

ATTACHMENT B

Table of Contents

Section	Page
Section 1 – Permittee Information.....	1-1
Section 2 – Provision C.2 Municipal Operations.....	2-1
Section 3 – Provision C.3 New Development and Redevelopment.....	3-1
Section 4 – Provision C.4 Industrial and Commercial Site Controls.....	4-1
Section 5 – Provision C.5 Illicit Discharge Detection and Elimination.....	5-1
Section 6 – Provision C.6 Construction Site Controls.....	6-1
Section 7 – Provision C.7 Public Information and Outreach.....	7-1
Section 8 – Provision C.8 Water Quality Monitoring.....	8-1
Section 9 – Provision C.9 Pesticides Toxicity Controls.....	9-1
Section 10 – Provision C.10 Trash Load Reduction.....	10-1
Section 11 – Provision C.11 Mercury Controls.....	11-1
Section 12 – Provision C.12 PCBs Controls.....	12-1
Section 13 – Provision C.13 Copper Controls.....	13-1
Section 14 – Provision C.14 PBDE, Legacy Pesticides and Selenium Controls.....	14-1
Section 15 – Provision C.15 Exempted and Conditionally Exempted Discharges.....	15-1

Permittee Name: Town of Portola Valley

Section 1 – Permittee Information

Background Information				
Permittee Name:	Town of Portola Valley			
Population:	4500			
NPDES Permit No.:	CAS612008			
Order Number:	R2-2009-0074R			
Reporting Time Period (month/year):	July / 2011 through June / 2012			
Name of the Responsible Authority:	Howard Young	Title:	Public Works Director	
Mailing Address:	765 Portola Road			
City:	Portola Valley	Zip Code:	94028	County: San Mateo
Telephone Number:	650-851-1700 x 214	Fax Number:	650-851-4677	
E-mail Address:	hyoung@portolavalley.net			
Name of the Designated Stormwater Management Program Contact (if different from above):	Same as above	Title:		
Department:	Public Works Department			
Mailing Address:	Same as above			
City:		Zip Code:		County:
Telephone Number:		Fax Number:		
E-mail Address:				

Section 2 - Provision C.2 Reporting Municipal Operations

Program Highlights and Evaluation

Highlight/summarize activities for reporting year:

Summary:

The Town of Portola Valley is a small rural community that consists of mainly affluent residential neighborhoods. It has a small population of approx. 4,500. The entire Town staff only consist of 14 employees. The Town being almost all single family residential, there were no regulated projects approved this reporting period.

The Town performed its annual winterization inspections at each private development site per standards. BMP's and erosion control as discussed at all pre-construction meetings prior to work by a private contractor. There were no projects over 1 acre. BMP's and erosion control are enforced on any public projects as required. Again, being almost all single family residential, there were no regulated projects approved this reporting period. The Town inspects all unregulated projects also.

The Town held its annual hazardous household waste cleanup day and Neighborhood Cleanup day in October 2011.

The Town continues to perform litter pick up, leaf removal, drain inlet inspection, creek inspection, and street sweeping.

The Town continues to contract with San Mateo County Environmental Health Department to perform Industrial inspections on behalf of the town.

There were no major violations or discharge.

The Town stopped using chemical weed control along our roads in an effort to be more environmentally friendly.

Town staff continues to attend NPDES Technical Advisory Committee meetings and New Development subcommittee meetings even with a small staff.

The Town has been pro-active about BMP's, erosion control, water quality and sustainability for many years.

The Town's new Conservation Element of the General Plan provides for conservation of the natural resources of the town including (but not limited to) water in the form of creeks, ponds, ground water and imported water. Accordingly, this element provides for the most comprehensive review, of all general plan elements, of development in the town with respect to the natural environment. The element stipulates that new development will be carried out in a manner that will help ensure conservation goals are met.

--

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: **These are standard procedures written into our bidding contract documents**

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
n/a	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs

Comments: **The Town of Portola Valley is small and rural in environment consisting of mainly residential neighborhoods. We do not have any sidewalks and do not do any pressure washing.**

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

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

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

Comments: **The Town of Portola Valley is small and rural in environment consisting of mainly residential neighborhoods with single family homes. We do not have any sidewalks and do not do any pressure washing. There are no large graffiti issues.**

C.2.d. ► Stormwater Pump Stations

Does your municipality own stormwater pump stations: Yes No

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

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

Pump Station Name and Location	First inspection Dry Weather DO Data		Second inspection Dry Weather DO Data	
	Date	mg/L	Date	mg/L
n/a – the town does not own or operate any pump stations				

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

--	--	--	--	--

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

Summary:

Attachments:

Complete the following table for wet weather inspection data for pump stations (add more rows for additional pump stations):

Pump Station Name and Location	Date (2x/year required)	Presence of Trash (Cubic Yards)	Presence of Odor (Yes or No)	Presence of Color (Yes or No)	Presence of Turbidity (Yes or No)	Presence of Floating Hydrocarbons (Yes or No)
n/a – the Town does not own any pump stations						

C.2.e. ► Rural Public Works Construction and Maintenance	
Does your municipality own/maintain rural ² roads:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If your answer is No then skip to C.2.f.	
Place 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:	
<input checked="" type="checkbox"/>	Control of road-related erosion and sediment transport from road design, construction, maintenance, and repairs in rural areas
<input checked="" type="checkbox"/>	Identification and prioritization of rural road maintenance based on soil erosion potential, slope steepness, and stream habitat resources
<input checked="" type="checkbox"/>	No impact to creek functions including migratory fish passage during construction of roads and culverts
<input checked="" type="checkbox"/>	Inspection of rural roads for structural integrity and prevention of impact on water quality
<input checked="" type="checkbox"/>	Maintenance of rural roads adjacent to streams and riparian habitat to reduce erosion, replace damaging shotgun culverts and excessive erosion
<input checked="" type="checkbox"/>	Re-grading of unpaved rural roads to slope outward where consistent with road engineering safety standards, and installation of water bars as appropriate
<input checked="" type="checkbox"/>	Inclusion of measures to reduce erosion, provide fish passage, and maintain natural stream geomorphology when replacing culverts or design of new culverts or bridge crossings
Comments including listing increased maintenance in priority areas: All roads are inspected annually. No known road erosion problems or new roads in the last 10 years. The Town of Portola Valley is a small rural community.	

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.

Permittee Name: Town of Portola Valley

C.2.f. ► Corporation Yard BMP Implementation			
Place an X in the boxes below that apply to your corporations yard(s):			
<input type="checkbox"/>	We do not have a corporation yard		
<input type="checkbox"/>	Our corporation yard is a filed NOI facility and regulated by the California State Industrial Stormwater NPDES General Permit		
<input checked="" type="checkbox"/>	We have a 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:			
<input checked="" type="checkbox"/>	Control of pollutant discharges to storm drains such as wash waters from cleaning vehicles and equipment		
<input checked="" type="checkbox"/>	Routine inspection prior to the rainy seasons of corporation yard(s) to ensure non-stormwater discharges have not entered the storm drain system		
<input checked="" type="checkbox"/>	Containment of all vehicle and equipment wash areas through plumbing to sanitary or another collection method		
<input checked="" type="checkbox"/>	Use of dry cleanup methods when cleaning debris and spills from corporation yard(s) or collection of all wash water and disposing of wash water to sanitary or other location where it does not impact surface or groundwater when wet cleanup methods are used		
<input checked="" type="checkbox"/>	Cover and/or berm outdoor storage areas containing waste pollutants		
Comments: We are a small rural community with 3 maintenance employees. We have a very small 0.5 acre maintenance yard. We have a trap designed into our catch basin that catches pollutants. We use the Countywide Municipal Yard Inspection Form template.			
If you have a corporation yard(s) that is not an NOI facility , complete the following table for inspection results for your corporation yard(s) or attach a summary including the following information:			
Corporation Yard Name	Inspection Date (1x/year required)	Inspection Findings/Results	Follow-up Actions
Town Center Yard	October 1, 2011	none	none
Town Center Yard	April 30, 2012	none	none

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

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:
The C.3 New Development and Redevelopment section of the Countywide program’s FY 11-12 Annual Report includes a description of activities conducted at the countywide or regional level.

