. In addition, municipalities are required to:

"(1) Implement BMPs to minimize pollutant discharges in stormwater and prohibit non-stormwater discharges, such as wash waters and street sweeper, vactor, and other related equipment cleaning wash water. Pollution control actions shall include, but not be limited to, good housekeeping practices, material and waste storage control, and vehicle leak and spill control.

(2) Routinely inspect "corporation yards to ensure that no non-stormwater discharges are entering the storm drain system and, during storms, pollutant discharges are prevented to the maximum extent practicable. At a minimum, an inspection shall occur before the start of the rainy season."

2.0 Related Pollution Prevention Plans

In addition to this SWPPP, there are two other existing plans that describe pollution prevention activities at the corporation yard facility. A Spill Prevention Control and Countermeasure (SPCC) Plan was prepared in accordance with requirements set forth in Title 40 of the Federal Code of Regulations. The SPCC Plan contains operating guidelines for spill prevention and control of petroleum hydrocarbons stored at the facility. In addition, spill response procedures and an inventory of the hazardous materials stored at this facility are described in the facility's Hazardous Materials Business Plan (AB 2185 Business Plan).

This site specific SWPPP was developed by considering the SPCC plan; the facility's Hazardous Materials Business Plan; the Countywide Program's Template Site Specific SWPPP Plan; specific activities conducted at the corporation yard; the Countywide Program's existing BMPs[2]; and the new MRP's requirements including all applicable and appropriate BMPs described in the California Stormwater Quality Association's Handbook for Municipal Operations (2003) and Caltrans' Storm Water Quality Handbook Maintenance Staff Guide (2003).

3.0 Facility Description

The corporation yard is located at 150 TARA ROAD, EAST PALO ALTO, CA 94303 and comprises approximately 2 acres. The following activities are conducted at the corporation yard:

1. Vehicle and equipment washing;
2. Municipal vehicle, heavy equipment, and employee parking;
3. Waste and recycling storage; and
4. Outdoors materials storage.

These activities rely on the use of appropriate BMPs to minimize the potential contribution of pollutants to stormwater and to prevent the possibility of creating a nonstormwater discharge disallowed by the MRP.

[2] The Countywide Program's "Tips for a Cleaner Bay How Your Business Can Prevent Stormwater Pollution" and the "Vehicle Service Facility BMPs" are particularly relevant.

The facility site map (Figure 1) depicts the corporation yard and provides the following information:

- Boundaries of the corporation yard;
- Footprint of all buildings, structures, and paved areas including parking lots.
- Location of activities that potentially could affect stormwater or cause a nonstormwater discharge;
- Stormwater collection and conveyance system including the direction of stormwater drainage to storm drain inlets at the facility;
- On-site surface water bodies, if any;
- Portions, if any, of the corporation yard impacted by run-on from surrounding areas;
- Locations of any BMPs that prevent stormwater pollution, treat stormwater runoff, or recycle washwaters for discharge to the sanitary sewer.

4.0 Corporation Yard Pollution Prevention Team

The stormwater pollution prevention team responsible for assisting the corporation yard's management to implement, maintain, provide training, and update this site-specific SWPPP consists of the following individual(s):

JAY FARR, Maintenance Division Manager
Corporation Yard Manager

None
Vehicle Maintenance Facility Manager

JAY FARR
Corporation Yard SWPPP Lead

JAY FARR
Corporation Yard BMP Inspector

JAY FARR
Corporation Yard BMP Trainer

5.0 Corporation Yard BMPs

The following sections describe general BMPs and activity specific BMPs that are used at the corporation yard to minimize the discharge of pollutants in stormwater to the maximum extent practicable and to effectively prohibit non-stormwater discharges that are disallowed by the MRP.

5.1 General Good Housekeeping BMPs

Good housekeeping, such as maintaining a clean and orderly facility, is practiced at the corporation yard in order to minimize the risk of contributing litter and other pollutants to stormwater. In addition, pollution prevention practices are used to avoid opportunities for

pollutants to be picked up by stormwater runoff from the facility. Examples of good housekeeping and pollution prevention practices include the following BMPs:

- Maintain a clean and orderly corporation yard including material and waste storage areas, equipment storage/parking areas, vehicle and equipment cleaning areas, and vehicle parking areas.
- Cover materials that have the potential to discharge pollutants to stormwater before predicted rains and during rainfall events if these materials cannot be stored permanently under a covered or roofed area.
- Secure the lids on containers when not in use.
- Label storm drain inlets.
- A sufficient number of covered litter receptacles are provided at the corporation yard and they are cleaned out frequently enough to prevent overflow and spillage.
- Store materials and wastes that may be spilled or mobilized by stormwater as far away from storm drain inlets as practical.
- Vehicles and equipment are maintained to minimize drips and leakage.
- Use drip pans or absorbent pads under leaking vehicles and equipment to capture fluids.
- Clean up spills promptly.
- Store spill containment kits in locations with potential for spills.
- Prevent washwaters and other non-stormwater discharges disallowed by the MRP from being discharged to the storm drain system.
- Train maintenance staff about their roles and responsibilities for implementing the SWPPP.
- Inspect the corporation yard weekly to make sure BMPs are being appropriately used.

5.2 Activity Specific BMPs

The following BMPs or their equivalent are implemented at the city's corporation yard in order to comply with the MRP's requirements. [*Delete any of the following activities and associated lists of BMPs if they are not applicable to your corporation yard.*]

Vehicle and Equipment Washing

The following vehicle and equipment washing BMPs are used at the corporation yard.

1. There is an outdoor equipment washing area that has the following characteristics: The area is paved and surrounded by berms or graded to prevent washwaters from flowing off and stormwater from adjoining areas from flowing onto the wash area. The wash area is sloped for washwater collection. Washwaters drain to a dead-end sump or to an oil-water separator and the sanitary sewer.
2. The wash area is adequately sized to minimize drag-out from washed vehicle so that there is no flow to storm drain inlets and to allow the washing of large vehicles entirely within the wash area containment system.
3. All vehicle washing systems are maintained and cleaned out on a regular schedule.
4. A trash container is provided in or immediately adjoining the wash area.
5. Staff responsible for washing vehicles and equipment have been trained on proper cleaning and wash water disposal procedures and refresher training occurs on a regular basis.

Vehicle and Equipment Maintenance and Repair

The BMPs listed in this section are used to prevent or reduce the discharge of pollutants to stormwater from vehicle and equipment maintenance and repair activities.

1. Maintenance activity areas are kept clean, well organized, and equipped with clean up supplies.
2. Vehicles and equipment are maintained to minimize drips and leakage.
3. Used fluids are promptly transferred to the proper waste or recycling drums/containers. Drain and drip pans or open containers are not left lying around.
4. Dry clean up methods, such as sweeping, vacuuming, and/or a damp mop, are used. Vehicle equipment and maintenance and repair areas are never hosed down unless all of the washwater is collected and disposed to the sanitary sewer.
5. The vehicle and equipment maintenance and repair area is swept at least weekly.
6. Drip pans are used under leaky vehicles and equipment, and absorbent pads and materials are used as appropriate.
7. Absorbent materials used for cleaning small spills are promptly and properly removed.
8. All fluids from wrecked vehicles are drained immediately using a drain or drip pan that is adequately sized.
9. Outdoor vehicle and equipment maintenance are not performed during rain events unless required by emergency conditions.
10. If temporary work must be conducted outdoors, a tarp, ground cloth, or drip pan is placed under the vehicle or equipment to capture spills and drips.
11. Staff responsible for vehicle and equipment maintenance and repair has been trained on the use of these BMPs and refresher training occurs on a regular basis.

Municipal Vehicle, Heavy Equipment, and Employee Parking

The following BMPs for municipal and employee parking areas are used to control potential stormwater pollutants, such as litter and oil from leaking vehicles.

1. Parking lots are kept clean and orderly. Litter and debris are removed in a timely fashion.
2. Trash receptacles are provided in the parking lot to discourage littering.
3. Parking lots are swept weekly to prevent the accumulation of litter and debris.
4. When surface cleaning is needed, BASMAA's[3] "Pollution from Surface Cleaning" BMPs are used.
5. Paving and other equipment that have the potential to drip have drip pans or absorbent materials placed under the equipment to contain any leaks or spills.
6. Heavy equipment is inspected for leaks during each work day and repairs are made as soon as possible.
7. Drip pans or absorbent material are used under leaking vehicles and equipment to capture fluids until repairs can be made.
8. Parking lots are inspected at least weekly to assure compliance with these BMPs.
9. Staff who park municipal vehicles, heavy equipment, and private vehicles at the corporation yard have been trained on the use of these BMPs.

[3] Bay Area Stormwater Management Agencies Association.
http://www.basmaa.org/Portals/0/documents/pdf/Pollution%20from%20Surface%20Cleaning.pdf

Waste and Recycling Storage

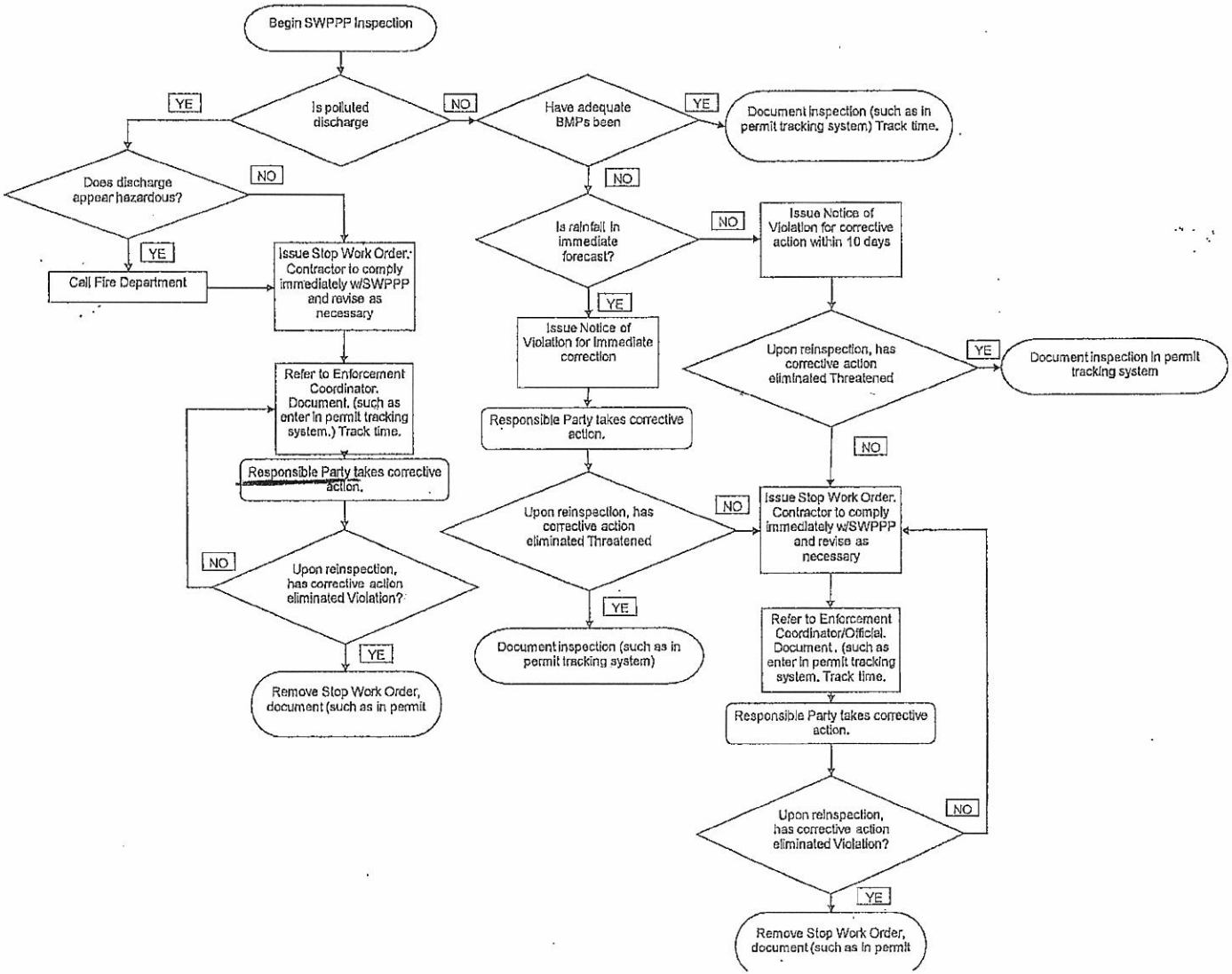
The following waste handling and storage BMPs are used to prevent wastes and recyclables from contributing pollutants to stormwater or causing a non-stormwater discharge disallowed by the MRP.

1. Waste collection and recycling areas are kept clean.
2. Dumpster and waste recycling areas are inspected, swept, and picked up daily during work days.
3. Rubbish and recyclables that have been collected from streets and storm drains are stored under cover, if possible. Dumpsters and recycling containers are not overfilled, and lids are kept closed when not in use.
4. Street sweeping wastes and materials removed during storm drain cleaning are stored on a concrete or asphalt pad in a contained area as far away from storm drain inlets as practical. Water, including decanted water from vactor trucks, drains to the sanitary sewer or is allowed to evaporate so that it does not flow to storm drain inlets.
5. Hazardous wastes are stored in compliance with hazardous waste regulations including the use of appropriate containers constructed of compatible materials with the lids securely closed when not in use.
6. An ample supply of appropriate spill cleanup materials is located near waste storage areas.
7. In the event of a spill, dry clean up methods are used.
8. Staff responsible for waste storage has been trained on the use of these BMPs, and refresher training occurs on a regular basis.

Outdoor Material Storage

The BMPs listed below are used to control pollutants from the outdoor storage of raw material at the corporation yard:

1. To the extent feasible raw materials are stored inside.
2. To the extent feasible materials that must be stored outside are stored in a roofed area that is bermed to prevent contact with stormwater.
3. Stockpiles of raw materials that cannot be stored under a roof are kept covered when the material is not being used. Temporary waterproof covering may be made of polyethylene, poly propylene or hypalon.
4. If stockpiles are so large that they cannot feasibly be stored under a roof or covered, erosion control BMPs are used at the perimeter of the site and at any stormwater inlet to prevent erosion of stockpiled material off site.
5. Fluids are stored within secondary containment to prevent accidental release.
6. Caution and control are used when transferring liquids to minimize spill potential.
7. Container lids, caps, and openings are kept closed when not in use.
8. Containers are kept out of pooled or standing water, and storage areas are kept clean.
9. Storage area pavements have sufficient slope to avoid pooling of water in areas where materials, such as compost and wood chips, may leach pollutants into stormwater.
10. Tanks are surrounded by berms that provide secondary containment.
11. Regular inspections of storage areas are conducted to detect leaks and spills.
12. Spill containment kits are kept in outdoor material storage areas.
13. Staff responsible for raw material storage and handling outdoors has been trained on the use of these BMPs including spill clean up procedures, and refresher training occurs on a regular basis.


Begin SWPPP Inspection
Is polluted discharge
YE
NO
Have adequate BMPs been
YE
Document inspection (such as in permit tracking system) Track time.
NO
Does discharge appear hazardous?
NO
YE
Call Fire Department
Issue Stop Work Order. Contractor to comply immediately w/SWPPP and revise as necessary
Refer to Enforcement Coordinator. Document. (such as enter in permit tracking system.) Track time.
Responsible Party takes corrective action.
Upon reinspection, has corrective action eliminated Violation?
NO
YE
Remove Stop Work Order, document (such as in permit
Is rainfall in immediate forecast?
NO
YE
Issue Notice of Violation for corrective action within 10 days
Issue Notice of Violation for Immediate correction
Responsible Party takes corrective action.
Upon reinspection, has corrective action eliminated Threatened
NO
YE
Document inspection (such as in permit tracking system)
Upon reinspection, has corrective action eliminated Threatened
YE
Document inspection in permit tracking system
NO
Issue Stop Work Order. Contractor to comply immediately w/SWPPP and revise as necessary
Refer to Enforcement Coordinator/Official. Document. (such as enter in permit tracking system. Track time.
Responsible Party takes corrective action.
Upon reinspection, has corrective action eliminated Violation?
NO
YE
Remove Stop Work Order, document (such as in permit

STORMWATER ENFORCEMENT RESPONSE PLAN
April 1, 2010

Introduction

The Enforcement Response Plan (ERP) outlines the procedures to be followed by the Public Works staff to identify, document and respond to Violations of the City of East Palo Alto Storm water Management and Discharge Control Ordinance and other enforcement authorities allowed by the municipal code. The ERP provides specific criteria by which staff can determine the enforcement action most appropriate to the nature of the Violation. The ERP was developed to comply with the following sections of the Municipal Regional Stormwater Permit (MRP):

- Industrial and Commercial Site Controls – Section C.4.c.
- Illicit Discharge Detection and Elimination – Section C.5.b.
- Construction Site Control – Section C.6.b.

Although it is not described in the ERP, education should be an integral part of all enforcement actions. Significant portions of the public may be unaware of the stormwater and wastewater ordinances and their importance. Education should include informing the responsible party of the impacts of pollution to local creeks and the bay and providing information on how to prevent pollution.

Authorities

The City of East Palo Alto has the authority to enforce municipal stormwater requirements under the following sections of its municipal code (Attachment 1):

[Municipal Stormwater Ordinance]: Chapter 13.12: Stormwater Management and Discharge, aka City of East Palo Alto Stormwater Management and Discharge Control Ordinance; see in particular see Sections 13.12.020, 13.12.030, 13.12.100, 13.12.110.

[Grading Ordinance]: Chapter 15.48: Excavation, Grading, Filling and Clearing Regulations; see 15.48.240-15.48.260 regarding enforcement.

[Public Nuisance]: Chapter 13.12 (Stormwater Management and Discharge, aka City of East Palo Alto Stormwater Management and Discharge Control Ordinance). See especially sections 13.12.020, 13.12.030, 13.12.070 (Illicit discharge); 13.12.090 (Discharge in violation of permit); 13.12.160 (Violations deemed a public nuisance). Section 15.48.250(Nuisance).

[Code Enforcement]: Chapter 13.12 (Stormwater Management and Discharge, aka City of East Palo Alto Stormwater Management and Discharge Control Ordinance). See e.g. sections 13.12.020, 13.12.030, 13.12.070 (Illicit discharge); 13.12.090 (Discharge in violation of permit); 13.12.130 (Violations constituting misdemeanors); 13.12.140 (Continuing violation); 13.12.150 (Actions constituting violation); 13.12.170 (Civil actions); 13.12.180 (Administrative enforcement powers); 13.12.190 (Notice to clean); 13.12.200 (Remedies not exclusive). Section 15.48.250 (Nuisance); Section 15.48.300 (Misdemeanor).

[Other]: Chapter 15.52 (Flood Damage Prevention). Chapter 12.12 (Conduits, Culverts, and Other forms of Construction on Public Roads; see for example, 12.12.020 re: Disposal of rainwater drainage, 12.12.030 re: Permit for Rainwater Drainage; 12.12.040 re: Paved Gutter; 12.12.050 re: Rainwater absorbed by soil; 12.12.060 re: Rainwater to public gutters, 12.20.010-.050 (East Palo Alto street and drainage dedication and improvement ordinance).

Definitions

Compliance Inspection: An inspection to determine compliance status and to identify whether Best Management Practices are present and properly implemented.

Compliance Schedule: A timetable for the implementation of corrective actions by the responsible party in order to achieve consistent compliance.

Compliance Plan: a Storm Water Pollution Prevention Plan (SWPPP) for construction sites or a Storm Water Management Plan (SWMP) for other sites, accompanied by a compliance schedule.

Fines: Monetary penalties imposed by the court or by the City for a Violation

Legal Action: An order, hearing, or other action by the presiding court.

Municipal Regional Permit (MRP): The California Regional Water Quality Control Board San Francisco Bay Region Municipal Regional Stormwater NPDES Permit, Order R2-2009-0074, NPDES Permit No. CAS612008, October 14, 2009

National Pollution Discharge Elimination System (NPDES): A provision of the Clean Water Act which prohibits discharge of pollutants into waters of the United States unless a special permit is issued by US EPA, a state, or, where delegated, a tribal government on an Indian reservation.

Notice of Violation: A written notice of a Violation issued using the Notice of Violation form, Attachment 2.

Notice to Comply: Enforcement documents that direct responsible parties to cease specified activities, including the following:

- **Cease and Desist Order** – directs the responsible party to cease illicit or unauthorized discharges immediately or to terminate discharge altogether.

- **Compliance Order** – directs the responsible party to achieve or restore compliance by a date specified in the order. A Compliance Order is often a stipulated agreement that may include a compliance schedule, the payment of monetary penalties, cost recovery for investigation, inspection and monitoring, and the imposition of fines if milestones are not met.

- **Stop Work Order** – A written notice ordering the cessation of all activity on a construction site except for activities related to the correction of Violations.

Responsible Party: The person or persons who may be held liable for damage caused by pollution.

Storm Water Management Plan (SWMP): A plan for the post-construction control of stormwater discharge, required for permitted industrial sites.

Storm Water Pollution Prevention Plan (SWPPP): A plan for the prevention of erosion and sediment from a construction site, required by the Statewide NPDES General Permit for Construction Activity.

Verbal Warning: A documented warning communicated to the responsible party orally.

Violation:

- **Threatened** – Inadequate implementation or absence of Best Management Practices, which could lead to discharge of polluted storm water if not corrected.

- **Minor** – Inadequate implementation or absence of Best Management Practices, which has caused a discharge of polluted storm water, but which has not caused perceptible harm to the environment.

- **Major** - Inadequate implementation or absence of Best Management Practices, which has caused a discharge of polluted storm water, and which may be causing harm to the to the environment.

Written Warning: A written notice of a Violation issued in the form of a letter or a copy of the Illicit Discharge Source Identification Form, Attachment __.

Roles and Responsibilities

The Department of Public Works has the lead for the enforcement of the Stormwater Management and Discharge Control ordinance, although assistance from the Community Development Department (Planning Division, Building Division), the Fire Department, the Police Department (Code Enforcement), and the City Attorney's

Office, will be responsible and alert the lead department, Public Works. Enforcement roles are as follows:

Enforcement Official: The Director of Public Works, or his/her designee, as the Enforcement Official, will administer the enforcement response program.

Enforcement Coordinator: The City Engineer, or his/her designee, such as but not limited to an Assistant Engineer, as the Enforcement Coordinator, will ensure that the Enforcement Response Plan is followed in a timely and consistent manner. To achieve compliance, the Enforcement Coordinator performs the following duties:

- Reviews Violations when the Inspector has had no success in obtaining compliance and makes a recommendation to the Enforcement Official on the level of enforcement to take.
- Coordinates meetings with Responsible Parties and their preparation of Compliance Schedules.
- Reviews compliance reports and schedules to ensure that appropriate enforcement actions are taken and compliance goals are met.
- Compiles compliance reports for the annual report.
- Communicates and coordinates with, but not limited to, the City Attorney's Office, local, State and Federal agencies, and the District Attorney's Office.

Inspector: The Public Works Inspector and/or the Building Inspector, Code Enforcement Officers, the Engineering Technician, as Inspectors, will identify Violations in a timely manner to assist the Enforcement Coordinator and Enforcement Official, with tracking of compliance issues and schedules. To achieve this, the Inspector conducts and coordinates the following duties:

- Performs Construction Inspection in accordance with Attachment 1.
- Enforces the winter grading activities, in accordance with established practices and procedures.
- Conducts site inspections, completes checklists, and reviews documentation to identify discharge Violations.
- Issues Verbal Warnings, Written Warnings, and Notices of Violation to Responsible Parties.
- Reviews compliance history reports
- Enters all inspection reports in the permit tracking system.
- Verifies Responsible Party has responded in a timely manner to Verbal Warnings, Written Warnings, Notices of Violation and other enforcement actions.
- Completes an Illicit Discharge Source Identification Form, Attachment 3, and provides a copy to the Enforcement Coordinator and others, if necessary.
- Maintains Complaint/Spill/Discharge Tracking Spreadsheet, Attachment 4.

Municipal Staff: All employees of the City of East Palo Alto are responsible for reporting Violations to the Public Works Department. Building Division employees

may initiate action on stormwater Violations observed in the course of their inspections by preparing an Illicit Discharge Source Identification Form, Attachment 3; a copy of the form should be provided to the Enforcement Coordinator and Enforcement Official as soon as practicable. Violations that can be handled in the course of normal business should be provided to the Office Assistant for the Engineering Division at (650) 853-3189. Stormwater pollution requiring immediate response should be reported to the Public Works Maintenance Division at (650) 853-5916 during working hours or East Palo Alto Emergency Dispatch at (650) 321-1112 after hours.

Joint Compliance Inspections: In some situations, it is appropriate to conduct joint compliance inspections with other agencies, such as the fire department, the South Bayside System Authority or the San Mateo County Environmental Health Department, because the violations are ongoing or repeated and may benefit from the enforcement options provided by other environmental statutes. Using the results of a joint compliance inspection, the Enforcement Coordinator will be able to consider the best combination of enforcement actions to achieve compliance.

Referral to Other Agencies: The MRP states that were enforcement tools are inadequate, the Violations should be referred to the San Francisco Regional Water Quality Control Board, the District Attorney, or other relevant agencies for additional enforcement (Section C.4.c). The legal enforcement action may include referral to the San Mateo County District Attorney Environmental Crimes Unit. Referrals may also be made the California Department of Fish and Game and possibly to the US Environmental Protection Agency, if the Regional Board staff is unable to provide effective assistance.

Types of Enforcement Actions

A range of enforcement actions is available to ensure prompt correction of Violations and to prevent conditions that pose a threat of future Violations. There are administrative and judicial (civil and criminal) remedies in the stormwater ordinance and other parts of the municipal code that provide a range of discretionary options for responding appropriately to a given Violation depending on the magnitude of the Violation, the duration and history of non-compliance, the good faith efforts of the Responsible Party to achieve compliance, and whether the Violation may interfere with the City's compliance with the MRP.

Enforcement actions are grouped in three Levels. The Inspector generally handles Level 1 enforcement actions. The Enforcement Official must authorize Level 2 enforcement actions. The Enforcement Official will seek City Attorney and District Attorney assistance with Level 3 enforcement.

- Verbal Warning (Level 1)
- Written Warning (Level 1)

- Notice of Violation (Level 1)
- Notice to Comply (Level 2)
- Legal Action (Level 3)

Selecting the Appropriate Enforcement Action

Verbal Warning (Level 1): A Verbal Warning is used for Threatened Violations. In this case, the Inspector notifies the Responsible Party that a Violation could occur and directs the Responsible Party to take corrective action. This notification serves as the enforcement action. The Inspector is to document the Verbal Warning in the permit tracking system and on the Complaint/Spill/Discharge Tracking Spreadsheet. The Inspector may schedule additional inspections and/or sampling to ensure that the Threatened Violation is addressed. Verbal Warnings are to be addressed by the Responsible Party before the next rainfall event, but not longer than 10 business days, unless more timely compliance is feasible or other exceptions apply.

Written Warning/Notice of Violation (Level 1): A Written Warning or Notice of Violation is used for Minor Violations or if the response to a Verbal Warning is inadequate. The following examples are the type of Violations for which this type of enforcement would be appropriate:

- Industrial/Commercial Businesses – Inadequate implementation of Best Management Practices to the extent that pollution is not reduced to the maximum extent practicable.
- Construction Sites – Lack of a updated Stormwater Pollution Prevention Plan.

Written Warnings or Notices of Violation are to be addressed by the Responsible Party before the next rainfall event, but not longer than 10 business days, unless more timely compliance is feasible or other exceptions apply.

Notice to Comply (Level 2): A Notice to Comply is used for Major Violations or if the response to lesser enforcement actions is inadequate. A Notice to Comply should be used if there is a non-stormwater discharge that may be causing harm to the environment. Notices to Comply are to be addressed by the Responsible Party before the next rainfall event, but not longer than 10 business days, unless more timely compliance is feasible or other exceptions apply. If more time is needed than provided above, the Notice to Comply should include a Stop Work Order for construction sites or a Cease and Desist Order for other sites, requiring the immediate cessation of pollutant or illicit discharges until long-term remedies can be implemented.

The Enforcement Coordinator should work with the Building Division and/or others to use the full range of code enforcement authorities as needed to obtain compliance.

After a Notice to Comply has been issued, all staff shall document and/or track the time they spend on that case (such as in the permit tracking software) so that costs can be recovered from the Responsible Party to the maximum extent allowed by law.

A Stop Work Order, which is an example of a Notice to Comply, is limited to construction sites and requires cessation of all site work, except what is necessary for public safety or to correct the violation(s). As a result, a Stop Work Order imposes significant inconvenience and cost on the Responsible Party. For this reason, a Stop Work Order should be reserved for cases where there is an immediate environmental or health and safety threat, work is being conducted without an approved plan, or other remedies have failed to correct the violation. A flow chart for Construction Site Inspection is provided as Attachment 1. The Inspector is to issue the Stop Work Order, deliver it to the site owner/contractor and post a copy at the site. The Stop Work Order is to contain the following information:

- The name and address of the owner/contractor
- The project number or permit number for the site.
- The nature, time, and place of the Violation(s).
- Citation of the law or rule that the owner/contractor allegedly violated.
- Corrective action to return to compliance.
- Clear notification that work at the site is to cease until compliance is achieved.

The Inspector shall post one copy of the Stop Work Order in the most conspicuous location on the site, notifying all concerned (including the public and the police department) that the construction activity is to cease on the site. The Stop Work Order should be presented to the site owner/contractor, in person if present, along with a verbal description of the Violation(s), the fact that construction activity is to cease on the site, the steps necessary to correct the Violation(s), and the owner/contractor's right to appeal. The site owner/contractor is required to confirm receipt of the Stop Work Order. The Inspector will document the details of the event including, when possible, the names and addresses of the people present.

After the delivery of the Stop Work Order and posting on the site, the Inspector shall report the circumstances to the Enforcement Coordinator and document the event (such as in the permit tracking system).

Legal Action (Level 3): Legal Action is to be used for the most serious Violations including where the response to the Notice to Comply is inadequate. Legal Action should be used if the Violations would affect the City's compliance with the MRP. These types of Violations are referred to the City Attorney or District Attorney for civil and/or criminal prosecution. The time schedule for compliance will need to be determined based on case-specific information, to be documented as required by the MRP.

Escalating Enforcement Actions

The Enforcement Guide, Attachment 5, lists several types of Violations and the minimum level of enforcement action to be taken. In some cases, escalated enforcement over the minimum may be necessary. When enforcement action is

increased over the minimum, the reasons should be documented (such as in the permit tracking system). Six criteria for considering escalated enforcement are as follows:

- Magnitude of the Violation. Generally, an isolated instance can be met with the enforcement action listed in the guide. However, even an isolated violation may threaten public health and the environment, damage public and private property. The enforcement action to this type of violation may be escalated to: 1) mitigate the violation immediately, 2) prevent a recurrence of violation(s), 3) provide an appropriate level of follow-up, and 4) provide for cost recovery as appropriate.

- Duration of the Violation. Violations (regardless of severity) that continue over prolonged periods of time will subject the Responsible Party to escalated enforcement actions.

- Effect of the Violation on the Receiving Waters. Any Violation that results in significant harm to the environment will be met with an escalated enforcement response. Significant harm to the environment is presumed whenever an illicit discharge exceeds water quality standards or has a toxic effect on the receiving waters. A minimum response to these types of violations is a Notice to Comply.

- Compliance History. When evaluating the level of enforcement action to be taken for a violation, the compliance history over the past twelve months should be reviewed. If a pattern of recurring violations is noted, then an escalated enforcement action may be warranted. For example, if two verbal warnings have been issued in the past twelve months for Minor Violations, and the Responsible Party has another violation at the same level, then the enforcement action should be escalated to a Notice of Violation.

- Good Faith Effort. The Responsible Party's "good faith" effort in correcting its Violations is a factor in determining whether to escalate enforcement actions. "Good faith" may be defined as the Responsible Party's observable and sustained actions to remedy its Violations, coupled with observable planning and cooperation. However, good faith does not eliminate the necessity of enforcement.

- Follow-Up Inspections. As a result of any Violation, there is a need to increase inspections to verify that the violation has been corrected. For enforcement actions that include a compliance date, the site should be re-inspected on that date or shortly thereafter to confirm that compliance is achieved. Failure of the Responsible Party to achieve compliance when re-inspected is cause for escalating the enforcement action.

Attachments:

1. Construction Site Enforcement Flow Chart

2. Notice of Violation
3. Illicit Discharge Source Identification Form

City of East Palo Alto
Public Works Department / Engineering Division
1960 Tate Street • East Palo Alto • CA • 94303
650.853.3189 [tel] • 650.853.3179 [fax]

Notice of Violation – Stormwater

This informs you that the following action represents a violation of THE EAST PALO ALTO Municipal Code Section 13 – Stormwater Management and Discharge: _____

_____

Date: _____ Time: _____

Business/Location Address : _____

Violations of the above impact the City of East Palo Alto compliance with NPDES permit #CAS612008 issued by the State of California as required by the Clean Water Act. Storm drains discharge directly into the Bay and Ocean, untreated. Disposal of wastes is prohibited.

This notice serves as a warning. Violations are subject to misdemeanor citations and/or enforcement by civil action or administrative remedies.

The following corrective actions must be taken:

- ☐ Apply a _____ permit with required documents and pay fees
- ☐ Discharge stopped
- ☐ Fix fluid leaks
- ☐ Proper storage of materials
- ☐ Trash removal
- ☐ Erosion control
- ☐ Recycle fluorescent lamps, batteries and electronics
- ☐ Containment
- ☐ Pictures will be attached at back side
- ☐ Conduct training: _____
- ☐ Best Management Practices (BMPs) : _____
- ☐ Other _____

_____

Inspector Name: _____ Inspector's Signature: _____

By my signature, I understand the nature of the violation as described to me.

Sign here: _____

Print Name: _____ **Phone:** (____)_____

Re-inspection Date:

Forward to:[ ]File [ ]Water Board [ ]Building [ ]Planning [ ]Code Enforce[ ] Attorney [ ] _____

SAN MATEO COUNTYWIDE
Water Pollution
Prevention Program

CITY OF EAST PALO ALTO CONSTRUCTION SITE INSPECTION REPORT

1. Inspection Date:_____ 1a. Current weather conditions: _____ 1b. Rainfall with runoff since last inspection? ☐ Yes ☐ No
2. Name of Project: _____ 2a. Project No./Per [PERMIT NO]
3. Project Location: [SITE ADDRESS]
4. Inspection Type: ☐ Routine ☐ Pre-Rain ☐ During Rain ☐ After Rain ☐ Follow-up ☐ Other
5. Permit Type: ☐ Building Permit ☐ Grading Permit ☐ Site Development ☐ CIP Project
6. Project disturb 1 acre or more?:____(yes/no) NOI Required:_____(yes/no) SWPPP dated ____/____/____
   Project covered under Statewide General Construction Activity Permit?_____(yes/no) SWPPP on site?_____(yes/no)
7. High Priority Site (significant threat to water quality)? _____(yes/no)
   NOTE: Sites disturbing 1 acre or more AND High Priority Sites require monthly inspections during the wet season (from Oct. 1 thru April 30).
8. Project Type: ☐ Commercial/Industrial ☐ Residential ☐ Street Improvement ☐ Landscaping ☐ Utility (water,sewer, PG&E) ☐ Grading ☐ Demolition ☐ Other

9. Erosion Control Measures:

☐ Jute Netting / Fiber Blankets	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Mulch	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Hydroseed/Soil Binder/Compost Blanket	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Mark Areas to be Preserved	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Tree Protection Fencing	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Riparian Area Barrier	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable

10. Sediment Control Measures

☐ Wattles / Fiber Rolls /Compost Socks	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Silt Fences / Compost Berms	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Sedimentation Basin	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Intlet filters (Bags, sand, gravel)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Dust Control	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Stabilized construction entrance	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Check Dams	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Street Sweeping	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Earth Dikes / Drainage Swales	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable

11. Run-on and Runoff Control

☐ Earth Dikes / Drainage Swales	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Sampling is conducted, if required	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable

12. ☐ Active Treatment System (if any) ☐ Adequate ☐ Requires Maintenance ☐ Non-Compliant ☐ Not Applicable
    ☐ Comments:_____

13. Good Site Management

☐ Construction Materials (wood,cement,etc)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Petroleum Products (oil, fuel)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Hazardous materials (paint,solvents)	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Waste Systems Management	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Soil Stockpiles	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Vehicle Servicing	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable

14. Non-Stormwater Management

☐ Concrete washout area	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable
☐ Other: _____	☐ Adequate	☐ Requires Maintenance	☐ Non-Compliant	☐ Not Applicable

15. Are the discharge points free of any evidence of illicit discharge? ☐ Yes ☐ No Comments: _____

16. **Enforcement/Follow-Up** Date problem first identified: _____ Next follow-up inspection date: _____
    Comments:_____
    Enforcement: ☐ None/In Compliance ☐ Verbal Notice ☐ Notice to Comply ☐ Notice of Violation ☐ Stop Work ☐ Administrative Fine

17. Resolution: ☐ Problem Fixed ☐ Need More Time (include rationale in comments) ☐ Escalate Enforcement ☐ Date resolved: ___/___/___
    Was there rain with runoff after problem identified and before resolution? ☐ Yes ☐ No

18. Inspector's Signature:_____ Date:_____
19. Name of Project Manager (Print) _____ Phone Number _____
    Signature of Project Manager_____ Date:_____

Updated March 2010

[[== Date ==]]

[[== Name of Project Developer or Owner ==]]
[[== Mailing Address ==]]

Reference: [[== Insert project name and address, and/or project number ==]]

Dear [[== Insert Name of Developer or Owner ==]]

This letter is an official notice regarding the above-referenced project, which has received a development permit from [[== Name of Jurisdiction ==]]. Please be advised that the project is subject to the [[== Name of Jurisdiction ==]]'s stormwater control requirements, as well as applicable State requirements.

Appropriate stormwater best management practices are required throughout the year, but are of particular concern during the wet season (which the Municipal Regional Stormwater Permit defines as October 1 through April 30). The purpose of this letter is to remind you to prepare the above-referenced construction site for the coming wet season.

Failure to implement effective best management practices that prevent construction site discharges of pollutants, and impacts on beneficial uses of receiving waters, is a violation of the [[== Name of Jurisdiction ==]]'s stormwater ordinance and subject to enforcement action. Violations may also result in enforcement action by the Regional Water Quality Control Board.

Information regarding stormwater best management practices is available on the San Mateo Countywide Water Pollution Prevention Program's website, www.flowstobay.org (click on "Business," then "Construction"). For more information regarding this correspondence, please contact [[== Insert name and contact information for local contact ==]].

Sincerely,

[[== Name and Title ==]]

From: Francis Rainone
Sent: Thursday, September 15, 2011 8:55 AM
To: 'lsmith@wgr-sw.com'
Cc: Carlos Martinez; Patrick Haniger; Guido Persicone; Lucy Chen; John Latu; Jay Farr; Jerome Calubaquib; Michelle Daher; Kamal Fallaha; Brent Butler; Veronica Barries
Subject: FW: QSP Training / Milpitas
Attachments: In order to become a QSP.pdf; In order to become a QSD.pdf; 10 07 11 Milpitas Flyer.pdf

Importance: High

Lisa,

The employees attending the October 7, & 8 training in Milpitas are as follows. I have attached the flyers for the proposed training for everyone's use. Lisa can you please provide copies of materials or where we can make copies ourselves that all will need to attend the training.

Location of Training:
Preston Pipelines
133 Bothelo Avenue
Milpitas, CA 95035
Start Time: 8am 7:30 for comp breakfast
Ending: 4-4:30pm

	Name:	Division/Dept	Address:	Phone:
1.	Frank Rainone	(Building Services)	1960 Tate St East Palo Alto, Ca 94303	(650) 444-0154
2.	Patrick Haniger	(Building Services)	1960 Tate St East Palo Alto, Ca 94303	(650) 853-5908
3.	Guido Persicone	(Planning Division)	1960 Tate St East Palo Alto, Ca 94303	(650) 853-3148
4.	Lucy Chen	(Engineering Division)	1960 Tate St East Palo Alto, Ca 94303	(650) 853-3191
5.	John Latu	(Engineering Division)	1960 Tate St East Palo Alto, Ca 94303	(650) 853-3165
6.	James Mac Carthy	(Maintenance Div)	150 Tara Rd East Palo Alto, Ca 94303	(650) 853-3105
7.	*Jerome Calubaquib	(Code Enf)	141 Demeter St East Palo Alto, Ca 94303	(650) 853-5942

(*Tentative based on approval by Super)

Lisa, if you have any questions please let me know. Concerning the billing please contact Carlos Martinez Deputy Director Community Development (650) 853-3195.

Thank you

Frank Rainone

From: Lisa Smith [mailto:lsmith@wgr-sw.com]
Sent: Wednesday, September 14, 2011 12:48 PM
To: Francis Rainone
Cc: Patrick Haniger
Subject: QSP Training / Milpitas
Importance: High

Frank & Patrick,

I received your email via our electronic sign up system. I want to make sure you have all the information you need. If you are interested in taking this training or any one of our QSP classes please do not hesitate to contact me directly.

I did leave you a phone message Patrick. Possibly two phone message because I wasn't sure if the first one was accepted.

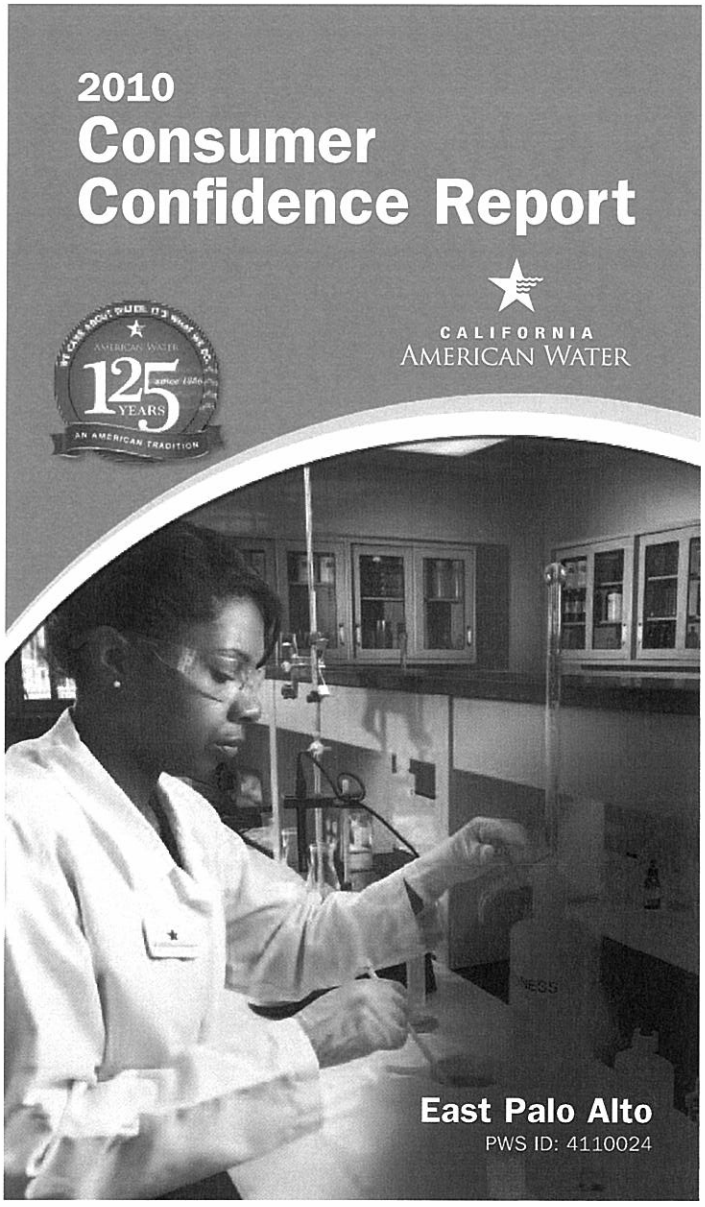
Either way please let me know if you are in need of further information.

