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CITY OF SAN CARLOS

September 15, 2013

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

Subject: **City of San Carlos**
FY 2012/13 Annual Report

Dear Mr. Wolfe:

This letter and Annual Report with attachments is submitted by the City of San Carlos 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 related accomplishments.

It is worthy to note that the Public Works Engineering Division has experienced a total staff turnover in the past year. The Public Works Director began in July 2012, the City Engineer began in February 2013, and the rest of the remaining staff (Associate Engineers, Civil Engineering Technician, and Inspector) all started within the last few months. Therefore, it has taken some time to adjust to the requirements of the MRP permit. However, in the past few months the City Staff was able to meet the extended NOV deadlines that the City had previously missed and send responses that addressed all of the violations. The City believes that with the new staff, San Carlos will be able to provide better information in subsequent Annual Reports and ensure that all MRP requirements are being met.

Please contact Denny Phan at 650-802-4195 regarding any questions or concerns.

Very truly yours,

A handwritten signature in black ink, appearing to read "Matt Lee". The signature is stylized and fluid.

Matt Lee
City Engineer

**CITY OF SAN CARLOS
FY 2012/13 ANNUAL REPORT**

C.1. 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:

	<i>City Engineer</i>	<i>7/13/13</i>
Name and Title		Date

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Section 1 – Permittee Information

Background Information			
Permittee Name:	CITY OF SAN CARLOS		
Population:	28,615 (2012)		
NPDES Permit No.:	CAS612008		
Order Number:	R2-2009-0074R		
Reporting Time Period (month/year):	July 2012 through June 2013		
Name of the Responsible Authority:	Jeff Maltbie	Title:	City Manager
Mailing Address:	600 Elm Street		
City:	San Carlos	Zip Code:	94070
		County:	San Mateo
Telephone Number:	650-802-4228	Fax Number:	650-595-6729
E-mail Address:	JMaltbie@cityofsancarlos.org		
Name of the Designated Stormwater Management Program Contact (if different from above):	Matthew Lee	Title:	City Engineer
Department:	Public Works Department		
Mailing Address:	600 Elm Street		
City:	San Carlos	Zip Code:	94070
		County:	San Mateo
Telephone Number:	650-802-4201	Fax Number:	650-595-6721
E-mail Address:	mlee@cityofsancarlos.org		

Section 2 - Provision C.2 Reporting Municipal Operations

Program Highlights and Evaluation

Highlight/summarize activities for reporting year:

Summary:

The City of San Carlos has been participating in the San Mateo Countywide Water Pollution Prevention Program, as well as attending various subcommittee meetings including the Technical Advisory Committee, Municipal Maintenance, Trash Hot Spots and Load Reduction, Parks Maintenance, New Development & Construction, Public Information and Participation, and the Commercial and Industrial Illicit Committee.

Eight City Employees attended the SMCWPP Public Works Municipal Maintenance Workshop on May 23rd, 2013 to review Stormwater regulation, maintenance of trash capture devices, operation & maintenance of catch basin inserts, and how to safely remove graffiti. The City also participated in a presentation on the operation and maintenance of catch basin inserts. Management and staff both participate in the SMCWPPP Trash Work Group meetings.

Four City Employees attended the SMCWPP Annual Report Workshop on July 16th, 2013 to solidify their understanding of the Annual Report requirements. Staff included the Public Works Director, City Engineer, Public Works Superintendent, and the Civil Engineering Technician.

The Director of Public Works participated in the management level storm water committee.

The City of San Carlos is also participating in the Clean Watersheds for Clean Bay (CW4CB) pilot projects, Street Flush in Pulgas Creek Pump Station Watershed as well as the storm water diversion project at the Pulgas Creek Pump Station.

It is worthy to note that the Public Works Engineering Division has experienced a total staff turnover in the past year. The Public Works Director began in July 2012, the City Engineer began in February 2013, and the rest of the remaining staff (Associate Engineers, Civil Engineering Technician, and Inspector) all started within the last few months. Therefore, it is taking some time to adjust to the requirements of the MRP. However, City Staff was able to meet the extended NOV deadlines that the City had previously missed and send responses that address all of the violations. The City believes that with the new staff, San Carlos will be able to provide better information in subsequent Annual Reports and ensure that all MRP requirements are being met.

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

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

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

Comments: Applicable BMPs were implemented.

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.

Y	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
Y	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs

Comments: Applicable BMPs were implemented.

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

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

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

Comments: Applicable BMPs were implemented.

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
Pulgas	7/23/12	6.2	9/19/12	5.1
Brittan/Howard	7/23/12	4.2	9/19/12	6.1

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: CITY OF SAN CARLOS

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: n/a

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)
Pulgas	2/20/13	0	No	No	Yes	No
Brittan/Howard	2/20/13	0	No	No	Yes	No
Pulgas	3/7/13	0	No	No	Yes	Yes
Brittan/Howard	3/7/13	0	No	No	No	Yes

C.2.e. ► Rural Public Works Construction and Maintenance			
Does your municipality own/maintain rural ² roads:		<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes
If your answer is No then skip to C.2.f.		<input type="checkbox"/>	<input checked="" type="checkbox"/> No
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 type="checkbox"/>	Control of road-related erosion and sediment transport from road design, construction, maintenance, and repairs in rural areas		
<input type="checkbox"/>	Identification and prioritization of rural road maintenance based on soil erosion potential, slope steepness, and stream habitat resources		
<input type="checkbox"/>	No impact to creek functions including migratory fish passage during construction of roads and culverts		
<input type="checkbox"/>	Inspection of rural roads for structural integrity and prevention of impact on water quality		
<input type="checkbox"/>	Maintenance of rural roads adjacent to streams and riparian habitat to reduce erosion, replace damaging shotgun culverts and excessive erosion		
<input type="checkbox"/>	Re-grading of unpaved rural roads to slope outward where consistent with road engineering safety standards, and installation of water bars as appropriate		
<input type="checkbox"/>	Inclusion of measures to reduce erosion, provide fish passage, and maintain natural stream geomorphology when replacing culverts or design of new culverts or bridge crossings		
Comments including listing increased maintenance in priority areas:			

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

C.2.f. ► Corporation Yard BMP Implementation			
Place an X in the boxes below that apply to your corporations yard(s):			
<input type="checkbox"/>	We do not have a corporation yard		
<input checked="" 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: No Comments			
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
N/A	N/A	N/A	N/A

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 Bransten Road Green Street Project was selected by BASMAA as part of an EPA funded 2009 Clean Watersheds for a Clean Bay Implementation Grant. The City of San Carlos has the only qualifying urban watershed in San Mateo County. On January 24, 2011, the City Council adopted a resolution of support to C/CAG for an additional grant from the EPA sponsored San Francisco Bay Area Water Quality Improvement Fund.

The objective of these grants is to implement stormwater treatment in City streets to reduce pollutants in the stormwater runoff to the Bay. After thorough data collection and investigation, Bransten Road, between Old County Road and Industrial Road, was selected as a pilot project. The proposed improvements include bioretention planters with under-drains, and low maintenance, low water consumption landscaping to capture pollutants before they enter the storm drain system and subsequently, Pulgas Creek and San Francisco Bay.

Project Award Amount:

	<u>Engineer's Estimate</u>	<u>Bid Cost</u>	
PM:	\$50,000	\$50,000	
CM & Inspection:	\$20,000	\$20,000	
Construction:	\$356,888	\$357,480	
Testing:	incl in Con	\$10,000	
10% Contingency:	\$40,000	\$29,408	8% Contingency
Funding Amount =	\$466,888	\$466,888	

For more information, see BASMAA's MRP FY 12-13 Regional Supplement – New Development and Redevelopment that includes information on the green street project planned in our jurisdiction.

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. **No Regulated Projects were approved.**

C.3.e.v. ► Alternative or In-Lieu Compliance with Provision C.3.c.

(For FY 11-12 Annual Report and each Annual Report thereafter)

Is your agency choosing to require 100% LID treatment onsite for all Regulated Projects and not allow alternative compliance under Provision C.3.e.?

x	Yes		No
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C.3.e.vi ► Special Projects Reporting			
1. Has your agency received, but not yet granted final discretionary approval of, a development permit application for a project that has been identified as a potential Special Project based on criteria listed in MRP Provision C.3.e.ii(2) for any of the three categories of Special Projects (Categories A, B or C)?		Yes	No
			x
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.		Yes	No
			x
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
Fill in attached table C.3.h.iv.(1) or attach your own table including the same information.
(2) On an annual basis, provide a discussion of the inspection findings for the year and any common problems encountered with various types of treatment systems and/or HM controls. This discussion should include a general comparison to the inspection findings from the previous year.
Summary: The Stormwater treatment systems designs are reviewed by the municipal staff during permit application stages and must meet the requirements set forth by the regulations. During construction, municipal staff inspect the approved system for compliance. The Public Works Inspector then follows up and performs post-construction inspections. So far, there have not been any problems encountered compared to previous years.
(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: Any new or valuable information from the Countywide Program shall be incorporated into the City's O&M Program to improve verification requirements.
(4) During the reporting year, did your agency:

<ul style="list-style-type: none"> Inspect all newly installed stormwater treatment systems and HM controls within 45 days of installation? 	x	Yes		No		Not applicable. No new facilities were installed.
<ul style="list-style-type: none"> Inspect at least 20 percent of the total number of installed stormwater treatment systems or HM controls?³ 	x	Yes		No		Not applicable. No treatment measures
<ul style="list-style-type: none"> Inspect at least 20 percent of the total number of installed vault-based systems? 	x	Yes		No		Not applicable. No vault systems.
If you answered "No" to any of the questions above, please explain:						

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 ordinances/policies/procedures and forms/checklists to require all applicable projects approved after December 1, 2012 to implement at least one of the site design measures listed in Provision C.3.i. 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**

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

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

Project Name Project No.	Project Location ¹⁰ , Street Address	Name of Developer	Project Phase No. ¹¹	Project Type & Description ¹²	Project Watershed ¹³	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New Impervious Surface Area (ft ²) ¹⁴	Total Replaced Impervious Surface Area (ft ²) ¹⁵	Total Pre- Project Impervious Surface Area ¹⁶ (ft ²)	Total Post- Project Impervious Surface Area ¹⁷ (ft ²)
Private Projects											
No Projects	No Projects	No Projects	No Projects	No Projects	No Projects	No Projects	No Projects	No Projects	No Projects	No Projects	No Projects
Public Projects											
No Projects	No Projects	No Projects	No Projects	No Projects	No Projects	No Projects	No Projects	No Projects	No Projects	No Projects	No Projects
Comments:											

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										
No Projects	No Projects	No Projects	No Projects	No Projects	No Projects	No Projects	No Projects	No Projects	No Projects	No Projects

Comments:
No Projects

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											
No Projects	No Projects	No Projects	No Projects	No Projects	No Projects	No Projects	No Projects	No Projects	No Projects	No Projects	No Projects
Comments: No Projects											

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 Responsible ⁴² For Maintenance	Date of Inspection	Type of Inspection ⁴³	Type of Treatment/HM Control(s) Inspected ⁴⁴	Inspection Findings or Results ⁴⁵	Enforcement Action Taken ⁴⁶	Comments/Follow-up
San Carlos Market Place	1127 Industrial Road	No	San Carlos Retail Venutre	8/22/2013	Routine	CDS 20-15	Property management grou provided yearly maintenance and inspection reports. Units clean and maintained yearly. Two units on-site.	None	No follow-up necessary
In-and-Out	445 Industrial	No	In-and-Out	9/16/2013	Routine	Swale	Inspection Scheduled	None	Due to high staff turnover, inspection during FY12-13 year was not recorded. Routine Inspection scheduled for 9/16/2013, which is before the rainy season. Regular inspection will resume during FY13-14 now that the department is fully staffed.

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.	Permittee	Address	Application Submittal Date ⁴⁷	Status ⁴⁸	Description ⁴⁹	Site Total Acreage	Density DU/Acre	Density FAR	Special Project Category ⁵⁰	LID Treatment Reduction Credit Available ⁵¹	List of LID Stormwater Treatment Systems ⁵²	List of Non-LID Stormwater Treatment Systems ⁵³
No Special Projects									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

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

Program Highlights

Provide background information, highlights, trends, etc.

City Staff has been actively attending the San Mateo County Commercial, Industrial and Illicit Discharge Subcommittee meetings to meet and collaborate with other cities regarding Provision C.4.

On April 5th, 2013, the City received a Notice of Violation regarding C.4, C.5, and C.6 concerning the City's Business Inspection Plan (BIP) and Enforcement Response Plan (ERP). The City requested an extension and revised its BIP and ERP (attached) and addressed the comments of the Notice by June 7th, 2013. The City also submitted to the Water Board two signed documents that served as the City's 'Verification of Training' (attached).

In recent months, City Staff coordinated with the County to better understand the policies and procedures regarding the hazardous materials and retail food facility Stormwater inspections that they perform on behalf of the City. City Staff reviewed the Memorandum of Understanding that was signed by the County and the City.

C.4.b.i. ► Business Inspection Plan

Do you have a Business Inspection Plan? Yes No

If No, explain: The City of San Carlos has a Business Inspection Plan.

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

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

The County performs inspections for hazardous material and retail food facilities. This Business Inspection List is attached. In addition, the City's Business Inspection List (which includes the facilities that the County inspects) can be found within the updated Business Inspection Plan that is also attached.

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

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

The County performs inspections for hazardous material and retail food facilities. This Business Scheduled for Inspection List is attached. In addition, the City's Business Scheduled for Inspection List (which includes the facilities that the County inspects) can be found within the updated Business Inspection Plan that is also attached.

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	113	
Total number of inspections conducted	126	
Number of violations (excluding verbal warnings)	7	
Sites inspected in violation	6	6.3%
Violations resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner	1	25%

Comments:

County Environmental Health (CEH): Food and Haz Mat program inspectors conduct routine Stormwater inspections at inventoried sites based on High, Medium, and 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.

One of the violations was verified within the recommended 10 day period. The remaining violations were counted individually for each of five facilities even though the violations represented a common dumpster area that is shared by all five of the businesses. Due to the complicated nature of having five separate entities sharing one trash area, coordinating responsibility and appropriate action took longer than 10 days (24 days). The additional time needed to resolve the compliance issues is considered a reasonable amount of time.

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	7
Comments: Violations are counted as one per site, regardless on the actual number of discrete violations observed/recorded.	

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 San Mateo County ERP) ⁴⁸	Number of Enforcement Actions Taken	% of Enforcement Actions Taken ⁴⁹
Level 1	Verbal Warning	1	12.5%
Level 2	Warning Notice or Administrative Action	7	87.5%
Level 3	Administrative Action with Penalty &/or Cost Recovery	0	0%
Level 4	Legal Action/Referral	0	0%
Total		8	100%

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
Haz Mat	0	0
Food	0	7

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.

C.4.c.iii.(4) ▶ Non-Filers

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

No facilities have been identified as requiring Industrial General Permit coverage that have not filed for coverage.

C.4.d.iii ▶ Staff Training Summary

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
None this FY 12/13	None this FY 12/13			

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

Program Highlights

Provide background information, highlights, trends, etc.

The City participates in the San Mateo County Commercial, Industrial, and Illicit Discharge Subcommittee and the BASMAA Municipal Operations Committee through SMCWPPP. The City also aims to be involved in any of the C.5 activities at the countywide level, as described in the SMCWPP FY 12-13 Annual Report.

On April 5th, 2013, the City received a Notice of Violation regarding C.4, C.5, and C.6 concerning the City's Business Inspection Plan (BIP) and Enforcement Response Plan (ERP). The City requested an extension and revised its BIP and ERP (attached) and addressed the comments of the Notice by June 7th, 2013.

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
Anthony Riddell	Public Works Inspector	650.802.4212
Paul Baker	Public Works Superintendent	650.802.4140

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:
San Carlos currently addresses mobile businesses in response to complaints or reports of illicit discharges. San Mateo Environmental Health has initiated outreach to mobile food facilities. San Carlos ensures that all mobile surface cleaners hired by the City are BASMAA – certified.

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.

Annual Collection System Screening took place on June 18, 2013 with no problems found. A few plastic bags were found at one site. Screenings take place at six locations across the city. No changes to the screening program this year.

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

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

	Number	Percentage
Discharges reported (C.5.f.iii.(1))	0	100
Discharges reaching storm drains and/or receiving waters (C.5.f.iii.(2))	0	
Discharges resolved in a timely manner (C.5.f.iii.(3))	N/A	

Comments:

The City follows our updated Enforcement Response Plan to form our Spill and Discharge Complaint Tracking process.

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

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

The City received no major types of discharges or complaints.

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)
1	0	0
<p>Comments: City staff did not perform regular construction site inspections due to high staff turnover stormwater inspection reports were not filled out in FY 12-13. City staff has inspected all construction sites listed above as of July 2013 to ensure stormwater site controls are in place and functioning properly.</p> <p>The high priority site listed above is the Palo Alto Medical Foundation site.</p>		

C.6.e.iii.1.d ▶ Construction Activities Storm Water Violations		
		% of Total Violations ⁵¹
Erosion Control		
Run-on and Run-off Control		
Sediment Control	0	
Active Treatment Systems	0	
Good Site Management	0	
Non Stormwater Management	0	
Total⁵²		100%

⁵¹ Percentage calculated as number of violations in each category divided by total number of violations in all six categories.

⁵² 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.

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

	Enforcement Action (as listed in ERP) ⁵³	Number Enforcement Actions Issued	% Enforcement Actions Issued ⁵⁴
Level 1 ⁵⁵	Verbal Warning	0	
Level 2	Written Warning / Notice of Violation	0	
Level 3	Notice to Comply	0	
Level 4	Legal Action	0	
Total		0	100%

C.6.e.iii.1.f, g ► Illicit Discharges

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

⁵³ Agencies should list the specific enforcement actions as defined in their ERPs.

⁵⁴ Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

⁵⁵ For example, Enforcement Level 1 may be Verbal Warning.

C.6.e.iii.1.h, i ► Violation Correction Times		
	Number	Percent
Violations (excluding verbal warnings) fully corrected within 10 business days after violations are discovered or otherwise considered corrected in a timely period (C.6.e.iii.1.h)	0	% ⁵⁶
Violations (excluding verbal warnings) not fully corrected within 30 days after violations are discovered (C.6.e.iii.1.i)	0	% ⁵⁷
Total number of violations (excluding verbal warnings) for the reporting year⁵⁸	0	100%
Comments: No violations reported.		

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: No violations reported in FY 12-13.

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: <p>The City construction inspection program has been evaluated and summarizes efforts conducted in FY 12-13 to implement MRP requirements, such as: 1) revised Stormwater construction inspection forms and inspection data tracking tools; 2) revised operating procedures and provided training to inspectors; 3) conducted inspections with the new forms; and 4) participated in the countywide program's committee/work groups.</p> <p>The City staples the construction BMP plan sheet to project plans when issuing Building Permits. The Inspector is to verify that the BMPs are implemented properly at routine site visits. The sites are inspected before and after the wet season and after storm events to verify proper implementation of BMPs. The City's goal is to continue improving inspections with continued staff training now that a full staff is present.</p>

⁵⁶ 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.
⁵⁷ 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.
⁵⁸ 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.

C.6.f ▶ Staff Training Summary

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
Stormwater Training for Construction Site Controls	April 11, 2013	Municipal Regional Permit, provision.6 construction site controls, construction general permit, and construction BMP's.	1	100%

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:

100% of the storm drain inlet markings have been inspected and maintained as legible during the last five years. A complete re-inspection is planned during the next two years.

2009-10: 100%
2010-11: 92%
2011-12: 15%
2012-13: 2%

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:

There have been no newly-constructed, privately-maintained streets constructed during the reporting period. A process for verifying future markings is in place. Storm drain inlet marking is a requirement during development and the Inspector verifies prior to close of a permit.

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:

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

C.7.c ► Media Relations

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

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

Summary:

The following separate report developed by BASMAA summarizes media relations efforts conducted 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.

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.

City Staff has continually restocked the informational kiosk with the quarterly newsletter, “Too Toxic To Trash” materials, car wash coupons, bookmarks, and “Got Ants?” materials. The SMCWPPP initial points of contact have not changed, however, social media points of contact have been established in addition to the original website and phone number. 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

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

The following outreach 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**
 California Coastal Cleanup Day posters were hung in City Hall and the Library. Since San Carlos is not located along the Coast, web postings were made regarding the City’s Creek Cleanup, which always falls on the same day as California Coastal Cleanup Day. Brochures regarding the Creek Cleanup were mailed to creek-adjacent property owners. At the completion of the day, 18 yards of debris was collected.
- San Mateo County Fair, June 8-16, 2013**
 To promote the event, posters were hung at City Hall and the Library. An announcement was posted on the City’s website as well, running from 6/3/13 to 6/17/13.

