



STOPPP
FIRST HALF-YEAR DELIVERABLE
July - November 2009



HEYWARD ROBINSON
MAYOR

HARD CLINE
CITY MAYOR

JOHN BOYLE
COUNCIL MEMBER

ANDREW COHEN
COUNCIL MEMBER

KELLY FERGUSSON
COUNCIL MEMBER

Building

TEL 650.330.6704
FAX 650.327.5403

City Clerk

TEL 650.330.6620
FAX 650.328.7935

City Council

TEL 650.330.6630
FAX 650.328.7935

City Manager's Office

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FAX 650.328.7935

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Engineering

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FAX 650.327.5497

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FAX 650.327.5391

**Housing &
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FAX 650.327.5497



701 LAUREL STREET, MENLOPARK, CA 94025-3483

January 14, 2010

Ms. Sue Ma
San Francisco Bay
Regional Water Quality Control Board
1515 Clay St., Suite 1400
Oakland, CA 94612

Subject: Stormwater Pollution Prevention Program
First Half-Year Deliverable for 2009-2010

Dear Ms. Ma:

Please find enclosed the City of Menlo Park's responses to the items requested for delivery as described in the San Mateo Countywide Stormwater Management Plan.

I certify, under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or person(s) 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 known violators.

If you have any further questions, please phone me at (650) 330-6740 or email me at LAekers@menlopark.org.

Sincerely,

Lisa Ekers, P.E.
Engineering Services Manager



First Half -Year Deliverables
(July-November 2009)
Due by January 19, 2010

Municipality: City of Menlo Park

Contact Person: Virginia Parks Phone: (650) 330-6740

(Please complete the following report and submit, along with a statement of certification, to Matt Fabry by the January 19, 2010 TAC meeting.)

The Municipal Regional Stormwater Permit will become effective on December 1, 2009, and it will require a different reporting form.

USE THIS DELIVERABLES REPORTING FORM ONLY FOR JULY THROUGH NOVEMBER 2009.

Submittal Checklist



1. Certification Letter (signed by an authorized representative from your municipality).....

2. Municipal Government Maintenance Monthly Record Keeping Forms (Attachment A)

Check if data submitted electronically.

	<u>Street/Leaf</u>	<u>Storm/Litter</u>
July 2009	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
August 2009	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
September 2009	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
October 2009	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
November 2009	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

* For maintenance activities not conducted, please fill in zeros on the forms.

3. Stormwater Inspections & Violations Summary (for this reporting period - Attachment B)

4. Illicit Discharge Summary Report Form (July through November 2009) (Attachment C)

5. Operations and Maintenance Information for Stormwater Treatment Measures form for each new and redevelopment project where post-construction, stormwater treatment controls have been implemented this reporting period (Attachment D).....

6. Summary of Pre-Wet Season Erosion Control Inspections Form
Pre-Wet Season Erosion Control Inspections Certification Letter (Attachment E).....

7. Table of New Development Projects (Attachment F)

To assist us in compiling information from all the municipalities, please also:

- *Do not remove page breaks (start each component at the top of a new page).*
- *Write your municipality's name at the top of every page.*

COMPONENT 2. MUNICIPAL GOVERNMENT MAINTENANCE ACTIVITIES

I. Tasks described in the Stormwater Management Plan and which are therefore enforceable requirements of the NPDES permit

1. Describe assistance provided to the Municipal Maintenance Subcommittee during July through November 2009. (Do not list the subcommittee meetings attended because EOA will track and include information about meeting attendance in SMCWPPP's Annual Report).

None.

2. Check that your agency has fully completed Municipal Government Maintenance Activities monthly record-keeping forms (Attachment A) for July through November 2009. Submit completed forms if not entered electronically.

Paper forms for July 1 through November 30, 2009 maintenance activities are attached.

Electronic files on webpage for July 1 through November 30, 2009 maintenance activities are complete.

Please be sure to include estimates of the amount of leaves and litter collected by your agency, including parks and public works personnel, volunteers and/or court-referred crews.

3. Describe assistance provided to the Parks Maintenance and IPM Work Group during July through November 2009. (Do not list the subcommittee meetings attended because EOA will track and include information about meeting attendance in SMCWPPP's Annual Report).

We have provided no further assistance aside from attending workgroup meetings.

COMPONENT 3. INDUSTRIAL AND ILLICIT DISCHARGE CONTROLS

Performance standards contained in the Stormwater Management Plan and which are therefore enforceable requirements of the NPDES permit

- 1. Submit completed Stormwater Inspections & Violations Summary forms (Attachment B).
- a. How many businesses were inspected between July and November ~~/December~~ [pick either July through November or July through December, whichever is easier for you to report on] 2009?

68 during the period of July through November 2009.

(20 conducted by the County and 1 by City during Jul-Sep)

(47 conducted by the County during Oct-Nov)

- b. How many inspected businesses had one or more violations using definition on the Summary Inspections & Violation Summary form?

1

- c. How many businesses had a violation that was pending correction as of end of day on November 30 or December 31, 2009 [pick one of the other dates, whichever is easier for you to report on]?

None.

- 2. Complete and submit the attached form: *Illicit Discharge Inspection Quarterly Summary Report: July - November 2009 (Attachment C)*. **NOTE: For each illicit discharge found please fill out the Illicit Discharge Source Identification Form (Attachment C) and retain copies of the completed Illicit Discharge Source Identification Forms at your municipality (don't submit with deliverables). The completed forms must be made available if requested in the future by the Water Board staff or its representatives.**

- 3. Describe assistance provided to the CII Subcommittee and its Educational Outreach Work Group during July through November 2009. (Do not list the subcommittee meetings attended because EOA will track and include information about meeting attendance in SMCWPPP's Annual Report).

None.

- 4. Describe your municipality's use of SMCWPPP's educational outreach materials, such as the Tips for a Cleaner Bay booklet, Vehicle Service Facility booklet, restaurant posters, and other outreach materials for businesses.

Distributed as necessary during business inspections and in the event of a violation.

I. Tasks described in the Stormwater Management Plan and which are therefore enforceable requirements of the NPDES permit

Describe your public information and participation activities during the reporting period. Topics that shall be addressed, in as specific a manner as possible, include the following:

1. Stenciling/signage conducted;
 - **City installs “flows to bay” stencils on storm drain inlets. They are also available for purchase by developers and interested residents.**
 - **City installs flood warning signs and safety barricades during the rainy season.**
2. Community outreach events held or participated in: (Remember that the performance standards state that municipalities over 50,000 in population will participate in five community outreach events annually, municipalities between 5,000 and 50,000 in population will participate in four activities annually, and municipalities less than 5,000 in population will participate in three activities annually.)
 - a) Existing community outreach events:
 - **Connoisseur’s Market Place (Art show): July 18-19, 2009**
 - **Electronics Recycling Event in Menlo Park: August 15, 2009 at Tyco Electronics**
 - **Two Water-Efficient Landscaping Classes in Menlo Park**
 - **These classes taught about lawn alternatives, native plant use and less toxic alternatives to gardening**
 - b) New community outreach events:
None.
 - c) Coordination with local volunteer groups:
None.
 - d) Other outreach activities (e.g. outreach to schools, advertising, etc.):
None.
3. Educational material developed and/or distributed;
 - **Business License Renewal insert contained information about storm water pollution prevention.**
4. Describe assistance provided to the PIP subcommittee during July through November 2009. (Do not list the subcommittee meetings attended because EOA will track and include information about meeting attendance in SMCWPPP’s Annual Report.)
 - **Menlo Park became an active member of the Peninsula Green Gardener Planning Committee.**

COMPONENT 5. NEW DEVELOPMENT AND CONSTRUCTION SITE CONTROLS

I. Tasks described in the Stormwater Management Plan and which are therefore enforceable requirements of the NPDES permit.

1. Describe assistance provided to the New Development Subcommittee during July through November 2009. (Do not list the subcommittee meetings attended because EOA will track and include information about meeting attendance in SMCWPPP’s Annual Report).

None.

2. List workshops attended **other than SMCWPPP-sponsored workshops**. (EOA will track and include information about your municipality’s attendance at SMCWPPP-sponsored workshops in SMCWPPP’s Annual Report).

None.

3. How many municipal staff members have received a certificate of completion from a Construction Site Stormwater Compliance workshop offered by SMCWPPP, the San Francisco Estuary Project, or the Santa Clara Valley Urban Runoff Pollution Prevention Program in the last three years? 10

II. Compliance with the Performance Standards.

1. Please include in your deliverables the 2009 Certification letter that all active construction sites have been inspected prior to the wet season. Check the box if the letter is included in Attachment E.
2. Attach a completed copy of the Summary of Pre-Wet Season Erosion Control Inspections Form (Attachment E).

III. Tasks required by Provision C.3 of SMCWPPP’s NPDES permit amended on February 19, 2003.

1. Attach a copy of the completed Operations and Maintenance Information for Stormwater Treatment Measures form (Attachment D) for each new and redevelopment project where treatment measures have been implemented during this reporting period.
2. As required by Provision C.3.e.iii of SMCWPPP’s amended NPDES permit, provide the following details about your municipality’s Operation and Maintenance (O&M) Verification Program:
 - Provide a list or summary of O&M verification inspections conducted between July 1, 2009 and November 30, 2009. Include a summary of inspection results.

O&M verification inspections are performed as part of final grading building permit sign-off. No stand-alone verifications were performed during this time period.

- Describe any inspection follow-up.

None.

- Evaluate your municipality's O&M Verification Program's effectiveness.

The City has about 50 stormwater treatment installations, not all of which were required under C3. About 65% of the owners with formal operations and maintenance agreements turned in annual reports. Most of the rest were constructed within the last year or are still under construction. If an annual report has not been submitted, the City calls to follow up and is successful in working with the owner to complete the report.

- Summarize any planned improvements to the O&M Verification Program.

The City's parcel database can produce a list of maintenance agreements so that yearly letters can be generated to remind owners to submit their annual report.

- Describe the organization structure of your O&M Verification Program.

O&M Agreements are entered into the City's parcel database when they are executed. A report can be generated from the database to identify which sites are due for the every five-year inspections.

3. Complete the Table of New Development Projects (Attachment F) for all Group 1 and 2 projects being planned or constructed during July through **November 2009**. Include information on hydromodification management for all applicable projects that create and/or replace one acre or more of impervious surface and are located in susceptible areas. **NOTE: Complete this table with information only through November 2009. The Municipal Regional Stormwater Permit goes into effect on December 1, 2009, and will require some changes to the table.**

ATTACHMENT A

MUNICIPAL MAINTENANCE MONTHLY RECORD KEEPING FORM

(Data submitted electronically.)

ATTACHMENT B

STORMWATER INSPECTIONS & VIOLATIONS SUMMARY

STORMWATER INSPECTIONS & VIOLATIONS SUMMARY

Municipality: MENLO PARK

Period Covered by this Report: July 1, 2009 THROUGH September 30, 2009

Period Covered by the Previous Report: April 1 - June 30, 2009

Date: 12/22/09

Total Number of Inspections: 11

Total Number of Violations: 0

Total Follow-up Actions: 0

Total Violations Corrected: 0

Total Violations Pending: 0

Haz Mat 11 Food 10

0 0

0 0

0 0

0 0

NAME TYPE OF BUSINESS	ADDRESS	VIOL. DATE	INSP	TYPES OF VIOLATIONS		DESCRIPTION OF VIOLATION including whether violating flow reached a creek or other waterbody, (name waterbody)	ENFORCEMENT ACTIONS						FOLLOW-UP ACTION	VIOLATIONS CORRECTED (YES/NO)	DATE CORRECTED	
				PEX	NSW		N O N E	V E R B A L	W A R N I N G	I N F O R M A L	F O R M A L	L E G A L				
Menlo Labs, 1455 Adams Drive		1-Jul	PS	NO	NO	Note: Numerous tenants generate haz waste and/or are in the HMBP program. Menlo Labs, the landlord, is in the water pollution prevention Program.	*							NO	NA	NA
100% Hand Car Wash, 701 Marsh Rd.		7-Jul	SL	NO	NO	Owner is to trap water before it leaves site. Pressure wash hose not to be used in far lane away from business. Hand hols only. Provide berm to keep water on site.	*							NO	NA	NA

Type of Violation

PEX Pollutant Exposure

NSW Non-Stormwater Discharge

Discharge of pollutants to stormdrain system because pollutants are exposed to stormwater runoff.

Discharge of non-stormwater materials to storm drain system. Non-stormwater discharges are allowed

by STOPPP's NPDES permit as conditionally exempted should not be identified as a NSW violation.

Enforcement Actions

None No Action Taken

VN Verbal Notice

WN Warning Notice

IN Informal Notice

FN Formal Notice

LA Legal Notice

Complaint #27146-A1

STORMWATER INSPECTIONS & VIOLATIONS SUMMARY

Municipality: **MENLO PARK**

Period Covered by this Report: **October 1, 2009 THROUGH November 30, 2009**

Period Covered by the Previous Report: **July 1 - September 30, 2009**

Date: **12/28/09**

Total Number of Inspections:

Total Number of Violations:

Total Follow-up Actions:

Total Violations Corrected:

Total Violations Pending:

Haz Mat

Food

10

37

0

0

0

0

0

0

0

0

NAME ADDRESS TYPE OF BUSINESS	VIOL. DATE	INSP	TYPES OF VIOLATIONS		DESCRIPTION OF VIOLATION including whether violating flow reached a creek or other waterbody, (name waterbody)	ENFORCEMENT ACTIONS						FOLLOW-UP ACTION	VIOLATIONS CORRECTED (YES/NO)	DATE CORRECTED
			PEX	NSW		N O N E	V N	W N	I N	F N	L A			

Type of Violation

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Discharge of pollutants to stormdrain system because pollutants are exposed to stormwater runoff.

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

Enforcement Actions

None No Action Taken

VN Verbal Notice

WN Warning Notice

IN Informal Notice

FN Formal Notice

LA Legal Notice

ATTACHMENT C

**ILLCIT DISCHARGE SUMMARY REPORT FORM
AND
ILLCIT DISCHARGE SOURCE IDENTIFICATION FORM**



(Attachment C) Illicit Discharge Inspection Summary Report Form (July-November 2009)

Municipality: City of Menlo Park
 Contact: Virginia Parks

I. Field Activities			
1. <i>Describe field surveys.</i>	Industrial Areas	Commercial Areas	Residential Areas
Number of established locations visited:			
Outfalls	23	1	16
Inlets	7	41	99
Manholes	2	7	8
other (describe)	0	0	0
Channel miles visited:	0.594	0	0
2. <i>List how many discharges were identified by the following methods.</i> Include only discharges that could have been prevented by BMPs. Do not include fluid releases associated with minor traffic accidents.			
a. During field surveys at established locations:		b. Calls from:	
_____ identified by maintenance crews		_____ maintenance crews	
_____ identified by illicit discharge inspectors		_____ other agencies	
		<u>2</u> public	
3. <i>List the number of times the following materials were identified.</i>			
_____ Sewage		_____ Yard Wastes	
<u>1</u> Used Motor Oil		_____ Sediment and/or silt	
_____ Antifreeze		_____ Concrete Cutting Slurry/Washwaters	
_____ Fuels		_____ Vehicle Cleaning Washwaters	
_____ Paint		_____ Building/Sidewalk Washwaters	
_____ Concrete		_____ Other Washwaters	
_____ Construction Debris		_____ Industrial Wastes (solvents, metals, corrosives, cooling tower blowdown, etc)	
_____ Wall Compound		<u>1</u> Other (describe): Turned out to be ground water	
_____ Food Wastes			
II. Follow-up Activities			
1. <i>Describe whether sources of discharges were identified.</i>			
<u>2</u> Number of sources that were identified			
<u>0</u> Number of incidents when source of discharge was not identified			
2. <i>Describe whether discharges were abated.</i>			
<u>2</u> Number of discharge incidents that were abated			
_____ Number of new discharge incidents where discharge is continuing, as of the end of the reporting period;			
Attach the inspection report			
_____ Number of continuing discharges that have already been reported in previous quarter(s).			
3. <i>Describe enforcement activities conducted.</i> Perpetrator unknown. City Maintenance Crews cleaned up the oil.			
_____ Warning Notice (verbal warning)		_____ Formal Violation	
_____ Informal Violation		_____ Legal Action	

ATTACHMENT D

**OPERATION AND MAINTENANCE INFORMATION FOR STORMWATER
TREATMENT MEASURES**

ATTACHMENT E

**SUMMARY OF PRE-WET SEASON EROSION CONTROL INSPECTIONS FORM
AND
PRE-WET SEASON EROSION CONTROL INSPECTIONS CERTIFICATION LETTER**

(Form and letter submitted earlier.)

ATTACHMENT F

TABLE OF NEW DEVELOPMENT PROJECTS

Table of New Development Projects¹

[[= Enter Name of Municipality =]]

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Project Name; Location (cross streets); Street Address	Name of Developer; Project Phase No. ² ; Project Description	Status of Project	Project Type ³	Site Acreage	New or Replaced Impervious Surface Area	Source Control Measure BMPs	Site Design Measure BMPs	Post-Construction Treatment BMPs				Pesticide Reduction Measures Included in Project	Alternative Compliance ⁴		HMP ⁵
								Treatment BMPs Used	Hydraulic Sizing Criteria Used	Operation & Maintenance Responsibility Mechanism	Referred to O&M Inspection Team (y/n)?		Basis of Impracticability	Alternative Compliance Measures	
Private Projects															
1460 El Camino Real	Beltramos - major condo subdivision	in Planning	residential	0.9 ac	0.9 ac	roofed trash enclosures	plans under design	vegetated swales; bio-retention	flow based method	O&M agreement	no	yes, as part of the O&M agreement	n/a	n/a	not more than 1 acre
2550 Sand Hill Road	Jeff Morris - Commercial/Office	under construction	commercial	2.59	1.77 ac	roofed trash enclosures; decreased impervious area	downspouts lead to landscaping	vegetated swale	flow based method	O&M agreement	no	yes, as part of the O&M agreement	n/a	n/a	no increase in amount of post-dev runoff
101-135 Constitution	Bohannon Development	in Planning	commercial	8.9	6.59	roofed trash enclosures; stenciled inlets	downspouts lead to landscaping; pervious pavement	vegetated swales; bio-retention	flow based method	O&M agreement	no	yes, as part of the O&M agreement	n/a	n/a	not sure yet; need to review the EIR
100 - 190 Independence Drive	Bohannon Development	in Planning	commercial	7	5.36	roofed trash enclosures; stenciled inlets	downspouts lead to landscaping; pervious pavement	vegetated swales; bio-retention	flow based method	O&M agreement	no	yes	n/a	n/a	not sure yet; need to review the DIR
75 Willow Road	Summerhill Homes	under construction	residential	4.5	4.5	minimize impervious areas	downspouts lead to landscaping; pervious pavement	vegetated swales	flow based method	O&M deed restriction	no	yes, as part of the O&M agreement	n/a	n/a	no increase in amount of post-dev runoff
110-175 Linfield	Taylor-Morrison	under construction	residential	5.36	5.36	minimize impervious areas	downspouts lead to landscaping; pervious pavement	vegetated swales	flow based method	O&M deed restriction	no	yes, as part of the O&M agreement	n/a	n/a	no increase in amount of post-dev runoff
1300 El Camino Real	mixed use condos & retail	in Planning	mixed use	3.4	3.4	roofed trash enclosures	downspouts lead to landscaping; stencil inlets	flow through planters	flow based method	O&M agreement	no	yes, as part of the O&M agreement	n/a	n/a	no increase in amount of post-dev runoff
580 Oak Grove	Derry - mixed use condos & retail	in Planning	mixed use	4.1	4.1	roofed trash enclosures	downspouts lead to landscaping; pervious pavement	vegetated swales; bio-retention	flow based method	O&M agreement	no	yes, as part of the O&M agreement	n/a	n/a	no increase in amount of post-dev runoff

Table of New Development Projects¹

[[= Enter Name of Municipality =]]

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Project Name; Location (cross streets); Street Address	Name of Developer; Project Phase No. ² ; Project Description	Status of Project	Project Type ³	Site Acreage	New or Replaced Impervious Surface Area	Source Control Measure BMPs	Site Design Measure BMPs	Post-Construction Treatment BMPs				Pesticide Reduction Measures Included in Project	Alternative Compliance ⁴		HMP ⁵
								Treatment BMPs Used	Hydraulic Sizing Criteria Used	Operation & Maintenance Responsibility Mechanism	Referred to O&M Inspection Team (y/n)?		Basis of Impracticability	Alternative Compliance Measures	
2122 Santa Cruz	Royal Oak Subdivision	completed	residential	2	0.88	minimize impervious areas	downspouts lead to landscaping	vegetated swales	flow based method	O&M deed restriction	no	yes, as part of the O&M agreement	n/a	n/a	no increase in amount of post-dev runoff
2199 Clayton	minor subdivision; create 3 lots from 1	in Planning	residential	1.02	.38 ac	minimize impervious areas	downspouts lead to landscaping	vegetated swales	flow based method	O&M deed restriction	no	yes, as part of the O&M agreement	n/a	n/a	not more than 1 acre
1906 El Camino Real	commercial subdivision	under construction	commercial	0.59	0.52	add pervious areas onsite (previously 100% impervious)	pervious pavement	CDS unit	flow based method	O&M agreement	no	yes, as part of the O&M agreement (execution due prior to building permit final)	n/a	n/a	not more than 1 acre
1706 El Camino Real	commercial subdivision	in Planning	commercial	0.626	0.626	increased landscaped area	downspouts lead to landscaping	CDS unit	flow based method	O&M agreement	no	yes, as part of the O&M agreement	n/a	n/a	not more than 1 acre
980& 990 Alice	minor condominium subdivision	in Planning	residential	0.25	0.47	minimize impervious areas	pervious pavement	vegetated swales	flow based method	O&M agreement	no	yes, as part of the O&M agreement	n/a	n/a	not more than 1 acre
1001 Santa Cruz Ave	Richard Li	Completed	residential	0.28	0.18	Street sweeping	Pervious Paving	Vegetated Swales	flow based method	Application was deemed complete before C.3 went into effect	n/a	n/a	n/a	n/a	not more than 1 acre
Public Projects															
Burgess Gym & Gymnastics Center	City of Menlo Park; new gymnasium; renovate existing gym into a gymnastics center	in Planning	government	2.14	1.26	roofed trash enclosures; stencil inlets	pervious materials	vegetated swales	flow based method	n/a; City owned facility	no	yes	n/a	n/a	located within an exempt area

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ENGINEERING DIVISION
701 LAUREL STREET
MENLOPARK, CA 94025-3483
www.menlopark.org

August 31, 2010

Ms. Sue Ma
San Francisco Bay
Regional Water Quality Control Board
1515 Clay St., Suite 1400
Oakland, CA 94612

Subject: Stormwater Pollution Prevention Program
Second Half-Year Deliverable for 2009-2010

Dear Ms. Ma:

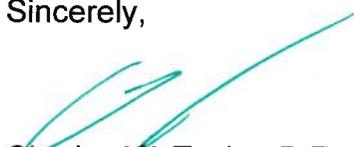
Please find enclosed the City of Menlo Park's responses to the items requested for delivery as described in the San Mateo Countywide Stormwater Management Plan.

