



TOWN OF HILLSBOROUGH

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

September 13, 2013

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 Hillsborough Municipal Regional Stormwater Permit
FY 2012-2013 Annual Report**

Dear Mr. Wolfe:

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

- A. Certification Statement
 - B. FY 2012-2013 Annual Report Form
 - Table of Contents
 - Completed Annual Report Form, Sections 1-15*
- *Attachments as appropriate.

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

Very truly yours,

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

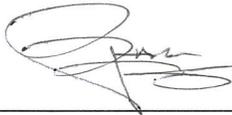
cc: Randy Schwartz, City Manager

TOWN OF HILLSBOROUGH
FY 2012-2013 ANNUAL REPORT

CERTIFICATION STATEMENT

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

Signature of Duly Authorized Representative:



9/13/13

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

Date

Town of Hillsborough

Municipal Regional Stormwater NPDES Permit

FY 2012-2013 Annual Report



September 13, 2013

ATTACHMENT B

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SECTION 1: Permittee Information



Permittee Name: Town of Hillsborough

Section 1 – Permittee Information

Background Information				
Permittee Name:	Town of Hillsborough			
Population:				
NPDES Permit No.:	CAS612008			
Order Number:	R2-2009-0074R			
Reporting Time Period (month/year):	July 2012 through June 2013			
Name of the Responsible Authority:	Paul Willis, P.E., QSD/QSP		Title:	Public Works Director / City Engineer
Mailing Address:	1600 Floribunda Avenue			
City:	Hillsborough	Zip Code:	94010	County: San Mateo County
Telephone Number:	(650) 375-7444	Fax Number:	(650) 548-0859	
E-mail Address:	pwillis@hillsborough.net			
Name of the Designated Stormwater Management Program Contact (if different from above):	Catherine Chan / Christopher Dacumos		Title:	Assistant Engineer / Management Analyst
Department:	Public Works Department			
Mailing Address:	1600 Floribunda Avenue			
City:	Hillsborough	Zip Code:	94010	County: San Mateo County
Telephone Number:	(650) 579-3353 / (650) 375-7444		Fax Number:	(650) 548-0859
E-mail Address:	cchan@hillsborough.net / cdacumos@hillsborough.net			

SECTION 2:
Provision C.2
Municipal Operations



Permittee Name: Town of Hillsborough

Section 2 - Provision C.2 Reporting Municipal Operations

Program Highlights and Evaluation

Highlight/summarize activities for reporting year:

Summary:

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

The Town staff participates in applicable SMCWPPP’s Municipal Maintenance Subcommittee and routinely participates in the Trash Work Group meetings. Town staff attended the Municipal Maintenance Workshop offered this fiscal year which provided overview of MRP requirements and emphasized reducing discharge of pollutants in stormwater drains and prohibiting non-stormwater discharge into the storm to the maximum extent practicable.

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

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

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

Comments:

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

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

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

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

Comments:

The Town's roadways predominantly do not have traditional sidewalks with curbs and gutters. As a result, sidewalk maintenance is not required. The Town has a limited number of rolled curb/gutters where collection of street debris is more likely. When leaves and street debris collects within the rolled curbs and gutters, Town residents are responsible to clean and dispose materials along their property frontage and the Town maintenance staff responds diligently if lack of maintenance becomes a nuisance to the public. Parking strips are maintained by abutting property owners. However, the parking strips throughout Town are primarily composed of interlocking pavers, decomposed granite or turf blocks, which serve as drainage systems that filter stormwater runoff prior to discharge into the storm drain system.

Permittee Name: Town of Hillsborough

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

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

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

Comments:

The Town does not conduct bridge or structural maintenance activities directly over water or into storm drains. All graffiti removal activities on public facilities are done in-house by Town Staff trained in the proper capture and disposal of graffiti removal wastes. The BASMAA's Pollution from Surface Cleaning handout is available to Town Staff, if needed.

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). If a pump station is exempt from DO monitoring, explain why it is exempt.

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

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

Permittee Name: Town of Hillsborough

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)

Permittee Name: Town of Hillsborough

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

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.

Permittee Name: Town of Hillsborough

C.2.f. ► Corporation Yard BMP Implementation

Place an **X** in the boxes below that apply to your corporations yard(s):

<input type="checkbox"/>	We do not have a corporation yard
<input type="checkbox"/>	Our corporation yard is a filed NOI facility and regulated by the California State Industrial Stormwater NPDES General Permit
<input checked="" type="checkbox"/>	We have a Stormwater Pollution Prevention Plan (SWPPP) for the Corporation Yard(s)

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

<input checked="" type="checkbox"/>	Control of pollutant discharges to storm drains such as wash waters from cleaning vehicles and equipment
<input checked="" type="checkbox"/>	Routine inspection prior to the rainy seasons of corporation yard(s) to ensure non-stormwater discharges have not entered the storm drain system
<input checked="" type="checkbox"/>	Containment of all vehicle and equipment wash areas through plumbing to sanitary or another collection method
<input checked="" type="checkbox"/>	Use of dry cleanup methods when cleaning debris and spills from corporation yard(s) or collection of all wash water and disposing of wash water to sanitary or other location where it does not impact surface or groundwater when wet cleanup methods are used
<input checked="" type="checkbox"/>	Cover and/or berm outdoor storage areas containing waste pollutants

Comments:

BMPs are implemented on a monthly basis during inspections by Town Staff and inspection reports are available upon request.

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

Corporation Yard Name	Inspection Date (1x/year required)	Inspection Findings/Results	Follow-up Actions
Town of Hillsborough Corporation Yard	Monthly inspections conducted throughout the year. - 7/26/2012, - 9/5/2012, - 9/25/2012, - 10/29/2012, - 11/27/2012,	Inspection locations includes: sewer lift station, wash racks, dump area, outdoor storage area, hazardous material storage, fuel dispensing area and catch basins throughout the yard. Inspections confirmed that: no surcharge of sewage and wash water occurred, all trash and green waste are contained in dumpsters accordingly and catch basins were cleaned and not clogged from debris and trash. Storage areas were confirmed to be orderly with all containers properly capped and sealed. Corporation Yard drainage was	Cleaned, repaired and organized areas accordingly during inspections. Repairs were conducted to confirm that sewer pumps were in adequate condition. Catch basins were cleaned to ensure that leaves and

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C.2 – Municipal Operations

Permittee Name: Town of Hillsborough

	<ul style="list-style-type: none">- 12/23/2012,- 1/23/2013,- 2/25/2013,- 4/2/2013,- 5/1/2013,- 6/3/2013	confirmed to be running properly with no discharge and basins were free of non-storm water discharge.	debris would not clog.
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SECTION 3:
Provision C.3
New Development and
Redevelopment



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

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

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

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

Summary:

The Town of Hillsborough does not have a pilot green street project within its jurisdiction.

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

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

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

Summary:

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

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

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

There was no public or private Regulated Project approved during the FY 12-13 reporting period.

Permittee Name: Town of Hillsborough

C.3.e.v. ► Alternative or In-Lieu Compliance with Provision C.3.c.			
<i>(For FY 11-12 Annual Report and each Annual Report thereafter)</i>			
Is your agency choosing to require 100% LID treatment onsite for all Regulated Projects and not allow alternative compliance under Provision C.3.e.?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No
Comments (optional):			

C.3.e.vi ► Special Projects Reporting			
1. Has your agency received, but not yet granted final discretionary approval of, a development permit application for a project that has been identified as a potential Special Project based on criteria listed in MRP Provision C.3.e.ii(2) for any of the three categories of Special Projects (Categories A, B or C)?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No
2. Has your agency granted final discretionary approval of a project identified as a Special Project in the March 15, 2013 report? If yes, include the project in both the C.3.b.v.(1) Table, and the C.3.e.vi. Table.	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No
If you answered "Yes" to either question, 1) Complete Table C.3.e.vi . below. 2) Attach narrative discussion of 100% LID Feasibility or Infeasibility for each project.			

C.3.h.iv. ► Installed Stormwater Treatment Systems Operation and Maintenance Verification Inspection Program Reporting
(1) Refer to the attached table C.3.h.iv.
(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: There were no newly installed stormwater treatment systems and HM controls during the FY 12-13 reporting period. The Town is almost exclusively zoned single family residential. Currently, there remains one site, the Crystal Springs Uplands School ("CSUS"), 400 Uplands Drive, at which a stormwater treatment system was installed in September 2009 and was inspected by the Town during the FY 12-13 reporting period. The Town's

Permittee Name: Town of Hillsborough

inspection determined that the stormwater treatment system is operating properly. The Town communicated to the Owner the necessity of routine maintenance to ensure that accumulated sediment and debris is cleaned.

(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:

For the reporting period, the Town’s O&M Program remains effective. There continues to be coordination and communication between the Planning Department and Engineering Division. However, the Town will incorporate the frequency of O&M inspections annually, or as directed by the Board.

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

• Inspect all newly installed stormwater treatment systems and HM controls within 45 days of installation?		Yes		No	X	Not applicable. No new facilities were installed.
• Inspect at least 20 percent of the total number of installed stormwater treatment systems or HM controls? ³	X	Yes		No		Not applicable. No treatment measures
• Inspect at least 20 percent of the total number of installed vault-based systems?		Yes		No	X	Not applicable. No vault systems.

If you answered “No” to any of the questions above, please explain:

There was no newly installed treatment system for the FY 12-13 reporting period and the Town has no vault-based systems installed.
 [Please be advised that an error was report during last fiscal year’s report noting “Yes” that 20% of the total number of installed vault-based systems was inspected, but the Town does not have any vault-based system installed.]

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

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

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

Summary:

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

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

Prior to December 1, 2012, Hillsborough implemented site design measures as recommendations during private development plan review. Two Town Staff attended the SMCWPPP New Development Workshop during May 22nd of this fiscal year that discussed topics on Provision C.3.i requirements and utilizing the C.3 Regulated Projects for Small Projects.

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

Project Name Project No.	Project Location ¹⁰ , Street Address	Name of Developer	Project Phase No. ¹¹	Project Type & Description ¹²	Project Watershed ¹³	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New Impervious Surface Area (ft ²) ¹⁴	Total Replaced Impervious Surface Area (ft ²) ¹⁵	Total Pre- Project Impervious Surface Area ¹⁶ (ft ²)	Total Post- Project Impervious Surface Area ¹⁷ (ft ²)
Private Projects											
NA											
Public Projects											
NA											
Comments: Not applicable. The Town did not approve any private Regulated Projects during the FY 12-13 reporting period.											

¹⁰ Include cross streets

¹¹ If a project is being constructed in phases, indicate the phase number and use a separate row entry for each phase. If not, enter "NA".

¹² Project Type is the type of development (i.e., new and/or redevelopment). Example descriptions of development are: 5-story office building, residential with 160 single-family homes with five 4-story buildings to contain 200 condominiums, 100 unit 2-story shopping mall, mixed use retail and residential development (apartments), industrial warehouse.

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

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

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

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

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

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

Project Name Project No.	Application Deemed Complete Date ¹⁸	Application Final Approval Date ¹⁹	Source Control Measures ²⁰	Site Design Measures ²¹	Treatment Systems Approved ²²	Type of Operation & Maintenance Responsibility Mechanism ²³	Hydraulic Sizing Criteria ²⁴	Alternative Compliance Measures ^{25/26}	Alternative Certification ²⁷	HM Controls ^{28/29}
Private Projects										
NA										
Comments: Not applicable. The Town did not approve any public Regulated Projects during the FY 12-13 reporting period.										

¹⁸ For private projects, state project application deemed complete date. If the project did not go through discretionary review, report the building permit issuance date.

¹⁹ For private projects, state project application final discretionary approval date. If the project did not go through discretionary review, report the building permit issuance date.