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

- Fill in attached table **C.3.b.v.(1)** or attach your own table including the same information.
The Town of Portola Valley did not approve any regulated projects during the reporting period 2010/2011. We are a small rural Town with all projects being individual single family homes, which are exempt from requirements for C.3 Regulated Projects.

C.3.iii(3) Low Impact Development Reporting

(For FY 11-12 Annual Report only) Report the method(s) of implementation of Provision C.3.c.i in the 2012 Annual Report. For specific tasks listed in Provision C.3.c.i. that are reported using the reporting tables required for Provision C.3.b.v, a reference to those tables is adequate.

We have modified local ordinances/policies/procedures and the C.3. Data Form to require all regulated projects approved after December 1, 2011 to implement LID source control, site design and stormwater treatment requirements. We are using the following Program and BASMAA products to ensure LID implementation:

- **LID Infeasibility/Feasibility Worksheets**
- **Biotreatment Soil Specifications**
- **Green Roof Specifications**

--

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

(For FY 11-12 Annual Report only) Did your agency make any ordinance/legal authority and procedural changes to implement Provision C.3.e.?	<input type="checkbox"/>	Yes.	<input checked="" type="checkbox"/>	No
If yes, attach a copy of the ordinance/legal authority changes or provide a link to the document(s). Discuss any procedural changes made.				
(For FY 11-12 Annual Report and each Annual Report thereafter) Is your agency choosing to require 100% LID treatment onsite for all Regulated Projects and not allow alternative compliance under Provision C.3.e.?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Comments (optional):				

C.3.e.vi ► Special Projects Reporting

1. Has your agency received, but not yet granted final discretionary approval of, a development permit application for a project that has been identified as a potential Special Project based on criteria listed in MRP Provision C.3.e.ii(2) for any of the three categories of Special Projects (Categories A, B or C)?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
2. Has your agency granted final discretionary approval of a project identified as a Special Project in the March 15, 2012 report? If yes, include the project in both the C.3.b.v.(1) Table, and the C.3.e.vi. Table.	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If you answered "Yes" to either question, <ol style="list-style-type: none"> 1) Complete Table C.3.e.vi . below. 2) Attach narrative discussion of 100% LID Feasibility or Infeasibility for each project. <p>The Town of Portola Valley is small and rural in environment consisting of mainly residential neighborhoods. No regulated projects were approved or reported for 2010/2011.</p>				

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

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

(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:

The Town of Portola Valley is small and rural in environment consisting of mainly residential neighborhoods. No regulated projects were approved or reported for 2011/2012. It does not have any projects that required treatment systems.

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

Summary:

The Town of Portola Valley is small and rural in environment consisting of mainly residential neighborhoods. No regulated projects were reported for 2010/2011. It does not have any projects that required treatment systems.

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

• Inspect all newly installed stormwater treatment systems and HM controls within 45 days of installation?	na	Yes	na	No
• Inspect at least 20 percent of the total number of installed stormwater treatment systems or HM controls?	na	Yes	na	No
• Inspect at least 20 percent of the total number of installed vault-based systems?	na	Yes	na	No

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

The Town of Portola Valley is small and rural in environment consisting of mainly residential neighborhoods. No regulated projects were reported for 2011/2012. It does not have any projects that required treatment systems.

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 ⁹ , Street Address	Name of Developer	Project Phase No. ¹⁰	Project Type & Description ¹¹	Project Watershed ¹²	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New Impervious Surface Area (ft ²) ¹³	Total Replaced Impervious Surface Area (ft ²) ¹⁴	Total Pre- Project Impervious Surface Area ¹⁵ (ft ²)	Total Post- Project Impervious Surface Area ¹⁶ (ft ²)
Private Projects											
None / na											
none											
none											
none											
none											
Public Projects											
None / na											
None/ na											
None/ na											
None/ na											
None/ na											
Comments: The Town of Portola Valley did not approve any regulated projects during the reporting period 2011/2012. We are a small rural Town with all projects being individual single family homes, which are exempt from requirements for C.3 Regulated Projects.											

⁹ Include cross streets

¹⁰ 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".

¹¹ 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.

¹² State the watershed(s) in which the Regulated Project is located. Optional but recommended: Also state the downstream watershed(s).

¹³ All impervious surfaces added to any area of the site that was previously existing pervious surface.

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

¹⁵ For redevelopment projects, state the pre-project impervious surface area.

¹⁶ 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 ¹⁷	Application Final Approval Date ¹⁷	Source Control Measures ¹⁸	Site Design Measures ¹⁹	Treatment Systems Approved ²⁰	Operation & Maintenance Responsibility Mechanism ²¹	Hydraulic Sizing Criteria ²²	Alternative Compliance Measures ^{23/24}	Alternative Certification ²⁵	HM Controls ^{26/27}
Private Projects										
None, n/a										
none										
none										
none										
none										
none										
none										

Comments:

The Town of Portola Valley did not approve any regulated projects during the reporting period 2011/2012. We are a small rural Town with all projects being individual single family homes, which are exempt from requirements for C.3 Regulated Projects.

¹⁷ For private projects, state project application deemed complete date and final discretionary approval date. If the project did not go through discretionary review, report the building permit issuance date.

¹⁸ 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.

¹⁹ 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.

²⁰ 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.).

²¹ 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.

²² See Provision C.3.d.i. "Numeric Sizing Criteria for Stormwater Treatment Systems" for list of hydraulic sizing design criteria. Enter the corresponding provision number of the appropriate criterion (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3).

²³ 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.

²⁴ 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.

²⁵ Note whether a third party was used to certify the project design complies with Provision C.3.d.

²⁶ If HM control is not required, state why not.

²⁷ If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).

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

Project Name Project No.	Approval Date ²⁸	Date Construction Scheduled to Begin	Source Control Measures ²⁹	Site Design Measures ³⁰	Treatment Systems Approved ³¹	Operation & Maintenance Responsibility Mechanism ³²	Hydraulic Sizing Criteria ³³	Alternative Compliance Measures ^{34/35}	Alternative Certification ³⁶	HM Controls ^{37/38}
Public Projects										
none										
none										
none										
none										
none										
none										

Comments:

No regulated projects to report

The Town of Portola Valley did not approve any regulated projects during the reporting period 2011/2012. We are a small rural Town with all projects being individual single family homes.

²⁸ For public projects, enter the plans and specifications approval date.

²⁹ 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.

³⁰ 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.

³¹ 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.).

³² 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.

³³ See Provision C.3.d.i. "Numeric Sizing Criteria for Stormwater Treatment Systems" for list of hydraulic sizing design criteria. Enter the corresponding provision number of the appropriate criterion (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3).

³⁴ 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.

³⁵ 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.

³⁶ Note whether a third party was used to certify the project design complies with Provision C.3.d.

³⁷ If HM control is not required, state why not.

³⁸ If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).

