



## MCSTOPPP ANNUAL REPORT PERFORMANCE STANDARDS TABLES FY 2011-2012

1. Enter Municipality Name:
2. **BE SURE TO FILL OUT EVERY TABLE IN THIS EXCEL FILE.**
  - >Look for 10 colored tabs below. Click on individual tabs to find separate tables.
3. **There is 1 table on each of the 10 colored tabs in this Excel file.**
4. **When all 10 tables are completed - PRINT ENTIRE WORKBOOK TO PDF**
  - >Go to File, Print, Print Entire Workbook - choose pdf as printer type.
  - >Or, save as a PDF. Go to File, Save as. "Save as type" is "PDF". In dialog box click "options" box and under Publish what, choose "entire workbook".
5. **These tables must be completed to comply with Phase II stormwater permit annual reporting requirements. Completed tables will be submitted to the Regional Water Quality Control Board with the MCSTOPPP Annual Report.**
6. **Call or email MCSTOPPP staff with questions (Howard - 415-473-3748, Terri - 415-473-6583)**

MARIN COUNTY STORMWATER POLLUTION PREVENTION PROGRAM PERFORMANCE STANDARD MATRIX (FY 2011/2012)  
 MUNICIPAL MAINTENANCE -- CORPORATION YARDS

MUNICIPALITY NAME:

Performance Standard	Implemented?				If "No" or "Partial", Indicate your Compliance Efforts	Indicate your Schedule for Full Compliance	Discuss any Planned Changes to Improve Effectiveness for Future Years and Provide Schedule
	Yes	No	Partial	NA			
<b>0</b>							
<b>General Standards/Training</b>							
Prepare and maintain a current SWPPP for each facility.							
Assign one person for each corp. yard to ensure BMPs are implemented.							
Prepare spill containment kits; store in appropriate locations. Conduct annual drills on how to use the kits.							
Stencil inlets to storm drainage system.							
Conduct annual facility surveys for performance standards compliance.							
Post performance standards guidance and BMPs in appropriate areas.							
Describe activities to educate staff regarding performance standards in annual report.							
Include stormwater performance standards in annual updates of other environmental management plans and review plans with facility users.							
<b>General Housekeeping</b>							
Dispose material removed from streets/storm drainage facilities often to eliminate exposure to rainwater and runoff.							
Sweep corp. yard at least monthly.							
Keep chemical storage areas neat and orderly							

MARIN COUNTY STORMWATER POLLUTION PREVENTION PROGRAM PERFORMANCE STANDARD MATRIX (FY 2011/2012)  
MUNICIPAL MAINTENANCE -- CORPORATION YARDS

MUNICIPALITY NAME:

Performance Standard	Implemented?				If "No" or "Partial", Indicate your Compliance Efforts	Indicate your Schedule for Full Compliance	Discuss any Planned Changes to Improve Effectiveness for Future Years and Provide Schedule
	Yes	No	Partial	NA			
0							
Stockpile materials away from streets, gutters, storm drain inlets, or water channels when possible.							
Inspect the yard at least monthly and during rain events to ensure there are no illicit discharges to the storm drain system.							
<b>Refuse Holding Area</b>							
Store material removed from storm drainage facilities/streets on concrete/impermeable pad in contained area. Liquids to sanitary sewer or evaporated. In rainy season, cover area.							
<b>Auxiliary Storage Areas/Yard</b>							
Store chemicals in appropriate areas.							
<b>Chemical Storage</b>							
Store paint, chemicals in approved covered containment area. Waste drums closed when not in use; correct labeling; protection from vandalism.							
If stored outside, keep containers in containment area with tight-fitting lids, preventing discharge to storm drain or contact with rain.							
Review Material Safety Data Sheets (MSDS) to ensure appropriate materials separation.							
Review Hazardous Materials Business Plan (HMBP) for requirements.							

MARIN COUNTY STORMWATER POLLUTION PREVENTION PROGRAM PERFORMANCE STANDARD MATRIX (FY 2011/2012)  
 MUNICIPAL MAINTENANCE -- CORPORATION YARDS

MUNICIPALITY NAME:

Performance Standard	Implemented?				If "No" or "Partial", Indicate your Compliance Efforts	Indicate your Schedule for Full Compliance	Discuss any Planned Changes to Improve Effectiveness for Future Years and Provide Schedule
	Yes	No	Partial	NA			
<b>0</b>							
<b>Chemical Usage</b>							
Ensure safety equipment and spill containment kits readily accessible in chemical areas; inspect safety equipment.							
Review Material Safety Data Sheets for proper use.							
Minimize use of chemicals.							
Recycle/dispose of excess chemicals at approved locations.							
Ensure chemical containers have secure lids and transport properly.							
Properly remove soils contaminated with spilled materials.							
<b>A. Oil-based Paints.</b> Wipe oil-based paints from brushes; use filters, reuse thinners or dispose as hazardous waste.							
<b>B. Water-based Paints.</b> Rinse water-based paints out of brushes, discharge to sanitary sewer; dry excess paint to trash; otherwise hazardous waste or recycle.							
<b>C. Automotive Fluids.</b> Collect used automotive fluids; dispose or recycle appropriately.							
<b>D. Pesticides.</b> Follow California Department of Pesticide Regulations procedures for mixing, application, storage, and recycling requirements.							

