

# **Annual Report Training**

## ***Municipal Operations, CII, Copper, Conditionally Exempt and Unsheltered Populations***

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**July 24, 2023**

# General Guidance

## ■ Acronyms

- AR – Annual Report
- BAMSC – Bay Area Municipal Stormwater Collaborative
- BIP – Business Inspection Plan
- BMP – Best Management Practice
- ERP – Enforcement Response Plan
- IGP – Statewide Stormwater Industrial General Permit
- MRP – San Francisco Bay Municipal Regional Stormwater Permit
- O&M – Operation and Maintenance
- RB or RWB – Regional Water Quality Control Board
- SIC – Standard Industrial Classification
- SMCWPPP – San Mateo Countywide Water Pollution Prevention Program
- SOP – Standard Operating Procedure
- SWPPP – Stormwater Pollution Prevention Plan

# General Guidance

## ■ Important Dates

- September 1 – provide Draft AR to EOA for review
- September 22 – Countywide AR provided to Permittees to upload to SMARTs
- September 29 – Target for Permittees to certify and submit individual AR and Countywide AR in SMARTS

## ■ Annual Report Guidance

- July 2023 Memo
- AR Forms with SMCWPPP specific guidance
- Available on SMCWPPP members only webpage

# General Guidance

- **Do not leave any blanks**
- **Add comments/explanations where needed in a comment box not in a footnote – especially if**
  - Numbers are different in different sections or there are discrepancies
  - Information may be interpreted as noncompliance
- **DELETE highlight guidance text**
- **Review last year's AR in SMARTs and comments received from RWB staff**

# Section 2 – C.2 Municipal Operations

## ■ Gather Supporting Documents

- BMP/SOP documentation
  - Not required to be submitted with AR but RWB can request at any time
- Corporation Yard inspection form(s)
- Corporation Yard Stormwater Pollution Prevention Plan (SWPPP)
  - Required to be submitted in AR
  - SMCWPPP Template available
- Training Records

# Section 2 – C.2 Municipal Operations

## ■ **Field Activity BMPs**

- Use Y, N and N/A
- Use comments section to explain any “No” answers or add clarifying comments
- Support documents:
  - SOPs or agency specific BMP document
  - Contract language
  - CASQA Municipal Stormwater BMP Handbook
  - CASQA Construction Stormwater BMP Handbook
  - BASMAA Blueprint for a Clean Bay
  - BASMAA Mobile Surface Cleaner Program BMPs
  - Caltrans Storm Water Quality Handbook Maintenance Staff Guide

# Section 2 Annual Report Form

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

## ■ Gather Supporting Documents

- Business Inspection Plan (BIP)
  - Not required to be submitted with AR but RWB can request at any time
  - Includes your Facility List and FY 23/24 facilities scheduled for inspection
- Enforcement Response Plan (ERP)
  - Not required to be submitted with AR but RWB can request at any time
- Business Inspection Tracking Table/Database
  - Not required to be submitted with AR but RWB can request at any time
  - List of facilities that may need IGP coverage but have not filed a NOI
- Training Records
  - Business inspectors and illicit discharge inspectors



# Section 4 Annual Report Form

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

## ■ Gather Supporting Documents

- Enforcement Response Plan (ERP)
  - Not required to be submitted with AR but RWB can request at any time
- Illicit Discharge Tracking Table/Database
  - Not required to be submitted with AR but RWB can request at any time
  - Includes mobile business illicit discharge inspections

# Section 5 Annual Report Form

# Section 13 – C.13 Copper Controls

## ■ C.13.a Copper Architectural Features

- Upcoming presentation

## ■ C.13.b Pools/Spas/Fountains

- Gather Supporting Documents
  - FY 15-16 Annual Report
  - Ordinance/Municipal Code (legal authority)
  - Illicit discharge enforcement actions
  - SMCWPPP BMP fact sheet

# Resources

- **SMCWPPP Website:**  
[www.flowstobay.org](http://www.flowstobay.org)



## Cleaning

- Never clean a filter in the street, gutter, or storm drain.
- Rinse cartridge filters onto a dirt area and spade filter residue into the soil.
- Keep backwash discharges out of the street and storm drain. Backwash sand and diatomaceous earth filters onto a dirt area. Dispose of spent filter materials in the trash.
- If you don't have a suitable dirt area, contact your wastewater treatment authority listed on the back of [this flier](#) for instructions on discharging to the sanitary sewer.

