

TOWN of PORTOLA VALLEY

Town Hall: 765 Portola Road, Portola Valley, CA 94028 Tel: (650) 851-1700 Fax: (650) 851-4677

September 13, 2011

California Regional Water Quality Control Board
1515 Clay Street, Suite 1400
Oakland, CA 94612
Attn: Sue Ma

**Subject: Storm water Pollution Prevention Program
July 1, 2010 – June 30, 2011**

Dear Sue Ma:

The attached documents represent the Town of Portola Valley's July 2010 – June 2011 deliverables as described in the Municipal Regional Stormwater permit

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 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.

If there are any further questions, please contact me at 650-851-1700 ext. 214.

Sincerely,


Howard Young
Public Works Director

Attachments: Deliverables July 2010 – June 2011

CC: Leslie Lambert, Planning Manager
NPDES file

FY 2010-2011 Annual Report
Permittee Name: Town of Portola Valley

ATTACHMENT B

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Section 1 – Permittee Information

Background Information				
Permittee Name:	Town of Portola Valley			
Population:	4,500			
NPDES Permit No.:	CAS612008			
Order Number:	R2-2009-0074			
Reporting Time Period (month/year):	July / 2010 through June / 2011			
Name of the Responsible Authority:	Howard Young	Title:	Public Works Director	
Mailing Address:	765 Portola Road			
City:	Portola Valley, CA	Zip Code:	94028	County: San Mateo County
Telephone Number:	650-851-1700 x 214	Fax Number:	650-851-4677	
E-mail Address:	hyoung@portolavalley.net			
Name of the Designated Stormwater Management Program Contact (if different from above):	Same as above	Title:	Same as above	
Department:	Public Works			
Mailing Address:	Same as above			
City:		Zip Code:		County:
Telephone Number:		Fax Number:		
E-mail Address:				

Section 2 - Provision C.2 Reporting Municipal Operations

Program Highlights and Evaluation

Highlight/summarize activities for reporting year:

Summary:

The Town of Portola Valley is a small rural Town that consists of mainly residential neighborhoods. It has a population of approx. 4,500. The Town staff only consist of 15 employees. Being almost all residential, there were no regulated projects approved this reporting period.

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

The Town held its annual hazardous household clean up day in October.

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

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

There were no major violations or discharge.

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

The Town is a member of the San Francisquito Watershed Group and participates at regular meetings, assists with volunteer clean up days and weed abatement days. We have an annual educational outreach and creek walk with residents who live along the three creeks in our Town.

Town staff continues to attend NPDES Technical Advisory Committee meetings and New Development subcommittee meetings.

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

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

Staff believes the program we have is effective.

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

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

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

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

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

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

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

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

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

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

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

Comments:

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

C.2.d. ► Stormwater Pump Stations

Does your municipality own stormwater pump stations: Yes No

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

Complete the following table for dry weather DO monitoring and inspection data for pump stations¹ (add more rows for additional pump stations):

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

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

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

Summary:

Attachments:

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

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

C.2.e. ► Rural Public Works Construction and Maintenance	
Does your municipality own/maintain rural ² roads:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If your answer is No then skip to C.2.f.	
Place an X in the boxes next to implemented BMPs to indicate that these BMPs were implemented in applicable instances. If one or more of the BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:	
<input checked="" type="checkbox"/>	Control of road-related erosion and sediment transport from road design, construction, maintenance, and repairs in rural areas
<input checked="" type="checkbox"/>	Identification and prioritization of rural road maintenance based on soil erosion potential, slope steepness, and stream habitat resources
<input checked="" type="checkbox"/>	No impact to creek functions including migratory fish passage during construction of roads and culverts
<input checked="" type="checkbox"/>	Inspection of rural roads for structural integrity and prevention of impact on water quality
<input checked="" type="checkbox"/>	Maintenance of rural roads adjacent to streams and riparian habitat to reduce erosion, replace damaging shotgun culverts and excessive erosion
<input checked="" type="checkbox"/>	Re-grading of unpaved rural roads to slope outward where consistent with road engineering safety standards, and installation of water bars as appropriate
<input checked="" type="checkbox"/>	Inclusion of measures to reduce erosion, provide fish passage, and maintain natural stream geomorphology when replacing culverts or design of new culverts or bridge crossings
Comments including listing increased maintenance in priority areas: All roads are inspected annually. No known road erosion problems in the last 10 years.	