Sincerely,

Lisa Smith

WGR
Not Your Typical Consultant

Lisa Smith
315 W. Pine Street, Suite 8
Lodi, CA 95240
office - (209) 334-5363, ext. 201
cell - (209) 642-0180



Este informe contiene información muy importante sobre su agua potable. Tradúzcalo o hable con alguien que lo entienda bien.

此份有關你的食水報告,內有重要資料和訊息,請找他人為你翻譯及解釋清楚。

Ang ulat na ito ay naglalaman ng mahalagang impormasyon ukol sa iniinom ninyong tubig. Tumawag po lamang sa SFPUC Customer Service Bureau sa telepono 415-551-3000 kung kailangan ninyo ng tulong sa wikang tagalog.

Chi tiết này thật quan trọng.
Xin nhờ người dịch cho quý vị.

As a trusted leader in the industry, American Water places a strong emphasis on sharing water quality information with our customers.

Please review this Consumer Confidence Report (CCR), which outlines information applicable to your local water system for testing completed through December, 2010. You'll find that we provide water that surpasses or meets all Federal and State water quality regulations. In fact, we often address regulations well before they go into effect.

Our customers are our top priority, and we are committed to providing them with the highest quality drinking water and service possible now and in the years to come. In addition to this written report, you can view information about your water system at: www.ci.east-palo-alto.ca.us

Protecting Our Watersheds

The SFPUC aggressively protects the natural water resources entrusted to its care. Its annual Hetch Hetchy Watershed survey evaluates the sanitary conditions, water quality, potential contamination sources, and the results of watershed management activities by the SFPUC and its partner agencies, including the National Park Service, to reduce or eliminate contamination sources, The SFPUC also conducts sanitary surveys of the local Alameda and Peninsula watersheds every five years. These surveys identified wildllife and human activity as potential contamination sources. The reports are available for review at the CDPH's San Francisco District office (510-620-3474).

SFPUC Drinking Water Sources

The sources of drinking water (both tap water and bottled water) include rivers, lakes, oceans, streams, ponds, reservoirs, springs, and wells. For the SFPUC system, the major water source originates from spring snowmelt flowing down the Tuolumne River to the Hetch Hetchy Reservoir, where it is stored. This pristine Sierra water source meets all federal and state criteria for watershed protection. The SFPUC also maintains stringent disinfection treatment practices, extensive bacteriologicalquality monitoring, and high operational standards. As a result, the California Department of Public Health and USEPA have granted the Hetch Hetchy water source a filtration exemption. In other words, the source is so clean and protected that the SFPUC is not required to filter water from the Hetch Hetchy Reservoir.

The Hetch Hetchy water is supplemented with surface water from two local watersheds. Rainfall and runoff from the Alameda Watershed, spanning more than 35,000 acres in Alameda and Santa Clara counties, are collected in the Calaveras and San Antonio reservoirs and treated at the Sunol Valley Water Treatment Plant before distribution. Rainfall and runoff from the 23,000-acre Peninsula Watershed in San Mateo County are stored in Crystal Springs, San Andreas, and Pilarcitos reservoirs and treated at the Harry Tracy Water Treatment Plant before distribution.

In 2010, the Hetch Hetchy Watershed provided the majority of our total water supply, with the remainder contributed by the local watersheds.

Rainfall and runoff captured in the 23,000-acre Peninsula Watershed, located in San Mateo County, are stored in reservoirs, including Crystal Springs (Lower and Upper), San Andreas, and Pilarcitos. The water from these reservoirs is treated at the Harry Tracy Water Treatment Plant (HTWTP). Treatment processes at the HTWTP include ozonation, coagulation, flocculation, filtration, disinfection, fluoridation, corrosion control treatment, and chloramination.

In 2009, the Hetch Hetchy Watershed provided approximately 84% with the remainder contributed by the two local watersheds.

Water Quality: Contaminants and Regulations

The SFPUC's Water Quality Division regularly collects and tests water samples from reservoirs and designated sampling points throughout the system to ensure that the SFPUC's water meets the federal and state drinking water standards. In 2010, Water Quality staff conducted more than 58,750 drinking water tests in the transmission and distribution systems. This monitoring effort is in addition to the extensive treatment process control monitoring performed by our certified and knowledgeable treatment plant staff and online instruments.

As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity. Such substances are called contaminants. Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk.

In order to ensure that tap water is safe to drink, the United States Environmental Protection Agency (USEPA) and California Department of Public Health (CDPH) prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. CDPH regulations also establish limits for contaminants in bottled water that provide the same protection for public health. More information about contaminants and potential health effects can be obtained by calling the USEPA's Safe Drinking Water Hotline 800-426-4791.

Contaminants that may be present in source water include:

Microbial contaminants, such as viruses and bacteria, that may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.

Inorganic contaminants, such as salts and metals, that can be naturally occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.

Pesticides and herbicides that may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.

Organic chemical contaminants, including synthetic and volatile organic chemicals, that are by-products of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, agricultural application, and septic systems.

Radioactive contaminants, that can be naturally occurring or be the result of oil and gas production and mining activities.

Cryptosporidium is a parasitic microbe found in most surface water. The SFPUC regularly tests for this waterborne pathogen, and found it at very low levels in source water and treated water in 2010. However, current test methods approved by the USEPA do not distinguish between dead organisms and those capable of causing disease. Ingestion of *Cryptosporidium* may produce symptoms of nausea, abdominal cramps, diarrhea, and associated headaches. *Cryptosporidium* must be ingested to cause disease, and it may be spread through means other than drinking water.

Reducing Lead from Plumbing Fixtures

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. East Palo Alto is responsible for providing high-quality drinking water, but cannot control the variety of materials used in your household or building plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline 800-426-4791, or at www.epa.gov/safewater/lead.

For more information about the contents of this report, contact Gopi Nathan (650) 325-6195, or visit us online at www.ci.east-palo-alto.ca.us.

Water quality policies are decided at public hearings held at the EPA Government Center 2415 University Ave - First Floor - City Council Chamber. For more information visit: www.ci.east-palo-alto.ca.us.

This report contains important information about your drinking water. Translate it, or speak with someone who understands it.

Este informe contiene información muy importante sobre su agua potable. Tradúzcalo o hable con alguien que lo entienda bien.

Key Water Quality Terms

Following are definitions of key terms noted on the adjacent water quality data table. These terms refer to the standards and goals for water quality described below.

Public Health Goal (PHG): The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California Environmental Protection Agency.

Maximum Contaminant Level Goal (MCLG): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the USEPA.

Maximum Contaminant Level (MCL): The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs or MCLGs as is economically and technologically feasible. Secondary MCLs (SMCLs) are set to protect the odor, taste, and appearance of drinking water.

Maximum Residual Disinfectant Level (MRDL): The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Maximum Residual Disinfectant Level Goal (MRDLG): The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

Primary Drinking Water Standard (PDWS): MCLs and MRDLs for contaminants that affect health along with their monitoring and reporting requirements, and water treatment requirements.

Treatment Technique (TT): A required process intended to reduce the level of a contaminant in drinking water.

Turbidity: A water clarity indicator that is also used to indicate the effectiveness of the filtration plants. High turbidity can hinder the effectiveness of disinfectants.

Regulatory Action Level: The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.

KEY:	
</≤	less than/less than or equal to
AL	Action Level
Max	Maximum
Min	Minimum
N/A	Not Available
ND	Non-Detect
NL	Notification Level
NTU	Nephelometric Turbidity Unit
ORL	Other Regulatory Level
ppb	part per billion
ppm	part per million
µS/cm	microSiemens/centimeter

Special Health Needs

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons, such as those with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly people, and infants can be particularly at risk from infections.

These people should seek advice about drinking water from their health care providers. USEPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbial contaminants are available from the Safe Drinking Water Hotline 800-426-4791 or at www.epa.gov/safewater.

Water Quality Data for Year 2010

The table below lists all 2010 detected drinking water contaminants and the information about their typical sources. Contaminants below detection limits are not shown, in accord with the CDPH guidance.

City of East Palo Alto - Water Quality Data for Year 2010 [1]

DETECTED CONTAMINANTS						
Substance	**Unit**	**MCL**	**PHG or (MCLG)**	**Range or Level Found**	**Average or [Max]**	**Major Sources in Drinking Water**
TURBIDITY						
For Unfiltered Hetch Hetchy Water	NTU	5	N/A	0.2 - 0.6 [2]	[4.9] [3]	Soil runoff
For Filtered Water from Sunol Valley Water Treatment Plant (SVWTP)	NTU	1 [4]	N/A	-	[0.54]	Soil runoff
	-	min 95% of samples ≤ 0.3 NTU [4]	N/A	97.6% - 100%	-	Soil runoff
For Filtered Water from Harry Tracy Water Treatment Plant (HTWTP)	NTU	1 [4]	N/A	-	[0.19]	Soil runoff
	-	min 95% of samples ≤ 0.3 NTU [4]	N/A	100%	-	Soil runoff
DISINFECTION BY-PRODUCTS AND PRECURSOR (SFPUC Regional System) - for information only						
Total Trihalomethanes	ppb	80	N/A	14 - 92	[40] [5]	By-product of drinking water chloramination
Haloacetic Acids	ppb	60	N/A	7 - 55	[25] [5]	By-product of drinking water chloramination
Total Organic Carbon [6]	ppm	TT	N/A	2.4 - 3.2	2.7	Various natural and man-made sources
Chloramine (as chlorine)	ppm	MRDL = 4.0	MRDLG = 4	1.2 - 3.0	2.12 [5]	Drinking water disinfectant added for treatment
DISINFECTION BY-PRODUCTS AND PRECURSOR						
Total Trihalomethanes	ppb	80	N/A	32 - 58.5	46.2 [5]	By-product of drinking water chloramination
Haloacetic Acids	ppb	60	N/A	21.8 - 49.58	31.2 [5]	By-product of drinking water chloramination
MICROBIOLOGICAL						
Total Coliform [6]	-	≤ 5.0% of monthly samples	(0)	-	0	Naturally present in the environment
Giardia lamblia	cyst/L	TT	(0)	ND - 0.06	[0.06]	Naturally present in the environment
INORGANIC CHEMICALS						
Fluoride (source water) [7]	ppm	2.0	1	ND - 0.7	0.3 [8]	Erosion of natural deposits

CONSTITUENTS WITH SECONDARY STANDARDS						
Substance	**Unit**	**SMCL**	**PHG**	**Range**	**Average**	**Typical Sources of Contaminant**
Chloride	ppm	500	N/A	3 - 16	9.5	Runoff/leaching from natural deposits
Color	unit	15	N/A	< 5 - 6	< 5	Naturally occurring organic materials
Specific Conductance	µS/cm	1600	N/A	33 - 316	179	Substances that form ions when in water
Sulfate	ppm	500	N/A	1.6 - 38.7	18.2	Runoff/leaching from natural deposits
Total Dissolved Solids	ppm	1000	N/A	27 - 174	95	Runoff/leaching from natural deposits
Turbidity	NTU	5	N/A	0.07 - 0.33	0.16	Soil runoff

LEAD AND COPPER						
Substance	**Unit**	**AL**	**PHG**	**Range**	**90th Percentile**	**Typical Sources in Drinking Water**
Copper	ppm	1300	300	< 0.001 - 0.225 [9]	0.047	Corrosion of household plumbing systems
Lead	ppb	15	0.2	< 1 - 21 [10]	6	Corrosion of household plumbing systems

OTHER WATER QUALITY PARAMETERS				
Substance	**Unit**	**ORL**	**Range**	**Average**
Alkalinity (as CaCO3)	ppm	N/A	8 - 98	49
Bromide	ppb	N/A	< 10 - 17	< 10
Calcium (as Ca)	ppm	N/A	2 - 26	12
Chlorate [11]	ppb	(800) NL	92 - 357	150
Hardness (as CaCO3)	ppm	N/A	8 - 104	53
Magnesium	ppm	N/A	0.3 - 9	4.6
pH	-	N/A	8.2 - 8.7	8.5
Potassium	ppm	N/A	0.34 - 1.2	0.6
Silica	ppm	N/A	4.1 - 7.6	5.7
Sodium	ppm	N/A	3 - 22	13

Notes:

[1] All results met State and Federal drinking water health standards.

[2] Turbidity is measured every four hours. These are monthly average turbidity values.

[3] This is the highest turbidity of the unfiltered water served to customers in 2010. The switch of San Joaquin Pipelines and rate change caused elevated turbidities as a result of sediment resuspension in the pipelines. The turbidity spike was not observed further downstream at Alameda East.

[4] There is no MCL for turbidity. The limits are based on the TT requirements in the State drinking water regulations.

[5] This is the highest quarterly running annual average value.

[6] Total organic carbon is a precursor for disinfection by-product formation. The TT requirement applies to the filtered water from the SVWTP only.

[7] The SFPUC adds fluoride to the naturally occurring level to help prevent dental caries in consumers. The CDPH requires our fluoride levels in the treated water to be maintained within a range of 0.8 ppm - 1.5 ppm. In 2010, the range and average of our fluoride levels were 0.6 ppm - 1.5 ppm and 1.0 ppm, respectively.

[8] The naturally occurring fluoride levels in the Hetch Hetchy and SVWTP raw water were ND and 0.15 ppm, respectively. The HTWTP raw water had elevated fluoride levels of 0.7 ppm - 0.9 ppm due to the continued supply of the fluoridated Hetch Hetchy & SVWTP treated water into the Lower Crystal Springs Reservoir, which supplies water via the San Andreas Reservoir to the HTWTP for treatment.

[9] The most recent Lead and Copper Rule monitoring was in 2009. 0 of 30 water samples collected at consumer taps had copper concentrations above the Action Level.

[10] The most recent Lead and Copper Rule monitoring was in 2009. 1 of 30 water samples collected at consumer taps had lead concentrations above the Action Level.

[11] There were no chlorate detected in the raw water sources except the Crystal Springs and San Andreas reservoirs, where the detected chlorate were 81 ppb and 57 ppb, respectively. The chlorate levels in both reservoirs are due to the transfer of the disinfected Hetch Hetchy water and SVWTP effluent into the Crystal Springs Reservoir. The detected chlorate in treated water is a degradation by-product of sodium hypochlorite, the primary disinfectant used by SFPUC for water disinfection.

Note: Additional water quality data may be obtained by calling the City of East Palo Alto water system (650) 325-6195.

Outreach for East Palo Alto Sanitary District for FY 2010-2011

The Regional Water Quality Control Plant (RWQCP) is owned and operated by the City of Palo Alto for the communities of Los Altos, Los Altos Hills, Mountain View, Palo Alto, Stanford University and the East Palo Alto Sanitary District. Staff from the RWQCP provides outreach to East Palo Alto Sanitary District residents.

School Outreach

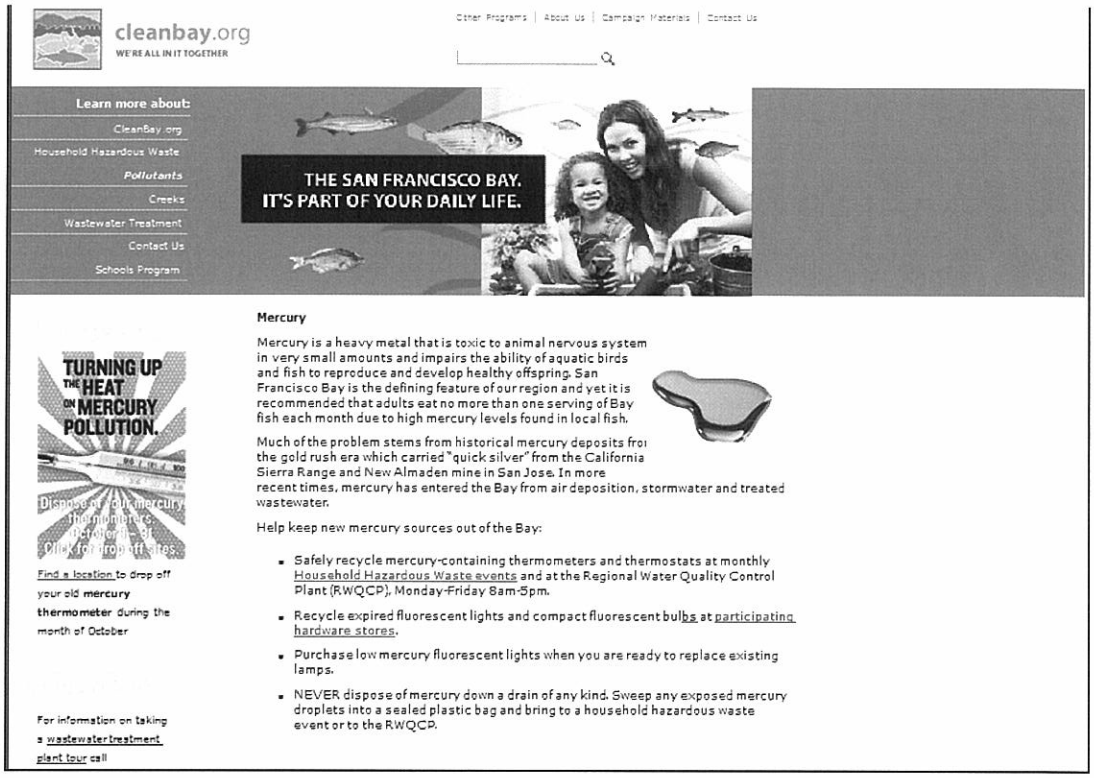
In FY 2010/11, RWQCP's school contractor presented microbes in sewage at four middle school classes in East Palo Alto for a total of 100 students. The microbes in sewage lab enable students to use microscopes to observe, document and identify Microbes used in the wastewater treatment processes. Students learn the difference between wastewater and stormwater (where it comes from, where it goes), and the impact of pollution on the Baylands, and water environment. Students also discuss pollution prevention solutions. (Students study protist in the 7th grade.) RWQCP's school contractor continually has a challenge to arrange presentations at the schools in East Palo Alto; staff will continually attempt to present to more students within East Palo Alto.

Thermometer Take-Back Event

In October 2011, the RWQCP held a regional thermometer exchange throughout the service area. RWQCP staff placed a color ad in the EPA Today paper during the week of 10/17/10 issue about the Mercury Thermometer Take-Back event. There were three locations in East Palo Alto that participated in the take-back event, which include the following:

- Barbara Mouton Wellness Center
- 6 to 9 Dental
- East PA Sanitary District

All participating locations were given flyers to post on walls and tear-off pads for handouts. RWQCP partnered with nineteen locations throughout the service area that were the collection points. A total of 95 various sizes and types of thermometers were collected, along with a small spice bottle filled with liquid mercury. Unfortunately no thermometers were collected at the locations in East Palo Alto. Below is an example of the regional website www.cleanbay.org.

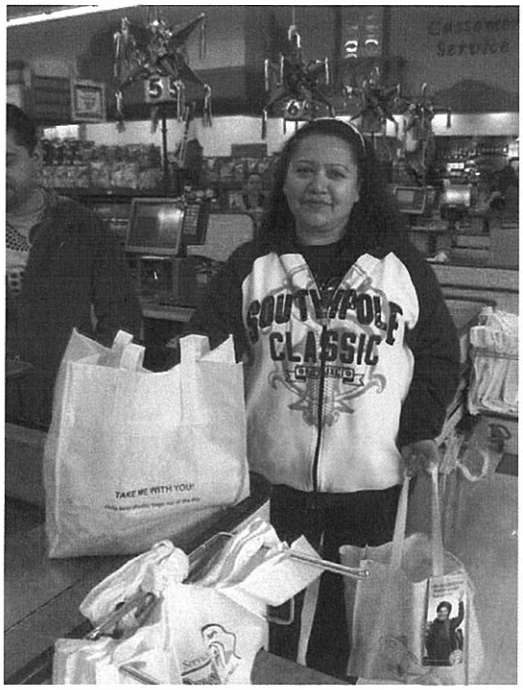


Fats, Oils, and Grease

RWQCP provided outreach to residents in local papers regarding the proper disposal of fats, oils and grease to help prevent sewer back-ups. In addition to educating residents, RWQCP staff partnered with East Palo Alto Sanitary District staff to distribute posters to food service establishments about how to properly handle fats, oils and grease.

Bring your own Bag Campaign

Last September 2011, the City of Palo Alto banned the use of single use check-out bags at large grocery stores in Palo Alto. Since Mi Pueblo is close to Palo Alto creeks and the Bay, in December 2011, the RWQCP provided Mi Pueblo with 500 reusable bags to give to their customers, see photo below:


SOUTHPOLE
CLASSIC
TAKE ME WITH YOU!

	CCD tally	Totals		Totals/2	Data Card 1
Shoreline & R	Bags (paper)		99	50	24
	Bags (plastic)		64	32	18
	Balloons		21	11	
	Bev. Bottles <= 2L		53	27	17
	Glass bev bottles		87	44	20
	Bev cans		35	18	17
	caps, lids		40	20	13
	clothing, shoes		47	24	24
	cups, plates, etc.		58	29	21
	food wrapper/containe		110	55	18
	pull tabs		1	1	0
	6-pack holders		5	3	2
	shotgun shells/waddir		0	0	0
	straws, stirrers		16	8	7
	toys		13	7	3
Ocean/Water	Bait containers		0	0	0
	Bleach/cleaner bottles		2	1	2
	buoys/floats		0	0	0
	traps		0	0	0
	crates		0	0	0
	fishing line		0	0	0
	fishing lures/light stix		2	1	0
	fish nets		0	0	0
	light bulbs		2	1	0
	oil/lube bottles		0	0	0
	pallets		0	0	0
	plasting sheeting/tarp		20	10	1
	rope		2	1	1
	strapping bands		3	2	2
Smoking	cigarettes/butts		1177	589	60
	cig lighters		2	1	2
	cigar tips		9	5	0
	tobacco packaging		7	4	2
Dumping	Appliances		11	6	10
	Batteries		3	2	1
	Bldg materials		8	4	0
	Cars/car parts		1	1	1
	55-gal drums		0	0	
	tires		1	1	
Medical/persc	condoms		2	1	2
	diapers		2	1	0
	syringes		0	0	0
	tampons		0	0	0
	Grand Total		1903	952	

Data Card 2	Data Card 3	Data Card 4	Data Card 5	Data Card 6	0	Data Card 8
5	16	0			50	4
15	22	5			0	4
0	0	1			20	
4	6	2		2	20	2
25	28	8	2		0	4
5	4	7		2	0	
2	10	3			2	10
13	8	2			0	
3	2	1			30	1
44	20	15	2	2		9
0	0	1				
0	3	0				
0	0	0			0	
1	3	0	2		1	2
3	6	1				
0	0					
0	0					
0	0					
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0	0					
0	2					
0	0					
1	0				1	
0	0					
0	0					
18	1					
0	1					
0	1					
13	12	4			27	10
0	0					
0	9					
1	0					4
0	1					
1	1					
2	0	6				
0	0					
0	0					
1	0					
	0					
	2					
	0					
	0					

Data Card 9 Data Card 10 Data Card 11 Data Card 12 Data Card 13

1051

SO DON'T DISPOSE OF USED COOKING OIL OR GREASE DOWN THE DRAIN.

We live, work, and play in a watershed that flows to the Bay.

When grease is poured down sinks, it can solidify and cause sewer backups into houses or onto streets. Raw sewage can enter storm drains, creeks and the Bay, which harms wildlife.

POUR COOKING GREASE OR SMALL AMOUNTS OF OIL INTO A SEALED CONTAINER (solidified with an absorbant such as used paper towels for liquid cooking oil) and place in the garbage.

Deep frying? Bring your leftover oil to the Recycling Center, located at the east end of Embarcadero Road across from Byxbee Park. For more information, call 650-329-2598 or visit our website.

www.cleanbay.org

WE'RE ALL IN IT TOGETHER

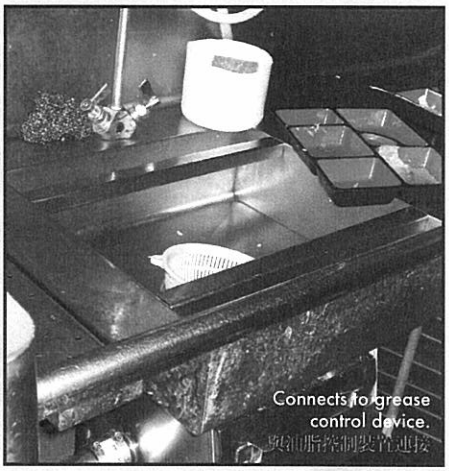
The Regional Water Quality Control Plant is operated by the City of Palo Alto for the East Palo Alto Sanitary District, Los Altos, Los Altos Hills, Mountain View, Palo Alto and Stanford.

epat-cooking

KEEP FATS, OILS AND GREASE (FOG) OUT OF THE SANITARY SEWER AND STORM DRAIN

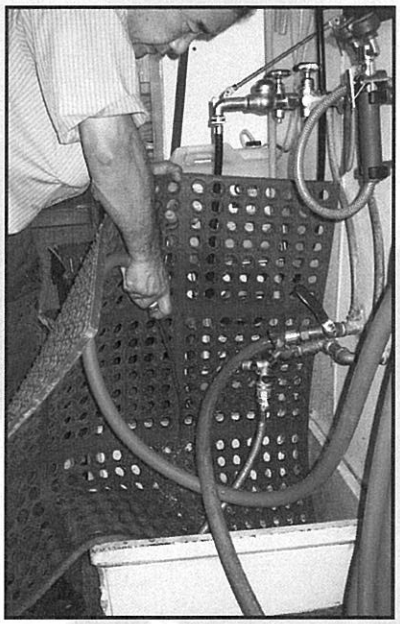
Scrape food waste and FOG into the trash or food compost container before dishwashing.

用洗碗機清洗碗盤之前，將殘餘食品以及脂肪和油脂(FOG) 刮入垃圾箱或食品堆肥容器內。



Clean FOG-contaminated kitchen equipment in a sink connected to a grease control device.

清潔安裝在水池內與油脂控制裝置連接的被脂肪和油脂 (FOG) 污染的廚用設備。



Clean all kitchen equipment indoors. Never allow wastewater from any cleaning to flow to the storm drains, gutters or street.

清潔所有的室內廚用設備。絕對不要讓任何洗滌廢水流入暴雨下水道和排水槽內，或流到街道上。

Make sure waste collection containers and surrounding areas are always clean, covered with lids, and free of FOG, food residue and debris.

請務必始終保持垃圾箱及周圍區域的清潔；垃圾箱應蓋上蓋子；垃圾箱不得沾滿脂肪和油脂(FOG) 、食品殘渣及碎屑。

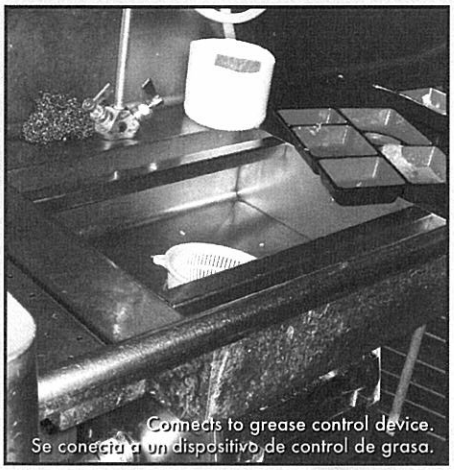
Best practices from your Regional Water Quality Control Plant

The Regional Water Quality Control Plant is operated by the City of Palo Alto for the East Palo Alto Sanitary District, Los Altos, Los Altos Hills, Mountain View, Palo Alto and Stanford.

KEEP FATS, OILS AND GREASE (FOG) OUT OF THE SANITARY SEWER AND STORM DRAIN

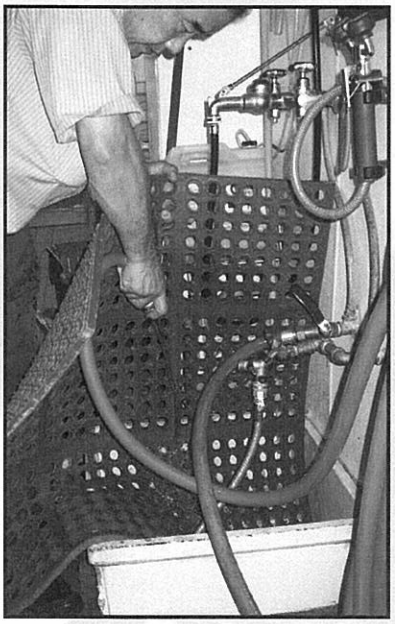
Scrape food waste and FOG into the trash or food compost container before dishwashing.

Deseche los restos de comida y FOG (de grasas, sebos y aceites) en la basura o en el contenedor de composte de alimentos antes de lavar los platos.



Clean FOG-contaminated kitchen equipment in a sink connected to a grease control device.

Limpie el equipo de cocina contaminado por FOG en un fregadero conectado a un dispositivo de control de grasa.



Clean all kitchen equipment indoors. Never allow wastewater from any cleaning to flow to the storm drains, gutters or street.

Limpie todo el equipo de la cocina en el interior. No permita nunca que el agua residual de cualquier tipo de limpieza vaya a los colectores de agua de lluvia, a los canalones ni a las calles.

Make sure waste collection containers and surrounding areas are always clean, covered with lids, and free of FOG, food residue and debris.

Cerciórese de que los contenedores para recoger basura y las zonas circundantes estén siempre limpios, cubiertos con tapas y libres de FOG, residuos de comida y desechos.

Best practices from your Regional Water Quality Control Plant

The Regional Water Quality Control Plant is operated by the City of Palo Alto for the East Palo Alto Sanitary District, Los Altos, Los Altos Hills, Mountain View, Palo Alto and Stanford.

CIUDAD DE EAST PALO ALTO

RECYCLAJE

GRATIS

RECYCLE USED OIL

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Ayude a mantener limpia la Ciudad

Aceite Usado

Muebles

Electronicos

Pinturas

Llantas

LUGAR: <u>150 Calle Tara</u>

Al final de la calle Bay

Una cuadra al sur de avenida Pulgas

Aceptamos:

- ☑ **Aceite de motor usado y filtros**
- ☑ **Colchones**
- ☑ **Electrónicos, computadoras, televisiones**
- ☑ **Llantas, baterías de carros**
- ☑ **Metales, refrigeradores, lavadoras, estufas y calentón de agua**
- ☑ **Papeles, cartones y plásticos**
- ☑ **Pinturas a base de Agua (Látex)**
- ☑ **Ramas de árboles, hojas de árboles**

Los artículos deben ser separados, traer prueba de domicilio.

NO ACEPTAMOS BASURA, CONCRETO O TIERRA

Horario: 8AM a 4PM

Lunes a viernes

Cerrado 12PM A 1 PM.

Teléfono: (650) 853-5916

Fax: (650) 853-5918

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Furniture

Electronics

Paints

Tires

Location: **<u>150 Tara Street</u>**
At the end of Bay Road
One block south of Pulgas Avenue

WE ACCEPT:

- ☑ **Electronics, computers and TV's**
- ☑ **Mattresses**
- ☑ **Motor oils and filters-**
- ☑ **Papers, cardboards and plastics**
- ☑ **Scrap metals, microwave oven, refrigerators washers, dryers, water heaters and stoves.**
- ☑ **Tires, car batteries**
- ☑ **Yard waste, Tree clippings, unpainted woods**

Items must be separated. Bring proof of Residency

IS NOT ACEPTABLE
TRASH, CONCRET OR DIRT

Hours: 8AM to 4PM
Monday thru Friday
Closed 12PM - 1 PM
Telephone: (650) 853-5916
Fax: (650) 853-5918
www.cityofepa.org

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Section 8 - Provision C.8 Water Quality Monitoring

C.8 ▶Water Quality Monitoring

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

Summary

During FY 10-11, we contributed through the countywide Program to the BASMAA Regional Monitoring Coalition (RMC). In addition, we contributed financially to the Regional Monitoring Program for Water Quality in the San Francisco Estuary (RMP) and were represented at RMP committees and work groups. For additional information on monitoring activities conducted by the Program, BASMAA RMC and the RMP, see the C.8 Water Quality Monitoring section of the Program's FY 10-11 Annual Report.

SAN MATEO COUNTYWIDE
Water Pollution
Prevention Program
Clean Water. Healthy Community.

City of East Palo Alto

Stormwater Pump Station Form
Inspections & Dry Season DO Monitoring

Date: 9/1/11 **Time:** 1034

Staff Name: Brian Doherty -TEC Accutite **Pump Station:** O'Connor Pump Station

DISSOLVED OXYGEN MONITORING (Use this portion of the form for dry season[1] DO monitoring and needed follow up corrective actions if DO level(s) are at or below 3 mg/l).

DO Monitoring Type (check one):

X	Routine Dry Season		Follow up Testing after Implementing Corrective Actions[2]

Location of DO Testing (check one):

X	Pump Station Forebay		Discharge Flow while Pump(s) Are Being Operated		Other – Describe

DO Value (mg/L): 5.6

Temperature (optional) —

Corrective Action/s (check all that apply):

X	**None Needed, DO Levels OK**		**Re-circulate Wet Well Water**
	Adjust Float Level		**Clean Wet Well**
	Deploy Temporary Aeration Device (Wet Well)		**Install Permanent Aeration Device (Wet Well)**
	Deploy Temporary Aeration Structure/s (Outfall)		**Install Permanent Aeration Structure/s (Outfall)**
	Other (Describe):		

Comments:

[1] Dry season is undefined in the MRP's Glossary, but it could be assumed to be May 1 through September 30.
[2] For DO monitoring after implementing corrective actions, the DO monitoring interval must occur weekly until two weekly samples are above 3 mg/L.

SAN MATEO COUNTYWIDE
Water Pollution
Prevention Program
Clean Water. Healthy Community

City of East Palo Alto

Stormwater Pump Station Form
Inspection & Dry Season DO Monitoring

PUMP STATION INSPECTION INFORMATION (Use this portion of form to document inspections).

Inspection Type (check all that apply):

	Wet season[3]	X	Dry season DO testing		Dry weather[4] collection system screening

Catchment Area Type (If Known, Estimate Percent of Land Use for Each Type Listed Below):

	Industrial		Commercial		Residential		Park and Open Space

OBSERVATIONS (check all that apply):

Trash

X	Not Present		Present

If trash present, visually estimate the quantity	_____ no. of 32-gallon bags

Odor

X	Absent		Present

Color

X	Absent		Present

Turbidity

X	Not Detected		Low		Medium		High

Hydrocarbon Sheen

X	Not Detected		Low		Medium		High

WASTES REMOVED FROM PUMP STATION:

Estimate the volume or mass of waste materials removed, if any, from the pump station:

n/a

Comments (Include information about any illicit discharges and illegal dumping problems found):

[3] Wet season is defined in the MRP's Glossary as "October 1 through April 30 of each year." Wet season inspections must occur 2x per year on the first business day after ¼-inch & larger storm events that have been preceded by no rainfall for a minimum of a two week antecedent period.
[4] Dry weather is defined in MRP's Provision C.5.e.ii as "meaning no significant rainfall within the past 3 weeks."

SAN MATEO COUNTYWIDE
Water Pollution
Prevention Program
Clean Water. Healthy Community.

City of East Palo Alto

Stormwater Pump Station Form
Inspections & Dry Season DO Monitoring

Date: 9/1/11 **Time:** 1043

Staff Name: Brian Doherty -TEC Accutite **Pump Station:** O'Connor Pump Station

DISSOLVED OXYGEN MONITORING (Use this portion of the form for dry season[1] DO monitoring and needed follow up corrective actions if DO level(s) are at or below 3 mg/l).

DO Monitoring Type (check one):

X	Routine Dry Season		Follow up Testing after Implementing Corrective Actions[2]

Location of DO Testing (check one):

	Pump Station Forebay	X	Discharge Flow while Pump(s) Are Being Operated		Other – Describe

DO Value (mg/L):

6.5

Temperature (optional)

—

Corrective Action/s (check all that apply):

	None Needed, DO Levels OK		**Re-circulate Wet Well Water**
	Adjust Float Level		**Clean Wet Well**
	Deploy Temporary Aeration Device (Wet Well)		**Install Permanent Aeration Device (Wet Well)**
	Deploy Temporary Aeration Structure/s (Outfall)		**Install Permanent Aeration Structure/s (Outfall)**
	Other (Describe):		

Comments:

[1] Dry season is undefined in the MRP's Glossary, but it could be assumed to be May 1 through September 30.
[2] For DO monitoring after implementing corrective actions, the DO monitoring interval must occur weekly until two weekly samples are above 3 mg/L.

SAN MATEO COUNTYWIDE
Water Pollution
Prevention Program
Clean Water. Healthy Community.

City of East Palo Alto

Stormwater Pump Station Form
Inspection & Dry Season DO Monitoring

PUMP STATION INSPECTION INFORMATION (Use this portion of form to document inspections).

Inspection Type (check all that apply):

	Wet season[3]	X	Dry season DO testing		Dry weather[4] collection system screening

Catchment Area Type (If Known, Estimate Percent of Land Use for Each Type Listed Below):

	Industrial		Commercial		Residential		Park and Open Space

OBSERVATIONS (check all that apply):

Trash

X	Not Present		Present	If trash present, visually estimate the quantity	_____ no. of 32-gallon bags

Odor

X	Absent		Present

Color

X	Absent		Present

Turbidity

X	Not Detected		Low		Medium		High

Hydrocarbon Sheen

X	Not Detected		Low		Medium		High

WASTES REMOVED FROM PUMP STATION:

Estimate the volume or mass of waste materials removed, if any, from the pump station:

n/a

Comments (Include information about any illicit discharges and illegal dumping problems found):

[3] Wet season is defined in the MRP's Glossary as "October 1 through April 30 of each year." Wet season inspections must occur 2x per year on the first business day after ¼-inch & larger storm events that have been preceded by no rainfall for a minimum of a two week antecedent period.

[4] Dry weather is defined in MRP's Provision C.5.e.ii as "meaning no significant rainfall within the past 3 weeks."

	CCD tally	Totals		Totals/2	Data Card 1
Shoreline & R	Bags (paper)		99	50	24
	Bags (plastic)		64	32	18
	Balloons		21	11	
	Bev. Bottles <= 2L		53	27	17
	Glass bev bottles		87	44	20
	Bev cans		35	18	17
	caps, lids		40	20	13
	clothing, shoes		47	24	24
	cups, plates, etc.		58	29	21
	food wrapper/containe		110	55	18
	pull tabs		1	1	0
	6-pack holders		5	3	2
	shotgun shells/waddin		0	0	0
	straws, stirrers		16	8	7
	toys		13	7	3
Ocean/Water	Bait containers		0	0	0
	Bleach/cleaner bottles		2	1	2
	buoys/floats		0	0	0
	traps		0	0	0
	crates		0	0	0
	fishing line		0	0	0
	fishing lures/light stix		2	1	0
	fish nets		0	0	0
	light bulbs		2	1	0
	oil/lube bottles		0	0	0
	pallets		0	0	0
	plasting sheeting/tarp		20	10	1
	rope		2	1	1
	strapping bands		3	2	2
Smoking	cigarettes/butts		1177	589	60
	cig lighters		2	1	2
	cigar tips		9	5	0
	tobacco packaging		7	4	2
Dumping	Appliances		11	6	10
	Batteries		3	2	1
	Bldg materials		8	4	0
	Cars/car parts		1	1	1
	55-gal drums		0	0	
	tires		1	1	
Medical/persc	condoms		2	1	2
	diapers		2	1	0
	syringes		0	0	0
	tampons		0	0	0
	Grand Total		1903	952	

Data Card 2	Data Card 3	Data Card 4	Data Card 5	Data Card 6	0	Data Card 8
5	16	0			50	4
15	22	5			0	4
0	0	1			20	
4	6	2		2	20	2
25	28	8	2		0	4
5	4	7		2	0	
2	10	3			2	10
13	8	2			0	
3	2	1			30	1
44	20	15	2	2		9
0	0	1				
0	3	0				
0	0	0			0	
1	3	0	2		1	2
3	6	1				
0	0					
0	0					
0	0					
0	0					
0	0					
0	0					
0	2					
0	0					
1	0				1	
0	0					
0	0					
18	1					
0	1					
0	1					
13	12	4			27	10
0	0					
0	9					
1	0					4
0	1					
1	1					
2	0	6				
0	0					
0	0					
1	0					
	0					
	2					
	0					
	0					

Data Card 9 Data Card 10 Data Card 11 Data Card 12 Data Card 13

1051

Year	NRCD				CCD			
	volunteers	miles cleaned	lbs. trash	lbs. recyclables	volunteers	miles cleaned	lbs. trash	lbs. recyclables
2008	45		1200	850	300	2	5000	300
2009	21	1.5	400	100	271	2.95	4060	480
2010	30	1.94	2500	5	169	3.25	3300	85

Example City Council Report

Regular Business: Adopt the Updated Integrated Pest Management Policy

---

RECOMMENDATION

Staff recommends that the City Council:

Review and approve Resolution #X, adopting an updated Integrated Pest Management Policy

BACKGROUND

In 2003, the City approved Resolution #Y, adopting an integrated pest management (IPM) policy in accordance with the State's 1999 stormwater requirements to develop performance standards for municipal pest management. The 2003 policy was based on a template developed by the San Mateo Countywide Water Pollution Prevention Program (Countywide Program) and was adopted by most jurisdictions in the county.

The San Francisco Bay Regional Water Quality Control Board (Water Board) adopted a municipal regional stormwater permit (MRP) in October 2009, requiring the city and each of the other 75 public agencies covered by the MRP to implement pesticide control programs to minimize reliance on pesticides that pose a threat to water quality and require IPM in municipal operations and on municipal property (MRP Provision C.9).

The City was required to submit its existing IPM policy to the Water Board as part of its annual stormwater report in September 2010. Water Board staff indicated in a February 10, 2011 memorandum that the policy adopted by San Mateo jurisdictions did not meet the MRP's requirements because it was expressed as recommendations and not requirements. In addition, the existing 2003 version of the IPM policy lacked specificity about the hierarchical decision-making process and multi-step approach that should be used to control pests and, only where and when needed, address problems using the least toxic pesticides. In May 2011, Water Board staff expressed its intent to issue Notices of Violation to municipalities that did not adopt updated IPM policies.

In response to these reported deficiencies, the Countywide Program's Parks Maintenance and IPM Work Group developed an updated version of the model IPM policy, incorporating input from both the San Mateo County Agricultural Commissioner and Water Board staff.

DISCUSSION

The primary changes to the 2003 version of the IPM policy were to incorporate more specificity and clarify IPM is not a recommended activity, but a description of the city's commitment to minimize the use of pesticides that threaten water quality.

More specificity was incorporated into the updated IPM policy by incorporating ten steps that will be followed to control pests through a process that includes pest prevention, biological and habitat controls, and chemical controls when needed using reduced risk pesticides at the minimum amounts needed to be effective.

In addition, the MRP's requirements that are included in the updated version of the IPM policy include the following:

1. Clarify that the pesticides of concern are those that threaten water quality. The MRP contains a list of these pesticides.
2. Commit the city to establishing written standard operating procedures for pesticide use to ensure implementation of the IPM policy and to require employees and pest control contractors to comply with the standard operating procedures.
3. Track the use of pesticides and summarize this information in the annual municipal stormwater report consistent with the MRP's requirements.
4. Review purchasing procedures and service agreements with pest control contractors to determine what changes, if any, may be needed to support the implementation of the IPM policy.

In accordance with Item 2, above, the Countywide Program's Parks Maintenance and IPM Workgroup developed written standard operating procedures for pesticide use that can be customized for utilization by each agency. The City is already implementing those procedures. Also, at the suggestion of Water Board staff and similar to other IPM policies adopted in the Bay Area, the IPM policy states that each department that performs pest management activities will identify an IPM coordinator who will be responsible for assisting staff to implement the city's IPM policy.

FISCAL IMPACT

The costs associated with adopting and implementing the updated IPM policy are considered to be negligible because the city has an existing IPM policy. The updated policy mainly adds specificity to the existing IPM policy so that the city's hierarchical pest control decision-making process is clear and consistent with the MRP requirements. In addition, by adopting an updated policy meeting MRP requirements, the City will likely avoid future enforcement actions that could include financial penalties based on Water Board staff's determination that the 2003 version of the IPM policy was inadequate.