Event Details	Description (messages, audience)	Evaluation of Effectiveness
Hot Harvest Nights Farmers' Market Thursday, September 6, 2012, 4:00 pm to 7:00 pm 700 Block of Laurel Street, local, recurring event	Local farmers' market attracting families and shoppers. Primary outreach messages emphasized include car wash BMPs, reusable bag ordinance, and proper toxics disposal.	SMCWPPP and the City of San Carlos Community Development Department (which presented plans for high-profile projects under review by the City) shared a booth. Total event attendance is unknown, but the total amount of people passing through the booth was 66. Outreach materials distributed include car wash coupons, children's activity books, pocket ashtrays, “Be the Street” promotional materials, reusable bags, “Our Water, Our World (OWOW)” materials, and the “Too Toxic to

		<p>Trash" Guide. The joint booth drew a lot of attention since most of the other booths were food-related. Many residents stopped to ask questions, and many appreciated learning about County disposal programs. People were happy to receive a reusable bag and learn about the upcoming bag ordinance. Children liked the activity guides and gardeners were happy to learn about OWOW.</p>
<p>San Carlos Creek Cleanup Day, September 15, 2012</p>	<p>Creek cleanup in San Carlos</p>	<p>Each year, the City of San Carlos mails a Creek Cleanup brochure to residents adjacent to the three creeks that run through the City (Pulgas, Brittan, and Cordilleras) advising them of Creek Cleanup Day, which coincides with the California Coastal Cleanup Day. Public Works Corporation Yard Staff then go out to pick up the collected debris on the following Monday. For the 2012 Creek Cleanup Day, 5 cubic yards total which was picked up, 95 percent of which was green waste.</p>

C.7.f. ► Watershed Stewardship Collaborative Efforts

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

Evaluate effectiveness by describing the following:

- Efforts undertaken
- Major accomplishments

Summary:

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

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

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**
 California Coastal Cleanup Day posters were hung in City Hall and the Library. Since San Carlos is not located along the Coast, web postings were made regarding the City's Creek Cleanup, which always falls on the same day as California Coastal Cleanup Day. Brochures regarding the Creek Cleanup were mailed to creek-adjacent property owners.

Event Details	Description	Evaluation of effectiveness
San Carlos Creek Cleanup Day, September 15, 2012	Creek cleanup in San Carlos	<p>Each year, the City of San Carlos mails a Creek Cleanup brochure to residents adjacent to the three creeks that run through the City (Pulgas, Brittan, and Cordilleras) advising them of Creek Cleanup Day, which coincides with the California Coastal Cleanup Day. Public Works Corporation Yard Staff then go out to pick up the collected debris on the following Monday. For the 2012 Creek Cleanup Day, 5 cubic yards total which was picked up, 95 percent of which was green waste.</p> <p>This amount was down from 2011. Here are the last 5 years: 2012 – 5 cu. yd. 2011 – 24.5 cu. yd. 2010 – 2.5 cu. yd. 2009 – 18.5 cu. yd. 2008 – 10 cu. yd.</p>

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
See SMCWPP FY 12-13 Annual Report	See SMCWPP FY 12-13 Annual Report	See SMCWPP FY 12-13 Annual Report	See SMCWPP 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:
Municipal officials have been provided informational pamphlets as mentioned in C.7.d. Municipal staff participates in C/CAG Stormwater Committees and attends applicable workshops. Information on the Stormwater goals of the Bransten Road Green Street project has been presented to the public and to the City Council.

Section 8 - Provision C.8 Water Quality Monitoring

C.8 ► Water Quality Monitoring

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

Summary

During FY 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

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 Used⁵⁹

Pesticide Category and Specific Pesticide Used	Amount ⁶⁰				
	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	

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.	2
Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within the last 3 years.	2
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%

⁵⁹Includes all municipal structural and landscape pesticide usage by employees and contractors.

⁶⁰Weight 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).

C.9.d ▶ Require Contractors to Implement IPM					
Did your municipality contract with any pesticide service provider in the reporting year?		<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, attach one of the following:					
<input checked="" type="checkbox"/>	Contract specifications that require adherence to your IPM policy and standard operating procedures, OR				
<input type="checkbox"/>	Copy(ies) of the contractors' IPM certification(s) or equivalent, OR				
<input type="checkbox"/>	Equivalent documentation.				
The City of San Carlos verifies IPM contractor performance by hiring professionals that certify they are properly trained and use IPM.					
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."	

C.9.f ▶ Interface with County Agricultural Commissioners					
Did your municipal staff observe any improper pesticide use or evidence of improper usage (e.g., pesticides in storm drain systems, along street curbs, or in receiving waters) during this fiscal year?		<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If yes, provide a summary of improper pesticide usage reported to the County Agricultural Commissioner and follow-up actions taken to correct any violations. A separate report can be attached as your summary.					

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. The City has implemented the following control measures:

- **Adopting IPM Policy and SOP in 2012**
- **Municipal Staff attends IMP Training sessions**
- **Contractors are required 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 to pest control operators to reduce pesticide use are summarized in the SMCWPPP FY 12-13 Annual Report, C.9 Pesticides Toxicity Control section.

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);
ORreference 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

On January 11th, 2013, the City received a Notice of Violation regarding C.9.a and C.9.d (IPM Policy). Since then, the City Council has adopted a Resolution to update the City's Integrated Pest Management (IPM) Policy to conform to the MRP requirements. City Staff worked with Jan O'Hara of the Water Board to ensure that all violations were resolved. The City received affirmation from Jan on February 13th, 2013 that all issues have been resolved. The updated IPM is included as an attachment to this Annual Report.

Section 10 - Provision C.10 Trash Load Reduction

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

Provide the following:

- 1) Descriptions of actions/tasks initiated, conducted or completed in implementing Minimum Full Trash Capture Devices (due July 1, 2014), including numbers of devices, device types and total land area treated to-date by full capture devices;
- 2) Descriptions of planned actions/tasks and time schedules for completion;
- 3) A map that includes locations of all full capture devices installed (private and public) to-date and associated treatment areas, trash generation rates/areas, creek/shoreline trash hot spots, and trash management areas defined to-date.
- 4) A summary of maintenance activities implemented for each device or groups of devices, including descriptions of typical maintenance frequencies and issues associated with maintaining these devices.

Descriptions of Actions/Tasks (Conducted or Planned):

- A total of 74 Full Trash Capture Devices (56 West Coast Storm & 18 Kristar) have been installed to date, with a total treated area of 60.96 acres.
- Additional Full Trash Capture device installations are planned for 2014. As additional devices are installed we will be evaluating the cost-effectiveness of contracting out for the cleaning of the devices.
- Two draft maps are attached and are also available on the flows to bay website at <http://www.flowstobay.org>. One map includes locations of all full capture devices installed to-date with associated treatment areas, trash generation rates/areas, and creek trash hot spot. A second map includes trash management areas defined to-date

Descriptions of Maintenance Activities:

- All of our Full Trash Capture devices are cleaned a minimum of 4 times per year.
- The routine schedule dates for cleaning and inspection is September, February, April, and June, as well as on an as needed basis after big storms.
- The devices as well as the maintenance work orders are tracked in our Lucity CMMS program. Maintenance records can be retrieved through the CMMS program.
- We are not experiencing maintenance or performance issues with the devices.
- The devices appear to be very effective at collecting trash year round. Each cleaning of the 74 devices average a total of 3 yards removed equaling a total of 12 yards per year removed.

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)
SCS01	6/4/2013	0.082	0.050	0.050	Plastic bags, paper, and cardboard, convenience/fast food items, fabric and cloth	Trash accumulation, litter

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.	
Long-Term Plan Task	Summary of Progress
1. Identifying and mapping trash generating areas	Working in conjunction with EOA staff, city staff has reviewed and submitted changes to the draft trash generating area maps. Utilizing the “On-land Visual Trash Assessment Protocol” city crews spent several days performing on-land visual assessments of assigned trash categories. Trash assessment forms and pictures were taken to document the various areas assessed. Assessment data collected was used to refine our draft trash generation map. Please see the trash generation areas depicted on our map included with this report.
2. Identifying trash sources (as necessary or feasible) to assist in selecting trash management actions	Since our on-land assessment covered a variety of areas throughout the city we chose to utilize the on-land visual assessment protocol as an opportunity to identify trash sources. Trash sources were identified during our field work assessments and noted on a trash generation tracking sheet. Additional source identification is planned prior to February 2014.
3. Prioritizing trash generating areas and associated types of trash problems	We prioritized our trash generating areas by utilizing the data collected from the visual assessments, and knowledge from maintenance staff that performs frequent spot checks of street sweeping operations. San Carlos is fortunate in the respect that our high generation areas are mostly confined to the downtown retail corridor which makes prioritization a relatively simple process. The commercial/Industrial areas and the multi-residential areas follow with a lower priority of trash generation. The highest generation areas received the highest priority for trash management.
4. Identifying and selecting trash management actions for specific management areas	Trash management actions were selected on the most effective approach to each area, Tentative planned trash control measures are as follows with the highest priority first which is the retail corridor. <ol style="list-style-type: none"> 1. Full capture devices, Enhanced street sweeping, On-land clean ups, Creek clean ups, and Enhanced storm drain inlet maintenance. 2. Full capture devices, On-land clean ups. 3. Full capture devices, Creek clean ups, and Enhanced storm drain inlet maintenance. 4.-6. On-land clean ups, and Enhanced storm drain inlet maintenance.
5. Defining the type of assessment(s) that will be used to demonstrate progress towards goals	The City of San Carlos is currently exploring a number of assessment methods that will assist the City/County 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

	<p>confidence in conclusions about trash reduction. The pilot strategy may include the testing of a number of trash assessment methods, including;</p> <ul style="list-style-type: none"> • 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. <p>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 City may also choose to supplement the pilot strategy with City 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 City in developing a robust set of indicators for demonstrating progress toward trash reduction goals.</p>
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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				
Full-Capture Treatment Devices	Continued Pre-MRP Actions: No devices were installed pre-MRP		Vehicles, Pedestrian litter	Plastic bags, paper, food wrappers
	New/Enhanced Post-MRP Actions Initiated/Planned: See description in Section C.10.a.iii	1,2,3		

C.10.d Summary of Trash Reduction Actions

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Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
Street Sweeping	Continued Pre-MRP Actions: The City's current enhanced street sweeping program includes sweeping most streets in residential areas once or twice per month, the downtown area twice per week, and sweeping arterial roads once or twice per week.	1,2,3,4,5,6,7	Vehicles, Pedestrian litter	Plastic bags, food wrappers
	New/Enhanced Post-MRP Actions Initiated/Planned: Evaluate the benefit of increased frequency, along with posted no parking and enforcement for specific high generation rate areas as opposed to installation of full trash capture devices in these areas. Evaluate by 12-31-14.	1		
On-land Trash Cleanups	Continued Pre-MRP Actions: Volunteer led On-going Efforts: <ul style="list-style-type: none"> • Enhanced - Adopt-a-Trail and Other "Adoption" Programs 	7	Vehicles, Pedestrian litter	Plastic bags, paper, cardboard, polystyrene foam, food

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: Permittee-led On-land Cleanups: <ul style="list-style-type: none"> • New regularly scheduled litter pickup and removal - 50 • Enhanced removal of homeless encampments -3 • Enhanced illegal dump site response and abatement 	1,2,4,5,6		wrappers
Enhanced Storm Drain Inlet Maintenance	Continued Pre-MRP Actions: Clean all catch basins a minimum of once per year	1,2,3,4,5,6,7	Vehicles, Pedestrian litter	Plastic bags, paper, polystyrene foam, food wrappers
	New/Enhanced Post-MRP Actions Initiated/Planned: Permittee-led On-land Cleanups: Site selection and priority based on staff experience. <ul style="list-style-type: none"> • Evaluate cleaning all inlets 2 times per year. • In July 2013 we completed a project to GPS the entire storm system infrastructure. We now have an accurate inventory and GIS maps of all storm structures. 	3,4,5,6		

C.10.d Summary of Trash Reduction Actions

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Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
Creek, Channel, Shoreline Cleanups	Continued Pre-MRP Actions: Permittee-led Cleanup Activities <ul style="list-style-type: none"> • On-going removal of homeless encampments 	1,3	Vehicles, Pedestrian litter	Plastic bags, paper, polystyrene foam, food wrappers
	New/Enhanced Post-MRP Actions Initiated/Planned: Permittee-led Cleanup Activities <ul style="list-style-type: none"> • Perform three new creek maintenance/clean-ups at the trash hot spot location on Pulgas Creek quarterly. • Annual creek cleanup day –Picked up debris 9-18-12 • Two additional debris pickup from creeks 6-18-12 & 10-22-12 	1,3		
Area/Jurisdictional-wide Actions				
Single-Use Carryout Bag Policies	Continued Pre-MRP Actions: Ordinance adopted post-MRP	Jurisdiction-wide	Single use carryout bags	All trash types

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>On March 11, 2013 the San Carlos city council adopted Ordinance 1455 which adopts the San Mateo County ordinance 4.114 that prohibits the use of single use bags and encourages the use of reusable bags. The ordinance went into effect July 1, 2013. Ordinance is located at the following web link under Title 8, Chapter 8.28 - http://www.codepublishing.com/CA/sancarlos/</p> <p>In an effort to ensure proper compliance with the County-wide Reusable Bag Ordinance, San Mateo County Environmental Health distributed a letter describing the ordinance, an FAQ for the retailers, a list of compliant bag vendors and an outreach packet which included posters and cash register tent cards to all affected retailers. For the month leading up to implementation, ads were placed in the Daily Journal newspaper and a press release was circulated. Prior to the start of the ordinance to today, our office continues to distribute free reusable bags with our BYOB (Bring Your Own Bag) logo and the website where residents can find out more information. We have personally distributed reusable bags at various retail locations throughout the County as well as through a social media push with our Free Bag Fridays on Facebook.</p> <p>Compliance with this ordinance is overseen by San Mateo County Environmental Health. Compliance checks can be made during routine facility inspections Environmental Health staff conduct. The public can also file official complaints with Environmental Health for their response to any violations of the ordinance. There have been no noted violations of the ordinance in the City of San Carlos.</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
Polystyrene Foam Food Service Ware Policies	Continued Pre-MRP Actions: Ordinance adopted post-MRP	Jurisdiction-wide	Polystyrene foam food service ware	All trash types

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>On March 12, 2012 the San Carlos city council adopted Ordinance 1442 which adopts the San Mateo County model ordinance that bans Polystyrene Foodware by food vendors. The ordinance went into effect July 1, 2012. Food vendors have been notified in writing and were provided information on alternative products. Ordinance is located at the following web link under Title 8, Chapter 8.27 - http://www.codepublishing.com/CA/sancarlos/</p> <p>For the Polystyrene Foodware Ordinance, San Mateo County Environmental Health distributed a letter describing the ordinance, the prohibited products and acceptable alternatives. Compliance with this ordinance is overseen by San Mateo County Environmental Health. Compliance checks can be made during routine facility inspections Environmental Health staff conduct. The public can also file official complaints with Environmental Health for their response to any violations of the ordinance.</p> <p>Since implementation of this ordinance, two (2) San Carlos food facilities were found in violation of the ordinance. Both facilities were brought into compliance with proper education on compliant foodware.</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
Public Education and Outreach Programs	<p>Continued Pre-MRP Actions:</p> <p>The City of San Carlos 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>SMCWPPP Public Information and Participation Program (Countywide)</p> <p>Through participation and funding of the San Mateo Countywide Water Pollution Prevention Program's (SMCWPPP) Public Information and Participation program (PIP), the City of San Carlos 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 stormdrains (including trash) is delivered, along with basic concepts of the water cycle and the impact of pollution on aquatic life.</p> <p>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 stormdrain education, and the impact of litter on local creeks and waterways. Both efforts are managed to ensure that schools in each community in the County are reached. For communities without High Schools, the</p>	Jurisdiction-wide	All Sources	All trash types

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>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 flyer in</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>English and Spanish that includes litter reduction in its messaging is distributed. 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</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>social media platforms such as Facebook, Twitter, You Tube, and Instagram to deliver anti-littering and cleanup messages.</p> <p>Coastal Cleanup Day Promotion (Countywide)</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>BASMAA Regional Media Relations Project (Regional)</p> <p>Through participation and funding of the BASMAA Regional Media Relations Project, the City of S 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</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>litter caused by plastic bags. Information ran on KBAY, KCBS and on eight Bay Area Patch.com sites.</p> <hr/> <p>New/Enhanced Post-MRP Actions Initiated/Planned:</p> <p>In addition to the control measures continued post-MRP adoption, the City of San Carlos 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>BASMAA Youth Outreach Campaign (Regional)</p> <p>Through participation and funding of the regional BASMAA Youth Outreach Campaign, the City of San Carlos 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</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>Campaign will at least run through FY 13-14. A brief description of the Campaign activities is provided below:</p> <ul style="list-style-type: none"> • Raising Awareness: 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, Campaign website and social networking sites (e.g., Facebook and Twitter). • Engage the Youth - The advertisements encourage the audience to participate in the Youth Campaign by 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. • Change Behaviors: To move the audience along the 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 			

C.10.d Summary of Trash Reduction Actions

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Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
	<p>changes, such as participating in a clean-up, organizing a clean-up, etc.</p> <ul style="list-style-type: none"> Maintain Engagement: The Campaign continues to interact with the target audience through email marketing and social media websites. <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>			

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 City of San Carlos promotes Front Door Household Hazardous Waste, Paint, Computers and Consumer Electronics Pick-Up Service, as well as Drive Up & Drop Off Recycling centers. Residents can have hazardous waste products, such as products containing mercury, picked up on an as needed basis by Waste Management's Curbside Inc. division, which has been arranged by Rethink Waste. Residents can also drop off hazardous items and other products at a drop off center at Shoreway Environmental Center in San Carlos.

Refer to the FY 12-13 Countywide Program's Annual Report for information regarding the promotion of collection and recycling of mercury containing devices by the County Household Hazardous Waste Program. The City of San Carlos County HHW drop off point is Recology, located at 225 Shoreway Road, San Carlos, CA.

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

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:

Inspection of PCBs and PCB-containing equipment is incorporated into our routine industrial inspections; there are no PCBs identified this FY.

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 Copper Controls

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

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

- Development of BMPs on how to manage the water during and post construction
- Requiring the use of appropriate BMPs when issuing building permits
- Educating installers and operators on appropriate BMPs
- Enforcement actions taken against noncompliance

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. San Carlos will plan to use this checklist in its permitting procedures.

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. The Public Works Inspector attended the SMCWPP Stormwater Training for Construction Site Inspectors on April 11, 2013. The staff is distributing the flyer on architectural copper to project applicants and/or contractors installing and/or maintaining architectural copper.

Enforcement Actions against Noncompliance. The staff is following the procedures for enforcing against noncompliance based on the approved Enforcement Response Plan. There has been no noncompliance with the architectural copper BMPs so far.

Supporting Documents:

[Flyer on Architectural Copper BMPs](#)

[April 11, 2013 Construction Site Inspection Workshop Attendance List](#)

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

(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.

The Countywide Program, in collaboration with the Santa Clara Valley Urban Runoff Pollution Prevention Program, prepared an educational flyer on the BMPs. The Public Works Inspector attended the SMCWPP Stormwater Training for Construction Site Inspectors on April 11, 2013. The staff is distributing the flyer on architectural copper to project applicants and/or contractors installing and/or maintaining architectural copper.

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

No industrial sources of copper found.

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.

Annual Report Permittee Name: THE CITY OF SAN CARLOS

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

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

Is your agency a water purveyor?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If No , skip to C.15.b.vi.(2):				
If Yes , Complete the attached reporting tables or attach your own table with the same information. Provide any clarifying comments below.				
Comments: The City of San Carlos is not a water purveyor.				

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

<p>Provide implementation summaries of the required BMPs to promote measures that minimize runoff and pollutant loading from excess irrigation. Generally the categories are:</p> <ul style="list-style-type: none"> • Promote conservation programs • Promote outreach for less toxic pest control and landscape management • Promote use of drought tolerant and native vegetation • Promote outreach messages to encourage appropriate watering/irrigation practices • Implement Illicit Discharge Enforcement Response Plan for ongoing, large volume landscape irrigation runoff.
<p>Summary: The City of San Carlos participates in relevant countywide program outreach efforts and makes use of countywide materials to promote local implementation of required BMPs.</p>

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

Site/ Location	Discharge Type	Receiving Waterbody(ies)	Date of Discharge	Duration of Discharge (military time)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/day)	Chlorine Residual (mg/L)	pH (standard units)	Discharge Turbidity ⁶¹ (NTU)	Implemented BMPs & Corrective Actions
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

Site/ Location	Discharge Type	Receiving Waterbody(ies)	Date of Discharge	Discharge Duration (military time)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/day)	Chlorine Residual (mg/L) 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
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A				

⁶¹ Monitor the receiving water for turbidity if necessary and feasible. Include data in this column if available.