## Swimming Pools, Hot Tubs & Fountains

Swimming pools, hot tubs, and fountains may contain potential pollutants that are harmful to our local waterways and residents can face fines when actions aren't taken with precaution.

Luckily, we provide guidelines for: cleaning, draining, material storage and handling, and maintaining.

# Resources



## BEST MANAGEMENT PRACTICES FOR SWIMMING POOLS, HOT TUBS & FOUNTAIN WATER DISCHARGES

Homeowners | Landscapers | Swimming Pool/Spa Service Workers | Contractors

*Information about using Best Management Practices (BMPs) to prevent swimming pool, hot tub, and fountain waters from entering storm drain systems and polluting local waterways.*

### WHY SHOULD WE BE CONCERNED WITH POOL, HOT TUBS, AND FOUNTAIN WATER DISPOSAL?

Water from pools, hot tubs, and fountains is NOT just water. It also may contain potential pollutant sources such as chlorine, copper, algaecides, colored dye, chemicals/salts that are harmful to our creeks and waterways. You may never drain your pool water in the street or storm drain system, even if the water is dechlorinated.

### Federal, State, and local regulations prohibit discharge of anything but rain water in the storm drain.

Implementing the proper Best Management Practices (BMPs) is easy and is required for compliance with stormwater pollution prevention regulations.

#### CLEANING

- Never clean a filter in the street, gutter, or storm drain.
- Rinse cartridge filters onto a dirt area and spade filter residue into the soil.
- Keep backwash discharges out of the street and storm drain. Backwash sand and diatomaceous earth filters onto a dirt area. Dispose of spent filter materials in the trash.
- If you don't have a suitable dirt area, contact your wastewater treatment authority listed on the back of this flier for instructions on discharging to the sanitary sewer.

#### DRAINING

- Never drain into a street, gutter or storm drain.
- Discharge water to a sanitary sewer clean-out.
- If you are on a septic system or have no sanitary sewer clean-out, contact your wastewater treatment authority listed in this brochure for guidance.

#### MATERIAL STORAGE & HANDLING

- Store chemicals in a clean, dry and covered area.
- If landscaping materials are left outside, cover with a tarp or plastic sheeting to protect from urban runoff.

### A PROPERLY MAINTAINED POOL, HOT TUB, AND FOUNTAIN WILL REDUCE THE NEED FOR DRAINING

#### MAINTAINING

- Clean regularly, maintain proper chlorine levels and maintain water filtration and circulation.
- Manage pH and water hardness to minimize copper pipe corrosion that can stain your pool and end up in our creeks and the Bay.
- Minimize algae buildup to prevent the need for toxic algaecides.
- Ask your pool maintenance service for help resolving persistent algae problems without using copper algaecides.

#### DID YOU KNOW...?

Copper is a pollutant that threatens aquatic life in our creeks and the Bay. It is used as an algaecide in pools, spas and fountains, and copper pipes are commonly used in pool plumbing.



## BEST MANAGEMENT PRACTICES FOR SWIMMING POOLS, HOT TUBS & FOUNTAIN WATER DISCHARGES

Homeowners | Landscapers | Swimming Pool/Spa Service Workers | Contractors

*Protect the Bay, the Ocean, and Yourself! Keep swimming pools, hot tub, and fountain water out of storm drains, creeks, and the Bay.*

