



City of Millbrae
621 Magnolia Avenue, Millbrae, CA 94030

GINA PAPAN
Mayor

WAYNE J. LEE
Vice Mayor

MARGE COLAPIETRO
Councilwoman

ROBERT G. GOTTSCHALK
Councilman

ANNE OLIVA
Councilwoman

September 15, 2013

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

Subject: City of Millbrae
FY 2012/13 Annual Report

Dear Mr. Wolfe: *Bruce*

This letter and Annual Report with attachments is submitted by City of Millbrae pursuant to Permit Provision C.16.a of the Municipal Regional Stormwater NPDES Permit (MRP), Order R2-2009-0074, NPDES Permit No CAS612008 issued by the San Francisco Bay Regional Water Quality Control Board. The Annual Report provides documentation of compliance activities conducted during FY 2012/13 and related accomplishments.

Please contact Khee Lim, City Engineer at (650) 259-2339 regarding any questions or concerns.

Sincerely,

Marcia Raines

Marcia Raines
City Manager

Copy to: Cyrus Kianpour, Director of Public Works
Farhad Mortazavi, Director of Public Works
Matt Fabry, San Mateo Countywide Water Pollution Prevention Program

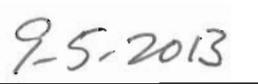
City Council/City Manager/City Clerk (650) 259-2334	Building Division/Permits (650) 259-2330	Community Development (650) 259-2341	Finance (650) 259-2350
Fire (650) 259-2400	Police (650) 259-2300	Public Works/Engineering (650) 259-2339	Recreation (650) 259-2360

**City of Millbrae
FY 2012/13 ANNUAL REPORT**

Certification Statement

"I certify, under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted, is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Signature of Duly Authorized Representative:

	
Name and Title	Date

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

Section 1 – Permittee Information

Background Information			
Permittee Name:	City of Millbrae		
Population:	21,532		
NPDES Permit No.:	CAS612008		
Order Number:	R2-2009-0074R		
Reporting Time Period (month/year):	July 2012 through June 2013		
Name of the Responsible Authority:	Marcia Raines	Title:	City Manager
Mailing Address:	621 Magnolia Avenue		
City:	Millbrae	Zip Code:	94030
		County:	San Mateo
Telephone Number:	(650) 259-2334	Fax Number:	(650) 259-2415
E-mail Address:	mraines@ci.millbrae.ca.us		
Name of the Designated Stormwater Management Program Contact (if different from above):	1) Cyrus Kianpour 2) Farhad Mortazavi 3) Khee Lim	Title:	Director of Public Works Director of Community Development City Engineer
Department:	Public Works/Engineering; Community Development		
Mailing Address:	621 Magnolia Avenue		
City:	Millbrae	Zip Code:	94030
		County:	San Mateo
Telephone Number:	(650) 259-2339; (650) 259-2341	Fax Number:	(650) 697-8158; (650) 697-2657
E-mail Address:	ckianpour@ci.millbrae.ca.us ; fmortazavi@ci.millbrae.ca.us ; klim@ci.millbrae.ca.us		

Section 2 - Provision C.2 Reporting Municipal Operations

Program Highlights and Evaluation

Highlight/summarize activities for reporting year:

Summary:

During the Fiscal Year 2012/2013 the City of Millbrae has maintained, and even increased, its active involvement in and commitment to providing the best possible protection of our stormwater system through daily observance of BMP's, observance and maintenance of trash hot spots, and active participation in meetings of the SMCWPPP Public Works Maintenance Subcommittee. This year City of Millbrae staff also attended and also presented on Trash Capture Devices at the May 23rd Municipal Maintenance Workshop held at the Belmont Sports Complex.

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

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

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

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

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

Y	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
Y	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs
Comments: NA	

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

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

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

C.2.d. ► Stormwater Pump Stations						
Does your municipality own stormwater pump stations:				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
If your answer is No then skip to C.2.e.						
Complete the following table for dry weather DO monitoring and inspection data for pump stations ¹ (add more rows for additional pump stations). 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		
Airport Pump Station (600 Hemlock Avenue, Millbrae, CA)	07/18/2012	6.2	06/14/13	5.9		
East Hillcrest Pump Station (190 Aviator Avenue, Millbrae, CA)	07/18/2012	7.9	06/14/13	8.4		
Summarize corrective actions as needed for DO monitoring at or below 3 mg/L. Attach inspection records of additional DO monitoring for corrective actions: N/A as all measurements exceeded 3 mg/L						
Summary: Pump Stations are cleaned annually and Dry Weather Dissolved Oxygen Levels were above 3mg/L. Attachments: NA						
Complete the following table for wet weather inspection data for pump stations (add more rows for additional pump stations):						
Pump Station Name and Location	Date (2x/year required)	Presence of Trash (Cubic Yards)	Presence of Odor (Yes or No)	Presence of Color (Yes or No)	Presence of Turbidity (Yes or No)	Presence of Floating Hydrocarbons (Yes or No)
Airport Pump Station (600 Hemlock Avenue, Millbrae, CA)	10/23/2012	1/4	No	No	No	No
East Hillcrest Pump Station (190 Aviator Avenue, Millbrae, CA)	10/23/2012	1/4	No	No	No	No
Airport Pump Station (600 Hemlock Avenue, Millbrae, CA)	02/20/2013	1/4	No	No	No	No
East Hillcrest Pump Station (190 Aviator Avenue, Millbrae, CA)	02/20/2013	1/3	No	No	No	No

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

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

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

C.2.f. ► Corporation Yard BMP Implementation			
Place an X in the boxes below that apply to your corporations yard(s):			
<input type="checkbox"/>	We do not have a corporation yard		
<input type="checkbox"/>	Our corporation yard is a filed NOI facility and regulated by the California State Industrial Stormwater NPDES General Permit		
<input checked="" type="checkbox"/>	We have a Stormwater Pollution Prevention Plan (SWPPP) for the Corporation Yard(s)		
Place an X in the boxes below next to implemented SWPPP BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type NA in the box. If one or more of the BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:			
<input checked="" type="checkbox"/>	Control of pollutant discharges to storm drains such as wash waters from cleaning vehicles and equipment		
<input checked="" type="checkbox"/>	Routine inspection prior to the rainy seasons of corporation yard(s) to ensure non-stormwater discharges have not entered the storm drain system		
<input 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: Regarding the SWPPP BMP's, the City of Millbrae does not wash vehicles and/or equipment at our corporation yard. The City of Millbrae Corporation Yard is situated within the City of Millbrae Water Pollution Control Plant (WPCP) and all discharges of storm water originating on the grounds of the Millbrae WPCP are regulated by ORDER NO. R2-2008-0071, NPDES NO. CA0037532 and coverage under Statewide Industrial Storm Water Permit (NPDES General Permit No. CAS000001) is not required.			
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
City of Millbrae Corp Yard	07/16/2012	*Corporation Yard is clean- BMP's Observed; *All stormwater discharges originating on the grounds of the corporation yard are directed into the headworks of the Water Pollution Control Plant.	N/A
City of Millbrae Corp Yard	01/04/2013	*Corporation Yard is clean- BMP's Observed; *All stormwater discharges originating on the grounds of the corporation yard are directed into the headworks of the Water Pollution Control Plant.	N/A

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

C.3.b.v.(2)(a) ► Green Streets Status Report

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

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

Summary:

The City of Millbrae did not have any green street projects for Fiscal Year 2012-2013 within its jurisdiction.

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

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

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

Summary:

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

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

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

No Regulated Projects were approved.

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

<i>(For FY 11-12 Annual Report and each Annual Report thereafter)</i> Is your agency choosing to require 100% LID treatment onsite for all Regulated Projects and not allow alternative compliance under Provision C.3.e.?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Comments (optional): The City of Millbrae did not have any regulated projects in FY12-13.				

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, 2013 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
<p>If you answered "Yes" to either question,</p> <ul 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 City of Millbrae did not have any special projects in FY 12 – 13.</p>				

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

Fill in attached table **C.3.h.iv.(1)** or attach your own table including the same information.
 See page 3-8 for reporting of O&M inspections.

(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:

In general, the issues that were seen were trash or debris and standing water in the underground treatment systems (CDS or Vortex). These are common issues associated with underground systems and comparable to previous years.

(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 City of Millbrae's O&M program is very effective. All inspections were conducted as scheduled, and the correct forms were used. In addition, the inspector is given a copy of the site specific O&M information including maintenance plans and location map.

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

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

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

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

Permittee Name: City of Millbrae

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

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

Summary:

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

- BASMAA's site design fact sheets
- The SMCWPPP C.3 Regulated Projects Checklist
- C.3.i guidance provided by the SMCWPPP C.3 Stormwater Technical Guidance document Appendix L

Two (2) staff members attended the May 22nd SMCWPPP New Development Workshop that included presentations on Provision C.3.i requirements and using the C.3 Regulated Projects Checklist for small projects.

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

Project Name Project No.	Project Location ¹⁰ , Street Address	Name of Developer	Project Phase No. ¹¹	Project Type & Description ¹²	Project Watershed ¹³	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New Impervious Surface Area (ft ²) ¹⁴	Total Replaced Impervious Surface Area (ft ²) ¹⁵	Total Pre- Project Impervious Surface Area ¹⁶ (ft ²)	Total Post- Project Impervious Surface Area ¹⁷ (ft ²)
Private Projects											
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Public Projects											
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Comments: The City of Millbrae did not have any regulated projects in FY 12 – 13.											

¹⁰ Include cross streets

¹¹ 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".

¹² 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.

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

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

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

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

¹⁷ For redevelopment projects, state the post-project impervious surface area.

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

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

Comments:
The City of Millbrae did not have any regulated private projects in FY 12 – 13.

¹⁸ For private projects, state project application deemed complete date. If the project did not go through discretionary review, report the building permit issuance date.
¹⁹ For private projects, state project application final discretionary approval date. If the project did not go through discretionary review, report the building permit issuance date.
²⁰ 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.
²¹ 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.
²² 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.).
²³ 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.
²⁴ 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).
²⁵ 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.
²⁶ 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.
²⁷ Note whether a third party was used to certify the project design complies with Provision C.3.d.
²⁸ If HM control is not required, state why not.
²⁹ If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).

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

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

Comments:
The City of Millbrae did not have any regulated public projects in FY 12 – 13.

³⁰ For public projects, enter the plans and specifications approval date.

³¹ 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.

³² 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.

³³ 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.).

³⁴ List the legal mechanism(s) (e.g., maintenance plan for O&M by public entity, etc...) that have been or will be used to assign responsibility for the maintenance of the post-construction stormwater treatment systems.

³⁵ 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).

³⁶ 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.

³⁷ 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.

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

³⁹ If HM control is not required, state why not.

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

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

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

Name of Facility/Site Inspected	Address of Facility/Site Inspected	Newly Installed? (YES/NO)⁴¹	Party Responsible⁴² For Maintenance	Date of Inspection	Type of Inspection⁴³	Type of Treatment/HM Control(s) Inspected⁴⁴	Inspection Findings or Results⁴⁵	Enforcement Action Taken⁴⁶	Comments/Follow-up
Aloft San Francisco Airport Hotel	401 E. Millbrae	YES	John Gilliam	2/XX/2012	45-day (4 units)	Vortex Separator	No Visible Problems	None	None No follow up required
1 Alp Way at Springfield Dr & Alp Wy	1 Alp Way	NO	The Helsing Group, INC	XX/XX/2012	Routine	Vegetated Swale	No Visible Problems	None	None No follow up required
Wilson Plaza	310 Adrian Rd	NO	Cheryl Garcia	2/XX/2012	Routine	Vegetated Swale	No Visible Problems	None	None No follow up required
Green Hills Country Club	500 Ludeman Ln	NO	Walt Barrett	9/XX/2012	Routine (2 units)	Vortex Separator	Trash or Debris, Excessive Sediment, Standing Water	Verbal Notice	Need Maintenance Document; Need to clean out vortex separator
Green Hills Country Club	500 Ludeman Ln	NO	Walt Barrett	XX/12/2012	Follow-up (2 units) and 1 Routine (1 unit)	Vortex Separator	No Visible Problems	None	None No follow up required
Friendship Plaza	45 & 135 S. El Camino	NO	Lori Theriault	XX/12/2012	Routine	Vortex Separator	Trash or Debris, Standing Water	Verbal Notice	Need Maintenance Document; Need to clean CDS unit
Friendship Plaza	45 & 135 S. El Camino	NO	Lori Theriault	XX/8/2013	Follow Up	Vortex Separator	No Visible Problems	None	None No follow up required

***Dates not visible due to forms being punched through and kept in a binder (date is at the top-right hand corner). This will be included in training to inspectors for the next fiscal year under "proper record keeping". In addition, the City will put in a request to the program to see if the date location can be moved.**

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

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

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

⁴⁴ 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.

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

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

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

Reporting Period –January1 – June 30, 2013

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

The City of Millbrae did not have any special projects during the reporting period from January 1, 2013 to June 30, 2013.

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

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

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

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

⁵¹ 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.

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

⁵³ 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.

1) Updated facility list using business license data; 2) Updated inspection frequencies and priorities. Continued using permitted facilities database for scheduling and tracking City staff inspections; 3) Attended training; 4) Coordinated with San Mateo County Environmental Health (contractor) to inspect hazmat, food, and dental facilities; 5) Participated in Countywide Program’s CII Subcommittee and its Training Workgroup; and, 6) Participate in BASMAA’s Municipal Operations/Trash Committee. Refer to the C.4. Industrial and Commercial Site Controls section of the Program’s FY 12-13 Annual Report for a description of activities of the countywide program and/or the BASMAA Municipal Operations Committee. In addition, we recently revised our ERP and submitted it to the State Water Board in June of 2013. They accepted our ERP. As a part of our addressing the terms of the NOV by the State, we also stated that we would conduct a training session with all appropriate City inspectors on how to utilize the new ERP. We conducted the training as stated on August 29, 2013. All appropriate inspectors were in attendance. We covered provisions of the ERP in relation to inspections for MRP Provisions C.4, C.5 and C.6. We also covered the City’s Business Inspection Plan and illicit discharge inspections, in general.

C.4.b.i. ► Business Inspection Plan

Do you have a Business Inspection Plan? **Yes** **No**

If No, explain: NA

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

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

See attached lists for City of Millbrae and San Mateo County Environmental Health.

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

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

See attached lists for City of Millbrae and San Mateo County Environmental Health.

C.4.c.iii.(1) ► Facility Inspections		City of Millbrae	
Fill out the following table or attach a summary of the following information. Indicate your violation reporting methodology below.			
	<input type="checkbox"/>	Permittee reports multiple discrete violations on a site as one violation.	
	<input checked="" type="checkbox"/>	Permittee reports the total number of discrete violations on each site.	
		Number	Percent
Number of businesses inspected		86	
Total number of inspections conducted		87	
Number of violations (excluding verbal warnings)		4	
Sites inspected in violation		3	
Violations resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner		4	
Comments: The City of Millbrae considers a site to be a single business at a single location/address. Four violations were found. Verbal warnings are not given as businesses inspected are permitted with stormwater pollution prevention requirements and ongoing education is provided.			

C.4.c.iii.(2) ► Frequency and Types/Categories of Violations Observed		City of Millbrae	
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)		4	
Potential discharge and other		0	
Comments: Three separate facilities were found to have violations; one had a repeat violation.			

C.4.c.iii.(2) ► Frequency and Type of Enforcement Conducted		City of Millbrae	
Fill out the following table or attach a summary of the following information.			
	Enforcement Action (as listed in ERP) ⁴⁸	Number of Enforcement Actions Taken	% of Enforcement Actions Taken⁴⁹
Level 1	Verbal Warning	NA	NA
Level 2	Written Warning	NA	NA
Level 3	Notice to Comply	4	100
Level 4	Legal Action	NA	NA
Total		4	100

C.4.c.iii.(3) ► Types of Violations Noted by Business Category		City of Millbrae	
Fill out the following table or attach a summary of the following information.			
Business Category⁵⁰	Number of Actual Discharge Violations	Number of Potential/Other Discharge Violations	
Automotive	0	0	
Building Supply	0	0	
Food Preparation	4	0	
Honey Wagon	0	0	
Laboratory	0	0	
Mobile	0	0	
Photo Lab	0	0	
Stone and Tile	0	0	

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

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

⁵⁰ List your Program's standard business categories.

C.4.c.iii.(1) ► Facility Inspections-

San Mateo County Environmental Health-
 See Attached Summary from San Mateo County
 Environmental Health

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

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

	Number	Percent
Number of businesses inspected by San Mateo County Environmental Health	81	
Total number of inspections conducted by San Mateo County Environmental Health	83	
Number of violations (including verbal warnings) by San Mateo County Environmental Health	2	
Sites inspected in violation by San Mateo County Environmental Health	2	
Violations resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner	2	

Comments:
San Mateo County Environmental Health does not include verbal warnings as a violation in this and the following sections. Verbal warnings are used as a reminder to the facility on ways to improve their BMPs and as a reminder to the inspector that a BMP was discussed at the last inspection and improvements in this area needs to be noted at the next scheduled inspection. Unless otherwise noted on the Stormwater Inspection Report, multiple violations at a specific site will only be counted as one violation. Facilities with multiple violations will not be deemed resolved unless all violations have been corrected. One violation noted; two verbal warnings given.

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

San Mateo County Environmental Health

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)	2
Potential discharge and other	0

Comments:
Two separate facilities were inspected; two found to have violation.

C.4.c.iii.(2) ► Frequency and Type of Enforcement Conducted			San Mateo County Environmental Health
Fill out the following table or attach a summary of the following information.			
	Enforcement Action (as listed in ERP) ⁵¹	Number of Enforcement Actions Taken	% of Enforcement Actions Taken ⁵²
Level 1	Verbal Warning	2	100
Level 2	Written Warning	NA	NA
Level 3	Notice to Comply	NA	NA
Level 4	Legal Action	NA	NA
Total		2	100

C.4.c.iii.(3) ► Types of Violations Noted by Business Category			San Mateo County Environmental Health
Fill out the following table or attach a summary of the following information.			
Business Category ⁵³	Number of Actual Discharge Violations	Number of Potential/Other Discharge Violations	
Automotive	0	0	
Building Supply	0	0	
Food Preparation	2	0	
Honey Wagon	0	0	
Laboratory	0	0	
Mobile	0	0	
Photo Lab	0	0	
Stone and Tile	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:
There were no industries identified as non-filers during scheduled inspections during this fiscal year.

⁵¹ Agencies to list 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.

⁵³ List your Program's standard business categories.

C.4.d.iii ► Staff Training Summary				
Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
CWEA P3S Conference	2/24-2/27 2013	Inspecting, Enforcement, Public Outreach	1	33
SMCWPPP Stormwater Inspector Training Workshop	4/24/13	Illicit discharge scenarios, regulatory requirements, mobile cleaning of parking garages	2	66
CWEA Annual Conference	4/16-19/2013	Inspecting, Enforcement, Public Outreach	1	33
Internal Staff Meeting	8/29/12	Responsibilities for inspections, follow-up, tracking, and reporting.	3	100

Attachments:

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

C.4.b.iii (1)

-Potential Facilities List-City of Millbrae

-Potential Facilities List-San Mateo County Environmental Health

C.4.b.iii (2)

-Facilities Scheduled for Inspection-City of Millbrae

-Facilities Scheduled for Inspection-San Mateo County Environmental Health

C.4.c.iii (1)

-Facility Inspections-San Mateo County

Millbrae List of Potentials 2013

Business Name	Business Address	Business Phone	Contact Name	Contact Title	Contact Phone	Process Description
A & C Convalescent Hospital Inc.	1001 Hemlock	689.5776	Mary Ann Lucero	Administrator		Food Preparation
Asian Pearl Peninsula	1671 El Camino	616-8288	Tammy Su	Manager	616-8288	Food Preparation
Bamboo Garden	309 Broadway	650.302.4916	Anthony Liu	Owner	650.302.4916	Food Preparation
Bashamichi Steak and Seafood Japanese Restaurant	1390 El Camino Real		Mark Melnick	Owner		Food Preparation
Ben Tre	219 El Camino Real	650.689.5588	Linh Viet Nguyen (Viet)	CEO, President	415.819.8753	Food Preparation
Big Mouth Burger	675 Broadway	650.692.8889	Ibrahim Dababneh	Owner	415.713.9675	Food Preparation
Boiling Bay	100 El Camino Real	650.652.9588	Nadia Chang	Owner	626.378.3299	Food Preparation
Broadway Bistro	349 Broadway	692-3378	Wendy Fu	Co-Owner	415/806-3822	Food Preparation
Burger King	420 El Camino Real	697-5866	Soniya Rangan	Administrator	714-281-8753	Food Preparation
Café Orchid	9B El Camino Real	650.697.3988	Carol SiTou	President	415.860.2888	Food Preparation
Café Salina	235 Broadway	650.692.2662	Bill Chu	Manager		Food Preparation
Café VIP Jr.	213 El Camino Real	650.777.4390	Rowena Tsui	Owner	1.415.297.0386	Food Preparation
Caffe Roma	143 S El Camino Real	692-7700	Anthony Azzollini	Partner	692-7700	Food Preparation
Capuchino High School	1501 Magnolia Avenue San Bruno, CA 94066	650.558.2599	Zeke Lyles	EO, M&O	650.280.7717	Food Preparation
Casa Sanchez	370 Adrian	650.697.7525	Rosemarie Ramos	Production Manager	415.351.9600	Food Preparation
Champagne Restaurant	121 El Camino Real	650.692.2688	Vicki Lo	Executive	650.238.8128	Food Preparation
Chef Wang	1320 El Camino Real	588-3648	Ai Chang Wu	Owner	588-3648	Food Preparation
Cheung Hing Restaurant	245 El Camino Real	652-3938	Paul Zheng	Owner	415.602.8888	Food Preparation
Chicken Pho You	292 Broadway	650.692.8865	Connie Ching	Owner	415-420-6282	Food Preparation
Chipotle Mexican Grill #934	135 S. El Camino Real	650.259.9301	Joanna Worley	Area Manager	916.997.2633	Food Preparation
Chu Kong	1661 El Camino Real	650.615.9648	Wing Yu	Owner	650.278.7767	Food Preparation
Eggettes	979 Broadway, Suite 110	650.697.6945	Saedeum (Jackie) Hong	Manager	650.922.5913	Food Preparation
El Super Burrito	780 El Camino Real	650.583.0487	Francisco Alcantar		583-0487	Food Preparation
Famous Frankfurter	293 El Camino Real	650.697.7444	Junner-Shing Chu	Owner	697-7444	Food Preparation
Fiddler's Green	333 El Camino Real	650.697.3419	Oliver McElhone	Owner	650.697.3419	Food Preparation
Firestone Tires	1201 El Camino Real	650.871.9096	Hugh Aliabadi	Store Manager	871-9096	Automotive
Gourmet Village	465 Broadway	650.697.7788	Zhong Rong Tan		415.585.6326	Food Preparation
Green Hills Country Club	400 Ludeman Lane	650-648-9957	Lunan Fu (Tony)	Controller	650-648-9957	Food Preparation
Grill Akafuji	9 Hillcrest	650.692.9967	Haruo Mizuno	Owner	692-9967	Food Preparation

Millbrae List of Potentials 2013

Business Name	Business Address	Business Phone	Contact Name	Contact Title	Contact Phone	Process Description
HD Chinese Yunnan Rice Noodles	1625 El Camino Real	650.872.2338	Huihua Huang	CEO	1.415.359.5877	Food Preparation
Hoia Ky Restaurant	447 Broadway	650.697.4210	Minh La	President	415-378-1163	Food Preparation
Hong Kong Flower Lounge	51 Millbrae	650.692.6666	Eric Lau	President	1.408.922.2700	Food Preparation
Hoy Sun Restaurant	148 El Camino Real	650.692.3388	Tung Sing Tang	Owner	415.722.7118	Food Preparation
IN-N-OUT BURGER-190	11 Rollins Road	626.905.1048	Jeff Helmrich	Special Projects Manager	1/626-905-1048	Food Preparation
J & J Bakery	133 El Camino Real	650.692.2833	Elexis Cheung	Manager	650.692.2833	Food Preparation
KFC	950 El Camino Real	650.589.9860	William Lam	Manager	589-9860	Food Preparation
La Collina	355 El Camino Real	650.652.9655	Tayyar Gundogdu	Owner	650-652-9655	Food Preparation
La Petite Camille	170 El Camino Real	650.692.4978	Henry Thai	Manager	692-4978	Food Preparation
Lai Lai Restaurant	334 Broadway	650.692.8898	Gary Lin	Manager	692-8898	Food Preparation
Little Whale	716 Magnolia	650.697.4004	Darby and Pat Srisuk	Manager	697-4004	Food Preparation
Lucky #726	45 Murchison Drive	650.692.0429	Justin Pratt	Director, Purchasing & Maintenance Engineering	209.574.6261	Food Preparation
Magic Gourment Trading Inc.	375 Adrian Road	650.239.9068	Stella Poon	Office Manager	650.239.9068	Food Preparation
Magnolia of Millbrae	201 Chadbourne	650.697.7700	Margarito Garcia	Food Services Director	1.650.697.6577	Food Preparation
Marymount Greenhills, LLC	1201 Broadway	650.742.9150	Cesar Martinez	Food Services Director	742-9150	Food Preparation
McDonalds	1101 El Camino Real	650.873.3680	Sam Saleh	Manager	1.650.873.3680	Food Preparation
Mi Tequila Restaurant	1595 El Camino Real	650.589.3493	Marvin Castro	Owner	650.576.0946	Food Preparation
Millbrae Car Wash	310 Adrian Road	650.692.2345	Kevin Kim	Owner	510.418.3584	Drive thru spray wash, rinse, and wax system.
Millbrae Pancake House	1301 El Camino Real	650.589.2080	Thomas Maguire	Owner	589-2080	Food Preparation
Mills High School	400 Murchison Drive	650.558.2599	Zeke Lyles	EO, M&O	650.280.7717	Food Preparation
Naked Fish	979 Broadway, Unit 101	650.692.6288	Xie (Sue) Wen	Sister	415.699.5466	Food Preparation
Nubi Yogurt	979 Broadway #106	650.697.3888	Daisy Chow	Accts. Payable	909-594-3388 ext 113	Food Preparation
O Sole Mio	352 Broadway	650.692.7905	John Hizy	Owner	692-7905	Food Preparation
One Hundred Percent Healthy Dessert Café Inc.	328 Broadway	650.697.5188	Wai Tee Tran	Owner/ President	650.697.9488	Food Preparation

