



# Town of Hillsborough

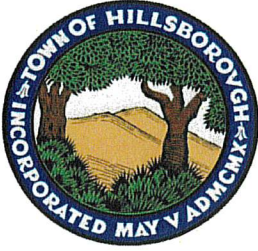
## Stormwater Pollution Prevention FY 2016-2017 Annual Report



**September 30, 2017**

**Town of Hillsborough  
1600 Floribunda Ave  
Hillsborough, CA 94010-6418**





## TOWN OF HILLSBOROUGH

Department of Public Works  
1600 Floribunda Avenue  
Hillsborough, CA 94010-6418  
Phone 650-375-7444

September 30, 2017

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

Subject: **Town of Hillsborough**  
FY 2016-17 Urban Runoff Prevention Pollution Annual Report

Dear Mr. Wolfe:

This letter and Annual Report with attachments is submitted by the Town of Hillsborough pursuant to Permit Provision C.17.a of the Municipal Regional Stormwater NPDES Permit (MRP), Order R2-2015-0049, 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 2016-17 and related accomplishments.

Please contact Natalie Asai at 650-375-7444 regarding any questions or concerns.

Very truly yours,

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



**Town of Hillsborough**  
**FY 2016-17 ANNUAL REPORT**

**Certification Statement**

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

**Signature of Duly Authorized Representative:**



9/22/17

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Paul Willis, P.E., QSD/QSP

Date

Director of Public Works / City Engineer



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Section 1 – Permittee Information

SECTION I. BACKGROUND INFORMATION

Background Information			
<b>Permittee Name:</b>	Town of Hillsborough		
<b>Population:</b>	10,825 per Census 2010		
<b>NPDES Permit No.:</b>	CAS612008		
<b>Order Number:</b>	R2-2015-0049		
<b>Reporting Time Period (month/year):</b>	July 2016 through June 2017		
<b>Name of the Responsible Authority:</b>	Paul Willis, P.E., QSD/QSP	<b>Title:</b>	Director of Public Works / City Engineer
<b>Mailing Address:</b>	1600 Floribunda Avenue		
<b>City:</b>	Town of Hillsborough	<b>Zip Code:</b>	94010
		<b>County:</b>	San Mateo
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<b>E-mail Address:</b>	pwillis@hillsborough.net		
<b>Name of the Designated Stormwater Management Program Contact (if different from above):</b>	Natalie Asai	<b>Title:</b>	Associate Engineer
<b>Department:</b>	Public Works Department		
<b>Mailing Address:</b>	1600 Floribunda Avenue		
<b>City:</b>	Town of Hillsborough	<b>Zip Code:</b>	94010-6418
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<b>E-mail Address:</b>	nasai@hillsborough.net		



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

**Program Highlights and Evaluation**

Highlight/summarize activities for reporting year:

Summary: The Town of Hillsborough encompasses a rural geography that is zoned single-family residence, which requires different methods of maintenance when compared to common methods used in urbanized areas. The Town does not have typical streets or roads compared to other public agencies, but the Town responds diligently to all municipal operations. Town residents are responsible for maintaining curb/gutters and parking strip areas free of debris per the Town's Municipal Code.

The Town updated its site-specific Stormwater Pollution Prevention Plan (SWPPP) for the Corporation Yard in June 2017 which was last developed in July 1, 2010 and will continue to update as necessary. The SWPPP includes, but is not limited to, municipal vehicle maintenance, debris removal from catch basins and material storage facilities to comply with water quality standards. The Town diligently continues to prevent potential pollution by implementing BMPs in maintenance practices.

The Town conducts regular storm drain inlet inspections and cleaning, both pre-winter and regularly throughout the winter season. In FY 16-17, the Town removed 326 cubic yards of leaves, 189 cubic yards of material by sweeping 111 curb miles of Town streets, and 296 cubic yards of trash by inspecting 1,720 and cleaning 1,536 storm drain inlets, cross culverts, conduits and/or storm drain curb inlets/outlets.

Refer to the C.2 Municipal Operations section of the Program's FY 16-17 Annual Report for a description of activities implemented at the countywide and/or regional level.

**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.

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

Comments: Town residents remove debris along their frontages. To help supplement cleanup, after events such as storms, the Town purchased a Street Sweeper in 2015. The Town's sweeping efforts cover peak events, and it does not eliminate an owner's responsibility.

The Town also uses Street Sweeper during the street and road repair and maintenance activities. This sweeper is equipped with sweeping and vacuum functions which help pollution prevention.

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

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

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

<b>NA</b>	Control of wash water from pavement washing, mobile cleaning, pressure wash operations at parking lots, garages, trash areas, gas station fueling areas, and sidewalk and plaza cleaning activities from polluting stormwater
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<b>NA</b>	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs
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Comments: The Town's roadways predominantly do not have traditional sidewalks with curbs and gutters. As a result, sidewalk maintenance is not required. At the Town's limited number of rolled curb/gutters, collection of street debris is done seasonally in the fall and on an as-needed basis.

The Town residents are responsible for cleaning and disposing of leaves and street debris within the rolled curb and gutters along their property frontage. Parking strips are maintained by property owners. However, the parking strips throughout the Town are primarily composed of interlocking pavers, decomposed granite, or turf blocks, which serve as drainage systems that filter and infiltrate stormwater runoff prior to discharge into the storm drain system. The Town maintenance staff responds diligently if a lack of maintenance becomes a nuisance to the public.

**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.

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

Comments: The Town does not conduct bridge or structural maintenance activities directly over water or into storm drains. All graffiti removal activities on public facilities are done in-house by the Town staff trained in the proper capture and disposal of graffiti removal wastes. During the FY 16-17 reporting year, neither graffiti removal nor bridge and structural maintenance were conducted within or near waterways. If needed, the Town staff follows the BASMAA's Pollution from Surface Cleaning guidelines.

C.2.e. ► Rural Public Works Construction and Maintenance			
Does your municipality own/maintain rural <sup>1</sup> roads:		<input checked="" type="checkbox"/> <b>Y</b>	<input type="checkbox"/> <b>No</b>
If your answer is <b>No</b> then skip to <b>C.2.f.</b>			
Place a <b>Y</b> in the boxes next to activities where applicable BMPs were implemented. If not applicable, type <b>NA</b> in the box and provide an explanation in the comments section below. Place an <b>N</b> in the boxes next to activities where applicable BMPs were not implemented for one or more of these activities during the reporting fiscal year, then in the comments section below provide an explanation of when BMPs were not implemented and the corrective actions taken.			
<input checked="" type="checkbox"/> <b>Y</b>	Control of road-related erosion and sediment transport from road design, construction, maintenance, and repairs in rural areas		
<input checked="" type="checkbox"/> <b>Y</b>	Identification and prioritization of rural road maintenance based on soil erosion potential, slope steepness, and stream habitat resources		
<input checked="" type="checkbox"/> <b>Y</b>	No impact to creek functions including migratory fish passage during construction of roads and culverts		
<input checked="" type="checkbox"/> <b>Y</b>	Inspection of rural roads for structural integrity and prevention of impact on water quality		
<input checked="" type="checkbox"/> <b>Y</b>	Maintenance of rural roads adjacent to streams and riparian habitat to reduce erosion, replace damaging shotgun culverts and excessive erosion		
<input checked="" type="checkbox"/> <b>Y</b>	Re-grading of unpaved rural roads to slope outward where consistent with road engineering safety standards, and installation of water bars as appropriate		
<input checked="" type="checkbox"/> <b>Y</b>	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: The Town owns nine open space areas, some of which have unpaved fire and utility roads. In coordination with a vegetation management project to reduce fire risk in Town-owned open spaces, the Town inspected and improved the fire and utility roads as needed to reduce erosion, correct slope, and reduce runoff impacts.			

<sup>1</sup>Rural means any watershed or portion thereof that is developed with large lot home-sites, such as one acre or larger, or with primarily agricultural, grazing or open space uses.

**C.2.f. ► Corporation Yard BMP Implementation**

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

<input type="checkbox"/>	We do not have a corporation yard
<input type="checkbox"/>	Our corporation yard is a filed NOI facility and regulated by the California State Industrial Stormwater NPDES General Permit
<input checked="" type="checkbox"/>	We have a <b>Stormwater Pollution Prevention Plan (SWPPP)</b> 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: The Town has revised its SWPPP in June 2017 and follows its SWPPP during its Corp Yard inspections. On September 28, 2016, the Town staff inspected Town's Corp Yard and re-inspected on October 11, 2016 to make sure all deficiencies were in compliance. These inspections confirmed that no discharge of sewage and wash water occurred; all trash and green waste are contained in dumpsters as required; catch basins were cleaned and not clogged by and trash and storage areas were orderly with all containers properly capped and sealed. The Corporation Yard drainage was confirmed to be running properly with no discharge and the catch basins were free of non-stormwater discharge. Detailed inspection findings and follow-up are listed in the Table below.

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:

<b>Corporation Yard Name</b>	<b>Corp Yard Activities w/ site-specific SWPPP BMPs</b>	<b>Inspection Date<sup>2</sup></b>	<b>Inspection Findings/Results</b>	<b>Date and Description of Follow-up and/or Corrective Actions</b>
Town of Hillsborough Corporation Yard	General housekeeping	9/28/16	Organize material, place secondary containment around stockpile and needs to sweep the Corp Yard area.	Re-inspected on 10/11/2016 and were in compliance.
Town of Hillsborough Corporation Yard	Vehicle/equipment washing	9/28/16	In compliance, no action required.	No action required.
Town of Hillsborough Corporation Yard	Municipal vehicle, heavy equipment, and employee parking	9/28/16	Sweeping required.	Re-inspected on 10/11/2016 and were in compliance.
Town of Hillsborough Corporation Yard	Outdoor waste/recycling storage	9/28/16	In compliance, no action required.	No action required.
Town of Hillsborough Corporation Yard	Outdoor material storage	9/28/16	Secondary containment around stockpile required.	Re-inspected on 10/11/2016 and were in compliance.

<sup>2</sup> Minimum inspection frequency is once a year during September.

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

**C.3.b.iv.(1) ► Regulated Projects Approved Prior to C.3 Requirements**

(For FY 2016-17 Annual Report only) Does your agency have any Regulated Projects that were approved with no Provision C.3 stormwater treatment requirements under a previous MS4 permit and that did not begin construction by January 1, 2016 (i.e., that are subject to Provision C.3.b.i.(2))?

	Yes	No
		X

If yes, complete attached Table C.3.b.iv.(1).

**C.3.b.iv.(2) ► Regulated Projects Reporting**

Fill in attached table **C.3.b.iv.(2)** or attach your own table including the same information. The Town approved no regulated projects in FY 16-17.

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

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

	Yes	No
X		

Comments (optional): The Town has not received any projects requesting alternative or in-lieu compliance. The Town may decide to allow alternative compliance in the future on a case-by-case basis and after making a determination of whether alternative compliance is available/feasible.