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

C.2.f. ► Corporation Yard BMP Implementation			
Place an X in the boxes below that apply to your corporations yard(s):			
<input type="checkbox"/>	We do not have a corporation yard		
<input type="checkbox"/>	Our corporation yard is a filed NOI facility and regulated by the California State Industrial Stormwater NPDES General Permit		
<input checked="" type="checkbox"/>	We have a current Stormwater Pollution Prevention Plan (SWPPP) for the Corporation Yard(s)		
Place an X in the boxes below next to implemented SWPPP BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type NA in the box. If one or more of the BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:			
<input checked="" type="checkbox"/>	Control of pollutant discharges to storm drains such as wash waters from cleaning vehicles and equipment		
<input checked="" type="checkbox"/>	Routine inspection prior to the rainy seasons of corporation yard(s) to ensure non-stormwater discharges have not entered the storm drain system		
<input checked="" type="checkbox"/>	Containment of all vehicle and equipment wash areas through plumbing to sanitary or another collection method		
<input checked="" type="checkbox"/>	Use of dry cleanup methods when cleaning debris and spills from corporation yard(s) or collection of all wash water and disposing of wash water to sanitary or other location where it does not impact surface or groundwater when wet cleanup methods are used		
<input checked="" type="checkbox"/>	Cover and/or berm outdoor storage areas containing waste pollutants		
Comments: We are a small rural community with 3 maintenance employees. We have a very small 0.5 acre maintenance yard. We have a trap designed into our catch basin that catches pollutants.			
If you have a corporation yard(s) that is not an NOI facility , complete the following table for inspection results for your corporation yard(s) or attach a summary including the following information:			
Corporation Yard Name	Inspection Date (1x/year required)	Inspection Findings/Results	Follow-up Actions
Town Center Yard	October 1, 2010	None	none
Town Center Yard	April 30, 2011	None	none

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:

- **(1) Municipality's legal authority to implement C.3:** The Town of Portola Valley has legal authority under the Towns municipal code
- **(2) Municipality's development review and permitting procedures, including use of conditions of approval or other enforceable mechanisms:** The Towns Building, Planning, and Public Works Departments all have policies and written handouts that insure permit regulations are adhered to by builders and developers.
- **(3) How water quality effects and mitigation measures are addressed in environmental reviews (e.g., CEQA):** The Town of Portola Valley is a small rural Town with limited residential development only. No regulated projects were approved this year. CEQA requirements are enforced per requirements by the Planning Department.
- **(4) C.3 training for appropriate departments (Program will report on training at the countywide level);** A review of the permit and its requirements with staff.
- **(5) Outreach/education efforts to staff, developers, contractors, construction site operators and owner/builders;** Handouts of requirements and for best practices are provided to developers and homeowners at the inception of a project. The approval process is in stages and involves Planning, Building, and Public Works Departments. Plans are reviewed each stage to insure compliance.
- **(6) How your municipality encourages site design measures at unregulated projects subject to Planning/Building Department review:** We have a Town Conservation Element of the General Plan provides for conservation of the natural resources of the town including (but not limited to) water in the form of creeks, ponds, ground water and imported water. Accordingly, this element provides for the most comprehensive review, of all general plan elements, of development in the town with respect to the natural environment. The element stipulates that new development will be carried out in a manner that will help ensure conservation goals are met. The NPDES for site design and source controls measures checklist is also distributed.
- **(7) How your municipality encourages source control measures at unregulated projects subject to Planning/Building Department review:** We have a Town Conservation Element of the General Plan provides for conservation of the natural resources of the town including (but not limited to) water in the form of creeks, ponds, ground water and imported water. Accordingly, this element provides for the most comprehensive review, of all general plan elements, of development in the town with respect to the natural environment. The element

stipulates that new development will be carried out in a manner that will help ensure conservation goals are met. The NPDES for site design and source controls measures checklist is also distributed.

- (8) General Plan revisions (if needed) to integrate water quality/watershed protection with water supply, flood protection, habitat protection, groundwater recharge, and other sustainable development principles and policies. Include dates of General Plan revisions: We have a Town Conservation Element (revised 5/25/11) of the General Plan provides for conservation of the natural resources of the town including (but not limited to) water in the form of creeks, ponds, ground water and imported water. Accordingly, this element provides for the most comprehensive review, of all general plan elements, of development in the town with respect to the natural environment. The element stipulates that new development will be carried out in a manner that will help ensure conservation goals are met. The NPDES for site design and source controls measures checklist is also distributed.

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:

Refer to the C.3 New Development and Redevelopment section of the countywide program's FY 10-11 Annual Report for a description of any activities conducted at the countywide or regional level.

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

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

- **The Town of Portola Valley did not approve any regulated projects during the reporting period 2010/2011. We are a small rural Town with all projects being exempt single family residential. The Towns policy is that all projects utilize Best Management Practices in construction for erosion and sediment control. Site design measures and sources controls measures are also encouraged and/or required. The NPDES for site design and source controls measures checklist is also distributed.**

C.3.c. Low Impact Development Reporting

Refer to Countywide program annual reports and/or a BASMAA summary report which describe the submittals made during FY 10-11 (i.e., Biotreatment Soil Specifications, Special Projects Proposal, Feasibility/Infeasibility Criteria Report, and Green Roof Specifications).

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

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

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

Summary:

The Town of Portola Valley is small and rural in environment consisting of mainly residential neighborhoods. No regulated projects were approved or reported for 2010/2011. No significant reports were found, this is similar and typical for the Town on a yearly basis. The Town performs winterization inspections of all residential project sites, including those exempt. Inspections are performed between Oct 1- April 30. Typical minor issues that required re-inspection are: Worn or deteriorated erosion control products

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

Summary:

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

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 Impervious Surface Area (ft ²)	Total Replaced Impervious Surface Area (ft ²)	Total Pre- Project Impervious Surface Area ⁷ (ft ²)	Total Post- Project Impervious Surface Area ⁸ (ft ²)
Private Projects											
No regulated projects											
Public Projects											
No regulated projects											
Comments:											
The Town of Portola Valley did not approve any regulated projects during the reporting period 2010/2011. We are a small rural Town with all projects being exempt single family residential. The Towns policy is that											

³ Include cross streets

⁴ If a project is being constructed in phases, indicate the phase number and use a separate row entry for each phase. If not, enter "NA".