C.3.h.iv. ► 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) ³⁹	Party Responsible ⁴⁰ For Maintenance	Date of Inspection	Type of Inspection ⁴¹	Type of Treatment/HM Control(s) Inspected ⁴²	Inspection Findings or Results ⁴³	Enforcement Action Taken ⁴⁴	Comments/Follow-up
None n/a	None n/a								
None n/a	None n/a								
None n/a	None n/a								
None n/a	None n/a								
None n/a	None n/a								
None n/a	None n/a								

The Town of Portola Valley is small and rural in environment consisting of mainly residential neighborhoods. No Regulated projects were approved. Individual single family homes are exempt. No projects that required treatment systems.

³⁹ Indicate "YES" if the facility was installed within the reporting period, or "NO" if installed during a previous fiscal year.

⁴⁰ State the responsible operator for installed stormwater treatment systems and HM controls.

⁴¹ State the type of inspection (e.g., 45-day, routine or scheduled, follow-up, etc.).

⁴² 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.

⁴³ State the inspection findings or results (e.g., proper installation, improper installation, proper O&M, immediate maintenance needed, etc.).

⁴⁴ State the enforcement action(s) taken, if any, as appropriate and consistent with your municipality's Enforcement Response Plan.

C.3.e.vi.Special Projects Reporting Table												
Reporting Period – December 1, 2011 – June 30, 2012												
Project Name & No.	Permittee	Address	Application Submittal Date ⁴⁵	Status ⁴⁶	Description ⁴⁷	Site Total Acreage	Density DU/Acre	Density FAR	Special Project Category ⁴⁸	LID Treatment Reduction Credit Available ⁴⁹	List of LID Stormwater Treatment Systems ⁵⁰	List of Non-LID Stormwater Treatment Systems ⁵¹
None n/a									Category A: Category B: Category C: Location: Density: Parking:	Category A: Category B: Category C: Location: Density: Parking:	Indicate each type of LID treatment system and the percentage of total runoff treated	Indicate each type of non-LID treatment system and the percentage of total runoff treated. Indicate whether minimum design criteria met or certification received
n/a												

The Town of Portola Valley is small and rural in environment consisting of mainly residential neighborhoods. No Regulated projects were approved. Individual single family homes are exempt. No projects that required treatment systems.

⁴⁵ Date that a planning application for the Special Project was submitted. If a planning application has not been submitted, include a projected application date.

⁴⁶ Indicate whether final discretionary approval is still pending or has been granted, and provide the date or version of the project plans upon which reporting is based.

⁴⁷ Type of project (commercial, mixed-use, residential), number of floors, number of units, type of parking, and other relevant information.

⁴⁸ For each applicable Special Project Category, list the specific criteria applied to determine applicability. For each non-applicable Special Project Category, indicate n/a.

⁴⁹ For each applicable Special Project Category, state the maximum total LID Treatment Reduction Credit available. For Category C Special Projects also list the individual Location, Density, and Minimized Surface Parking Credits available.

⁵⁰ List all LID stormwater treatment systems proposed. For each type, indicate the percentage of the total amount of runoff identified in Provision C.3.d. for the Special Project's drainage area.

⁵¹ List all non-LID stormwater treatment systems proposed. For each type of non-LID treatment system, indicate: (1) the percentage of the total amount of runoff identified in Provision C.3.d. for the Special Project's drainage area, and (2) whether the treatment system either meets minimum design criteria published by a government agency or received certification issued by a government agency, and reference the applicable criteria or certification.

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

Program Highlights

Provide background information, highlights, trends, etc.

Note that the town contracts with San Mateo County Environmental Health Department to perform industrial, business, hazmat, and food facility inspections on behalf of the town.

See Industrial and Commercial Site Controls section of the Program's FY 11-12 Annual Report for a description of activities of the countywide program and/or the BASMAA Municipal Operations Committee.

C.4.b.i. ► Business Inspection Plan

Do you have a Business Inspection Plan? Yes No

If No, explain:
The Towns Business Inspection Plans complies with the Countywide template Industrial and Commercial Business Inspection Plan Template. (Provision C.4.b.ii.). Being a rural town with very limited commercial, the County inspects all facilities and there are no additional facilities to inspect.

Note that the town contracts with San Mateo County Environmental Health Department to perform industrial, business, hazmat, and food facility inspections on behalf of the town.

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.

Note that the town contracts with San Mateo County Environmental Health Department to perform industrial, business, hazmat, and food facility inspections on behalf of the town. Being a rural town with very limited commercial, the County inspects all facilities and there are no additional facilities to inspect.

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.

Note that the town contracts with San Mateo County Environmental Health Department to perform industrial, business, hazmat, and food facility inspections on behalf of the town. Being a rural town with very limited commercial, the County inspects all facilities and there are no additional facilities to inspect. See attached list.

C.4.c.iii.(1) ► Facility Inspections

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

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

	Number	Percent
Number of businesses inspected	5	
Total number of inspections conducted	5	
Number of violations (excluding verbal warnings)	0	
Sites inspected in violation	0	0%
Violations resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner	n/a	na

Comments:

Note that the town contracts with San Mateo County Environmental Health Department to perform industrial, business, hazmat, and food facility inspections on behalf of the town.

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

Violations not resolved within a timely manner: All violations were resolved within a timely manner.

C.4.c.iii.(2) ► Frequency and Types/Categories of Violations Observed

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

Type/Category of Violations Observed	Number of Violations
Actual discharge (e.g. active non-stormwater discharge or clear evidence of a recent discharge)	0
Potential discharge and other	0
Comments: An Actual Discharge is counted as one discharge per inspection per site. Note that the town contracts with San Mateo County Environmental Health Department to perform industrial, business, hazmat, and food facility inspections on behalf of the town.	

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) ⁴⁶	Number of Enforcement Actions Taken	% of Enforcement Actions Taken ⁴⁷
Level 1	Verbal warning	1	100%
Level 2	Warning notice or admin action	0	0
Level 3	Admin. Action with penalty and / or cost recovery	0	0
Level 4	Legal action	0	0
Total		1	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 ⁴⁸	Number of Actual Discharge Violations	Number of Potential/Other Discharge Violations
Food Facilities	0	0

⁴⁶ Agencies to list specific enforcement actions as defined in their ERPs.

⁴⁷ Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

⁴⁸ List your Program's standard business categories.

Permittee Name: Town of Portola Valley

Hazardous Material/Hazardous Waste	0	0
Total	0	0

C.4.c.iii.(4) ► Non-Filers

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

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

Note that the town contracts with San Mateo County Environmental Health Department to perform industrial, business, hazmat, and food facility inspections on behalf of the town.

C.4.d.iii ► Staff Training Summary

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance*	Percent of Inspectors in Attendance
Stormwater Inspection	9/21/11	Stormwater Inspection at Haz Mat Sites	10	85%
Stormwater Inspection	9/22/11	Stormwater Inspection at Food Facilities	13	87%
Stormwater Inspection	4/25/12	County Wide Stormwater Inspector Training	22	85%

* Attendance reported for County EH staff

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

Program Highlights
Provide background information, highlights, trends, etc.
Continued inspection of creeks and public inlets and all projects

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.									
<table border="1"> <thead> <tr> <th>Contact</th> <th>Description</th> <th>Phone Number</th> </tr> </thead> <tbody> <tr> <td>Public Works Director, Howard Young</td> <td>Town of Portola Valley, Public Works Department</td> <td>650-851-1700 x 214</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Contact	Description	Phone Number	Public Works Director, Howard Young	Town of Portola Valley, Public Works Department	650-851-1700 x 214			
Contact	Description	Phone Number							
Public Works Director, Howard Young	Town of Portola Valley, Public Works Department	650-851-1700 x 214							

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: Note that the town contracts with San Mateo County Environmental Health Department to perform industrial, business, hazmat, and food facility inspections on behalf of the town. County Environmental Health has initiated educational outreach to mobile food facilities.

