



TOWN OF HILLSBOROUGH

DEPARTMENT OF PUBLIC WORKS
1600 FLORIBUNDA AVENUE
HILLSBOROUGH, CA 94010-6418
PHONE 650-375-7444

September 10, 2014

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

Subject: Town of Hillsborough Municipal Regional Stormwater Permit
FY 2013-2014 Annual Report

Dear Mr. Wolfe:

This letter and Annual Report with attachments is submitted by the Town of Hillsborough 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 2013/14 and consists of the following:

- A. Certification Statement
- B. FY 2013-2014 Annual Report Form, which includes:
 - Table of Contents
 - Completed Annual Report Form, Sections 1-15 and attachments as appropriate.

Should you have any questions or concerns, please do not hesitate to contact me at (650) 375-7444.

Sincerely,

Paul Willis, P.E., QSD/QSP
Director of Public Works/City Engineer

cc: Randy Schwartz, City Manager

TOWN OF HILLSBOROUGH
FY 2013-2014 ANNUAL REPORT

CERTIFICATION STATEMENT

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

Signature of Duly Authorized Representative:



9/11/14

PAUL WILLIS, P.E., QSD/QSP
Director of Public Works / City Engineer

Date

Town of Hillsborough

Municipal Regional Stormwater NPDES Permit FY 2013-2014 Annual Report



September 12, 2014

Town of Hillsborough
1600 Floribunda Avenue
Hillsborough, CA 94010



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SECTION 1: Permittee Information



Permittee Name: Town of Hillsborough

Section 1 – Permittee Information

Background Information			
Permittee Name:	Town of Hillsborough		
Population:	10,850 (approximately)		
NPDES Permit No.:	CAS612008		
Order Number:	R2-2009-0074R		
Reporting Time Period (month/year):	July 2013 through June 2014		
Name of the Responsible Authority:	Paul Willis, P.E., QSD/QSP	Title:	Public Works Director / City Engineer
Mailing Address:	1600 Floribunda Avenue		
City:	Hillsborough	Zip Code:	94010
		County:	San Mateo
Telephone Number:	(650) 375-7444	Fax Number:	(650) 548-0859
E-mail Address:	pwillis@hillsborough.net		
Name of the Designated Stormwater Management Program Contact (if different from above):	John Mullins / Kevin Fehr	Title:	Public Works Superintendent / Associate Engineer
Department:	Public Works Department		
Mailing Address:	1600 Floribunda Avenue		
City:	Hillsborough	Zip Code:	94010
		County:	San Mateo
Telephone Number:	(650) 375-7409 / (650) 375-7514	Fax Number:	(650) 548-0859
E-mail Address:	jmullins@hillsborough.net / kfehr@hillsborough.net		

SECTION 2:
Provision C.2
Municipal Operations



Section 2 - Provision C.2 Reporting Municipal Operations

Program Highlights and Evaluation

Highlight/summarize activities for reporting year:

Summary:

The Town of Hillsborough encompasses a rural geography that's zoned single-family residence, which requires different methods of maintenance compared to common methods used in urbanized areas. The Town does not have typical streets or roads compared to other public agencies, but the Town responds diligently to all municipal operations. Town residents are responsible for maintaining curb/gutters and parking strip areas free of debris for the Town's Municipal code. In addition to monthly inspections of the Public Works Corporation Yard, the Town implemented a site specific Stormwater Pollution Prevention Plan (SWPPP) for the Corporation Yard on July 1, 2010 and continues to update as necessary. The SWPPP includes, but is not limited to, municipal vehicle maintenance, debris removal from catch basins and material storage facilities to comply with water quality standards.

Town staff participates in applicable SMCWPPP's Municipal Maintenance Subcommittee and routinely participates in the Trash Work Group meetings. Town staff attended the Municipal Maintenance Rural Roads Workshop offered this fiscal year on November 24, 2014. The workshop provided an overview of MRP requirements and emphasized reducing discharge of pollutants in stormwater in rural areas, and prohibiting non-stormwater discharge into the storm to the maximum extent practicable.

Refer to the C.2 Municipal Operations section of the SMCWPPP FY 13-14 Annual Report for a description of activities implemented at the countywide and/or regional level.

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

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

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

Comments:

All debris and waste materials related to street and road repair and/or maintenance are collected and disposed of at the corporation yard in waste containers, which are then transported to an approved facility by our contracted refuse company. The Caltrans Stormwater Quality Handbook Maintenance Staff Guide and the California Stormwater Quality Association Stormwater Best Management Practice Handbook is available for staff and contractor's to use for all related capital street/road improvement projects and maintenance activities.

The Town purchased a 400 Series Caterpillar Skidsteer with detachable sweeper for use during street and road repair and maintenance activities, as well as for other applicable public works activities.

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

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

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

Comments:

The Town's roadways predominantly do not have traditional sidewalks with curbs and gutters. As a result, sidewalk maintenance is not required. The Town has a limited number of rolled curb/gutters where collection of street debris is more likely. When leaves and street debris collects within the rolled curbs and gutters, Town residents are responsible for cleaning and disposing of materials along their property frontage. The Town maintenance staff responds diligently if a lack of maintenance becomes a nuisance to the public. Parking strips are maintained by abutting

Permittee Name: Town of Hillsborough

property owners. However, the parking strips throughout Town are primarily composed of interlocking pavers, decomposed granite or turf blocks, which serve as drainage systems that filter stormwater runoff prior to discharge into the storm drain system.

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

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

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

Comments:

The Town does not conduct bridge or structural maintenance activities directly over water or into storm drains. All graffiti removal activities on public facilities are done in-house by Town Staff trained in the proper capture and disposal of graffiti removal wastes. During the FY13-14 reporting year, neither graffiti removal nor bridge and structural maintenance were conducted within or near waterways. The BASMAA's Pollution from Surface Cleaning handout is provided to appropriate Town Staff.

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

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 checked="" type="checkbox"/> Y	<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 checked="" type="checkbox"/> Y	Control of road-related erosion and sediment transport from road design, construction, maintenance, and repairs in rural areas		
<input checked="" type="checkbox"/> Y	Identification and prioritization of rural road maintenance based on soil erosion potential, slope steepness, and stream habitat resources		
<input checked="" type="checkbox"/> Y	No impact to creek functions including migratory fish passage during construction of roads and culverts		
<input checked="" type="checkbox"/> Y	Inspection of rural roads for structural integrity and prevention of impact on water quality		
<input checked="" type="checkbox"/> Y	Maintenance of rural roads adjacent to streams and riparian habitat to reduce erosion, replace damaging shotgun culverts and excessive erosion		
<input checked="" type="checkbox"/> Y	Re-grading of unpaved rural roads to slope outward where consistent with road engineering safety standards, and installation of water bars as appropriate		
<input checked="" type="checkbox"/> Y	Inclusion of measures to reduce erosion, provide fish passage, and maintain natural stream geomorphology when replacing culverts or design of new culverts or bridge crossings		
Comments including listing increased maintenance in priority areas: The Town owns nine open space areas, some of which have unpaved fire and utility roads. In coordination with a vegetation management project to reduce fire risk in Town owned open spaces, the Town inspected and improved the fire and utility roads as needed to reduce erosion, correct slope and reduce runoff impacts.			

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.

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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 checked="" type="checkbox"/>	Containment of all vehicle and equipment wash areas through plumbing to sanitary or another collection method
<input checked="" type="checkbox"/>	Use of dry cleanup methods when cleaning debris and spills from corporation yard(s) or collection of all wash water and disposing of wash water to sanitary or other location where it does not impact surface or groundwater when wet cleanup methods are used
<input checked="" type="checkbox"/>	Cover and/or berm outdoor storage areas containing waste pollutants

Comments:
 BMPs are implemented on a monthly basis during monthly inspections by Town Staff and inspection reports are available upon request. All outdoor storage areas are bermed.

If you have a corporation yard(s) that is not an NOI facility, complete the following table for inspection results for your corporation yard(s) or attach a summary including the following information:

Corporation Yard Name	Inspection Date (1x/year required)	Inspection Findings/Results	Follow-up Actions
Town of Hillsborough Corporation Yard	Monthly inspections conducted throughout the year. - 7/24/2013 - 8/28/2013 - 9/23/2013 - 10/29/2013 - 11/20/2013	Inspection locations include: sewer lift station, wash racks, dump areas, outdoor storage areas, hazardous material storage, fuel dispensing area and catch basins throughout the yard. Inspections confirmed that: no surcharge of sewage and wash water occurred, all trash and green waste are contained in dumpsters accordingly and catch basins were cleaned and not clogged from debris and trash. Storage areas were confirmed to be orderly with all containers properly capped and sealed.	<ul style="list-style-type: none"> Cleaned, repaired and organized areas accordingly during inspections. Repaired and cleaned sewer pumps to ensure in adequate condition. Catch basins and wash racks were vacuumed

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C.2 – Municipal Operations

	<ul style="list-style-type: none"> - 12/26/2013 - 1/22/2014 - 2/28/2014 - 3/27/2014 - 4/23/2014 - 5/28/2014 - 6/25/2014 	<p>Corporation Yard drainage was confirmed to be running properly with no discharge and basins were free of non-storm water discharge.</p>	<p>and cleaned to ensure that leaves and debris would not clog.</p> <ul style="list-style-type: none"> • The fuel dispensing area was out-of-service for approximately five months and was properly repaired. • Organized and cleaned hazardous material storage areas and arranged off-haul of hazardous material to an approved facility by contractor.
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SECTION 3:
Provision C.3
New Development and
Redevelopment



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

C.3.b.v.(2)(a) ► Green Streets Status Report
 (All projects to be completed by December 1, 2014)

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

Summary:
 The Town of Hillsborough does not have a pilot green street project within its jurisdiction. However, C.3 New Development and Redevelopment section of the SMCWPPP FY 13-14 Annual Report includes a description of activities conducted at the countywide or regional level.

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.

Comment:
 There were no public or private Regulated Projects approved during the FY 13-14 reporting period.

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 type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
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Comments (optional): The Town requires LIDs but did not have any regulated projects in this reporting year. In the event that the Town does have regulated projects in the future, it will require LIDs.

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)?		Yes	X	No
2. Has your agency granted final discretionary approval of a project identified as a Special Project in the March 15, 2014 report? If yes, include the project in both the C.3.b.v.(1) Table, and the C.3.e.vi. Table.		Yes	X	No
If you answered "Yes" to either question, 1) Complete Table C.3.e.vi . below. 2) Attach narrative discussion of 100% LID Feasibility or Infeasibility for each project.				

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

<p>(1) Fill in attached table C.3.h.iv.(1) or attach your own table including the same information. – See attached table C.3.h.iv.(1).</p>
<p>(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.</p>
<p>Summary: There were no newly installed stormwater treatment systems and HM controls during the FY 13-14 reporting period. The Town is almost exclusively zoned single family residential. Currently, there remains one site, the Crystal Springs Uplands School ("CSUS"), 400 Uplands Drive, at which a stormwater treatment system was installed in September 2009 and was inspected by the Town during the FY 13-14 reporting period. The Town's inspection determined that the stormwater treatment system is operating properly. The Town communicated to the owner the necessity of routine maintenance to ensure that accumulated sediment and debris is cleaned.</p>
<p>(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).</p>
<p>Summary: For the reporting FY13-14 period, the Town's O&M Inspection Program remains effective. There continues to be coordination and communication between the Planning Department and Engineering Division. The Town will conduct O&M inspections annually, or as frequently as directed by the Board.</p>
<p>(4) During the reporting year, did your agency:</p>

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<ul style="list-style-type: none"> Inspect all newly installed stormwater treatment systems and HM controls within 45 days of installation? 		Yes		No	X	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? 		Yes		No	X	Not applicable. No vault systems.
<p>If you answered "No" to any of the questions above, please explain:</p> <p>There were no newly installed treatment system for the reporting FY 13-14 period and there are installed vault-based systems.</p>						

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 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.

Prior to December 1, 2012, Hillsborough implemented site design measures as recommendations during private development plan review. After the noted date, the Town required that the Stormwater Checklist for Small Project prepared by the SMCPPP be completed and submitted for all development projects for review and approval. For projects that trigger one of the site design measures listed in Provision C.3.i, the Town confirms compliance during the plan review phase of development plans prior to granting approval and issuance of building permits.

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

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											
NA											
Public Projects											
NA											
Comments: Not applicable. The Town did not approve any private or public Regulated Projects during the FY 13-14 reporting period.											

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										
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Comments: Not applicable. The Town did not approve any private Regulated Projects during the FY 13-14 reporting period.										

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).

Permittee Name: Town of Hillsborough

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										
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

Comments:
Not applicable. The Town did not approve any public Regulated Projects during the FY 13-14 reporting period.

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).