MARIN COUNTY STORMWATER POLLUTION PREVENTION PROGRAM PERFORMANCE STANDARD MATRIX (FY 2011/2012)  
MUNICIPAL MAINTENANCE -- CORPORATION YARDS

MUNICIPALITY NAME:

Performance Standard	Implemented?				If "No" or "Partial", Indicate your Compliance Efforts	Indicate your Schedule for Full Compliance	Discuss any Planned Changes to Improve Effectiveness for Future Years and Provide Schedule
	Yes	No	Partial	NA			
	0						
Consider using IPM. Use least toxic methods. Avoid copper-based pesticides and diazinon.							
Apply pesticides at appropriate times to minimize runoff.							
Mix only as much pesticides as needed. Do not mix or load pesticides near storm drains.							
<b>E. Solvent/Cleaning Solutions.</b> Properly recycle/dispose of used solvents/ chemicals.							
<b>Washing Vehicles/Equipment</b>							
Clean all vehicles/ equipment on designated wash pad areas that drain to sanitary sewer or recycle. Wash off-site if necessary.							
Ensure wash area & sump are large enough so all washwater drains to sanitary sewer or recycling system							
Visually monitor wash pad area.							
Consider assigning schedules for wash area use.							
<b>Fuel Dispensing Area</b>							
Store spill containment kits nearby; follow appropriate procedures, use dry cleaning methods if there is a spill.							
Train employees in proper fueling, cleaning, and spill response procedures. Conduct annual drills.							

MARIN COUNTY STORMWATER POLLUTION PREVENTION PROGRAM PERFORMANCE STANDARD MATRIX (FY 2011/2012)  
 MUNICIPAL MAINTENANCE -- CORPORATION YARDS

MUNICIPALITY NAME:

Performance Standard	Implemented?				If "No" or "Partial", Indicate your Compliance Efforts	Indicate your Schedule for Full Compliance	Discuss any Planned Changes to Improve Effectiveness for Future Years and Provide Schedule
	Yes	No	Partial	NA			
<b>Fuel Dispensing Area (Continued)</b>							
Install signs not to "top off" tanks.							
Discourage mobile fueling; establish designated areas for it.							
Consider covering fuel dispensing areas; no fueling over open ground. Implement Retail Gasoline Outlet BMPs.							
Design fueling area to prevent "run-on" of storm water and runoff of spills.							
<b>Fleet Maintenance/Vehicle Parking Areas</b>							
Regularly inspect equipment for leaks. Use drip pans; repair.							
Drain and replace fluids in covered shop area or where no connections to storm drains/watercourses or sanitary sewer. Select an easy-to-clean shop area.							
Dry sweep area periodically.							
Schedule outdoor repair activities for dry weather, if possible.							
Clean equipment regularly using proper collection and disposal methods when necessary							

Notes: Full descriptions of the performance standards may be found in Appendix A of the MCSTOPPP Action Plan 2010.

NA = Not Applicable

**MARIN COUNTY STORMWATER POLLUTION PREVENTION PROGRAM PERFORMANCE STANDARD MATRIX (FY 2011/2012)**  
**MUNICIPAL MAINTENANCE -- LITTER CONTROL**

MUNICIPALITY NAME:

Performance Standard	Implemented?				If "No" or "Partial", Indicate your Compliance Efforts	Indicate your Schedule for Full Compliance	Discuss any Planned Changes to Improve Effectiveness for Future Years and Provide Schedule
	Yes	No	Partial	NA			
<b>Services</b>							
Provide adequate number of litter receptacles in commercial/other litter source areas.							
Pick up litter receptacles frequently to prevent/minimize spillage.							
Document/maintain monthly records for:							
Areas targeted for litter removal;							
Total amount of material removed.							
<b>Education and Enforcement</b>							
Encourage public education to include anti-littering message (composting/ remove & containerize waste/ sweep outdoor areas/ provide municipal green waste program).							
Encourage local law enforcement to post signs and enforce anti-littering laws, especially for vacant-lot owners.							
Label litter receptacles with anti-littering messages when possible.							
Encourage participation in/assist with Coastal Cleanup Day and Earth Day litter removals.							
Encourage maintenance crews to report any privately-owned abandoned, leaking vehicles.							
<b>Alternative Approaches</b>							
Agency may submit to Regional Board for approval an alternative litter control plan.							

NA = Not Applicable

MARIN COUNTY STORMWATER POLLUTION PREVENTION PROGRAM PERFORMANCE STANDARD MATRIX (FY 2011/2012)  
 MUNICIPAL MAINTENANCE -- OPERATION & MAINTENANCE OF PUMP STATIONS

MUNICIPALITY NAME:

Performance Standard	Implemented?				If "No" or "Partial", Indicate Your Compliance Efforts Here	Indicate your Schedule for Full Compliance	Discuss any Planned Changes to Improve Effectiveness for Future Years and Provide Schedule
	Yes	No	Partial	NA			
<i>Visual Inspections</i>							
Inspect wet wells or forebays 1/month during the dry season for oil spills or other noticeable pollutant discharge.							
Inspect wet wells or forebays 1/week during the wet season, for oil spills or other noticeable pollutant discharge.							
<i>Maximize Removal of Pollutants Prior to Discharge</i>							
Conduct at least one comprehensive cleaning of wet wells annually to remove sediment prior to the start of the rainy season to minimize sediment discharge.							
Have spill kit readily available if there is a large potential for pollutant discharge.							
Contain lubricants, fuel, and batteries to prevent accidental spills to wet wells.							
If spill reported/observed, try to remove material at nearest access point. As practical, shut down the pump station if the material may reach it. Prevent spill from discharging if possible.							
Track spills upstream to try to locate the source(s). Document spill incidents per illicit discharge program. Implement enforcement as appropriate.							
Store oil absorbent materials in appropriate maintenance vehicles.							
<i>Disposal</i>							
Dispose of screenings at a landfill, sediment where it will not enter storm drain or receiving waters through erosion, and oil-absorbed materials as hazardous waste.							



**MARIN COUNTY STORMWATER POLLUTION PREVENTION PROGRAM PERFORMANCE STANDARD MATRIX (FY 2011/2012)  
MUNICIPAL MAINTENANCE -- OPERATION & MAINTENANCE OF PUMP STATIONS**

MUNICIPALITY NAME:

Performance Standard	Implemented?				If "No" or "Partial", Indicate Your Compliance Efforts Here	Indicate your Schedule for Full Compliance	Discuss any Planned Changes to Improve Effectiveness for Future Years and Provide Schedule
	Yes	No	Partial	NA			
<i>0</i>							
<b><i>Education/ Training</i></b>							
Educate all pump station maintenance personnel about the performance standards. Conduct at least one meeting/year to educate.							
Conduct drills as part of the training, as appropriate.							

NA = Not Applicable

**MARIN COUNTY STORMWATER POLLUTION PREVENTION PROGRAM PERFORMANCE STANDARD MATRIX (FY 2011/2012)**  
**MUNICIPAL MAINTENANCE -- ROAD REPAIR AND MAINTENANCE**

MUNICIPALITY NAME:

Performance Standard	Implemented?				If "No" or "Partial", Indicate your Compliance Efforts	Indicate your Schedule for Full Compliance	Discuss any Planned Changes to Improve Effectiveness for Future Years and Provide Schedule
	Yes	No	Partial	NA			
0							
<b>General Practices</b>							
Schedule excavation and road maintenance activities for dry weather.							
Perform major equipment repairs, fueling, and maintenance at corp. yards.							
Recycle used oil, concrete, asphalt, etc..							
Train employees to use these performance standards annually.							
Distribute educational and outreach materials as appropriate to utility contractors seeking encroachment and/or grading permits.							
<b>Asphalt/Concrete Removal</b>							
Remove/recycle as much of old pavement as possible.							
Protect storm drain inlets before asphalt break-up; clean afterwards.							
Block/berm storm drain inlets during saw-cutting; immediately remove any slurry entering storm drain system.							
Remove saw-cut slurry before end of each day.							
<b>Patching and Resurfacing</b>							
No unprotected stockpiling of materials near storm drain inlets or creeks.							
Cover and seal manholes before applying sealants, etc.							
Never wash excess material from exposed aggregate concrete, etc. to storm drain; designate unpaved clean up area and proper material disposal area.							
Conserve dust control water to avoid runoff.							
Sweep up as much material as possible and properly dispose; wash streets only if runoff is controlled/contained.							

**MARIN COUNTY STORMWATER POLLUTION PREVENTION PROGRAM PERFORMANCE STANDARD MATRIX (FY 2011/2012)  
MUNICIPAL MAINTENANCE -- ROAD REPAIR AND MAINTENANCE**

MUNICIPALITY NAME:

Performance Standard	Implemented?				If "No" or "Partial", Indicate your Compliance Efforts	Indicate your Schedule for Full Compliance	Discuss any Planned Changes to Improve Effectiveness for Future Years and Provide Schedule
	Yes	No	Partial	NA			
	0						
Clean up all spills and leaks from equipment using "dry" methods. Properly remove contaminated soil; dispose of properly.							
After job is complete, remove stockpiles and other extras as soon as possible.							
Prevent pollution of storm water runoff around work areas if unexpected rain.							
<b>Signing and Striping</b>							
Store spill absorbent materials on trucks.							
Contain, clean up, properly dispose of waste materials per MSDS (Material Safety Data Sheet).							
<b>Equipment Clean Up/Storage</b>							
Flush sprayer paint supply lines at corp. yards; clean up properly.							
Clean sprayers, patch and paving equipment at end of day; use approved collection and disposal methods.							
Cover sprayers, patch and paving equipment if they contain pollutants to prevent rainfall from transporting pollutants to storm drains.							

Notes: Full descriptions of the performance standards may be found in Appendix A of the MCSTOPPP's Action Plan 2010.