ATTACHMENTS

1. Resolution #X
2. IPM Policy

RESOLUTION #X

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF X ADOPTING AN UPDATED INTEGRATED PEST MANAGEMENT POLICY

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

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

WHEREAS, in October 2009, the San Francisco Bay Regional Water Quality Control Board adopted a Municipal Regional Stormwater Permit (MRP) under the NPDES program;

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

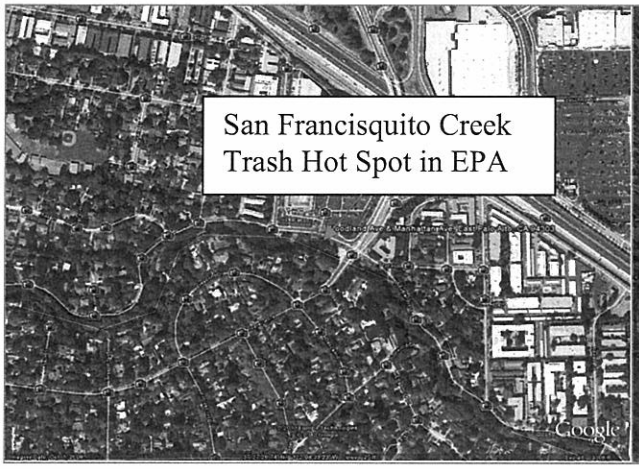
WHEREAS, the City of X seeks to protect the health and safety of its employees and the general public, the environment and water quality, as well as provide sustainable solutions for pest control, through the reduced use of pesticides on property owned or managed by the City to the maximum extent practicable;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of X that the attached Integrated Pest Management Policy be adopted and implemented by all appropriate city departments and contractors.

TRASH HOT SPOT REPORTING

City of East Palo Alto

Site ID: SFC02



Site Information

Site Location: San Francisquito Creek, adjacent to Woodland Avenue at Manhattan Avenue

Watershed: JPA

Water body: San Francisquito Creek

Jurisdiction: East Palo Alto

Ownership: Santa Clara Valley Water District

Trash Pathways/Sources: Accumulation, Litter

Site Identified by: City of East Palo Alto

Agency Contact: Jay Farr, City of East Palo Alto

Justification

Information Supporting Selection as a Hot Spot:

Existing Cleanup Efforts:

Assessments:

CITY OF EAST PALO ALTO
COMMUNITY DEVELOPMENT DEPARTMENT
DIVISION OF MAINTENANCE
150 TARA STREET, EAST PALO ALTO, CA 94303
TEL. NO. 650.853.5916, FAX. NO. 650.853.5918

DRAINAGE INSPECTION REPORT

Date: 08-18-2011 **Inspector**: AMIR MAHMOUDI

Type of inspection: [X] Annual [ ] Post-storm

I have inspected the following surface drainage facilities and found them as noted:

1.	University Avenue at Tulane Avenue.	[X] No problem [ ] Problem found
2.	End of Stevens Avenue.	[ ] No problem [X] Problem found
3.	End of Fordham Street.	[ ] No problem [X] Problem found
4.	End of Purdue Avenue.	[ ] No problem [X] Problem found
5.	Runnymede outfall discharge system.	[X] No problem [ ] Problem found
6.	End of Garden Street.	[ ] No problem [X] Problem found
7.	End of Beech Street.	[X] No problem [ ] Problem found
8.	End of Cypress Street.	[ ] No problem [X] Problem found
9.	Drainage System at Intersection of Pulgas and Bay	[X] No problem [ ] Problem found
10.	Box culvert at the end of Runnymede Street	[ ] No problem [X] Problem found
11.	Trash grate at O'Connor Street Pump Station	[ ] No problem [X] Problem found

Description of problem found (if any):

2. Vacuum cleaner, car seat, bookshelf, woods, metals, shoes.
3. Two soccer balls.
4. Motorcycle.
6. Woods / lumber
8. Bicycle wheel and lumber
10. Shoes, plastic and bottles.
11. Bottles and plastic, playing balls,

Storm Water Discharge at end of Stevens Avenue

Storm Water Discharge at end of Stevens Avenue

Storm Water Discharge at end of Stevens Avenue

Storm Water Discharge at end of Stevens Avenue

Storm Water Discharge at end of Stevens Avenue

Storm Water Discharge at University Avenue and Tulane Avenue

San Francisquito Creek

San Francisquito Creek

San Francisquito Creek

San Francisquito Creek

San Francisquito Creek

Drainage System at Intersection of Pulgas and Bay Rd.

Storm Water Discharge at Beech Street

Storm Water Discharge at End of Cypress

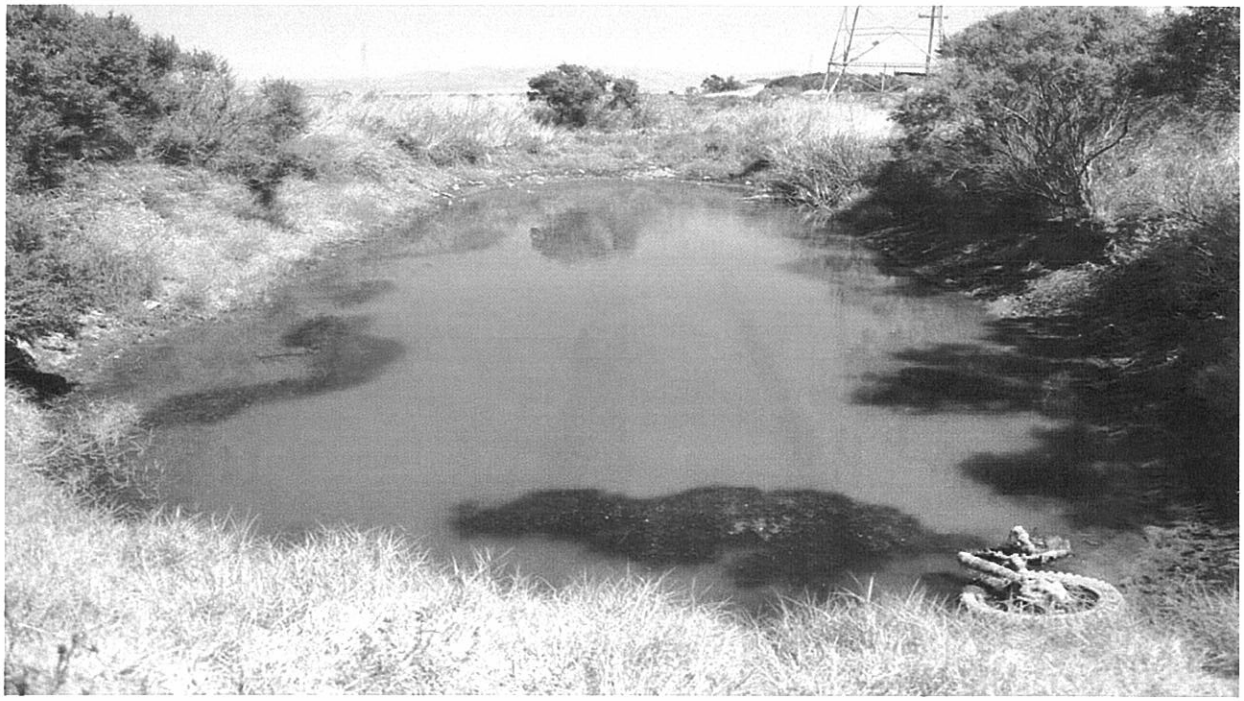
Storm Water Discharge at End of Cypress

Storm Water Discharge at End of Cypress

Storm Water Discharge at End of Garden Street

Storm Water Discharge at End of Garden Street

Storm Water Discharge at End of Purdue Avenue



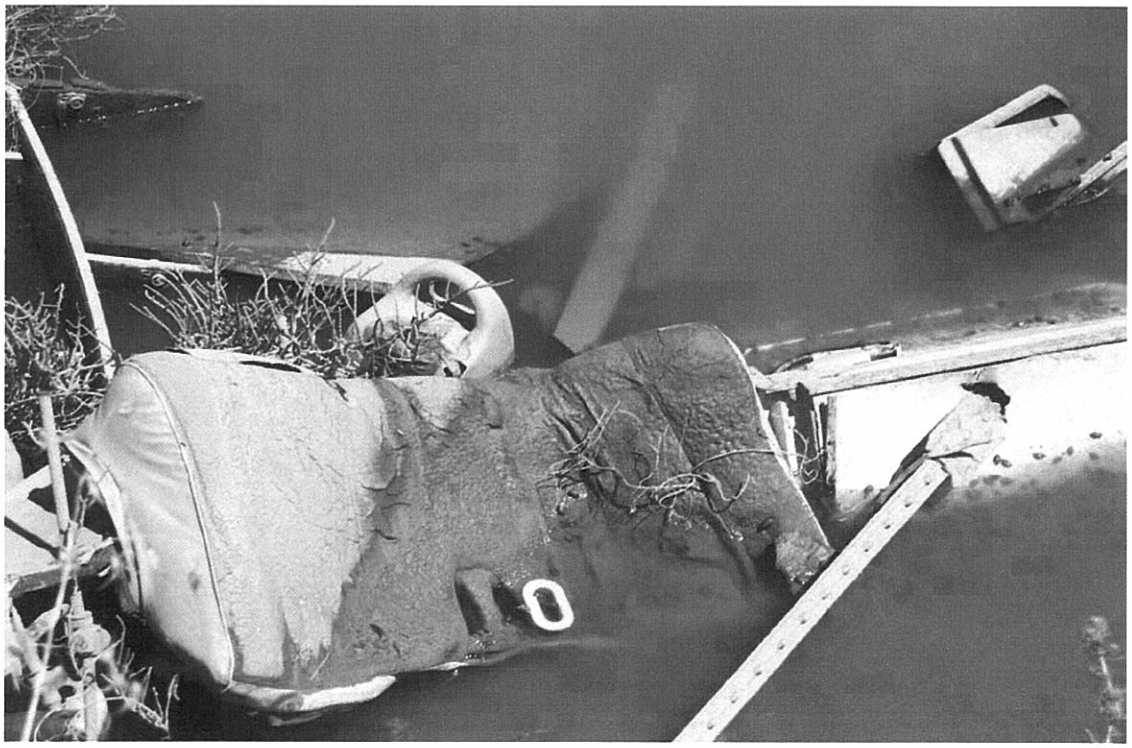
Storm Water Discharge at End of Purdue Avenue

Storm Water Discharge at End of Fordham Street

Storm Water Discharge at End of Fordham Street

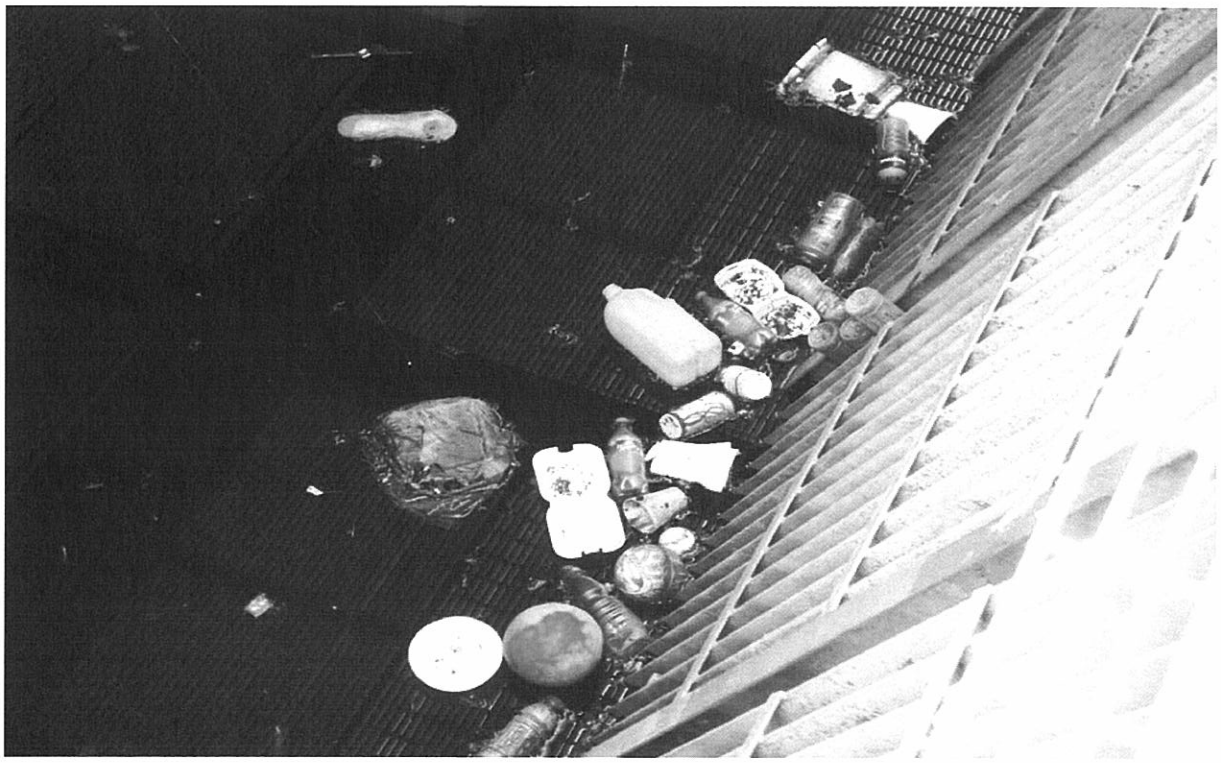
Storm Water Discharge at End of Stevens Avenue

Storm Water Discharge at End of Stevens Avenue



Box culver at the end of Runnymede

Trash grate at O'Connor Pump Station



City of East Palo Alto
Standard Operating Procedures for Pesticide Use and Implementation
Integrated Pest Management Policy

Purpose: To minimize the use and reliance on pesticides that threaten water quality by implementing the city's policy for Integrated Pest Management (IPM) by all City (municipal) employees and contractors hired to manage pests on City (municipal) property.

Policy: City (Municipal) employees who are authorized to manage pests and those contracted to do so are required to implement the city's IPM policy for city-owned properties and facilities managed by the City of East Palo Alto. This will be accomplished by using the following procedures:

1. Use industry practices and pest prevention measures to minimize the occurrence of pest problems.
2. Use biological and physical controls that are environmentally appropriate and economically feasible to control pests.
3. Use chemical control as a last resort, and then the least toxic product will be used. Where feasible for structural pest control, insecticides will be applied as containerized baits.
4. Avoid the use of pesticides that threaten water quality[1] especially in formulations and situations that pose a risk of contaminating storm water runoff.
5. Update employees and contractors on IPM techniques, pesticides-related storm water pollution prevention methods, the municipality's IPM policy and these standard operating procedures.
6. As part of the municipality's annual report for the regional storm water permit, report on the IPM policy's implementation by showing trends in the quantities and types of pesticides used and suggest reasons for any increases in uses of pesticides that threaten water quality[1] (as required by municipal regional storm water permit Provision C.9.b.).

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

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

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

---

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

Section 9 – Provision C.9 Pesticides Toxicity Controls

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

Attach a copy of your individual IPM ordinance or policy. *(Water Board staff requested resubmittal for FY 10-11.)*	X	**Attached**		**Not attached,** explain below
If **Not attached**, explain:				
Describe mechanism for adopting/formalizing your agency's IPM ordinance or policy (e.g., department head approval, integration into SOPs, staff training: **To adopt updated (August 11, 2011) IPM Policy immediately.**				

C.9.b ►Implement IPM Policy or Ordinance

Report implementation of IPM BMPs by showing trends in quantities and types of pesticides used, and suggest reasons for increases in use of pesticides that threaten water quality, specifically organophosphates, pyrethroids, carbaryl, and fipronil. A separate report can be attached as evidence of your implementation.

Trends in Quantities and Types of Pesticides Used[23]

NOTE: EPA Data from FY09/10 not available but we will provide updated information for FY11-12 for comparisons.

Pesticide Category and Specific Pesticide Used	Amount[24]				
	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14
Organophosphates	/	/			
Phantom: EPA Reg# 241-392	Data not available	868			
	n/a	n/a			
Pyrethroids	/	/			
Tempo Ultra Epa Reg # 432-1363.	Data not available	2396			
Carbaryl	n/a	n/a			
Fipronil	n/a	n/a			

[23] Includes all municipal structural and landscape pesticide usage by employees and contractors.
[24] Weight or volume of the product or preferably its active ingredient, using same units for the product each year.

C.9.c ▶Train Municipal Employees

Enter the number of employees that applied or used pesticides (including herbicides) within the scope of their duties this reporting year.	0
Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within the last 3 years.	0
Enter the percentage of municipal employees who apply pesticides who have received training in the IPM policy and IPM standard operating procedures within the last three years.	0

C.9.d ▶Require Contractors to Implement IPM

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

If yes, attach one of the following:

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

If **Not attached**, explain:

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

Summarize participation efforts, information submitted, and how regulatory actions were affected **OR** reference a regional report that summarizes regional participation efforts, information submitted, and how regulatory actions were affected.

Summary:

During FY 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.

EPA intends to adopt the updated IPM policy during FY 11-12 prior to January 2012.

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. EPA's Home Depot participates in OWOW point of sale purchase information; City provides outreach of OWOW at City offices.

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

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

Summary:

See the C.9 Pesticides Toxicity Control section of Program's FY 10-11 Annual Report for a summary of our participation in and contributions towards countywide and regional public outreach to pest control operators and landscapers to reduce pesticide use. EPA plans to update city IPM policy by Feb. 2012 and appropriate requirements to pest control contractor contract prior to March 2012

Regulated Pesticides Used in EPA 2010-2011

Organophosphate	*Pyretheroids*
Phantom (ounces) Epa Reg # 241-392	Tempo (Ounces) Epa Reg # 432-1363
100	128
120	128
88	128
88	128
88	128
128	128
128	128
128	128
868 total	128
	88
	100
	88
	128
	88
	88
	88
	128
	64
	128
	128
	128
	2396 total

QualityPro

The Mark of Excellence in Pest Management

Presenting this certificate of excellence to

TheTerminix International Co Lp

in acknowledgment of your continuing efforts toward professional excellence
in the pest management industry by meeting the QualityPro requirements
and achieving the mark of excellence in pest management.

official signature

QualityPro 2007 QualityPro 2008 QualityPro 2009

U.S. Green Building Council

Terminix International
MEMBER SINCE 2009

THE U.S. GREEN BUILDING COUNCIL IS THE NATION'S FOREMOST COALITION OF LEADERS WORKING TO TRANSFORM THE WAY BUILDINGS AND COMMUNITIES ARE DESIGNED, BUILT AND OPERATED, ENABLING AN ENVIRONMENTALLY AND SOCIALLY RESPONSIBLE, HEALTHY, AND PROSPEROUS ENVIRONMENT THAT IMPROVES THE QUALITY OF LIFE.

Gail Vittori, Chair

S. Richard Fedrizzi, President, CEO and Founding Chairman

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S. Richard Fedrizzi, President, CEO and Founding Chairman

Terminix International
2343/ Mountain View
733 N. Pastoria Ave
Sunnyvale, CA 94085
(408) 522-0100

Jay Farr
City of East Palo Alto
150 Tara Street
East Palo Alto, California 94303

Dear Jay Farr:

Thank you for the opportunity to present this proposal for pest management services for City of East Palo Alto.

Since 1927, Terminix Commercial has become the company more businesses trust than any other for pest control. Experience in providing excellent service is a necessity for any pest control provider - and Terminix Commercial has built a rock-solid reputation on providing service to your industry. But there's more to our story. We've forged long-term relationships with customers in your business who look to us for effective, individualized solutions. They know that we understand their specialized regulations and paperwork down to the smallest detail. And most importantly, they know that they can rely upon us for value, timeliness and reliability every time.

The fact is, these principles are so important that we've made them the foundation of a Guarantee that's the strongest in the industry: our No Wait, No Doubt, No Limit 3-Point Guarantee. Within this proposal, you'll find more information and details on our guarantee.

Please take a moment to review the recommendations and Service Agreement we've created especially for you. If there are any questions we can answer or if you would like to meet to discuss this program - please give me a call at (408) 522-0100. We're here to help.

Sincerely,

DAVID M CLARE
MGR BRANCH
(408) 522-0100
dclare@terminix.com

Terminix Commercial
City of East Palo Alto
150 Tara Street
East Palo Alto, CA 94303

Terminix Service
Terminix will perform Pest Control, Rodent Control, Fly Control and Bird Control for City of East Palo Alto for a period of 1 Year for the following pests at the locations, frequency and price as described in this Agreement.

- American Cockroaches
- German Cockroaches
- Oriental Cockroaches
- Smoky Brown Cockroaches
- House Mouse
- Norway Rat
- Roof Rat
- Centipedes
- Crickets
- Earwigs
- Ground Beetles
- Millipedes
- Silverfish
- Sowbugs/Pillbugs
- Spiders
- Black Widow Spider
- Brown Recluse Spider
- Wolf Spiders

*Termites, fire ants, carpenter and pharaoh ants, as well as wood destroying organisms are NOT included in this service. For information on these services call 1-800-TERMINIX.

Terminix will retreat for the pests identified above at no charge between scheduled service visits.

Treatment Location

1	**Address**	150 Tara Street 150 Tara Street East Palo Alto, CA 94303
	Contact	Jay Farr Email: jfarr@epa.org
	Service Frequency	Monthly (12 service visits)
	Charges	Initial Charge: $160 Recurring Charge: $80
	Annual Location Total	$1,040

Total Annual Amount: $1,040 (Grand Total)

*Cost does not include any applicable sales tax.

*You may recognize a 3% discount for pre-paying one years service charge in advance

Easy Pay Feature **Signature Required** _____

I understand that by enrolling my account for Easy Pay, all future invoices sent to me by Terminix for services performed pursuant to my contract will automatically be paid by a deduction from my checking, savings or credit card account as indicated.

☐ Credit Card (if different from above) ☐ Checking Account* (Voided Check Attached)

Credit Card # ___ ___ ___ ___ - ___ ___ ___ ___ - ___ ___ ___ ___ - ___ ___ ___ ___ Expiration Date ___ ___ / ___ ___ (mm/yy)
If Easy Pay is selected – a copy of agreement must be sent to Corporate at 860 Ridge Lake Boulevard, Memphis, TN 38120 Mailstop C2-4092
*See terms and conditions for details

This agreement is subject to the Terms and Conditions, including the Mandatory Arbitration provision.

This agreement is for an initial period of 1 Year from the date of the first service and, unless cancelled by the Purchaser, will automatically continue on a monthly basis until cancelled by either party upon thirty (30) days notice. This agreement is not valid unless accepted by customer within 30 days of submission.

In the event you have any questions or complaints, you may contact a Terminix representative by calling 1-800-TERMINIX (1-800-837-6464).

PAYMENT

TERMS: Applicable charges and sales tax will be paid within thirty (30) days of invoice. A charge of 1.5% per month will be added to any unpaid balance over 30 days.

Unless otherwise noted, Purchaser accepts centralized invoice to be provided each month. Summary invoices do not contain copies of service receipts.

TERMS AND CONDITIONS

1. MATERIALS.
    A. The materials used in pest control service will comply with federal, state and local laws, and shall be acceptable to you.
    B. All pest control service shall be performed in accordance with the most effective scientific pest control procedures.
2. YOUR COOPERATION.
    A. Your cooperation is important to ensure the most effective results from Terminix service. Whenever conditions conducive to the breeding and harborage of pests covered by this contract are reported in writing by Terminix, and are not corrected by you, Terminix cannot assure satisfactory service.
    B. If the conditions noted by Terminix are not corrected as required, all guarantees in this agreement shall automatically terminate and be cancelled. Further, additional treatments in areas of such conditions that are not corrected as required shall be paid for by the customer as an extra charge.
3. INSURANCE. Terminix will furnish a Certificate of Insurance upon request.
4. TERMS OF AGREEMENT. If Terminix fails to comply with the specifications, they shall be given thirty (30) days notice to correct the problem. If, at the expiration of such thirty (30) days, the unsatisfactory conditions have not been corrected, you reserve the right to cancel the contract. In the event of persistent infestation, Terminix will provide special services at no extra cost until the condition is under control. Terminix is not responsible for insect or rodent damage to products or contents at the premises. This agreement does not provide for control of termites, other wood destroying organisms, or any other pests not specified.
5. NOTICE OF CLAIMS. Any claim under the terms of this agreement must be made immediately in writing to any Terminix Service Center.
6. DISCLAIMER.
    A. Terminix's liability under this agreement will be terminated if Terminix is prevented from fulfilling its responsibilities under the terms of this agreement by reason of delays in transportation, shortages of fuel and/or materials, strikes, embargoes, fire, floods, quarantine restrictions, earthquakes, hurricanes, or any other act of God or circumstances or cause beyond the control of Terminix.
    B. EXCEPT AS OTHERWISE PROHIBITED BY LAW, TERMINIX DISCLAIMS AND SHALL NOT BE RESPONSIBLE FOR ANY LIABILITY FOR DIRECT, INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, STIGMA AND/OR LOSS OF ENJOYMENT DAMAGES. THE OBLIGATIONS OF TERMINIX SPECIFICALLY STATED IN THIS AGREEMENT ARE GIVEN IN LIEU OF ANY OTHER OBLIGATION OR RESPONSIBILITY, EXPRESS OR IMPLIED, INCLUDING ANY REPRESENTATION OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
7. CHANGE IN LAW. Terminix performs its services in accordance with the law. In the event of a change in existing law as it pertains to the services promised herein, Terminix reserves the right to revise the monthly service charge or terminate this agreement.
8. NON-PAYMENT, DEFAULT. In case of non-payment or default by the Purchaser, Terminix has the right to terminate this agreement and reasonable attorney's fees and costs of collection shall be paid by the Purchaser.
9. CHANGE IN TERMS. At the time of any renewal of this agreement, Terminix may change this agreement by adding, deleting or modifying any provision. Terminix will notify the Purchaser in advance of any such change, and Purchaser may decline to accept such a change by declining to renew this agreement. Renewal of this agreement will constitute acceptance of any such changes.
10. ENTIRE AGREEMENT. This agreement constitutes the entire agreement between the parties and no other representations or statements will be binding upon the parties.
11. MANDATORY ARBITRATION. Purchaser and Terminix agree that any claim, dispute or controversy ("Claim") between them or against the other or the employees, agents or assigns of the other, and any Claim arising from or relating to this agreement or the relationships which result from this agreement, including but not limited to any tort or statutory Claim, shall be resolved by neutral binding arbitration by the American Arbitration Association ("AAA"), under the Rules of the AAA in effect at the time the Claim is filed ("AAA Rules"). In the event the AAA is unwilling or unable to arbitrate the dispute, the parties shall arbitrate in accordance with the Federal Arbitration Act, 9 U.S.C. §§ 1-14. Any arbitration hearing at which the parties appear personally will take place at a location within the United States federal judicial district in which Purchaser resides. AAA Rules and forms may be obtained and all claims shall be filed at any AAA office, www.adr.org or by calling 1-800-778-7879. Each party shall be responsible for paying its own attorneys' fees, costs and expenses; the arbitration fees and arbitrator compensation shall be payable as provided in the AAA Rules. However, for a Claim of $15,000 or less brought by Purchaser in his/her/its individual capacity, if Purchaser so requests in writing, Terminix will pay Purchaser's arbitration fees and arbitrator compensation due to the AAA for such Claim to the extent they exceed any filing fees that the Purchaser would pay to a court with jurisdiction over the Claim. The arbitrator's power to conduct any arbitration proceeding under this arbitration agreement shall be limited as follows: any arbitration proceeding under this agreement will not be consolidated or joined with any arbitration proceeding under any other agreement, or involving any other

property or premises, and will not proceed as a class action or private attorney general action. The foregoing prohibition on consolidated, class action and private attorney general arbitrations is an essential and integral part of this arbitration clause and is not severable from the remainder of the clause. The decision of the arbitrator shall be a final and binding resolution of the Claim. This arbitration agreement is made pursuant to a transaction involving interstate commerce and shall be governed by the Federal Arbitration Act, 9 U.S.C. Sections 1-16. Judgment upon the award may be entered in any court having jurisdiction. Neither party shall sue the other party with respect to any matter in dispute between the parties other than for enforcement of this arbitration agreement or of the arbitrator's award. THE PARTIES UNDERSTAND THAT THEY WOULD HAVE HAD A RIGHT OR OPPORTUNITY TO LITIGATE DISPUTES THROUGH A COURT AND TO HAVE A JUDGE OR JURY DECIDE THEIR CASE, BUT THEY CHOOSE TO HAVE ANY DISPUTES DECIDED THROUGH ARBITRATION.

12. SEVERABILITY. If any part of this agreement is held to be invalid or unenforceable for any reason, the remaining terms and conditions of this agreement shall remain in full force and effect.
13. GUARANTEE OF CUSTOMER SATISFACTION. We will answer your call anytime, day or night. We will perform your service or schedule an appointment within 24 hours after receiving your call. We will be on time. We will do the job right the first time, or we will do it over. We will show we care by our professional appearance and manner, and by the products and procedures we use. We will perform all services at your convenience to avoid any interruption to your normal operations.

By signing within thirty (30) days of the date below, Purchaser accepts our offer of Pest Control, Rodent Control, Fly Control and Bird Control on the Terms and Conditions identified herein.

THE TERMINIX INTERNATIONAL COMPANY, L.P.	**City of East Palo Alto** **Jay Farr**
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

INTEGRATED PEST MANAGEMENT AND SCOPE OF SERVICE

The Integrated Pest Management Solution

At Terminix Commercial, we believe the best way to solve pest problems is to correct the conditions that contribute to them. Following the procedures of the Integrated Pest Management (IPM) program, we focus our approach to treatment on eliminating pests, their harborage areas and their entry points to your facility to provide maximum effectiveness with minimal treatment.

IPM is a low or non-chemical alternative of controlling pests through the cooperative teamwork of your business and Terminix Commercial through improving sanitation awareness, proper building exclusion, and low or non-chemical methods of treatment to eliminate a pest infestation to protect the health and safety of employees and the environment.

Components of the Terminix Commercial IPM program include:

- Inspection of your facility and its exterior surroundings
- Identification of the types of pests present
- Identification and investigation of conditions that contribute to infestations
- Analysis of current pest activity
- Recommendations for limiting and preventing future infestations
- Implementation of mechanical methods for controlling pests
- Application of highly targeted treatments
- Continuous evaluation and fine-tuning of service to meet future needs
- Education of your staff about actions that contribute to pest activity

Non-chemical Pest Control Methods. Terminix uses non-chemical pest control methods where these are feasible and efficacious. These include:

- Sanitation (removing food & water sources)
- Exclusion
- Harborage Removal
- Harborage Denial
- Trapping & Monitoring
- Vacuuming
- Lighting

1. Sanitation: Sanitation involves cleaning up and/or removing potential food and water sources for pests. The fewer food sources that are present, the fewer pests that can survive. Even something as simple as picking up a lemon that has rolled under a table can prevent a significant fruit fly infestation. A regular schedule of cleaning floors, equipment, floor drains, trash receptacles and dumpsters is the best

approach to minimize food sources for pests. Water leaks should be repaired promptly, and wet mops should be hung up to dry properly.
2. Exclusion: Sealing up cracks and holes where pests can enter is the most effective non-chemical method to prevent pests from invading a building. It is impossible, for example, to keep a building free of mouse activity if the doors do not have proper weatherstrips. It is important to keep outer doors closed or install tight-fitting screen or storm doors.
3. Harborage Removal: The less shelter that is available, the fewer number of pests that will be able to survive. Removing piles of debris, cutting tall weeds and eliminating cardboard boxes in storage rooms are examples of harborage removal.
4. Harborage Denial: If a harborage cannot be removed, e.g., cracks in interior walls where cockroaches could live, then steps should be taken to deny the pest use of that harborage. The most common procedure used to deny harborages is caulking cracks that may be present - both inside and outside.
5. Environmental Alteration: Changing the environmental conditions of a room or area so that pests cannot survive there can be an effective long-term strategy. For example, a wet crawlspace under a building can serve as a source of infestation for many different types of pests. Installing ventilators and vapor barriers to dry out the crawlspace prevents most pests from living under the building.
6. Interception: When building occupants or workers examine goods and items for pests as they are brought into the building, they often can prevent numerous introductions of pests, especially German cockroaches. This is especially important for food items, in particular bagged or boxed produce.
7. Trapping & Monitoring: Rodents can be effectively controlled in many situations using traps alone. Flying insects can be controlled with properly placed insect light traps in conjunction with good sanitation and exclusion practices. For insect control, traps work best for monitoring activity of insects and other arthropod pests.
8. Vacuuming: Physical removal of pests by vacuuming is rapidly gaining wide acceptance. This technique is especially effective for cockroach and spider control.
9. Heat & Freezing: Heat is currently being effectively used by Terminix in Florida and California to control termites and wood-boring beetles in structures in a process called CleanHeat. Terminix is also using heat in some situations to "flush" cockroaches out of their harborages. By combining vacuuming with flushing insects with hot air, pest control can effectively be accomplished in some situations without occupants having to vacate the area. Items (e.g., food) that are thought to be infested may be frozen at zero degrees Fahrenheit for at least 6 days - if the items can safely be frozen.
10. Lighting: Exterior lights often attract large numbers of nighttime flying insects to buildings where they can enter the building. These insects also serve as food for spiders, which promotes spider infestations. Exterior lighting should always be changed to sodium vapor lamps where feasible to attract as few insects as possible to a building.

Contributing Conditions. At the heart of an effort to minimize pesticide usage and still maintain a relatively pest-free environment is the correction or elimination of conditions that may be contributing to a pest infestation. All pests need food, water, and shelter to survive. The less of these available to pests, the fewer number of pests that can survive in a given area.

In most cases, it is impossible to remove all of the food, water and shelter sources available to pests. A certain number of pests from the pest population will typically be able to survive.

Cleaning up food debris, fixing leaks and removing potential harborages accomplishes lowering the population size so that it will be easier to control the infestation while using a minimum of insecticide applications.

Facility Cooperation - Achieving goals of an IPM concept are difficult unless the facility provides its full cooperation in correcting the contributing conditions pointed out by the pest management professional. The longer these contributing conditions are allowed to persist, the greater the need to use pesticides to produce the goal of a pest-free environment.

Non-residual Pesticide Applications. Many people believe that IPM means that pesticides will not be used; however, IPM does not preclude the use of pesticides. In some cases, pesticides will need to be implemented, while in other cases, pesticides may not be needed at all. Every situation is different and the Terminix service professional is the person who must analyze the situation and choose the appropriate control measure including when and where to use pesticides.

If a pesticide application is required, "low impact" products or non-residual pesticides with acceptable efficacy should be chosen for IPM programs. Low impact insecticides include baits, naturally occurring materials such as boric acid and silica aerogel dusts, and pyrethroids. These materials generally have very low mammalian toxicity and still remain very effective at controlling insects and other arthropod pests.

Cultural Recommendation
Terminix should provide a written sanitation report following each service outlining recommendations for addressing contributing conditions that may be present. To reduce the need for pesticide use, these recommendations should be corrected within a reasonable time frame. The following list details general recommendations the Terminix service professional may offer the staff of a facility.

- Keep stored food products refrigerated or in tightly sealed containers.
- Dispose of packing materials, such as grocery bags, cardboard boxes, pallets and shipping boxes that may harbor pests.
- Change food suppliers to avoid future infestations.
- Identify and isolate foods infrequently used that have been a source of pest infestations.
- Upgrade food storage, waste handling and cleaning programs to reduce foods available to pests.
- Store goods on shelves away from walls to allow for cleaning behind them.
- Clean exterior and interior of ovens and hoods before grease buildups occur.
- Avoid leaving food and soiled dishes exposed overnight.
- Keep indoor garbage in lined and covered containers. Empty daily.
- Inspect for and clean up spills in trash rooms and around dumpsters.
- Monitor trash containers frequently and keep clean with fresh trash liners.

- Keep dumpster lids closed and drain plugs in place.
- Empty and clean recycling bins frequently.
- Empty mop buckets and remove sour rags from janitorial closets.
- Clean and screen floor drains.
- Regularly vacuum carpets, curtains, and upholstery.
- Remove lint accumulations from the edges of carpets, crevices, between floorboards, air ducts and registers.
- Remove unnecessary charts and crevices in exterior walls.
- Mount sinks and other fixtures away from walls to facilitate cleaning.
- Install tight exterior doors and loading dock doors fitted with anti-pest tension strips or sweeps and keep doors shut when not in use.
- Caulk crevices around doors, windows, vents, and other openings.
- Install insect proof screens on windows, vents, and other openings.
- Repair plumbing and roof leaks and reduce condensation problems.
- Drain puddles, including drip zones under air conditioners.
- Clean gutter and drains.
- Eliminate bird roosting sites and old nests in which pests can breed.
- Trim or remove foundation plantings, vines, and overhanging trees to reduce pest harborages and entry routes and to reduce moisture levels around the foundation.
- Keep grass short to remove cover for pests.
- Substitute trickle irrigation for overhead watering of trees and shrubs.
- Reduce the number of foundation plants, especially flowering perennials that attract pests.
- Avoid bringing insect-infested flowers indoors.
- Substitute crushed shells, stone, or gravel for bark or other organic mulches.
- Leave a bare strip of gravel or concrete around foundations to discourage invasion by outdoor pests.
- Use sodium vapor lamps outside to attract fewer flying insects.
- Move exterior lighting away from the building.
- Keep all exterior electrocuting-type light traps at least 50 feet from the building.
- Crumbs from lunches and snacks eaten outside of normal dining areas create feeding opportunities for pests in other sites.
- Insecticides used by occupants or maintenance personnel may scatter pests into new areas.
- Recently painted walls may cause pests to move to new areas because of temporary irritation from fumes.

The Terminix service professional may be able to do some minor physical exclusion control procedures, such as sealing some cracks and holes. Extensive cleaning, plumbing repair, improving ventilation, or extensive removal of vegetation is not the responsibility of Terminix.

Focus of an IPM Program
Successful IPM programs require a partnership. The success of an IPM program depends to a large degree on the level of cooperation the client staff provides. Terminix may perform training sessions for building maintenance personnel and workers, upon request. If desired, educational materials in the form of articles for in-house newsletters, notices for bulletin boards or flyers can be supplied for distribution.

The IPM Survey. Because each building and its conditions are unique, an initial IPM survey may need to be performed on the building to determine its pests control needs. The purpose of this survey is to:

- Identify which pests are present and where they are active,
- Identify contributing conditions,
- Determine which pest control strategies are needed,
- Determine the high risk areas for pest activity, and
- Determine where pesticide applications will be necessary.

A graph or a copy of the floor plans should be included with each IPM survey report noting the areas of pest activity and contributing conditions.

Inspections. Thorough inspections by trained personnel are a key part of an IPM program. Building exteriors should be inspected at least once each month. Periodic inspections on the roofs of some flat roof buildings should be necessary, especially for some pest ant species. The primary focus of interior inspections should be the high risk areas for pest activity, such as food preparation or snack areas, restrooms, and other water sources, the perimeter building walls, and areas of previous pest activity.

The proportion of actual service time spent inspecting should vary according to the building type and pest activity found. For example, a small building with lush landscaping or large food preparation areas may require more service time than a larger office building without these conditions. Generally for an IPM program, up to 90% of the actual service time may be expected to involve inspection versus actual time spent applying pesticides.

Pest Sighting Log. In larger facilities, especially those with many employees, a pest sighting log should be established within a facility. A pest sighting log is important to allow the facility's employees to have a central office to contact for reporting pest activity. In some cases, multiple sight logs may be established, such as individual nurse's stations in hospitals. This log is used by the service professional to target areas that need immediate attention.

Floor Plans. Floor plans of larger facilities are crucial for planning and evaluating pest control programs. Prior to the initial IPM survey, Terminix should request a copy of the floor plans for each building in order to note areas of pest activity and contributing conditions that are present. The floor plans should also be helpful in determining the high risk and low risk areas for pest activity with the facility manager and the IPM coordinator for the local Terminix branch office. Locations of rodent control devices should be recorded on similar diagrams and stored in the on-site pest sighting log.

Monitoring. Un-baited "sticky" monitoring traps may be placed in key situations for pest activity to capture pests as they crawl along walls, in cabinets

and similar areas. The purpose of monitoring is to determine which pests, if any, are present, to determine the extent of activity, to pinpoint where pest harborages might be located, and to determine where pests may be entering.

In general, monitoring traps should be placed under sinks and in some storage areas. Other areas where monitoring traps should be placed include motor compartments of coolers and kitchen equipment and in cabinets or on shelves where items cannot be easily removed on a frequent basis. Monitoring traps may be secured to both vertical as well as horizontal surfaces.

The primary focus of monitoring should be for cockroaches. A secondary use of these traps may be for monitoring occasional invaders, including silverfish, earwigs, crickets and spiders. Although these arthropods may not be specifically targeted pests for the IPM program, their capture may provide useful information.

If employees report seeing some unidentified crawling arthropod, e.g., spiders, monitoring traps should be placed in those areas to capture specimens for identification. Depending on the situation, long-term monitoring may then be initiated and maintained.

Additional monitoring traps may be placed in other areas as an aid in follow-up evaluation of treatments, especially for cockroaches. For follow-up evaluations, monitoring traps may be baited with a food attractant, such as a bit of banana or a spot of peanut butter.

Another type of monitoring for ants is known as "pre-baiting." When ants such as crazy ants, ghost ants, and Pharaoh ants are not present in sufficient numbers to readily observe ant trails back to the colony's location, peanut butter, jelly, Karo syrup etc., (without toxicant) may be placed along likely ant trails. After 15-60 minutes, a significant ant trail is often readily visible that can be followed to the source of the infestation - the colony's location.

Monitoring traps should be replaced when they become dusty, damaged, or capture a number of pests. The numbers of pest captured and where they are captured may be recorded. This information may be of future benefit to the overall IPM program.

Pheromone Traps. Traps, which use a sex attractant pheromone, may be used to monitor some species of food infesting beetles or moths. Areas where these traps should be used are large food storage rooms or warehouses.

Insect Light Traps. Insect light traps (ILTs) utilize ultraviolet UV light waves to attract flies and other flying insects to traps where they should be captured. Electrocuting traps use an electric grid to "zap" insects while other ILTs do not "zap" the insects, but rather use a glue trap behind or under the UV lights to passively capture insects. Whether ILTs will be beneficial and where they might be placed should be determined for each building during the initial IPM survey or in response to a specific flying insect situation.

Rodent Control Devices. Several types of traps and rodenticide bait stations are the two types of devices used to control rodent infestations. To eliminate a rodent infestation, every rat or mouse must find and interact with a device and then commit to that device. To achieve this goal, a variety of control devices need to be used in every rodent control situation. Using only one type of trap or relying on rodenticide baits alone usually results in failure to eliminate a rodent infestation.

Your Industry

The presence of cockroaches, rodents, ants and other pests can have a negative impact on the way your business is viewed. That's why it is important to implement quick and effective solutions.

Your establishment is unlike any other. That's why we take into consideration its construction, maintenance details, and nature of the pest infestation into account in customizing pest management service procedures for your facility.

In addition, we work with your management and staff to help identify potential problem areas and the best ways to address them. We will make certain that you have the appropriate documentation, sanitation reports and recommendations needed to satisfy inspectors and regulatory officials.

And because we respect your relationships with your employees and customers, we will perform all work at the hour most convenient for you to avoid any disruptions to customers or staff.

Basic Pest Management Guidelines

The pest management services will begin with an inspection.

When pest activity is detected, non-chemical control techniques will be considered first. Treatments will typically involve low-impact products and formulations (e.g., baits, inorganic dusts) applied primarily into cracks and voids or inside stations.

To minimize the need for retreatment, it will be your primary responsibility to remove or correct conditions that create or contribute to a particular pest problem.

Each location's staff will be provided copies of the labels and MSDS for the products that may be applied on the property.

Should the state have a pesticide treatment notification requirement, Terminix Commercial will assist your business in meeting those requirements in accordance with the state (or local) regulations.

Exterior Service

Most structure-invading pests, such as ants, rodents and occasional invaders, usually originate from outside the building. As part of the service, Terminix may include one or more of the following:

- Inspection and possible treatment outside around exterior doors and other entryways.
- Complete exterior inspection and treatment of exterior pest harborages.
- Application of a perimeter treatment to the building foundation and adjacent ground area.

- Establishment and maintenance of exterior rodent control devices in accordance with the facility's specific standards and requirements, if any.

Conditions potentially contributing to pest infestations will be noted on the service report and discussed with the facility manager or contact person.