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

⁷ For redevelopment projects, state the pre-project impervious surface area.

⁸ 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 Impervious Surface Area (ft ²)	Total Replaced Impervious Surface Area (ft ²)	Total Pre- Project Impervious Surface Area ⁷ (ft ²)	Total Post- Project Impervious Surface Area ⁸ (ft ²)
all projects utilize Best Management Practices in construction for erosion and sediment control.											

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

Project Name Project No.	Application Deemed Complete Date ⁹	Application Final Approval Date ⁹	Source Control Measures ¹⁰	Site Design Measures ¹¹	Treatment Systems Approved ¹²	Operation & Maintenance Responsibility Mechanism ¹³	Hydraulic Sizing Criteria ¹⁴	Alternative Compliance Measures ^{15/16}	Alternative Certification ¹⁷	HM Controls ^{18/19}
Private Projects										
n/a										

Comments:
The Town of Portola Valley did not approve any regulated projects during the reporting period 2010/2011. We are a small rural Town with all projects being exempt single family residential. The Towns policy is that all projects utilize Best Management Practices in construction for erosion and sediment control.

⁹ For private projects, state project application deemed complete date and final discretionary approval date.
¹⁰ 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.
¹¹ 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.
¹² 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.).
¹³ 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.
¹⁴ See Provision C.3.d.i. "Numeric Sizing Criteria for Stormwater Treatment Systems" for list of hydraulic sizing design criteria. Enter the corresponding provision number of the appropriate criterion (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3).
¹⁵ 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.
¹⁶ 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.
¹⁷ Note whether a third party was used to certify the project design complies with Provision C.3.d.
¹⁸ If HM control is not required, state why not.
¹⁹ 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.	Is Funding Committed? ²⁰	Date Construction Scheduled to Begin ²⁰	Source Control Measures ²¹	Site Design Measures ²²	Treatment Systems Approved ²³	Operation & Maintenance Responsibility Mechanism ²⁴	Hydraulic Sizing Criteria ²⁵	Alternative Compliance Measures ^{26/27}	Alternative Certification ²⁸	HM Controls ^{29/30}
Public Projects										
n/a										

Comments:
The Town of Portola Valley did not approve any regulated projects during the reporting period 2010/2011. We are a small rural Town with all projects being exempt single family residential. The Towns policy is that all projects utilize Best Management Practices in construction for erosion and sediment control.

²⁰ For public projects, enter “Yes” or “No” under “Is Funding Committed?” and enter a date under “Date Construction Scheduled to Begin”.

²¹ 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.

²² 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.

²³ 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.).

²⁴ 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.

²⁵ See Provision C.3.d.i. “Numeric Sizing Criteria for Stormwater Treatment Systems” for list of hydraulic sizing design criteria. Enter the corresponding provision number of the appropriate criterion (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3).

²⁶ 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.

²⁷ 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.

²⁸ Note whether a third party was used to certify the project design complies with Provision C.3.d.

²⁹ If HM control is not required, state why not.

³⁰ If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).

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

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

Name of Facility/Site Inspected	Address of Facility/Site Inspected	Newly Installed? (YES/NO) ³¹	Party Responsible ³² For Maintenance	Date of Inspection	Type of Inspection ³³	Type of Treatment/HM Control(s) Inspected ³⁴	Inspection Findings or Results ³⁵	Enforcement Action Taken ³⁶	Comments
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

The Town of Portola Valley is small and rural in environment consisting of mainly residential neighborhoods. No Regulated projects were approved. Single family homes are exempt. No projects that required treatment systems. No significant reports were found, this is similar and typical for the Town on a yearly basis. The Town performs winterization inspections of all sites, including those under/over the 10,000 sq/ft limit. Inspections are performed between Oct 1-April 15. Typical minor issues that required re-inspection are: Worn or deteriorated erosion control products

³¹ Indicate “YES” if the facility was installed within the reporting period, or “NO” if installed during a previous fiscal year.

³² State the responsible operator for installed stormwater treatment systems and HM controls.

³³ State the type of inspection (e.g., 45-day, routine or scheduled, follow-up, etc.).

³⁴ 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.

³⁵ State the inspection findings or results (e.g., proper installation, improper installation, proper O&M, immediate maintenance needed, etc.).

³⁶ 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

Program Highlights

Provide background information, highlights, trends, etc.

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

See Industrial and Commercial Site Controls section of the Program's FY 10-11 Annual Report for a description of activities of the countywide program and/or the BASMAA Municipal Operations Committee.

C.4.b.i. ► Business Inspection Plan

Do you have a Business Inspection Plan? Yes No

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

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

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

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

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

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

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

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

C.4.c.iii.(1) ► Facility Inspections

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

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

	Number	Percent
Number of businesses inspected	19	
Total number of inspections conducted	19	
Number of violations (excluding verbal warnings)	0	
Sites inspected in violation	0	
Violations resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner	0	

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

County Environmental Health plans to develop a list based on the businesses it regulates. See attached list.