### DOING THE JOB RIGHT: CHECKLIST OF BMPs

- ☐ Never drain your pool water into the street or storm drain system, even if the water is dechlorinated.
- ☐ Always drain your residential pool water into a sewer line. For convenience, use the sewer clean-out connection in your yard.
- ☐ You can also access the sewer system drain in your toilet, bathtub or sink inside your home. Be cautious that you do not flood your home if you use this option.
- ☐ If you are on a septic system or have no sanitary sewer clean-out, contact your wastewater treatment authority listed in this flier for guidance.
- ☐ Filters should be cleaned and rinsed over a dirt area or all rinse water should be captured and filtered to remove any solids prior to being discharged into the sewer system.
- ☐ Keep backwash discharges out of the street and storm drain. Backwash sand and diatomaceous earth filters onto a dirt area. Dispose of spent filter materials in the trash.
- ☐ Rinse cartridge filters onto a dirt area and spade filter residue into the soil.
- ☐ If you don't have a suitable dirt area, contact your wastewater treatment authority listed in this brochure for instructions on discharging to the sanitary sewer.

### Local Pollution Control Agencies

Burlingame Waste Water Treatment Facility	(650) 342-3727
Millbrae Water Pollution Control Plant	(650) 259-2388
North San Mateo County Sanitation District	(650) 991-8200
Pacifica's Calera Creek Water Recycling Plant	(650) 738-4660
San Mateo Waste Water Treatment Plant	(650) 522-7300
Sewer Authority Mid Coastside	(650) 726-0124
South Bayside System Authority	(650) 594-8411 ext. 140
South San Francisco/San Bruno Water Quality Control Plant	(650) 877-8555

### 4 TIPS FOR FINDING YOUR CLEAN-OUT

Sanitary sewer clean-outs are most often found along the sewer line, which is usually aligned with the sewer lines for the house. However, not all cities use the same method to mark their sewer systems. If you have trouble locating your clean-out, contact your local wastewater treatment authority. See the "Local Pollution Control Agencies" below.

1. Look for an "S" stamped into the curb or sidewalk near your house. It marks where the sewer line is. Your clean-out may be along it.
2. Look for a slight linear depression in your yard between your house and the street. This is often an indicator of the location of a sewer line, and your clean-out may be on it.
3. If your kitchen or bathroom is on an exterior wall, look outside along that wall for the clean-out.
4. Stand on the sidewalk looking toward your house. Line up the main water sources in your house (bathrooms, kitchens, washers, etc.) The clean-out is often located on that line, in front of or behind your house.

# Section 13 Annual Report Form

## C.13.b.iii (1), (2), (3) ► Manage Discharges from Pools, Spas, and Fountains that Contain Copper-Based Chemicals

**[Note: For FY 22-23 Annual Report Only]** Do you have adequate legal authority to prohibit the discharge to storm drains of water containing copper-based chemicals from pools, spas, and fountains?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Summary:

**Guidance:** If adequate legal authority was certified previously in the FY 15-16 Annual Report, include a statement here stating so. Describe updates made to legal authority ordinance, if any.

**[Note: For FY 22-23 Annual Report Only]** Report how copper-containing discharges from pools, spas, and fountains are addressed to accomplish the prohibition of the discharge.

Summary:

**Guidance:** Describe how your municipality is implementing the above requirement (e.g., through either (1) requiring installation of a sanitary sewer discharge connection for pools, spas, and fountains, including connection for filter backwash, with a proper permit from the POTWs, or (2) requiring diversion of discharge for use in landscaping or irrigation).

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

Summary:

**Guidance:** Describe how your municipality is implementing the above requirement.

# Section 13 – C.13 Copper Controls

## ■ C.13.c Industrial Sources

- Gather Supporting Documents

- BASMAA POC Guidance Materials – CII members only webpage
- C.4 inspection tracking table/database



# Resources

- **SMCWPPP Website:**  
**[www.flowstobay.org](http://www.flowstobay.org)**
  - Members only webpage (Permittees)



## Commercial/Industrial Inspection Program (C.4)

Date	Materials
Dec 2022	<a href="#">Updated Facility SW Inspection Tracking Table Template</a>
Jan 2018	<a href="#">Facility SW Inspection Form (Word or PDF)</a>
Apr 2017	<a href="#">Industrial and Commercial Business Inspection Plan (BIP) Template</a>
Mar 2011	<a href="#">Guidance on Annually Updating Business Inspection Plan Inspection List</a>
Jun 2010	<a href="#">BASMAA Pollutants Of Concern Presentation (Powerpoint)</a> <a href="#">BASMAA Pollutants Of Concern Presentation (Word)</a>
Jun 2010	<a href="#">POC Commercial/Industrial Inspector Training Material June 3, 2010 SCVURPPP Memo</a>