Smoky Brown Cockroaches, Oriental Cockroaches, American Cockroaches

Survey:
Conducted using visual inspection with flashlight and flushing agent (where applicable and permitted). Monitoring traps may also be employed in key areas.

Contributing Conditions:
Where noted during service surveys, recommendation for correction of conditions possibly contributing to infestations will be made in writing and discussed with facility management, if person is available. Examples include sealing exterior cracks and other openings, minimizing heavy ground-covering vegetation next to foundations, removal of piles of items and other items that might provide harborage sites, reducing thick layers of landscape mulch, trimming tree and shrub branches from touching building, improving drainage, and improving crawl space and attic ventilation.

Non-chemical Techniques:
Pestproofing where such is within the pest management professional's ability to implement. Physical removal using a HEPA-equipped vacuum when moderate to severe populations are found. Hot air generated by a heat gun device may be used to flush cockroaches to allow removal by vacuuming. Woods cockroach infestations may be minimized during summer by changing exterior lighting to sodium vapor lighting that attracts fewer flying insects.

Insecticide Treatments:
Applications for cockroach control will generally be limited primarily to crack, crevice void treatments using containerized cockroach baits, insect growth regulators or inorganic dust products such as boric acid or silica gel.

German Cockroaches

Survey:
Conducted using visual inspection with flashlight and flushing agent (where applicable and permitted). Monitoring traps may also be employed in key areas.

Contributing Conditions:
Where noted during service surveys, recommendation for correction of conditions possibly contributing to infestations will be made in writing and discussed with facility management if person is available. Examples include removal of cardboard boxes, water leaks, presence of cracks, holes or entryways, and sanitation.

Non-chemical Techniques:
Physical removal using a HEPA-equipped vacuum when moderate to severe populations are found. Hot air generated by a heat gun device may be used to flush cockroaches to allow removal by vacuuming. Monitoring traps may be placed to capture cockroaches and to monitor for possible reinfestations.

Insecticide Treatments:
Applications for cockroach control will be limited primarily to crack & crevice and void treatments using gel cockroach baits or inorganic dust products. Spot treatments using a water-based residual product may be applied where necessary to control insects where crack & crevice or void treatments cannot be used. IGRs may be used in those facilities where regular re-introductions of German cockroaches are possible.

Roof Rat, Norway Rat, House Mouse

Survey:
Conducted using visual inspection with flashlight. Presence of rodents in traps will also be used to evaluate infestation.

Contributing Conditions:
Where noted during service surveys, recommendation for correction of conditions possibly contributing to infestations will be made in writing and discussed with facility management if person is available. Examples include rodentproofing, proper storage practices, sanitation trash handling procedures, reduction of clutter, removal of potential harborages (e.g., piles of items), regular mowing of tall grass/weeds, and trimming of trees and shrubs near buildings.

Non-chemical Techniques:
Non-chemical techniques include: rodentproofing where such is within the pest management professional's ability to implement; trapping using a variety of traps including snap traps and multiple catch mouse traps and glue traps. Traps will be used primarily as a response to controlling active infestations. Multiple catch mouse traps may be employed in some situations as a preventative measure or as a monitoring tool. Such traps will be numbered and marked on a site plan.

In situations where traps cannot remain out in visible/accessible locations, such devices will be placed at night and retrieved the next morning prior to building beginning operations.

Rodenticide Use:
The use of rodenticides IS NOT included in the Terminix EcoControl protocols. If it becomes necessary to use rodenticides, authorization of the property owner or manager will be required on an "Emergency Waiver of Service". If rodenticides become necessary they will be placed only inside tamper-resistant stations and secured inside stations. Any stations permanently placed for preventative rodent control will be secured via patio blocks,

stakes, or other approved method. Permanent stations will be numbered and marked on a site plan. Stations used for remedial action for an active infestation will be placed for duration of control program and removed. Liquid rodenticides, if used, will be placed in approved liquid rodenticide stations and placed at night during times of rodent activity or in such a manner that they are in accessible to nontarget animals and children. Such stations will be retrieved during daytime hours.

In situations where stations cannot remain out in visible locations, such devices will be placed at night and retrieved the next morning prior to building beginning operations.

Sowbugs/Pillbugs, Silverfish, Millipedes, Ground Beetles, Earwigs, Crickets, Centipedes

Survey:
Conducted using visual inspection with flashlight. Monitoring traps may be used.

Contributing Conditions:
Where noted during service surveys, recommendation for correction of conditions possibly contributing to infestations will be made in writing and discussed with facility management if person is available. Examples include sealing exterior cracks and other openings, minimizing heavy ground-covering vegetation next to foundations, removal of piles of items and other items that might provide harborage sites, reducing thick layers of landscape mulch, trimming and shrub branches from touching building, improving drainage, and improving crawlspace ventilation.

Non-chemical Techniques:
Pestproofing where such is within the pest management professional's ability to implement. Switching exterior lamp types to those that attract fewer flying insects, crickets and ground beetles (low-pressure sodium vapor or yellow lights). Vacuuming may be employed to remove arthopods concentrated in exposed areas indoors, such as earwigs and millipedes. Pitfall traps may be used along exterior foundations to monitor for crawling pests.

Insecticide Treatments:
Outdoors, as pests are exposed beneath items, within mulch, etc., they may be treated using spot treatment with a water-based residual product. Crickets outdoors may be treated using a granular insect bait.

Indoors, pests that crawl along baseboards, such as crickets, earwigs and millipedes, may be treated by use of monitoring traps and/or limited spot treatments applied to baseboards in darkened areas behind furniture where such pests are known to be active. Pests residing within voids may be treated by drilling and injection of a dust product. Pests found to be harboring in cracks may be treated using a dust product.

Spiders

Survey:
Conducted using visual inspection with flashlight.

Contributing Conditions:
Where noted during service surveys, recommendation for correction of conditions possibly contributing to infestations will be made in writing and discussed with facility management if person is available. Examples include sealing exterior cracks and other openings, minimizing heavy ground-covering vegetation next to foundations, removal of piles of items and other items that might provide harborage sites, reducing thick layers of landscape mulch, trimming tree and shrub branches from touching the building, improving drainage, and improving crawlspace and attic ventilation. Switching exterior lamp types to those that attract fewer flying insects that serve as food for spiders (low-pressure sodium vapor or yellow lights) is recommended. Doors should remain closed or be screened to limit the entry of spiders and the flying insects on which they prey.

Non-chemical Techniques:
Spiders, webbing, and egg sacs may be used by use of a web duster or vacuum.

Insecticide Treatments:
Spot treatments using a water-based residual product may be applied into corners and along the inside of interior overhead doors where web-building spiders are active. Such treatments do not generally control all spiders, but combined with regular removal by sweeping or vacuuming, the numbers of web-building spiders can be markedly reduced.

Outdoors, spot treatments to corners and other sites where spiders build webs can be beneficial in spider reduction, especially when combined with regular removal by sweeping or vacuuming.

In large warehouses and similar situation where web-building spiders are found high above the floor, the spiders are best controlled through physical removal using a lift to gain access to the areas of activity. Where lifts are not possible or feasible, a volumetric (ULV) treatment of the entire interior space can kill many, if not most of the spiders. Such treatments are offered by Terminix at an additional charge according to the situation.

Black Widow Spider

Survey:
Conducted using visual inspection with flashlight.

Contributing Conditions:
Where noted during service surveys, recommendation for correction of conditions possibly contributing to infestations will be made in writing and discussed with facility management if person is available. Examples include sealing exterior cracks and other openings, minimizing heavy ground-covering vegetation next to foundations, removal of piles of items and other items that might provide harborage sites, reducing thick layers of

landscape mulch, trimming tree and shrub branches from touching the building, improving drainage, and improving crawlspace and attic ventilation. Switching exterior lamp types to those that attract fewer flying insects that serve as food for spiders (low-pressure sodium vapor or yellow lights) is recommended. Doors should remain closed or be screened to limit the entry of spiders and the flying insects on which they prey.

Non-chemical Techniques:
Black widow spiders, webbing and egg sacs may be removed by use of a vacuum.

Insecticide Treatments:
Direct treatment may be applied to black widow spiders where they are found using a nonresidual aerosol or a water-based residual product.

Spot treatments using a water-based residual product may also be applied into corners and along the inside of interior overhead doors where black widow spiders are active. Long term, such treatments may not totally prevent all black widow spiders inside, but combined with reduction of available harborages outside and installation of screening over vents and other exclusion efforts, the numbers of spiders found inside should be minimized. Regular inspections and treatments as needed outdoors are often necessary where black widow spider activity is recurrent outdoors.

Outdoors, reduction of potential harborages and regular inspections and possible spot treatments to corners and other sites where spiders build webs can be beneficial in minimizing this spider.

In large warehouses and similar situation where web-building spiders are found high above the floor, the spiders are best controlled through physical removal using a lift to gain access to the areas of activity. Where lifts are not possible or feasible, a volumetric (ULV) treatment of the entire interior space can kill many, if not most of the spiders. Such treatments are offered by Terminix at an additional charge according to the situation.

Brown Recluse Spider

Survey:
Conducted using visual inspection with flashlight. Monitoring traps are typically used to determine if the brown recluse spider is actually present, and, if so, the extent of the infestation.

Contributing Conditions:
Where noted during service surveys, recommendation for correction of conditions possibly contributing to infestations will be made in writing and discussed with facility management if person is available. Examples include sealing exterior cracks and other openings, minimizing heavy ground-covering vegetation next to foundations, removal of piles of items and other items that might provide harborage sites, reducing thick layers of landscape mulch, trimming tree and shrub branches from touching the building, improving drainage, and improving crawlspace and attic ventilation.

Non-chemical Techniques:
A vacuum may be used to remove spiders as they are discovered during the inspection. Monitoring traps may be liberally placed to capture as many spiders as possible (where such traps can be securely placed).

Insecticide Treatments:
The brown recluse spider may be the most difficult spider to control and total elimination is often not possible, especially in older buildings. Brown recluse spiders can be minimized by implementing recommendations to address contributing conditions as outlined by the service professional and by treatments applied in areas of activity.

General steps that may be beneficial in limiting brown recluse spiders include the following:

- The facility should be advised to eliminate as much clutter as possible in storage areas.
- Accessible wall outlet plates may be removed and the voids behind them treated with a residual dust product.
- Cracks behind window and doorframes, under baseboards, and in walls above false ceiling may be treated with a residual dust product.
- Accessible voids where plumbing enters the walls may be treated with a residual dust treatment.
- If an attic is present and is accessible, it should be inspected for brown recluse spider activity. If spiders are found under insulation, many may be removed by vacuuming. Insulation may need to be lifted and dust applied underneath in those areas where spiders are found.
- Spot treatments with a water-based residual product may be applied to baseboards in darkened areas behind and under heavy furniture, appliances, etc.
- Application of a water-based residual product may also be applied to the exterior foundation.
- Accessible exterior cracks and openings should be treated with a residual dust product and sealed by the facility's maintenance staff.
- Weep holes may be plugged after treatment with pieces of wire mesh to exclude spiders.

Wolf Spiders

Survey:
Conducted using visual inspection with flashlight. Monitoring traps may be used.

Contributing Conditions:
Where noted during service surveys, recommendation for correction of conditions possibly contributing to infestations will be made in writing and discussed with facility management if person is available. Examples include sealing exterior cracks and other openings, minimizing heavy ground-covering vegetation next to foundations, removal of piles of items and other items that might provide harborage sites, reducing thick layers of landscape mulch, trimming tree and shrub branches from touching the building, improving drainage, and improving crawlspace and attic ventilation. Switching exterior lamp types to those that attract fewer flying insects that serve as food for spiders (low-pressure sodium vapor or yellow lights) is recommended.

Non-chemical Techniques:
Pestproofing where such is within the pest management professional's ability to implement. Placement of monitoring traps behind and under furniture to potentially capture spiders as they crawl inside.

Insecticide Treatments:
Outdoors, a perimeter treatment to the foundation may be applied in cases where wolf or ground spiders are regularly invading a particular facility.

In some cases indoors, these spiders may be treated by use of monitoring traps and/or limited spot treatments applied to baseboards in darkened areas behind furniture where such spiders are known to be active. Spiders found to be harboring in cracks may be treated using a dust product.

Safety/Security of Terminix

Terminix is committed to conducting the operations of the business in a manner that protects both human health and the environment while complying with all applicable federal, state, and local laws and regulations. The commitment if reflected in Standard Operating Procedures from a Safety and Loss Manual kept in each branch location. It covers general guidelines for on the job safety to procedures for responding to emergencies involving chemicals. It provides the necessary guidance to help Branch Management personnel ensure the protection of their employees, customers, their neighbors, and the environment.

Terminix requires the cooperation of each employee to ensure a safe and healthy work areas which includes using the correct products for the job and following safe work practices; it is required they shared the corporate commitment to integrate safety and security control into all of their daily activities.

Terminix Branch Mangers are responsible for implementing and adhering to the Standard Operating Procedures and Guidelines outlined in the Safety and loss Manual. Supervisors receive training regarding all policies and employees are trained on the policies.

As part of the commitment, Terminix promotes a drug-free workplace and has an established Policy on the use or abuse of alcohol and drugs by their employees. To maintain the high professional standards of the Company's workforce, the company also obtains criminal background checks on applicants and employees.

Employees who hold Commercial Driver's Licenses or and operate vehicles that are subject to D.O.T. guidelines are also required to meet and adhere to those D.O.T. guidelines.

Branch safety meetings are held to train employees on safe working procedures. These are to last 10 to 15 minutes on a weekly basis and are incorporated in to the weekly service technician's training session.

Terminix requires employees to wear certain uniforms and use certain types of equipment based upon the job classification. They are instructed on the caring for uniforms and procedures for preventing personal injury and exposure through proper use of Personal Protective Equipment (PPE). These guidelines comply with the OSHA Hazard Communication Program and are part of the initial training and regular review process.

Guidelines and procedures for handling chemicals in the day-to-day operations are in strict compliance with Federal Government requirements for handling and storing chemicals used in the workplace and at application sites. All containers and mixes are required to have the appropriate label affixed. In addition, procedures are in place for responding to emergency chemical spills; this includes containment, notification, cleanup and disposal.

Disposal of wastes is consistent with all applicable federal, state and local laws and regulations to help ensure the protection of employees, customers and the environment.

All service professional are operating clearly marked Terminix Commercial Service vehicles equipped with secure chemical and equipment areas.

Training to Remain the Best

Ongoing training and professional development are a daily practice of Terminix Commercial. Our service professionals are kept abreast of the latest technical advances and service practices available through the following in-service training programs:

Advanced Study Program for Integrated Regionalized Education (ASPIRE) Commercial Training Program: This 20-day initial training program consists of two basic parts: (1) Field Training and (2) Classroom Workshop. The employee utilizes a Workbook designed to train him/her in the specific job classification and guides them. A Field Mentor works with the employee through the field training portion of training. In conjunction with the Workbook, the employee also receives an ASPIRE Commercial Service Manual which is a reference and training manual detailing the specifics of CORE Training, Principles of Pest Management, Commercial Service Guidelines and Basics of Termite Control. The employee also attends an ASPIRE 4-day training workshop that reinforces and expands on all phases of pest management and all facets of Terminix service offerings. The 16-day field training and 4-day workshop are also complimented with instructional and educational videos to assist in the training.

PACE Training Programs: These consist of written modules which contain learning material, pop quizzes for immediate reinforcement of material, and exercises. These exercises are throughout the training rather than at the conclusion so the attendee can work on the learning at the time it is introduced.

PACE Commercial Customer Service Training for Service Professionals
Designed to address the special needs of our commercial customers, this course covers understanding what commercial customers want; communicating for great customer service; being responsive to customers; and the elements of the Terminix Quality Assurance Program.

PACE Customer Service Training for Office Professionals
Designed specifically for Terminix office staff, the content includes the ideals of customer service, transforming the telephone and the elements of the Terminix Quality Assurance Program.

PACE programs also cover sales training for sales professionals as well.

TERMINIX "Technically Speaking" or "Tech Speak": Written training material with pre-test questions and post-test questions along with specific training materials are issued weekly from our Corporate Technical Department to be used in each branch location's weekly service meeting. Branch locations are required to hold weekly training sessions and forward an attendance sheet to the Region Training and Compliance Manager. The meetings are sometimes held on-site at customer locations for hands-on training.

Regional training meetings are held at different times of the year and incorporate various aspects of pest management strategies, equipment, and techniques.

SAN MATEO COUNTYWIDE
Water Pollution
Prevention Program
Clean Water. Healthy Community.

Proposed Final Version

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

GOAL

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

REQUIRED USE OF INTEGRATED PEST MANAGEMENT

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

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

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

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

The [*City/County*] will perform educational outreach and/or support Countywide or regional efforts to educate residential and commercial pesticide users on a) goals and techniques of IPM, and b) pesticide related water quality issues consistent with the municipal regional stormwater permit's requirements.

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

1. Based on field observations evaluate locations and sites where pest problems commonly occur to determine pest population, size, occurrence, and natural enemy population, if

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

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

BACKGROUND

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

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

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

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

Section 10 - Provision C.10 Trash Load Reduction

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

(For FY 10-11 Annual Report only) Provide description of actions/tasks initiated/conducted/completed in developing a Short-Term Trash Loading Reduction Plan (due February 1, 2012).

Description:

1) Due to issues surrounding residential dumping throughout the City, East Palo Alto staff will coordinate with the solid waste service provider to outreach to residents targeting awareness of Bulky Waste pickup at the residences.
2) Effort will be put forth in determining residences that do not have curbside pick-up and code-enforcement may be involved in addressing and citing residences without curbside pickup.
3) A citywide effort will be put forth to outreach to residences about illegal dumping and residents will be provided with contact information for code enforcement.
4) City to adopt Trash Hot Spot Cleanup Data Collection form for use in future Coastal Cleanup Days beginning September 17th, 2011.

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

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

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

Description:

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

C.10.a.iii ►Minimum Full Trash Capture

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

Description:

1) The City's maintenance Department has provided an inventory of all storm drain inlets as well as manholes. Of these, 35 are scheduled to be retrofitted with trash capture devices as part of the ABAG Bay Area trash capture project.
2) The City has identified a location for major trash capture and is attempting to isolate funding to retrofit a major outlet and evaluate how

far this goes for meeting our required 18% trash reduction goals of capture area in FY 11-12.

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. City of East Palo Alto intends to participate in Coastal Cleanup Day and National Rivers Cleanup Day in 2011 and 2012 and to collect data on materials collected for insertion in Data Collection form.

C.10.b.iii ►Trash Hot Spot Assessment

(For FY 10-11 Annual Report and Each Annual Report Thereafter) Provide volume of material removed from each Trash Hot Spot cleanup, and the dominant types of trash (e.g., glass, plastics, paper) removed and their sources to the extent possible.

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

Trash Hot Spot	Cleanup Date	Volume of Material Removed	Dominant Type of Trash	Trash Sources (where possible)
		100 pounds of recycling	Plastic bottles	Upstream, residential
Woodland/Manhattan	September 25, 2010	3300 pounds of trash	Beverage bottles and single use packaging—23% increase from 2009 numbers	Upstream, residential
		85 lbs of recycling	Plastic bottles	Upstream, residential
Woodland/Manhattan	May 21, 2011	2500 Pounds of trash	Beverage bottles and single use packaging 23% increase from 2009 numbers	Upstream, residential
		5 pounds of recycling	Plastic bottles	Upstream, residential

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/Dropoff 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
Storm Drain Signage/Marking	March 2011	Full; over 80% of stormdrains received thermoplastic stencils for awareness	Unknown	Single use packaging, motor oil
Inspection/Maintenance of Storm Drain Outfalls	May 2011	Photographing of 12 stormdrain outfalls for data collection	None—but information to be used for future actions	None—establishing baseline

CITY OF EAST PALO ALTO
COMMUNITY DEVELOPMENT DEPARTMENT
DIVISION OF MAINTENANCE
150 TARA STREET, EAST PALO ALTO, CA 94303
TEL. NO. 650.853.5916, FAX. NO. 650.853.5918

DRAINAGE INSPECTION REPORT

Date: 08-18-2011 **Inspector**: AMIR MAHMOUDI

Type of inspection: [X] Annual [ ] Post-storm

I have inspected the following surface drainage facilities and found them as noted:

1.	University Avenue at Tulane Avenue.	[X] No problem [ ] Problem found
2.	End of Stevens Avenue.	[ ] No problem [X] Problem found
3.	End of Fordham Street.	[ ] No problem [X] Problem found
4.	End of Purdue Avenue.	[ ] No problem [X] Problem found
5.	Runnymede outfall discharge system.	[X] No problem [ ] Problem found
6.	End of Garden Street.	[ ] No problem [X] Problem found
7.	End of Beech Street.	[X] No problem [ ] Problem found
8.	End of Cypress Street.	[ ] No problem [X] Problem found
9.	Drainage System at Intersection of Pulgas and Bay	[X] No problem [ ] Problem found
10.	Box culvert at the end of Runnymede Street	[ ] No problem [X] Problem found
11.	Trash grate at O'Connor Street Pump Station	[ ] No problem [X] Problem found

Description of problem found (if any):

2. Vacuum cleaner, car seat, bookshelf, woods, metals, shoes.

3. Two soccer balls.

4. Motorcycle.

6. Woods / lumber

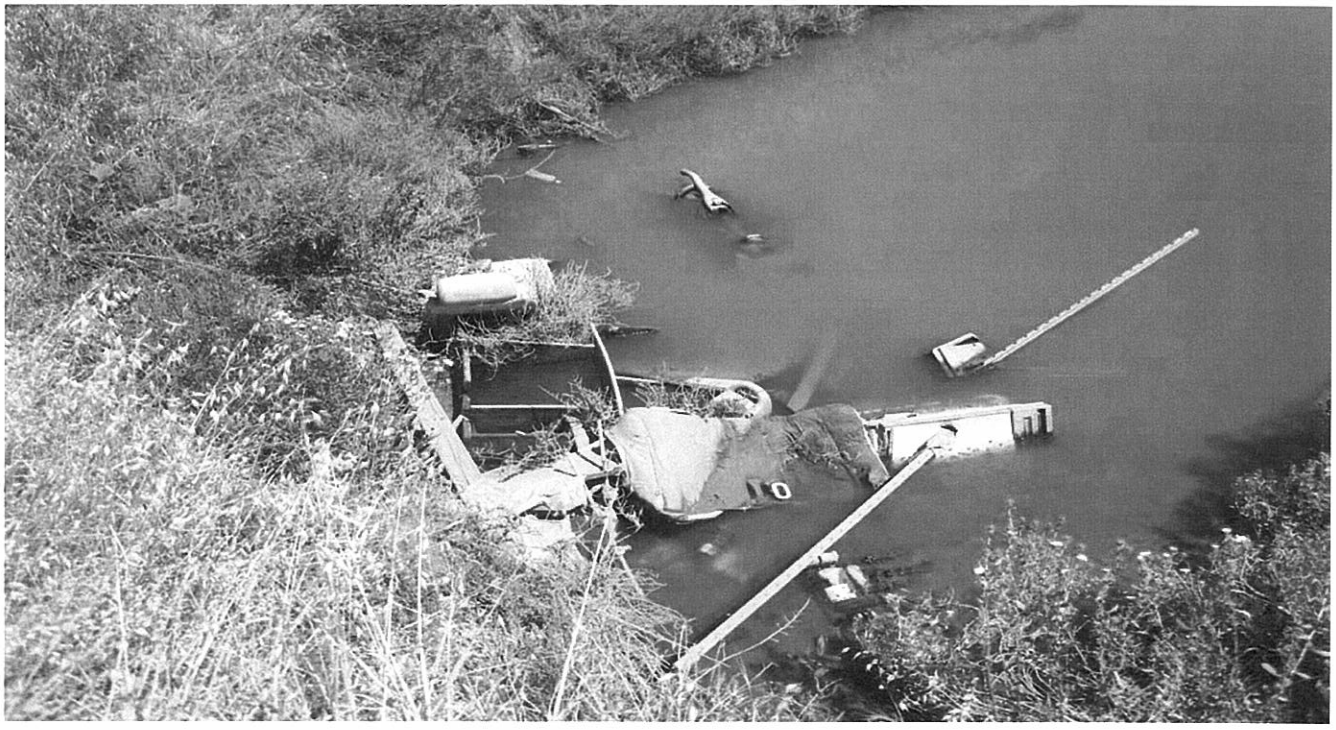
8. Bicycle wheel and lumber

10. Shoes, plastic and bottles.

11. Bottles and plastic, playing balls,

Storm Water Discharge at end of Stevens Avenue

Storm Water Discharge at end of Stevens Avenue



Storm Water Discharge at end of Stevens Avenue

Storm Water Discharge at end of Stevens Avenue

Storm Water Discharge at end of Stevens Avenue

Storm Water Discharge at University Avenue and Tulane Avenue

San Francisquito Creek

San Francisquito Creek

San Francisquito Creek

San Francisquito Creek

San Francisquito Creek

Drainage System at Intersection of Pulgas and Bay Rd.

Storm Water Discharge at Beech Street

Storm Water Discharge at End of Cypress

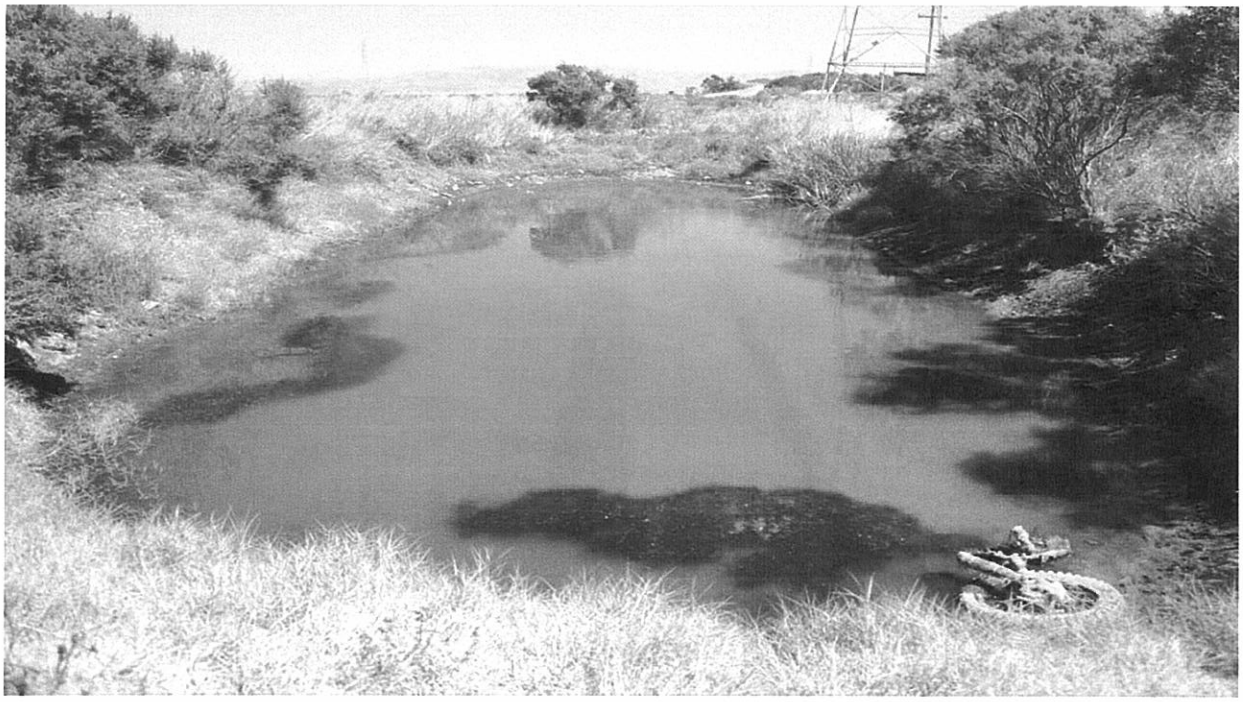
Storm Water Discharge at End of Cypress

Storm Water Discharge at End of Cypress

Storm Water Discharge at End of Garden Street

Storm Water Discharge at End of Garden Street

Storm Water Discharge at End of Purdue Avenue



Storm Water Discharge at End of Purdue Avenue

Storm Water Discharge at End of Fordham Street

Storm Water Discharge at End of Fordham Street

Storm Water Discharge at End of Stevens Avenue

Storm Water Discharge at End of Stevens Avenue

Box culver at the end of Runnymede

Trash grate at O'Connor Pump Station

SAN MATEO COUNTYWIDE
Water Pollution
Prevention Program
Clean Water. Healthy Community.

Trash Hot Spot Cleanup Data Collection Form

I. Site Information

Site ID# _____ Name of Creek or Shoreline: _____

Site Location: _____ Lat: _____ Long: _____ Watershed: _____

Ownership: _____ Jurisdiction(s): _____ Date of Cleanup: _____

II. Trash Information

1. Describe trash types. Identify and rank the five most dominant types of trash (1-5, 1 being the most prevalent in terms of volume). Trash types shown with asterisks are defined on page 2. The identification of the types of trash and their relative dominance or prevalence may be estimated prior to clean up by walking the length of the hot spot (up and back) and visually estimating the types of trash present.

___ Plastic bags	___ Cigarette butts	___ Miscellaneous items*
___ Other plastic products*	___ Spray paint cans	___ Fabric and cloth*
___ Convenience/Fast Food items*	___ Metal products*	___ Yard waste
___ Bottles (plastic or glass)	___ Biohazards*	___ Leaf litter piles
___ Aluminum cans	___ Construction debris*	___ Glass pieces
___ Styrofoam (pieces or pellets)	___ Toxic substances*	___ Golf or tennis balls
___ Paper and cardboard*	___ Large items*	___ Other* (describe)_____

2. Potential trash pathways/sources (**Check all that apply**):

☐ Trash accumulation from upstream sources	☐ Illegal dumping	☐ Other _____
☐ Shoreline accumulation from other sources	☐ Homeless encampments _____	☐ Unknown _____
☐ Littering	☐ Storm drain outfall_____	

3. Identify land uses adjacent to trash hot spot: ☐ Residential (Single-family) ☐ Residential (High-density) ☐ Commercial ☐ Industrial ☐ Public/Institutional ☐ Mixed-use ☐ Other Developed

III. Trash Removal

<u>Quantify</u> Total Volume of Non-Compacted Trash Removed During Cleanup

Size of trash bag (in gallons): _____

Total # of bags: _____ Calculate Total Cubic Yards (approx. 202 gallons = 1 cubic yd) _____

IV. Photo Documentation

Photo#	Before Cleanup Photograph Segment ID	Photo#	After Cleanup Photograph Segment ID

Notes: _____

Trash Hot Spot Cleanup Data Collection Form Guidance and Definitions

Data Requested	Guidance and Definitions
I. Site Information	
Site ID #	The unique identification number assigned to the site. The site ID# will be used to track trash hot spot activities within databases or other tabular formats.
Name of Creek or Shoreline	Provide the name of the creek or shoreline.
Site Location	The exact physical location of the upstream and/or downstream ends of the trash hot spot in relation to roads and/or physical landmarks (e.g., bridge crossings, outfalls) on the creek (e.g., Colma Creek at Utah Avenue extending upstream for 300 feet) Alternatively, for larger hot spots, provide a length of creek between two different roads/bridge crossings or other physical landmarks (e.g., San Mateo Creek between Fremont St. and S Humboldt St.).
Latitude	The geographic coordinate north 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 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. Use Oakland Museum of California maps if watershed is identified on one of these maps.
Ownership	The owner of the land where the trash hot spot is located. Possible answers are San Mateo County Flood Control District or other public agency, private, or unknown.
Jurisdiction(s)	The jurisdiction(s) responsible for trash hot spot assessment and cleanup. Multiple jurisdictions may exist for certain creeks, such as San Francisquito Creek.
II. Trash Information	
1. Trash Types	
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 six-pack rings, plastic wrappers, hard or soft plastic pieces, fishing line, tarp, plastic pipe.
Paper and Cardboard	Cups, boxes, newspaper, magazines, mail flyers, and all other products made of paper or cardboard.
Metal Products	Aluminum foil, aluminum or steel cans, metal bottle caps, pieces of metal pipe, auto parts, wire (e.g., chicken, barb, etc.), and metal objects.
Biohazards	Human wastes/diapers, pet wastes, syringes or pipettes, dead animals
Construction Debris	Disposed concrete pieces, rebar, sheet rock, bricks, wood debris
Toxic Substances	Chemical containers, oil containers, lighters, batteries, pesticide containers
Large Items	Appliances, furniture, garbage bags of trash, tires, shopping carts
Miscellaneous Items	Synthetic rubber, foam rubber, balloons, ceramic pots/shards, pieces of hoses
Fabric and cloth	Synthetic or natural fabric, rags, and clothing
2. Trash Pathways /Sources	
Trash Accumulation from Upstream Sources	Litter/trash observed to have accumulated below the high water line. Litter/trash may be worn and aged in appearance; consists of light-weight, persistent and buoyant trash items (e.g., plastic bags, plastic bottle); and observed caught in surrounding vegetation, tree branches, and rocks.
Shoreline Accumulation from Other Sources	Consists of light-weight, persistent and buoyant trash items (e.g., plastic containers, wood, floats) that have accumulated on the shoreline with no obvious local source.
Littering	Improperly disposed/discarded smaller-sized wastes or other items observed in creek channels and/or creek banks. Litter appears relatively "new" in appearance and it is usually located at road over crossings and other 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. Examples are trash bags with wastes, appliances, mattresses, furniture, tires, rugs, shopping carts, and other large items.
Homeless Encampments	Areas where homeless people live or congregate along creeks and under road over crossings.
Storm Drain Outfall	The point where the storm drain system discharges usually from a pipe into a creek or shoreline.
Other	All other potential sources not described above.
Unknown	Trash sources cannot be determined.

Data Requested	Guidance and Definitions
3. Adjacent Land Uses to Trash Hot Spot	
Adjacent Land Uses to Trash Hot Spot	Indicate the land uses in the areas adjacent to the trash hot spot.
III. Trash Removal	
Size of Trash Bag (in gallons)	Provide the gallon size of the trash bags used to remove trash during cleanup.
Total # Bags	List the total number of bags of trash removed during cleanup.
Cubic Yards	The MRP requires that the total volume of trash remove be quantified. Calculate how much trash was removed in cubic yards
IV. Photo Documentation	
Photo #	The number assigned to a photograph taken to depict trash conditions before or after trash cleanup. See Photograph Documentation Protocol. At creek hot spots that are 300 ft. in length a total of 12 photographs (6 before cleanup and 6 after cleanup) are required. At shoreline hot spots that are 600 ft. in length a total of 24 photographs (12 before cleanup and 12 after cleanup) are required.
Segment ID	The segment ID is described in the Photograph Documentation Protocol. The every 50 ft. segment ID (i.e., A-L) is used to identify where the photograph was taken to document trash conditions either before or after cleanup.
Optional Photographs of Trashed Cleaned Up	Optional photographs may be taken to illustrate the volume of trash collected during the cleanup.
Notes	Comments or other notes may be added regarding photo documentation.

SAN MATEO COUNTYWIDE Water Pollution Prevention Program
Clean Water. Healthy Community.

C.5.e - Storm System Screening Form

Stormwater Program or City Name

Inspection Date: _____ Inspection Time: _____

Inspector Name: _____

Inspecting Agency: _____

Time Since Last Rain: ☐ Less than 3 weeks ☐ Longer than 3 Weeks

Storm Facility Location(ID): _____

Receiving Water: _____

Storm Facility Type: ☐ End of Pipe ☐ Creek ☐ Channel ☐ Ditch ☐ Pump Station

☐ Drop Inlet/Catch Basin ☐ Other, Describe: _____

Illicit Discharge or Illegal Dumping Found During Screening? ☐ Yes ☐ No

Describe:

Observations:

Standing/Stagnant Water: ☐ Yes ☐ No

Flow: ☐ None ☐ Trickle ☐ Steady ☐ High

Aprox. Depth of Flow: _____ inches

Estimated Trash Volume: ☐ High ☐ Medium ☐ Low ☐ ND

Comment: _____

Odor: ☐ Present ☐ Absent

Comment: _____

Color: ☐ Present ☐ Absent

Comment: _____

Turbidity: ☐ High ☐ Medium ☐ Low ☐ ND

Comment: _____

Hydrocarbon sheen: ☐ High ☐ Medium ☐ Low ☐ ND

Comment: _____

If an Illicit Discharge or Illegal Dumping Was Found, Describe Potential Source(s):

Actions Taken:

Was Illicit Discharge or Illegal Dumping Follow Up Needed? ☐ Yes ☐ No ☐ NA

Comment: _____

If Yes, Describe Corrective/Follow-up Actions Taken: _____

Date Completed: _____

Complaint/Spill/Discharge Tracking Spreadsheet

[Enter Agency Name]

MRP Requirements *The MRP's Provision C.5.f requires the following: "All incidents or discharges reported to the complaint/spill system that might pose a threat to water quality shall be logged to track follow-up and response through problem resolution. The data collected shall be sufficient to demonstrate escalating responses for repeat problems, and inter/intra-agency coordination, where appropriate."*

Purpose: The purpose of this spreadsheet is to provide an example "water quality spill and discharge complaint and follow up" tracking method for the San Mateo Countywide Clean Water Program's agencies to use starting April 1, 2010.

1	2	3	4	5	6	7	8	9	10	11	12	13	#	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	32	33	34	35	36	37	38	39	40
Complaint Information																		**Investigation Information**														**Follow Up Information**								
Date and Time of Complaint Receipt		**Source of Complaint** Enter "1" for source of complaint			**Location**	**Threat to Water Quality**		**Type of Pollutant(s)** Enter "1" for each type reported												**Type of Pollutant(s)** Enter "1" for each type found										**Enter "1" if Discharge Entered Storm Drain and/or receiving water**	**Nothing Found to Abate** Enter "1" if there is nothing needing abatement	**Type of Enforcement** Enter "1" for each type found					**Response Times** Enter number of days			
Date of Complaint	**Time of Complaint**	**Public**	**Another Public Agency**	**Own Agency Staff**	**Address of Spill/Discharge or Physical Description of Incident's Location**	**Enter "1" if discharge reported threat to water quality**	**Enter "1" if no threat to water quality**	**Washwaters**	**Sewage**	**Construction Materials**	**Vehicle Fluids**	**Food Wastes**	**Paint**	**Sediment and/or Silt**	**Industrial Wastes**	**Litter and/or Debris**	**Other**	**Date Investigation Started**	**Time Investigation Started**	**Washwaters**	**Sewage**	**Construction Materials**	**Vehicle Fluids**	**Food Wastes**	**Paint**	**Sediment and/or Silt**	**Industrial Wastes**	**Litter and/or Debris**	**Other**			**None**	**Verbal Notice/Verbal Warning**	**Written Warning/ Notice of Violation**	**Notice to Comply**	**Legal Action**	**Call to Investigate**	**Investigate to Abate**	**Call to Abate**	**Enter "1" if Resolved in Timely Manner**

Summary Discharge Information	
Number of discharges reported	0
Number of discharges reaching storm drains and/or receiving waters	0
Number of discharges resolved in a timely manner	0
Percentage of discharges resolved in a timely manner	###

Summary of Types of Pollutants Discharged

	Washwater	Sewage	Const. Mat.	Vehicle Fluids	Food Wastes	Paint	Sed./Silt	Ind. Wastes	Litter/Debris	Other	Total
Number	0	0	0	0	0	0	0	0	0	0	0
Percentage	##	###	###	###	###	##	###	###	##	####	

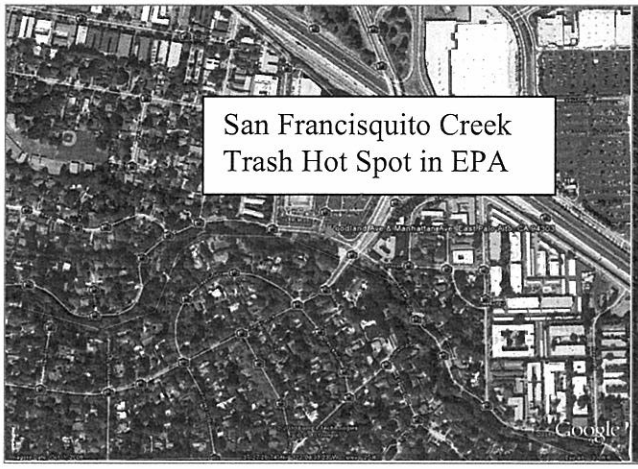
Summary of Sources of Complaints

	Public	Another Public Agency	Own Public Agency	Total
Number	0	0	0	0
Percentage	######	####	#####	

TRASH HOT SPOT REPORTING

City of East Palo Alto

Site ID: SFC02



Site Information

Site Location: San Francisquito Creek, adjacent to Woodland Avenue at Manhattan Avenue

Watershed: JPA

Water body: San Francisquito Creek

Jurisdiction: East Palo Alto

Ownership: Santa Clara Valley Water District

Trash Pathways/Sources: Accumulation, Litter

Site Identified by: City of East Palo Alto

Agency Contact: Jay Farr, City of East Palo Alto

Justification

Information Supporting Selection as a Hot Spot:

Existing Cleanup Efforts:

Assessments:

ASSOCIATION OF BAY AREA GOVERNMENTS

Agreement for Local Agency Participation in Grant-Funded
Bay Area-wide Trash Capture Demonstration Project

This agreement is made and entered into effective _____, 2010, by and between the Association of Bay Area Governments (ABAG), a public entity formed under the California Joint Exercise of Powers Act, Government Code Sections 6500, *et seq*. and the City of East Palo Alto (East Palo Alto), a City.

Recitals

A. ABAG and the California State Water Resources Control Board (State Water Board) have entered into Project Finance Agreement No. 09-823-550 (PFA) in the amount of $5,000,000 (five million dollars) for Clean Water State Revolving Fund Project No. C-06-6441-110, the Bay Area-wide Trash Capture Demonstration Project (Project). Funding is provided by the federal American Recovery and Reinvestment Act of 2009 (ARRA). The PFA and amendments are located at http://www.bayareatrashtracker.org/content/contract-resources

B. The Project is comprised of the following elements: acquisition of trash capture devices (TCDs), provision and/or installation of TCDs in existing storm drainage infrastructure, maintenance of installed TCDs and monitoring of installed TCDs.

C. East Palo Alto is one of many local government entities that are eligible to participate in the Project (collectively, "Potential Participants") by facilitating installation of the TCDs in its existing storm drainage infrastructure and by maintaining and monitoring installed TCDs, as set forth in the attached Exhibit A, Scope of Work, which is incorporated herein by this reference.

D. ABAG issued Requests for Proposals for small capacity trash capture devices (small TCDs) and for high flow capacity trash capture devices (large TCDs) (collectively, "TCDs") and assembled a panel of vendors for devices in both categories that can meet minimum trash capture permit requirements when properly installed and maintained.

E. ABAG has contracted with each vendor on the panel to furnish, and if requested, install small TCDs selected by Participating Entities [as defined in section 2(a)]; and to provide large TCDs; and for ABAG to pay the cost thereof.

F. ABAG has made an initial determination that each Potential Participant will have access to a portion of the funds available under the PFA (PFA Funds) for the acquisition and installation of TCDs, all as shown in Exhibit A-1.

ABAG and East Palo Alto mutually agree as follows:

1. Initial Allocation and Current Balances. East Palo Alto has access to $21,235 (twenty-one thousand, two hundred and thirty-five dollars) in PFA Funds to acquire and install TCDs. PFA Funds may only be used to fund or defray the costs of acquiring and/or installing TCDs from the panel of vendors listed in Exhibit A-2 (see section 3). ABAG will calculate the amount of PFA Funds to which East Palo Alto has access on any given day by reducing the initial allocation by the amount encumbered by TCDs on order (see section 3) and amounts paid for accepted TCDs. This information will be posted at http://www.bayareatrashtracker.org/content/contract-resources and will be adjusted on an as-needed basis.

2. Reallocations.

   (a) East Palo Alto acknowledges that the success of the Project depends on maximum use of the PFA Funds and that greater use may be achieved by reallocating access to PFA Funds among the Potential Participants that have executed an "Agreement for Local Agency Participation Grant Funded SF Bay Area Trash Capture Demonstration Project" by January 1, 2011 (Participating Entities). All reallocations will be reflected in the current balance (see section 1).