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

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

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

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

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

	Enforcement Action (as listed in ERP) ³⁷	Number of Enforcement Actions Taken	% of Enforcement Actions Taken ³⁸
Level 1	Verbal warning	0	
Level 2	Warning notice or Administrative Action	0	
Level 3	Administrative Action with Penalty &/or Cost Recovery	0	
Level 4	Legal Action		
Total			

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 ³⁹	Number of Actual Discharge Violations	Number of Potential/Other Discharge Violations
Restaurants	0	
Food markets – retail	0	
Automobile Services Stations – Retail	0	
Automotive Body Shops	0	
Drycleaners	0	

³⁷ Agencies to list specific enforcement actions as defined in their ERPs.

³⁸ Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

³⁹ List your Program's standard business categories.

Building Materials Dealers - Retail	0	
Other	0	

C.4.c.iii.(4) ► Non-Filers

List below or attach a list of the facilities required to have coverage under the Industrial General Permit but have not filed for coverage:
no industries identified as non-filers during scheduled inspections during this fiscal year.

C.4.d.iii ► Staff Training Summary

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
Training Video	July	Inspecting for Storm Water for Business	1	100%

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

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

C.5.c.iii ► Complaint and Spill Response Phone Number and Spill Contact List									
List below or attach your complaint and spill response phone number and spill contact list.									
<table border="1"> <thead> <tr> <th>Contact</th> <th>Description</th> <th>Phone Number</th> </tr> </thead> <tbody> <tr> <td>Public Works, Howard Young</td> <td>Public Works</td> <td>650-851-1700</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Contact	Description	Phone Number	Public Works, Howard Young	Public Works	650-851-1700			
Contact	Description	Phone Number							
Public Works, Howard Young	Public Works	650-851-1700							

C.5.d.iii ► Evaluation of Mobile Business Program
Describe implementation of minimum standards and BMPs for mobile businesses and your enforcement strategy. This may include participation in the BASMAA Mobile Surface Cleaners regional program or local activities.
Description: Note that the town contracts with San Mateo County Environmental Health Department to perform industrial, business, hazmat, and food facility inspections on behalf of the town. County Environmental Health has initiated educational outreach to mobile food facilities.

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

C.5.f.iii.(1), (2), (3) ► Spill and Discharge Complaint Tracking									
Spill and Discharge Complaint Tracking (fill out the following table or include an attachment of the following information)									
<table border="1"> <thead> <tr> <th></th> <th>Number</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Discharges reported (C.5.f.iii.(1))</td> <td>0</td> <td></td> </tr> <tr> <td>Discharges reaching storm drains and/or receiving waters (C.5.f.iii.(2))</td> <td>0</td> <td></td> </tr> </tbody> </table>		Number	Percentage	Discharges reported (C.5.f.iii.(1))	0		Discharges reaching storm drains and/or receiving waters (C.5.f.iii.(2))	0	
	Number	Percentage							
Discharges reported (C.5.f.iii.(1))	0								
Discharges reaching storm drains and/or receiving waters (C.5.f.iii.(2))	0								

Discharges resolved in a timely manner (C.5.f.iii.(3))	0
Comments: If spills occur, the Public Works Department takes the complaint and responds. We are a small rural community. Our storm drain system consists mostly of open ditches. If spills are detected, efforts are made to contain the spill by BMP's. No spills this reporting year.	

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

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

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

Section 6 – Provision C.6 Construction Site Controls

C.6.e.iii.1.a, b, c ▶ Site/Inspection Totals		
Number of sites disturbing < 1 acre of soil requiring storm water runoff quality inspection (i.e. High Priority) (C.6.e.iii.1.a)	Number of sites disturbing ≥ 1 acre of soil (C.6.e.iii.1.b)	Total number of storm water runoff quality inspections conducted (C.6.e.iii.1.c)
0	0	0
<p>Comments:</p> <p>The Town of Portola Valley is small and rural in environment consisting of mainly residential neighborhoods. No Regulated projects were approved. Single family homes are exempt. No projects that required treatment systems. No significant reports were founds, this is similar and typical for the Town on a yearly basis. The Town performs winterization inspections of all sites, including those under/over the 10,000 sq/ft limit even though not regulated. Inspections are performed between Oct 1- April 15. Typical minor issues that required re-inspection are: Worn or deteriorated erosion control products.</p> <p><u>The reported numbers used for this section are for unregulated projects. 31 sites were visited.</u></p>		

C.6.e.iii.1.d ▶ Construction Activities Storm Water Violations		
BMP Category	Number of Violations⁴⁰	% of Total Violations⁴¹
Erosion Control	1	14%
Run-on and Run-off Control		
Sediment Control	6	86%
Active Treatment Systems		
Good Site Management		
Non Stormwater Management		
Total	7	100%

⁴⁰ Count one violation in a category for each site and inspection regardless of how many violations/problems occurred in the BMP category.