NA = Not Applicable

MARIN COUNTY STORMWATER POLLUTION PREVENTION PROGRAM PERFORMANCE STANDARD MATRIX (FY 2011/2012)  
 MUNICIPAL MAINTENANCE -- STORM DRAINAGE FACILITIES

MUNICIPALITY NAME:

Performance Standard	Implemented?				If "No" or "Partial", Indicate your Compliance Efforts	Indicate your Schedule for Full Compliance	Discuss any Planned Changes to Improve Effectiveness for Future Years and Provide Schedule
	Yes	No	Partial	NA			
<b><i>Routine Inspection and Cleaning</i></b>							
Inspect and clean as necessary storm drainage facilities as directed, preferably, prior to rainy season, or alternate.							
When cleaning storm drains, remove maximum amount of material at nearest access point.							
<b><i>Record Keeping</i></b>							
Report amount of material removed when cleaning storm drainage facilities in monthly forms.							
Document and track spill incidents and coordinate with your illicit discharge control field surveys.							
Identify/target storm drain inlet areas requiring more frequent or alternative cleaning and/or public education efforts.							
<b><i>Spill Response</i></b>							
Maintenance staff makes appropriate phone calls if they suspect toxic or hazardous material spills.							
If non-hazardous, maint. Staff contains spill area immediately; cleans ASAP.							
Maintenance staff are aware of around-the-clock response/removal spill procedures for hazardous or unknown materials.							

**MARIN COUNTY STORMWATER POLLUTION PREVENTION PROGRAM PERFORMANCE STANDARD MATRIX (FY 2011/2012)**  
**MUNICIPAL MAINTENANCE -- STORM DRAINAGE FACILITIES**

MUNICIPALITY NAME:

Performance Standard	Implemented?				If "No" or "Partial", Indicate your Compliance Efforts	Indicate your Schedule for Full Compliance	Discuss any Planned Changes to Improve Effectiveness for Future Years and Provide Schedule
	Yes	No	Partial	NA			
<b>Spill Response (Continued)</b>							
Establish response/removal spill procedure for after work hours for non-hazardous materials.							
Maintenance staff to coordinate with Stormwater Coordinator for appropriate follow-up response.							
Work with Fire and Police Departments to provide spill report copies to Stormwater Coordinators.							
<b>Disposal of Material</b>							
Store material removed from storm drainage facilities on impermeable surface (covered during rain) and drain wastewater to sanitary sewer; dispose at appropriate facility.							
<b>Alternative Approach</b>							
Agency may develop and submit to the Regional Board for approval an alternative storm drain facility pollution control plan.							

Notes: Full descriptions of the performance standards may be found in Appendix A of the MCSTOPPP's Action Plan 2010.

NA = Not Applicable

MARIN COUNTY STOMWATER POLLUTION PREVENTION PROGRAM PERFORMANCE STANDARD MATRIX (FY 2011-2012)  
**MUNICIPAL MAINTENANCE -- STREET SWEEPING**

MUNICIPALITY NAME:

Performance Standard	Implemented?				If "No" or "Partial" Indicate your Compliance Efforts	If "No" or "Partial" Indicate your Schedule for Full Compliance	Discuss any Planned Changes to Improve Effectiveness for Future Years and Provide Schedule
	Yes	No	Partial	NA			
0							
<b>Street Sweeping Frequency</b>							
Clean streets according to Action Plan 2010 schedule							
<b>Problems Associated with Efficient Street Cleaning</b>							
Getting Parked/Abandoned Vehicles Off Streets							
Maintain consistent sweeping schedule.							
Measures to keep curbed areas clear during cleaning.							
Removing leaves during leaf season							
Analyze alternatives; develop leaf removal program.							
Encourage residents to collect and compost leaves through green waste program or coordinate with local/regional composting program.							
Trees near streets							
Provide operators with resources to report trees interfering with cleaning.							
<b>Street Cleaning Operation to Maximize Pollutant Removal</b>							
Quality of clean streets: no dirt trails/debris.							
Check street cleaning equipment for proper adjustment.							
Operate equipment at manufacturer's specified speed.							
<b>Street Cleaning Maintenance to Maximize Pollution Removal</b>							
Regularly inspect and maintain equipment.							
Replace worn components as required to maximize efficiency.							

MARIN COUNTY STOMWATER POLLUTION PREVENTION PROGRAM PERFORMANCE STANDARD MATRIX (FY 2011-2012)  
**MUNICIPAL MAINTENANCE -- STREET SWEEPING**

MUNICIPALITY NAME:

Performance Standard	Implemented?				If "No" or "Partial" Indicate your Compliance Efforts	If "No" or "Partial" Indicate your Schedule for Full Compliance	Discuss any Planned Changes to Improve Effectiveness for Future Years and Provide Schedule
	Yes	No	Partial	NA			
0							
<b>Spill Response</b>							
Report spills observed on streets immediately.							
Respond to spills per Storm Drain Facility Performance Standards							
<b>Record Keeping</b>							
Track cleaning mileage.							
Track volume or weight of material removed each cleaning day.							
Report number of curb miles swept in monthly forms.							
Identify and target areas for:							
more frequent cleaning							
efforts to remove vehicles.							
education efforts to discourage illegal dumping, etc.							
Document/track areas where spills were reported and coordinate with agency's illicit discharge control field surveys.							
<b>Contract Sweepers</b>							
Specify in contracts that compliance with these performance standards will be achieved.							
Specify in contracts that back up equipment must be available.							
Specify in contracts that all record keeping information will be provided.							
<b>Education /Training</b>							
Train staff and contractors annually to identify and report illicit discharges.							
Train staff and contractors to comply with street sweeping performance standards.							

Notes: Full descriptions of the performance standards may be found in Appendix A of the MCSTOPPP's Action Plan 2010.