(b) All of the initial allocations for any Potential Participants that have not executed an "Agreement for Local Agency Participation Grant Funded SF Bay Area Trash Capture Demonstration Project" by January 1, 2011 will be reallocated among Participating Entities by ABAG at its sole discretion after soliciting input from the Project's Technical Advisory Group. Reallocations under this provision will be implemented by written notice from ABAG to each Participating Entity that is given access to the additional PFA Funds. East Palo Alto agrees that any written notice(s) it receives pursuant to this section will automatically amend the allocation in section 1 in accordance with its terms.

(c) ABAG may reallocate access to any unused PFA Funds during the period from January 1, 2011 to March 1, 2011 as follows: ABAG will provide written notice of the proposed reallocation to the affected Participating Entities no less than 30 (thirty) calendar days prior to the date that ABAG intends to implement the reallocation. The affected Participating Entities and ABAG may negotiate a different reallocation and implement it by a writing executed by the authorized representatives of the affected Participating Entities and ABAG. If the affected Participating Entities and ABAG cannot agree on a different reallocation, ABAG may (i) unilaterally implement the reallocation described in the notice on the date set forth therein or (ii) rescind the notice. East Palo Alto agrees that ABAG may unilaterally amend East Palo Alto's allocation in accordance with this subsection (c).

3. Ordering TCDs. ABAG has published a document that lists and describes all available TCDs, which is labeled Exhibit A-2 and is online for downloading at http://www.bayareatrashtracker.org/content/trash-capture-devices, and may be amended from time to time by ABAG. To order a TCD, East Palo Alto must submit to ABAG a completed Purchase Order signed by representatives of East Palo Alto and the vendor of the TCD in the form attached to this Agreement as Exhibit A-3. East Palo Alto is responsible for negotiating and reaching agreement with the vendor on the additional information required by the Purchase Order, and such other additional terms and conditions as East Palo Alto and the vendor deem necessary, including without limitation, location of installation, date of delivery or installation, per unit cost, design, engineering and other technical collaboration or assistance. East Palo Alto is responsible for coordinating its ordering of TCDs in a manner that entitles it, alone or in conjunction with others, to discounted prices for TCDs. The Purchase Order is not effective until approved by ABAG. ABAG may unilaterally amend Exhibit A-2 from time to time to reflect changes in TCD availability or specifications or vendor information.

4. Project Sites. East Palo Alto must locate all TCDs acquired under this agreement at locations (Project Sites) that meet the requirements set forth in Exhibits D-1 through D-4, inclusive (Certifications).

5. Accepting TCDs. Upon East Palo Alto's acceptance of a TCD, ABAG will pay the vendor of the TCD. East Palo Alto may accept a TCD only by submitting to ABAG a completed Notice of Acceptance executed by East Palo Alto and the vendor. Payment will be made after ABAG approves the Notice of Acceptance, attached to this Agreement as Exhibit A-4. The Notice of Acceptance Form is available online for downloading at http://www.bayareatrashtracker.org/content/contract-resources and may be amended from time to time by ABAG.

6. Deadline for TCD Installation. ABAG will not approve any Notices of Acceptance submitted for any TCD installed after November 1, 2012. East Palo Alto acknowledges and accepts the risks described in section 9 that may result from East Palo Alto's failure to comply with the installation deadline.

7. Vendor Contracts. East Palo Alto's right to order and acquire a TCD is based on its status as a third party beneficiary of ABAG's contract with the vendor of the TCD. The current version of ABAG's contract with each vendor is online at http://www.bayareatrashtracker.org/content/trash-capture-devices

8. Transfer of Rights to TCDs. Immediately upon ABAG's approval of the Notice of Acceptance and payment to the vendor for a TCD, all rights to said TCD, including but not limited to title, warranties, and protection from patent infringement claims, are transferred to East Palo Alto.

9. Fabrication and Installation Risk. If for any reason, East Palo Alto and the vendor of the TCD do not submit a Notice of Acceptance, or ABAG disapproves the Notice of Acceptance for a TCD, agrees that if there is any liability to the vendor for amounts owed for the TCD or for any damages, East Palo Alto, and not ABAG, will be solely liable to the vendor for any amounts owed or damages caused thereby. ABAG's approval of a NOA shall not be unreasonably withheld.

10. Operation and Maintenance of TCD. East Palo Alto agrees to provide for operation and maintenance of each TCD acquired under this agreement throughout the useful life of the TCD (not to exceed 25 years).

11. Monitoring. See Exhibit A, Scope of Work, for monitoring requirements.

12. Hold Harmless. Contractor shall hold harmless, defend and indemnify ABAG, its directors, officers, agents and employees from and against any and all liability, claims, losses, or damages arising from all acts or omissions to act of Contractor or its officers, agents, employees or subcontractors in rendering services under this agreement, excepting liability, claims, losses or damages based solely on ABAG's acts or omissions.

13. Entire Agreement. This agreement and its attachment are entire as to the activities covered by it. This agreement supersedes any and all other agreements either oral or in writing between ABAG and East Palo Alto with respect to the subject matter hereof. ABAG and East Palo Alto acknowledge that no representations, inducements, promises or agreements, orally or otherwise, have been made to any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other contracts, statement, or promise not contained in this agreement shall be valid or binding.

14. Conflict of Interest. East Palo Alto covenants that presently there is no interest, and none shall be acquired, direct or indirect, which conflicts in any manner or degree with its performance as required under this agreement. East Palo Alto further covenants that in the performance of this agreement, no person having any interest shall be employed by it.

15. Notices. Any notices, demands, or elections required or permitted to be given or made hereunder shall be in writing, shall be personally delivered or mailed by certified or registered mail, return receipt requested, addressed to the Authorized Representatives of the respective parties as follows:

ABAG
San Francisco Estuary Partnership
1515 Clay Street, Suite 1400
Oakland, CA 94612
Attn.: Janet Cox, Contract Manager
Phone: (510) 622-2334
Email: jwcox@waterboards.ca.gov

City/County
City of East Palo Alto
1960 Tate Street
East Palo Alto, CA 94303
Attention: Anthony Docto
Phone: _____

Email: _____

16. Binding on Heirs. This agreement shall be binding upon the heirs, successors, assigns, or transferees, of ABAG or East Palo Alto, as the case may be. This provision shall not be construed as an authorization to assign, transfer, hypothecate or pledge this agreement other than as provided above.

17. Other Contract Provisions. This Contract shall be subject to the Standard Contract Provisions and Federal ARRA and State Water Resources Control Board Contract Provisions as set forth in Exhibits B and C respectively, which are incorporated herein by this reference.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates set forth below.

Dated: _____

City:

_____

By:
(Print name and title)

_____

(Tax ID #)

Dated: _____

ASSOCIATION OF BAY AREA GOVERNMENTS:

_____

Henry L. Gardner
Executive Director

Approved as to legal form and content:

_____

Kenneth K. Moy, Legal Counsel
Association of Bay Area Governments

Approved as to legal form and content:

_____

_____

Print Name & Title

City of East Palo Alto

EXHIBIT A
SCOPE OF WORK

The Bay Area-Wide Trash Capture Demonstration Project is funded by the State Water Resources Control Board Clean Water State Revolving Fund (CWSRF) with funds from the American Reinvestment and Recovery Act (ARRA). The San Francisco Estuary Partnership (SFEP), a project of the Association of Bay Area Governments (ABAG) will administer the project, which will retrofit and/or improve storm drainage infrastructure in order to address trash pollution in San Francisco Bay and local creeks.

The project will demonstrate to municipalities and the public that trash can be managed, and that reductions in the volume of trash enhance the Estuary and its water quality. Municipal staff will gain experience with, and share information about, different types of trash capture devices. The project will facilitate early compliance with the San Francisco Bay Regional Water Quality Control Board's Municipal Regional Stormwater National Pollutant Discharge Elimination System Permit affecting Phase I communities, and anticipated requirements for operators of small municipal separate storm sewer systems (Phase II).

SFEP/ABAG has developed an initial distribution of project resources, posted at http://www.bayareatrashtracker.org/content/contract-resources, which allocates a proportion of available funds to all project area municipalities (Exhibit A-1) based on population and regulatory requirement to capture trash. This allocation will be revised to reflect the municipalities that choose to contract with ABAG and join the project.

SFEP/ABAG has solicited proposals from, and is contracting with vendors to provide trash capture devices for installation in municipal storm drain systems throughout the project area, in a range of scales and designs appropriate to different locations and conditions.

All construction must be complete, and all devices installed, by November 1, 2012.

The project completion date (end of project term) is December 1, 2013.

Participating entities that opt to join the project will undertake the following tasks:

1. Contract with the Association of Bay Area Governments to participate in the Bay Area-wide Trash Capture Demonstration Project. This contract includes provisions required by both ARRA and the CWSRF.
2. Review the list of vendors and trash capture devices included in the project (Exhibit A-2); identify high trash-generating locations for installation of devices; and work with vendors' representatives to select and size devices appropriate to those sites. Each individual installation must either be covered by the Project's categorical exemption from requirements of the California Environmental Quality Act (CEQA Guidelines Section 15302(c), Replacement or Reconstruction), or the municipality must submit to ABAG complete CEQA documentation that was been duly filed with the Governor's Office of Planning and Research before September 15, 2009.
3. Complete a purchase order form (example in Exhibit A-3) for each vendor of selected devices, specifying devices and locations; sign the form along with the vendor's representative; and submit to the SFEP project manager. Submit multiple purchase orders if necessary.
4. Either supervise installation of each device by the vendor; install the device with municipal staff labor; or contract separately with an appropriate installer (using municipal funds unless otherwise arranged with ABAG legal staff) to place the device in accordance with specifications.
5. When the device is properly installed and functioning, complete a Notice of Acceptance (Exhibit A-4) and submit the ABAG.-When a representative of the city or county signs the Notice of Acceptance, ownership and responsibility for upkeep and maintenance of the device pass from ABAG to the municipality.
6. Display a project placard, to be provided by ABAG, in city/county offices or other appropriate public space
7. Maintenance: Municipal staff will perform or supervise appropriate regular maintenance of each device according to manufacturer's instructions or best practices. Each device will be maintained so as to maximize effectiveness and minimize both flooding and flow of trash through the storm drainage system;

and to filter the one-hour/one-year storm at all times. The municipality will maintain the device in good working order for the useful life of the TCD (not to exceed 25 years), unless otherwise authorized by ABAG and the State Water Resources Control Board Division of Financial Assistance.

8. Monitoring and reporting: Municipal staff will use the online reporting website operated by ABAG/SFEP to record the following:
    a. Installation/location
        i. Device inventory number, name, and type
        ii. Size/capacity of device
        iii. Installation location
        iv. Catchbasin dimensions, if applicable
        v. Outflow pipe diameter
        vi. Best estimate of catchment area (required for high flow capacity devices, optional for small devices)
        vii. Major land uses in catchment, estimated percentages (high flow capacity devices); or dominant land use adjacent to catchbasin (small TCDs)
    b. Maintenance reporting for each maintenance event during the project term:
        i. Date of maintenance
        ii. Staffing, time, and equipment required to perform maintenance
        iii. Estimated percentage full at time of maintenance
        iv. Optional:
            1. Condition of catchbasin and device
            2. Characteristics of trash removed from device (visual estimate)

EXHIBIT A-1

LIST OF POTENTIAL PARTICIPANTS

Alameda County
Alameda
Albany
Berkeley
Dublin
Emeryville
Fremont
Hayward
Livermore
Newark
Oakland
Piedmont
Pleasanton
San Leandro
Union City
County of Alameda

Contra Costa County
Antioch
Brentwood
Clayton
Concord
Danville
El Cerrito
Hercules
Lafayette
Martinez
Moraga
Oakley
Orinda
Pinole
Pittsburg
Pleasant Hill
Richmond
San Pablo
San Ramon
Walnut Creek
County of Contra Costa

Marin County
Belvedere
Corte Madera
Fairfax
Larkspur
Mill Valley
Novato
Ross
San Anselmo
San Rafael
Sausalito
Tiburon
County of Marin

Napa County
American Canyon
Calistoga
Napa
St Helena
Yountville
County of Napa

San Mateo County
Atherton
Belmont
Brisbane
Burlingame
Colma
Daly City
East Palo Alto
Foster City
Half Moon Bay
Hillsborough
Menlo Park
Millbrae
Pacifica
Portola Valley
Redwood City
San Bruno
San Carlos
San Mateo
South San Francisco
Woodside
County of San Mateo

Santa Clara County
Campbell
Cupertino
Los Altos
Los Altos Hills
Los Gatos
Milpitas
Monte Sereno
Mountain View
Palo Alto
San Jose
Santa Clara
Saratoga
Sunnyvale
County of Santa Clara

Solano County
Benicia
Fairfield
Suisun City
Vallejo
County of Solano

Sonoma County
Petaluma
Sonoma
County of Sonoma

EXHIBIT A-2

SAN FRANCISCO ESTUARY PARTNERSHIP

Bay Area-wide Trash Capture Demonstration Project
Vendors and devices approved March 18, 2010

Small devices with San Francisco Bay Water Board certification for full trash capture

Device ID	Vendor	Device Name
AS-1	Advanced Solutions	Stormtek ST3
AS-2	Advanced Solutions	Stormtek ST3-G
BMP-1	Best Management Products, Inc.	SNOUT Oil-Debris Separator (with Trash Screen)
BC-1	Bio Clean Environmental Services, Inc.	Grate Inlet Skimmer Box (square design)
BC-2	Bio Clean Environmental Services, Inc.	High Capacity Round Grate Inlet Skimmer Box
BC-3	Bio Clean Environmental Services, Inc.	Modular Connector Pipe Screen
BC-4	Bio Clean Environmental Services, Inc.	Trash Guard
ECI-1	Ecology Control Industries (American Stormwater)	Debris Dam
G2-1	G2 Construction, Inc.	Collector Pipe Screen
G2-1R	G2 Construction, Inc.	Collector Pipe Screen Removable
GFI-1	Gentile Family Industries (Waterway Solutions)	*WAVY* GRATE Trash Catcher
KS-1	KriStar Enterprises, Inc.	Flo Gard Plus Catch Basin Filter Insert, combination inlet style – C3 (stainless steel)
KS-2	KriStar Enterprises, Inc.	Flo Gard Plus Catch Basin Filter Inserts, flat grated inlet style, rectangular or round – C3 (stainless steel)
KS-3	KriStar Enterprises, Inc.	FloGard Catch Basin Outlet Screen Insert
REM-1	Revel Environmental Manufacturing, Inc.	Triton Bioflex Drop Inlet Trash Guard
USW-1	United Stormwater, Inc.	Connector Pipe Screen
WCS-1	West Coast Storm, Inc.	Connector Pipe Screen
XP-1	Xeripave, LLP	(pending)

Devices not certified by the Water Board, but eligible for ordering by municipalities where they will be used in combination with full capture devices

Device ID	Vendor	Device Name
ECI-2	Ecology Control Industries (American Stormwater)	Surfgate
G2-2	G2 Construction, Inc.	CamLock Debris Gate
G2-3	G2 Construction, Inc.	FS 10
GFI-2	Gentile Family Industries (Waterway Solutions)	ARS – automatic retractable screen
KS-4	KriStar Enterprises, Inc.	Trash and Debris Guard
USW-2	United Stormwater, Inc.	Clean Screen III
XP-2	Xeripave LLC	Infill existing grate
XP-3	Xeripave LLC	Storm Grate and Lintel
WCS-2	West Coast Storm, Inc.	ARS – automatic retractable screen

High Flow Capacity Devices with Water Board certification

Device ID	Vendor	Device Name
BC-5HF	Bio Clean Environmental Services, Inc.	Nutrient Separating Baffle Box
CCP-1HF	Contech Construction Products	Continuous Deflective Separator (CDS)
FCT-1HF	Fresh Creek Technologies, Inc.	Inline Netting Trash Trap
KS-5HF	KriStar Enterprises, Inc.	CleansAll
KS-6HF	KriStar Enterprises, Inc.	Downstream Defender
KS-7HF	KriStar Enterprises, Inc.	FloGard Dual-Vortex Hydrodynamic Separator
KS-8HF	KriStar Enterprises, Inc.	FloGard Perk Filter
KS-9HF	KriStar Enterprises, Inc.	FloGard Swirl-Flo Screen Separator
KS-10HF	KriStar Enterprises, Inc.	Nettech Gross Pollutant Trap - In Line
RMC-1HF	Roscoe Moss Company	Storm Flo Screen

Devices with Water Board certification to be approved on a case-by-case basis, pending the Water Board's determination that installation qualifies for CEQA Categorical Exemption 15302(c), "Replacement or reconstruction of existing utility systems and/or facilities..."

Device ID	Vendor	Device Name
FCT-2HF	Fresh Creek Technologies, Inc.	End of Pipe Netting Trash Trap
KS-11HF	KriStar Enterprises, Inc.	Nettech Gross Pollutant Trap- End of Line

EXHIBIT A-3

SAMPLE PURCHASE ORDER FORM

[Do NOT use this paper form. Use the electronic version downloadable from http://www.bayareatrashtracker.org/content/contract-resources]

USE ONE FORM PER VENDOR. ATTACH ADDITIONAL SHEETS, SHOWING ALL INSTALLATION LOCATIONS, AS NECESSARY.

THIS PURCHASE ORDER IS NOT FINAL UNTIL APPROVED BY ABAG

P.O. No. (city/county name + 4-digit number)

Date

Municipality Information	**Vendor information**
City/County:	Company name:
Attention:	Vendor Tax ID:
Address	Attention:
	Address
City Zip	City State Zip
Phone Fax	Phone Fax
Email	Email

Order Details (Use one row for each installation. Add rows as necessary)

Line #	Device number	Description / Model	Location*	Delivery Date	Install / Noninstall	Price
1						
2						
					Tax	
					Shipping/delivery, if applicable	
					TOTAL	

*** Location must be specific (SW corner 6th St. & Main or GPS coordinates). See online form for specification instructions.**

Special Conditions:**

****Attach additional sheets, showing all special conditions, as necessary.**

Approved by _____ Date: _____
(Signature of authorized Representative, Participating Entity)

Name (print) _____ Phone _____

Approved by _____ Date: _____
(Signature of device vendor representative)

Name (print) _____ Phone _____

Approved by _____ Date: _____
(ABAG)

OWP # 102147

EXHIBIT A-4

SAMPLE NOTICE OF ACCEPTANCE

[Do NOT use this form. Use the electronic version downloadable from http://www.bayareatrashtracker.org/content/contract-resources]

USE ONE FORM PER VENDOR. ATTACH ADDITIONAL SHEETS, SHOWING ALL INSTALLATION LOCATIONS, AS NECESSARY.

Date: _____

This form verifies installation of trash control device(s), as required by the State Water Resources Control Board Clean Water State Revolving Fund Project Finance Agreement with ABAG for the Bay Area-Wide Trash Capture Demonstration Project, Agreement No. 09-823-550.

To: San Francisco Estuary Partnership
Attn.: Janet Cox
1515 Clay Street, Suite 1400
Oakland, CA 94612
(510) 622-2334

Please be advised that [PARTICIPATING ENTITY NAME] has received the following goods (TCD), pursuant to Purchase Order # _____, dated _____:

Date Installed	Line # (from p.o.)	Project device number	Description / Model	Location	Price
				Tax	
				Shipping/delivery (if applicable)	
				TOTAL	

Authorized representatives of [PARTICIPATING ENTITY NAME] and [VENDOR NAME] have inspected the trash capture devices (TCD) which have been received and installed in good condition, with no defects and in conformity with the order.

We accept the TCD(s) noted above and authorize ABAG to pay the vendor the total amount listed above, $XXX.

Approved by _____ Date: _____
(Signature of authorized Representative, Participating Entity)

Name (print) _____ Phone _____

Approved by_____ Date: _____
(Signature of device vendor representative)

Name (print) _____ Phone _____

Approval to pay by: _____ Date: _____
(Project Manager, SFEP)

Comments/Instructions:

- Payment will be based on this NOA. If Vendor is using its own invoicing system, the invoice must be attached to this NOA for payment.

EXHIBIT B
STANDARD CONTRACT PROVISIONS

1. Definitions:

"Contractor" as used in Exhibit B is East Palo Alto.

2. Conflict of Interest. No employee, officer, or agent of ABAG shall participate in selection, or in the award or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:
   a) The employee, officer or agent;
   b) Any member of his or her immediate family;
   c) His or her partner; or
   d) An organization which employs, or is about to employ, any of the above has a financial or other interest in the firm selected for award.

   ABAG's officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subcontracts.

3. Extensions of Time. The granting of or acceptance of extensions of time to complete performance by Contractor will not operate as a release to Contractor or otherwise modify the terms and conditions of this Contract.

4. Headings. The descriptive headings used in this Contract are for convenience only and shall not control or affect the meaning or construction of any of its provisions.

5. Prohibited Interest. Contractor's officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subcontracts.

6. Remedies Cumulative. The remedies conferred by this Contract upon ABAG are not intended to be exclusive, but are cumulative and in addition to all other remedies provided by law.

7. Severability. Should any part of this Contract be declared unconstitutional, invalid, or beyond the authority of either party to enter into or carry out, such decision shall not affect the validity of the remainder of this Contract, which shall continue in full force and effect; provided that, the remainder of this Contract can, absent the excised portion, be reasonably interpreted to give effect to the intentions of the parties.

8. Insurance Requirements. Contractor shall procure and maintain for the duration of this Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees. Contractor may satisfy all of the requirements of this section by documentation of its membership in a California government agency self-insurance risk pool with coverage at least as broad as the Insurance Requirements set out in this Contract.

   a. Minimum Scope of Insurance. Coverage shall be at least as broad as:
      1) Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001).
      2) Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto).
      3) Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

4) Errors and Omissions Liability insurance appropriate to the Contractor's profession. Architects' and engineers' coverage is to be endorsed to include contractual liability. The City is not required to obtain Errors and Omissions Liability insurance for work and services provided by its own employees or officials.

b. Minimum Limits of Insurance. Contractor shall maintain limits no less than:
   1) General Liability: $1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
   2) Automobile Liability: $1,000,000 per accident for bodily injury and property damage.
   3) Employer's Liability: $1,000,000 per accident for bodily injury or disease.

c. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by ABAG. At the option of ABAG, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects ABAG, its officers, officials, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to ABAG guaranteeing payment of losses and related investigations, claim administration and defense expenses. (Including operations, products and completed operations, as applicable.).

d. Other Insurance Provisions. The Contractor will cause its self-insurance government agency risk pool, to provide documentation of the following:
   1) ABAG, its officers, officials, employees and volunteers are to be covered as insureds as respects: liability arising out of work or operations performed by or on behalf of the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor.
   2) For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects ABAG, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by ABAG, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
   3) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after 30 (thirty) days' prior written notice by certified mail, return receipt requested, has been given to ABAG.
   4) Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

e. Acceptability of Insurers. Based on Contractor's representation that its self-insurance agency risk pool is solvent and funded at prudent levels, ABAG accepts the coverage provided in lieu of commercial insurance.

f. Verification of Coverage. Contractor shall furnish ABAG with original certificates and amendatory endorsements effecting coverage required by this clause. All certificates and endorsements are to be received and approved by ABAG before work commences. ABAG reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

g. Authority to Self-Insure. The requirements of this section may be satisfied by the provisions of equivalent coverage through a program of self-insurance which is certified in writing with an "Affidavit of Insurance", or functionally equivalent document.

EXHIBIT C

AMERICAN RECOVERY & REINVESTMENT ACT (ARRA) and CLEAN WATER STATE REVOLVING FUND (CWSRF) CONTRACT PROVISIONS

ARTICLE I: DEFINITIONS

"Contractor" as used in Exhibits C, C-1, C-2, C-3, and C-4 is East Palo Alto.

"Project" as used in Exhibits C, C-1, C-2, C-3, and C-4 refers to the fabrication and installation of trash capture devices under a Purchase Order.

"System" as used in Exhibits C, C-1, C-2, C-3, and C-4 means all nonpoint source control or estuary enhancement facilities (TCDs), together with all additions, betterments, extensions or improvements to such facilities, properties, structures, or works or any part thereof hereafter acquired and constructed.

ARTICLE II: REPRESENTATIONS AND WARRANTIES

2.1 General Contractor Commitments.

The Contractor accepts and agrees to comply with all terms, provisions, conditions, and commitments of this Agreement, including all incorporated documents, and to fulfill all assurances, declarations, representations, and commitments made by the Contractor in its application, accompanying documents, and communications filed in support of its request for financial assistance.

2.2 Completion of Project.

The Contractor agrees to expeditiously proceed with and complete construction of the Project in substantial accordance with Exhibit A.

2.3 Project Certification.

ABAG shall prepare a Project Certification that includes information collected by the Contractor in accordance with the Bay Area-wide Trash Capture Demonstration Project monitoring and reporting plan, a determination of the effectiveness of the Project in preventing or reducing pollution, and the results of the monitoring program. The Project Certification shall follow the general format provided by the Bay Area-wide Trash Capture Demonstration Project.

Failure to submit a Project Certification, an affirmative certification, or a corrective action report that meets the above requirements and is satisfactory to the Division within 15 (fifteen) months of the Project Completion date will cause the State Water Board to stop processing any pending or future applications for new financial assistance, withhold payments on any existing financial assistance, and begin administrative proceedings pursuant to sections 13267 and 13268 of the Water Code.

2.4 [not applicable]

2.5 Notice. The Contractor agrees to promptly notify the ABAG Contract Manager in writing of:

(a) Litigation, circulation of a petition to challenge rates, consideration of bankruptcy, dissolution, or disincorporation, or any other thing that could negatively affect or jeopardize the Contractor's revenues used for operations, maintenance, and repairs of the Project during its useful life.

(b) Any substantial change in scope of the Project. The Contractor agrees that no substantial change in the scope of the Project will be undertaken until written notice of the proposed change has been provided to ABAG and ABAG has given written approval for such change;

(c) [not applicable]

(d) [not applicable]

(e) Discovery of any potential archeological or historical resource. Should a potential archeological or historical

resource be discovered during construction of the Project, the Contractor agrees that all work in the area of the find will cease until a qualified archeologist has evaluated the situation and made recommendations regarding preservation of the resource, and the State Water Resources Control Board, Division of Financial Assistance (Division) has determined what actions should be taken to protect and preserve the resource. The Contractor agrees to implement appropriate actions as directed by the Division;

(f) Discovery of any unexpected endangered or threatened species, as defined in the federal Endangered Species Act. Should a federally protected species be unexpectedly encountered during construction of the Project, the Contractor agrees to promptly notify the ABAG Contract Manager. This notification is in addition to the Contractor's obligations under the federal Endangered Species Act;

(g) Any monitoring, demonstration, or other implementation activities such that the State Water Resources Control Board (State Water Board) and/or Regional Water Quality Control Board (Regional Water Board) staff may observe and document such activities;

(h) Any public or media event publicizing the accomplishments and/or results of this Agreement and provide the opportunity for attendance and participation by state and federal representatives with at least ten (10) working days notice; and,

(i) Completion of Construction of the Project, and actual Project Completion.

2.6 Project Access.

The Contractor agrees to insure that ABAG, the State Water Board, the Governor of the State, the United States Environmental Protection Agency (USEPA), the Office of Inspector General, any member of Congress, the President of the United States, or any authorized representative of the foregoing, will have suitable access to the Project site at all reasonable times during Project construction and thereafter for the life of the Project. The Contractor acknowledges that the Project records and locations are public records.

2.7 Project Completion; Initiation of Operations.

Upon Completion of Construction of the Project, the Contractor agrees to expeditiously initiate Project operations. The Contractor agrees to make all reasonable efforts to meet the Project Completion date established in Exhibit A. Such date shall be binding upon the Contractor unless modified in writing by ABAG upon a showing of good cause by the Contractor. The Contractor shall deliver any request for extension of the Project Completion date no less than ninety (90) days prior to the Project Completion date. ABAG will not unreasonably deny such a timely request, but the Division will deny requests received after this time.

2.8 Continuous Use of Project; Lease or Disposal of Project.

The Contractor agrees that, except as provided in the Agreement, it will not abandon, substantially discontinue use of, lease, or dispose of the Project or any significant part or portion thereof during the useful life of the Project without prior written approval of the ABAG and the Division. Such approval may be conditioned as determined to be appropriate by the Division, including a condition requiring repayment of all Project Funds together with accrued interest and any penalty assessments which may be due.

2.9 Reports.

(a) [not applicable]

(b) As Needed Reports. The Contractor agrees to expeditiously provide, during the term of this Agreement, such reports, data, and information as may be reasonably required by ABAG or the Division, including but not limited to material necessary or appropriate for evaluation of the CWSRF Program or to fulfill any reporting requirements of the federal government.

2.10 [not applicable]

2.11 [not applicable]

2.12 [not applicable]

2.13 Signage.

The Contractor shall post project posters inside its city hall and by posting notice on its website until the Completion of Construction date specified in Exhibit A. For both posters and website notices, the Recipient (ABAG) shall ensure the inclusion of the relevant logos and statements required by Section 2.13 of the CWSRF Project Finance Agreement with ABAG for the Bay Area-Wide Trash Capture Demonstration Project, Agreement No. 09-823-550.

ARTICLE III: [not applicable]

ARTICLE IV: MISCELLANEOUS PROVISIONS

4.1 Timeliness.

TIME IS OF THE ESSENCE IN THIS AGREEMENT

4.2 Amendment.

No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or agreement not incorporated in this Agreement is binding on any of the parties.

4.3 Assignability.

This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State Water Board in the form of a formal written amendment.

4.4 [not applicable]

4.5 Compliance with Law, Regulations, etc.

(a) The Contractor agrees that it will, at all times, comply with and require its contractors and subcontractors to comply with all applicable federal and state laws, rules, guidelines, regulations, and requirements. Without limitation of the foregoing, the Contractor agrees that, to the extent applicable, the Contractor will:

(1) Comply with the provisions of the Categorical Exemption from California Environmental Quality Act requirements (15302(c)) associated with the Bay Area-wide Trash Capture Demonstration Project, for the term of this Agreement;

(2) Comply with the State Water Board's "Policy for Implementing the State Revolving Fund for Construction of Wastewater Treatment Facilities," as amended from time to time; and

(3) Comply with and require its contractors and subcontractors to comply with the list of federal laws certified to by the Contractor.

4.6 Conflict of Interest.

The Contractor certifies that it is in compliance with applicable state and/or federal conflict of interest laws.

4.7 Damages for Breach Affecting ARRA Compliance.

(a) In the event that any breach of any of the provisions of this Agreement by the Contractor shall result in the loss of tax exempt status for any state bonds, or if such breach shall result in an obligation on the part of the State Water Board or ABAG to reimburse the federal government by reason of any arbitrage profits, the Contractor shall immediately pay the State Water Board or ABAG, as the case may be, in an amount equal to any damages paid by or loss incurred by the state due to such breach.

(b) In the event that any breach of any of the provisions of this Agreement by the Contractor shall result in the failure of Project Funds to be used pursuant to the provisions of ARRA, or if such breach shall result in an obligation on the part of the State Water Board or ABAG to reimburse the federal government, the Contractor shall immediately pay the State Water Board or ABAG, as the case may be, in an amount equal to any damages paid by or loss incurred due to such breach.

4.8 Disputes.

(a) Any dispute arising under this Agreement which is not otherwise disposed of by agreement shall be decided by the Division Deputy Director, or his or her authorized representative. The decision shall be reduced to writing and a copy thereof furnished to the Contractor and to the State Water Board's Executive Director. The decision of the Division shall be final and conclusive unless, within thirty (30) calendar days after mailing of the Division decision to the Contractor, the Contractor mails or otherwise furnishes a written appeal of the decision to the State Water Board's Executive Director. The decision of the State Water Board's Executive Director shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal under this clause, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute hereunder, the Contractor shall continue to fulfill and comply with all the terms, provisions, commitments, and requirements of this Agreement.

(b) This clause does not preclude consideration of legal questions, provided that nothing herein shall be construed to make final the decision of the State Water Board, or any official or representative thereof, on any question of law.

(c) The Contractor shall continue with the responsibilities under this Agreement during any dispute.

4.9 Governing Law.

This Agreement is governed by and shall be interpreted in accordance with the laws of the State of California.

4.10 [not applicable]

4.11 Independent Actor.

The Contractor, and its agents and employees, if any, in the performance of this Agreement, shall act in an independent capacity and not as officers, employees or agents of the State Water Board or ABAG.

4.12 Non-Discrimination Clause.

(a) During the performance of this Agreement, Contractor and its contractors and subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, sexual orientation, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave.

(b) The Contractor, its contractors, and subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.

(c) The Contractor, its contractors, and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, § 12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full.

(d) The Contractor, its contractors, and subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

(e) The Contractor shall include the nondiscrimination and compliance provisions of this clause in all

subcontracts to perform work under the Agreement.

4.13 No Third Party Rights.

The parties to this Agreement do not create rights in, or grant remedies to, any third party as a beneficiary of this Agreement, or of any duty, covenant, obligation or undertaking established herein.

4.14 Operation and Maintenance; Insurance.

The Contractor agrees to properly staff, operate and maintain all portions of the Project for at least 20 years from the project completion date (see Exhibit A) years or the design life of the devices in accordance with all applicable state and federal laws, rules and regulations. The Contractor certifies that it has in place and will maintain a reserve fund for this purpose. See Exhibit D-1.

The Contractor will procure and maintain or cause to be maintained insurance on the System with responsible insurers, or as part of a reasonable system of self-insurance, in such amounts and against such risks (including damage to or destruction of the System) as are usually covered in connection with systems similar to the System. Such insurance may be maintained by the maintenance of a self-insurance plan so long as any such plan provides for (i) the establishment by the Contractor of a separate segregated self-insurance fund funded in an amount determined (initially and on at least an annual basis) by an independent insurance consultant experienced in the field of risk management employing accepted actuarial techniques and (ii) the establishment and maintenance of a claims processing and risk management program.

In the event of any damage to or destruction of the System caused by the perils covered by such insurance, the net proceeds thereof shall be applied to the reconstruction, repair or replacement of the damaged or destroyed portion of the System. The Contractor shall begin such reconstruction, repair or replacement as expeditiously as possible, and shall pay out of such net proceeds all costs and expenses in connection with such reconstruction, repair or replacement so that the same shall be completed and the System shall be free and clear of all claims and liens.

4.15 Permits, Subcontracting, Remedies and Debarment.

The Contractor shall procure all permits and licenses necessary to accomplish the work contemplated in this Agreement, pay all charges and fees, and give all notices necessary and incidental to the due and lawful prosecution of the work. Signed copies of any such permits or licenses shall be submitted to the Division before construction begins.

Any subcontractors, outside associates, or consultants required by the Contractor in connection with the services covered by this Agreement shall be limited to such individuals or firms as were specifically identified and agreed to during negotiations for this Agreement, or as are specifically authorized by the State Water Board's Project Representative through ABAG during the performance of this Agreement. Any substitutions in, or additions to, such subcontractors, associates, or consultants, shall be subject to the prior written approval of the Division.

The Contractor shall not subcontract with any party who is debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549, "Debarment and Suspension." The Contractor shall not subcontract with any individual or organization on USEPA's List of Violating Facilities. (40 CFR, Part 31.35, Gov. Code, § 4477)

The Contractor certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;

(b) Have not within a three (3) year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to

obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(d) Have not within a three (3) year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

4.16 [not applicable]

4.17 Contractor's Responsibility for Work.

The Contractor shall be responsible for all work and for persons or entities engaged in work performed pursuant to this Agreement, including, but not limited to, contractors, subcontractors, suppliers, and providers of services. The Contractor shall be responsible for any and all disputes arising out of its contracts for work on the Project. Neither the State Water Board nor ABAG will mediate disputes between the Contractor and any other entity concerning responsibility for performance of work.

4.18 [not applicable]

4.19 Rights in Data.

The Contractor agrees that all data, plans, drawings, specifications, reports, computer programs, operating manuals, notes, and other written or graphic work produced in the performance of this Agreement are subject to the rights of the State as set forth in this section. The State and ABAG shall have the right to reproduce, publish, and use all such work, or any part thereof, in any manner and for any purposes whatsoever and to authorize others to do so. If any such work is copyrightable, the Contractor may copyright the same, except that, as to any work which is copyrighted by the Contractor, the State and ABAG reserve a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use such work, or any part thereof, and to authorize others to do so, and to receive electronic copies from the Contractor upon request. (40 CFR §§ 31.34, 31.36)

4.20 State and ABAG Reviews and Indemnification.

The parties agree that review or approval of Project plans and specifications by ABAG or the State Water Board is for administrative purposes only and does not relieve the Contractor of its responsibility to properly operate and maintain the Project. To the extent permitted by law, the Contractor agrees to indemnify, defend and hold harmless ABAG and the State Water Board against any loss or liability arising out of any claim or action brought against ABAG or the State Water Board from and against any and all losses, claims, damages, liabilities or expenses, of every conceivable kind, character and nature whatsoever arising out of, resulting from, or in any way connected with (1) the System or the Project or the conditions, occupancy, use, possession, conduct or management of, work done in or about, or the planning, design, acquisition, installation or construction, of the System or the Project or any part thereof; (2) the carrying out of any of the transactions contemplated by this Agreement or any related document; (3) any violation of any applicable law, rule or regulation, any environmental law (including, without limitation, the Federal Comprehensive Environmental Response, Compensation and Liability Act, the Resource Conservation and Recovery Act, the California Hazardous Substance Account Act, the Federal Water Pollution Control Act, the Clean Air Act, the California Hazardous Waste Control Law and California Water Code section 13304, and any successors to said laws), rule or regulation or the release of any toxic substance on or near the System; or (4) any untrue statement or alleged untrue statement of any material fact or omission or alleged omission to state a material fact necessary to make the statements required to be stated therein, in light of the circumstances under which they were made, not misleading with respect to any information provided by the Contractor for use in any disclosure document utilized in connection with any of the transactions contemplated by this Agreement. To the fullest extent permitted by law, the Contractor agrees to pay and discharge any judgment or award entered or made against ABAG or the State Water Board with respect to any such claim or action, and any settlement, compromise or other voluntary resolution. The provisions of this section shall survive the term of this Agreement.

4.21 State Water Board and ABAG Action; Costs and Attorney Fees.

The Contractor agrees that any remedy provided in this Agreement is in addition to and not in derogation of any other legal or equitable remedy available to ABAG or the State Water Board as a result of breach of this Agreement by the Contractor, whether such breach occurs before or after completion of the Project, and exercise of any remedy provided by this Agreement by ABAG or the State Water Board shall not preclude ABAG or the State Water Board from pursuing any legal remedy or right which would otherwise be available. In the event of litigation between the parties hereto arising from this Agreement, it is agreed that each party shall bear its own filing costs and attorney fees.

4.22 Termination; Immediate Repayment; Interest.

(a) This Agreement will automatically terminate without written notice if the Contractor fails to meet the timelines in Exhibit A to the PFA and the ARRA special conditions of Exhibit C-2. Under such circumstance, the Contractor shall immediately pay all Project Funds received under this Agreement for purchase of the trash capture device, at the highest legal rate of interest.

(b) Additionally, this Agreement may be terminated by written notice at any time prior to project completion by the Contractor, at the option of the State Water Board through ABAG, upon violation by the Contractor of any material provision of this Agreement after such violation has been called to the attention of the Contractor and after failure of the Contractor to bring itself into compliance with the provisions of this Agreement within a reasonable time as established by the Division through ABAG. In the event of such termination, the Contractor agrees, upon demand, to immediately pay to the State Water Board through ABAG an amount equal to the purchase price of the trash capture device.

4.23 Unenforceable Provision.

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

4.24 Useful Life of the Project.

The useful life of the Project, commencing at Project Completion, is at least 20 years or the term of this Agreement, as set forth in Exhibit A hereto, whichever period is longer.

4.25 Venue.

The State Water Board and the Contractor hereby agree that any action arising out of this Agreement shall be filed and maintained in the Superior Court in and for the County of Sacramento, California, or in the United States District Court in and for the Eastern District of California.

4.26 Waiver and Rights of the State Water Board.

Any waiver of rights by ABAG or the State Water Board with respect to a default or other matter arising under the Agreement at any time shall not be considered a waiver of rights with respect to any other default or matter.

Any rights and remedies of ABAG or the State Water Board provided for in this Agreement are in addition to any other rights and remedies provided by law.

EXHIBIT C-2
FEDERAL ARRA SPECIAL CONDITIONS

The Contractor shall comply with the Federal ARRA Conditions in the CWSRF Project Finance Agreement with ABAG for the Bay Area-wide Trash Capture Demonstration Project, Exhibit E posted at http://www.bayareatrashtracker.org/content/contract-resources) of with the exception of section 1(f). Section 1(f) shall read:

(f) Reports. In addition to the reports specified in this Agreement, the Contractor may be asked for quarterly reports related to the goals of ARRA, including jobs created or saved. The Contractor agrees to provide such reports, if requested, in an expeditious fashion.

EXHIBIT C-3
ARRA SECTION 1511 CERTIFICATION

The Contractor shall comply with the Section 1511 Certification in the CWSRF Project Finance Agreement with ABAG for the Bay Area-wide Trash Capture Demonstration Project, Exhibit G. The CWSRF Project Finance Agreement is posted at http://www.bayareatrashtracker.org/content/contract-resources.

EXHIBIT C-4
DAVIS-BACON ACT COMPLIANCE

The Contractor shall comply with the Davis-Bacon Act requirements listed in Exhibit H (available for viewing from SFEP by request) of the CWSRF Project Finance Agreement with ABAG for the Bay Area-wide Trash Capture Demonstration Project.

The Contractor shall comply with and use the Davis-Bacon wage determinations while working under this contract. The wage determinations can be found at: http://www.wdol.gov/dba.aspx#3.

EXHIBIT D-1

OPERATION AND MAINTENANCE CERTIFICATION

The undersigned certifies by his or her signature the following:

East Palo Alto agrees to continue to provide for operations and maintenance (O&M) throughout the useful life of the Project. East Palo Alto provides for operations and maintenance of the Project through its:

☐ General Fund, of which the estimated costs of O&M will be ____ per cent (__%);

or

☐ Other – _____(Name of fund), of which the estimated costs of O&M will be ____ percent (__%).

This fund is an on-going operation of the City of East Palo Alto.

_____ _____

Signature Date

_____ _____

Print Name of Signer Position/Title

EXHIBIT D-2

PROJECT SITE(S) ACCESS CERTIFICATION

The undersigned certifies by his or her signature the following:

The City of East Palo Alto (Contractor) certifies that the State Water Board, the Governor of the State, the United States Environmental Protection Agency, the Office of Inspector General, any member of Congress, the President of the United States, or any authorized representative of the foregoing, will have suitable access to all Project sites at all reasonable times during Project construction and thereafter for the life of the Project (not to exceed 25 years). The Contractor acknowledges that the Project records and locations are public records.

_____	_____
Signature	Date
_____	_____
Print Name of Signer	Position/Title

EXHIBIT D-3

NO LITIGATION CERTIFICATION

The undersigned certifies by his or her signature the following:

The City of East Palo Alto (Contractor) is not currently engaged in any pending, threatened, or actual litigation, claims, or assessments with regard to any of the Project Site(s) or the fund identified in Exhibit C-2.

_____	_____
Signature	Date
_____	_____
Print Name of Signer	Position/Title

EXHIBIT D-4

TITLE CERTIFICATION

The undersigned certifies by his or her signature the following:

All of the Project Site(s) is/are located on land owned by the City of East Palo Alto, or land over which the City of East Palo Alto has an easement for access, operation or maintenance, or is in the public right-of-way.

For any Project Site where the City of East Palo Alto has an easement, said easement is valid for the life of the Project (not to exceed 25 years).

All permits necessary for Project have been obtained or will be obtained at the appropriate time.

_____ _____

City of East Palo Alto Date
Attorney or Legal Counsel

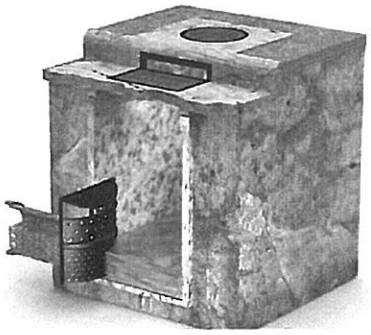
_____

Print Name of Signer

TrashGuard

Trash Free Stormwater Discharge

NEW from ACF!