⁴¹ Percentage 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) ⁴²	Number Enforcement Actions Taken	% Enforcement Actions Taken ⁴³
Level 1	Verbal notice / warning	6	100%
Level 2	Written warning / notice of violation	0	0
Level 3	Notice to Comply	0	0
Level 4	Legal Action	0	0
Total		6	100%

C.6.e.iii.1.f, g ▶ Illicit Discharges

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

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

	Number	Percent
Violations fully corrected within 10 business days after violations are discovered or otherwise considered corrected in a timely period (C.6.e.iii.1.h)	7	100% ⁴⁴
Violations not fully corrected within 30 days after violations are discovered (C.6.e.iii.1.i)	0	0% ⁴⁵
Total number of violations for the reporting year⁴⁶	7	100%

Comments:

Again, please note that these inspection numbers are for non-regulated projects and consists of single family homes which are exempt.

The Town had no violations not corrected within 10 days or reasonable amount of time.

⁴² Agencies should list the specific enforcement actions as defined in their ERPs.

⁴³ Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

⁴⁴ 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.

⁴⁵ 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.

⁴⁶ 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.6.e.iii.(2) ► Evaluation of Inspection Data

Describe your evaluation of the tracking data and data summaries and provide information on the evaluation results (e.g., data trends, typical BMP performance issues, comparisons to previous years, etc.).

Description:
The Town had typical minor BMP performance issues, consisting of worn or deteriorated erosion control materials. All minor similar issues to previous years. Again, please note that these inspection numbers are for non-regulated projects and consists of single family homes which are exempt.

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

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

Description:
Strengths: Standard Public Works Inspection. Winterization letter is sent out as a reminder. Public Works inspection is scheduled with each project with a permit. Inspection and follow-up to take place.

The Town has a very good construction program. Although there were no regulated projects, we still inspect all projects utilizing MRP requirements. Our inspections used the revised storm water construction inspection forms and inspection data tracking tools, revised operating procedures and provided training to inspectors, conducted inspections with the new forms. Refer to the C.6 Construction Site Control section of countywide program’s FY 10-11 Annual Report for a description of activities at the countywide or regional level.

Again, please note that these inspection numbers are for non-regulated projects and consists of single family homes which are exempt.

C.6.f ► Staff Training Summary

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
Storm water Orientation for Municipal staff	Jan 25, 2011	Stormwater Orientation for Municipal staff	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:

Refer to Countywide program and efforts. Report developed by BASMAA included within the C.7 Public Information and Outreach section of the Countywide Programs Annual Report.

**The following report developed by BASMAA is included within the C.7 Public Information and Outreach section of Program’s FY 10-11 Annual Report:
 FY 10-11 Regional Outreach Strategic Plan**

C.7.b.iii.1 ▶ Pre-Campaign Survey

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

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 10-11:
 • **BASMAA Media Relations Final Report FY 10-11.** This report and any other media relations efforts conducted countywide is included within the C.7 Public Information and Outreach section of Program’s FY 10-11 Annual Report.

The following reports developed by SMCWPPP and BASMAA are included within the C.7 Public Information and Outreach section of Program’s FY 10-11 Annual Report:

- FY 10-11 SMCWPPP Media Relations Report**
- FY 10-11 BASMAA Regional Media Relations**

C.7.d ► Stormwater Point of Contact

Summary of any changes made during FY 10-11:
No Change

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. The following report developed by BASMAA is included within the C.7 Public Information and Outreach section of Program’s FY 10-11 Annual Report: FY 10-11 Regional Outreach Strategic Plan	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		

<p>Program’s FY 10-11 Annual Report:</p> <ul style="list-style-type: none"> • FY 10-11 Coordination of California Coastal Cleanup Day in San Mateo County, September 25, 2010. • FY 10-11 Maker Faire at the County Expo Center, May 21-22, 2011. • FY 10-11 County Fair, June 11-19, 2011.” <p><u>ALSO</u> The following Co-permittees had events staffed by Environmental Health based on number of event requirements and need, and these events should be listed on your report:</p> <ul style="list-style-type: none"> • San Mateo, Farmers Market, August 14, 2010 • Unincorporated County, North Fair Oaks Festival, August 22, 2010 • South San Francisco, Oil Filter Exchange, April 8 & 9, 2011 • Redwood City, Marine Science Institute Earth Day Event, April 16, 2011 • San Mateo, Oil Filter Exchange, April 29 & 30, 2011 • San Bruno, Operation Clean Sweep, May 7, 2011 • Daly City, Farmers Market, June 2, 2011 • Half Moon Bay, Farmers Market, June 25, 2011 		

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:

Countywide program staff will provide a summary of efforts conducted at the countywide or regional level.

During FY 10-11, SMCWPPP maintained and updated 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. In addition, all of the organization's events throughout the year were posted on the Program's popular "Community Events" page to publicize and encourage participation by county residents in local stewardship efforts

The Town is a member of the San Francisquito Watershed Group and participates at regular meetings, assists with volunteer clean up days and weed abatement days. We have an annual educational outreach and creek walk with residents who live along the three creeks in our Town.