²⁰ List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.

²¹ List site design measures approved for the project. Examples include: minimize impervious surfaces; conserve natural areas, including existing trees or other vegetation, and soils; construct sidewalks, walkways, and/or patios with permeable surfaces, etc.

²² List all approved stormwater treatment system(s) to be installed onsite or at a joint stormwater treatment facility (e.g., flow through planter, bioretention facility, infiltration basin, etc.).

²³ List the legal mechanism(s) (e.g., O&M agreement with private landowner; O&M agreement with homeowners' association; O&M by public entity, etc...) that have been or will be used to assign responsibility for the maintenance of the post-construction stormwater treatment systems.

²⁴ See Provision C.3.d.i. "Numeric Sizing Criteria for Stormwater Treatment Systems" for list of hydraulic sizing design criteria. Enter the corresponding provision number of the appropriate criterion (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3).

²⁵ For Alternative Compliance at an offsite location in accordance with Provision C.3.e.i.(1), on a separate page, give a discussion of the alternative compliance site including the information specified in Provision C.3.b.v.(1)(m)(i) for the offsite project.

²⁶ For Alternative Compliance by paying in-lieu fees in accordance with Provision C.3.e.i.(2), on a separate page, provide the information specified in Provision C.3.b.v.(1)(m)(ii) for the Regional Project.

²⁷ Note whether a third party was used to certify the project design complies with Provision C.3.d.

²⁸ If HM control is not required, state why not.

²⁹ If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).

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

Project Name Project No.	Approval Date ³⁰	Date Construction Scheduled to Begin	Source Control Measures ³¹	Site Design Measures ³²	Treatment Systems Approved ³³	Operation & Maintenance Responsibility Mechanism ³⁴	Hydraulic Sizing Criteria ³⁵	Alternative Compliance Measures ^{36/37}	Alternative Certification ³⁸	HM Controls ^{39/40}
Public Projects										
NA										
Comments: Not applicable. The Town did not approve any public Regulated Projects during the FY 12-13 reporting period.										

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

³¹ List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.

³² List site design measures approved for the project. Examples include: minimize impervious surfaces; conserve natural areas, including existing trees or other vegetation, and soils; construct sidewalks, walkways, and/or patios with permeable surfaces, etc.

³³ List all approved stormwater treatment system(s) to be installed onsite or at a joint stormwater treatment facility (e.g., flow through planter, bioretention facility, infiltration basin, etc.).

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

³⁵ See Provision C.3.d.i. "Numeric Sizing Criteria for Stormwater Treatment Systems" for list of hydraulic sizing design criteria. Enter the corresponding provision number of the appropriate criterion (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3).

³⁶ For Alternative Compliance at an offsite location in accordance with Provision C.3.e.i.(1), on a separate page, give a discussion of the alternative compliance site including the information specified in Provision C.3.b.v.(1)(m)(i) for the offsite project.

³⁷ For Alternative Compliance by paying in-lieu fees in accordance with Provision C.3.e.i.(2), on a separate page, provide the information specified in Provision C.3.b.v.(1)(m)(ii) for the Regional Project.

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

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

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

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

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

Name of Facility/Site Inspected	Address of Facility/Site Inspected	Newly Installed? (YES/NO)⁴¹	Party Responsible⁴² For Maintenance	Date of Inspection	Type of Inspection⁴³	Type of Treatment/HM Control(s) Inspected⁴⁴	Inspection Findings or Results⁴⁵	Enforcement Action Taken⁴⁶	Comments/Follow-up
Crystal Springs Uplands School	400 Uplands Drive, Hillsborough, CA 94010	NO	Property Owner	4/15/2013	Routine	Infiltration retention system. Location – Onsite, in ground at the southeast side of the school at the athletic turf field.	Proper Installation. The Town Inspector did not observe any potential problems. There weren't any apparent sediment build-up or obstruction from the vegetated buffer strip to the outfall point.	None.	<ul style="list-style-type: none"> • Installed 9/8/2009. • Informed Facilities Manager of the school to continue maintaining vegetated swale to ensure proper stormwater treatment.

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

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

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

⁴⁴ State the type(s) of treatment systems inspected (e.g., bioretention facility, flow-through planter, infiltration basin, etc...) and the type(s) of HM controls inspected, and indicate whether the treatment system is an onsite, joint, or offsite system.

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

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

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

Reporting Period – January 1 – June 30, 2013

Project Name & No.	Permitte e	Addres s	Application Submittal Date ⁴⁷	Status ⁴⁸	Description ⁴⁹	Site Total Acreage	Density DU/Acre	Density FAR	Special Project Category ⁵⁰	LID Treatment Reduction Credit Available ⁵¹	List of LID Stormwater Treatment Systems ⁵²	List of Non-LID Stormwater Treatment Systems ⁵³
									Category A: Category B: Category C: Location: Density: Parking:	Category A: Category B: Category C: Location: Density: Parking:	Indicate each type of LID treatment system and the percentage of total runoff treated	Indicate each type of non-LID treatment system and the percentage of total runoff treated. Indicate whether minimum design criteria met or certification received
<p>Comment:</p> <p>There were no Special Projects approved during the FY 12-13 reporting period.</p>												

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

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

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

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

⁵¹ For each applicable Special Project Category, state the maximum total LID Treatment Reduction Credit available. For Category C Special Projects also list the individual Location, Density, and Minimized Surface Parking Credits available.

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

⁵³ List all non-LID stormwater treatment systems proposed. For each type of non-LID treatment system, indicate: (1) the percentage of the total amount of runoff identified in Provision C.3.d. for the Special Project's drainage area, and (2) whether the treatment system either meets minimum design criteria published by a government agency or received certification issued by a government agency, and reference the applicable criteria or certification.

SECTION 4:
Provision C.4
Industrial and Commercial
Site Controls



Permittee Name: Town of Hillsborough

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

Program Highlights

Provide background information, highlights, trends, etc.

The Town is zoned single-family residential and does not have industrial and commercial developments. The Town does have public and private schools, fire stations and a corporation yard that are institutional and government facilities.

C.4.b.i. ► Business Inspection Plan

Do you have a Business Inspection Plan? Yes No

If No, explain:
 The Town does not have any industrial and commercial sites. The inspections conducted by the San Mateo County Environmental Health are on institutional and governmental facilities to fulfill hazardous materials inspections. In case the Town allows business facility(ies) the Town has the Business Inspection Plan available to ensure that the inspection(s) conducted will be in compliance with Provision C.4.

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

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

Not applicable, however, the inspections conducted by the San Mateo County Environmental Health (“CEH”) are on institutional and governmental facilities to fulfill hazardous materials inspections. In case the Town allows business facility(ies) the Town has the Business Inspection Plan available to ensure that the inspection(s) conducted will be in compliance with Provision C.4.

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

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

Permittee Name: Town of Hillsborough

10. Crystal Springs Uplands School – 400 Uplands Drive, Hillsborough, CA.

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

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

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

1. PG&E Carolands Substation – Skyline Boulevard at Chiltern Road, Hillsborough, CA.
2. Multi-Purpose Building – 303 El Cerrito Ave., Hillsborough, CA.
3. North Hillsborough School, Multi-Purpose Building – 303 El Cerrito Avenue, Hillsborough, CA.
4. William Crocker Intermediate School – 2600 Ralston Avenue, Hillsborough, CA.
5. West Elementary School – 376 Barbara Way, Hillsborough, CA.
6. Nueva School – 6565 Skyline Boulevard, Hillsborough, CA.
7. Crystal Springs Uplands School – 400 Uplands Drive, Hillsborough, CA.

C.4.c.iii.(1) ► Facility Inspections

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

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

	Number	Percent
Number of businesses inspected	5	
Total number of inspections conducted	5	
Number of violations (excluding verbal warnings)	0	
Sites inspected in violation	0	0%
Violations resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner	5	100%

Comments:

County Environmental Health (EH); Food and Haz Mat Inspectors conduct routine Stormwater Inspection at inventoried sites based on High, Medium or Low Priorities. If a violation or discharge is observed, a description of the violation is noted on the Inspection Report Form, including Comments and/or Requirements that the facility must complete to clear the violation. If the violation is not cleared at the time of the inspection, a copy of the Inspection Report Form is given to a Stormwater Technician for follow-up.

Permittee Name: Town of Hillsborough

The majority of the violations were resolved within 10 days or otherwise deemed resolved in a longer but still timely manner. However, not all violations were cleared out by inspector due to lack of available staff time to follow-up on all violations within 10 days. There are cases where we go out 2 weeks after and the work is not done and we go back a few weeks later and the work is done.

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

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

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

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

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

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

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

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

Business Category ⁵⁰	Number of Actual Discharge Violations	Number of Potential/Other Discharge Violations
NA	NA	NA

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

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

⁵⁰ List your Program's standard business categories.

Permittee Name: Town of Hillsborough

C.4.c.iii.(4) ▶ Non-Filers

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

NONE

C.4.d.iii ▶ Staff Training Summary

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
Illicit Discharge Inspector Training Workshop by SMCWPPP	4/24/13	Illicit discharge scenarios, regulatory requirements, mobile cleaning of parking garages	2	100%

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



Permittee Name: Town of Hillsborough

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

Program Highlights

Provide background information, highlights, trends, etc.

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

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

Town Staff participated in SMCWPPP's Commercial/Industrial and Illicit Discharge Subcommittee April 24, 2013 Workshop. The training topics included NPDES permit requirements and emphasis on mobile cleaning of parking garages. During training, staff interacted in groups to discuss implementation and SOPs for illicit discharge scenarios.

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

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

Contact	Description	Phone Number
John Mullins	Public Works Superintendent	(650) 375-7444
Gary Francis	Public Works – Street Supervisor	(650) 375-7444

C.5.d.iii ► Evaluation of Mobile Business Program

Describe implementation of minimum standards and BMPs for mobile businesses and your enforcement strategy. This may include participation in the BASMAA Mobile Surface Cleaners regional program or local activities.

Description:

Permittee Name: Town of Hillsborough

Not applicable. The Town does not have mobile business(es) within Town’s jurisdiction; however, if the Town receives inquiries regarding BMP required practices from mobile surface cleaners they are referred to the BASMA Mobile Surface Cleaners Program for training and will recommend to hire certified Mobile Surface Cleaners.

Refer to the C.5 Illicit Discharge Detection and Elimination section of the SMCWPPP FY 12-13 Annual Report for a description of efforts by the Commercial, Industrial and Illicit Discharge (CII) Subcommittee and the BASMAA Municipal Operations Committee to address mobile businesses.

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

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

Description:

The Town inspects its stormwater system and strategic outfalls at the end of each dry season in preparation for wet season weather. It inspects for potential illicit discharges during these maintenance inspections. If the Town inspector discovers an illicit discharge during maintenance activities, then the Inspector will complete a storm system screen form provided by the SMCWPPP. The Town continued to utilize maintenance activities to survey the collection system for illicit discharges and illegal dumping. Those activities include: surface detection; flushing and closed circuit television inspections, as necessary; conveyance inspection and cleaning. The Town’s stormwater flows through tributary areas of the Easton, Sanchez, Burlingame, Borel and San Mateo Creeks. The frequency of surveys for maintenance and/or repairs necessary to the collection system is based on major outfalls and areas that have historic problems and areas that are susceptible to flooding. All current surveys are documented using work orders and will implement the screening form developed by SMCWPPP on forthcoming years.

The Town also detects illicit discharges through surface detection. Typically, the source of discharge can be located and the discharge properly eliminated, immediately after discovery. In addition, during surface detection, the Town educates the public to utilize proper BMPs for anticipated or potential discharge, which as a result, prevents the discharge to occur. In the process, the Town educates possible enforcement actions. The SeeClickFix and SmartCover® screening programs continue to provide effective communication to Town Staff from the public.