What Is TrashGuard®?

TrashGuard® is a patented stormwater pretreatment device that captures debris, sediment and floatables. TrashGuard® is easy to install and maintain and costs a fraction of other pretreatment devices currently available. TrashGuard® has extensive testing and an available calculator to assist design professionals in selecting the correct screen size for their particular project.

TrashGuard® Advantages

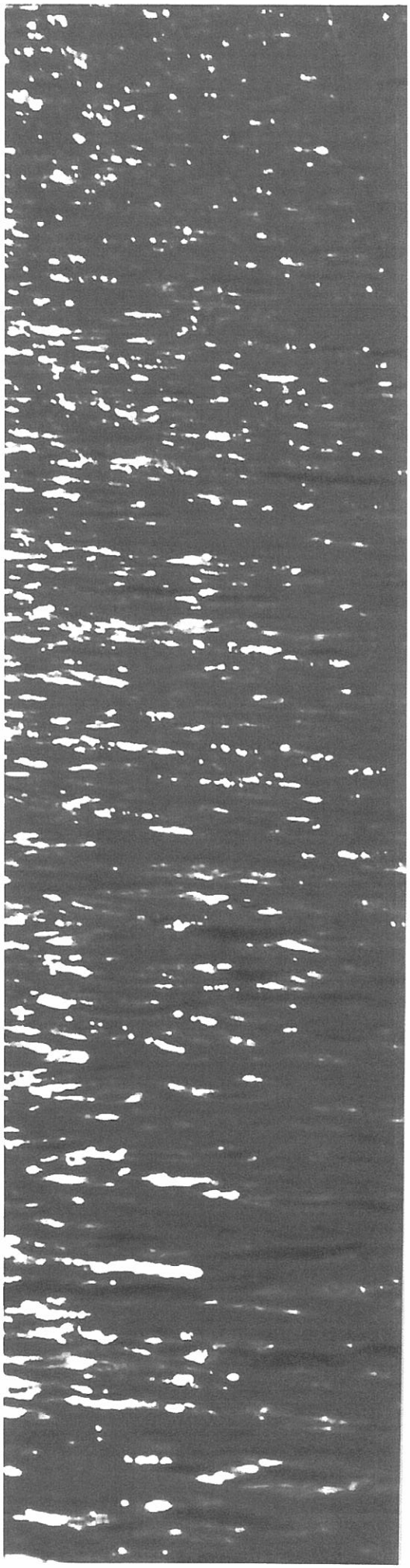
- *Captures debris, sediments and floatables*
- *Simple retrofits to existing catch basins*
- *Installs without heavy equipment*
- *Adjusts to irregular catch basin bottoms and/or walls*
- *Eliminates eyesore stormwater trash at public parks, beaches, and waterways*
- *Removes harmful nutrients and regulated metals*

TrashGuard® is available in three guard screen sizes for in-place or newly formed catch-basins that utilize discharge pipes of 24 inches or less in diameter. Each screen can be adjusted at installation to accommodate low flow stormwater events of 10 cfs or more.

Call ACF Environmental or your local distributor for more information.

ACF ENVIRONMENTAL
Customer Focused, Environmentally Committed

800-448-3636
www.acfenvironmental.com



TrashGuard® Installation Instructions

TrashGuard® can be installed in a variety of catch basin configurations (or field conditions). In general the TrashGuard® is mounted on the catch basin wall, centered over the outlet pipe.

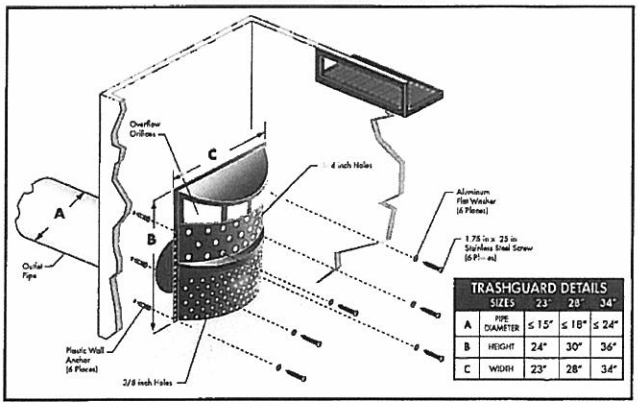
Before installing TrashGuard® a hydraulic calculation should be performed to determine maximum flow rate based on depth of the catch basin and size of TrashGuard® used. This calculated model will determine maximum flow rate with no obstructions or varying amounts of trash build up, and determine drainage area required to support the calculated flow rate. Allowable trash build up and drainage area required for trash build up will determine maintenance frequency.

If catch basin conditions allow and increased flow rate and additional vertical capacity are desired, a model can be calculated to determine flow rate when extending TrashGuard® from one inch to seven inches from the catch basin wall. As above, this calculated model will determine maximum flow rate with no obstructions or varying amounts of trash build up. Contact TrashGuard® for assistance in determining flow rate and drainage areas under varying field conditions.

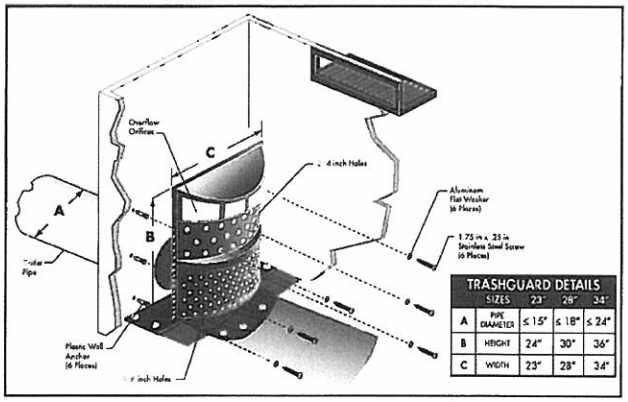
The following instructions are organized in sections described as follows:

- ❑ Section 1 - TrashGuard® installed on a flat perpendicular wall with a flat bottom
- ❑ Section 2 - Bottom Plate installed on an rounded bottom
- ❑ Section 3 - TrashGuard® installed on a flat perpendicular wall with an rounded bottom
- ❑ Section 4 - TrashGuard® installed on tiered brick wall escalating width from top to bottom with an rounded on flat bottom
- ❑ Section 5 - TrashGuard® installed on concaved wall reasonable flat top and bottom with an rounded or flat bottom.
- ❑ Section 6 - TrashGuard® installed extended from wall to increase flow capacity with an rounded or flat bottom.

Flat-Bottom Catch Basin



Rounded Bottom Catch Basin



Several other installation options are available.

WARNING: Improper installation of the TrashGuard® or failure to keep the area around the TrashGuard® free from sediment, debris and litter after installation may result in clogging of the stormwater drainage system and increase the risk of flooding during times of heavy rainfall. It is important to clear sediment, debris and litter from around the TrashGuard® at least four (4) times a year and more frequently in areas with large amounts of vegetation or litter. Please contact your local TrashGuard® distributor with any questions regarding the installation or regular maintenance requirements of the TrashGuard®.

BioClean Environmental Services

"Proven Stormwater Treatment Technology"

BIO CLEAN ENVIRONMENTAL SERVICES, INC.

2972 San Luis Rey Rd.
Oceanside, CA 92058
Ph (760) 433-7640 • Fax (760) 433-3176
www.biocleanenvironmental.net

Distributed by:

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San Francisco Estuary Partnership Bay Area-wide Trash Capture Project

Purchase Order

USE ONE FORM PER VENDOR. THIS PURCHASE ORDER IS NOT FINAL UNTIL APPROVED BY THE ASSOCIATION OF BAY AREA GOVERNMENTS (ABAG).

P.O. no. *(city/county name + 4-digit number)* EastPaloAlto0002 Date: 07-05-2011

Examples: Alameda0001; AlamedaCounty0001

City/County: East Palo Alto

Representative: Jay Farr

Address: 150 Tara Street

City: East Palo Alto, CA Zip: 94303

Phone: 650-853-3105 Fax: 650-853-5918

Email: jfarr@cityofepa.org

Bio Clean Environmental Services, Inc.
Tax ID: 68-0493288
Representative: Kirk Vallejo
2972 San Luis Rey Rd.
Oceanside CA, 92058
760-681-9583 Fax: 760-433-3176
Email: kvallejo@biocleanenvironmental.net

Special Conditions:

Total price *(from entries on following page)*	4,761.00
Tax	440.39
Shipping/Delivery, *(if n/a, input 0)*	125.00
TOTAL	5,326.39

Approved by: Jay Farr *(Signature of municipal representative)* Date: 07/07/2011

Name (print): JAY FARR Phone: 650-853-3105

Approved by: [signature] *(Signature of vendor representative; may be different from above)* Date: 8-25-11

Name (print): Greg Kirt Phone: 760 433-7640

Approved by: *(ABAG)* Date:

Order Details Select devices and installations using PDF documents packaged with this form (sizing/prices) and drop down menus. Use additional forms if necessary.

Item No.	Device ID No.	Description/Model GISB*= Grate Inlet Skimmer Box	Location *Examples: 1515 Clay St. Oakland, CA or 16th St. and Clay St. Oakland, CA*	Estimated Delivery Date *mm/dd/yy*	Installation	Unit Price
1	BC-4b	Trash Guard	2300 University Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
2	BC-4b	Trash Guard	2354 University Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
3	BC-4b	Trash Guard	2358 University Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
4	BC-4b	Trash Guard	2380 University Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
5	BC-4b	Trash Guard	2361 University Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
6	BC-4b	Trash Guard	2277 University Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
7	BC-4b	Trash Guard	2201 University Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
8	BC-4b	Trash Guard	560 Bell St. East Palo Alto, CA	08/01/11	Vendor	529.00
9	BC-4b	Trash Guard	578 Sacramento St. East Palo Alto, CA	08/01/11	Vendor	529.00
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Submit by Email | Print Form

San Francisco Estuary Partnership Bay Area-wide Trash Capture Project

Purchase Order

USE ONE FORM PER VENDOR. THIS PURCHASE ORDER IS NOT FINAL UNTIL APPROVED BY THE ASSOCIATION OF BAY AREA GOVERNMENTS (ABAG).

P.O. no. *(city/county name + 4-digit number)* EastPaloAlto0001 Date: 07-05-2011

Examples: Alameda0001; AlamedaCounty0001

City/County: East Palo Alto

Representative: Jay Farr

Address: 150 Tara Street

City: East Palo Alto, CA Zip: 94303

Phone: 650-853-3105 Fax: 650-853-5918

Email: jfarr@cityofepa.org

Bio Clean Environmental Services, Inc.
Tax ID: 68-0493288
Representative: Kirk Vallejo
2972 San Luis Rey Rd.
Oceanside CA, 92058
760-681-9583 Fax: 760-433-3176
Email: kvallejo@biocleanenvironmental.net

Special Conditions:

Total price *(from entries on following page)*	15,870.00
Tax	1,467.98
Shipping/Delivery, *(if n/a, input 0)*	350.00
TOTAL	17,687.98

Approved by: Jay Farr *(Signature of municipal representative)* Date: 07/07/2011

Name (print): JAY FARR Phone: 650-853-3105

Approved by: Greg Bak *(Signature of vendor representative, may be different from above)* Date: 8/23/2011

Name (print): Greg Bak Phone: 760-433-7640

Approved by: *(ABAG)* Date:

Order Details Select devices and installations using PDF documents packaged with this form (sizing/prices) and drop down menus. Use additional forms if necessary.

Item No.	Device ID No.	Description/Model GISB*= Grate Inlet Skimmer Box	Location *Examples: 1515 Clay St. Oakland, CA or 16th St. and Clay St. Oakland, CA*	Estimated Delivery Date *mm/dd/yy*	Installation	Unit Price
1	BC-4b	Trash Guard	1905 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
2	BC-4b	Trash Guard	1927 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
3	BC-4b	Trash Guard	1935 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
4	BC-4b	Trash Guard	1938 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
5	BC-4b	Trash Guard	1974 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
6	BC-4b	Trash Guard	1981 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
7	BC-4b	Trash Guard	2020 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
8	BC-4b	Trash Guard	2133 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
9	BC-4b	Trash Guard	2180 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
10	BC-4b	Trash Guard	1070 Beech St. East Palo Alto, CA	08/01/11	Vendor	529.00
11	BC-4b	Trash Guard	1095 Beech St. East Palo Alto, CA	08/01/11	Vendor	529.00
12	BC-4b	Trash Guard	2221 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
13	BC-4b	Trash Guard	2234 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
14	BC-4b	Trash Guard	1099 Garden St. East Palo Alto, CA	08/01/11	Vendor	529.00
15	BC-4b	Trash Guard	2274 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
16	BC-4b	Trash Guard	2269 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
17	BC-4b	Trash Guard	2280 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
18	BC-4b	Trash Guard	1125 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
19	BC-4b	Trash Guard	2305 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
20	BC-4b	Trash Guard	1103 Weeks St. East Palo Alto, CA	08/01/11	Vendor	529.00
21	BC-4b	Trash Guard	2411 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
22	BC-4b	Trash Guard	2450 Pulgas Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
23	BC-4b	Trash Guard	2157 Cooley Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
24	BC-4b	Trash Guard	2176 Cooley Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
25	BC-4b	Trash Guard	2195 Cooley Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
26	BC-4b	Trash Guard	2215 Cooley Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
27	BC-4b	Trash Guard	2101 University Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
28	BC-4b	Trash Guard	2160 University Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
29	BC-4b	Trash Guard	2242 University Ave. East Palo Alto, CA	08/01/11	Vendor	529.00
30	BC-4b	Trash Guard	2272 University Ave. East Palo Alto, CA	08/01/11	Vendor	529.00

Recycling Program

Cans & Bottles Recycling

Scrap Metal Recycling

City of East Palo Alto - Maintenance Corporation Yard

Recycling Program

Tire Recycling

Paper & Cardboard Recycling

City of East Palo Alto - Maintenance Corporation Yard

Recycling Program

Electronic Recycling

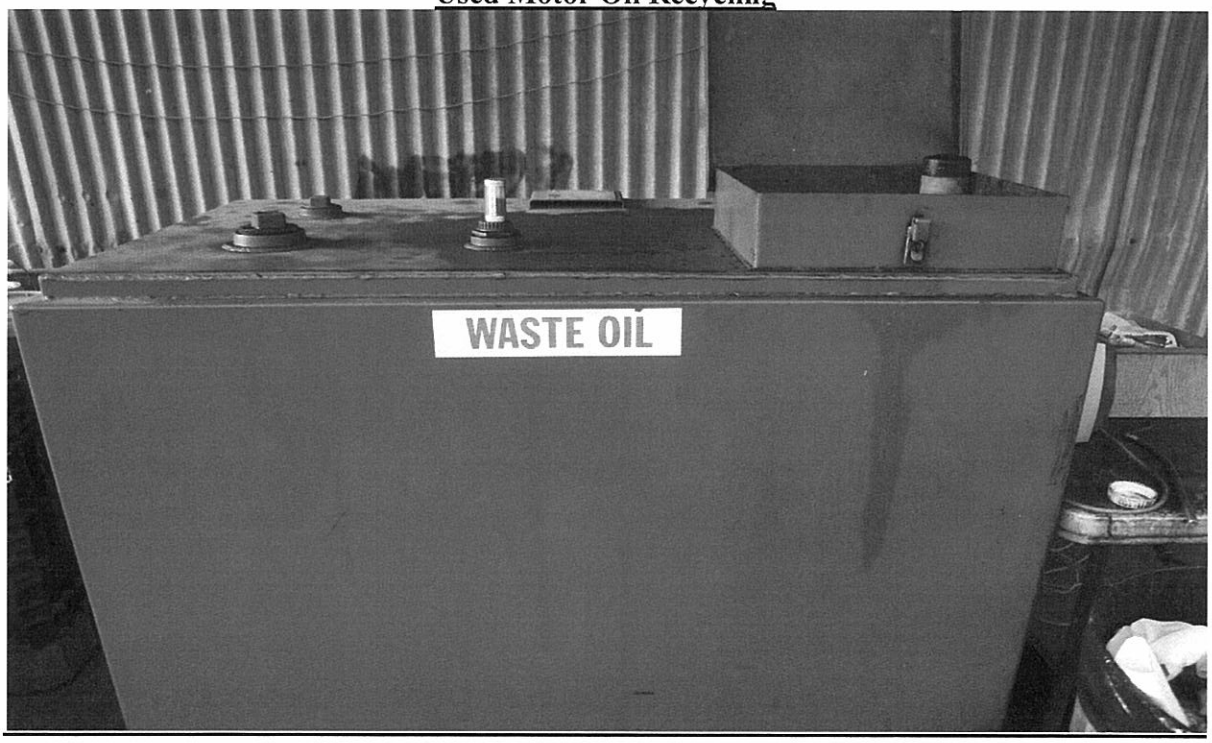
Batteries Recycling

City of East Palo Alto - Maintenance Corporation Yard

Recycling Program

Latex Paint Recycling

Used Motor Oil Recycling



City of East Palo Alto - Maintenance Corporation Yard

Recycling Program

Oil Filter Recycling

Green Waste Recycling

City of East Palo Alto - Maintenance Corporation Yard

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).

Color ad in the EPA Today paper during the week of 10/17/10 issue about the Mercury Thermometer Take-Back event
Refer to FY 10-11 Program Annual Report for a list of mercury collection and recycling efforts conducted countywide and regionally.

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: **None directly through Citywide programs; see countywide annual report for details.**

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

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

Summary

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

Section 12 - Provision C.12 PCBs Controls

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

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

Description:

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. County Environmental Health inspectors received training regarding PCBs controls and are implementing this in their inspections in East Palo Alto.

C.12.a.ii,iii ►Ongoing Training

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

Description:

See the FY 10-11 Program Annual Report for a description of training provided countywide and/or regionally, and report on any local training efforts, if applicable. County Environmental Health inspectors received training regarding PCBs controls and are implementing this in their inspections in East Palo Alto.

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

(For FY 10-11 Annual Report only) Do you have adequate legal authority to prohibit discharge of wastewater to storm drains generated from the installation, cleaning, treating, and washing of the surface of copper architectural features, including copper roofs to storm drains?	X	**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

(For FY10-11 Annual Report only) Do you have adequate legal authority to prohibit discharges to storm drains from pools, spas, and fountains that contain copper-based chemicals?	X	**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 activites 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

County Environmental Health inspectors received training regarding Copper controls and are implementing this in their inspections in East Palo Alto. Currently no known industry or business uses copper in their daily operations.

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

Report on progress of studies being conducted countywide or regionally to reduce copper pollutant impact uncertainties. State below if information is reported in a separate regional report.
Summary **A summary of the countywide Program and/or regional efforts to develop regional studies to reduce copper pollutant impact uncertainties is included within the C.13 Copper Controls section of Program's FY 10-11 Annual Report and/or BASMAA Regional POC Report.**

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

C.14.a ▶Control Programs for PBDEs, Legacy Pesticides and Selenium Controls
Report on progress of studies being conducted countywide or regionally to characterize the distribution and pathways of PBDEs, legacy pesticides, and selenium. State below if information is reported in a separate regional report.
Summary **A summary of the countywide Program and regional efforts related to the Control Program for PBDEs, Legacy Pesticides and Selenium is included within the C.14 PBDE, Legacy Pesticides and Selenium section of Program's FY 10-11 Annual Report and/or BASMAA Regional POC Report.**

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

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

Is your agency a water purveyor?	X	**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: **The City of East Palo Alto is an owner of water district within EPA but there are multiple 3rd party proprietaries operating water services with EPA as well.**				

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:

By March 2012, City of EPA to adopt the updated Landscaping Efficiency ordinance issued by Department of Water Resources.

C.15.b.iii.(2) ►Unplanned Discharges of the Potable Water System[26]

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)[27]	pH (standard units) [52]	Discharge Turbidity (Visual) [52,	Implemented BMPs & Corrective Actions	Time of discharge discovery	Regulatory Agency Notification Time[28]	Inspector arrival time	Re cr
See Attached														

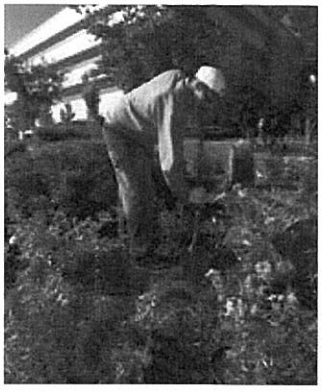
[26] This table contains all of the unplanned discharges that occurred in this FY.
[27] Monitoring data is only required for 10% of the unplanned discharges. If you monitored more than 10% of your unplanned discharges, report all of the data collected.
[28]. Notification to Water Board staff is required 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 result of unplanned discharge or when the discharge might endanger or compromise public health and safety.

The Updated Model Water Efficient Landscape Ordinance

CALIFORNIA DEPARTMENT OF WATER RESOURCES

Landscapes are essential to the quality of life in California. They provide areas for recreation, enhance the environment, clean the air and water, prevent erosion, offer fire protection and replace ecosystems lost to development.

California's economic prosperity and environmental quality are dependant on an adequate supply of water for beneficial uses. In California, about half of the urban water used is for landscape irrigation. Ensuring **efficient landscapes** in new developments and reducing water waste in existing landscapes are the most cost-effective ways to stretch our limited water supplies and ensure that we continue to have sufficient water for California to prosper.



The Water Conservation in Landscaping Act of 2006 (Assembly Bill 1881, Laird) requires cities, counties, and charter cities and charter counties, to adopt landscape water conservation ordinances by January 1, 2010. Pursuant to this law, the Department of Water Resources (DWR) has prepared a Model Water Efficient Landscape Ordinance (Model Ordinance) for use by local agencies. The Model Ordinance was approved by the Office of Administrative Law on September 10, 2009. The Model Ordinance became effective on September 10.

All local agencies must adopt a water efficient landscape ordinance by **January 1, 2010**. The local agencies may adopt the state Model Ordinance, or craft an ordinance to fit local conditions. In addition, several local agencies may collaborate and craft a region-wide ordinance. In any case, the adopted ordinance must be as effective as the Model Ordinance in regard to water conservation.

For more information, please visit our web site at
http://www.water.ca.gov/wateruseefficiency/landscapeordinance/

DWR October 2009

Important points to consider...

Water purveyors have an important role.
The enabling statute was directed to local agencies that make land use decisions and approve land development. Active participation by water purveyors can make the implementation, enforcement and follow-up actions of an ordinance more effective.

Most new and rehabilitated landscapes are subject to a water efficient landscape ordinance. Public landscapes and private development projects including developer installed single family and multi-family residential landscapes with at least 2500 sq. ft. of landscape area are subject to the Model Ordinance .

Homeowner provided landscaping at single family and multi-family homes are subject to the Model Ordinance if the landscape area is at least 5000 sq. ft

Existing landscapes are also subject to the Model Ordinance.
Water waste is common in landscapes that are poorly designed or not well maintained. Water waste (from runoff, overspray, low head drainage, leaks and excessive amounts of applied irrigation water in landscapes is prohibited by Section 2, Article X of the California Constitution.

Any landscape installed prior to January 1, 2010, that is at least one acre in size may be subject to irrigation audits, irrigation surveys or water use analysis programs for evaluating irrigation system performance and adherence to the Maximum Applied Water Allowance as defined in the 1992 Model Ordinance with an Evapotranspiration Adjustment Factor (ETAF) of 0.8. Local agencies and water purveyors (designated by the local agency) may institute these or other programs to increase efficiency in existing landscapes.

All new landscapes will be assigned a water budget.
The water budget approach is a provision in the statute that ensures a landscape is allowed sufficient water. There are two water budgets in the Model Ordinance; the Maximum Applied Water Allowance (MAWA) and the Estimated Total Water Use (ETWU).

The MAWA, is the water budget used for compliance and is an annual water allowance based on landscape area, local evapotranspiration and ETAF of 0.7. The ETWU is an annual water use estimation for design purposes and is based on the water needs of the plants actually chosen for a given landscape. The ETWU may not exceed the MAWA.

Water efficient landscapes offer multiple benefits.
Water efficient landscapes will stretch our limited water supplies. Other benefits include reduced irrigation runoff, reduced pollution of waterways, less property damage, less green waste, increased drought resistance and a smaller carbon footprint.

The Department of Water Resources will offer technical assistance.
The Department plans to offer a series of workshops, publications and other assistance for successful adoption and implementation of the Model Ordinance or local water efficient landscape ordinances. Information regarding these resources may be found on the DWR website: **http://www.water.ca.gov/wateruseefficiency/landscapeordinance/**
Questions on the Model Ordinance may be sent by e-mail to DWR staff at: **mweo@water.ca.gov.**

SPEC

American Water Central Laboratory 1115 South Illinois Street Belleville, IL 62220-3102 618-235-3600

Jul 2010

CA 720

PWSID: CA4110024
Facility ID: 93942

EAST PALO ALTO

CHAIN OF CUSTODY # 10063123

10063123

PRIOR TO SHIPPING - COMPLETE ALL FIELDS

Location: GLORIA WAY SiteID:

Sample Type (RAW, EFF, DIST, etc.) ~~DIST.~~ RAW

Sampler's First Initial and Last Name R LIZAMA

Date Sampled 7/8/10 Time Sampled 10:05 Military (24 hr) Format

Contact Phone # 650-325-6195

Contact Person GOPI NATHAN

Relinquished by 1 R. LIZAMA 2 3 4

Date/Time Relinq 1 7/8/10 1530 2 3 4

For compliance purposes? YES

State Reporting by Lab? NO

CCR Report?: YES

FOR LAB USE ONLY

10063123

Temperature, °C: 4
Tracking #: A5176606978
Shipping Method: UPS
Received Date: 07/09/2010 79101
Received Time: 08:00 ULogin: NO
Received by: JSH Logged By: JSH

Lab Comments:

COMMENTS:

Sample ID #	QC Type	Analysis	Method	Pre-Preservation	FIELD PRESERVATION				Analysis Codes
					Preservation Description	Date	Time	Initials	
CP61189		FLUORIDE	EPA 300.0A	None	None				$FLUORID

AMERICAN WATER

AMERICAN WATER WORKS SERVICE COMPANY, INC.
Central Laboratory – 1115 South Illinois Street Belleville, IL 62220-3102
Phone: (618)235-3600 – Fax: (618)235-6349

Fluoride Analysis Report

AMERICAN WATER SERVICES
GOPI NATHAN
EAST PALO ALTO
2415 UNIVERSITY AVE. 2ND FLOOR
EAST PALO ALTO CA 94303

PWS ID: CA4110024
County: SAN MATTEO
Facility: 93942
Site ID:

Date of Report: 07/14/10
Drinking Water Certification No.: 01161CA
Federal Lab ID No.: IL00028

Report Summary

Location	GLORIA WAY	Collection Date:	07/08/10	Received Date:	07/09/10
Sample Type	RAW	CollectionTime:	10:05	Received Time:	08:00
		SDG:	79101	Received Temp:	4 °C

Case Narrative:

Report Details

Sample Number: ***CP61189***

Minerals	Qualifier Code	Analysis Method	State Code	MCL	Reporting Limit	Result	Unit	Analyst	Analysis Date / Time
FLUORIDE		300.0R2.1A		2	0.1	ND	mg/L	PW	07/09/10 21:49

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Technical Director or Designee

COMM	720
10063123	
COC and Report Number	

Starting Sample: **CP61189**

SPEC

American Water Central Laboratory 1115 South Illinois Street Belleville, IL 62220-3102 618-235-3600

Jul 2010

CA 720

PWSID: CA4110024
Facility ID: 93942

EAST PALO ALTO

CHAIN OF CUSTODY # 10063124

10063124

PRIOR TO SHIPPING - COMPLETE ALL FIELDS

Location: GLORIA WAY SiteID:

Sample Type (RAW, EFF, DIST, etc.) RAW

Sampler's First Initial and Last Name

Date Sampled 7/8/10 Time Sampled 10:05 Military (24 hr) Format

Contact Phone # 650-325-6195

Contact Person GOPI NATHAN

Relinquished by 1 R. LIZAMA 2 3 4

Date/Time Relinq 1 7/8/10 1530 2 3 4

For compliance purposes? YES

State Reporting by Lab? NO

CCR Report?: YES

FOR LAB USE ONLY

10063124

Temperature, °C: 4
Tracking #: A5176506978
Shipping Method: UPS
Received Date: 07/09/2010 79101
Received Time: 08:00 ULogin: NO
Received by: J8H Logged By: J8H

Lab Comments:

COMMENTS:

Sample ID #	QC Type	Analysis	Method	Pre-Preservation	FIELD PRESERVATION				Analysis Codes
					Preservation Description	Date	Time	Initials	
CP61190		NITRATE	EPA 300.0A	None	None				$3000NITRATEIL

AMERICAN WATER

AMERICAN WATER WORKS SERVICE COMPANY, INC.
Central Laboratory – 1115 South Illinois Street Belleville, IL 62220-3102
Phone: (618)235-3600 – Fax: (618)235-6349

Nitrate/Nitrite Analysis Report

AMERICAN WATER SERVICES
GOPI NATHAN
EAST PALO ALTO
2415 UNIVERSITY AVE. 2ND FLOOR
EAST PALO ALTO CA 94303

PWS ID: CA4110024
County: SAN MATTEO
Facility: 93942
Site ID:

Date of Report: 07/12/10
Drinking Water Certification No.: 01161CA
Federal Lab ID No.: IL00028

Report Summary

Location	GLORIA WAY	Collection Date:	07/08/10	Received Date:	07/09/10
Sample Type	RAW	CollectionTime:	10:05	Received Time:	08:00
		SDG:	79101	Received Temp:	4 °C

Case Narrative:

Sample Number: ***CP61190***

	Qualifier Code	Analysis Method	State Code	MCL	Reporting Limit	Result	Unit	Analyst	Analysis Date / Time
IITRATE		300.0R2.1	71850	45	0.44	ND	mg/L	JLG	07/09/10 14:29

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Technical Director or Designee

COMM	720
10063124	
COC and Report Number	

Starting Sample: CP61190

SCHE

American Water Central Laboratory 1115 South Illinois Street Belleville, IL 62220-3102 618-235-3600

Oct 2010

CA 720 PWSID: CA4110024
Facility ID: 93942

EAST PALO ALTO

CHAIN OF CUSTODY # 10083692

10083692

PRIOR TO SHIPPING - COMPLETE ALL FIELDS

Location: GLORIA WAY SiteID:

Sample Type (RAW, EFF, DIST, etc.) RAW

Sampler's First Initial and Last Name S. Diaz de Leon

Date Sampled 10-5-10 Time Sampled 10:55 Military (24 hr) Format

Contact Phone # 650-325-6195

Contact Person GOPI NATHAN

Relinquished by 1 S. Diaz de Leon 2 3 4

Date/Time Relinq 1 10/5/10 15:30 2 3 4

For compliance purposes? YES

State Reporting by Lab? NO

CCR Report?: YES Field Fluoride Reading:_____ mg/L

FOR LAB USE ONLY

Temperature, C: 4 10083692
Tracking #: A5512347744
Shipping Method: UPS
Received Date: 10/06/2010 1061014
Received Time: 09:00 ULogin: NO
Received by: JJA Logged By JJA

Lab Comments:

COMMENTS:

Sample ID #	QC Type	Analysis	Method	Pre-Preservation	FIELD PRESERVATION				Analysis Codes
					Preservation Description	Date	Time	Initials	
CP80508		FLUORIDE	EPA 300.0A	None	None				$FLUORID

BINDING AREA BINDING AREA BINDING AREA

SCHE

American Water Central Laboratory 1115 South Illinois Street Belleville, IL 62220-3102 618-235-3600

Oct 2010

CA 720

PWSID: CA4110024
Facility ID: 93942

EAST PALO ALTO

CHAIN OF CUSTODY # 10083692

10083692

PRIOR TO SHIPPING - COMPLETE ALL FIELDS

Location: GLORIA WAY SiteID:

Sample Type (RAW, EFF, DIST, etc.) RAW

Sampler's First Initial and Last Name S. Diaz de Leon

Date Sampled 10-5-10 Time Sampled 10:55 Military (24 hr) Format

Contact Phone # 650-325-6195

Contact Person GOPI NATHAN

Relinquished by 1 S. Diaz de Leon 2 3 4

Date/Time Relinq 1 10/5/10 15:30 2 3 4

For compliance purposes? YES

State Reporting by Lab? NO

CCR Report?: YES Field Fluoride Reading: mg/L

FOR LAB USE ONLY

10083692
Temperature, C: 4
Tracking #: 1Z5512347744
Shipping Method: UPS
Received Date: 10/06/2010 1061014
Received Time: 09:00 ULogin: NO
Received by: JJA Logged By JJA

Lab Comments:

COMMENTS:

Sample ID #	QC Type	Analysis	Method	Pre-Preservation	FIELD PRESERVATION				Analysis Codes
					Preservation Description	Date	Time	Initials	
CP80508		FLUORIDE	EPA 300.0A	None	None				SFLUORID

BINDING AREA BINDING AREA

Model Water Efficient Landscape Ordinance

California Code of Regulations
Title 23. Waters
Division 2. Department of Water Resources
Chapter 2.7. Model Water Efficient Landscape Ordinance

§ 490. Purpose.

(a) The State Legislature has found:

(1) that the waters of the state are of limited supply and are subject to ever increasing demands;

(2) that the continuation of California's economic prosperity is dependent on the availability of adequate supplies of water for future uses;

(3) that it is the policy of the State to promote the conservation and efficient use of water and to prevent the waste of this valuable resource;

(4) that landscapes are essential to the quality of life in California by providing areas for active and passive recreation and as an enhancement to the environment by cleaning air and water, preventing erosion, offering fire protection, and replacing ecosystems lost to development; and

(5) that landscape design, installation, maintenance and management can and should be water efficient; and

(6) that Section 2 of Article X of the California Constitution specifies that the right to use water is limited to the amount reasonably required for the beneficial use to be served and the right does not and shall not extend to waste or unreasonable method of use.

(b) Consistent with these legislative findings, the purpose of this model ordinance is to:

(1) promote the values and benefits of landscapes while recognizing the need to invest water and other resources as efficiently as possible;

(2) establish a structure for planning, designing, installing, maintaining and managing water efficient landscapes in new construction and rehabilitated projects;

(3) establish provisions for water management practices and water waste prevention for existing landscapes;

(4) use water efficiently without waste by setting a Maximum Applied Water Allowance as an upper limit for water use and reduce water use to the lowest practical amount;

(5) promote the benefits of consistent landscape ordinances with neighboring local and regional agencies;

(6) encourage local agencies and water purveyors to use economic incentives that promote the efficient use of water, such as implementing a tiered-rate structure; and

(7) encourage local agencies to designate the necessary authority that implements and enforces the provisions of the Model Water Efficient Landscape Ordinance or its local landscape ordinance.

Note: Authority cited: Section 65593, Government Code. Reference: Sections 65591, 65593, 65596, Government Code.

§ 490.1 Applicability

(a) After January 1, 2010, this ordinance shall apply to all of the following landscape projects:

(1) new construction and rehabilitated landscapes for public agency projects and private development projects with a landscape area equal to or greater than 2,500 square feet requiring a building or landscape permit, plan check or design review;

(2) new construction and rehabilitated landscapes which are developer-installed in single-family and multi-family projects with a landscape area equal to or greater than 2,500 square feet requiring a building or landscape permit, plan check, or design review;

(3) new construction landscapes which are homeowner-provided and/or homeowner-hired in single-family and multi-family residential projects with a total project landscape area equal to or greater than 5,000 square feet requiring a building or landscape permit, plan check or design review;

(4) existing landscapes limited to Sections 493, 493.1 and 493.2; and
(5) cemeteries. Recognizing the special landscape management needs of cemeteries, new and rehabilitated cemeteries are limited to Sections 492.4, 492.11 and 492.12; and existing cemeteries are limited to Sections 493, 493.1 and 493.2.
(b) This ordinance does not apply to:
(1) registered local, state or federal historical sites;
(2) ecological restoration projects that do not require a permanent irrigation system;
(3) mined-land reclamation projects that do not require a permanent irrigation system; or
(4) plant collections, as part of botanical gardens and arboretums open to the public.

Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.

§ 491. Definitions.
The terms used in this ordinance have the meaning set forth below:
(a) "applied water" means the portion of water supplied by the irrigation system to the landscape.
(b) "automatic irrigation controller" means an automatic timing device used to remotely control valves that operate an irrigation system. Automatic irrigation controllers schedule irrigation events using either evapotranspiration (weather-based) or soil moisture data.
(c) "backflow prevention device" means a safety device used to prevent pollution or contamination of the water supply due to the reverse flow of water from the irrigation system.
(d) "Certificate of Completion" means the document required under Section 492.9.
(e) "certified irrigation designer" means a person certified to design irrigation systems by an accredited academic institution a professional trade organization or other program such as the US Environmental Protection Agency's WaterSense irrigation designer certification program and Irrigation Association's Certified Irrigation Designer program.
(f) "certified landscape irrigation auditor" means a person certified to perform landscape irrigation audits by an accredited academic institution, a professional trade organization or other program such as the US Environmental Protection Agency's WaterSense irrigation auditor certification program and Irrigation Association's Certified Landscape Irrigation Auditor program.
(g) "check valve" or "anti-drain valve" means a valve located under a sprinkler head, or other location in the irrigation system, to hold water in the system to prevent drainage from sprinkler heads when the sprinkler is off.
(h) "common interest developments" means community apartment projects, condominium projects, planned developments, and stock cooperatives per Civil Code Section 1351.
(i) "conversion factor (0.62)" means the number that converts acre-inches per acre per year to gallons per square foot per year
(j) "drip irrigation" means any non-spray low volume irrigation system utilizing emission devices with a flow rate measured in gallons per hour. Low volume irrigation systems are specifically designed to apply small volumes of water slowly at or near the root zone of plants.
(k) "ecological restoration project" means a project where the site is intentionally altered to establish a defined, indigenous, historic ecosystem.
(l)"effective precipitation" or "usable rainfall" (Eppt) means the portion of total precipitation which becomes available for plant growth.
(m) "emitter" means a drip irrigation emission device that delivers water slowly from the system to the soil.
(n) "established landscape" means the point at which plants in the landscape have developed significant root growth into the soil. Typically, most plants are established after one or two years of growth.
(o) "establishment period of the plants" means the first year after installing the plant in the landscape or the first two years if irrigation will be terminated after establishment. Typically, most plants are established after one or two years of growth.

(p) "Estimated Total Water Use" (ETWU) means the total water used for the landscape as described in Section 492.4.
(q) "ET adjustment factor" (ETAF) means a factor of 0.7, that, when applied to reference evapotranspiration, adjusts for plant factors and irrigation efficiency, two major influences upon the amount of water that needs to be applied to the landscape.
A combined plant mix with a site-wide average of 0.5 is the basis of the plant factor portion of this calculation. For purposes of the ETAF, the average irrigation efficiency is 0.71. Therefore, the ET Adjustment Factor is (0.7)=(0.5/0.71). ETAF for a Special Landscape Area shall not exceed 1.0. ETAF for existing non-rehabilitated landscapes is 0.8.
(r) "evapotranspiration rate" means the quantity of water evaporated from adjacent soil and other surfaces and transpired by plants during a specified time.
(s) "flow rate" means the rate at which water flows through pipes, valves and emission devices, measured in gallons per minute, gallons per hour, or cubic feet per second.
(t) "hardscapes" means any durable material (pervious and non-pervious).
(u) "homeowner-provided landscaping" means any landscaping either installed by a private individual for a single family residence or installed by a licensed contractor hired by a homeowner. A homeowner, for purposes of this ordinance, is a person who occupies the dwelling he or she owns. This excludes speculative homes, which are not owner-occupied dwellings.
(v) "hydrozone" means a portion of the landscaped area having plants with similar water needs. A hydrozone may be irrigated or non-irrigated.
(w) "infiltration rate" means the rate of water entry into the soil expressed as a depth of water per unit of time (e.g., inches per hour).
(x)"invasive plant species" means species of plants not historically found in California that spread outside cultivated areas and can damage environmental or economic resources. Invasive species may be regulated by county agricultural agencies as noxious species. "Noxious weeds" means any weed designated by the Weed Control Regulations in the Weed Control Act and identified on a Regional District noxious weed control list. Lists of invasive plants are maintained at the California Invasive Plant Inventory and USDA invasive and noxious weeds database.
(y) "irrigation audit" means an in-depth evaluation of the performance of an irrigation system conducted by a Certified Landscape Irrigation Auditor. An irrigation audit includes, but is not limited to: inspection, system tune-up, system test with distribution uniformity or emission uniformity, reporting overspray or runoff that causes overland flow, and preparation of an irrigation schedule.
(z) "irrigation efficiency" (IE) means the measurement of the amount of water beneficially used divided by the amount of water applied. Irrigation efficiency is derived from measurements and estimates of irrigation system characteristics and management practices. The minimum average irrigation efficiency for purposes of this ordinance is 0.71. Greater irrigation efficiency can be expected from well designed and maintained systems.
(aa) "irrigation survey" means an evaluation of an irrigation system that is less detailed than an irrigation audit. An irrigation survey includes, but is not limited to: inspection, system test, and written recommendations to improve performance of the irrigation system.
(bb) "irrigation water use analysis" means an analysis of water use data based on meter readings and billing data.
(cc) "landscape architect" means a person who holds a license to practice landscape architecture in the state of California Business and Professions Code, Section 5615.
(dd) "landscape area" means all the planting areas, turf areas, and water features in a landscape design plan subject to the Maximum Applied Water Allowance calculation. The landscape area does not include footprints of buildings or structures, sidewalks, driveways, parking lots, decks, patios, gravel or stone walks, other pervious or non-pervious hardscapes, and other non-irrigated areas designated for non-development (e.g., open spaces and existing native vegetation).