Millbrae List of Potentials 2013

Business Name	Business Address	Business Phone	Contact Name	Contact Title	Contact Phone	Process Description
Pape Meat Co.	25 Hillcrest Boulevard	650.697.2232	Guy Crims	Partner	650.697.2232	Food Preparation
Peter's Café	10 El Camino Real	650.697.2434	Peter Liu	Owner	697-2434	Food Preparation
Quickly Corporation	325 El Camino Real	650.692.6900	Fiona Kot	Supervisor	510-780-1000	Food Preparation
Redbrick Pizza	979 Broadway Ste. 104	650.259.9654	Ana Oyuelo	CEO	650.814.6280	Food Preparation
Rosie's Cantina	333 Broadway	650.697.6554	Antonio Molina	Owner	834-0390	Food Preparation
Round Table Pizza #18	414 Broadway	650.697.5520	Husni Koussa	Owner	697-5520	Food Preparation
Safeway 618-9	525 El Camino Real	650.697.9514	Cindy Taylor	Manager	697-9514	Food Preparation
SF Public Utilities Commission	1000 El Camino Real	650.872.5900	Jim West		872-5970	Honey wagon disposal site and laboratory for water testing
Shanghai Bistro	1055 El Camino Real	650.692.8858	Xiaojing Qian	Owner	510.610.3163	Food Preparation
Shanghai Dumpling Shop	455 Broadway	650.697.0682	Irene Tse	Owner	650.307.9288	Food Preparation
Shanghai Winter Garden	310 Broadway	650.692.2288	Nelson Lee	Owner	1.415.828.8586	Food Preparation
Sixteen Mile House	448 Brooadway	650.697.6118	Peter Liu	President	415.999.2989	Food Preparation
South Sea Seafood Village	195 El Camino Real	650.692.0688	Peter Boo Chan	Owner	415.812.0918	Food Preparation
SpeeDee Oil Change & Tune-up	390 El Camino Real	650.952.5178	Michael Mak	Officer	650.692.6740	Automotive
St. Dunstan Parish Center	1133 Broadway	650.697.4730	James Felix	Maintenance Engineer	302-2413	Food Preparation
Sunny's Sushi	102 So. El Camino Real	650.692.7787	Nikki Sun	Owner	650.740.6742	Food Preparation
Sun's Market	123 El Camino Real	650.651.4881	Vivian Li	Owner	415.425.3822	Food Preparation
Sushi Kei Restaurant	407 Broadway	650.692.0100	Ryo Kikuchi	Owner	692-0100	Food Preparation
Suzanne's Cake & Pastry	320 Broadway	650.697.4713	Wen Wei Zhou	President	1.510.363.2283	Food Preparation
Sweet Indulgence	298 Broadway	650.697.2998	Joanne Yu Yan Chiu	Owner	415.810.5170	Food Preparation
Taco Bell	210 El Camino Real	650.692.1542	Deepak Kumar	Regional General Manager	650.692.1542	Food Preparation
Terrace Café Restaurant	1100 El Camino Real	650.742.5588 x 6101	Michael Brogdon	Director of Food and Beverage	742.5588 x 6101	Food Preparation
Thai Stick	301 El Camino Real	650.692.0414	Punsak Polemahasuppapole	Owner	415.652.4971	Food Preparation
The Kitchen	279 El Camino Real	650.692.9688	Tammy Su	Secretary	415.602.9881	Food Preparation
Walgreens #07970	45 S. El Camino Real	650.697.3970	Ryan Kamenicky	Photofinishing Project Coordinator/Environmental Manager	847-315-2297	Photo Processing
Westin Hotel	1 Old Bayshore	650.872.8159	Reggie Woodridge	Director of Operations	872-8124	Food Preparation
Wilson Plaza, LLC.	350 Adrian Road	650-802-1629	Cheryl Garcia	Regional Manager	650-802-1611	Food Preparation

Millbrae List of Potentials 2013

Business Name	Business Address	Business Phone	Contact Name	Contact Title	Contact Phone	Process Description
Panera Bread	Norys Barrios	GM	692-3100			Food Preparation
L & L Barbecue	Eva Kam	President	425.894.3526			Food Preparation
Café Encore	Vivian	Owner				Food Preparation
Tortillas	Isaac Lee	Owner	333.6688			Food Preparation
Wing Stop	1085 El Camino Real	650.697.3300	Bob Shoker	Manager	650.219.3112	Food Preparation
Yi Yuan Szechuan Restaurant	1711 El Camino Real	650.869.6222	Eugene Jin Su	Owner	1.415.269.3028	Food Preparation
Zen Bistro	420 Broadway	650.697.9988	Zhao Dong Alex Tam		415.333.4132	Food Preparation
Zen Peninsula	1180 El Camino Real	650.616.9388	Yin H. Ng (Angie)	President	510-396-8388	Food Preparation

C.4.b.iii.(1)
Potential Facilities List
Facilities Inspected by San Mateo County

Municipality
MILLBRAE

Facility	Address	City
WORLD JOURNAL SF LLC	231 ADRIAN	MILLBRAE
PANERA BREAD CAFE	320 ADRIAN	MILLBRAE
L & L HAWAIIAN BBQ	340 ADRIAN	MILLBRAE
CAFE ENCORE, A CALIFORNIA CORP	350 ADRIAN	MILLBRAE
TORTILLA MEXICAN GRILL	360 ADRIAN	MILLBRAE
MAGIC GOURMET TRADING, INC	375 ADRIAN	MILLBRAE
CAFE SALINA	235 BROADWAY	MILLBRAE
VINEYARD GATE	238 BROADWAY	MILLBRAE
PENINSULA CLEANER	243 BROADWAY	MILLBRAE
STEPHENS DELI	260 BROADWAY	MILLBRAE
JEET SING CO	290 BROADWAY	MILLBRAE
CHICKEN PHO YOU	292 BROADWAY	MILLBRAE
SWEET INDULGENCE	298 BROADWAY	MILLBRAE
BAMBOO GARDEN DIMSUM	309 BROADWAY	MILLBRAE
SHANGHAI WINTER GARDEN INC	310 BROADWAY	MILLBRAE
SUZANNE CAKE PASTRY	320 BROADWAY	MILLBRAE
100% HEALTHY DESSERT/CAFE	328 BROADWAY	MILLBRAE
ROSIES CANTINA	333 BROADWAY	MILLBRAE
MILLS ONE HOUR CLEANERS	336 BROADWAY	MILLBRAE
BROADWAY BISTRO	349 BROADWAY	MILLBRAE
O SOLE MIO	352 BROADWAY	MILLBRAE
PEETS COFFEE & TEA	401 BROADWAY	MILLBRAE
MR PICKLES SANDWICH SHOP	405 BROADWAY	MILLBRAE
SUSHI KEI	407 BROADWAY	MILLBRAE
HARVEST GROCERIES INC	411 BROADWAY	MILLBRAE
ROUND TABLE PIZZA	414 BROADWAY	MILLBRAE
ZEN SUSHI	420 BROADWAY	MILLBRAE
HOA KY RESTAURANT CORP	447 BROADWAY	MILLBRAE
SIXTEEN MILE HOUSE	448 BROADWAY	MILLBRAE
DEANS PRODUCE	451 BROADWAY	MILLBRAE
SHANGHAI DUMPLING SHOP, INC	455 BROADWAY	MILLBRAE
GOURMET VILLAGE	465 BROADWAY	MILLBRAE
STARBUCKS COFFEE	513 BROADWAY	MILLBRAE
JAMBA JUICE #104	525 BROADWAY	MILLBRAE
BAGEL STREET CAFE	537 BROADWAY	MILLBRAE
LEONARDOS ITALIAN CAFE & DELI	540 BROADWAY	MILLBRAE
WALGREENS #0625	615 BROADWAY	MILLBRAE
BASKIN ROBBINS #166	669 BROADWAY	MILLBRAE
BIG MOUTH RESTAURANT	675 BROADWAY	MILLBRAE
TRADER JOES MARKET	765 BROADWAY	MILLBRAE
REDBRICK PIZZA	979 BROADWAY	104 MILLBRAE
SUBWAY IN MILLBRAE, INC	979 BROADWAY	102 MILLBRAE
NUBI YOGURT	979 BROADWAY	106 MILLBRAE
NEW MILLBRAE NAKED FISH INC	979 BROADWAY	100 MILLBRAE
EGGETTES.COM	979 BROADWAY	110 MILLBRAE
HOLIDAY CLEANERS	1050 BROADWAY	MILLBRAE
MARYMOUNT GREENHILLS, LLC	1201 BROADWAY	MILLBRAE
MAGNOLIA OF MILLBRAE	201 CHADBOURNE	MILLBRAE
MAGNOLIA OF MILLBRAE	201 CHADBOURNE	MILLBRAE
MILLBRAE 76 # 253676	5 EL CAMINO REAL	MILLBRAE
CAFE ORCHID	9 EL CAMINO REAL	#B MILLBRAE

C.4.b.iii.(1)
Potential Facilities List
Facilities Inspected by San Mateo County

Municipality
MILLBRAE

Facility	Address	City
PETERS CAFE	10 EL CAMINO REAL	MILLBRAE
WALGREENS #07970	45 EL CAMINO REAL	MILLBRAE
SUNNY SUSHI	102 EL CAMINO REAL	MILLBRAE
MILLBRAE AUTO REPAIR CENTER	120 EL CAMINO REAL	MILLBRAE
CHAMPAGNE RESTAURANT	121 EL CAMINO REAL	MILLBRAE
CHIPOTLE MEXICAN GRILL	135 EL CAMINO REAL	105-1 MILLBRAE
CAFFE ROMA	143 EL CAMINO REAL	MILLBRAE
HOY SUN RESTAURANT	148 EL CAMINO REAL	MILLBRAE
GINSENG & HEALTH FOOD CO	153 EL CAMINO REAL	MILLBRAE
LA PETITE CAMILLE	170 EL CAMINO REAL	MILLBRAE
MILLBRAE TIRE & AUTO REPAIR	184 EL CAMINO REAL	MILLBRAE
MILLBRAE CABINET SHOP	190 EL CAMINO REAL	MILLBRAE
SOUTH SEA SEAFOOD VILLAGE LLC	195 EL CAMINO REAL	MILLBRAE
TACO BELL	210 EL CAMINO REAL	MILLBRAE
CAFE VIP JUNIOR	213 EL CAMINO REAL	MILLBRAE
BEN-TRE	219 EL CAMINO REAL	MILLBRAE
CHEUNG HING RESTAURANT	245 EL CAMINO REAL	MILLBRAE
THE KITCHEN	279 EL CAMINO REAL	MILLBRAE
2001 THAI STICK INC	301 EL CAMINO REAL	MILLBRAE
AUTOZONE #3307	320 EL CAMINO REAL	MILLBRAE
QUICKLY	325 EL CAMINO REAL	MILLBRAE
FIDDLERS GREEN	333 EL CAMINO REAL	MILLBRAE
LA COLLINA	355 EL CAMINO REAL	MILLBRAE
SPEEDEE OIL CHANGE	390 EL CAMINO REAL	MILLBRAE
SEVEN ELEVEN FOOD #2230	401 EL CAMINO REAL	MILLBRAE
BURGER KING RESTAURANT	420 EL CAMINO REAL	MILLBRAE
VALERO MILLBRAE GAS & FOOD	491 EL CAMINO REAL	MILLBRAE
MILLBRAE SQUARE CHEVRON	501 EL CAMINO REAL	MILLBRAE
DC AUTO SERVICE	630 EL CAMINO REAL	MILLBRAE
SUPER BURRITO	780 EL CAMINO REAL	MILLBRAE
ORCHARD SUPPLY HARDWARE #210	900 EL CAMINO REAL	MILLBRAE
KENTUCKY FRIED CHICKEN	950 EL CAMINO REAL	MILLBRAE
OFFICE DEPOT #979	959 EL CAMINO REAL	MILLBRAE
SAN FRANCISCO WATER DEPT	1000 EL CAMINO REAL	MILLBRAE
ROB BAKER GARAGE	1009 EL CAMINO REAL	MILLBRAE
SHANGHAI BISTRO	1055 EL CAMINO REAL	MILLBRAE
YUMi YOGURT	1069 EL CAMINO REAL	MILLBRAE
WINGSTOP RESTAURANTS	1085 EL CAMINO REAL	MILLBRAE
TERRACE CAFE	1100 EL CAMINO REAL	MILLBRAE
MCDONALDS OF MILLBRAE	1101 EL CAMINO REAL	MILLBRAE
ZEN PENINSULA	1180 EL CAMINO REAL	MILLBRAE
OREILLY AUTO PARTS	1200 EL CAMINO REAL	MILLBRAE
FIRESTONE TIRES #3657	1201 EL CAMINO REAL	MILLBRAE
MILLBRAE PANCAKE HOUSE	1301 EL CAMINO REAL	MILLBRAE
CHEF WANGS	1320 EL CAMINO REAL	MILLBRAE
TOMMYS CLEANERS	1340 EL CAMINO REAL	MILLBRAE
MILLBRAE KARAOKE HOUSE	1366 EL CAMINO REAL	MILLBRAE
CAPUCHINO MARKET	1370 EL CAMINO REAL	MILLBRAE
MILLWOOD INN	1375 EL CAMINO REAL	MILLBRAE
BASHAMICHI STEAK AND SEAFOOD JAPANESE BISTRO	1390 EL CAMINO REAL	MILLBRAE
KELLY MOORE PAINT COMPANY	1497 EL CAMINO REAL	MILLBRAE

C.4.b.iii.(1)
Potential Facilities List
Facilities Inspected by San Mateo County

Municipality
MILLBRAE

Facility	Address	City
ZORBAS PIZZA II	1567 EL CAMINO REAL	MILLBRAE
PERFORMANCE IMPORTS	1581 EL CAMINO REAL	MILLBRAE
NORCAL CYCLES	1587 EL CAMINO REAL	MILLBRAE
MI TEQUILA RESTAURANT	1595 EL CAMINO REAL	MILLBRAE
LIQUOR LAND	1599 EL CAMINO REAL	MILLBRAE
ANDREAS MARKET	1601 EL CAMINO REAL	MILLBRAE
DOMINOS PIZZA	1621 EL CAMINO REAL	MILLBRAE
H & D RESTAURANT, INC	1625 EL CAMINO REAL	MILLBRAE
CHU KONG SEAFOOD RESTAURANT	1661 EL CAMINO REAL	MILLBRAE
ASIAN PEARL PENINSULA	1671 EL CAMINO REAL	MILLBRAE
YI YUAN	1711 EL CAMINO REAL	MILLBRAE
STARLIGHT LOUNGE	1741 EL CAMINO REAL	MILLBRAE
MEADOW ELEMENTARY SCHOOL	1101 HELEN	MILLBRAE
PG&E SAN ANDREAS SUBSTATION	HELEN END OF	MILLBRAE
E HILLCREST PUMP STATION	600 HEMLOCK	MILLBRAE
GRILL AKAFUJI	9 HILLCREST	MILLBRAE
PAPE MEAT COMPANY	25 HILLCREST	MILLBRAE
LARKSPUR PUMP STATION	980 LARKSPUR	MILLBRAE
GREEN HILLS ELEMENTARY	401 LUDEMAN	MILLBRAE
GREEN HILLS COUNTRY CLUB	500 LUDEMAN	MILLBRAE
MADERA PUMP STATION	1362 MADERA	MILLBRAE
MADRONE LIFT STATION	340 MADRONE	MILLBRAE
PACIFIC BELL TELEPHONE dba AT & T	10 MAGNOLIA	MILLBRAE
MILLBRAE FIRE DEPT	511 MAGNOLIA	MILLBRAE
LITTLE CAESARS PIZZA	660 MAGNOLIA	MILLBRAE
THAI ZAAP RESTAURANT	716 MAGNOLIA	MILLBRAE
ST DUNSTAN SCHOOL	1150 MAGNOLIA	MILLBRAE
HONG KONG FLOWER LOUNGE	51 MILLBRAE	MILLBRAE
CHEVRON STATION	320 MILLBRAE	MILLBRAE
MILLBRAE CORPORATION YARD	400 MILLBRAE	MILLBRAE
WATER POLLUTION CONTROL PLANT	400 MILLBRAE	MILLBRAE
ALOFT SF AIRPORT	401 MILLBRAE	MILLBRAE
BART SANTA PAULA SUBSTATION-WPA	7 MONTEREY	MILLBRAE
PG&E MILLBRAE SUBSTATION	MONTEREY S/O SANTA PAULA	MILLBRAE
SAVE MART SUPERMARKETS	45 MURCHISON	MILLBRAE
MILLS HIGH SCHOOL	400 MURCHISON	MILLBRAE
SPRING VALLEY ELEMENTARY	817 MURCHISON	MILLBRAE
THE WESTIN HOTEL	1 OLD BAYSHORE HWY	MILLBRAE
I REFRESH INC	105 PARK	MILLBRAE
APOLLO CLEANERS	128 PARK	MILLBRAE
MILLBRAE MARKET & GASOLINE	1 ROLLINS	MILLBRAE
IN N OUT BURGER #190	11 ROLLINS	MILLBRAE
LOMITA PARK ELEMENTARY	200 SANTA HELENA	MILLBRAE
SAN FRANCISCO PUBLIC UTILITIES	SANTA PAULA AND BAY ST	MILLBRAE
SKYLINE CHEVRON	400 SKYLINE	MILLBRAE
TAYLOR MIDDLE SCHOOL	850 TAYLOR	MILLBRAE

Millbrae List of Scheduled Inspections 2013

Business Name	Business Address	Business Phone	Contact Name	Contact Title	Contact Phone	Last PT Insp.	Next PT Inspec.	Process Description
A & C Convalescent Hospital Inc.	1001 Hemlock	689.5776	Mary Ann Lucero	Administrator		11/02/12	11/05/13	Food Preparation
Asian Pearl Peninsula	1671 El Camino	616-8288	Tammy Su	Manager	616-8288	05/09/13	04/10/14	Food Preparation
Bamboo Garden	309 Broadway	650.302.4916	Anthony Liu	Owner	650.302.4916	07/02/12	06/15/13	Food Preparation
Bashamichi Steak and Seafood Japanese Restaurant	1390 El Camino Real		Mark Melnick	Owner				Food Preparation
Ben Tre	219 El Camino Real	650.689.5588	Linh Viet Nguyen (Viet)	CEO, President	415.819.8753	06/03/13	02/05/14	Food Preparation
Big Mouth Burger	675 Broadway	650.692.8889	Ibrahim Dababneh	Owner	415.713.9675	11/19/12	08/22/13	Food Preparation
Boiling Bay	100 El Camino Real	650.652.9588	Nadia Chang	Owner	626.378.3299	12/24/12	10/24/13	Food Preparation
Broadway Bistro	349 Broadway	692-3378	Wendy Fu	Co-Owner	415/806-3822	07/25/13		Food Preparation
Burger King	420 El Camino Real	697-5866	Soniya Rangan	Administrator	714-281-8753	12/20/12	10/11/13	Food Preparation
Café Orchid	9B El Camino Real	650.697.3988	Carol SiTou	President	415.860.2888	07/25/13		Food Preparation
Café Salina	235 Broadway	650.692.2662	Bill Chu	Manager		06/06/13	03/04/14	Food Preparation
Café VIP Jr.	213 El Camino Real	650.777.4390	Rowena Tsui	Owner	1.415.297.0386	10/29/12	10/07/13	Food Preparation
Caffe Roma	143 S El Camino Real	692-7700	Anthony Azzolini	Partner	692-7700	12/27/12	12/12/13	Food Preparation
Capuchino High School	1501 Magnolia Avenue San Bruno, CA 94066	650.558.2599	Zeke Lyles	EO, M&O	650.280.7717	06/07/13	06/06/14	Food Preparation
Casa Sanchez	370 Adrian	650.697.7525	Rosemarie Ramos	Production Manager	415.351.9600			Food Preparation
Champagne Restaurant	121 El Camino Real	650.692.2688	Vicki Lo	Executive	650.238.8128	12/27/12	07/25/13	Food Preparation
Chef Wang	1320 El Camino Real	588-3648	Ai Chang Wu	Owner	588-3648	03/27/13	03/03/14	Food Preparation
Cheung Hing Restaurant	245 El Camino Real	652-3938	Paul Zheng	Owner	415.602.8888	12/20/12	07/17/13	Food Preparation
Chicken Pho You	292 Broadway	650.692.8865	Connie Ching	Owner	415-420-6282	06/04/13	03/11/14	Food Preparation
Chipotle Mexican Grill #934	135 S. El Camino Real	650.259.9301	Joanna Worley	Area Manager	916.997.2633	10/30/12	07/09/13	Food Preparation
Chu Kong	1661 El Camino Real	650.615.9648	Wing Yu	Owner	650.278.7767	12/28/12	07/29/13	Food Preparation
Eggettes	979 Broadway, Suite 110	650.697.6945	Saedeum (Jackie) Hong	Manager	650.922.5913	08/13/13		Food Preparation
El Super Burrito	780 El Camino Real	650.583.0487	Francisco Alcantar		583-0487	10/29/12	09/16/13	Food Preparation
Famous Frankfurter	293 El Camino Real	650.697.7444	Junner-Shing Chu	Owner	697-7444	12/20/12	11/07/13	Food Preparation
Fiddler's Green	333 El Camino Real	650.697.3419	Oliver McElhone	Owner	650.697.3419	12/31/12	10/07/13	Food Preparation
Firestone Tires	1201 El Camino Real	650.871.9096	Hugh Aliabadi	Store Manager	871-9096	11/23/12	11/05/13	Automotive
Gourmet Village	465 Broadway	650.697.7788	Zhong Rong Tan		415.585.6326	12/28/12	08/02/13	Food Preparation

Millbrae List of Scheduled Inspections 2013

Business Name	Business Address	Business Phone	Contact Name	Contact Title	Contact Phone	Last PT Insp.	Next PT Inspec.	Process Description
Green Hills Country Club	400 Ludeman Lane	650-648-9957	Lunan Fu (Tony)	Controller	650-648-9957	11/21/12	08/20/13	Food Preparation
Grill Akafuji	9 Hillcrest	650.692.9967	Haruo Mizuno	Owner	692-9967	11/21/12	10/22/13	Food Preparation
HD Chinese Yunnan Rice Noodles	1625 El Camino Real	650.872.2338	Huihua Huang	CEO	1.415.359.5877	12/28/12	08/12/13	Food Preparation
Hoa Ky Restaurant	447 Broadway	650.697.4210	Minh La	President	415-378-1163	12/21/12	10/14/13	Food Preparation
Hong Kong Flower Lounge	51 Millbrae	650.692.6666	Eric Lau	President	1.408.922.2700	11/23/12	08/28/13	Food Preparation
Hoy Sun Restaurant	148 El Camino Real	650.692.3388	Tung Sing Tang	Owner	415.722.7118	05/23/12	04/19/13	Food Preparation
IN-N-OUT BURGER-190	11 Rollins Road	626.905.1048	Jeff Helmrich	Special Projects Manager	1/626-905-1048	12/27/12	07/25/13	Food Preparation
J & J Bakery	133 El Camino Real	650.692.2833	Elexis Cheung	Manager	650.692.2833	11/19/12	07/16/13	Food Preparation
KFC	950 El Camino Real	650.589.9860	William Lam	Manager	589-9860	12/21/12	11/14/13	Food Preparation
La Collina	355 El Camino Real	650.652.9655	Tayyar Gundogdu	Owner	650-652-9655	11/23/12	11/12/13	Food Preparation
La Petite Camille	170 El Camino Real	650.692.4978	Henry Thai	Manager	692-4978	12/27/12	10/23/13	Food Preparation
Lai Lai Restaurant	334 Broadway	650.692.8898	Gary Lin	Manager	692-8898		09/24/13	Food Preparation
Little Whale	716 Magnolia	650.697.4004	Darby and Pat Srisuk	Manager	697-4004	11/21/12	10/21/13	Food Preparation
Lucky #726	45 Murchison Drive	650.692.0429	Justin Pratt	Director, Purchasing & Maintenance Engineering	209.574.6261	07/25/13		Food Preparation
Magic Gourment Trading Inc.	375 Adrian Road	650.239.9068	Stella Poon	Office Manager	650.239.9068	08/10/12	08/01/13	Food Preparation
Magnolia of Millbrae	201 Chadbourne	650.697.7700	Margarito Garcia	Food Services Director	1.650.697.6577	08/29/12	09/24/13	Food Preparation
Marymount Greenhills, LLC	1201 Broadway	650.742.9150	Cesar Martinez	Food Services Director	742-9150	08/29/12	10/16/13	Food Preparation
McDonalds	1101 El Camino Real	650.873.3680	Sam Saleh	Manager	1.650.873.3680	08/29/12	07/23/13	Food Preparation
Mi Tequila Restaurant	1595 El Camino Real	650.589.3493	Marvin Castro	Owner	650.576.0946	06/17/13	03/07/14	Food Preparation
Millbrae Car Wash	310 Adrian Road	650.692.2345	Kevin Kim	Owner	510.418.3584	12/27/12	11/18/13	Drive thru spray wash, rinse, and wax system.
Millbrae Pancake House	1301 El Camino Real	650.589.2080	Thomas Maguire	Owner	589-2080	06/03/13	02/06/14	Food Preparation
Mills High School	400 Murchison Drive	650.558.2599	Zeke Lyles	EO, M&O	650.280.7717	06/07/13	06/06/14	Food Preparation

Millbrae List of Scheduled Inspections 2013

Business Name	Business Address	Business Phone	Contact Name	Contact Title	Contact Phone	Last PT Insp.	Next PT Inspec.	Process Description
Naked Fish	979 Broadway, Unit 101	650.692.6288	Xie (Sue) Wen	Sister	415.699.5466	08/09/13		Food Preparation
Nubi Yogurt	979 Broadway #106	650.697.3888	Daisy Chow	Accts. Payable	909-594-3388 ext 113	08/09/13	07/09/14	Food Preparation
O Sole Mio	352 Broadway	650.692.7905	John Hizy	Owner	692-7905	12/28/12	08/13/13	Food Preparation
One Hundred Percent Healthy Dessert Café Inc.	328 Broadway	650.697.5188	Wai Tee Tran	Owner/ President	650.697.9488	06/06/13	03/13/14	Food Preparation
Pape Meat Co.	25 Hillcrest Boulevard	650.697.2232	Guy Crims	Partner	650.697.2232	03/27/13	03/05/14	Food Preparation
Peter's Café	10 El Camino Real	650.697.2434	Peter Liu	Owner	697-2434	08/30/12	10/15/13	Food Preparation
Quickly Corporation	325 El Camino Real	650.692.6900	Fiona Kot	Supervisor	510-780-1000	11/23/12	09/24/13	Food Preparation
Redbrick Pizza	979 Broadway Ste. 104	650.259.9654	Ana Oyuelo	CEO	650.814.6280	08/09/13	07/09/14	Food Preparation
Rosie's Cantina	333 Broadway	650.697.6554	Antonio Molina	Owner	834-0390	12/18/12	10/08/13	Food Preparation
Round Table Pizza #18	414 Broadway	650.697.5520	Husni Koussa	Owner	697-5520	06/04/13	03/14/14	Food Preparation
Safeway 618-9	525 El Camino Real	650.697.9514	Cindy Taylor	Manager	697-9514	10/25/11		Food Preparation
SF Public Utilities Commission	1000 El Camino Real	650.872.5900	Jim West		872-5970	12/18/12	05/13/13	Honey wagon disposal site and laboratory for water testing
Shanghai Bistro	1055 El Camino Real	650.692.8858	Xiaojing Qian	Owner	510.610.3163	12/28/12	10/08/13	Food Preparation
Shanghai Dumpling Shop	455 Broadway	650.697.0682	Irene Tse	Owner	650.307.9288	07/25/13		Food Preparation
Shanghai Winter Garden	310 Broadway	650.692.2288	Nelson Lee	Owner	1.415.828.8586	07/17/12	5/22/2013	Food Preparation
Sixteen Mile House	448 Broadway	650.697.6118	Peter Liu	President	415.999.2989	03/22/13	05/15/14	Food Preparation
South Sea Seafood Village	195 El Camino Real	650.692.0688	Peter Boo Chan	Owner	415.812.0918	12/26/12	07/11/13	Food Preparation
SpeedDee Oil Change & Tune-up	390 El Camino Real	650.952.5178	Michael Mak	Officer	650.692.6740	12/19/12	07/10/13	Automotive
St. Dunstan Parish Center	1133 Broadway	650.697.4730	James Felix	Maintenance Engineer	302-2413	10/30/12	10/15/13	Food Preparation
Sunny's Sushi	102 So. El Camino Real	650.692.7787	Nikki Sun	Owner	650.740.6742	12/27/12	07/24/13	Food Preparation
Sun's Market	123 El Camino Real	650.651.4881	Vivian Li	Owner	415.425.3822	07/16/12	06/10/13	Food Preparation
Sushi Kei Restaurant	407 Broadway	650.692.0100	Ryo Kikuchi	Owner	692-0100	12/28/12	10/16/13	Food Preparation
Suzanne's Cake & Pastry	320 Broadway	650.697.4713	Wen Wei Zhou	President	1.510.363.2283	06/04/13	03/06/14	Food Preparation
Sweet Indulgence	298 Broadway	650.697.2998	Joanne Yu Yan Chiu	Owner	415.810.5170	08/13/13		Food Preparation
Taco Bell	210 El Camino Real	650.692.1542	Deepak Kumar	Regional General Manager	650.692.1542	11/23/12	10/25/13	Food Preparation
Terrace Café Restaurant	1100 El Camino Real	650.742.5588 x 6101	Michael Brogdon	Director of Food and Beverage	742.5588 x 6101	12/14/12	11/05/13	Food Preparation
Thai Stick	301 El Camino Real	650.692.0414	Punsak Polemahasuppapole	Owner	415.652.4971	08/29/12	09/25/13	Food Preparation
The Kitchen	279 El Camino Real	650.692.9688	Tammy Su	Secretary	415.602.9881	08/29/12	07/19/13	Food Preparation