C.5.e.iii ► Evaluation of Collection System Screening Program
Provide a summary or attach a summary of your collection screening program, a summary of problems found during collection system screening and any changes to the screening program this FY.
Description: The Town is rural in nature with many trees. Its drainage system consist of pipes and mostly natural swales. Collection screening would not be applicable in this setting as most of the items would be natural tree leaves.

C.5.f.iii.(1), (2), (3) ▶ Spill and Discharge Complaint Tracking

Spill and Discharge Complaint Tracking (fill out the following table or include an attachment of the following information)

	Number	Percentage
Discharges reported (C.5.f.iii.(1))	0	
Discharges reaching storm drains and/or receiving waters (C.5.f.iii.(2))	0	100%
Discharges resolved in a timely manner (C.5.f.iii.(3))	0	100%

Comments:
If spills occur, the Public Works Department takes the complaint and responds. We are a small rural community. Our storm drain system consists mostly of open ditches. If spills are detected, efforts are made to contain the spill by BMP's. No spills this reporting year.

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

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

The Town of Portola Valley is small and rural in environment consisting of mainly residential neighborhoods. No significant reports.

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)
#0	#0	#0
<p>Comments:</p> <p>No projects that disturb less than 1 acre of land and no high priority projects. The Town of Portola Valley is small and rural in environment consisting of mainly residential neighborhoods. No significant reports were found, this is similar and typical for the Town on a yearly basis. The Town performs winterization inspections of all sites, including those that disturb less than 1 acre of land and are not high priority projects. Inspections are performed between Oct 1- April 30. Typical minor issues that required re-inspection are: Worn or deteriorated erosion control products.</p> <p><u>The reported numbers used for this section are for projects are for inspections of projects that disturbed less than 1 acre of land and were not high priority sites. 20 sites were visited.</u></p> <p>1)</p>		

C.6.e.iii.1.d ▶ Construction Activities Storm Water Violations		
BMP Category	Number of Violations⁴⁹	% of Total Violations⁵⁰
Erosion Control	0	100%
Run-on and Run-off Control	0	100%
Sediment Control	0	100%
Active Treatment Systems	0	100%
Good Site Management	0	100%
Non Stormwater Management	0	100%
Total	0	100%

C.6.e.iii.1.e ▶ Construction Related Storm Water Enforcement Actions			
	Enforcement Action (as listed in ERP)⁵¹	Number Enforcement Actions Taken	% Enforcement Actions Taken⁵²
Level 1	Verbal notice / warning	0	100%
Level 2	Written notice / Notice of Violation	0	100%
Level 3	Notice to Comply	0	100%
Level 4	Legal Action	0	100%
Total		0	100%

⁴⁹ Count one violation in a category for each site and inspection regardless of how many violations/problems occurred in the BMP category.

⁵⁰ Percentage calculated as number of violations in each category divided by total number of violations in all six categories.

⁵¹ Agencies should list the specific enforcement actions as defined in their ERPs.

⁵² Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

C.6.e.iii.1.f, g ► Illicit Discharges	
	Number
Number of illicit discharges, actual and those inferred through evidence (C.6.e.iii.1.f)	0
Number of sites with discharges, actual and those inferred through evidence (C.6.e.iii.1.g)	0

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	100%
Violations not fully corrected within 30 days after violations are discovered (C.6.e.iii.1.i)	0	0%
Total number of violations for the reporting year⁵³	0	100%
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 Town had typical minor BMP performance issues, consisting of worn or deteriorated erosion control materials. All minor similar issues to previous years. [[== This will need to be revised based on whether any of the projects triggered the C.6 reporting requirements described in C.6.e.==]]

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: Strengths: Standard Public Works Inspection. Winterization letter is sent out as a reminder. Public Works inspection is scheduled with each project

⁵³ 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.

Permittee Name: Town of Portola Valley

with a permit. Inspection and follow-up to take place.

The Town has a very good construction program. We inspect all projects utilizing MRP requirements. Our inspections used the revised storm water construction inspection forms and inspection data tracking tools, revised operating procedures and provided training to inspectors, conducted inspections with the new forms. Refer to the C.6 Construction Site Control section of countywide program's FY 11-12 Annual Report for a description of activities at the countywide or regional level.

C.6.f ▶ Staff Training Summary

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
0	0	0	0	0

Per permit, training is required every other year. Town attended training previous year. Town is preparing to attend training this coming year.

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:

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

BASMAA Youth Litter Campaign Report

C.7.b.iii.1 ▶ Pre-Campaign Survey

(For the Annual Report following the 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:

The following separate report developed by BASMAA summarizes the pre-campaign survey conducted in FY 11-12:

- **BASMAA Youth Litter Campaign Report**

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

	Survey report attached
x	Reference to regional submittal: BASMAA Youth Litter Campaign Report

C.7.c ▶ Media Relations

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

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

Summary:

The following separate report developed by BASMAA summarizes media relations efforts conducted during FY 11-12:

- **BASMAA Media Relations Final Report FY 11-12**

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 11-12 Annual Report.

--

C.7.d ► Stormwater Point of Contact

Summary of any changes made during FY 10-11:

The Countywide Program’s point of contact has not changed. A summary of efforts conducted by the countywide program to publicize stormwater points of contact is included within the C.7 Public Information and Outreach section of the Countywide Program’s FY 11-12 Annual Report.

C.7.e ► Public Outreach Events

Describe general approach to event selection. Provide a list of outreach materials and giveaways distributed.

Use the following table for reporting and evaluating public outreach events

Event Details	Description (messages, audience)	Evaluation of Effectiveness
Provide event name, date, and location. Indicate if event is local, countywide or regional.	Identify type of event (e.g., school fair, farmers market etc.), type of audience (school children, gardeners, homeowners etc.) and outreach messages (e.g., Enviroscene presentation, pesticides, stormwater awareness)	Provide general staff feedback on the event (e.g., success at reaching a broad spectrum of the community, well attended, good opportunity to talk to gardeners etc.). Provide other details such as: <ul style="list-style-type: none"> • Estimated overall attendance at the event. • Number of people that visited the booth, comparison with previous years • Number of brochures and giveaways distributed • Results of any spot surveys conducted
The following outreach events were done on a countywide level by SMCWPPP and are included in the C.7 Public Information and Outreach section of Countywide Program’s FY 11-12 Annual Report: <ul style="list-style-type: none"> • Coordination of California Coastal Cleanup Day in San Mateo County, September 17, 2011. • 2012 County Fair, June 19-17, 2012. The Town posted posters at the Town Hall		

Permittee Name: Town of Portola Valley

advertising the Coastal cleanup Day		
Neighborhood Clean Up, August 6, 2011	Audience: homeowners. Message: encourage proper disposal of unwanted items; also inform residents of proper disposal of hazardous items.	Well attended.
Water-Efficient Landscape Class – Alternatives to Lawn, September 29, 2011	Audience: homeowners and landscapers. Message: learn how to safely remove lawn by sheet-mulching, design a welcoming garden of water-wise plants, and create landscape features using permeable surfaces	Approximately 35 homeowners and local landscapers attended the event; opportunity to distribute information about storm water pollution prevention.
Household Hazardous Waste Collection, October 8, 2011	Audience: homeowners. Message: encourage proper disposal of unwanted items; also inform residents of proper disposal of hazardous items.	Well utilized
Neighborhood Clean Up, October 15, 2011	Audience: homeowners. Message: encourage proper disposal of unwanted items; also inform residents of proper disposal of hazardous items.	Well attended
Water-Efficient Landscape Class - Sustainable Landscaping, October 20, 2011	Audience: homeowners and landscapers. Message: Removing and replacing a lawn with drought-tolerant native plants; go from weekly mowing and blowing to quarterly pruning and maintenance, techniques for easy weed control and lawn removal without pesticides, along with tips on how to feed your soil instead of your plants.	Approximately 30 homeowners and local landscapers attended the event; opportunity to distribute information about storm water pollution prevention.
Fundamentals of Water-Wise Gardening Workshop, March 31, 2012	Audience: homeowners and gardeners. Message: water-saving gardening techniques with California native plants including plant selection and placement, irrigation, soil preparation, drainage and site design.	Approximately 45 homeowners and gardeners attended the event; opportunity to distribute information about storm water pollution prevention..
Earth Day Fair 2012, April 28, 2012	Included Upcycled Art Contest for school-aged children, upcycled art activities at the event, waste/recycling hauler educating about recycling, Community Shred event and sculpture of litter created by a local student to increase awareness of pollution of the waterways.	Approximately 200 homeowners and children attended the event. Reached a wide audience and distributed information about storm water pollution prevention.

