

LOSALTOS HILLS



CALIFORNIA

September 9, 2010

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

Subject: Town of Los Altos Hills  
FY 2009-2010 Annual Report

Dear Mr. Wolfe:

This letter and Annual Report with attachments is submitted by Town of Los Altos Hills pursuant to Permit Provision C.16.a of the Municipal Regional Stormwater NPDES Permit (MRP), Order R2-2009-0074, NPDES Permit No CAS612008 issued by the San Francisco Bay Regional Water Quality Control Board. The Annual Report provides documentation of activities conducted during FY 2009-2010 and consists of the following:

- A. Certification Statement
- B. Annual Report Form
  - Table of Contents
  - Completed Annual Report Form: Sections 1-15
- C. Appendix
  - Integrated Pest Management Policy

Please contact Richard Chiu at (650) 941-7222 ext. 228 regarding any questions or concerns.

Very truly yours,

A handwritten signature in black ink that reads "Richard Chiu". The signature is written in a cursive, flowing style.

Richard Chiu  
Public Works Director

26379 Fremont Road  
Los Altos Hills  
California 94022  
650 / 941 - 7222  
Fax 650/941-3160

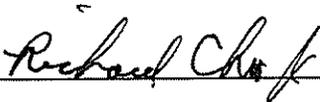
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**TOWN OF LOS ALTOS HILLS  
FY 2009-2010 ANNUAL REPORT**

**Certification Statement**

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

**Signature by Duly Authorized Representative:**

 9-9-10

Richard Chiu  
Public Works Director

Date

**FY 2009-2010 Annual Report**  
**Permittee Name: Town of Los Altos Hills**

**ATTACHMENT B**

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Section 1 – Permittee Information

Background Information			
<b>Permittee Name:</b>	Town of Los Altos Hills		
<b>Population:</b>	9,042		
<b>NPDES Permit No.:</b>	CAS612008		
<b>Order Number:</b>	R2-2009-0074		
<b>Reporting Time Period (month/year):</b>	07 / 2009 through 06 / 2010		
<b>Name of the Responsible Authority:</b>	Richard Chiu	<b>Title:</b>	Public Works Director
<b>Mailing Address:</b>	26379 Fremont Road		
<b>City:</b>	Los Altos Hills	<b>Zip Code:</b>	94022
		<b>County:</b>	Santa Clara
<b>Telephone Number:</b>	(650) 941-7222 ext. 228	<b>Fax Number:</b>	(650) 941-3160
<b>E-mail Address:</b>	rchiu@losaltoshills.ca.gov		
<b>Name of the Designated Stormwater Management Program Contact (if different from above):</b>	John Chau	<b>Title:</b>	Assistant Engineer
<b>Department:</b>	Public Works		
<b>Mailing Address:</b>	26379 Fremont Road		
<b>City:</b>	Los Altos Hills	<b>Zip Code:</b>	94022
		<b>County:</b>	Santa Clara
<b>Telephone Number:</b>	(650) 941-7222	<b>Fax Number:</b>	(650) 941-3160
<b>E-mail Address:</b>	jchau@losaltoshills.ca.gov		

**Section 2 - Provision C.2 Reporting Municipal Operations**

**Program Highlights and Evaluation**

Highlight/summarize activities for reporting year:

Summary: The Town's maintenance crew inspect and clean storm drain inlets, culverts, ditches, and pick up piles of leaves to keep the street drainage system clean prior to the rainy season. The Town does not have paved sidewalk/plaza or storm drain pump station. Town's crew paint over graffiti to cover it.

**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:

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

Comments:

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

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

<b>NA</b>	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
<b>NA</b>	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs

Comments: Los Altos Hills does not have paved sidewalk/plaza.

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

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

X	Control of discharges from bridge and structural maintenance activities directly over water or into storm drains
X	Control of discharges from graffiti removal activities
X	Proper disposal for wastes generated from bridge and structure maintenance and graffiti removal activities
NA	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs for graffiti removal

Comments: Los Altos Hills does not have Mobile Surface Cleaner Program BMPs for graffiti removal. Town's maintenance crew paint over the graffiti to cover it.

**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 stations<sup>1</sup> (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:

<sup>1</sup> Pump stations that pump stormwater into stormwater collection systems or infiltrate into a dry creek immediately downstream are exempt from DO monitoring.

**Not required for this Annual Report.**

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.**

<b>Pump Station Name and Location</b>	<b>Date</b> (2x/year required)	<b>Presence of Trash</b> (Cubic Yards)	<b>Presence of Odor</b> (Yes or No)	<b>Presence of Color</b> (Yes or No)	<b>Presence of Turbidity</b> (Yes or No)	<b>Presence of Floating Hydrocarbons</b> (Yes or No)