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.

ATTACHMENTS LIST

1. C.3 O&M Verification Inspection Report for San Carlos Marketplace
2. C.4 Response to NOV 6/7/2013
3. C.4 Updated BIP/ERP
4. C.4 BIP-ERP Staff Training Verification
5. C.4 FY12-13 Active Facilities List
6. C.6 Construction Inspection Report for Palo Alto Medical Foundation Site
7. C.9 Resolution Adopting Updated IPM
8. C.9 Terminix IPM 12/6/12
9. C.10 San Carlos Full Capture Map
10. C.10 San Carlos Trash Management Areas Map

ATTACHMENT 1

C.3 O&M Verification Inspection Report for San Carlos Marketplace

ATTACHMENT 2

C.4 Response to NOV 6/7/13

CITY HALL

600 ELM STREET

SAN CARLOS, CA 94070-3085



**PUBLIC WORKS
DEPARTMENT**
ENGINEERING DIVISION
☎ (650) 802-4204
📠 (650) 595-6704

WEB: <http://www.cityofsancarlos.org>

June 7, 2013

Emailed to: slouie@waterboards.ca.gov

Shin-Roei Lee, Chief
Watershed Management Division
San Francisco Bay Regional Water Quality Control Board
1515 Clay Street, Suite 1400
Oakland, CA 94612

RE: Notice of Violation Pursuant to Provisions C.4, C.5, and C.6 of Water Board Order No. R2-2009-0074, Municipal Regional Stormwater NPDES Permit

Dear Ms. Lee,

In your letter dated April 5, 2013, several areas were cited as deficient in the City's Business Inspection Plan that is a part of the Municipal Regional Stormwater NPDES permit. The City has revised the Business Inspection Plan and the Enforcement Response Plan after collaboration with San Mateo County and the consultants that have been assisting with the administration of our regional permit, making the changes as noted below.

Violation #1: The City failed to develop a Business Inspection Plan to fully comply with Provision C.4.b. of the MRP.

Required Action #1: The City shall review the Business Inspection Plan requirements in the MRP, and develop and implement a Business Inspection Plan to fully comply with those requirements. At a minimum, the updated BIP shall contain the following elements:

- a) Total number and a list of industrial and commercial facilities requiring inspections.
- b) A description of the process for prioritizing inspections and frequency of inspections for each level of priority;
- c) Discussion showing that the City has considered the businesses with functional aspects and types listed in Provision C.4.b.ii. and prioritized them into the SIP for inspection; and
- d) Prioritization for more frequent inspections, facilities that are found to have Best Management Practice violations, evidence of a non-stormwater discharges that do not make it into the storm drain, and an active non-stormwater discharge.

Business Inspection Plan

The City reviewed the BIP requirements in the MRP and developed a BIP to fully comply with those requirements.

- Included the total number and list of industrial and commercial facilities requiring inspections.
- Included the list of businesses scheduled for inspection.
- Clarified the City's process for prioritizing inspections and frequency of inspections for each level of priority.

- Clarified that the City considers businesses with functional aspects and types listed in Provision C.4.b.ii and prioritized them into the BIP for inspection.
- Included facilities that are found to have Best Management Practice violations, evidence of a non-stormwater discharges that do not make it in to the storm drain, and active non-stormwater discharge onto the Inspection List.
- Asked for and will receive inspection assistance by the San Mateo Environmental Health Department.
- Reorganized the document to clarify the language of the plan.
- Rewrote a majority of the language to ensure quality of understanding and ensure compliance.
- Re-identified the steps that the City staff used to develop the BIP to allow for clarity.
- Created language that clarifies the processes undertaken by the City.
- Removed conflicting Enforcement Response Plan components that conflicted with the separate ERP.

Required Action #2: The City shall review the ERP requirements in Provision C.4, C.5, and C.6 and revise all of its ERPs and flow charts to fully comply with the MRP and to be consistent with each other. At a minimum, the revisions shall include the following:

- (a) Clear and consistent escalating levels of enforcement;
- (b) Consistent field scenarios for each level of enforcement;
- (c) Appropriate enforcement levels assigned to all observed non-stormwater discharges into the storm drain system or waterbodies;
- (d) Discussion on which staff has the authority to issue each level of enforcement;
- (e) Timeframes for implementation of corrective actions; and
- (f) Procedures to verify that corrective actions have been implemented in a timely manner.

Required Action #3: The City shall revise its ERP and BIP to escalate all businesses cited for threatened violations to a higher inspection frequency. Once the businesses are found to be in compliance, the City can place them back on their regular inspection schedule. C.4.b.(3) requires the City to prioritize facilities for inspections.

Required Action #4: The City shall ensure that enforcement actions taken in the field are consistent with the City's ERP.

Enforcement Response Plan

The City reviewed the ERP requirements in the MRP and developed a ERP to fully comply with those requirements.

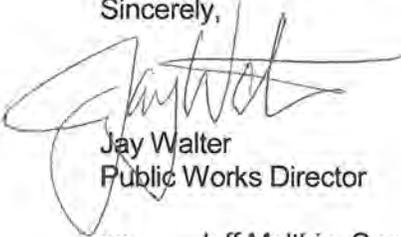
- Ensured that the City will implement this separate ERP by removing language of enforcement from the BIP.
- Updated the levels of enforcement as follows:
 - Verbal Warning (Level 1)
 - Written Warning (Level 2)
 - Notice of Violation (Level 2)
 - Notice to Comply (Level 3)
 - Legal Action (Level 4)
- Clarified that if businesses who are given a verbal warning must address the issue before the next rainfall event, but not longer than 10 business days. If more than 10 business days is required, a rationale must be recorded on the inspection form.
- Clarified that any business that is issued a Level 2 or above enforcement action will be escalated to a higher inspection frequency, as documented in the City's Business

Inspection Plan (BIP). Once the business is found to be in compliance, the City will place them back on their regular inspection schedule.

- Identified the role of the San Mateo County Environmental Health Department for Stormwater inspections at restaurants and businesses that handle or generate hazardous materials or hazardous waste.
- Identified the City Engineer as the Enforcement Coordinator.
- Identified the City's Civil Engineering Technician as an alternative Inspector to identify violations.

The City believes that we have revised the BIP and ERP to be in full compliance with the permit, and appreciates the help of Selina Louie of your staff in this effort. We also appreciate the extra time granted to thoroughly investigate and prepare the revised documents. The updated BIP and ERP showing compliance with the above required actions are included with this letter. If you have any questions, please contact Civil Engineering Technician Denny Phan of my staff at 650-802-4195, or via email at dphan@cityofsancarlos.org.

Sincerely,



Jay Walter
Public Works Director

cc: Jeff Maltbie, San Carlos City Manager
Selina Louie, Water Board staff
Matt Fabry, San Mateo County Stormwater Pollution Prevention Program

Enclosures

Business Inspection Plan
Enforcement Response Plan

ATTACHMENT 3

C.4 Updated BIP/ERP



CITY OF SAN CARLOS SAN MATEO COUNTY, CALIFORNIA

INDUSTRIAL AND COMMERCIAL BUSINESS INSPECTION PLAN & ENFORCEMENT RESPONSE PLAN

Municipal Regional Stormwater Permit Provisions C.4.c, C.5.b, C.6.b

**Originally Prepared: May 2, 2011
Revised: June 5, 2013**



INDUSTRIAL AND COMMERCIAL BUSINESS INSPECTION PLAN CITY OF SAN CARLOS

Date Originally Prepared: MAY 2, 2011

Date Last Updated: JUNE 5, 2013

INTRODUCTION

This Industrial and Commercial Business Inspection Plan (Inspection Plan) serves as the City of San Carlos' prioritized inspection work plan that the City will implement to comply with the Municipal Regional Stormwater Permit's (MRP) Provision C.4.b requirements. This MRP provision requires that the City develop a comprehensive Business Inspection Plan to describe the process of identifying a prioritized inspection list of businesses that have the potential to impact water quality in order to develop an inspection schedule for the current fiscal year.

The municipal staff used the following steps to develop the San Carlos Business Inspection Plan:

1. Identify a method to establish an Inspection List of all industrial and commercial businesses located within the municipality's jurisdiction that are subject to inspection.
2. Describe the process for prioritizing inspections and frequency of inspection that includes:
 - a. A determination of the level of priority (high or low) for inspection of each business on the Inspection List using the identified method of establish inspection priorities;
 - b. A determination of inspection frequency;
 - c. Identification of businesses on the Inspection List that are scheduled for inspection during the current fiscal year; and
 - d. An annual update or revision of the Inspection List.
3. Describe the method that will be used to identify newly opened businesses that may need inspection.

Each of these steps was followed to develop this Business Inspection Plan and is described in the following sections.

STEP 1 – DEVELOP AN INSPECTION LIST

It is necessary for the City to develop a comprehensive Inspection List in order to identify a focused list of businesses that have the potential for water quality impact. This Inspection List includes the total number of facilities subject to inspection and those that are scheduled for future inspection based on frequency and priority, as required by MRP Provision C.4.b.ii.(1). From this Inspection List, the City can develop a list of those businesses

Dated June 5, 2013

scheduled for inspection during the current fiscal year to be reported with each annual report, as required by MRP Provision C.4.b.ii.(2).

The City uses the Business License Database to obtain a comprehensive list of all current businesses within the jurisdiction of the City of San Carlos. The City cross checks this list with the most updated San Mateo County Watershed Program Clean Water Database and/or Hazardous Materials Inspection Facility Database and Notice of Intent Listings in order to ensure that all businesses within the City's jurisdiction have been captured.

This comprehensive list is narrowed to create a focused Inspection List that include only businesses that have "a reasonable likelihood to be sources of pollutants to Stormwater and non-stormwater discharges" (Provision C.4.b.ii). The City uses the following list described in the MRP to designate the types of businesses as needing to be inspected:

- 1) Industrial facilities¹, as defined in 40 CFR 122.26(b)(14), including those subject to the State General NPDES Permit for Stormwater Discharges Associated with Industrial Activity;
- 2) Vehicle salvage yards;
- 3) Metal and other recycled material collection facilities, waste transfer facilities;
- 4) Vehicle mechanical repair, maintenance, fueling, or cleaning;
- 5) Building trades central facilities or yards, corporation yards, nurseries, and greenhouses;
- 6) Building material retailers and storage;
- 7) Plastic manufacturers; and
- 8) Other facilities designated by the city or Water Board as having a reasonable potential to contribute to pollution of stormwater runoff. The Water Board staff places a priority on inspecting retail food facilities, and these businesses should be included in the Inspection List if they "have a reasonable likelihood to be sources of pollutants to stormwater and non-stormwater discharges."

In addition, the City uses the following list described in the MRP that identify functional aspects of businesses that may produce pollutants when exposed to stormwater as part of the criteria in further narrowing the Inspection List:

- 1) Outdoor process and manufacturing areas;
- 2) Outdoor material storage areas;
- 3) Outdoor waste storage and disposal areas;
- 4) Outdoor vehicle and equipment storage and maintenance areas;
- 5) Outdoor wash areas;
- 6) Outdoor drainage from indoor areas;
- 7) Rooftop equipment; and
- 8) Other sources determined by the city or Water Board to have a reasonable potential to contribute to pollution of stormwater runoff.

¹ The MRP appears to use the terms "facilities" and "businesses" interchangeably. This template generally uses the term business since that is used in the title of Provision C.4.b., and it is the term most inspectors use.

It is important to consider the functional aspects of businesses as a way to further refine the Inspection List in order to create a more developed list. For example, the Business License Database may show multiple manufacturing businesses at multiple addresses within the City's jurisdiction. Due to it's type of business, these all would be included in the Inspection List. However, by considering functional aspects of each business address, it is possible to decipher which address are simply company office buildings, which does not need to be inspected, or manufacturing sites that have outdoor material storage areas, which needs to be inspected.

The final Inspection List is developed by obtaining a comprehensive list of all current businesses within the City's jurisdiction and then narrowing the list to a concise and focused list of only businesses subject to inspection, per MRP requirements.

STEP 2 – DETERMINE THE PROCESS FOR PRIORITIZING INSPECTIONS AND ASSIGNING FREQUENCY OF INSPECTION

A. Determine Level of Inspection Priority (High or Low)

The MRP requires that each business on the Inspection List be assigned a priority for inspection based on "the potential for water quality impact using criteria such as pollutant sources on site, pollutants of concern, proximity to a water body, violation history of the facility, and other relevant factors" (Provision C.4.b.ii(3)). Additionally, the MRP requires that appropriate inspection frequencies be established based on the priority for inspection, "potential for contributing pollution to stormwater runoff" and be "commensurate with the threat to water quality" (Provision C.4.b.ii(5)).

The City follows the San Mateo County BIP and categorizes and prioritizes businesses on the Inspection List as being a High Priority, a Medium Priority, or a Low Priority.

The City relies on San Mateo County of Environmental Health (CEH) staff to conduct inspections of hazardous materials/waste and retail food facilities and uses the County's BIP inspection priorities for these facilities.

Of the businesses listed in the Inspection List following the criterion listed in STEP 1, the City generally identifies the priority of businesses as follows:

- **High Priority (annual inspection)**
 - Businesses that are subject to the State General NPDES Permit for Stormwater Discharges Associated with Industrial Activity.
 - Medium Priority Businesses listed below that have been written up for a Non Stormwater Discharge or where Best Management Practices were not corrected during a Follow-Up Inspection.
- **Medium Priority (biannual inspection)**
 - Retail food facilities and Hazardous material/waste facilities, (not listed above), which include: Vehicle Salvage yards; Metal and other recycled materials collection facilities, waste transfer facilities, Vehicle mechanical repair,

maintenance, fueling, or cleaning; Building trades central facilities or yards, corporation yards; Nurseries and greenhouses; Building material retailers and storage; Plastic manufacturers; and Other facilities designated by the Permittee or Water Board to have a reasonable potential to contribute to pollution of stormwater runoff.

- Low Priority Businesses listed below that have been written up for a Non Stormwater Discharge, where Best Management Practices were not corrected during a Follow-Up Inspection, or where threatened releases were identified (e.g., non-stormwater discharges that do not make it into the storm drain system).
- **Low Priority (3-5 year inspection)**
 - Retail food facilities and Hazardous material/waste facilities that have effective BMPs and have a shared waste area with a neighboring business and is deemed to be a low risk for discharging by the district inspector.
 - Other Industrial and commercial facilities, not listed above, that have registered with the County Planning Department as an Industrial or commercial facility or where threatened releases were identified (e.g., non-stormwater discharges that did not make it into the storm drain system).

In addition, the City will temporarily increase the inspection priority of businesses that receive a Written Notice or Notice of Violation or any higher level of enforcement until the business returns to a condition of compliance.

The Business Inspection List is attached as **ATTACHMENT A**. This list includes business inspected by both CEH and the City.

B. Determine Inspection Frequency

High Priority businesses will typically be inspected on an annual basis. Medium Priority businesses will be inspected on a biannual basis. Low Priority businesses will be inspected less frequently than annually, typically every third year.

Businesses that are inspected by CEH follow the County's inspect frequencies.

C. Identify Businesses Scheduled for Inspection in the Current Fiscal Year

A list of Facilities Scheduled for Inspection is created for each fiscal year. Each year the City updates its Prioritized Inspection List, per the processes described in STEP 1 and STEP 2.

The Facilities Scheduled for Inspection List include:

- a) All High Priority businesses that require annual inspections;
- b) All Low Priority businesses that are due for inspection based on their last inspection date and their required inspection frequency;
- c) Any business that have become High Priority and may require attention due to the factors listed in Part A.

The Facilities Scheduled for Inspection For Fiscal Year FY12/13 is attached as **ATTACHMENT B**.

D. Annual Update or Revision of Inspection List

The City will report its inspection activities on an annual basis using the reporting form template provided by the County of San Mateo. In this annual report, the City will update and/or revise the Inspection List based on the shifting priority businesses for that fiscal year.

Periodically, the City will perform a more rigorous reconciliation of the complete list of businesses to inspect, in addition to the annual update of new businesses. The City will use procedures in STEP 1 and STEP 2 to evaluate the entire Business License Database and related County databases to ensure the City's list is complete.

STEP 3 – METHOD TO IDENTIFY NEW BUSINESSES REQUIRING INSPECTION

The City is to annually review its Business License Database by Standard Industrial Code (SIC), and/or San Mateo County Watershed Program Clean Water Database, and/or Hazardous Materials Inspection Facility Database and Notice of Intent listings (NOI) to keep the list of identified and targeted businesses current and up-to-date. The City will recognize all new businesses and refine this list per STEP 1 and STEP 2 to identify which businesses should be added to the Inspection List. These new businesses will be classified as High Priority during its first inspection year, and will be categorized as necessary thereafter.

ATTACHMENT A – BUSINESS INSPECTION LIST

Address		Business Name
670	AIRPORT	AIRWEST AIRCRAFT ENGINES
602	AIRPORT	RABBIT AVIATION SERVICE
620	AIRPORT	SAN CARLOS AIRPORT
620	AIRPORT	SAN CARLOS AVIATION & SUPPLY LLC
1061	AMERICAN	CARLMONT VILLAGE CLEANERS
1029	AMERICAN	AMERICAN PRECISION GEAR CO INC
1036	AMERICAN	CHAMPION AUTO
1011	AMERICAN	HY TECH PLATING
803	AMERICAN	INDUSTRIAL PLATING CO INC
815	AMERICAN	JOHN DEERE LANDSCAPES INC
935	AMERICAN	MANUFACTURERS OUTLET
945	AMERICAN	MAX MOTORS
867	AMERICAN	MOTION PRO, INC.
1083	AMERICAN	PENINSULA PLATING, INC
1147	ARROYO	SAN CARLOS TRANSMISSION
1224	ARROYO	ZEST BAKERY
	BAYSIDE BLVD/WASHINGTON	PG&E SAN CARLOS SUBSTATION
1200	BELMONT	WHITE OAK CLEANERS
961	BING	AIRGAS DRY ICE
981	BING	COMMERCIAL MECHANICAL SVC INC
1031	BING	ISIS II
555	BRAGATO	AMERICAN PROTOTYPE INC
500	BRAGATO	BRAGATO PAVING CO INC
582	BRAGATO	G BORTOLOTTO & CO
565	BRAGATO	ITALIAN PERFORMANCE
535	BRAGATO	MAYNE TREE EXPERT CO
500	BRAGATO	PROFUSION ORNAMENTAL IRON, INC
495	BRAGATO	TIEGEL MFG CO
945	BRANSTEN	ACM GRINDING & THREAD ROLLIN
941	BRANSTEN	AHERN RENTALS INC
1026	BRANSTEN	CEMEX
917	BRANSTEN	DURHAM SCHOOL SERVICES
977	BRANSTEN	GC LUBRICANTS CO
1000	BRANSTEN	SAN CARLOS CORPORATION YARD
956	BRANSTEN	SUPERIOR BODY SHOP
831-L	BRANSTEN	TECHNETICS GROUP
916	BRANSTEN	TOM DUFFY COMPANY
929	BRANSTEN	VIVION INC
950	BRITTAN	TDM TILING
940	BUCKLAND	BUCKLAND TANK SITE M P W D
920	BUCKLAND	VERIZON WIRELESS -Ralston
	CANADA	TUNNEL PUMP STATION -M P W D
1001	CENTER	LAZAR MACHINING
1033	CENTER	PROLINE
1069	CENTER	REDWOOD LUMBER
917	CENTER	SCHAFFER SHEET METAL
913	CENTER	SEQUOIA BILLIARD SUPPLY INC
840	CHERRY	APEX DIE