**C.3.e.v. ► Special Projects Reporting**

1. In FY 2016-17, 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)?		<b>Yes</b>	<input checked="" type="checkbox"/>	<b>No</b>
2. In FY 2016-17, has your agency granted final discretionary approval to a Special Project? If yes, include the project in both the <b>C.3.b.iv.(2)</b> Table, and the <b>C.3.e.v.</b> Table.		<b>Yes</b>	<input checked="" type="checkbox"/>	<b>No</b>
The Town of Hillsborough has not received any permit applications for a project that has been identified as a potential Special Project.				

**C.3.h.v.(2) ► Reporting Newly Installed Stormwater Treatment Systems and HM Controls (Optional)**

On an annual basis, before the wet season, provide a list of newly installed (installed within the reporting year) stormwater treatment systems and HM controls to the local mosquito and vector control agency and the Water Board. The list shall include the facility locations and a description of the stormwater treatment measures and HM controls installed.
No new stormwater treatment system or HM controls were installed in FY 16-17.

**C.3.h.v.(3)(a)–(c) and (f) ► Installed Stormwater Treatment Systems Operation and Maintenance Verification Inspection Program Reporting**

Site Inspections Data	Number/Percentage
Total number of Regulated Projects (including offsite projects, and Regional Projects) in your agency's database or tabular format at the end of the previous fiscal year (FY15-16)	2
Total number of Regulated Projects (including offsite projects, and Regional Projects) in your agency's database or tabular format at the end of the reporting period (FY 16-17)	2
Total number of Regulated Projects (including offsite projects, and Regional Projects) for which O&M verification inspections were conducted during the reporting period (FY 16-17)	2
Percentage of the total number of Regulated Projects (including offsite projects, and Regional Projects) inspected during the reporting period (FY 16-17)	100% <sup>3</sup>

<sup>3</sup> Based on the number of Regulated Projects in the database or tabular format at the end of the previous fiscal year (FY 15-16), per MRP Provision C.3.h.ii.(6)(b).

**C.3.h.v.(3)(d)-(e) ► Installed Stormwater Treatment Systems Operation and Maintenance Verification Inspection Program Reporting**

Provide a discussion of the inspection findings for the year and any common problems encountered with various types of treatment systems and/or HM controls. This discussion should include a general comparison to the inspection findings from the previous year.

Summary: The Town is almost exclusively zoned single family residential. Third party inspected BMPs located at Crystal Springs Upland School and found to be in compliance. Town inspected Nueva School and also found the system to be in good working order.

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

Summary: The Town's O&M Inspection Program remains effective due to continuous coordination and communication between the Planning Department and Engineering Division. The Town will continue to conduct O&M inspections annually, or as frequently as directed by the Regional Board.

**C.3.h.v.(4) ► Enforcement Response Plan**

<b><i>(For FY 2016-17 Annual Report only)</i> Has your agency completed an Enforcement Response Plan for all O&amp;M inspections of stormwater treatment measures by July 1, 2017?</b>	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
The Town revised its ERP in June 2017.				

**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 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.

**C.3.j.i.(5)(a) ► Green Infrastructure Framework or Work Plan**

*(For FY 2016-17 Annual Report only)* Was your agency's Green Infrastructure Framework or Work Plan approved by the agency's governing body, mayor, city manager, or county manager by June 30, 2017?

<b>X</b>	<b>Yes, approval documentation attached</b>	<input type="checkbox"/>	<b>No</b>
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If Yes, describe approval process and documentation:

The Town of Hillsborough approved a workplan to develop a green infrastructure plan in accordance with provision C.3.J of the Municipal Regional Permit as part of the Town's FY 17-18 Budget which was approved on June 12, 2017. A copy of this Plan is available upon request. In addition, an ongoing Green Infrastructure Program was approved as part of the Town's FY 17-18 budget to support the development of the Green Infrastructure Plan.

**C.3.j.i.(5)(d) ► Green Infrastructure Outreach**

On an annual basis, provide a summary of your agency's outreach and education efforts pertaining to Green Infrastructure planning and implementation.

Summary: Please refer to the SMCWPPP FY 16-17 Annual Report for a summary of outreach efforts implemented.

The Town of Hillsborough outreach efforts were through the City Council meeting on June 12, 2017 when the Green Infrastructure Program was approved as part of the Town's FY 17-18 budget to support the development of the Green Infrastructure Plan. In addition, staff represented the Town of Hillsborough at the quarterly, sometimes more often, Green Infrastructure Plan Technical Advisory Committee meetings hosted by CD&A and SMCWPPP.

**C.3.j.ii.(2) ► Early Implementation of Green Infrastructure Projects**

On an annual basis, submit a list of green infrastructure projects, public and private, that are already planned for implementation during the permit term and infrastructure projects planned for implementation during the permit term that have potential for green infrastructure measures. Include the following information:

- A summary of planning or implementation status for each public and private green infrastructure project that is not also a Regulated Project as defined in Provision C.3.b.ii. (see C.3.j.ii.(2) Table B - Planned Green Infrastructure Projects).
- A summary of how each public infrastructure project with green infrastructure potential will include green infrastructure measures to the maximum extent practicable during the permit term. For any public infrastructure project where implementation of green infrastructure measures is not practicable, submit a brief description of the project and the reasons green infrastructure measures were impracticable to implement (see C.3.j.ii.(2) Table A - Public Projects Reviewed for Green Infrastructure).

Background Information: Describe how this provision is being implemented by your agency, including the process used by your agency to identify projects with potential for green infrastructure, if applicable.

The Town of Hillsborough utilized the procedure outlined in the BASMAA "Guidance for Identifying Green Infrastructure (GI) Potential in Municipal Capital Improvement Program (CIP) projects" to identify and review potential green infrastructure projects from the list of Capital improvement projects. Town staff also participated in the SMCWPPP Green Infrastructure Committee and attended the recent SMCWPPP GI Screening training. None of the projects were identified as having a potential for GI based on the preliminary screening, and feasibility since all the projects defined in CIP are either maintenance or utility projects.

Summary of Planning or Implementation Status of Identified Projects: See attached Tables C.3.j.ii.(2)-A and C.3.j.ii.(2)-B for the required information.

**C.3.j.iii.(2) ► Participate in Processes to Promote Green Infrastructure**

On an annual basis, report on the goals and outcomes during the reporting year of work undertaken to participate in processes to promote green infrastructure.

Please refer to the SMCWPPP FY 16-17 Annual Report for a summary of efforts conducted to help regional, State, and federal agencies plan, design and fund incorporation of green infrastructure measures into local infrastructure projects, including transportation projects.

**C.3.j.iv.(2) ► Tracking and Reporting Progress**

On an annual basis, report progress on development and implementation of methods to track and report implementation of green infrastructure measures and provide reasonable assurance that wasteload allocations for TMDLs are being met.

Please refer to the SMCWPPP FY 16-17 Annual Report for a summary of methods being developed to track and report implementation of green infrastructure measures.

C.3.b.iv.(1) ► List of Regulated Projects Approved Prior to C.3 Requirements			
Project Name Project No.	Project Location <sup>4</sup> , Street Address	Type of Stormwater Treatment Required <sup>5</sup>	Type of Exemption Granted <sup>6</sup>
None	NA	NA	NA

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<sup>4</sup> Include cross streets

<sup>5</sup> Indicate the stormwater treatment system required, if applicable

<sup>6</sup> Indicate the type for exemption, if applicable. For example, the project was previously approved with a vesting tentative map, or the Permittee has no legal authority to require changes to previously granted approvals (such as previously granted building permits).

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

Project Name Project No.	Project Location <sup>7</sup> , Street Address	Name of Developer	Project Phase No. <sup>8</sup>	Project Type & Description <sup>9</sup>	Project Watershed <sup>10</sup>	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New Impervious Surface Area (ft <sup>2</sup> ) <sup>11</sup>	Total Replaced Impervious Surface Area (ft <sup>2</sup> ) <sup>12</sup>	Total Pre- Project Impervious Surface Area <sup>13</sup> (ft <sup>2</sup> )	Total Post- Project Impervious Surface Area <sup>14</sup> (ft <sup>2</sup> )
<b>Private Projects</b>											
None	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	None
<b>Public Projects</b>											
None	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
Comments:											

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

<sup>7</sup>Include cross streets

<sup>8</sup>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".

<sup>9</sup>Project Type is the type of development (i.e., new and/or redevelopment). Example descriptions of development are: 5-story office building, residential with 160 single-family homes with five 4-story buildings to contain 200 condominiums, 100 unit 2-story shopping mall, mixed use retail and residential development (apartments), industrial warehouse.

<sup>10</sup>State the watershed(s) in which the Regulated Project is located. Downstream watershed(s) may be included, but this is optional.

<sup>11</sup>All impervious surfaces added to any area of the site that was previously existing pervious surface.

<sup>12</sup>All impervious surfaces added to any area of the site that was previously existing impervious surface.

<sup>13</sup>For redevelopment projects, state the pre-project impervious surface area.

<sup>14</sup>For redevelopment projects, state the post-project impervious surface area.

Project Name Project No.	Application Deemed Complete Date <sup>15</sup>	Application Final Approval Date <sup>16</sup>	Source Control Measures <sup>17</sup>	Site Design Measures <sup>18</sup>	Treatment Systems Approved <sup>19</sup>	Type of Operation & Maintenance Responsibility Mechanism <sup>20</sup>	Hydraulic Sizing Criteria <sup>21</sup>	Alternative Compliance Measures <sup>22/23</sup>	Alternative Certification <sup>24</sup>	HM Controls <sup>25/26</sup>
<b>Private Projects</b>										
None	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

<sup>15</sup>For private projects, state project application deemed complete date. If the project did not go through discretionary review, report the building permit issuance date.

<sup>16</sup>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.

<sup>17</sup>List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.

<sup>18</sup>List site design measures approved for the project. Examples include: minimize impervious surfaces; conserve natural areas, including existing trees or other vegetation, and soils; construct sidewalks, walkways, and/or patios with permeable surfaces, etc.

<sup>19</sup>List all approved stormwater treatment system(s) to be installed onsite or at a joint stormwater treatment facility (e.g., flow through planter, bioretention facility, infiltration basin, etc.).

<sup>20</sup>List the legal mechanism(s) (e.g., O&M agreement with private landowner; O&M agreement with homeowners' association; O&M by public entity, etc...) that have been or will be used to assign responsibility for the maintenance of the post-construction stormwater treatment systems.

<sup>21</sup>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).

<sup>22</sup>For Alternative Compliance at an offsite location in accordance with Provision C.3.e.i.(1), on a separate page, give a discussion of the alternative compliance site including the information specified in Provision C.3.b.v.(1)(m)(i) for the offsite project.