**MARIN COUNTY STORMWATER POLLUTION PREVENTION PROGRAM PERFORMANCE STANDARD MATRIX (FY 2011/2012)**  
**ILLICIT DISCHARGE CONTROL**

MUNICIPALITY NAME:

Performance Standard	Implemented?				If "No" or "Partial", Indicate your Compliance Efforts	Indicate your Schedule for Full Compliance	Discuss any Planned Changes to Improve Effectiveness for Future Years and Provide Schedule
	Yes	No	Partial	NA			
0							
<b>Prepare for Illicit Discharge Screening and Investigations</b>							
Stormwater Coordinator conducts or delegates the following:							
Receive information on non-stormwater discharge reports;							
Assure illicit discharges follow-up, elimination, and clean up are conducted.							
Provide staff with information on illicit discharge source identification and elimination status;							
Make sure required reporting is completed.							
Distribute information to management and elected officials about resources needed to implement the performance standards.							
Facilitate performance standards implementation.							
Share local activities/findings with ASC.							
Train appropriate maintenance and field staff to recognize illicit discharges and response procedures.							
Train staff assigned to conduct illicit discharge investigations.							
Develop map of outfalls.							
Develop maps of complete storm drain system for use to trace illicit discharges.							



**MARIN COUNTY STORMWATER POLLUTION PREVENTION PROGRAM PERFORMANCE STANDARD MATRIX (FY 2011/2012)**  
**ILLICIT DISCHARGE CONTROL**

MUNICIPALITY NAME:

Performance Standard	Implemented?				If "No" or "Partial", Indicate your Compliance Efforts	Indicate your Schedule for Full Compliance	Discuss any Planned Changes to Improve Effectiveness for Future Years and Provide Schedule
	Yes	No	Partial	NA			
	0						
<b>Conduct Field Screening</b>							
Identify evidence of illicit discharges while maintenance and field staff are conducting other routine work. Report any evidences of illicit discharges to Stormwater Coordinator.							
<b>Conduct Field Investigations</b>							
Verify whether an illicit discharge has occurred upon receiving information/ report of such. Initiate follow-up within 24 hours from receipt of report.							
Find source of illicit discharge and eliminate it. Trace source(s); record and maintain findings.							
Continue to inspect/follow-up illicit discharges until: source is found and eliminated or discharge has stopped and source cannot be traced.							
If agency identifies ≥3 illicit discharges in a fiscal year in an area served by major outfall(s), provide additional investigations in area served by outfall. Investigations to include 1+ of following:							
Periodic above-ground surveillance							
Additional business inspections							
Additional periodic investigations of outfalls, creeks, and open channels							
Additional targeted education outreach in area.							

**MARIN COUNTY STORMWATER POLLUTION PREVENTION PROGRAM PERFORMANCE STANDARD MATRIX (FY 2011/2012)**  
**ILLCIT DISCHARGE CONTROL**

MUNICIPALITY NAME:

Performance Standard	Implemented?				If "No" or "Partial", Indicate your Compliance Efforts	Indicate your Schedule for Full Compliance	Discuss any Planned Changes to Improve Effectiveness for Future Years and Provide Schedule
	Yes	No	Partial	NA			
0							
<b><i>Follow-up To Field Screening and Investigations</i></b>							
<b>Follow-up activities:</b>							
When a party responsible for an illicit discharge is found, provide the party with: educational information about impacts, describing BMPs, local stormwater ordinance requirements, and options for proper discharge/disposal. If party not found, distribute educational materials to those in the immediate vicinity.							
Distribute appropriate educational and BMP information to business to which discharge has been traced.							
<b><i>Follow-up To Field Screening and Investigations - Continued</i></b>							
Begin enforcement procedures, if appropriate.							
Ensure that the goal of follow-up investigations is to stop the illicit discharge(s) as soon as practicable.							

**MARIN COUNTY STORMWATER POLLUTION PREVENTION PROGRAM PERFORMANCE STANDARD MATRIX (FY 2011/2012)**  
**ILLCIT DISCHARGE CONTROL**

MUNICIPALITY NAME:

Performance Standard	Implemented?				If "No" or "Partial", Indicate your Compliance Efforts	Indicate your Schedule for Full Compliance	Discuss any Planned Changes to Improve Effectiveness for Future Years and Provide Schedule
	Yes	No	Partial	NA			
0							
<b><i>Procedures for Spill Prevention, Containment, and Response</i></b>							
Stormwater Coordinator will conduct or delegate the following:							
Investigate and record spill report/complaints.							
Become familiar with existing spill prevention, containment, response, and clean-up programs in the jurisdiction.							
Coordinate illicit discharge prevention, elimination, and clean-up activities with the spill prevention, containment, response, and clean-up programs.							
Establish a mechanism for obtaining information about spill incidents from other agencies and departments within the municipality so that source identification and follow-up activities can be coordinated.							

