



MCSTOPPP

Marin County Stormwater
Pollution Prevention Program
www.mcstoppp.org



2011—2012 MCSTOPPP Annual Report

Belvedere ▪ Corte Madera ▪ County of Marin ▪ Fairfax
Larkspur ▪ Mill Valley ▪ Novato ▪ Ross ▪ San Anselmo
San Rafael ▪ Sausalito ▪ Tiburon

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MCSTOPPP is administered by Marin County Flood Control and Water Conservation District with assistance from County of Marin.

Marin General Services Authority provides budgetary oversight.

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Cover photo: Marin County elementary students learn about how pollutants can move from the land, through storm drains and into local waterways at a MCSTOPPP Watershed Diorama demonstration at Wetlands Days 2012 (Sewerage Agency of Southern Marin outreach event) – Photo by Gina Purin.

EOA, Inc. provided technical, regulatory and report preparation assistance.

If you are a person with a disability and require materials in alternative formats, call 415-473-4381 (Voice) or CRS 711 or email disabilityaccess@marincounty.org.

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Additional Documentation

The following documents were prepared in connection with this Annual Report. All documents can be accessed at www.mcstoppp.org.

Chapter 2: Local Government Leads the Way

[North Bay Watershed Association 2011-2012 Accomplishments](#)
[MCSTOPPP Budget 2011-2012](#)
[MCSTOPPP Budget 2012-2013](#)
[Certification Statements](#)
[Performance Standards Matrices Template](#)
[MCSTOPPP Support Letter for Greener Pesticides for Cleaner Waterways Campaign](#)

Chapter 3: Caring for Our Creeks and Waterways

[Marin County Watershed Program Overview](#)
[Marin County Watershed Program - Novato, Las Gallinas, Southern Marin](#)
[STRAW/MCSTOPPP Final Report, Presentations, and Classroom Handout 2011-2012](#)
[Marinwood Community Services District Thank You Letter for STRAW/MCSTOPPP](#)
[Street Sweeping and Catch Basin Cleaning Totals](#)
[My Earth Day Marin Press Release, and Fliers](#)
[California Coastal Cleanup Day Fliers](#)

Chapter 4: Building and Renewing

[Low Impact Development \(LID\) Workshop Flier](#)
[2011-2012 New Development Projects](#)

Chapter 5: Educating Ourselves at Work

[Central Marin Sanitary Agency \(CMSA\) Multi-jurisdictional Business Inspections](#)
[Certified Unified Program Agencies \(CUPA\) Countywide Business Inspections](#)
[Marin County Environmental Health Services \(EHS\) Countywide Business Inspections](#)
[Self-Inspection Checklist for Business Owners](#)
[Our Water Our World \(OWOW\) Employee Training Program and Report](#)
[Pest Management That Makes Sense Workshop and Evaluation Form](#)
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[Painting Contractors BMP Brochure](#)
[Pick It Up! Pet Waste Bookmark](#)
[Bay-Friendly Landscape Professional Series Program](#)
[Bay-Friendly Landscape Professional Ad for the Marin Home and Garden Expo](#)

Chapter 6: Educating Ourselves at Home and at School

[Swimming Pools, Spas, and Fountains Brochure Update 2012](#)
[Caring For Our Carpets Brochure Update 2012](#)
[BASMAA Final Media Relations Report 2011-2012](#)
[BASMAA Our Water Our World Ad](#)
[Gopher Control Workshop - Santa Venetia and Tam Valley](#)
[San Geronimo Valley Landowners Assistance Program Fall Workshop](#)
[Bay Friendly Garden Tour Executive Summary](#)
[Earth Day Service Project Volunteers](#)
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Chapter 7: Water Quality Planning and Monitoring

[MCSTOPPP Richardson Bay TMDL Pet Waste Letter 2011-2012](#)
[Richardson's Bay Water Quality Testing by Richardson's Bay Regional Agency \(RBRA\)](#)
[Integrated Pest Management Planning: Pesticide Use Survey](#)
[BASMAA 2011-12 Annual Report](#)