C.2.e. ► Rural Public Works Construction and Maintenance	
Does your municipality own/maintain rural <sup>2</sup> roads:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If your answer is <b>No</b> then skip to <b>C.2.f.</b>	
Place an <b>X</b> in the boxes next to implemented BMPs to indicate that these BMPs were implemented in applicable instances. If one or more of the BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:	
<input checked="" type="checkbox"/>	Control of road-related erosion and sediment transport from road design, construction, maintenance, and repairs in rural areas
<input type="checkbox"/>	Identification and prioritization of rural road maintenance based on soil erosion potential, slope steepness, and stream habitat resources
<input checked="" type="checkbox"/>	No impact to creek functions including migratory fish passage during construction of roads and culverts
<input checked="" type="checkbox"/>	Inspection of rural roads for structural integrity and prevention of impact on water quality
<input checked="" type="checkbox"/>	Maintenance of rural roads adjacent to streams and riparian habitat to reduce erosion, replace damaging shotgun culverts and excessive erosion
<input type="checkbox"/>	Re-grading of unpaved rural roads to slope outward where consistent with road engineering safety standards, and installation of water bars as appropriate
<input checked="" type="checkbox"/>	Inclusion of measures to reduce erosion, provide fish passage, and maintain natural stream geomorphology when replacing culverts or design of new culverts or bridge crossings
Comments including listing increased maintenance in priority areas: Town of Los Altos Hills normally does not have soil erosion problem along roadsides. If one occurs, Town's maintenance crew repair it immediately. Town of Los Altos Hills does not have unpaved rural road.	

<sup>2</sup> 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.

<b>C.2.f. ► Corporation Yard BMP Implementation</b>			
Place an <b>X</b> in the boxes below that apply to your corporations yard(s):			
<input type="checkbox"/>	We do not have a corporation yard		
<input type="checkbox"/>	Our corporation yard is a filed NOI facility and regulated by the California State Industrial Stormwater NPDES General Permit		
<input checked="" type="checkbox"/>	We certify that we have a current <b>Stormwater Pollution Prevention Plan (SWPPP)</b> for the Corporation Yard(s)		
Place an <b>X</b> in the boxes below next to implemented SWPPP BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type <b>NA</b> 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 type="checkbox"/>	NA	Control of pollutant discharges to storm drains such as wash waters from cleaning vehicles and equipment	
<input checked="" type="checkbox"/>	X	Routine inspection prior to the rainy seasons of corporation yard(s) to ensure non-stormwater discharges have not entered the storm drain system	
<input type="checkbox"/>	NA	Containment of all vehicle and equipment wash areas through plumbing to sanitary or another collection method	
<input checked="" type="checkbox"/>	X	Use of dry cleanup methods when cleaning debris and spills from corporation yard(s) or collection of all wash water and disposing of wash water to sanitary or other location where it does not impact surface or groundwater when wet cleanup methods are used	
<input checked="" type="checkbox"/>	X	Cover and/or berm outdoor storage areas containing waste pollutants	
Comments: All materials are stored in door. The corporation yard does not perform heavy vehicle and equipment maintenance. The yard has been inspected by the County's Environmental Health Department for material storage. The yard only handle light maintenance for small scale of the equipment and therefore there is no pollution problem. The Town does not have vehicles wash stations at the corporation yard.			
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
Purissima Corporation Yard	04/02/09	Some correction measures are required such as provide label for hazardous waste; post emergency procedures labels in areas where hazardous materials and hazardous wastes are stored	All correction measures were corrected

**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:

**Town of Los Altos Hills refer to the C.3 New Development and Redevelopment section of Program's FY 09-10 Annual Report for a description of activities of the C3PO AHTG Green Streets Wok Group and the BASMAA Development Committee.**

**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

NA. Los Altos Hills only has single family residence.

**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 NA

**(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: NA. Los Altos Hills only has single family residence.

<p><b>(3)</b> On an annual basis, provide a discussion of the effectiveness of the O&amp;M Program and any proposed changes to improve the O&amp;M Program (e.g., changes in prioritization plan or frequency of O&amp;M inspections, other changes to improve effectiveness program).</p>
<p>Summary: NA. Los Altos Hills only has single family residence.</p>

**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 <sup>3</sup> , Street Address	Name of Developer	Project Phase No. <sup>4</sup>	Project Type & Description <sup>5</sup>	Project Watershed <sup>6</sup>	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New and/or Replaced Impervious Surface Area <sup>7</sup> (ft <sup>2</sup> )	Total Pre- Project Impervious Surface Area <sup>8</sup> (ft <sup>2</sup> )	Total Post- Project Impervious Surface Area <sup>9</sup> (ft <sup>2</sup> )
<b>Private Projects</b>										
NA. Los Altos Hills only has single family residence.										
<b>Public Projects</b>										
NA. Los Altos Hills only has single family residence.										

<sup>3</sup> Include cross streets

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

<sup>5</sup> 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.

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

<sup>7</sup> State both the total new impervious surface area and the total replaced impervious surface area, as applicable.

<sup>8</sup> For redevelopment projects, state the pre-project impervious surface area.

<sup>9</sup> For redevelopment projects, state the post-project impervious surface area.

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

Project Name Project No.	Status of Project <sup>10</sup>	Source Control Measures <sup>11</sup>	Site Design Measures <sup>12</sup>	Treatment Systems Approved <sup>13</sup>	Operation & Maintenance Responsibility Mechanism <sup>14</sup>	Hydraulic Sizing Criteria <sup>15</sup>	Alternative Compliance Measures <sup>16/17</sup>	Alternative Certification <sup>18</sup>	HM Controls <sup>19/20</sup>
<b>Private Projects</b>									
NA. Los Altos Hills only has single family residence.									
<b>Public Projects</b>									
NA. Los Altos Hills only has single family residence.									