Permittee Name: Town of Hillsborough

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 Responsible ⁴² For Maintenance	Date of Inspection	Type of Inspection ⁴³	Type of Treatment/HM Control(s) Inspected ⁴⁴	Inspection Findings or Results ⁴⁵	Enforcement Action Taken ⁴⁶	Comments/Follow-up
Crystal Springs Uplands School	400 Uplands Drive, Hillsborough, CA 94010	NO	Property Owner	11/27/13	Routine	Infiltration retention system. Location – Onsite, in ground at the southeast side of the school at the athletic turf field.	The Town Inspector did not observe any potential problems. There weren't any apparent sediment build-up or obstruction from the vegetated buffer strip to the outfall point.	None.	Effective maintenance activities and treatment system is working properly.

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												
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
NA	NA	NA	NA	NA	NA	NA	NA	NA	Category A: Category B: Category C: Location: Density: Parking: NA	Category A: Category B: Category C: Location: Density: Parking: NA	Indicate each type of LID treatment system and the percentage of total runoff treated NA	Indicate each type of non-LID treatment system and the percentage of total runoff treated. Indicate whether minimum design criteria met or certification received NA
Comment: There were no Special Projects approved or submitted for review during the FY 13-14 reporting period.												

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



Permittee Name: Town of Hillsborough

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

Program Highlights

Provide background information, highlights, trends, etc.

As previously reported, the Town is zoned single-family residential and does not have industrial and commercial developments. The Town does have public and private schools, fire stations and a corporation yard that are institutional and government facilities. However, the Town participates in the Commercial, Industrial and Illicit Discharge (CIL) Subcommittee meetings held on a regular basis.

Refer to the C.4. Industrial and Commercial Site Controls section of the SMCWPPP FY 13-14 Annual Report for a description of activities of SMCWPPP and/or the BASMAA Municipal Operations Committee.

C.4.b.i. ► Business Inspection Plan

Do you have a Business Inspection Plan? Yes No

If No, explain:

There have been no changes to this section since reporting year FY 12-13. The Town does not have industrial and commercial sites. The inspections conducted by the San Mateo County Environmental Health are on institutional and governmental facilities to fulfill hazardous materials inspections. In the event that a business facility was located in the Town, the Town has a Business Inspection Plan available to ensure that the inspection(s) conducted will be in compliance with Provision C.4.

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.

Not applicable. However, the San Mateo County Environmental Health ("CEH") conducts inspections on institutional and governmental facilities to fulfill hazardous materials inspections. In the event that a business facility where located in the Town, the Town has a Business Inspection Plan available to ensure inspection(s) conducted would be in compliance with Provision C.4.

Potential Facilities List, provided by the San Mateo County Environmental Health:

1. William Crocker Intermediate School – 2600 Ralston Avenue, Hillsborough, CA.
2. Hillsborough Corporation Yard – 1320 La Honda Road, Hillsborough, CA.
3. Benchaya Estate – 835 Chateau Drive, Hillsborough, CA.
4. Crystal Springs Uplands School – 400 Uplands Drive, Hillsborough, CA.
5. West Elementary School – 376 Barbara Way, Hillsborough, CA.

Permittee Name: Town of Hillsborough

6. Burlingame Country Club – 80 New Place Rd., Hillsborough, CA.
7. PG&E Carolands Substation – Skyline Boulevard at Chateau Road, Hillsborough, CA.
8. North Hillsborough School, Multi-Purpose Building – 303 El Cerrito Avenue, Hillsborough, CA.
9. Nueva School – 6565 Skyline Boulevard, Hillsborough, CA.
10. Fire Station #32 - 330 Ascot Road, Hillsborough, CA.

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.

The Town is contracted with the ("CEH") for stormwater inspections of institutional and governmental facilities and scheduled inspections are available upon request.

1. PG&E Carolands Substation – Skyline Boulevard at Chiltern Road, Hillsborough, CA.
2. Multi-Purpose Building – 303 El Cerrito Ave., Hillsborough, CA.
3. William Crocker Intermediate School – 2600 Ralston Avenue, Hillsborough, CA.
4. North Hillsborough School, Multi-Purpose Building – 303 El Cerrito Avenue, Hillsborough, CA.
5. West Elementary School – 376 Barbara Way, Hillsborough, CA.
6. Nueva School – 6565 Skyline Boulevard, Hillsborough, CA.
7. Crystal Springs Uplands School – 400 Uplands Drive, Hillsborough, CA.
8. Hillsborough Corporation Yard – 1320 La Honda Road, Hillsborough, CA.
9. Benchaya Estate – 835 Chiltern Road, Hillsborough, CA.
10. Fire Station #32 – 330 Ascot Road, Hillsborough, CA.
11. Burlingame Country Club – 80 New Place Road, Hillsborough, CA.

C.4.c.iii.(1) ► Facility Inspections

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

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

	Number	Percent
Number of businesses inspected	4	
Total number of inspections conducted	4	
Number of violations (excluding verbal warnings)	0	
Sites inspected in violation	0	
Violations resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner	0	

Permittee Name: Town of Hillsborough

Comments:

County Environmental Health (EH); Food and Hazardous Material Inspectors conduct routine Stormwater Inspections at inventoried sites based on High, Medium or Low Priorities. There were no violations during the reporting FY 13-14 period.

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

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

Type/Category of Violations Observed	Number of Violations
Actual discharge (e.g. active non-stormwater discharge or clear evidence of a recent discharge)	0
Potential discharge and other	0
Comments:	

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

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

	Enforcement Action (as listed in ERP) ⁴⁸	Number of Enforcement Actions Taken	% of Enforcement Actions Taken ⁴⁹
Level 1	Verbal Warning	0	0
Level 2	Warning Notice or Administrative Action	0	0
Level 3	Administrative Action with Penalty and/or Cost Recovery	0	0
Level 4	Legal Action/Referral	0	0
Total		0	0

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

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

Business Category ⁵⁰	Number of Actual Discharge Violations	Number of Potential/Other Discharge Violations
No violations.	NA	NA

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.

Permittee Name: Town of Hillsborough

C.4.c.iii.(4) ▶ Non-Filers

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

None.

C.4.d.iii ▶ Staff Training Summary

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
Refer to the County Annual Report for CEH inspector training summary.	NA	NA	NA	NA

SECTION 5:
Provision C.5
**Illicit Discharge Detection and
Elimination**



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

Program Highlights

Provide background information, highlights, trends, etc.

The Town identifies and reports illicit discharges during routine stormwater system inspections and through observations by municipal maintenance staff and Town residents. The SmartCover® management tool is utilized by Town Staff for its sanitary sewer system. The SmartCover® is a self-contained, wireless level monitoring system with immediate alarming and historical data logging capabilities. The immediate alarming is based on high water level along with historical level data trending enabling Town Staff to dispatch for assessment to prevent illicit discharges. The Town also utilizes a smartphone application SeeClickFix for the public to report any potential detection of illicit discharge.

In addition, the police department, public works department maintenance crews, public works department designee, County Health Department and/or central county fire department report to the location and conduct necessary assessment and corrective BMPs for any identification and reports of illicit discharges. All corrective BMPs required are completed in a timely manner. At time of incident, the Town Inspector provides an overview of the situation and distributes SMCWPPP BMP materials on illicit discharge to all affected residents and contractors. Details of further enforcement procedures are implemented through the ERP.

Town Staff participates in SMCWPPP's Commercial/Industrial and Illicit Discharge Subcommittee meetings on a regular basis.

Refer to the C.5 Illicit Discharge Detection and Elimination section of the SMCWPPP FY 13-14 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
John Mullins	Public Works Superintendent	(650) 375-7444
Gary Francis	Public Works – Street Supervisor	(650) 375-7444

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:
No change from previous year.

Permittee Name: Town of Hillsborough

Not applicable. The Town does not have mobile business(es) within Town's jurisdiction. However, if the Town were to receive an inquiry regarding BMP required practices from mobile surface cleaners, the interested party would be referred to the BASMA Mobile Surface Cleaners Program for training. The Town recommends to residents and/or interested parties that certified Mobile Surface Cleaners be utilized when applicable and feasible.

Refer to the C.5 Illicit Discharge Detection and Elimination section of the SMCWPPP FY 13-14 Annual Report for a description of efforts by the Commercial, Industrial and Illicit Discharge (CII) Subcommittee 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 Town conducted an extensive survey of its stormwater system in FY 13/14. Additionally, the Town inspects its stormwater system and strategic outfalls at the end of each dry season in preparation for wet season weather. It inspects for potential illicit discharges during these maintenance inspections. If the Town inspector discovers an illicit discharge during maintenance activities, the Inspector completes a storm system screen form provided by the SMCWPPP. The Town continued to utilize maintenance activities to survey the collection system for illicit discharges and illegal dumping. Those activities include: surface detection; flushing and closed circuit television inspections, as necessary; and conveyance inspection and cleaning. The Town's stormwater flows through tributary areas of the Easton, Sanchez, Burlingame, Borel and San Mateo Creeks. The frequency of surveys for maintenance and/or repairs necessary to the collection system is based on major outfalls and areas that have historic problems and areas that are susceptible to flooding. All current surveys are documented using work orders. The Town will implement the screening form developed by SMCWPPP in forthcoming years.

The Town also detects illicit discharges through surface detection. Typically, the source of discharge can be located and the discharge properly eliminated immediately after discovery. In addition, during surface detection, the Town educates the public to utilize proper BMPs. The Town's goal is to educate the public and contractors in a manner that prevents discharges from occurring. In the process, the Town notifies these parties of possible enforcement actions for causing illicit discharges. The SeeClickFix and SmartCover® screening programs continue to provide effective avenues of communication to Town Staff and from the public.

The Town continues to be proactive, which provides a more effective approach in the screening program. The Town's collaborative efforts with each department continue to be very effective. Any time an illicit discharge is detected, the Town assesses it in a very aggressive and responsive manner. For example, the public works vacuum truck is dispatched to respond immediately, as necessary, to vacuum the illicit discharge to prevent it from reaching the storm drains. The vacuum trucks, sand bags, grease absorption rags and emergency spill kits that include dechlor bags and tabs are utilized. The appropriate Town representative performs thorough investigations to ensure that discharge is clear from receiving water bodies. Details of further enforcement procedures implemented are detailed through the Town's ERP, which is available upon request.

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

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

	Number	Percentage
Discharges reported (C.5.f.iii.(1))	0	
Discharges reaching storm drains and/or receiving waters (C.5.f.iii.(2))	0	0
Discharges resolved in a timely manner (C.5.f.iii.(3))	0	0
Comments: None.		

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

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

The Town continues to diligently monitor for illicit discharges. No illicit discharges occurred in the Town in FY 13/14. Based on previous reporting years, typical discharges included: 1) construction and maintenance materials by private developments, 2) private homeowners' activities, such as washing paint at the curbside, and 3) landscaping debris.

SECTION 6:
Provision C.6
Construction Site Controls



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)
7	2	63
<p>Comments:</p> <p>The data reported above is extracted from completing the Construction Inspection Tracking Table prepared by the SMCWPPP. From October through April, sites were in compliance and in addition to monthly inspections, periodic inspections were conducted but reports were not necessarily completed. Construction sites that do not fall in these categories were also inspected. Again, most of these sites are private development sites that range from small landscape and remodel projects to new single family dwellings.</p>		

Permittee Name: Town of Hillsborough

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

Data below was obtained from completing the Construction Site Inspection Tracking Table prepared by the SMCWPPP. The tracking table is available upon request.

BMP Category	Number of Violations ⁵¹ excluding Verbal Warnings	% of Total Violations ⁵²
Erosion Control	0	0
Run-on and Run-off Control	0	0
Sediment Control	0	0
Active Treatment Systems	0	0
Good Site Management	0	0
Non Stormwater Management	0	0
Total⁵³	0*	0

Comment:

*Please note that majority of the Enforcement Actions implemented during the inspections were Level 1, which is providing verbal warnings. The table above reports violations that exclude verbal warnings.

⁵¹ 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.

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

⁵³ 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.

Permittee Name: Town of Hillsborough

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

	Enforcement Action (as listed in ERP) ⁵⁴	Number Enforcement Actions Issued	% Enforcement Actions Issued ⁵⁵
Level 1 ⁵⁶	A verbal warning is enforced for threatened violations due to inadequate housekeeping, lack of appropriate BMPs to prevent pollution, or threatened non-stormwater discharges disallowed by MRP.	12*	100%
Level 2	A written warning/notice of violation is issued for minor violations or if the response to a verbal warning is inadequate. A written warning may be in the form of a written inspection report, such as a completed Standard Stormwater Facility Inspection Report Form; letter; or checklist that describes violations, expected corrections, and schedule for correction.	0	0
Level 3	A Stop Work Notice is issued for major violations or if the response to written warning is inadequate. A stop work order to cease all activities on the site except for activities related to the correction of violation(s)	0	0
Level 4	Legal action is pursued for the most serious violations including where the response to the notice to comply is inadequate. These types of violations are referred to code enforcement officer and city attorney for civil and criminal prosecution.	0	0
Total		12*	100%

Comments:

*A verbal warning is a Level 1 Enforcement Action based on the Town's ERP. There were a total of 12 Level 1 verbal warnings as noted above.