I certify, under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or person(s) 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.

Please note that the statement above also applies to the trash hot spot selection information that was submitted to the Regional Water Board on July 8, 2010 and to the City of Menlo Park's decision to participate in a regional monitoring collaborative to implement the MRP's Provision C.8.

If you have any further questions, please phone me at (650) 330-6740 or email me at CWTaylor@menlopark.org.

Sincerely,


Charles W. Taylor, P.E.
Engineering Services Manager

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FAX 650.327.1653

Police

TEL 650.330.6300
FAX 650.327.4314

Transportation

TEL 650.330.6770
FAX 650.327.5497



701 LAUREL STREET, MENLO PARK, CA 94025-3483
www.menlopark.org

August 16, 2010

Mr. Bruce Wolfe
Executive Officer
San Francisco Bay Regional Water Quality Control Board
1410 Clay Street Suite 1400
Oakland, CA 94612

Subject: Notification of Duly Authorized Representatives for City of Menlo Park

Dear Mr. Wolfe:

The purpose of this letter is to document that I am authorizing a primary and alternate person to represent the city for signing and certifying municipal regional stormwater NPDES-permit required reports for submittal to the San Francisco Bay Regional Water Quality Control Board (Regional Water Board) and signing and certifying responses to other information requests from the Regional Water Board.

The following primary and alternate person are duly authorized by me to sign and certify stormwater required reports for submittal to the Regional Water Board or authorize the City/County Association of Governments (C/CAG) of San Mateo County to sign and certify countywide/regional reports and studies prepared on behalf of the city:

- Charles Taylor, Engineering Services Manager (Primary)
- Rebecca Fotu, Environmental Programs Manager (Alternate)

As describe above, the primary and alternate person listed above are also authorized to direct C/CAG's Executive Director or San Mateo Countywide Water Pollution Prevention Program's Stormwater Coordinator to sign and certify reports prepared by the San Mateo Countywide Water Pollution Prevention Program (Countywide Program) or Bay Area Stormwater Management Agencies Association (BASMAA) on behalf of the city. This authorization for the submittal of countywide and BASMAA reports will typically occur by an affirmative vote of my duly authorized representative or alternate at the Countywide Program's Stormwater Technical Advisory Committee meetings, but the authorization may also be obtained through email, telephone, face to face contact, or other method of communication.

This notification will remain in effect until it is changed by me or my successor.

Sincerely,

Glen Rojas
City Manager

Table of Contents

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

Section 1 – Permittee Information

Background Information			
Permittee Name:	City of Menlo Park		
Population:	30,648		
NPDES Permit No.:	CAS612008		
Order Number:	R2-2009-0074		
Reporting Time Period (month/year):	December 1, 2009 through June 30, 2010		
Name of the Responsible Authority:	Charles (Chip) W. Taylor	Title:	Engineering Services Manager
Mailing Address:	Engineering Division, 701 Laurel St.		
City:	Menlo Park	Zip Code:	94025
		County:	San Mateo
Telephone Number:	650-330-6740	Fax Number:	650-327-5497
E-mail Address:	CWTaylor@menlopark.org		
Name of the Designated Stormwater Management Program Contact (if different from above):	Rebecca Fotu	Title:	Environmental Programs Manager
Department:	Engineering Division		
Mailing Address:	701 Laurel St.		
City:	Menlo Park	Zip Code:	94025
		County:	San Mateo
Telephone Number:	650-330-6740	Fax Number:	650-327-5497
E-mail Address:	rfotu@menlopark.org		

Section 2 - Provision C.2 Reporting Municipal Operations

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

Summary:
 The City of Menlo Park has continued to protect water quality and is readily making the transition to the new permit requirements and reporting formats. Staff has continued its monitoring of the storm drain systems, businesses and construction Sites to ensure that BMPs are installed and working effectively. Maintenance staff have used BMPs during their regular activities and Engineering staff have publicized information on prevention of water pollution. The City completed its pump station inventory, selected its trash hot spot and contributed leadership at a creek cleanup event in cooperation with an adjacent jurisdiction. Funding water pollution prevention activities continues to be a challenge and the City is participating with the County-wide program to acquire adequate funding to ensure a strong, fully staffed program. Staff has also kept abreast of program changes by contributing to the activities of the TAC, Commercial Industrial Institutions, Municipal Maintenance, Public Information and New Development Subcommittees.

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

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

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

Comments:
 The Streets and Water Supervisor oversees the municipal employees who engage in the above activities. No parking lots were installed by City staff during this reporting period. No concrete cutting with saws is done by City staff but an air hammer is used so that very little dust is generated and is swept up at the completion of the task. Normal potholes and small areas over utility work were patched and replaced. Debris is picked up and swept up and hauled back to the Corp Yard and put into waste bins.

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

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

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Control of wash water from pavement washing, mobile cleaning, pressure wash operations at parking lots, garages, trash areas, gas station fueling areas, and sidewalk and plaza cleaning activities from polluting stormwater |
| <input checked="" type="checkbox"/> | Implementation of the BASMAA Mobile Surface Cleaner Program BMPs |

Comments:
 City staff has not pressure washed any walls during this reporting period. However, horizontal surfaces were washed on about three occasions. During pressure washing, the waste water was carefully directed to landscaped area. When this was not possible crews set straw wattles to filter the water draining into inlets and swept up remaining water and sediment into buckets. The material was then returned to the Corp Yard and drained into the sanitary sewer. Three city staff have recently obtained their BAASMA Mobile Surface Cleaner Certificates and others will do so within the next few months.

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

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

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Control of discharges from bridge and structural maintenance activities directly over water or into storm drains |
| <input checked="" type="checkbox"/> | Control of discharges from graffiti removal activities |
| <input checked="" type="checkbox"/> | Proper disposal for wastes generated from bridge and structure maintenance and graffiti removal activities |
| <input checked="" type="checkbox"/> | Implementation of the BASMAA Mobile Surface Cleaner Program BMPs for graffiti removal |

Comments:
 City maintenance crews cleaned pedestrian bridges at Alma Street, Willow Court and Ringwood Avenue. The bridges were wiped with rags, which were rinsed in buckets. No power washing occurred on the bridges. All wash waters were returned to the Corp Yard and drained into the sanitary sewer. Maintenance crews regularly spray paint over graffiti but only on calm days. Three city staff have recently obtained their BAASMA Mobile Surface Cleaner Certificates and others will do so within the next few months.

C.2.d. ► Stormwater Pump Stations

Does your municipality own stormwater pump stations: **Yes** **No**

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

(For FY 10-11 Annual Report only) Complete the following table for dry weather DO monitoring and inspection data for pump stations¹ (add more rows for additional pump stations): [Not required for this annual report.](#)

Pump Station Name and Location	First inspection Dry Weather DO Data		Second inspection Dry Weather DO Data	
	Date	mg/L	Date	mg/L

(For FY 10-11 Annual Report only) Summarize corrective actions as needed for DO monitoring at or below 3 mg/L. Attach inspection records of additional DO monitoring for corrective actions:

Summary:
[A new water quality technician will begin work on 8/23/2010 and will carry out the DO monitoring on the required schedule.](#)
 Attachments:

(For FY 10-11 Annual Report only) Complete the following table for wet weather inspection data for pump stations (add more rows for additional pump stations): [Not required for this annual report.](#)

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

C.2.e. ► Rural Public Works Construction and Maintenance		
Does your municipality own/maintain rural ² roads:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If your answer is No then skip to C.2.f.		
Place an X in the boxes next to implemented BMPs to indicate that these BMPs were implemented in applicable instances. If 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 road-related erosion and sediment transport from road design, construction, maintenance, and repairs in rural areas	
<input type="checkbox"/>	Identification and prioritization of rural road maintenance based on soil erosion potential, slope steepness, and stream habitat resources <i>n/a</i> Each city street, including rural roads are annually inspected for structural integrity and ranked using the Pavement Management Resurfacing Classification system. Maintenance, resurfacing or replacement is scheduled according to each road's classification.	
<input type="checkbox"/>	No impact to creek functions including migratory fish passage during construction of roads and culverts. <i>n/a</i> No road or culvert construction was done during this period, on roads in the vicinity of creeks.	
<input checked="" type="checkbox"/>	Inspection of rural roads for structural integrity and prevention of impact on water quality	
<input type="checkbox"/>	Maintenance of rural roads adjacent to streams and riparian habitat to reduce erosion, replace damaging shotgun culverts and excessive erosion. <i>n/a</i> No road or culvert maintenance was done during this period, on roads adjacent to streams.	
<input type="checkbox"/>	Re-grading of unpaved rural roads to slope outward where consistent with road engineering safety standards, and installation of water bars as appropriate. <i>n/a</i> No re-grading of unpaved roads was done during this period.	
<input type="checkbox"/>	Inclusion of measures to reduce erosion, provide fish passage, and maintain natural stream geomorphology when replacing culverts or design of new culverts or bridge crossings. <i>n/a</i> No culverts or bridges were designed, installed or replaced during this reporting period.	
Comments including listing increased maintenance in priority areas: <i>n/a</i> : No rural road, culvert or bridge design, construction or replacement was carried out by City staff during this reporting period.		

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

C.2.f. ► Corporation Yard BMP Implementation			
Place an X in the boxes below that apply to your corporation yard(s):			
<input type="checkbox"/>	We do not have a corporation yard		
<input type="checkbox"/>	Our corporation yard is a filed NOI facility and regulated by the California State Industrial Stormwater NPDES General Permit		
<input checked="" type="checkbox"/>	We certify that we have a current Stormwater Pollution Prevention Plan (SWPPP) for the Corporation Yard(s)		
Place an X in the boxes below next to implemented SWPPP BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type NA in the box. If one or more of the BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:			
<input checked="" type="checkbox"/>	Control of pollutant discharges to storm drains such as wash waters from cleaning vehicles and equipment		
<input checked="" type="checkbox"/>	Routine inspection prior to the rainy seasons of corporation yard(s) to ensure non-stormwater discharges have not entered the storm drain system		
<input checked="" type="checkbox"/>	Containment of all vehicle and equipment wash areas through plumbing to sanitary or another collection method		
<input checked="" type="checkbox"/>	Use of dry cleanup methods when cleaning debris and spills from corporation yard(s) or collection of all wash water and disposing of wash water to sanitary or other location where it does not impact surface or groundwater when wet cleanup methods are used		
<input type="checkbox"/>	Cover and/or berm outdoor storage areas containing waste pollutants		
Comments: The City is has adapted the template SWPPP that was produced by the Countywide Program. It is complete and all behavior-based relevant BMPs are being used at the City's Corp Yard. For example, the vehicle wash area to the sanitary sewer. The hazardous waste storage area is covered.			
If you have a corporation yard(s) that is not an NOI facility, complete the following table for inspection results for your corporation yard(s) or attach a summary including the following information:			
Corporation Yard Name	Inspection Date (1x/year required)	Inspection Findings/Results	Follow-up Actions
City of Menlo Park	Twice weekly	Preclean chambers had debris in them	Vactored out the debris

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

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

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

Summary:

Not required for this Annual Report.

C.3.b. ► Green Streets Status Report

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

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

Summary:

Not applicable. No pilot green street projects are planned within this jurisdiction.

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

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

The Regulated Projects Reporting Table includes information on projects approved during the MRP reporting period of December 1, 2009, through June 30, 2010. The City has also included, for information purposes, some larger residential projects even though they affected less than 10,000 sq.ft. of impervious surface. SMCWPPP submitted a semi-annual report that includes information on projects that were in the review or construction process during the period of July 1 through November 30, 2009.

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

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

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

Summary:

All newly installed stormwater treatment measures were inspected by the City to ensure that they complied with City-approved plans. These inspections were performed as part of a series of inspections on each site to ensure that all grading and drainage features are installed per plans. No common problems were encountered with particular types of treatment systems. Similar to last year, inspections found that all measures were installed per plans.

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

Summary:

The City of Menlo Park has about 70 lots with stormwater treatment measures installed. Three parcels had measures installed before the maintenance agreement and City inspection requirements went into effect. The remaining 67 had their measures installed within the last five years. About 32 of those had measures installed within the last two years and haven't come up for inspection yet. About 30 parcels have been inspected within the last five years, either by the City as part of installation or by the owner to meet the annual inspection requirement in the maintenance agreement. That leaves about five parcels for which we have no data at this time. The City is refining its database and plans to be able to accurately account for all inspections by the end of FY 2010-11.

Annual report forms from owners are due to the City in January of each year. In January of 2009 about 65% of them were turned in. In January 2010 even fewer were turned in. Staff plans to follow up with owners who did not turn in their reports. Because of limited funds and staff time to cover inspections, the City relies on owners' annual reports to ensure measures are operating and maintained as required. The City records these inspections in its database.

The City is working with other jurisdictions to develop a plan for increased staffing and hopes to be able to collect all annual reports in January of 2011 and to conduct inspections of 20% of all treatment measures each year by the end of FY 2010-11. Municipal staff or contracted inspectors plan to attend a 'training the trainers' workshop that the Countywide Program is planning in FY 2010/11, to prepare them to update their municipal O&M programs and train other staff members on O&M verification requirements.

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 ³ , Street Address	Name of Developer	Project Phase No. ⁴	Project Type & Description ⁵	Project Watershed ⁶	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New and/or Replaced Impervious Surface Area ⁷ (ft ²)	Total Pre-Project Impervious Surface Area ⁸ (ft ²)	Total Post-Project Impervious Surface Area ⁹ (ft ²)
Private Projects										
PLN2008-00003	439 O'Connor	Tincher Constr Co	1	2-lot subdivision, 1 new house	San Francisco Bay	0.36	0.18	4737	4849	4737
BLD2010-00010	235 Terminal Ave	Rafael Mendoza	1	New rec room addition	San Francisco Bay	0.23	0.16	7127	3793	7127
BLD2010-00309	845 University Dr.	Nexgen Bldrs, Inc	1	New SFR, 2153 sq.ft.	San Francisquito Crk	0.39	0.39	8478	5358	8478
BLD2010-00310	849 University Dr.	Nexgen Bldrs, Inc	1	New SFR, 2213 sq.ft.	San Francisquito Crk					
BLD2010-00312	865 University Dr.	Nexgen Bldrs, Inc	1	New SFR 2153 sq.ft.	San Francisquito Crk					
BLD2010-00313	869 University Dr.	Nexgen Bldrs, Inc	1	New SFR 2193 sq.ft.	San Francisquito Crk					
PLN2010-00001	737 Fremont	Pacific Peninsula Group	1	Four townhomes (attached so only two buildings)	San Francisquito Crk	0.41	0.41	8621	5489	8621
Unknown	Menlo Gateway 100-190 Independence and 101-135 Constitution	David Bohannon	1	New hotel, new office bldg, two new parking garages	San Francisco Bay	17.4	17.4	455,900	528,014	455,900
Public Projects										
PLN2009-00005	275 Elliott Dr. German American School	Ravenswood Elementary School District	1	Three new portables, 10 parking spaces and site improvements	San Francisco Bay	6.0	Approx 1.0	195,640	186,640	195,640

³ Include cross streets.

⁴ If a project is being constructed in phases, use a separate row entry for each phase.

⁵ 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.

⁶ State the watershed(s) that the Regulated Project drains to. Optional but recommended: Also state the downstream watershed(s).

⁷ State both the total new impervious surface area and the total replaced impervious surface area, as applicable.

⁸ For redevelopment projects, state the pre-project impervious surface area.

⁹ For redevelopment projects, state the post-project impervious surface area.

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

Project Name Project No.	Project Location ³ , Street Address	Name of Developer	Project Phase No. ⁴	Project Type & Description ⁵	Project Watershed ⁶	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New and/or Replaced Impervious Surface Area ⁷ (ft ²)	Total Pre- Project Impervious Surface Area ⁸ (ft ²)	Total Post- Project Impervious Surface Area ⁹ (ft ²)
BLD2009-00906	600 Alma St	City of Menlo Park and Arriaga Family	1	New Gymnasium on Civic Center Campus	San Francisquito Crk	0.77	0.77	Approx 31,000	10,000	Approx 31,000

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

Project Name Project No.	Status of Project ¹⁰	Source Control Measures ¹¹	Site Design Measures ¹²	Treatment Systems Approved ¹³	Operation & Maintenance Responsibility Mechanism ¹⁴	Hydraulic Sizing Criteria ¹⁵	Alternative Compliance Measures ^{16/17}	Alternative Certification ¹⁸	HM Controls ^{19/20}
Private Projects									
PLN2008-00003 439 O'Connor	Applied 1/14/2008 Deemed Complete 2/8/2010	Splash blocks	Exempt (less than 10,000 sq.ft.)	Vegetated swale	Exempt (Less than 10,000 sq.ft.)	C.3.d.i.1(a)	n/a	n/a	n/a, hardened channels
BLD2010-00010 235 Terminal Ave	Applied 1/5/2010 Deemed Complete 3/18/2010	Splash blocks	Exempt (less than 10,000 sq.ft.)	Vegetated swale	Exempt (Less than 10,000 sq.ft.)	C.3.d.i.1(a)	n/a	n/a	n/a, hardened channels
BLD2010-00309 845 University Dr.	Applied 3/18/2010 Deemed Complete 6/9/2010	Splash blocks	Eco pavers	Earth swale	Owner signs & records maintenance agreement	C.3.d.i.1(a)	n/a	n/a	n/a

¹⁰ For private projects, state project application submittal date; application deemed complete date; and, final discretionary approval date. For public projects, state plans and specifications approval date.

¹¹ 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.

¹² 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.

¹³ 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.).

¹⁴ 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.

¹⁵ See Provision C.3.d. "Numeric Sizing Criteria for Stormwater Treatment Systems" for list of hydraulic sizing design criteria (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3)

¹⁶ 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.

¹⁷ 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.

¹⁸ Note whether a third party was used to certify the project design complies with Provision C.3.d.

¹⁹ If HM control is not required, state why not.

²⁰ If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).