The Town continues to be proactive which provides a more effective approach in the screening program.

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

Permittee Name: Town of Hillsborough

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

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

	Number	Percentage
Discharges reported (C.5.f.iii.(1))	1	
Discharges reaching storm drains and/or receiving waters (C.5.f.iii.(2))	1	100%
Discharges resolved in a timely manner (C.5.f.iii.(3))	1	100%

Comments:

The one discharge was due to a water main break on a private development. The Town responded to the incident promptly and mobilized crews to assess BMPs and to repair the water main break immediately. BMPs such as fiber rolls and gravel bags were installed to prevent non-stormwater into the water body and to filter sediment. The dechlorination bags were used to prevent chlorinated water from entering into the storm drain system.

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

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

Based on data from previous reporting year, the Town will continue to detect typical discharges: 1) construction and maintenance materials by private developments, 2) private homeowners' activities, such as washing paint at the curbside, and 3) landscaping debris.

SECTION 6:
Provision C.6
Construction Site Controls



Section 6 – Provision C.6 Construction Site Controls

C.6.e.iii.1.a, b, c ▶ Site/Inspection Totals		
Number of High Priority Sites (sites disturbing < 1 acre of soil requiring storm water runoff quality inspection) (C.6.e.iii.1.a)	Number of sites disturbing ≥ 1 acre of soil (C.6.e.iii.1.b)	Total number of storm water runoff quality inspections conducted (include only High Priority Site and sites disturbing 1 acre or more) (C.6.e.iii.1.c)
8	1	78
<p>Comments:</p> <p>The data reported above is extracted from completing the Construction Inspection Tracking Table prepared by the SMCWPPP. During months of February through the end of April, sites were in compliance and periodic inspections were conducted but reports were not necessarily completed. In addition, construction sites that do not fall in these categories were inspected as well. Again, most of these sites are all private development that ranges from small landscape and remodel projects to new single family dwellings.</p>		

Permittee Name: Town of Hillsborough

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

Comments:

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

BMP Category	Number of Violations⁵¹ excluding Verbal Warnings	% of Total Violations⁵²
Erosion Control	14	26%
Run-on and Run-off Control	1	2%
Sediment Control	21	40%
Active Treatment Systems	0	0%
Good Site Management	17	32%
Non Stormwater Management	0	0
Total⁵³	53	100%

⁵¹ Count one violation in a category for each site and inspection regardless of how many violations/problems occurred in the BMP category. For example, if during one inspection at a site, there are 2 erosion control violations, only 1 violation would be counted for this table.

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

⁵³ The total number of violations may count more than one violation per inspection, since some inspections may result in violations in more than one category. For example, during one inspection of a site, there may have been both an erosion control violation and a sediment control violation. For this reason, the total number of violations in this table may not match the total number of enforcement actions reported in Table C6.e.iii.1.e.

Permittee Name: Town of Hillsborough

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

Comments:

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

	Enforcement Action (as listed in ERP) ⁵⁴	Number Enforcement Actions Issued	% Enforcement Actions Issued ⁵⁵
Level 1 ⁵⁶	A verbal warning is enforced for threatened violations due to inadequate housekeeping, lack of appropriate BMPs to prevent pollution, or threatened non-stormwater discharges disallowed by MRP.	17*	68%
Level 2	A written warning/notice of violation is Issued for minor violations or if the response to a verbal warning is inadequate. A written warning may be in the form of a written inspection report, such as a completed Standard Stormwater Facility Inspection Report Form; letter; or checklist that describes violations, expected corrections, and schedule for correction.	5	20%
Level 3	A Stop Work Notice is issued for major violations or if the response to written warning is inadequate. A stop work order to cease all activities on the site except for activities related to the correction of violation(s)	3	12%
Level 4	Legal action is pursued for the most serious violations including where the response to the notice to comply is inadequate. These types of violations are referred to code enforcement officer and city attorney for civil and criminal prosecution.	0	0%
Total		25	100%

*Level 1 of enforcement is verbal warnings which is not considered a "violation" in which is excluded in table C.6.e.iii.1.h, i for "Violation Corrected Times." As part of the Town's ERP, Level 2, 3 and 4 is considered as "violations" in which is consistent with table C.6.e.iii.1.h,i.

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

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

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

Permittee Name: Town of Hillsborough

C.6.e.iii.1.f, g ► Illicit Discharges

Comments:

There were no occurrences of illicit discharges at the high priority sites and sites that disturb 1 acre.

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

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

	Number	Percent
Violations (excluding verbal warnings) fully corrected within 10 business days after violations are discovered or otherwise considered corrected in a timely period (C.6.e.iii.1.h)	7	88% ⁵⁷
Violations (excluding verbal warnings) not fully corrected within 30 days after violations are discovered (C.6.e.iii.1.i)	1	13% ⁵⁸
Total number of violations (excluding verbal warnings) for the reporting year⁵⁹	8	100%

Comments:

For violations not resolved within 10 days were combinations of erosion, sediment and site management control of a private development of a new single family home. The one violation was for a private residential development and a stop work was issued for all construction activities not related to installing/upkeeping erosion control was ceased until all BMPs has been corrected per the inspection report.

⁵⁷ Calculated as number of violations fully corrected in a timely period after the violations are discovered divided by the total number of violations for the reporting year.

⁵⁸ Calculated as number of violations not fully corrected within 30 days after the violations are discovered divided by the total number of violations for the reporting year.

⁵⁹ The total number of violations reported in the table of Violation Correction Times equals the number of initial enforcement actions. I.e., This assumes one violation is issued for several problems during an inspection at a site. The total number of violations in the table of Violation Correction Times may not equal the total number of enforcement actions because one violation issued at a site may have a second enforcement action for the same violation at the next inspection if it is not corrected.

Permittee Name: Town of Hillsborough

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

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

Description:

All reported violations were minor in nature with no illicit discharges for all sites included as high priority sites and sites that disturb 1 acre or more of land. Typical inspection trend is a failure to maintain the site. Most sites have all materials on site and/or previously installed materials that need to be replaced or improved. Other minor trends are improper tree protection and gravel bags installed incorrectly at nearby storm drain catch basins. Corrections on written notices are completed in a timely and diligent manner. The Town continues to remind contractors, developers, applicants and homeowners for dust control and covering stockpiles at the end of the day.

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

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

Description:

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

The Town Staff continues to participate in the Countywide Program’s New Development Subcommittee. During FY12-13, Town Staff participated in the revision of the construction inspection forms and data tracking tools. Implementation of the revised Construction Best Management Practices plan sheet is required to be included as part of the permit plan set for all projects. Town staff also attended the April 11, 2013 Construction Site Inspectors Workshop that included training topics for MRP requirements for construction inspection, review of the program’s construction site inspection checklist and construction BMPs, and operation and maintenance verification Inspections of treatment measures. During training, in which were determined to be helpful to understand the MRP was the interactive group discussions of case studies and procedures that Caltrans experiences.

Permittee Name: Town of Hillsborough

C.6.f ► Staff Training Summary				
Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
In-House Training: "MRP Presentation "	August 20, 2012	<ul style="list-style-type: none"> - Overview of MRP and each provision - Emphasis on the goal to protect our waterbodies and reduce stormwater pollution - MRP requirements for stormwater pollution prevention, particularly in the areas of construction and development - Summary of what the Town's responsibility is and who has authority to implement stormwater controls 	3	800%*
Construction Site Stormwater Compliance	October 10, 2012	<ul style="list-style-type: none"> - Update on new stormwater requirements for constructions - Overview of proper installation of construction BMPs - Recommendations on how to upkeep stormwater program in compliance 	2	200%**
Construction Site Inspection Workshop	April 11, 2013	<ul style="list-style-type: none"> - MRP Requirements for Inspection of Constructions - Differences between Provision C.6 and the Construction General Permit - Review of the Countywide Program's Construction Site Inspection Checklist and Construction BMPs - Exercise to Complete the Construction Site Inspection 	2	250%**

Permittee Name: Town of Hillsborough

		<p>Checklist for an example site</p> <ul style="list-style-type: none"> - MRP Requirements for O&M Verification Inspections for Treatment Measures - Common Issues in Inspections of Newly Installed Systems. 		
<p>* Total attendance to the in-house training conducted by Town Staff on August 20, was 24 employees and out of the 3 employees was actual inspectors. (Attendance sheets are available upon request.)</p> <p>** Total attendance to the Construction Site Stormwater Compliance workshop in October 10, 2013 was 5 employees in which only 2 were inspectors. (Attendance sheets are available upon request.)</p> <p>** Total attendance to the Construction Site Inspection Workshop in April 11, 2013 was 4 employees in which only 2 were inspectors. (Attendance sheets are available upon request.)</p>				

SECTION 7:
Provision C.7
Public Information and
Outreach



Permittee Name: Town of Hillsborough

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

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

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

Summary:

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

- 2009-10: 50%
- 2010-11: 100%
- 2011-12: 0%
- 2012-13: 0%

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

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

Summary:

Annual number of newly-constructed, privately-maintained streets for which inlets were marked:

- 2009-10: 0 projects
- 2010-11: 0 projects
- 2011-12: 0 projects
- 2012-13: 0 projects

The Town's process to verify the marking of storm drain inlets for projects with privately maintained streets will be requiring this during development plan review. Prior to finalizing associated permits after the development is completed Town Staff will verify.

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C.7.b.ii.1 ► Advertising Campaign

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

Summary:

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

- BASMAA Be the Street Youth Litter Campaign Report

C.7.b.iii.1 ► Pre-Campaign Survey

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

The following separate report developed by BASMAA summarizes any pre-campaign survey conducted in FY 12-13:

- BASMAA Be the Street Youth Litter Campaign Report

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

Survey report attached

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 regionally during FY 12-13:

- BASMAA Media Relations Final Report FY 12-13

This report and any other media relations efforts conducted countywide is included within the Public Information and Outreach section of the SMCWPPP FY 12-13 Annual Report.

Permittee Name: Town of Hillsborough

C.7.d ► Stormwater Point of Contact

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

The Town does not currently promote the point of contact on the website or through any social media. Forthcoming, the Town will implement a webpage and/or information for stormwater runoff pollution prevention on the Town’s website.

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

C.7.e ► Public Outreach Events

Outreach materials for stormwater runoff pollution prevention are available to the public at Town Hall. Materials include, but are not limited to, the car wash flyer that was developed by the SMCWPPP, Requirements for Architectural Copper, pesticide toxicity fact sheets and bay friendly gardening guides, and fact sheets for planned and unplanned discharges.

Event Details	Description (messages, audience)	Evaluation of Effectiveness
<p>Countywide Event</p> <ol style="list-style-type: none"> 1. Coordination of California Coastal Cleanup Day in San Mateo County, September 15, 2012. 	<ol style="list-style-type: none"> 1. The Coastal Cleanup Day (CCD) is an international event. CCD is a volunteer event focused on cleaning up the marine environment. The CCD event attracted school children, local families and homeowners. The CCD not only helped with debris removal from the waterways and streets but also created community awareness. <p>The Town promoted the countywide event through distribution of posters throughout Town’s public facilities (e.g., Town Hall and Public Works Corporation Yard).</p>	<ol style="list-style-type: none"> 1. Refer to the C.7 Public Information and Outreach section of the Countywide Program’s FY 12-13 Annual Report.