County

[Marin County Fire Business Inspections](#)
[FYI Newsletter - January 21 Ranger Led Water Walk and Talk](#)
[Earth Day Event - Belloc Lagoon](#)
[Watershed Program - Stinson Beach](#)
[West Marin Culvert Repair Program 2011-12](#)

Ross

[FEMA Flood Study Project Summary Meeting](#)
[Mandatory Maintenance Notice for Right-of-Ways and Private Roads](#)

San Rafael

[Central Marin Sanitary Agency \(CMSA\) Business Inspections](#)
[Saturday Volunteer Project 8-27-11](#)

Used Oil Payment Program (OPP)

[MCSTOPPP 2012 Tidebook Cover](#)
[MCSTOPPP 2012 Tidebook Distribution](#)

CHAPTER 1: Let's Preserve and Enhance Marin's Watersheds

Overview of the 2011-2012 Annual Report

This report covers activities by the countywide Marin County Stormwater Pollution Prevention Program (which is funded and supported by the County, cities, and towns) as well as local stormwater pollution prevention activities.

Administration, organization, staffing and financing of the countywide program are covered in Chapter 2, *Local Government Leads the Way*.

Chapter 3, *Caring for Our Creeks*, describes the heart of the Marin County Stormwater Pollution Prevention Program (MCSTOPPP): keeping streets and storm drains clean, stopping illegal dumping, stabilizing creek banks, and setting a good pollution prevention example in all municipal operations.

Chapter 4, *Building and Renewing*, provides information on how Marin's municipalities comply with construction and post-construction requirements of the Phase II permit. For specific projects, County and municipal staff ensure that impervious area is minimized, pollutant sources are controlled, and where required, that stormwater treatment facilities are incorporated. In addition, local building officials and public works staff inspect construction sites to ensure erosion is controlled and sediment and other pollutants are contained.

Chapter 5, *Educating Ourselves at Work*, documents our outreach to businesses to ensure they operate in a way that keeps pollutants away from creeks and storm drains.

Chapter 6, *Educating Ourselves at Home and School*, details MCSTOPPP's extensive work to engage, involve, and educate Marin residents in protecting local creeks.

Chapter 7, *Water Quality Planning and Monitoring*, is about how MCSTOPPP is planning ahead to ensure Marin municipalities are in ongoing compliance with

stormwater quality regulations.

Local pollution-prevention accomplishments, outside of routine activities, are documented in supplements, one for each of Marin's 12 municipalities.

About MCSTOPPP

The Marin County Stormwater Pollution Prevention Program (MCSTOPPP) is a joint effort of the [County of Marin](#) and Marin's 11 cities and towns. The countywide program was formed in 1993 to protect and enhance water quality in creeks and wetlands by preventing stormwater pollution, preserving beneficial uses of local waterways and complying with state and federal regulations.

MCSTOPPP comprises local stormwater pollution prevention efforts by the County and each municipality, and a countywide program funded jointly by the County and the municipalities and administered by the [Marin County Flood Control and Water Conservation District](#). The [Marin General Services Authority](#) provides programmatic and budgetary oversight. Budgets are approved by the County's [Board of Supervisors](#). MCSTOPPP has developed a creek-focused approach to stormwater pollution prevention by integrating habitat restoration, school-based education, volunteer projects, and public education with public works maintenance and code enforcement.

In a 1991 update to its [Basin Plan](#), the [Regional Water Quality Control Board](#) (RWQCB) mandated Marin's municipalities pursue a "baseline" program to prevent increases in urban runoff pollutants. In 2003, the [State Water Resources Control Board](#) (SWRCB) required small municipal storm drain systems, including those in Marin, to be regulated under a statewide [Phase II National Pollutant Discharge Elimination System \(NPDES\) Municipal General Stormwater NPDES permit](#) (Phase II permit). The MCSTOPPP [Action Plan 2010](#) is the approved Storm Water Management Plan (SWMP). Each municipality complies with the current

Phase II permit by implementing Action Plan 2010 through a local stormwater program and through MCSTOPPP.