C.6.e.iii.1.f, g ► Illicit Discharges

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

⁵⁴ Agencies should list the specific enforcement actions as defined in their ERPs.

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

⁵⁶ For example, Enforcement Level 1 may be Verbal Warning.

Permittee Name: Town of Hillsborough

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)	0	0% ⁵⁷
Violations (excluding verbal warnings) not fully corrected within 30 days after violations are discovered (C.6.e.iii.1.i)	0	0% ⁵⁸
Total number of violations (excluding verbal warnings) for the reporting year⁵⁹	0	0%

Comments:

Please note that majority of the Enforcement Actions implemented during the inspections were Level 1, which is providing verbal warnings. The table above reports violations that exclude verbal warnings. The Town's Construction Site Inspection was very effective in FY13-14. Violations were resolved within 10 days and Contractors responded in a diligent manner. All inspections were for private development which range from landscape, remodel/addition projects to new single family homes.

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:

All reported violations were minor in nature with no illicit discharges into the storm drain system entering the creeks for all sites included as high priority sites and sites that disturb 1 acre or more of land. A typical inspection finding is a failure to maintain the site. Most sites have all materials on site and/or previously installed materials that need to be replaced or improved. Another typical finding is improper tree protection and gravel bags installed incorrectly at nearby storm drain catch basins. In the event that written notices are issued, corrective measures are completed in a timely and diligent manner. The Town continues to maintain good relationships with contractors, developers, applicants and homeowners in conveying the significance to work together to ensure appropriate erosion and sediment control measures.

⁵⁷ 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.

⁵⁸ 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.

⁵⁹ 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.

Permittee Name: Town of Hillsborough

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 Town's inspection program is very effective. The Public Works and Building Department work together to ensure that all sites categorized as high priority sites are in full compliance. In addition, the Building Department continues to implement MRP requirements for sites that are not categorized as high priority and for sites disturbing one acre or more. A shared tracking file is updated in the network as inspectors complete their inspections so that full implementation of MRP requirements is covered. Communication between the two departments is maintained to ensure effectiveness. Copies of the construction inspection report are maintained and provided to each Department for file.

Town Staff continues to participate in the Countywide Program's New Development Subcommittee. Implementation of the most up-to-date Construction Best Management Practices plan sheet is required to be included as part of the permit plan set for all projects.

C.6.f ► Staff Training Summary

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

SECTION 7:
Provision C.7
Public Information and
Outreach



Permittee Name: Town of Hillsborough

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

C.7.b.ii.1 ▶ Advertising Campaign

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

Summary:

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

- BASMAA Be the Street 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:

Information on the pre-campaign survey for the BASMAA Regional Youth Litter Campaign was provided in the FY 13-14 Annual Report.

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

<input type="checkbox"/>	Survey report attached
<input checked="" type="checkbox"/>	Reference to regional submittal:

Permittee Name: Town of Hillsborough

C.7.b.iii.2 ► Post-Campaign Survey

(For the Annual Report following the post-campaign survey) Discuss the campaigns and the measureable changes in awareness and behavior achieved. Provide an update of outreach strategies based on the survey results. If survey was done regionally, refer to a regional submittal that contains the following information:

Information on the post-campaign survey for the BASMAA Regional Youth Litter Campaign was provided in the BASMAA FY 13-14 Annual Report

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

<input type="checkbox"/>	Survey report attached
<input checked="" type="checkbox"/>	Reference to regional submittal:

C.7.c ► Media Relations

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

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

Summary:

The following separate report developed by BASMAA summarizes media relations efforts conducted during FY 13-14:

- BASMAA Media Relations Final Report FY 13-14

This report and any other media relations efforts conducted countywide is included within the C.7 Public Information and Outreach section of the SMCWPPP FY 13-14 Annual Report.

C.7.d ► Stormwater Point of Contact

Summary of any changes made during FY 13-14:

John Mullins, Public Superintendent replaced Catherine Chan, Consulting Assistant Engineer.
Kevin Fehr, Associate Engineer, replaced Christopher Dacumous, Analyst.

Permittee Name: Town of Hillsborough

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
<p>Countywide Event</p> <p>1. Coordination of California Coastal Cleanup Day in San Mateo County, September 15, 2013.</p>	<p>1. The Coastal Cleanup Day (CCD) is an international event. CCD is a volunteer event focused on cleaning up the marine environment. The CCD event attracted school children, local families and homeowners. The CCD not only helped with debris removal from the waterways and streets but also created community awareness.</p> <p>The Town promoted the countywide event through distribution of posters throughout Town's public facilities (e.g., Town Hall and Public Works Corporation Yard).</p>	<p>1. Refer to the C.7 Public Information and Outreach section of the Countywide Program's FY 13-14 Annual Report.</p>
<p>2. San Mateo County Fair, June 7th through 15, 2014.</p>	<p>2. As a collaborative effort, the Countywide program hosted an information booth in regards to stormwater runoff pollution prevention.</p>	<p>2. Refer to the C.7 Public Information and Outreach section of the Countywide Program's FY 13-14 Annual Report.</p>
<p>3. Hillsborough Environmental Fair, April 26, 2014.</p>	<p>3. The Town hosted an environmental fair to educate Town residents on a number of environmental programs and considerations, including stormwater pollution prevention.</p>	<p>3. The fair was reasonably attended and effective.</p>

Permittee Name: Town of Hillsborough

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.

Summary:

A summary of efforts conducted by SMCWPPP to work with Watershed Stewardship Groups on a countywide level is included within the Public Information and Outreach section of the SMCWPPP FY 13-14 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>Countywide Event</p> <p>1. Coordination of California Coastal Cleanup Day in San Mateo County, September 15, 2013</p>	<p>1. The Coastal Cleanup Day (CCD) is an international event. CCD is a volunteer event focused on cleaning up the marine environment. The CCD event attracted school children, local families and homeowners. The CCD not only helped with debris removal from the waterways and streets but also created community awareness.</p> <p>The Town promoted the countywide event through distribution of posters throughout Town's public facilities (e.g., Town Hall and Public Works Corporation Yard).</p>	<p>1. Refer to the C.7 Public Information and Outreach section of the Countywide Program's FY 13-14 Annual Report.</p>
<p>2. Town Creek Cleanup Event, June 21, 2014.</p>	<p>3. The Town sponsored a creek cleanup event at San Mateo Creek. The Town coordinated with the SFPUC and local community groups to do a creek cleanup and BBQ event. The volunteers cleaned debris out of approximately 1 mile of creek upstream of the Town's Hot</p>	<p>2. The creek cleanup was effective, resulting in approximately 30 bags of trash being removed from creek by attendees.</p>

Permittee Name: Town of Hillsborough

	Spot. Approximately 20 people volunteered and a significant amount of trash was removed from the creek.	
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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
The Town continues to partner with SMCWPPP for school assemblies and classroom presentations. Refer to the C.7 Section of SMCWPPP's FY 13-14 Annual Report for a description of School-age Children Outreach efforts conducted at the countywide level.			
<p><u>The Banana Slug String Band</u></p> <p>Banana Slug String Band School Assembly Performances at Crocker Middle School on November 6, 2013.</p>	<p>Brief description, messages, methods of outreach used with a lively combination of music, theater, puppetry and audience participation, the Banana Slugs duo present a musical adventure about storm drains, recycling, and keeping our water clean. The show is approximately 45 minutes long.</p>	<p>Crocker Middle School – 125</p> <p>Total = 250 (125x2 shows)</p>	<p>Students and teachers were very engaged during the performance. As a result, high level of interest and knowledge was evaluated. A summary of efforts conducted by the countywide program for school-aged children outreach is included within the C.7 Public Information and Outreach section of the Countywide Program's FY 13-14 Annual Report.</p>

SECTION 8:
Provision C.8
Water Quality Monitoring



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

On an annual basis, the Water Division of the Public Works Department issues a water quality report to the public to provide information on how safe the water the Town purveys is and sources of the water. The report is available on the Town's website:

<http://www.hillsborough.net/262/Water-Quality>.

The report provides information through a data table on turbidity, disinfection byproducts and precursors, microbiological, inorganic, and lead and copper levels. The Town also conducts a lead and copper survey with the residents to ensure water quality in the Town's purveying system is compliant with state regulations.

During FY 13-14, the Town contributed financially to the BASMAA Regional Monitoring Coalition (RMC) through SMCWPPP. In addition, the Town contributed financially to the Regional Monitoring Program for Water Quality in the San Francisco Estuary (RMP) and was 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 the Program, BASMAA RMC and the RMP, see SMCWPPP's March 2014 Integrated Monitoring Report, Part A.

SECTION 9:
Provision C.9
Pesticides Toxicity Controls



Permittee Name: Town of Hillsborough

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 Used⁶⁰

Pesticide Category and Specific Pesticide Used	Amount ⁶¹				
	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14
Organophosphates	0	0	0	0	0
Product or Pesticide Type A					
Product or Pesticide Type B					
Pyrethroids	0	0	0	0	0
Product or Pesticide Type X					
Product or Pesticide Type Y					
Carbaryl	0	0	0	0	0
Fipronil	0	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.	0
Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within the last 3 years.	25
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%

⁶⁰ Includes all municipal structural and landscape pesticide usage by employees and contractors.

⁶¹ 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, bifenthrin, beta-cyfluthrin, bioallethrin, cyfluthrin, cypermethrin, cyphenothrin, deltamethrin, esfenvalerate, etofenprox, fenpropathrin, gamma-cyhalothrin, imiprothrin, lambda-cyhalothrin, metofluthrin, permethrin, phenothrin, prallethrin, resmethrin, sumithrin (d-phenothrin), tau-fluvalinate, tefluthrin, tetramethrin, tralomethrin, cis-permethrin, and zeta-cypermethrin.

Permittee Name: Town of Hillsborough

C.9.d ▶ Require Contractors to Implement IPM					
Did your municipality contract with any pesticide service provider in the reporting year?		<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, attach one of the following:					
<input checked="" type="checkbox"/>	Contract specifications that require adherence to your IPM policy and standard operating procedures, OR				
<input type="checkbox"/>	Copy(ies) of the contractors' IPM certification(s) or equivalent, OR				
<input type="checkbox"/>	Equivalent documentation.				
If Not attached , explain: See Attached.					
*Please see Attachment C9- Contract Specifications. Please note that the entire executed contract is not attached and only pages that pertain to Section C9 is included. The executed contract is available upon request.					

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 13-14, the Town participated in regulatory processes related to pesticides through SMCWPPP, BASMAA and CASQA. For additional information, see the regional report submitted by BASMAA on behalf of all MRP Permittees.	

C.9.f ▶ Interface with County Agricultural Commissioners					
Did your municipal staff observe any improper pesticide usage or evidence of improper usage (e.g., pesticides in storm drain systems, along street curbs, or in receiving waters) during this fiscal year?		<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If yes, provide a summary of improper pesticide usage reported to the County Agricultural Commissioner and follow-up actions taken to correct any violations. A separate report can be attached as your summary. Not applicable.					

C.9.h.ii ▶ Public Outreach: Point of Purchase	
Provide a summary of public outreach at point of purchase, and any measurable awareness and behavior changes resulting from outreach (here or in a separate report); OR reference a report of a regional effort for public outreach in which your agency participates.	
Summary: See the C.9 Pesticides Toxicity Control section of the SMCWPPP FY 13-14 Annual Report for information on point of purchase public outreach	

Permittee Name: Town of Hillsborough

conducted countywide and regionally.

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

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

Summary:

See the C.9 Pesticides Toxicity Control section the SMCWPPP FY 13-14 Annual Report for a summary of our participation in and contributions towards countywide and regional public outreach to pest control operators and landscapers to reduce pesticide use.

Additionally, the Town met with landscape maintenance and open space vegetation management contractors to provide to and discuss with them the Town's IPM policy.

Finally, the Town maintains pesticide reduction outreach materials in Town Hall/Building and Planning and Public Works kiosks.

SECTION 10:
Provision C.10
Trash Load Reduction



Section 10 - Provision C.10 Trash Load Reduction

C.10.a.iii ► Minimum Full Trash Capture

Not applicable. The Town of Hillsborough is exempt from MRP Permit Provision C.10.a.iii due having a population of 10,825 (2010 Census) and 0 acres of retail/wholesale land. As a result, the Town of Hillsborough does not currently have, nor plans to install trash full capture devices.

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

Provide the volume of material removed during each MRP-required Trash Hot Spot cleanup during each fiscal year, and the dominant types of trash (e.g., glass, plastics, paper) removed and their sources in FY 2013-14 to the extent possible.