C.7.f. ► Watershed Stewardship Collaborative Efforts

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

Evaluate effectiveness by describing the following:

- Efforts undertaken
- Major accomplishments

Summary:

A summary of efforts conducted by the countywide program to work with watershed stewardship groups is included within the C.7 Public Information and Outreach section of the Countywide Program's FY 11-12 Annual Report

C.7.g. ► Citizen Involvement Events

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

Event Details	Description	Evaluation of effectiveness
Provide event name, date, and location. Indicate if event is local, countywide or regional	Describe activity (e.g., creek clean-up, storm drain marking etc.)	Provide general staff feedback on the event. Provide other evaluation details such as: <ul style="list-style-type: none"> • Number of participants. Any change in participation from previous years. • Distance of creek or water body cleaned • Quantity of trash/recyclables

FY 2011-2012 Annual Report

Permittee Name: Town of Portola Valley

C.7 – Public Information and Outreach

		<ul style="list-style-type: none"> collected (weight or volume). Number of inlets marked. Data trends
<p>The following citizen involvement events were done on a countywide level by SMCWPPP and are included in the C.7 Public Information and Outreach section of Countywide Program's FY 11-12 Annual Report:</p> <ul style="list-style-type: none"> Coordination of California Coastal Cleanup Day in San Mateo County, September 17, 2011. Administration of a Community Action Grant program <p>The Town posted posters at the Town Hall advertising the Coastal cleanup Day</p>	Coastal cleanup day	
Earth Day Fair 2012, April 28, 2012	Included Upcycled Art Contest for school-aged children, upcycled art activities at the event, waste/recycling hauler educating about recycling, Community Shred event and sculpture of litter created by a local student to increase awareness of pollution of the waterways.	Approximately 200 homeowners and children attended the event. Reached a wide audience and distributed information about storm water pollution prevention.

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
<p>Provide the following information:</p> <p>Name</p> <p>Grade or level (elementary/</p>	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.

FY 2011-2012 Annual Report

C.7 – Public Information and Outreach

Permittee Name: Town of Portola Valley

middle/ high)			
<p>SMCWPPP conducted two school-aged children outreach programs countywide. A summary of efforts conducted by the countywide program for school-aged children outreach is included within the C.7 Public Information and Outreach section of the Countywide Program's FY 11-12 Annual Report.</p> <p>Refer to the tables for SMCWPPP school-age children outreach efforts.</p>			
Earth Day Fair 2012, April 28, 2012	<p>Included Upcycled Art Contest for school-aged children, upcycled art activities at the event, waste/recycling hauler educating about recycling, Community Shred event and sculpture of litter created by a local student to increase awareness of pollution of the waterways.</p>		<p>Approximately 200 homeowners and children attended the event. Reached a wide audience and distributed information about storm water pollution prevention.</p>

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 11-12, 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 11-12 Annual Report.

Section 9 – Provision C.9 Pesticides Toxicity Controls

C.9.b ► Implement IPM Policy or Ordinance

Report implementation of IPM BMPs by showing trends in quantities and types of pesticides used, and suggest reasons for increases in use of pesticides that threaten water quality, specifically organophosphates, pyrethroids, carbaryl, and fipronil. A separate report can be attached as evidence of your implementation.

Trends in Quantities and Types of Pesticides Used⁵⁴

Pesticide Category and Specific Pesticide Used	Amount ⁵⁵				
	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14
Organophosphates	0	0	0		
Product or Pesticide Type A					
Product or Pesticide Type B					
Pyrethroids	0	0	0		
Product or Pesticide Type X					
Product or Pesticide Type Y					
Carbaryl	0	0	0		
Fipronil	0	0	0		

C.9.c ► Train Municipal Employees

Enter the number of employees that applied or used pesticides (including herbicides) within the scope of their duties this reporting year.	3
Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within the last 3 years.	3
Enter the percentage of municipal employees who apply pesticides who have received training in the IPM policy and IPM standard operating procedures within the last three years.	100%

⁵⁴ Includes all municipal structural and landscape pesticide usage by employees and contractors.

⁵⁵ Weight or volume of the product or preferably its active ingredient, using same units for the product each year.

Permittee Name: Town of Portola Valley

C.9.d ▶ Require Contractors to Implement IPM			
Did your municipality contract with any pesticide service provider in the reporting year?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, attach one of the following:			
<input type="checkbox"/>	Contract specifications that require adherence to your IPM policy and standard operating procedures, OR		
<input checked="" type="checkbox"/>	Copy(ies) of the contractors' IPM certification(s) or equivalent, OR		
<input type="checkbox"/>	Equivalent documentation.		
If 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 11-12, we participated in regulatory processes related to pesticides through contributions to the countywide Program, BASMAA and CASQA. For additional information, see the Regional Pollutants of Concern Report submitted by BASMAA on behalf of all MRP Permittees.	

C.9.f ▶ Interface with County Agricultural Commissioners			
Did your municipal staff observe any improper pesticide usage or evidence of improper usage (e.g., pesticides in storm drain systems, along street curbs, or in receiving waters) during this fiscal year?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, provide a summary of improper pesticide usage reported to the County Agricultural Commissioner and follow-up actions taken to correct any violations. A separate report can be attached as your summary.			

C.9.h.ii ▶ Public Outreach: Point of Purchase	
Provide a summary of public outreach at point of purchase, and any measurable awareness and behavior changes resulting from outreach (here or in a separate report): OR reference a report of a regional effort for public outreach in which your agency participates.	
Summary: See the C.9 Pesticides Toxicity Control section of Program's FY 11-12 Annual Report for information on point of purchase public outreach conducted countywide and regionally.	

C.9.h.vi ► Public Outreach: Pest Control Operators

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

Summary:

See the C.9 Pesticides Toxicity Control section of Program's FY 11-12 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.

Response to Water Board Staff Comments on Section 9, Provision C.9, of FY 10-11 Annual Report

Use this area to respond to any Water Board staff comments on Section 9 of your FY 10-11 Annual Report, and refer to any required submittals that are attached.

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:

The Short –Term Trash Loading Reduction Plan was submitted to the Water Board on February 1, 2012. See the C.10 Trash Load Reduction section of Program's FY 11-12 Annual Report for information on countywide and regional activities conducted on behalf of co-permittees.

The Town of Portola Valley is small, affluent, and rural in environment consisting of mainly affluent residential neighborhoods with little to no commercial or industrial facilities. In general, there is not nor has there been a routine major trash issue in the Town of Portola Valley.

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:

The Baseline Trash Load and Trash Load Reduction Tracking Method was submitted to the Water Board on February 1, 2012. See the C.10 Trash Load Reduction section of Program's FY 11-12 Annual Report for information on countywide and regional activities conducted on behalf of co-permittees.