<sup>10</sup> 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.

<sup>11</sup> 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.

<sup>12</sup> 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.

<sup>13</sup> 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.).

<sup>14</sup> 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.

<sup>15</sup> 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)

<sup>16</sup> 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.

<sup>17</sup> 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.

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

<sup>19</sup> If HM control is not required, state why not.

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

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

NA

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

Facility/Site Inspected and Location	Party Responsible <sup>21</sup> For Maintenance	Date of Inspection	Type of Inspection <sup>22</sup>	Type of Treatment/HM Control(s) Inspected <sup>23</sup>	Inspection Findings or Results <sup>24</sup>	Enforcement Action Taken <sup>25</sup>	Comments
NA. Los Altos Hills only has single family residence.							

<sup>21</sup> State the responsible operator for installed stormwater treatment systems and HM controls.

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

<sup>23</sup> 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.

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

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

**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:  
 NA. Town of Los Altos Hills does not have an Industrial or Commercial facility.

**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:  
 NA. Town of Los Altos Hills does not have an Industrial or Commercial facility.

**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.

NA. Town of Los Altos Hills does not have an Industrial or Commercial facility.

**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: Los Altos Hills does not have industrial or commercial land uses.

**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.

NA. Town of Los Altos Hills does not have an Industrial or Commercial facility.

**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.

NA. Town of Los Altos Hills does not have an Industrial or Commercial facility.

**C.4.c.iii.(1) ► Facility Inspections**

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

NA. Town of Los Altos Hills does not have an Industrial or Commercial facility.

	Number	Percent
Number of businesses inspected (if known)		
Total number of inspections conducted		
Violations issued (excluding verbal warnings)		
Sites inspected in violation		
Violations <sup>1</sup> resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner		

<sup>1</sup> 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.

NA. Town of Los Altos Hills does not have an Industrial or Commercial facility.

Type/Category of Violations Observed	Number of Violations
Actual discharge (e.g. non-stormwater discharge)	NA
Potential discharge (e.g. BMPs not in place or ineffective)	

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

Fill out the following table or attach a summary of the following information.  
 NA. Town of Los Altos Hills does not have an Industrial or Commercial facility.

	<b>Enforcement Action (as listed in ERP)<sup>1</sup></b>	<b>Number of Enforcement Actions Taken</b>	<b>% of Enforcement Actions Taken<sup>2</sup></b>
Level 1			
Level 2			
Level 3			
Level 4			
<b>Total</b>			

Notes:

<sup>1</sup>Agencies to list specific enforcement actions as defined in their ERPs.

<sup>2</sup>Percentage 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.  
 NA. Town of Los Altos Hills does not have an Industrial or Commercial facility.

<b>Business Category<sup>1</sup></b>	<b>Actual Discharge Violations</b>	<b>Potential Discharge Violations</b>
NA. Town of Los Altos Hills does not have an Industrial or Commercial facility.		

Notes:

<sup>1</sup> 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: NA

NA. Town of Los Altos Hills does not have an Industrial or Commercial facility.

**C.4.d.iii ▶ Staff Training Summary**

NA. Town of Los Altos Hills does not have an Industrial or Commercial facility.

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
NA. Town of Los Altos Hills does not have an Industrial or Commercial facility.				

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?  Yes  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?  Yes  No

**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.

Los Altos Hills will begin tracking illicit discharges using electronic database. The Town Public Safety Officer normally responds to a complaint from the public by inspecting the site immediately and telling the property owner to correct the problem. Follow up action as needed.

**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
Steve Garcia	Respond to all illicit discharge related to storm drain system	(650) 947-2508
Johnson Chung	Respond to sewer overflow that involves with storm drain system	(650) 947-2511

**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. NA

Description: Los Altos Hills does not have major storm drain systems. Water discharges into landscape areas when contractors or maintenance crew pressure wash Town Hall building and windows.

**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: Los Altos Hills does not have major storm drain systems. Town's maintenance crew performed street curb, swale, and shoulder cleaning work prior to rainy season and picked up piles of leaves to keep the street drainage system clean. Crew also clean culverts crossing the roadway.

**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))	14	
Discharges reaching storm drains and/or receiving waters (C.5.f.iii.(2))	3	20
Discharges resolved in a timely manner (C.5.f.iii.(3))	14	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 Town typically receives phone calls from residents of sanitary sewer overflow. Town staff typically investigates and is on-site within one hour. Most of our sewer overflows do not reach the storm drain system.

Section 6 – Provision C.6 Construction Site Controls

**C.6.a.iii ► Legal Authority**

(For FY 09-10 Annual Report only) Is your agency's legal authority adequate for C.6 compliance?  Yes  No

If **No**, explain:

**C.6.b.ii.(3) ► Enforcement Response Plan**

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

If **No**, explain:

**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)
38	0	38

<b>C.6.e.iii.1.d ▶ Construction Activities Storm Water Violations</b>		
<b>BMP Category</b>	<b>Number of Violations<sup>1</sup></b>	<b>% of Total Violations<sup>2</sup></b>
Town's staff has not keep record of number of violations. Staff normally gives verbal directions or warnings to contractors and or property owners. Violations normally corrected within three days. Staff does issue stop work notice if violations are not corrected. Staff keeps record of written warnings and stop work notices.		
Erosion Control		
Run-on and Run-off Control		
Sediment Control		
Active Treatment Systems		
Good Site Management		
Non Stormwater Management		
<b>Total</b>		<b>100%</b>