<sup>23</sup>For Alternative Compliance by paying in-lieu fees in accordance with Provision C.3.e.i.(2), on a separate page, provide the information specified in Provision C.3.b.v.(1)(m)(ii) for the Regional Project.

<sup>24</sup>Note whether a third party was used to certify the project design complies with Provision C.3.d.

<sup>25</sup>If HM control is not required, state why not.

<sup>26</sup>If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).



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

Project Name	Approval Date <sup>27</sup>	Date Construction Scheduled to Begin	Source Control Measures <sup>28</sup>	Site Design Measures <sup>29</sup>	Treatment Systems Approved <sup>30</sup>	Operation & Maintenance Responsibility Mechanism <sup>31</sup>	Hydraulic Sizing Criteria <sup>32</sup>	Alternative Compliance Measures <sup>33/34</sup>	Alternative Certification <sup>35</sup>	HM Controls <sup>36/37</sup>
<b>Public Projects</b>										
None	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

**C.3.h.v.(2) ► Table of Newly Installed<sup>38</sup> Stormwater Treatment Systems and Hydromodification Management (HM) Controls (Optional)**

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

Name of Facility	Address of Facility	Party Responsible <sup>39</sup> For Maintenance	Type of Treatment/HM Control(s)
None	NA	NA	NA

<sup>27</sup>For public projects, enter the plans and specifications approval date.

<sup>28</sup>List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.

<sup>29</sup>List site design measures approved for the project. Examples include: minimize impervious surfaces; conserve natural areas, including existing trees or other vegetation, and soils; construct sidewalks, walkways, and/or patios with permeable surfaces, etc.

<sup>30</sup>List all approved stormwater treatment system(s) to be installed onsite or at a joint stormwater treatment facility (e.g., flow through planter, bioretention facility, infiltration basin, etc.).

<sup>31</sup>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.

<sup>32</sup>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).

<sup>33</sup>For Alternative Compliance at an offsite location in accordance with Provision C.3.e.i.(1), on a separate page, give a discussion of the alternative compliance site including the information specified in Provision C.3.b.v.(1)(m)(i) for the offsite project.

<sup>34</sup>For Alternative Compliance by paying in-lieu fees in accordance with Provision C.3.e.i.(2), on a separate page, provide the information specified in Provision C.3.b.v.(1)(m)(ii) for the Regional Project.

<sup>35</sup>Note whether a third party was used to certify the project design complies with Provision C.3.d.

<sup>36</sup>If HM control is not required, state why not.

<sup>37</sup>If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).

<sup>38</sup>"Newly Installed" includes those facilities for which the final installation inspection was performed during this reporting year.

<sup>39</sup>State the responsible operator for installed stormwater treatment systems and HM controls.

**C.3.e.v. ► Special Projects Reporting Table**  
**Reporting Period – July 1 2016 - June 30, 2017**

Project Name & No.	Permittee	Address	Application Submittal Date <sup>40</sup>	Status <sup>41</sup>	Description <sup>42</sup>	Site Total Acreage	Gross Density DU/Acre	Density FAR	Special Project Category <sup>43</sup>	LID Treatment Reduction Credit Available <sup>44</sup>	List of LID Stormwater Treatment Systems <sup>45</sup>	List of Non-LID Stormwater Treatment Systems <sup>46</sup>
None	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

<sup>40</sup>Date that a planning application for the Special Project was submitted.

<sup>41</sup> 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.

<sup>42</sup>Type of project (commercial, mixed-use, residential), number of floors, number of units, type of parking, and other relevant information.

<sup>43</sup> For each applicable Special Project Category, list the specific criteria applied to determine applicability. For each non-applicable Special Project Category, indicate n/a.

<sup>44</sup>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.

<sup>45</sup>: 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.

<sup>46</sup>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.

**Special Projects Narrative: NA**

<b>C.3.j.ii.(2) ► Table A - Public Projects Reviewed for Green Infrastructure</b>				
<b>Project Name and Location<sup>47</sup></b>	<b>Project Description</b>	<b>Status<sup>48</sup></b>	<b>GI Included?<sup>49</sup></b>	<b>Description of GI Measures Considered and/or Proposed or Why GI is Impracticable to Implement<sup>50</sup></b>
Demolish Forest View Tanks #1 & #2	Demolish and cleanup all tanks and structures on this site	Design in FY 19/20 and construction in FY 20/21	TBD	Incorporation / Feasibility of GI measures will be evaluated in the study and implemented to the maximum extent practicable during the permit term
Demolish Major Hayes Tank and Piping	Demolish and cleanup all tanks and structures on this site	Design in FY 19/20 and construction in FY 20/21	TBD	Incorporation / Feasibility of GI measures will be evaluated in the study and implemented to the maximum extent practicable during the permit term
Darrell Tank Improvements	Replace tanks	Design in FY 18/19 and construction in FY 19/20	TBD	Incorporation / Feasibility of GI measures will be evaluated in the study and implemented to the maximum extent practicable during the permit term
Clark Concar Pump Station Generator	New emergency generator	Design in FY 20/21 and construction in FY 21/22	TBD	Incorporation / Feasibility of GI measures will be evaluated in the study and implemented to the maximum extent practicable during the permit term
Macadamia Storm Drain	Channel modification	Design in FY 18/19 and construction in FY 19/20	TBD	Incorporation / Feasibility of GI measures will be evaluated in the study and implemented to the maximum extent practicable during the permit term

<sup>47</sup> List each public project that is going through your agency's process for identifying projects with green infrastructure potential.

<sup>48</sup> Indicate status of project, such as: beginning design, under design (or X% design), projected completion date, completed final design date, etc.

<sup>49</sup> Enter "Yes" if project will include GI measures, "No" if GI measures are impracticable to implement, or "TBD" if this has not yet been determined.

<sup>50</sup> Provide a summary of how each public infrastructure project with green infrastructure potential will include green infrastructure measures to the maximum extent practicable during the permit term. If review of the project indicates that implementation of green infrastructure measures is not practicable, provide the reasons why green infrastructure measures are impracticable to implement.

ADA Improvements	To make improvements to ADA	Ongoing	No	N/a
Lookout Rd. Stabilization Project.	To improve roadway adjacent to 60 Lookout Road	Currently in construction	No	Underground project
Street Resurfacing Spot Repairs	Resurface Town streets	Ongoing	No	N/a

**C.3.j.ii.(2) ► Table B - Planned and/or Completed Green Infrastructure Projects**

<b>Project Name and Location<sup>51</sup></b>	<b>Project Description</b>	<b>Planning or Implementation Status</b>	<b>Green Infrastructure Measures Included</b>
None	NA	NA	NA

<sup>51</sup> List each planned (and expected to be funded) public and private green infrastructure project that is not also a Regulated Project as defined in Provision C.3.b.ii. Note that funding for green infrastructure components may be anticipated but is not guaranteed to be available or sufficient.

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

**Program Highlights and Evaluation**

**Highlight/summarize activities for reporting year:**

Summary: As previously stated, the Town is zoned single-family residential and does not have any industrial and commercial developments. The Town does have public and private schools, fire stations, and a corporation yard that are institutional and government facilities. Currently, the Town has an agreement with the County Environmental Health Department (SMCEH) to perform business stormwater inspections for institutional and governmental facilities. The Town staff also performs inspections and follow-up inspections at businesses if necessary. The Town is considering various alternatives which may include using contractors/consultants after contract with SMCEH expires.

Town updated its BIP and ERP in June 2017 using SMCWPPP Templates. The Town also reviewed current facilities list, inspection frequencies and priorities of the businesses. Town staff also participates in the Program's CII Subcommittee. Refer to the C.4 Industrial and Commercial Site Controls section of the SMCWPPP FY 16-17 Annual Report for a description of Program activities.

**C.4.b.iii. ► 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 Town does not have any industrial or commercial facilities. However, the Town contracts with San Mateo County Environmental Health (CEH) to conduct inspections of institutional and governmental facilities to fulfill hazardous materials inspections. During these hazardous materials inspections, CEH also does a stormwater inspection in conformance with Provision C.4 of the Permit.

Potential Facilities List, developed by San Mateo County Environmental Health:

1. Alpha Holdings Ltd. Residence/Estate – 835 Chiltern Road, Hillsborough, CA
2. Burlingame Country Club – 80 New Place Road, Hillsborough, CA
3. Crystal Springs Uplands School – 400 Uplands Drive, Hillsborough, CA
4. Fire Station #32 – 330 Ascot Road, Hillsborough, CA
5. Fire Station #33 – 835 Chateau Drive, Hillsborough, CA
6. Hillsborough Corporation Yard – 1320 La Honda Road, Hillsborough, CA
7. Multi-Purpose Building – 303 El Cerrito, Hillsborough, CA
8. North Hillsborough School – 545 Eucalyptus Ave, Hillsborough, CA
9. Nueva School – 6565 Skyline Boulevard, Hillsborough, CA
10. PG&E Carolands Substation – Skyline Boulevard at Chateau Road, Hillsborough, CA
11. West Elementary School – 376 Barbara Way, Hillsborough, CA
12. William Crocker Intermediate School – 2600 Ralston Avenue, Hillsborough, CA

The Town did not inspect any of above facilities or any follow-up since follow-up by the Town was not required

**C.4.d.iii.(2)(a) & (c) ► Facility Inspections**

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

<input checked="" type="checkbox"/>	Permittee reports multiple discrete potential and actual discharges as one enforcement action.
<input type="checkbox"/>	Permittee reports the total number of discrete potential and actual discharges on each site.

	Number	Percent
Total number of inspections conducted (C.4.d.iii.(2)(a))	12	
Number of enforcement actions or discrete number of potential and actual discharges	1	
Violations Enforcement actions or discrete number of potential and actual discharges resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner (C.4.d.iii.(2)(c))	1	100%

Comments: County Environmental Health (CEH); Food and Hazardous Material Inspectors conducted routine Stormwater Inspections at 10 sites (all except Alpha Holdings and Fire Station #32) during the reporting FY 16-17 period. Dumpster lids were observed open at West Elementary School on 3/27/17 which was an Outdoor Waste Storage/ Disposal Area violation. A verbal warning was provided. The lids were closed and the violation was found to be in compliance at the follow up inspection on 5/25/17. All other sites were in compliance.

CEH transitioned during FY 15-16 from paper inspection forms to an electronic reporting system. This is the second Annual Report completed with the new system. CEH is continuing to work with the database contractor to refine reporting tools.

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

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

	<b>Enforcement Action</b> (as listed in ERP) <sup>52</sup>	<b>Number of Enforcement Actions Taken</b>
Level 1	Verbal Warning	1
Level 2	Warning Notice or Administrative Action	0
Level 3	Stop Work Notice	0
Level 4	Legal Action/Referral	0
<b>Total</b>		<b>1</b>

**C.4.d.iii.(2)(d) ► Frequency of Potential and Actual Non-stormwater Discharges by Business Category**

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

<b>Business Category</b> <sup>53</sup>	<b>Number of Actual Discharges</b>	<b>Number of Potential Discharges</b>
Hazardous Materials	0	0
Food	0	1
Other	0	0

<sup>52</sup>Agencies to list specific enforcement actions as defined in their ERPs.