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 the Bay-area Wide Trash Capture Demonstration Project administered by San Francisco Estuary Partnership and an estimate of the total land area that is planned for treatment by July 1, 2014.

Description:

See the C.10 Trash Load Reduction section of Program's FY 11-12 Annual Report for information on countywide and regional activities conducted on behalf of co-permittees.

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)
Ford Field	weekly	90 gallons	Food litter, Paper, wood, and construction debris	Parking lot users, construction contractors

C.10.d ► Summary of Trash Reduction Actions and Loads Reduced

Provide a summary of trash load reduction actions (i.e., control measures and best management practices) implemented within your jurisdictional boundaries during the reporting period to achieve a 40% trash load reduction goal by July 1, 2014. For those actions implemented in FY 2011-12, include brief descriptions of levels of implementation and the total trash loads and dominant types of trash removed from each action.

New or Enhanced Trash Load Reduction Action	Description of new or enhanced action implanted in FY 11/	Estimated Trash Load Removed in FY 11-12 (Gallons) ⁵⁶	Estimated Percent Reduction as of FY 11-12 ⁵⁸	Estimated Dominant Types of Trash Removed in FY 11-12
Polystyrene Foam Food Service Ware Policies	<p>The Town of Portola Valley has adopted an ordinance 2012- 395 banning food vendors from providing prepared food in disposable food service containers made from expanded polystyrene foam. Food vendors are defined as any vendor, business, organization, entity, group or individual, including a licensed retail food establishment that provides prepared food at a retail level.. The ordinance will become effective on October 25, 2012. Through follow-up site visits, Town staff members have verified that approximately 90% of regulated food vendors are in full compliance with the ordinance. The ordinance is attached to this Annual Report.</p>	0		Polystyrene Foam

⁵⁶The estimated load removed and percent reduction in FY 11-12 is consistent with assumptions described in the Trash Load Reduction Tracking Method Technical Report (version 1.0) submitted to the Water Board on February 1, 2012. In the future, load reductions reported in Annual Reports may be adjusted based on revisions to the tracking methodology.

C.10.d ► Summary of Trash Reduction Actions and Loads Reduced

Provide a summary of trash load reduction actions (i.e., control measures and best management practices) implemented within your jurisdictional boundaries during the reporting period to achieve a 40% trash load reduction goal by July 1, 2014. For those actions implemented in FY 2011-12, include brief descriptions of levels of implementation and the total trash loads and dominant types of trash removed from each action.

New or Enhanced Trash Load Reduction Action	Description of new or enhanced action implanted in FY 11/	Estimated Trash Load Removed in FY 11-12 (Gallons) ⁵⁶	Estimated Percent Reduction as of FY 11-12 ⁵⁸	Estimated Dominant Types of Trash Removed in FY 11-12
Public Education and Outreach Programs	<p>Trash Load Reduction Control Measures</p> <p>Regional and Countywide Public Education and Outreach Programs (CR-3) FY 2011-12 Status Summary</p> <p>Litter Reduction Advertising Campaigns</p> <p>Youth Outreach Litter Campaign (Regionwide)</p> <p>In FY 2011-12, BASMAA began implementing the “Be the Street” anti-litter Youth Outreach Campaign. Be the Street takes a Community Based Social Marketing approach to encourage youth to keep their community clean. The intent of the campaign is to make</p>	113	8%	Paper debris

C.10.d ► Summary of Trash Reduction Actions and Loads Reduced

Provide a summary of trash load reduction actions (i.e., control measures and best management practices) implemented within your jurisdictional boundaries during the reporting period to achieve a 40% trash load reduction goal by July 1, 2014. For those actions implemented in FY 2011-12, include brief descriptions of levels of implementation and the total trash loads and dominant types of trash removed from each action.

New or Enhanced Trash Load Reduction Action	Description of new or enhanced action implanted in FY 11/	Estimated Trash Load Removed in FY 11-12 (Gallons) ⁵⁶	Estimated Percent Reduction as of FY 11-12 ⁵⁸	Estimated Dominant Types of Trash Removed in FY 11-12
	<p>“no-littering” the norm among the target audience (youth between the ages of 14 and 24). The campaign is using online social marketing tools to conduct outreach. Activities in FY 11-12 included launching a website, Facebook page and a quarterly e-newsletter. An “anti-littering” video contest was also announced and the winning entry will be promoted on television.</p> <p>Outreach to School-age Children or Youth</p> <p>Banana Slug School Assembly Program (Countywide) “Water Pollution Prevention and Your Car” Presentation (Countywide)</p> <p>Through participation and funding of the SMCWPPP Public Information and Participation program (PIP), the Town of Portola Valley continued implementing litter reduction outreach</p>			

C.10.d ► Summary of Trash Reduction Actions and Loads Reduced

Provide a summary of trash load reduction actions (i.e., control measures and best management practices) implemented within your jurisdictional boundaries during the reporting period to achieve a 40% trash load reduction goal by July 1, 2014. For those actions implemented in FY 2011-12, include brief descriptions of levels of implementation and the total trash loads and dominant types of trash removed from each action.

New or Enhanced Trash Load Reduction Action	Description of new or enhanced action implanted in FY 11/	Estimated Trash Load Removed in FY 11-12 (Gallons) ⁵⁶	Estimated Percent Reduction as of FY 11-12 ⁵⁸	Estimated Dominant Types of Trash Removed in FY 11-12
	<p>to school-age children and youth at school sites. During FY 11-12, SMCWPPP managed two contracts to provide direct outreach to grades K-12 on behalf of all Permittees .</p> <p>The first contract was with the Banana Slug String Band who performed a presentation called “We All Live Downstream” to grades K-5. Through songs and interactive exercises, the presentation provides information about storm drains, watersheds, the marine environment, and tips to keep water clean, including litter prevention. During FY 11-12, the Banana Slug String Band performed 44 assemblies at 28 elementary schools across San Mateo County, reaching nearly 9,315 students. Surveys of the performance and its effectiveness were sent to each school. A total of 21 schools responded with 1,216 student responses. Overall, the responses have been very positive and indicate an increase in the</p>			

C.10.d ► Summary of Trash Reduction Actions and Loads Reduced

Provide a summary of trash load reduction actions (i.e., control measures and best management practices) implemented within your jurisdictional boundaries during the reporting period to achieve a 40% trash load reduction goal by July 1, 2014. For those actions implemented in FY 2011-12, include brief descriptions of levels of implementation and the total trash loads and dominant types of trash removed from each action.

New or Enhanced Trash Load Reduction Action	Description of new or enhanced action implanted in FY 11/	Estimated Trash Load Removed in FY 11-12 (Gallons) ⁵⁶	Estimated Percent Reduction as of FY 11-12 ⁵⁸	Estimated Dominant Types of Trash Removed in FY 11-12
	<p>students’ knowledge about watersheds, stormwater and pollution prevention.</p> <p>The second contract was with Rock Steady Science, who presented “Water Pollution Prevention and Your Car” to grades 10-12. A portion of the presentation is dedicated to watershed and stormdrain education, and the impact of litter on local creeks and waterways. The presentations began during the spring semester of the 2010-11 school year and continued through the 2011-12 fiscal/school year. A total of 50 presentations were given in 22 different schools located throughout the county, reaching over 1,350 students. (Note: some cities in San Mateo County do not have high schools, and their students feed into high schools in neighboring cities.)</p> <p>Media Relations (Use of Free</p>			

C.10.d ► Summary of Trash Reduction Actions and Loads Reduced

Provide a summary of trash load reduction actions (i.e., control measures and best management practices) implemented within your jurisdictional boundaries during the reporting period to achieve a 40% trash load reduction goal by July 1, 2014. For those actions implemented in FY 2011-12, include brief descriptions of levels of implementation and the total trash loads and dominant types of trash removed from each action.