The current Phase II permit expired in 2008 and is administratively extended until a revised Phase II permit is adopted. With input from stakeholders, SWRCB staff have been drafting a revised permit for several years. In May 2012, the SWRCB released a second Draft of the revised Phase II General Permit. It is anticipated that the final permit will be adopted in October November or December 2012. The revised permit will become effective 100 days after it is adopted.

Funding Stormwater Pollution Prevention Programs

Continuing to operate with reduced budgets, Marin municipalities still supported ongoing improvements in countywide and local stormwater quality programs during 2011-2012.

By partnering with others, MCSTOPPP was able to sponsor a variety of programs and workshops including the first annual Marin, the [Bay-Friendly Garden Tour](#) , the [Bay-Friendly Landscaper Maintenance Training and Qualification series](#) for professionals, and a workshop on [Gopher Control in Santa Venetia](#).

Another way MCSTOPPP is leveraging funds is to partner with other agencies and apply for grants. Marin County, in partnership with the National Park Service Point Reyes National Seashore, received a \$1.4 million state grant from the State Water Resources Control Board to reduce pollution runoff into the Duxbury Reef and the Point Reyes Headlands Areas of Special Biological Significance (ASBS). In 2011-2012, significant progress was made in planning improvements to the Marin County Agate Beach parking lot to ensure filtration of runoff, and in controlling sediment in gullies and installing fencing to keep cattle out of creeks within ASBS watersheds on Point Reyes National Seashore land. Agate Beach

parking lot work included site surveys (topographic, soils and geotechnical) and work on engineering designs and construction bid information.

As in previous years, MCSTOPPP distributed nearly 7,000 tide calendars for various industries throughout the County. The [cover of the calendar](#) carried messages about recycling used oil and filters in Marin and about protecting water quality in Richardson Bay. MCSTOPPP and Oil Payment Program funds from Department of Resources Recycling and Recovery (CalRecycle) funded the calendar.

CalRecycle Oil Payment Program funds also helped MCSTOPPP conduct a variety of projects in 2011-2012 including:

- ◆ Purchasing storm drain markers that are installed by MCSTOPPP’s local programs.
- ◆ Hiring a consultant to visit and inspect used oil collection facilities and to distribute brochures with information on Best Management Practices (BMPs).
- ◆ Developing a program to distribute absorbent pads to boaters on Tomales Bay, Richardson Bay and San Pablo Bay. We expect this project to be implemented in 2012-2013.
- ◆ Funding a contract with Marin Recycling to collect used oil and filters from the public.
- ◆ Providing presentations at English as a Second Language (ESL) classes on how and why to recycle used oil.

Follow the Links

The [Regional Water Quality Control Board](#) requires Marin municipalities to report annually about their stormwater pollution prevention activities.

Comment on the report:
mcstoppp@marincounty.org

CHAPTER 2: Local Government Leads the Way

Joint Funding and Oversight are Key to Countywide Program Effectiveness

The County of Marin and Marin's 11 cities and towns [fund](#) MCSTOPPP's countywide activities.

MCSTOPPP's countywide staff includes a program manager, an outreach coordinator, and a part time engineering technician. They are assisted by County Department of Public Works staff, including Marin County Watershed Stewardship Program staff, and by other County staff. In addition to countywide activities, the staff provides technical and outreach resources and reporting assistance to local stormwater coordinators.

At bimonthly Agency Staff Committee (ASC) meetings, countywide staff and local staff report on their activities, discuss challenges and solutions, and strategize and prioritize their ongoing work. [Caltrans](#), the [Marin Municipal Water District](#), and the [Regional Water Board](#) are represented at these meetings at least annually. ASC and MCSTOPPP staff regularly update the Marin Public Works Association (MPWA) on stormwater permit compliance issues. The MPWA comprises the public works directors of each Marin municipality.