Millbrae List of Scheduled Inspections 2013

Business Name	Business Address	Business Phone	Contact Name	Contact Title	Contact Phone	Last PT Insp.	Next PT Inspec.	Process Description
Walgreens #07970	45 S. El Camino Real	650.697.3970	Ryan Kamenicky	Photofinishing Project Coordinator/Environmental Manager	847-315-2297	01/29/13	01/15/14	Photo Processing
Westin Hotel	1 Old Bayshore	650.872.8159	Reggie Woolridge	Director of Operations	872-8124	06/07/12	08/06/13	Food Preparation
Wilson Plaza, LLC.	350 Adrian Road	650-802-1629	Cheryl Garcia	Regional Manager	650-802-1611	06/30/12	06/15/13	Food Preparation
Panera Bread	Panera Bread	320 Adrian Road	320 Adrian Road	692-3100	Chad Keele	General Manager	692-3100	
L & L Barbecue	L & L Barbecue	320 Vallejo Dr. #3	340 Adrian Road	259.8063	Eva Kam	President	25.894.3524	808.951.9888
Café Encore	Café Encore	350 Adrian Road	350 Adrian Road	259.9213	Vivian Wong	Owner	259.9213	
Tortillas	Tortillas Mexican Grill	360 Adrian Road	360 Adrian Road	692.8226	Isaac Lee	Owner	333.6688	
Wing Stop	1085 El Camino Real	650.697.3300	Bob Shoker	Manager	650.219.3112	01/31/13		Food Preparation
Yi Yuan Szechuan Restaurant	1711 El Camino Real	650.869.6222	Eugene Jin Su	Owner	1.415.269.3028	10/29/12	10/08/13	Food Preparation
Zen Bistro	420 Broadway	650.697.9988	Zhao Dong Alex Tam		415.333.4132	12/28/12	10/10/13	Food Preparation
Zen Peninsula	1180 El Camino Real	650.616.9388	Yin H. Ng (Angie)	President	510-396-8388	12/27/12	07/30/13	Food Preparation

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

**Municipality
MILLBRAE**

Facility	Address	City	Last Inspection
ROUND TABLE PIZZA	414 BROADWAY	MILLBRAE	No Activity
LIQUOR LAND	1599 EL CAMINO REAL	MILLBRAE	No Activity
H & D RESTAURANT, INC	1625 EL CAMINO REAL	MILLBRAE	No Activity
CHIPOTLE MEXICAN GRILL	135 EL CAMINO REAL	105-1 MILLBRAE	7/30/2010
SPRING VALLEY ELEMENTARY	817 MURCHISON	MILLBRAE	9/28/2010
GREEN HILLS ELEMENTARY	401 LUDEMAN	MILLBRAE	10/28/2010
LOMITA PARK ELEMENTARY	200 SANTA HELENA	MILLBRAE	11/5/2010
TRADER JOES MARKET	765 BROADWAY	MILLBRAE	12/2/2010
MILLBRAE PANCAKE HOUSE	1301 EL CAMINO REAL	MILLBRAE	12/16/2010
NUBI YOGURT	979 BROADWAY	106 MILLBRAE	1/5/2011
NEW MILLBRAE NAKED FISH INC	979 BROADWAY	100 MILLBRAE	1/5/2011
TERRACE CAFE	1100 EL CAMINO REAL	MILLBRAE	1/7/2011
SOUTH SEA SEAFOOD VILLAGE LLC	195 EL CAMINO REAL	MILLBRAE	1/11/2011
CAFE ORCHID	9 EL CAMINO REAL	#B MILLBRAE	1/21/2011
STARBUCKS COFFEE	513 BROADWAY	MILLBRAE	2/15/2011
JAMBA JUICE #104	525 BROADWAY	MILLBRAE	2/15/2011
MEADOW ELEMENTARY SCHOOL	1101 HELEN	MILLBRAE	2/15/2011
DEANS PRODUCE	451 BROADWAY	MILLBRAE	2/23/2011
BASKIN ROBBINS #166	669 BROADWAY	MILLBRAE	3/1/2011
SHANGHAI WINTER GARDEN INC	310 BROADWAY	MILLBRAE	3/2/2011
ALOFT SF AIRPORT	401 MILLBRAE	MILLBRAE	3/17/2011
ORCHARD SUPPLY HARDWARE #210	900 EL CAMINO REAL	MILLBRAE	8/23/2011
MILLBRAE TIRE & AUTO REPAIR	184 EL CAMINO REAL	MILLBRAE	10/11/2011
DC AUTO SERVICE	630 EL CAMINO REAL	MILLBRAE	11/10/2011
MILLBRAE CORPORATION YARD	400 MILLBRAE	MILLBRAE	2/16/2012
WATER POLLUTION CONTROL PLANT	400 MILLBRAE	MILLBRAE	2/16/2012
MAGNOLIA OF MILLBRAE	201 CHADBOURNE	MILLBRAE	3/5/2012
E HILLCREST PUMP STATION	600 HEMLOCK	MILLBRAE	3/6/2012
LARKSPUR PUMP STATION	980 LARKSPUR	MILLBRAE	3/6/2012
MADERA PUMP STATION	1362 MADERA	MILLBRAE	3/6/2012
MADRONE LIFT STATION	340 MADRONE	MILLBRAE	3/6/2012
FIRESTONE TIRES #3657	1201 EL CAMINO REAL	MILLBRAE	3/9/2012
WORLD JOURNAL SF LLC	231 ADRIAN	MILLBRAE	3/13/2012
STEPHENS DELI	260 BROADWAY	MILLBRAE	3/23/2012
JEET SING CO	290 BROADWAY	MILLBRAE	3/23/2012
ZEN PENINSULA	1180 EL CAMINO REAL	MILLBRAE	3/23/2012
CHEF WANGS	1320 EL CAMINO REAL	MILLBRAE	3/23/2012
L & L HAWAIIAN BBQ	340 ADRIAN	MILLBRAE	3/28/2012
CAFE ENCORE, A CALIFORNIA CORP	350 ADRIAN	MILLBRAE	3/28/2012
MR PICKLES SANDWICH SHOP	405 BROADWAY	MILLBRAE	3/29/2012
DOMINOS PIZZA	1621 EL CAMINO REAL	MILLBRAE	3/30/2012
MILLBRAE CABINET SHOP	190 EL CAMINO REAL	MILLBRAE	4/2/2012
VINEYARD GATE	238 BROADWAY	MILLBRAE	4/3/2012
SUZANNE CAKE PASTRY	320 BROADWAY	MILLBRAE	4/3/2012
MILLS HIGH SCHOOL	400 MURCHISON	MILLBRAE	4/3/2012
PANERA BREAD CAFE	320 ADRIAN	MILLBRAE	4/4/2012
SHANGHAI DUMPLING SHOP, INC	455 BROADWAY	MILLBRAE	4/11/2012
HOY SUN RESTAURANT	148 EL CAMINO REAL	MILLBRAE	4/11/2012
STARLIGHT LOUNGE	1741 EL CAMINO REAL	MILLBRAE	4/11/2012
SHANGHAI BISTRO	1055 EL CAMINO REAL	MILLBRAE	4/12/2012
MILLBRAE KARAOKE HOUSE	1366 EL CAMINO REAL	MILLBRAE	4/12/2012
PG&E SAN ANDREAS SUBSTATION	HELEN END OF	MILLBRAE	4/12/2012
PG&E MILLBRAE SUBSTATION	MONTEREY S/O SANTA PAULA	MILLBRAE	4/12/2012
GRILL AKAFUJI	9 HILLCREST	MILLBRAE	4/26/2012
THE WESTIN HOTEL	1 OLD BAYSHORE HWY	MILLBRAE	5/1/2012
WALGREENS #07970	45 EL CAMINO REAL	MILLBRAE	5/3/2012
KENTUCKY FRIED CHICKEN	950 EL CAMINO REAL	MILLBRAE	5/3/2012
SAVE MART SUPERMARKETS	45 MURCHISON	MILLBRAE	5/3/2012
BART SANTA PAULA SUBSTATION-WPA	7 MONTEREY	MILLBRAE	5/4/2012
WALGREENS #0625	615 BROADWAY	MILLBRAE	5/7/2012
LAI LAI RESTAURANT	334 BROADWAY	MILLBRAE	5/16/2012
TAYLOR MIDDLE SCHOOL	850 TAYLOR	MILLBRAE	5/17/2012
SAN FRANCISCO PUBLIC UTILITIES	SANTA PAULA AND BAY ST	MILLBRAE	5/24/2012
KELLY MOORE PAINT COMPANY	1497 EL CAMINO REAL	MILLBRAE	5/30/2012
PERFORMANCE IMPORTS	1581 EL CAMINO REAL	MILLBRAE	5/30/2012
NORCAL CYCLES	1587 EL CAMINO REAL	MILLBRAE	5/30/2012

C.4.b.iii.(2)
Facilities Scheduled for Inspeccion

Municipality
MILLBRAE

Facility	Address	City	Last Inspection
MILLBRAE FIRE DEPT	511 MAGNOLIA	MILLBRAE	6/5/2012
APOLLO CLEANERS	128 PARK	MILLBRAE	6/7/2012

STORMWATER INSPECTIONS & VIOLATIONS SUMMARY

Municipality: MILLBRAE

Period Covered by this Report: July 1 through September 30, 2012

Period Covered by the Previous Report: April 1 through June 30, 2012

Date: 10/22/12

Total Number of Inspections: 4

Total Number of Violations: 0

Total Follow-up Actions: 0

Total Violations Corrected: na

Total Violations Pending: 0

Haz Mat 4

Food 33

0

2

0

0

NAME ADDRESS TYPE OF BUSINESS	VIOL. DATE	INSP	TYPES OF VIOLATIONS		COMMENTS AND/OR DESCRIPTION OF VIOLATION	ENFORCEMENT ACTIONS					FOLLOW-UP ACTION	VIOLATIONS CORRECTED (YES/NO)	DATE CORRECTED	
			PTNL + BMP ≥ 4	NSW		N O N E	V W	W N	A A \$	L A				
Sixteen Mile House, 448 Broadway	2-Aug	CH	yes	No	Received complaint that every night the night crew washes their mats in back driveway. Discontinue this practice immediately. Rretrain staff today that nothing goes down the storm drain except rain water.	*						yes	yes	2-Oct
Sixteen Mile House, 448 Broadway	2-Oct	MG			Facility no longer washes mats in back driveway. Empty boxes were removed and recycled during our visit. Violation has been closed.	*						no	na	na
Café Orchid, 9 El Camino Real	19-Sep	CH	yes	yes	Observed restaurant worker pour soapy mop water into back stormdrain in parking lot. Spoke with Carol(owner) regarding observation and for her to retrain all staff-nothing but rain water down the storm drain! Education material provided on site.	*						yes	Yes	2-Oct
Café Orchid, 9 El Camino Real	2-Oct	DC			Visited site, no discharge noted in rear parking area. Waste area clean. Violation closed.	*						no	na	na

Type of Violation:

PTNL + BMP ≥ 4

NSW Non-Stormwater Discharge

If the combined value of high potential for a Pollutant Discharge plus poor BMPs equals 4, Follow-up Action is required

Discharge of non-stormwater materials to storm drain system. Non-stormwater discharges are allowed by the NPDES permit as conditionally exempted should not be identified as a NSW violation.

Enforcement Actions:

None No Action Taken

VW Verbal Warning

WN Warning Notice

AA\$ Admin. Action with Penalty

LA Legal Notice

STORMWATER INSPECTIONS & VIOLATIONS SUMMARY

Municipality: MILLBRAE

Period Covered by this Report: October 1 through December 31, 2012

Period Covered by the Previous Report: July 1 through September 30, 2012

Date: 02/23/13

Total Number of Inspections:

Total Number of Violations:

Total Follow-up Actions:

Total Violations Corrected:

Total Violations Pending:

Haz Mat

Food

1

8

0

0

0

0

na

na

0

0

NAME ADDRESS TYPE OF BUSINESS	VIOL. DATE	INSP	TYPES OF VIOLATIONS		COMMENTS AND/OR DESCRIPTION OF VIOLATION	ENFORCEMENT ACTIONS					FOLLOW-UP ACTION	VIOLATIONS CORRECTED (YES/NO)	DATE CORRECTED	
			PTNL + BMP ≥ 4	NSW		N O N E	V W	W N	A A \$	L A				
					including whether violating flow reached a creek or other waterbody, (name waterbody)									

Type of Violation:

PTNL + BMP ≥ 4
NSW Non-Stormwater Discharge

If the combined value of high potential for a Pollutant Discharge plus poor BMPs equals 4, Follow-up Action is required Discharge of non-stormwater materials to storm drain system. Non-stormwater discharges are allowed by the NPDES permit as conditionally exempted should not be identified as a NSW violation.

Enforcement Actions:

None No Action Taken
VW Verbal Warning
WN Warning Notice

AA\$ Admin. Action with Penalty
LA Legal Notice

STORMWATER INSPECTIONS & VIOLATIONS SUMMARY

Municipality: MILLBRAE
 Period Covered by this Report: January 1 through March 31, 2013
 Period Covered by the Previous Report: October 1 through December 31, 2012
 Date: 06/24/13

Total Number of Inspections:	5	Haz Mat
Total Number of Violations:	0	Food
Total Follow-up Actions:	0	22
Total Violations Corrected:	0	0
Total Violations Pending:	0	0

NAME ADDRESS TYPE OF BUSINESS	VIOL. DATE	INSP	TYPES OF VIOLATIONS		COMMENTS AND/OR DESCRIPTION OF VIOLATION	ENFORCEMENT ACTIONS					FOLLOW-UP ACTION	VIOLATIONS CORRECTED (YES/NO)	DATE CORRECTED
			PTNL + BMP ≥ 4	NSW		N O N E	V W	W N	A A \$	L A			
					including whether violating flow reached a creek or other waterbody, (name waterbody)								

Type of Violation:

PTNL + BMP ≥ 4

NSW Non-Stormwater Discharge

If the combined value of high potential for a Pollutant Discharge plus poor BMPs equals 4, Follow-up Action is required
 Discharge of non-stormwater materials to storm drain system. Non-stormwater discharges are allowed by the NPDES permit as conditionally exempted should not be identified as a NSW violation.

Enforcement Actions:

None No Action Taken
 VW Verbal Warning
 WN Warning Notice

AA\$ Admin. Action with Penalty
 LA Legal Notice

STORMWATER INSPECTIONS & VIOLATIONS SUMMARY

Municipality: Millbrae
Period Covered by this Report: April 1 through June 30, 2013
Period Covered by the Previous Report: January 1 through March 30, 2013
Date: 07/17/13

Total Number of Inspections:	9	Haz Mat	1
Total Number of Violations:	0		0
Total Follow-up Actions:	0		0
Total Violations Corrected:	0		0
Total Violations Pending:	0		0

NAME ADDRESS OF BUSINESS	TYPE	VIOL. DATE	INSP	TYPES OF VIOLATIONS		COMMENTS AND/OR DESCRIPTION OF VIOLATION	ENFORCEMENT ACTIONS					FOLLOW-UP ACTION	VIOLATIONS CORRECTED (YES/NO)	DATE CORRECTED
							N O N E	V W	W N	A A \$	L A			
				PTNL + BMP ≥ 4	NSW	including whether violating flow reached a creek or other waterbody, (name waterbody)								

Type of Violation:

PTNL + BMP ≥ 4
 NSW Non-Stormwater Discharge

If the combined value of high potential for a Pollutant Discharge plus poor BMPs equals 4, Follow-up Action is required
 Discharge of non-stormwater materials to storm drain system. Non-stormwater discharges are allowed
 by the NPDES permit as conditionally exempted should not be identified as a NSW violation.

Enforcement Actions:

None No Action Taken
 VW Verbal Warning
 WN Warning Notice

AA\$ Admin. Action with Penalty
 LA Legal Notice

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

Program Highlights

Provide background information, highlights, trends, etc.

1) MS4 maps publicly available for viewing at City Hall or may be picked up at Oakland Museum; 2) Continued implementing collection system screening program; 3) Participated in the SMCWPPP CII Subcommittee and Training Workgroup; attended April 24th Illicit Discharge Inspector Training Workshop; and, 4) Participated in BASMAA’s Municipal Operations Committee. Refer to the C.5 Illicit Discharge Detection and Elimination section of countywide program’s FY 12-13 Annual Report for description of activities at the countywide or regional level.

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

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

Contact	Description	Phone Number
Kevin Cesar	Laboratory/Source Control Supervisor	650.259.2392
Michael Killigrew	Streets, Facilities, and Storms Supervisor	650.259.2381
Catherine L. Allin	Sr. Industrial Waste Inspector	650.259.2397

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:

1) Require business licenses-Process includes BMP training; 2) Provide pretreatment permittees with list of BASMAA trained surface cleaners; 3) Permit mobile car wash services; 4) Respond to complaints/observations of illicit discharges; and, 5) County continues educational outreach to mobile food facilities. Surface cleaning is performed by City staff.
 Refer to the C.5 Illicit Discharge Detection and Elimination section of countywide program’s FY 12-13 Annual Report for a description of efforts by countywide committees/work group and the BASMAA Municipal Operations Committee to address mobile businesses.

C.5.e.iii ► Evaluation of Collection System Screening Program

Provide a summary or attach a summary of your collection screening program, a summary of problems found during collection system screening and any changes to the screening program this FY.

Description:

The City of Millbrae Collection System Screening Program entails inspecting (looking for any signs of an illicit discharge, etc.); cleaning after every rainfall; and cleaning at least one time in the summer months at the following locations (No violations were found.):
 Airport Pump Station; East Hillcrest Pump Station; Millbrae Creek; South Ashton Creek; Hemlock Creek; 785 Clearfield Drive; Cypress Creek; Santa Florida Creek; Green Hills Golf Course Creek; 429 Green Hills Creek; 835 Vista Grande Creek; 1221 Sleepyhollo

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))	2	
Discharges reaching storm drains and/or receiving waters (C.5.f.iii.(2))	1	
Discharges resolved in a timely manner (C.5.f.iii.(3))	2	
Comments: Complaints received by City are directed to appropriate staff. Depending on category of discharge (new construction/building permit required, encroachment permit required, public works, Do-It-Yourself work, pool, City cleanup required, illegal dumping, etc.), multiple responders may be necessary. Source Control staff perform any required follow-up written communication, billing, and tracking. Reports that are unsubstantiated in the field are not reported and discharges that are prevented from reaching storm drains/receiving waters are reported as potential (there were no potential flows during this report cycle).		

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

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

See attached tracking spreadsheet.

Attachments:

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

C.5.f.iii (4)

-Summary of Major Types of Discharges and Complaints-City of Millbrae

Section 6 – Provision C.6 Construction Site Controls

C.6.e.iii.1.a, b, c ▶ Site/Inspection Totals		
Number of High Priority Sites (sites disturbing < 1 acre of soil requiring storm water runoff quality inspection) (C.6.e.iii.1.a)	Number of sites disturbing ≥ 1 acre of soil (C.6.e.iii.1.b)	Total number of storm water runoff quality inspections conducted (include only High Priority Site and sites disturbing 1 acre or more) (C.6.e.iii.1.c)
1	1	7
Comments: The new Safeway located at 525 El Camino Real is a high priority site that also disturbs more than 1 acre, and thus was included in both columns above. Please note that 1 field inspection report out of 7 was misplaced (month of December 2012). All others are on file at City Hall. Upon an interview with the inspector, the site passed the inspection that month. <u>For the next FY, the City will conduct additional training to inspectors on proper maintenance of field records.</u>		

C.6.e.iii.1.d ▶ Construction Activities Storm Water Violations		
BMP Category	Number of Violations⁵⁴ excluding Verbal Warnings	% of Total Violations⁵⁵
Erosion Control	0	0%
Run-on and Run-off Control	0	0%
Sediment Control	2	66%
Active Treatment Systems	0	0%
Good Site Management	1	33%
Non Stormwater Management	0	0%
Total⁵⁶	3	100%

⁵⁴ Count one violation in a category for each site and inspection regardless of how many violations/problems occurred in the BMP category. For example, if during one inspection at a site, there are 2 erosion control violations, only 1 violation would be counted for this table.

⁵⁵ Percentage calculated as number of violations in each category divided by total number of violations in all six categories.

⁵⁶ The total number of violations may count more than one violation per inspection, since some inspections may result in violations in more than one category. For example, during one inspection of a site, there may have been both an erosion control violation and a sediment control violation. For this reason, the total number of violations in this table may not match the total number of enforcement actions reported in Table C6.e.iii.1.e.

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

	Enforcement Action (as listed in ERP) ⁵⁷	Number Enforcement Actions Issued	% Enforcement Actions Issued ⁵⁸
Level 1 ⁵⁹	Verbal Warning	1	50%
Level 2	Written Warning	1	50%
Level 3	Notice to Comply	0	0%
Level 4	Legal Action	0	0%
Total		2	100%

C.6.e.iii.1.f, g ► Illicit Discharges

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

⁵⁷ Agencies should list the specific enforcement actions as defined in their ERPs.

⁵⁸ Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

⁵⁹ For example, Enforcement Level 1 may be Verbal Warning.

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

	Number	Percent
Violations (excluding verbal warnings) fully corrected within 10 business days after violations are discovered or otherwise considered corrected in a timely period (C.6.e.iii.1.h)	1*	100% ⁶⁰
Violations (excluding verbal warnings) not fully corrected within 30 days after violations are discovered (C.6.e.iii.1.i)	0	0% ⁶¹
Total number of violations (excluding verbal warnings) for the reporting year⁶²	1	100%

Comments:

*Violation was corrected within 11 business days due to inspector schedule.

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 City mandates all construction sites to have site specific stormwater BMP's in place before start of the rainy season. The reported site was inspected monthly during rainy season to assure effective maintenance of BMP's. BMP performance issues at the site consisted of sediment control and good site management. These issues were corrected promptly before causing further stormwater violations/problems.

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

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

Description:

The City of Millbrae's program is strong. The City utilizes trained inspectors to perform monthly inspections of construction sites. Efforts conducted by the City of Millbrae in FY 12-13 to implement MRP requirements include: 1) revised stormwater construction inspection forms and inspection data tracking tools to match latest forms approved by SMCWPPP & conducted inspections with the new forms; 2) provided training to inspectors in-house/on-the-job and via SMCWPPP (attended the April 11, 2013 Stormwater Training for Construction Site Inspectors Workshop); 4) participated in the New Development Subcommittee. Additional training will be conducted next year for proper maintenance of field records. Refer to the C.6 Construction Site Control section of the SMCWPPP FY 12-13 Annual Report (if applicable) for a description of activities at the countywide or regional level.

⁶⁰ Calculated as number of violations fully corrected in a timely period after the violations are discovered divided by the total number of violations for the reporting year.

⁶¹ Calculated as number of violations not fully corrected within 30 days after the violations are discovered divided by the total number of violations for the reporting year.

⁶² The total number of violations reported in the table of Violation Correction Times equals the number of initial enforcement actions. I.e., This assumes one violation is issued for several problems during an inspection at a site. The total number of violations in the table of Violation Correction Times may not equal the total number of enforcement actions because one violation issued at a site may have a second enforcement action for the same violation at the next inspection if it is not corrected.

C.6.f ► Staff Training Summary

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
SMCWPPP Stormwater Training for Construction Site Inspectors	4/11/2013	MRP Requirements; differences with CGP; review of SMCWPPP's Inspection form.	6*	100%
*Includes inspectors and other staff members.				

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

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

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

Summary:

Prior records not kept for activities but assume 100% since program inception.

Estimated annual percentage of stenciled municipality storm drain inlets that were inspected and maintained as legible:

2009-10: %NA

2010-11: %NA

2011-12: 100%

2012-13: 100%

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

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

Summary:

There were no privately-maintained streets constructed in FY 12-13. All future storm drain inlets constructed on privately-maintained streets will be included in the City's storm drain inlet inventory for annual inspection.

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:

Local: Advertised the City's Environmental Programs, including for workshops, water pollution prevention, and other program information in newspaper ads in August and September of 2012, and in the City's residential bi-annual e-newsletters and the franchised garbage/recycling hauler's newsletters. Notices were included on the City's website and in utility billings (reaching 6,267 resident/business customers), and public service announcements were included on the local cable station. The regional "Be the Street Campaign" was posted on the City's website and flyers were placed in City Hall. Newspaper ads were also included in the local newspaper in April for workshops and Arbor & Earth Day.

Regional: The following separate report developed by BASMAA summarizes the activities of the Regional Youth Litter Campaign: "BASMAA Be the Street Youth Litter Campaign Report."

C.7.b.iii.1 ▶ Pre-Campaign Survey

(For the Annual Report following the pre-campaign survey) Summarize survey information such as sample size, type of survey (telephone survey, interviews etc.). Attach a survey report that includes the following information. If survey was done regionally, refer to a regional submittal that contains the following information:

Regional: The following separate report developed by BASMAA summarizes the pre-campaign survey conducted in FY 12-13: "BASMAA Be the Street Youth Litter Campaign Report."