1131	CHERRY	GANKO SUSHI FAST FOOD
1000	COMMERCIAL	FLEXTRONICS INTL USA INC
1015	COMMERCIAL	KELLY MOORE PAINT CO INC
1075	COMMERCIAL	KELLY MOORE PAINT CO., INC
940	COMMERCIAL	KIEFER MACHINING INC
20	DEVONSHIRE	DEVONSHIRE LITTLE STORE
880	EL CAMINO REAL	880 AUTO WORKS
171	EL CAMINO REAL	ADEL MARKET
560	EL CAMINO REAL	APPLEWOOD PIZZA
195	EL CAMINO REAL	AUTO PRIDE CAR WASH
240	EL CAMINO REAL	BAJA FRESH MEXICAN GRILL
1648	EL CAMINO REAL	BASKIN ROBBINS ICE CREAM
800	EL CAMINO REAL	BIMMERS BMW SVC
900	EL CAMINO REAL	BOB & KEVIN'S SERVICE, INC
1098	EL CAMINO REAL	BRITTAN AVE SHELL
612	EL CAMINO REAL	CARLOS CLUB
1800	EL CAMINO REAL	CARLS JR RESTAURANT
796	EL CAMINO REAL	CELEBRATIONS FOR HIRE
344	EL CAMINO REAL	CREOLA BISTRO
11	EL CAMINO REAL	CVS/PHARMACY #9172
1500	EL CAMINO REAL	DE LUXE CLEANERS
1050	EL CAMINO REAL	HENRYS GARDEN RESTAURANT
920	EL CAMINO REAL	INGLESIDE CAFE
1100	EL CAMINO REAL	JACK IN THE BOX #468-1
21	EL CAMINO REAL	JERSEY JOES HOAGIES
1030	EL CAMINO REAL	JIFFY LUBE 610
90	EL CAMINO REAL	JUSTIN 76
135	EL CAMINO REAL	KABUL AFGHAN CUISINE
39	EL CAMINO REAL	KAYA
260	EL CAMINO REAL	LES SCHWAB TIRE CENTER
770	EL CAMINO REAL	LESLIES SWIMMIING POOL SUPPLIES
1700	EL CAMINO REAL	MAJOR AUTO BODY
180	EL CAMINO REAL	MCDONALDS
1620	EL CAMINO REAL	MEDITERRANEAN DELITE
1494	EL CAMINO REAL	NARANJOS TAQUERIA #2
1340	EL CAMINO REAL	NEW YORK PIZZA & PASTA
888	EL CAMINO REAL	NIELSEN AUTOMOTIVE
1700	EL CAMINO REAL	NORDIC MOTORS
1188	EL CAMINO REAL	OIL CHANGERS
1272	EL CAMINO REAL	OREILLY AUTO PARTS #4125
1792	EL CAMINO REAL	PERFECT LUBE
774	EL CAMINO REAL	PUDLEYS
1324	EL CAMINO REAL	ROUND TABLE PIZZA
81-A	EL CAMINO REAL	SAN CARLOS PLAZA DRY CLEANERS
760	EL CAMINO REAL	SAN CARLOS SERVICE
500	EL CAMINO REAL	SAN CARLOS SHELL
366	EL CAMINO REAL	SIRAYVAH ORGANIC THAI CUISINE
400	EL CAMINO REAL	SMART CARE AUTO
744	EL CAMINO REAL	SUBWAY #32364
259	EL CAMINO REAL	TACO BELL
1240	EL CAMINO REAL	THAI TIME
599	EL CAMINO REAL	THE DEPOT CAFE

552	EL CAMINO REAL	THE NEW PATIO
66	EL CAMINO REAL	THE OMLETTE HOUSE
1414	EL CAMINO REAL	WALGREENS
610	ELM	CURBSIDE INC / DOOR TO DOOR
600	ELM	SAN CARLOS CITY HALL
140	EXBOURNE	MID PEN WTR DIST-EXBOURNE PUMP STA
100	GLENN	CARS LIMITED
71	GLENN	DA TRU CO
110	GLENN	ROSSI PAINTING
161	GLENN	TNT DEMOLITION
1070	HOLLY	AYA SUSHI
1100	HOLLY	EL CHARRITO TAQUERIA
906	HOLLY	HOLLY 76
907	HOLLY	HOLLY PETROLEUM, INC.
1080	HOLLY	SEVEN ELEVEN STORE 14338
1065	HOLLY	TAQUERIA EL MAGUEY
1021	HOWARD	FINISH MASTER INC
1150	HOWARD	HOWARD AVENUE RADIATOR
780	INDUSTRIAL	A+ JAPANESE AUTO REPAIR INC
1200	INDUSTRIAL	ACTION SIGN SYSTEMS, INC.
1300	INDUSTRIAL	ALLACCEM
790	INDUSTRIAL	AUTOMOTIVE ENTERPRISES
1600	INDUSTRIAL	AVENUE AUTO SERVICE INC
390	INDUSTRIAL	B & H TECHNICAL CERAMICS INC
750	INDUSTRIAL	BERMICO AUTO
360	INDUSTRIAL	BOBKAT PRINTING
350	INDUSTRIAL	CAL ART & ENGRAVING, INC.
871	INDUSTRIAL	CALCHEMIST
360	INDUSTRIAL	CALIFORNIA RADIOGRAPHICS
244	INDUSTRIAL	CAMBRON AUTO BODY
1561	INDUSTRIAL	CELLERANT THERAPEUTICS INC
1135	INDUSTRIAL	CHIPOTLE MEXICAN GRILL, INC
200	INDUSTRIAL	DEES HENNESSEY INC
270	INDUSTRIAL	DELTA STAR INC
171	INDUSTRIAL	EUROTECH COLLISION REPAIR
615	INDUSTRIAL	FABTRON
476	INDUSTRIAL	GLIDDEN PROFESSIONAL
1380	INDUSTRIAL	HOLLAND CAR CARE INC
161	INDUSTRIAL	HOUSE OF WRECKERS INC
445	INDUSTRIAL	IN N OUT BURGER #257
1700	INDUSTRIAL	INTERSTATE TRAFFIC CONTROL PRODUCTS
201	INDUSTRIAL	INTREXON CORP
1700	INDUSTRIAL	IRON STONE METAL WORKS
1135	INDUSTRIAL	JAMBA JUICE
234	INDUSTRIAL	KELLER INDUSTRIES, INC
960	INDUSTRIAL	L3 COMMUNICATIONS CORP., EDD
719	INDUSTRIAL	MIDLAND CABINET CO
1541	INDUSTRIAL	NATUS
150	INDUSTRIAL	NOVARTIS
201	INDUSTRIAL	NUGEN TECHNOLOGIES, INC
629	INDUSTRIAL	P A BET, INC
1100	INDUSTRIAL	PEA PRESS

1701	INDUSTRIAL	PERFORMANCE FABRICATIONS
275	INDUSTRIAL	PG & E SAN CARLOS SERVICE CENTER
1585	INDUSTRIAL	REAMETRIX, INC
1119	INDUSTRIAL	REI / RECREATION EQUIP INC
960	INDUSTRIAL	SAN CAFE
236	INDUSTRIAL	SAN CARLOS COLLISION CENTER
777	INDUSTRIAL	SAN CARLOS RADIATOR & AUTO AIR
1661	INDUSTRIAL	SIEMENS INDUSTRY INC
797	INDUSTRIAL	SOUTH BAY MARBLE INC
266	INDUSTRIAL	SPACESONIC PRECISION SHEET MET
1300	INDUSTRIAL	STAR ELEVATOR INC.
1135	INDUSTRIAL	STARBUCKS COFFEE CO
747	INDUSTRIAL	SUPERIOR BODY SHOP
1411	INDUSTRIAL	TONYS IMPORTED BODY SHOP INC
800	INDUSTRIAL	WARRENS PRECISION
733	INDUSTRIAL	WEATHERLY STRIPING COMPANY
1135	INDUSTRIAL	WING STOP
888	LAUREL	888 RESTORANTE ITALIANO
1655	LAUREL	AMAZING WOK
672	LAUREL	ANITAS GIFTS & THINGS INC
635	LAUREL	BAIR ISLAND TAP & EATERY
1383	LAUREL	BELMOUNT AUTO REPAIR
810	LAUREL	BIANCHINI MARKET
895	LAUREL	BROILER EXPRESS
777	LAUREL	CAFE LA TOSCA
782	LAUREL	CASK WINE & CHEESE BAR
1189	LAUREL	CLOONEYS PUB
1239	LAUREL	COUNTRY CLEANERS
784	LAUREL	COWABUNGA CREAMERY
749	LAUREL	DONUT DELITE
902	LAUREL	GRACIES DELECTABLES
852	LAUREL	HARMONY YOGURT, INC
491	LAUREL	HOLLY MARKET
605	LAUREL	HOUSE OF BAGELS
1383	LAUREL	JEFFS AUTO SERVICE
765	LAUREL	JIN'S CLEANER
773	LAUREL	KAIGAN SUSHI
1201	LAUREL	KLUTCH BURGERS
1377	LAUREL	LA HACIENDA
622	LAUREL	LE BOULANGER
617	LAUREL	LOCANDA POSITANO
876	LAUREL	LULU ON LAUREL
1754	LAUREL	MACK BBQ
1137	LAUREL	MY BREAKFAST HOUSE
1160	LAUREL	NEW CANTON
1109	LAUREL	NEW FLOWER DRUM RESTAURANT
621	LAUREL	NINOS RISTORANTE & PIZZERIA
678	LAUREL	ORCHID ROOM
894	LAUREL	OZUMA
680	LAUREL	PILITA MEDITERRANEAN GRILL
668	LAUREL	PLANTATION COFFEE ROASTERY
727	LAUREL	RISTORANTE PIACERE

1179	LAUREL	RUMI RESTAURANT
1177	LAUREL	SAN CARLOS PAINT & BODY SHOP
753	LAUREL	SANTORINI
537	LAUREL	SBC
637	LAUREL	SIAMESE KITCHEN
1295	LAUREL	SKINNY SIPPIN
769	LAUREL	SPASSO RESTAURANT
711	LAUREL	SPEEDERIA PIZZERIA
856	LAUREL	STARBUCKS COFFEE CO
660	LAUREL	TAQUERIA MI RANCHITO
663	LAUREL	THE ENGLISH ROSE
963	LAUREL	THE REFUGE
716	LAUREL	TOWN
872	LAUREL	VANILLA MOON BAKERY
885	LAUREL	YANS GARDEN
150	MONTE VISTA	SAN CARLOS PUMP STATION
665	OLD COUNTY	AUTOHAUS ZDENEK
303	OLD COUNTY	B & F HARDWOOD FLOORING CO
1725	OLD COUNTY	B & H ENGINEERING
501	OLD COUNTY	B A B AUTO BODY
151	OLD COUNTY	BELMONT BOAT SERVICE
681	OLD COUNTY	COUNTY BODY & PAINT
217	OLD COUNTY	CREATIVE CABINETS
299	OLD COUNTY	DALUSONG ENGINEERING
1531	OLD COUNTY	DINO'S AUTO BODY
219	OLD COUNTY	EUROPEAN AUTO INC
151	OLD COUNTY	FIBERGLASS UNLIMITED
219	OLD COUNTY	FRANS MERCEDES SVC
1125	OLD COUNTY	HOME DEPOT #0628
1133	OLD COUNTY	LUCKY
781	OLD COUNTY	MOREY MAINTENANCE
295	OLD COUNTY	NATIONAL TRANSIT INTERIORS
501	OLD COUNTY	NORDIC MOTORS INC
217	OLD COUNTY	PENINSULA AUTO WORKS
305	OLD COUNTY	PENINSULA LABORATORIES INC
1087	OLD COUNTY	PEP BOYS
501	OLD COUNTY	PRO ALIGNMENT & AUTO SERVICE
1133	OLD COUNTY	RICE GARDEN
851	OLD COUNTY	RICH RAMIREZ DEMOLITION/ EXCAVATION
219	OLD COUNTY	SKIPS AUTOMOTIVE SERVICE
219	OLD COUNTY	SMOG X PRESS
219	OLD COUNTY	T & S AUTO REPAIR
501	OLD COUNTY	TOOLES GARAGE
151	OLD COUNTY	VEHICLES UNLIMITED
749	OLD COUNTY	WISE TRANSMISSION
501	PICO	SAN MATEO TRANSIT DISTRICT
647	QUARRY	A & E AUTOMOTIVE
361	QUARRY	CHILTON AUTO BODY
401	QUARRY	GRAINGER
389	QUARRY	M & A TRUCK SERVICE
643	QUARRY	RODZ BODY SHOP
639	QUARRY	SHACK BROS

383	QUARRY	VANCEA AUTO SERVICE
1261	SAN CARLOS	COFFEE AROMA
1324	SAN CARLOS	CVS/PHARMACY #550
1188	SAN CARLOS	KIN CHUAN RESTAURANT
1147	SAN CARLOS	LA CORNETA
975	SAN CARLOS	NICOLOSI DISTRIBUTING INC.
1011	SAN CARLOS	PENINSULA CONCRETE PUMPS
1125	SAN CARLOS	RED HOT CHILLI PEPPER
1143	SAN CARLOS	SAFFRON INDIAN BISTRO
1152	SAN CARLOS	SAN REMO ITALIAN FOOD
1163	SAN CARLOS	SNEAKERS PUB & GRILL INC
1187	SAN CARLOS	STARBUCKS COFFEE CO
883	SAN CARLOS	ZACKO GROUP LLC
75B	SHOREWAY	ALVINE PHARMACEUTICALS INC
75/125	SHOREWAY	ARE SAN FRANCISCO No. 29 LLC
225	SHOREWAY	RECOLOGY SAN MATEO COUNTY
75	SHOREWAY	SIGNATURE THERAPEUTICS INC
333	SHOREWAY	SOUTH BAY RECYCLING LLC
795	SKYWAY	BEL AIR INTERNATIONAL
505	SKYWAY	BURGER KING 10442
655	SKYWAY	DIAMOND AVIATION
999	SKYWAY	EQUITY OFFICE
795	SKYWAY	GLASS AVIATION
525	SKYWAY	IZZYS STEAKS & CHOPS
585	TAYLOR	C & C MACHINING
585	TAYLOR	HUBER PRECISION
551	TAYLOR	J & L DIGITAL PRECISION INC
675	TAYLOR	RAMOS WOODWORKS INC
1065	TERMINAL	CONCRETE CHEMICALS CORP OF CA
963	TERMINAL	PERFORMEX MACHINING
950	TERMINAL	R M MANUFACTURING
1055	TERMINAL	ROYALITE MANUFACTURING, INC
1080	VARIAN	CLASSIC COACHMAN
1001	VARIAN	EXCELL TECHNOLOGIES, INC.
#2	VISTA POINTE OF HWY 280	VERIZON WIRELESS-HWY 280/EDGEWOOD
626	WALNUT	HAPPY DRAGON CHINESE RESTAURANT
911	WASHINGTON	ARTS FINISHING
1065	WASHINGTON	OK MACHINE & MANUFACTURING
933	WASHINGTON	UNITED REFRIGERATION INC
1030	WASHINGTON	VERIZON WIRELESS

Total # Business:

289

ATTACHMENT B – BUSINESSES SCHEDULED FOR INSPECTION FY12/13

FACILITY	ADDRESS	
ACTION SIGN SYSTEMS, INC.	1200 INDUSTRIAL RD 14	SAN CARLOS
RISTORANTE PIACERE	727 LAUREL ST	SAN CARLOS
SAN CARLOS PUMP STATION	150 MONTE VISTA	SAN CARLOS
DIAMOND AVIATION	655 SKYWAY DR A5	SAN CARLOS
HOLLY PETROLEUM, INC.	907 HOLLY ST	SAN CARLOS
PERFORMEX MACHINING	963 TERMINAL WY	SAN CARLOS
SAN CARLOS AIRPORT	620 AIRPORT DR	SAN CARLOS
VANCEA AUTO SERVICE	383 QUARRY RD	SAN CARLOS
FABTRON	615 INDUSTRIAL RD	SAN CARLOS
CALCHEMIST	871 INDUSTRIAL RD K	SAN CARLOS
HOLLAND CAR CARE INC	1380 INDUSTRIAL RD	SAN CARLOS
ALLACCEM	1300 INDUSTRIAL RD 16	SAN CARLOS
ALLACCEM	1300 INDUSTRIAL RD 16	SAN CARLOS
NUGEN TECHNOLOGIES, INC	201 INDUSTRIAL RD	SAN CARLOS
INTREXON CORP	201 INDUSTRIAL RD 450	SAN CARLOS
HOLLY 76	906 HOLLY ST	SAN CARLOS
CAFE BAKLAVA	680 LAUREL ST	SAN CARLOS
COAST AUTO BODY	794 INDUSTRIAL RD	SAN CARLOS
SKY KITCHEN	620 AIRPORT WY	SAN CARLOS
JACK IN THE BOX #468-1	1100 EL CAMINO REAL	SAN CARLOS
NARANJOS TAQUERIA #2	1494 EL CAMINO REAL	SAN CARLOS
INGLESIDE CAFE	920 EL CAMINO REAL	SAN CARLOS
SUTRO BIOPHARMA INC	894 INDUSTRIAL RD	SAN CARLOS
SBC	537 LAUREL ST	SAN CARLOS
JERSEY JOES HOAGIES	21 EL CAMINO REAL	SAN CARLOS
BAJA FRESH MEXICAN GRILL	240 EL CAMINO REAL	SAN CARLOS
KAYA	39 EL CAMINO REAL	SAN CARLOS
CAFE BAKLAVA	680 LAUREL ST	SAN CARLOS
KELLY MOORE PAINT CO	1015 COMMERCIAL ST	SAN CARLOS
ISIS II	1031 BING ST	SAN CARLOS
SIGNATURE THERAPEUTICS INC	75 SHOREWAY RD STE D	SAN CARLOS
SNEAKERS PUB & GRILL INC	1163 SAN CARLOS AVE	SAN CARLOS
SOUTH BAY RECYCLING LLC	333 SHOREWAY RD	SAN CARLOS
PEP BOYS	1087 OLD COUNTY RD	SAN CARLOS
SOUTH BAY RECYCLING LLC	333 SHOREWAY RD	SAN CARLOS
SOUTH BAY RECYCLING LLC	333 SHOREWAY RD	SAN CARLOS
PG & E SAN CARLOS SERVICE CENTER	275 INDUSTRIAL RD	SAN CARLOS
JIFFY LUBE 610	1030 EL CAMINO REAL	SAN CARLOS
SAN CARLOS CITY HALL	600 ELM ST	SAN CARLOS
STARBUCKS COFFEE CO	856 LAUREL AVE	SAN CARLOS
PANDA DUMPLING	1195 LAUREL ST	SAN CARLOS
RUMI RESTAURANT	1179 LAUREL ST	SAN CARLOS
NEW CANTON	1160 LAUREL ST	SAN CARLOS

888 RESTORANTE ITALIANO	888 LAUREL ST	SAN CARLOS
CUISINETT	1105 SAN CARLOS AVE	SAN CARLOS
PG&E SAN CARLOS SUBSTATION	BAYSIDE BLVD/WASHINGTON	SAN CARLOS
MAJOR AUTO BODY	1700 EL CAMINO REAL A&B	SAN CARLOS
RICE GARDEN	1133 OLD COUNTY RD	SAN CARLOS
LA CORNETA	1147 SAN CARLOS AVE	SAN CARLOS
RED HOT CHILLI PEPPER	1125 SAN CARLOS AVE	SAN CARLOS
SNEAKERS PUB & GRILL INC	1163 SAN CARLOS AVE	SAN CARLOS
SAFFRON INDIAN BISTRO	1143 SAN CARLOS AVE	SAN CARLOS
MEDITERRANEAN DELITE	1620 EL CAMINO REAL #A	SAN CARLOS
BROILER EXPRESS	895 LAUREL ST	SAN CARLOS
CREOLA BISTRO	344 EL CAMINO REAL	SAN CARLOS
LA CORNETA	1147 SAN CARLOS AVE	SAN CARLOS
RED HOT CHILLI PEPPER	1125 SAN CARLOS AVE	SAN CARLOS
SNEAKERS PUB & GRILL INC	1163 SAN CARLOS AVE	SAN CARLOS
SAFFRON INDIAN BISTRO	1143 SAN CARLOS AVE	SAN CARLOS
SAFFRON INDIAN BISTRO	1143 SAN CARLOS AVE	SAN CARLOS
NIELSEN AUTOMOTIVE	888 EL CAMINO REAL	SAN CARLOS
SAN CARLOS CORPORATION YARD	1000 BRANSTEN RD	SAN CARLOS
AYA SUSHI	1070 HOLLY ST	SAN CARLOS
EL MAGUEY TAQUERIA	1065 HOLLY ST # B	SAN CARLOS
HENRYS GARDEN RESTAURANT	1050 EL CAMINO REAL	SAN CARLOS
HOUSE OF BAGELS	605 LAUREL ST	SAN CARLOS
HAPPY DRAGON CHINESE RESTAURANT	626 WALNUT ST #102	SAN CARLOS
SAN MATEO COUNTY TRANSIT DISTRICT	501 PICO BLVD	SAN CARLOS
SAN CARLOS AUTO PERFORMANCE	1700 EL CAMINO REAL	SAN CARLOS
SOUTH BAY MARBLE INC	797 INDUSTRIAL RD	SAN CARLOS
TOOLES GARAGE	1065 WASHINGTON AVE	SAN CARLOS
NATERA INC	201 INDUSTRIAL RD 410	SAN CARLOS
TAORMINA IMPORTS	191 INDUSTRIAL RD	SAN CARLOS
SANTORINI	753 LAUREL ST	SAN CARLOS
MACK BBQ	1754 LAUREL ST	SAN CARLOS
DELTA STAR INC	270 INDUSTRIAL RD	SAN CARLOS
TOWN	716 LAUREL ST	SAN CARLOS
VIVA LA VITA	788 LAUREL ST	SAN CARLOS
BAIR ISLAND TAP & EATERY	635 LAUREL ST	SAN CARLOS
THE ENGLISH ROSE	663 LAUREL ST	SAN CARLOS
GANKO SUSHI FAST FOOD	1131 CHERRY ST	SAN CARLOS
PUDLEYS	774 EL CAMINO REAL	SAN CARLOS
JEFFS AUTO REPAIR	1383 LAUREL ST	SAN CARLOS
A+ JAPANESE AUTO REPAIR INC	780 INDUSTRIAL	SAN CARLOS
NINOS RISTORANTE & PIZZERIA	621 LAUREL ST	SAN CARLOS
LULU ON LAUREL	876 LAUREL ST	SAN CARLOS
BRITTAN AVE SHELL	1098 EL CAMINO REAL	SAN CARLOS
NOVARTIS	150 INDUSTRIAL RD	SAN CARLOS