(ee) "landscape contractor" means a person licensed by the state of California to construct, maintain, repair, install, or subcontract the development of landscape systems.
(ff) "Landscape Documentation Package" means the documents required under Section 492.3.
(gg) "landscape project" means total area of landscape in a project as defined in "landscape area" for the purposes of this ordinance, meeting requirements under Section 490.1.
(hh) "lateral line" means the water delivery pipeline that supplies water to the emitters or sprinklers from the valve.
(ii) "local agency" means a city or county, including a charter city or charter county, that is responsible for adopting and implementing the ordinance. The local agency is also responsible for the enforcement of this ordinance, including but not limited to, approval of a permit and plan check or design review of a project.
(jj) "local water purveyor" means any entity, including a public agency, city, county, or private water company that provides retail water service.
(kk) "low volume irrigation" means the application of irrigation water at low pressure through a system of tubing or lateral lines and low-volume emitters such as drip, drip lines, and bubblers. Low volume irrigation systems are specifically designed to apply small volumes of water slowly at or near the root zone of plants.
(ll) "main line" means the pressurized pipeline that delivers water from the water source to the valve or outlet.
(mm) "Maximum Applied Water Allowance" (MAWA) means the upper limit of annual applied water for the established landscaped area as specified in Section 492.4. It is based upon the area's reference evapotranspiration, the ET Adjustment Factor, and the size of the landscape area. The Estimated Total Water Use shall not exceed the Maximum Applied Water Allowance. Special Landscape Areas, including recreation areas, areas permanently and solely dedicated to edible plants such as orchards and vegetable gardens, and areas irrigated with recycled water are subject to the MAWA with an ETAF not to exceed 1.0.
(nn) "microclimate" means the climate of a small, specific area that may contrast with the climate of the overall landscape area due to factors such as wind, sun exposure, plant density, or proximity to reflective surfaces.
(oo) "mined-land reclamation projects" means any surface mining operation with a reclamation plan approved in accordance with the Surface Mining and Reclamation Act of 1975.
(pp) "mulch" means any organic material such as leaves, bark, straw, compost, or inorganic mineral materials such as rocks, gravel, and decomposed granite left loose and applied to the soil surface for the beneficial purposes of reducing evaporation, suppressing weeds, moderating soil temperature, and preventing soil erosion.
(qq) "new construction" means, for the purposes of this ordinance, a new building with a landscape or other new landscape, such as a park, playground, or greenbelt without an associated building.
(rr) "operating pressure" means the pressure at which the parts of an irrigation system are designed by the manufacturer to operate.
(ss) "overhead sprinkler irrigation systems" means systems that deliver water through the air (e.g., spray heads and rotors).
(tt) "overspray" means the irrigation water which is delivered beyond the target area.
(uu) "permit" means an authorizing document issued by local agencies for new construction or rehabilitated landscapes.
(vv) "pervious" means any surface or material that allows the passage of water through the material and into the underlying soil.
(ww) "plant factor" or "plant water use factor" is a factor , when multiplied by ETo, estimates the amount of water needed by plants. For purposes of this ordinance, the plant factor range for low water use plants is 0 to 0.3, the plant factor range for moderate water use plants is 0.4 to 0.6, and the plant

factor range for high water use plants is 0.7 to 1.0. Plant factors cited in this ordinance are derived from the Department of Water Resources 2000 publication "Water Use Classification of Landscape Species".
(xx) "precipitation rate" means the rate of application of water measured in inches per hour.
(yy) "project applicant" means the individual or entity submitting a Landscape Documentation Package required under Section 492.3, to request a permit, plan check, or design review from the local agency. A project applicant may be the property owner or his or her designee.
(zz) "rain sensor" or "rain sensing shutoff device" means a component which automatically suspends an irrigation event when it rains.
(aaa) "record drawing" or "as-builts" means a set of reproducible drawings which show significant changes in the work made during construction and which are usually based on drawings marked up in the field and other data furnished by the contractor.
(bbb) "recreational area" means areas dedicated to active play such as parks, sports fields, and golf courses where turf provides a playing surface.
(ccc) "recycled water", "reclaimed water", or "treated sewage effluent water" means treated or recycled waste water of a quality suitable for non-potable uses such as landscape irrigation and water features. This water is not intended for human consumption.
(ddd) "reference evapotranspiration" or "ETo" means a standard measurement of environmental parameters which affect the water use of plants. ETo is expressed in inches per day, month, or year as represented in Section 495.1, and is an estimate of the evapotranspiration of a large field of four- to seven-inch tall, cool-season grass that is well watered. Reference evapotranspiration is used as the basis of determining the Maximum Applied Water Allowance so that regional differences in climate can be accommodated.
(eee) "rehabilitated landscape" means any re-landscaping project that requires a permit , plan check, or design review, meets the requirements of Section 490.1, and the modified landscape area is equal to or greater than 2,500 square feet, is 50% of the total landscape area, and the modifications are completed within one year.
(fff) "runoff" means water which is not absorbed by the soil or landscape to which it is applied and flows from the landscape area. For example, runoff may result from water that is applied at too great a rate (application rate exceeds infiltration rate) or when there is a slope.
(ggg) "soil moisture sensing device" or "soil moisture sensor" means a device that measures the amount of water in the soil. The device may also suspend or initiate an irrigation event.
(hhh) "soil texture" means the classification of soil based on its percentage of sand, silt, and clay.
(iii)"Special Landscape Area" (SLA) means an area of the landscape dedicated solely to edible plants, areas irrigated with recycled water, water features using recycled water and areas dedicated to active play such as parks, sports fields, golf courses, and where turf provides a playing surface.
(jjj) "sprinkler head" means a device which delivers water through a nozzle.
(kkk) "static water pressure" means the pipeline or municipal water supply pressure when water is not flowing.
(lll) "station" means an area served by one valve or by a set of valves that operate simultaneously.
(mmm) "swing joint" means an irrigation component that provides a flexible, leak-free connection between the emission device and lateral pipeline to allow movement in any direction and to prevent equipment damage.
(nnn) "turf" means a ground cover surface of mowed grass. Annual bluegrass, Kentucky bluegrass, Perennial ryegrass, Red fescue, and Tall fescue are cool-season grasses. Bermudagrass, Kikuyugrass, Seashore Paspalum, St. Augustinegrass, Zoysiagrass, and Buffalo grass are warm-season grasses.
(ooo) "valve" means a device used to control the flow of water in the irrigation system.
(ppp) "water conserving plant species" means a plant species identified as having a low plant factor.
(qqq) "water feature" means a design element where open water performs an aesthetic or recreational function. Water features include ponds, lakes, waterfalls, fountains, artificial streams, spas, and swimming pools (where water is artificially supplied). The surface area of water features is included in

the high water use hydrozone of the landscape area. Constructed wetlands used for on-site wastewater treatment or stormwater best management practices that are not irrigated and used solely for water treatment or stormwater retention are not water features and, therefore, are not subject to the water budget calculation.
(rrr) "watering window" means the time of day irrigation is allowed.
(sss) "WUCOLS" means the Water Use Classification of Landscape Species published by the University of California Cooperative Extension, the Department of Water Resources and the Bureau of Reclamation, 2000.

Note: Authority Cited: Section 65595, Government Code. Reference: Sections 65592, 65596, Government Code.

§ 492. Provisions for New Construction or Rehabilitated Landscapes.
(a) A local agency may designate another agency, such as a water purveyor, to implement some or all of the requirements contained in this ordinance. Local agencies may collaborate with water purveyors to define each entity's specific responsibilities relating to this ordinance.

Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.

§ 492.1 Compliance with Landscape Documentation Package.
(a) Prior to construction, the local agency shall:
(1) provide the project applicant with the ordinance and procedures for permits, plan checks, or design reviews;
(2) review the Landscape Documentation Package submitted by the project applicant;
(3) approve or deny the Landscape Documentation Package;
(4) issue a permit or approve the plan check or design review for the project applicant; and
(5) upon approval of the Landscape Documentation Package, submit a copy of the Water Efficient Landscape Worksheet to the local water purveyor.
(b) Prior to construction, the project applicant shall:
(1) submit a Landscape Documentation Package to the local agency.
(c) Upon approval of the Landscape Documentation Package by the local agency, the project applicant shall:
(1) receive a permit or approval of the plan check or design review and record the date of the permit in the Certificate of Completion;
(2) submit a copy of the approved Landscape Documentation Package along with the record drawings, and any other information to the property owner or his/her designee; and
(3) submit a copy of the Water Efficient Landscape Worksheet to the local water purveyor.

Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.

§ 492.2 Penalties.
(a) A local agency may establish and administer penalties to the project applicant for non-compliance with the ordinance to the extent permitted by law.

Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.

§ 492.3 Elements of the Landscape Documentation Package.

(a) The Landscape Documentation Package shall include the following six (6) elements:

(1) project information;

(A) date

(B) project applicant

(C) project address (if available, parcel and/or lot number(s))

(D) total landscape area (square feet)

(E) project type (e.g., new, rehabilitated, public, private, cemetery, homeowner-installed)

(F) water supply type (e.g., potable, recycled, well) and identify the local retail water purveyor if the applicant is not served by a private well

(G) checklist of all documents in Landscape Documentation Package

(H) project contacts to include contact information for the project applicant and property owner

(I) applicant signature and date with statement, "I agree to comply with the requirements of the water efficient landscape ordinance and submit a complete Landscape Documentation Package".

(2) Water Efficient Landscape Worksheet;

(A) hydrozone information table

(B) water budget calculations

1. Maximum Applied Water Allowance (MAWA)
2. Estimated Total Water Use (ETWU)

(3) soil management report;

(4) landscape design plan;

(5) irrigation design plan; and

(6) grading design plan.

Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.

§ 492.4 Water Efficient Landscape Worksheet.

(a) A project applicant shall complete the Water Efficient Landscape Worksheet which contains two sections (see sample worksheet in Appendix B):

(1) a hydrozone information table (see Appendix B, Section A) for the landscape project; and

(2) a water budget calculation (see Appendix B, Section B) for the landscape project. For the calculation of the Maximum Applied Water Allowance and Estimated Total Water Use, a project applicant shall use the ETo values from the Reference Evapotranspiration Table in Appendix A. For geographic areas not covered in Appendix A, use data from other cities located nearby in the same reference evapotranspiration zone, as found in the CIMIS Reference Evapotranspiration Zones Map, Department of Water Resources, 1999.

(b) Water budget calculations shall adhere to the following requirements:

(1) The plant factor used shall be from WUCOLS. The plant factor ranges from 0 to 0.3 for low water use plants, from 0.4 to 0.6 for moderate water use plants, and from 0.7 to 1.0 for high water use plants.

(2) All water features shall be included in the high water use hydrozone and temporarily irrigated areas shall be included in the low water use hydrozone.

(3) All Special Landscape Areas shall be identified and their water use calculated as described below.

(4) ETAF for Special Landscape Areas shall not exceed 1.0.

(c) Maximum Applied Water Allowance

The Maximum Applied Water Allowance shall be calculated using the equation:

$$MAWA = (ETo)\ (0.62)\ [(0.7 \times LA) + (0.3 \times SLA)]$$

The example calculations below are hypothetical to demonstrate proper use of the equations and do not represent an existing and/or planned landscape project. The ETo values used in these calculations are from the Reference Evapotranspiration Table in Appendix A, for planning purposes only. For actual irrigation scheduling, automatic irrigation controllers are required and shall use current reference evapotranspiration data, such as from the California Irrigation Management Information System (CIMIS), other equivalent data, or soil moisture sensor data.

(1) Example MAWA calculation: a hypothetical landscape project in Fresno, CA with an irrigated landscape area of 50,000 square feet without any Special Landscape Area (SLA= 0, no edible plants, recreational areas, or use of recycled water). To calculate MAWA, the annual reference evapotranspiration value for Fresno is 51.1 inches as listed in the Reference Evapotranspiration Table in Appendix A.

MAWA = (ETo) (0.62) [(0.7 x LA) + (0.3 x SLA)]
MAWA = Maximum Applied Water Allowance (gallons per year)
ETo = Reference Evapotranspiration (inches per year)
0.62 = Conversion Factor (to gallons)
0.7 = ET Adjustment Factor (ETAF)
LA = Landscape Area including SLA (square feet)
0.3 = Additional Water Allowance for SLA
SLA = Special Landscape Area (square feet)
MAWA = (51.1 inches) (0.62) [(0.7 x 50,000 square feet) + (0.3 x 0)]
= 1,108,870 gallons per year
To convert from gallons per year to hundred-cubic-feet per year:
= 1,108,870/748 = 1,482 hundred-cubic-feet per year
(100 cubic feet = 748 gallons)

(2) In this next hypothetical example, the landscape project in Fresno, CA has the same ETo value of 51.1 inches and a total landscape area of 50,000 square feet. Within the 50,000 square foot project, there is now a 2,000 square foot area planted with edible plants. This 2,000 square foot area is considered to be a Special Landscape Area.

MAWA = (ETo) (0.62) [(0.7 x LA) + (0.3 x SLA)]
MAWA = (51.1 inches) (0.62) [(0.7 x 50,000 square feet) + (0.3 x 2,000 square feet)]
= 31.68 x [35,000 + 600] gallons per year
= 31.68 x 35,600 gallons per year
=1,127,808 gallons per year or 1,508 hundred-cubic-feet per year

(d) Estimated Total Water Use.

The Estimated Total Water Use shall be calculated using the equation below. The sum of the Estimated Total Water Use calculated for all hydrozones shall not exceed MAWA.

$$ETWU = (ETo)(0.62)\left(\frac{PF\ x\ HA}{IE} + SLA\right)$$

Where:

ETWU = Estimated Total Water Use per year (gallons)
ETo = Reference Evapotranspiration (inches)
PF = Plant Factor from WUCOLS (see Section 491)
HA = Hydrozone Area [high, medium, and low water use areas] (square feet)
SLA = Special Landscape Area (square feet)
0.62 = Conversion Factor
IE = Irrigation Efficiency (minimum 0.71)

(1) Example ETWU calculation: landscape area is 50,000 square feet; plant water use type, plant factor, and hydrozone area are shown in the table below. The ETo value is 51.1 inches per year. There are no Special Landscape Areas (recreational area, area permanently and solely dedicated to edible plants, and area irrigated with recycled water) in this example.

Hydrozone	Plant Water Use Type(s)	Plant Factor (PF)*	Hydrozone Area (HA) (square feet)	PF x HA (square feet)
1	High	0.8	7,000	5,600
2	High	0.7	10,000	7,000
3	Medium	0.5	16,000	8,000
4	Low	0.3	7,000	2,100
5	Low	0.2	10,000	2,000
			Sum	24,700

*Plant Factor from WUCOLS

$$ETWU = (51.1)(0.62)\left(\frac{24{,}700}{0.71} + 0\right)$$

= 1,102,116 gallons per year

Compare ETWU with MAWA: For this example MAWA = (51.1) (0.62) [(0.7 x 50,000) + (0.3 x 0)] = 1,108,870 gallons per year. The ETWU (1,102,116 gallons per year) is less than MAWA (1,108,870 gallons per year). In this example, the water budget complies with the MAWA.

(2) Example ETWU calculation: total landscape area is 50,000 square feet, 2,000 square feet of which is planted with edible plants. The edible plant area is considered a Special Landscape Area (SLA). The reference evapotranspiration value is 51.1 inches per year. The plant type, plant factor, and hydrozone area are shown in the table below.

Hydrozone	Plant Water Use Type(s)	Plant Factor (PF)*	Hydrozone Area (HA) (square feet)	PF x HA (square feet)
1	High	0.8	7,000	5,600
2	High	0.7	9,000	6,300
3	Medium	0.5	15,000	7,500
4	Low	0.3	7,000	2,100
5	Low	0.2	10,000	2,000
			Sum	23,500
6	SLA	1.0	2,000	2,000

*Plant Factor from WUCOLS

$$ETWU = (51.1)(0.62)\left(\frac{23{,}500}{0.71} + 2{,}000\right)$$

= (31.68) (33,099 + 2,000)

= 1,111,936 gallons per year

Compare ETWU with MAWA. For this example:
MAWA = (51.1) (0.62) [(0.7 x 50,000) + (0.3 x 2,000)]
= 31.68 x [35,000 + 600]
= 31.68 x 35,600
=1,127,808 gallons per year

The ETWU (1,111,936 gallons per year) is less than MAWA (1,127,808 gallons per year). For this example, the water budget complies with the MAWA.

Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.

§ 492.5 Soil Management Report.

(a) In order to reduce runoff and encourage healthy plant growth, a soil management report shall be completed by the project applicant, or his/her designee, as follows:
(1) Submit soil samples to a laboratory for analysis and recommendations.
(A) Soil sampling shall be conducted in accordance with laboratory protocol, including protocols regarding adequate sampling depth for the intended plants.
(B) The soil analysis may include:
1. soil texture;
2. infiltration rate determined by laboratory test or soil texture infiltration rate table;
3. pH;
4. total soluble salts;
5. sodium;
6. percent organic matter; and
7. recommendations.
(2) The project applicant, or his/her designee, shall comply with one of the following:
(A) If significant mass grading is not planned, the soil analysis report shall be submitted to the local agency as part of the Landscape Documentation Package; or
(B) If significant mass grading is planned, the soil analysis report shall be submitted to the local agency as part of the Certificate of Completion.
(3) The soil analysis report shall be made available, in a timely manner, to the professionals preparing the landscape design plans and irrigation design plans to make any necessary adjustments to the design plans.
(4) The project applicant, or his/her designee, shall submit documentation verifying implementation of soil analysis report recommendations to the local agency with Certificate of Completion.

Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.

§ 492.6 Landscape Design Plan.

(a) For the efficient use of water, a landscape shall be carefully designed and planned for the intended function of the project. A landscape design plan meeting the following design criteria shall be submitted as part of the Landscape Documentation Package.
(1) Plant Material
(A) Any plant may be selected for the landscape, providing the Estimated Total Water Use in the landscape area does not exceed the Maximum Applied Water Allowance. To encourage the efficient use of water, the following is highly recommended:
1. protection and preservation of native species and natural vegetation;
2. selection of water-conserving plant and turf species;

3. selection of plants based on disease and pest resistance;
4. selection of trees based on applicable local tree ordinances or tree shading guidelines; and
5. selection of plants from local and regional landscape program plant lists.
(B) Each hydrozone shall have plant materials with similar water use, with the exception of hydrozones with plants of mixed water use, as specified in Section 492.7(a)(2)(D).
(C) Plants shall be selected and planted appropriately based upon their adaptability to the climatic, geologic, and topographical conditions of the project site. To encourage the efficient use of water, the following is highly recommended:
1. use the Sunset Western Climate Zone System which takes into account temperature, humidity, elevation, terrain, latitude, and varying degrees of continental and marine influence on local climate;
2. recognize the horticultural attributes of plants (i.e., mature plant size, invasive surface roots) to minimize damage to property or infrastructure [e.g., buildings, sidewalks, power lines]; and
3. consider the solar orientation for plant placement to maximize summer shade and winter solar gain.
(D) Turf is not allowed on slopes greater than 25% where the toe of the slope is adjacent to an impermeable hardscape and where 25% means 1 foot of vertical elevation change for every 4 feet of horizontal length (rise divided by run x 100 = slope percent).
(E) A landscape design plan for projects in fire-prone areas shall address fire safety and prevention. A defensible space or zone around a building or structure is required per Public Resources Code Section 4291(a) and (b). Avoid fire-prone plant materials and highly flammable mulches.
(F) The use of invasive and/or noxious plant species is strongly discouraged.
(G) The architectural guidelines of a common interest development, which include community apartment projects, condominiums, planned developments, and stock cooperatives, shall not prohibit or include conditions that have the effect of prohibiting the use of low-water use plants as a group.
(2) Water Features
(A) Recirculating water systems shall be used for water features.
(B) Where available, recycled water shall be used as a source for decorative water features.
(C) Surface area of a water feature shall be included in the high water use hydrozone area of the water budget calculation.
(D) Pool and spa covers are highly recommended.
(3) Mulch and Amendments
(A) A minimum two inch (2″) layer of mulch shall be applied on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated.
(B) Stabilizing mulching products shall be used on slopes.
(C) The mulching portion of the seed/mulch slurry in hydro-seeded applications shall meet the mulching requirement.
(D) Soil amendments shall be incorporated according to recommendations of the soil report and what is appropriate for the plants selected (see Section 492.5).
(b) The landscape design plan, at a minimum, shall:
(1) delineate and label each hydrozone by number, letter, or other method;
(2) identify each hydrozone as low, moderate, high water, or mixed water use. Temporarily irrigated areas of the landscape shall be included in the low water use hydrozone for the water budget calculation;
(3) identify recreational areas;
(4) identify areas permanently and solely dedicated to edible plants;
(5) identify areas irrigated with recycled water;
(6) identify type of mulch and application depth;
(7) identify soil amendments, type, and quantity;
(8) identify type and surface area of water features;
(9) identify hardscapes (pervious and non-pervious);

(10) identify location and installation details of any applicable stormwater best management practices that encourage on-site retention and infiltration of stormwater. Stormwater best management practices are encouraged in the landscape design plan and examples include, but are not limited to:
(A) infiltration beds, swales, and basins that allow water to collect and soak into the ground;
(B) constructed wetlands and retention ponds that retain water, handle excess flow, and filter pollutants; and
(C) pervious or porous surfaces (e.g., permeable pavers or blocks, pervious or porous concrete, etc.) that minimize runoff.
(11) identify any applicable rain harvesting or catchment technologies (e.g., rain gardens, cisterns, etc.);
(12) contain the following statement: "I have complied with the criteria of the ordinance and applied them for the efficient use of water in the landscape design plan"; and
(13) bear the signature of a licensed landscape architect, licensed landscape contractor, or any other person authorized to design a landscape. (See Sections 5500.1, 5615, 5641, 5641.1, 5641.2, 5641.3, 5641.4, 5641.5, 5641.6, 6701, 7027.5 of the Business and Professions Code, Section 832.27 of Title16 of the California Code of Regulations, and Section 6721 of the Food and Agriculture Code.)

Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code and Section 1351, Civil Code.

§ 492.7 Irrigation Design Plan.
(a) For the efficient use of water, an irrigation system shall meet all the requirements listed in this section and the manufacturers' recommendations. The irrigation system and its related components shall be planned and designed to allow for proper installation, management, and maintenance. An irrigation design plan meeting the following design criteria shall be submitted as part of the Landscape Documentation Package.
(1) System
(A) Dedicated landscape water meters are highly recommended on landscape areas smaller than 5,000 square feet to facilitate water management.
(B) Automatic irrigation controllers utilizing either evapotranspiration or soil moisture sensor data shall be required for irrigation scheduling in all irrigation systems.
(C) The irrigation system shall be designed to ensure that the dynamic pressure at each emission device is within the manufacturer's recommended pressure range for optimal performance.
1. If the static pressure is above or below the required dynamic pressure of the irrigation system, pressure-regulating devices such as inline pressure regulators, booster pumps, or other devices shall be installed to meet the required dynamic pressure of the irrigation system.
2. Static water pressure, dynamic or operating pressure. and flow reading of the water supply shall be measured at the point of connection. These pressure and flow measurements shall be conducted at the design stage. If the measurements are not available at the design stage, the measurements shall be conducted at installation.
(D) Sensors (rain, freeze, wind, etc.), either integral or auxiliary, that suspend or alter irrigation operation during unfavorable weather conditions shall be required on all irrigation systems, as appropriate for local climatic conditions. Irrigation should be avoided during windy or freezing weather or during rain.
(E) Manual shut-off valves (such as a gate valve, ball valve, or butterfly valve) shall be required, as close as possible to the point of connection of the water supply, to minimize water loss in case of an emergency (such as a main line break) or routine repair.

(F) Backflow prevention devices shall be required to protect the water supply from contamination by the irrigation system. A project applicant shall refer to the applicable local agency code (i.e., public health) for additional backflow prevention requirements.
(G) High flow sensors that detect and report high flow conditions created by system damage or malfunction are recommended.
(H) The irrigation system shall be designed to prevent runoff, low head drainage, overspray, or other similar conditions where irrigation water flows onto non-targeted areas, such as adjacent property, non-irrigated areas, hardscapes, roadways, or structures.
(I) Relevant information from the soil management plan, such as soil type and infiltration rate, shall be utilized when designing irrigation systems.
(J) The design of the irrigation system shall conform to the hydrozones of the landscape design plan.
(K) The irrigation system must be designed and installed to meet, at a minimum, the irrigation efficiency criteria as described in Section 492.4 regarding the Maximum Applied Water Allowance.
(L) It is highly recommended that the project applicant or local agency inquire with the local water purveyor about peak water operating demands (on the water supply system) or water restrictions that may impact the effectiveness of the irrigation system.
(M) In mulched planting areas, the use of low volume irrigation is required to maximize water infiltration into the root zone.
(N) Sprinkler heads and other emission devices shall have matched precipitation rates, unless otherwise directed by the manufacturer's recommendations.
(O) Head to head coverage is recommended. However, sprinkler spacing shall be designed to achieve the highest possible distribution uniformity using the manufacturer's recommendations.
(P) Swing joints or other riser-protection components are required on all risers subject to damage that are adjacent to high traffic areas.
(Q) Check valves or anti-drain valves are required for all irrigation systems.
(R) Narrow or irregularly shaped areas, including turf, less than eight (8) feet in width in any direction shall be irrigated with subsurface irrigation or low volume irrigation system.
(S) Overhead irrigation shall not be permitted within 24 inches of any non-permeable surface. Allowable irrigation within the setback from non-permeable surfaces may include drip, drip line, or other low flow non-spray technology. The setback area may be planted or unplanted. The surfacing of the setback may be mulch, gravel, or other porous material. These restrictions may be modified if:
1. the landscape area is adjacent to permeable surfacing and no runoff occurs; or
2. the adjacent non-permeable surfaces are designed and constructed to drain entirely to landscaping; or
3. the irrigation designer specifies an alternative design or technology, as part of the Landscape Documentation Package and clearly demonstrates strict adherence to irrigation system design criteria in Section 492.7 (a)(1)(H). Prevention of overspray and runoff must be confirmed during the irrigation audit.
(T) Slopes greater than 25% shall not be irrigated with an irrigation system with a precipitation rate exceeding 0.75 inches per hour. This restriction may be modified if the landscape designer specifies an alternative design or technology, as part of the Landscape Documentation Package, and clearly demonstrates no runoff or erosion will occur. Prevention of runoff and erosion must be confirmed during the irrigation audit.
(2) Hydrozone
(A) Each valve shall irrigate a hydrozone with similar site, slope, sun exposure, soil conditions, and plant materials with similar water use.
(B) Sprinkler heads and other emission devices shall be selected based on what is appropriate for the plant type within that hydrozone.
(C) Where feasible, trees shall be placed on separate valves from shrubs, groundcovers, and turf.
(D) Individual hydrozones that mix plants of moderate and low water use, or moderate and high water use, may be allowed if:

1. plant factor calculation is based on the proportions of the respective plant water uses and their plant factor; or
2. the plant factor of the higher water using plant is used for calculations.
(E) Individual hydrozones that mix high and low water use plants shall not be permitted.
(F) On the landscape design plan and irrigation design plan, hydrozone areas shall be designated by number, letter, or other designation. On the irrigation design plan, designate the areas irrigated by each valve, and assign a number to each valve. Use this valve number in the Hydrozone Information Table (see Appendix B Section A). This table can also assist with the irrigation audit and programming the controller.
(b) The irrigation design plan, at a minimum, shall contain:
(1) location and size of separate water meters for landscape;
(2) location, type and size of all components of the irrigation system, including controllers, main and lateral lines, valves, sprinkler heads, moisture sensing devices, rain switches, quick couplers, pressure regulators, and backflow prevention devices;
(3) static water pressure at the point of connection to the public water supply;
(4) flow rate (gallons per minute), application rate (inches per hour), and design operating pressure (pressure per square inch) for each station;
(5) recycled water irrigation systems as specified in Section 492.14;
(6) the following statement: "I have complied with the criteria of the ordinance and applied them accordingly for the efficient use of water in the irrigation design plan"; and
(7) the signature of a licensed landscape architect, certified irrigation designer, licensed landscape contractor, or any other person authorized to design an irrigation system. (See Sections 5500.1, 5615, 5641, 5641.1, 5641.2, 5641.3, 5641.4, 5641.5, 5641.6, 6701, 7027.5 of the Business and Professions Code, Section 832.27 of Title 16 of the California Code of Regulations, and Section 6721 of the Food and Agricultural Code.)

Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.

§ 492.8 Grading Design Plan.
(a) For the efficient use of water, grading of a project site shall be designed to minimize soil erosion, runoff, and water waste. A grading plan shall be submitted as part of the Landscape Documentation Package. A comprehensive grading plan prepared by a civil engineer for other local agency permits satisfies this requirement.
(1) The project applicant shall submit a landscape grading plan that indicates finished configurations and elevations of the landscape area including:
(A) height of graded slopes;
(B) drainage patterns;
(C) pad elevations;
(D) finish grade; and
(E) stormwater retention improvements, if applicable.
(2) To prevent excessive erosion and runoff, it is highly recommended that project applicants:
(A) grade so that all irrigation and normal rainfall remains within property lines and does not drain on to non-permeable hardscapes;
(B) avoid disruption of natural drainage patterns and undisturbed soil; and
(C) avoid soil compaction in landscape areas.
(3) The grading design plan shall contain the following statement: "I have complied with the criteria of the ordinance and applied them accordingly for the efficient use of water in the grading design plan" and shall bear the signature of a licensed professional as authorized by law.

Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.

§ 492.9 Certificate of Completion.

(a) The Certificate of Completion (see Appendix C for a sample certificate) shall include the following six (6) elements:

(1) project information sheet that contains:

(A) date;

(B) project name;

(C) project applicant name, telephone, and mailing address;

(D) project address and location; and

(E) property owner name, telephone, and mailing address;

(2) certification by either the signer of the landscape design plan, the signer of the irrigation design plan, or the licensed landscape contractor that the landscape project has been installed per the approved Landscape Documentation Package;

(A) where there have been significant changes made in the field during construction, these "as-built" or record drawings shall be included with the certification;

(3) irrigation scheduling parameters used to set the controller (see Section 492.10);

(4) landscape and irrigation maintenance schedule (see Section 492.11);

(5) irrigation audit report (see Section 492.12); and

(6) soil analysis report, if not submitted with Landscape Documentation Package, and documentation verifying implementation of soil report recommendations (see Section 492.5).

(b) The project applicant shall:

(1) submit the signed Certificate of Completion to the local agency for review;

(2) ensure that copies of the approved Certificate of Completion are submitted to the local water purveyor and property owner or his or her designee.

(c) The local agency shall:

(1) receive the signed Certificate of Completion from the project applicant;

(2) approve or deny the Certificate of Completion. If the Certificate of Completion is denied, the local agency shall provide information to the project applicant regarding reapplication, appeal, or other assistance.

Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.

§ 492.10 Irrigation Scheduling.

(a) For the efficient use of water, all irrigation schedules shall be developed, managed, and evaluated to utilize the minimum amount of water required to maintain plant health. Irrigation schedules shall meet the following criteria:

(1) Irrigation scheduling shall be regulated by automatic irrigation controllers.

(2) Overhead irrigation shall be scheduled between 8:00 p.m. and 10:00 a.m. unless weather conditions prevent it. If allowable hours of irrigation differ from the local water purveyor, the stricter of the two shall apply. Operation of the irrigation system outside the normal watering window is allowed for auditing and system maintenance.

(3) For implementation of the irrigation schedule, particular attention must be paid to irrigation run times, emission device, flow rate, and current reference evapotranspiration, so that applied water meets the Estimated Total Water Use. Total annual applied water shall be less than or equal to Maximum Applied Water Allowance (MAWA). Actual irrigation schedules shall be regulated by automatic irrigation controllers using current reference evapotranspiration data (e.g., CIMIS) or soil moisture sensor data.

(4) Parameters used to set the automatic controller shall be developed and submitted for each of the following:

(A) the plant establishment period;

(B) the established landscape; and
(C) temporarily irrigated areas.
(5) Each irrigation schedule shall consider for each station all of the following that apply:
(A) irrigation interval (days between irrigation);
(B) irrigation run times (hours or minutes per irrigation event to avoid runoff);
(C) number of cycle starts required for each irrigation event to avoid runoff;
(D) amount of applied water scheduled to be applied on a monthly basis;
(E) application rate setting;
(F) root depth setting;
(G) plant type setting;
(H) soil type;
(I) slope factor setting;
(J) shade factor setting; and
(K) irrigation uniformity or efficiency setting.

Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.

§ 492.11 Landscape and Irrigation Maintenance Schedule.
(a) Landscapes shall be maintained to ensure water use efficiency. A regular maintenance schedule shall be submitted with the Certificate of Completion.
(b) A regular maintenance schedule shall include, but not be limited to, routine inspection; adjustment and repair of the irrigation system and its components; aerating and dethatching turf areas; replenishing mulch; fertilizing; pruning; weeding in all landscape areas, and removing and obstruction to emission devices. Operation of the irrigation system outside the normal watering window is allowed for auditing and system maintenance.
(c) Repair of all irrigation equipment shall be done with the originally installed components or their equivalents.
(d) A project applicant is encouraged to implement sustainable or environmentally-friendly practices for overall landscape maintenance.

Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.

§ 492.12 Irrigation Audit, Irrigation Survey, and Irrigation Water Use Analysis.
(a) All landscape irrigation audits shall be conducted by a certified landscape irrigation auditor.
(b) For new construction and rehabilitated landscape projects installed after January 1, 2010, as described in Section 490.1:
(1) the project applicant shall submit an irrigation audit report with the Certificate of Completion to the local agency that may include, but is not limited to: inspection, system tune-up, system test with distribution uniformity, reporting overspray or run off that causes overland flow, and preparation of an irrigation schedule;
(2) the local agency shall administer programs that may include, but not be limited to, irrigation water use analysis, irrigation audits, and irrigation surveys for compliance with the Maximum Applied Water Allowance.

Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.

§ 492.13 Irrigation Efficiency.
(a) For the purpose of determining Maximum Applied Water Allowance, average irrigation efficiency is assumed to be 0.71. Irrigation systems shall be designed, maintained, and managed to meet or exceed an average landscape irrigation efficiency of 0.71.

Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.

§ 492.14 Recycled Water.
(a) The installation of recycled water irrigation systems shall allow for the current and future use of recycled water, unless a written exemption has been granted as described in Section 492.14(b).
(b) Irrigation systems and decorative water features shall use recycled water unless a written exemption has been granted by the local water purveyor stating that recycled water meeting all public health codes and standards is not available and will not be available for the foreseeable future.
(c) All recycled water irrigation systems shall be designed and operated in accordance with all applicable local and State laws.
(d) Landscapes using recycled water are considered Special Landscape Areas. The ET Adjustment Factor for Special Landscape Areas shall not exceed 1.0.

Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.

§ 492.15 Stormwater Management.
(a) Stormwater management practices minimize runoff and increase infiltration which recharges groundwater and improves water quality. Implementing stormwater best management practices into the landscape and grading design plans to minimize runoff and to increase on-site retention and infiltration are encouraged.
(b) Project applicants shall refer to the local agency or Regional Water Quality Control Board for information on any applicable stormwater ordinances and stormwater management plans.
(c) Rain gardens, cisterns, and other landscapes features and practices that increase rainwater capture and create opportunities for infiltration and/or onsite storage are recommended.

Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.

§ 492.16 Public Education.
(a) Publications. Education is a critical component to promote the efficient use of water in landscapes. The use of appropriate principles of design, installation, management and maintenance that save water is encouraged in the community.
(1) A local agency shall provide information to owners of new, single-family residential homes regarding the design, installation, management, and maintenance of water efficient landscapes.
(b) Model Homes. All model homes that are landscaped shall use signs and written information to demonstrate the principles of water efficient landscapes described in this ordinance.
(1) Signs shall be used to identify the model as an example of a water efficient landscape featuring elements such as hydrozones, irrigation equipment, and others that contribute to the overall water efficient theme.
(2) Information shall be provided about designing, installing, managing, and maintaining water efficient landscapes.

Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.

§ 492.17 Environmental Review.
(a) The local agency must comply with the California Environmental Quality Act (CEQA), as appropriate.

Note: Authority cited: Section 21082, Public Resources Code. Reference: Sections 21080, 21082, Public Resources Code.

§ 493. Provisions for Existing Landscapes.
(a) A local agency may designate another agency, such as a water purveyor, to implement some or all of the requirements contained in this ordinance. Local agencies may collaborate with water purveyors to define each entity's specific responsibilities relating to this ordinance.

Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.

§ 493.1 Irrigation Audit, Irrigation Survey, and Irrigation Water Use Analysis.
(a) This section, 493.1, shall apply to all existing landscapes that were installed before January 1, 2010 and are over one acre in size.
(1) For all landscapes in 493.1(a) that have a water meter, the local agency shall administer programs that may include, but not be limited to, irrigation water use analyses, irrigation surveys, and irrigation audits to evaluate water use and provide recommendations as necessary to reduce landscape water use to a level that does not exceed the Maximum Applied Water Allowance for existing landscapes. The Maximum Applied Water Allowance for existing landscapes shall be calculated as: MAWA = (0.8) (ETo)(LA)(0.62).
(2) For all landscapes in 493.1(a), that do not have a meter, the local agency shall administer programs that may include, but not be limited to, irrigation surveys and irrigation audits to evaluate water use and provide recommendations as necessary in order to prevent water waste.
(b) All landscape irrigation audits shall be conducted by a certified landscape irrigation auditor.

Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.

§ 493.2 Water Waste Prevention.
(a) Local agencies shall prevent water waste resulting from inefficient landscape irrigation by prohibiting runoff from leaving the target landscape due to low head drainage, overspray, or other similar conditions where water flows onto adjacent property, non-irrigated areas, walks, roadways, parking lots, or structures. Penalties for violation of these prohibitions shall be established locally.
(b) Restrictions regarding overspray and runoff may be modified if:
(1) the landscape area is adjacent to permeable surfacing and no runoff occurs; or
(2) the adjacent non-permeable surfaces are designed and constructed to drain entirely to landscaping.

Note: Authority cited: Section 65594, Government Code. Reference: Section 65596, Government Code.

§ 494. Effective Precipitation.
(a) A local agency may consider Effective Precipitation (25% of annual precipitation) in tracking water use and may use the following equation to calculate Maximum Applied Water Allowance:
MAWA= (ETo - Eppt) (0.62) [(0.7 x LA) + (0.3 x SLA)].

Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.

Appendices.

Appendix A. Reference Evapotranspiration (ETo) Table.

Appendix A - Reference Evapotranspiration (ETo) Table*

County and City	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual ETo
ALAMEDA													
Fremont	1.5	1.9	3.4	4.7	5.4	6.3	6.7	6.0	4.5	3.4	1.8	1.5	47.0
Livermore	1.2	1.5	2.9	4.4	5.9	6.6	7.4	6.4	5.3	3.2	1.5	0.9	47.2
Oakland	1.5	1.5	2.8	3.9	5.1	5.3	6.0	5.5	4.8	3.1	1.4	0.9	41.8
Oakland Foothills	1.1	1.4	2.7	3.7	5.1	6.4	5.8	4.9	3.6	2.6	1.4	1.0	39.6
Pleasanton	0.8	1.5	2.9	4.4	5.6	6.7	7.4	6.4	4.7	3.3	1.5	1.0	46.2
Union City	1.4	1.8	3.1	4.2	5.4	5.9	6.4	5.7	4.4	3.1	1.5	1.2	44.2
ALPINE													
Markleeville	0.7	0.9	2.0	3.5	5.0	6.1	7.3	6.4	4.4	2.6	1.2	0.5	40.6
AMADOR													
Jackson	1.2	1.5	2.8	4.4	6.0	7.2	7.9	7.2	5.3	3.2	1.4	0.9	48.9
Shanandoah Valley	1.0	1.7	2.9	4.4	5.6	6.8	7.9	7.1	5.2	3.6	1.7	1.0	48.8
BUTTE													
Chico	1.2	1.8	2.9	4.7	6.1	7.4	8.5	7.3	5.4	3.7	1.7	1.0	51.7
Durham	1.1	1.8	3.2	5.0	6.5	7.4	7.8	6.9	5.3	3.6	1.7	1.0	51.1
Gridley	1.2	1.8	3.0	4.7	6.1	7.7	8.5	7.1	5.4	3.7	1.7	1.0	51.9
Oroville	1.2	1.7	2.8	4.7	6.1	7.6	8.5	7.3	5.3	3.7	1.7	1.0	51.5
CALAVERAS													
San Andreas	1.2	1.5	2.8	4.4	6.0	7.3	7.9	7.0	5.3	3.2	1.4	0.7	48.8
COLUSA													
Colusa	1.0	1.7	3.4	5.0	6.4	7.6	8.3	7.2	5.4	3.8	1.8	1.1	52.8
Williams	1.2	1.7	2.9	4.5	6.1	7.2	8.5	7.3	5.3	3.4	1.6	1.0	50.8
CONTRA COSTA													
Benicia	1.3	1.4	2.7	3.8	4.9	5.0	6.4	5.5	4.4	2.9	1.2	0.7	40.3
Brentwood	1.0	1.5	2.9	4.5	6.1	7.1	7.9	6.7	5.2	3.2	1.4	0.7	48.3
Concord	1.1	1.4	2.4	4.0	5.5	5.9	7.0	6.0	4.8	3.2	1.3	0.7	43.4
Courtland	0.9	1.5	2.9	4.4	6.1	6.9	7.9	6.7	5.3	3.2	1.4	0.7	48.0
Martinez	1.2	1.4	2.4	3.9	5.3	5.6	6.7	5.6	4.7	3.1	1.2	0.7	41.8
Moraga	1.2	1.5	3.4	4.2	5.5	6.1	6.7	5.9	4.6	3.2	1.6	1.0	44.9
Pittsburg	1.0	1.5	2.8	4.1	5.6	6.4	7.4	6.4	5.0	3.2	1.3	0.7	45.4
Walnut Creek	0.8	1.5	2.9	4.4	5.6	6.7	7.4	6.4	4.7	3.3	1.5	1.0	46.2
DEL NORTE													
Crescent City	0.5	0.9	2.0	3.0	3.7	3.5	4.3	3.7	3.0	2.0	0.9	0.5	27.7
EL DORADO													
Camino	0.9	1.7	2.5	3.9	5.9	7.2	7.8	6.8	5.1	3.1	1.5	0.9	47.3
FRESNO													
Clovis	1.0	1.5	3.2	4.8	6.4	7.7	8.5	7.3	5.3	3.4	1.4	0.7	51.4
Coalinga	1.2	1.7	3.1	4.6	6.2	7.2	8.5	7.3	5.3	3.4	1.6	0.7	50.9
Firebaugh	1.0	1.8	3.7	5.7	7.3	8.1	8.2	7.2	5.5	3.9	2.0	1.1	55.4
FivePoints	1.3	2.0	4.0	6.1	7.7	8.5	8.7	8.0	6.2	4.5	2.4	1.2	60.4
Fresno	0.9	1.7	3.3	4.8	6.7	7.8	8.4	7.1	5.2	3.2	1.4	0.6	51.1
Fresno State	0.9	1.6	3.2	5.2	7.0	8.0	8.7	7.6	5.4	3.6	1.7	0.9	53.7
Friant	1.2	1.5	3.1	4.7	6.4	7.7	8.5	7.3	5.3	3.4	1.4	0.7	51.3
Kerman	0.9	1.5	3.2	4.8	6.6	7.7	8.4	7.2	5.3	3.4	1.4	0.7	51.2
Kingsburg	1.0	1.5	3.4	4.8	6.6	7.7	8.4	7.2	5.3	3.4	1.4	0.7	51.6
Mendota	1.5	2.5	4.6	6.2	7.9	8.6	8.8	7.5	5.9	4.5	2.4	1.5	61.7
Orange Cove	1.2	1.9	3.5	4.7	7.4	8.5	8.9	7.9	5.9	3.7	1.8	1.2	56.7
Panoche	1.1	2.0	4.0	5.6	7.8	8.5	8.3	7.3	5.6	3.9	1.8	1.2	57.2
Parlier	1.0	1.9	3.6	5.2	6.8	7.6	8.1	7.0	5.1	3.4	1.7	0.9	52.0
Reedley	1.1	1.5	3.2	4.7	6.4	7.7	8.5	7.3	5.3	3.4	1.4	0.7	51.3
Westlands	0.9	1.7	3.8	6.3	8.0	8.6	8.6	7.8	5.9	4.3	2.1	1.1	58.8