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

	Survey report attached
X	Reference to regional submittal: "BASMAA Be the Street 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

Local:

Media efforts are conducted through a variety of printed media, public service announcements on the local cable station and postings on the City's website.

- Outreach for Pollution Prevention Week and Coastal Cleanup Day in September 2012 included a school newsletter, distribution of posters to businesses, and information on the City's website and on the local cable TV station. The content included environmental actions that could be taken and event information. Several videos also aired during these events on the local cable station. For Earth Week in April, a number of outreach activities were conducted, including posting information on the website, on the local cable station, and in utility bills. Flyers were also posted.
- The City's website was periodically updated during the reporting period with current programs, activities and links to guides. The regional Got Ants? Campaign guide was posted on the City's website and flyers distributed for the public at public locations.
- A variety of messages were placed in the City's utility billings, including how to dispose/recycle household hazardous waste, on the new rainwater harvesting rebate program, workshops, discouraging water waste and run-off from irrigation and other household activities, and on the Single-Use Carryout Bag Ordinance that started on September 1, 2012.
- Throughout the reporting year a variety of brochures on water pollution prevention are distributed to the public at City facilities at workshops and events, and upon request to classrooms for students and outreach is conducted on the availability of free resources and guides through newsletters, e-mails, web postings and public service announcements on the local cable station. The brochures include those developed by the City and from the County on water pollution prevention. A guide for children was distributed called "A Kid's Guide to Backyard Bugs" that includes information on the dangers of chemicals/pesticides and the benefits of good bugs in the garden.
- A number of outreach methods were used to inform businesses and the community on the new Single-Use Carryout Bag Ordinance, both prior to and after the start date, which prohibits the use of thin plastic bag grocery bags at retail stores. The outreach was focused on why plastic bags are bad for the environment and encouraged the use of reusable bags. Outreach included web postings, flyers, posters, public service announcements, press release, mailings to businesses, a workshop, newsletter articles, displays, utility bill message, e-mail

notices, City Council presentations and distribution of reusable shopping bags.

- A Rainwater Harvesting Rebate Program was started in 2012 and an application and brochure were developed that included information on water pollution prevention. In addition to distributing the application and guide, the new regional stormwater control guides were distributed.
- A variety of guides are distributed to the public at City facilities, at events and workshops.

Regional: The following separate report developed by BASMAA summarizes media relations efforts conducted regionally during FY 12-13: "BASMAA Media Relations Final Report FY 12-13." This report and any other media relations efforts conducted countywide is included within the Public Information and Outreach section of the SMCWPPP FY 12-13 Annual Report.

C.7.d ► Stormwater Point of Contact

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

Local: No change. Local and regional website addresses and phone numbers continued to be promoted on the City’s website and in outreach materials.

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

C.7.e ► Public Outreach Events

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

Event Details	Description (messages, audience)	Evaluation of Effectiveness
<u>Local:</u> Pollution Prevention Week Tabling, September 11 & 18, 2012	Staffed table in the Downtown area and Library; audience: general public and students; outreach on water pollution prevention and general environmental education.	Reached general public and students; approximately 175 people stopped by the tables; distributed 200 handouts, including reusable shopping bags.
<u>Local:</u> Japanese Cultural Festival, October 7, 2012 City Center	Cultural event; audience: Asian community; outreach on proper disposal of prescription medicine and household hazardous waste, non-toxic household cleaning, pesticides and organic gardening.	Reached the Asian community; approximately 550 attended; distributed 150 handouts.
<u>Local:</u> Water-Wise Landscape Design Workshop, October 16, 2012	Native plant workshop; audience: gardeners and homeowners; outreach on planting natives to reduce water and chemical use.	Reached gardeners and homeowners; there were 20 attendees; distributed a variety of water conservation and water pollution prevention brochures, approximately 65

		handouts.
<u>Local:</u> Health & Wellness Faire, January 26, 2013, Community Center	Senior Faire; audience: seniors; outreach on proper disposal of prescription medicine and household hazardous waste, non-toxic household cleaning, pesticides and organic gardening.	Reached the senior community; approximately 500 attended; distributed a variety of water conservation and water pollution prevention brochures, approximately 150 handouts.
<u>Local:</u> Lunar New Year Event, February 26, 2013, City Center	Cultural event; audience: Asian community; outreach on proper disposal of prescription medicine and household hazardous waste, non-toxic household cleaning, pesticides and organic gardening.	Reached the Asian community; approximately 500 attended; distributed 175 handouts.
<u>Local:</u> Rainwater Harvesting & Graywater Reuse Workshop, March 13, 2013, Library	Rainwater harvesting and graywater reuse workshop; audience homeowners; outreach on the benefits of harvesting rainwater to save water and reduce runoff.	Reached homeowners; there were 26 attendees; distributed a variety of water conservation and water pollution prevention brochures, approximately 65 handouts. Raffle a rain barrel system.
<u>Local:</u> Earth Day Tabling, April 22, 2013, Downtown	Staffed table in the Downtown area; audience: general public and students; outreach on water pollution prevention and general environmental education.	Reached general public; approximately 150 people stopped by the table; distributed 300 handouts, including reusable shopping bags.
<u>Local:</u> Growing Your Own Organic Garden Workshop, April 18, 2013, Library	Organic garden workshop; audience: gardeners and homeowners; focus on alternatives to using pesticides and on using sustainable gardening measures.	Reached gardeners and homeowners; approximately 25 attended; distributed 65 handouts.
Copper Algaecide Outreach to all Pool Owners	Distributed to 368 residents and businesses, a cover letter and pool discharge permit application with a copy of the Bay Area Pollution Prevention Group developed— Our Water our World fact sheet entitled, "Pools, Spas, and Fountains Maintenance" that addresses copper algaecides. Posted link to fact sheet on baywise.org.	Received 31 phone inquires and multiple written comments in response to outreach. An immediate increase in permit applications received. San Mateo County Environmental Health requested and received 600 copies to distribute throughout the County.

<p><u>Regional</u>: The following outreach events were conducted on a countywide level by SMCWPPP and are described in detail in the Public Information and Outreach section of the SMCWPPP FY 12-13 Annual Report:</p> <p>-California Coastal Cleanup Day in San Mateo County, September 15, 2012; <u>Locally</u> conducted outreach and held cleanup event on September 15.</p> <p>-San Mateo County Fair, June 8-16, 2013; <u>locally</u> the County Fair was promoted through flyers posted in City Hall display windows and on the City's website.</p>		
---	--	--

C.7.f. ► Watershed Stewardship Collaborative Efforts

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

Evaluate effectiveness by describing the following:

- Efforts undertaken
- Major accomplishments

Summary:

Regional: A summary of efforts conducted by SMCWPPP to work with Watershed Stewardship Groups on a countywide level is included within the Public Information and Outreach section of the SMCWPPP FY 12-13 Annual Report.

C.7.g. ► Citizen Involvement Events

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

Event Details	Description	Evaluation of effectiveness
<p><u>Local</u>: Coastal Cleanup Day, September 15, 2012 Citywide</p>	<p>Held a local cleanup. Local citizens and students helped with the citywide cleanup of the Bay, various parks, trails, alleys, and City streets; audience: general public and students; outreach on litter prevention, proper disposal of household hazardous waste and general environmental education.</p>	<p>Reached general public and students; there were approximately 110 participants who collected 2 yards of trash, 1 yard of compostables, including paper pieces, and 96 gallons of cans, bottles, plastics; distributed 175 handouts.</p>

<p><u>Local:</u> Earth Day/Litter Cleanup, April 27, 2013 Citywide</p>	<p>Held a local cleanup. Citizens and students helped with the citywide cleanup of various parks, trails, alleys, and City streets; audience: general public and students; outreach on litter prevention, proper disposal of household hazardous waste and general environmental education.</p>	<p>There were 125 participants. A total of 2 ¾ yards of trash was collected and 96 gallons of cans/bottles/containers and 2 yards (404 gallons) of paper/cardboard was collected separately and recycled. Distributed 200 handouts.</p>
<p><u>Regional:</u> The following involvement events were conducted on a countywide level by SMCWPPP and are described in detail in the Public Information and Outreach section of the SMCWPPP FY 12-13 Annual Report: "California Coastal Cleanup Day in San Mateo County, September 15, 2012". In addition, the City promoted their own event (please see above) for our local Coastal Clean-up Day.</p>		

C.7.h. ► School-Age Children Outreach

Summarize school-age children outreach programs implemented. A detailed report may be included as an attachment. Use the following table for reporting school-age children outreach efforts.

Program Details	Focus & Short Description	Number of Students/Teachers reached	Evaluation of Effectiveness
<p><u>Local:</u> Water Conservation School Assembly Program, throughout the 2012-2013 school year; elementary grades and 6th grade middle school students</p>	<p>Provided school assembly programs to all K-5 schools and the 6th grade at the Middle School; focus on water conservation and also included information on water pollution prevention.</p>	<p>1,445</p>	<p>Distributed water conservation activity booklets to students, included information on water pollution prevention.</p>
<p><u>Local:</u> Classroom presentations, throughout the 2012-2013 school year; elementary and middle school grade students</p>	<p>Conducted classroom presentations for 3 grade school classes and 4 middle school classes on recycling, water conservation and water pollution prevention.</p>	<p>210 middle school students and 95 grade school students (8 classrooms)</p>	<p>Distributed a variety of recycling, water conservation and water pollution prevention brochures and reusable shopping bags, approximately 1,300 handouts.</p>
<p><u>Local:</u> Earth Day Handouts, April, 2013; nursery school, elementary and middle school grade</p>	<p>Provide handouts to students/classrooms for Earth Day.</p>	<p>350 students</p>	<p>Distributed a variety of recycling, water conservation and water pollution prevention handouts, activity booklets and reusable</p>

students			shopping bags, approximately 1,500 handouts.
<u>Local:</u> Earth Day Library Event-Earthcapades Planetary Circus Performance, April 16, 2013; elementary and middle school grade students and parents	Live performance on environmental topics and public information table; outreach on water pollution prevention and general environmental education.	120	Distributed a variety of recycling, water conservation and water pollution prevention brochures and activity booklets, approximately 250 handouts.
<u>Local:</u> "Be Seen Keeping It Clean" event coordinated by the County Education office; Spring Valley School, elementary grade students	Staffed an education table for conducting outreach to students and parents.	150	Distributed a variety of recycling, water conservation and water pollution prevention handouts, activity booklets and reusable shopping bags, approximately 350 handouts.
<u>Regional:</u> SMCWPPP conducted two school-aged children outreach programs countywide, including in Millbrae for middle and high school students. These programs are summarized in the Public Information and Outreach section of the SMCWPPP FY 12-13 Annual Report.			

C.7.i. ► Outreach to Municipal Officials

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

Summary:
Local: Throughout the reporting year a number of related presentations and reports were provided to the City Council members, including on the Single-Use Carryout Bag Ordinance that was adopted at the January 24, 2012 City council meeting, the National Pollution Week Proclamation presented at the September 11, 2012 City Council meeting, a staff report and presentation for the NPDES permit renewal for the Water Pollution Control Plant at the October 9, 2012 City Council meeting, and various weekly reports were provided to the City Council on the new Rainwater Harvesting Rebate Program that started in 2012 and on outreach to local groups that hold carwash fundraisers for the new guidelines and brochure. In addition, presentations were made by the Countywide Stormwater Committee to local elected officials at C/CAG meetings.
Regional: Millbrae City Engineer is a member of the San Mateo County Stormwater Committee which also receives updates regularly.

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

Local: The City of Millbrae monitors all connections to the San Francisco Water Department and samples weekly for coliforms, chlorine, mono chloramines, free ammonia, turbidity, pH and temperature.

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

Section 9 – Provision C.9 Pesticides Toxicity Controls

C.9.b ► Implement IPM Policy or Ordinance					
Report implementation of IPM BMPs by showing trends in quantities and types of pesticides used, and suggest reasons for increases in use of pesticides that threaten water quality, specifically organophosphates, pyrethroids, carbaryl, and fipronil. A separate report can be attached as evidence of your implementation.					
Trends in Quantities and Types of Pesticides Used⁶³					
Pesticide Category and Specific Pesticide Used	Amount⁶⁴				
	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14
Organophosphates	0	0	0	0	
Product or Pesticide Type A	0	0	0	0	
Product or Pesticide Type B	0	0	0	0	
Pyrethroids	0	0	0	0	
Product or Pesticide Type X	0	0	0	0	
Product or Pesticide Type Y	0	0	0	0	
Carbaryl	0	0	0	0	
Fipronil	0	0	0	0	

C.9.c ► Train Municipal Employees	
Enter the number of employees that applied or used pesticides (including herbicides) within the scope of their duties this reporting year.	4
Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within the last 3 years.	4
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%

⁶³ Includes all municipal structural and landscape pesticide usage by employees and contractors.

⁶⁴ Weight or volume of the product or preferably its active ingredient, using same units for the product each year. The active ingredients in any pesticide are listed on the label. The list of active ingredients that need to be reported in the pyrethroids class includes: allethrin (D-allethrin), bioallethrin, bifenthrin, beta-cyfluthrin, cyfluthrin, cypermethrin, cyphenothrin, deltamethrin, esfenvalerate, etofenprox, gamma-cyhalothrin, imiprothrin, lambda-cyhalothrin, metofluthrin, permethrin, phenothrin, prallethrin, resmethrin, sumithrin (D-phenothrin), tau fluvalinate, tefluthrin, tetramethrin, tralomethrin, and zeta-cypermethrin (S-cypermethrin).

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.				
The City of Millbrae verifies IPM contractor performance by hiring professionals that certify they are properly trained and use IPM.					
Pestec is EcoWise Certified. EcoWise Certified professionals must pass a rigorous exam and field audit to demonstrate expertise in prevention-based pest control practices. EcoWise requires that certified practitioners perform or oversee work at the customer account. Pestec was recognized as an IPM Innovator by the Department of Pesticide Regulation in 2008.					
If Not attached , explain: NA					

C.9.e ▶ Track and Participate in Relevant Regulatory Processes	
Summarize participation efforts, information submitted, and how regulatory actions were affected OR reference a regional report that summarizes regional participation efforts, information submitted, and how regulatory actions were affected.	
Summary: During FY 12-13, we participated in regulatory processes related to pesticides through contributions to SMCWPPP, BASMAA and CASQA. For additional information, see the Regional Pollutants of Concern Report submitted by BASMAA on behalf of all MRP Permittees and included as an appendix to the SMCWPPP Annual Report.	

C.9.f ▶ Interface with County Agricultural Commissioners					
Did your municipal staff observe any improper pesticide usage or evidence of improper usage (e.g., pesticides in storm drain systems, along street curbs, or in receiving waters) during this fiscal year?		<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. NA					

**C.9.g. ► Evaluate Implementation of Source Control Actions
Relating to pesticides**

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

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

Summary:

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

City staff reviews purchasing procedures, contracts, and service agreements with pesticide applicators and holds employee training practices to determine what changes can be made to support the goal of pesticide reduction and promote the use of non-toxic alternatives. The City also supports Countywide and Regional efforts to educate residential and commercial pesticide users on goals and techniques of IPM and pesticide related water quality issues.

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:

Regional: The following reports developed by SMCWPPP and BASMAA summarize point of purchase outreach efforts on a countywide and regional level: SMCWPPP FY 12-13 Annual Report, Public Information and Outreach section; and the BASMAA FY 12-13 "Our Water Our World" report.

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

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

Summary:

Local: Outreach was conducted to the community on alternatives to using pesticides and on the proper disposal of hazardous waste, including at the April 18, 2013 Organic Gardening Workshop and throughout the reporting year in newsletters, public service announcements on the local cable station, postings on the website and a message on utility bills. OWOW and other related materials are distributed at City facilities.

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

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

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

Summary:

Local: Outreach was conducted to the community on alternatives to using pesticides and on the proper disposal of hazardous waste, including at the April 18, 2013 Organic Gardening Workshop and throughout the reporting year in newsletters, public service announcements on the local cable station, postings on the website and a message on utility bills. OWOW materials and other related materials are distributed at City facilities.

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

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

N/A

Attachments:
Section 9-Provision C.9- Pesticides Toxicity Controls

C.9.d-Require Contractors to Implement IPM
-Copy of contractor's IPM certificate

www.ecowisecertified.org



Integrated Pest Management

CERTIFICATE OF COMPLETION

Pestec

San Francisco, CA

has successfully completed the requirements for

EcoWise Certified Service Provider

on

May 15, 2012

Certification expires on May 14, 2015

Certificate No. **C-1**
(verify at www.ecowisecertified.org)

Cell Scandone
Senior Regional Planner
Association of Bay Area Governments



Administered by
Association of Bay Area Governments
www.abag.ca.gov

William Quarles
Program Manager
EcoWise Certified

Section 10 - Provision C.10 Trash Load Reduction

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

Provide the following:

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

Descriptions of Actions/Tasks (Conducted or Planned):

- The City of Millbrae installed 27 United Stormwater “USW-1” full capture devices at various locations in the city during August, 2012. The total area treated by these devices is 27.24 acres. The City is also considering the installation of additional full capture devices, but has not scheduled any future installations as of the date of this report.

Draft maps indicating the City of Millbrae’s Full Trash Capture Device locations and treatment areas, trash generation areas, trash management areas, and Millbrae’s trash “hot-spot” are being submitted with this report and are also available at www.flowstobay.org.

Descriptions of Maintenance Activities:

The City of Millbrae has completed one full round of maintenance on all trash capture devices in the City. The City has also developed a biannual regular maintenance schedule for its trash capture devices and currently keeps records and photos of maintenance events in hard copy and electronically. Information regarding maintenance events is also uploaded to www.bayareatrashtacker.org. The City has not experienced any maintenance issues, device failures, or vandalism to any of our devices, to date.

C.10.a.iii ► Minimum Full Trash Capture (List of Devices)					
Provide a list of trash full capture devices installed to-date or planned for installation by July 1, 2014 and the land area treated by each device or group of devices.					
Applicable Trash Management Area (Preliminary Map ID)	Device Type	Planned or Installed	Maintenance Frequency	Total Number Installed	Total Area Treated (acres)
1	Connector Pipe Screen	Installed	Currently cleaned & inspected at a minimum of 2x per year with additional cleaning as required for wet weather events	25	14.85
	Hydrodynamic Separator	Installed	Privately Maintained (Inspected by City Building & Planning Dept.)	2	1.34
3	Connector Pipe Screen	Installed	Currently cleaned & inspected at a minimum of 2x per year with additional cleaning as required for wet weather events	1	1.10
5	Hydrodynamic Separator	Installed	Privately Maintained (Inspected by City Building & Planning Dept.)	1	7.65
7	Connector Pipe Screen	Installed	Currently cleaned & inspected at a minimum of 2x per year with additional cleaning as required for wet weather events	1	2.30
Totals				30	27.24

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

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

Trash Hot Spot	Cleanup Date	FY 2012-13 Volume of Trash Removed (cubic yards)	FY 2011-12 Volume of Trash Removed (cubic yards)	FY 2010-11 Volume of Trash Removed (cubic yards)	Dominant Type(s) of Trash	Trash Sources (where possible)
MIL01	5/13/2013	0.050	0.050	0.050	Aluminum cans, Bottles (plastic or glass), Paper and cardboard, Plastic Bags, Other plastic products	Litter, Other, Trash accumulation

C.10.c ► Long-Term Trash Load Reduction Plan	
Provide descriptions of the progress made to-date on the development of Long-term Trash Load Reduction Plans due to the Water Board by February 1, 2014.	
Long-Term Plan Task	Summary of Progress
1. Identifying and mapping trash generating areas	The City of Millbrae used a preliminary map of the city depicting trash generation rates, based on land usage and median income, to survey the trash loads associated with various areas of the city. City staff used institutional knowledge and ground-truthing methods to verify or disprove the initial rates depicted by the preliminary map. Some areas that were delineated as being medium or high trash generating areas were proved, in fact, to be low trash generating areas after field verifications were performed based upon the recommendation of long-time, highly knowledgeable city staff members who stated that these areas were, in fact, low trash generating areas. Photos were taken at these locations, and are retained by city staff, to provide proof of these low generation assessments. After the assessment of the remaining suggested trash generation rates around the city was complete, the city was able to confirm the low, medium and high trash generation levels and approve the resulting Final Draft Generation Rate Map as an accurate depiction of trash generation around the city.
2. Identifying trash sources (as necessary or feasible) to assist in selecting trash management actions	The bulk of the remaining medium and high trash generating areas in all of the defined management areas have trash sources that can be attributed to commercial, retail, and other public land uses such as parks, churches and schools. These are high traffic areas where the increased public presence and/or purchase and consumption of goods contributes greatly to the resulting medium and high trash loads associated with them. The residential areas depicted in management areas #3 and #4 border high traffic areas such as El Camino Real and other areas of retail and commercial land use. Therefore, due to their proximity to surrounding thoroughfares, businesses and public transit sources, and coupled with the lower median income associated with these neighborhoods, they have been deemed to have medium trash load generation levels associated with these factors.
3. Prioritizing trash generating areas and associated types of trash problems	To date, City of Millbrae staff have prioritized the remaining medium and high trash generation areas into 6 management areas across the city. These areas were prioritized based upon factors that include trash generation rate, land usage, public presence, trash sources and applicable control measures that could be utilized in each respective area. We deemed that areas that were considered to be high trash generating areas would take precedence over those with lower rates and that areas that were high-traffic with a large public presence would take precedence over lower traffic areas. This was decided based on the need to quickly enact control measures in higher generation and higher usage areas to avoid any further negative effects of trash accumulation and to begin what we assume will be a more intensive effort to remediate higher trash levels. Furthermore, applicable trash control measures were taken into account in order to determine the prioritization as the timeliness of those actions planned for specific areas will affect the timeline for implementation. For instance, installing trash capture devices will require budgetary actions and

	<p>coordination with outside contractors and will, therefore, take more time to accomplish than in-house measures, such as increase inlet maintenance and on-land trash clean-ups, which can be implemented relatively quickly.</p>
<p>4. Identifying and selecting trash management actions for specific management areas</p>	<p>The following trash management actions have been preliminarily identified as the measures that will be taken to address the indicated trash management areas:</p> <p>Area #1 (Downtown): 25 Full Trash Capture Devices currently installed in stormdrain catch basins; Partial trash capture devices (curb screens); Adjusted garbage and recycling pick-up locations and schedules; On-land trash clean-ups at a frequency of 4x per year; Increased inlet maintenance from annual (1x per year) to quarterly (4x per year).</p> <p>Area #2 (Millbrae North): Full Trash Capture Devices placed in stormdrain catch basins; On-land trash clean-ups at a frequency of 4x per year; Increased inlet maintenance from annual (1x per year) to quarterly (4x per year); Partial trash capture devices (curb screens); Adjusted garbage and recycling pick-up locations and schedules.</p> <p>Area #3 (El Camino East): Full Trash Capture Device(s) placed in stormdrain catch basin(s); On-land trash clean-ups at a frequency of 4x per year; Increased inlet maintenance from annual (1x per year) to quarterly (4x per year).</p> <p>Area #4 (Parks, Schools & Churches): On-land trash clean-ups at a frequency of 4x per year and increased inlet maintenance from annual (1x per year) to quarterly (4x per year).</p> <p>Area #5 (Millbrae Avenue East): Full Trash Capture Device(s) placed in stormdrain catch basin(s).</p> <p>Area #6 (Hillcrest Gas Station): Full Trash Capture Device(s) placed in stormdrain catch basin(s).</p>
<p>5. Defining the type of assessment(s) that will be used to demonstrate progress towards goals</p>	<p>The City of Millbrae is currently exploring a number of assessment methods that will assist the City in demonstrating progress towards solving municipal stormwater-related trash problems within our jurisdictional area. Through our participation in SMCWPPP, we are currently developing a countywide pilot trash assessment strategy and work plan. The pilot strategy will address the need to demonstrate progress in the near-term, while recognizing the fact that method development and testing is needed to achieve confidence in conclusions about trash reduction. The pilot strategy may include the testing of a number of trash assessment methods, including</p> <ul style="list-style-type: none"> • Visual assessments of trash conditions on-land; • Trash full capture device operation/maintenance verification; • Condition assessments in receiving waters; and, • Documenting and assessing control measure implementation. <p>The pilot strategy will be included as a supplement to our Long-Term Trash Load Reduction Plan, which will be submitted to the Water Board by February 1, 2014. The City may also choose to supplement the pilot strategy with City specific assessment strategies. The pilot strategy will be implemented in coordination with the three-year <i>Tracking California's Trash</i> grant-funded project, which was awarded to BASMAA by the State Board. A number of trash monitoring and assessment methods will be tested through the project and assist the City in developing a robust set of indicators for demonstrating progress toward trash reduction goals.</p>

C.10.d Summary of Trash Reduction Actions

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

Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
Trash Management Area Specific Actions				
Full-Capture Treatment Devices	Continued Pre-MRP Actions: N/A		Pedestrian Litter, Vehicles	All Types
	New/Enhanced Post-MRP Actions Initiated/Planned: See description in section C.10.a.iii	1, 3, 5, 7		
Street Sweeping	Continued Pre-MRP Actions: The City of Millbrae’s street sweeping program includes sweeping twice per month in residential areas and near commercial areas. Most streets in the downtown area are swept once per week, while most arterials roads are swept twice per month. The City of Millbrae’s current street sweeping program includes sweeping streets in higher density residential areas and near commercial areas once per week, and sweeping lower density residential areas twice per month. <u>The downtown area, including El Camino Real, is swept five times per week.</u> Posting of parking enforcement signs for street sweeping in the City is primarily limited to residential and transportation land uses west of US 101 and east of State Road 82. Parking enforcement equivalent occurs, to a limited extent, along selected major arterials.	All Areas	All Sources	All Types
	New/Enhanced Post-MRP Actions Initiated/Planned: N/A			

C.10.d Summary of Trash Reduction Actions

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

Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
On-land Trash Cleanups	<p>Continued Pre-MRP Actions: The City of Millbrae Parks Department performs daily on-land clean-ups in management areas 1 and 2. Every weekday morning, at the start of business, the Parks crew patrols these areas on foot and picks up all litter, trash and debris.</p> <p>On Saturday, September 15, 2012 the City held their 10th annual Coastal Clean-up Day event. The event covered 17 areas and included over 100 volunteers and 3 City staff members. The participants picked up 620 pounds (696 gallons) of trash which included 227 pounds of recyclables (292 gallons of cans, bottles, paper, and compostables).</p>	All Areas	Pedestrian Litter, Vehicles, Inadequate Container Management, Illegal Dumping	Cigarette Butts, Bottles, Cans, Mixed Paper, Food Wrappers, etc.