Commercial,  
Industrial, and  
Illicit Discharge  
(CII)

# Section 13 Annual Report Form

## 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:

**Guidance: Summarize inspections conducted at facilities identified as potential users or sources of copper that resulted in the use of copper reduction BMPs. (Refer to BASMAA POC inspector training materials.)**

# Section 15 – C.15 Exempt and Conditionally Exempt Discharges

- **C.15.b.vi.(2) Irrigation**
  - Upcoming presentation
- **C.15.b.iii.(3) Emergency Firefighting Discharges**
  - Gather Supporting Documents
    - Participation in BAMSC Regional Work Group

# Section 15 Annual Report Form

## Section 15 – Provision C.15 Exempted and Conditionally Exempted Discharges

### C.15.b.iii.(3) ► Ongoing Implementation Practices

Annually report on the following ongoing practices:

- Ensuring proper BMPs and SOPs are included in contracts for non-municipal (contracted) staff hired by Permittees to assist with containment and cleanup, and to assist with prevention and mitigation of adverse impacts, of discharges associated with firefighting emergencies; and
- Evaluating the adequacy of large industrial sites' BMPs and SOPs for the prevention, containment and cleanup of emergency firefighting discharges into storm drains and receiving waters within Permittees' jurisdictions and cause those BMPs and SOPs to be improved as appropriate.

Summary:

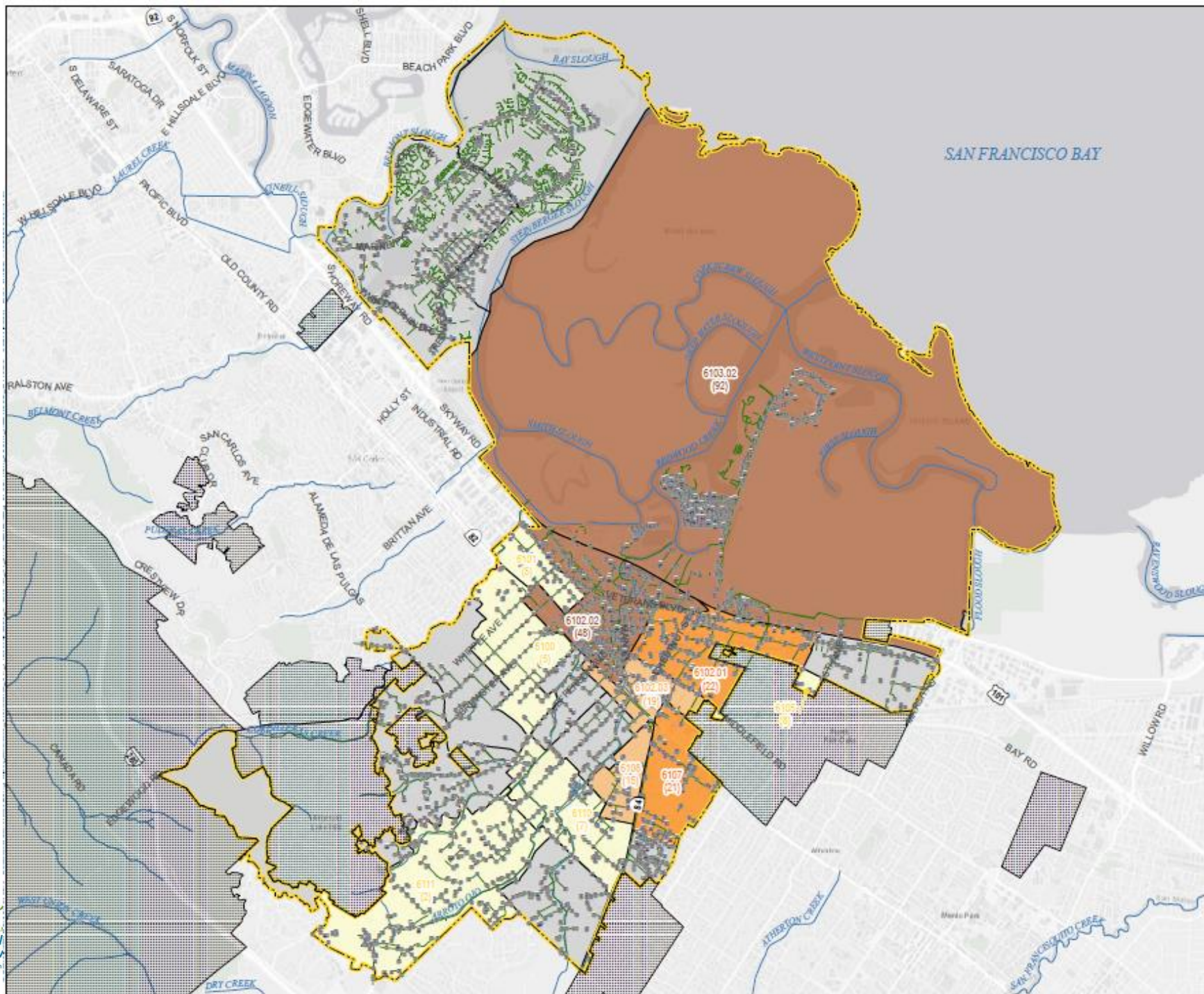
**Guidance:** Describe how your municipality is implementing the practices above, and/or refer to the SMCWPPP FY 22-23 Annual Report. Recommend including the following text "Efforts are underway to address these two tasks in the BAMSC Regional Firefighting Discharges Work Group. Refer to the SMCWPPP FY 22-23 Annual Report for a summary of the Work Group's two meetings held this FY and progress towards development of the Regional BMP Report. We anticipate fully implementing these tasks with guidance provided in the Regional BMP Report. We are evaluating how to implement these tasks internally and are providing input for the Regional Report through participation in SMCWPPP CII Subcommittee [and the BAMSC Work Group, if applicable]."