<sup>53</sup>List your Program's standard business categories.



**C.4.d.iii.(2)(e) ► 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:  
 There are no industrial or commercial facilities in the Town of Hillsborough.

**C.4.e.iii. ► Staff Training Summary**

Training Name	Training Dates	Topics Covered	No. of Industrial/ Commercial Site Inspectors in Attendance	Percent of Industrial/ Commercial Site Inspectors in Attendance	No. of IDDE Inspectors in Attendance	Percent of IDDE Inspectors in Attendance
Commercial and Industrial Inspections and Illicit Discharge (Complaint) Investigations	1/12/2017	1. Introduction from the Office of Sustainability 2. Municipal Regional Permit (MRP) Changes 3. Regional Board NOV 4. Business Inspection Plan Training Requirements 5. Enforcement Response Plan Training Requirements 6. Changes to the Inspection Report 7. Inspector Questions	29	94%	29	94%
Reissued MRP: What do CEH Inspectors need to know	1/12/2017	See above	29	94%	29	94%
One-on-one Stormwater Training	3/1/2017	Utilization of field-based software, MRP requirements, Inspection basics	1	3%	1	3%
One-on-one Stormwater Training	5/9/2017	Utilization of field-based software, MRP requirements, Inspection basics	1	3%	1	3%
One-on-one Stormwater Training	5/31/2017	Utilization of field-based software, MRP requirements, Inspection basics	1	3%	1	3%

Comments: The information in the above table shows CEH inspector data. There were 3 CEH inspectors that performed inspections on behalf of

the Town. The Town revised its ERP this fiscal year and will train its staff in FY 17/18 to follow revised protocols listed in this ERP.

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

**Program Highlights and Evaluation**

**Highlight/summarize activities for reporting year:**

Provide background information, highlights, trends, etc.

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

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

Town Staff participates in SMCWPPP's Commercial/Industrial and Illicit Discharge Subcommittee meetings on a regular basis. Based upon input from these meetings, the Town has updated its Town's ERP, Illegal Discharge Inspection Form and its Tracking Table. Refer to the C.5. Illicit Discharge Detection and Elimination section of the SMCWPPP FY 16-17 Annual Report for a description of activities at the countywide or regional level.

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

Summary of any changes made during FY 16-17: No change. Information provided as in FY 15-16 is as listed below and this is current information: No changes.

General number: 650 375 7444; Emergency PD Dispatch & Contact number: 650 375 7470

Others contact information:

Gary Francis, email address: [gfrancis@hillsborough.net](mailto:gfrancis@hillsborough.net) and phone number 650 375 7506

**C.5.d.iii.(1)-(3) ► Spill and Discharge Complaint Tracking**

Spill and Discharge Complaint Tracking (fill out the following table or include an attachment of the following information)		
	<b>Number</b>	<b>Percentage</b>
Discharges reported (C.5.d.iii.(1))	0	
Discharges reaching storm drains and/or receiving waters (C.5.d.iii.(2))	NA	NA
Discharges resolved in a timely manner (C.5.d.iii.(3))	NA	NA
Comments: No spills or discharges were reported in FY 16-17. For tracking Spill and Discharge Complaint Tracking, SeeClickFix website is used.		

**C.5.e.iii.(1) ► Control of Mobile Sources**

(a) Provide your agency's minimum standards and BMPs for various types of mobile businesses (C.5.e.iii.(1)(a))
The Town of Hillsborough follows the minimum standards and BMPs described in the "Mobile Businesses - Best Management Practices" brochure developed by the SMCWPPP CII Subcommittee in March 2015 for the following mobile business categories: automobile washers/detailers, power washers, carpet cleaners, steam cleaners, pet care services. The BMP brochure is included in the Program Annual Report.
(b) Provide your agency's enforcement strategy for mobile businesses (C.5.e.iii.(1)(b))
Enforcement actions stormwater inspectors may take are detailed in our Enforcement Response Plan (ERP). Due to the unique nature of mobile businesses it can be difficult to track enforcement of a single business across jurisdictions. The current strategy is for agencies to share information on mobile business enforcement actions with the SMCWPPP CII Subcommittee facilitator. The Subcommittee facilitator periodically updates the Mobile Business Enforcement Information table that resides on the members only section of the Program's website (flowstobay.org).
(c) Provide a list and summary of the specific outreach events and education conducted by your agency to the different types of mobile businesses operating within your jurisdiction (C.5.e.iii.(1)(c))
The Program developed a regional inventory of mobile businesses in the standard BMP categories listed in the "Mobile Businesses – Best Management Practices" brochure. The BMP brochure and a transmittal letter were mailed to the business. The Mobile Cleaner Businesses BMP brochure is posted on the SMCWPPP website. The CII Subcommittee also worked with the PIP Subcommittee to send outreach messages through social media. These activities are discussed in the SMCWPPP FY16-17 Annual Report.

(d) Provide number of inspections conducted at mobile businesses and/or job sites in 2016-2017 (C.5.e.iii.(1)(d)):	0
(e) Discuss enforcement actions taken against mobile businesses in 2016-2017 (C.5.e.iii.(1)(e)) Enforcement actions are typically taken in response to a complaint or illicit discharge through our IDDE Program. Enforcement actions are tracked in the city's spill and discharge complaint tracking system required by MRP C.5.d.ii. This FY there were no enforcement actions taken for mobile businesses.	
(f) List below or attach the list of mobile businesses operating within your agency's jurisdiction (C.5.e.iii.(1)(f)) In FY16-17 the CII Subcommittee requested the Program compile a regional inventory of mobile businesses located in San Mateo County. The inventory was developed from individual city lists and internet searches of google, yelp and yellow pages. The inventory includes automotive washing, steam cleaning, power washing, pet grooming and carpet cleaning mobile businesses. The inventory will be periodically updated with mobile businesses stormwater inspectors observe during routine field activities. The inventory is available to all Co-permittees on the members only webpage of the SMCWPPP website. The inventory is included in the SMCWPPP FY16-17 Annual Report.	
(g) Provide a list and summary of the county-wide or regional activities conducted, including sharing of mobile business inventories, BMP requirements, enforcement action information, and education (C.5.e.iii.(1)(g))	
Refer to the C.5 Illicit Discharge Detection and Elimination section of the SMCWPPP FY 16-17 Annual Report for description of activities at the countywide or regional level.	

Section 6 – Provision C.6 Construction Site Controls

<b>C.6.e.iii.(3)(a)-(d) ► Site/Inspection Totals</b>			
<b>Number of active Hillside Sites (sites disturbing &lt; 1 acre of soil requiring storm water runoff quality inspection) (C.6.e.iii.(3)(a))</b>	<b>Number of High Priority Sites (sites disturbing &lt; 1 acre of soil requiring storm water runoff quality inspection) (C.6.e.iii.(3)(c))</b>	<b>Number of sites disturbing ≥ 1 acre of soil (C.6.e.iii.(3)(b))</b>	<b>Total number of storm water runoff quality inspections conducted (include only Hillside Sites, High Priority Sites and sites disturbing 1 acre or more) (C.6.e.iii.(3)(d))</b>
1	12	5	<b>18</b>
<p>Comments: The data reported above is extracted from the completed Construction Inspection Tracking Table developed by the SMCWPPP. In addition to monthly inspections, periodic inspections were conducted. Construction sites that do not fall in these categories were also inspected. Most of these sites are private development sites that range from small landscape and remodel projects to new single family dwellings which are not high priority sites and are less than 1 acre in size.                      All violations were resolved within 10 days.</p>			

<b>C.6.e.iii.(3)(e) ► Construction Related Storm Water Enforcement Actions</b>		
	<b>Enforcement Action (as listed in ERP)<sup>54</sup></b>	<b>Number Enforcement Actions Issued</b>
Level 1 <sup>55</sup>	Verbal Warning	17
Level 2	Written warning / Notice of Violation	3
Level 3	Notice to Comply	6
Level 4	Legal Action	0
<b>Total</b>		<b>26</b>

<sup>54</sup>Agencies should list the specific enforcement actions as defined in their ERPs.

<sup>55</sup>For example, Enforcement Level 1 may be Verbal Warning.

**C.6.e.iii.(3)(f) ► Illicit Discharges**

	Number
Number of illicit discharges, actual and those inferred through evidence at hillside sites, high priority sites and sites that disturb 1 acre or more of land (C.6.e.iii.(3)(f))	0

**C.6.e.iii.(3)(g) ► Corrective Actions**

Indicate your reporting methodology below.	
<input checked="" type="checkbox"/>	Permittee reports multiple discrete potential and actual discharges as one enforcement action.
<input type="checkbox"/>	Permittee reports the total number of discrete potential and actual discharges on each site.
	<b>Number</b>
<b>Enforcement actions or discrete potential and actual discharges fully corrected within 10 business days after violations are discovered</b> or otherwise considered corrected in a timely period (C.6.e.iii.(3)(g)).	26
<b>Total number of enforcement actions or discrete potential and actual discharges for the reporting year</b>	26
<b>Comments: NA</b>	

**C.6.e.iii.(4) ► Evaluation of Inspection Data**

Describe your evaluation of the tracking data and data summaries and provide information on the evaluation results (e.g., data trends, typical BMP performance issues, comparisons to previous years, etc.).
Description: The violations were minor in nature. There were no illicit discharges reported. Typically, the violators failed to maintain their erosion control and sediment control BMPs and have materials on site that needed to be replaced or improved, which was similar to inspection findings in the previous fiscal years. Several violators failed to install sediment controls in key locations (e.g. on slopes, along curb and gutters, and on grade breaks), which were identified by inspectors and corrected by the contractors in a timely manner.

**C.6.e.iii.(4) ► 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: Efforts conducted in FY 16-17 to implement MRP requirements included: 1) revised stormwater construction inspection forms and

inspection data tracking tools; 2) provided training to inspectors including CALBIG training on September 21, 2016; 3) conducted inspections using newly developed inspection forms; 4) participated in the countywide program's committees/work groups; and 5) attended the February 1, 2017 SWCWPPP Construction Site Stormwater Inspector Training. Also, please refer to the C.6 Construction Site Control section of the SMCWPPP FY 16-17 Annual Report for a description of activities at the countywide or regional level.