Appendix A - Reference Evapotranspiration (ETo) Table*

County and City	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual ETo
GLENN													
Orland	1.1	1.8	3.4	5.0	6.4	7.5	7.9	6.7	5.3	3.9	1.8	1.4	52.1
Willows	1.2	1.7	2.9	4.7	6.1	7.2	8.5	7.3	5.3	3.6	1.7	1.0	51.3
HUMBOLDT													
Eureka	0.5	1.1	2.0	3.0	3.7	3.7	3.7	3.7	3.0	2.0	0.9	0.5	27.5
Ferndale	0.5	1.1	2.0	3.0	3.7	3.7	3.7	3.7	3.0	2.0	0.9	0.5	27.5
Garberville	0.6	1.2	2.2	3.1	4.5	5.0	5.5	4.9	3.8	2.4	1.0	0.7	34.9
Hoopa	0.5	1.1	2.1	3.0	4.4	5.4	6.1	5.1	3.8	2.4	0.9	0.7	35.6
IMPERIAL													
Brawley	2.8	3.8	5.9	8.0	10.4	11.5	11.7	10.0	8.4	6.2	3.5	2.1	84.2
Calipatria/Mulberry	2.4	3.2	5.1	6.8	8.6	9.2	9.2	8.6	7.0	5.2	3.1	2.3	70.7
El Centro	2.7	3.5	5.6	7.9	10.1	11.1	11.6	9.5	8.3	6.1	3.3	2.0	81.7
Holtville	2.8	3.8	5.9	7.9	10.4	11.6	12.0	10.0	8.6	6.2	3.5	2.1	84.7
Meloland	2.5	3.2	5.5	7.5	8.9	9.2	9.0	8.5	6.8	5.3	3.1	2.2	71.6
Palo Verde II	2.5	3.3	5.7	6.9	8.5	8.9	8.6	7.9	6.2	4.5	2.9	2.3	68.2
Seeley	2.7	3.5	5.9	7.7	9.7	10.1	9.3	8.3	6.9	5.5	3.4	2.2	75.4
Westmoreland	2.4	3.3	5.3	6.9	8.7	9.6	9.6	8.7	6.9	5.0	3.0	2.2	71.4
Yuma	2.5	3.4	5.3	6.9	8.7	9.6	9.6	8.7	6.9	5.0	3.0	2.2	71.6
INYO													
Bishop	1.7	2.7	4.8	6.7	8.2	10.9	7.4	9.6	7.4	4.8	2.5	1.6	68.3
Death Valley Jct	2.2	3.3	5.4	7.7	9.8	11.1	11.4	10.1	8.3	5.4	2.9	1.7	79.1
Independence	1.7	2.7	3.4	6.6	8.5	9.5	9.8	8.5	7.1	3.9	2.0	1.5	65.2
Lower Haiwee Res.	1.8	2.7	4.4	7.1	8.5	9.5	9.8	8.5	7.1	4.2	2.6	1.5	67.6
Oasis	2.7	2.8	5.9	8.0	10.4	11.7	11.6	10.0	8.4	6.2	3.4	2.1	83.1
KERN													
Arvin	1.2	1.8	3.5	4.7	6.6	7.4	8.1	7.3	5.3	3.4	1.7	1.0	51.9
Bakersfield	1.0	1.8	3.5	4.7	6.6	7.7	8.5	7.3	5.3	3.5	1.6	0.9	52.4
Bakersfield/Bonanza	1.2	2.2	3.7	5.7	7.4	8.2	8.7	7.8	5.7	4.0	2.1	1.2	57.9
Bakersfield/Greenlee	1.2	2.2	3.7	5.7	7.4	8.2	8.7	7.8	5.7	4.0	2.1	1.2	57.9
Belridge	1.4	2.2	4.1	5.5	7.7	8.5	8.6	7.8	6.0	3.8	2.0	1.5	59.2
Blackwells Corner	1.4	2.1	3.8	5.4	7.0	7.8	8.5	7.7	5.8	3.9	1.9	1.2	56.6
Buttonwillow	1.0	1.8	3.2	4.7	6.6	7.7	8.5	7.3	5.4	3.4	1.5	0.9	52.0
China Lake	2.1	3.2	5.3	7.7	9.2	10.0	11.0	9.8	7.3	4.9	2.7	1.7	74.8
Delano	0.9	1.8	3.4	4.7	6.6	7.7	8.5	7.3	5.4	3.4	1.4	0.7	52.0
Famoso	1.3	1.9	3.5	4.8	6.7	7.6	8.0	7.3	5.5	3.5	1.7	1.3	53.1
Grapevine	1.3	1.8	3.1	4.4	5.6	6.8	7.6	6.8	5.9	3.4	1.9	1.0	49.5
Inyokern	2.0	3.1	4.9	7.3	8.5	9.7	11.0	9.4	7.1	5.1	2.6	1.7	72.4
Isabella Dam	1.2	1.4	2.8	4.4	5.8	7.3	7.9	7.0	5.0	3.2	1.7	0.9	48.4
Lamont	1.3	2.4	4.4	4.6	6.5	7.0	8.8	7.6	5.7	3.7	1.6	0.8	54.4
Lost Hills	1.6	2.2	3.7	5.1	6.8	7.8	8.7	7.8	5.7	4.0	2.1	1.6	57.1
McFarland/Kern	1.2	2.1	3.7	5.6	7.3	8.0	8.3	7.4	5.6	4.1	2.0	1.2	56.5
Shafter	1.0	1.7	3.4	5.0	6.6	7.7	8.3	7.3	5.4	3.4	1.5	0.9	52.1
Taft	1.3	1.8	3.1	4.3	6.2	7.3	8.5	7.3	5.4	3.4	1.7	1.0	51.2
Tehachapi	1.4	1.8	3.2	5.0	6.1	7.7	7.9	7.3	5.9	3.4	2.1	1.2	52.9
KINGS													
Caruthers	1.6	2.5	4.0	5.7	7.8	8.7	9.3	8.4	6.3	4.4	2.4	1.6	62.7
Corcoran	1.6	2.2	3.7	5.1	6.8	7.8	8.7	7.8	5.7	4.0	2.1	1.6	57.1
Hanford	0.9	1.5	3.4	5.0	6.6	7.7	8.3	7.2	5.4	3.4	1.4	0.7	51.5
Kettleman	1.1	2.0	4.0	6.0	7.5	8.5	9.1	8.2	6.1	4.5	2.2	1.1	60.2
Lemoore	0.9	1.5	3.4	5.0	6.6	7.7	8.3	7.3	5.4	3.4	1.4	0.7	51.7
Stratford	0.9	1.9	3.9	6.1	7.8	8.6	8.8	7.7	5.9	4.1	2.1	1.0	58.7

Appendix A - Reference Evapotranspiration (ETo) Table*

County and City	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual ETo
LAKE													
Lakeport	1.1	1.3	2.6	3.5	5.1	6.0	7.3	6.1	4.7	2.9	1.2	0.9	42.8
Lower Lake	1.2	1.4	2.7	4.5	5.3	6.3	7.4	6.4	5.0	3.1	1.3	0.9	45.4
LASSEN													
Buntingville	1.0	1.7	3.5	4.9	6.2	7.3	8.4	7.5	5.4	3.4	1.5	0.9	51.8
Ravendale	0.6	1.1	2.3	4.1	5.6	6.7	7.9	7.3	4.7	2.8	1.2	0.5	44.9
Susanville	0.7	1.0	2.2	4.1	5.6	6.5	7.8	7.0	4.6	2.8	1.2	0.5	44.0
LOS ANGELES													
Burbank	2.1	2.8	3.7	4.7	5.1	6.0	6.6	6.7	5.4	4.0	2.6	2.0	51.7
Claremont	2.0	2.3	3.4	4.6	5.0	6.0	7.0	7.0	5.3	4.0	2.7	2.1	51.3
El Dorado	1.7	2.2	3.6	4.8	5.1	5.7	5.9	5.9	4.4	3.2	2.2	1.7	46.3
Glendale	2.0	2.2	3.3	3.8	4.7	4.8	5.7	5.6	4.3	3.3	2.2	1.8	43.7
Glendora	2.0	2.5	3.6	4.9	5.4	6.1	7.3	6.8	5.7	4.2	2.6	2.0	53.1
Gorman	1.6	2.2	3.4	4.6	5.5	7.4	7.7	7.1	5.9	3.6	2.4	1.1	52.4
Hollywood Hills	2.1	2.2	3.8	5.4	6.0	6.5	6.7	6.4	5.2	3.7	2.8	2.1	52.8
Lancaster	2.1	3.0	4.6	5.9	8.5	9.7	11.0	9.8	7.3	4.6	2.8	1.7	71.1
Long Beach	1.8	2.1	3.3	3.9	4.5	4.3	5.3	4.7	3.7	2.8	1.8	1.5	39.7
Los Angeles	2.2	2.7	3.7	4.7	5.5	5.8	6.2	5.9	5.0	3.9	2.6	1.9	50.1
Monrovia	2.2	2.3	3.8	4.3	5.5	5.9	6.9	6.4	5.1	3.2	2.5	2.0	50.2
Palmdale	2.0	2.6	4.6	6.2	7.3	8.9	9.8	9.0	6.5	4.7	2.7	2.1	66.2
Pasadena	2.1	2.7	3.7	4.7	5.1	6.0	7.1	6.7	5.6	4.2	2.6	2.0	52.3
Pearblossom	1.7	2.4	3.7	4.7	7.3	7.7	9.9	7.9	6.4	4.0	2.6	1.6	59.9
Pomona	1.7	2.0	3.4	4.5	5.0	5.8	6.5	6.4	4.7	3.5	2.3	1.7	47.5
Redondo Beach	2.2	2.4	3.3	3.8	4.5	4.7	5.4	4.8	4.4	2.8	2.4	2.0	42.6
San Fernando	2.0	2.7	3.5	4.6	5.5	5.9	7.3	6.7	5.3	3.9	2.6	2.0	52.0
Santa Clarita	2.8	2.8	4.1	5.6	6.0	6.8	7.6	7.8	5.8	5.2	3.7	3.2	61.5
Santa Monica	1.8	2.1	3.3	4.5	4.7	5.0	5.4	5.4	3.9	3.4	2.4	2.2	44.2
MADERA													
Chowchilla	1.0	1.4	3.2	4.7	6.6	7.8	8.5	7.3	5.3	3.4	1.4	0.7	51.4
Madera	0.9	1.4	3.2	4.8	6.6	7.8	8.5	7.3	5.3	3.4	1.4	0.7	51.5
Raymond	1.2	1.5	3.0	4.6	6.1	7.6	8.4	7.3	5.2	3.4	1.4	0.7	50.5
MARIN													
Black Point	1.1	1.7	3.0	4.2	5.2	6.2	6.6	5.8	4.3	2.8	1.3	0.9	43.0
Novato	1.3	1.5	2.4	3.5	4.4	6.0	5.9	5.4	4.4	2.8	1.4	0.7	39.8
Point San Pedro	1.1	1.7	3.0	4.2	5.2	6.2	6.6	5.8	4.3	2.8	1.3	0.9	43.0
San Rafael	1.2	1.3	2.4	3.3	4.0	4.8	4.8	4.9	4.3	2.7	1.3	0.7	35.8
MARIPOSA													
Coulterville	1.1	1.5	2.8	4.4	5.9	7.3	8.1	7.0	5.3	3.4	1.4	0.7	48.8
Mariposa	1.1	1.5	2.8	4.4	5.9	7.4	8.2	7.1	5.0	3.4	1.4	0.7	49.0
Yosemite Village	0.7	1.0	2.3	3.7	5.1	6.5	7.1	6.1	4.4	2.9	1.1	0.6	41.4
MENDOCINO													
Fort Bragg	0.9	1.3	2.2	3.0	3.7	3.5	3.7	3.7	3.0	2.3	1.2	0.7	29.0
Hopland	1.1	1.3	2.6	3.4	5.0	5.9	6.5	5.7	4.5	2.8	1.3	0.7	40.9
Point Arena	1.0	1.3	2.3	3.0	3.7	3.9	3.7	3.7	3.0	2.3	1.2	0.7	29.6
Sanel Valley	1.0	1.6	3.0	4.6	6.0	7.0	8.0	7.0	5.2	3.4	1.4	0.9	49.1
Ukiah	1.0	1.3	2.6	3.3	5.0	5.8	6.7	5.9	4.5	2.8	1.3	0.7	40.9
MERCED													
Kesterson	0.9	1.7	3.4	5.5	7.3	8.2	8.6	7.4	5.5	3.8	1.8	0.9	55.1
Los Banos	1.0	1.5	3.2	4.7	6.1	7.4	8.2	7.0	5.3	3.4	1.4	0.7	50.0
Merced	1.0	1.5	3.2	4.7	6.6	7.9	8.5	7.2	5.3	3.4	1.4	0.7	51.5

Appendix A - Reference Evapotranspiration (ETo) Table*

County and City	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual ETo
MODOC													
Modoc/Alturas	0.9	1.4	2.8	3.7	5.1	6.2	7.5	6.6	4.6	2.8	1.2	0.7	43.2
MONO													
Bridgeport	0.7	0.9	2.2	3.8	5.5	6.6	7.4	6.7	4.7	2.7	1.2	0.5	43.0
MONTEREY													
Arroyo Seco	1.5	2.0	3.7	5.4	6.3	7.3	7.2	6.7	5.0	3.9	2.0	1.6	52.6
Castroville	1.4	1.7	3.0	4.2	4.6	4.8	4.0	3.8	3.0	2.6	1.6	1.4	36.2
Gonzales	1.3	1.7	3.4	4.7	5.4	6.3	6.3	5.9	4.4	3.4	1.9	1.3	45.7
Greenfield	1.8	2.2	3.4	4.8	5.6	6.3	6.5	6.2	4.8	3.7	2.4	1.8	49.5
King City	1.7	2.0	3.4	4.4	4.4	5.6	6.1	6.7	6.5	5.2	2.2	1.3	49.6
King City-Oasis Rd.	1.4	1.9	3.6	5.3	6.5	7.3	7.4	6.8	5.1	4.0	2.0	1.5	52.7
Long Valley	1.5	1.9	3.2	4.1	5.8	6.5	7.3	6.7	5.3	3.6	2.0	1.2	49.1
Monterey	1.7	1.8	2.7	3.5	4.0	4.1	4.3	4.2	3.5	2.8	1.9	1.5	36.0
Pajaro	1.8	2.2	3.7	4.8	5.3	5.7	5.6	5.3	4.3	3.4	2.4	1.8	46.1
Salinas	1.6	1.9	2.7	3.8	4.8	4.7	5.0	4.5	4.0	2.9	1.9	1.3	39.1
Salinas North	1.2	1.5	2.9	4.1	4.6	5.2	4.5	4.3	3.2	2.8	1.5	1.2	36.9
San Ardo	1.0	1.7	3.1	4.5	5.9	7.2	8.1	7.1	5.1	3.1	1.5	1.0	49.0
San Juan	1.8	2.1	3.4	4.6	5.3	5.7	5.5	4.9	3.8	3.2	2.2	1.9	44.2
Soledad	1.7	2.0	3.4	4.4	5.5	5.4	6.5	6.2	5.2	3.7	2.2	1.5	47.7
NAPA													
Angwin	1.8	1.9	3.2	4.7	5.8	7.3	8.1	7.1	5.5	4.5	2.9	2.1	54.9
Carneros	0.8	1.5	3.1	4.6	5.5	6.6	6.9	6.2	4.7	3.5	1.4	1.0	45.8
Oakville	1.0	1.5	2.9	4.7	5.8	6.9	7.2	6.4	4.9	3.5	1.6	1.2	47.7
St Helena	1.2	1.5	2.8	3.9	5.1	6.1	7.0	6.2	4.8	3.1	1.4	0.9	44.1
Yountville	1.3	1.7	2.8	3.9	5.1	6.0	7.1	6.1	4.8	3.1	1.5	0.9	44.3
NEVADA													
Grass Valley	1.1	1.5	2.6	4.0	5.7	7.1	7.9	7.1	5.3	3.2	1.5	0.9	48.0
Nevada City	1.1	1.5	2.6	3.9	5.8	6.9	7.9	7.0	5.3	3.2	1.4	0.9	47.4
ORANGE													
Irvine	2.2	2.5	3.7	4.7	5.2	5.9	6.3	6.2	4.6	3.7	2.6	2.3	49.6
Laguna Beach	2.2	2.7	3.4	3.8	4.6	4.6	4.9	4.9	4.4	3.4	2.4	2.0	43.2
Santa Ana	2.2	2.7	3.7	4.5	4.6	5.4	6.2	6.1	4.7	3.7	2.5	2.0	48.2
PLACER													
Auburn	1.2	1.7	2.8	4.4	6.1	7.4	8.3	7.3	5.4	3.4	1.6	1.0	50.6
Blue Canyon	0.7	1.1	2.1	3.4	4.8	6.0	7.2	6.1	4.6	2.9	0.9	0.6	40.5
Colfax	1.1	1.5	2.6	4.0	5.8	7.1	7.9	7.0	5.3	3.2	1.4	0.9	47.9
Roseville	1.1	1.7	3.1	4.7	6.2	7.7	8.5	7.3	5.6	3.7	1.7	1.0	52.2
Soda Springs	0.7	0.7	1.8	3.0	4.3	5.3	6.2	5.5	4.1	2.5	0.7	0.7	35.4
Tahoe City	0.7	0.7	1.7	3.0	4.3	5.4	6.1	5.6	4.1	2.4	0.8	0.6	35.5
Truckee	0.7	0.7	1.7	3.2	4.4	5.4	6.4	5.7	4.1	2.4	0.8	0.6	36.2
PLUMAS													
Portola	0.7	0.9	1.9	3.5	4.9	5.9	7.3	5.9	4.3	2.7	0.9	0.5	39.4
Quincy	0.7	0.9	2.2	3.5	4.9	5.9	7.3	5.9	4.4	2.8	1.2	0.5	40.2
RIVERSIDE													
Beaumont	2.0	2.3	3.4	4.4	6.1	7.1	7.6	7.9	6.0	3.9	2.6	1.7	55.0
Blythe	2.4	3.3	5.3	6.9	8.7	9.6	9.6	8.7	6.9	5.0	3.0	2.2	71.4
Cathedral City	1.6	2.2	3.7	5.1	6.8	7.8	8.7	7.8	5.7	4.0	2.1	1.6	57.1
Coachella	2.9	4.4	6.2	8.4	10.5	11.9	12.3	10.1	8.9	6.2	3.8	2.4	88.1
Desert Center	2.9	4.1	6.4	8.5	11.0	12.1	12.2	11.1	9.0	6.4	3.9	2.6	90.0
Elsinore	2.1	2.8	3.9	4.4	5.9	7.1	7.6	7.0	5.8	3.9	2.6	1.9	55.0
Indio	**3.1**	3.6	6.5	8.3	10.5	11.0	10.8	9.7	8.3	5.9	3.7	2.7	83.9

Appendix A - Reference Evapotranspiration (ETo) Table*

County and City	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual ETo
RIVERSIDE													
La Quinta	2.4	2.8	5.2	6.5	8.3	8.7	8.5	7.9	6.5	4.5	2.7	2.2	66.2
Mecca	2.6	3.3	5.7	7.2	8.6	9.0	8.8	8.2	6.8	5.0	3.2	2.4	70.8
Oasis	2.9	3.3	5.3	6.1	8.5	8.9	8.7	7.9	6.9	4.8	2.9	2.3	68.4
Palm Deser	2.5	3.4	5.3	6.9	8.7	9.6	9.6	8.7	6.9	5.0	3.0	2.2	71.6
Palm Springs	2.0	2.9	4.9	7.2	8.3	8.5	11.6	8.3	7.2	5.9	2.7	1.7	71.1
Rancho California	1.8	2.2	3.4	4.8	5.6	6.3	6.5	6.2	4.8	3.7	2.4	1.8	49.5
Rancho Mirage	2.4	3.3	5.3	6.9	8.7	9.6	9.6	8.7	6.9	5.0	3.0	2.2	71.4
Ripley	2.7	3.3	5.6	7.2	8.7	8.7	8.4	7.6	6.2	4.6	2.8	2.2	67.8
Salton Sea North	2.5	3.3	5.5	7.2	8.8	9.3	9.2	8.5	6.8	5.2	3.1	2.3	71.7
Temecula East II	2.3	2.4	4.1	4.9	6.4	7.0	7.8	7.4	5.7	4.1	2.6	2.2	56.7
Thermal	2.4	3.3	5.5	7.6	9.1	9.6	9.3	8.6	7.1	5.2	3.1	2.1	72.8
Riverside UC	2.5	2.9	4.2	5.3	5.9	6.6	7.2	6.9	5.4	4.1	2.9	2.6	56.4
Winchester	2.3	2.4	4.1	4.9	6.4	6.9	7.7	7.5	6.0	3.9	2.6	2.1	56.8
SACRAMENTO													
Fair Oaks	1.0	1.6	3.4	4.1	6.5	7.5	8.1	7.1	5.2	3.4	1.5	1.0	50.5
Sacramento	1.0	1.8	3.2	4.7	6.4	7.7	8.4	7.2	5.4	3.7	1.7	0.9	51.9
Twitchell Island	1.2	1.8	3.9	5.3	7.4	8.8	9.1	7.8	5.9	3.8	1.7	1.2	57.9
SAN BENITO													
Hollister	1.5	1.8	3.1	4.3	5.5	5.7	6.4	5.9	5.0	3.5	1.7	1.1	45.1
San Benito	1.2	1.6	3.1	4.6	5.6	6.4	6.9	6.5	4.8	3.7	1.7	1.2	47.2
San Juan Valley	1.4	1.8	3.4	4.5	6.0	6.7	7.1	6.4	5.0	3.5	1.8	1.4	49.1
SAN BERNARDINO													
Baker	2.7	3.9	6.1	8.3	10.4	11.8	12.2	11.0	8.9	6.1	3.3	2.1	86.6
Barstow NE	2.2	2.9	5.3	6.9	9.0	10.1	9.9	8.9	6.8	4.8	2.7	2.1	71.7
Big Bear Lake	1.8	2.6	4.6	6.0	7.0	7.6	8.1	7.4	5.4	4.1	2.4	1.8	58.6
Chino	2.1	2.9	3.9	4.5	5.7	6.5	7.3	7.1	5.9	4.2	2.6	2.0	54.6
Crestline	1.5	1.9	3.3	4.4	5.5	6.6	7.8	7.1	5.4	3.5	2.2	1.6	50.8
Lake Arrowhead	1.8	2.6	4.6	6.0	7.0	7.6	8.1	7.4	5.4	4.1	2.4	1.8	58.6
Lucerne Valley	2.2	2.9	5.1	6.5	9.1	11.0	11.4	9.9	7.4	5.0	3.0	1.8	75.3
Needles	3.2	4.2	6.6	8.9	11.0	12.4	12.8	11.0	8.9	6.6	4.0	2.7	92.1
Newberry Springs	2.1	2.9	5.3	8.4	9.8	10.9	11.1	9.9	7.6	5.2	3.1	2.0	78.2
San Bernardino	2.0	2.7	3.8	4.6	5.7	6.9	7.9	7.4	5.9	4.2	2.6	2.0	55.6
Twentynine Palms	2.6	3.6	5.9	7.9	10.1	11.2	11.2	10.3	8.6	5.9	3.4	2.2	82.9
Victorville	2.0	2.6	4.6	6.2	7.3	8.9	9.8	9.0	6.5	4.7	2.7	2.1	66.2
SAN DIEGO													
Chula Vista	2.2	2.7	3.4	3.8	4.9	4.7	5.5	4.9	4.5	3.4	2.4	2.0	44.2
Escondido SPV	2.4	2.6	3.9	4.7	5.9	6.5	7.1	6.7	5.3	3.9	2.8	2.3	54.2
Miramar	2.3	2.5	3.7	4.1	5.1	5.4	6.1	5.8	4.5	3.3	2.4	2.1	47.1
Oceanside	2.2	2.7	3.4	3.7	4.9	4.6	4.6	5.1	4.1	3.3	2.4	2.0	42.9
Otay Lake	2.3	2.7	3.9	4.6	5.6	5.9	6.2	6.1	4.8	3.7	2.6	2.2	50.4
Pine Valley	1.5	2.4	3.8	5.1	6.0	7.0	7.8	7.3	6.0	4.0	2.2	1.7	54.8
Ramona	2.1	2.1	3.4	4.6	5.2	6.3	6.7	6.8	5.3	4.1	2.8	2.1	51.6
San Diego	2.1	2.4	3.4	4.6	5.1	5.3	5.7	5.6	4.3	3.6	2.4	2.0	46.5
Santee	2.1	2.7	3.7	4.5	5.5	6.1	6.6	6.2	5.4	3.8	2.6	2.0	51.1
Torrey Pines	2.2	2.3	3.4	3.9	4.0	4.1	4.6	4.7	3.8	2.8	2.0	2.0	39.8
Warner Springs	1.6	2.7	3.7	4.7	5.7	7.6	8.3	7.7	6.3	4.0	2.5	1.3	56.0
SAN FRANCISCO													
San Francisco	1.5	1.3	2.4	3.0	3.7	4.6	4.9	4.8	4.1	2.8	1.3	0.7	35.1
SAN JOAQUIN													
Farmington	1.5	1.5	2.9	4.7	6.2	7.6	8.1	6.8	5.3	3.3	1.4	0.7	50.0

Appendix A - Reference Evapotranspiration (ETo) Table*

County and City	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual ETo
SAN JOAQUIN													
Lodi West	1.0	1.6	3.3	4.3	6.3	6.9	7.3	6.4	4.5	3.0	1.4	0.8	46.7
Manteca	0.9	1.7	3.4	5.0	6.5	7.5	8.0	7.1	5.2	3.3	1.6	0.9	51.2
Stockton	0.8	1.5	2.9	4.7	6.2	7.4	8.1	6.8	5.3	3.2	1.4	0.6	49.1
Tracy	1.0	1.5	2.9	4.5	6.1	7.3	7.9	6.7	5.3	3.2	1.3	0.7	48.5
SAN LUIS OBISPO													
Arroyo Grande	2.0	2.2	3.2	3.8	4.3	4.7	4.3	4.6	3.8	3.2	2.4	1.7	40.0
Atascadero	1.2	1.5	2.8	3.9	4.5	6.0	6.7	6.2	5.0	3.2	1.7	1.0	43.7
Morro Bay	2.0	2.2	3.1	3.5	4.3	4.5	4.6	4.6	3.8	3.5	2.1	1.7	39.9
Nipomo	2.2	2.5	3.8	5.1	5.7	6.2	6.4	6.1	4.9	4.1	2.9	2.3	52.1
Paso Robles	1.6	2.0	3.2	4.3	5.5	6.3	7.3	6.7	5.1	3.7	2.1	1.4	49.0
San Luis Obispo	2.0	2.2	3.2	4.1	4.9	5.3	4.6	5.5	4.4	3.5	2.4	1.7	43.8
San Miguel	1.6	2.0	3.2	4.3	5.0	6.4	7.4	6.8	5.1	3.7	2.1	1.4	49.0
San Simeon	2.0	2.0	2.9	3.5	4.2	4.4	4.6	4.3	3.5	3.1	2.0	1.7	38.1
SAN MATEO													
Hal Moon Bay	1.5	1.7	2.4	3.0	3.9	4.3	4.3	4.2	3.5	2.8	1.3	1.0	33.7
Redwood City	1.5	1.8	2.9	3.8	5.2	5.3	6.2	5.6	4.8	3.1	1.7	1.0	42.8
Woodside	1.8	2.2	3.4	4.8	5.6	6.3	6.5	6.2	4.8	3.7	2.4	1.8	49.5
SANTA BARBARA													
Betteravia	2.1	2.6	4.0	5.2	6.0	5.9	5.8	5.4	4.1	3.3	2.7	2.1	49.1
Carpenteria	2.0	2.4	3.2	3.9	4.8	5.2	5.5	5.7	4.5	3.4	2.4	2.0	44.9
Cuyama	2.1	2.4	3.8	5.4	6.9	7.9	8.5	7.7	5.9	4.5	2.6	2.0	59.7
Goleta	2.1	2.5	3.9	5.1	5.7	5.7	5.4	5.4	4.2	3.2	2.8	2.2	48.1
Goleta Foothills	2.3	2.6	3.7	5.4	5.3	5.6	5.5	5.7	4.5	3.9	2.8	2.3	49.6
Guadalupe	2.0	2.2	3.2	3.7	4.9	4.6	4.5	4.6	4.1	3.3	2.4	1.7	41.1
Lompoc	2.0	2.2	3.2	3.7	4.8	4.6	4.9	4.8	3.9	3.2	2.4	1.7	41.1
Los Alamos	1.8	2.0	3.2	4.1	4.9	5.3	5.7	5.5	4.4	3.7	2.4	1.6	44.6
Santa Barbara	2.0	2.5	3.2	3.8	4.6	5.1	5.5	4.5	3.4	2.4	1.8	1.8	40.6
Santa Maria	1.8	2.3	3.7	5.1	5.7	5.8	5.6	5.3	4.2	3.5	2.4	1.9	47.4
Santa Ynez	1.7	2.2	3.5	5.0	5.8	6.2	6.4	6.0	4.5	3.6	2.2	1.7	48.7
Sisquoc	2.1	2.5	3.8	4.1	6.1	6.3	6.4	5.8	4.7	3.4	2.3	1.8	49.2
Solvang	2.0	2.0	3.3	4.3	5.0	5.6	6.1	5.6	4.4	3.7	2.2	1.6	45.6
SANTA CLARA													
Gilroy	1.3	1.8	3.1	4.1	5.3	5.6	6.1	5.5	4.7	3.4	1.7	1.1	43.6
Los Gatos	1.5	1.8	2.8	3.9	5.0	5.6	6.2	5.5	4.7	3.2	1.7	1.1	42.9
Morgan Hill	1.5	1.8	3.4	4.2	6.3	7.0	7.1	6.0	5.1	3.7	1.9	1.4	49.5
Palo Alto	1.5	1.8	2.8	3.8	5.2	5.3	6.2	5.6	5.0	3.2	1.7	1.0	43.0
San Jose	1.5	1.8	3.1	4.1	5.5	5.8	6.5	5.9	5.2	3.3	1.8	1.0	45.3
SANTA CRUZ													
De Laveaga	1.4	1.9	3.3	4.7	4.9	5.3	5.0	4.8	3.6	3.0	1.6	1.3	40.8
Green Valley Rd	1.2	1.8	3.2	4.5	4.6	5.4	5.2	5.0	3.7	3.1	1.6	1.3	40.6
Santa Cruz	1.5	1.8	2.6	3.5	4.3	4.4	4.8	4.4	3.8	2.8	1.7	1.2	36.6
Watsonville	1.5	1.8	2.7	3.7	4.6	4.5	4.9	4.2	4.0	2.9	1.8	1.2	37.7
Webb	1.8	2.2	3.7	4.8	5.3	5.7	5.6	5.3	4.3	3.4	2.4	1.8	46.2
SHASTA													
Burney	0.7	1.0	2.1	3.5	4.9	5.9	7.4	6.4	4.4	2.9	0.9	0.6	40.9
Fall River Mills	0.6	1.0	2.1	3.7	5.0	6.1	7.8	6.7	4.6	2.8	0.9	0.5	41.8
Glenburn	0.6	1.0	2.1	3.7	5.0	6.3	7.8	6.7	4.7	2.8	0.9	0.6	42.1
McArthur	0.7	1.4	2.9	4.2	5.6	6.9	8.2	7.2	5.0	3.0	1.1	0.6	46.8
Redding	1.2	1.4	2.6	4.1	5.6	7.1	8.5	7.3	5.3	3.2	1.4	0.9	48.8

Appendix A - Reference Evapotranspiration (ETo) Table*

County and City	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual ETo
SIERRA													
Downieville	0.7	1.0	2.3	3.5	5.0	6.0	7.4	6.2	4.7	2.8	0.9	0.6	41.3
Sierraville	0.7	1.1	2.2	3.2	4.5	5.9	7.3	6.4	4.3	2.6	0.9	0.5	39.6
SISKIYOU													
Happy Camp	0.5	0.9	2.0	3.0	4.3	5.2	6.1	5.3	4.1	2.4	0.9	0.5	35.1
MacDoel	1.0	1.7	3.1	4.5	5.9	7.2	8.1	7.1	5.1	3.1	1.5	1.0	49.0
Mt Shasta	0.5	0.9	2.0	3.0	4.5	5.3	6.7	5.7	4.0	2.2	0.7	0.5	36.0
Tule lake FS	0.7	1.3	2.7	4.0	5.4	6.3	7.1	6.4	4.7	2.8	1.0	0.6	42.9
Weed	0.5	0.9	2.0	2.5	4.5	5.3	6.7	5.5	3.7	2.0	0.9	0.5	34.9
Yreka	0.6	0.9	2.1	3.0	4.9	5.8	7.3	6.5	4.3	2.5	0.9	0.5	39.2
SOLANO													
Dixon	0.7	1.4	3.2	5.2	6.3	7.6	8.2	7.2	5.5	4.3	1.6	1.1	52.1
Fairfield	1.1	1.7	2.8	4.0	5.5	6.1	7.8	6.0	4.8	3.1	1.4	0.9	45.2
Hastings Tract	1.6	2.2	3.7	5.1	6.8	7.8	8.7	7.8	5.7	4.0	2.1	1.6	57.1
Putah Creek	1.0	1.6	3.2	4.9	6.1	7.3	7.9	7.0	5.3	3.8	1.8	1.2	51.0
Rio Vista	0.9	1.7	2.8	4.4	5.9	6.7	7.9	6.5	5.1	3.2	1.3	0.7	47.0
Suisun Valley	0.6	1.3	3.0	4.7	5.8	7.0	7.7	6.8	5.3	3.8	1.4	0.9	48.3
Winters	0.9	1.7	3.3	5.0	6.4	7.5	7.9	7.0	5.2	3.5	1.6	1.0	51.0
SONOMA													
Bennett Valley	1.1	1.7	3.2	4.1	5.5	6.5	6.6	5.7	4.5	3.1	1.5	0.9	44.4
Cloverdale	1.1	1.4	2.6	3.4	5.0	5.9	6.2	5.6	4.5	2.8	1.4	0.7	40.7
Fort Ross	1.2	1.4	2.2	3.0	3.7	4.5	4.2	4.3	3.4	2.4	1.2	0.5	31.9
Healdsburg	1.2	1.5	2.4	3.5	5.0	5.9	6.1	5.6	4.5	2.8	1.4	0.7	40.8
Lincoln	1.2	1.7	2.8	4.7	6.1	7.4	8.4	7.3	5.4	3.7	1.9	1.2	51.9
Petaluma	1.2	1.5	2.8	3.7	4.6	5.6	4.6	5.7	4.5	2.9	1.4	0.9	39.6
Santa Rosa	1.2	1.7	2.8	3.7	5.0	6.0	6.1	5.9	4.5	2.9	1.5	0.7	42.0
Valley of the Moon	1.0	1.6	3.0	4.5	5.6	6.6	7.1	6.3	4.7	3.3	1.5	1.0	46.1
Windsor	0.9	1.6	3.0	4.5	5.5	6.5	6.5	5.9	4.4	3.2	1.4	1.0	44.2
STANISLAUS													
Denair	1.0	1.9	3.6	4.7	7.0	7.9	8.0	6.1	5.3	3.4	1.5	1.0	51.4
La Grange	1.2	1.5	3.1	4.7	6.2	7.7	8.5	7.3	5.3	3.4	1.4	0.7	51.2
Modesto	0.9	1.4	3.2	4.7	6.4	7.7	8.1	6.8	5.0	3.4	1.4	0.7	49.7
Newman	1.0	1.5	3.2	4.6	6.2	7.4	8.1	6.7	5.0	3.4	1.4	0.7	49.3
Oakdale	1.2	1.5	3.2	4.7	6.2	7.7	8.1	7.1	5.1	3.4	1.4	0.7	50.3
Patterson	1.3	2.1	4.2	5.4	7.9	8.6	8.2	6.6	5.8	4.0	1.9	1.3	57.3
Turlock	0.9	1.5	3.2	4.7	6.5	7.7	8.2	7.0	5.1	3.4	1.4	0.7	50.2
SUTTER													
Nicolaus	0.9	1.6	3.2	4.9	6.3	7.5	8.0	6.9	5.2	3.4	1.5	0.9	50.2
Yuba City	1.3	2.1	2.8	4.4	5.7	7.2	7.1	6.1	4.7	3.2	1.2	0.9	46.7
TEHAMA													
Corning	1.2	1.8	2.9	4.5	6.1	7.3	8.1	7.2	5.3	3.7	1.7	1.1	50.7
Gerber	1.0	1.8	3.5	5.0	6.6	7.9	8.7	7.4	5.8	4.1	1.8	1.1	54.7
Gerber Dryland	0.9	1.6	3.2	4.7	6.7	8.4	9.0	7.9	6.0	4.2	2.0	1.0	55.5
Red Bluff	1.2	1.8	2.9	4.4	5.9	7.4	8.5	7.3	5.4	3.5	1.7	1.0	51.1
TRINITY													
Hay Fork	0.5	1.1	2.3	3.5	4.9	5.9	7.0	6.0	4.5	2.8	0.9	0.7	40.1
Weaverville	0.6	1.1	2.2	3.3	4.9	5.9	7.3	6.0	4.4	2.7	0.9	0.7	40.0
TULARE													
Alpaugh	0.9	1.7	3.4	4.8	6.6	7.7	8.2	7.3	5.4	3.4	1.4	0.7	51.6
Badger	1.0	1.3	2.7	4.1	6.0	7.3	7.7	7.0	4.8	3.3	1.4	0.7	47.3
Delano	1.1	1.9	4.0	4.9	7.2	7.9	8.1	7.3	5.4	3.2	1.5	1.2	53.6

Appendix A - Reference Evapotranspiration (ETo) Table*

County and City	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual ETo
TULARE													
Dinuba	1.1	1.5	3.2	4.7	6.2	7.7	8.5	7.3	5.3	3.4	1.4	0.7	51.2
Lindcove	0.9	1.6	3.0	4.8	6.5	7.6	8.1	7.2	5.2	3.4	1.6	0.9	50.6
Porterville	1.2	1.8	3.4	4.7	6.6	7.7	8.5	7.3	5.3	3.4	1.4	0.7	52.1
Visalia	0.9	1.7	3.3	5.1	6.8	7.7	7.9	6.9	4.9	3.2	1.5	0.8	50.7
TUOLUMNE													
Groveland	1.1	1.5	2.8	4.1	5.7	7.2	7.9	6.6	5.1	3.3	1.4	0.7	47.5
Sonora	1.1	1.5	2.8	4.1	5.8	7.2	7.9	6.7	5.1	3.2	1.4	0.7	47.6
VENTURA													
Camarillo	2.2	2.5	3.7	4.3	5.0	5.2	5.9	5.4	4.2	3.0	2.5	2.1	46.1
Oxnard	2.2	2.5	3.2	3.7	4.4	4.6	5.4	4.8	4.0	3.3	2.4	2.0	42.3
Piru	2.8	2.8	4.1	5.6	6.0	6.8	7.6	7.8	5.8	5.2	3.7	3.2	61.5
Port Hueneme	2.0	2.3	3.3	4.6	4.9	4.9	4.9	5.0	3.7	3.2	2.5	2.2	43.5
Thousand Oaks	2.2	2.6	3.4	4.5	5.4	5.9	6.7	6.4	5.4	3.9	2.6	2.0	51.0
Ventura	2.2	2.6	3.2	3.8	4.6	4.7	5.5	4.9	4.1	3.4	2.5	2.0	43.5
YOLO													
Bryte	0.9	1.7	3.3	5.0	6.4	7.5	7.9	7.0	5.2	3.5	1.6	1.0	51.0
Davis	1.0	1.9	3.3	5.0	6.4	7.6	8.2	7.1	5.4	4.0	1.8	1.0	52.5
Esparto	1.0	1.7	3.4	5.5	6.9	8.1	8.5	7.5	5.8	4.2	2.0	1.2	55.8
Winters	1.7	1.7	2.9	4.4	5.8	7.1	7.9	6.7	5.3	3.3	1.6	1.0	49.4
Woodland	1.0	1.8	3.2	4.7	6.1	7.7	8.2	7.2	5.4	3.7	1.7	1.0	51.6
Zamora	1.1	1.9	3.5	5.2	6.4	7.4	7.8	7.0	5.5	4.0	1.9	1.2	52.8
YUBA													
Browns Valley	1.0	1.7	3.1	4.7	6.1	7.5	8.5	7.6	5.7	4.1	2.0	1.1	52.9
Brownsville	1.1	1.4	2.6	4.0	5.7	6.8	7.9	6.8	5.3	3.4	1.5	0.9	47.4

* The values in this table were derived from:
1) California Irrigation Management Information System (CIMIS);
2) Reference EvapoTranspiration Zones Map, UC Dept. of Land, Air & Water Resources and California Dept of Water Resources 1999; and
3) Reference Evapotranspiration for California, University of California, Department of Agriculture and Natural Resources
(1987) Bulletin 1922, 4) Determining Daily Reference Evapotranspiration, Cooperative Extension UC Division of Agriculture and Natural Resources (1987), Publication Leaflet 21426

Appendix B – Sample Water Efficient Landscape Worksheet.

WATER EFFICIENT LANDSCAPE WORKSHEET

This worksheet is filled out by the project applicant and it is a required element of the Landscape Documentation Package.
Please complete all sections (A and B) of the worksheet.

SECTION A. HYDROZONE INFORMATION TABLE

Please complete the hydrozone table(s) for each hydrozone. Use as many tables as necessary to provide the square footage of landscape area per hydrozone.

Hydrozone*	Zone or Valve	Irrigation Method**	Area (Sq. Ft.)	% of Landscape Area
	Total			**100%**

Hydrozone
HW = High Water Use Plants
MW = Moderate Water Use Plants
LW = Low Water Use Plants

****Irrigation Method***
MS = Micro-spray
S = Spray
R = Rotor
B= Bubbler
D= Drip
O = Other

SECTION B. WATER BUDGET CALCULATIONS

Section B1. Maximum Applied Water Allowance (MAWA)

The project's Maximum Applied Water Allowance shall be calculated using this equation:

MAWA = (ETo) (0.62) [(0.7 x LA) + (0.3 x SLA)]

where:

MAWA = Maximum Applied Water Allowance (gallons per year)
ETo = Reference Evapotranspiration from Appendix A (inches per year)
0.7 = ET Adjustment Factor (ETAF)
LA = Landscaped Area includes Special Landscape Area (square feet)
0.62 = Conversion factor (to gallons per square foot)
SLA = Portion of the landscape area identified as Special Landscape Area (square feet)
0.3 = the additional ET Adjustment Factor for Special Landscape Area (1.0 - 0.7 = 0.3)

Maximum Applied Water Allowance = _____**gallons per year**

Show calculations.

Effective Precipitation (Eppt)

If considering Effective Precipitation, use 25% of annual precipitation. Use the following equation to calculate Maximum Applied Water Allowance:

MAWA= (ETo – Eppt) (0.62) [(0.7 x LA) + (0.3 x SLA)]

Maximum Applied Water Allowance = _____**gallons per year**

Show calculations.

Section B2. Estimated Total Water Use (ETWU)

The project's Estimated Total Water Use is calculated using the following formula:

$$ETWU = (ETo)(0.62)\left(\frac{PF\,x\,HA}{IE} + SLA\right)$$

where:

ETWU = Estimated total water use per year (gallons per year)
ETo = Reference Evapotranspiration (inches per year)
PF = Plant Factor from WUCOLS (see Definitions)
HA = Hydrozone Area [high, medium, and low water use areas] (square feet)
SLA = Special Landscape Area (square feet)
0.62 = Conversion Factor (to gallons per square foot)
IE = Irrigation Efficiency (minimum 0.71)

Hydrozone Table for Calculating ETWU

Please complete the hydrozone table(s). Use as many tables as necessary.

Hydrozone	Plant Water Use Type(s)	Plant Factor (PF)	Area (HA) (square feet)	PF x HA (square feet)
			Sum	
	SLA			

Estimated Total Water Use = _____gallons

Show calculations.

Appendix C – Sample Certificate of Completion.

CERTIFICATE OF COMPLETION

This certificate is filled out by the project applicant upon completion of the landscape project.

PART 1. PROJECT INFORMATION SHEET

Date		
Project Name		
Name of Project Applicant	Telephone No.	
	Fax No.	
Title	Email Address	
Company	Street Address	
City	State	Zip Code

Project Address and Location:

Street Address		Parcel, tract or lot number, if available.
City		Latitude/Longitude (optional)
State	Zip Code	

Property Owner or his/her designee:

Name	Telephone No.	
	Fax No.	
Title	Email Address	
Company	Street Address	
City	State	Zip Code

Property Owner

"I/we certify that I/we have received copies of all the documents within the Landscape Documentation Package and the Certificate of Completion and that it is our responsibility to see that the project is maintained in accordance with the Landscape and Irrigation Maintenance Schedule."

_____

Property Owner Signature Date

Please answer the questions below:

1. Date the Landscape Documentation Package was submitted to the local agency_____
2. Date the Landscape Documentation Package was approved by the local agency_____
3. Date that a copy of the Water Efficient Landscape Worksheet (including the Water Budget Calculation) was submitted to the local water purveyor_____

PART 2. CERTIFICATION OF INSTALLATION ACCORDING TO THE LANDSCAPE DOCUMENTATION PACKAGE

"I/we certify that based upon periodic site observations, the work has been substantially completed in accordance with the ordinance and that the landscape planting and irrigation installation conform with the criteria and specifications of the approved Landscape Documentation Package."

Signature*	Date	
Name (print)	Telephone No.	
	Fax No.	
Title	Email Address	
License No. or Certification No.		
Company	Street Address	
City	State	Zip Code

*Signer of the landscape design plan, signer of the irrigation plan, or a licensed landscape contractor.

PART 3. IRRIGATION SCHEDULING

Attach parameters for setting the irrigation schedule on controller per ordinance Section 492.10.

PART 4. SCHEDULE OF LANDSCAPE AND IRRIGATION MAINTENANCE

Attach schedule of Landscape and Irrigation Maintenance per ordinance Section 492.11.

PART 5. LANDSCAPE IRRIGATION AUDIT REPORT

Attach Landscape Irrigation Audit Report per ordinance Section 492.12.

PART 6. SOIL MANAGEMENT REPORT

Attach soil analysis report, if not previously submitted with the Landscape Documentation Package per ordinance Section 492.5.

Attach documentation verifying implementation of recommendations from soil analysis report per ordinance Section 492.5.