Notes:

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

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

<b>C.6.e.iii.1.e ▶ Construction Related Storm Water Enforcement Actions</b>			
	<b>Enforcement Action (as listed in ERP)<sup>1</sup></b>	<b>Number Enforcement Actions Taken</b>	<b>% Enforcement Actions Taken<sup>2</sup></b>
Level 1	Verbal Notification		
Level 2	Written Notification		
Level 3	Stop Work Notice		
Level 4			
<b>Total</b>			<b>100%</b>

Notes:

<sup>1</sup>Agencies should list the specific enforcement actions as defined in their ERPs.

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

<b>C.6.e.iii.1.f, g ► Illicit Discharges</b>	
	<b>Number</b>
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)	0

<b>C.6.e.iii.1.h, i ► Violation Correction Times</b>		
	<b>Number</b>	<b>Percent</b>
Los Altos Hills staff gives verbal instruction and warning to contractor if the construction site does not have proper site controls. We will implement tracking data electronically in FY10-11.		
<b>Violations fully corrected within 10 business days after violations are discovered</b> or otherwise considered corrected in a timely period (C.6.e.iii.1.h)	1	
<b>Violations not fully corrected within 30 days after violations are discovered</b> (C.6.e.iii.1.i)	0	
<b>Total number of violations for the reporting year<sup>1</sup></b>	1	

Notes:

<sup>1</sup>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.

<sup>2</sup>Calculated as number of violations fully corrected in a timely period after the violations are discovered divided by the total number of violations for the reporting year.

<sup>3</sup>Calculated as number of violations not fully corrected within 30 days after the violations are discovered divided by the total number of violations for the reporting year.

<b>C.6.e.iii.(2) ► Evaluation of Inspection Data</b>
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: Los Altos Hills staff gives verbal instruction and warning to contractor if the construction site does not have proper site controls. We will implement tracking data electronically in FY10-11.

**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 verbal warnings are working at Los Altos Hills. The contractors and property owners normally take corrective measures before stop work notices are given.

**C.6.f ► Staff Training Summary**

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
John Chau	5/19/2010	Construction Site Stormwater Compliance Workshop	1	50%
Richard Chiu John Chau	6/09/2010	Complying w/ New Stormwater Requirements for New and Redevelopment Projects	2	50%

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

**C.7.b.ii.1 ► Advertising Campaign**

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

Summary:

**The following separate reports developed by SCVURPPP summarize countywide advertising efforts conducted during FY 09-10:**

- **FY 09-10 Watershed Watch Campaign Annual Campaign Report**
- **FY 09-10 Watershed Watch Partner Report**
- **FY 09-10 Watershed Watch Web Statistics Report**

**These reports are included within the C.7 Public Information and Outreach section of Program's FY 09-10 Annual Report.**

**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: **Not required for this Annual Report.**

- 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
<input type="checkbox"/>	Reference to regional submittal:

**C.7.c ► Media Relations**

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

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

Summary:

The following separate report developed by BASMAA summarizes media relations efforts conducted during FY 09-10:

- **BASMAA Media Relations Final Report**

This report is included within the C.7 Public Information and Outreach section of Program's FY 09-10 Annual Report.

**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:  
**Contact the Watershed Watch Campaign hotline (1-866-WATERSHED) and Watershed Watch Campaign website ([www.mywatershedwatch.org](http://www.mywatershedwatch.org)), or Town Public Safety Officer at (650) 947-2508**

**C.7.e ► Public Outreach Events**

Program staff, the Watershed Watch consultant, and Co-permittees staffed ten outreach events in FY 09-10. Events were selected based upon target audience and attendance. Materials distributed at the events included the following: Less Toxic Pest Management fact sheets, "10 Most Wanted Backyard Bugs" brochures, "Don't Plant a Pest" brochure, "You are the Solution to Water Pollution" brochures, "Clean Cars & Clean Creeks" brochure, and giveaways (e.g. flyswatters, OWOW magnets, notepads, and temporary tattoos). The flyswatters have the Watershed Watch website and hotline number and the words "The Original Earth-Friendly Pest Control" printed on them. The beanbag game for children was used at most of the events. Event staff distributed more than 5,000 outreach materials and giveaway.

Event Details	Description (messages, audience)	Evaluation of Effectiveness
Name: Pumpkins in the Park Date: October 10, 2009 Location: Guadalupe River Park and Gardens, San Jose Region: Countywide	Type of Event: Community fair Audience: Families with children Message: Stormwater pollution prevention, less-toxic pest control and, proper disposal of household hazardous waste (HHW).	General Feed Back: The event was very well attended. A lot of attendees stopped at the booth to play the bean bag game and pick up brochures. This is a good event for educating families with children. Estimated Overall Event Attendance: 12,000-14,000. Number of Brochures Distributed: 432 Number of Giveaways Distributed: over 1,000
Name: Muslim Green Fair Date: October 18, 2009 Location: 3003 Scott Blvd., Santa Clara Region: Countywide	Type of Event: Community fair Audience: Families with children Message: Stormwater pollution prevention, less-toxic pest control and, proper disposal	General Feed Back: This is a good event for reaching members of the Muslim community. The bean bag game was used at this event. Estimated Overall Event Attendance: 1,000