The Public Works and Building Department work together to provide an effective inspection program that ensures all sites categorized as high priority sites are in full compliance with the MRP. In addition, both departments continue to implement MRP requirements for almost all sites, not just those categorized as high priority. Inspectors complete the most up to date Construction Site Inspection Report and file copies of the report in each project folder. Inspections are also recorded in a shared network tracking file so that communication between all departments is maintained. If BMP issues are identified during an inspection, a follow-up inspection is performed one week after enforcements are issued to ensure that necessary corrections are made. Most contractors made necessary corrective measures within a timely manner and were willing to work with the Town to resolve concerns. The Town continues to maintain good relationships with contractors, developers, applicants, and homeowners and convey the significance of working together to ensure appropriate erosion and sediment control measures are in place.

Town staff continues to participate in the Countywide Program's New Development Subcommittee. Implementation of the most up-to-date Construction Best Management Practices plan sheet is required to be included as part of the permit plan set for all projects.

**C.6.f.iii. ► Staff Training Summary**

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance
SWCWPPP Construction Site Stormwater Inspector Training	February 1, 2017 SWCWPPP	Implementing requirements of provision C.6; Construction General Permit context; CalTrans Experience; and Group exercise.	CSG Consultants is a third-party consultant who conducts the site stormwater inspections for the Town. Eight CSG Consultants employees attended.



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

**C.7.b.i.(1) ► Outreach Campaign**

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

Summary: See Section 7 and Section 9 of the SMCWPPP FY 16-17 Annual Report for a description of activities conducted at Countywide level. The Town also provides information via its website – <http://www.hillsborough.net/245/storm-drains>.

**C.7.c. ► Stormwater Pollution Prevention Education**

No change.

**C.7.d. ► Public Outreach and Citizen Involvement Events**

Describe general approach to event selection. Provide a list of outreach materials and giveaways distributed.  
 See the C.7 Public Outreach and Citizen Involvement Events section of SMCWPPP FY 16-17 Annual Report for a summary of activities.  
 Foe Household Hazardous Waste and Car Wash brochures are made available to the Public at the Town Hall and at the Town's Corp Yard.

<b>Event Details</b>	<b>Description</b> (messages, audience)	<b>Evaluation of Effectiveness</b>
Provide event name, date, and location. Indicate if event is local, countywide or regional. Indicate if event is public outreach or citizen involvement.	Identify type of event (e.g., school fair, creek clean-up, storm drain stenciling, farmers market etc.), type of audience (school children, gardeners, homeowners etc.) and outreach messages (e.g., Enviroscene presentation, pesticides, stormwater awareness)	Provide general staff feedback on the event (e.g., success at reaching a broad spectrum of the community, well attended, good opportunity to talk to gardeners etc.). Provide other details such as: <ul style="list-style-type: none"> <li>• Success at reaching a broad spectrum of the community</li> <li>• Number of participants compared to previous years.</li> <li>• Post-event effectiveness assessment/evaluation results</li> <li>• Quantity/volume of materials cleaned up, and comparisons to previous efforts</li> </ul>
California Coastal Cleanup Day in San Mateo County (September 17, 2016 in 30 San Mateo County locations)	Coastal Cleanup Day is an international volunteer event focused on cleaning up the marine environment and raising awareness about coastal pollution. Participants include school age children, local families, and residents.	Refer to the C.7 Public Information and Outreach section of the SMCWPPP's FY 16-17 Annual Report.
San Mateo County Fair (June 10-18, 2017)	As a collaborative effort, the Countywide program hosted an informational booth for stormwater runoff pollution prevention.	Refer to the C.7 Public Information and Outreach section of the SMCWPPP's FY 16-17 Annual Report.

**C.7.e. ► 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: See the C.7 Watershed Stewardship Collaborative Efforts section of SMCWPPP FY 16-17 Annual Report for a summary of activities.

**C.7.f. ► 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.

See the C.7 School-Age Children Outreach section of SMCWPPP FY 16-17 Annual Report for a summary of activities.

The Town partnered with the Bay Area Water Supply and Conservation Agency (BAWSCA) to administer a school assembly program to educate grade school children about the source of their water supply and the importance of water conservation.

Program Details	Focus & Short Description	Number of Students/Teachers reached	Evaluation of Effectiveness
Provide the following information: Name Grade or level (elementary/ middle/ high)	Brief description, messages, methods of outreach used	Provide number or participants	Provide agency staff feedback. Report any other evaluation methods used (quiz, teacher feedback etc.). Attach evaluation summary if applicable.
Earthcapades School Assembly Program	The Town partners with the Bay Area Water Supply and Conservation Agency (BAWSCA) to administer a school assembly program to educate grade school children about the source of their water supply and the	Two assemblies were held at West School on January 10, 2017. The grades 3-5 was held at 9:15am and grades K-2 was held	Earthcapades uses online surveys which are distributed to participating schools to evaluate the assembly effectiveness. For details, please refer to the BAWSCA FY 16-17 Annual Water Conservation Report.

	importance of water conservation.	at 10:00am. The total audience count was 380.	
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Section 9 – Provision C.9 Pesticides Toxicity Controls

<b>C.9.a. ► Implement IPM Policy or Ordinance</b>						
Is your municipality implementing its IPM Policy/Ordinance and Standard Operating Procedures?				<input checked="" type="checkbox"/> <b>X</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
If no, explain:						
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, carbamates fipronil, indoxacarb, diuron, and diamides. A separate report can be attached as evidence of your implementation. <b>Starting FY 16-17, Permittees are required to report the total quantity of the active ingredient used, not the total quantity of product used.</b>						
<b>Trends in Quantities and Types of Pesticide Active Ingredients Used<sup>56</sup></b>						
Pesticide Category and Specific Pesticide Active Ingredient Used	Amount <sup>57</sup>					
	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
<b>Organophosphates</b>	0	0				
<b>Active Ingredient Chlorpyrifos</b>		NA				
<b>Active Ingredient Diazinon</b>		NA				
<b>Active Ingredient Malathion</b>		NA				
<b>Pyrethroids (see footnote #57 for list of active ingredients)</b>	0	0				
<b>Active Ingredient Type X</b>		NA				
<b>Active Ingredient Type Y</b>		NA				
<b>Carbamates</b>	0	0				
<b>Active Ingredient Carbaryl</b>		NA				
<b>Active Ingredient Aldicarb</b>		NA				

<sup>56</sup>Includes all municipal structural and landscape pesticide usage by employees and contractors.

<sup>57</sup>Weight or volume of the active ingredient, using same units for the product each year. Please specify units used. 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: metofluthrin, bifenthrin, cyfluthrin, beta-cyfluthrin, cypermethrin, deltamethrin, esfenvalerate, lambdacyhalothrin, and permethrin.

<b>Fipronil</b>		0				
<b>Indoxacarb</b>	Reporting not required in FY 15-16	0.1 gallons				
<b>Diuron</b>	Reporting not required in FY 15-16	0				
<b>Diamides</b>	Reporting not required in FY 15-16	0				
<b>Active Ingredient Chlorantraniliprole</b>		NA				
<b>Active Ingredient Cyantraniliprole</b>		NA				
<p>The Town most commonly used IPM Tactics and Strategies in FY 16-17 on all municipal structural and landscaped area by employees and contractors are listed below:</p> <ul style="list-style-type: none"> <li>• Use of non-chemical strategies such as monitoring, mowing weeds, mulching</li> <li>• Removal of plants that require frequent pesticide applications</li> <li>• Replacing invasive plants with natives</li> <li>• Preventive actions such as sealing holes and gaps in structures, improving sanitation</li> <li>• Use of baits and traps instead of broadcast pesticides</li> </ul>						

**C.9.b. ► Train Municipal Employees**

Enter the number of employees that applied or used pesticides (including herbicides) within the scope of their duties this reporting year.	3
Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within this reporting year.	23
Enter the percentage of municipal employees who apply pesticides who have received training in the IPM policy and IPM standard operating procedures within this reporting year.	100%
<p>Type of Training: Local tailgate meetings are held for staff to train on the IPM policy and IPM standard operating procedures. These trainings are held annually, prior to applying pesticides. The Town did not have a pesticide training this year because the one originally schedule in January 2017 got cancelled due to the need for operations staff during the winter storms. The next available rescheduled date that staff could attend was 8/10/17. This was scheduled to make up for FY 16/17 training. There will be another Pesticide/IMP training in the first quarter of 2018 to account of</p>	

FY 17/18.

The Town staff also participated in SWCWPPP Landscape IPM Training held on March 8, 2017 and PAPA Seminar.

The Town mostly uses a third party contractor to apply or use pesticides.

<b>C.9.c. ► Require Contractors to Implement IPM</b>			
Did your municipality contract with any pesticide service provider in the reporting year, for either landscaping or structural pest control?	<b>X</b>	<b>Yes</b>	<b>No</b>
If yes, did your municipality evaluate the contractor's list of pesticides and amounts of active ingredients used?	<b>X</b>	<b>Yes</b>	<b>No,</b>
<p>If your municipality contracted with any pesticide service provider, briefly describe how contractor compliance with IPM Policy/Ordinance and SOPs was monitored.</p> <p>In response to Water Board staff comments on Section C.9.c of the FY 16-17 AR dated June 30, 2017, the Town of Hillsborough's third-party pest control company and the Town's pest control staff are required to comply with sustainable landscape practices and the Town's IPM Policy including Standard Operating Procedures. The Town's IPM Policy and contract specifications require that contractors follow IPM techniques, and use pesticides only as a last resort. This is routinely conveyed to the contractor via meetings, phone calls, and/or emails. Additionally, contractors are not allowed to use pesticides of concern. The Town's pest control staff is also required to comply with the Town's IPM Policy, in case they do need to use pesticides.</p> <p>The Town and the third-party pest control company and meet in person once yearly to review the Town's IPM policy and discuss how to comply with this policy. The IPM policy is included in contract documents such as the RFP and specifications. The pest control company conducts monthly and as-needed pest control services. Before using pesticides, the contractor will implement preventative measures such as using environmentally friendly sprays in areas prone to pests to deter them. They will also remove tulle from water bodies preventing frogs from reproducing, rather than removing them. The contractor will also relocate pests rather than dispose of them. Contractors are required to obtain Town staff's approval before applying pesticides, and submit documentation describing the IPM techniques that were implemented. Arilon (20% Indoxacarb) was used once this fiscal year to target ants. Town staff will work the contractor in the future to apply alternative environmentally friendly methods when targeting ants. If needed, Town staff conducts field visits to confirm the use of IPM methods, such as monitoring for pests and using non-chemical methods. Town staff confirms that other IPM methods (non-chemical methods) are used before pesticide use is approved. These procedures are consistent with the Town's IPM policy.</p> <p>Monthly reports are provided to the Town with a summary of the inspections made and products used. The report also includes recommendations such a trimming bushes away from the buildings that the Town can follow up on if necessary.</p> <p>The Town also contracts with a third party licensed contractor with certified applicators for herbicide use. The contractor submits monthly reports of pesticide use to the County of San Mateo as required. All spraying is done a minimum of 200 feet away from any body of water.</p>			
If your agency did not evaluate the contractor's list of pesticides and amounts of active ingredients used, provide an explanation.			