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

Project Name Project No.	Status of Project ¹⁰	Source Control Measures ¹¹	Site Design Measures ¹²	Treatment Systems Approved ¹³	Operation & Maintenance Responsibility Mechanism ¹⁴	Hydraulic Sizing Criteria ¹⁵	Alternative Compliance Measures ^{16/17}	Alternative Certification ¹⁸	HM Controls ^{19/20}
BLD2010-00310 849 University Dr.	Applied 3/18/2010 Deemed Complete 6/9/2010	Splash blocks	Eco pavers	Earth swale	Owner signs & records maintenance agreement	C.3.d.i.1 (a)	n/a	n/a	n/a, less than one acre
BLD2010-00312 865 University Dr.	Applied 3/18/2010 Deemed Complete 6/9/2010	Splash blocks	Eco pavers	Earth swale	Owner signs & records maintenance agreement	C.3.d.i.1 (a)	n/a	n/a	n/a, less than one acre
BLD2010-00313 869 University Dr.	Applied 3/18/2010 Deemed Complete 6/9/2010	Splash blocks	Eco pavers	Earth swale	Owner signs & records maintenance agreement	C.3.d.i.1 (a)	n/a	n/a	n/a, less than one acre
PLN2010-00001 737 Fremont	Applied 1/6/2010 Deemed Complete 5/17/2010	Covered trash, efficient irrigation	Pervious pavers	Landscaped areas	Owner signs & records maintenance agreement	C.3.d.i.1 (a)	n/a	n/a	n/a, less than one acre
Menlo Gateway 100-190 Independence and 101-135 Constitution	Applied 1/6/2010 Deemed Complete 5/17/2010	Covered trash, efficient irrigation	Permeable paving	Landscaped areas	Owner signs & records maintenance agreement	C.3.d.i.1 (a)	n/a	n/a	n/a, hardened channels
Public Projects									
PLN2009-00005 275 Elliott Dr.	Applied 3/6/2009 Deemed Complete	Landscaping	Conflict with accessibility requirements	Vegetated swale	School District Landscaping crew	C.3.d.i.1 (a)	n/a	n/a	n/a, hardened channels

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

Project Name Project No.	Status of Project ¹⁰	Source Control Measures ¹¹	Site Design Measures ¹²	Treatment Systems Approved ¹³	Operation & Maintenance Responsibility Mechanism ¹⁴	Hydraulic Sizing Criteria ¹⁵	Alternative Compliance Measures ^{16/17}	Alternative Certification ¹⁸	HM Controls ^{19/20}
	3/8/2009								
BLD2009-00906 600 Alma St	Applied 1/6/2010 Deemed Complete 1/19/2010	Covered dumpster area,	Roof runoff to flow- through planters, Tree replacement near the site	Flow-through planters, landscaped areas, tree pod biofilter	City of Menlo Park Parks Maintenance Crew	C.3.d.i.1 (a)	n/a	n/a	n/a, impervious areas < 65%

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

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

Facility/Site Inspected and Location	Party Responsible ²¹ For Maintenance	Date of Inspection	Type of Inspection ²²	Type of Treatment/HM Control(s) Inspected ²³	Inspection Findings or Results ²⁴	Enforcement Action Taken ²⁵	Comments
800 Paulson Cir	HOA	1/22/10	Annual	Filtering inlet (F11, F10)	Proper O&M	n/a	As reported on HOA's annual report.
801 Paulson Cir	HOA	1/22/10	Annual	Shallow gravel basin and Filtering inlet (F2)	Proper O&M	n/a	"
807 Paulson Cir	HOA	1/22/10	Annual	Vegetated Swale (S1)	Proper O&M	n/a	"
809 Paulson Cir	HOA	1/22/10	Annual	Vegetated Swale (S1) & Filtering inlet (F3)	Proper O&M	n/a	"
811-813 Paulson Cir	HOA	1/22/10	Annual	Vegetated Swale (S1) & Filtering Inlets (F4, F5)	Proper O&M	n/a	"
815 Paulson Cir	HOA	1/22/10	Annual	Filtering Inlet (F6)	Proper O&M	n/a	"
817 Paulson Cir	HOA	1/22/10	Annual	Filtering Inlet (F11)	Proper O&M	n/a	"
818 Paulson Cir	HOA	1/22/10	Annual	Filtering Inlet (F7, F9)	Proper O&M	n/a	"
822, 832 Paulson Cir	HOA	1/22/10	Annual	Filtering Inlet (F12)	Proper O&M	n/a	"
823-825 Paulson Cir	HOA	1/22/10	Annual	Filtering Inlet (F13)	Proper O&M	n/a	"
831, 841 Paulson Cir	HOA	1/22/10	Annual	Vegetated Swale (S2)	Proper O&M	n/a	"
835 Paulson Cir	HOA	1/22/10	Annual	Filtering Inlet (F14)	Proper O&M	n/a	"
839 Paulson Cir	HOA	1/22/10	Annual	Filtering Inlet (F17, F18)	Proper O&M	n/a	"
841 Paulson Cir	HOA	1/22/10	Annual	Filtering Inlet (F15, F16)	Proper O&M	n/a	"
843 Paulson Cir	HOA	1/22/10	Annual	Vegetated Swale (S2) & Filterin Inlet (F19)	Proper O&M	n/a	"

²¹ State the responsible operator for installed stormwater treatment systems and HM controls.

²² State the type of inspection (e.g., annual, follow-up, spot, etc.).

²³ 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.

²⁴ State the inspection findings or results (e.g., proper installation, improper installation, proper O&M, immediate maintenance needed, etc.).

²⁵ State the enforcement action(s) taken, if any, as appropriate and consistent with your municipality's Enforcement Response Plan.

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

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

Facility/Site Inspected and Location	Party Responsible ²¹ For Maintenance	Date of Inspection	Type of Inspection ²²	Type of Treatment/HM Control(s) Inspected ²³	Inspection Findings or Results ²⁴	Enforcement Action Taken ²⁵	Comments
845 Paulson Cir	HOA	1/22/10	Annual	Vegetated Swale (S2)	Proper O&M	n/a	"
1392-1394 Hamilton Ave	Owner	1/24/10	Spot	On-site Planter boxes	Proper O&M	n/a	n/a
1206 N Lemon Ave	Owner	3/1/2010	Installation	On-site Vegetated swale	Installed per plans	n/a	n/a
1204 N Lemon	Owner	3/1/2010	Installation	On-site Vegetated swale	Installed per plans	n/a	n/a
1895 Oak Knoll Ln	Ravenswood School District	3/1/2010	Installation	On-site Filterra Unit	Installed per plans	n/a	n/a
1895 Oak Knoll Ln	"	3/1/2010	Installation	On-site Underground retention pipes #1-#5	Installed per plans	n/a	n/a
600 Alma	City of Menlo Park	4/1/2010	Installation	On-site Tree pod biofilter	Underground portion Installed per plans	n/a	n/a
150 Royal Oak Ct	HOA and owner	5/20/10	installation	Onsite Bioretention basin and vegetated swale	Installed per plans	n/a	n/a
135 Royal Oak Ct	HOA and owner	2/4/10	installation	Onsite Bioretention basin, vegetated swale and filterra unit	Installed per plans	n/a	n/a
125 Royal Oak Ct	HOA and owner	12/28/09	Installation	Onsite Bioretention basin and vegetated swale	Installed per plans	n/a	n/a

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

C.4.a.ii ► Legal Authority

(For FY 09-10 Annual Report only) Do you have adequate legal authority to obtain effective stormwater pollutant control on industrial sites? Yes No

If **No**, explain:

C.4.c.ii.(5) ► Enforcement Response Plan

(For FY 09-10 Annual Report only) Have you developed and implemented an Enforcement Response Plan by April 1, 2010? Yes No

If **No**, explain:

The City has been implementing established levels of enforcement prior to April 1, 2010 through Chapter 7.42 of the Menlo Park Municipal Code, and as of the date of this submittal has detailed the city's enforcement policy using the template Enforcement Response Plan (ERP) that was developed by the County wide Program.

Increasing levels of response are being used and have long been implemented for illicit discharges. For example, when a restaurant was recently found to have spray-washed oil drippings into the City's storm drain, the Streets Supervisor discussed the matter with her and arranged for a contractor to clean the storm drain pipe. The engineering division sent a letter to her with educational materials and required her to go over them with her employees and to post them. The letter also identified staff costs and potential criminal penalties for violating the stormwater ordinance. The restaurant owner had several subsequent conversations with City staff regarding BMPs, had a training session with her staff and paid the costs for staff time, along with a fee for the violation.

Program Highlights

Provide background information, highlights, trends, etc. For FY 09-10 Annual Report describe steps taken to revise your program to meet new data tracking and reporting requirements.

The City of Menlo Park contracts with San Mateo County Environmental Health to conduct its commercial stormwater inspections of restaurant and hazardous material sites. Businesses not covered by the County contract are inspected by interns who have viewed the training video provided on the Countywide program website and who are supervised by engineers. Three new interns received this training in June. The City records all inspections in its parcel database and generates reports once or twice each year to ensure that they are all receiving regular inspections.

Engineering staff from the City of Menlo Park attended the CII Subcommittee meetings and contributed to its work through discussion and review of materials produced.

C.4.b.i. ► Business Inspection Plan

(For FY 09-10 Annual Report only) Do you have a Business Inspection Plan? Yes No

If No, explain:

The City adapted the template Business Inspection Plan (BIP) that was produced by the Countywide Program. The County has provided the City with the lists required and they are included below.

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.

The County has provides the following 310 businesses as food facilities or sites where hazardous materials are used. These are the businesses that could reasonably be expected to cause or contribute to stormwater runoff.

UNITED PARCEL SERVICE INC	1355	ADAMS
INTERTEK TESTING SVCS	1365	ADAMS
MENLO LABS	1455	ADAMS
SILEXOS INC	1455	ADAMS
THERAJECT INC	1455	ADAMS
VELOMEDIX	1455	ADAMS
TANDEM SCIENCES INC	1455	ADAMS
PACIFIC BIOSCIENCES INC	1505	ADAMS
PHYCOIL BIOTECHNOLOGY INTL INC	1600	ADAMS
THE ROCK OF GIBRALTAR	1022	ALMA
IBERIA	1026	ALMA
J J HAWAIIAN BBQ	1170	ALMA
SEVEN ELEVEN STORE #14331 D	1170	ALMA
WEBB RANCH	2720	ALPINE
BARN WOOD SHOP	75	ARBOR
THE PHILLIPS BROOKS SCHOOL	2245	AVY
CAL TRANS RAVENSWOOD PUMP STA		BAYFRONT EXPWY @ UNIV
WESTERN DINING & E TRADE	4200	BOHANNON
E TRADE	4500	BOHANNON
MENLO PARK PUBLIC WORKS	333	BURGESS

FY 2009-2010 Annual Report

Permittee Name: City of Menlo Park

C.4 – Industrial and Commercial Site Controls

SMCO THHW	333	BURGESS
MEMRY	4020	CAMPBELL
I SCIENCE INTERVENTIONAL	4055	CAMPBELL
HORIZON	4060	CAMPBELL
MEMRY CORP	4065	CAMPBELL
NESTLE WATERS NORTH AMERICA	1	CASEY
LUX DRY CLEANERS	1135	CHESTNUT
SHIOK	1137	CHESTNUT
GERRYS CAKES	1141	CHESTNUT
NAKS ORIENTAL MARKET	1151	CHESTNUT
FIRE STATION #77	1467	CHILCO
CITY OF MP /CHRYSLER DR PUMP STA	1221	CHRYSLER
L3 COMMUNICATIONS	1150	CHRYSLER PLANT
EXPONENT INC	149	COMMONWEALTH
CAFE MENLO PARK	149	COMMONWEALTH
DIAGEO	151	COMMONWEALTH
DIAGEO	151	COMMONWEALTH
XTENT INC	125	CONSTITUTION
L3 COMMUNICATIONS	130	CONSTITUTION
BASIC TRAINING FITNESS CLUB	161	CONSTITUTION
E C I PAINTING INC	165	CONSTITUTION
JOMAR MACHINING	180	CONSTITUTION
PACIFIC MACHINING INC	180	CONSTITUTION
GERON CORPORATION	200	CONSTITUTION
CORIUM INTERNATIONAL INC	235	CONSTITUTION
SUN MICROSYSTEMS MPK24/25	260	CONSTITUTION
TYCO ELECTRONICS	300	CONSTITUTION
TYCO THERMAL CONTROLS	307	CONSTITUTION
CARPACCIO	1120	CRANE
MARQS	1143	CRANE
CRANE PLACE BY PENINSULA	1331	CRANE
VOLUNTEERS		
CAFE DEL SOL	1010	DOYLE
STANFORD PARK HOTEL	100	EL CAMINO REAL
KOMA SUSHI JAPANESE RESTAURANT	211	EL CAMINO REAL
THE OASIS	241	EL CAMINO REAL

MENLO PARK GAS & DIESEL	275	EL CAMINO REAL
PLANET AUTO REPAIR	301	EL CAMINO REAL
YOGURT STOP	401	EL CAMINO REAL
SHELL STATION	495	EL CAMINO REAL
HUDSON AUTO CARE	495	EL CAMINO REAL
SAFeway STORE #990	525	EL CAMINO REAL
LENSCRAFTERS	700	EL CAMINO REAL
TOGOS EATERY	700	EL CAMINO REAL
COOKS SEAFOOD INC	751	EL CAMINO REAL
JENNY CRAIG	811	EL CAMINO REAL
STARBUCKS COFFEE	863	EL CAMINO REAL
JEFFREY'S HAMBURGERS	888	EL CAMINO REAL
AKASAKA	925	EL CAMINO REAL
GUILD THEATRE	949	EL CAMINO REAL
THE VITAMIN CLOSET	959	EL CAMINO REAL
APPLEWOOD TO GO	989	EL CAMINO REAL
APPLEWOOD INN	1001	EL CAMINO REAL
CAFE BORRONE	1010	EL CAMINO REAL
OAK CITY BAR & GRILL	1029	EL CAMINO REAL
SU HONG RESTAURANT	1037	EL CAMINO REAL
TRELLIS	1077	EL CAMINO REAL
MEX TOGO	1081	EL CAMINO REAL
THE BRITISH BANKERS CLUB	1090	EL CAMINO REAL
MCDONALDS	1100	EL CAMINO REAL
SULTANA RESTAURANT	1149	EL CAMINO REAL
MENLO CHEVRON	1200	EL CAMINO REAL
ROUND TABLE PIZZA INC	1225	EL CAMINO REAL
JASON'S CAFE	1246	EL CAMINO REAL
AUTO DYNAMICS	1279	EL CAMINO REAL
M & R AUTOMOTIVE INC	1281	EL CAMINO REAL
NAOMI SUSHI	1328	EL CAMINO REAL
TEN FU CHINESE REST	1352	EL CAMINO REAL
MENLO ATHERTON SHELL	1400	EL CAMINO REAL
DUCKYS CAR WASH	1436	EL CAMINO REAL
GOMBEI RESTAURANT	1438	EL CAMINO REAL
BELTRAMOS	1540	EL CAMINO REAL

ENCINAL INVESTORS, LLC	1600	EL CAMINO REAL
TRI EZ FOODS & LIQUOR	1820	EL CAMINO REAL
CELIAS MEXICAN RESTAURANT # 14	1850	EL CAMINO REAL
HILLVIEW SCHOOL	1100	ELDER
LINDO MICHOCAN MARKET	3821	FAIR OAKS
PG&E GLENWOOD SUBSTATION		GLENWOOD DR/EL CAMINO RL
GLENWOOD INN	555	GLENWOOD
HAMILTON HENDERSON PUMP STATION	595	HAMILTON
ALLEN EQUIPMENT CO	755	HAMILTON
PROFESSIONAL TREE CARE CO	767	HAMILTON
TOGO'S MENLO PARK	825	HAMILTON
DASHI JAPANESE RESTAURANT	873	HAMILTON
MI TAQUERIA	875	HAMILTON
HIGH 5 STAR PIZZA	877	HAMILTON
GOLDEN FALAFEL	883	HAMILTON
TOGOS/BASKIN ROBBINS	885	HAMILTON
CARDIOKINETIX INC	925	HAMILTON
MEMBRANE TECHNOLOGY & RESEARCH	943	HAMILTON
MEMBRANE TECHNOLOGY & RESEARCH	953	HAMILTON
INVISAGE TECHNOLOGIES INC	978	HAMILTON
MENLO INDUSTRIAL PUMP STATION	1002	HAMILTON
CONOR MED SYSTEMS, INC.	1003	HAMILTON
CONOR MED SYSTEMS, INC.	1010	HAMILTON
OMNI PV INC	1030	HAMILTON
3 V BIOSCIENCES INC	1050	HAMILTON
RENNOVIA INC	1080	HAMILTON
QLT PLUG DELIVERY INC	1098	HAMILTON
MEMBRANE TECHNOLOGY & RESEARCH	1235	HAMILTON
PACIFIC BIOSCIENCES OF CA INC	1392	HAMILTON
STACK PLASTICS, INC.	3525	HAVEN
CYCLE FINISH	3535	HAVEN
WOLFS PRECISION WORKS INC	3549	HAVEN
MENLO REDWOOD AUTO SERVICE	3549	HAVEN
NICKELSON FOIL & EMBOSsing	3585	HAVEN
LANDEC LABS INC	3603	HAVEN

FY 2009-2010 Annual Report

Permittee Name: City of Menlo Park

C.4 – Industrial and Commercial Site Controls

GOODMAN BALL INC	3639	HAVEN
DESIGNCO	3641	HAVEN
ROOTES GROUP DEPOT	3651	HAVEN
BAY MATERIALS LLC	3700	HAVEN
FEDERAL EXPRESS	3750	HAVEN
NANOSYN CORPORATION	3760	HAVEN
TECHSHOP	120	INDEPENDENCE
CABOCHON AESTHETICS INC	127	INDEPENDENCE
BELLE HAVEN SCHOOL	415	IVY
INFO IMAGE	141	JEFFERSON
BAY ASSOC WIRE TECHNOLOGIES	150	JEFFERSON
APIERON	155	JEFFERSON
CAFE DOLCE #45	179	JEFFERSON
INTUIT	180	JEFFERSON
FORSIGHT LABS LLC	191	JEFFERSON
LINEAR OPTIONS INC	1	KELLY
D M FIGLEY CO INC	10	KELLY
C S BIO	20	KELLY
WEST BAY SANITARY DISTRICT	500	LAUREL
CITY OF MENLO PARK	501	LAUREL
MENLO PARK CITY HALL	701	LAUREL
NATIVITY GRAMMAR SCHOOL	1250	LAUREL
100% HAND CAR WASH	701	MARSH
MENLO PARK VALERO MARSH RD	743	MARSH
POOLS ETC	763	MARSH
MARSH ROAD CHEVRON	1110	MARSH
MENLO SMOG	1110	MARSH
MENLO PARK PUMP STATION	1401	MARSH
GAS RECOVERY SYSTEMS	1680	MARSH
BUTLER BUILDING	1700	MARSH
CAFE ZOE	1929	MENALTO
LA HACIENDA #1	1933	MENALTO
SU HONG TO GO	630	MENLO
TRADER JOES	720	MENLO
CREPES CAFE	1195	MERRILL
LITTLEHOUSE BY PENINSULA	800	MIDDLE

VOLUNTEERS		
WILLOW MARKET LLC	60	MIDDLEFIELD
MIKES CAFE	150	MIDDLEFIELD
COSMOPOLITAN CAFE	275	MIDDLEFIELD
FIRE STATION #1	300	MIDDLEFIELD
ST PATRICKS SEMINARY	320	MIDDLEFIELD
NORTHERN MANAGEMENT SERVICES	345	MIDDLEFIELD
US GEOLOGICAL SURVEY	345	MIDDLEFIELD
GYPSY CAFE	11	NETWORK
CAFE JAVA JAVA	18	NETWORK
VALLOMBROSA CENTER	250	OAK GROVE
MENLO PARK FOSTER FREEZE	580	OAK GROVE
PHIL'S TREASURE POT RESTAURANT	625	OAK GROVE
AMERICAN SPEEDY PRINTING	651	OAK GROVE
BRUNELLO RISTORANTE	651	OAK GROVE
OAK KNOLL SCHOOL	1895	OAK KNOLL
ALS ROOFING SUPPLY	985	OBRIEN
SANFORD METAL PROCESSING CO	990	OBRIEN
ELECTRO MOTION INC	1001	OBRIEN
NOREN PRODUCTS INC	1010	OBRIEN
PARSONS MANUFACTURING CORP	1055	OBRIEN
NOREN PRODUCTS INC	1075	OBRIEN
AMERICAN PRINTING & COPY	1100	OBRIEN
WESTERN ALLIED MECHANICAL	1180	OBRIEN
DURA FOAM	1185	OBRIEN
POLYTEC PRODUCTS CORP	1190	OBRIEN
OICW	1200	OBRIEN
OFFICE MAX	1315	OBRIEN
DEPOMED	1360	OBRIEN
DNA 2.0	1430	OBRIEN
T JET TECHNOLOGIES	1430	OBRIEN
AMPRIUS INC	1430	OBRIEN
TRINITY BIOSYSTEMS	1490	OBRIEN
VIROBAY INC	1490	OBRIEN
ZEA CHEM INC	1490	OBRIEN
PPD DEVELOPMENT	1505	OBRIEN