# Section 17 – C.17 Discharges Associated with Unsheltered Homeless Populations

## ■ Gather Supporting Documents

- Maps provided by SMCWPPP
  - Drafts available (provided to Stormwater Committee)
  - Comments due 8/4
  - Finals will be posted on members only AR guidance webpage
  - Hillsborough, Portola Valley and Woodside have zero count
- BMP Survey submitted to EOA for Regional BMP Report
- BAMSC Regional Report – SMCWPPP AR attachment





#### LEGEND

- STORM DRAIN INLET
- STORM DRAIN PIPELINE
- CREEK
- NON-JURISDICTIONAL AREA
- CITY BOUNDARY
- CENSUS TRACT

#### UNSHeltered POPULATION COUNT BY CENSUS TRACT, WITH CENSUS TRACT ID

- NONE
- >1 TO ≤10
- >10 TO ≤20
- >20 TO ≤30
- >30 TO ≤40
- >40

#### NOTES

1. UNSHeltered POPULATION COUNT BY CENSUS TRACT DATA SOURCE: ONE DAY HOMELESS COUNT AND SURVEY RESULTS PREPARED BY SAN MATEO COUNTY, 2022
2. AS DEFINED BY SAN MATEO COUNTY, UNSHeltered PERSONS ARE INDIVIDUALS OR FAMILIES WITH A PRIMARY NIGHTTIME RESIDENCE THAT IS A PUBLIC OR PRIVATE PLACE NOT DESIGNED FOR OR ORDINARILY USED AS A REGULAR SLEEPING ACCOMMODATION FOR HUMAN BEINGS, INCLUDING A CAR, PARK, ABANDONED BUILDING, BUS OR TRAIN STATIONS, AIRPORT, OR CAMPGROUND.
3. THE TOTAL ESTIMATED UNSHeltered POPULATION IN THE CITY OF REDWOOD CITY IS 245 BASED ON THE 2022 POINT-IN-TIME OBSERVATION COUNT PROVIDED BY THE COUNTY. OBSERVATIONS MAY BE ONE OR MORE PERSONS AT A LOCATION (E.G., VEHICLE, TENT, RV, ETC.). THE TOTAL COUNT SHOWN ON THE MAP MAY BE SLIGHTLY DIFFERENT THAN THE TOTAL COUNT REPORTED BECAUSE CENSUS TRACTS CROSS CITY BOUNDARIES AND THE COUNT OF UNSHeltered PERSONS WAS ESTIMATED FROM THE OBSERVATIONS PROVIDED USING THE SAME METHODOLOGY IN THE REPORT.
4. FREEWAYS, EXPRESSWAYS, AND POSSIBLY SOME RECEIVING WATER SEGMENTS ARE OUTSIDE OF THE CITY OF REDWOOD CITY'S JURISDICTION.
5. CENSUS TRACTS MAY NOT ALIGN WITH JURISDICTIONAL BOUNDARIES. ASSOCIATED DATA ARE APPROXIMATE.
6. BASEMAP SOURCE: ESRI