Trash Hot Spot	FY 13-14 Cleanup Date	Volume of Trash Removed (cubic yards)				Dominant Type(s) of Trash in FY 2013-14	Trash Sources in FY 2013-14 (where possible)
		FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14		
HIL01	8/6/2013	6.9	0.5	0.4	0.1	Plastic Bags, Bottles (plastic or glass), Aluminum cans, Other plastic products, Paper and cardboard, Metal products	Trash accumulation, Litter

C.10.c ► Long-Term Trash Load Reduction Plan

Provide descriptions of significant revisions made to your Long-term Trash Load Reduction Plan submitted to the Water Board in February 2014. Describe significant changes made to primary or secondary trash management areas (TMA), trash generation maps, control measures, or time schedules identified in your plan.

There were no significant revisions made to the Town's Long-Term Trash Load Reduction Plan.

Description of Significant Revision(s)	Associated TMA
NA	NA

C.10.d ► PART A - Trash Control Measure Implementation and Assessment (Jurisdictional-wide Actions)				
Control Measure	Summary Description of Control Measure & Dominant Trash Sources and Types	Assessment Method(s)	Summary of Assessment Results To-date	Estimated % Trash Reduced
Single-use Plastic Bag Ordinance or Policy	The Town is almost exclusively zoned single family residential. The Town does not have any establishments that distribute plastic bags. However, the effectiveness of this implementation Countywide reduces trash within the Town's jurisdiction.	<p>On behalf of all SMCWPPP Permittees, the County of San Mateo conducted assessments evaluating the effectiveness of the single use plastic bag ban in municipalities within San Mateo County. Assessments conducted by the County included audits of businesses and surveys of customer bag usage at many businesses in San Mateo County. Additionally, the number of complaints by customers was also tracked by the County. The results of assessments conducted by these cities are assumed to be representative of all SMCWPPP Permittees, given the consistency between the scope, implementation, and enforcement of the ordinances among the municipalities.</p> <p>The Town developed its % trash reduced estimate using the following assumptions:</p> <ol style="list-style-type: none"> 1) Single use plastic bags comprise 8% of the trash discharged from stormwater conveyances, based on the Regional Trash Generation Study conducted by BASMAA; 2) 95% of single use plastic bags distributed in the Town are affected by the implementation of the ordinance, based on the County of San Mateo's Environmental Impact Report; and 3) Of the bags affected by the ordinance, there are now 90% less bags being distributed, based on customer complaints received by the County of San Mateo's Department of Environmental Health Services. This is conservative estimate given that in FY 13-14 Environmental 	Results of assessments conducted by the County of San Mateo on behalf of all municipalities in San Mateo County indicate that ordinances are effective in reducing the number of single use plastic bags in stormwater discharges. This preliminary conclusion is based on the very small number of complaints received from customers about businesses in San Mateo County that are continuing to use single use plastic bags after ordinances were adopted. Assuming single use bags are 8% of the trash observed in stormwater discharges, the Town concludes that there has been a 7% (i.e., 8% x 86% effectiveness in reducing bags) reduction in trash in stormwater discharges as a result of the ordinances. As the Town does not have any establishments that generate Single-Use Plastic Bags, this assessment methodology reduces trash entering into the Town due to the implementation done by neighboring cities.	7%

C.10.d ► PART A - Trash Control Measure Implementation and Assessment (Jurisdictional-wide Actions)				
Control Measure	Summary Description of Control Measure & Dominant Trash Sources and Types	Assessment Method(s)	Summary of Assessment Results To-date	Estimated % Trash Reduced
		Services only received complaints about 4, of the over 1900 businesses in San Mateo County that are affected by the single-use plastic bag ordinances.		
Expanded Polystyrene Food Service Ware Ordinance or Policy	The Town of Hillsborough passed Ordinance Number 475 adding Chapter 8.10 to the Town's Municipal Code supporting international, federal, and state bans of all uses of chlorofluorocarbons and polystyrene foam. As a result, Town sponsored events or events on Town property are prohibited from using polystyrene based disposable food service packaging.	<p>Although the Town has adopted and implemented an ordinance prohibiting the distribution of EPS food ware by food vendors, evaluations of the effectiveness of the ordinance have not yet been conducted. For the purpose of estimating trash reductions in stormwater discharges associated with the ordinance, the results of assessments conducted by the cities of Los Altos and Palo Alto were used to represent the reduction of trash associated with the Town's ordinance. Assessments conducted by these cities were conducted prior to and following the effective date of their ordinances, and include audits of businesses and/or assessments of EPS food ware observed on streets, storm drains and local creeks. The results of assessments conducted by these cities are assumed to be representative of the effectiveness of the Town's ordinance because the implementation (including enforcement) of the Town's ordinance is similar to the City of Los Altos' and Palo Alto's.</p> <p>The Town developed its 5% trash reduced estimate using the following assumptions:</p> <ol style="list-style-type: none"> 1) EPS food ware comprises 6% of the trash discharged from stormwater conveyances, based on the Regional Trash Generation Study conducted by 	Results of assessments that are representative of the Town, but were conducted by the cities of Los Altos and Palo Alto, indicate that Town's ordinance is effective in reducing EPS food ware in stormwater discharges. This conclusion is based on the following assessment result - an average of 95% of businesses affected by the ordinance is no longer distributing EPS food ware post-ordinance. Based on these results, the estimated average reduction of EPS food ware in stormwater discharges is 90%. Assuming EPS food ware is 6% of the trash observed in stormwater discharges, the Town concludes that there has been a 5% (i.e., 6% x 90%) reduction in trash in stormwater discharges as a result of the ordinance.	5%

C.10.d ► PART A - Trash Control Measure Implementation and Assessment (Jurisdictional-wide Actions)				
Control Measure	Summary Description of Control Measure & Dominant Trash Sources and Types	Assessment Method(s)	Summary of Assessment Results To-date	Estimated % Trash Reduced
		BASMAA 2) 80% of EPS food ware distributed by food vendors or sold via stores in the County is affected by the implementation of the ordinance; and 3) There is now 95% less EPS food ware being distributed, sold and/or observed in the environment, based on assessments conducted by the City of Palo Alto and City of Los Altos.		
Public Education and Outreach Program	<p>On behalf of the Town, SMCWPPP and BASMAA also implemented public education and outreach actions at the countywide and regional scales that were targeted at reducing the impacts of trash on local water bodies. For descriptions of these activities, please see Section 7 of the Program's Annual Report.</p> <p>During the reporting FY-13-14 period, the Town conducted an open space vegetation management project in Town-owned open spaces. During this project, the Town discovered illegal dumping of trash in some of the open spaces. All illegal dumping was mitigated as a part of the project. The Town will</p>	<p>BASMAA conducted post-campaign surveys in FY 13-14 to assess the effectiveness and impacts of their youth litter campaign "Be the Street". The methods used by BASMAA are described in Appendix 16 of the Program's Annual Report.</p> <p>(See Section C.7.g. – City Involvement Events #2)</p>	Reductions (i.e., trends) in the levels of trash in stormwater discharges that occur as a result of the implementation of Public Education and Outreach campaigns and programs are very difficult to measure. Both the inherent spatial and temporal variability in trash generation and the timeframes by which behavior change occurs as a result of education and outreach largely governs our ability to link this control measure to water quality outcomes. That said - changing littering behaviors is paramount to the long-term success of trash management programs. As described in Section 7 of the Program's Annual Report, the Town has spent significant resources on local, Countywide, and public education and outreach programs that are slowly reducing the generation of trash at its source.	1%

C.10.d ► PART A - Trash Control Measure Implementation and Assessment (Jurisdictional-wide Actions)				
Control Measure	Summary Description of Control Measure & Dominant Trash Sources and Types	Assessment Method(s)	Summary of Assessment Results To-date	Estimated % Trash Reduced
	<p>maintain its open spaces on an annual basis henceforth and, as a matter of course, will monitor and mitigate illegal dumping. The Town also provides anti-dumping outreach to residents immediately adjacent to Town owned open space.</p> <p>(See Section C.7.g. – City Involvement Event #2)</p>		<p>Based on the results of assessments conducted by BASMAA in FY 13-14 to assess the effectiveness and impacts of their youth litter campaign "Be the Street" (see Program's Section 7), a modest conservative load reduction associated with public education and outreach programs is assumed.</p> <p>(See Section C.7.g. – City Involvement Events #2)</p>	

C.10.d ► PART B - Trash Control Measure Implementation and Assessment (TMA Specific Actions)

Complete the following trash control measure implementation and assessment summary for each primary trash management area (TMA) identified in your Long-term Plan. Include the following information:

- Identify the total jurisdictional area and the % of that area that generates very high (VH), high (H), moderate (M), or low (L) levels of trash;
- Identify the dominant trash source(s) and dominant type(s) of trash addressed or to-be addressed in the TMA;
- Include the area currently treated by full capture devices, the quantity and type of devices installed to-date, and the % of jurisdictional area that generates very high (VH), high (H), moderate (M), and low (L) levels of trash after accounting for reductions via full capture devices;
- Summarize control measures other than full capture devices implemented to-date, distinguishing between implementation that began pre- and post-MRP effective date. If not implemented in the entire TMA, describe generation category targeted and % of TMA addressed;
- Provide the % of the jurisdictional area that generates very VH, H, M or L levels of trash after accounting for all control measures implemented to-date;
- Describe the methods used to evaluate the effectiveness of control measures other than full capture devices, and any assessment results to-date. If the method was not implemented in the entire TMA, describe generation category targeted and %of TMA addressed; and
- Provide an estimate of the % of trash reduced in the TMA and jurisdiction-wide.

C.10.d ► PART B - Trash Control Measure Implementation and Assessment (TMA Specific Actions)

TMA ID	TMA Area (Acres)	Dominant Sources	Dominant Types		% TMA in Each Trash Generation Category				
					VH	H	M	L	
TMA #1	7	<ul style="list-style-type: none"> Vehicles from the State Freeway Pedestrian litter 	<ul style="list-style-type: none"> Plastic and aluminum can bottles, Plastic food packaging All types of loose paper from food ware to paper bags All types of trash 	Baseline Generation (Pre-MRP)	0%	0%	100%	0%	
Trash Full Capture Devices		Summary Descriptions of Full Trash Capture Devices (Quantity and Type)		After taking into account Full Capture Devices	NA	NA	NA	NA	
Total Area (Acres)	0	NOTE: Not applicable. The Town of Hillsborough is exempt from MRP Permit Provision C.10.a.iii due having a population of 10,825 (2010 Census) and 0 acres of retail/wholesale land. As a result, the Town of Hillsborough does not currently have, nor plans to install trash full capture devices.							
% of TMA	0								
% of VH/H/M	0								
Summary Descriptions of Control Measures Implemented Since MRP Adoption, Other than Full Capture Devices					After taking into account all New or Enhanced (post-MRP) Control Measures	0%	0%	48%	52%
<p>Trash Management Area #1 ("TMA#1") is part of the California Highway 35 that was annex to the Town. Trash problems were categorized as low to medium generation rate, as part of the Long-Term Trash Load Reduction, Page 17. TMA#1 runs parallel to the California Highway 280, which is the dominant source of trash transport by wind and traffic and is approximately 7 acres, making approximately 0.18% of the Town. TMA #1 is depicted on Figure 6 of the Town's Trash management Area Map for the Town of Hillsborough on Page 16 of the Long-Term Trash Load Reduction Plan. Since TMA#1 has been identified to be low to moderate generation area, the Town has been more attentive and sensitive in focusing on more control measures in this area. Summary of control measures implemented as part of the Town's Long-Term Trash Plan are noted below:</p> <ul style="list-style-type: none"> On-land Cleanup: The frequency of on-land trash cleanups is daily to weekly and is conducted by Town Staff as regular routine duties. The frequency is increased or immediately attended to if it becomes a public nuisance and/or emergency. In addition, increased on-land cleanup is performed under the Town's supervision with collaborate efforts with the Sherriff's Department and the Work Furlough Program. Anti-littering and illegal dumping enforcement activities: Enforcement activities for anti-littering and illegal dumping are usually triggered by complaints and notification from the general public by the residents. The Town's Code Enforcement Division takes the lead on all reported illegal dumping and litter complaints and activities. The code enforcement process includes investigation, warning letters, citations, fines and court hearings. The Town's Municipal Code and the general Civil Laws provide the 									