**MARIN COUNTY STORMWATER POLLUTION PREVENTION PROGRAM PERFORMANCE STANDARD MATRIX (FY 2011/2012)**  
**ILLCIT DISCHARGE CONTROL**

MUNICIPALITY NAME:

Performance Standard	Implemented?				If "No" or "Partial", Indicate your Compliance Efforts	Indicate your Schedule for Full Compliance	Discuss any Planned Changes to Improve Effectiveness for Future Years and Provide Schedule
	Yes	No	Partial	NA			
0							
<b>Document and Report Completion</b>							
Document number and types of illicit discharge incidents reported and follow-up actions conducted (not including automobile accident fluid spills).							
Track number of screening points monitored; number of illicit discharges identified as part of outfall monitoring activities; number of illicit discharge reported by other agency staff and the public; and follow-up activities.							
<b>Alternative Approaches</b>							
Agency may develop and submit to the Regional Board an alternative illicit discharge control and elimination plan.							

Notes: Full descriptions of the performance standards may be found in Appendix A of the MCSTOPPP's Action Plan 2010.

NA = Not Applicable

**MARIN COUNTY STORMWATER POLLUTION PREVENTION PROGRAM PERFORMANCE STANDARD MATRIX (FY 2011-2012)  
NEW DEVELOPMENT AND CONSTRUCTION SITE CONTROLS**

MUNICIPALITY NAME:

Performance Standard	Implemented?				If "No" or "Partial" Indicate your Compliance Efforts	If "No" or "Partial" Indicate your Schedule for Full Compliance	Discuss any Planned Changes to Improve Effectiveness for Future Years and Provide Schedule
	Yes	No	Partial	NA			
<i>Development Plan Review and Permitting</i>							
Have adequate legal authority to implement stormwater quality control measures for development, redevelopment, and construction activities as part of development plan review and approval process.							
Incorporate policies and implementation measures into the General Plan to help preserve and enhance water quality and protect sensitive areas. Adopt General Plan amendments as part of upcoming/current General Plan review cycle.							
Require environmental documents for projects under CEQA or NEPA review to address significant and cumulative stormwater quality impacts over the project life, and specific construction and post-construction mitigation measures.							
Require developers/owners/ builders to control stormwater quality impacts by using appropriate construction and permanent best management practices. Require projects with significant stormwater pollution potential to avoid, minimize, and mitigate the potential adverse impacts. Require developers/ owners/builders of projects with permanent structural stormwater controls to ensure ongoing operation and maintenance of the controls as part of project approval.							

**MARIN COUNTY STORMWATER POLLUTION PREVENTION PROGRAM PERFORMANCE STANDARD MATRIX (FY 2011-2012)  
NEW DEVELOPMENT AND CONSTRUCTION SITE CONTROLS**

MUNICIPALITY NAME:

Performance Standard	Implemented?				If "No" or "Partial" Indicate your Compliance Efforts	If "No" or "Partial" Indicate your Schedule for Full Compliance	Discuss any Planned Changes to Improve Effectiveness for Future Years and Provide Schedule
	Yes	No	Partial	NA			
0							
<b>Development Plan Review and Permitting (cont.)</b>							
Require developers/owners/ builders to control stormwater quality impacts of their projects by using appropriate BMPs during construction activities.							
Require developers/owners/ builders of projects with potential for significant erosion and planned construction activity during the wet season to prepare and implement an effective erosion and sediment control plan, or similar document, prior to the start of the wet season.							
Require developers/owners/ builders of projects that disturb land area of one acre or more to demonstrate coverage under the State NPDES Stormwater Construction General Permit (CGP).							
Ensure municipal capital improvement projects also include stormwater quality control measures during and after construction, as appropriate for each project.							
Require developers and owner/builders of projects that disturb a land area of one acre or more that have obtained coverage under the State Construction General Permit to submit a copy of NOI to keep on file.							
Consider adopting a model ordinance that would require site planning or design practices and/or post construction controls to protect water quality, such as the controls described in the <i>Start at the Source</i> (BASMAA, 1999) manual.							

**MARIN COUNTY STORMWATER POLLUTION PREVENTION PROGRAM PERFORMANCE STANDARD MATRIX (FY 2011-2012)  
NEW DEVELOPMENT AND CONSTRUCTION SITE CONTROLS**

MUNICIPALITY NAME:

Performance Standard	Implemented?				If "No" or "Partial" Indicate your Compliance Efforts	If "No" or "Partial" Indicate your Schedule for Full Compliance	Discuss any Planned Changes to Improve Effectiveness for Future Years and Provide Schedule
	Yes	No	Partial	NA			
0							
<b>Additional Erosion and Sediment Controls</b>							
Maintain an erosion and sediment control program that includes requirements for minimum BMPs, sufficient enforcement authority, training and tools for inspectors, and information for developers and contractors.							
As a condition for issuing a grading permit, require developers/owners/ builders to prepare, submit for review and approval, and implement an effective erosion and sediment control (ESC) plan or similar administrative document that contains ESC provisions.							
Consider adopting a model ordinance that would require site planning or design practices and/or post construction controls to protect water quality, such as the controls described in the Start at the Source (BASMAA, 1999) manual.							
<b>Construction Inspection</b>							
Through a construction inspection process, require construction contractors to properly store, use, and dispose of construction materials, chemicals, and wastes from construction sites and prevent illicit discharges to storm drains and watercourses.							