C.10.d Summary of Trash Reduction Actions

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

Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
	<p>New/Enhanced Post-MRP Actions Initiated/Planned: Beginning in 2012, Millbrae began an annual city-wide Earth/Arbor Day trash clean-up effort that addresses 12 sites throughout the city (see site map attached). This year, the clean-up took place on April 27th, 2013 and included 125 community volunteers and 5 city staff members. Their collaborative efforts resulted in the collection of a total of 2 ¾ yards of trash and 96 gallons of cans/bottles/containers and 2 yards (404 gallons) of paper/cardboard that were collected separately and recycled.</p> <p>Additionally, the City of Millbrae plans to implement an on-land cleanup schedule to address trash management areas within the city. The program will consist of a quarterly schedule for all affected management areas and cleanups will be documented via photos and survey forms (currently being developed by city staff) and will be retained by city staff for auditing purposes.</p>			
Partial-Capture Treatment Devices	Continued Pre-MRP Actions: N/A			

C.10.d Summary of Trash Reduction Actions

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

Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
	New/Enhanced Post-MRP Actions Initiated/Planned: Installation of 19 Partial-Capture Treatment devices with funding provided through the San Francisco Bay-area Wide Trash Capture Demonstration Project administered by San Francisco Estuary Partnership (SFEP). Devices are currently maintained at a frequency of 2 times per year with additional cleaning on an as-needed basis for wet weather events. Additional cleaning and maintenance events will occur on devices located within the areas impacted by the city's upcoming enhanced storm drain inlet maintenance activities. These devices will be cleaned and maintained on a quarterly basis.	1, 2, 5	Pedestrian Litter, Vehicles	Cigarette Butts, Bottles, Cans, Mixed Paper, Food Wrappers, etc.
Enhanced Storm Drain Inlet Maintenance	Continued Pre-MRP Actions: NA New/Enhanced Post-MRP Actions Initiated/Planned: The City of Millbrae plans to implement an enhanced stormdrain inlet maintenance schedule to address trash management areas within the city. The program will consist of a quarterly cleaning and maintenance schedule for all affected management areas and maintenance will be documented via photos and survey forms (currently being developed by city staff) and will be retained by city staff for audit. We anticipate the enhanced inlet maintenance program to include approximately 50 storm drain inlets across the city.	1,2,3,4	Pedestrian Litter & Vehicles	Cigarette Butts, Bottles, Cans, Mixed Paper, Food Wrappers, etc.
Improved Trash Bins/Container	Continued Pre-MRP Actions: N/A			

C.10.d Summary of Trash Reduction Actions

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

Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
Management	<p>Continued Pre-MRP Actions: In an effort to decrease the amount of litter in the downtown and northern Millbrae management areas the garbage collection schedule was revised to increase the frequency of collection for the identified public garbage cans that tend to overflow and decrease collection for garbage cans in other areas that do not need as much service. Outreach was conducted to encourage tenants in apartments located upstairs from some of the businesses to start garbage collection service and other outreach is planned for tenants to encourage them to recycle and use the garbage cans allocated for their apartments and to not use the public garbage cans. In addition, a large solar garbage compacting container is going to be placed next to a coffee shop where the public can tends to overflow. City staff also worked with the Post Office to place an additional recycling container inside for paper to reduce the amount of paper placed in the public garbage container out front. On a regular basis City staff works with businesses when it is identified that they may be placing their garbage in the public garbage cans. The City is also looking at having a garbage enclosure placed in a parking lot behind a busy section of the downtown to accommodate waste from two restaurants and other businesses to use.</p>	1, 2	Pedestrian Litter, Vehicles, Inadequate Container Management	Bottles, Cans, Mixed Paper, Food Wrappers, etc.

C.10.d Summary of Trash Reduction Actions				
For each trash reduction action (i.e., control measures and best management practices) implemented by your municipality during the reporting period include a full description of the action. Describe actions initiated prior to and continued after the MRP effective date (December 2009), actions initiated after the MRP effective date, and actions planned for future implementation. If a planned action, also include the planned date of implementation. Add rows for actions not listed below as needed. Also identify the dominant source of trash and dominant types of trash removed for each action. To the extent possible, identify the applicable management areas identified on the map created under reporting section C.10.a.iii.				
Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
Creek, Channel, Shoreline Cleanups	Continued Pre-MRP Actions: The City of Millbrae clears all of the creeks within the Millbrae city limits of trash, debris and overgrowth biannually and during inclement weather events. The work is completed by city staff and usually is completed within one working day per cleaning event, per creek bed.	4	Pedestrian Litter, Vehicles, Inadequate Container Management, Illegal Dumping	Cigarette Butts, Bottles, Cans, Mixed Paper, Food Wrappers, etc.
	New/Enhanced Post-MRP Actions Initiated/Planned: N/A			
Area/Jurisdictional-wide Actions				
Single-Use Carryout Bag Policies	Continued Pre-MRP Actions: N/A	Jurisdiction-wide	Pedestrian Litter	Single-Use Carryout Bags

C.10.d Summary of Trash Reduction Actions				
<p>For each trash reduction action (i.e., control measures and best management practices) implemented by your municipality during the reporting period include a full description of the action. Describe actions initiated prior to and continued after the MRP effective date (December 2009), actions initiated after the MRP effective date, and actions planned for future implementation. If a planned action, also include the planned date of implementation. Add rows for actions not listed below as needed. Also identify the dominant source of trash and dominant types of trash removed for each action. To the extent possible, identify the applicable management areas identified on the map created under reporting section C.10.a.iii.</p>				
Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
	<p>New/Enhanced Post-MRP Actions Initiated/Planned: The Single-Use Carryout Bag Ordinance (No 742), adding section 6.50 to the Millbrae Municipal Code, was adopted at the February 14, 2012 City Council meeting and started on September 1, 2012, which prohibits the use of single-use carryout plastic bags and the distribution of free paper bags at retail stores, including grocery stores, supermarkets, convenience stores, drug stores, clothing stores, and other retail stores. Stores are allowed to distribute paper bags that contain a minimum of 40 percent post-consumer recycled content for a minimum charge of \$0.10 for each point-of-sale paper bag. The stores retain the charge for the bags. The Ordinance does not apply to protective types of bags, including for meat, produce, and bakery items. The businesses exempt from the Ordinance include food vendors, such as restaurants and take-out food establishments; dry cleaners; and non-profit charitable reuse organizations. The City continued to distribute reusable cloth shopping bags made from 100 percent post-consumer recycled plastic bottles to Millbrae residents and has distributed over 8,000 reusable bags to date.</p> <p>Outreach was conducted pre and post implementation of the Ordinance to the businesses and community. Outreach materials were provided by the City to businesses for employees and customers, including customer fact sheets, window posters and cash register tent cards. A variety of outreach was conducted to the community, including website postings, public service announcements on the local</p>			

C.10.d Summary of Trash Reduction Actions				
For each trash reduction action (i.e., control measures and best management practices) implemented by your municipality during the reporting period include a full description of the action. Describe actions initiated prior to and continued after the MRP effective date (December 2009), actions initiated after the MRP effective date, and actions planned for future implementation. If a planned action, also include the planned date of implementation. Add rows for actions not listed below as needed. Also identify the dominant source of trash and dominant types of trash removed for each action. To the extent possible, identify the applicable management areas identified on the map created under reporting section C.10.a.iii.				
Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
	<p>cable station, educational displays at City facilities and the Library, newsletter articles and a utility bill message, and a workshop was held for the community. Outreach was also conducted to the schools, City employees, commissions and committees. Reusable shopping bags were handed out pre and post of the Ordinance at events and workshops, and at public areas to inform the community of the Ordinance.</p> <p>New businesses were informed during the businesses license application process and followed up by staff to ensure compliance. New businesses are required to fill out an Acknowledgement and Verification Form that they understand and will comply with the regulations. One business had a site visit inspection and was provided information for complying with the regulations; the business switched to compliant bags. No citations were issued. Businesses are required to maintain records for three years for the charge on paper bags. You can find a copy of the ordinance attached and online at http://www.ci.millbrae.ca.us/index.aspx?page=409 .</p>			

C.10.d Summary of Trash Reduction Actions				
<p>For each trash reduction action (i.e., control measures and best management practices) implemented by your municipality during the reporting period include a full description of the action. Describe actions initiated prior to and continued after the MRP effective date (December 2009), actions initiated after the MRP effective date, and actions planned for future implementation. If a planned action, also include the planned date of implementation. Add rows for actions not listed below as needed. Also identify the dominant source of trash and dominant types of trash removed for each action. To the extent possible, identify the applicable management areas identified on the map created under reporting section C.10.a.iii.</p>				
Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
Polystyrene Foam Food Service Ware Policies	<p>Continued Pre-MRP Actions: The City of Millbrae adopted Ordinance NO. 717 adding section 6.40 to the Millbrae Municipal code prohibiting the use of polystyrene foam and solid disposable food service ware requiring the use of biodegradable, compostable, reusable or recyclable food service ware by food vendors in the City. Prior to the implementation of this ordinance, the City provided outreach to the existing affected businesses in the City in the form of a letter dated October 18th, 2007 (attached). The City also meets with each new affected business prior to the opening of the business in order to inform them of the specific requirements of this ordinance. The City also provides multiple informative notices and handouts to these businesses (attached) and requires that the business owners sign an acknowledgment form (attached), affirming that they understand the requirements set forth by this ordinance. Annual check-ups are conducted, however most enforcement efforts are complaint driven. Ordinance No 717 was passed on October 9th, 2007, effective January 1st, 2008 (attached). Link to ordinance: http://www.ci.millbrae.ca.us/Modules/ShowDocument.aspx?documentid=395</p>	Jurisdiction-wide	Pedestrian Litter, Inadequate Container Management	Polystyrene Foam Food Service Ware

C.10.d► Summary of Trash Reduction Actions				
<p>For each trash reduction action (i.e., control measures and best management practices) implemented by your municipality during the reporting period include a full description of the action. Describe actions initiated prior to and continued after the MRP effective date (December 2009), actions initiated after the MRP effective date, and actions planned for future implementation. If a planned action, also include the planned date of implementation. Add rows for actions not listed below as needed. Also identify the dominant source of trash and dominant types of trash removed for each action. To the extent possible, identify the applicable management areas identified on the map created under reporting section C.10.a.iii.</p>				
Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
Public Education and Outreach Programs	<p>Continued Pre-MRP Actions: The City of Millbrae implemented the following public education and outreach control measures prior to the effective date of the MRP and has continued to implement these measures since MRP adoption.</p> <p><i>SMCWPPP Public Information and Participation Program (Countywide)</i></p> <p>Through participation and funding of the San Mateo Countywide Water Pollution Prevention Program's (SMCWPPP) Public Information and Participation program (PIP), the City of Millbrae plans to continue implementing litter reduction outreach to school-age children and youth. SMCWPPP currently oversees a contract to provide direct outreach to grades K-5 in a school setting on behalf of all permittees. The contract is currently held by the Banana Slug String Band, which performs a presentation called "We All Live Downstream." Through songs and interactive exercises, the message of not putting anything in the stormdrains (including trash) is delivered, along with basic concepts of the water cycle and the impact of pollution on aquatic life. In addition, SMCWPPP has developed a presentation entitled "Water Pollution Prevention: Problems and Solutions" that is delivered to high school students. This presentation is dedicated to watershed and stormdrain education, and the impact of litter on local creeks and waterways. Both efforts are managed to ensure that schools in each community in the County are reached. For communities without High Schools, the</p>	Jurisdiction-wide	All Sources	All Types

C.10.d Summary of Trash Reduction Actions				
<p>For each trash reduction action (i.e., control measures and best management practices) implemented by your municipality during the reporting period include a full description of the action. Describe actions initiated prior to and continued after the MRP effective date (December 2009), actions initiated after the MRP effective date, and actions planned for future implementation. If a planned action, also include the planned date of implementation. Add rows for actions not listed below as needed. Also identify the dominant source of trash and dominant types of trash removed for each action. To the extent possible, identify the applicable management areas identified on the map created under reporting section C.10.a.iii.</p>				
Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
	<p>feeder schools in neighboring communities are specifically targeted for presentations. In addition to outreach at the school sites, a number of student activity guides and coloring books related to watershed health and littering are provided to children who attend outreach events. Schools are also directly targeted in promotion of Coastal Cleanup Day.</p> <p>PIP also participates in a regional anti-littering campaign developed by BASMAA targeted at youth ages 14 to 24. As acting chair of the BASMAA PIP committee, SMCWPPP PIP has participated in the development and dissemination of campaign materials, and has conducted local events on behalf of all jurisdictions to promote the campaign. The campaign, entitled "Be The Street You Want to See", will soon transition from building a community of youth dedicated to not littering to engaging that community in action.</p> <p>SMCWPPP, through its PIP program, plans to continue to conduct community outreach events on behalf of Permittees who request support. Outreach materials related to litter that are distributed include, in addition to the children's materials listed above under Outreach to School-age Children or Youth, a promotional sign for cigarette smokers to discourage cigarette litter, and pocket ashtrays are given out. A general stormwater pollution prevention flyer in English and Spanish that includes litter reduction in its messaging is distributed. In addition to table outreach events conducted for specific Permittees,</p>			

C.10.d Summary of Trash Reduction Actions				
For each trash reduction action (i.e., control measures and best management practices) implemented by your municipality during the reporting period include a full description of the action. Describe actions initiated prior to and continued after the MRP effective date (December 2009), actions initiated after the MRP effective date, and actions planned for future implementation. If a planned action, also include the planned date of implementation. Add rows for actions not listed below as needed. Also identify the dominant source of trash and dominant types of trash removed for each action. To the extent possible, identify the applicable management areas identified on the map created under reporting section C.10.a.iii.				
Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
	<p>PIP also conducts a Countywide Event aimed to reach residents from throughout the County. PIP manages an online calendar which promotes clean-up events by non-profit organizations throughout the County. In FY 2012, PIP completed its 7th year acting as the county coordinator for Coastal Cleanup Day, increasing volunteer participation by 400% in that time, and trash removal increased by 300%.</p> <p>During the term of the MRP, new outreach materials have been disseminated to the public, including reusable shopping bags to encourage reduction in use of plastic carryout bags PIP has supported a countywide ban on carryout bags that began implementation on April 22, 2013. In addition, spring cleanups taking place in individual jurisdictions are promoted under one theme by PIP, entitled Spring Cleaning SMC. PIP assists in directing volunteers to cleanup events in their communities. SMCWPPP conducted a total of 11 outreach events on behalf of various jurisdictions within the County in the 2012-13 fiscal year. SMCWPPP will also continue maintaining an online calendar of cleanups on a monthly basis. In addition to using the SMCWPPP website, flowstobay.org, to promote cleanups, PIP is actively involved in social media platforms such as Facebook, Twitter, You Tube, and Instagram to deliver anti-littering and cleanup messages.</p> <p><i>Coastal Cleanup Day Promotion (Countywide)</i></p> <p>On the countywide level, SMCWPPP also conducts annual press</p>			

C.10.d Summary of Trash Reduction Actions				
For each trash reduction action (i.e., control measures and best management practices) implemented by your municipality during the reporting period include a full description of the action. Describe actions initiated prior to and continued after the MRP effective date (December 2009), actions initiated after the MRP effective date, and actions planned for future implementation. If a planned action, also include the planned date of implementation. Add rows for actions not listed below as needed. Also identify the dominant source of trash and dominant types of trash removed for each action. To the extent possible, identify the applicable management areas identified on the map created under reporting section C.10.a.iii.				
Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
	<p>releases for Coastal Cleanup Day, and uses Twitter to promote cleanup events. These releases are intended to gain support and assistance for cleanup events conducted each September in local water bodies.</p> <p><i>BASMAA Regional Media Relations Project (Regional)</i></p> <p>Through participation and funding of the BASMAA Regional Media Relations Project, the City of Millbrae is continuing to implement a media relations project partially designed to reduce littering from target audiences in the Bay Area. The goal of the BASMAA Media Relations Project is to generate media coverage that encourages individuals to adopt behavior changes to prevent water pollution, including littering. At least two press releases or PSAs focus on litter issues each year (e.g., creek clean-up activities, preventing litter by using reusable containers, etc.). In FY 12-13, the Media Relations project developed a press release new and recent bag bans in cities around the region. The pitch included information on the litter caused by plastic bags. Information ran on KBAY, KCBS and on eight Bay Area Patch.com sites.</p>			

C.10.d Summary of Trash Reduction Actions				
<p>For each trash reduction action (i.e., control measures and best management practices) implemented by your municipality during the reporting period include a full description of the action. Describe actions initiated prior to and continued after the MRP effective date (December 2009), actions initiated after the MRP effective date, and actions planned for future implementation. If a planned action, also include the planned date of implementation. Add rows for actions not listed below as needed. Also identify the dominant source of trash and dominant types of trash removed for each action. To the extent possible, identify the applicable management areas identified on the map created under reporting section C.10.a.iii.</p>				
Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
	<p>New/Enhanced Post-MRP Actions Initiated/Planned: In addition to the control measures continued pre-MRP adoption, the City of Millbrae is currently implementing or planning to implement the following public education and outreach control measures that were initiated after the MRP was adopted.</p> <p><i>BASMAA Youth Outreach Campaign (Regional)</i></p> <p>Through participation and funding of the regional BASMAA Youth Outreach Campaign, the City of Millbrae is implementing an outreach campaign designed to reduce littering from the target audience in the Bay Area. The Youth Outreach Campaign was launched in September 2011 and aims to increase the awareness of Bay Area Youth (ages 16-24) on litter and stormwater pollution issues, and eventually change their littering behaviors. Combining the ideas of Community Based Social Marketing with traditional advertising, the Youth Campaign aims to engage youth to enable the peer-to-peer distribution of Campaign messages. The Campaign will at least run through FY 13-14. A brief description of the Campaign activities is provided below:</p> <ul style="list-style-type: none"> o <u>Raising Awareness</u>: The Campaign is raising awareness of the target audience on litter and stormwater pollution issues. Partnerships with youth commissions, high schools, and other youth focused organizations have been developed to reach the target audience. Messages targeted to youth have been created and distributed via paid advertising, email marketing, 			

C.10.d Summary of Trash Reduction Actions				
For each trash reduction action (i.e., control measures and best management practices) implemented by your municipality during the reporting period include a full description of the action. Describe actions initiated prior to and continued after the MRP effective date (December 2009), actions initiated after the MRP effective date, and actions planned for future implementation. If a planned action, also include the planned date of implementation. Add rows for actions not listed below as needed. Also identify the dominant source of trash and dominant types of trash removed for each action. To the extent possible, identify the applicable management areas identified on the map created under reporting section C.10.a.iii.				
Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
	<ul style="list-style-type: none"> o Campaign website and social networking sites (e.g., Facebook and Twitter). o <u>Engage the Youth</u> - The advertisements encourage the audience to participate in the Youth Campaign by joining a Facebook page, entering a contest, taking an online quiz, etc., and providing their contact information. At the beginning of FY 12-13, a video contest was launched to get Bay Area youth further involved in the Campaign. An online voting system was used to select the winning entry. Media advertising was conducted to promote the winning entry. o <u>Change Behaviors</u>: To move the audience along the behavior change continuum, the Campaign is using electronic platforms such as email marketing and social networking sites to encourage participants to engage in increasingly more difficult behavior changes, such as participating in a clean-up, organizing a clean-up, etc. o <u>Maintain Engagement</u>: The Campaign continues to interact with the target audience through email marketing and social media websites. <p>The Youth Campaign includes a pre and post campaign survey to evaluate the effectiveness of outreach. The pre-campaign survey was conducted in FY 11-12 and the post campaign survey will begin in FY 13-14. Other evaluation mechanisms, such as website hits, number of</p>			

C.10.d Summary of Trash Reduction Actions				
<p>For each trash reduction action (i.e., control measures and best management practices) implemented by your municipality during the reporting period include a full description of the action. Describe actions initiated prior to and continued after the MRP effective date (December 2009), actions initiated after the MRP effective date, and actions planned for future implementation. If a planned action, also include the planned date of implementation. Add rows for actions not listed below as needed. Also identify the dominant source of trash and dominant types of trash removed for each action. To the extent possible, identify the applicable management areas identified on the map created under reporting section C.10.a.iii.</p>				
Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
	<p>youth engaged in the Campaign's social networking website, etc. are also being used to evaluate its effectiveness in increasing awareness and changing behavior.</p> <p>Activities in FY 12-13 included maintaining the website www.BetheStreet.org, Facebook page, and Instagram account. A video contest asking participants to submit their best anti-litter video was also conducted. The "Be the Street" campaign received 52 entries in response to the contest. The winning video was promoted on television, Pandora (online music site), YouTube, Google, and Facebook.</p>			

Attachments:
Section 10-Provision C.10-Trash Load Reduction

C.10.d-Summary of Trash Reduction Actions

Street Sweeping

- Street Sweeping Schedule Brochure

On Land Trash Cleanups

- Full Trash Capture Draft Map – City of Millbrae
- Trash Management Areas Draft Map - City of Millbrae
- Coastal Clean Up Site Map
- Earth & Arbor Day Clean Up Site Map

Single-Use Carryout Bag Policies

- Outreach letter dated 9/26/12 and Acknowledgement Form
- Ordinance

Polystyrene Foam Food Service Ware Policies

- Outreach letter dated 10/18/07
- Handouts to Businesses (3): Fact Sheet, Acceptable Products, and Distributors
- Acknowledgement Form
- Ordinance

STREET SWEEPING SCHEDULE

DAY	ROUTE	AREA SWEEPED
Monday (Weekly)	6, 7	Odd side of the street: Millbrae Highlands area, Skyline Blvd. to Magnolia Ave. Lower Millbrae Ave. through Taylor Blvd. Upper Hillcrest Blvd., and side streets. CAR REMOVAL REQUESTED.
Tuesday (Weekly)	6, 7	Even side of street: Millbrae Highlands area, Skyline Blvd. to Magnolia Ave. Lower Millbrae Ave. through Taylor Blvd. Upper Hillcrest Blvd. and side streets. CAR REMOVAL REQUESTED.
Wednesday (Weekly)	9	Bayside Manor area one side of street. POSTED MANDATORY CAR REMOVAL.
Wednesday (1st & 3rd of Month)	3	Civic Center area. Richmond Dr. to Ludeman Ln., Helen Dr. from Tioga Dr. to Magnolia Ave. CAR REMOVAL REQUESTED. South side of Richmond Dr. from west end of Lincoln Cir. to the Spur Trail. East side of Hemlock Ave. POSTED MANDATORY CAR REMOVAL.
Wednesday (2nd & 4th of Month)	4	Lomita Park area. Paramount Dr. to San Bruno city limit. CAR REMOVAL REQUESTED.
Thursday (Weekly)	9	Bayside Manor area one side of street. POSTED MANDATORY CAR REMOVAL.
Thursday (Weekly)	10	El Camino Real. COST OF STREET SWEEPING PAID BY STATE OF CALIFORNIA (Caltrans).
Thursday (1st & 3rd of Month)	5	East of El Camino Real. Airport Park and Marina Vista areas. CAR REMOVAL REQUESTED. West side of Hemlock Ave. POSTED MANDATORY CAR REMOVAL.
Thursday (2nd & 4th of Month)	8	Upper Millbrae Ave. and side streets. CAR REMOVAL REQUESTED.
Friday (1st & 3rd of Month)	2	Millbrae Meadows area. Skyline Blvd. CAR REMOVAL REQUESTED.
Friday (2nd & 4th of Month)	1	Mills Estate area. CAR REMOVAL REQUESTED.
Friday (Weekly)	1	Mills High School area. CAR REMOVAL REQUESTED.

STREET SWEEPING SCHEDULE

CITY OF MILLBRAE PUBLIC WORKS DEPARTMENT



A NOTE FROM YOUR PUBLIC WORKS DEPARTMENT

PUBLIC WORKS IS AT YOUR SERVICE to provide water, sewer, street maintenance, storm water drainage, street lighting, street sweeping, engineering and construction activities needed for a sustainable and prosperous community. Your comments and advice are always welcome. Contact us via email or phone. Visit the City's website for more information. We appreciate your patience and understanding when priorities, budgets or other constraints limit our capability to respond to your requests as quickly as you might wish.

YOUR HELP IS NEEDED FOR EFFICIENT AND COMPLETE STREET SWEEPING. Cars parked on the street prevent good street sweeping. Clean streets help keep Millbrae beautiful and prevent storm water pollution. The City's state regulated storm water permit requires effective street sweeping without which the City could be subjected to fines.

PLEASE USE THIS MAP AND CORRESPONDING SCHEDULE. DO NOT PARK ON THE STREET ON SCHEDULED STREET SWEEPING DAYS. Work with your neighbors to help them remember. Together we can have effective street sweeping. We must pay for and operate a street sweeping program to comply with storm water regulations. Your help is needed to ensure the City can maximize the benefits of this program. Any questions, please call 259-2374.