<b>C.9.d. ► Interface with County Agricultural Commissioners</b>			
Did your municipality communicate with the County Agricultural Commissioner to: (a) get input and assistance on urban pest management practices and use of pesticides or (b) inform them of water quality issues related to pesticides?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No
<b>If yes, summarize the communication. If no, explain.</b> See Section 9 of the SMCWPPP FY 16-17 Annual Report for summary of communication with the San Mateo County Agricultural Commissioner.			
Did your municipality report any observed or citizen-reported violations of pesticide regulations (e.g., illegal handling and applications of pesticides) associated with stormwater management, particularly the California Department of Pesticide Regulation (DPR) surface water protection regulations for outdoor, nonagricultural use of pyrethroid pesticides by any person performing pest control for hire?	<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.			

<b>C.9.e.ii.(1) ► Public Outreach: Point of Purchase</b>	
Provide a summary of public outreach at point of purchase, and any measurable awareness and behavior changes resulting from outreach (here or in a separate report); <b>OR</b> reference a report of a regional effort for public outreach in which your agency participates.	
Summary: See the C.9 Pesticides Toxicity Control section of the SMCWPPP FY 16-17 Annual Report for information on point of purchase public outreach conducted countywide and regionally.	

<b>C.9.e.ii.(2) ► Public Outreach: Pest Control Contracting Outreach</b>	
Provide a summary of outreach to residents who use or contract for structural pest control and landscape professionals); <b>AND/OR</b> reference a report of a regional effort for outreach to residents who hire pest control and landscape professionals in which your agency participates.	
Summary: See the C.9 Pesticides Toxicity Control section of the SMCWPPP FY 16-17 Annual Report for a summary of public outreach to residents who hire pest control and landscape professionals.	

**C.9.e.ii.(3) ► 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); **AND/OR** reference a report of a regional effort for outreach to pest control operators and landscapers in which your agency participates.

Summary: See the C.9 Pesticides Toxicity Control section of SMCWPPP FY 16-17 Annual Report for a summary of outreach to pest control operators and landscapers to reduce pesticide use.

**C.9.f. ► Track and Participate in Relevant Regulatory Processes**

Summarize participation efforts, information submitted, and how regulatory actions were affected; **AND/OR** reference a regional report that summarizes regional participation efforts, information submitted, and how regulatory actions were affected.

Summary: During FY 16-17, we participated in regulatory processes related to pesticides through contributions to the Program, BASMAA and CASQA. For additional information, see the Regional Report submitted by BASMAA on behalf of all MRP Permittees.

Section 10 - Provision C.10 Trash Load Reduction

**C.10.a.i. ► Trash Load Reduction Summary**

For population-based Permittees, provide the overall trash reduction percentage achieved to-date within the jurisdictional area of your municipality that generates problematic trash levels (i.e., Very High, High or Moderate trash generation). Base the reduction percentage on the information presented in C.10.b i-iv and C.10.e.i-ii. Provide a discussion of the calculation used to produce the reduction percentage, including whether the 70% mandatory trash load reduction deadline was attained. If not attained, attach and include reference to a Plan to comply with the deadline in a timely manner, which should include the Permittee's plan and schedule to install full capture systems/devices.

<b>Trash Load Reductions</b>	
Percent Trash Reduction in All Trash Management Areas (TMAs) due to <b>Trash Full Capture Systems</b> (as reported C.10.b.i)	NA
Percent Trash Reduction in all TMAs due to <b>Control Measures Other than Trash Full Capture Systems</b> (as reported in C.10.b.ii) <sup>58</sup>	NA
Percent Trash Reduction due to <b>Jurisdictional-wide Source Control Actions</b> (as reported in C.10.b.iv) <sup>1</sup>	NA
<b>SubTotal for Above Actions</b>	NA
<b>Trash Offsets (Optional)</b>	
Offset Associated with Additional Creek and Shoreline Cleanups (as reported in C.10.e.i)	NA
Offset Associated with Direct Trash Discharges (as reported in C.10.e.ii)	NA
<b>Total (Jurisdictional-wide) % Trash Load Reduction in FY 16-17</b>	Exceeds 70% - See discussion

<sup>58</sup> See Appendix 10-1 for changes in trash levels by TMA between 2009 and FY 16-17.

**Discussion of Trash Load Reduction Calculation and Attainment of the 70% Mandatory Deadline:** The Town of Hillsborough attained and reported 100% (i.e., entire Town has low trash generation) trash load reduction in its FY 15-16 Annual Report, exceeding the trash load reduction target of 40% by 2014 and 70% by FY 16-17 under "Discussion of Trash Load Reduction estimate" consistent with MRP 2.0 requirements. The reissued MRP contains a revised calculation methodology that eliminates or caps past trash load reduction offsets or credits. Based on the new calculation methodology, as of July 1, 2016, the Town has again attained a 100% trash load reduction (including trash offsets). Based on the new calculation methodology and the information provided in this Annual Report, the Town has exceeded the 70% performance guideline.

\* All areas of Hillsborough are low trash generation and therefore the Town has achieved 100% trash reduction, consistent with the NPDES Permit.

**C.10.a.iii. ► Mandatory Trash Full Capture Systems**

Provide the following:

- 1) Total number and types of full capture systems (publicly and privately-owned) installed prior to FY 16-17, during FY 16-17, and to-date, including inlet-based and large flow-through or end-of-pipe systems, and qualifying low impact development (LID) required by permit provision C.3.
- 2) Total land area (acres) treated by full capture systems for population-based Permittees and total number of systems for non-population based Permittees compared to the total required by the permit.

Type of System	# of Systems	Areas Treated (Acres)
<b>Installed Prior to FY 16-17</b>		
None	NA	NA
<b>Installed in FY 16-17</b>		
None	NA	NA
<b>Total for all Systems Installed To-date</b>		<b>NA</b>
<b>Treatment Acreage Required by Permit (Population-based Permittees)</b>		<b>0</b>

Total # of Systems Required by Permit (Non-population-based Permittees)	NA
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**C.10.b.i. ► Trash Reduction - Full Capture Systems**

Provide the following:

- 1) Jurisdiction-wide trash reduction in FY 16-17 attributable to trash full capture systems implemented in each TMA;
- 2) The total number of full capture systems installed to-date in your jurisdiction;
- 3) The percentage of systems in FY 16-17 that exhibited significant plugged/blinded screens or were >50% full when inspected or maintained;
- 4) A narrative summary of any maintenance issues and the corrective actions taken to avoid future full capture system performance issues; and
- 5) A certification that each full capture system is operated and maintained to meet the full capture system requirements in the permit.

<b>TMA</b>	<b>Jurisdiction-wide Reduction (%)</b>	<b>Total # of Full Capture Systems</b>	<b>% of Systems Exhibiting Plugged/Blinded Screens or &gt;50% full in FY 16-17</b>	<b>Summary of Maintenance Issues and Corrective Actions</b>
To be completed by Countywide Staff	To be completed by Countywide Program Staff	0	NA	NA
<b>1</b>	NA			
<b>2</b>	NA			
<b>Total</b>				

*Certification Statement: Not applicable.*

**C.10.b.ii. ► Trash Reduction – Other Trash Management Actions (PART A)**

Provide a summary of trash control actions other than full capture systems or jurisdictional source controls that were implemented within each TMA, including the types of actions, levels and areal extent of implementation, and whether actions are new, including initiation date.

TMA	Summary of Trash Control Actions Other than Full Capture Systems
1	<p>Trash Management Area #1 ("TMA #1") is part of State Highway 35 that was annexed to the Town. Trash problems were categorized as low to moderate generation rate, as part of the Town's Long-Term Trash Load Reduction Plan, Page 17. TMA #1 runs parallel to State Highway 280, which is the dominant source of trash transported by wind and traffic, and is approximately 7 acres in size, making up approximately 0.18% of the Town acreage. TMA#1 is depicted on Figure 6, page 16 of the Town's Long-Term Trash Load Reduction Plan. Since TMA #1 has been identified to have a low to moderate generation rate, the Town has put greater focus on control measures in this area.</p> <p>A summary of measures implemented are below:</p> <ul style="list-style-type: none"> <li>• <b>On-land Cleanup:</b> The frequency of on-land trash cleanups is daily to weekly and is conducted by Town Staff as regular routine duties. The frequency is increased or immediately attended to if it becomes a public nuisance and/or emergency. In addition, increased on-land cleanup is performed under the Town's supervision with collaborate efforts with the Sherriff's Department and the Work Furlough Program.</li> <li>• <b>Anti-littering and illegal dumping enforcement activities:</b> Enforcement activities for anti-littering and illegal dumping are usually triggered by complaints and notification from the general public by the residents. The Town's Code Enforcement Division takes the lead on all reported illegal dumping and litter complaints and activities. The code enforcement process includes investigation, warning letters, citations, fines and court hearings. The Town's Municipal Code and the general Civil Laws provide the Town's Police and Code Enforcement Departments with the legal authority to respond to illegal dumping.</li> <li>• <b>Enforcement:</b> On average, anti-littering and illegal dumping with enforcement activities occurs at least once quarterly. In all applicable cases, police reports are prepared and forwarded to appropriate entities for possible fines or administrative fees.</li> <li>• <b>Improved Trash Bin/Container Management:</b> The Town has worked with the contracted refuse collection company to ensure that all residents have proper trash bins to accommodate the scheduled trash collection. In addition, the Town completes assessment during routine maintenance of public facilities to ensure that trash bins are adequate and if needed, to be replaced. The current container management for Town-operated facilities is disposed daily, depending upon volume. Appropriate container management is also enforced for all private development. Outreached is conducted during pre-construction meetings prior to permit issuance. Non-compliance triggers enforcement activities.</li> </ul> <p>A total of 2 assessments were performed at 2 sites in this TMA using the on-land visual assessment protocol. Approximately 2,100 linear feet (22%) of streets and sidewalks were assessed in this TMA. Only areas with M, H, or VH generation rates were assessed. For those areas assessed, 37% were L, 63% were M, 0% were H, and 0% were VH.</p>