<p>Town's Police and Code Enforcement Departments with the legal authority to respond to illegal dumping.</p> <ul style="list-style-type: none"> • Enforcement. On average, anti-littering and illegal dumping with enforcement activities occurs at least once quarterly. There was a reduction of illegal dumping reports and related citations FY13-14. In all applicable cases, police reports are prepared and forwarded to appropriate entities for possible fines or administrative fees. • Improved Trash Bin/Container Management: The Town has worked with the contracted refuse collection company to ensure that all residents have proper trash bins to accommodate the scheduled trash collection. In addition, the Town completes assessment during routine maintenance of public facilities to ensure that trash bins are adequate and if needed, to be replaced. The current container management for Town-operated facilities is disposed daily, depending upon volume. Appropriate container management is also enforced for all private development. Outreach is conducted during pre-construction meetings prior to permit issuance. Non-compliance triggers enforcement activities. 					
<p>Assessment Methods for Control Measures Other than Full Capture Devices</p>					
<p>As part of the Town's Long-Term Trash Reduction Plan, we worked collaboratively with other SMCWPPP Permittees to develop our Pilot Trash Assessment Strategy (Strategy), which was submitted to the Water Board in February 2014. For areas where control measures other than full capture devices have been implemented, visual on-land trash assessment is the method used to determine the current level of trash in a TMA. Assessments are conducted using a protocol developed by BASMAA member agencies. For each TMA assessed, sites are selected using a probabilistic sample draw to randomly pick sites in a TMA and allow for extrapolation of results within an applicable TMA. Additionally, trash assessment sites may also be targeted to specific streets and properties (these results are not extrapolated). Changes in the level of trash observed via on-land assessments, along with the associated trash generation rates are then used to calculate reductions in trash to-date. The results of the assessments conducted in FY 13-14 are presented below. Additional information on the Strategy, the results of initial assessments, and the method used to calculate % reductions can be found in the Program's FY 13-14 Annual Report.</p>					
<p>Summary of Assessment Results To-date</p>					
<p>In Summer 2014, a total of 2 sites or 2,100 linear feet of streets and sidewalks in this TMA (i.e., 22% of streets/sidewalks with M, H or VH generation rates) were assessed using the on-land visual assessment protocol. Based on the results of these assessments, the area in this TMA where control measures other than full capture devices are implemented was determined have 50% low, 48% moderate, 0% high and 0% very high levels of trash. The results to the right include not only the reduction observed via on-land assessments, but also via full capture devices (as applicable).</p>	<p>Estimated % Trash Reduction in TMA due to New or Enhanced Post-MRP actions</p>		<p>52%</p>		

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Permittee Name: Town of Hillsborough

C.10 – Trash Load Reduction

Estimated % Trash Reduction <u>Jurisdiction-wide</u> due to New or Enhanced Post-MRP actions	52%
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Permittee Name: Town of Hillsborough

C.10.d ► PART B - Trash Control Measure Implementation and Assessment (TMA Specific Actions)									
TMA ID	TMA Area (Acres)	Dominant Sources	Dominant Types		% TMA in Each Trash Generation Category				
					VH	H	M	L	
TMA #2	3,944	<ul style="list-style-type: none"> Vehicles Inadequate container management from refuge company and construction companies. 	<ul style="list-style-type: none"> Plastic bags Plastic bottles and aluminum cans Plastic food packaging Construction debris 	Baseline Generation (Pre-MRP)	0%	0%	0%	100%	
Trash Full Capture Devices		Summary Descriptions of Full Trash Capture Devices (Quantity and Type)			After taking into account Full Capture Devices	NA	NA	NA	
Total Area (Acres)	0	NOTE: Not applicable. The Town of Hillsborough is exempt from MRP Permit Provision C.10.a.iii due having a population of 10,825 (2010 Census) and 0 acres of retail/wholesale land. As a result, the Town of Hillsborough does not currently have, nor plans to install trash full capture devices.							
% of TMA	0								
% of VH/H/M	0								
Summary Descriptions of Control Measures Implemented Since MRP Adoption, Other than Full Capture Devices									
Trash Management Area #2 ("TMA#2") is approximately 3,944 acres which is about 99.5% and encompasses the Town's rural geography of zoned single-family residence and open spaces. TMA#2 is categorized with a low generation rate as shown on Figure 6 of the Town's Trash management Area Map on Page 16 of the Long-Term Trash Load Reduction Plan. The Town will continue to conduct the following control measures within TMA#2: <ul style="list-style-type: none"> On-land Trash Cleanups Anti-littering and Illegal Dumping Enforcement Activities - During the reporting FY-13-14 period, the Town conducted an open space vegetation management project in Town-owned open spaces. During this project, the Town discovered illegal dumping of trash in some of the open spaces. All illegal dumping was mitigated as a part of the project. The Town will maintain its open spaces on an annual basis henceforth and, as a matter of course, will monitor and mitigate illegal dumping. The Town also provides anti-dumping outreach to residents immediately adjacent to Town owned open space. Improved Trash Bins/Container Management. 					After taking into account all New or Enhanced (post-MRP) Control Measures	0%	0%	0%	100%
Assessment Methods for Control Measures Other than Full Capture Devices									
As part of the Town's Long-Term Trash Reduction Plan, the Town will continue to develop assessment methods for control measures for TMA#2.									

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Permittee Name: Town of Hillsborough

C.10 – Trash Load Reduction

Summary of Assessment Results To-date					
On-land visual assessments were not conducted in this TMA in FY 13-14 and therefore no load reductions associated control measures other than full capture devices are assumed to have occurred. Assessments may be conducted in subsequent years.					
		Estimated % Trash Reduction in TMA due to New or Enhanced Post-MRP actions	TMA generates a level of trash that does not adversely affect water quality and therefore no reductions are needed.		
		Estimated % Trash Reduction Jurisdiction-wide due to New or Enhanced Post-MRP actions	NA		

Permittee Name: Town of Hillsborough

C.10.d ► PART C – Estimated Overall Trash Load Reduction

The preliminary trash load reduction estimates presented in this section provide the best available estimate of trash reduction from the Town's municipal separate stormwater sewer system (MS4). These estimates were developed consistent with the trash reduction framework developed in collaboration with Water Board staff in 2013-14, and the Pilot SMCWPPP Trash Assessment Strategy submitted to the Water Board in February 2014. All estimates are based on available information collected by the Town, should be considered preliminary at this time, and are subject to revision by Permittees based on additional information on the effectiveness of trash controls, the magnitude and extent of trash control measure implementation, and/or the levels of trash discharged from the Town's MS4.

Trash is only rarely visible in the Town and creek clean up events remove very moderate amounts of trash, much of which is carried into the Town by wind and other pathways. The Town is very litter-free and approximately 99.99% of the Town has low levels of trash that do not adversely affect water quality. Therefore, the Town will continue to focus its efforts on keeping the Town litter free with existing actions that appear to be working.

Trash reduction estimates were based on initial data collection efforts that began in FY 13-14 and utilize the verified levels of baseline trash generation in the Town. Reductions associated with jurisdictional-wide trash control measures, trash full capture devices, other TMA-specific control measures, and trash cleanup events in local creeks and shorelines are included. Reductions associated with jurisdictional-wide actions are based on a combination of data collection and observations applicable to the Town. Reductions associated with trash full capture devices assume that trash generated in areas treated by effectively maintained devices reduce trash to a level of "no adverse impacts" to local water bodies. For control measures other than full capture devices, all reductions estimates are based on empirical observations of current trash levels (i.e., on-land visual assessments) and associated reductions in applicable trash management areas. Reductions associated with creek and shoreline cleanups are based on the amount of trash removed via these cleanups in FY 13-14, in comparison to baseline trash generation in the Town.

The Town is a population-based jurisdiction and has identified two Trash Management Areas ("TMA"). TMA#1 is approximately 7 acres, making up 0.18% of the Town as a non-jurisdictional area. TMA#1 is categorized as a low to moderate trash generation area. The Town estimates an overall 62% trash reduction in TMA#1 and is very confident that this is achieved. The control measures described were performed within the 7 acres before the MRP was adopted and will continue to perform improvements. TMA#1 is a non-jurisdictional area that is adjacent and parallel to two state highways. A challenge that the Town may continue to face is trash generated from daily traffic of vehicles. The Town has organized and participated in an event involving the community to clean-up the creek in addition to the annual hot spot clean-up.

The Town coordinated a Creek Cleanup even on June 21, 2014 at the San Mateo Creek along Crystal Springs Road. The Town coordinated with the SFPUC and local community groups to do a creek cleanup and BBQ event. The volunteers cleaned debris out of approximately 1 mile of creek upstream of the Town's Hot Spot. Approximately 20 people volunteered and approximately 30 bags of trash were removed from the creek.

Estimated % Trash Reduction due to Jurisdictional-wide Actions	13%
Estimated % Trash Reduction due to Trash Full Capture Devices (All TMAs)	0%

C.10.d ► PART C – Estimated Overall Trash Load Reduction	
Estimated % Trash Reduction due to Other Control Measures (All TMAs)	52%
Subtotal for Above Actions	65%
Estimated % Trash Reduction due to Creek/Shoreline Cleanups (All TMAs)	1%
Total Estimated % Trash Reduction in FY 13-14	66%

SECTION 11:
Provision C.11
Mercury Controls



Permittee Name: Town of Hillsborough

Section 11 - Provision C.11 Mercury Controls

C.11.a.i ► Mercury Recycling Efforts

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

The Town continues to promote proper collection and recycling of mercury containing devices and equipment. The Town's efforts are through web postings, Town newsletters, water quality reports, handouts at kiosks in Town Hall and posting on maintenance vehicles. The Town also participates in a Door-to-Door Household Hazardous Waste program that's sponsored by San Mateo County program and contracted with the refuse company, ReThink Waste affiliated with Recology. Public education information is provided in forms of flyers, brochures and pamphlet are available to the public and Town residents at Town Hall.

Please refer to SMCWPPP's FY 13-14 Annual Report for details regarding countywide efforts to promote and facilitate collection and recycling of mercury containing devices and equipment at the consumer level through San Mateo County Health Department's Household Hazardous Waste (HHW) Program and Very Small Quantity Generator Business Collection (VSQG) Program.

C.11.a.ii ► Mercury Collection

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

Please refer to the FY 13-14 SMCWPPP Annual Report for an estimate of the mass of mercury collected through the San Mateo County Health Department's Household Hazardous Waste (HHW) Program and Very Small Quantity Generator Business Collection (VSQG) Program.

Mercury Containing Device/Equipment	Total Amount of Devices Collected	Estimated Mass of Mercury Collected
Fluorescent Lamps ⁶² (linear feet)	NA	NA
CFLs ⁶³ (each)	NA	NA
Thermostats ⁶⁴ (each)	NA	NA
Thermostats (lbs)	NA	NA
Thermometers (each)	NA	NA
Switches (lbs)	NA	NA

⁶² Only linear fluorescent lamps should be included

⁶³ Only compact fluorescent lamps should be included

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

Permittee Name: Town of Hillsborough

Total Mass of Mercury Collected During FY 2013-2014:	NA
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- 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 Program's FY 13-14 Annual Report and March 2014 Integrated Monitoring Report, Parts B and C.

SECTION 12:
Provision C.12
PCBs Controls



Permittee Name: Town of Hillsborough

Section 12 - Provision C.12 PCBs Controls

C.12.a.ii,iii ▶ Ongoing Training

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

Description:

The Town does not have industrial sites and does not have municipal industrial inspectors.

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 PCBs Controls section of Program's FY 13-14 Annual Report and March 2014 Integrated Monitoring Report, Parts B and C.

Section 13 - Provision C.13 Copper Controls

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

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

- **Development of BMPs.** 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 Town's Planning Department will continue to incorporate the Stormwater Requirements Checklist during the planning stage of development applications. The Town conducts outreach efforts to Contractors and Homeowners during permitting process at the Permit Counter and Building Staff also requires applicants to coordinate with the Engineering Department on procedures and BMPs.
- **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. This flyer is provided to contractors and is made available to the public at Town Hall. A newsletter from the Building and Planning Department to design professionals and contractors provided information regarding Copper Controls.
- **Enforcement Actions against Noncompliance.** Enforcement actions for non-compliance will follow the Town's ERP which includes Level 1-4 enforcement and is based on the type of violation noted. There were no enforcement actions for non-compliance of architectural BMPs during FY 13-14 reporting year.

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

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

Summary

Not applicable. The Town does not have industrial businesses.

SECTION 13:
Provision C.13
Copper Controls



Section 13 - Provision C.13 Copper Controls

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

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

- **Development of BMPs.** 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 Town's Planning Department will continue to incorporate the Stormwater Requirements Checklist during the planning stage of development applications. The Town conducts outreach efforts to Contractors and Homeowners during permitting process at the Permit Counter and Building Staff also requires applicants to coordinate with the Engineering Department on procedures and BMPs.
- **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. This flyer is provided to contractors and is made available to the public at Town Hall. A newsletter from the Building and Planning Department to design professionals and contractors provided information regarding Copper Controls.
- **Enforcement Actions against Noncompliance.** Enforcement actions for non-compliance will follow the Town's ERP which includes Level 1-4 enforcement and is based on the type of violation noted. There were no enforcement actions for non-compliance of architectural BMPs during FY 13-14 reporting year.

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

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

Summary

Not applicable. The Town does not have industrial businesses.