**MARIN COUNTY STORMWATER POLLUTION PREVENTION PROGRAM PERFORMANCE STANDARD MATRIX (FY 2011-2012)  
NEW DEVELOPMENT AND CONSTRUCTION SITE CONTROLS**

MUNICIPALITY NAME:

Performance Standard	Implemented?				If "No" or "Partial" Indicate your Compliance Efforts	If "No" or "Partial" Indicate your Schedule for Full Compliance	Discuss any Planned Changes to Improve Effectiveness for Future Years and Provide Schedule
	Yes	No	Partial	NA			
<i>0</i>							
<b>Construction Inspection (cont.)</b>							
Through the construction inspection process, for development projects with significant erosion potential, require that erosion and sediment control measures are implemented through a construction inspection process, in accordance with local ordinances and project COA's. Require measures to be maintained as needed during construction.							
Oversee the inspection of construction sites for adequacy of stormwater quality control measures on a regular basis, including inspection of permanent structural control measures. Base inspection frequency on: project's potential impact to stormwater quality; project size; site topography and soil characteristics; season in which construction phase occurs; and nature of construction activity.							
Require that each active construction site be stabilized prior to the beginning of the wet season to minimize erosion and discharges of sediment from disturbed areas. Oversee the inspection of these sites to make sure requirements are being met.							
During the wet season, oversee the inspection of all construction sites with ESC following each major storm event.							
<b>Education and Outreach</b>							
Train, at least annually, staff from planning, building, and other public works staff on planning procedures, policies, design guidelines, and BMPs for stormwater pollution prevention and control.							



**MARIN COUNTY STORMWATER POLLUTION PREVENTION PROGRAM PERFORMANCE STANDARD MATRIX (FY 2011-2012)  
NEW DEVELOPMENT AND CONSTRUCTION SITE CONTROLS**

MUNICIPALITY NAME:

Performance Standard	Implemented?				If "No" or "Partial" Indicate your Compliance Efforts	If "No" or "Partial" Indicate your Schedule for Full Compliance	Discuss any Planned Changes to Improve Effectiveness for Future Years and Provide Schedule
	Yes	No	Partial	NA			
<i>Education and Outreach (cont.)</i>							
Train, at least annually, construction inspection staff on inspection procedures, documentation, and enforcement related to stormwater pollution prevention.							
Distribute appropriate educational and training materials to agency staff, contractors, construction site operators, developers, and owner/builders. Distribute information and guidance materials to developers/owners/builders early in the application or design review process, as appropriate.							
Distribute appropriate educational and outreach materials provided by the Regional Board to utility contractors seeking encroachment and/or grading permits from the municipality.							

Notes: Full descriptions of the performance standards may be found in Appendix A of the MCSTOPPP's Action Plan 2010.

NA = Not Applicable

MARIN COUNTY STORMWATER POLLUTION PREVENTION PROGRAM PERFORMANCE STANDARD MATRIX (FY 2011/2012)  
**INDUSTRIAL AND COMMERCIAL DISCHARGE CONTROLS**

MUNICIPALITY NAME:

Performance Standard	Implemented?				If "No" or "Partial" Indicate your Compliance Efforts	If "No" or "Partial" Indicate your Schedule for Full Compliance	Discuss any Planned Changes to Improve Effectiveness for Future Years and Provide Schedule
	Yes	No	Partial	NA			
0							
<b>Targeting Inspections to Achieve the Most Benefit</b>							
Develop and update a business inspection plan describing:							
inspecting agency/department							
the agency/department conducting stormwater follow-up/enforcement							
how information will be coordinated among agencies/departments							
Priorities for inspecting businesses; identify target businesses with high discharge potential.							
Inspect and distribute appropriate BMP information to all businesses that impact stormwater quality at least once during <i>Action Plan</i> period (5 years).							
Inspect and distribute appropriate BMP information to target businesses within jurisdiction.							
Educate business owners and operators about stormwater pollution prevention, separate from the inspection program.							
Respond to complaints/ referrals concerning a facility.							
Reevaluate your agency's priorities for inspecting businesses and update business inspection plan as needed.							
<b>Preparing for Inspections</b>							
Train facility inspectors so that each inspector can conduct effective stormwater inspections.							

**MARIN COUNTY STORMWATER POLLUTION PREVENTION PROGRAM PERFORMANCE STANDARD MATRIX (FY 2011/2012)  
INDUSTRIAL AND COMMERCIAL DISCHARGE CONTROLS**

MUNICIPALITY NAME:

Performance Standard	Implemented?				If "No" or "Partial" Indicate your Compliance Efforts	If "No" or "Partial" Indicate your Schedule for Full Compliance	Discuss any Planned Changes to Improve Effectiveness for Future Years and Provide Schedule
	Yes	No	Partial	NA			
0							
<b><i>Preparing for Inspections (cont.)</i></b>							
Stormwater Coordinator will be responsible for being familiar with: stormwater regulations and requirements; impacts of non-stormwater discharges to water bodies; inspection techniques and procedures; follow-up and enforcement procedures; and stormwater BMPs. Stormwater Coordinator will obtain ongoing training to support inspection activities and program implementation.							
<b><i>Conducting Inspections</i></b>							
Inspectors review facility layout to locate storm drain system/ stormwater drainage path							
Inspectors review/inspect the following for potential to discharge pollutants or exposure to runoff:							
Outdoor process/ manufacturing areas							
Outdoor material storage areas							
Outdoor waste storage and disposal areas							
Outdoor vehicle and heavy equipment storage and maintenance areas							
Outdoor parking areas and access roads							
Outdoor wash areas							
Surface discharge outlets from rooftop equipment; and							
Outdoor drainage from indoor areas							
Inspectors notify Stormwater Coordinator of potential to discharge pollutants from non-stormwater discharges and pollutant exposure to stormwater from a business.							