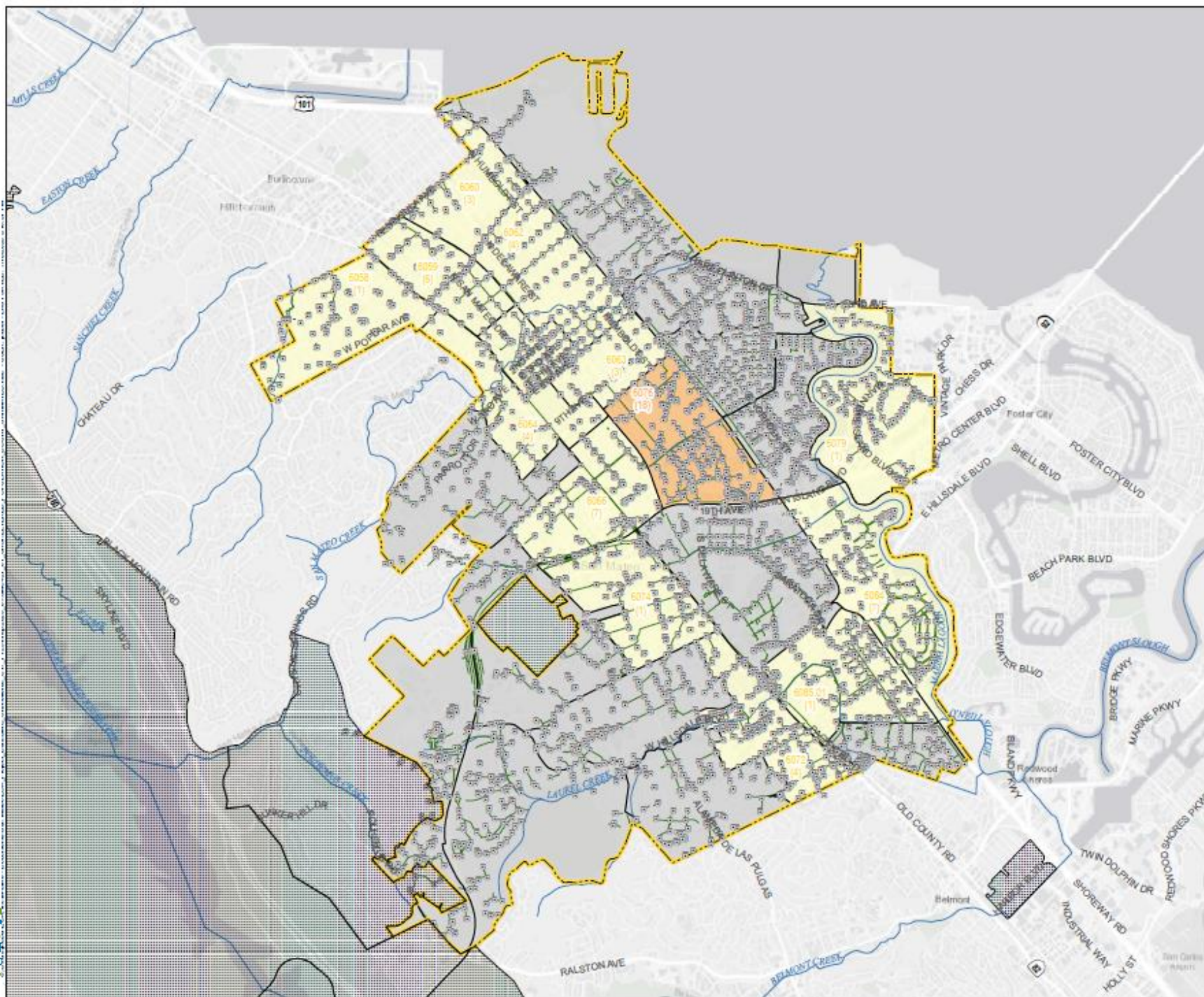


CITY OF REDWOOD CITY  
REDWOOD CITY, CALIFORNIA

#### CITY OF REDWOOD CITY UNSHeltered POPULATION COUNT BY CENSUS TRACT

JULY 2023





# LEGEND

- STORM DRAIN INLET
- STORM DRAIN PIPELINE
- CREEK
- NON-JURISDICTIONAL AREA
- CITY BOUNDARY
- CENSUS TRACT

## UNSHeltered POPULATION COUNT BY CENSUS TRACT, WITH CENSUS TRACT ID

NONE

>1 TO ≤10

>10 TO ≤20

>20 TO ≤30

>30 TO ≤40

>40

## NOTES

1. UNSHeltered POPULATION COUNT BY CENSUS TRACT DATA SOURCE: ONE DAY HOMELESS COUNT AND SURVEY RESULTS PREPARED BY SAN MATEO COUNTY, 2022

2. AS DEFINED BY SAN MATEO COUNTY, UNSHeltered PERSONS ARE INDIVIDUALS OR FAMILIES WITH A PRIMARY NIGHTTIME RESIDENCE THAT IS A PUBLIC OR PRIVATE PLACE NOT DESIGNED FOR OR ORDINARILY USED AS A REGULAR SLEEPING ACCOMMODATION FOR HUMAN BEINGS, INCLUDING A CAR, PARK, ABANDONED BUILDING, BUS OR TRAIN STATIONS, AIRPORT, OR CAMPGROUND.