SECTION 14:
Provision C.14
PBDE, Legacy Pesticides and
Selenium Controls



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

Note: There are no reporting requirements in the FY 13-14 Annual Report for Section C.14.

SECTION 15:
Provision C.15
Exempted and Conditionally
Exempted Discharges



Permittee Name: Town of Hillsborough

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

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

Is your agency a water purveyor?

Yes

No

If **No**, skip to C.15.b.vi.(2):

If **Yes**, Complete the attached reporting tables or attach your own table with the same information. Provide any clarifying comments below.

Permittee Name: Town of Hillsborough

Comments:

No changes from previous reporting year.

Planned Discharges

The Town of Hillsborough conducts four water flushing maintenance programs: (1) UDF (Unidirectional Flushing), (2) Water Quality Flushing, (3) Auto Flushing Program and (4) Fire Flow Program. The Water Quality and Auto Flushing Programs are conducted on dead-end (i.e., cul-de-sacs) water mains in order to ensure that all water quality parameters are met and that the Town is providing safe water to the public. Water deployed to atmosphere is tested for the parameters of total chlorine, turbidity, pH and temperature. The Fire Flow Program is required and determines the flow rate on a hydrant when fully open in case of an emergency situation. All water deployed to atmosphere during flushing flows through a dechlorination basket or diffuser, which contains dechlorination tablets. Water flowing through diffusers is tested prior to entering the storm drain system to confirm that chlorine is not detected.

In addition, in February 2011 the Town purchased a mobile water flushing and filtration system called "NO-DES". The NO-DES unit captures, filters, treats and returns flushed water back to the water distribution system instead of discharging it to the atmosphere, onto the street and into the storm drain system. The result is that the NO-DES system virtually eliminates all discharge into storm drain from unidirectional and other select water flushing activities. The only water lost is the water contained within the fire hoses that run from the NO-DES unit to the fire hydrants. This effectively means that the NO-DES unit takes a unidirectional flushing discharge event that would typically introduce anywhere from 10,000 to 100,000 gallons or more of water into the storm drain system and reduces it to a several hundred gallon flushing event. As such, NO-DES flushing events should be considered non-reportable events and exempt from associated reporting requirements.

Unplanned Discharges

Unplanned events are typically water main breaks. When water main breaks occur, dechlorination baskets are deployed but testing of the effluent water has not historically been conducted due to debris material that can affect the results of quality. The Town is currently recording the duration, time of discharge discovery, regulatory agency notification time (as applicable), inspector arrival time and the responding crew arrival time during unplanned discharges. The Town will report the necessary data on future unplanned discharges. Efforts will be made in the coming year to closely monitor (Chlorine, PH and Turbidity) and report actual discharge residuals after dechlorination and filtration prior to entering the storm drain system. Hillsborough will monitor the effectiveness of this program and modify our Standard Operating Procedures (SOP's) to reflect changes needed to meet new monitoring, data tracking and reporting requirements.

The Town participated in the SMCWPPP Water Utility Work Group. Involvement with the Water Utility Work Group included the development of fact sheets for planned and unplanned discharges. These fact sheets included best management practices for materials and procedures for planned and unplanned discharges.

Permittee Name: Town of Hillsborough

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

Provide implementation summaries of the required BMPs to promote measures that minimize runoff and pollutant loading from excess irrigation. Generally the categories are:

- Promote conservation programs
- Promote outreach for less toxic pest control and landscape management
- Promote use of drought tolerant and native vegetation
- Promote outreach messages to encourage appropriate watering/irrigation practices
- Implement Illicit Discharge Enforcement Response Plan for ongoing, large volume landscape irrigation runoff.

Summary:

The Town of Hillsborough recognizes the importance of water conservation and continues to offer the following water conservation resources and programs:

- Free Water Wise Gardening Web and DVD Resource. Available online. Provides tips for conserving outdoor water.
- The Town Water Conservation Garden. The Town maintains a Water Conservation Garden that demonstrates low water landscaping concepts. Residents can visit the garden to learn how you to incorporate water conservation concepts in their own landscaping.
- Water Conservation Rebates. Hillsborough participates in outdoor water conservation rebate and giveaway programs through BAWSCA. This includes the Outdoor Water-Wise Education Program.
- Water Use Reports. The Town provides water use reports to all Town residents. The report provides actual water use as compared to ideal water use based on landscape site characteristics. The reports encourage efficient irrigation and reduce irrigation run-off associated with over-watering.
- Green Building Ordinance. The Town's Green Building Ordinance requires that indoor and outdoor water conservation measures be implemented during all new construction and major renovations and remodels. The ordinance can be found at <http://www.hillsborough.net/civica/filebank/blobdload.asp?BlobID=3921>.
- Water Efficiency in Landscape Ordinance ("WELO"). The Town's WELO requires all new construction projects and major landscaping projects to design water efficient landscapes and irrigation systems, in compliance with California State Assembly Bill 1881, Section 65597 - "The Water Conservation in Landscaping Act." Applicable projects must submit an Outdoor Water Use Efficiency Checklist and receive inspections to demonstrate compliance. Details can be found at <http://www.hillsborough.net/civica/filebank/blobdload.asp?BlobID=4357>
- NO-DES. As mentioned in summary of Section C.15.b.iii, the NO-DES flushing unit eliminates water waste during UDF and select water maintenance flushing activities conducted by Public Works.
- The Town's strives to ensure that adverse impacts are eliminated from irrigation water and landscape irrigation through improvements on codes and ordinances and implement enforcement(s) through the ERP for ongoing of large volume of landscape irrigation runoff.

Additionally, as a part of its drought response, the Town has increased water conservation outreach, programs and efforts. During the FY13-14 reporting year, planned discharges performed were UDF, Unidirectional Flushing and Fire Flow Program Flushing. The Town's flushing program does

Permittee Name: Town of Hillsborough

not include testing for turbidity. Based on the planned discharges that the Town performs, the discharge does not reach nearby receiving waters. As reported below, the pH level is maintained at 7 because at point of release of the water to the atmosphere, the water is flowing through a dechlorination basket or diffuser which contains dechlorination tablets. As a result, water flowing through these two BMPs is tested prior to entering the storm drain system to confirm that chlorine is not detected.

In particular, the Town prohibits water waste including irrigation that results in runoff onto pavement, streets and into storm drains. The Town has an enforcement mechanism for water waste infractions, including fines up to \$500 per day per violation.

C.15.b.iii.(1) ► Planned Discharges of the Potable Water System										
Site/ Location	Discharge Type	Receiving Water body(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
815 Chateau Dr. Hillsborough, CA 94010	Fire Flow Test	Ralston Creek	08/08/13	00:25	2,069	1,526,400	0.00	7	1.90	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
595 Darrell Rd Hillsborough, CA 94010	Fire Flow Test	Ralston Creek	08/08/13	00:05	4,089	1,324,800	0.00	7	3.41	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
15 Latham Ct. Hillsborough, CA 94010	Fire Flow Test	Ralston Creek	08/08/13	00:05	2,506	1,497,600	0	7	NA	See comments in C.15.b.iii.(1) and C.15.b.iii.(2). Turbidity is not available for this incident due to data management during the transition to a new CMMS. The Town has implemented corrective measures ensuring that this data is captured.
2160 Edgecourt Dr. Hillsborough, CA 94010	Fire Flow Test	Ralston Creek	08/12/14	00:05	2,334	965,000	0	7	35.3	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
680 Fairway Cir. Hillsborough, CA 94010	Fire Flow Test	Ralston Creek	08/22/13	00:15	3,752	777,000	0	7	8.64	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
565 Darrell Rd. Hillsborough, CA 94010	Fire Flow Test	Ralston Creek	08/22/14	00:05	1,091	1,339,200	0	7	1.83	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
2835 Summit Rd. Hillsborough, CA 94010	Fire Flow Test	Easton Creek	08/28/14	00:05	1,228	1,310,000	0	7	3.09	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
850 Black Mountain	Fire Flow Test	San Mateo	08/28/14	00:05	1,817	1,627,200	0	7	2.89	See comments in

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

C.15.b.iii.(1) ► Planned Discharges of the Potable Water System										
Site/ Location	Discharge Type	Receiving Water body(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
Hillsborough, CA 94010										C.15.b.iii.(1) and C.15.b.iii.(2)
285 Eucalyptus Ave. Hillsborough, CA 94010	Fire Flow Test	Ralston Creek	09/11/13	00:05	1,251	1,324,800	0	7	2.66	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
1335 Buckingham Way Hillsborough, CA 94010	Fire Flow Test	San Mateo Creek	09/11/13	00:05	1,498	1,650,000	0	7	2.83	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
2130 Forest View Ave. Hillsborough, CA 94010	Fire Flow Test	Easton Creek	09/30/13	00:05	1,534	1,325,000	0	7	3.15	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
2225 Oakdale Rd. Hillsborough, CA 94010	Fire Flow Test	Sanchez Creek	09/30/13	00:05	1,526	1,584,000	0	7	2.76	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
15 Generva Rd. Hillsborough, CA 94010	Fire Flow Test	Terrace Creek	10/02/13	00:15	3,779	1,757,000	0	7	12.7	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
555 Pullman Rd. Hillsborough, CA 94010	Fire Flow Test	Cherry Creek	10/02/13	00:05	1,990	1,080,000	0	7	8.71	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
1015 Whitwell Rd. Hillsborough, CA 94010	Fire Flow Test	San Mateo Creek	10/02/13	00:05	1,077	1,296,000	0	7	16.3	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
1750 Forest View Dr. Hillsborough, CA 94010	Fire Flow Test	Sanchez Creek	10/09/13	00:10	2,044	1,584,000	0	7	4.74	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
5 Willow Ct. Hillsborough, CA 94010	Fire Flow Test	Burlingame Creek	10/16/13	00:05	1,724	1,728,000	0	7	0.78	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
2620 Skyfarm Dr. Hillsborough, CA 94010	Fire Flow Test	Sanchez Creek	10/16/13	00:15	3,809	1,728,000	0	7	5.16	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
201 W. Santa Inez Ave. Hillsborough, CA 94010	Fire Flow Test	San Mateo Creek	11/04/13	00:05	1,591	1,325,000	0	7	2.45	See comments in C.15.b.iii.(1) and

C.15.b.iii.(1) ► Planned Discharges of the Potable Water System										
Site/ Location	Discharge Type	Receiving Water body(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
										C.15.b.iii.(2)
2080 Gerri Ln. Hillsborough, CA 94010	Fire Flow Test	Sanchez Creek	11/04/13	00:10	2,679	821,000	0	7	15.0	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
140 Rizal Ave. Hillsborough, CA 94010	Fire Flow Test	San Mateo Creek	12/18/13	00:20	6,012	1,800,000	0	7	3.23	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
536 El Arroyo Ave Hillsborough, CA 94010	Fire Flow Test	Cherry Creek	12/18/13	00:45	26,986	1,526,400	0	7	21.7	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
541 Ravenscourt Rd. Hillsborough, CA 94010	Fire Flow Test	Ralston Creek	12/18/13	00:10	6,061	1,785,600	0	7	3.66	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
851 Irwin Dr. Hillsborough, CA 94010	Fire Flow Test	Ralston Creek	12/31/13	00:05	2,128	1,591,200	0	7	5.83	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
777 El Cerrito Ave. Hillsborough, CA 94010	Fire Flow Test	San Mateo Creek	01/06/14	00:10	2,236	1,468,800	0	7	3.76	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
38 Grevillea Ct. Hillsborough, CA 94010	Fire Flow Test	Terrace Creek	01/16/14	00:05	1,840	1,080,000	0	8	9.86	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
500 Laurent Rd. Hillsborough, CA 94010	Fire Flow Test	Terrace Creek	01/22/14	00:05	1,904	1,296,000	0	7	13.2	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
10 Woodgate Ct. Hillsborough, CA 94010	Fire Flow Test	Ralston Creek	01/30/14	00:05	1,942	1,414,000	0	7	5.21	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
220 Oakdale Rd Hillsborough, CA 94010	Fire Flow Test	Easton Creek	02/07/14	00:10	2,864	1,454,400	0	7	3.60	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
1850 Black Mountain Rd. Hillsborough, CA 94010	Fire Flow Test	San Mateo Creek	02/07/14	00:05	1,766	1,310,400	0	7	3.14	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)