MCSTOPPP's [Citizens' Advisory Committee](#) (CAC) was created in 1997 and meets quarterly to discuss issues related to development and construction, small businesses, local government, the community, and the environment. The CAC reviews annual work plans and budgets, acts as a community liaison, and is a sounding board for new ideas.

MCSTOPPP Participates in Stormwater Pollution Prevention Statewide

MCSTOPPP participates in and helps fund the following regional efforts to protect water quality:

[Bay Area Stormwater Management Agencies Association \(BASMAA\)](#). BASMAA comprises Bay Area municipal stormwater NPDES permittees.



Members implement regional projects designed to understand and/or improve the quality of stormwater runoff to the San Francisco Bay, promote regional consistency and facilitate efficient use of public resources. MCSTOPPP staff attended BASMAA Executive Board and Public Information/Participation meetings in order to track and participate in regional efforts that benefit Marin's stormwater program. MCSTOPPP contributed \$12,854 to BASMAA in 2011-2012.

[Regional Monitoring Program for Trace Substances \(RMP\)](#) The Regional Water Board mandated the RMP in 1992. The RMP funds the [San Francisco Estuary Institute](#) (SFEI) to monitor pollutant concentrations in Bay water, sediments, fish and shellfish. The RMP publishes an annual report, [Pulse of the Estuary](#). Marin's 12 municipalities continue to contribute funds to the RMP through MCSTOPPP. In 2011-2012 MCSTOPPP contributed \$55,572 to the RMP. In addition, MCSTOPPP staff attended the RMP Annual meeting in October 2011.

[North Bay Watershed Association \(NBWA\)](#)

NBWA includes Marin, Napa and Sonoma municipalities, water and sanitary districts, and non-profit organizations interested in watershed health. NBWA facilitates partnerships across political boundaries that promote stewardship of North San Pablo Bay watersheds. MCSTOPPP contributed \$5,626 to NBWA in 2011-2012 and the County of Marin's local stormwater program contributed about \$27,000. The Marin County Flood Control and Water Conservation District contributed \$10,000 to NBWA. [NBWA's 2011-2012 accomplishments](#) included Integrated Regional Water Management Plan (IRWMP) participation and IRWMP coordination in the North Bay which helped secure grant funding for North Bay TMDL implementation projects that began in 2011-2012. Additionally, NBWA provided financial support to various project categories including Education/Restoration, Demonstration, General Education, and the Marin Fish and Wildlife Commission. The types of projects included PRBO Conservation Science's Students and Teachers Restoring a Watershed classroom presentations and riparian restoration projects in Marin, a pilot rainwater harvesting program, a Public Education video series by KRCB called "Know Your Watershed", a newsletter for Mill Valley Streamkeepers, and signage for Friends of Corte Madera Creek.

California Stormwater Quality Association (CASQA)

MCSTOPPP is a member of CASQA, a statewide organization of municipal, industrial, and construction stormwater NPDES permittees. During 2011-2012 MCSTOPPP staff participated in monthly conference calls of CASQA's Phase II subcommittee as well as CASQA workgroups that provided constructive and detailed comments on the Draft Phase II permit. MCSTOPPP staff also attended the Annual CASQA conference held in September 2011 and presented at the "Draft Phase II Permit Workshop" and at the "LID 2025 – The Path Forward Sustainable Development" session.

Marin, Napa, Sonoma and Solano Stormwater

Association (MNSSSA). MCSTOPPP is part of the MNSSSA, an informal group of North Bay Phase II municipal stormwater programs that meets to share information and work jointly on projects of mutual interest. During 2011-2012 MCSTOPPP staff attended

meetings to discuss the draft NPDES Phase II Permit, regional monitoring, and other potential partnerships through regional efforts.