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 Program’s FY 10-11 Annual Report:</p> <ul style="list-style-type: none"> • FY 10-11 Coordination of California Coastal Cleanup Day in San Mateo County, September 25, 2010” • FY 10-11 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>Refer to the C.7 Section of the countywide program’s FY 10-11 Annual Report for a description of School-age Children Outreach efforts conducted at the countywide level.</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 is included</p>			

<p>within the C.7 Public Information and Outreach section of the Program's FY 10-11 Annual Report:</p> <ul style="list-style-type: none"> • FY 10-11 Banana Slug String Band Elementary School Assembly Program • FY 10-11 Rock Steady Science High School 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 10-11, we contributed through the countywide Program to the BASMAA Regional Monitoring Coalition (RMC). In addition, we contributed financially to the Regional Monitoring Program for Water Quality in the San Francisco Estuary (RMP) and were represented at RMP committees and work groups. For additional information on monitoring activities conducted by the Program, BASMAA RMC and the RMP, see the C.8 Water Quality Monitoring section of the Program's FY 10-11 Annual Report.

Section 9 – Provision C.9 Pesticides Toxicity Controls

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

Attach a copy of your individual IPM ordinance or policy. <i>(Water Board staff requested resubmittal for FY 10-11.)</i>	X	Attached	<input type="checkbox"/>	Not attached , explain below
If Not attached , explain:				
Describe mechanism for adopting/formalizing your agency's IPM ordinance or policy (e.g., department head approval, integration into SOPs, staff training: The Countywide IPM policy is being used by the Town of Portola Valley. Department heads, staff, and vendors are aware of the requirements. Formalized by Department Head approval.				

C.9.b ▶ Implement IPM Policy or Ordinance

Report implementation of IPM BMPs by showing trends in quantities and types of pesticides used, and suggest reasons for increases in use of pesticides that threaten water quality, specifically organophosphates, pyrethroids, carbaryl, and fipronil. A separate report can be attached as evidence of your implementation. **Guidance: List only quantities of organophosphates, pyrethroids, carbaryl and fipronil that are used in a manner that threatens water quality (i.e., are used outdoors and may come in contact with stormwater.)**

Trends in Quantities and Types of Pesticides Used⁴⁷

Pesticide Category and Specific Pesticide Used	Amount ⁴⁸				
	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14
Organophosphates					
	0	0			
Pyrethroids					
Product or Pesticide Type X					

⁴⁷ Includes all municipal structural and landscape pesticide usage by employees and contractors.

⁴⁸ Weight or volume of the product or preferably its active ingredient, using same units for the product each year.

Product or Pesticide Type Y					
Carbaryl					
Fipronil		0			

C.9.c ▶ Train Municipal Employees

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

C.9.d ▶ Require Contractors to Implement IPM

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

C.9.e ▶ Track and Participate in Relevant Regulatory Processes

Summarize participation efforts, information submitted, and how regulatory actions were affected OR reference a regional report that summarizes regional participation efforts, information submitted, and how regulatory actions were affected.
Summary: During FY 10-11, we participated in regulatory processes related to pesticides through contributions to the countywide Program, BASMAA and CASQA. For additional information, see the Regional Pollutants of Concern Report submitted by BASMAA on behalf of all MRP Permittees.

C.9.f ▶ Interface with County Agricultural Commissioners			
Did your municipal staff observe any improper pesticide usage or evidence of improper usage (e.g., pesticides in storm drain systems, along street curbs, or in receiving waters) during this fiscal year?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
If yes, provide a summary of improper pesticide usage reported to the County Agricultural Commissioner and follow-up actions taken to correct any violations. A separate report can be attached as your summary.			

C.9.h.ii ▶ Public Outreach: Point of Purchase	
Provide a summary of public outreach at point of purchase, and any measurable awareness and behavior changes resulting from outreach (here or in a separate report); OR reference a report of a regional effort for public outreach in which your agency participates.	
<p>Summary: See the C.9 Pesticides Toxicity Control section of Program's FY 10-11 Annual Report for information on point of purchase public outreach conducted countywide and regionally.</p> <p>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 Program's FY 10-11 Annual Report. FY 10-11 IPM Store Partnership Program (SMCWPPP) FY 10-11 "Our Water, Our World" Report (BASMAA)</p>	

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.	
<p>Summary: See the C.9 Pesticides Toxicity Control section of Program's FY 10-11 Annual Report for a summary of our participation in and contributions towards countywide and regional public outreach to pest control operators and landscapers to reduce pesticide use.</p> <p>The following separate reports developed by SMCWPPP summarize Pest Control Operator outreach efforts conducted during FY 10-11: FY 10-11 Green Gardener Training Program Report</p>	

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:

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

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:

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

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

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

Description:

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

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

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

Fill out the following table or attach a summary of the following information. **Guidance: Provide requested information below. If assessments were conducted during FY 09-10 and not conducted in FY 10-11, indicate “Conducted during FY 09-10” in the first row of the table.**

Trash Hot Spot	Cleanup Date	Volume of Material Removed	Dominant Type of Trash	Trash Sources (where possible)
Conducted during fy09-10 (Ford Field)	Conducted during fy09-10	Conducted during fy09-10	Conducted during fy09-10	Conducted during fy09-10
Ford Field	Continuous	1 cubic yard	Paper and wood debris	dumpers

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>Trash loads removed were not tracked for all trash load reduction actions this fiscal year. Once the Trash Load Reduction Tracking Method is developed (see Provision C.10.a.ii), trash loads removed will be documented for each load reduction action. See the Program's FY10-11 Annual Report for schedule.</p>				

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).