2	<p>Trash Management Area #2 ("TMA#2") is approximately 3,944 acres which is about 99.5% and encompasses the Town's rural geography of zoned single-family residence and open spaces. TMA#2 is categorized with a low generation rate as shown on Figure 6 of the Town's Trash Management Area Map on Page 16 of the Long-Term Trash Load Reduction Plan.</p> <p>A summary of measures implemented are below:</p> <ul style="list-style-type: none"><li>• <b>On-land Cleanup:</b> The frequency of on-land trash cleanups is daily to weekly and is conducted by Town Staff as regular routine duties. The frequency is increased or immediately attended to if it becomes a public nuisance and/or emergency. In addition, increased on-land cleanup is performed under the Town's supervision with collaborate efforts with the Sherriff's Department and the Work Furlough Program.</li><li>• <b>Anti-littering and illegal dumping enforcement activities:</b> Enforcement activities for anti-littering and illegal dumping are usually triggered by complaints and notification from the general public by the residents. The Town's Code Enforcement Division takes the lead on all reported illegal dumping and litter complaints and activities. The code enforcement process includes investigation, warning letters, citations, fines and court hearings. The Town's Municipal Code and the general Civil Laws provide the Town's Police and Code Enforcement Departments with the legal authority to respond to illegal dumping.</li><li>• <b>Improved Trash Bin/Container Management:</b> The Town has worked with the contracted refuse collection company to ensure that all residents have proper trash bins to accommodate the scheduled trash collection. In addition, the Town completes assessment during routine maintenance of public facilities to ensure that trash bins are adequate and if needed, to be replaced. The current container management for Town-operated facilities is disposed daily, depending upon volume. Appropriate container management is also enforced for all private development. Outreached is conducted during pre-construction meetings prior to permit issuance. Non-compliance triggers enforcement activities.</li></ul> <p>No assessments were conducted in this TMA since this is a low trash generation TMA.</p>
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**C.10.b.ii. ► Trash Reduction – Other Trash Management Actions (PART B)**

Provide the following:

- 1) A summary of the on-land visual assessments in each TMA (or control measure area), including the street miles or acres available for assessment (i.e., those associated with VH, H, or M trash generation areas not treated by full capture systems), the street miles or acres assessed, the % of available street miles or acres assessed, and the average number of assessments conducted per site within the TMA; and
- 2) Percent jurisdictional-wide trash reduction in FY 16-17 attributable to trash management actions other than full capture systems implemented in each TMA.

The table below will be completed by Countywide Program staff based on information in the Visual Trash Assessment Database and forwarded to member agencies.

TMA ID or (as applicable) Control Measure Area	Total Street Miles <sup>59</sup> Available for Assessment	Summary of On-land Visual Assessments <sup>60</sup>			Jurisdictional-wide Reduction (%)
		Street Miles Assessed	% of Applicable Street Miles Assessed	Ave. # of Assessments Conducted at Each Site <sup>61</sup>	
1	NA	0	0%	0	NA
2	NA	0	0%	0	NA
<b>Total</b>		<b>0</b>	<b>-</b>	<b>-</b>	<b>NA</b>

<sup>59</sup> Linear feet are defined as the street length and do not include street median curbs.

<sup>60</sup> Assessments conducted between July 2015 and July 2017 are assumed to be representative of trash levels in FY 16-17 and were therefore used to calculate the jurisdictional-wide reductions reported in this section.

<sup>61</sup> Each assessment site is roughly 1,000 feet in length.

**C.10.b.iv. ☐ Trash Reduction – Source Controls**

Provide a description of each jurisdictional-wide trash source control action implemented to-date. For each control action, identify the trash reduction evaluation method(s) used to demonstrate on-going reductions, summarize the results of the evaluation(s), and estimate the associated reduction of trash within your jurisdictional area. Note: There is a maximum of 10% total credit for source controls.

Source Control Action	Summary Description & Dominant Trash Sources and Types Targeted	Evaluation/Enforcement Method(s)	Summary of Evaluation/Enforcement Results To-date	% Reduction
Single Use Bag Ordinance	The Town is almost exclusively zoned single family residential and does not have any establishments that distribute plastic bags. However, San Mateo County's Reusable Bag Ordinance, which went into effect in 2013, has been effective in reducing trash generated from single-use plastic bags. Currently, the price of plastic and paper bags is 25 cents at most San Mateo County retailers, encouraging consumers to use fewer or no single-use bags.	On behalf of all SMCWPPP Permittees, the County of San Mateo conducted assessments evaluating the effectiveness of the single use plastic bag ban in municipalities within San Mateo County. Assessments conducted by the County included audits of businesses and surveys of customer bag usage at many businesses in San Mateo County. Additionally, the number of complaints by customers was also tracked by the County. The results of assessments conducted by these cities are assumed to be representative of all SMCWPPP Permittees, given the consistency between the scope, implementation, and enforcement of the ordinances among the municipalities.  The Town developed its % trash reduced estimate using the	Results of assessments conducted by the County of San Mateo on behalf of all municipalities in San Mateo County indicate that ordinances are effective in reducing the number of single use plastic bags in stormwater discharges. This preliminary conclusion is based on the very small number of complaints received from customers about businesses in San Mateo County that are continuing to use single use plastic bags after ordinances were adopted. Assuming single use bags are 8% of the trash observed in stormwater discharges, the Town concludes that there has been a 7% (i.e., 8% x 86% effectiveness in reducing bags) reduction in trash in stormwater discharges as a result of the county ordinance. As the Town does not have any establishments that generate	NA

C.10.b.iv. ☐ Trash Reduction – Source Controls				
Provide a description of each jurisdictional-wide trash source control action implemented to-date. For each control action, identify the trash reduction evaluation method(s) used to demonstrate on-going reductions, summarize the results of the evaluation(s), and estimate the associated reduction of trash within your jurisdictional area. Note: There is a maximum of 10% total credit for source controls.				
		<p>following assumptions:</p> <ol style="list-style-type: none"> <li>1) Single use plastic bags comprise 8% of the trash discharged from stormwater conveyances, based on the Regional Trash Generation Study conducted by BASMAA;</li> <li>2) 95% of single use plastic bags distributed in the Town are the implementation of the ordinance, based on the County of San Mateo's Environmental Impact Report; and</li> <li>3) Of the bags affected by the ordinance, there are now 90% less bags being distributed, based on customer complaints received by the County of San Mateo's Department of Environmental Health Services.</li> </ol>	<p>Single-Use Plastic Bags, this assessment methodology reduces trash entering into the Town due to the implementation done by neighboring cities.</p>	
Expanded Polystyrene Food Service Ware Ordinance	<p>The Town of Hillsborough passed Ordinance Number 475 adding Chapter 8.10 to the Town's Municipal Code supporting international, federal, and state bans of all uses of chlorofluorocarbons and polystyrene foam. As a result, Town sponsored events or events on Town property are prohibited from using</p>	<p>Although the Town has adopted and implemented an ordinance prohibiting the distribution of EPS food ware by food vendors, evaluations of the effectiveness of the ordinance have not yet been conducted. For the purpose of estimating trash</p>	<p>Results of assessments that are representative of the Town, but were conducted by the cities of Los Altos and Palo Alto, indicate that Town's ordinance is effective in reducing EPS food ware in stormwater discharges. This conclusion is based on the</p>	NA

**C.10.b.iv. ☐ Trash Reduction – Source Controls**

Provide a description of each jurisdictional-wide trash source control action implemented to-date. For each control action, identify the trash reduction evaluation method(s) used to demonstrate on-going reductions, summarize the results of the evaluation(s), and estimate the associated reduction of trash within your jurisdictional area. Note: There is a maximum of 10% total credit for source controls.

	<p>polystyrene based disposable food service packaging.</p>	<p>reductions in stormwater discharges associated with the ordinance, the results of assessments conducted by the cities of Los Altos and Palo Alto were used to represent the reduction of trash associated with the Town's ordinance. Assessments conducted by these cities were conducted prior to and following the effective date of their ordinances, and include audits of businesses and/or assessments of EPS food ware observed on streets, storm drains and local creeks. The results of assessments conducted by these cities are assumed to be representative of the effectiveness of the Town's ordinance because the implementation (including enforcement) of the Town's ordinance is similar to the City of Los Altos' and Palo Alto's.</p> <p>The Town developed its 5% trash reduced estimate using the following assumptions:</p> <ol style="list-style-type: none"> <li>1) EPS food ware comprises 6% of the trash discharged from</li> </ol>	<p>following assessment result - an average of 95% of businesses affected by the ordinance is no longer distributing EPS food ware post-ordinance. Based on these results, the estimated average reduction of EPS food ware in stormwater discharges is 90%. Assuming EPS food ware is 6% of the trash observed in stormwater discharges, the Town concludes that there has been a 5% (i.e., 6% x 90%) reduction in trash in stormwater discharges as a result of the ordinance.</p>	
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**C.10.b.iv. ☐ Trash Reduction – Source Controls**

Provide a description of each jurisdictional-wide trash source control action implemented to-date. For each control action, identify the trash reduction evaluation method(s) used to demonstrate on-going reductions, summarize the results of the evaluation(s), and estimate the associated reduction of trash within your jurisdictional area. Note: There is a maximum of 10% total credit for source controls.

		<p>stormwater conveyances, based on the Regional Trash Generation Study conducted by BASMAA</p> <p>2) 80% of EPS food ware distributed by food vendors or sold via stores in the County is affected by the implementation of the ordinance; and</p> <p>3) There is now 95% less EPS food ware being distributed, sold and/or observed in the environment, based on assessments conducted by the City of Palo Alto and City of Los Altos.</p>		
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**C.10.c. ► Trash Hot Spot Cleanups**

Provide the FY 16-17 cleanup date and volume of trash removed during each MRP-required Trash Hot Spot cleanup during each fiscal year listed. Indicate whether the site was a new site in FY 16-17.

Trash Hot Spot	New Site in FY 16-17 (Y/N)	FY 16-17 Cleanup Date(s)	Volume of Trash Removed (cubic yards)				
			FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
HL01	None	7/19/16 and 5/5/2017	0.4	0.1	0.15	0.15	0.15

**C.10.d. ► Long-Term Trash Load Reduction Plan**

Provide descriptions of significant revisions made to your Long-term Trash Load Reduction Plan submitted to the Water Board in February 2014. Describe significant changes made to primary or secondary trash management areas (TMA), baseline trash generation maps, control measures, or time schedules identified in your plan. Indicate whether your baseline trash generation map was revised and if so what information was collected to support the revision. If your baseline trash generation map was revised, attach it to your Annual Report.

Description of Significant Revision	Associated TMA
In FY 15-16, consistent with all MRP Permittees, all public K-12 schools, college and university parcels were made non-jurisdictional on the Town's baseline trash generation maps. Under California Government Code Sections 4450 through 4461, the construction, modification, or alternation of facilities and/or structures on these parcels are under the jurisdiction of the California Division of State Architect and not the Town. The public right-of-way (e.g., streets and sidewalks) surrounding these parcels remain as jurisdictional on the Town's baseline trash generation maps. Revised maps that incorporate these revisions were included in Appendix 10-2 of the FY 15-16 Annual Report.	All applicable
In FY 14-15, the Town of Hillsborough's Baseline Trash Generation Map included 7 acres of land in TMA 1 that is entirely comprised of the roadway on Skyline Boulevard (State Highway 35) under the jurisdiction of the California Department of Transportation (Caltrans). Based on a combination of baseline on-land visual trash assessments and an evaluation of the boundaries of this jurisdictional area, these 7 acres have been designated as non-jurisdictional, and the associated baseline trash generation has been removed from the Town's baseline map and acreage. As a result, the Town is entirely "low trash generation." The Town's baseline generation map has been revised accordingly and is included in Appendix 10-2 of The FY 15-16 Annual Report.	TMA 1

**C.10.e. ► Trash Reduction Offsets (Optional)**

Provide a summary description of each offset program implemented, the volume of trash removed, and the offset claimed in FY 16-17. Also, for additional creek and shoreline cleanups, describe the number and frequency of cleanups conducted, and the locations and cleanup dates. For direct discharge control programs approved by the Water Board Executive Officer, also describe the results of the assessments conducted in receiving waters to demonstrate the effectiveness of the control program. Include an Appendix that provides the calculations and data used to determine the trash reduction offset.