STATION CAFE	601 OLD COUNTY RD	SAN CARLOS
SAN CAFE	960 INDUSTRIAL RD	SAN CARLOS
OZUMA	894 LAUREL ST	SAN CARLOS
PROFUSION ORNAMENTAL IRON, INC	500 BRAGATO RD	SAN CARLOS
MOREY MAINTENANCE	781 OLD COUNTY RD	SAN CARLOS
INDUSTRIAL PLATING CO INC	803 AMERICAN ST	SAN CARLOS
GC LUBRICANTS CO	977 BRANSTEN RD	SAN CARLOS
SAN CARLOS GERMAN MOTOR WORKS	430 EL CAMINO REAL	SAN CARLOS
DEES HENNESSEY INC	200 INDUSTRIAL RD STE 190	SAN CARLOS
HOWARD AVENUE RADIATOR	1150 HOWARD AVE	SAN CARLOS
SAFFRON INDIAN BISTRO	1143 SAN CARLOS AVE	SAN CARLOS
SNEAKERS PUB & GRILL INC	1163 SAN CARLOS AVE	SAN CARLOS
LA CORNETA	1147 SAN CARLOS AVE	SAN CARLOS
RED HOT CHILLI PEPPER	1125 SAN CARLOS AVE	SAN CARLOS
SIRAYVAH ORGANIC THAI CUISINE	366 EL CAMINO REAL	SAN CARLOS
JAMBA JUICE	1135 INDUSTRIAL RD # F	SAN CARLOS
WING STOP	1135 INDUSTRIAL RD STE E	SAN CARLOS
CHIPOTLE MEXICAN GRILL, INC	1135 INDUSTRIAL RD STE C	SAN CARLOS
BRITTAN AVE SHELL	1098 EL CAMINO REAL	SAN CARLOS
TAQUERIA MI RANCHITO	660 LAUREL ST	SAN CARLOS
HARMONY YOGURT, INC	852 LAUREL ST	SAN CARLOS
KELLY MOORE PAINT CO., INC	1075 COMMERCIAL ST	SAN CARLOS
CREATIVE CABINETS	217 OLD COUNTY RD 2	SAN CARLOS
CAFE BAKLAVA	680 LAUREL ST	SAN CARLOS
AUTO PRIDE CAR WASH	195 EL CAMINO REAL	SAN CARLOS
HOWARD AVENUE RADIATOR	1150 HOWARD AVE	SAN CARLOS
PENINSULA LINE X	913 TANKLAGE RD	SAN CARLOS
LESLIES SWIMMIING POOL SUPPLIES	770 EL CAMINO REAL	SAN CARLOS
BEL AIR INTERNATIONAL	795 SKYWAY RD	SAN CARLOS
SHACK BROS	639 QUARRY RD B	SAN CARLOS
STAR ELEVATOR INC.	1300 INDUSTRIAL RD 4	SAN CARLOS
PERFECT LUBE	1792 EL CAMINO REAL	SAN CARLOS
DEVONSHIRE LITTLE STORE	20 DEVONSHIRE BLVD	SAN CARLOS
OIL CHANGERS	1188 EL CAMINO REAL	SAN CARLOS
880 AUTO WORKS	880 EL CAMINO REAL	SAN CARLOS
JOHN DEERE LANDSCAPES INC	815 AMERICAN ST	SAN CARLOS
FRANS MERCEDES SVC	219 OLD COUNTY RD	SAN CARLOS
A+ JAPANESE AUTO REPAIR INC	780 INDUSTRIAL	SAN CARLOS
A+ JAPANESE AUTO REPAIR INC	780 INDUSTRIAL	SAN CARLOS
EUROTECH COLLISION REPAIR	171 INDUSTRIAL RD	SAN CARLOS
MAYNE TREE EXPERT CO	535 BRAGATO RD A	SAN CARLOS
PENINSULA LABORATORIES INC	305 OLD COUNTY RD	SAN CARLOS
ROYALITE MANUFACTURING, INC	1055 TERMINAL WY	SAN CARLOS
JUSTINS 76	90 EL CAMINO REAL	SAN CARLOS
ANITAS GIFTS & THINGS INC	672 LAUREL ST	SAN CARLOS

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ENFORCEMENT RESPONSE PLAN CITY OF SAN CARLOS

Date Originally Prepared: MAY 2, 2011

Date Last Updated: JUNE 5, 2013

Introduction

The Enforcement Response Plan (ERP) outlines the procedures to be followed by the Public Works staff to identify, document and respond to Violations of the City of San Carlos Stormwater Management and Discharge Control Ordinance and other enforcement authorities allowed by the municipal code. The ERP provides specific criteria by which staff can determine the enforcement action most appropriate to the nature of the Violation. The ERP was developed to comply with the following sections of the Municipal Regional Stormwater Permit (MRP):

- Industrial and Commercial Site Controls – Section C.4.c.
- Illicit Discharge Detection and Elimination – Section C.5.b.
- Construction Site Control – Section C.6.b.

Although it is not described in the ERP, education should be an integral part of all enforcement actions. Significant portions of the public may be unaware of the stormwater and wastewater ordinances and their importance. Education should include informing the responsible party of the impacts of pollution to local creeks and the bay and providing information on how to prevent pollution.

Authorities

The City of San Carlos has the authority to enforce municipal stormwater requirements under the following sections of its municipal code:

- Stormwater Management and Discharge Control, Section 13.14
- Grading and Excavations, Section 12.08
- Property Maintenance, Section 15.24
- Stream Development and Maintenance, Section 18.144
- Penalties, Section 1.20

Definitions

Compliance Inspection: An inspection to determine compliance status and to identify whether Best Management Practices are present and properly implemented.

Compliance Schedule: A timetable for the implementation of corrective actions by the responsible party in order to achieve consistent compliance.

Compliance Plan: a Storm Water Pollution Prevention Plan (SWPPP) for construction sites or a Storm Water Management Plan (SWMP) for other sites, accompanied by a compliance schedule.

Fines: Monetary penalties imposed by the court or by the City for a Violation

Legal Action: An order, hearing, or other action by the presiding court.

Municipal Regional Permit (MRP): The California Regional Water Quality Control Board San Francisco Bay Region Municipal Regional Stormwater NPDES Permit, Order R2-2009-0074, NPDES Permit No. CAS612008, October 14, 2009

National Pollution Discharge Elimination System (NPDES): A provision of the Clean Water Act which prohibits discharge of pollutants into waters of the United States unless a special permit is issued by US EPA, a state, or, where delegated, a tribal government on an Indian reservation.

Notice of Violation: A written notice of a Violation issued using the Notice of Violation form, Attachment 2.

Notice to Comply: Enforcement documents that direct responsible parties to cease specified activities, including the following:

- **Cease and Desist Order** – directs the responsible party to cease illicit or unauthorized discharges immediately or to terminate discharge altogether.
- **Compliance Order** – directs the responsible party to achieve or restore compliance by a date specified in the order. A Compliance Order is often a stipulated agreement that may include a compliance schedule, the payment of monetary penalties, cost recovery for investigation, inspection and monitoring, and the imposition of fines if milestones are not met.
- **Stop Work Order** – A written notice ordering the cessation of all activity on a construction site except for activities related to the correction of Violations.

Responsible Party: The person or persons who may be held liable for damage caused by pollution.

Storm Water Management Plan (SWMP): A plan for the post-construction control of stormwater discharge, required for permitted industrial sites.

Storm Water Pollution Prevention Plan (SWPPP): A plan for the prevention of erosion and sediment from a construction site, required by the Statewide NPDES General Permit for Construction Activity.

Verbal Warning: A documented warning communicated to the responsible party orally.

Violation:

- **Threatened** – Inadequate implementation or absence of Best Management Practices, which could lead to discharge of polluted storm water if not corrected.
- **Minor** – Inadequate implementation or absence of Best Management Practices, which has caused a discharge of polluted storm water, but which has not caused perceptible harm to the environment.
- **Major** - Inadequate implementation or absence of Best Management Practices, which has caused a discharge of polluted storm water, and which may be causing harm to the to the environment.

Written Warning: A written Notice of Violation issued in the form of a letter or a copy of the Illicit Discharge Source Identification Form.

Roles and Responsibilities

The Department of Public Works has the overall responsibility for the enforcement of the Stormwater Management and Discharge Control ordinance, although assistance from the Community Development Department, the Fire Department, the Police Department and the City Attorney will be needed from time to time. Enforcement roles are as follows:

Enforcement Official: The Director of Public Works, as the Enforcement Official, will manage the enforcement response program.

Enforcement Coordinator: The City Engineer, as the Enforcement Coordinator, will ensure that the Enforcement Response Plan is followed in a timely and consistent manner. To achieve compliance, the Enforcement Coordinator performs the following duties:

- Reviews Violations when the Inspector has had no success in obtaining compliance and makes a recommendation to the Enforcement Official on the level of enforcement to take.
- Coordinates meetings with Responsible Parties and their preparation of Compliance Schedules.

- Reviews compliance reports and schedules to ensure that appropriate enforcement actions are taken and compliance goals are met.
- Compiles compliance reports for the annual report.
- Communicates and coordinates with the City Attorney, State and Federal agencies, and the District Attorney's Office.

Inspector: The Public Works Inspector and/or the Civil Engineering Technician, as Inspectors, will identify Violations in a timely manner to assist the Enforcement Coordinator with tracking of compliance issues and schedules. To achieve this, the Inspector conducts the following duties:

- Performs Construction Inspection in accordance with Attachment 1.
- Enforces the winter grading moratorium, except where one-week extensions have been approved in accordance with established procedures.
- Conducts site inspections, completes checklists, and reviews documentation to identify discharge Violations.
- Issues Verbal Warnings, Written Warnings, and Notices of Violation to Responsible Parties.
- Reviews compliance history reports
- Enters all inspection reports in the permit tracking system.
- Verifies Responsible Party has responded in a timely manner to Verbal Warnings, Written Warnings, Notices of Violation and other enforcement actions.
- Completes an Illicit Discharge Source Identification Form, Attachment 3, and provides a copy to the Enforcement Coordinator
- Maintains Complaint/Spill/Discharge Tracking Spreadsheet, Attachment 4.
- Complete a Stormwater Business Inspection Form

Municipal Staff: All employees of the City of San Carlos are responsible for reporting Violations to the Public Works Department. Building Division employees may initiate action on stormwater Violations observed in the course of their inspections by preparing an Illicit Discharge Source Identification Form, Attachment 3; a copy of the form should be provided to the Enforcement Coordinator as soon as practicable. Violations that can be handled in the course of normal business should be provided to the Public Works Administrative Assistant at (650) 802-4204. Stormwater pollution requiring immediate response should be reported to the Public Works Maintenance Division at (650) 802-4140 during working hours or (650) 802-4321 after hours.

San Mateo County Environmental Health Department: The City has an agreement with the County Environmental Health Department (CEH) for CEH to perform stormwater inspections at restaurants and businesses that handle

or generate hazardous materials or hazardous waste. The CEH inspectors follow the County's Enforcement Response Plan (updated May 17th, 2013).

Joint Compliance Inspections: In some situations, it is appropriate to conduct joint compliance inspections with other agencies, such as the fire department, the South Bayside System Authority or the San Mateo County Environmental Health Department, because the violations are ongoing or repeated and may benefit from the enforcement options provided by other environmental statutes. Using the results of a joint compliance inspection, the Enforcement Coordinator will be able to consider the best combination of enforcement actions to achieve compliance.

Referral to Other Agencies: The MRP states that where enforcement tools are inadequate, the Violations should be referred to the San Francisco Regional Water Quality Control Board, the District Attorney, or other relevant agencies for additional enforcement (Section C.4.c). The legal enforcement action may include referral to the San Mateo County District Attorney Environmental Crimes Unit. Referrals may also be made to the California Department of Fish and Game and possibly to the US Environmental Protection Agency, if the Regional Board staff is unable to provide effective assistance.

Types of Enforcement Actions

A range of enforcement actions is available to ensure prompt correction of Violations and to prevent conditions that pose a threat of future Violations. There are administrative and judicial (civil and criminal) remedies in the stormwater ordinance and other parts of the municipal code that provide a range of discretionary options for responding appropriately to a given Violation depending on the magnitude of the Violation, the duration and history of non-compliance, the good faith efforts of the Responsible Party to achieve compliance, and whether the Violation may interfere with the City's compliance with the MRP.

Enforcement actions are grouped in three Levels. The Inspector generally handles Level 1 enforcement actions. The Enforcement Official must authorize Level 2 enforcement actions. The Enforcement Official will seek City Attorney and District Attorney assistance with Level 3 enforcement.

- Verbal Warning (Level 1)
- Written Warning (Level 2)
- Notice of Violation (Level 2)
- Notice to Comply (Level 3)
- Legal Action (Level 4)

Selecting the Appropriate Enforcement Action

Verbal Warning (Level 1): A Verbal Warning is used for Threatened Violations. In this case, the Inspector notifies the Responsible Party that a Violation could occur and directs the Responsible Party to take corrective action. This notification serves as the enforcement action. The Inspector is to document the Verbal Warning in the permit tracking system and on the Complaint/Spill/Discharge Tracking Spreadsheet. The Inspector may schedule additional inspections and/or sampling to ensure that the Threatened Violation is addressed. Verbal Warnings are to be addressed by the Responsible Party before the next rainfall event, but not longer than 10 business days. If more than 10 business days is required, a rationale must be recorded on the inspection form.

Written Warning/Notice of Violation (Level 2): A Written Warning or Notice of Violation is used for Minor Violations or if the response to a Verbal Warning is inadequate. The following examples are the type of Violations for which this type of enforcement would be appropriate:

- Industrial/Commercial Businesses – Inadequate implementation of Best Management Practices to the extent that pollution is not reduced to the maximum extent practicable.
- Construction Sites – Lack of a updated Stormwater Pollution Prevention Plan.

Written Warnings or Notices of Violation are to be addressed by the Responsible Party before the next rainfall event, but not longer than 10 business days. If more than 10 business days is required, a rationale must be recorded on the inspection form.

Notice to Comply (Level 3): A Notice to Comply is used for Major Violations or if the response to lesser enforcement actions is inadequate. A Notice to Comply should be used if there is a non-stormwater discharge that may be causing harm to the environment. Notices to Comply are to be addressed by the Responsible Party before the next rainfall event, but not longer than 10 business days, unless more timely compliance is feasible or other exceptions apply. If more time is needed than provided above, the Notice to Comply should include a Stop Work Order for construction sites or a Cease and Desist Order for other sites, requiring the immediate cessation of pollutant or illicit discharges until long-term remedies can be implemented.

The Enforcement Coordinator should work with the Building Division to use the full range of code enforcement authorities as needed to obtain compliance.

After a Notice to Comply has been issued, all staff shall track the time they spend on that case in the permit tracking software so that costs can be recovered from the Responsible Party to the maximum extent allowed by law.

A Stop Work Order, which is an example of a Notice to Comply, is limited to construction sites and requires cessation of all site work, except what is necessary for public safety or to correct the violation(s). As a result, a Stop Work Order imposes significant inconvenience and cost on the Responsible Party. For this reason, a Stop Work Order should be reserved for cases where there is an immediate environmental or health and safety threat, work is being conducted without an approved plan, or other remedies have failed to correct the violation. A flow chart for Construction Site Inspection is provided as Attachment 1. The Inspector is to issue the Stop Work Order, deliver it to the site owner/contractor and post a copy at the site. The Stop Work Order is to contain the following information:

- The name and address of the owner/contractor
- The project number or permit number for the site.
- The nature, time, and place of the Violation(s).
- Citation of the law or rule that the owner/contractor allegedly violated.
- Corrective action to return to compliance.
- Clear notification that work at the site is to cease until compliance is achieved.

The Inspector shall post one copy of the Stop Work Order in the most conspicuous location on the site, notifying all concerned (including the public and the police department) that the construction activity is to cease on the site. The Stop Work Order should be presented to the site owner/contractor, in person if present, along with a verbal description of the Violation(s), the fact that construction activity is to cease on the site, the steps necessary to correct the Violation(s), and the owner/contractor's right to appeal. The site owner/contractor is required to confirm receipt of the Stop Work Order. The Inspector will document the details of the event including, when possible, the names and addresses of the people present.

After the delivery of the Stop Work Order and posting on the site, the Inspector shall report the circumstances to the Enforcement Coordinator and document the event in the permit tracking system.

Legal Action (Level 4): Legal Action is to be used for the most serious Violations including where the response to the Notice to Comply is inadequate. Legal Action should be used if the Violations would affect the City's compliance with the MRP. These types of Violations are referred to the City Attorney or District Attorney for civil and/or criminal prosecution. The time schedule for compliance will need to be determined based on case-specific information, to be documented as required by the MRP.

Escalating Enforcement Actions

The Enforcement Guide, Attachment 5, lists several types of Violations and the minimum level of enforcement action to be taken. In some cases, escalated enforcement over the minimum may be necessary. When enforcement action is increased over the minimum, the reasons should be documented in the permit tracking system. Six criteria for considering escalated enforcement are as follows:

- **Magnitude of the Violation.** Generally, an isolated instance can be met with the enforcement action listed in the guide. However, even an isolated violation may threaten public health and the environment, damage public and private property, or threaten the integrity of the City's Stormwater Management and Discharge Control program. The enforcement action to this type of violation may be escalated to: 1) mitigate the violation immediately, 2) prevent a recurrence of violation(s), 3) provide an appropriate level of follow-up, and 4) provide for cost recovery as appropriate.
- **Duration of the Violation.** Violations (regardless of severity) that continue over prolonged periods of time will subject the Responsible Party to escalated enforcement actions.
- **Effect of the Violation on the Receiving Waters.** Any Violation that results in significant harm to the environment will be met with an escalated enforcement response. Significant harm to the environment is presumed whenever an illicit discharge exceeds water quality standards or has a toxic effect on the receiving waters. A minimum response to these type of violations is a Notice to Comply.
- **Compliance History.** When evaluating the level of enforcement action to be taken for a violation, the compliance history over the past twelve months should be reviewed. If a pattern of recurring violations is noted, then an escalated enforcement action may be warranted. For example, if two verbal warnings have been issued in the past twelve months for Minor Violations, and the Responsible Party has another violation at the same level, then the enforcement action should be escalated to a Notice of Violation.
- **Good Faith Effort.** The Responsible Party's "good faith" effort in correcting its Violations is a factor in determining whether to escalate enforcement actions. "Good faith" may be defined as the Responsible Party's observable and sustained actions to remedy its Violations, coupled with observable planning and cooperation. However, good faith does not eliminate the necessity of enforcement.