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<p>2. San Mateo County Fair, June 8th through 16th, 2013</p>	<p>2. As a collaborative effort, the Countywide program hosted an information booth in regards to stormwater runoff pollution prevention.</p>	<p>2. Refer to the C.7 Public Information and Outreach section of the Countywide Program’s FY 12-13 Annual Report.</p>
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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:

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

C.7.g. ► Citizen Involvement Events

The following involvement events were conducted on a countywide level by SMCWPPP and are described in detail in the Public Information and Outreach section of the SMCWPPP FY 12-13 Annual Report:

- California Coastal Cleanup Day in San Mateo County, September 15, 2012

Event Details	Description	Evaluation of effectiveness
<p>Coordination of California Coastal Cleanup Day in San Mateo County, September 15, 2012.</p>	<p>The Coastal Cleanup Day (CCD) is an international event. CCD is a volunteer event focused on cleaning up the marine environment. The CCD event attracted school children, local families and homeowners. The CCD not only helped with debris removal from the waterways and streets but also created community awareness.</p> <p>The Town promoted the countywide event through distribution of posters throughout</p>	<p>Refer to the C.7 Public Information and Outreach section of the Countywide Program’s FY 12-13 Annual Report.</p>

Permittee Name: Town of Hillsborough

	Town’s public facilities (e.g.: Town Hall and Public Works Corporation Yard).	
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C.7.h. ► School-Age Children Outreach

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

SMCWPPP conducted two school-aged children outreach programs countywide. These programs are summarized in the Public Information and Outreach section of the SMCWPPP FY 12-13 Annual Report

Program Details	Focus & Short Description	Number of Students/Teachers reached	Evaluation of Effectiveness
Provide the following information: Name Grade or level (elementary/ middle/ high)	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.
The Town continues to partner with SMCWPPP for school assemblies and classroom presentations. <ul style="list-style-type: none"> The Banana Slug String Band Banana Slug String Band School Assembly Performances at Crocker Middle School on January 24, 2012.	Brief description, messages, methods of outreach used with a lively combination of music, theater, puppetry and audience participation, the Banana Slugs duo present a musical adventure about storm drains, recycling, and keeping our water clean. The show is approximately 45 minutes long.	Crocker Middle School – 150 Total = 300 Students (150x2 shows)	Students and teachers were very engaged during the performance. As a result, high level of interest and knowledge is evaluated. A summary of efforts conducted by the countywide program for school-aged children outreach is included within the C.7 Public Information and Outreach section of the Countywide Program’s FY 12-13 Annual Report.

C.7.i. ► Outreach to Municipal Officials

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

Summary:

Permittee Name: Town of Hillsborough

Town Staff conducted an in-house training with a PowerPoint presentation and provided an overview of the MRP on August 20, 2012 at the Town's Council Chambers. The presentation highlighted MRP facts and requirements that the Town Staff as a municipality is to be aware of. The presentation effectively conveyed the information to the proper personnel responsible in Town. Town staff was very engaged in inquiring on topics that required more information and clarification such as what's planned opposed to planned discharges, what authority does staff have if illicit discharge is observed, etc. during the presentation. Additionally, the Director of Public Works or a designee staff member regularly attends the City and County Association of Government's (C/CAG) Stormwater Committee, which meets on the third Thursday of every month. The Stormwater committee provides policy and recommendations to the C/CAG Board of Directors and direction to technical subcommittees on all matters relating to stormwater management and compliance with associated regulator mandates from the State Water Resources Control Board and San Francisco Bay Regional Water Quality Control Board.

SECTION 8:
Provision C.8
Water Quality Monitoring



Section 8 - Provision C.8 Water Quality Monitoring

C.8 ► Water Quality Monitoring

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

Summary

On an annual basis, the Water Division of the Public Works Department issues a water quality report to the public to provide information on how safe the water the Town purveys is and sources of the water. Additionally, the Town provides information through a data table on turbidity, disinfection byproducts and precursors, microbiological, inorganic, and lead and copper levels. The Town also conducts a lead and copper survey with the residents to ensure water quality in the Town's purveying system is adequate to state regulations.

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

SECTION 9:
Provision C.9
Pesticides Toxicity Controls



Section 9 – Provision C.9 Pesticides Toxicity Controls

C.9.b ► Implement IPM Policy or Ordinance					
Report implementation of IPM BMPs by showing trends in quantities and types of pesticides used, and suggest reasons for increases in use of pesticides that threaten water quality, specifically organophosphates, pyrethroids, carbaryl, and fipronil. A separate report can be attached as evidence of your implementation.					
Trends in Quantities and Types of Pesticides Used⁶⁰					
Pesticide Category and Specific Pesticide Used	Amount⁶¹				
	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14
Organophosphates	0	0	0	0	
Product or Pesticide Type A					
Product or Pesticide Type B					
Pyrethroids	0	0	0	0	
Product or Pesticide Type X					
Product or Pesticide Type Y					
Carbaryl	0	0	0	0	
Fipronil	0	0	0	0	

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

⁶¹ Weight or volume of the product or preferably its active ingredient, using same units for the product each year. The active ingredients in any pesticide are listed on the label. The list of active ingredients that need to be reported in the pyrethroids class includes: allethrin (D-allethrin), bioallethrin, bifenthrin, beta-cyfluthrin, cyfluthrin, cypermethrin, cyphenothrin, deltamethrin, esfenvalerate, etofenprox, gamma-cyhalothrin, imiprothrin, lambda-cyhalothrin, metofluthrin, permethrin, phenothrin, prallethrin, resmethrin, sumithrin (D-phenothrin), tau fluvalinate, tefluthrin, tetramethrin, tralomethrin, and zeta-cypermethrin (S-cypermethrin).

Permittee Name: Town of Hillsborough

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.	25
Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within the last 3 years. During the FY12-13 reporting year, Town staff attended the Structural and Landscape IPM Training Workshop hosted by the SMCWPPP. In addition, Town staff hosted an interdepartmental training for standard operating procedures for pesticide use and implementation of the Town’s integrated pest management policy and attended an integrated pest management seminar co-sponsored by the Pesticide Applicators Professional Association (PAPA).	25
Enter the percentage of municipal employees who apply pesticides who have received training in the IPM policy and IPM standard operating procedures within the last three years.	100%

C.9.d ▶ Require Contractors to Implement IPM				
Did your municipality contract with any pesticide service provider in the reporting year?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If yes, attach one of the following:				
<input type="checkbox"/>	Contract specifications that require adherence to your IPM policy and standard operating procedures, OR			
<input type="checkbox"/>	Copy(ies) of the contractors’ IPM certification(s) or equivalent, OR			
<input type="checkbox"/>	Equivalent documentation.			
Comment:				
During the FY12-13 reporting year, the Town of Hillsborough did not contract with any service provide. Per the requirements of Provision C.9.d, the Town understands to require contractor’s hired by the Town to be IPM certified and/or trained; and to adhere to the Town’s IPM ordinance.				
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 12-13, we participated in regulatory processes related to pesticides through contributions to SMCWPPP, BASMAA and CASQA. For additional information, see the Regional Pollutants of Concern Report submitted by BASMAA on behalf of all MRP Permittees and included as an appendix to the SMCWPPP Annual Report.

Permittee Name: Town of Hillsborough

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?		Yes	X	No
If yes, provide a summary of improper pesticide usage reported to the County Agricultural Commissioner and follow-up actions taken to correct any violations. A separate report can be attached as your summary.				

Permittee Name: Town of Hillsborough

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

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

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

Summary:

The Effectiveness Evaluation Report is included in Section C.9 Pesticides Toxicity Control of the SMCWPPP FY 12-13 Annual Report. Additionally, the effectiveness of the Town's Program is working and will continue to improve by implementing the IPM Ordinance. The Town's Program has improved through increased frequency of training for municipal staff and to require Contractors to implement IPM.

C.9.h.ii ► Public Outreach: Point of Purchase

Provide a summary of public outreach at point of purchase, and any measurable awareness and behavior changes resulting from outreach (here or in a separate report); **OR** reference a report of a regional effort for public outreach in which your agency participates.

Summary:

The following reports developed by SMCWPPP and BASMAA summarize point of purchase outreach efforts on a countywide and regional level:

- SMCWPPP FY 12-13 Annual Report, Public Information and Outreach section
- BASMAA FY 12-13 "Our Water Our World" report

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

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

Summary:

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

Permittee Name: Town of Hillsborough

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:

Efforts to conduct outreach at the countywide level to pest control operators to reduce pesticide use are summarized in the SMCWPPP FY 12-13 Annual Report, C.9 Pesticides Toxicity Control section.

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

Use this area to respond to any Water Board staff comments on Section 9 of your FY 11-12 Annual Report, and refer to any required submittals that are attached.

- NA

SECTION 10:
Provision C.10
Trash Load Reduction



Section 10 - Provision C.10 Trash Load Reduction

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

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

C.10.a.iii ► Minimum Full Trash Capture (List of Devices)

Not applicable. The Town is not required to install and monitor full trash capture devices and is exempt from full trash capture per MRP Provision C.10.a.iii. The Town will continue to evaluate if full trash capture is required.

Applicable Trash Management Area (Preliminary Map ID)	Device Type	Planned or Installed	Maintenance Frequency	Total Number Installed	Total Area Treated (acres)
NA					
Totals					

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

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

Trash Hot Spot	Cleanup Date	FY 2012-13 Volume of Trash Removed (cubic yards)	FY 2011-12 Volume of Trash Removed (cubic yards)	FY 2010-11 Volume of Trash Removed (cubic yards)	Dominant Type(s) of Trash	Trash Sources (where possible)
HIL01	5/6/2013	0.4	0.5	6.9	Plastic bags, bottles (plastic or glass), aluminum cans, other plastic products and metal products.	Trash and litter accumulation.

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

Provide descriptions of the progress made to-date on the development of Long-term Trash Load Reduction Plans due to the Water Board by February 1, 2014.

The Town is currently exploring a number of assessment methods that will assist Town in demonstrating progress towards solving municipal stormwater-related trash problems within our jurisdictional area. Through our participation in SMCWPPP, we are currently developing a countywide pilot trash assessment strategy and work plan. The pilot strategy will address the need to demonstrate progress in the near-term, while recognizing the fact that method development and testing is needed to achieve confidence in conclusions about trash reduction. The pilot strategy may include the testing of a number of trash assessment methods, including

- Visual assessments of trash conditions on-land;
- Trash full capture device operation/maintenance verification;
- Condition assessments in receiving waters; and,
- Documenting and assessing control measure implementation.

The pilot strategy will be included as a supplement to our Long-Term Trash Load Reduction Plan, which will be submitted to the Water Board by February 1, 2014. The Town may also choose to supplement the pilot strategy with Town-specific assessment strategies. The pilot strategy will be implemented in coordination with the three-year *Tracking California's Trash* grant-funded project, which was awarded to BASMAA by the State Board. A number of trash monitoring and assessment methods will be tested through the project and assist the Town in developing a robust set of indicators for demonstrating progress toward trash reduction goals. Currently, a draft of the trash assessment generation map is attached at the end of this section for reference.

Long-Term Plan Task	Summary of Progress
1. Identifying and mapping trash generating areas	Through a Long-Term Plan Framework agreed by both SMCWPPP Permittees and Water Board Staff, Town Staff developed and revised very high, high, medium and low trash generating areas. Town staff reviewed and corrected land use designations for parcels within our jurisdiction.
2. Identifying trash sources (as necessary or feasible) to assist in selecting trash management actions	Town Staff used an On-land Visual Trash Assessment to confirm and refine trash generation categories for specific land areas. Based on corrections made by staff, an updated trash generation map was prepared and only medium trash generation areas were identified. Currently, the trash generation map is attached but is still in draft mode and the final map will be available by February 1, 2014.