Performance Standards are Verifiable Pollution Prevention Goals

Performance Standards are verifiable stormwater pollution prevention goals. They incorporate specific BMPs that municipalities implement.

At the end of each fiscal year, each municipality completes a MCSTOPPP's performance standard matrix noting whether each Performance Standard was implemented and if not, a plan and schedule for full implementation is developed. Certification statements, available on the MCSTOPPP website, swear to the accuracy of the completed matrices. Completed matrices for 2011-2012 are presented in Supplement M of this Annual Report.

MCSTOPPP Performance Standards

- ◆ Street Sweeping
- ◆ Storm Drainage Facilities
- ◆ Road Repair & Maintenance
- ◆ Operation & Maintenance of Pump Stations
- ◆ Corporation Yards
- ◆ Illicit Discharge Control
- ◆ New Development and Construction Site
- ◆ Controls
- ◆ Industrial and Commercial Discharge Controls
- ◆ Public Information and Participation

CHAPTER 3: Caring for Our Creeks and Waterway

A Creek-Centered Approach to Water Quality Protection

Through the [My Earth Day Marin Coalition](#), MCSTOPPP’s countywide program continued to partner with the City of San Rafael Volunteer Program, San Rafael Clean, Marin County Parks, Public Works, and Community Development Agency, Marin Municipal Water District, and the Center for Volunteer and Nonprofit Leadership of Marin to implement and promote Earth Day 2012 service projects, which included beach and creek cleanups.

County stormwater staff assisted with cleanup and restoration of Belloc Lagoon in unincorporated Marin and MCSTOPPP staff assisted with the cleanup of Mahon Creek in San Rafael as part of service projects offered through the Coalition. Most service projects were held from 8 am to Noon over the weekend of April 21-22 to commemorate Earth Day. Throughout the County, more than 1300 volunteers worked at 36 service projects over three days. Twenty-two of the projects were listed on the [My Earth Day Marin Coalition](#) website.

In addition, MCSTOPPP personnel partnered with the Marin County Green Business Program to staff an education and outreach table at the [Earth Day Marin Festival](#) held in Lagoon Park from 11 am to 6 pm. Over 3,000 people attended the event.



MCSTOPPP Countywide staff performed captain duties at two sites on Coastal Cleanup Day on September 17th:

- ◆ Corte Madera Creek at Creekside Park (County)
- ◆ Novato Creek at downtown Safeway (Novato)

A summary of trash and debris removal activities by municipality is provided below, followed by a summary of Creek Restoration and Maintenance Project is provided at the end of this Chapter.

Volunteers	2,048
Miles Cleaned	118
Pounds of Trash	8,814
Pounds of Recyclables	1,921

Street Sweeping, Storm Drain Inlet Cleaning, and Visual Outfall Monitoring

Marin municipalities swept more than 27,000 curb-miles and removed more than 7,100 cubic yards of debris from gutters and storm drains. [Totals for each municipality](#) are provided in the Additional Documentation section of this report.

Minimum required frequencies of street sweeping, storm drain cleaning, and visual monitoring are summarized in the table below. Downtown areas may be swept more frequently and sweeping of all streets may be doubled during leaf season. Many municipalities monitor catch basin accumulations more frequently during rains.

Municipal staff preformed all required outfall monitoring in order to detect and stop dry-weather non-stormwater discharges, identify maintenance needs, and detect erosion problems.

Table 3-1: Street Sweeping, Storm Drain Inlet Cleaning, and Visual Outfall Monitoring