MARIN COUNTY STORMWATER POLLUTION PREVENTION PROGRAM PERFORMANCE STANDARD MATRIX (FY 2011/2012)  
**INDUSTRIAL AND COMMERCIAL DISCHARGE CONTROLS**

MUNICIPALITY NAME:

Performance Standard	Implemented?				If "No" or "Partial" Indicate your Compliance Efforts	If "No" or "Partial" Indicate your Schedule for Full Compliance	Discuss any Planned Changes to Improve Effectiveness for Future Years and Provide Schedule
	Yes	No	Partial	NA			
0							
<b><i>Conducting Inspections (cont.)</i></b>							
When a business that impacts stormwater quality is identified, Stormwater Coordinator will conduct or delegate:							
Communicate stormwater requirements							
Distribute BMP information, educational materials, and referrals to facility representatives, and ask about employee training.							
Inform the facility representative of problems/violations found and discuss, establish a correction schedule, and follow up.							
Document and track inspection activities, follow-up, and enforcement activities for annual report.							
Stormwater Coordinator will conduct or delegate regular inspections of businesses with historical stormwater issues to ensure implementation of BMPs.							
<b><i>Achieving Facility Compliance</i></b>							
If problem identified during an inspection, perform a follow-up site visit or initiate a self-certification process where facility representative certifies in writing that the problem has been fixed.							
Begin enforcement procedures, if appropriate.							
<b><i>Alternative Approach</i></b>							
Agency may develop and submit for approval to the Regional Board an alternative industrial/commercial business inspection plan.							

Notes: Full descriptions of the performance standards may be found in Appendix A of the MCSTOPPP's Action Plan 2010.

NA = Not Applicable

**MARIN COUNTY STORMWATER POLLUTION PREVENTION PROGRAM PERFORMANCE STANDARD MATRIX (FY 2011/2012)  
PUBLIC INFORMATION AND PARTICIPATION**

MUNICIPALITY NAME:

0	Implemented?				If "No" or "Partial" Indicate your Compliance Efforts	If "No" or "Partial" Indicate your Schedule for Full Compliance	Discuss any Planned Changes to Improve Effectiveness for Future Years and Provide Schedule
Performance Standard	Yes	No	Partial	NA			
<b>Coordination with Countywide Program Activities</b>							
The Stormwater Coordinator or a delegate will:							
stay informed about the programs and materials being developed by the Countywide Program by attending Agency Staff Committee meetings;							
distribute outreach and educational materials to appropriate audiences within the agency's jurisdictions. This includes, but is not limited to schools, volunteer committees, neighborhood community groups, and creek monitoring or other environmental groups.							
<b>Internal Communication and Training</b>							
<b>City Staff and Officials</b>							
Communicate MCSTOPPP information to stormwater staff and elected officials so they are informed about their role in implementing local and countywide programs.							
Train new employees.							
<b>Handling Public Telephone Calls</b>							
Establish procedure for routing stormwater calls to the appropriate staff for handling.							
Train local agency staff handling calls on established procedures.							
Promote use of one of the agency's phone numbers to facilitate public reporting of illicit discharges.							

**MARIN COUNTY STORMWATER POLLUTION PREVENTION PROGRAM PERFORMANCE STANDARD MATRIX (FY 2011/2012)  
PUBLIC INFORMATION AND PARTICIPATION**

MUNICIPALITY NAME:

0							
Performance Standard	Implemented?				If "No" or "Partial" Indicate your Compliance Efforts	If "No" or "Partial" Indicate your Schedule for Full Compliance	Discuss any Planned Changes to Improve Effectiveness for Future Years and Provide Schedule
	Yes	No	Partial	NA			
<b>Storm Drain Stencils/Signs</b>							
Each agency will have a program installing stencils/signs on publicly owned storm drain inlets.							
Maintain signs sufficiently so that they are legible.							
<b>Coordination with Public Schools (K-12)</b>							
Distribute information about school based outreach and educational materials developed by the Countwide Program to public schools within the agency's jurisdiction (e.g. disseminating information on how to get copies of materials).							
<b>Local Community Outreach</b>							
Participated in at least three activities annually (agency representing over 50,000 people); two activities annually (agency representing between 5,000 and 50,000 people); or one activity annually (agency representing less than 5,000 people).							
Consider initiating and supporting a community outreach program.							
Agencies with creeks will support their local "friends" of the creek group or equivalent program.							

Notes: Full descriptions of the performance standards may be found in Appendix A of the MCSTOPPP's Action Plan 2010.

- Y = Yes
- N = No
- P = Partial
- NA = Not Applicable

1. Factors to consider in determining appropriateness include appropriate for local population, pollution sources, receiving water concerns, and integration with local management procedures.
2. Assessment Parameters are quantifiable measurements used to measure effectiveness towards achieving the statutory goal of reducing the discharge of pollutants to the maximum extent practicable.