Permittee Name: Town of Hillsborough

3. Prioritizing trash generating areas and associated types of trash problems	In prioritizing trash generating areas, Town Staff considered the land use and will conduct associated activities with the property owner to assess the reduction of trash.
4. Identifying and selecting trash management actions for specific management areas	Trash management areas include five schools, a park and a golf course. As a long-term plan, the Town will work with representatives for each facility to survey existing trash plan and to request for increased efforts to reduce long-term trash.
5. Defining the type of assessment(s) that will be used to demonstrate progress towards goals	Types of assessment method include on-land visual surveys, and creek/shoreline cleanups/assessments, were conducted to demonstrate progress towards trash reduction requirements.

C.10.d ► Summary of Trash Reduction Actions

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

Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
Trash Management Area Specific Actions				

C.10.d ► Summary of Trash Reduction Actions

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

Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
Street Sweeping	<p>As stated in the previous annual deliverables, the Town of Hillsborough does not own a motorized street sweeper. The Town does have a program that responds to the goal of reducing roadway pollutants in the waterways. Hillsborough’s rural nature requires a slightly different approach to street sweeping than the more urbanized cities surrounding us.</p> <p>Most roadways don’t have a curb or gutter, and as a result, runoff drains into vegetated/landscaped areas. Where “curbs” exist, they are rolled curbs/gutters and less likely to collect street debris such as leaves and tree branches. When street debris collects within the rolled curbs/gutters, the residents are required to clean and dispose of materials in front of their property.</p>	Not Applicable.	Not Applicable.	Not Applicable.
On-land Trash Cleanups	Continued Pre-MRP Actions: Hillsborough staff collects material from project sites on a daily basis and places them in receptacles at the Public Works Corporation Yard. Recology then collects trash from these bins as frequently as they are filled. Hillsborough also adheres to its Waste Reduction and Recycling Plan and instructs residents to adhere to it as well. The plan indicates maximizing the recycling of debris and other waste generated during demolition, new construction, remodel, roofing, landscape and other construction projects and specifies how debris should be disposed or recycled, and identifies facilities to which salvaged items will be hauled.	1, 2, and 3	Pedestrian litter, vehicles, inadequate container management, and illegal dumping.	Plastic and aluminum bottles and cans, landscape debris, construction debris.

C.10.d Summary of Trash Reduction Actions

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

Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
	New/Enhanced Post-MRP Actions Initiated/Planned: None			
Enhanced Storm Drain Inlet Maintenance	Continued Pre-MRP Actions: Daily maintenance and screening. The Town of Hillsborough Public Works Department has three divisions: Water, Waste Water and Streets. The Streets Division is primarily responsible for collection of debris from storm drains and is directed to monitor heavy traffic areas daily. When debris is observed, they utilize trash receptors and hand tools to clear drains. Additionally, Water Waste Water, the Police and Fire Department, and all other Town employees are directed to forward to the Streets Division via the Public Works Department any sites with a build-up of debris for clearing. Public Works' Divisions also inspect inlets to ensure devices like trash racks are working properly.	Town-wide		
	New/Enhanced Post-MRP Actions Initiated/Planned: For planned actions, the Town is currently contracted with a firm to prepare a Storm Drain System assessment for the entire Town that is scheduled to be completed by June 2014. 10% of the assessment will be completed on October 2013. Once the complete assessment is available, the Town will utilize the study to implement enhancement to the storm drain inlet maintenance.	Town-wide		

Permittee Name: Town of Hillsborough

C.10.d ► Summary of Trash Reduction Actions

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

Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
Activities to Reduce Trash from Uncovered Loads	Continued Pre-MRP Actions: The Town practices a policy of covering all vehicles transporting material that is likely to move or be carried by wind. Also, contractors doing business for the Town of Hillsborough are required to cover all open vehicles to prevent material entering the storm drain system.	2		
	New/Enhanced Post-MRP Actions Initiated/Planned: None			
Anti-littering and Illegal Dumping Enforcement Activities	Continued Pre-MRP Actions: Staff daily visit sites known to be prone to illegal dumping. If debris is observed, the Streets Division is instructed to dispose of it properly in one of the Town's designated receptacles within the Public Works Corporation Yard. Staff also instruct residents' private contractors to account for and properly dispose all construction and demolition debris that leave job sites as part of the Town's Waste Reduction and Recycling Plan.	1, 2		
	New/Enhanced Post-MRP Actions Initiated/Planned: For the area(s) common for illegal dumping, the Town worked with a non-profit, private organization, the Hillsborough Beautification Foundation, to improved/rehabilitated the area with landscape features.	1, 2		

C.10.d Summary of Trash Reduction Actions

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

Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
Improved Trash Bins/Container Management	<p>Continued Pre-MRP Actions: The Town is zoned single-family residential. The Town implements improved trash bins management with the garbage/recycling company, Recology, which serves the Public Works Corporation Yard and other Town-owned facilities. The Town conducts daily cleanups at public parks and facilities.</p> <p>As part of the Town's strategic plan, the Town will continue to collaboratively work with all departments to identify whether public area trash containers are sufficiently located near parks and Town-owned areas. Require that all refuse company to tarp all on- and off-haul of waste management containers. Also, for all private developments and public improvements, Town Staff, conducts a pre-construction meeting to ensure all requirements to be adhere to which include covering all waste management containers. As part of the daily maintenance of the Public Works Department, crews</p>	2		
	New/Enhanced Post-MRP Actions Initiated/Planned: None.			
Creek, Channel, Shoreline Cleanups	Continued Pre-MRP Actions: The Town currently conducts on-land cleanups from an identified trash hot spots through Municipal efforts on an annual basis.	HIL01	Plastic bags, bottles (plastic or glass),	Trash and litter accumulation.

C.10.d ► Summary of Trash Reduction Actions

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

Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
	New/Enhanced Post-MRP Actions Initiated/Planned: Trash Hot Spot cleanup prior to wet-season.	HIL01	aluminum cans, other plastic products and metal products.	
Area/Jurisdictional-wide Actions				

C.10.d ► Summary of Trash Reduction Actions

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

Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
Public Education and Outreach Programs	<p>Continued Pre-MRP Actions:</p> <p>The Town implemented the following public education and outreach control measures prior to the effective date of the MRP and has continued to implement these measures since MRP adoption.</p> <p><i>SMCWPPP Public Information and Participation Program (Countywide)</i></p> <p>Through participation and funding of the San Mateo Countywide Water Pollution Prevention Program’s (SMCWPPP) Public Information and Participation program (PIP), the Town plans to continue implementing litter reduction outreach to school-age children and youth. SMCWPPP currently oversees a contract to provide direct outreach to grades K-5 in a school setting on behalf of all permittees. The contract is currently held by the Banana Slug String Band, which performs a presentation called “We All Live Downstream.” Through songs and interactive exercises, the message of not putting anything in the storm drains (including trash) is delivered, along with basic concepts of the water cycle and the impact of pollution on aquatic life. In addition, SMCWPPP has developed a presentation entitled “Water Pollution Prevention: Problems and Solutions that is delivered to high school students. This presentation is dedicated to watershed and storm drain education, and the impact of litter on local creeks and</p>	Jurisdiction-wide	NA	NA

C.10.d ► Summary of Trash Reduction Actions

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

Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
	<p>waterways. Both efforts are managed to ensure that schools in each community in the County are reached. For communities without High Schools, the feeder schools in neighboring communities are specifically targeted for presentations. In addition to outreach at the school sites, a number of student activity guides and coloring books related to watershed health and littering are provided to children who attend outreach events. Schools are also directly targeted in promotion of Coastal Cleanup Day.</p> <p>PIP also participates in a regional anti-littering campaign developed by BASMAA targeted at youth ages 14 to 24. As acting chair of the BASMAA PIP committee, SMCWPPP PIP has participated in the development and dissemination of campaign materials, and has conducted local events on behalf of all jurisdictions to promote the campaign. The campaign, entitled "Be The Street You Want to See", will soon transition from building a community of youth dedicated to not littering to engaging that community in action.</p> <p>SMCWPPP, through its PIP program, plans to continue to conduct community outreach events on behalf of Permittees who request support. Outreach materials related to litter that are distributed include, in addition to the children's materials listed above under Outreach to School-age Children or Youth, a promotional sign for cigarette smokers to discourage cigarette litter, and pocket ashtrays are given out. A general stormwater pollution prevention</p>			

C.10.d Summary of Trash Reduction Actions

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

Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
	<p>flyer in English and Spanish that includes litter reduction in its messaging is distributed.</p> <p>In addition to table outreach events conducted for specific Permittees, PIP also conducts a Countywide Event aimed to reach residents from throughout the County. PIP manages an online calendar which promotes cleanup events by non-profit organizations throughout the County. In FY 2012, PIP completed its 7th year acting as the county coordinator for Coastal Cleanup Day, increasing volunteer participation by 400% in that time, and trash removal increased by 300%.</p> <p>During the term of the MRP, new outreach materials have been disseminated to the public, including reusable shopping bags to encourage reduction in use of plastic carryout bags PIP has supported a countywide ban on carryout bags that began implementation on April 22, 2013.</p> <p>In addition, spring cleanups taking place in individual jurisdictions are promoted under one theme by PIP, entitled Spring Cleaning SMC. PIP assists in directing volunteers to cleanup events in their communities. SMCWPPP conducted a total of 11 outreach events on behalf of various jurisdictions within the County in the 2012-13 fiscal year. SMCWPPP will also continue maintaining an online calendar of cleanups on a monthly basis. In addition to using the SMCWPPP website, flowstobay.org, to promote cleanups, PIP is actively involved in social media platforms such as Facebook,</p>			

C.10.d ► Summary of Trash Reduction Actions

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

Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
	<p>Twitter, You Tube, and Instagram to deliver anti-littering and cleanup messages.</p> <p><i>Coastal Cleanup Day Promotion (Countywide)</i></p> <p>On the countywide level, SMCWPPP also conducts annual press releases for Coastal Cleanup Day, and uses Twitter to promote cleanup events. These releases are intended to gain support and assistance for cleanup events conducted each September in local water bodies.</p> <p><i>BASMAA Regional Media Relations Project (Regional)</i></p> <p>Through participation and funding of the BASMAA Regional Media Relations Project, the Town is continuing to implement a media relations project partially designed to reduce littering from target audiences in the Bay Area. The goal of the BASMAA Media Relations Project is to generate media coverage that encourages individuals to adopt behavior changes to prevent water pollution, including littering. At least two press releases or PSAs focus on litter issues each year (e.g., creek clean-up activities, preventing litter by using reusable containers, etc.). In FY 12-13, the Media Relations project developed a press release new and recent bag bans in cities around the region. The pitch included information on the litter caused by plastic bags. Information ran on KBAY, KCBS and on eight Bay Area Patch.com sites.</p>			

C.10.d ► Summary of Trash Reduction Actions

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

Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
	<p><i>Local Program</i></p> <p><i>The Town passed an ordinance supporting international, federal, and state bans of all uses of chlorofluorocarbons and polystyrene foam. As a result, at Town sponsored events or events on Town property are prohibited from using polystyrene based disposable food ware.</i></p>			

C.10.d ► Summary of Trash Reduction Actions

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

Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
	<p>New/Enhanced Post-MRP Actions Initiated/Planned:</p> <p>In addition to the control measures continued post-MRP adoption, the Town is currently implementing or planning to implement the following public education and outreach control measures that were initiated after the MRP was adopted.</p> <p><i>BASMAA Youth Outreach Campaign (Regional)</i></p> <p>Through participation and funding of the regional BASMAA Youth Outreach Campaign, the Town is implementing an outreach campaign designed to reduce littering from the target audience in the Bay Area. The Youth Outreach Campaign was launched in September 2011 and aims to increase the awareness of Bay Area Youth (ages 16-24) on litter and stormwater pollution issues, and eventually change their littering behaviors. Combining the ideas of Community Based Social Marketing with traditional advertising, the Youth Campaign aims to engage youth to enable the peer-to-peer distribution of Campaign messages. The Campaign will at least run through FY 13-14. A brief description of the Campaign activities is provided below:</p>			