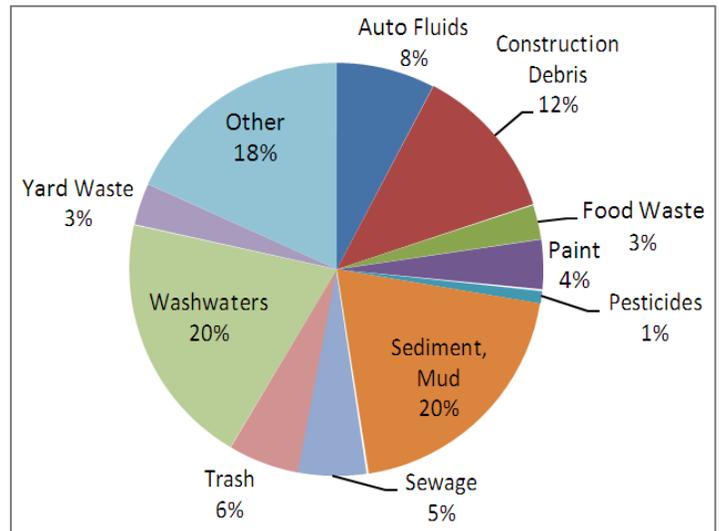
	Street Sweeping			Storm Drain Cleaning			Visual Outfall Monitoring	
	Residential	Commercial	Industrial	Residential	Commercial	Industrial	Sites	Frequency
Belvedere	Weekly	Weekly		Annually			5	Monthly
Corte Madera	Weekly	Weekly	Weekly	Annually	Annually	Annually	33	Monthly
Fairfax	Monthly	Weekly		As needed	As needed		2	Twice Annually
Larkspur	Monthly	Monthly	Weekly	Annually	Annually	Annually	53	Annually
County	Annually	2x/year		As needed*	As needed*		56	Annually
Mill Valley	Monthly	4x/month		Annually	Annually	Annually	10	Monthly
Novato	Ea. 6 weeks	Weekly	Monthly	Annually	Annually	Annually	18	Annually
Ross	Weekly	Weekly		As needed	As needed		10	Monthly
San Anselmo	1-2x/month	1-2x/month		Annually	Annually		5	Monthly
San Rafael	Ea. 6 weeks	2x/week	2x/month	Annually	Annually	Annually	14	Monthly
Sausalito	Monthly	3x/week	Monthly	Annually	Annually	Annually	36	Annually
Tiburon	Weekly	Weekly		Annual	Annual	Annual	31	3-4x/year

*The County rents a vactor from Nov. 1 to Feb. 28 to clean catch basins in Santa Venetia and Tam Valley and respond to complaints in other areas.

Municipalities Continue Outreach in Response to Illegal Dumping

Municipal stormwater staff enforce local urban runoff pollution prevention ordinances by responding to complaints of dumped materials found in creeks or storm drains. Sometimes residents see dumped materials or witness illicit discharges in progress and report it to local police or public works departments.

A total of 181 illicit discharges were reported in 2011-2012. Types of materials found this year, and the number of times each was found, are shown in the pie Chart to the right. Municipal staff issued 57 verbal or written warnings, and two warnings with notices to abate.



In 2011-2012, staff distributed educational materials in response to more than 59 incidents. When it is impossible to identify the responsible party, municipal staff often distribute educational materials to businesses and residents in the area.

Students and Teachers Restoring Marin's Watersheds

MCSTOPPP partners with [Point Reyes Bird Observatory Conservation Science's \(PRBO\) Students and Teachers Restoring a Watershed \(STRAW\) Project](#), as well as participating teachers, students, parents, and volunteers, to implement watershed education and riparian restoration projects. PRBO funds the STRAW-MCSTOPPP restoration projects with funding from MCSTOPPP (\$13,000 in 2011-2012) and with grant funding. STRAW faculty organize the in-class presentations, and STRAW Restoration staff organize restoration days, perform maintenance and site monitoring, and procure most of the supplies and plants needed to conduct the restorations. MCSTOPPP staff conduct photo-monitoring at the riparian restoration sites and assist with the in-class presentations and restoration days.