COOL CAFE @MBP	1525	OBRIEN
PACIFIC BIOSCIENCES INC	1525	OBRIEN
UNIVERSITY AVE LIFT STATION	1595	OBRIEN
ACCLARENT INC	1525	O'BRIEN
EAST PALO ALTO ACADEMY	475	POPE
SRI COGENERATION	333	RAVENSWOOD
SRI INTL	333	RAVENSWOOD
PG&E SRI SUBSTATION		RAVENSWOOD & LAUREL
NEKTAR THERAPEUTICS	333	RAVENSWOOD-BLDG L W-106
QUADRUS CAFE	2400	SAND HILL
EPICUREAN FEDERAL INC	2575	SAND HILL
TRINITY SCHOOL	2650	SAND HILL
MORGAN STANLEY CAFETERIA	2725	SAND HILL
SAND HILL OAK PARTNERS	2800	SAND HILL
NEW ENTERPRISE ASSOCIATES INC	2855	SAND HILL
BISTRO AT THE COMMON	2882	SAND HILL
SHARON HEIGHTS GOLF & COUNTRY	2900	SAND HILL
SHARON HEIGHTS GOLF & COUNTRY	2900	SAND HILL
SBC	2950	SAND HILL
SUNDECK RESTAURANT	3000	SAND HILL
SLAC NATIONAL ACCELERATOR LAB	2575	SAND HILL RD M/S 36
STACKS RESTAURANT	600	SANTA CRUZ
QUIZNOS SUBS	604	SANTA CRUZ
TOKYO SUBWAY	605	SANTA CRUZ
COLD STONE CREAMERY	611	SANTA CRUZ
MENLO CAFE	620	SANTA CRUZ
LEFT BANK RESTAURANT	635	SANTA CRUZ
VIDA BISTRO	641	SANTA CRUZ
WALGREEN CO-ONE HOUR PHOTO	643	SANTA CRUZ
WALGREENS #07087	643	SANTA CRUZ
UNA MAS RESTAURANT	683	SANTA CRUZ
STARBUCKS COFFEE #646	693	SANTA CRUZ
YAKINIKU HOUSE JUBAN	712	SANTA CRUZ
RITZ CAMERA CTR #236	715	SANTA CRUZ
LE BOULANGER	720	SANTA CRUZ
BAGEL STREET CAFE	746	SANTA CRUZ

FY 2009-2010 Annual Report

Permittee Name: City of Menlo Park

C.4 – Industrial and Commercial Site Controls

ANN'S COFFEE SHOP	772	SANTA CRUZ
ANGELO MIO RESTAURANT	820	SANTA CRUZ
MENLO ART CLEANERS	824	SANTA CRUZ
MATARO	827	SANTA CRUZ
BASKIN ROBBINS #192	863	SANTA CRUZ
CAFE SILAN	867	SANTA CRUZ
POSH BAGEL	869	SANTA CRUZ
HOOT N TOOT CLEANERS	875	SANTA CRUZ
MARCHE	898	SANTA CRUZ
PEETS COFFEE TEA & SPICES CO	899	SANTA CRUZ
CHAMP INC DBA FITNESS 101	40	SCOTT
VINTAGE OAKS PUMP STATION I	100	SEMINARY
VINTAGE OAKS PUMP STATION II	190	SEMINARY
LA ENTRADA SCHOOL	2200	SHARON
SHARON HEIGHTS SHELL SERVICE	125	SHARON PARK
SHARON HEIGHTS DRY CLEANING CT	325	SHARON PARK
EL CERRITO	325	SHARON PARK
ERICS GOURMET	325	SHARON PARK
SAFEWAY STORE #1709	325	SHARON PARK
SHARON HEIGHTS WINES/LIQUORS	325	SHARON PARK
MARTHAS PASTRIES	325	SHARON PARK
LONGS DRUG STORES CA INC	325	SHARON PARK
CVS/PHARMACY #9330	325	SHARON PARK
EPA ACADEMY ELEMENTARY-STANFORD	320	SHERIDAN
SENIOR CITIZENS CENTER	100	TERMINAL
BELLE HAVEN POL	100	TERMINAL
EPISCOPAL HOMES FOUNDATION	100	TERMINAL
PG&E BELLE HAVEN SUBSTATION		TERMINAL AVE/DEL NORTE
DRAEGERS MARKET	1010	UNIVERSITY
VERIZON WIRELESS- Menlo Park	1330	UNIVERSITY
MENLOVILLE COUNTRY STORE	1902	VALPARAISO
SUNSET MAGAZINE	80	WILLOW
MARDINIS DELI CAFE	408	WILLOW
SKYLINE POOL & SPA	426	WILLOW
WILLOW COVE GAS	500	WILLOW
MENLO PARK SURGICAL HOSPITAL	570	WILLOW

WILLOW SCHOOL	620	WILLOW	
CONOCOPHILLIPS #254354	710	WILLOW	
DONUT DELITE	732	WILLOW	
VETERANS ADMIN MEDICAL CENTER	795	WILLOW	
MI RANCHO SUPER MARKET	812	WILLOW	
TONYS PIZZA	820	WILLOW	
JONATHANS WILLOW FISH & CHIPS	840	WILLOW	
PACIFIC ASIAN MARKET	850	WILLOW	
BANETH PHARMACY	900	WILLOW	
OIL CHANGER #611	944	WILLOW	
BACK A YARD GRILL	1189	WILLOW	
QUALITY MARKET	1209	WILLOW	
GUALDULAHARA TAQUERIA	1211	WILLOW	
WILLOW RD PUMPING STATION	1298	WILLOW	
LA MICHOACANA	1305	WILLOW	
MEMBRANE TECHNOLOGY & RESEARCH	1360	WILLOW	
BELLE HAVEN CHEVRON	1399	WILLOW	
JACK IN THE BOX #3477	1401	WILLOW	
STARBUCKS COFFEE CO	1401	WILLOW	
SUN MICROSYSTEMS	1601	WILLOW	
VERIZON WIRELESS-BC-7	2005	WILLOW	
PG&E RAVENSWOOD SUBSTATION		WILLOW RD & DUMBARTON BR	
<p>In addition, here is the list of 285 businesses that the City inspects. They are considered lower priority because food and hazardous materials are generally not handled on site. They have all been inspected within the last two years.</p>			
IMARA CORPORATION		1605	ADAMS DR B
OFFICE		1100	ALMA ST
KORNBERG ASSOCIATES (ARCHITECT & PLANNERS)		687	BAY RD

FY 2009-2010 Annual Report

Permittee Name: City of Menlo Park

C.4 – Industrial and Commercial Site Controls

SHEPPARD MULLIN, RICHTER & HAMPTON LLP	3850	BOHANNON DR
USPS	3875	BOHANNON DR
DIGIDESIGN	3885	BOHANNON DR
APRIA HEALTHCARE	3905	BOHANNON DR
PROINSURANCE & NETWORK VIDEO TECH	3923	BOHANNON DR
HARMONY CAPITAL MANAGEMENT & KINGSTON MCKNIGHT	4025	BOHANNON DR
SRI CONSULTING, LIMELIFE, ETC	4100	BOHANNON DR
CURVES	115	BUCKTHORN WAY
SIERRA PACIFIC WINDOWS	115	BUCKTHORN WAY
INTERNAL MEDICINE GROUP	401	BURGESS DR
ANDREA STOLL BRAUN DDS	425	BURGESS DR
MEDALLIA INC (OFFICE)	431	BURGESS DR
TSUNG AND VIRMANI (MEDICAL GROUP)	431	BURGESS DR
WEST BAY SANITARY DISTRICT OFFICE	431	BURGESS DR
OFFICE	445	BURGESS DR
BURGESS PEDIATRICS-SUITE C	401	BURGESS DR B
PENINSULA ASSOCIATES(LEARNING CENTER)	401	BURGESS DR B
FITNESS BY DESIGN; PENINSULA HOMES; OPUS HAIRSTYLING	605	CAMBRIDGE AVE
ARROWHEAD WATER CO	1	CASEY CT
DUCA & HANLEY BUILDING	1050	CHESTNUT ST
MENLO SHIRT & LAUNDRY	1113	CHESTNUT ST
CARLISLE ENTERTAINMENT STUDIO	1142	CHESTNUT ST
TAILOR SHOP	1142	CHESTNUT ST
AIDA'S CUSTOM COSMETICS	1144	CHESTNUT ST
KC GOLDSMITHS	1150	CHESTNUT ST
ADAMARC FINANCIAL CO	1162	CHESTNUT ST
GERI A.NICHOLAS	1164	CHESTNUT ST
LANDBANK INVESTMENT	1164	CHESTNUT ST
PHYLISS SWANSON BOOKKEEPING SERVICE	1164	CHESTNUT ST
O DONNELL & ASSOCIATES- LAW OFFICE	1182	CHESTNUT ST
PERKINS COIE LLP	1200	CHRYSLER DR
GOODWIN PROCTER OFFICE	1200	CHRYSLER DR
COMCAST	1205	CHRYSLER DR
OFFICE	1215	CHRYSLER DR
DE RIO STONE STE 6	104	CONSTITUTION DR
ABC DECORATIVE RUGS	104	CONSTITUTION DR

FY 2009-2010 Annual Report

Permittee Name: City of Menlo Park

C.4 – Industrial and Commercial Site Controls

COMMUNICATION ARTS	110	CONSTITUTION DR
DEAL AEROSMITH- OFFICE	115	CONSTITUTION DR
L3 COMMUNICATIONS	150	CONSTITUTION DR
MERSCH BUDCO & ASSOC.; MENLO SUPPLY	169	CONSTITUTION DR
CONSTRUCTION KANA WORLDWIDE HQ	181	CONSTITUTION DR
WESTERN SKATE ROLL ON LIQUID	189	CONSTITUTION DR
GOLDEN GATE BADMINTON CENTER	190	CONSTITUTION DR
COUNTRY MAN ASSOCIATES INC.	197	CONSTITUTION DR
WORLD PAC	209	CONSTITUTION DR
GERON BIOPHARMACEUTICALS	230	CONSTITUTION DR
DAILY NEWS	255	CONSTITUTION DR
AVANT OPTOMETRY	1059	CRANE ST
CARPACCIO RESTAURANT	1126	CRANE ST
A TOUCH OF ELEGANCE; OCINA FINE JEWELRY	1150	CRANE ST
STYLE ALTERATIONS; MENLO PARK CHIROPRACTIC	1155	CRANE ST A
ACADEMIC TRAINERS; BRILLIANT BABIES	1075	CURTIS ST
PACIFIC NATIONAL BANK	1075	CURTIS ST
LAUNDRY & CLEANING SERVICE	550	DERRY LN
PARKING LOT	1036	DOYLE ST
BEST WESTERN INN	15	EL CAMINO REAL
LARSEN OFFICE AND QUEST LAB	41	EL CAMINO REAL
OMNEURON/HEALTH DIAGNOSTICS	99	EL CAMINO REAL
STANFORD INN	115	EL CAMINO REAL
STANFORD OFFICE; PENDLETON RETAIL STORE	145	EL CAMINO REAL B
VACANT LOT- FORMERLY CAR DEALERSHIP.	350	EL CAMINO REAL
JUDO GYM AND UPS STORE	409	EL CAMINO REAL
ALL BRAND WINDOWS	417	EL CAMINO REAL
CATERING BUSINESS	425	EL CAMINO REAL
MENLO VELO BICYCLE	433	EL CAMINO REAL
VACANT SHOPS	515	EL CAMINO REAL 100
VACANT LOT	550	EL CAMINO REAL
TAN FOR ALL SEASONS; JUST ADD WATER	999	EL CAMINO REAL
SU HONG	1035	EL CAMINO REAL
THE GREAT FRAME UP AND PENINSULA WINDOWS	1045	EL CAMINO REAL
AUROBORA PROJECTS; FELDMAN'S BOOKS: PERSONA DAY SPA	1161	EL CAMINO REAL
JOE'S SHOE REPAIR; VACUUM; BARBER SHOP; SALON	1177	EL CAMINO REAL

FY 2009-2010 Annual Report

Permittee Name: City of Menlo Park

C.4 – Industrial and Commercial Site Controls

MATTRESS DISCOUNTER	1189	EL CAMINO REAL
FEDEX-KINKOS OFFICE	1190	EL CAMINO REAL
RELAX THE BACK	1190	EL CAMINO REAL
A-A LOCK ACCESS CONTROL	1251	EL CAMINO REAL
SAMMY ZELCHER- HAIR SALON	1258	EL CAMINO REAL
MR RESCUE PLUMBING	1263	EL CAMINO REAL
GUY PLUMBING AND HEATING INC	1267	EL CAMINO REAL
DANCE DEJOUR-STUDIO	1283	EL CAMINO REAL
MENLO PARK INN	1315	EL CAMINO REAL
HOLISTIC HEALTH CENTER- MEDICAL CLINIC	1340	EL CAMINO REAL
CASHIN COMPANY REALTORS	1365	EL CAMINO REAL
VENTURE CAPITALIST OFFICE	1422	EL CAMINO REAL
OFFICE	1444	EL CAMINO REAL
OFFICE.	1450	EL CAMINO REAL
MENLO PARK PHARMACY	1610	EL CAMINO REAL
DONNA MASON- REAL ESTATE	1616	EL CAMINO REAL
TAJIMA CREATIVE-OFFICE	1700	EL CAMINO REAL
NAIL SPA	1702	EL CAMINO REAL
RED COTTAGE INN & SUITES	1704	EL CAMINO REAL
NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION	1900	EL CAMINO REAL
BENJI SALON	104	GILBERT AVE
TAYLOR AND HUANG PROPERTIES	104	GILBERT AVE
THE POLISHED LOOK	104	GILBERT AVE
PET HOSPITAL	548	GLENWOOD AVE
EURO CENTERS LANGUAGE SCHOOL	585	GLENWOOD AVE
CALHOUNS CARVIN' & CUTTIN' CO.	771	HAMILTON AVE
WEST COAST SCREEN INC	831	HAMILTON AVE
ONOMY LABS	851	HAMILTON AVE
BIOSCIENCE	927	HAMILTON AVE
ACCURION, SCIENTIFIC INSTRUMENTS	927	HAMILTON AVE
ILIXCO	927	HAMILTON AVE
PEDESTAL DESIGN	927	HAMILTON AVE
RAZOR FITNESS	927	HAMILTON AVE
ABM JANITORIAL	935	HAMILTON AVE
AUTOVISION	967	HAMILTON AVE
DOYLE CONSTRUCTION	967	HAMILTON AVE

FY 2009-2010 Annual Report

Permittee Name: City of Menlo Park

C.4 – Industrial and Commercial Site Controls

GO BACK TV	967	HAMILTON AVE
WELL BOUND	967	HAMILTON AVE
MEMBRANE RESEARCH & TECHNOLOGY	967	HAMILTON AVE
AVID TECHNOLOGY	980	HAMILTON AVE
CPP	1100	HAMILTON CT
THEATRE WORKS	1100	HAMILTON CT
FOX HOLLOW TECHNOLOGIES	1105	HAMILTON CT
GINGO HOME FURNISHINGS	1105	HAMILTON CT
LUCILLE CHILDRENS HOSPITAL OFFICE	1105	HAMILTON CT
BIG FORK HOLDINGS	1190	HAMILTON CT
CGNET & CELEROS	1190	HAMILTON CT
OFFICE	3523	HAVEN AVE H
OFFICE	3551	HAVEN AVE
PERFECT TASTE	3551	HAVEN AVE
DEVELOPMENT HARDWOOD FLOORS	3551	HAVEN AVE
RILEY'S PLASTICS (OFFICE)	3551	HAVEN AVE
REDWOOD CITY CONSTRUCTION	3551	HAVEN AVE
MUSEUM OF AMERICAN HERITAGE	3551	HAVEN AVE
AMERICAN RAIN GUTTER	3551	HAVEN AVE
MERSCH & ASSOCIATES	3553	HAVEN AVE
THE DOUGLAS COMPANY	3553	HAVEN AVE
LONE/HARTMAN PLUMBING	3553	HAVEN AVE
BAY AREA SEAFOOD	3553	HAVEN AVE
GRASER WOODWORKS	3553	HAVEN AVE
TRINITY INDUSTRIES	3553	HAVEN AVE
WOODSIDE PROPERTIES	3553	HAVEN AVE
MONSTER ROUTE	3555	HAVEN AVE
EMERGENCY VEHICLE SOLUTION	3559	HAVEN AVE
MONSTER ROUTE & EMERGENCY VEHICLE SERVICES	3561	HAVEN AVE
MANISCALCO STONE	3575	HAVEN AVE
PACIFIC SPECIALITY INSURANCE COMPANY	3601	HAVEN AVE
INDOOR/OUTDOOR STORAGE	3665	HAVEN AVE
OFFICE BUILDING	3695	HAVEN AVE
TYNX INC, SEQUOIA BENEFITS	3715	HAVEN AVE
CHEM GENEX PHARMACEUTICAL	3715	HAVEN AVE
WORLD INFO	3721	HAVEN AVE

MENLO-ATHERTON PUBLIC STORAGE	3735	HAVEN AVE
TYSON KENNELS	3735	HAVEN AVE
STUDIO RED	115	INDEPENDENCE DR
THE CARE OF TREES	119	INDEPENDENCE DR
DOCUMENT TECHNOLOGIES INC	111	INDEPENDENCE DR B
COMARTIN-REISNO	160	JEFFERSON DR
THEME PARTY PRODUCTIONS	165	JEFFERSON DR
SPANGLER MORTUARY	650	LIVE OAK AVE
ORICK; BROADVANTAGE; SHEARMAN & STERLING LLP	1080	MARSH RD STE 110
BODY MATRIX	611	MENLO AVE
MITEM CORP; WESION & YOUNG REAL ESTATE	634	MENLO AVE
JANE ANTONACCIA (INTERIOR DESIGN)	644	MENLO AVE
ARROYO CONSTRUCTION	648	MENLO AVE
MENLO MANAGEMENT	770	MENLO AVE
TAVAREZ ORTHODONTICS	800	MENLO AVE
MERIDIAN TRAVEL	830	MENLO AVE
CALTRAIN STATION PARKING LOT.	1100	MERRILL ST
MID PENINSULA ANIMAL HOSPITAL	1125	MERRILL ST
MARTIN WEALTH MANAGEMET	1145	MERRILL ST
OFFICE COMPLEX	1155	MERRILL ST #101
CASA MILLS(OFFICE BLDG)	200	MIDDLEFIELD RD
FOUNDATION CAPITAL	250	MIDDLEFIELD RD
MENLO MEDICAL CLINIC	321	MIDDLEFIELD RD 275
ERRILL LYNCH	333	MIDDLEFIELD RD
MENLO MCCANDLECS OFFICE CENTER	525	MIDDLEFIELD RD
SUN MICROSYSTEMS	15	NETWORK CIR
MENLO PROFESSIONAL BLDG	530	OAK GROVE AVE
TECHWORLD TRADING	562	OAK GROVE AVE
ADVANCED CHIROPRACTIC CENTER	630	OAK GROVE AVE
OAK GROVE CHIROPRACTIC	651	OAK GROVE AVE E
UNITED STATES POSTAL SERVICES	655	OAK GROVE AVE
TASTING CAFE AND SPECIALITY MARKET	657	OAK GROVE AVE
GC'S WINE & CHEESE TASTING	671	OAK GROVE AVE
AMERICAN HEARING CENTER	681	OAK GROVE AVE D
JOHN MARSHALL AND ASSOCIATES	681	OAK GROVE AVE D
RAPHALL CONSTRUCTION CO	681	OAK GROVE AVE D