C.10.d ► Summary of Trash Reduction Actions

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

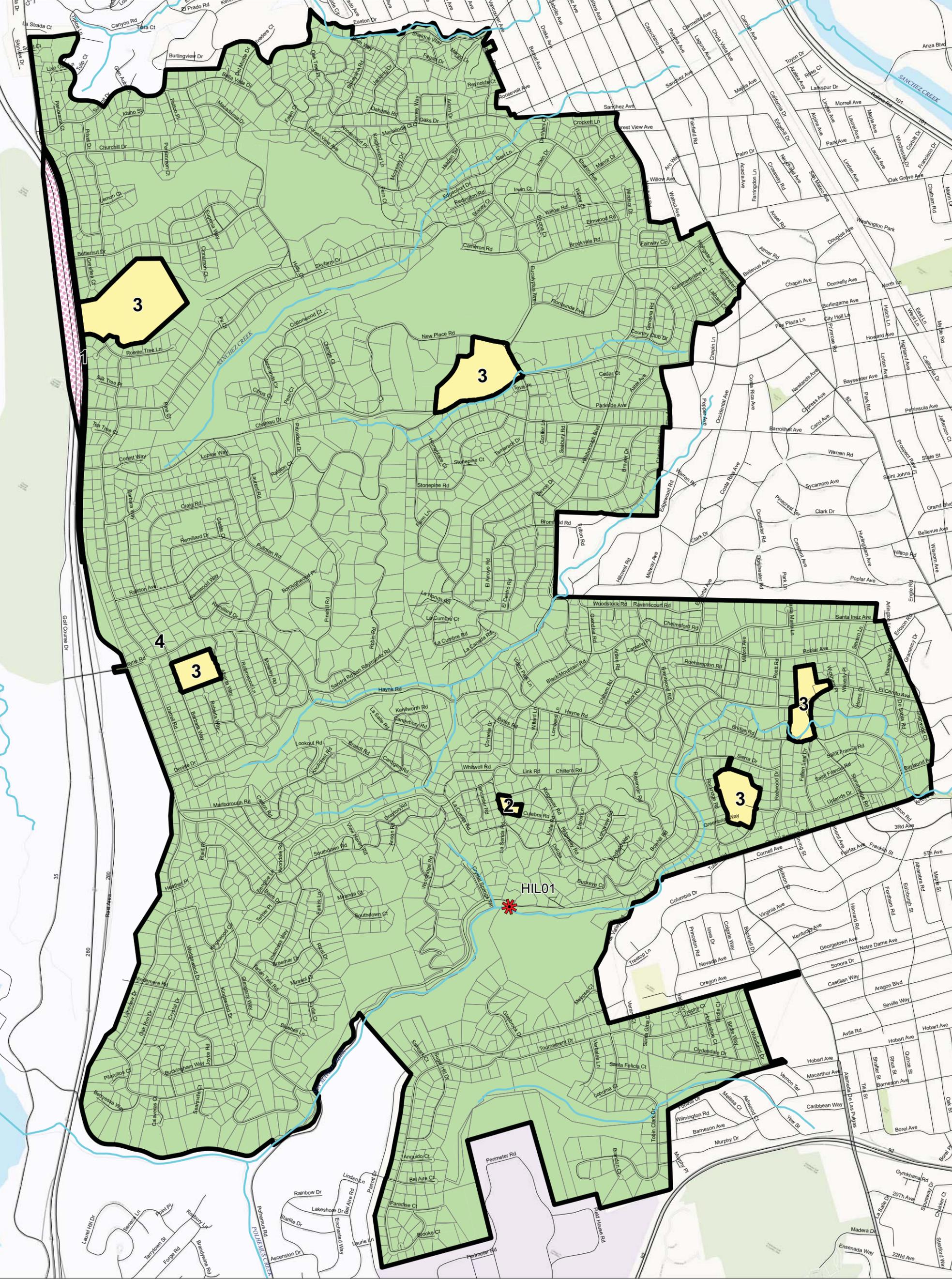
Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
	<ul style="list-style-type: none"> o <u>Raising Awareness</u>: The Campaign is raising awareness of the target audience on litter and stormwater pollution issues. Partnerships with youth commissions, high schools, and other youth focused organizations have been developed to reach the target audience. Messages targeted to youth have been created and distributed via paid advertising, email marketing, <u>Campaign website and social networking sites (e.g., Facebook and Twitter)</u>. o <u>Engage the Youth</u> - The advertisements encourage the audience to participate in the Youth Campaign by <u>joining a Facebook page, entering a contest, taking an online quiz, etc., and providing their contact information. At the beginning of FY 12-13, a video contest was launched to get Bay Area youth further involved in the Campaign. An online voting system was used to select the winning entry. Media advertising was conducted to promote the winning entry.</u> o <u>Change Behaviors</u>: To move the audience along the <u>behavior change continuum, the Campaign is using electronic platforms such as email marketing and social networking sites to encourage participants to engage in increasingly more difficult behavior changes, such as participating in a clean-up, organizing a clean-up, etc.</u> o <u>Maintain Engagement</u>: The Campaign continues to interact with the target audience through <u>email marketing and social media websites.</u> 			<p>June 2013</p>

C.10.d ► Summary of Trash Reduction Actions

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

Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
	<p>The Youth Campaign includes a pre and post campaign survey to evaluate the effectiveness of outreach. The pre-campaign survey was conducted in FY 11-12 and the post campaign survey will begin in FY 13-14. Other evaluation mechanisms, such as website hits, number of youth engaged in the Campaign's social networking website, etc. are also being used to evaluate its effectiveness in increasing awareness and changing behavior.</p> <p>Activities in FY 12-13 included maintaining the website www.BetheStreet.org, Facebook page, and Instagram account. A video contest asking participants to submit their best anti-litter video was also conducted. The Be the Street campaign received 52 entries in response to the contest. The winning video was promoted on television, Pandora (online music site), YouTube, Google, and Facebook.</p>			
Polystyrene Foam Food Service Ware Policies	<p>Continued Pre-MRP Actions: The Town of Hillsborough passed Ordinance Number 475 adding Chapter 8.10 to the Town's Municipal Code supporting international, federal, and state bans of all uses of chlorofluorocarbons and polystyrene foam. As a result, Town sponsored events or events on Town property are prohibited from using polystyrene based disposable food service packaging.</p> <p>New/Enhanced Post-MRP Actions Initiated/Planned: None</p>	Jurisdiction-wide		

Town of Hillsborough DRAFT Trash Management Areas Map



Legend

Trash Generation Category

- Low
- Medium
- High
- Very High

- * Creek/Shoreline Hotspot
- Trash Management Area
- Non-Jurisdictional (Dot color = Generation Category)

- Streets
- Agency Boundary
- Creeks
- Parcel Boundary



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

Map Created By:
 EOA, Inc.

Date:
 August 29th, 2013

SECTION 11:
Provision C.11
Mercury Controls



Permittee Name: Town of Hillsborough

Section 11 - Provision C.11 Mercury Controls

C.11.a.i ► Mercury Recycling Efforts

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

The Town continues to promote proper collection and recycling of mercury containing devices and equipment. The Town's efforts are through web postings, available at <http://www.hillsborough.net/about/displayarchive.asp?Type=1&targetID=9>, Town newsletters, water quality reports, and posting on maintenance vehicles. The Town also participates in a Door-to-Door Household Hazardous Waste program that's sponsored by San Mateo County program and contracted with the refuse company, ReThink Waste affiliated with Recology. Public education information in forms of flyers, brochures and pamphlet is also available to the public and Town residents at Town Hall.

C.11.a.ii ► Mercury Collection

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

Please refer to the SMCWPPP FY 12-13 Annual Report for an estimate of the mass of mercury collected through collection and recycling efforts in the SMCWPPP area.

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

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

Summary

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

SECTION 12:
Provision C.12
PCBs Controls



Permittee Name: Town of Hillsborough

Section 12 - Provision C.12 PCBs Controls

C.12.a.ii,iii ▶ Ongoing Training

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

Description:

The Town does not have municipal industrial inspectors. The Town is aware of training materials available and will continue to provide PCB training to municipal employees. 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.b ▶ Conduct Pilot Projects to Evaluate Managing PCB-Containing Materials and Wastes during Building Demolition and Renovation Activities

C.12.c ▶ Pilot Projects to Investigate and Abate On-land Locations with Elevated PCB Concentrations

C.12.d ▶ Conduct Pilot Projects to Evaluate and Enhance Municipal Sediment Removal and Management Practices

C.12.e ▶ Conduct Pilot Projects to Evaluate On-Site Stormwater Treatment via Retrofit

C.12.f ▶ Diversion of Dry Weather and First Flush Flows to POTWs

C.12.g ▶ Monitor Stormwater PCB Pollutant Loads and Loads Reduced

C.12.h ▶ Fate and Transport Study of PCBs In Urban Runoff

C.12.i ▶ Development of a Risk Reduction Program Implemented Throughout the Region

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

Summary

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

SECTION 13:
Provision C.13
Cooper Controls



Section 13 - Provision C.13 Copper Controls

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

(FY 12-13 Annual Report) Evaluate the effectiveness of measures the agency has undertaken to prevent discharge of wastewater to storm drains during the installation, cleaning, treating, and washing of the surface of copper architectural features. The discussion of the effectiveness of these measures should include BMP implementation and may propose additional measures to address this source of pollutants.

- **Development of BMPs.** The Countywide Program collaborated with BASMAA to develop BMPs to manage waste generated from cleaning and treating of copper architectural features, including copper roofs, during construction and post construction.
- **Permitting Procedures to Require the BMPs.** The Countywide Program updated its Stormwater Requirements Checklist to include the architectural copper BMPs in the list of source controls measures that may apply to projects. The Town will continue to collaboratively work with the Planning Department to incorporate the Stormwater Requirements Checklist during the planning stage of development applications. The Town does outreach efforts to Contractors and Homeowners during permitting process is done at the Permit Counter.
- **Educate Installers and Operators.** The Countywide Program, in collaboration with the Santa Clara Valley Urban Runoff Pollution Prevention Program, prepared an educational flyer on the BMPs. This flyer is made available to the Public at Town Hall. Municipal staff attended training at the April 11, 2013 Construction Site Inspection Workshop hosted by the SMCWPPP.
- **Enforcement Actions against Noncompliance.** Enforcement actions for non-compliance will follow the Town’s ERP which includes Level 1-4 enforcement and is based on the type of violation noted. There were no enforcement actions for non-compliance of architectural BMPs during FY 12-13 reporting year.

C.13.a.iii.(3) ▶ Evaluation of Effectiveness

Permittee Name: Town of Hillsborough

(FY 12-13 Annual Report) Evaluate the effectiveness of measures the agency has undertaken to prevent discharge of wastewater to storm drains during the installation, cleaning, treating, and washing of the surface of copper architectural features. The discussion of the effectiveness of these measures should include BMP implementation and may propose additional measures to address this source of pollutants.

Town Staff implements the following:

- Requirement for splash blocks to capture all of the rain leaders, which helps to filtrate the water through all of the landscaping
- Handouts for BMP's are attached to plans
- Stormwater Pollution Prevention flyers are available to the public in the lobby

The program that the Town currently has implemented is effective and the discharge of wastewater to storm drains is not generated from architectural copper features. Contractors and homeowners are aware at time of obtaining permits that it is prohibited to discharge wastewater to storm drains that's generated from the installation, cleaning, treating and washing of architectural features.