**FY 2009-2010 Annual Report**  
**Permittee Name: Town of Los Altos Hills**

**C.7 – Public Information and Outreach**

	of HHW	Number of Brochures Distributed: 14 Number of Giveaways Distributed: 221
Name: Haunted History Date: October 31, 2009 Location: History Park at Kelley Park, San Jose Region: Countywide	Type of Event: Halloween Event Audience: Families with children Message: Stormwater pollution prevention.	General Feed Back: This event is good for getting the Program's name out, but not for educating attendees. Most children stop at the booth only for candies and are not receptive to information. Estimated Overall Event Attendance: 1,500 Number of Brochures Distributed: 12 Number of Giveaways Distributed: 267
Name: Spring Garden Market Date: April 10, 2010 Location: History Park at Kelley Park, San Jose Region: Countywide	Type of Event: Plant sale Audience: Home owners/gardeners Message: Stormwater pollution prevention, less-toxic pest control	General Feed Back: Most people came to the event to buy plants and did not want to pick up information. The Program will probably not attend this event next year. Estimated Overall Event Attendance: 3,000 Number of Brochures Distributed: 181 Number of Giveaways Distributed: 61
Name: NVIDIA Corp. Earth Day Event Date: April 22, 2010 Location: 2701 San Tomas Expwy, Santa Clara Region: Countywide	Type of Event: Corporate event Audience: Information Technology Professionals Message: Stormwater pollution prevention, less-toxic pest control	General Feed Back: The event was held during lunch hour in the cafeteria and very well attended. Most employees stopped at the booth to ask questions and take brochures. Estimated Overall Event Attendance: 500 Number of Brochures Distributed: 60 Number of Giveaways Distributed: 183
Name: Spring in Guadalupe Gardens Date: April 24, 2010 Location: Guadalupe River Park and Gardens, San Jose Region: Countywide	Type of Event: Community fair, plant sale. Audience: Families with children, homeowners and gardeners Message: Stormwater pollution prevention, less-toxic pest control and, proper disposal of HHW.	General Feed Back: Good attendance at booth. Most people were looking for specific pest control information. The bean bag toss game was used. Estimated Overall Event Attendance: 4,500 Number of Brochures Distributed: 423 Number of Giveaways Distributed: 797
Name: Watershed Watch Car Wash Event Date: May 5, 2010 Location: Robertsville Classic Car Wash, 5005 Almaden Expwy, San Jose	Type of Event: Car Wash Audience: Car wash customers Message: Stormwater pollution prevention, proper car washing.	General Feed Back: Excellent turn-out, resulted in a 50% increase of business for the car wash during the 2-hour time period. Event staff spoke with customers and provided them information

<p>Region: Countywide</p>		<p>on proper car washing. Most people were interested in taking the Watershed Watch discount card.          Estimated Overall Event Attendance: 150          Number of Brochures Distributed: 103          Number of Watershed Watch Discount Cards Distributed: 129</p>
<p>Name: Watershed Watch Car Wash Event Date: May 19, 2010          Location: Delta Queen Classic Car Wash, 981 E Hamilton Ave, Campbell          Region: Countywide</p>	<p>Type of Event: Car Wash          Audience: Car wash customers          Message: Stormwater pollution prevention, proper car washing.</p>	<p>General Feed Back: Due to a rainy day forecast, attendance was low at this event.          Estimated Overall Event Attendance: 45          Number of Brochures Distributed: 34          Number of Watershed Watch Discount Cards Distributed: 49</p>
<p>Name: Watershed Watch Car Wash Event, Date: June 2, 2010          Location: Capitol Premier Car Wash, 735 Capitol Expwy Auto Mall, San Jose          Region: Countywide</p>	<p>Type of Event: Car Wash          Audience: Car wash customers          Message: Stormwater pollution prevention, proper car washing.</p>	<p>General Feed Back: Good turn-out. Car wash owner indicated there was an increase in business from their normal expectations.          Estimated Overall Event Attendance: 100          Number of Brochures Distributed: 101          Number of Watershed Watch Discount Cards Distributed: 107</p>
<p>Name: Festival in the Park          Date: June 26, 2010          Location: Hellyer County Park, San Jose          Region: Countywide</p>	<p>Type of Event: Community Health Fair          Audience: Families with children.          Message: Stormwater pollution prevention, less-toxic pest control and, proper disposal of HHW.</p>	<p>General Feed Back: Good event for reaching the Hispanic community. The bean bag game drew a lot of families with children to the booth.          Estimated Overall Event Attendance: 5,000          Number of Brochures Distributed: 418          Number of Giveaways Distributed: 365</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:

**During FY 09-10, the Program actively supported the Santa Clara Basin Watershed Initiative (SCBWMI), including the Core Group, the Land Use Subgroup, and the Trash Subgroup (now the Santa Clara Valley Zero Litter Initiative); the Bay Area Macroinvertebrate Bioassessment Information Network (BAMBI); and the Stevens & Permanente Creeks Watershed Council. Information on these efforts is included within the C.7 Public Information and Outreach section of the Program’s FY 09-10 Annual Report.**