PUBLIC WORKS PHONE DIRECTORY

Engineering	259-2339	Water/Sewer/Street/Storms Repairs	259-2374
Utilities & Operations	259-2374	Street Light Outages	259-2374
Water Pollution Control Plant	259-2388	Emergency After Hours Response	363-4951
Water Conservation	259-2348	Street Sweeping	259-2374

City of Millbrae Website: <http://www.ci.millbrae.ca.us>



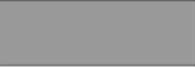
CITY OF MILLBRAE

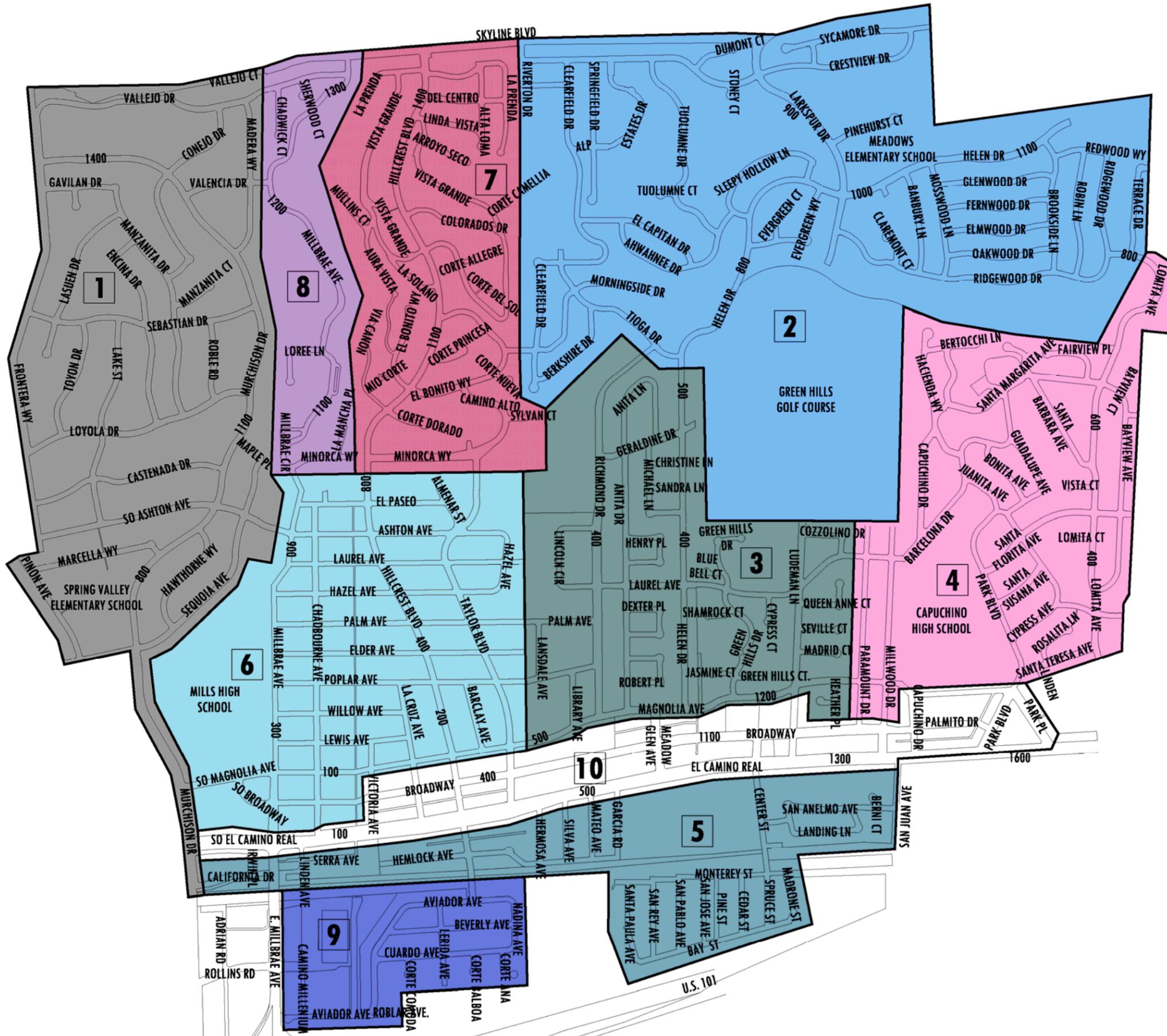
PUBLIC WORKS DEPARTMENT

STREET SWEEPING SCHEDULE

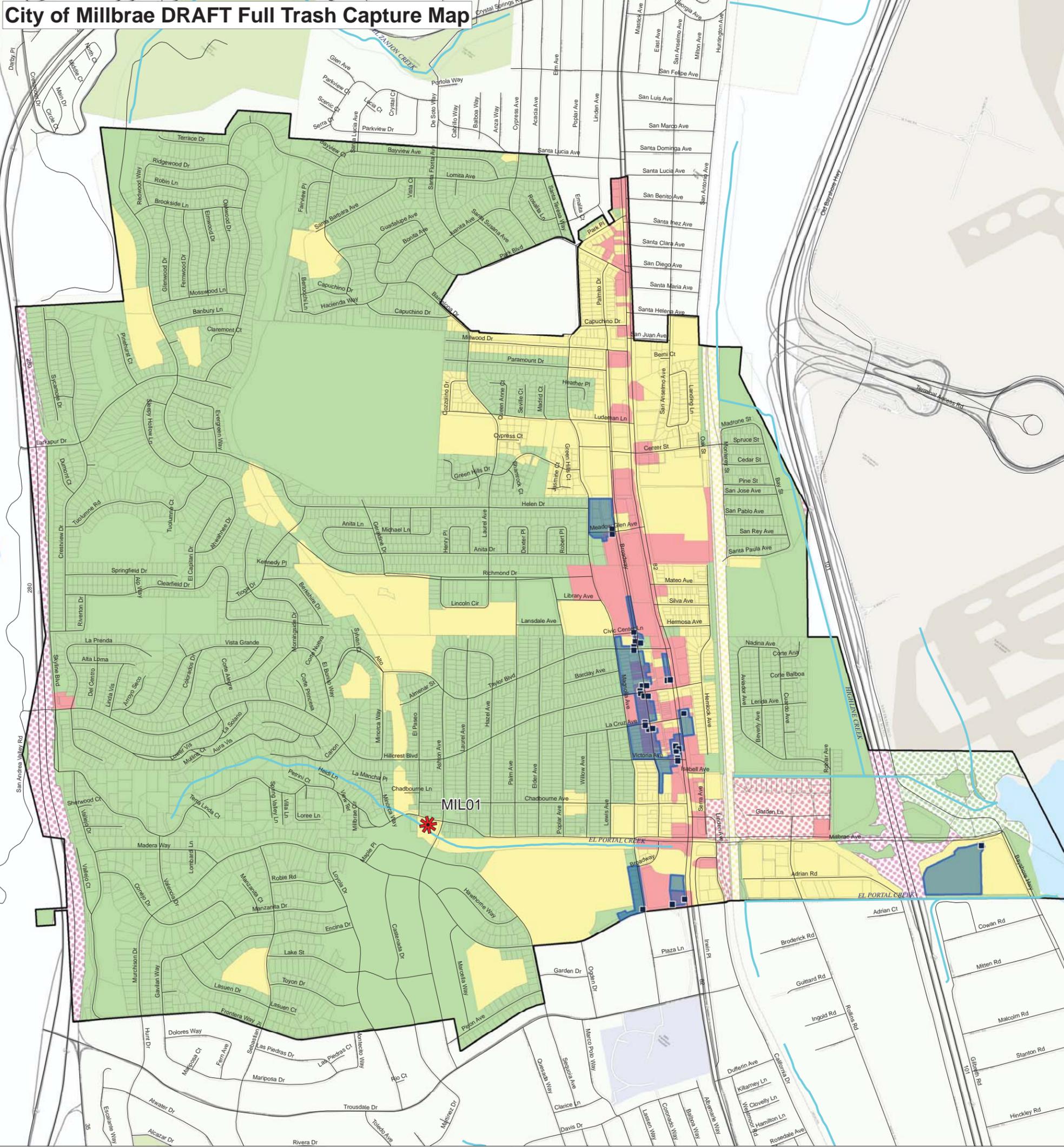
DATE: JANUARY 2012 BY: A. RIDDELL SCALE: NTS

LEGEND

-  ROUTE 1
-  ROUTE 2
-  ROUTE 3
-  ROUTE 4
-  ROUTE 5
-  ROUTE 6
-  ROUTE 7
-  ROUTE 8
-  ROUTE 9
-  ROUTE 10

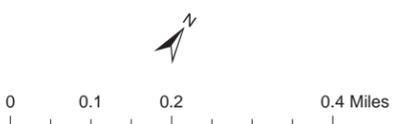


City of Millbrae DRAFT Full Trash Capture Map



Legend

 Low	 Medium	 High	 Very High	 Creek/Shoreline Hotspot	 Full-Capture Location	 Full Trash Capture	 Non-Jurisdictional (Dot color = Generation Category)	 Streets	 Agency Boundary	 Creeks	 Parcel Boundary
---	--	---	--	--	---	--	--	---	---	---	---

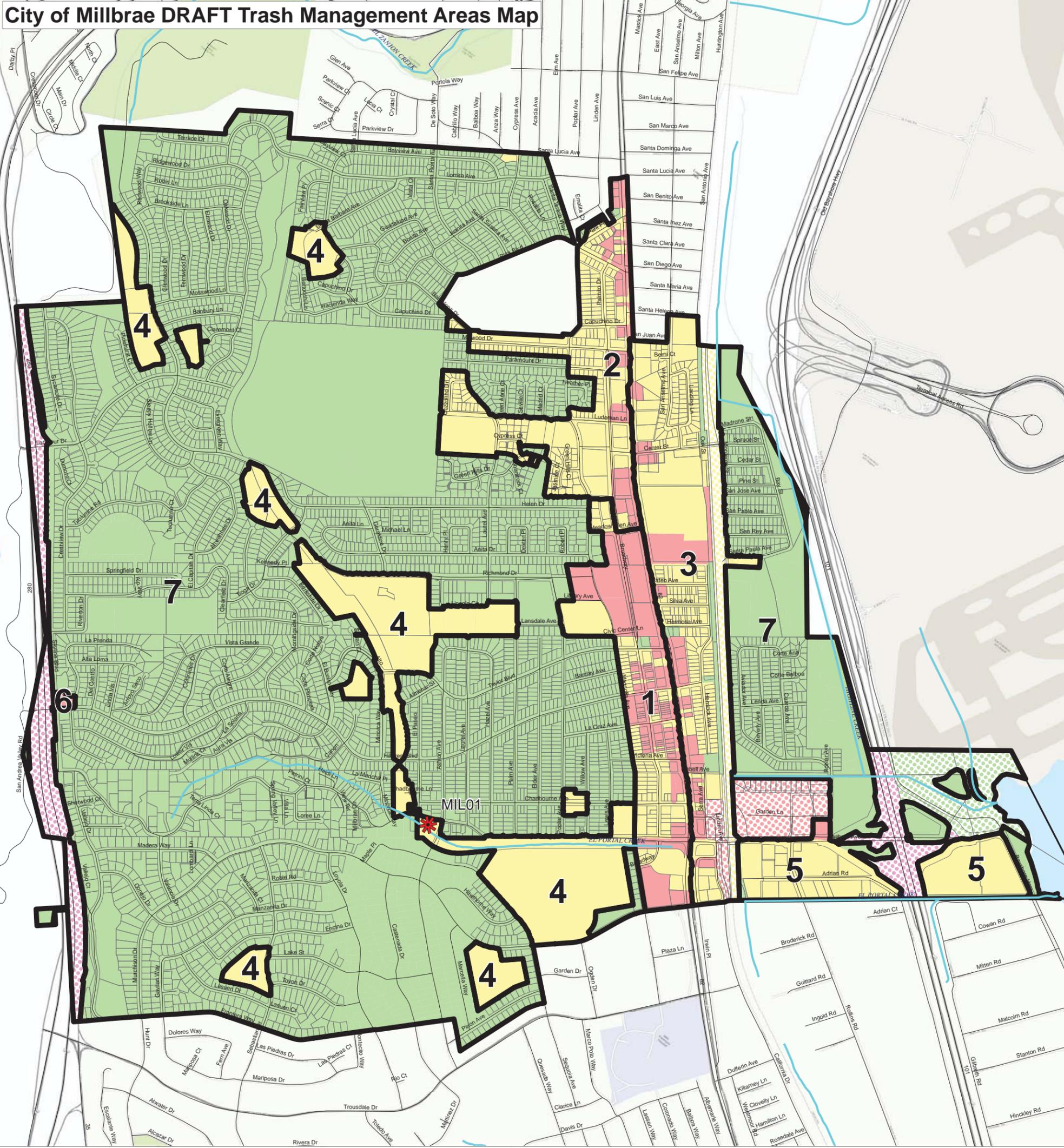


Data Sources:
 Roads: San Mateo County
 City Boundaries: San Mateo County
 Background: ESRI World Topographic Map

Map Created By:
 EOA, Inc.

Date:
 August 29th, 2013

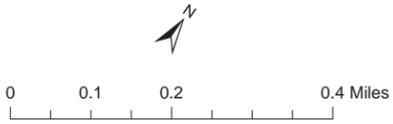
City of Millbrae DRAFT Trash Management Areas Map



Legend

Trash Generation Category

- Low
- Medium
- High
- Very High
- Non-Jurisdictional (Dot color = Generation Category)
- Trash Management Area
- Streets
- Agency Boundary
- Creeks
- Parcel Boundary



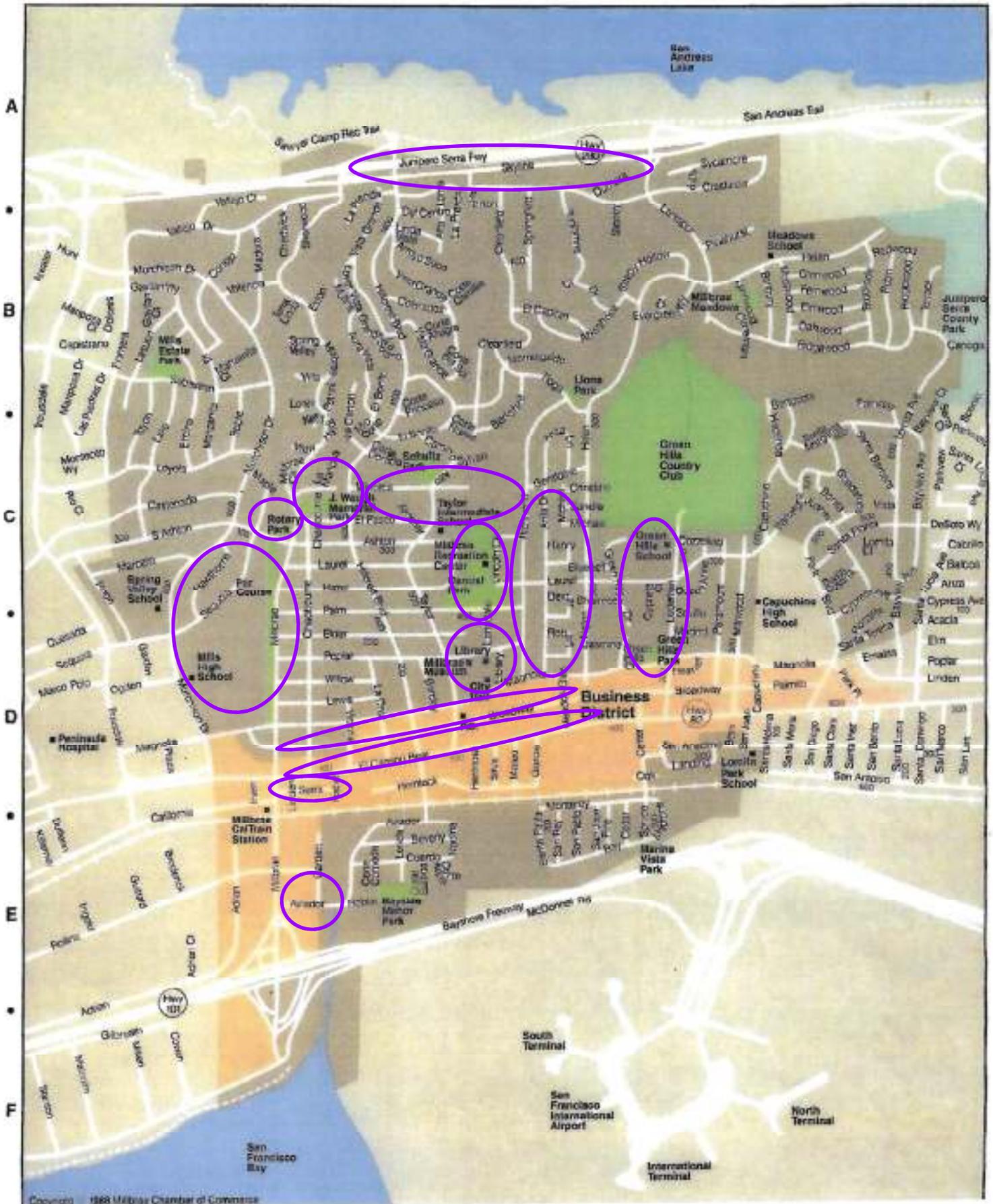
Data Sources:
 Roads: San Mateo County
 City Boundaries: San Mateo County
 Background: ESRI World Topographic Map

Map Created By:
 EOA, Inc.

Date:
 August 29th, 2013

MASTER CCD List

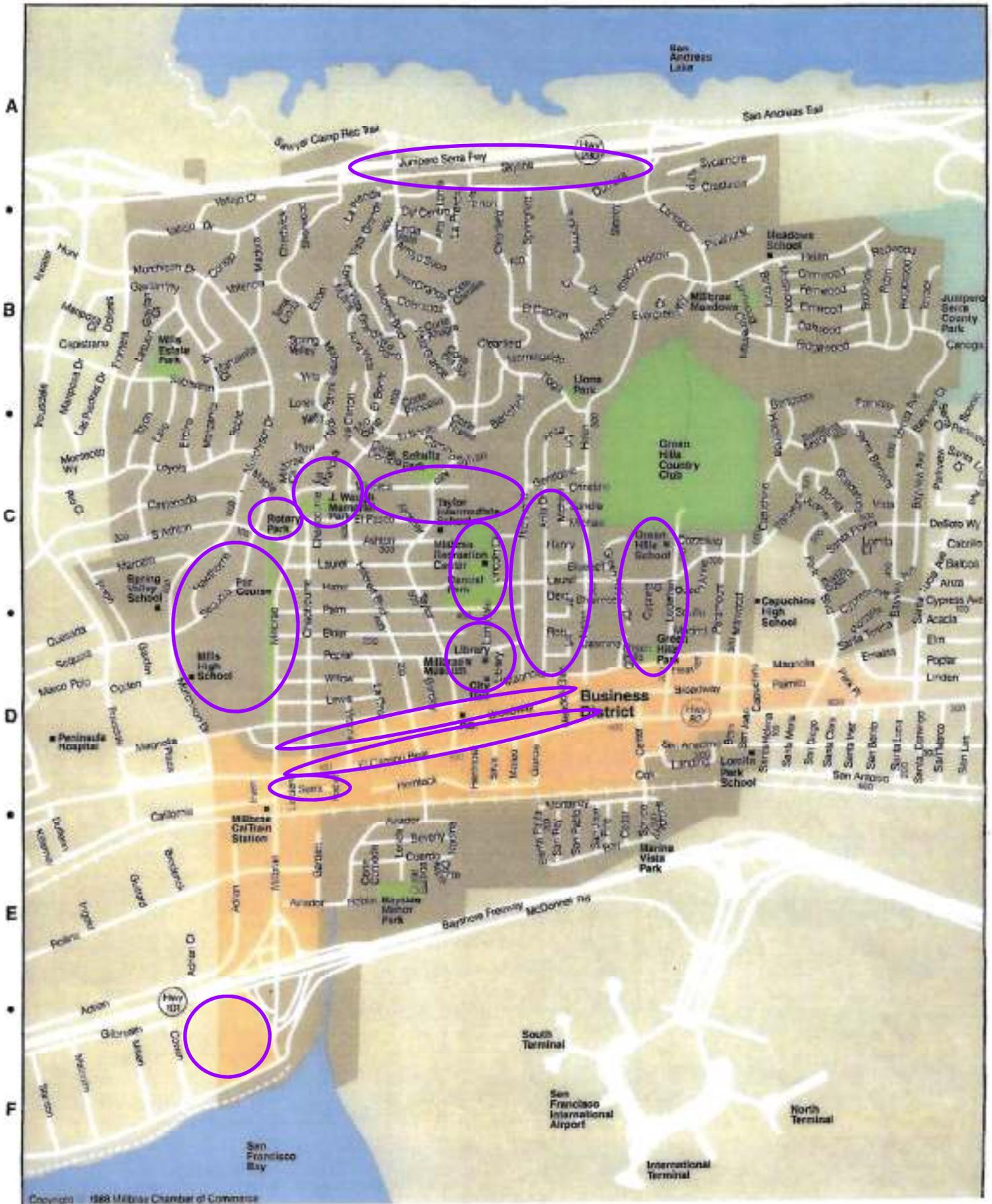
City of Millbrae



1 . 2 . 3 . 4 . 5

**EARTH DAY/ARBOR DAY
Clean-Up**

City of Millbrae



1 . 2 . 3 . 4 . 5



City of Millbrae

621 Magnolia Avenue, Millbrae, CA 94030

MARGE COLAPIETRO
Mayor
GINA PAPAN
Vice Mayor
NADIA V. HOLOBER
Councilwoman
WAYNE J. LEE
Councilman
ROBERT G. GOTTSCHALK
Councilman

September 26, 2012

Business Manager and Owner
Store Name
Address
Millbrae, CA 94030

SUBJECT: Single-Use Carryout Bag Ordinance Acknowledgement and Verification Form

Dear Business Manager and Owner:

Thank you for implementing the requirements of the Single-Use Carryout Bag Ordinance. The Single-Use Carryout Bag Ordinance prohibiting the use of single-use carryout bags by all retail stores went into effect for implementation by retail stores on September 1, 2012. You are receiving this letter because this Ordinance applies to your business and the City would like you to verify that you are implementing the requirements of the Ordinance.

Please fill out the enclosed Self Certification/Acknowledgement and Verification Form, sign it, and return it by October 10, 2012 in the postage paid envelope, or fax it to 650-697-8158, or drop it off at the City Hall Public Works Counter. You may also call in the information to staff at 650-259-2444. If you have comments on how the Ordinance is working thus far for your business, please include those in the enclosed form.

Please see the reverse side of this letter for important information for you and your employees to ensure a smooth transition of the Ordinance requirements. It would be helpful if you would continue to educate your employees on the requirements of the Ordinance. It is helpful that your employees and customers understand that the minimum charge of \$.10 per recycled content paper bag is required and that your store retains the charge (not the City) to offset the cost of the paper bags and to encourage shoppers to bring their own bags.

Please call staff at the Recycling & Waste Prevention Program at 650-259-2444 if you have any questions. The Single-Use Carryout Bag Ordinance and other information may be found on the City's website at www.ci.millbrae.ca.us/sustainablemillbrae. Please also call if you would like any of the documents posted on the website and/or the customer outreach materials including posters, cash register tent cards or customer fact sheets.

Sincerely,

Ronald Popp
Public Works Director

Enclosures: Single-Use Carryout Bag Ordinance Acknowledgement and Verification Form and Customer Fact Sheet



City Council/City Manager/City Clerk
(650) 259-2334

Building Division/Permits
(650) 259-2330

Community Development
(650) 259-2341

Finance
(650) 259-2350

Fire
(650) 259-2400

Police
(650) 259-2300

Page 1 of 2

Public Works/Engineering
(650) 259-2339

Recreation
(650) 259-2360



City of Millbrae

Recycling & Waste
Prevention Program

621 Magnolia Avenue
Millbrae, CA 94030
650-259-2444
www.ci.millbrae.ca.us

Single-Use Carryout Bag Ordinance

Recommendations for Educating Your Employees

1. Continue to educate your employees on the ordinance rules; how to respond to questions or comments from customers; and on procedures for the paper bag charge (bag charges are: tracked/input into cash register; non-taxable; and your store retains the paper bag charge).
2. Place copies of the City's *customer factsheet at checkout counters for employee reference and for customers.
3. Encourage your employees to start shopping with a reusable bag regardless of what city they live in.
4. Employees can help customers transition to new habits by:
 - Asking customers "Do you have your own bag today?"
 - Informing Customers without bags: "Did you know there is now a charge on paper bags?" They can state that it is due to the City's new Single-Use Carryout Bag Ordinance.
 - Thanking customers who bring their own reusable bags to reinforce this habit and to encourage other customers within listening range to do the same.
 - Informing customers that the City of Millbrae provides free reusable bags for Millbrae residents at the City Hall Public Works Counter Monday-Fridays, 8:30 am-5:00 pm.

Recommendations for Informing Your Customers – Public Reminders

1. Continue to prominently post reminders outside your store, at the *entrance to remind customers to bring their reusable bags with them into the store and at the *cash registers.
2. Consider promoting the use of reusable bags in your company's circulars, online media, and on your website; add a link to www.ci.millbrae.ca.us/sustainablemillbrae for those customers who may want more information on the Single-Use Carryout Bag Ordinance.

*You can order these customer materials, including customer fact sheets (enclosed for your reference), window posters and cash register tent cards by calling 650-259-2444, e-mailing sreider@ci.millbrae.ca.us, or by picking them up at the City Hall Public Works Counter.



**CITY OF MILLBRAE
PUBLIC WORKS/ENGINEERING DIVISION**

**Single-Use Carryout Bag Ordinance
Acknowledgement and Verification Form**

Business Name and Address:

Name of Business Owner/Manager:

Telephone Number:

E-mail: _____

Please read the information and complete this form to signify that you are complying with the Single-Use Carryout Bag regulations, Millbrae Municipal Code, Chapter 6.05. **Please return the signed form (page 2) by October 10, 2012** in the SASE, or fax it to 650-697-8158, or drop it off at the City Hall Public Works Counter. You may also call in the information to staff at 650-259-2444. By signing you acknowledge the following:

1. My business is prohibited from providing single-use plastic carryout shopping bags and the free distribution of single-use paper bags as of September 1, 2012.
2. My business may provide protective bags without handles for: (1) to transport produce, bakery items, bulk food or meat from a bakery, produce, bulk food or meat department within a store to the point of sale; (2) to hold prescription medication dispensed from a pharmacy; (3) to segregate food or merchandise that could damage or contaminate other food or merchandise when placed together in a Reusable Bag or Recycled Content Paper Bag; (4) that hold live plants; and (5) for small hardware.
3. My business may sell recycled content paper bags for a minimum price of at least \$0.10 in accordance with the Ordinance. The paper bags need to contain a minimum of 40% post consumer recycled content, cannot be made of old growth trees, and must be 100% recyclable. The paper bags either need to be imprinted to state they contain at least 40% post consumer content and are "reusable" and "recyclable" OR you need to provide alternate verification (see page 2 for self-verification).

Please see reverse side→

Self-verification of the 40% post consumer content recycled content paper bags used if the bags your business provides are not imprinted with this information:

Store Name (where paper bags were purchased) _____

Item number _____

Store Name (where paper bags were purchased) _____

Item number _____

4. My business may sell reusable bags at a cost to the customers, except for during time-limited promotional events, and the reusable bags comply with the requirements of the Ordinance: (1) have a minimum lifetime of 125 uses, which means the capability of carrying a minimum of 22 pounds 125 times over a distance of at least 175 feet; (2) have a minimum volume of 15 liters; (3) be machine washable or capable of being cleaned and disinfected; (4) not contain lead, cadmium, or any other heavy metal in toxic amounts as defined by applicable State and Federal standards and regulations for packaging or reusable bags; and (5) be made of durable material such as cloth or if plastic is at least 2.25 mils thick. The reusable bag may be made of recyclable plastic such as polyethylene or polypropylene.

Store Name (where reusable bags were purchased) _____

Item number _____

5. My business must provide customers participating in the California Special Supplemental Food Program for Women, Infants, and Children (WIC) and customers participating in the Supplemental Nutrition Assistance Program (SNAP - formerly food stamps) with Recycled Content Paper Bags at no charge.

6. Violations of this Ordinance could result in fines.

Business Owner/Manager Signature:

Date: _____

Comments:

Single-Use Carryout Bag Ordinance

~ Starts on September 1, 2012 ~

Millbrae Municipal Code, Chapter 6.05

The Millbrae City Council adopted an ordinance that prohibits the use of single-use carryout bags (thin plastic shopping bags) at stores to reduce litter, help wildlife and our environment, and encourage the use of reusable shopping bags.

Starting on September 1, 2012 stores can supply paper bags that contain a minimum of 40% post consumer recycled content and will charge a minimum of 10¢ per bag. The stores will keep the paper bag charge to help offset the cost of the paper bags and to encourage shoppers to bring their own reusable bags.

The City of Millbrae Recycling & Waste Prevention Program is distributing free reusable shopping bags, one per household, to help residents switch from using single-use shopping bags to reusable bags. You can pick up a reusable bag at the Public Works Counter in City Hall, Monday-Friday, 8:30 am - 5:00 pm. Learn more at www.ci.millbrae.ca.us/sustainablemillbrae.

Problems with Paper and Plastic Bags

- Millbrae shoppers use an estimated 7 million plastic bags every year.
- Plastic bags are among the top 5 items of debris most often found in coastal cleanups.
- When plastic bags end up as litter they look like food and can be ingested which harm or kill the wildlife that eat them.
- Every year approximately 4,000 trees are cut down to produce the estimated 2.8 million paper grocery bags used in Millbrae.