3. THE TOTAL ESTIMATED UNSHeltered POPULATION IN THE CITY OF SAN MATEO IS 60 BASED ON THE 2022 POINT-IN-TIME OBSERVATION COUNT PROVIDED BY THE COUNTY. OBSERVATIONS MAY BE ONE OR MORE PERSONS AT A LOCATION (E.G., VEHICLE, TENT, RV, ETC.). THE TOTAL COUNT SHOWN ON THE MAP MAY BE SLIGHTLY DIFFERENT THAN THE TOTAL COUNT REPORTED BECAUSE CENSUS TRACTS CROSS CITY BOUNDARIES AND THE COUNT OF UNSHeltered PERSONS WAS ESTIMATED FROM THE OBSERVATIONS PROVIDED USING THE SAME METHODOLOGY IN THE REPORT.

4. FREEWAYS, EXPRESSWAYS, AND POSSIBLY SOME RECEIVING WATER SEGMENTS ARE OUTSIDE OF THE CITY OF SAN MATEO'S JURISDICTION.

5. CENSUS TRACTS MAY NOT ALIGN WITH JURISDICTIONAL BOUNDARIES. ASSOCIATED DATA ARE APPROXIMATE.

6. BASEMAP SOURCE: ESRI



CITY OF SAN MATEO  
SAN MATEO, CALIFORNIA

## CITY OF SAN MATEO UNSHeltered POPULATION COUNT BY CENSUS TRACT

JULY 2023

# Section 17 Annual Report Form



# Contact Information

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