C.13.c ► Vehicle Brake Pads

Reported in a separate regional report.

A summary of SMCWPPP's participation with the Brake Pad Partnership (BPP) is included within the C.13 Copper Controls section of the SMCWPPP FY 12-13 Annual Report and/or the BASMAA Regional POC Report.

C.13.c.iii ► Water Quality Issues Associated with Automobile Brake Pads

(FY 12-13 Annual Report Only) – Assess status of copper water quality issues associated with automobile brake pads and recommend brake-pad related actions for inclusion in subsequent permits if needed.

An assessment of copper water quality issues associated with automobile brake pads and recommend brake-pad related actions for inclusion in subsequent permits is included within the C.13 Copper Controls section of the SMCWPPP FY 12-13 Annual Report and/or the BASMAA Regional POC Report.

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

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

Summary

Not applicable. The Town does not have industrial businesses.

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 SMCWPPP and/or regional efforts to develop regional studies to reduce copper pollutant impact uncertainties is included within the C.13 Copper Controls section of the SMCWPPP FY 12-13 Annual Report and/or BASMAA Regional POC Report.

SECTION 14:

Provision C.14

PBDE, Legacy Pesticides and Selenium Controls



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

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

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

Summary

A summary of SMCWPPP and regional efforts related to the Control Program for PBDEs, Legacy Pesticides and Selenium is included within the C.14 PBDE, Legacy Pesticides and Selenium section of the SMCWPPP FY 12-13 Annual Report and/or BASMAA Regional POC Report.

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

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

Summary

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

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

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

Summary

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

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



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

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

Is your agency a water purveyor? **Yes** **No**

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

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

Comments:

Planned Discharges

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

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

Unplanned Discharges

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

The Town participated in the SMCWPPP Water Utility Work Group and the Water Utility Training Workshop held on November 13, 2012. Involvement with the Water Utility Work Group included the development of fact sheets for planned and unplanned discharges. These fact sheets included best management practices for materials and procedures for planned and unplanned discharges.

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

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

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

Summary:

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

- Free Water Wise Gardening Web and DVD Resource. Available online. Provides tips for conserving outdoor water.
- The Town Water Conservation Garden. The Town maintains a Water Conservation Garden that demonstrates low water landscaping concepts. Residents can visit the garden to learn how you to incorporate water conservation concepts in their own landscaping.
- Water and Energy Efficiency Rebates. Hillsborough participates in a [washer rebate program](#) that has funded over 400 high efficiency washers since January 2002.
- Green Building Ordinance. The Town's Green Building Ordinance requires that indoor and outdoor water conservation measures be implemented during all new construction and major renovations and remodels. The ordinance can be found at <http://www.hillsborough.net/civica/filebank/blobdload.asp?BlobID=3921>.
- Water Efficiency in Landscape Ordinance ("WELO"). The Town's WELO requires all new construction projects and major landscaping projects to design water efficient landscapes and irrigation systems, in compliance with California State Assembly Bill 1881, Section 65597 - "The Water Conservation in Landscaping Act." Applicable projects must submit an Outdoor Water Use Efficiency Checklist and receive inspections to demonstrate compliance. Details can be found at <http://www.hillsborough.net/civica/filebank/blobdload.asp?BlobID=4357>.
- NO-DES. As mentioned in summary of Section C.15.b.iii, the NO-DES flushing unit eliminates water waste during UDF and select water maintenance flushing activities conducted by Public Works.
- The Town's strives to ensure that adverse impacts are eliminated from irrigation water and landscape irrigation through improvements on codes and ordinances and implement enforcement(s) through the ERP for ongoing of large volume of landscape irrigation runoff.

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 (mins)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/min)	Chlorine Residual (mg/L)	pH (standard units)	Discharge Turbidity ⁴⁹ (NTU)	Implementaton BMP's & Corrective Actions
25 Victor Park Lane Hillsborough, CA 94010	Potable Water	Cherry Creek	7/7/12	25	5,000	200	0.00	6.00	0.72	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
20 Heather Place Hillsborough, CA 94010	Potable Water	(Darrell South)	7/26/12	25	5,000	200	0.00	6.00	0.54	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
30 Miranda Court Hillsborough, CA 94010	Potable Water	(Darrell South)	7/26/12	20	6,800	340	0.00	6.00	0.87	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
30 Paradise Court Hillsborough, CA 94010	Potable Water	San Mateo Creek	9/5/12	40	13,600	340	0.00	6.00	0.67	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
1 Mountain Wood Lane Hillsborough, CA 94010	Potable Water	San Mateo Creek	9/5/12	30	10,200	340	0.00	7.00	17.20	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
10 Scott Court Hillsborough, CA 94010	Potable Water	Easton Creek	9/10/12	25	8,500	340	0.00	6.00	0.99	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
2240 Redington Road Hillsborough, CA	Potable Water	Easton Creek	9/10/12	35	11,900	340	0.00	6.00	1.83	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
747 Jacaranda Circle Hillsborough, CA 94010	Potable Water	Ralston Creek	9/10/12	25	8,500	340	0.00	6.00	1.33	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
250 Woodridge Road Hillsborough, CA 94010	Potable Water	San Mateo Creek	9/11/12	20	6,800	340	0.00	6.00	1.20	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)

FY 12-13 Annual Report

Permittee Name: Town of Hillsborough

C.15 – Exempted and Conditionally Exempted Discharges

1157 Barroilhet Hillsborough, CA 94010	Potable Water	Ralston Creek	9/17/12	20	6,800	340	0.00	6.00	3.83	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
20 Stonepine Court Hillsborough, CA 94010	Potable Water	Ralston Creek	9/19/12	20	6,800	340	0.00	6.00	4.05	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
2117 Forest View Ave Hillsborough, CA 94010	Potable Water	Easton Creek	10/5/12	15	7,500	500	0.00	6.00	1.36	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
25 Via Delizia Hillsborough, CA 94010	Potable Water	San Mateo Creek	10/15/12	15	3,000	200	0.00	7.00	0.06	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
10 Scott Court Hillsborough, CA 94010	Potable Water	Easton Creek	11/5/12	30	10,200	340	0.00	6.00	0.98	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
35 Jewell Place Hillsborough, CA 94010	Potable Water	Cherry Creek	11/6/12	20	6,800	340	0.00	6.00	2.58	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
10 Scott Court Hillsborough, CA 94010	Potable Water	Easton Creek	11/8/12	40	13,600	340	0.00	6.00	1.66	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
80 Del Monte Hillsborough, CA 94010	Potable Water	Easton Creek	11/8/12	30	1,200	40	0.00	6.00	1.79	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
20 Edessa Court Hillsborough, CA 94010	Potable Water	Easton Creek	11/14/12	90	18,000	200	0.00	6.00	7.62	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
125 Bella Vista Drive Hillsborough, CA 94010	Potable Water	Ralston Creek	11/14/12	75	15,000	200	0.00	6.00	8.16	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
700 Jacaranda Circle Hillsborough, CA 94010	Potable Water	Terrace Creek	11/15/12	120	24,000	200	0.00	6.00	2.89	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)

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C.15 – Exempted and Conditionally Exempted Discharges

747 Jacaranda Circle Hillsborough, CA 94010	Potable Water	Terrace Creek	11/15/12	120	24,000	200	0.00	6.00	3.18	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
125 Bella Vista Drive Hillsborough, CA 94010	Potable Water	Ralston Creek	11/15/12	160	32,000	200	0.00	6.00	3.39	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
125 Bella Vista Drive Hillsborough, CA 94010	Potable Water	Ralston Creek	11/19/12	60	12,000	200	0.00	6.00	2.78	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
747 Jacaranda Circle Hillsborough, CA 94010	Potable Water	Terrace Creek	11/19/12	60	20,400	340	0.00	6.00	1.20	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
125 Bella Vista Drive Hillsborough, CA 94010	Potable Water	Ralston Creek	11/20/12	180	36,000	200	0.00	6.00	2.36	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
747 Jacaranda Circle Hillsborough, CA 94010	Potable Water	Terrace Creek	11/20/12	180	36,000	200	0.00	6.00	2.73	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
125 Bella Vista Drive Hillsborough, CA 94010	Potable Water	Ralston Creek	11/20/12	90	22,000	244	0.00	6.00	0.95	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
30 Paradise Court Hillsborough, CA 94010	Potable Water	San Mateo Creek	11/26/12	20	6,800	340	0.00	6.00	1.63	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
1 Mountain Wood Lane Hillsborough, CA 94010	Potable Water	San Mateo Creek	11/26/12	20	8,000	400	0.00	6.00	4.25	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
1020 Crystal Springs Road Hillsborough, CA 94010	Potable Water	San Mateo Creek	11/27/12	24	7,200	300	0.00	6.00	2.31	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
700 Jacaranda Circle Hillsborough, CA 94010	Potable Water	Terrace Creek	11/28/12	1080	41,400	38	0.00	6.00	1.85	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)

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C.15 – Exempted and Conditionally Exempted Discharges

747 Jacaranda Circle Hillsborough, CA 94010	Potable Water	Terrace Creek	11/28/12	1080	41,400	38	0.00	6.00	2.17	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
25 Victor Park Lane Hillsborough, CA 94010	Potable Water	Cherry Creek	11/29/12	20	4,000	200	0.00	6.00	2.68	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
10 Scott Court Hillsborough, CA 94010	Potable Water	Easton Creek	12/3/12	30	10,200	340	0.00	6.00	2.73	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
65 Cottonwood Court Hillsborough, CA 94010	Potable Water	Terrace Creek	12/6/12	1080	64,800	60	0.00	6.00	1.25	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
90 Orange Court Hillsborough, CA 94010	Potable Water	Terrace Creek	12/6/12	1080	43,200	40	0.00	6.00	1.43	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
190 Robin Road Hillsborough, CA 94010	Potable Water	Ralston Creek	12/12/12	420	21,000	50	0.00	6.00	5.52	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
1040 Crystal Springs Road Hillsborough, CA 94010	Potable Water	San Mateo Creek	12/12/12	220	11,000	50	0.00	6.00	2.09	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
1020 Crystal Springs Road Hillsborough, CA 94010	Potable Water	San Mateo Creek	12/17/12	1080	57,600	53	0.00	6.00	3.51	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
345 Glenbrook Court Hillsborough, CA 94010	Potable Water	Cherry Creek	12/17/12	30	10,200	340	0.00	6.00	4.63	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
60 Orange Court Hillsborough, CA 94010	Potable Water	Terrace Creek	12/17/12	30	10,200	340	0.00	6.00	2.19	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
140 New Place Road Hillsborough, C 94010	Potable Water	Ralston Creek	1/24/13	N/A	6,257	1,350	0.00	6.00	2.14	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)

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C.15 – Exempted and Conditionally Exempted Discharges

103 Bella Vista Drive Hillsborough, CA 94010	Potable Water	Easton Creek	1/24/13	N/A	1,925	1,375	0.00	6.00	5.61	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
38 Lemon Court Hillsborough, CA 94010	Potable Water	San Mateo Creek	1/25/13	N/A	5,537	1,080	0.00	6.00	13.30	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
1600 Floribunda Avenue Hillsborough, CA 94010	Potable Water	Ralston Creek	1/25/13	N/A	3,472	1,110	0.00	6.00	3.04	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
190 Robin Road Hillsborough, CA 94010	Potable Water	Ralston Creek	2/4/13	60	20,400	340	0.00	6.00	2.38	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
580 El Cerrito Avenue Hillsborough, CA 94010	Potable Water	San Mateo Creek	2/6/13	N/A	1,575	1,140	0.00	6.00	5.00	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
10 Eugenia Way Hillsborough, CA 94010	Potable Water	Easton Creek	2/13/13	70	98,000	1,400	0.00	6.00	6.42	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
185 Tobin Clark Drive Hillsborough, CA 94010	Potable Water	San Mateo Creek	2/22/13	N/A	1,020	1,989	0.00	7.00	2.31	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
25 Brandon Court Hillsborough, CA 94010	Potable Water	San Mateo Creek	2/24/13	N/A	790	3,388	0.00	6.00	18.10	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
30 Trophy Court Hillsborough, CA 94010	Potable Water	San Mateo Creek	2/27/13	30	10,200	340	0.00	6.00	16.90	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
50 Sugar Hill Road Hillsborough, CA 94010	Potable Water	San Mateo Creek	2/27/13	20	6,800	340	0.00	6.00	5.23	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
35 Anguido Court Hillsborough, CA 94010	Potable Water	San Mateo Creek	2/27/13	20	6,800	340	0.00	6.00	3.94	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)