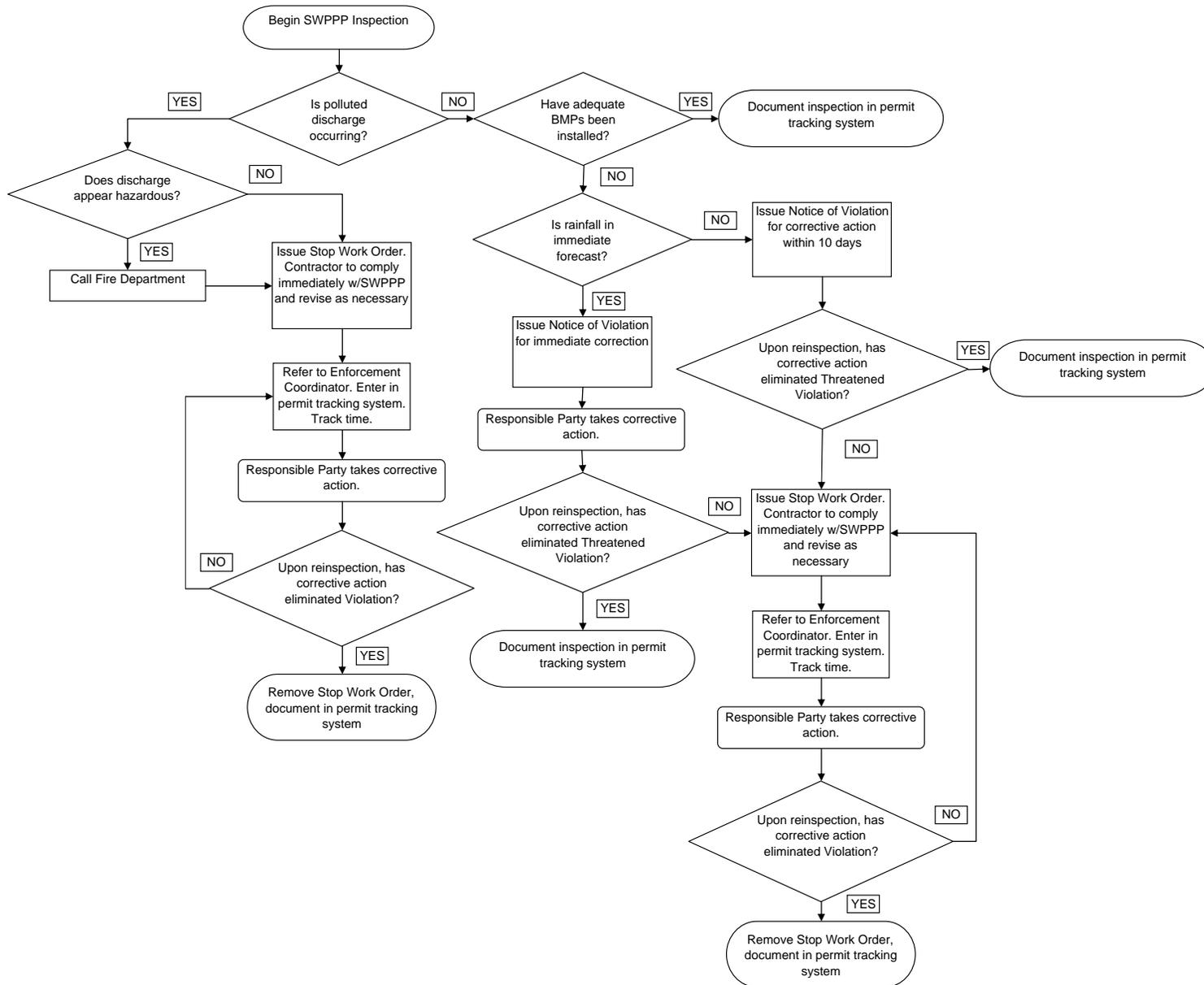
- Follow-Up Inspections. As a result of any Violation, there is a need to increase inspections to verify that the violation has been corrected. For enforcement actions that include a compliance date, the site should be re-inspected on that date or shortly thereafter to confirm that compliance is achieved. Failure of the Responsible Party to achieve compliance when re-inspected is cause for escalating the enforcement action.

Businesses that are issued a Level 2 or above enforcement action will be escalated to a higher inspection frequency, as documented in the City's Business Inspection Plan (BIP). Once the business is found to be in compliance, the City will place them back on their regular inspection schedule.

Inspectors verify if violations have been corrected within the allowed time frame by inspecting the site before the next rain event or within 10 days, or within the documented time frame on the previous inspection report. If the violation has not been corrected within the allowed time frame, the inspector should issue the next level of enforcement action.

Attachments:

1. Construction Site Enforcement Flow Chart
2. Notice of Violation
3. Illicit Discharge Source Identification Form
4. Complaint/Spill/Discharge Tracking Spreadsheet
5. Enforcement Guide





CITY OF SAN CARLOS
Public Works Department

Notice of Violation - Stormwater

This informs you that the following action represents a violation of San Carlos Municipal Code Section 13.14 – Stormwater Management and Discharge Control:

Date: _____/_____/_____ Time: _____

Business / Location: _____

Violations of the above impact the City of San Carlos compliance with NPDES Permit #CAS612008 issued by the State of California as required by the Clean Water Act. Storm drains discharge directly into the Bay and Ocean, untreated. Disposal of wastes is prohibited.

This notice serves as a warning. Violations are subject to misdemeanor citations and/or enforcement by civil action or administrative remedies.

The following corrective actions must be taken:

- Discharge stopped
 - Cleanup
 - Fix fluid leaks
 - Proper storage of materials
 - Trash removal
 - Erosion control
 - Recycle Fluorescent lamps, batteries and electronics
 - Containment
 - Conduct training: _____
 - Best Management Practices: _____
- _____

Reinspection date: _____

Inspector Name: _____

Inspector Signature: _____

By my signature, I understand the nature of the violation as described to me.

Sign here: _____

Print Name: _____



Illicit Discharge Source Identification Form

Date: _____

Municipality: _____

Agency: _____

Inspector(s): _____

I. Source of Discharge

- Describe reason for conducting the investigation.
 - Conducting regularly scheduled field screening.
 - Responding to report from the public, staff, another agency, etc.
- Describe location of source of discharge (address, cross streets, physical features, etc.) _____

 Business Resident Other _____
- Name of Contact: _____
- Phone: _____

II. Discharge Summary

- Illegal Dumping
 - Illicit Connection
 - Poor Management Practices
 - Describe cause of discharge further, if appropriate. _____

- Describe frequency of discharge.
 - Continuous Discharge
 - Intermittent Discharge
 - One time incident
- Volume, if quantifiable: _____
- Describe material discharged.

<input type="checkbox"/> Sewage	<input type="checkbox"/> Construction Debris	<input type="checkbox"/> Vehicle Cleaning Washwaters
<input type="checkbox"/> Used Motor Oil	<input type="checkbox"/> Wall Compound	<input type="checkbox"/> Building/Sidewalk Washwaters
<input type="checkbox"/> Antifreeze	<input type="checkbox"/> Food Wastes	<input type="checkbox"/> Other Washwaters
<input type="checkbox"/> Fuels	<input type="checkbox"/> Yard Wastes	<input type="checkbox"/> Industrial Wastes (solvents, metals, corrosive, cooling tower blowdown, etc.)
<input type="checkbox"/> Paint	<input type="checkbox"/> Sediment and/or silt	<input type="checkbox"/> Other (describe): _____
<input type="checkbox"/> Concrete	<input type="checkbox"/> Concrete Cutting Slurry/Washwaters	

III. Follow-up Activities

- Describe action to be taken by discharger.
 - Discharge has been stopped.
 - Discharge cannot be stopped immediately. Describe corrective actions that will be taken by the discharger.

- Describe informational, educational, or BMP information distributed. _____

- Describe enforcement action.
 - None
 - Warning Notice
 - Informal Violation (including verbal notice)
 - Formal Violation
 - Legal Action
- Comments (did discharge reach water of state, e.g. a creek or bay?): _____

Enforcement Response Guide for Stormwater Violations

Nature of Violation	Minimum Enforcement Action	Personnel Involved
Denial of entry to the Responsible Party's site	Obtain inspection warrant and return to site	Inspector, Enforcement Coordinator, Police
Failure to report discharge of polluted stormwater which has not caused perceptible harm to the environment	Notice of Violation	Inspector
Failure to report discharge of polluted stormwater which may have caused perceptible harm to the environment	Notice to Comply, recover costs, follow-up inspection/sampling	Inspector, Enforcement Coordinator, Enforcement Official
Failure to report discharge of polluted stormwater, repeatedly	Notice to Comply, Compliance Schedule, penalties	Inspector, Enforcement Coordinator, Enforcement Official, City Attorney
Falsifying information on permits, plans, or submittals	Legal Action	Inspector, Enforcement Coordinator, Enforcement Official, City Attorney
Improper signature or certification on permits, plans or submittals	Verbal Warning, 10 days to comply	Inspector
Improper signature or certification, continued non-compliance	Notice of Violation,	Inspector, Enforcement Coordinator
Failure to submit required information by due date	Written Warning, 10 days to comply	Inspector
Failure to submit required information, continued non-compliance	Notice to Comply	Inspector, Enforcement Coordinator, Enforcement Official
Inadequate implementation or absence of Best Management Practices which could lead to discharge of polluted stormwater if not corrected (Threatened Violation)	Verbal Warning	Inspector
Inadequate implementation or absence of Best Management Practices causing discharge of polluted stormwater, but which has not caused perceptible harm to the environment (Minor Violation)	Notice of Violation	Inspector, Enforcement Coordinator
Inadequate implementation or absence of Best Management Practices causing discharge of polluted stormwater, but which has not caused perceptible harm to the environment (Major Violation)	Notice to Comply	Inspector, Enforcement Coordinator, Enforcement Official

ATTACHMENT 4

C.4 BIP-ERP Training Verificaiton

City Hall
600 ELM STREET
SAN CARLOS, CALIFORNIA 94070



Public Works Department
TELEPHONE: (650) 802-4204
FAX: (650) 595-6704

CITY OF SAN CARLOS

VERIFICATION OF TRAINING INDUSTRIAL AND BUSINESS INSPECTION PLAN & ENFORCEMENT RESPONSE PLAN

The purpose of this document is to ensure that appropriate staff has been trained on both the Industrial and Business Inspection Plan and the Enforcement Response Plan.

The Industrial and Commercial Business Inspection Plan (BIP) serves as the City of San Carlos' prioritized inspection work plan that the City will implement to comply with the Municipal Regional Stormwater Permit's (MRP) Provision C.4.b requirements. This MRP provision requires that the City develop a comprehensive BIP to describe the process of identifying a prioritized inspection list of businesses that have the potential to impact water quality in order to develop an inspection schedule for the current fiscal year.

The Enforcement Response Plan (ERP) outlines the procedures to be followed by the Public Works staff to identify, document and respond to Violations of the City of San Carlos Stormwater Management and Discharge Control Ordinance and other enforcement authorities allowed by the municipal code. The ERP provides specific criteria by which staff can determine the enforcement action most appropriate to the nature of the Violation and was developed to comply with sections C.4.c, C.5.b, and C.6.b of the MRP.

Name: DENNY PHAN

Title: CIVIL ENGINEERING TECHNICIAN

BIP/ERP Revision Date: 6/5/13

Date Reviewed: 6/5/13

I, DENNY PHAN, have reviewed and understand the most recent and available Business Inspection Plan (BIP) and Enforcement Response Plan (ERP) that is made available to me at the San Carlos Public Works Department.

Denny Phan
Signature

7/1/13
Date

City Hall
600 ELM STREET
SAN CARLOS, CALIFORNIA 94070



Public Works Department
TELEPHONE: (650) 802-4204
FAX: (650) 595-6704

CITY OF SAN CARLOS

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Name: Anthony Riddell

Title: PW Inspector

BIP/ERP Revision Date: June 5, 2013

Date Reviewed: June 7, 2013

I, Anthony Riddell, have reviewed and understand the most recent and available Business Inspection Plan (BIP) and Enforcement Response Plan (ERP) that is made available to me at the San Carlos Public Works Department.


Signature

July 9, 2013
Date

ATTACHMENT 5

C.4 FY12-13 Active Facilities List

C.4.b.iii.(1)
Potential Facilities List
Facilities Inspected by San Mateo County

Municipality
SAN CARLOS

Facility	Address	City
RABBIT AVIATION SERVICE	602 AIRPORT	SAN CARLOS
SAN CARLOS AIRPORT	620 AIRPORT	SAN CARLOS
SKY KITCHEN	620 AIRPORT	SAN CARLOS
SAN CARLOS AVIATION & SUPPLY LLC	620 AIRPORT	9 SAN CARLOS
AIRWEST AIRCRAFT ENGINES	670 AIRPORT	SAN CARLOS
INDUSTRIAL PLATING CO INC	803 AMERICAN	SAN CARLOS
JOHN DEERE LANDSCAPES INC	815 AMERICAN	SAN CARLOS
MOTION PRO, INC.	867 AMERICAN	SAN CARLOS
MANUFACTURERS OUTLET	935 AMERICAN	SAN CARLOS
MAX MOTORS	945 AMERICAN	SAN CARLOS
HY TECH PLATING	1011 AMERICAN	SAN CARLOS
AMERICAN PRECISION GEAR CO INC	1029 AMERICAN	SAN CARLOS
CHAMPION AUTO	1036 AMERICAN	SAN CARLOS
A&D WELDING	1061 AMERICAN	SAN CARLOS
PENINSULA PLATING, INC	1083 AMERICAN	SAN CARLOS
SAN CARLOS TRANSMISSION	1147 ARROYO	SAN CARLOS
ZEST BAKERY	1224 ARROYO	SAN CARLOS
PG&E SAN CARLOS SUBSTATION	BAYSIDE BLVD/WASHINGTON	SAN CARLOS
WHITE OAK CLEANERS	1200 BELMONT	SAN CARLOS
AIRGAS DRY ICE	961 BING	SAN CARLOS
COMMERCIAL MECHANICAL SVC INC	981 BING	SAN CARLOS
ISIS II	1031 BING	SAN CARLOS
TIEGEL MFG CO	495 BRAGATO	SAN CARLOS
BRAGATO PAVING CO INC	500 BRAGATO	SAN CARLOS
PROFUSION ORNAMENTAL IRON, INC	500 BRAGATO	SAN CARLOS
MAYNE TREE EXPERT CO	535 BRAGATO	A SAN CARLOS
AMERICAN PROTOTYPE INC	555 BRAGATO	SAN CARLOS
ITALIAN PERFORMANCE	565 BRAGATO	A SAN CARLOS
G BORTOLOTTO & CO	582 BRAGATO	SAN CARLOS
TOM DUFFY COMPANY	916 BRANSTEN	SAN CARLOS
DURHAM SCHOOL SERVICES	917 BRANSTEN	SAN CARLOS
VIVION INC	929 BRANSTEN	SAN CARLOS
AHERN RENTALS INC	941 BRANSTEN	SAN CARLOS
ACM GRINDING & THREAD ROLLIN	945 BRANSTEN	SAN CARLOS
SUPERIOR BODY SHOP	956 BRANSTEN	SAN CARLOS
GC LUBRICANTS CO	977 BRANSTEN	SAN CARLOS
SAN CARLOS CORPORATION YARD	1000 BRANSTEN	SAN CARLOS
CEMEX	1026 BRANSTEN	SAN CARLOS
TECHNETICS GROUP	831-L BRANSTEN	SAN CARLOS
TDM TILING	950 BRITTAN	SAN CARLOS
VERIZON WIRELESS -Ralston	920 BUCKLAND	SAN CARLOS
BUCKLAND TANK SITE M P W D	940 BUCKLAND	SAN CARLOS
TUNNEL PUMP STATION -M P W D	CANADA	SAN CARLOS
SEQUOIA BILLIARD SUPPLY INC	913 CENTER	SAN CARLOS
SCHAFFER SHEET METAL	917 CENTER	SAN CARLOS
LAZAR MACHINING	1001 CENTER	SAN CARLOS
PROLINE	1033 CENTER	SAN CARLOS
REDWOOD LUMBER	1069 CENTER	SAN CARLOS
APEX DIE	840 CHERRY	SAN CARLOS
GANKO SUSHI FAST FOOD	1131 CHERRY	SAN CARLOS
KIEFER MACHINING INC	940 COMMERCIAL	I SAN CARLOS
FLEXTRONICS INTL USA INC	1000 COMMERCIAL	SAN CARLOS

C.4.b.iii.(1)
Potential Facilities List
Facilities Inspected by San Mateo County

Municipality
SAN CARLOS

Facility	Address	City
KELLY MOORE PAINT CO	1015 COMMERCIAL	SAN CARLOS
KELLY MOORE PAINT CO., INC	1075 COMMERCIAL	SAN CARLOS
DEVONSHIRE LITTLE STORE	20 DEVONSHIRE	SAN CARLOS
CVS/PHARMACY #9172	11 EL CAMINO REAL	SAN CARLOS
JERSEY JOES HOAGIES	21 EL CAMINO REAL	SAN CARLOS
KAYA	39 EL CAMINO REAL	SAN CARLOS
THE OMLETTE HOUSE	66 EL CAMINO REAL	SAN CARLOS
JUSTINS 76	90 EL CAMINO REAL	SAN CARLOS
KABUL AFGHAN CUISINE	135 EL CAMINO REAL	SAN CARLOS
ADEL MARKET	171 EL CAMINO REAL	SAN CARLOS
MCDONALDS	180 EL CAMINO REAL	SAN CARLOS
AUTO PRIDE CAR WASH	195 EL CAMINO REAL	SAN CARLOS
BAJA FRESH MEXICAN GRILL	240 EL CAMINO REAL	SAN CARLOS
TACO BELL	259 EL CAMINO REAL	SAN CARLOS
LES SCHWAB TIRE CENTER #669	260 EL CAMINO REAL	SAN CARLOS
CREOLA BISTRO	344 EL CAMINO REAL	SAN CARLOS
SIRAYVAH ORGANIC THAI CUISINE	366 EL CAMINO REAL	SAN CARLOS
SMART CARE AUTO	400 EL CAMINO REAL	SAN CARLOS
SAN CARLOS GERMAN MOTOR WORKS	430 EL CAMINO REAL	SAN CARLOS
SAN CARLOS SHELL	500 EL CAMINO REAL	SAN CARLOS
THE NEW PATIO	552 EL CAMINO REAL	SAN CARLOS
APPLEWOOD PIZZA	560 EL CAMINO REAL	SAN CARLOS
THE DEPOT CAFE	599 EL CAMINO REAL	SAN CARLOS
CARLOS CLUB	612 EL CAMINO REAL	SAN CARLOS
SUBWAY #32364	744 EL CAMINO REAL	SAN CARLOS
SAN CARLOS SERVICE	760 EL CAMINO REAL	SAN CARLOS
LESLIES SWIMMIING POOL SUPPLIES	770 EL CAMINO REAL	SAN CARLOS
PUDLEYS	774 EL CAMINO REAL	SAN CARLOS
CELEBRATIONS FOR HIRE	796 EL CAMINO REAL	#10 SAN CARLOS
BIMMERS BMW SVC	800 EL CAMINO REAL	SAN CARLOS
880 AUTO WORKS	880 EL CAMINO REAL	SAN CARLOS
NIELSEN AUTOMOTIVE	888 EL CAMINO REAL	SAN CARLOS
BOB & KEVIN'S SERVICE, INC	900 EL CAMINO REAL	SAN CARLOS
INGLESIDE CAFE	920 EL CAMINO REAL	SAN CARLOS
JIFFY LUBE 610	1030 EL CAMINO REAL	SAN CARLOS
HENRYS GARDEN RESTAURANT	1050 EL CAMINO REAL	SAN CARLOS
BRITTAN AVE SHELL	1098 EL CAMINO REAL	SAN CARLOS
JACK IN THE BOX #468-1	1100 EL CAMINO REAL	SAN CARLOS
OIL CHANGERS	1188 EL CAMINO REAL	SAN CARLOS
THAI TIME	1240 EL CAMINO REAL	SAN CARLOS
OREILLY AUTO PARTS #4125	1272 EL CAMINO REAL	SAN CARLOS
ROUND TABLE PIZZA	1324 EL CAMINO REAL	SAN CARLOS
NEW YORK PIZZA & PASTA	1340 EL CAMINO REAL	SAN CARLOS
WALGREENS	1414 EL CAMINO REAL	SAN CARLOS
NARANJOS TAQUERIA #2	1494 EL CAMINO REAL	SAN CARLOS
DE LUXE CLEANERS	1500 EL CAMINO REAL	SAN CARLOS
MEDITERRANEAN DELITE	1620 EL CAMINO REAL	#A SAN CARLOS
BASKIN ROBBINS ICE CREAM	1648 EL CAMINO REAL	SAN CARLOS
MAJOR AUTO BODY	1700 EL CAMINO REAL	A&B SAN CARLOS
SAN CARLOS AUTO PERFORMANCE	1700 EL CAMINO REAL	SAN CARLOS
PERFECT LUBE	1792 EL CAMINO REAL	SAN CARLOS
CARLS JR RESTAURANT	1800 EL CAMINO REAL	SAN CARLOS