Refer to FY 10-11 Program Annual Report for a list of mercury collection and recycling efforts conducted countywide and regionally.

Household Hazardous Waste collection day, sponsored by San Mateo County, on October 2010 was held at Portola Valley Town Center.

The Town's Sustainability Coordinator works with San Mateo County Business Program to provide outreach and education for local businesses on recycling materials, lowering green house gas emissions and recycling of batteries and lightbulbs. The Town Center has a drop off for such items.

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 draft technical memorandum describing initial load reduction quantification methods for PCBs and mercury was submitted to the Water Board in the BASMAA FY 2009-10 Regional POCs and Monitoring Annual Report supplement. Written comments from Water Board and Permittee staff were received on the technical memorandum. In FY 2011-12, BASMAA member agencies plan to revise methods presented in the draft memorandum in response to the comments. Once the methods are completed, they will be used to estimate loads removed via the collection/recycling of mercury-containing products. See the FY 2010-11 Countywide Program Annual Report and BASMAA Regional POCs and Monitoring Annual Report supplement for more information.

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

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

Summary

A summary of countywide Program and regional accomplishments for these sub-provisions are included within the C.11 Mercury Controls section of Program's FY 10-11 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 by BASMAA and provided in the FY 09-10 BASMAA Regional POC Report. A description of efforts to train municipal industrial inspectors was provided in FY 09-10 permittee and/or Program Annual Reports.

C.12.a.ii.iii ► Ongoing Training

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

Description:

See the FY 10-11 Program Annual Report for a description of training provided countywide and/or regionally, and report on any local training efforts, if applicable.

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

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

Summary

A summary of countywide Program and regional accomplishments for these sub-provisions are included within the C.12 PCB Controls section of Program's FY 10-11 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?

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

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?

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

C.13.c ► Vehicle Brake Pads

Reported in a separate regional report.
A summary of the countywide Program's participation with the Brake Pad Partnership (BPP) is included within the C.13 Copper Controls section of Program's FY 10-11 Annual Report and/or the BASMAA Regional POC Report.

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

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

Summary

None. The Town of Portola Valley is a small rural town consisting mostly of residential neighborhoods.

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

Report on progress of studies being conducted countywide or regionally to reduce copper pollutant impact uncertainties. State below if information is reported in a separate regional report.

Summary

A summary of the countywide Program and/or regional efforts to develop regional studies to reduce copper pollutant impact uncertainties is included within the C.13 Copper Controls section of Program's FY 10-11 Annual Report and/or BASMAA Regional POC Report.

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

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

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

Summary

A summary of the countywide Program and regional efforts related to the Control Program for PBDEs, Legacy Pesticides and Selenium is included within the C.14 PBDE, Legacy Pesticides and Selenium section of Program's FY 10-11 Annual Report and/or BASMAA Regional POC Report.

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

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

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

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

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

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

Summary:

The Town Council in March 2010 adopted a new Water Conservation in Landscaping Ordinance. The Ordinance is more streamlined and simplified than the State Model Ordinance and it is at least as effective as the Model Ordinance because it includes water budget parameters and values and landscape parameters that are consistent with the Model Ordinance. By using the same water budget parameters as the Model Ordinance, the Town's ordinance will be as effective as the Model Ordinance in developing landscaping water budgets. By using the same landscape parameters as the Model Ordinance, for among other things, slope restrictions and width restrictions for turf, irrigation times, and minimum mulch requirements the Town's Ordinance will be at least as effective as the Model Ordinance in achieving water savings.

The Town's Water Ordinance is designed to achieve a 25% savings on outdoor water use. The Ordinance includes a default turf restriction of 25% or 1,000 sf whichever is smaller and requires that at least 80% of the plants in non-turf landscape areas be native plants, low-water using plants, or no-water using plants (unless the applicant elects to perform a water budget).

The Town Council also adopted an Indoor Water Ordinance that applies to all new construction and permitted kitchen and bath remodels. The indoor Water Ordinance is designed to achieve a 20% water savings in indoor water use.

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

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

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

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

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

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

C.15.b.iii.(1) ► Planned Discharges of the Potable Water System										
Site/ Location	Discharge Type	Receiving Waterbody(ies)	Date of Discharge	Duration of Discharge (military time)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/day)	Chlorine Residual (mg/L)	pH (standard units)	Discharge Turbidity ⁴⁹ (NTU)	Implemented BMPs & Corrective Actions
n/a										

⁴⁹ Monitor the receiving water for turbidity if necessary and feasible. Include data in this column if available.