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C.15 – Exempted and Conditionally Exempted Discharges

10 Stonehedge Road Hillsborough, CA 94010	Potable Water	San Mateo Creek	2/27/13	20	4,000	200	0.00	6.00	7.27	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
190 Robin Road Hillsborough, CA 94010	Potable Water	Ralston Creek	3/4/13	240	48,000	200	0.00	6.00	5.96	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
30 Brooke Court Hillsborough, CA 94010	Potable Water	San Mateo Creek	3/4/13	20	6,800	340	0.00	6.00	3.58	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
50 Bel Aire Court Hillsborough, CA 94010	Potable Water	San Mateo Creek	3/4/13	20	6,800	340	0.00	6.00	2.31	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
25 Victor Park Lane Hillsborough, CA 94010	Potable Water	Cherry Creek	3/6/13	30	9,000	300	0.00	6.00	2.21	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
20 Gina Court Hillsborough, CA 94010	Potable Water	San Mateo Creek	3/6/13	N/A	1390	3,249	0.00	6.00	251.00	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
744 Jacaranda Circle Hillsborough, CA 94010	Potable Water	Terrace Creek	3/6/13	N/A	1405	2,115	0.00	6.00	0.72	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
38 Grevillea Court Hillsborough, CA 94010	Potable Water	Terrace Creek	3/11/13	20	6,000	300	0.00	6.00	2.15	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
23 Salmark Court Hillsborough, CA 94010	Potable Water	San Mateo Creek	3/11/13	20	6,000	300	0.00	6.00	4.19	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
1020 Crystal Springs Road Hillsborough, CA 94010	Potable Water	San Mateo Creek	3/11/13	20	6,000	300	0.00	6.00	3.59	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
2240 Redington Road Hillsborough, CA	Potable Water	Easton Creek	3/11/13	30	9,000	300	0.00	6.00	3.89	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)

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C.15 – Exempted and Conditionally Exempted Discharges

68 Mountain Wood Lane Hillsborough, CA 94010	Potable Water	San Mateo Creek	3/18/13	30	6,000	200	0.00	6.00	4.15	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
30 Paradise Court Hillsborough, CA 94010	Potable Water	San Mateo Creek	3/18/13	30	6,000	200	0.00	6.00	3.59	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
580 El Cerrito Avenue Hillsborough, CA 94010	Potable Water	San Mateo Creek	3/18/13	30	6,000	200	0.00	6.00	2.70	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
20 Plaid Court Hillsborough, CA 94010	Potable Water	San Mateo Creek	3/18/13	30	1,800	60	0.00	6.00	2.18	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
1280 View Haven Road Hillsborough, CA 94010	Potable Water	San Mateo Creek	3/27/13	N/A	1060	6,703	0.00	6.00	2.35	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
190 Robin Road Hillsborough, CA 94010	Potable Water	Ralston Creek	4/16/13	30	9,000	300	0.00	6.00	4.13	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
25 Victor Park Lane Hillsborough, CA 94010	Potable Water	Cherry Creek	4/16/13	30	6,000	200	0.00	6.00	2.59	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
2240 Redington Road Hillsborough, CA	Potable Water	Easton Creek	4/16/13	30	9,000	300	0.00	6.00	5.24	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
10 Scott Court Hillsborough, CA 94010	Potable Water	Easton Creek	4/17/13	30	9,000	300	0.00	6.00	3.41	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
747 Jacaranda Circle Hillsborough, CA 94010	Potable Water	Ralston Creek	4/17/13	30	9,000	300	0.00	6.00	6.14	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
65 Cottonwood Court Hillsborough, CA 94010	Potable Water	Ralston Creek	4/17/13	30	6,000	200	0.00	6.00	5.11	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)

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C.15 – Exempted and Conditionally Exempted Discharges

1229 Cardigan Hillsborough, CA 94010	Potable Water	Cherry Creek	4/18/13	30	9,000	300	0.00	6.00	19.70	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
10 Scott Court Hillsborough, CA 94010	Potable Water	Easton Creek	4/22/13	20	6,000	300	0.00	6.00	2.51	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
125 Bella Vista Drive Hillsborough, CA 94010	Potable Water	Easton Creek	4/22/13	20	4,000	200	0.00	6.00	3.14	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
60 Fagan Drive Hillsborough, CA 94010	Potable Water	Easton Creek	4/22/13	20	6,000	300	0.00	6.00	3.01	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
2240 Redington Road Hillsborough, CA	Potable Water	Easton Creek	4/22/13	30	9,000	300	0.00	6.00	2.19	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
747 Jacaranda Circle Hillsborough, CA 94010	Potable Water	Terrace Creek	4/22/13	30	9,000	300	0.00	6.00	3.51	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
2250 Forest View Drive Hillsborough, CA 94010	Potable Water	Easton Creek	4/25/13	30	9,000	300	0.00	6.00	2.19	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
190 Robin Road Hillsborough, CA 94010	Potable Water	Ralston Creek	4/29/13	50	10,000	200	0.00	6.00	5.51	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
2780 Ralston Avenue Hillsborough, CA 94010	Potable Water	Ralston Creek	4/29/13	30	6,000	200	0.00	6.00	7.01	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
20 Lupine Court Hillsborough, CA 94010	Potable Water	Ralston Creek	4/29/13	30	6,000	200	0.00	6.00	15.30	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
120 New Place Road Hillsborough, CA 94010	Potable Water	Ralston Creek	4/30/13	N/A	1060	1,500	0.00	7.00	3.93	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)

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C.15 – Exempted and Conditionally Exempted Discharges

1020 Crystal Springs Road Hillsborough, CA 94010	Potable Water	San Mateo Creek	5/6/13	20	6,000	300	0.00	6.00	2.56	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
1230 Southdown Road Hillsborough, CA	Potable Water	San Mateo Creek	5/6/13	20	6,000	300	0.00	6.00	4.58	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
15 Cinnamon Court Hillsborough, CA 94010	Potable Water	Terrace Creek	5/7/13	20	6,000	300	0.00	6.00	7.72	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
80 Del Monte Hillsborough, CA 94010	Potable Water	Easton Creek	5/7/13	20	6,000	300	0.00	6.00	2.18	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
2435 Summit Drive Hillsborough, CA 94010	Potable Water	Easton Creek	5/7/13	20	6,000	300	0.00	6.00	8.28	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
2270 Summit Drive Hillsborough, CA 94010	Potable Water	Easton Creek	5/7/13	15	4,500	300	0.00	6.00	6.09	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
10 Kinder Lane Hillsborough, CA 94010	Potable Water	Easton Creek	5/7/13	15	4,500	300	0.00	6.00	6.09	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
2520 Butternut Road Hillsborough, CA 94010	Potable Water	Easton Creek	5/7/13	10	3,000	300	0.00	6.00	2.11	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
1 Mountain Wood Lane Hillsborough, CA 94010	Potable Water	San Mateo Creek	5/13/13	30	9,000	300	0.00	7.00	2.54	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
10 Stonehedge Road Hillsborough, CA 94010	Potable Water	San Mateo Creek	5/13/13	30	6,000	200	0.00	7.00	2.16	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
30 Paradise Court Hillsborough, CA 94010	Potable Water	San Mateo Creek	5/13/13	30	9,000	300	0.00	7.00	1.23	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)

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C.15 – Exempted and Conditionally Exempted Discharges

865 Blakc Mountain Road Hillsborough, CA 94010	Potable Water	San Mateo Creek	5/19/13	N/A	900	1,972	0.00	6.00	5.00	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
60 Fagan Drive Hillsborough, CA 94010	Potable Water	Easton Creek	5/20/13	20	6,000	300	0.00	7.00	3.46	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
65 Cottonwood Court Hillsborough, CA 94010	Potable Water	Terrace Creek	5/20/13	20	6,000	300	0.00	7.00	3.16	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
747 Jacaranda Circle Hillsborough, CA 94010	Potable Water	Ralston Creek	5/20/13	20	6,000	300	0.00	7.00	2.94	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
10 Scott Court Hillsborough, CA 94010	Potable Water	Easton Creek	5/20/13	20	6,000	300	0.00	7.00	2.79	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
2240 Redington Road Hillsborough, CA	Potable Water	Easton Creek	5/20/13	20	6,000	300	0.00	7.00	2.51	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
580 El Cerrito Avenue Hillsborough, CA 94010	Potable Water	San Mateo Creek	5/20/13	20	6,000	300	0.00	7.00	7.59	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
1600 Floribunda Avenue Hillsborough, CA 94010	Potable Water	Ralston Creek	5/20/13	20	6,000	300	0.00	7.00	4.63	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
315 Hayne Road Hillsborough, CA 94010	Potable Water	Ralston Creek	5/22/13	N/A	1000	4,963	0.00	7.00	4.76	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
1020 Crystal Springs Road Hillsborough, CA 94010	Potable Water	San Mateo Creek	6/3/13	30	9,000	300	0.00	7.00	3.69	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
1280 View Haven Road Hillsborough, CA 94010	Potable Water	San Mateo Creek	6/3/13	20	6,000	300	0.00	7.00	2.93	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)

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C.15 – Exempted and Conditionally Exempted Discharges

1470 Kingswood Drive Hillsborough, CA 94010	Potable Water	San Mateo Creek	6/3/13	30	9,000	300	0.00	7.00	27.30	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
510 La Senda Road Hillsborough, CA 94010	Potable Water	Ralston Creek	6/3/13	N/A	920	8,039	0.00	7.00	34.70	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)
1306 Marlborough Road Hillsborough, CA 94010	Potable Water	Cherry Creek	6/28/13	30	9,000	300	0.00	7.00	0.50	See comments in C.15.b.iii.(1) and C.15.b.iii.(2)

C.15.b.iii.(2) ► Unplanned Discharges of the Potable Water System⁶²

Site/ Location	Discharge Type	Receiving Waterbody	Date of Discharge	Discharge Duration (military time)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/min)	Chlorine Residual (mg/L) ⁶³	pH (standard units) ⁵²	Discharge Turbidity (Visual) ⁵²	Implemented BMPs & Corrective Actions	Time of discharge discovery	Regulatory Agency Notification Time ⁶⁴	Inspector arrival time	Responding crew arrival time
366 Hillsborough Blvd., Hillsborough, CA [Fire hydrant #8I-1 Hillsborough Blvd @ Cherry Creek]	Potable Water	Ralston Creek	8/16/2012	105	3,150	300	0	8.85*	0.45	At Discharge Point: LPD 250 hydrant diffuser with dechlorinating chamber sodium bisulfite tablets; Installed straw wattles, sand bags, filter fabric on at drain inlets, weird constructed across creek downstream from discharge point made of sandbags and filter fabric	11:05	N/A	N/A	N/A

⁶² This table contains all of the unplanned discharges that occurred in this FY.

⁶³ 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.

⁶⁴ 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.