C.4.b.iii.(1)
Potential Facilities List
Facilities Inspected by San Mateo County

Municipality
SAN CARLOS

Facility	Address		City
SAN CARLOS PLAZA DRY CLEANERS	81-A EL CAMINO REAL		SAN CARLOS
SAN CARLOS CITY HALL	600 ELM		SAN CARLOS
CURBSIDE INC / DOOR TO DOOR	610 ELM	202	SAN CARLOS
MID PEN WTR DIST-EXBOURNE PUMP STA	140 EXBOURNE		SAN CARLOS
DA TRU CO	71 GLENN	#2	SAN CARLOS
ROSSI PAINTING	110 GLENN	17	SAN CARLOS
CARS LIMITED	120 GLENN	#3	SAN CARLOS
TNT DEMOLITION	161 GLENN		SAN CARLOS
HOLLY 76	906 HOLLY		SAN CARLOS
HOLLY PETROLEUM, INC.	907 HOLLY		SAN CARLOS
EL MAGUEY TAQUERIA	1065 HOLLY	B	SAN CARLOS
PHO VINH	1065 HOLLY	A	SAN CARLOS
AYA SUSHI	1070 HOLLY		SAN CARLOS
SEVEN ELEVEN STORE 14338	1080 HOLLY		SAN CARLOS
EL CHARRITO TAQUERIA	1100 HOLLY		SAN CARLOS
FINISH MASTER INC	1021 HOWARD	A	SAN CARLOS
HOWARD AVENUE RADIATOR	1150 HOWARD		SAN CARLOS
NOVARTIS	150 INDUSTRIAL		SAN CARLOS
HOUSE OF WRECKERS INC	161 INDUSTRIAL		SAN CARLOS
EUROTECH COLLISION REPAIR	171 INDUSTRIAL		SAN CARLOS
TAORMINA IMPORTS	191 INDUSTRIAL		SAN CARLOS
DEES HENNESSEY INC	200 INDUSTRIAL	190	SAN CARLOS
NUGEN TECHNOLOGIES, INC	201 INDUSTRIAL		SAN CARLOS
INTREXON CORP	201 INDUSTRIAL	450	SAN CARLOS
KELLER INDUSTRIES, INC	234 INDUSTRIAL		SAN CARLOS
SAN CARLOS COLLISION CENTER	236 INDUSTRIAL		SAN CARLOS
CAMBRON AUTO BODY	244 INDUSTRIAL		SAN CARLOS
SPACESONIC PRECISION SHEET MET	266 INDUSTRIAL		SAN CARLOS
DELTA STAR INC	270 INDUSTRIAL		SAN CARLOS
PG & E SAN CARLOS SERVICE CENTER	275 INDUSTRIAL		SAN CARLOS
CAL ART & ENGRAVING, INC.	350 INDUSTRIAL		SAN CARLOS
CALIFORNIA RADIOGRAPHICS	360 INDUSTRIAL	G	SAN CARLOS
BOBKAT PRINTING	360 INDUSTRIAL	A	SAN CARLOS
B & H TECHNICAL CERAMICS INC	390 INDUSTRIAL		SAN CARLOS
IN N OUT BURGER #257	445 INDUSTRIAL		SAN CARLOS
GLIDDEN PROFESSIONAL	476 INDUSTRIAL		SAN CARLOS
FABTRON	615 INDUSTRIAL		SAN CARLOS
P A BET, INC	629 INDUSTRIAL		SAN CARLOS
MIDLAND CABINET CO	719 INDUSTRIAL		SAN CARLOS
WEATHERLY STRIPING COMPANY	733 INDUSTRIAL	A	SAN CARLOS
SUPERIOR BODY SHOP	747 INDUSTRIAL		SAN CARLOS
BERMICO AUTO	750 INDUSTRIAL		SAN CARLOS
SAN CARLOS RADIATOR & AUTO AIR	777 INDUSTRIAL		SAN CARLOS
A+ JAPANESE AUTO REPAIR INC	780 INDUSTRIAL		SAN CARLOS
AUTOMOTIVE ENTERPRISES	790 INDUSTRIAL		SAN CARLOS
PRIOLA BODY SHOP	794 INDUSTRIAL		SAN CARLOS
SOUTH BAY MARBLE INC	797 INDUSTRIAL		SAN CARLOS
WARRENS PRECISION	800 INDUSTRIAL		SAN CARLOS
CALCHEMIST	871 INDUSTRIAL	K	SAN CARLOS
SUTRO BIOPHARMA INC	894 INDUSTRIAL		SAN CARLOS
L3 COMMUNICATIONS CORP., EDD	960 INDUSTRIAL		SAN CARLOS
SAN CAFE	960 INDUSTRIAL		SAN CARLOS

C.4.b.iii.(1)
Potential Facilities List
Facilities Inspected by San Mateo County

Municipality
SAN CARLOS

Facility	Address		City
PEA PRESS	1100 INDUSTRIAL	16	SAN CARLOS
REI / RECREATION EQUIP INC	1119 INDUSTRIAL	1B	SAN CARLOS
STARBUCKS COFFEE CO	1135 INDUSTRIAL		SAN CARLOS
CHIPOTLE MEXICAN GRILL, INC	1135 INDUSTRIAL	C	SAN CARLOS
JAMBA JUICE	1135 INDUSTRIAL	F	SAN CARLOS
WING STOP	1135 INDUSTRIAL	E	SAN CARLOS
ACTION SIGN SYSTEMS, INC.	1200 INDUSTRIAL	14	SAN CARLOS
STAR ELEVATOR INC.	1300 INDUSTRIAL	4	SAN CARLOS
ALLACCEM	1300 INDUSTRIAL	16	SAN CARLOS
HOLLAND CAR CARE INC	1380 INDUSTRIAL		SAN CARLOS
ACERTA PHARMACEUTICALS	1509 INDUSTRIAL		SAN CARLOS
NATUS	1541 INDUSTRIAL		SAN CARLOS
REAMETRIX, INC	1585 INDUSTRIAL		SAN CARLOS
AVENUE AUTO SERVICE INC	1600 INDUSTRIAL		SAN CARLOS
SIEMENS WATER TECHNOLOGIES LLC	1661 INDUSTRIAL		SAN CARLOS
IRON STONE METAL WORKS	1700 INDUSTRIAL	F	SAN CARLOS
INTERSTATE TRAFFIC CONTROL PRODUCTS	1700 INDUSTRIAL	B	SAN CARLOS
PERFORMANCE FABRICATIONS	1701 INDUSTRIAL		SAN CARLOS
CELLERANT THERAPEUTICS INC	1531/61 INDUSTRIAL		SAN CARLOS
HOLLY MARKET	491 LAUREL		SAN CARLOS
SBC	537 LAUREL		SAN CARLOS
HOUSE OF BAGELS	605 LAUREL		SAN CARLOS
LOCANDA POSITANO	617 LAUREL		SAN CARLOS
LIMONE	619 LAUREL		SAN CARLOS
NINOS RISTORANTE & PIZZERIA	621 LAUREL		SAN CARLOS
LE BOULANGER	622 LAUREL		SAN CARLOS
GHERKINS SANDWICH SHOP	635 LAUREL		SAN CARLOS
SIAMESE KITCHEN	637 LAUREL		SAN CARLOS
TAQUERIA MI RANCHITO	660 LAUREL		SAN CARLOS
PLANTATION COFFEE ROASTERY	668 LAUREL		SAN CARLOS
ORCHID ROOM	678 LAUREL		SAN CARLOS
RANGOON RUBY BURMESE CUISINE	680 LAUREL		SAN CARLOS
SPEEDERIA PIZZERIA	711 LAUREL		SAN CARLOS
TOWN	716 LAUREL		SAN CARLOS
RISTORANTE PIACERE	727 LAUREL		SAN CARLOS
DONUT DELITE	749 LAUREL		SAN CARLOS
SANTORINI	753 LAUREL		SAN CARLOS
JIN'S CLEANER	765 LAUREL		SAN CARLOS
SPASSO RESTAURANT	769 LAUREL		SAN CARLOS
KAIGAN SUSHI	773 LAUREL		SAN CARLOS
CAFE LA TOSCA	777 LAUREL		SAN CARLOS
CASK WINE & CHEESE BAR	782 LAUREL		SAN CARLOS
COWABUNGA CREAMERY	784 LAUREL		SAN CARLOS
VIVA LA VITA	788 LAUREL		SAN CARLOS
BIANCHINI MARKET	810 LAUREL		SAN CARLOS
SHIKI BISTRO SAN CARLOS	825 LAUREL		SAN CARLOS
HARMONY YOGURT, INC	852 LAUREL		SAN CARLOS
STARBUCKS COFFEE CO	856 LAUREL		SAN CARLOS
VANILLA MOON BAKERY	872 LAUREL		SAN CARLOS
LULU ON LAUREL	876 LAUREL		SAN CARLOS
YANS GARDEN	885 LAUREL		SAN CARLOS
888 RESTORANTE ITALIANO	888 LAUREL		SAN CARLOS

C.4.b.iii.(1)
Potential Facilities List
Facilities Inspected by San Mateo County

Municipality
SAN CARLOS

Facility	Address	City
OZUMA	894 LAUREL	SAN CARLOS
BROILER EXPRESS	895 LAUREL	SAN CARLOS
GRACIES DELECTABLES	902 LAUREL	SAN CARLOS
THE REFUGE	963 LAUREL	SAN CARLOS
LITE FOR LIFE OF SAN CARLOS	1101 LAUREL	SAN CARLOS
NEW FLOWER DRUM RESTAURANT	1109 LAUREL	SAN CARLOS
MY BREAKFAST HOUSE	1137 LAUREL	SAN CARLOS
NEW CANTON	1160 LAUREL	SAN CARLOS
SAN CARLOS PAINT & BODY SHOP	1177 LAUREL	SAN CARLOS
RUMI RESTAURANT	1179 LAUREL	SAN CARLOS
CLOONEYS PUB	1189 LAUREL	SAN CARLOS
PANDA DUMPLING	1195 LAUREL	SAN CARLOS
KLUTCH BURGERS	1201 LAUREL	SAN CARLOS
SKINNY SIPPIN	1295 LAUREL	SAN CARLOS
LA HACIENDA	1377 LAUREL	SAN CARLOS
BELMOUNT AUTO REPAIR	1383 LAUREL	SAN CARLOS
JEFFS AUTO REPAIR	1383 LAUREL	SAN CARLOS
AMAZING WOK	1655 LAUREL	SAN CARLOS
MACK BBQ	1754 LAUREL	SAN CARLOS
SAN CARLOS PUMP STATION	150 MONTE VISTA	SAN CARLOS
FIBERGLASS UNLIMITED	151 OLD COUNTY	#J SAN CARLOS
VEHICLES UNLIMITED	151 OLD COUNTY	E SAN CARLOS
BELMONT BOAT SERVICE	151 OLD COUNTY	K SAN CARLOS
PENINSULA AUTO WORKS	217 OLD COUNTY	3 SAN CARLOS
FRANS MERCEDES SVC	219 OLD COUNTY	SAN CARLOS
SMOG X PRESS	219 OLD COUNTY	B SAN CARLOS
MI TECHNIKS	219 OLD COUNTY	D SAN CARLOS
T & S AUTO REPAIR	219 OLD COUNTY	E SAN CARLOS
EUROPEAN AUTO INC	219 OLD COUNTY	F SAN CARLOS
NATIONAL TRANSIT INTERIORS	295 OLD COUNTY	1 SAN CARLOS
DALUSONG ENGINEERING	299 OLD COUNTY	6 SAN CARLOS
B & F HARDWOOD FLOORING CO	303 OLD COUNTY	#A SAN CARLOS
PENINSULA LABORATORIES LLC, A MEMBER OF THE BACHEM	305 OLD COUNTY	SAN CARLOS
PRO ALIGNMENT & AUTO SERVICE	501 OLD COUNTY	C SAN CARLOS
B A B AUTO BODY	501 OLD COUNTY	E SAN CARLOS
FLORES AUTO REPAIR	501 OLD COUNTY	D SAN CARLOS
STATION CAFE	601 OLD COUNTY	SAN CARLOS
AUTOHAUS ZDENEK	665 OLD COUNTY	SAN CARLOS
COUNTY BODY & PAINT	681 OLD COUNTY	SAN CARLOS
WISE TRANSMISSION	749 OLD COUNTY	SAN CARLOS
MOREY MAINTENANCE	781 OLD COUNTY	SAN CARLOS
RICH RAMIREZ DEMOLITION/ EXCAVATION	851 OLD COUNTY	SAN CARLOS
PEP BOYS	1087 OLD COUNTY	SAN CARLOS
HOME DEPOT #0628	1125 OLD COUNTY	SAN CARLOS
SAVE MART SUPERMARKETS	1133 OLD COUNTY	SAN CARLOS
RICE GARDEN	1133 OLD COUNTY	SAN CARLOS
DINO'S AUTO BODY	1531 OLD COUNTY	SAN CARLOS
B & H ENGINEERING	1725 OLD COUNTY	SAN CARLOS
SAN MATEO COUNTY TRANSIT DISTRICT	501 PICO	SAN CARLOS
CHILTON AUTO BODY	361 QUARRY	SAN CARLOS
VANCEA AUTO SERVICE	383 QUARRY	SAN CARLOS
SKIPS AUTOMOTIVE SERVICE	389 QUARRY	SAN CARLOS

C.4.b.iii.(1)
Potential Facilities List
Facilities Inspected by San Mateo County

Municipality
SAN CARLOS

Facility	Address		City
SHACK BROS	639 QUARRY	B	SAN CARLOS
RODZ BODY SHOP	643 QUARRY		SAN CARLOS
A & E AUTOMOTIVE	647 QUARRY		SAN CARLOS
ZACKO GROUP LLC	883 SAN CARLOS		SAN CARLOS
NICOLOSI DISTRIBUTING INC.	975 SAN CARLOS		SAN CARLOS
PENINSULA CONCRETE PUMPS	1011 SAN CARLOS		SAN CARLOS
CUISINETT	1105 SAN CARLOS		SAN CARLOS
RED HOT CHILLI PEPPER	1125 SAN CARLOS		SAN CARLOS
SAFFRON INDIAN BISTRO	1143 SAN CARLOS		SAN CARLOS
LA CORNETA	1147 SAN CARLOS		SAN CARLOS
SAN REMO ITALIAN FOOD	1152 SAN CARLOS		SAN CARLOS
SNEAKERS PUB & GRILL INC	1163 SAN CARLOS		SAN CARLOS
STARBUCKS COFFEE CO	1187 SAN CARLOS		SAN CARLOS
KIN CHUAN RESTAURANT	1188 SAN CARLOS		SAN CARLOS
COFFEE AROMA	1261 SAN CARLOS		SAN CARLOS
CVS/PHARMACY #550	1324 SAN CARLOS		SAN CARLOS
ALLAKOS INC	75 SHOREWAY	A	SAN CARLOS
ATRECA INC	75 SHOREWAY	C	SAN CARLOS
RECOLOGY SAN MATEO COUNTY	225 SHOREWAY		SAN CARLOS
SOUTH BAY RECYCLING LLC	333 SHOREWAY		SAN CARLOS
ALVINE PHARMACEUTICALS INC	75B SHOREWAY		SAN CARLOS
ARE SAN FRANCISCO No. 29 LLC	75/125 SHOREWAY		SAN CARLOS
BURGER KING 10442	505 SKYWAY		SAN CARLOS
IZZYS STEAKS & CHOPS	525 SKYWAY		SAN CARLOS
DIAMOND AVIATION	655 SKYWAY	A5	SAN CARLOS
BEL AIR INTERNATIONAL	795 SKYWAY		SAN CARLOS
GLASS AVIATION	795 SKYWAY	1	SAN CARLOS
EQUITY OFFICE	999 SKYWAY		SAN CARLOS
J & L DIGITAL PRECISION INC	551 TAYLOR	15	SAN CARLOS
C & C MACHINING	585 TAYLOR	6	SAN CARLOS
HUBER PRECISION	585 TAYLOR	5	SAN CARLOS
RAMOS WOODWORKS INC	675 TAYLOR		SAN CARLOS
R M MANUFACTURING	950 TERMINAL		SAN CARLOS
PERFORMEX MACHINING	963 TERMINAL		SAN CARLOS
ROYALITE MANUFACTURING, INC	1055 TERMINAL		SAN CARLOS
CONCRETE CHEMICALS CORP OF CA	1065 TERMINAL		SAN CARLOS
EXCELL TECHNOLOGIES, INC.	1001 VARIAN		SAN CARLOS
CLASSIC COACHMAN	1080 VARIAN		SAN CARLOS
VERIZON WIRELESS-HWY 280/EDGEWOOD	#2 VISTA POINTE OF HWY 280		SAN CARLOS
HAPPY DRAGON CHINESE RESTAURANT	626 WALNUT	#102	SAN CARLOS
ARTS FINISHING	911 WASHINGTON		SAN CARLOS
UNITED REFRIGERATION INC	933 WASHINGTON		SAN CARLOS
VERIZON WIRELESS	1030 WASHINGTON		SAN CARLOS
TOOLES GARAGE	1065 WASHINGTON		SAN CARLOS

ATTACHMENT 6

C.6 Construction Inspection Report for Palo Alto Medical Foundation Site

CONSTRUCTION SITE INSPECTION REPORT

1. Inspection Date: 9/9/13 1a. Current weather conditions: 88° Clear 1b. Rainfall with runoff since last inspection? Yes No
 2. Name of Project: Palo Alto Medical Facility 2a. Project No./Permit No. BLD2011-01242
 3. Project Location: 301 Industrial Rd, San Carlos, Ca. 94070
 4. Inspection Type: Routine Pre-Rain During Rain After Rain Follow-up Other
 5. Permit Type: Building Permit Grading Permit Site Development CIP Project

6. Project disturb 1 acre or more?: Yes (yes/no) NOI Required: Yes (yes/no) SWPPP dated 6/5/2008
 Project covered under Statewide General Construction Activity Permit? Yes (yes/no) SWPPP on site? Yes (yes/no)

7. High Priority Site (significant threat to water quality)? Yes (yes/no)
 NOTE: Sites disturbing 1 acre or more AND High Priority Sites require monthly inspections during the wet season (from Oct. 1 thru April 30).