C.15.b.iii.(1) ► Planned Discharges of the Potable Water System										
Site/ Location	Discharge Type	Receiving Water body(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
18 Windsor Ave. Hillsborough, CA 94010	Fire Flow Test	Terrace Creek	02/24/14	00:10	1,956	1,555,200	0	7	3.56	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
240 Robin Rd. Hillsborough, CA 94010	Fire Flow Test	Ralston Creek	03/06/14	00:15	2,932	1,612,800	0	7	8.71	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
555 Pullman Rd. Hillsborough, CA 94010	Fire Flow Test	Ralston Creek	03/19/14	00:05	1,607	1,180,800	0	7	2.83	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
680 Fairway Cir. Hillsborough, CA 94010	Fire Flow Test	Ralston Creek	03/19/14	00:15	3,071	936,000	0	7	28.3	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
1255 Tournament Dr. Hillsborough, CA 94010	Fire Flow Test	San Mateo Creek	03/19/14	00:40	14,374	1,650,600	0	7	25.6	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
545 Craig Rd. Hillsborough, CA 94010	Fire Flow Test	Terrace Creek	04/07/14	00:05	1,619	950,400	0	7	6.55	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
418 El Arroyo Rd Hillsborough, CA 94010	Fire Flow Test	Cherry Creek	04/10/14	00:05	1,276	1,396,800	0	7	2.87	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
2140 Parkside Dr. Hillsborough, CA 94010	Fire Flow Test	Ralston Creek	04/10/14	00:10	2,090	1,065,600	0	7	10.2	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
1810 Brookvale Rd. Hillsborough, CA 94010	Fire Flow Test	Burlingame Creek	05/14/14	00:05	1,504	1,512,000	0	7	9.99	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
1177 Barroilhet Ave. Hillsborough, CA 94010	Fire Flow Test	Ralston Creek	05/28/14	00:05	1,713	1,310,400	0	7	0.81	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
901 Bromfield Rd Hillsborough, CA 94010	Fire Flow Test	Cherry Creek	06/19/14	00:05	2,324	1,699,200	0	7	6.54	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
40 Lupine Rd.	Fire Flow Test	Terrace Creek	06/19/14	00:10	1,975	1,339,200	0	7	2.89	See comments in

C.15.b.iii.(1) ► Planned Discharges of the Potable Water System										
Site/ Location	Discharge Type	Receiving Water body(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
Hillsborough, CA 94010										C.15.b.iii.(1) and C.15.b.iii.(2)
1230 La Cumbre Rd. Hillsborough, CA 94010	Fire Flow Test	Cherry Creek	06/19/14	00:10	1,903	1,699,200	0	7	3.40	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
2848 Summit Rd. Hillsborough, CA 94010	Fire Flow Test	Easton Creek	06/19/14	00:05	1,514	1,353,600	0	7	3.40	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
920 Culebra Rd. Hillsborough, CA 94010	Main Flushing	San Mateo Creek	8/01/13	00:40	14,000	504,000	0	7	NA	See comments in C.15.b.iii.(1) and C.15.b.iii.(2). Turbidity is not available for this incident due to data management during the transition to a new CMMS. The Town has implemented corrective measures ensuring that this data is captured.
10 Scott Ct. Hillsborough, CA 94010	Main Flushing	Easton Creek	09/11/13	00:30	9,000	432,000	0	7	NA	See comments in C.15.b.iii.(1) and C.15.b.iii.(2). Turbidity is not available for this incident due to data management during the transition to a new CMMS. The Town has implemented corrective measures ensuring that this data is captured.
10 Scott Ct. Hillsborough, CA 94010	Main Flushing	Easton Creek	09/12/13	00:30	9,000	432,000	0	7	NA	See comments in C.15.b.iii.(1) and C.15.b.iii.(2). Turbidity is not available for this incident due to data

C.15.b.iii.(1) ► Planned Discharges of the Potable Water System										
Site/ Location	Discharge Type	Receiving Water body(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
										management during the transition to a new CMMS. The Town has implemented corrective measures ensuring that this data is captured.
747 Jacaranda Cir. Hillsborough, CA 94010	Main Flushing	Terrace Creek	09/12/13	00:30	9,000	432,000	0	7	0.72	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
65 Cottonwood Ct. Hillsborough, CA 94010	Main Flushing	Terrace Creek	09/12/13	00:40	12,000	432,000	0	7	NA	See comments in C.15.b.iii.(1) and C.15.b.iii.(2). Turbidity is not available for this incident due to data management during the transition to a new CMMS. The Town has implemented corrective measures ensuring that this data is captured.
190 Robin Rd. Hillsborough, CA 94010	Main Flushing	Ralston Creek	12/12/13	00:30	9,000	432,000	0	7	NA	See comments in C.15.b.iii.(1) and C.15.b.iii.(2). Turbidity is not available for this incident due to data management during the transition to a new CMMS. The Town has implemented corrective measures ensuring that this data is captured.
190 Robin Rd. Hillsborough, CA 94010	Main Flushing	Ralston Creek	02/03/14	00:20	8,000	576,000	0	7	NA	See comments in C.15.b.iii.(1) and C.15.b.iii.(2). Turbidity is not available for this

C.15.b.iii.(1) ► Planned Discharges of the Potable Water System										
Site/ Location	Discharge Type	Receiving Water body(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
										incident due to data management during the transition to a new CMMS. The Town has implemented corrective measures ensuring that this data is captured.
190 Robin Rd. Hillsborough, CA 94010	Main Flushing	Ralston Creek	02/07/14	00:45	18,000	576,000	0	7	NA	See comments in C.15.b.iii.(1) and C.15.b.iii.(2). Turbidity is not available for this incident due to data management during the transition to a new CMMS. The Town has implemented corrective measures ensuring that this data is captured.

C.15.b.iii.(2) ► Unplanned Discharges of the Potable Water System⁶⁶														
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
Alberta Way Hillsborough, CA 94010	Main Repair	Cherry Creek	07/11/13	04:30	12,000	64,800	0	6	NA	Y	NA	NA	NA	NA
1050 Parrott Dr. Hillsborough, CA 94010	Main Repair	San Mateo Creek	07/14/13	02:30	500	4,800	0	6	NA	Y	NA	NA	NA	NA
95 Baywood Ave. Hillsborough, CA 94010	Main Repair	San Mateo Creek	07/23/13	03:30	5,000	3,450	0	6	NA	Y	NA	NA	NA	NA
2186 Parkside Ave. Hillsborough, CA 94010	Service Repair	Ralston Creek	08/06/13	02:30	5,000	4,800	0	6	NA	Y	NA	NA	NA	NA
2401 Oakdale Rd. Hillsborough, CA 94010	Service Repair	Easton Creek	08/31/13	04:30	2,000	10,500	0	6	NA	Y	NA	NA	NA	NA
1036 Black Mountain Rd. Hillsborough, CA 94010	Main Repair	San Mateo Creek	09/05/13	03:00	1,500	12,000	0	6	NA	Y	NA	NA	NA	NA
425 Pinehill Rd. Hillsborough, CA 94010	Service Repair	Burlingame Creek	09/13/13	02:30	1,000	9,600	0	6	NA	Y	NA	NA	NA	NA
495 Darrell Rd. Hillsborough, CA 94010	Main Repair	Ralston Creek	09/20/13	05:30	50,000	218,000	0	6	NA	Y	NA	NA	NA	NA
Major Hayes Tank Easement Hillsborough, CA 94010	Main Repair	Cherry Creek	09/20/13	04:00	5,000	210,000	0	6	NA	Y	NA	NA	NA	NA
18 Windsor Dr. Hillsborough, CA 94010	Main Repair	Sanchez Creek	10/03/13	05:00	10,500	50,400	0	6	NA	Y	NA	NA	NA	NA
1060 Marlborough Rd Hillsborough, CA 94010	Main Repair	Cherry Creek	10/14/13	05:30	18,750	81,800	0	6	NA	Y	NA	NA	NA	NA
763 El Cerrito Rd.	Main	San Mateo	11/25/13	04:30	12,500	67,000	0	6	NA	Y	NA	NA	NA	NA

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.

C.15.b.iii.(2) ► Unplanned Discharges of the Potable Water System⁶⁶														
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
Hillsborough, CA 94010	Repair	Creek												
255 W. Santa Inez Ave. Hillsborough, CA 94010	Service Repair	San Mateo Creek	11/27/13	03:00	1,000	8,000	0	6	NA	Y	NA	NA	NA	NA
875 Longview Rd. Hillsborough, CA 94010	Service Repair	Burlingame Creek	12/04/13	03:30	6,000	41,100	0	6	NA	Y	NA	NA	NA	NA
1310 Brandt Ave. Hillsborough, CA 94010	Main Repair	Burlingame Creek	12/06/13	03:30	10,800	74,000	0	6	NA	Y	NA	NA	NA	NA
2100 Oaks Dr. Hillsborough, CA 94010	Main Repair	Easton Creek	01/01/14	04:30	48,000	256,000	0	6	NA	Y	NA	NA	NA	NA
605 Hillsborough Blvd. Hillsborough, CA 94010	Main Repair	Ralston Creek	01/14/14	05:00	13,200	63,000	0	6	NA	Y	NA	NA	NA	NA
110 Braemar Dr. Hillsborough, CA 94010	Main Repair	San Mateo Creek	01/15/14	05:00	44,200	212,000	0	6	NA	Y	NA	NA	NA	NA
905 Hillsborough Blvd. Hillsborough, CA 94010	Main Repair	Ralston Creek	02/08/14	06:30	102,000	376,500	0	6	NA	Y	NA	NA	NA	NA
2270 Summit Dr. Hillsborough, CA 94010	Main Repair	Easton Creek	03/04/14	05:00	72,000	345,500	0	6	NA	Y	NA	NA	NA	NA
340 Barbara Way Hillsborough, CA 94010	Service Repair	Cherry Creek	03/04/14	02:30	1,000	9,600	0	6	NA	Y	NA	NA	NA	NA
15 Hidden Terrace Hillsborough, CA 94010	Main Repair	Ralston Creek	03/24/14	05:30	43,000	187,500	0	6	NA	Y	NA	NA	NA	NA
80 New Place Rd. Hillsborough, CA 94010	Main Repair	Ralston Creek	04/01/14	06:30	96,000	354,500	0	6	NA	Y	NA	NA	NA	NA
40 Aster Ave. Hillsborough, CA 94010	Main Repair	Ralston Creek	04/09/14	06:00	69,000	276,000	0	6	NA	Y	NA	NA	NA	NA
325 Robinwood Ave. Hillsborough, CA 94010	Main Repair	Burlingame Creek	04/18/14	05:00	21,900	105,000	0	6	NA	Y	NA	NA	NA	NA
311 Robinwood Ave.	Main	Burlingame	04/19/14	05:30	23,400	102,000	0	6	NA	Y	NA	NA	NA	NA

C.15.b.iii.(2) ► Unplanned Discharges of the Potable Water System⁶⁶

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
Hillsborough, CA 94010	Repair	Creek												

ATTACHMENT C9

Provision C9

Contract Specifications



SECTION IV – SCOPE OF WORK

1. Background

The Town of Hillsborough is a hillside community located within the San Francisco Bay Peninsula. The Town owns nine open space areas within the incorporated limits which range in size from approximately 1.6 acres to approximately 53.8 acres, totaling approximately 240 acres. The open space areas are undeveloped with rugged, steep, and heavily vegetated terrain. A wildland/urban interface exists where these open space areas border residential properties.

In 2006, the Town completed a vegetation/biological survey of its open space areas as an initial step in its open space area planning and management processes. This survey provided baseline vegetation community data, data of habitat for sensitive species, and information about fuel load characteristics to guide future vegetation management and fire management planning. In 2008, the Town completed the Vegetation Management Strategies and Guidelines report for its open space areas.

In 2009, the Town Council approved the Task Force's list of project priorities, of which Wildfire Management was a top priority. In response to the Task Force's approved list of priority projects, the Town is seeking assistance to implement this priority project.

This project must comply with NEPA and CEQA requirements and state and federal Endangered Species Act requirements, as described in the final Initial Study/ Mitigated Negative Declaration document (see Section IV.1.1, below) and the Biological Opinion (Exhibit E).

1.1 Relevant Background Documents

The following past studies, environmental documents, and environmental permits and agreements guide work on this project. These documents are available on the Town's web site at www.hillsborough.net/rfp/default.asp.