FIDELITY NATIONAL TITLE	695	OAK GROVE AVE 100
OAK GROVE MEDICAL & DENTAL OFFICE CENTER	695	OAK GROVE AVE 105
MERIDIAN VENTURES	695	OAK GROVE AVE 210
DENTIST OFFICE	695	OAK GROVE AVE 300
ATHERTON NEUROLOGY	695	OAK GROVE AVE 310
DENTAL X-RAY INC	695	OAK GROVE AVE 330
PHYSICAL THERAPY AND REHAB	705	OAK GROVE AVE
LITE FOR LIFE	713	OAK GROVE AVE
DEMETER ANTIQUES LTD	727	OAK GROVE AVE
STATE FARM INSURANCE	727	OAK GROVE AVE
PENINSULA ENDODONTIC DENTAL	825	OAK GROVE AVE
MENLO OFFICE BLDG	845	OAK GROVE AVE
MEDICAL CLINIC- BUSINESS SERVICES	855	OAK GROVE AVE
EXPRESSION SALON	859	OAK GROVE AVE
REITMAN PHYSICAL THERAPY	885	OAK GROVE AVE
KIKIM MEDIA, KUMON LEARNING CENTER	887	OAK GROVE AVE
SHAMROCK STORAGE	940	O'BRIEN DR
MUSE RESEARCH	960	O'BRIEN DR
THE ANNEX	960	O'BRIEN DR
IGLESIA VIDA ETERNA	965	O'BRIEN DR
USGS	1020	O'BRIEN DR
CRJ ASSOCIATES	1060	O'BRIEN DR
ABEKAS	1060	O'BRIEN DR
NAME UNKNOWN	1105	O'BRIEN DR
GACHINA LANDSCAPE MANAGEMENT	1130	O'BRIEN DR
JOB TRAIN- ANNEX	1160	O'BRIEN DR
SPINAL MODULATION	1165	O'BRIEN DR
ALLIANCE ANALYTICAL LAB INSTRUMENTS	1460	O'BRIEN DR
OFFICE COMPLEX	1	SAGA LN B
BANK OF AMERICA	2180	SAND HILL RD
LIGHTSPEED VENTURE	2200	SAND HILL RD
O'MELVENY & MYERS LLP; CANAAN PARTNERS	2755	SAND HILL RD
HR BLOCK	502	SANTA CRUZ AVE
PA HUMANE SOCIETY	502	SANTA CRUZ AVE
ROFU DESIGN	502	SANTA CRUZ AVE
SCOUTS HOUSE & ANIMAL REHAB	502	SANTA CRUZ AVE

MENLO APARTMENTS	556	SANTA CRUZ AVE
CINDY'S FLOWERS	558	SANTA CRUZ AVE
CHEEKY MONKEY TOYS	642	SANTA CRUZ AVE
VIZIONS SALON	642	SANTA CRUZ AVE
CHASE BANK	650	SANTA CRUZ AVE
YVES DELORME	654	SANTA CRUZ AVE
HAUS WISE	656	SANTA CRUZ AVE
ACE HARDWARE	700	SANTA CRUZ AVE A
THE ORIENTAL CARPET	705	SANTA CRUZ AVE
VILLAGE STATIONERS	719	SANTA CRUZ AVE
CADEAUX	727	SANTA CRUZ AVE
OLD WORLD DESIGNS & NEEDLEPOINT	727	SANTA CRUZ AVE
BUBBLE	728	SANTA CRUZ AVE
ACCENT ON EYEWARE	729	SANTA CRUZ AVE
HIRZEL FINE JEWELRY	732	SANTA CRUZ AVE
WELLS FARGO	735	SANTA CRUZ AVE
PENZEYS SPICES	771	SANTA CRUZ AVE
ALTA FINE CONTEMPORARY CLOTHING	775	SANTA CRUZ AVE
THE PET PLACE	779	SANTA CRUZ AVE
LE CIRQUE DES ENFANTS	781	SANTA CRUZ AVE
THE JEWELER	781	SANTA CRUZ AVE
STEPHEN MILLER GALLERY	800	SANTA CRUZ AVE
BOUTIQUE 4/ 4 CLOTHING SOLUTIONS	811	SANTA CRUZ AVE
INTERO REAL ESTATE	811	SANTA CRUZ AVE
SKY NAILS	811	SANTA CRUZ AVE
TEXTURES HAIR SALON	812	SANTA CRUZ AVE
SUGAR SHACK	816	SANTA CRUZ AVE
GREAT KITCHENS & MORE	842	SANTA CRUZ AVE
LIGHT POINT	842	SANTA CRUZ AVE
PREUSS PHARMACY	842	SANTA CRUZ AVE
JULIE'S	845	SANTA CRUZ AVE
TRADITIONS FINE HOME FURNISHINGS	860	SANTA CRUZ AVE
FLAGELS	870	SANTA CRUZ AVE
HEAD OVER HEELS	885	SANTA CRUZ AVE
ANNA WILLIAMSON ARCHITECT	887	SANTA CRUZ AVE
TOM WING & SONS JEWELERS	888	SANTA CRUZ AVE

QUITESSENCE	889	SANTA CRUZ AVE
BOHACEK VENTURES	890	SANTA CRUZ AVE
J LABS LLC, PACKET DESIGN MANAGEMENT	890	SANTA CRUZ AVE B
BANK OF THE WEST	900	SANTA CRUZ AVE
COLDWELL BANKER	930	SANTA CRUZ AVE
BARKER ASSOCIATES & MODULAR TECHNOLOGY	114	SANTA MARGARITA AVE
FLICKER, KERIN, KRUGER & BISSADA LLP	120	SANTA MARGARITA AVE B
LATHAM & WATKINS LLP	160	SCOTT DR
MENLO PARK PRESBYTERIAN CHURCH	1177	UNIVERSITY DR
VARIOUS DOCTORS OFFICES	1187	UNIVERSITY DR
UBS; T.A. ASSOCIATES; PERMIRA	64	WILLOW PL
INSTITUTE FOR RESEARCH & LEARNING	66	WILLOW PL
WILLOW GARAGE	68	WILLOW RD
PRIVATE BUSINESS	70	WILLOW RD
SUNSET PUBLISHING DO	85	WILLOW RD
STANFORD MARKETING & ACCLAIM HOMES INC	125	WILLOW RD
JLS	135	WILLOW RD
PRIVATE BUSINESS	418	WILLOW RD
OCHOAS BEAUTY SALON	720	WILLOW RD
NEO MOD	724	WILLOW RD
HAIR STUDIO	734	WILLOW RD
WINE BANK	1300	WILLOW RD
KNOWLEDGE NETWORKS	1346	WILLOW RD
PANO LOGIC INC	1346	WILLOW RD
SCHOONER INFORMATION TECH INC	1346	WILLOW RD
TW PRODUCTIONS & SONOPIA CORPORATION	1370	WILLOW RD
FLEXION	1374	WILLOW RD
SUMMER HILL LTD	1374	WILLOW RD
NUANCE COMMUNICATIONS	1380	WILLOW RD
ALL-ABOARD MINI-STORAGE	1500	WILLOW RD

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 County has the following 111 businesses
 SCHEDULED FOR INSPECTION during
 FY 2010-2011. It is a subset of the list above.

<u>Facility</u>	<u>Address</u>	<u>Street</u>
VETERANS ADMIN MEDICAL CENTER	795	WILLOW
INTERTEK TESTING SVCS	1365	ADAMS
DRAEGERS MARKET	1010	UNIVERSITY
RITZ CAMERA CTR #236	715	SANTA CRUZ
CYCLE FINISH	3535	HAVEN
SANFORD METAL PROCESSING CO	990	OBRIEN
NORTHERN MANAGEMENT SERVICES	345	MIDDLEFIELD
VERIZON WIRELESS- Menlo Park	1330	UNIVERSITY
SMCO THHW	333	BURGESS
FIRE STATION #4	3322	ALAMEDA DE LAS PULGAS
FIRE STATION #77	1467	CHILCO
FIRE STATION #1	300	MIDDLEFIELD
MENLO ART CLEANERS	824	SANTA CRUZ
SRI COGENERATION	333	RAVENSWOOD
POOLS ETC	763	MARSH
CONOR MED SYSTEMS, INC.	1003	HAMILTON
GERON CORPORATION	200	CONSTITUTION
CONOR MED SYSTEMS, INC.	1010	HAMILTON
SHARON HEIGHTS GOLF & COUNTRY	2900	SAND HILL
OFFICE MAX	1315	OBRIEN
CONOCOPHILLIPS #254354	710	WILLOW
ALLEN EQUIPMENT CO	755	HAMILTON
ZOHRABS ARCO GARAGE	3233	MIDDLEFIELD
MENLO SMOG	1110	MARSH
TRINITY BIOSYSTEMS	1490	OBRIEN
VIROBAY INC	1490	OBRIEN
LANDEC LABS INC	3603	HAVEN

FY 2009-2010 Annual Report

Permittee Name: City of Menlo Park

C.4 – Industrial and Commercial Site Controls

DIAGEO	151	COMMONWEALTH
MOUNTAIN VIEW PHARMACEUTICALS	3475	EDISON
MENLO PARK CITY HALL	701	LAUREL
CITY OF MP /CHRYSLER DR PUMP STA	1221	CHRYSLER
BELLE HAVEN POL	100	TERMINAL
HAMILTON HENDERSON PUMP STATION	595	HAMILTON
MENLO INDUSTRIAL PUMP STATION	1002	HAMILTON
WEST BAY SANITARY DISTRICT	500	LAUREL
BUTLER BUILDING	1700	MARSH
UNIVERSITY AVE LIFT STATION	1595	OBRIEN
VINTAGE OAKS PUMP STATION I	100	SEMINARY
VINTAGE OAKS PUMP STATION II	190	SEMINARY
STOWE LANE LIFT STATION	17	STOWE
WILLOW RD PUMPING STATION	1298	WILLOW
OIL CHANGER #611	944	WILLOW
M & R AUTOMOTIVE INC	1281	EL CAMINO REAL
FEDERAL EXPRESS	3750	HAVEN
HUDSON AUTO CARE	495	EL CAMINO REAL
AGUILILLA MARKET TAQUERIA	3250	MIDDLEFIELD
LOS PRIMOS MARKET, INC	3252	MIDDLEFIELD
AMERICAN SPEEDY PRINTING	651	OAK GROVE
PACIFIC MACHINING INC	180	CONSTITUTION
COUNTRY CLUB CLEANERS	3536	ALAMEDA DE LAS PULGAS
HORIZON	4060	CAMPBELL
PPD DEVELOPMENT	1505	OBRIEN
ST PATRICKS SEMINARY	320	MIDDLEFIELD
LA ENTRADA SCHOOL	2200	SHARON
MEMRY	4020	CAMPBELL
MEMRY CORP	4065	CAMPBELL
ANGELO MIO RESTAURANT	820	SANTA CRUZ
EL RINCON TARASCO RESTAURANT	3200	MIDDLEFIELD
ELECTRO MOTION INC	1001	OBRIEN
POLYTEC PRODUCTS CORP	1190	OBRIEN
D M FIGLEY CO INC	10	KELLY
LUX DRY CLEANERS	1135	CHESTNUT
ALS ROOFING SUPPLY	985	OBRIEN

FY 2009-2010 Annual Report

Permittee Name: City of Menlo Park

C.4 – Industrial and Commercial Site Controls

NOREN PRODUCTS INC	1010	OBRIEN
NOREN PRODUCTS INC	1075	OBRIEN
PIZZA HUT #283326	3415	MIDDLEFIELD
L3 COMMUNICATIONS	1150	CHRYSLER PLANT
L3 COMMUNICATIONS	130	CONSTITUTION
PANADERIA MICHOACAN #2	3266	MIDDLEFIELD
SUN MICROSYSTEMS MPK24/25	260	CONSTITUTION
SUN MICROSYSTEMS	1601	WILLOW
BAY MATERIALS LLC	3700	HAVEN
ROOTES GROUP DEPOT	3651	HAVEN
NICKELSON FOIL & EMBOSING	3585	HAVEN
COSMOPOLITAN CAFE	275	MIDDLEFIELD
EXPONENT INC	149	COMMONWEALTH
ROUND TABLE PIZZA INC	1225	EL CAMINO REAL
PG&E GLENWOOD SUBSTATION	540	GLENNWOOD DR (at EL CAMINO REAL)
PG&E SRI SUBSTATION	333	RAVENSWOOD (at LAUREL)
PG&E BELLE HAVEN SUBSTATION	1135	DEL NORTE (at TERMINAL AVE)
PG&E RAVENSWOOD SUBSTATION	1525	WILLOW RD (at DUMBARTON BRIDGE)
TECHSHOP	120	INDEPENDENCE
MEMBRANE TECHNOLOGY & RESEARCH	1235	HAMILTON
MEMBRANE TECHNOLOGY & RESEARCH	1360	WILLOW
DEPOMED	1360	OBRIEN
STANFORD PARK HOTEL	100	EL CAMINO REAL
DURA FOAM	1185	OBRIEN
LINEAR OPTIONS INC	1	KELLY
AMERICAN PRINTING & COPY	1100	OBRIEN
E TRADE	4500	BOHANNON
WEBB RANCH	2720	ALPINE
NEKTAR THERAPEUTICS	333	RAVENSWOOD-BLDG L W-106
XTENT INC	125	CONSTITUTION
MENLO REDWOOD AUTO SERVICE	3549	HAVEN
C S BIO	20	KELLY
NANOSYN CORPORATION	3760	HAVEN
CORIUM INTERNATIONAL INC	235	CONSTITUTION
GAS RECOVERY SYSTEMS	1680	MARSH
PARSONS MANUFACTURING CORP	1055	OBRIEN

CABOCHON AESTHETICS INC	127	INDEPENDENCE
INFO IMAGE	141	JEFFERSON
GOODMAN BALL INC	3639	HAVEN
I SCIENCE INTERVENTIONAL	4055	CAMPBELL
DNA 2.0	1430	OBRIEN
ENCINAL INVESTORS, LLC	1600	EL CAMINO REAL
100% HAND CAR WASH	701	MARSH
AMPRIUS INC	1430	OBRIEN
EPICUREAN FEDERAL INC	2575	SAND HILL
CVS/PHARMACY #9330	325	SHARON PARK
EPISCOPAL HOMES FOUNDATION	100	TERMINAL

C.4.c.iii.(1) ► Facility Inspections

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

	Number	Percent
Number of businesses inspected (if known)	92 (Cnty) <u>19 (City)</u> 111 total	19%
Total number of inspections conducted	149 (Cnty) <u>20 (City)</u> 169 total	28%
Violations issued (excluding verbal warnings)	5	0.8%
Sites inspected in violation	1	0.2%
Violations ¹ resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner	5	0.8%

¹ Total number of violations equals the number of initial enforcement actions (i.e. one violation issued for several problems during an inspection at a site). It does not equal the total number of enforcement actions because one violation issued at a site may have a second enforcement action for the same violation at the next inspection if it is not corrected.

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

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. non-stormwater discharge)	1
Potential discharge (e.g. BMPs not in place or ineffective)	17

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) ¹	Number of Enforcement Actions Taken	% of Enforcement Actions Taken ²
Level 1	Educational letter or conversation	1	50%
Level 2	Written Warning/Notice of Violation	1	50%
Level 3	Violation Citation/ Stop Work Order	0	0
Level 4	Legal Action	0	0
Total		2	100%

Notes:

¹Agencies to list specific enforcement actions as defined in their ERPs.

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

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 ¹	Actual Discharge Violations	Potential Discharge Violations
Restaurant	1	
Hazardous Materials Site		1

Notes:

¹ List your Program's standard business categories.

C.4.c.iii.(4) ▶ Non-Filers

List below or attach a list of the facilities required to have coverage under the Industrial General Permit but have not filed for coverage:
 None.

C.4.d.iii ▶ Staff Training Summary

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
PCBs, Mercury, Copper	6/8/2010	PCBs, Mercury, Copper	1	25%
"", BMPs for automotive, food, industry and mobile cleaners	6/25/10	"", BMPs for automotive, food, industry and mobile cleaners	2	50%
How to Conduct Stormwater Inspections of Business, 3-hr training provided by Countywide program	Prior to this reporting period	How to Conduct Stormwater Inspections of Business, 3-hr training provided by Countywide program	n/a	n/a

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

C.5.a.ii ► Legal Authority

(For FY 09-10 Annual Report only) Do you have adequate legal authority to prohibit and control illicit discharges and escalate stricter enforcement to achieve expedient compliance?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If No , explain:				

C.5.b.ii.(4) ► Enforcement Response Plan

(For FY 09-10 Annual Report only) Have you developed and implemented an Enforcement Response Plan by April 1, 2010?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If No , explain: The City has been implementing established levels of enforcement prior to April 1, 2010 through Chapter 7.42 of the Menlo Park Municipal Code, and as of the date of this submittal has detailed the city's enforcement policy using the template Enforcement Response Plan (ERP) that was developed by the County wide Program.				

Program Highlights

Provide background information, highlights, trends, etc. For FY 09-10 Annual Report describe steps taken to revise your program to meet new data tracking and reporting requirements.
Local businesses, residents and City staff in Menlo Park are well informed about water pollution issues and readily report incidents they observe. Consequently, the City has few Illicit Discharges. If a discharge is from a business, it is accounted for in the violations sections in section C.4.c.iii.(1), of this report, above. If it is from a construction site, it is accounted for in section C.6.e.iii., below.
The City makes its storm drain maps available to residents, architects, engineers and developers who ask for them. Creek and Watershed maps are also available to the public through this link on the Countywide website to the Oakland Museum of California: http://museumca.org/creeks/wb-AA-LowerPeninsula.html .
The City continued its regular observations and screening of its stormwater collection system. Staff has not yet begun to use the new inspection forms but plans to begin doing so by the end of 2011.
City staff attended the CII subcommittee and contributed in discussion and review of materials produced.

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
Virginia Parks	Interim Senior Engineer	(650) 330-6752
Lisa Ekers (Prior to August 2010)	Engineering Services Manager	(650) 330-6740
Charles Taylor (As of August 2010)	Engineering Services Manager	(650) 330-6740

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:
 The City responds to complaints about mobile cleaners and asks them to implement BMPs if they are not doing so. County Environmental Health has initiated educational outreach to mobile food facilities, and these efforts will be summarized in the portion of the Annual Report prepared by the Countywide Program. When the City hires mobile cleaners we require that they have BAASMA's Surface Cleaner Certificate.

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:
 Municipal maintenance staff routinely identifies reports and follows up on observed illicit and potential discharges. The City regularly inspects Creek outfalls and key storm drain inlets and catch basins to ensure that nothing but rain is present. The bulk of this screening is done just before the wet season and therefore, not reported for this time period. The City plans to continue its screening program and begin using the template screening form developed by the Countywide program by the end of 2010.

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))	1	100%
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))	1	100%
--	---	------

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

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

The one illicit discharge was summarized in section C.4.c.ii.(5) above.

Section 6 – Provision C.6 Construction Site Controls

C.6.a.iii ► Legal Authority			
<i>(For FY 09-10 Annual Report only)</i> Is your agency's legal authority adequate for C.6 compliance?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If No , explain:			

C.6.b.ii.(3) ► Enforcement Response Plan			
<i>(For FY 09-10 Annual Report only)</i> Was your Enforcement Response Plan developed and implemented by April 1, 2010?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If No , explain:			
<p>The City has been implementing established levels of enforcement prior to April 1, 2010 through Chapter 7.42 of the Menlo Park Municipal Code, and as of the date of this submittal, the City has detailed its enforcement policy using the template Enforcement Response Plan (ERP) that was developed by the County wide Program. Increasing levels of response are and have long been utilized construction site violations.</p> <p>The City's Engineering Construction Inspector is responsible for inspecting all on-site erosion and sediment controls, all grading and drainage facilities that will be permanent and all frontage improvements. He is in the field for almost all of every day and when he sees any site not following proper stormwater BMPs, he stops and requires the site supervisor to put them in place immediately. If a discharge has occurred, he requires it to be cleaned up immediately and if the supervisor is uncooperative the Inspector will stop work by delivering a red tag. A stop work notice is also posted electronically on the City's building permit database and no further inspections are allowed (even for interior building work) until the problem has been corrected.</p>			

C.6.e.iii.1.a, b, c ► Site/Inspection Totals		
Number of sites disturbing < 1 acre of soil requiring storm water runoff quality inspection (i.e. High Priority) (C.6.e.iii.1.a)	Number of sites disturbing ≥ 1 acre of soil (C.6.e.iii.1.b)	Total number of storm water runoff quality inspections conducted (C.6.e.iii.1.c)
2	70	216 (each site is inspected three or more times before final occupancy is granted)

C.6.e.iii.1.d ▶ Construction Activities Storm Water Violations		
BMP Category	Number of Violations¹	% of Total Violations²
Erosion Control	1*	33%
Run-on and Run-off Control	0	0
Sediment Control	3*	33%
Active Treatment Systems	0	0
Good Site Management	1*	33%
Non Stormwater Management	0	0
Total	3*	100%

Notes:

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

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

C.6.e.iii.1.e ▶ Construction related storm water enforcement actions			
	Enforcement Action (as listed in ERP)¹	Number Enforcement Actions Taken	% Enforcement Actions Taken²
Level 1	Educational letter or conversation	2	66%
Level 2	Violation letter	1	33%
Level 3	Police Code Violation Citation	0	0
Level 4	Criminal Prosecution	0	0
Total			100%

Notes:

¹Agencies should list the specific enforcement actions as defined in their ERPs.

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

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

C.6.e.iii.1.h, i ► Violation Correction Times		
	Number	Percent
Violations fully corrected within 10 business days after violations are discovered or otherwise considered corrected in a timely period (C.6.e.iii.1.h)	3	100% ²
Violations not fully corrected within 30 days after violations are discovered (C.6.e.iii.1.i)	0	0% ³
Total number of violations for the reporting year¹	3	100%

Notes:

¹Total number of violations equals the number of initial enforcement actions (i.e. one violation issued for several problems during an inspection at a site). It does not equal the total number of enforcement actions because one violation issued at a site may have a second enforcement action for the same violation at the next inspection if it is not corrected.