Reuse and Recycle All of Your Shopping Bags

- Plastic bags can be reused and recycled.
- Clean plastic bags along with newspaper bags, dry cleaning bags, toilet paper and paper towel plastic packaging, can be recycled at Trader Joe's, Safeway (temporarily closed for renovation), Lucky and Walgreen's. Go to www.plasticbagrecycling.org for more details.
- Paper bags can be reused and then recycled in your curbside recycling toter.

Reusable Bag Tips

- To successfully reduce or eliminate single-use shopping bags, you will likely need more than one reusable bag. Many local stores sell inexpensive reusable bags.
- When you go to the store, make note of how many bags you generally use. Buy enough reusable bags so you won't have to pay for paper bags.
- Keep your bags in the car, laundry room, purse, backpack, at work or any other area that you will remember to take them to the store.
- Treat cloth bags the same as your clothing and wash them often.
- Wipe other bags with a sponge and mild soap to keep clean.



City of Millbrae

Recycling & Waste
Prevention Program

621 Magnolia Avenue
Millbrae, CA 94030
650-259-2444

www.ci.millbrae.ca.us



一次性使用的外賣袋條例

~ 2012年9月1日開始執行~

Millbrae 市政守則, 章節 6.05

Millbrae市議會通過了一項法令，為減少商場垃圾，禁止使用一次性外賣袋 (塑料購物袋)，幫助野生動物和我們的環境，並鼓勵使用可重複使用的購物袋。

2012年9月1日開始，商店可以提供至少含40%回收再用材料的購物紙袋，每個購物紙袋將至少收取10美分。商店用收取的紙袋費來彌補購物紙袋的製造成本，並以此鼓勵消費者自己攜帶可重複使用的購物袋。

Millbrae市回收和廢物的預防計畫正在派發每戶一個免費可重複使用的購物袋，來幫助居民完成一次性使用購物袋到重複使用購物袋的過渡。週一至週五的上午8:30至下午5:00, 您可以在市政大堂的公眾服務臺，領取一個可重複使用的購物袋。詳情請上網查詢: www.ci.millbrae.ca.us/sustainablemillbrae.

使用購物紙袋和塑料袋的問題

- Millbrae市消費者估計每年使用7萬個塑料袋。
- 塑料袋是沿海清潔最常發現的前5種雜物碎片中的一種。
- 當塑料袋被當作垃圾丟棄時，它們看上去就象是食物，被野生動物誤食時會造成傷害或死亡。
- Millbrae市每年大約消費使用280萬個購物紙袋，為此需砍伐大約4千棵樹。

多次使用及回收您所有的購物袋

- 塑料袋是可以被重覆使用和回收的。
- 乾淨的塑料袋、報紙袋、乾洗袋、衛生紙及擦手紙的塑料包裝袋可被回收在: Trader Joe's, Safeway (目前暫時關閉以進行翻新重建工程), Lucky和Walgreen's。詳情請上網查詢: www.plasticbagrecycling.org
- 紙袋可以重複使用後再放進您路邊的回收桶裡。

重複使用袋子的小貼士

- 為了成功地減少使用或停止使用一次性購物袋，您可能需要一個以上可重複使用的購物袋。許多本地的商店，出售廉價的可重複使用的購物袋。
- 當你去商店，注意一下您通常需要使用幾個袋子。購買足夠可重複使用的購物袋，這樣您就無須付錢買購物紙袋。
- 放置重複使用的購物袋在汽車、洗衣房、手提包、雙肩背包、公司或其它您想得到的、會拿起袋子去購物的地方。
- 常常清洗布質購物袋如同您的衣服一樣。
- 其它質地的購物袋用海綿擦拭和使用溫和的肥皂清洗來保持清潔。



City of Millbrae
Recycling & Waste
Prevention Program
621 Magnolia Avenue
Millbrae, CA 94030
650-259-2444
www.ci.millbrae.ca.us



ORDINANCE NO.

**CITY OF MILLBRAE, COUNTY OF SAN MATEO
STATE OF CALIFORNIA**

* * *

**ORDINANCE TO ADD CHAPTER 6.05 TO THE MILLBRAE MUNICIPAL CODE
PROHIBITING THE DISTRIBUTION OF SINGLE-USE CARRYOUT BAGS AND PROHIBITING
THE FREE DISTRIBUTION OF RECYCLED CONTENT PAPER BAGS BY SPECIFIED RETAIL
ESTABLISHMENTS AND TO AMEND SECTION 1.05.020 TO DESIGNATE ENFORCEMENT
PERSONNEL**

WHEREAS, it is the City's desire whenever possible to conserve natural resources, reduce the amount of greenhouse gas emissions, waste, litter and marine pollution, and to protect the public health and welfare, including local wildlife, in order to increase the quality of life for Millbrae's residents and visitors; and

WHEREAS, numerous studies have documented the incidence of single-use carryout bags littering the environment, blocking storm drains that can cause flooding and fouling beaches; and

WHEREAS, most single-use carryout bags do not biodegrade, but instead photo-degrade, enabling the bags to break down into smaller toxic pieces that enter the food web where animals mistake those materials for food. The ingestion of these bags can result in reduced nutrient absorption and death to birds and marine animals; and

WHEREAS, from an overall environmental and economic perspective, the best alternative to single-use plastic carryout bags is a major shift to reusable bags; and

WHEREAS, the City has determined that a minimum charge of \$0.10 per recycled content paper bag would cover the reasonable cost to a store providing the paper bags to its customers; and

WHEREAS, no portion of the charge for recycled content paper bags will be provided to the City so that the City will not receive any revenues from the collection of the paper bag charge; and

WHEREAS, other jurisdictions have required retailers to collect paper bag charges from their customers and these charges have proven very effective at generating a major shift in consumer behavior toward the use of reusable bags and have significantly reduced single-use carryout bag consumption; and

WHEREAS, customers can avoid this charge by using their own reusable bags; and

WHEREAS, retail establishments that are not subject to this Ordinance are nevertheless encouraged to comply with this Ordinance on a voluntary basis; and

WHEREAS, in light of the foregoing, the City Council desires to institute three specific regulations in this ordinance. The first is to prohibit the use of single-use carryout bags by Grocery Stores and Supermarkets, as defined herein. The second is to require Grocery Stores and Supermarkets to charge a

minimum of \$0.10 for each recycled content paper bag. The third is to require that Grocery Stores and Supermarkets charge for the distribution of any reusable bag except during time-limited promotional events; and

WHEREAS, the City Council will review the effectiveness of the Ordinance after one year of operation and determine if it requires further refinement.

NOW THEREFORE BE IT ORDAINED AS FOLLOWS:

SECTION 1. USE OF RESERVED CHAPTER 6.05 TO ADD NEW CHAPTER TO TITLE 6.

Chapter 6.05 hereby is added to the Millbrae Municipal Code to read as follows:

Chapter 6.05

SINGLE-USE CARRYOUT BAG REGULATIONS

Sections:

- 6.05.010** **Definitions**
- 6.05.020** **Single-Use Carryout Bag Regulations**
- 6.05.030** **Exemptions**
- 6.05.040** **Recordkeeping and Verification**
- 6.05.050** **Regulations; Enforcement**
- 6.05.060** **Violations and Penalties**

6.05.010 Definitions.

"Customer" means any Person obtaining goods from a Retail Establishment.

"Dry-cleaners" means a retail establishment where clothing or other fabrics are dropped off for dry cleaning and/or laundering and where the operation and maintenance of the laundry and dry cleaning equipment may or may not be located on the premises.

"Grocery store" means a store engaged primarily in the retail sale of packaged food, rather than food prepared for consumption on the premises.

"Grocery Store or Supermarket-Tier 1" means a Grocery Store or Supermarket with gross annual sales of five million dollars (\$5,000,000) or more; and which is located within or doing business within the geographical limits of the City of Millbrae.

"Grocery Store or Supermarket -Tier 2" means a Grocery Store or Supermarket with gross annual sales of two million dollars (\$2,000,000) but less than five million dollars (\$5,000,000), and which is located within or doing business within the geographical limits of the City of Millbrae.

"Nonprofit Charitable Reuser" means a charitable organization, as defined in Section 501(c)(3) of the Internal Revenue Code, or a distinct operating unit or division of the charitable organization.

"Person" means any natural person, firm, corporation, partnership, or other organization or group however organized.

"Post-consumer recycled material" means a material that would otherwise be destined for solid waste disposal, having completed its intended end use and product life cycle. "Post-consumer recycled material" does not include materials and by-products generated from, and commonly reused within, an original manufacturing and fabrication process.

"Prepared Food" means foods or beverages which are prepared on the premises by cooking, chopping, slicing, mixing, freezing, or squeezing, and which require no further preparation to be consumed.

"Food Vendor" means a restaurant, or take-out food establishment.

"Recyclable" means material that can be sorted, cleansed, and reconstituted using the authorized and available recycling collection programs for the purpose of using the altered form in the manufacture of a new product. "Recycling" does not include burning, incinerating, converting, or otherwise thermally destroying solid waste.

"Recycled Content Paper Bag" means a paper bag provided at the check stand, cash register, point of sale, or other point of departure for the purpose of transporting food or merchandise out of the establishment that contains no old growth fiber and a minimum of forty percent (40%) post-consumer recycled content; and is one hundred percent (100%) recyclable.

"Retail Establishment" means any commercial establishment that sells perishable or nonperishable goods including, but not limited to, clothing, food, and personal items directly to the Customer; and is located within or doing business within the geographical limits of the City of Millbrae. Retail Establishment does not include Food Vendors, Dry-cleaners or Nonprofit Charitable Reusers.

"Reusable Bag" means a bag with handles that is specifically designed and manufactured for multiple reuse and meets all of the following requirements: (1) has a minimum lifetime of 125 uses, which for purposes of this subsection, means the capability of carrying a minimum of 22 pounds 125 times over a distance of at least 175 feet; (2) has a minimum volume of 15 liters; (3) is machine washable or capable of being cleaned and disinfected; (4) does not contain lead, cadmium, or any other heavy metal in toxic amounts as defined by applicable State and Federal standards and regulations for packaging or reusable bags; and (5) made of durable material that is at least 2.25 mils thick. A "reusable bag" may be made of recyclable plastic such as high density polyethylene (HDPE), low density polyethylene (LDPE), or polypropylene.

"Single-Use Carryout Bag" means a bag other than a Reusable Bag provided at the check stand, cash register, point of sale or other point of departure for the purpose of transporting food or merchandise out of the establishment. Single-Use Carryout Bags do not include bags without handles provided to the Customer (1) to transport produce, bakery items, bulk food or meat from a bakery, produce, bulk food or meat department within a store to the point of sale; (2) to hold prescription medication dispensed from a pharmacy; (3) to segregate food or merchandise that could damage or contaminate other food or merchandise when placed together in a Reusable Bag or Recycled Content Paper Bag; (4) that hold dry-cleaned garments; (5) that hold live plants; or (6) for small hardware; or (7) to protect delivered newspapers.

"Supermarket" means a retail establishment offering a wide variety of departmentalized food and

household merchandise and may contain a deli, bakery, florist, bank, pharmacy, photo processing, or other ancillary uses within the store, and which occupies more than twenty-five thousand square feet of gross floor area.

6.05.020 Single-Use Carryout Bag Regulations.

- A.** No Grocery Store or Supermarket shall provide a Single-Use Carryout Bag to a Customer, at the check stand, cash register, point of sale or other point of departure for the purpose of transporting food or merchandise out of the establishment except as provided in this Section starting July 1, 2012 for a Grocery Store or Supermarket-Tier 1, and starting January 1, 2013 for a Grocery Store or Supermarket-Tier 2. The voluntary compliance of other Retail Establishments is encouraged in Tier 2.
- B.** On or after July 1, 2012, a Grocery Store or Supermarket-Tier 1 shall make available for sale to a Customer a Recycled Content Paper Bag for a minimum charge to be established by resolution of the City Council.
- C.** On or after January 1, 2013, a Grocery Store or Supermarket-Tier 2 shall make available for sale to a Customer a Recycled Content Paper Bag for a minimum charge to be established by resolution of the City Council.
- D.** Beginning January 1, 2012 for Grocery Stores or Supermarkets-Tier 1, and January 1, 2013 for Grocery Stores or Supermarkets-Tier 2, Grocery Stores and Supermarkets may distribute Reusable Bags to Customers, provided that such bags shall be made available to customers for a per bag charge, although such bags may be distributed for free during time-limited store promotions.
- E.** Notwithstanding this section, no Grocery Store or Supermarket may make available for sale a Recycled Content Paper Bag unless the charge for providing the Recycled Content Paper Bag is separately itemized on the sale receipt.
- F.** This chapter will become operative on July 1, 2012 for Grocery Stores or Supermarkets-Tier 1 and on January 1, 2013 for Grocery Stores or Supermarkets-Tier 2; the voluntary compliance of other Retail Establishments is encouraged in Tier 2.

6.05.030 Exemptions.

The regulations of this Chapter will not apply in the following circumstances:

- A.** Provision of Single-Use Carryout Bags used by Food Vendors, Dry-cleaners and Non-Profit Charitable Reusers.
- B.** Provision of bags without handles to the Customer (1) to transport produce, bakery items, bulk food or meat from a bakery, produce, bulk food or meat department within a store to the point of sale; (2) to hold prescription medication dispensed from a pharmacy; (3) to segregate food or merchandise that could damage or contaminate other food or merchandise when placed together in a Reusable Bag or Recycled Content Paper Bag; (4) that hold dry-cleaned garments; (5) that hold live plants; (6) for small hardware; or (7) to protect delivered newspapers.

- C. Notwithstanding any other law, a Retail Establishment, Grocery Store or Supermarket may provide customers participating in the California Special Supplemental Food Program for Women, Infants, and Children (WIC) and customers participating in the Supplemental Nutrition Assistance Program (SNAP - formerly food stamps) with Reusable Bags or Recycled Content Paper Bags at no charge at point of sale.
- D. Affected businesses will be exempted from the provisions of this chapter if the City Manager or his/her designee finds that due to the nature of the business where a specialty bag is provided for point of sale purchases, there are no suitable alternatives to Single-Use Carryout Bags or the imposition of the requirements of this chapter would cause undue hardship.

6.05.040 Recordkeeping and Verification.

Every Grocery Store or Supermarket shall keep complete and accurate records or documents of the provision of any Recycled Paper Bag by the Grocery Store or Supermarket, for a minimum period of three (3) years from the date of distribution, which record shall be available for inspection at no cost to the City during regular business hours by any City employee authorized to enforce this chapter. Unless an alternative location or method of review is mutually agreed upon, the records or documents shall be available at the Grocery Store or Supermarket address. The provision of false information to the City, including incomplete records, shall be a violation of this Section.

6.05.050 Regulations; Enforcement.

- A. The City Manager or his/her designee will have primary responsibility for enforcement of this chapter. The City Manager or his/her designee is authorized to promulgate regulations and to take any and all other actions reasonable and necessary to enforce this chapter, including, but not limited to, entering the premises of any Grocery Store or Supermarket to verify compliance in accordance with applicable law.
- B. If the City Manager or his/her designee determines that a violation of this chapter has occurred, he/she will issue a written warning notice to the Grocery Store or Supermarket for the first violation.
- C. If the Grocery Store or Supermarket engages in subsequent violations of this chapter, the City may pursue any available legal remedies, including those contained in Chapter 1.05 of this Municipal Code as well as any injunctive or other equitable relief in court to seek redress and enforce the regulations of this chapter.

SECTION 2. AMENDMENT OF SECTION 1.05.020.

Section 1.05.020 of the Millbrae Municipal Code hereby is amended as follows:

Under Item 1, “Community Development,” add Chapter 6.05 as an authorized chapter for the Code Enforcement Officer/Community Preservation Specialist.

Under Item 5, “Public Works,” add Chapter 6.05 as an authorized chapter for the following positions: Director of Public Works and Industrial Waste Inspector.

SECTION 3. CEQA DETERMINATION.

The City Council finds that this ordinance is subject to environmental review under the provisions of the California Environmental Quality Act (CEQA). The City prepared an Initial Study for the Ordinance, which confirmed that the Ordinance does not have the potential to result in a significant impact on the environment. Consequently, a Negative Declaration was prepared, made available for public review beginning on September 12, 2011 through October 11, 2011. The City hereby adopts the Negative Declaration and certifies that it is adequate under CEQA. The Negative Declaration reflects the independent judgment and analysis of the City Council and the City, and was prepared by City staff. All substantial evidence in the record establishes that the ordinance will not have a significant adverse impact on the environment. The City Manager is directed to arrange for the filing of a Notice of Determination promptly with the County Clerk of San Mateo County.

SECTION 4. SEVERABILITY.

If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

SECTION 5. EFFECTIVE DATE: PUBLICATION.

This Ordinance shall be in full force and effect thirty days from and after its passage. At least five days prior to its adoption and within fifteen days after its adoption, a summary of this Ordinance shall be published once in a newspaper of general circulation printed and published in the County of San Mateo and circulated in the City of Millbrae.

INTRODUCED at a regular meeting of the City Council of the City of Millbrae held on October 11, 2011.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Millbrae held on October 25, 2011 by the following roll call vote:

AYES:

NOES:

ABSENT:

MAYOR

ATTEST:

CITY CLERK



City of Millbrae
621 Magnolia Avenue, Millbrae, CA 94030

MARC HERSHMAN
Mayor
NADIA V. HOLOBER
Vice Mayor
LINDA T. LARSON
Councilwoman
GINA PAPAN
Councilwoman
ROBERT G. GOTTSCHALK
Councilman
MARY VELLA TRESELER
Treasurer

October 18th 2007

Dear Business Owner and Manager:

On July 25th, 2007 staff presented recommendations and the City Council voted in favor of a Sustainable Food Service Ware Ordinance prohibiting the use of foam and solid polystyrene food service ware. **The ordinance was adopted at the October 9th City Council meeting and will go into effect on January 1st of 2008. You are receiving this letter because we believe this applies to your business.**

The Sustainable Food Service Ware Ordinance prohibits food service vendors from using foam or solid polystyrene disposable food service ware. The ordinance also states that all food service ware will be required to be biodegradable, compostable, reusable, or recyclable unless there is no available alternative for a specific application and the food vendor can reasonably show there is no alternative. The ordinance applies to food vendors such as restaurants, grocery stores, hotels, bars, coffee shops, cafes and other entities as defined in the ordinance under food vendor as well as city departments and facilities and those that rent or use city facilities. The ordinance also addresses all containers, bowls, plates, trays, cartons, cups, lids, straws and utensils and other items designed for one-time or non-durable uses.

The types of polystyrene food service ware to be banned include both foam and solid. The foam has the resin identification code # 6 on the bottom and is commonly referred to as Styrofoam[®]. Typically this includes white or colored clam shell type containers, plates, cups, and bowls. Solid polystyrene can also be clear or colored. It also has the resin identification code # 6 on the bottom. Typically this ware includes clear clamshell containers, and clear or colored straws, lids and utensils.

The City chose to ban this type of disposable food service ware for a number of environmental and health related reasons. It also fits in with the variety of sustainable programs the City has implemented over the years. Polystyrene is a common item that is littered on streets and ends up in storm drains, on beaches, and in the Bay and Ocean. It breaks down into smaller pieces that may be ingested by wildlife. Small plastic pieces, similar in size to plankton, represent a particular risk to filter feeders. When ingested, the result is reduced appetite, reduced nutrient absorption, and starvation of wildlife. Polystyrene contains the hazardous chemicals benzene and styrene. Benzene is a known carcinogen. Styrene is a known hazardous substance that medical evidence and the Food and Drug Administration suggests leaches from polystyrene containers into food and drink, is a suspected carcinogen and neurotoxin which potentially threatens human health.

The types of containers and other food service ware that are acceptable include the recyclable items such as paper, aluminum, and plastic with resin identification #'s 1, 2, 4, and 5. They also include biodegradable or compostable products made from agriculturally based crops such as corn, potatoes, and sugar cane waste. Please see the enclosed list of distributors that sell these products, a list of acceptable food ware products and a fact sheet.

Once the ordinance goes into effect, City staff will follow up with the businesses affected to see if they have any concerns and/or need assistance. The Ordinance is available for review on the City's website at www.ci.millbrae.ca.us.

We want to make this transition as easy as possible for you, please call the Recycling & Waste Prevention Program at 259-2345 with any questions.

Sincerely,

Ronald Popp
Public Works Director



需閱讀中文，請翻看此信的另一面。

City Council/City Manager (650) 259-2334	City Clerk (650) 259-2334	Public Works/Engineering (650) 259-2339	Recreation (650) 259-2360	Police Department (650) 259-2300
Personnel (650) 259-2334	Finance/Water (650) 259-2350	Community Development (650) 259-2341	Building Division (650) 259-2330	Fire Department (650) 259-2400



Sustainable Food Service Ware Ordinance

Better for you, your customers, and the environment

Effective Date January 1st, 2008

Who has to follow the Ordinance?

- All Millbrae food vendors selling prepared food as listed in the Ordinance, including but not limited to restaurants, cafes, delis, fast-food establishments, vendors at fairs, food trucks, and City Facilities.

What does the Ordinance prohibit?

- Foam and solid polystyrene food service ware as listed in the Ordinance, including but not limited to containers, bowls, plates, cups, lids, straws, and utensils with the symbol  listed on the products. Also included are plastic straws and utensils which need to be compostable or biodegradable.
- Ask your supplier if you are unsure if your products are polystyrene.



Foam Polystyrene



Solid Polystyrene



What is wrong with polystyrene food service ware?

- It is not recyclable.
- It is a common item that is littered on streets that ends up in storm drains, on beaches, and in the Bay and Ocean.
- It breaks down into smaller pieces that may be ingested by wildlife resulting in reduced appetite, reduced nutrient absorption, and starvation.
- It contains hazardous chemicals that may leach from polystyrene containers into food and drink and may cause cancer.



What does the Ordinance require?

- The use of biodegradable, compostable, reusable, or recyclable food service ware.
- The use of biodegradable or compostable utensils and straws, not plastic of any kind.
- Acceptable Products: Aluminum, plastics (no black) coded with , ,  or , uncoated or coated paper, cardboard, and plastics made from corn, potatoes, sugar, or other plant based products.
- Please see the separate list of Sustainable Food Service Ware for more details.
- Some examples of acceptable products are shown below:



What are the penalties for non-compliance?

Violations may result in fines according to the Municipal Code:

- 1st = warning, 2nd = \$100, 3rd = \$200, 4th = \$500.
- Enforcement is by the City of Millbrae, not the County Health Inspector.

What can my business do to reduce food service ware costs?

- Allow and encourage customers to bring their own mugs to buy drinks.
- Charge a “take out fee” to cover the cost difference.
- Use reusable dishes and cups instead of disposable ones for “eat-in” customers.

More questions?

Call the Recycling & Waste Prevention Program at 259.2345
www.ci.millbrae.ca.us



**City of Millbrae
Sustainable Food Service Ware Ordinance
Acceptable Products**

Product Categories	Product Material/Resins and Colors	Compostable	Recyclable
Bowls	Paper	YES	YES - scraped clean
	Plant fiber, such as sugarcane (bagasse), rice or bamboo (brown, white, offwhite)	YES	NO
	Corn, soy, wheat &/or potato starch based (offwhite)	YES	NO
Cold Cups & Lids	Corn, soy, wheat &/or potato starch based (offwhite)	YES	NO
	Corn starch based PLA - poly lactic acid (clear)	YES	NO
	#1 (PET), #2 (HDPE), #4 (LDPE) or #5 (PP) resin plastic (no black)	NO	YES - with #1, #2, #4 or #5 on each piece (rinsed)
Cutlery	Corn starch based PLA - poly lactic acid (opaque, offwhite, green) or other corn, soy, wheat &/or potato starch based (offwhite)	YES	NO
Folded Containers (one piece square or rectangular single compartment)	Paper	YES	YES - scraped clean
	Plant fiber, such as sugarcane (bagasse), rice or bamboo (brown, white, offwhite)	YES	NO
Hinged Containers (one piece square or rectangular, clamshell one or more compartments)	Paper	YES	YES - scraped clean
	Plant fiber, such as sugarcane (bagasse), rice or bamboo (brown, white, offwhite)	YES	NO
	Corn, soy, wheat and/or potato starch based (offwhite)	YES	NO
Hot Cups	Paper	YES*	NO
	Paper lined with corn starch PLA - polylactic acid (white w/green design)	YES	NO
	Plant fiber, such as sugarcane (bagasse), rice or bamboo (brown, white, offwhite)	YES	NO
Hot Cup Lids	Potato (Taterware)	YES	NO

Compostable: Acceptable for residential and commercial compost systems. *Take out plastic lining before composting at home.

Recyclable: Acceptable for residential and commercial recycling programs.

City of Millbrae
Sustainable Food Service Ware Ordinance
Acceptable Products

Product Categories	Product Material/Resins and Colors	Compostable	Recyclable
Lidded Containers (two piece square or rectangular, one or more compartments or round tub single compartment)	Paper	YES	YES - scraped clean
	Plant fiber, such as sugarcane (bagasse), rice or bamboo (brown, white, offwhite)	YES	NO
	Corn starch based "PLA" (clear)	YES	NO
	Aluminum	NO	YES
	#1 (PET), #2 (HDPE), #4 (LDPE) or #5 (PP) resin plastic (no black)	NO	YES - with #1, #2, #4 or #5 on each piece (rinsed)
Napkins	Paper	YES	NO
	Plant fiber	YES	NO
Plates or Trays (one or more compartments, some with cup holders)	Paper	YES	YES - scraped clean
	Plant fiber, such as sugarcane (bagasse), rice or bamboo	YES	NO
	Aluminum	NO	YES
	Corn, soy, wheat &/or potato starch based (offwhite)	YES	NO
Straws or Stirrers	Paper or other plant fiber, such as wood stirrers	YES	NO
	Corn starch based PLA - poly lactic acid (clear, various colors)	YES	NO
Wraps	Paper	YES	YES - scraped clean
	Cellophane or other plant fiber	YES	NO
	Corn starch based PLA - poly lactic acid (opaque, offwhite)	YES	NO
	Aluminum foil	NO	YES

Compostable: Acceptable for residential and commercial compost systems.

Recyclable: Acceptable for residential and commercial recycling programs.