**C.7.g. ► Citizen Involvement Events**

The Program provided funding for the following citizen involvement events:

- 1) National River Clean up Day – The Program supports the involvement of Santa Clara County citizens by providing advertising support for the National River Clean-up Day.
- 2) Citizen involvement events at the Don Edwards San Francisco Bay Wildlife Refuge (Refuge) – A number of citizen involvement and stewardship programs are conducted as part of the Program funded Watershed Watchers Program at the Refuge. Participants usually work in the Refuge gardens planting native plants, pulling non-native plants, and mulching. More details are included in the Watershed Watchers Report in the Program Annual Report Appendix 7-5

Event Details	Description	Evaluation of effectiveness
Name: Summer of Service Programs Date: 7/16/09, 7/30/09, 8/13/09 Location: Don Edwards Wildlife Refuge, Alviso Focus: Countywide	Partnership program between Santa Clara Valley youth groups and the Watershed Watchers program. Youth spend a day at the Refuge and they work in the gardens in the morning and explore the Refuge in the afternoon.	Number of attendees on 7/16/09: 2 elementary school students and 6 middle school students. Number of attendees on 7/30/09: 10 middle school students. Number of attendees on 8/13/09: 8 middle school students.
Name: Gardening at the Refuge	Participants usually work in the Refuge gardens planting native plants, pulling non-native	Number of attendees: 4 elementary school

Date: 11/21/09 Location: Don Edwards Wildlife Refuge, Alviso Focus: Countywide	plants, and mulching.	students, 2 high school students, and 9 adults.
Name: Community Service Days Date: 1/16/10, 3/20/10, 4/17/10, 5/17/10 Location: Don Edwards Wildlife Refuge, Alviso Focus: Countywide	This is an open day for the general public. Participants work in the gardens planning native plants, pulling non-native plants, and mulching.	Number of attendees on 1/16/10: 1 elementary school student, 1 high school student, and 6 adults. Number of attendees on 3/20/10: 1 elementary school student and 6 adults. Number of attendees on 4/17/10: 4 elementary school students and 4 adults. Number of attendees on 5/17/10: 13 elementary school students and 7 adults.
Name: National River Cleanup Day Date: 5/15/10 Location: Various locations throughout the County Focus: Countywide	In FY 09-10, the Creek Connection Action Group sponsored two creek clean-up events: Coastal Clean-up Day on September 19, 2009 and National Rivers Clean-up Day on May 15, 2010. The Program provided funding for the National Rivers Clean-up Day advertising.	A total of 1,068 volunteers participated in cleaning 34 sites and removed approximately 29,098 pounds of trash and 6,394 pounds of recyclables from creeks.

**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.

<b>Program Details</b>	<b>Focus &amp; Short Description</b>	<b>Number of Students/Teachers reached</b>	<b>Evaluation of Effectiveness</b>
	Brief description, messages, methods of outreach used	Provide number or participants	Provide agency staff feedback. Report any other evaluation methods used (quiz, teacher feedback etc.). Attach evaluation summary if applicable.
Name : ZunZun Musical Assembly Grade or level: elementary	Interactive, musical school assemblies educating K-6 children about watersheds and pollution prevention.	14,161 students	ZunZun assemblies were evaluated using postage-paid evaluation cards that were distributed to all teachers present at the performances. The Program received 130 completed evaluation cards from teachers. Overall, the feedback is positive and indicates an increase in the students'

			<p>knowledge about watersheds and pollution prevention.</p> <p>A few highlights of the evaluations are:</p> <ul style="list-style-type: none"> <li>• Twenty-two teachers indicated that after the performance, 50% of their students knew what a watershed is; 51 teachers indicated that 75% of their students knew what a watershed is and 28 teachers indicated that 100% of their students knew what a watershed is.</li> <li>• Eight teachers indicated that after the performance, 50% of their students could name a way to prevent pollution in the watershed; 38 teachers indicated that 75% of their students could name a way to prevent pollution in the watershed; and 78 teachers indicated that 100% of their students could name a way to prevent pollution in the watershed.</li> </ul> <p>The Final Teacher Evaluation Report is included in the Program Annual Report Appendix 7-7.</p>
<p>Name: Watershed Watchers Program at Don Edwards Wildlife Refuge in Alviso          Grade or level: elementary, middle, high school</p>	<p>The Refuge offers a number of interpretive programs to educate children and youth about preventing urban runoff pollution. These include: Bike the Levees; Discover Native Species; Habitat Exploration; Living Wetlands; Marshes, Mud and Plankton; Quackers and Honkers; and Water Water Everywhere.</p>	<p>80 pre-kindergarteners, 1,359 elementary school students, 33 middle school students, and 199 high school students</p>	<p>Visitor Surveys are used to determine visitor demographics, effectiveness of publicity, and the effectiveness of the Watershed Watchers Program.</p> <p>In addition, an "Urban Runoff Bead Drop" display is used to record actions (e.g., pick up litter, spread the word, take car to car wash) that children promise to do to help keep storm drains clean.</p> <p>Results of both these evaluation mechanisms are summarized in the Watershed Watchers Fourth Quarter Report included in the Program Annual Report Appendix 7-5.</p>