Exhibit A: Hillsborough Vegetation Management Strategy and Guidelines

Exhibit B: Hillsborough Fire Management Work Plan and Greenwaste Management Plan

Exhibit C: Proposed Mitigated Negative Declaration, Town of Hillsborough's Fire Hazard and Fuel Reduction Program

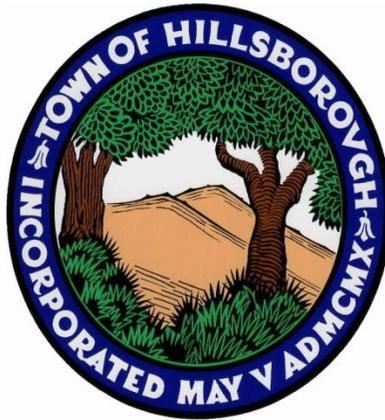
Exhibit D: Initial Study, Town of Hillsborough's Fire Hazard and Fuel Reduction Program

Exhibit E: Biological Opinion, Town of Hillsborough's Fire Hazard and Fuel Reduction Program

Exhibit F: Town of Hillsborough Integrated Pest Management Guidelines and Policy, Provision C-9 of the Town's Municipal Regional Stormwater Permit

TOWN OF HILLSBOROUGH

Integrated Pest Management Policy & Standard Operating Procedures for Policy Implementation



Revised July 10, 2014

PREPARED BY:
Town of Hillsborough
Public Works Department
1600 Floribunda Avenue
Hillsborough, CA 94010
(650) 375-7444



2014 – INTEGRATED PEST MANAGEMENT POLICY AND STANDARD OPERATING PROCEDURES FOR POLICY IMPLEMENTATION

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SCOPE OF WORK FOR INTEGRATIVE PEST MANAGEMENT

The Town of Hillsborough (Town) has an Integrated Pest Management Policy (*see* Attachment A: Integrative Pest Management Policy). The Town's Integrated Pest Management Policy (IPM) strives to promote Integrated Pest Management best practices as strategies to improve water quality in local creeks and the San Francisco Bay, and independent of the policy, minimizes health hazards to individuals from pesticide exposure. IPM emphasizes the use of extensive knowledge about the target pests, such as infestation thresholds, life histories, environmental requirements and natural enemies to compliment and facilitate biological and other natural control measures of pests. The IPM allows for the use of the least toxic pesticides only as a last resort for controlling pests.

Service provider(s) shall conform to Town's IPM Policy in the following manner:

1. Furnish all supervision, labor, materials, and equipment necessary to evaluate, monitor, and provide pest management services for the Town of Hillsborough buildings, parks and landscape areas.
2. Whenever feasible, utilize pest management techniques that employ least toxic chemicals and non-pesticide alternatives.
3. Using IPM strategies, control structural pests that include:
 - a. Mechanical and physical controls that can be used to maintain weeds. Mowing, disking, and hoeing are some techniques for eliminating weeds. Mulching in open areas or planters can suppress weed growth.
 - b. Insects and other arthropods: These include ants, cockroaches, yellow jackets and other wasps and bees, and any other arthropod pest not specifically excluded from the contract.
 - c. Mice and rats: Adequately suppress rats and mice found inside and outside buildings. Service pick-up and proper disposal of dead vertebrates.
 - d. Pests excluded from service:
 1. Termites and other wood destroying organisms
 2. Mosquitoes (mosquito abatement)
 3. Pests that primarily feed on outdoor vegetation unless they are invading a structure
 4. Birds, bats, snakes and all other vertebrates not listed above



- e. Removal of stinging insects: service provider will remove nests of stinging insects within the property boundaries of specified buildings. Identify options where bee hives can be relocated and not destroyed.
 - f. Reduce pest problem hotspots with the goal of solving structural and hygiene challenges so that facilities currently requiring a monthly service can reduce their service needs.
4. Control pests while minimizing human exposure, secondary poisoning to non-target animals and pesticide-related water pollution by adhering to the following conditions:
- The following products may not be used for insect control:
 - Products with the active ingredient on the list of chemicals that are known to the State of California to cause cancer or reproductive toxicity (Prop 65).
 - Organophosphate products (e.g., diazinon or chlopyrifos)
 - Carbamate products (e.g., carbaryl)
 - Pyrethroid products (e.g., Allethrin, Beta-Cyfluthrin, Bifenthrin, Cyfluthrin, Cypermethrin, Deltamethrin, d-trans allethrin, Esbiothrin, Esfenvalerate, lambda-Cyhalothrin, Permethrin, Phenothrin, Prallethrin, Resmethrin, s-Bioallethrin, Sumithrin, Tau-Fluvalinate, Tetramethrin, Tralomethrin)
 - Fipronil
 - Containerized baits are preferred for ant control
 - No spray insecticides may be used except insecticidal soaps and plant-based products (e.g., pyrethrins, mint oil, rosemary oil, etc.). Emergency use of other pesticides may be authorized by the City employee responsible for administering the service agreement (Project Manager).
 - Trapping and exclusion will be the primary rodent control methods. To prevent bait resistance and secondary poisoning, rodent baits will only be used when trapping and exclusion are unsuccessful and in consultation with the Project Manager.
 - No outdoor applications of pesticides of any kind will be applied on impervious surfaces when a 40% or greater chance of rain is forecast within three days unless the pesticides are containerized baits that will not contribute to runoff pollution.
 - Prior to application, notify manager or supervisors overseeing the employees in the working areas that are to be treated with any pest control product other than



- containerized baits. New products that the service provider may wish to use mid-contract must be approved by the Project Manager prior to use.
5. Respond to new or emergency pest management requests within 24 hours of service call.
 6. Reduce pest populations at sites designated by the Project Manager that have historically had regular pest problems requiring periodic service with the goals of:
 - a. Reducing the frequency and severity of pest problems using IPM strategies,
 - b. Reducing access and favorable conditions that support pests, and
 - c. Reducing need for monthly pesticide applications. If the City does not provide the repairs or hygiene needed, the service provider is not responsible for the continuation of pest problems. Frequency of site visits may be reduced or eliminated at the discretion of the Project Manager when pest problems subside.
 7. Contractor shall obtain and comply with pest specific to the Town's accepted Best Management Practices (BMPs) such as www.cabmphandbooks.com and Standard Operating Procedures (SOPs) stated within the Town's IPM Policy. If contractors wish to propose the use of other BMPs and SOPs, the contractor must submit a copy of the proposed BMPs and SOPs in writing to the contract manager for review and approval. Town approval of BMPs and SOPs will be based on degree of conformance with the Town's IPM Policy, MP and SOPs.
 8. Pest management and pesticide use tracking and reporting. The following records will be kept and procedures followed while servicing these sites:
 - a. *Inspection Report*. Provide inspection and service receipt to Project Manager or their designee after each site visit.
 - b. *Pesticide Use Report*. Provide monthly pesticide reporting information using the standard California Department of Pesticide Regulation form PR-ENF-060 or equivalent. The Pesticide Use Report shall contain the following information:
 1. Date and time of pesticide application or service,
 2. Site of the pesticide application (and Project ID/Purchase order, if applicable),
 3. Manufacturer and name/formulation of product applied,



4. Pesticide EPA registration number,
5. Targeted pest,
6. Amount of product applied,
7. Town generated work order with reference number,
8. Date of time of receipt of request and to include the following:
 - i. Name of site contact
 - ii. Prevention and other non-chemical methods of control use
 - iii. Recommendations for further prevention
 - iv. Recommendation for continued treatment based on IPM (including cause of problem source of pest entry to facility, etc.)
 - v. Square footage of area serviced
9. The Town may withhold payment for services until the report for the invoice month is received and approved. The report shall include location inclusive of the contract agreement with the Town of Hillsborough.

9. Proof of Qualifications

- a. Service provider will be in compliance with all federal, state, and local pest control operator requirements and regulations and maintain current licenses. Service provider will be IPM-certified. Service provider for landscaping shall be trained by a professional company such as the Bay-Friendly Landscaping and Gardening Coalition. The following firms offer instruction and certification determined by the Regional Water Quality Control Board to satisfy standards of training for IPM:
 1. Eco Wise Certified. <http://ecowisecertified.org/index.html>
 2. Green Shield. <http://www.greenshieldcertified.org/getcertified/>
 3. GreenPro. <http://www.npmagreenpro.org/>
 4. Bay-Friendly Landscaping & Gardening Coalition. <http://bayfriendlycoalition.org/>

This is not intended as an endorsement of any particular firm. To determine if other firms may offer qualifying training, please contact the Regional Water Quality Control Board at 510-622-2300, or info1@waterboards.ca.gov.



INTEGRATIVE PEST MANAGEMENT POLICY

GOAL

The Town of Hillsborough seeks to protect the health and safety of its employees and the general public, the environment and water quality, as well as to provide sustainable solutions for pest control, through the reduced use of pesticides on property owned or managed by the Town to the maximum extent practicable.

Employees implementing pest management operations will use Integrated Pest Management (IPM) techniques that emphasize non-pesticide alternatives and, when necessary, employ the least toxic chemicals. Preference will be given to contractors who implement IPM. The Town departments and their contractors that apply pesticides will develop and maintain an active IPM Plan to ensure the long-term prevention and suppression of pest problems with minimum negative impacts on the health and safety of the community and environment. The Town will track employee and contractor pesticide use and prepare an annual report summarizing pesticide use and evaluating pest control activities performed.

The Town will review its purchasing procedures, contracts or service agreements with pesticide applicators and employee training practices to determine what changes can be made to support the goal of pesticide reduction and promote the purchase and use of the least harmful chemicals.

The Town will perform educational outreach and/or support Countywide or regional efforts to educate residential and commercial pesticide users on a) goals and techniques of IPM, and b) pesticide related water quality issues.

BACKGROUND

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

Antimicrobial agents are not included in this definition of pesticides. In general, the intent of antimicrobial agents is to reduce or mitigate the growth or development of microbial organisms. They are used to avoid health hazards and include in-door cleaning, spa and swimming pools, medical sterilizer and sanitizer products.

Integrated Pest Management is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used



only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and non-target organisms, and the environment.

IPM techniques could include biological controls (e.g., ladybugs and other natural enemies or predators); physical or mechanical controls (e.g., hand labor or mowing); cultural controls (e.g., mulching, disking, or alternative plant type selection); and reduced risk chemical controls (e.g., soaps or oils).

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

REQUIRED USE OF INTEGRATED PEST MANAGEMENT

Employees and Contractors implementing pest management controls will use IPM techniques that emphasize non-pesticide alternatives. Pesticides will only be used after careful consideration of non-chemical alternatives and then the least toxic chemicals that are effective shall be used. Pest control contractors hired by the Town are **REQUIRED** to implement IPM to control pests. Landscaping Contractors will have to be certified or they will be required to hire only IPM-certified pest control contractors to apply pesticides. The contract specifications outline the implement IPM methods.

The Town has established written standard operating procedures for pesticide use to ensure implementation of this IPM policy and to require municipal employee, landscaping contractors and pest control contractors to comply with the standard operating procedures.

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

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

The Town will continue to offer and perform educational outreach and/or support Countywide or regional efforts to educate residential and commercial pesticide users on (a) goals and techniques of IPM, and (b) pesticide related water quality issues consistent with the municipal regional stormwater permit's requirements.



DECISION MAKING HIERARCHY TO CONTROL PESTS

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

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

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



STANDARD OPERATING PROCEDURES FOR IMPLEMENTATION OF INTEGRATIVE PEST MANAGEMENT POLICY

OBJECTIVE

To minimize the use and reliance on pesticides that threaten water quality by implementing the Town's policy for integrated pest management (IPM) by all Town employees and contractors hired to manage pests on Town property.

RESPONSIBLE PARTIES

All Town personnel that as part of their municipal job duties are authorized to plan, manage, and control pests including pesticide applications and all Town personnel that administer municipal contracts for applying pesticide on Town property.

CONTRACTS & CONTRACTORS

Contracts shall include a requirement that the contractor shall adhere to the Town's IPM policy. This will be accomplished by using the following procedures:

1. Include a copy of the Town's IPM policy in the contractor solicitation documents, e.g., Request for Proposal or Request for Quote, and make it clear that the pest control services being solicited must comply with the IPM policy.
2. Include a copy of the Town's IPM policy in the contract's specifications.
3. Meet with the contractor to review the Town's IPM policy.

MUNICIPAL EMPLOYEES

Town employees who are authorized to manage pests are required to implement the Town's IPM policy. This will be accomplished by using the following procedures:

1. Use cultural practices and pest prevention measures to minimize the occurrence of pest problems.
2. Set a threshold of tolerance for pests.
3. Use biological and physical controls that are environmentally appropriate and economically feasible to control pests.
4. Use chemical control as a last resort, and then the least toxic product will be used. Where feasible for structural pest control, insecticides will be applied as containerized baits.



5. Avoid the use of pesticides that threaten water quality¹ especially in formulations and situations that pose a risk of contaminating storm water runoff.
6. Train employees on IPM techniques, pesticides-related storm water pollution prevention methods, the municipality's IPM policy, and these standard operating procedures.

As part of the Town's annual report for the municipal regional storm water permit, report on the IPM policy's implementation by showing trends in the quantities and types of pesticides used and suggest reasons for any increases in uses of pesticides that threaten water quality¹ (as required by municipal regional storm water permit Provision C.9.b.).

¹ The municipal regional storm water permit identifies the following pesticides as having a concern to water quality: "organophosphorous pesticides (chlorpyrifos, diazinon, and malathion); pyrethroids (bifenthrin, cyfluthrin, beta-cyfluthrin, cypermethrin, deltamethrin, esfenvalerate, lambda-cyfluthrin, beta-cyfluthrin, cypermethrin, deltamethrin, esfenvalerate, lambda-cyhalothrin, permethrin, and tralomethrin); carbamates (e.g., carbaryl); and fipronil." (Provision C.9)