10/9/2007



City of Millbrae

Recycling & Waste
Prevention Program

621 Magnolia Avenue
Millbrae, CA 94030
650-259-2444
www.ci.millbrae.ca.us

**City of Millbrae
Sustainable Food Service Ware Distributors**

Distributors	Phone	Website	<i>deli, salad, & pie containers</i>	<i>lidded, folded & hinged containers</i>	<i>hot cups & lids</i>	<i>cold cups & lids</i>	<i>cutlery</i>	<i>plates</i>	<i>bowls</i>	<i>straws</i>	<i>trays</i>
American Paper & Plastic Inc	(626) 444-0000	www.appinc.com	A, PLA	A, PLA, P	EP, P	PLA	C	B, P	B, P	C	A, P
Biodegradable FoodService	(541) 593-2191	www.bdfs.net	B, PLA	B, PLA, PO	B, P, PO	PLA	PO	B, PO	B		B, PO
BiRite	(415) 656-0187 (800) 227-5373	www.BiRite.com	P, PLA	P, PLA	EP, P	PLA	PO	P, PO	P, PLA	PLA	P
Brenmar Company	(800) 783-7759	www.brenmarco.com	PLA	EP, PLA	EP	PLA	PO, PLA	PLA	PLA	PLA	A, B
Cash & Carry	(415) 836-9295	www.smartfoodservice.com	P, PLA	P, PLA	P			P	P		AL, P
Costco	(415) 626-4388	www.costco.com	P	P	P	P, PLA	P, PLA	P	B, P		
EarthSmart LLC	(480) 206-4513	www.earthsmartllc.com		B		PO	C/PO	B	B		B
EarthShell	(866) 387-3223	www.earthshellnow.com						C/PO	C/PO		
Eco-Products	(303) 449-1876	www.biodegradablestore.com	B, PLA	B, PLA	EP, P	PLA	C	B	B, EP	PLA	PLA
Excellent Packaging and Supply	(800) 317-2737	www.excellentpackaging.com	B, P, PLA	B, PLA, P	EP	PLA	PO	B	B, EP	PLA	B, PLA
Huhtamaki	(650) 344-3605 (913) 583 3025	www.us.huhtamaki.com	P	P	P	P		P	P		P
International Paper	(877) 287-7864	www.javastock.com		P, PLA	EP, P, PL, PLA	PL, P		P			
Genpak	(518) 798-9511	http://harvestcollection.genpak.com	C	C, RPL	P	C, P		C	C		
Goodwill Fair Trading Co.	(415) 203-7323	www.goodwillfairtrading.com		PL, PLA	P				PL		
Green Earth Office Supply	(800) 327-8449	www.greenearthofficesupply.com	B, P, PLA	B, P, PLA	EP, PO	PLA	PLA, PO	B, P	B, P, PLA	PLA	B, PLA

A=aluminum, B=bagasse (sugarcane fiber), BA=bamboo fiber, C=non-clear corn, wheat or rice based, EP= PLA (poly lactic acid) coated paper cup, P=paper fiber (poly-coated OK), PL=plastic #1, #2, #4, or #5, PLA=clear corn based, PO=non-clear potato based, RPL=recycled plastic #1

The City does not endorse or recommend any particular company identified.

City of Millbrae Sustainable Food Service Ware Distributors

Distributors	Phone	Website	deli, salad, & pie containers	lidded, folded & hinged containers	hot cups & lids	cold cups & lids	cutlery	plates	bowls	straws	trays
Green Home	(877) 282-6400	www.greenhome.com	PLA	P, PLA, B	B, EP, P, PLA	PLA	PO	B	B, PLA	PLA	B
Green is Green	(415) 215-8553	www.greenisgreeninc.com	PLA	B, PLA	B, EP, PLA	PLA	C	B	B, P	C	B
GreenLine	(800) 641-1117	www.greenlinepaper.com		B, PLA	B, EP	PLA	C	B	B	PLA	
Maple Trade Corporation	(888) 853-3288	www.mapletradecorp.com	PL	PL	P						
Moresco Distributing Company	(707) 773-2500	www.moresco.biz	PLA	B		PLA	PO	B	B	PLA	
Recyclaholics	(612) 521-5667	http://recyclaholics.com	B, PLA	B, PLA	B, EP	PLA		B, P	B	PLA, PO	
Restaurant Depot	(415) 920-2888	www.restaurantdepot.com	P, PLA	P, PLA	P	P		P	P		
SF Supply Master	(415) 642-0700	www.sfsupplymaster.com	P	A, P	EP, P	PLA		B, P	B, P		P
Smart and Final	(800) 894-0511	www.smartandfinal.com	PL	PL	P	PL		P			
Sysco Food Services	(510) 226-3425	www.sysco.com	C, P, PL, PLA	B, P, PLA	P, EP	P, PLA	C, PO	B, P	B, P	PLA	B, P
Three Bridges Trading	(800) 742-9183	www.threebridgestrading.com	B, PL	A, B, PL	B, P, PL	P, PL, PLA	PO	B	B		B
Trade Supplies	(800) 464-4504	www.tradesuppliesinc.com	B, PLA	B, PLA, P	B, EP	B, PLA	PO	B, P	B, P, PLA	PLA	P
WorldCentric Store	(650) 283-3797	www.worldcentric.org/store	B, PLA	B, PLA	B, EP	PLA	PLA	B	B	PLA	B

A=aluminum, B=bagasse (sugarcane fiber), BA=bamboo fiber, C=non-clear corn, wheat or rice based, EP= PLA (poly lactic acid) coated paper cup, P=paper fiber (poly-coated OK), PL=plastic #1, #2, #4, or #5, PLA=clear corn based, PO=non-clear potato based, RPL=recycled plastic #1

The City does not endorse or recommend any particular company identified.

3/1/2009



City of Millbrae

Recycling & Waste
Prevention Program

621 Magnolia Avenue
Millbrae, CA 94030
650-259-2444

www.ci.millbrae.ca.us



**CITY OF MILLBRAE
PUBLIC WORKS/ENGINEERING DIVISION
Sustainable Food Service Ware Ordinance
Acknowledgement Form**

Business Name: _____

Business Address: _____

Name of Business Owner: _____

Telephone Number: _____

Email: _____

We are providing you with this Acknowledgment Form to inform you of the City's Sustainable Food Service Ware Ordinance that has been in effect since January 1st, 2008. Elements of the Ordinance are briefly described below. You will also receive an information packet that includes a fact sheet and a listing of Sustainable Food Service Ware distributors.

Please read and sign below to signify you understand this information and will use appropriate food service ware as required in the City's Ordinance.

1. The Ordinance prohibits/disallows the use of foam and solid polystyrene food service ware, including but not limited to containers, bowls, plates, cups, lids, straws, and utensils. This includes all food ware with the symbol  listed on the products.
2. The Ordinance requires food service ware to be biodegradable, compostable, reusable, or recyclable.
3. Straws and utensils that are plastic cannot be used because they are not recyclable and need to be compostable or biodegradable.
4. Acceptable food service ware includes: Aluminum, plastics (no black) coded with , ,  or , uncoated or coated paper, paperboard/cardboard, and plant based products made from corn, potatoes and/or sugar.
5. Enforcement actions are included in the ordinance, but we hope to avoid them by working with your business.

We appreciate your cooperation and encourage you to call us at 650-259-2345 with any questions.

Business Owner's Signature: _____

Date: _____



ORDINANCE NO. 717

SUSTAINABLE FOOD SERVICE WARE ORDINANCE

AN ORDINANCE TO ADD CHAPTER 6.40 TO THE MILLBRAE MUNICIPAL CODE PROHIBITING THE USE OF POLYSTYRENE FOAM AND SOLID DISPOSABLE FOOD SERVICE WARE AND REQUIRING THE USE OF BIODEGRADABLE, COMPOSTABLE, REUSABLE OR RECYCLABLE FOOD SERVICE WARE BY FOOD VENDORS IN THE CITY

WHEREAS, the City has a duty to protect the natural environment, the economy, and the health of its citizens; and

WHEREAS, effective ways to reduce the negative environmental impacts of disposable food service ware include reusing or recycling food service ware and using biodegradable or compostable take-out materials made from renewable resources such as paper, corn starch, potato starch, and sugarcane; and

WHEREAS, polystyrene is a common environmental pollutant as well as a non-biodegradable, non-compostable, non-recyclable or non-reusable substance used as food service ware by food vendors operating in the City; and

WHEREAS, there continues to be no substantial recycling of polystyrene food service ware; and

WHEREAS, affordable compostable food service ware products are increasingly becoming available for most food service applications such as cups, plates, and hinged containers and these products are more ecologically sound than polystyrene materials and can be turned into a compost product; and

WHEREAS, residents can get discounted composting bins from the County of San Mateo RecycleWorks Program, which can be used to compost food scraps and biodegradable, compostable, or food soiled paper take out food service ware; and

WHEREAS, natural compost products are used as a very effective soil amendment for farms and gardens that conserves water, prevents erosion and adds to soil "tilth" to reduce the need for applications of fertilizers, herbicides and pesticides, thereby moving towards a healthier zero waste system; and

WHEREAS, disposable food service ware constitutes a portion of the litter in Millbrae's streets, parks and public places which increases City costs; and

WHEREAS, polystyrene foam is a common pollutant that fragments into smaller, non-biodegradable pieces that are ingested by marine life and other wildlife thus harming or killing them; and

WHEREAS, due to the physical properties of polystyrene, the EPA states “that such materials can also have serious impacts on human health, wildlife, the aquatic environment and the economy”; and

WHEREAS, in the manufacturing process as well as the use and disposal of products, the energy consumption, greenhouse gas effect, and other environmental effects, polystyrene’s environmental impacts are rated second highest, according to the California Integrated Waste Management Board; and

WHEREAS, styrene, a component of polystyrene, is a known hazardous substance that medical evidence and the Food and Drug Administration suggests leaches from polystyrene containers into food and drink and is a suspected carcinogen and neurotoxin which potentially threatens human health and the general public is not typically warned of such potential hazards; and

WHEREAS, due to these concerns, cities began banning polystyrene foam food service ware including several California cities such as Berkeley (1990), Oakland (2007), and San Francisco (2007) where local businesses and several national corporations have successfully replaced it and other non-biodegradable food service ware with affordable, safe, biodegradable products; and

WHEREAS, restricting the use of polystyrene foam and solid disposable food service ware products and replacing non-biodegradable, non-compostable, non-reusable, or non-recyclable food service ware with biodegradable, compostable, reusable, or recyclable food service ware products in Millbrae will further protect the public health and safety of the residents of Millbrae, the natural environment, waterways and wildlife and would advance the City’s goal of developing a sustainable City, and

WHEREAS, in light of the foregoing, the City Council desires to institute two specific practices by all food vendors in Millbrae and to regulate said practices in City facilities. The first is that the use of Foam Polystyrene or Solid Polystyrene disposable food service ware will be prohibited. The second is that all disposable food service ware will be required to be biodegradable, compostable, reusable, or recyclable unless there is no available biodegradable, compostable, reusable, or recyclable alternative for a specific application.

THE CITY COUNCIL OF THE CITY OF MILLBRAE HEREBY DOES ORDAIN AS FOLLOWS:

SECTION 1. ADDITION OF CHAPTER 6.40.

Chapter 6.40 hereby is added to the Millbrae Municipal Code to read as follows:

Chapter 6.40

SUSTAINABLE FOOD SERVICE WARE ORDINANCE

Sections:

- 6.40.010 Definitions**
- 6.40.020 Prohibited Use of Disposable Food Service Ware**
- 6.40.030 Required Use of Biodegradable, Compostable, Reusable or Recyclable Food Service Ware**
- 6.40.040 Exemptions**
- 6.40.050 Regulations; Enforcement**
- 6.40.060 Violations and Penalties**

6.40.010 Definitions

“ASTM Standard” means meeting the standards of the American Society for Testing and Materials (ASTM) International Standards D6400 or D6868 for biodegradable and compostable plastics, as those standards may be amended. D6400 is the specification for plastics designed for compostability in municipal or industrial aerobic composting facilities. D6868 is the specification for aerobic compostability of plastics used as coatings on a compostable substrate.

“Biodegradable” means the entire product or package will completely degrade and return to nature, i.e., decompose into elements found in nature within a reasonably short period of time after customary disposal.

“City Facilities” means any building, structure or vehicles owned or operated by the City of Millbrae, its agent, agencies and departments.

“Compostable” means all materials in the product or package will degrade into, or otherwise become part of, usable compost (e.g., soil-conditioning material, mulch) in a safe and timely manner. Compostable disposable food service ware must meet ASTM-Standards for compostability and any bio-plastic or plastic-like product must be clearly labeled, preferably with a color symbol, such that any customer or processor can easily distinguish the ASTM Standard compostable plastic from non-ASTM Specification compostable plastic.

“Customer” means any person obtaining prepared food from a food vendor.

“Disposable Food Service Ware” means all containers, bowls, plates, trays, cartons, cups, lids, straws, forks, spoons, knives, and other items designed for one-time or non-durable uses on or in which any food vendor directly places or packages prepared foods or which are used to consume foods. This includes, but is not limited to, service ware for takeout foods and/or leftovers from partially consumed meals prepared at food vendors.

“Food Vendor” means any and all sales outlets, stores, shops, vehicles or other places of business located within the City of Millbrae which operate primarily to sell or convey foods or beverages directly to the ultimate consumer, which foods or beverages are predominantly contained, wrapped or held in or on packaging, including both restaurants and retail food vendors. “Restaurant” means any establishment located within the City of Millbrae that sells prepared food for consumption on, near, or off its premises by customers. For the purposes of this chapter the term includes a restaurant operating from a temporary facility, cart, vehicle or mobile unit. “Retail Food Vendor” means any place, other than a restaurant, located within the City of Millbrae where food is prepared, mixed, cooked, baked, smoked, preserved, bottled, packaged, handled, stored, manufactured and sold or offered for sale, including, but not limited to, drive-in, coffee shop, cafeteria, short-order cafe, delicatessen, luncheonette, grill, sandwich shop, soda fountain, bed and breakfast inn, tavern, bar, cocktail lounge, nightclub, roadside stand, take-out prepared food place, industrial feeding establishment, catering kitchen, mobile food preparation unit, commissary, grocery store, public food market, produce stand, food stand, venue, special event, or similar place in which food or drink is prepared for sale or for service on the premises or elsewhere, and any other establishment or operation where food is processed, prepared, stored, served or provided for the public for charge.

“Polystyrene” means and includes blown polystyrene and expanded and extruded foams (sometimes called “Styrofoam[®],” a Dow Chemical Co. trademarked form of EPS insulation) also referred to as expanded polystyrene (EPS) which are thermoplastic petrochemical materials utilizing a styrene monomer and processed by any number of techniques including, but not limited to, fusion of polymer spheres (expandable bead polystyrene), injection molding, form molding, and extrusion-blow molding (extruded foam polystyrene), and in this chapter is referenced as “Foam Polystyrene.” Foam Polystyrene is generally used to make cups, bowls, plates, trays, clamshell containers, meat trays and egg cartons. The term “polystyrene” also means and includes clear or solid polystyrene which is also known as “oriented,” and referenced in this chapter as “Solid Polystyrene.” “Solid Polystyrene” is generally used to make clear clamshell containers, and clear or colored straws, lids and utensils.

“Prepared Food” means food or beverages, which are served, packaged, cooked, chopped, sliced, mixed, brewed, frozen, squeezed or otherwise prepared on the food vendor’s premises within the City of Millbrae. Prepared food may be eaten either on or off the premises, also known as “takeout food.”

“Recyclable” means material that can be sorted, cleansed, and reconstituted using Millbrae’s available recycling collection programs for the purpose of using the altered form in the manufacture of a new product. Recycling does not include burning, incinerating, converting, or otherwise thermally destroying solid waste.

“Reusable” means all materials in the product or package will be used more than once in its same form by the customer, food vendor or other reuse programs. Reusable food service ware includes: food or beverage containers, packages or trays, such as, but not limited to, soft drink bottles and milk containers that are designed to be returned to the distributor and customer that is provided take-out containers. Reusable also includes durable containers, packages or trays used on-premises or returnable containers brought back to the food vendor.

6.40.020 Prohibited Use of Disposable Food Service Ware

- A. Food vendors are prohibited from providing prepared food to customers in Foam Polystyrene or Solid Polystyrene disposable food service ware.
- B. No Foam Polystyrene or Solid Polystyrene disposable food service ware shall be used in any City Facilities. No city department or agency will purchase or acquire Foam Polystyrene or Solid Polystyrene disposable food service ware for use at City Facilities.
- C. All individuals, entities or organizations using City Facilities for public or private events shall comply with the requirements in this chapter.

6.40.030 Required Use of Biodegradable, Compostable, Reusable or Recyclable Food Service Ware

- A. All food vendors using any disposable food service ware will use biodegradable, compostable, reusable or recyclable food service ware. All food vendors are strongly encouraged to use reusable food service ware in place of using disposable food service ware for all food served on-premises. A food vendor may price its products or services to customers in a manner to cover any cost differential.
- B. All individuals, entities or organizations that rent or use City Facilities will use biodegradable, compostable, reusable or recyclable food service ware.

6.40.040 Exemptions

- A. Foods prepared or packaged outside the City of Millbrae are exempt from the provisions of this chapter. Purveyors of food prepared or packaged outside the City of Millbrae are encouraged to follow the provisions of this chapter.
- B. Food vendors will be exempted from the provisions of this chapter for specific items or types of disposable food service ware if the City Manager or his/her designee finds that a suitable biodegradable, compostable, reusable or recyclable alternative does not exist for a specific application and/or that imposing the requirements of this chapter on that item or type of disposable food service ware would cause undue hardship. Any person may seek an exemption from the requirements of this chapter by filing a request in writing with the City Manager. The City Manager may waive any specific requirement of this chapter for a period of not more than one year if the person seeking the exemption has demonstrated that strict application of the specific requirement would cause undue hardship. A person granted an exemption must re-apply prior to the end of the one year exemption period and demonstrate continued undue hardship if the person wishes to have the exemption extended. The City Manager's decision to grant or deny an exemption or to grant or deny an extension of a previously issued exemption shall be in writing and shall be final.
- C. Coolers and ice chests that are intended for reuse are exempt from the provisions of this chapter.

6.40.050 Regulations; Enforcement

A. The City Manager or his/her designee will have primary responsibility for enforcement of this chapter. The City Manager or his/her designee is authorized to promulgate regulations and to take any and all other actions reasonable and necessary to enforce this chapter, including, but not limited to, entering the premises of any food vendor to verify compliance in accordance with applicable law.

B. Anyone violating or failing to comply with any of the requirements of this chapter will be guilty of an infraction pursuant to Chapter 1.05 of the Municipal Code.

C. The City Attorney may seek legal, injunctive, or other equitable relief to enforce this chapter.

6.40.060 Violations and Penalties

A. If the City Manager or his/her designee determines that a violation of this chapter occurred, he/she will issue a written warning notice to the food vendor that a violation has occurred.

B. If the food vendor engages in subsequent violations of this chapter, the penalties set forth in Section 1.05.010 of this Municipal Code will apply.

C. Food vendors may request an administrative hearing to adjudicate any penalties issued under this chapter by filing a written request with the City Manager or his/her designee. The hearing procedures set forth in Section 1.05.030 shall be followed. Any determination from the administrative hearing on penalties issued under this chapter will be final and conclusive.

SECTION 2. AMENDMENT OF SECTION 1.05.020

Section 1.05.020 of the Millbrae Municipal Code hereby is amended as follows:

Under Item 1, "Community Development," add Chapter 6.40 as an authorized chapter for the Code Enforcement Officer/Community Preservation Specialist.

Under Item 5, "Public Works," add Chapter 6.40 as an authorized chapter for the following positions: Director of Public Works and Industrial Waste Inspector.

SECTION 3. CEQA DETERMINATION

Pursuant to Title 14 of the California Administrative Code, the City Council finds that this Ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) for the following reasons: (1) under Section 15061(b)(3), it is not a project which has the potential for causing a significant effect on the environment; (2) under Section 15308, it is an authorized action by an agency with regulatory authority for the purpose of assuring the maintenance, restoration, enhancement, or protection of the environment; (3) under Section 15378(a), it is not a project which has a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment; and (4) under Section 15378(b)(3), it is an action that consists of continuing administrative or maintenance activities in the form of general policy and procedure making.

SECTION 4. EFFECTIVE DATE

This chapter will become effective on January 1st, 2008.

SECTION 5. SEVERABILITY

If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

SECTION 6. PUBLICATION

Within five (5) days of the enactment of this Ordinance and fifteen (15) days following its enactment, the City Clerk shall publish a summary of this Ordinance prepared by the City Attorney.

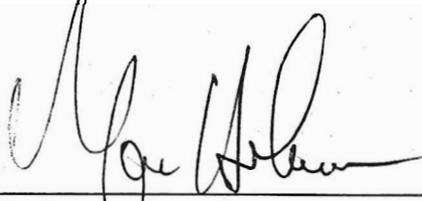
INTRODUCED at a regular meeting of the City Council of the City of Millbrae held on September 25, 2007.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Millbrae held on October 9, 2007 by the following roll call vote:

AYES: Hershman, Holober, Larson, Papan, and Gottschalk

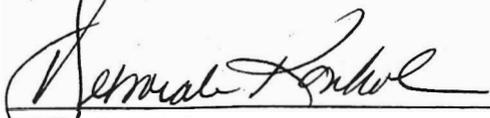
NOES: None

ABSENT: None



MAYOR

ATTEST:



CITY CLERK

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).

Local Promotion of the Household Hazardous Waste (HHW) Program: The San Mateo Countywide drop-off program is promoted which provides residents and small businesses the opportunity to drop-off mercury-containing devices and equipment (e.g., bulbs, thermostats, thermometers and/or switches). In addition, outreach was conducted for the local business that accepts CFL's and bulbs and is a part of the Countywide program. Another local effort is the year round drop-off of mercury containing thermometers at City Hall which are collected through the Countywide program. Outreach efforts include printed brochures, announcements on the local cable station and information on the website.

Regional: Note: Additional information is in the SMCWPPP FY12-13 Annual Report.

C.11.a.ii ► Mercury Collection

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

Please refer to the SMCWPPP FY 12-13 Annual Report for an estimate of the mass of mercury collected through collection and recycling efforts in the SMCWPPP area. Items collected by the City of Millbrae are dropped off at the County and are included in their report.

C.11.b ► Monitor Methylmercury

C.11.c ► Pilot Projects to Investigate and Abate Mercury Sources in Drainages

C.11.d ► Pilot Projects to Evaluate and Enhance Municipal Sediment Removal and Management Practices

C.11.e ► Conduct Pilot Projects to Evaluate On-Site Stormwater Treatment via Retrofit

C.11.f ► Diversion of Dry Weather and First Flush Flows to POTWs

C.11.g ► Monitor Stormwater Mercury Pollutant Loads and Loads Reduced

C.11.h ► Fate and Transport Study of Mercury In Urban Runoff

C.11.i ► Development of a Risk Reduction Program Implemented Throughout the Region

C.11.j ► Develop Allocation Sharing Scheme with Caltrans

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

Summary:

A summary of SMCWPPP and regional accomplishments for these sub-provisions are included within the C.11 Mercury Controls section of the SMCWPPP FY 12-13 Annual Report and/or the BASMAA Regional POC Report.

Section 12 - Provision C.12 PCBs Controls

C.12.a.ii,iii ▶ Ongoing Training

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

Description:

Permittee inspection forms now have a line item for PCBs; none were found.

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

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

Summary:

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

Section 13 - Provision C.13 Copper Controls

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

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

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

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

Development of BMPs. The Countywide Program collaborated with BASMAA to develop BMPs to manage waste generated from cleaning and treating of copper architectural features, including copper roofs, during construction and post construction.

Permitting Procedures to Require the BMPs. The Countywide Program updated its Stormwater Requirements Checklist to include the architectural copper BMPs in the list of source controls measures that may apply to projects. The Checklist is reviewed prior to permit issuance.

Educate Installers and Operators. The Countywide Program, in collaboration with the Santa Clara Valley Urban Runoff Pollution Prevention Program, prepared an educational flyer on the BMPs. 4 City staff members and 3 City Building Department inspectors attended the April 11, 2013 Construction Site Inspection Workshop. The flyer is available to contractors and permit applicants at City Hall.

Enforcement Actions against Noncompliance. City staff adheres to the Enforcement Response Plan for compliance. There has been no non-compliance in FY 12-13.

Supporting Documents:

[Flyer on Architectural Copper BMPs](#)

[April 11, 2013 Construction Site Inspection Workshop Attendance List](#)

C.13.c ▶ Vehicle Brake Pads	<p>Reported in a separate regional report.</p> <p>A summary of SMCWPPP's participation with the Brake Pad Partnership (BPP) is included within the C.13 Copper Controls section of the SMCWPPP FY 12-13 Annual Report and/or the BASMAA Regional POC Report.</p>
C.13.c.iii ▶ Water Quality Issues Associated with Automobile Brake Pads	<p><i>(FY 12-13 Annual Report Only)</i> – Assess status of copper water quality issues associated with automobile brake pads and recommend brake-pad related actions for inclusion in subsequent permits if needed.</p> <p>An assessment of copper water quality issues associated with automobile brake pads and recommend brake-pad related actions for inclusion in subsequent permits is included within the C.13 Copper Controls section of the SMCWPPP FY 12-13 Annual Report and/or the BASMAA Regional POC Report.</p>
C.13.d.iii ▶ Industrial Sources Copper Reduction Results	<p>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.</p> <p>Summary: No potential users or sources of copper identified for inspecting.</p>
C.13.e ▶ Studies to Reduce Copper Pollutant Impact Uncertainties	<p>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.</p> <p>Summary: A summary of the SMCWPPP and/or regional efforts to develop regional studies to reduce copper pollutant impact uncertainties is included within the C.13 Copper Controls section of the SMCWPPP FY 12-13 Annual Report and/or BASMAA Regional POC Report.</p>

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

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

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

Summary:

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

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

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

Summary:

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

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

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

Summary:

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

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

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

Is your agency a water purveyor?	<input checked="" type="checkbox"/>	Yes	<input 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: The City of Millbrae provides water to about 6000 residents and commercial customers. City staff including Public Works Supervisor attended the November 13, 2012 SMCWPPP Water Utility Training Workshop.				

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><u>Local:</u> Outreach is conducted through newsletters, workshops, displays, utility bill messages, public announcements on the local cable station, website postings, and distribution of brochures (local and Countywide materials) to encourage efficient irrigation to minimize runoff, to use less or no toxic pest management measures and for landscape management, and to plant native and drought tolerant plants. Additional outreach efforts are included in C.7.</p> <p><u>Regional:</u> Additional information may be found in the SMCWPPP FY12-13 Annual Report.</p>

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 ⁶⁵ (NTU)	Implemented BMPs & Corrective Actions
City of Millbrae	Dead end flushing	Storm system	8/30/12 thru 9/11/12	5 to 10 minutes per site	127,160 gallons per flushing periods	N/A	Dechlorated at each site zero chlo	N/A	N/A	Dechlorated before entering storm system
City of Millbrae	Dead end flushing	Storm system	1/18/13 thru 1/24/13	5 to 10 minutes at each site	127,160 gallons per flushing periods	N/A	Dechlorated at each site zero chlorine level	N/A	N/A	Dechlorated before entering storm system

⁶⁵ 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 ⁶⁶														
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) ⁶⁷	pH (standard units) ⁵²	Discharge Turbidity (Visual) ⁵²	Implemented BMPs & Corrective Actions	Time of discharge discovery	Regulatory Agency Notification Time ⁶⁸	Inspector arrival time	Responding crew arrival time
Jasmine Ct	Main break	Storm system	2/3/13	45 min	10,000 gallons	N/A								
Lomita and Bayview	Main break	Storm system	2/11/13	2 hrs	2,000 gallons	N/A								
Stoney Ct	Main leak	Storm system	1/3/13	a wet spot watched for 2 days	20per days	N/A								
141 Minorca	Main break	Creek	1/5/13	1 hr	5000 gallons	N/A								

⁶⁶ This table contains all of the unplanned discharges that occurred in this FY.

⁶⁷ 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.

⁶⁸ 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.