Section 8 - Provision C.8 Water Quality Monitoring

**C.8 ► Water Quality Monitoring**

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

Summary

**During FY 09-10, we contributed to the SCVURPPP Monitoring and Assessment Program which conducts water quality monitoring in Santa Clara Valley creeks and rivers. In coordination with the BASMAA 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 SCVURPPP, BASMAA RMC and the RMP, see the C.8 Water Quality Monitoring section of the 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	<b>Attached</b>		<b>Not attached</b> , explain below
If <b>Not attached</b> , 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: <b>The Town does not use pesticide for weed control in FY 09-10.</b>

**C.9.c ▶ Train Municipal Employees**

Enter the number of employees that applied or used pesticides (including herbicides) within the scope of their duties this reporting year.	0
Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within the last 3 years.	0
Enter the percentage of municipal employees who apply pesticides who have received training in the IPM policy and IPM standard operating procedures within the last three years.	0

Town's staff and Public Works crew are aware that pesticide use is not allowed. Town's maintenance crew only uses mechanical tools to remove weed along roadsides and parks.

<b>C.9.d ▶ Require Contractors to Implement IPM</b>			
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 <b>Not attached</b> , explain: The Town does not hire contractor remove weed by spraying chemical. Weed are removed mechanically by Town's maintenance crew.			

<b>C.9.e ▶ Track and Participate in Relevant Regulatory Processes</b>
Summarize participation efforts, information submitted, and how regulatory actions were affected <b>OR</b> reference a regional report that summarizes regional participation efforts, information submitted, and how regulatory actions were affected.
Summary:  <b>During FY 09-10, we participated in regulatory processes related to pesticides through contributions to SCVURPPP, 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 Program's FY 09-10 Annual Report.</b>

<b>C.9.f ▶ Interface with County Agricultural Commissioners</b>
Provide a summary of improper pesticide usage reported to the County Agricultural Commissioner and follow-up actions to correct violations, if any. A separate report can be attached as your summary.
Summary: Town did not report. City Staff did not observe any improper pesticide use.

<b>C.9.h.ii ▶ Public Outreach: Point of Purchase</b>
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); <b>OR</b> reference a report of a regional effort for public outreach in which your agency participates.
Summary: Staff provide handouts to the public at front counter and SCVUPPP also provide handouts to the public.

The following separate reports developed by SCVURPPP and BASMAA summarize point of purchase outreach efforts conducted during FY 09-10:

- FY 09-10 Store Employee Training Report (SCVURPPP)
- FY 09-10 Store Employee Training Evaluation Summary (SCVURPPP)
- FY 09-10 Store Employee Training Status Table (SCVURPPP)
- FY 09-10 List of Stores in the IPM Store Partnership Program (SCVURPPP)
- FY 09-10 BASMAA “Our Water, Our World” (OWOW) Report (BASMAA)

These reports are included within the C.9 Pesticides Toxicity Control section of Program’s FY 09-10 Annual Report.

**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 SCVURPPP summarizes Public Outreach: Pest Control Operators efforts conducted during FY 09-10:**

- FY 09-10 Green Gardener Training Report

This report is included within the C.9 Pesticides Toxicity Control section of Program’s FY 09-10 Annual Report.

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 in developing a Baseline Trash Load and Trash Load Reduction Tracking Method (due February 1, 2012).

Description:

**A summary of Program 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 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 Program's FY 09-10 Annual Report. In addition, the Program recently finalized a technical report detailing the results of its Pilot Trash Structural Treatment Control Study implemented in 2007. This technical report is also available within the C.10 Trash Load Reduction section of Program's FY 09-10 Annual Report.**

**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. **Not required for this Annual Report**

Trash Hot Spot	Cleanup Date	Volume of Material Removed	Dominant Type of Trash	Trash Sources (where possible)

**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
Los Altos Hills does not appear to have trash problem. Staff inspected five different trash hot spots and did not see a lot of trash. Town's garbage company sweeps the streets monthly as part of their contract with Town.				

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).

Town provides handouts at front counter. Residents are encouraged to take mercury wastes to drop off stations. SCUVRPPP also does outreach for Town.

**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:

**The methodologies for estimating the mass of mercury collected through mercury collection and recycling efforts are currently in development and are due to the Water Board by September 15, 2010. Therefore, estimates could not be made for FY 09-10. Estimates of the mass of mercury collected through recycling efforts during FY 10-11 will be provided with the FY 10-11 Annual Report (see FY 10-11 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 Program accomplishments for these sub-provisions are included within the C.11 Mercury Controls section of 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:

Town does not have industrial facilities or industrial inspector.

**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 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 the Program's participation with the Brake Pad Partnership (BPP) is included within the C.13 Copper Controls section of 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

Town does not have industrial facilities or industrial inspector.

**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 the Program'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 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 can provide descriptions below."

Summary

**A summary of the Program'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 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 type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If <b>No</b> , skip to C.15.b.vi.(2):				
If <b>Yes</b> , 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: <b>A summary of the Program's efforts to update the Water Utility Operations &amp; Maintenance Discharge Pollution Prevention Plan (WUDPPP) to assist municipal water purveyors in complying with this provision of the MRP is included within the C.15 Exempted and Conditionally Exempted Discharges section of Program's FY 09-10 Annual Report.</b>				

**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"> <li>• Promote conservation programs</li> <li>• Promote outreach for less toxic pest control and landscape management</li> <li>• Promote use of drought tolerant and native vegetation</li> <li>• Promote outreach messages to encourage appropriate watering/irrigation practices</li> <li>• Implement Illicit Discharge Enforcement Response Plan for ongoing, large volume landscape irrigation runoff.</li> </ul>
Summary: Town provides handouts to residents at front counter. The Town's Environmental Committee provides input and encourage homeowners to use less toxic pest control and plant drought tolerant vegetation.