8. Project Type: Commercial/Industrial Residential Street Improvement Landscaping
 Utility (water, sewer, PG&E) Grading Demolition Other

9. Erosion Control Measures: Location on site

<input type="checkbox"/> Jute Netting/Fiber Blankets	_____	<input type="checkbox"/> Adequate	<input type="checkbox"/> Requires Maintenance	<input type="checkbox"/> Non-Compliant	<input checked="" type="checkbox"/> Not Applicable
<input type="checkbox"/> Mulch	_____	<input type="checkbox"/> Adequate	<input type="checkbox"/> Requires Maintenance	<input type="checkbox"/> Non-Compliant	<input checked="" type="checkbox"/> Not Applicable
<input type="checkbox"/> Hydroseed/Soil binder/Compost blanket	_____	<input type="checkbox"/> Adequate	<input type="checkbox"/> Requires Maintenance	<input type="checkbox"/> Non-Compliant	<input checked="" type="checkbox"/> Not Applicable
<input type="checkbox"/> Mark Areas to be Preserved	_____	<input type="checkbox"/> Adequate	<input type="checkbox"/> Requires Maintenance	<input type="checkbox"/> Non-Compliant	<input checked="" type="checkbox"/> Not Applicable
<input type="checkbox"/> Tree Protection Fencing	_____	<input checked="" type="checkbox"/> Adequate	<input type="checkbox"/> Requires Maintenance	<input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Riparian Area Barrier	_____	<input type="checkbox"/> Adequate	<input type="checkbox"/> Requires Maintenance	<input type="checkbox"/> Non-Compliant	<input checked="" type="checkbox"/> Not Applicable

10. Sediment Control Measures

<input type="checkbox"/> Wattles/Fiber Rolls/Compost Socks	_____	<input checked="" type="checkbox"/> Adequate	<input type="checkbox"/> Requires Maintenance	<input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Silt Fences / Compost Berms	_____	<input checked="" type="checkbox"/> Adequate	<input type="checkbox"/> Requires Maintenance	<input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Sedimentation Basin	_____	<input type="checkbox"/> Adequate	<input type="checkbox"/> Requires Maintenance	<input type="checkbox"/> Non-Compliant	<input checked="" type="checkbox"/> Not Applicable
<input type="checkbox"/> Inlet filters (Bags, sand, gravel)	_____	<input checked="" type="checkbox"/> Adequate	<input type="checkbox"/> Requires Maintenance	<input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Dust Control	_____	<input checked="" type="checkbox"/> Adequate	<input type="checkbox"/> Requires Maintenance	<input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Stabilized construction entrance	_____	<input checked="" type="checkbox"/> Adequate	<input type="checkbox"/> Requires Maintenance	<input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Check Dams	_____	<input type="checkbox"/> Adequate	<input type="checkbox"/> Requires Maintenance	<input type="checkbox"/> Non-Compliant	<input checked="" type="checkbox"/> Not Applicable
<input type="checkbox"/> Street Sweeping	_____	<input checked="" type="checkbox"/> Adequate	<input type="checkbox"/> Requires Maintenance	<input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Earth Dikes / Drainage Swales	_____	<input type="checkbox"/> Adequate	<input type="checkbox"/> Requires Maintenance	<input type="checkbox"/> Non-Compliant	<input checked="" type="checkbox"/> Not Applicable

11. Run-on and Runoff Control

<input type="checkbox"/> Earth Dikes / Drainage Swales	_____	<input type="checkbox"/> Adequate	<input type="checkbox"/> Requires Maintenance	<input type="checkbox"/> Non-Compliant	<input checked="" type="checkbox"/> Not Applicable
<input type="checkbox"/> Sampling is conducted, if required	_____	<input type="checkbox"/> Adequate	<input type="checkbox"/> Requires Maintenance	<input type="checkbox"/> Non-Compliant	<input checked="" type="checkbox"/> Not Applicable

12. Active Treatment System (if any) _____ Adequate Requires Maintenance Non-Compliant Not Applicable
 Comments: _____

13. Good Site Management

<input type="checkbox"/> Construction materials (wood, cement, etc)	_____	<input checked="" type="checkbox"/> Adequate	<input type="checkbox"/> Requires Maintenance	<input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Petroleum Products (oil, fuel)	_____	<input type="checkbox"/> Adequate	<input type="checkbox"/> Requires Maintenance	<input type="checkbox"/> Non-Compliant	<input checked="" type="checkbox"/> Not Applicable
<input type="checkbox"/> Hazardous materials (paint, solvent)	_____	<input checked="" type="checkbox"/> Adequate	<input type="checkbox"/> Requires Maintenance	<input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Waste Systems Management	_____	<input checked="" type="checkbox"/> Adequate	<input type="checkbox"/> Requires Maintenance	<input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Soil Stockpiles	_____	<input checked="" type="checkbox"/> Adequate	<input type="checkbox"/> Requires Maintenance	<input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Vehicle Servicing	_____	<input checked="" type="checkbox"/> Adequate	<input type="checkbox"/> Requires Maintenance	<input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Not Applicable

14. Non-Stormwater Management

<input type="checkbox"/> Concrete washout area	_____	<input checked="" type="checkbox"/> Adequate	<input type="checkbox"/> Requires Maintenance	<input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Other: _____	_____	<input type="checkbox"/> Adequate	<input type="checkbox"/> Requires Maintenance	<input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Not Applicable

15. Are the discharge points free of any evidence of illicit discharge? Yes No Comments: _____

16. **Enforcement/Follow-Up** Date problem first identified: _____ Next follow-up inspection date: _____
 Comments: _____
 Enforcement: None/In Compliance Verbal Notice Notice of Violation Notice to Comply Stop Work Administrative Fine

17. Resolution: Problem Fixed Need More Time (include rationale in comments) Escalate Enforcement Date resolved: ____/____/____
 Was there rain with runoff after problem identified and before resolution? Yes No Items corrected during inspection (see comments)
 Comments: _____

18. Inspector's Signature: [Signature] Date: 9/9/13
 19. Name of Project Manager (Print) David Butler Phone Number 408-210-0736
 Signature of Project Manager: [Signature] Date: 9/13/13

ATTACHMENT 7

C.9 Resolution Adopting Updated IPM

RESOLUTION NO. 2013- 007

RESOLUTION ADOPTING AN UPDATED INTEGRATED PEST MANAGEMENT (IPM) POLICY

WHEREAS, the Environmental Protection Agency, under the 1987 amendments to the Federal Clean Water Act, imposed regulations mandating that local governments control and reduce the amount of stormwater pollutant runoff into receiving waters through compliance with municipal stormwater permits issued under the National Pollutant Discharge Elimination System (NPDES); and

WHEREAS, under the authority of the Porter-Cologne Water Quality Control Act, the State Water Resources Control Board delegated authority to the Regional Water Quality Control Boards to issue NPDES permitting requirements upon counties and cities; and

WHEREAS, On January 14, 2004, the City Council adopted an Integrated Pest Management Policy in compliance with the Municipal Regional Stormwater Permit (MRP) that was approved in 1999; and

WHEREAS, in October 2009, the San Francisco Bay Regional Water Quality Control Board adopted a new Municipal Regional Stormwater NPDES Permit (MRP); and

WHEREAS, the MRP included specific requirements mandating municipalities to adopt updated Integrated Pest Management policies to limit water quality impacts from municipal pest management activities.

NOW, THEREFORE BE IT RESOLVED that the Council of the City of San Carlos hereby adopts the San Mateo Countywide Water Pollution Prevention Program Model Integrated Pest Management Policy, attached hereto as Exhibit A, which supersedes the Integrated Pest Management Policy previously adopted by the City and dated January 12, 2004.

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Carlos at a scheduled meeting thereof held on the 11th day of February, 2013 by the following vote:

AYES, COUNCILMEMBERS: CLAPPER, COLLINS, GRASSILLI, OLBERT, GROCOTT

NOES, COUNCILMEMBERS: NONE

ABSENT, COUNCILMEMBERS: NONE

Antonie A. Boland
City Clerk of the City of San Carlos

APPROVED:

MAYOR of the City of San Carlos



San Carlos Water Pollution Prevention Program Integrated Pest Management (IPM) Policy

GOAL

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

REQUIRED USE OF INTEGRATED PEST MANAGEMENT

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

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

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

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

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

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

1. Based on field observations evaluate locations and sites where pest problems commonly occur to determine pest population, size, occurrence, and natural enemy population, if present. Identify conditions that contribute to the development of pest populations, and decisions and practices that could be employed to manage pest populations
2. Design, construct, and maintain landscapes and buildings to reduce and eliminate pest habitats;

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

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

BACKGROUND

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

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

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

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

ATTACHMENT 8

C.9 Terminix IPM 12/6/12



City of San Carlos
1000 Bransten Road
San Carlos, Ca 94070
(650) 595-1456
Attn: Venne Forks

SCOPE OF SERVICE

1. Establish exterior & interior rodent control
2. Install and maintain 6 exterior rodent bait stations monthly.
3. Install and maintain 6 interior rodent control devices stations monthly.

Rodent control: The regular monthly service includes rats and mice. Control methods may include Glue stations, snap traps, bait stations and sanitation/ exclusion recommendations. Once control is established, the traps will be removed.

4. Interior insect control to be on an as-needed basis.
The regular monthly service includes roaches, ants, and silverfish (excluding carpenter ants, pharaoh ants, bees, wasps, birds, bed bugs, or any other insects not included as stated).

Your Integrated Pest Management Program (IPM) will include one or more of the following control methods:

- a. Sanitation recommendations
- b. Use of monitors, baits and non-residual methods (rubbing alcohol & 565XLO) inside

Escalation of general pests above will result in the use of the following

- c. Application of residual insecticides to crack and crevices
- d. Application of residual dust to voids or concealed areas
- e. Use of insecticides or aerosols in sensitive areas
- f. Application of residual spray around dumpster areas and around exterior of buildings
- g. Insect granules

5. City of San Carlos is responsible for maintaining proper sanitation and structural conditions to be non-conductive to pest activity and correcting deficiencies as noted by Terminix personnel (IPM).

Any Add-ons or special services will be handled on a case by case basis at the cost of \$100.00 per hour (\$50.00 minimum cost).

Treatment Code Sheet

Treatment Step 1: Non-chemical control techniques are the first choice for control.

Treatment Step 1:

Treatment Step 2:

Treatment Step 2: Approved Products

Treatment Step 2: If all non-chemical techniques have been exhausted, and active pests are still not controlled, then select from the Treatment Step 2: Approved Products.

NOTE: Treatment Step 2 products meet the definition of "Least Toxic" per LEED for Existing Buildings – Green Cleaning: Indoor Integrated Pest Management, Credit 3.9.

NOTE: These products can only be used to treat **ACTIVE** infestations and then **MUST** be removed after the infestation has been controlled. **Gel baits or granular baits MUST be placed in the D-Sect bait station or similar device and secured with latex caulking or other means to prevent the bait station from being easily dislodged.** All stations must be placed out of sight and inaccessible to non-authorized personnel.

- M1. Advance 388 Gel Bait - EPA# 499-492 (Borax 5.4%)
- M2. Advance Dual Choice Ant Bait Station - EPA# 499-496 (Abamectin B₁ 0.011%)
- M3. Advance Gel Roach Bait – EPA# 499-507 (Dinotefuran 0.05%)
- M13. Gentrol Point Source – EPA# 2724-469 (Hydroprene 90.6%)
- M14. InTice FG Bait – EPA# 7379-2 (Boric Acid 5.0%)
- M15. Maxforce FC Ant Bait Stations – EPA# 432-1256 (Fipronil 0.01%)
- M16. Maxforce FC Ant Gel Bait – EPA# 432-1264 (Fipronil 0.001%)
- M17. Maxforce FC Magnum Gel Bait - EPA# 432-1460 (Fipronil 0.05%)
- M18. Maxforce FC Roach Bait Stations – EPA# 432-1257 (Fipronil 0.05%)
- M19. Maxforce FG Insect Bait - EPA# 432-1255 (Hydramethylnon 1.0%)
- M21. MotherEarth Granular Bait – EPA# 499-515 (Boric Acid 5.07%)

Treatment Step 3:

Treatment Step 3: Approved Products

Treatment Step 3: If after implementing Treatment Steps 1 & 2 above, the active infestations continue, escalate to Treatment Step 3 products. These products **DO NOT** meet the definition of "Least Toxic" per LEED for Existing Buildings – Green Cleaning: Indoor Integrated Pest Management, Credit 3.9. **Post the Pre-Notice** and schedule a return service.

NOTE: These products may be used to treat **ACTIVE** infestations only and must **ONLY** be applied as crack & crevice or void treatments, except as noted. Gel Baits and granular baits listed above as "Treatment Step 2: Approved Products, may be applied as a crack & crevice or void treatment in Treatment Step 3.

- M1. Advance 388 Gel Bait - EPA# 499-492 (Borax 5.4%)
- M2. Advance Dual Choice Ant Bait Station - EPA# 499-496 (Abamectin B₁ 0.011%)
- M3. Advance Gel Roach Bait – EPA# 499-507 (Dinotefuran 0.05%)
- M5. Borid Dust - EPA# 9444-129 (Boric Acid 99%)
- M6. Detex Blox - EPA # N/A (Non-Toxic)
- M8. EcoExempt IC – EPA# N/A (Plant Essential Oils 0.5625%)
- M9. EcoExempt IC – EPA# N/A (Plant Essential Oils 0.375%)
- M10. EcoPCO WP-X – EPA# N/A (Plant Essential Oils/Pyrethrum 0.0125%)
- M11. Gentrol Aerosol – EPA# 2724-484 (Hydroprene 0.36%)
- M12. Gentrol IGR EC – EPA# 2724-351 (Hydroprene 0.0703%)
- M13. Gentrol Point Source – EPA# 2724-469 (Hydroprene 90.6%)
- M14. InTice FG Bait – EPA# 7379-2 (Boric Acid 5.0%)
- M15. Maxforce FC Ant Bait Stations – EPA# 432-1256 (Fipronil 0.01%)
- M16. Maxforce FC Ant Gel Bait – EPA# 432-1264 (Fipronil 0.001%)
- M17. Maxforce FC Magnum Gel Bait - EPA# 432-1460 (Fipronil 0.05%)
- M18. Maxforce FC Roach Bait Stations – EPA# 432-1257 (Fipronil 0.05%)
- M19. Maxforce FG Insect Bait - EPA# 432-1255 (Hydramethylnon 1.0%)
- M20. MotherEarth D - EPA# 479-509 (Diatomaceous Earth 100%)
- M21. MotherEarth Granular Bait – EPA# 499-515 (Boric Acid 5.07%)
- M23. ProCitra DL Aerosol – EPA# 499-497 (d-Limonene 10.0%)

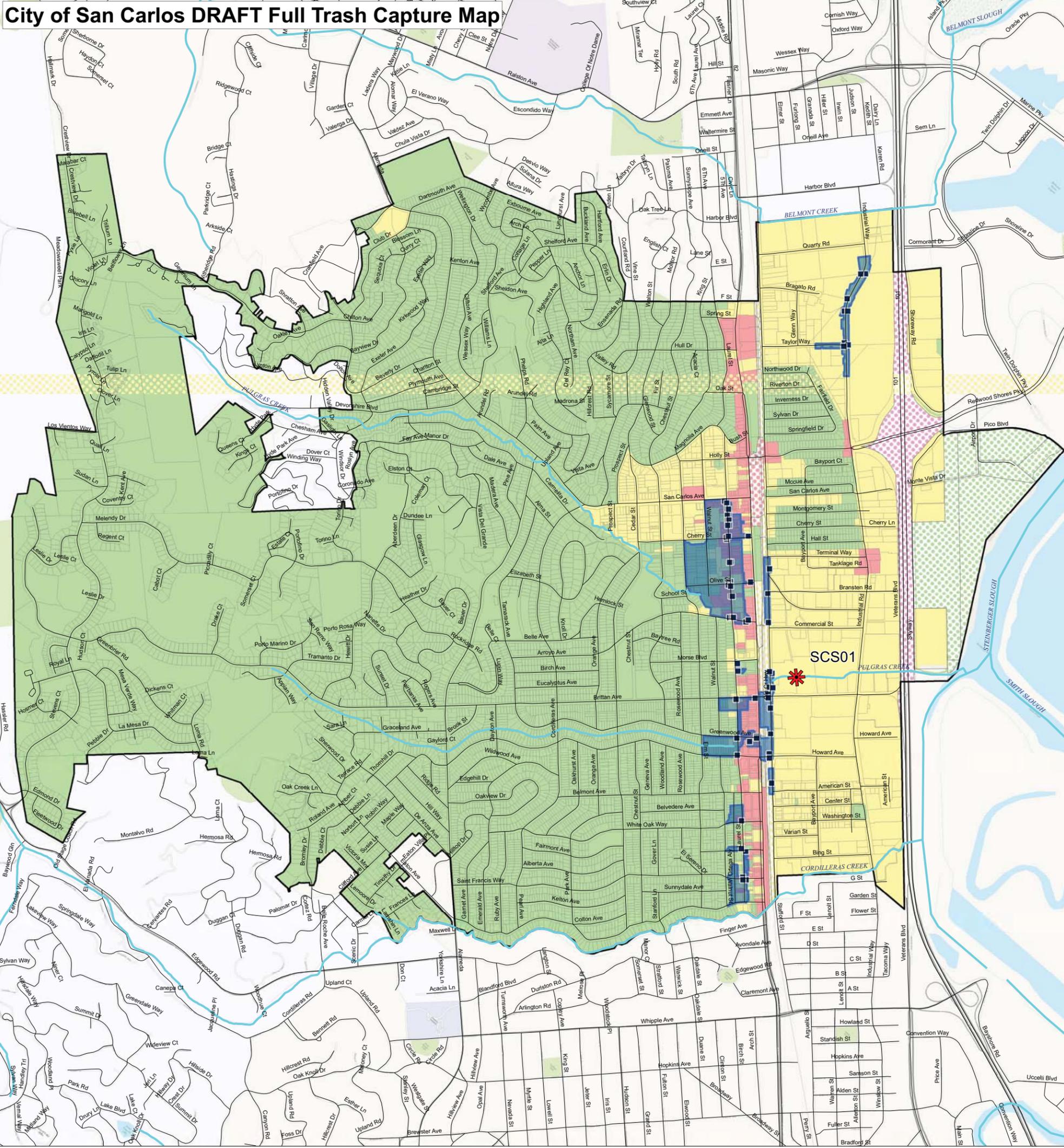


Effective Date: August, 2009

ATTACHMENT 9

C.10 San Carlos Full Capture Map

City of San Carlos DRAFT Full Trash Capture Map



Legend

 Low	Creek/Shoreline Hotspot	Streets
 Medium	Full-Capture Location	Agency Boundary
 High	Full Trash Capture	Creeks
 Very High	Non-Jurisdictional (Dot color = Generation Category)	Parcel Boundary

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

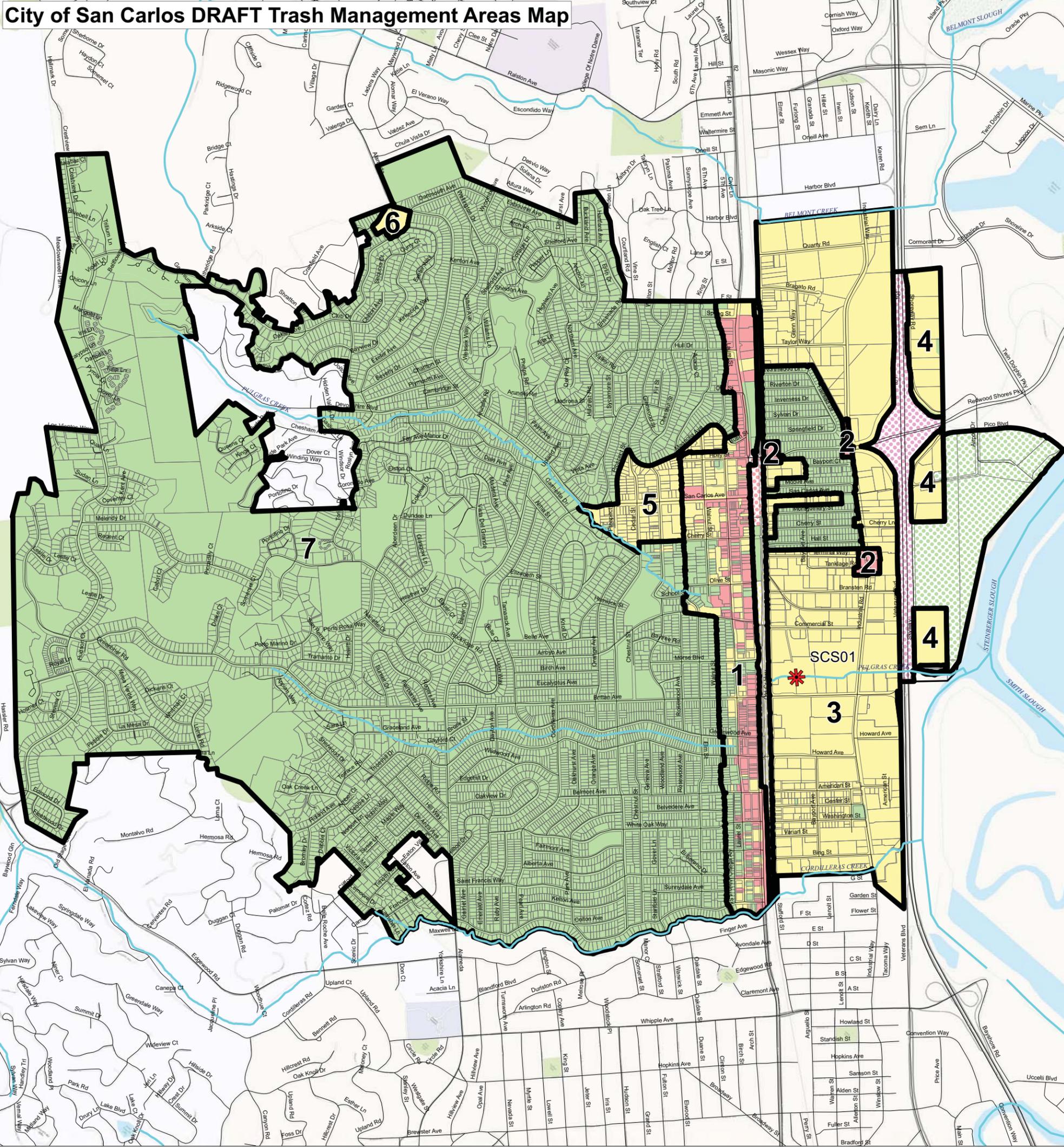
Map Created By:
 EOA, Inc.

Date:
 August 29th, 2013

ATTACHMENT 10

C.10 San Carlos Trash Management Areas Map

City of San Carlos DRAFT Trash Management Areas Map



Legend

Trash Management 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