²Calculated 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.

³Calculated 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.

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: Since the City already has paper and electronic forms for tracking construction site inspections and violations, it has been difficult to complete the additional, "Construction Site Inspection Report" developed by the countywide program. By the end of this calendar year staff plans to review and decide whether the new Countywide form will be used.

C.6.e.iii.(2) ► Evaluation of Inspection Program Effectiveness
Describe what appear to be your program's strengths and weaknesses, and identify needed improvements, including education and outreach.
Description: The City relies on its field staff and residents to report any actual or potential discharges from construction sites. The Construction inspector visits each site that is affecting 500 square feet or more, at least three times during the work and ensures that stormwater BMPs are in place and working properly at each inspection.

C.6.f ► Staff Training Summary				
Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
Construction Site Compliance Workshop, Mission Blue Ctr, Brisbane	12/3/2009	C.6 provision and Statewide General Construction Permit	5	44%*
*The other four are Building Inspectors who do not handle stormwater issues. However, if they see potential or actual violation, they report it to the Construction Inspector in charge of site inspections who responds as described in section C.6.b.ii.(3) above.				

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 report developed by BASMAA is included within the C.7 Public Information and Outreach section of the Countywide Program's Annual Report: [FY 09-10 Regional Outreach Strategic Plan](#) , It summarizes regional advertising efforts.

C.7.b.iii.1 ▶ Pre-Campaign Survey

(For the FY 10-11 Annual Report only) Summarize survey information such as sample size, type of survey (telephone survey, interviews etc.). Attach a survey report that includes the following information. If survey was done regionally, refer to a regional submittal that contains the following information:

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

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

<input type="checkbox"/>	Survey report attached Not required for this Annual Report
<input type="checkbox"/>	Reference to regional submittal: Not required for this Annual Report.

C.7.c ▶ Media Relations

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

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

Summary:

The following reports developed by SMCWPPP and BASMAA are included within the C.7 Public Information and Outreach section of the Countywide Program's Annual Report:

- [FY 09-10 SMCWPPP Media Relations Report](#) – summarizes countywide media relations efforts
- [FY 09-10 BASMAA Regional Media Relations](#) –summarizes regional media relations efforts.

C.7.d ► Stormwater Point of Contact

(For FY 09-10 Annual Report only, unless changes made) Provide details of website or phone number used as the point of contact. Report on how the point of contact is publicized and maintained. If any change occurs in this contact, report in a subsequent Annual Report.

Contact Summary:

The City's point of contact is publicized on the Countywide website at: http://www.flowstobay.org/bs_illicit_discharge.php. The Countywide Program's website, www.flowtobay.org and phone number (650) 372-6200 is another point of contact that is publicized on SMCWPPP outreach materials and maintained by the Countywide Program. Individual agency points of contact are publicized on the website, referred to when calling into the Countywide Program phone number, and publicized on some SMCWPPP outreach materials.

C.7.e ► Public Outreach Events

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

Event Details	Description (messages, audience)	Evaluation of Effectiveness
Provide event name, date, and location. Indicate if event is local, countywide or regional.	Identify type of event (e.g., school fair, farmers market etc.), type of audience (school children, gardeners, homeowners etc.) and outreach messages (e.g., Enviroscene presentation, pesticides, stormwater awareness)	Provide general staff feedback on the event (e.g., success at reaching a broad spectrum of the community, well attended, good opportunity to talk to gardeners etc.). Provide other details such as: <ul style="list-style-type: none"> • Estimated overall attendance at the event. • Number of people that visited the booth, comparison with previous years • Number of brochures and giveaways distributed • Results of any spot surveys conducted
The following outreach events were done on a countywide level by SMCWPPP and are included in the C.7 Public Information and Outreach section of the Countywide Program's FY 09-10 Annual Report: <ul style="list-style-type: none"> • FY 09-10 Coordination of California Coastal 		

FY 2009-2010 Annual Report

Permittee Name: City of Menlo Park

C.7 – Public Information and Outreach

<p>Cleanup Day in San Mateo County, September 19, 2009.</p> <ul style="list-style-type: none"> • FY 09-10 Home Show at the Cow Palace, March 26, 27, & 28, 2010." <p><u>ALSO</u></p> <p>The following Co-permittees had events staffed by Environmental Health based on number of events requirements and need, and these events should be listed on your report:</p> <ul style="list-style-type: none"> • San Carlos, Farmers Market, August 20, 2009 • Daly City, Farmers Market Serramonte Shopping Center, September 3, 2009 • Colma, Embrace the Earth Annual Picnic, September 12, 2009 • Redwood City, Marine Science Institute Earth Day Event, April 17, 2010 • San Mateo, Farmers Market, June 1, 2010 • South San Francisco, Farmers Market, June 19, 2010 • San Bruno, Farmers Market, June 27, 2010 <p>Refer to the Event Debrief sent out by Sarah Schrader to the individual PIP representatives in order to fill out the event details for your report. If a copy is needed, please email Sarah at sschrader@co.sanmateo.ca.us</p>		
<p>The City of Menlo Park promoted stormwater pollution prevention at a Block Party sponsored by the local Chamber of Commerce. It was held on Wednesday evening, June 23.</p>	<p>Block Parties and street fairs are attended by the general population of homeowners, renters and businesses. City Staff provided information on proper hazardous waste disposal and integrated pest management.</p>	<p>The Menlo Park downtown street fairs average a couple thousand people per event. Feedback was positive. Records were not kept on how many visited the booth in prior years, or this year and the number of brochures given away. No spot surveys were conducted.</p>

C.7.f. ► Watershed Stewardship Collaborative Efforts

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

Evaluate effectiveness by describing the following:

- Efforts undertaken
- Major accomplishments

Summary:

The City attends and contributes financially to the work of the San Francisquito Creek Joint Powers Authority. This body coordinates and manages projects related to the Creek such as a flood control project partly funded by the US Army Corps of Engineers and fish studies conducted by the scientific community.

During FY 09-10, SMCWPPP developed the online guide, [Environmental Resource Guide of Groups and Organizations in San Mateo County with Watershed Stewardship Efforts](#) to encourage public involvement in watershed volunteer efforts. Communication was established with each of the organizations in the guide in order to understand each of the group's needs and future collaboration possibilities. In addition, all of the organization's events throughout the year were posted on the Countywide Program's popular 'Community Events' page to publicize and encourage participation by county residents in local stewardship efforts

C.7.g. ► Citizen Involvement Events

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

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

<p>The following report developed by SMCWPPP on the countywide citizen involvement event is included within the C.7 Public Information and Outreach section of the Countywide Program's FY 09-10 Annual Report:</p> <ul style="list-style-type: none"> • FY 09-10 Coordination of California Coastal Cleanup Day in San Mateo County, September 19, 2009. • FY 09-10 Community Action Grant 		

C.7.h. ► School-Age Children Outreach

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

Program Details	Focus & Short Description	Number of Students/Teachers reached	Evaluation of Effectiveness
<p>Provide the following information: Name Grade or level (elementary/ middle/ high)</p>	<p>Brief description, messages, methods of outreach used</p>	<p>Provide number or participants</p>	<p>Provide agency staff feedback. Report any other evaluation methods used (quiz, teacher feedback etc.). Attach evaluation summary if applicable.</p>
<p>The following separate reports developed by SMCWPPP are included within the C.7 Public Information and Outreach section of the Countywide Program's FY 09-10 Annual Report:</p> <ul style="list-style-type: none"> • FY 09-10 ZunZun School Assembly Program • FY 09-10 The Watershed Project, Creek Champions In 			

Class Presentations."			

Section 8 - Provision C.8 Water Quality Monitoring

C.8 ► Water Quality Monitoring

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

Summary

During FY 09-10, we contributed to SMCWPPP's Monitoring and Assessment Program in coordination with BASMAA's Regional Monitoring Coalition (RMC). In addition, we contribute financially to the Regional Monitoring Program for Water Quality in the San Francisco Estuary (RMP) and actively participate in RMP committees and work groups. For additional information on monitoring activities conducted by SMCWPPP, BASMAA RMC and the RMP, see the C.8 Water Quality Monitoring section of the Countywide Program's FY 09-10 Annual Report."

Section 9 – Provision C.9 Pesticides Toxicity Controls

C.9.a ▶ Adopt an Integrated Pest Management (IPM) Policy or Ordinance

<i>(For FY 09-10 Annual Report only)</i> Attach a copy of your individual IPM ordinance or policy.	x	Attached		Not attached , explain below
If Not attached , explain:				

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 organophosphorous pesticides, pyrethroids, carbaryl, and fipronil. A separate report can be attached as evidence of your implementation.
Summary: See the monthly pesticide use reports that are turned into the San Mateo County Agricultural Commissioner. The trends, types and quantities of pesticides used by City staff have not changed in recent years. The City does not use any of the pesticides listed above that threaten water quality.

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.	8
Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within the last 3 years.	8
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.	8

C.9.d ▶ Require Contractors to Implement IPM			
Did your municipality contract with any pesticide service provider in the reporting year?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No
If yes, attach one of the following:			
<input type="checkbox"/>	Contract specifications that require adherence to your IPM policy and standard operating procedures, OR		
<input type="checkbox"/>	Copy(ies) of the contractors' IPM certification(s) or equivalent, OR		
<input type="checkbox"/>	Equivalent documentation.		
If not attached, explain:			

C.9.e ▶ Track and Participate in Relevant Regulatory Processes
Summarize participation efforts, information submitted, and how regulatory actions were affected OR reference a regional report that summarizes regional participation efforts, information submitted, and how regulatory actions were affected.
Summary: During FY 09-10, the City participated in regulatory processes related to pesticides through contributions to SMCWPPP, BASMAA and CASQA. For additional information, see the Regional Pollutants of Concern Report submitted by BASMAA on behalf of all MRP Permittees. This Report is included within the Countywide Program's FY 09-10 Annual Report.

C.9.f ▶ Interface with County Agricultural Commissioners
Provide a summary of improper pesticide usage reported to County Agricultural Commissioners and follow-up actions to correct violations, if any. A separate report can be attached as your summary.
Summary: No improper use of pesticides was observed by City staff.

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: The following reports developed by SMCWPPP and BASMAA summarize point of purchase outreach efforts. These reports are included within the

C.9 Pesticides Toxicity Control section of the Countywide Program's FY 09-10 Annual Report:

- FY 09-10 IPM Store Partnership Program (SMCWPPP)
- FY 09-10 'Our Water, Our World' Report (BASMAA)."

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

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

Summary:

The following separate reports developed by SMCWPPP summarize Pest Control Operator outreach efforts conducted during FY 09-10:

- FY 09-10 Green Gardener Pilot-Program Training Report."

If and when the City hires outside pest control operators, they will be invited to attend IPM training.



CITY OF MENLO PARK
INTEGRATED PEST MANAGEMENT PLAN

FEBRUARY 1998

TABLE OF CONTENTS

Introduction.....	3
Goals and city policies.	
1. General goals	5
2. Operational goals.....	7
Implementation Structure.....	8
Personnel responsible for the implementation of the IPM plan	9
Guidelines to develop Pest Management strategies (Plans)	10
Procedure to implement a pest management measure	
1. Monitoring.....	13
2. Action thresholds	13
3. Apply appropriate Management measure	13
A. Pest Management Recommendation.....	13
B. Public notification.....	14
1. Media and neighborhood notification.....	14
2. Signs	14
Buildings.....	14
Parks and other landscaped areas.....	17
Median strips and roadsides.....	19
Fire hydrants	19
3. Dye markers	21
C. Pesticide purchasing.....	21
D. Pesticide and Pesticide container disposal	21
E. Record keeping.....	21
F. Evaluation.....	22
Training and certification	22
Public Outreach	23
Use reports	
1. Monthly reports	23
2. Yearly reports	23

SPECIFIC IPM PLANS

1. Fire Hydrants – Office of Parks and Trees.....	25
2. Office of Parks and Trees IPM Plan for Buildings	28
3. Office of Parks and Trees IPM Plan for Parks, Median Strips & Other Outdoor Facilities	35
4. Office of Public Works IPM plan	45

CITY OF MENLO PARK INTEGRATED PEST MANAGEMENT PLAN

INTRODUCTION

The mission of The Division of Maintenance of the City of Menlo Park ("DIVISION") is to provide safe, enjoyable and aesthetically pleasing environments for the residents and visitors of Menlo park. The DIVISION recognizes the importance of dealing with unwanted animals and plants (pests) in those environments following ecologically, esthetically and economically balanced approaches .

Therefore, the DIVISION has decided to address all pest situations in the parks and city properties following the guidelines of Integrated Pest Management or IPM.

INTEGRATED PEST MANAGEMENT POLICY STATEMENT

A. INTEGRATED PEST MANAGEMENT: DEFINITION

The policy of The DIVISION with regards to situations caused by unwanted animals and plants (pests), is to follow the principles of Integrated Pest Management (IPM). The IPM concept to be followed by the DIVISION, is based mostly on one provided by the University of California, State Wide Integrated Pest Management Project (Division of Agriculture and Natural Resources U. C. IPM Publication 12, 1991):

"Integrated Pest Management, is a pest management strategy that focuses on long-term prevention or suppression of pest problems with minimum impact on human health, the environment, and non-target organisms. Preferred pest management techniques include encouraging natural biological control, using alternate plant species or varieties that resist pests, selecting pesticides with a lower toxicity to humans or non-target organisms; adoption of cultivating, pruning, fertilizing, or irrigation practices that reduce pest problems; or changing the habitat to make it incompatible with pest development.

Broad spectrum pesticides are used as a last resort when careful monitoring indicates they are needed according to preestablished guidelines. When treatments are necessary, the least toxic and most target-specific pesticides are chosen.

The IPM definition that we have adopted differs from the IPM definition that appears in the U. C. IPM project publication , mentioned above, in that the definition provided by the U. C. IPM program considers in some instances, the use of broad spectrum pesticides. The IPM policy of the DIVISION does not include the use of broad spectrum pesticides.

Before adopting the above definition of IPM, The DIVISION considered other IPM definitions proposed by several agencies and institutions. Some of the definitions reviewed were:

1. D. R. Bottrell. 1979. Council of Environmental Quality. Integrated Pest Management. Superintendent of Documents. U. S. Government Printing Office. Washington, D. C. 20402.
2. Anonymous. 1993. Pest Control in the School Environment. United States Environmental Protection Agency, Office of Pesticide Programs (H7506C). EPA 735-F-93-012.
3. Olkowski. W. , H. Olkowski and S. Daar. 1992. What is IPM. Bio-Integral Resource Center (BIRC). Berkeley, CA.

B. IPM POLICY EVOLUTION AND UPDATE

The DIVISION, recognizes that the field of pest management is constantly evolving. Therefore, the DIVISION will review the IPM plan every year. This revision will be done to incorporate changes that are needed in light of evolution on pest management concepts and specific situations at Menlo Park. The goal of the DIVISION is to have a pest management plan and policy that reflect the best approaches to pest management.

For example, the DIVISION acknowledges the concept " Ecologically Based Pest Management ("EBPM") " recently proposed by the National Research Council to be used to ecologically deal with pest situations (Anonymous. 1996. Ecologically Based Pest Management. National Research Council. National Academy of Sciences Press. 2101. Constitution Avenue, N. W. Washington D. C. 20418). The EBPM concept is proposed as an improvement of the IPM concept. The DIVISION follows the development and applicability of the EBPM concept and if appropriate, will fully adopt it . The DIVISION has prepared this IPM plan following ecological principles and believes that this IPM plan can be converted into an EBPM if desired.

GOALS AND CITY POLICIES FOR THE INTEGRATED PEST MANAGEMENT PROGRAM

GENERAL GOALS

1. The pest Management program of the City of Menlo Park is based on the IPM principles. Thus, the pest Management program of the City of Menlo Park is primarily based on minimal, or no use, of synthetic chemical pesticides. Emphasis will be given to biological and environmental measures to manage pests. Synthetic chemical pesticides, will not be used when an effective alternative is available.
2. THE DIVISION WILL REVIEW THIS PLAN EVERY YEAR. FOR THE REVIEW, THE DIVISION WILL OBTAIN INPUT FROM AN IPM ADVISORY COMMITTEE THAT WILL BE SET UP BY THE DIVISION.]
3. The DIVISION will train its employees on pest management methods that fit the IPM philosophy. This training will be achieved with in-house or outside resources.
4. The DIVISION will have outreach programs to keep citizens informed about the pest management program followed by the DIVISION and to make the citizens of Menlo Park more aware of the role of organisms in the Menlo Park ecosystem.
5. When it is determined that a pesticide is necessary, the least hazardous pesticide available that will provide and adequate level of control will be used.
6. Only pesticides that are approved and registered with the Environmental Protection Agency and by the State of California will be used.
7. All federal and state laws that pertain to the safe use of pesticides will be adhered to.
8. Pesticides, when used, will be applied following the instructions in their label. This includes instructions on:
 - A. Proper mixing procedures.
 - B. The proper use of the pesticide.
 - C. The proper disposal of empty containers and any unused material.
9. Only category 2, 3, and 4 pesticides will be used. Category 1 pesticides are considered the most toxic; category 4 pesticides are considered the least toxic.

10. Pesticides that are designed by the State of California as Restricted Pesticides will only be used when a non-restricted pesticide will not provide an acceptable level of pest management. Restricted pesticides are pesticides that present a particular hazard, so the State of California requires a special permit to use them.

City employees must only use pesticides approved and provided by the city for pest management operations conducted by the city.

11. Employees will receive training in the proper use of a pesticide before they can use that pesticide. This specific training will be conducted on an annual basis, and will be part of the state mandated annual training on the safe and effective use of pesticides that all employees who use pesticides are required to participate in.

12. For pest management actions that take place in parks, median strips, rights-of-ways, and any other area that is considered an agricultural use by the State of California, a pest Control recommendation will be prepared by a Pest Control Adviser who is licensed by the State of California.

13. Only city employees who have a current Qualified Applicator Certificate will apply pesticides.

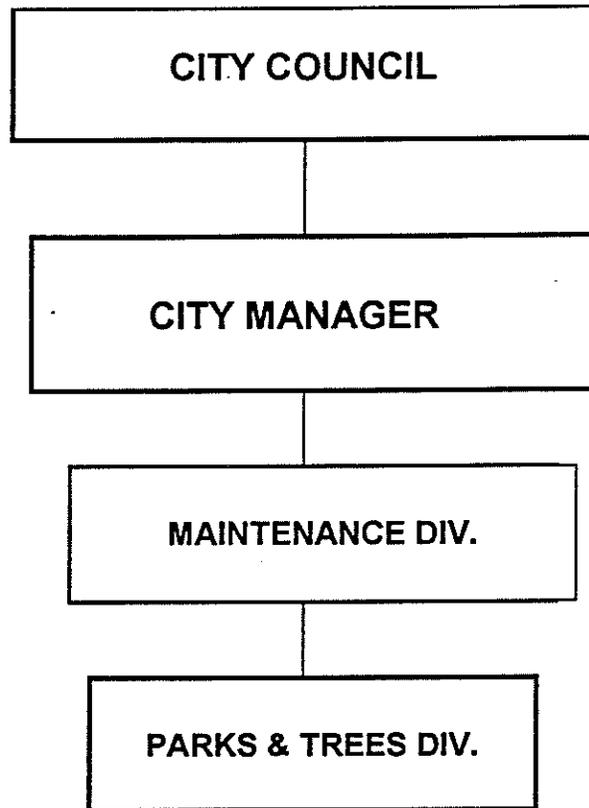
If contractors are used to apply pesticides, they must be licensed by the State of California as Pest Control Operators. State law requires that employee's of these companies be properly trained in the use of pesticides.

OPERATIONAL GOALS:

These goals will be further defined, as specific pest situations are identified and management options defined.

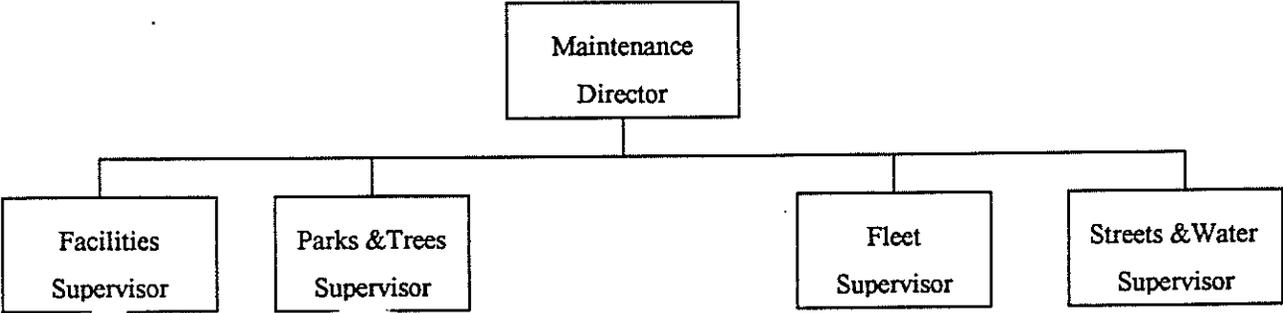
1. To reduce pesticide use, a target reduction of _____% during _____ has been established. The basis for monitoring pesticide usage will be based on active and inert ingredients and adjutants .
2. The DIVISION WILL START developing specific IPM PLANS for various localities in the city based on pest detection.