Offset Program	Summary Description of Actions and Assessment Results	Volume of Trash (CY) Removed/Controlled in FY 16-17	Offset (% Jurisdiction-wide Reduction)
<b>Additional Creek and Shoreline Cleanups</b>  (Max 10% Offset)	Not applicable	NA	NA
<b>Direct Trash Discharge Controls</b>  (Max 15% Offset)	Not applicable	NA	NA

Appendix 10-1. Baseline trash generation and areas addressed by full capture systems and other control measures in Fiscal Year 16-17.

TMA	2009 Baseline Trash Generation (Acres)					Trash Generation (Acres) in FY 16-17 After Accounting for Full Capture Systems					Jurisdiction-wide Reduction via <u>Full Capture Systems</u> (%)	Trash Generation (Acres) in FY 16-17 After Accounting for Full Capture Systems <u>and</u> Other Control Measures					Jurisdiction-wide Reduction via <u>Other Control Measures</u> (%)	Jurisdiction-wide Reduction via Full Capture <u>AND</u> Other Control Measures (%)
	L	M	H	VH	Total	L	M	H	VH	Total		L	M	H	VH	Total		
1*	0	0	0	0	0	0	0	0	0	0	NA	0	0	0	0	0	NA	NA
2**	3,909	0	0	0	3,909	3,909	0	0	0	3,909	NA	3,909	0	0	0	3,909	NA	NA
Totals	3,909	0	0	0	3,909	3,909	0	0	0	3,909	NA	3,909	0	0	0	3,909	100%**	100%**

\* Land area in this TMA is comprised entirely of State Highway 35 (Skyline Blvd), which is under the non-jurisdictional and is the responsibility of the California Department of Transportation.

\*\*All jurisdictional areas are low trash generating and have achieved the "no adverse impact" goal.



**Section 11 - Provision C.11 Mercury Controls**

**C.11.a. ► Implement Control Measures to Achieve Mercury Load Reductions**

**C.11.b. ► Assess Mercury Load Reductions from Stormwater**

See the Program's FY 2016-17 Annual Report for:

- Documentation of mercury control measures implemented in our agency's jurisdictional area for which load reductions will be reported and the associated management areas;
- A description of how the BASMAA Interim Accounting Methodology<sup>62</sup> was used to calculate the mercury load reduced by each control measure implemented in our agency's jurisdictional area and the calculation results (i.e., the estimated mercury load reduced by each control measure); and
- Supporting data and information necessary to substantiate the load reduction estimates.

**C.11.c. ► Plan and Implement Green Infrastructure to Reduce Mercury Loads**

If the regional or countywide mercury load reductions required by this sub-provision via Green Infrastructure by the end of the permit term are not met, will Permittees in your county use the default population-based method to calculate the portion of the countywide load reduction required of each Permittee?

X	Yes		No
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**C.11.e. ► Implement a Risk Reduction Program**

A summary of Program and regional accomplishments for this sub-provision are included in the C.11 Mercury Controls section of the Program's FY 2016-17 Annual Report and/or a BASMAA regional report.

<sup>62</sup>BASMAA 2017. Interim Accounting Methodology for TMDL Loads Reduced, Version 1.0. Prepared for BASMAA by Geosyntec Consultants and EOA, Inc., September 19, 2016.

Section 12 - Provision C.12 PCBs Controls

**C.12.a. ► Implement Control Measures to Achieve PCBs Load Reductions**

**C.12.b. ► Assess PCBs Load Reductions from Stormwater**

See the Program's FY 2016-17 Annual Report for:

- Documentation of PCBs control measures implemented in our agency's jurisdictional area for which load reductions will be reported and the associated management areas;
- A description of how the BASMAA Interim Accounting Methodology<sup>63</sup> was used to calculate the PCBs load reduced by each control measure implemented in our agency's jurisdictional area and the calculation results (i.e., the estimated PCBs load reduced by each control measure); and
- Supporting data and information necessary to substantiate the load reduction estimates.

If the regional and countywide PCBs load reductions required by C.12.a are not met, will Permittees in your county use the default population-based method to calculate the portion of the countywide load reduction required of each Permittee?

X

Yes

No

<sup>63</sup>BASMAA 2017. Interim Accounting Methodology for TMDL Loads Reduced, Version 1.0. Prepared for BASMAA by Geosyntec Consultants and EOA, Inc., September 19, 2016.

**C.12.f. ► Manage PCB-Containing Materials and Wastes During Building Demolition Activities So That PCBs Do Not Enter Municipal Storm Drains**

A summary of Program and regional accomplishments for this sub-provision is included in the C.12 PCBs Controls section of Program's FY 2016-17 Annual Report and/or a BASMAA regional report.

Does your agency plan to seek exemption from this requirement?

Yes

No

**C.12.g. ► Fate and Transport Study of PCBs: Urban Runoff Impact on San Francisco Bay Margins**

A summary of Program and regional accomplishments for this sub-provision are included in the C.12 PCBs Controls section of the Program's FY 2016-17 Annual Report and/or a BASMAA regional report.

**C.12.h. ► Implement a Risk Reduction Program**

A summary of Program and regional accomplishments for this sub-provision are included in the C.12 PCBs Controls section of the Program's FY 2016-17 Annual Report and/or a BASMAA regional report.

Section 13 - Provision C.13 Copper Controls

**C.13.a.iii. ► Manage Waste Generated from Cleaning and Treating of Copper Architectural Features**

Provide summaries of permitting and enforcement activities to manage waste generated from cleaning and treating of copper architectural features, including copper roofs, during construction and post-construction.

Summary: The Town does allow copper architectural features use but requires discharge from this use to be directly connected to the sanitary sewer system only. The Town provides guidance related to requirements for Architectural Copper via 1): The Town's website [www.hillsborough.net/DocumentCenter/View/1408](http://www.hillsborough.net/DocumentCenter/View/1408); 2) the SMCWPPP "Requirements for Architectural Copper" Fact Sheet [www.flowstobay.org/files/newdevelopment/flyersfactsheets/ArchitecturalcopperBMPs.pdf](http://www.flowstobay.org/files/newdevelopment/flyersfactsheets/ArchitecturalcopperBMPs.pdf)) to building permit applications for roof replacement or new buildings; and 3) reviews building permit applications specifically for the use of copper architectural features, and provides guidance on the installation and maintenance of these features.

The building inspectors during the construction inspections are responsible for identifying copper architectural features and if appropriate BMPs are implemented. Any issues noted are documented and enforcement actions recorded in the Provision C.6 inspection records. The enforcement staff is responsible for responding to, investigating and identifying illegal discharge of wash water from washing copper architectural features. Any enforcement actions or reported discharges are recorded in the Provision C.5 inspection records. Inspectors are made aware of the concerns with copper architectural features at SMCWPPP Training Workshops and internal municipal trainings.

**C.13.b.iii. ► Manage Discharges from Pools, Spas, and Fountains that Contain Copper-Based Chemicals**

Provide summaries of any enforcement activities related to copper-containing discharges from pools, spas, and fountains.

Summary: The Town uses the OWOW "Maintenance Tips for Pools, Spas, and Fountains" Fact Sheet, available on the SMCWPPP website (<http://www.ourwaterourworld.org/Portals/0/documents/pdf/Maintenance%20Tips%20for%20Pools%20%20Spas%20and%20Fountains.pdf>) to educate the public.

The Town also responds to discharges from pools through Provision C.5 - Illicit discharge detection and elimination program; and requires all regulated projects to discharge pools, spas, and fountain water to the sanitary sewer. The Town enforces copper-containing discharges from pools, spas, and fountains only to the sanitary sewer system.

**C.13.c.iii. ► Industrial Sources Copper Reduction Results**

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

Summary: Not applicable. The Town does not have any industrial facilities identified as potential users of copper.

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

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

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

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

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

- Free Water Wise Gardening Web and DVD Resource. Available online. Provides tips for conserving outdoor water.
- The Town Water Conservation Garden. The Town maintains a Water Conservation Garden that demonstrates low water landscaping concepts. Residents can visit the garden to learn how you to incorporate water conservation concepts in their own landscaping.
- Water Conservation Rebates. Hillsborough participates in outdoor water conservation rebate and giveaway programs through BAWSCA. This includes the Outdoor Water-Wise Education Program.
- Water Use Reports. The Town provides water use reports to all Town residents. The report provides actual water use as compared to ideal water use based on landscape site characteristics. The reports encourage efficient irrigation and reduce irrigation run-off associated with over-watering.
- Green Building Ordinance. The Town's Green Building Ordinance requires that indoor and outdoor water conservation measures be implemented during all new construction and major renovations and remodels. The ordinance can be found at <http://www.hillsborough.net/civica/filebank/blobdload.asp?BlobID=3921>.
- Water Efficiency in Landscape Ordinance ("WELO"). The Town's WELO requires all new construction projects and major landscaping projects to design water efficient landscapes and irrigation systems, in compliance with California State Assembly Bill 1881, Section 65597 - "The Water Conservation in Landscaping Act." Applicable projects must submit an Outdoor Water Use Efficiency Checklist and receive inspections to demonstrate compliance. Details can be found at <http://www.hillsborough.net/civica/filebank/blobdload.asp?BlobID=4357>
- NO-DES. The NO-DES flushing unit eliminates water waste during UDF and select water maintenance flushing activities conducted by Public Works.
- The Town's strives to ensure that adverse impacts are eliminated from irrigation water and landscape irrigation through improvements on codes and ordinances and implement enforcement(s) through the ERP for ongoing of large volume of landscape irrigation runoff.

See Section C.9.e.ii of SMCWPPP's FY 16-17 Annual Report for a description of SMCWPPP's activities related to point-of-purchase outreach which promotes less toxic pest control and landscape management. See Section C.7 of SMCWPPP's FY 16-17 Annual Report for a description of outreach conducted to promote water conservation programs, such as promoting rain barrel use. Information on water conservation, less-toxic pest control and appropriate watering/irrigation practices is also posted on SMCWPPP's website

([www.flowstobay.org](http://www.flowstobay.org)).