New or Enhanced Trash Load Reduction Action	Description of new or enhanced action implanted in FY 11/	Estimated Trash Load Removed in FY 11-12 (Gallons) ⁵⁶	Estimated Percent Reduction as of FY 11-12 ⁵⁸	Estimated Dominant Types of Trash Removed in FY 11-12
	<p>Media)</p> <p>Coastal Cleanup Day Promotion (Countywide)</p> <p>On the countywide level, SMCWPPP provided a press release for Coastal Cleanup Day, and used Twitter to promote the event on August 29, 2011. The release was intended to gain support and assistance for the cleanup event conducted each September in local water bodies.</p> <p>Community Outreach Events</p> <p>San Mateo County Fair, June 9-17, 2012 (Countywide)</p> <p>SMCWPPP, through its PIP program, conducted a countywide outreach event at the San Mateo County Fair, June 9-17, 2012. The booth was open to the public for a total of 95 hours</p>			

C.10.d ► Summary of Trash Reduction Actions and Loads Reduced

Provide a summary of trash load reduction actions (i.e., control measures and best management practices) implemented within your jurisdictional boundaries during the reporting period to achieve a 40% trash load reduction goal by July 1, 2014. For those actions implemented in FY 2011-12, include brief descriptions of levels of implementation and the total trash loads and dominant types of trash removed from each action.

New or Enhanced Trash Load Reduction Action	Description of new or enhanced action implanted in FY 11/	Estimated Trash Load Removed in FY 11-12 (Gallons) ⁵⁶	Estimated Percent Reduction as of FY 11-12 ⁵⁸	Estimated Dominant Types of Trash Removed in FY 11-12
	<p>during the nine days. Staff from nine jurisdictions and County Environmental Health worked the booth at select times each day for a total of 57 hours of staffed time. Based on representative sampling of the number of people who visited the booth, it was estimated that an average of 34 people per hour were directly contacted during the hours that staff was present. Using this averaging, it is estimated that approximately 1,938 people were directly contacted during the 57 staffed hours. The booth provided an introduction to the “Be The Street” anti-litter Youth Outreach Campaign. During the fair, 81 people signed up for the Campaign e-newsletter.</p> <p>Spring Cleanup Promotional Program (Countywide)</p> <p>In FY 11-12, SMCWPPP launched “Spring Cleaning SMC” a new annual promotional campaign designed to</p>			

C.10.d ► Summary of Trash Reduction Actions and Loads Reduced

Provide a summary of trash load reduction actions (i.e., control measures and best management practices) implemented within your jurisdictional boundaries during the reporting period to achieve a 40% trash load reduction goal by July 1, 2014. For those actions implemented in FY 2011-12, include brief descriptions of levels of implementation and the total trash loads and dominant types of trash removed from each action.

New or Enhanced Trash Load Reduction Action	Description of new or enhanced action implanted in FY 11/	Estimated Trash Load Removed in FY 11-12 (Gallons) ⁵⁶	Estimated Percent Reduction as of FY 11-12 ⁵⁸	Estimated Dominant Types of Trash Removed in FY 11-12
	<p>provide an outlet for watershed stewardship groups and jurisdictions to promote small local trash cleanup events. It is promoted as a cleanup “season,” from March 21 to June 21, including all Earth Day events that take place in late April. SMCWPPP developed a web page on www.flowstobay.org dedicated to posting cleanup events during this time period. Promotional newspaper advertisements and bus ad cards were developed and placed in newspapers and busses throughout the county, directing the public to the web page. A total of 18 spring cleanup events were posted during the spring season.</p> <p>Groups and jurisdictions were asked to provide cleanup data. Reports showed that 385 volunteers removed 1225 pounds of trash, and an additional report indicated that 672 gallons was removed. The actual numbers are likely to be higher since some groups</p>			

C.10.d ► Summary of Trash Reduction Actions and Loads Reduced

Provide a summary of trash load reduction actions (i.e., control measures and best management practices) implemented within your jurisdictional boundaries during the reporting period to achieve a 40% trash load reduction goal by July 1, 2014. For those actions implemented in FY 2011-12, include brief descriptions of levels of implementation and the total trash loads and dominant types of trash removed from each action.

New or Enhanced Trash Load Reduction Action	Description of new or enhanced action implanted in FY 11/	Estimated Trash Load Removed in FY 11-12 (Gallons) ⁵⁶	Estimated Percent Reduction as of FY 11-12 ⁵⁸	Estimated Dominant Types of Trash Removed in FY 11-12
	did not provide cleanup data.			
On-land Trash Cleanups	Manual on-land roadside trash pickup service that occurs twice per month on main arterials. This effort is an enhancement and in addition to Town maintenance crews regular roadside clean ups and in addition to the bi-weekly scheduled street sweeping. This Town program contracts to a private firm to provide 2 laborers to come out on a routine bi-weekly basis to walk and pick up trash on the Towns arterial roads and its shoulders. Time spent is approx 16 work-hours per visit or 384 work-hours per year. The laborers use 2 five gallon trash bags to collect trash along the roadside. The level of service is high since all inspection and pick up is via walking close to the roadsides. Trash levels and types vary. Approximately 24 on-land cleanups per year. The Town believes this program is very effective in collecting litter.	150	10.6%	Paper debris, plastic, glass
Creek/Channel/Shoreline Cleanups	Town maintenance staff performed routine on-going trash hot spot clean up	90	6.4%	Paper, litter, construction debris

C.10.d ► Summary of Trash Reduction Actions and Loads Reduced

Provide a summary of trash load reduction actions (i.e., control measures and best management practices) implemented within your jurisdictional boundaries during the reporting period to achieve a 40% trash load reduction goal by July 1, 2014. For those actions implemented in FY 2011-12, include brief descriptions of levels of implementation and the total trash loads and dominant types of trash removed from each action.

New or Enhanced Trash Load Reduction Action	Description of new or enhanced action implanted in FY 11/	Estimated Trash Load Removed in FY 11-12 (Gallons) ⁵⁶	Estimated Percent Reduction as of FY 11-12 ⁵⁸	Estimated Dominant Types of Trash Removed in FY 11-12
	at Ford Field in accordance with MRP with C10.iii. Ford Field is adjacent to Los Trancos Creek. Increased pick up and maintenance times to remove garbage.			
Enhanced Storm Drain Inlet Maintenance	As an added enhancement, the Town Maintenance crew inspects and cleans each storm drain twice per year. This additional clean up adds approx 80 work hours to the typical annual maintenance of the Towns storm drains. The Town is rural in nature and the majority of debris related to storm drains consists almost all of tree fallen leaves.	9	0.7%	Tree leaf debris
Total Estimated Trash Load Removed (Gallons) in FY 2011-12		365		
Baseline Trash Load Estimate (Gallons)		1,411		
Total Percentage Reduction in FY 2011-12 (Compared to Baseline Trash Load)		25.9%		

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).

- 1) **Promotion media advertising and information on website and coordination of:**
 - a) **Household Hazardous Waste (HHW) program. The Town in conjunction with the County program held a Household Hazardous Waste drop off event on October 8, 2011 at the Towns parking lot facility at its Baseball Field. The Town promoted the HHW drop-off event.**
 - b) **The Thermostat Recycling Corporation, an organization developed on behalf of the thermostat manufacturers, that recycles mercury-containing thermostats and switches generated by residents and small businesses. The HVAC industry is the largest generator of these waste streams and is the targeted audience to inform of this recycling option.**

Please refer to the FY 11-12 Countywide Program Annual Report for a list of mercury collection and recycling efforts conducted by the County Household Hazardous Waste Program.