IMPLEMENTATION STRUCTURE



**PERSONNEL RESPONSIBLE FOR THE IMPLEMENTATION OF THE
INTEGRATED PEST MANAGEMENT PLAN**

By direction of the Maintenance Director the Parks and Trees Supervisor will be responsible for the implementation of the integrated Pest Management Plan.



GUIDELINES TO DEVELOP PEST MANAGEMENT STRATEGIES

SUMMARY: This section provides the general guidelines to develop and implement the IPM plan. Before pest management operations can be conducted against any pest, an "SPECIF IPM PEST MANAGEMENT STRATEGY" must exist for that pest. This strategy will specify:

1. The pest to be controlled, including proper identification
2. The location
3. The host (if applicable), the plant or habitat infested .
4. Action thresholds
5. Approved methods of management.

If an applicable management strategy does not exist one must be developed on a case by case basis.

PROCESS TO DEVELOP SPECIFIC PEST MANAGEMENT STRATEGIES

Each specific pest management strategy will contain:

1. Pest Identification:

The pest should be identified as specifically as is reasonable. Scientific and common names are acceptable, but if scientific names are used common names, accepted by the pest management community, should also be noted to make the strategy as understandable as possible. As an example, identifying the pest as Pacific Flathead Borer is preferable to identifying it as "borer" , and the scientific name (Chrysobothris malis) should be included for completeness.

2. The Location:

The location where the pest was found, should also be identified as specifically as is reasonable. It should either specify a location by name or by type of facility. Some examples would be, Burgess Park, parking lot A .[THERE WILL BE AN EFFORT TO STORE THE LOCATION IN A COMPUTERIZED SYSTEM TO ALLOW QUICK RETRIEVAL AND FOR HISTORICAL ANALYSIS TO ASCERTAIN PATTERN OF PEST OCCURRENCE AND PESTICIDE USE. AS RESOURCES ALLOW IT, INFORMATION WILL BE STORED BASED IN GEOGRAPHIC INFORMATION SYSTEM FORMAT]

3. The Host (if applicable):

The host is the organism from where the pests is obtaining nourishment. An example of a host would be oaks for aphids.

4. Action Thresholds:

An action threshold is an observable condition of the host, or population level, of the pest that must be reached before a pest management measure can be initiated. The action threshold is determined to initiate a pest management measure to keep the pest population below an injury level determined by the DIVISION. This injury level could be based on pest population numbers or host appearance (aesthetic injury level). The injury levels will be very habitat specific depending on many factors.

Thus, an organism, is only a problem if it causes a significant amount of damage or causes certain aesthetic appearance. For example certain number of aphids per shoot or leaf can be tolerated on some plants; however, if the number of aphids reaches a certain level (action threshold) that could indicate that the aphid population is going to reach an injury level (economic or aesthetic injury level), then the aphids might be considered a problem and a management measure may be applied

The action threshold should take into account the pests' natural population fluctuations, the pests' natural enemies, the time needed for the control measure to take effect, the weather, reactions of the public and other variables. To help develop these action thresholds, the DIVISION WILL adopt monitoring procedures to detect action thresholds. The DIVISION will utilize its knowledge of the ecosystem in Menlo Park and scientific resources available outside the DIVISION to adopt monitoring procedures and define action thresholds. One specific source of information will be the State Wide IPM program.

Typical action thresholds include:

- A. Determining a certain number of aphids per shoot of a tree at certain sampling dates.
- B. Determining certain level of honey dew droppings from aphids.
- C. Observing a specified amount of damage from a pest (e.g. 25 % defoliation of a tree).

5. Approved Management Actions:

Management actions will be implemented after a certain action threshold is reached. Therefore action thresholds will be determined for specific management measures. Approved management actions should only include those practices in which the benefits of that action outweigh any potential adverse affects. Adverse affects include the time and cost involved to perform the control action, inconvenience o the public, health and other environmental concerns, etc. If no measure can be found that meets this criteria, then the only approved measure should be "no action" until an acceptable management measure is developed.

It is advisable to have as many management options as possible to minimize or eliminate adverse affects from accumulating and the pest from becoming resistant to any one form of management. It also gives the most number of options to best meet any particular situation. All potential management options should be considered not just chemical ones. Non-chemical control methods include:

A. Cultural Practices:

Cultural practices are those, non-pesticide- based, measures, that are taken to alter the environment to be beneficial to the host, plant or habitat infested, and keep the pest from becoming a problem.

Cultural practices in a park include water and fertilizer management, pruning and mulching. A large number of pest problems can be avoided if proper sanitation practices are followed. For example proper waste disposal can reduce yellow jacket nuisance in parks.

B. Biological and Microbial Measures:

Biological control involves the use of living agents such as predators parasitoids and microbes to regulate pest populations. For example, egg parasitoids (Trichogramma spp), sometimes are released to manage population of defoliating insects. Another example of biological control is the use of goats to manage vegetation.

C. Mechanical Control:

Mechanical control involves physically removing the pests. For example, weed removal using mechanical weeders . Removing aphids using high pressure water spray is another example.

PROCEDURE TO IMPLEMENT A PEST MANAGEMENT MEASURE

1. **Monitoring:**

Monitoring is an integral part of any IPM plan. Since initiation of a pest management operation depends on determining when an action threshold is reached, monitoring of the environment is necessary to observe when it occurs. Monitoring and careful record keeping can also provide valuable data on the effectiveness of pest management actions and pest population fluctuations.

2. **Action Threshold Reached:**

When the selected action threshold is reached for a particular pest, the appropriated management measure can be applied. The measure is applied taking into consideration observations of the pest's environment and health of the host, plant or habitat infested. Modifications of the environment can help to deter pest problems. A healthful plant is less likely to be attacked by an insect than an unhealthy plant. Therefore proper pruning, fertilizing, watering and other cultural practices can help reduce the necessity of pest management measures. Some of these cultural measures can be included as approved methods of pest management.

3. Apply appropriate management measure:

A. **Pest Control Recommendation:**

Before any management measure is applied, it is necessary to determine if, according to State regulations, a Pest Control Recommendation (RECOMMENDATION) is necessary. For example, for management measures that take place in parks, golf courses, median strips, right-of-ways, and any other area that is considered an agricultural use by the State of California a RECOMMENDATION is required. This RECOMMENDATION is written by a Pest Control Advisor who is licensed by the State of California.

Currently, the Maintenance Division is the only department in the City that has a licensed Pest Control Advisor on staff. Therefore, the Maintenance Division will provide these recommendations to other departments as time and resources permit. It is the responsibility of the department requesting the recommendation that their recommendations are up to date, and that all information necessary to complete the recommendation is supplied to the Maintenance Division. It is also the requesting department's responsibility to ensure that all the procedures on the recommendation, on the label, and in applicable State and Federal laws are followed.

B. Public Notification:

To ensure that the public and city staff are aware of what pesticides are being used in their vicinity, the following public notification procedures must be followed by City staff and contractors performing pest control operations for the City.

There are two types of notification that can be required:

- 1 Public notification signs
2. Blue dye in liquid pesticides.

C. BUILDINGS

1. Signs shall be posted at least 24 hours prior to any pesticide application and shall remain posted for at least 24 hours after the application or until the re-entry period has elapsed (whichever is longer).
2. The signs shall:
 - A. be at least 8.5 inches by 11 inches.
 - B. be printed in black or white type on a red background.
 - C. Include the following information:
 - a. The date the pesticide will be applied
 - b. The location(s) within the building that is to be treated
 - c. The problem pest(s)
 - d. The pesticide(s) that is to be used
 - e. The re-entry period that is specified on the pesticide label
 - f. A phone number to call for information concerns.
 - D. Have the Material Safety Data Sheet (MSDS) for the pesticide(s) attached to the sign
 - E. Have the date and time added to the sign when the pesticide is applied.
3. The signs shall be posted at all entrances to the building

This page could be replaced by a sample(s) of the sign(s) that are approved and used when pesticide applications are made.

PARKS AND OTHER LANDSCAPED AREAS

When pest management operations will be conducted in a park, vacant lot, public path, or in the landscaped area surrounding City owned building, public notification signs will be posted as described below:

1. Signs shall be posted before the pesticide application is started, and shall remain posted for at least 24 hours after the application or until the re-entry.
2. The signs shall:
 - A. be at least 8.5 inches by 11 inches.
 - B. be printed in black or white type on a red background.
 - C. include the following information:
 - a. The date the pesticide will be applied.
 - b. Either i or ii:
 - i. The location(s) within the park that is to be treated.
 - ii. A notification that blue dye is in the pesticide to indicate there it has been applied
 - c. The problem pest(s)
 - d. The be pesticide(s) that is to be used
 - e. The re-entry period that is specified on the pesticide label
 - f. A phone number to call for information concerns.
3. The signs shall be posted adjacent to all sidewalks and paths that enter the park, and at any other location where people would normally enter the park. If only a portion of a park is being treated, only that portion of the park needs to be posted.

There are sample signs on the following pages. The first if for situations where blue dye is not used and the second is for situations where blue dye is used. They can be copied onto red paper, properly filled out, and used as a public notification sign.

[SAMPLE SIGNS HERE]

Median strips and Roadsides

When pest management measures will be conducted on median strips or roadsides, public notification signs will be posted as described below.

Signs are not required in most situations unless the pesticide label specifies that posting is required. However blue dye should be mixed with all liquid pesticides to indicate what areas have been sprayed.

If a walkway enters the area being treated, signs shall be posted as for parks.

APPLICATION

For Information Call

858-3490

3. **Dye Markers:**

All outdoor liquid pesticide applications will use a blue dye marker to indicate exactly where pesticide materials have been applied. [THE EXCEPTIONS TO THIS REQUIREMENT WOULD BE ON PLANT MATERIAL WHERE BLUE DYE WOULD SIGNIFICANTLY DETRACT FROM THE AESTHETICS OF THE PLANT MATERIAL.]

C. **Pesticide Purchasing:**

All purchasing of pesticides must be done with the approval of the applicable department's designated Officer. No other person should be authorized to approve the purchase of any pesticide. Employees are not to bring pesticides from home for use on city property. This includes pesticides that are packaged for home use.

D. **Pesticide and Pesticide Container Disposal:**

- a. Unused pesticides and empty pesticide containers will only be disposed of at disposal sites approved by the Director of Maintenance or his / her designee.
- b. All empty containers that previously contained concentrated liquid pesticides are to be triple rinsed before disposal. The rinse water is to be added to the spray tank as part of the water used to dilute the pesticide.
- c. All disposal procedures on the pesticide label and those required by law will be adhered to.

E. **Record Keeping:**

Records of all pesticide applications done by the DIVISION and contractors will be kept and stored at Maintenance Division. The records are to include:

- a. the date and time of the application
- b. the brand name of the pesticide
- c. the technical name of the pesticide
- d. Target organism (scientific and common name)
- e. Where the pesticide was purchased
- f. the amount of pesticide used
- g. the concentration of the pesticide used
- h. the name of the applicator or contractor
- i. the equipment used to apply the pesticide
- j. where the pesticide was applied
- k. when applicable, the size of the area treated

These records are to be entered and kept in a format that allows its storage and processing using computerized data bases. A form designed for this purpose will be designed by the DIVISION sent to the County Office of Environmental Health by the end of the month following the application?

By State law, records of this same information are required to be kept [on file?] for two years and a monthly summary is required to be sent to the County Agricultural Commissioner's Office / Environmental Health.

F. Evaluation:

As part of the regular monitoring program, the effectiveness of the treatment should be evaluated to help make future treatments more effective.

Training and Certification:

1. Pesticide Application:

All employees who apply pesticides will be required to receive annual training on the proper use of pesticides, and will receive specific training on the proper use of each type of pesticide they will use. An employee will not apply pesticides unless he or she has received this training.

Only City employees who have a current Qualified Pesticide Applicator Certificate will apply pesticides. The only exception to this will be the use of Roundup in 3 gallon tanks. Roundup when mixed and applied from 3 gallon tanks may be applied by city employees who have received annual training in its proper use.

To obtain a Qualified Pesticide Applicator Certificate, one has to pass a series of tests given by the State of California. Qualified Pesticide Applicator Certificate holders also have to complete 40 hours of additional training every 2 years.

If contractors are used to apply pesticides, they must be licensed by the State of California as Pest Control Operators. State law requires that employees of these companies be properly trained in each pesticide that they are to mix or apply.

2. **Pest Control Advisors:**

For control measures that take place in parks, golf courses, median strips, right-of-ways, and any other area that is considered an agricultural use by the State of California, a Pest Control Recommendation is required. This recommendation is written by a Pest Control Advisor who is licensed by the State of California. To be eligible for this license, one has to meet stringent educational requirements and pass a series of tests given by the State of California. To maintain this license, a Pest Control Advisor has to complete 40 hours of training every 2 years.

Public Outreach

As materials and resources become available, an effort will be made to provide the Citizens of Menlo Park with material to inform them about the IPM program of the DIVISION and with information to assist them to decide when to use pesticides, how to properly use pesticides if they are to be used, and how to understand the information on pesticide labels. This material will also include information on alternatives to pesticides and other pest control methods.

Use Reports

1. **Monthly Reports:**

The DIVISION will prepare a monthly report of all pesticides used by their respective departments and contractors. The report will list for each application:

- a. Date and time of the application
- b. Brand name of the pesticide
- c. Technical name of the pesticide
- d. Target organism (scientific and common name)
- e. Where the pesticide was purchased
- f. The amount of pesticide used
- g. Concentration of the pesticide used
- h. Name of the applicator or contractor
- i. Equipment used to apply the pesticide
- j. Where the pesticide was applied
- k. When applicable, the size of the area treated

This report is to be sent to [Director of Maintenance].

By State law, records of this same information are required to be kept on file for two years and a monthly summary is required to be sent to the County Agricultural Commissioner's Office for applications

2. **Yearly Reports:**

The DIVISION will use the monthly reports to prepare a report for the City Manager. This report will include:

- A. Detailed pesticide usage data. See page 23
- B. The reduction in pesticide use and how well the target of a specific pesticide use was reached.
- C. Discussions of methods being used to reduce pesticide usage by City departments
- D. An update of the IPM Plan.

This report will also be presented to the County Agricultural Commissioner's Office and the Environmental Beautification Commission for its comment and review.

City of Menlo Park
Fire Hydrants & Services
Integrated Pest Management Plan
February 1998

Persons Authorized to Perform Pest Control Activities

Only employees who have a current Qualified Pesticide Applicator Certificate will apply pesticides. City employees are not to bring pesticides from home for use on city property. This includes pesticides that are packaged.

Weeds Around Fire Hydrants in undeveloped areas of Menlo Park:

Location/Host	Action Threshold	Action
The area surrounding a fire hydrant that is: <ol style="list-style-type: none"> 1. 3' from the fire hydrant 2. Between the fire hydrant and the street 	50% of the area covered with weeds that are 1' or more in height	Spray the area with Roundup in accordance with the current Pest Control Recommendations or mechanically remove the weeds

In the hills of Menlo Park the area around fire hydrants needs to be kept relatively free of weeds. Weeds in this area can become large enough to obscure the hydrant from view, which makes it difficult to find and use when it is needed for fire control. Fire hydrants need to be visible from the street so fire crews can easily find them. The area around the fire hydrant also needs to be kept clear for proper operation of the hydrant. Weeds are primarily a problem in the hills area.

The areas around fire hydrants are not currently mulched. Hydrants that could benefit from mulch around them need to be identified and mulched as time and resources permit. Mulching helps to keep weed seeds from germinating, thus reducing the need for pesticide applications.

**INTEGRATED PEST MANAGEMENT
PLAN
FOR BUILDINGS**

TABLE OF CONTENTS

Implementation Structure	30
Persons authorized to perform pest control activities	30
General Principles	30
Arachnids	
Black Widow Spiders.....	31
Other Spiders	31
Insects	
Argentine Ants	32
Cockroaches	33
Fleas	33
Termites	34
Vertebrates	
Rats and Mice	34

PERSONS AUTHORIZED TO PERFORM PEST CONTROL ACTIVITIES:

The City uses contractors to apply pesticides for the control of pests in buildings. The contractors must be licensed by the State of California as Pest Control Operators. State law requires that employees of these companies be properly trained in each pesticide that they are to mix or apply.

City employees are not to bring pesticides from home for use on city property. This includes pesticides that are packaged for home use.

GENERAL PRINCIPLES:

Buildings are not a natural habitat for pests, but they can provide attractive places for pests to live. Buildings can be made less attractive with proper sanitation and building maintenance.

1. Exclusion:

Crack and crevices that pests can enter should be caulked or repaired. Window screens should be kept in good condition to keep out flying insects. These insects can be pests themselves, but they also provide food for spiders.

Pests can be unknowingly be brought into buildings by people. Potted plants, cut flowers, and other [such] material should be inspected for insects or spiders.

2. Sanitation:

Food should be properly stored and disposed of. Spills should be promptly cleaned up to prevent them from becoming food for pests. The areas around stoves, sinks, refrigerators and other areas used for food preparation or consumption need to be kept clean. Garbage containers that are used to dispose of empty food containers or uneaten food need to be emptied frequently and provided with tight fitting lids. The area around dumpsters should be kept clean and the lids should be kept closed.

ARACHNIDS

Black Widow Spiders

Location/Host	Action Threshold	Action
Inside buildings	Whenever black widow spider are identified	Apply an acaricide to the spider or its web.

It is unlikely that black widow spiders will be encountered. They are only found in dark locations. If a black widow is found, it is acceptable to use an acaricide. To be effective the acaricide must be applied directly to the spider or its web.

Other Spiders

Location/Host	Action Threshold	Action
Inside buildings	Whenever spiders or webs are observed	Vacuum the spider and its web

Most spiders are harmless to people and are often beneficial, but they need to be controlled because their webs can be a nuisance and many people have an aversion to spiders. Pesticides are not usually necessary to control spiders. In most situations mechanical removal and proper sanitation and building maintenance will keep them under control.

INSECTS

Argentine Ants

Location/Host	Action Threshold	Action
Food Preparation and Storage areas	Whenever ants are observed	Wipe up ants with soapy water and/or use insecticide bait.
	A definable trail is observed	Treat building's foundation, surrounding sidewalk cracks, and crawl space with an insecticide. If possible, only treat near food preparation areas.
Other Areas	A definable trail is observed.	Wipe up ants with soapy water and/or use insecticide bait.
	More than one definable trail is observed	Treat foundation, sidewalk cracks, and crawl space under building with an insecticide. If possible, treat only areas near the ant trails.

Insecticides used indoors do not provide long term control. Insecticide bait is taken to the nest, where it can be more effective. Soapy water can be used to get rid of ants that are an immediate problem.

Insecticides can be used outside of the building to provide a barrier to ant invasions. The foundation, cracks in pavement surrounding buildings, and the crawl space that is under some buildings are areas where an insecticide can help control ants. If ants are only a problem in a portion of a building, it may be possible to treat only the part of the building that is near the problem area.

Cockroaches

Location/Host	Action Threshold	Action
Food preparation and Storage Areas	2 Cockroaches in any sticky trap	Use insecticide bait or treat with an insecticide
Other Areas	5 Cockroaches in any sticky trap	Use insecticide bait or treat with insecticide

To determine when control of cockroaches is warranted, a system of monitoring is necessary. In areas where cockroaches are a known or suspected problem, sticky traps need to be put out to evaluate the problem. After 24-48 hours, if the number of cockroaches in any trap reaches the action threshold, either the use of insecticide bait or treatment of the area with an insecticide is warranted.

Fleas

Location/Host	Action Threshold	Action
Carpeted Floors	When Fleas are found	Vacuum the area weekly or more frequently
	2 weeks after initially spotting fleas, and carpet has been vacuumed at least 3 times	Apply insecticide

Vacuuming is effective in controlling adult fleas, but larvae are resistant to being picked up by the vacuum. Therefore, vacuuming must be repeated frequently. Fleas can survive in the vacuum bag, so the vacuum bag should be disposed of in a sealed plastic bag.