Section 4 - Provision C.4
 C.4.b.iii(2) Facilities scheduled for inspection

STAFF	INPECTION TYPE	INSPECTION DATE	FACILITY NAME		ADDRESS	VB
ROMPF	1	8/10/2010	RON RAMIES AUTOMOTIVE	115	PORTOLA VALLEY	PORTOLA VALLEY
ROMPF	1	9/24/2010	SAUSAL VISTA PUMPING STATION	250	GEORGIA	PORTOLA VALLEY
ROMPF	1	9/24/2010	SAUSAL VISTA PUMPING STATION	250	GEORGIA	PORTOLA VALLEY
ROMPF	1	9/24/2010	CORTE MADERA PUMPING STATION	401	PORTOLA	PORTOLA VALLEY
ROMPF	1	9/24/2010	WBSD, VILLAGE SQ LIFT STATION	884	PORTOLA	PORTOLA VALLEY
ROMPF	1	9/28/2010	WOODSIDE FIRE PROTECTION DIST	135	PORTOLA	PORTOLA VALLEY
ROMPF	1	9/28/2010	PORTOLA VALLEY FUEL	105	PORTOLA	PORTOLA VALLEY
ROMPF	1	10/1/2010	PORTOLA VALLEY GARAGE	4170	ALPINE	PORTOLA VALLEY
WONG	1	10/5/2010	ROBERTS OF PORTOLA VALLEY	4420	ALPINE	PORTOLA VALLEY
ROMPF	1	10/20/2010	BEAR GULCH STA 27		GOLDEN OAK DR & PEAK LN	PORTOLA VALLEY
ROMPF	1	10/20/2010	BEAR GULCH STA 27		GOLDEN OAK DR & PEAK LN	PORTOLA VALLEY
WONG	1	11/15/2010	PORTOLA CAFE DELI	3	PORTOLA	PORTOLA VALLEY
WONG	1	1/4/2011	CORTE MADERA SCHOOL	4575	ALPINE	PORTOLA VALLEY
WONG	1	2/10/2011	PARKSIDE GRILL	884	PORTOLA	PORTOLA VALLEY
WONG	1	2/10/2011	PORTOLA CAFE DELI	3	PORTOLA	PORTOLA VALLEY
WONG	1	2/16/2011	ALPINE BEER GARDEN	3915	ALPINE	PORTOLA VALLEY
WONG	1	2/16/2011	ALPINE HILLS TENNIS & SWIMMING	4139	ALPINE	PORTOLA VALLEY
WONG	1	3/8/2011	ROBERTS OF PORTOLA VALLEY	4420	ALPINE	PORTOLA VALLEY
WONG	1	3/8/2011	ROBERTS OF PORTOLA VALLEY	4420	ALPINE	PORTOLA VALLEY
ROMPF	1	5/24/2011	NEXTEL-Site ID CA-1182	302	PORTOLA	PORTOLA VALLEY
ROMPF	1	5/24/2011	NEXTEL-Site ID CA-1182	302	PORTOLA	PORTOLA VALLEY
ROMPF	1	5/24/2011	SPRINT NEXTEL CELL SITE FS21XC005	302	PORTOLA	PORTOLA VALLEY
ROMPF	1	6/3/2011	THE SEQUOIAS	501	PORTOLA	PORTOLA VALLEY

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 AUG 18 2011
 TOWN OF PORTOLA VALLEY



Proposed Final Version

San Mateo Countywide Water Pollution Prevention Program Model Integrated Pest Management (IPM) Policy

GOAL

The Town of Portola Valley seeks to protect the health and safety of its employees and the general public, the environment and water quality, as well as to provide sustainable solutions for pest control through the reduced use of pesticides on property including buildings owned or managed by the City/County by applying Integrated Pesticide Management principles and techniques. The municipal regional stormwater permit requires that the Town of Portola Valley minimize reliance on pesticides that threaten water quality.

REQUIRED USE OF INTEGRATED PEST MANAGEMENT

Employees implementing pest management controls will use Integrated Pest Management (IPM) techniques that emphasize non-pesticide alternatives. Pesticides will only be used after careful consideration of non-chemical alternatives and then the least toxic chemicals that are effective shall be used. Pest control contractors hired by the Town of Portola Valley are required to implement IPM to control pests. This will be achieved by hiring only IPM-certified pest control contractors or by including contract specifications requiring contractors to implement IPM methods.

The Town of Portola Valley will establish written standard operating procedures for pesticide use to ensure implementation of this IPM policy and to require municipal employees and pest control contractors to comply with the standard operating procedures.

The Town of Portola Valley will track employee and contractor pesticide use and prepare an annual report summarizing pesticide use and evaluating pest control activities performed consistent with the municipal regional stormwater permit's requirements.

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

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

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

1. Based on field observations evaluate locations and sites where pest problems commonly occur to determine pest population, size, occurrence, and natural enemy population, if

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

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

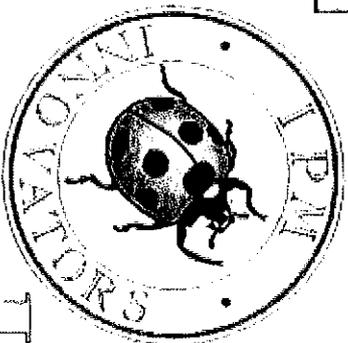
BACKGROUND

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

Integrated Pest Management (IPM) is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and nontarget organisms, and the environment.

IPM techniques could include biological controls (e.g., ladybugs and other natural enemies or predators); physical or mechanical controls (e.g., hand labor or mowing, caulking entry points to buildings); cultural controls (e.g., mulching, alternative plant type selection, and enhanced cleaning and containment of food sources in buildings); and reduced risk chemical controls (e.g., soaps or oils).

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



California Environmental Protection Agency
Department of Pesticide Regulation

IPM Innovator

Clark Pest Control

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

Mary Ann Warmerdam
Mary Ann Warmerdam, Director

18 March 2010
Date