- 2) **Facilitation/Organization: The Town in conjunction with the County program held a Household Hazardous Waste drop off event on October 8, 2011 at the Towns parking lot facility at its Ford Baseball Field at 3399 Alpine Road, Portola Valley, CA.**
- 3) **Collection of:**
 - a) **A Household Hazardous Waste drop-off event was offered to residents and small businesses within the Town. The Town in conjunction with the County program held the Household Hazardous Waste drop off event on October 8, 2011 at the Towns parking lot facility at its Ford Baseball Field on Alpine Road. The Town promoted the HHW drop-off event.**

C.11.a.ii ► Mercury Collection

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

Please refer to the FY 11-12 Countywide Program Annual Report for an estimate of the mass of mercury collected through collection and recycling efforts by the County Household Hazardous Waste Program.

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

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

Summary

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

Section 12 - Provision C.12 PCBs Controls

C.12.a.ii,iii ▶ Ongoing Training

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

Description:

See the FY 11-12 Program Annual Report for a description of training provided countywide at the April 25, 2012 Workshop.

- 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 11-12 Annual Report and/or the BASMAA Regional POC Report.

Section 13 - Provision C.13 Copper Controls

C.13.a. iii.(1) ► Legal Authority: Architectural Copper

<p><i>(For FY 10-11 Annual Report only)</i> 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?</p>	X	Yes		No
--	---	-----	--	----

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

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

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

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

- **Participation in relevant countywide Program efforts. Providing BMP fact sheet to staff, developers, and architects. The Countywide Program collaborated with BASMAA to develop BMPs to manage waste generated from cleaning and treating of copper architectural features, including copper roofs, during construction and post construction. The Countywide Program, in collaboration with the Santa Clara Valley Urban Runoff Pollution Prevention Program, prepared an educational flyer on the BMPs.**
- **The educational flyer on the BMP's is referenced and discussed in the Towns pre-construction meeting handouts with contractors**
- **Enforcing against noncompliance is allowed through the Towns existing Stormwater management and discharge ordinances.**
- **No known noncompliance this reporting period with the architectural copper BMPs.**

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

FY 2011-2012 Annual Report

C.13 – Copper Controls

Permittee Name: Town of Portola Valley

<i>(For FY10-11 Annual Report only)</i> 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 11-12 Annual Report and/or the BASMAA Regional POC Report.

C.13.d.iii ▶ Industrial Sources Copper Reduction Results

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

Summary

Note that the town contracts with San Mateo County Environmental Health Department to perform industrial, business, hazmat, and food facility inspections on behalf of the town.

The Town of Portola Valley is small and rural in environment consisting of mainly residential neighborhoods. No significant reports.

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 11-12 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 11-12 Annual Report and/or BASMAA Regional POC Report.

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

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

Is your agency a water purveyor?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If No , skip to C.15.b.vi.(2):				
If Yes , Complete the attached reporting tables or attach your own table with the same information. Provide any clarifying comments below.				
Comments:				

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

<p>Provide implementation summaries of the required BMPs to promote measures that minimize runoff and pollutant loading from excess irrigation. Generally the categories are:</p> <ul style="list-style-type: none"> • 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.
<p>Summary:</p> <p>The Town Council in March 2010 adopted a new Water Conservation in Landscaping Ordinance. The Ordinance is more streamlined and simplified than the State Model Ordinance and it is at least as effective as the Model Ordinance because it includes water budget parameters and values and landscape parameters that are consistent with the Model Ordinance. By using the same water budget parameters as the Model Ordinance, the Town's ordinance will be as effective as the Model Ordinance in developing landscaping water budgets. By using the same landscape parameters as the Model Ordinance, for among other things, slope restrictions and width restrictions for turf, irrigation times, and minimum mulch requirements the Town's Ordinance will be at least as effective as the Model Ordinance in achieving water savings.</p> <p>The Town's Water Ordinance is designed to achieve a 25% savings on outdoor water use. The Ordinance includes a default turf restriction of 25% or 1,000 sf whichever is smaller and requires that at least 80% of the plants in non-turf landscape areas be native plants, low-water using plants, or no-water using plants (unless the applicant elects to perform a water budget).</p> <p>The Town Council also adopted an Indoor Water Ordinance that applies to all new construction and permitted kitchen and bath remodels. The indoor Water Ordinance is designed to achieve a 20% water savings in indoor water use.</p>

Permittee Name: Town of Portola Valley

The Town works closely with California Water Service on outreach and education on water conservation to the community. We have regular mailings to the community.

The Town entered into an agreement with a resident of Town and California Water Service to sponsor a Native Grass Test Plot at the Town Center. The Native Grass Test Plot has been installed with several varieties of grasses that provide a selection to residents to serve as replacement of irrigated lawn areas. This has been very successful and many residents are incorporating native meadow grasses into their landscaped areas.

The Town sponsors an Earth Day Event annually where California Water Service and Town Staff and Volunteers provide outreach and education to residents on water conservation, use of native plants in landscape, recycling, water capture systems, and re-use. This has been very successful.

The Town encourages rain water capture systems, gray water systems for irrigation.

The Town conducted audits on Four Town Owned properties, including: Town Hall and Library, Town Center Landscape Areas and Fields, Ford Field and Rossoffi Field. This audits were coordinated through a program offered by California Water Service and were conducted by Water Wise Consulting. Water Wise provided a Water Use Survey Report that included site descriptions, evaluation of landscape water use, water use efficiency recommendations and irrigation system inspections.

Countywide materials and efforts are used to promote local implementation of required BMPs. Refer to the C.3 New Development and Redevelopment, C.7. Public Information and Outreach and C.9. Pesticide Toxicity Control sections of Program's FY 10-11 Annual Report as needed.

C.15.b.iii.(1) ► Planned Discharges of the Potable Water System										
Site/ Location	Discharge Type	Receiving Waterbody(ies)	Date of Discharge	Duration of Discharge (military time)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/day)	Chlorine Residual (mg/L)	pH (standard units)	Discharge Turbidity ⁵⁷ (NTU)	Implemented BMPs & Corrective Actions
None/ na										
None/ na										
None/ na										
None/ na										
None/ na										
None/ na										
None/ na										
None/ na										
None/ na										

⁵⁷ Monitor the receiving water for turbidity if necessary and feasible. Include data in this column if available.

C.15.b.iii.(2) ► Unplanned Discharges of the Potable Water System ⁵⁸														
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) ⁵⁹	pH (standard units) ⁵²	Discharge Turbidity (Visual) ⁵²	Implemented BMPs & Corrective Actions	Time of discharge discovery	Regulatory Agency Notification Time ⁶⁰	Inspector arrival time	Responding crew arrival time
None / na														
None/ na														
None/ na														
None/ na														
None/ na														
None/ na														
None/ na														
None/ na														
None/ na														

⁵⁸ This table contains all of the unplanned discharges that occurred in this FY.

⁵⁹ 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.

⁶⁰ Notification to Water Board staff is required for unplanned discharges where the chlorine residual is >0.05 mg/L and total volume is ≥ 50,000 gallons. Notification to State Office of Emergency Services is required after becoming aware of aquatic impacts as a result of unplanned discharge or when the discharge might endanger or compromise public health and safety.



California Environmental Protection Agency
Department of Pesticide Regulation

IPM Innovator

Clark Pest Control

is hereby recognized as an “IPM Innovator” for its leadership
and creativity in advancing the use of reduced-risk programs for
urban pest management.

Mary-Ann Warmerdam
Mary-Ann Warmerdam, Director

18 March 2010

Date