Termites

Location/Host	Action Threshold	Action
Wooden parts of buildings	When evidence of termite activity is observed	Replace damaged wood and treat with an insecticide

Rats and Mice VERTEBRATES

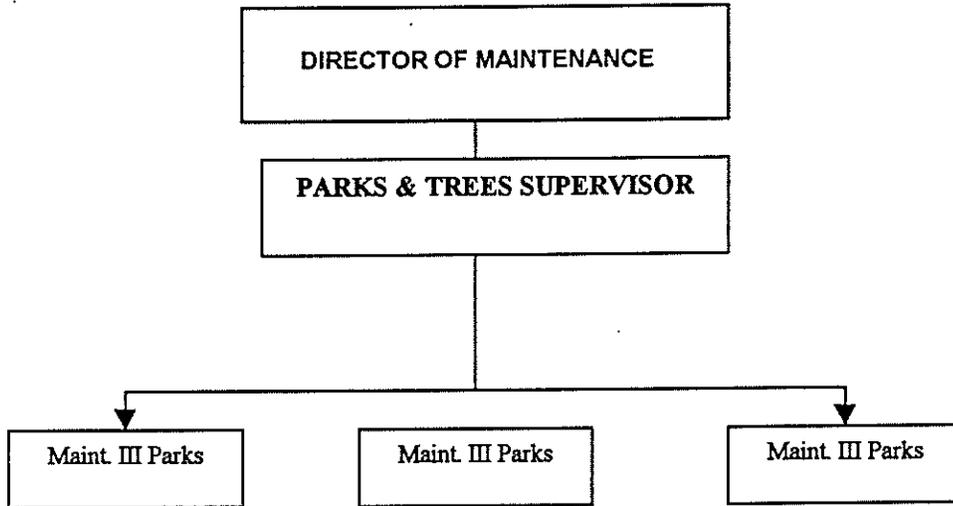
Location/Host	Action Threshold	Action
Inside buildings	Whenever evidence of rats or mice is observed	Put out bait stations in the affected areas

**INTEGRATED PEST
MANAGEMENT PLAN FOR
PARKS, MEDIAN STRIPS
AND OTHER
OUTDOOR FACILITIES**

TABLE OF CONTENTS

IMPLEMENTATION STRUCTURE	37
PERSONS AUTHORIZED TO PERFORM PEST CONTROL ACTIVITIES.....	38
PLANTS:	
Broadleaf Weeds in Turf	39
Weeds in Mulched Bare Areas	39
Weeds in Unmulched Bare Areas	40
Turf Edges.....	40
Weeds Around Sprinkler Heads	41
Weeds in Paths and Roads	41
ARACHNIDS	
Mites	43
INSECTS.	
Wasps and bees.....	43
Sucking Insects.....	44
VERTEBRATES	
Gophers and ground squirrels	44
Rats and Mice.....	44

IMPLEMENTATION STRUCTURE



PERSONS AUTHORIZED TO PERFORM PEST CONTROL ACTIVITIES

Only City Employees who have a current Qualified Pesticide Applicator Certificate will apply pesticides. The only exception to this will be the use of Roundup in 3 gallon tanks. Roundup when mixed and applied from 3 gallon tanks may be applied by city employees who have received annual training in its proper use.

City employees are not to bring pesticides from home for use on city property. This includes pesticides that are packaged for home use.

For pest control measures that take place in parks, golf courses, median strips, right-of-ways and any other area that is considered an agricultural use by the State of California, a Pest Control Recommendation is required. If this Recommendation is not in effect for the planned method of control, a new Recommendation must be acquired from the Parks and Trees Supervisor in charge of Integrated Pest Management.

Broadleaf Weeds in Turf

Location/Host	Action Threshold	Action
Athletic Fields	Weeds cover 10% of the green	Spray the field with a selective herbicide in accordance with the current Pest Control Recommendation
Newly Established Turf	Weeds cover 7% of the green	Spray the turf with a selective herbicide in accordance with the current Pest Control Recommendation
Other Turf	Weeds cover 25% of the green	Spray the turf with a selective herbicide in accordance with the current Pest Control Recommendation

Weeds in Mulched Bare Areas

Location/Host	Action Threshold	Action
Median strips and other areas kept bare of vegetation	Mulch is less than 4 ' thick	Replenish mulch to 6" or greater depth
	Weeds cover 5% of the surface of the ground	Spray the weeds with Roundup in accordance with the current Pest Control Recommendation, or mechanically remove weeds.

Weeds in median strips and other areas that are devoid of desirable vegetation need to be kept relatively free of weeds. Weeds contribute to the impression that the area is unkempt which is not in accordance with the city's policy of maintaining a clean and aesthetically pleasing city.

Weeds in Unmulched Bare Areas

Location/Host	Action Threshold	Action
Median strips and other areas kept bare of vegetation	Fall and Spring: Weeds cover 1% of the surface of the ground	Spray the area with a preemergent herbicide in accordance with the current Pest Control Recommendation
	Weeds cover 5% of the surface of the ground	Spray the weeds with Roundup in accordance with the current Pest Control Recommendation, or mechanically remove weeds.

Weeds in median strips and other areas that are devoid of desirable vegetation need to be kept relatively free of weeds. Weeds contribute to the impression that the area is unkempt which is not in accordance with the city's policy of maintaining a clean and aesthetically pleasing city.

There are some areas that are not currently mulched but could be. These areas should be mulched as time and resources permit. Mulching helps to keep weed seeds from germinating, thus reducing the need for pesticides.

Turf Edges

Location/Host	Action Threshold	Action
Turf edges		
Edges that can be edged with a mechanical edger	Grass is growing from [out beyond?] edge by 1"	Use a mechanical edger to maintain the edge
Edges that cannot be edged with a mechanical edger.	Grass is growing out from edge by 3"	Spray the encroaching grass with Roundup in accordance with the current Pest Control Recommendation or remove by mechanical means

Turf edges that are overgrown are unsightly and can interfere with the activities of the adjoining area. Encroaching grass can decrease the width of a path, make valve covers and other access covers hard to open, or can hide them altogether.

Weeds Around Sprinkler Heads

Location/Host	Action Threshold	Action
3" band around irrigation heads	Weeds (including grass) growing beyond edge at least 1" or interfering with the sprinkler.	Spray the 3" band with Roundup in accordance with the current Pest Control Recommendation, or remove by mechanical means

Weeds (including grass) are a constant problem around sprinkler heads. They interfere with the proper operation of the heads by not allowing the heads to pop up, the operating mechanism is stopped from moving, or the stream of water is obstructed. This results in the inadequate watering of the turf.

To combat this problem a 2" -3" band around sprinkler heads is kept free of weeds and encroaching grass.

Weeds in Paths and Roads

Location/Host	Action Threshold	Action
Cracks in paved paths and roads (asphalt or concrete)	Weeds cover 5% of the surface area	Spot spray with Roundup in accordance with the current Pest Control Recommendation, or remove by mechanical means
	Weeds are observed and Roundup is being used in adjacent areas.	Spot spray with Roundup in accordance with the current Pest Control Recommendation,
Unpaved paths ((e.g. crushed rock)	Weeds cover 5% of the surface area	Spot spray with Roundup in accordance with the current Pest Control Recommendation, or remove by mechanical means

ARACHNIDS

Mites

Location/Host	Action Threshold	Action
Parks	Spring and early summer:	Spray in accordance with the current Pest Control Recommendation

INSECTS

Hornets and Wasps

Location/Host	Action Threshold	Action
All areas maintained by the Parks Division	Whenever a nest is observed within 10' of the ground	Destroy the nest by mechanical means or with a pesticide in accordance with the current Pest Control Recommendation
	Whenever a nest is observed on a building	Destroy the nest by mechanical means or with a pesticide in accordance with the current Pest Control Recommendation

Bees

Location/Host	Action Threshold	Action
All areas maintained by the Horticulture Section	Whenever a hive is observed within 10' of the ground	Contact one of the beekeepers on file and have them remove the hive.
	Whenever a hive is observed on a building	Contact one of the beekeepers on file and have them remove the hive.

Even though bees are beneficial in the pollination of flowers, they must be controlled due to the hazard they present. Their sting is quite painful to most people and can be life-threatening to others. Since these are colonial insects, they are concentrated in their nests. This makes the nest both the focal point of the hazard and the ideal point of control. Nests that are within 10' of the ground or on a building pose the greatest hazard to the public. There are local beekeepers who will remove hives for a fee. Use of this service allows us to control this pest without the use of pesticides.

Sucking Insects

Location/Host	Action Threshold	Action
Parks	25% of foliage with symptoms from sucking insects or mites	Use a pesticide in accordance with the current Pest Control Recommendation

VERTEBRATES

Gophers and Ground Squirrels

Location/Host	Action Threshold	Action
Trafficked areas and areas that surround them (e.g. athletic fields and lawns)	1 hole in an area of any size	Use poison bait or traps in accordance with the current Pest Control Recommendation

The holes created by gophers and ground squirrels create an extreme tripping hazard to park users in trafficked areas. For this reason, Park Services has a zero tolerance level for these pests in areas that the public will be walking or playing on. This same threshold is used for the surrounding area because these pests are very mobile and would soon be in the trafficked areas.

RATS AND MICE

Location	Action Threshold	Action
All outdoor areas maintained by the Office of Parks and Recreation	Whenever a rat or mouse is observed	Use poison bait or traps in accordance with the current Pest Control Recommendation

PERSONS AUTHORIZED TO PERFORM PEST CONTROL ACTIVITIES

Only employees who have a current Qualified Pesticide Applicator Certificate will apply pesticides. City employees are not to bring pesticides from home for use on city property. This includes pesticides that are packaged for home use.

SHARON PARK LAKE AND BURGESS LAKE

<u>LOCATION/HOST</u>	<u>ACTION THRESHOLD</u>	<u>ACTION</u>
Shallow water shelf around Lakes	When algae has grown to the extent that it is ready to mat up	Treat the algae with an algacide and/or mechanically remove the algae

The shallow water around the edge promotes the growth of algae. When the algae decomposes it creates an obnoxious smell and an eyesore that greatly detracts from the beauty of the lake. To combat this problem, the amount of algae in the lake needs to be kept down to a level where it will not produce an undesirable smell.

Section 10 - Provision C.10 Trash Load Reduction

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

(For FY 10-11 Annual Report only) Provide description of actions/tasks initiated/conducted/completed in developing a Short-Term Trash Loading Reduction Plan (due February 1, 2012).

Description:

Not required for this Annual Report.

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

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

Description:

A summary of the Countywide Program's accomplishments for this sub-provision are included within the C.10 Trash Load Reduction section of Program's FY 09-10 Annual Report.

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

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

Description:

A summary of Program accomplishments for this sub-provision are included within the C.10 Trash Load Reduction section of the Countywide Program's FY 09-10 Annual Report." Staff participated at the San Francisco Estuary Partnership's Vendor Fair and meeting on May 4, 21010.

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

(For FY 10-11 Annual Report and Each Annual Report Thereafter) Provide volume of material removed from each Trash Hot Spot cleanup, and the dominant types of trash (e.g., glass, plastics, paper) removed and their sources to the extent possible. Provide required photo documentation.

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

Trash Hot Spot	Cleanup Date	Volume of Material Removed	Dominant Type of Trash	Trash Sources (where possible)
Reach of San Francisquito Creek - Designated and reported to Water Board	Planned for September, 2010	n/a	n/a	n/a
San Francisquito Creek	5/15/2010	Unknown (Recorded by City of Palo Alto)	Unknown (Recorded by City of Palo Alto)	Unknown (Recorded by City of Palo Alto)

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

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

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

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

Type of Trash Load Reduction Action	Date of First Implementation	Level of Implementation (specify if level was increased after MRP adoption)	Total Trash Load Removed by Action	Dominant Types of Trash Removed by Action
<p>Not all trash load reduction actions were tracked by 'loads removed' this fiscal year. Once the Trash Load Reduction Tracking Method is developed (see Provision C.10.a.ii), trash loads removed will be estimated for each load reduction action (as feasible).</p>				
Special event garbage and recycling service at Sunset Celebration,	Seven to eight years ago.	no	21.67 tons	Food waste, cardboard, mixed paper, pallets, bottles, cans, food wrappers 8.97 tons = Recycling 12.7 tons = Garbage
Special event garbage and recycling service at one Block Party	Several years ago.	no	1.08 tons	0.58 tons = Recycling & food waste 0.50 tons = Garbage
One hazardous waste events in Menlo Park: May 8, 2010	Several years ago	no	Unknown	Batteries, oil, oil filters, paint
Menlo Park residents were allowed one on-call clean-up.	Many years ago.	no	112.93 tons MSN	Not recorded
Batteries and cell phones were picked up curbside from	Two or three	no	2.94 tons	Nickel-cadmium and alkaline

FY 2009-2010 Annual Report
Permittee Name: City of Menlo Park

C.10 – Trash Load Reduction

residential homes.	years ago			batteries and cell phones
Batteries were collected at drop-off locations throughout the community. (library, community center, child development center).	Six or seven years ago.	No	Unknown – the batteries were recycled with the City's other hazardous and universal waste	Nickel-cadmium and alkaline batteries
Menlo Park staff creek clean-up in cooperation with neighboring City of Palo Alto.	May 15, 2010	yes	Unknown (Recorded by City of Palo Alto)	Unknown (Recorded by City of Palo Alto)
Single stream recycling began for commercial customers.	July 1, 2010	no	Unknown	Unknown

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).

Mercury recycling efforts are conducted by the San Mateo County HHW Program. A summary of SMCWPPP's accomplishments for this provision is included within the C.11 Mercury Controls section of the Countywide Program's FY 09-10 Annual Report and/or the BASMAA Regional POC Report.

C.11.a.ii ► Mercury Collection

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

Amount collected:

A summary of SMCWPPP's accomplishments for this provision is included within the C.11 Mercury Controls section of the Countywide Program's FY 09-10 Annual Report and/or the BASMAA Regional POC Report.

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

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

Summary

[A summary of SMCWPPP's accomplishments for these provisions is included within the C.11 Mercury Controls section of the Countywide Program's FY 09-10 Annual Report and/or the BASMAA Regional POC Report.](#)

Section 12 - Provision C.12 PCBs Controls

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

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

Description:

In FY 09-10, inspector training materials were developed through in-kind contributions of SMCWPPP and SCVURPPP to BASMAA. Training materials can be found in the BASMAA Regional POC Report. As noted in section C.4.d.ii, above, intern inspectors were trained on identification of PCBs and PCB-containing equipment.

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:

Not required for this Annual Report.

- 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 Program accomplishments for these sub-provisions are included within the C.12 PCB Controls section of the Countywide Program's FY 09-10 Annual Report and/or the BASMAA Regional POC Report.](#)

Section 13 - Provision C.13 Copper Controls

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

(For FY 10-11 Annual Report only) Do you have adequate legal authority to prohibit discharge of wastewater to storm drains generated from the installation, cleaning, treating, and washing of the surface of copper architectural features, including copper roofs to storm drains?

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

[Not required for this Annual Report.](#)

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

(For FY10-11 Annual Report only) Do you have adequate legal authority to prohibit discharges to storm drains from pools, spas, and fountains that contain copper-based chemicals?

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

[Not required for this Annual Report.](#)

C.13.c ► Vehicle Brake Pads

Reported in a separate regional report.
[A summary of SMCWPPP's participation with the Brake Pad Partnership \(BPP\) is included within the C.13 Copper Controls section of the Countywide Program's FY 09-10 Annual Report and/or the BASMAA Regional POC Report.](#)

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

List below or attach annotated lists or tables from your Industrial and Commercial Site Controls portion of this report, that highlight copper reduction results among the facilities identified as potential users or sources of copper, facilities inspected, and BMPs addressed. For FY09-10 describe below or highlight in the C.4 Evaluation portion (if provided) of this report the steps taken to revise your program to meet new data tracking and reporting requirements for implementation levels described in C.13.d.ii.

Summary
[In FY 09-10, inspector training materials were developed through in-kind contributions of SMCWPPP and SCVURPPP to BASMAA. Training materials can be found in the BASMAA Regional POC Report. Below is a list of potential copper users or sources of copper discharge. The City expects to](#)

Permittee Name: City of Menlo Park

incorporate this requirement by the end of the calendar year.

Business		Address Street
Menlo Park Public Works	333	Burgess
SMCO THHW	333	Burgess
Fire Station No. 77	1467	Chilco
Menlo Park Gas and Diesel	275	El Camino Real
Planet Auto Repair	301	El Camino Real
Shell Station	495	El Camino Real
Hudson Auto Care	495	El Camino Real
McDonalds	1100	El Camino Real
Auto Dynamics	1279	El Camino Real
Menlo Atherton Shell	1400	El Camino Real
Ducky's Car Wash	1436	El Camino Real
Menlo Redwood Auto Service	3549	Haven
100% Hand Car Wash	701	Marsh
Menlo Park Valero Marsh Rd	743	Marsh
Marsh Road Chevron	1110	Marsh
Menlo Smog	1110	Marsh
Fire Station No. 1	300	Middle Field
US Geological Survey	345	Middle Field
Menlo Park Foster Freeze	580	Oak Grove
Western Allied Mechanical	1180	O'Brien
Sharon Heights Shell Service	125	Sharon Park
Willow Cove Gas	500	Willow
Oil Changer No.611	944	Willow
Jack in the Box	1401	Willow
AutoVision	967	Hamilton Ave
Willow Garage	68	Willow Rd

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

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

Summary

A summary of SMCWPPP's efforts (i.e., participation in RMP committee and work group meetings) to develop regional studies to reduce copper pollutant impact uncertainties is included within the C.13 Copper Controls section of the Countywide Program's FY 09-10 Annual Report and/or BASMAA Regional POC Report.

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

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

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

Summary

A summary of SMCWPPP's efforts (i.e., participation in RMP committee and work group meetings) to develop a Control Program for PBDEs, Legacy Pesticides and Selenium is included within the C.14 PBDE, Legacy Pesticides and Selenium section of the Countywide Program's FY 09-10 Annual Report and/or BASMAA Regional POC Report.

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

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

Is your agency a water purveyor?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If No , skip to C.15.b.vi.(2):				
If Yes , Complete the attached reporting tables or attach your own table with the same information. Describe program highlights below. For FY 09-10 only, describe steps taken to revise your program to meet new monitoring, data tracking and reporting requirements.				
Summary: Data was not recorded until after this reporting period ended. Water supervisor is now recording all data connected with planned and unplanned discharges immediately after it occurs. A new water quality technician will begin work on August 23 and will incorporate this water sampling into his regular duties.				

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: <ul style="list-style-type: none"> • Promote conservation programs • Promote outreach for less toxic pest control and landscape management • Promote use of drought tolerant and native vegetation • Promote outreach messages to encourage appropriate watering/irrigation practices • Implement Illicit Discharge Enforcement Response Plan for ongoing, large volume landscape irrigation runoff.
Summary: The City is promoting water conservation with water bill inserts, website information and by adopting a new water efficient landscape ordinance similar to the State Model Ordinance. Staff also participates in the Countywide Program's public outreach efforts, the Parks Maintenance and IPM Work Group.

C.15.b.iii.(1) ► Planned Discharges of the Potable Water System

Site/ Location	Discharge Type	Receiving Waterbody(ies)	Date of Discharge	Duration of Discharge (military time)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/day)	Chlorine Residual (mg/L)	pH (standard units)	Discharge Turbidity ¹ (NTU)	Implemented BMPs & Corrective Actions
Sandhill Rd. Res. #2	Planned	Creek	5/19-5/20/2010	48 hrs.	795,000	400,000	.04	7	n/a	Dechlor Tablets
422 Concord Dr.	Planned	Storm Drain	8/4/2010	15 Min.	3600	N/A	.02	9.1	n/a	Dechlor Tabs
420 Shirley Wy.	Planned	Storm Drain	8/4/2010	15 min.	3000	N/A	.02	9.1	n/a	Dechlor Tabs
Commonwealth Dr.Hyd.C11	Planned	Storm Drain	8/6/10	5 Min.	4000	800 g.p.m.	.01	9.1	n/a	Dechlor Tabs
Commonwealth Dr. Hyd. C11	Planned	Storm Drain	8/10/10	5 Min.	4000	800 g.p.m.	.01	9.1	n/a	Dechlor Tabs

Notes:

¹ Monitor the receiving water for turbidity if necessary and feasible. Include data in this column if available.

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

Site/ Location	Discharge Type	Receiving Waterbody(ies)	Date of Discharge	Discharge Duration (military time)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/day)	Chlorine Residual ² (mg/L)	pH ² (standard units)	Discharge Turbidity (Visual) ²	Implemented BMPs & Corrective Actions	Time of discharge discovery	Regulatory Agency Notification Time ⁴	Inspector arrival time	Responding crew arrival time
There were no unplanned discharges that entered the City's storm drain system, creeks or the Bay.														

Notes:

1. This table contains all of the unplanned discharges that occurred in this FY.
2. 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.
4. 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.