C.15.b.iii.(1) ► Planned Discharges of the Potable Water System				NA						
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 <sup>1</sup> (NTU)	Implemented BMPs & Corrective Actions
NA. Town not water purveyor										

Notes:

<sup>1</sup> 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 <sup>2</sup> (mg/L)	pH <sup>2</sup> (standard units)	Discharge Turbidity (Visual) <sup>2</sup>	Implemented BMPs & Corrective Actions	Time of discharge discovery	Regulatory Agency Notification Time <sup>4</sup>	Inspector arrival time	Responding crew arrival time
NA. Town not water purveyor														

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.

Town of Los Altos Hills  
Integrated Pest Management Policy

I. Purpose and Findings

1. To eliminate or reduce pesticide applications on Town property to the maximum extent feasible.
2. This policy concerns the application of the pesticides to property owned by the Town only, and does not concern the application of pesticides to property that does not owned by the Town.

II. Town Integrated Pest Management Policy

The Town, in carrying out its operations, shall assume pesticides are potentially hazardous to human and environmental health. Town departments shall give preference to reasonably available non-pesticide alternatives when considering the use of pesticides on Town property. For all pest problems on Town property, Town department shall follow the Integrated Pest Management (IPM) approach outline below.

1. Monitor each pest ecosystem to determine pest population, size, occurrence, and natural enemy population, if present.
2. Identify decisions and practices that could affect pest populations. Consider a range of potential treatments for the pest problem.
3. Employ non-pesticide management tactics first. Consider the use of chemicals only as a last resort.
4. Determine the most effective treatment time, based on pest biology and other variables, such as weather, seasonal changes in wildlife use and local conditions.
5. Design and construct indoor and outdoor areas to reduce and eliminate pest habitats.
6. Modify management practices, including watering, mulching, waste management, and food storage.
7. Modify pest ecosystems to reduce food and living space.
8. Use physical controls such as hand-weeding, traps and barriers.
9. Use biological controls introducing or enhancing pests' natural enemies.
10. Acquaint staff with pest biology, the IPM approach, new pest management strategies as they become known, and toxicology of pesticides proposed for use.
11. Inform the public of the Town's attempt to reduce pesticide use and respond to questions from the public about Town's pest management practices.

III. Definitions

The following terms shall have the meanings set forth below:

1. "Town department" means any department of the Town of Los Altos Hills includes any pesticide applicator hired by a Town department to apply pesticides on Town property.

2. "Contract" means a binding written agreement, including but not limited to, a contract, lease, permit, license or easement between a person, firm, corporation or other entity, and a Town department, which grants a right to use or occupy property of the Town of Los Altos Hills for a specified purpose or purposes.
3. "Contractor" means a person, firm, corporation or other entity that enters into a contract with the Town.
4. "Integrated pest management" means a decision-making process for managing pests, which uses monitoring to determine pest injury levels and combines biological, physical, and chemical tools to minimize health, environmental risks. The method uses extensive knowledge about pests, such as infestation thresholds, life histories, environmental requirements, and natural enemies to complement and facilitate biological and other natural control of pests. The method uses the least toxic synthetic pesticides only as a last resort to controlling pests.
5. "Pesticide" means pesticide as defined in Section 12753 of Chapter 2 of Division 7 of the California Food and Agricultural Code.
6. "Toxicity Category I Pesticide Product" means any pesticide product that meets United State Environmental Protection Agency criteria for Toxicity Category I under Section 156.10 of Part 156 of Title 40 of the Code of Federal Regulations.
7. "Toxicity Category II Pesticide Product" means any pesticide product that meets United States Environmental Protection Agency criteria for Toxicity Category II under Section 156.10 of Part 156 of Title 40 of the Code of Federal Regulations.

IV. Ban on Use of Toxicity Category I and Category II

No Town department shall use any Toxicity Category I or Category II Pesticide Products

V. Notice of Pesticide Use

Any Town department that uses any pesticide shall comply with the following notification procedures:

1. Signs shall be posted at least two days before application of the pesticide product and remain posted at least tow days after application of the pesticide.
2. Signs shall be posted at every entry point where the pesticide is applied if the pesticide is applied in an enclosed area, and in highly visible locations around the perimeter of the area where the pesticide is applied if the pesticide is applied in an open area,
3. Signs shall be of a standardized design which is easily recognizable to the public and workers.
4. Signs shall contain the name and active ingredient of the pesticide product, the target pest, the date of pesticide use, the signal word indicating the

toxicity category of the pesticide product, the date for re-entry to the area treated and the name and contact number for the Town department responsible for the application.

5. Town department shall not be required to post signs in right-of-way locations that the general public does not use for recreational purposes.
6. Town department may apply a pesticide without providing a two day advance, notification in the event of a public health emergency.

Richard Chiu, Public Works Director