In 2011-2012 MCSTOPPP staff joined STRAW faculty (retired teachers and naturalists) to give 29 in-class presentations on stormwater pollution prevention and riparian restoration. The presentations prepared 879 students for their restoration days and connected riparian restoration to stormwater pollution prevention and creek habitat protection. The MCSTOPPP/STRAW in-class PowerPoint



presentation was tailored to each grade level and each presentation describes actions students can take to protect stormwater quality. An in-class worksheet was also developed to further engage the students with the material being covered. The PowerPoint presentations teach students that they all live in a watershed and that all storm drain networks in Marin carry stormwater into a creek, bay or the ocean. A detailed report, a copy of the presentation, and a copy of the in-class worksheet are available on MCSTOPPP's website:

<http://www.mcstoppp.org/11-12AnnReport/MCSTOPPP-STRAW-11-12.pdf>.



Highlights from this year's Report:

- ◆ MCSTOPPP and STRAW staff worked with 600 students from Miller Creek Middle School over three days at the Marinwood Park/Miller Creek site (County). Students removed approximately 42 cubic yards of invasive species and planted 137 native riparian plants. Six teachers, four parents, and eight volunteers assisted.
- ◆ MCSTOPPP and STRAW staff worked with 282 Davidson Middle School students, four teachers and four volunteers to restore a tributary to Mahon Creek (San Rafael). Two restoration days were completed. The students removed 23 cubic yards of invasive plants and planted 48 natives. They also installed deer fencing to help the new plants become established and seeded 1,884 sq. ft. with native grass seed.



Number of major East Marin Watersheds	2
Number of restoration sites	2
Number of restoration days	5
Number of schools	2
Number of students	879
Square feet pulled and/or planted	6,515
Total native plants planted	98
Total square feet seeded with native grasses	45
Total cubic yards of non-native plants removed	65

Table 3-3: Trash and Debris Removal in 2011-2012	
Municipality	Activity
Belvedere	Volunteers cleaned up a section of public shoreline along San Rafael Avenue Seawall.
Corte Madera	Staff walks the High and Low Canals and the Cay Passage Outfall each week throughout the year. All center medians are also walked and cleaned weekly. Staff also monitor Shorebird Marsh, Shorebird overflow Parking Lot, The Shorebird Overlook, Marina Village, Lagoon A, Lagoon 1, Marquart Lagoon, San Clemente Pump Station and Gate, Edgewater Lagoon, Pixley Lagoon and Corte Madera and San Clemente Creeks.
Fairfax	Coordinated creek cleanup with Fairfax Volunteers to remove trash and debris from Fairfax and San Anselmo Creeks annually.
Larkspur	Marin Rowing Club volunteers clean up creek bank debris adjacent to their boat docks and capture floating debris for city pick up.
County	Marin County Parks continued working with volunteers on upland habitat restoration at Creekside Park along Creekside Marsh and Corte Madera Creek. The volunteers planted a variety of native shrubs and sheet mulched over Harding grass. Removed ice plant and litter from edges of Corte Madera Creek through partnership with College of Marin. Cleaned up heavily littered section of creek near the green bridge in Pt. Reyes Station with three volunteers. Marin County Parks worked every month with volunteers conducting beach cleanups at Agate Beach and conducting litter pick up and invasive species removal for the Mill Valley Bike Path that runs along Coyote Creek and Bothin Marsh. Marin County Parks had 551 volunteers for Coastal Cleanup Day at various park locations.
Mill Valley	City contracted with CCNB to clean five creek areas. Maintenance crews cleaned concrete ditches on Miller Avenue and on Meadow Drive.
Novato	Use CCNB crews for creek cleaning. Utilize local volunteers for trash pickup in local creeks and for Novato Clean and Green in April (Earth Day).
San Rafael	Partnered with Gallinas Creek Watershed, MCSTOPPP, County Parks and others to remove invasive species and litter for Earth Day, Cesar Chavez Day, Coastal Cleanup Day, Make a Difference Day and others. Each event involved coordination of dozens of volunteers. Overall, a few hundred volunteers participated in these and other Parks volunteer days this past year.
Sausalito	The City coordinated with Friends of Willow Creek regarding a 2012 creek clean up event. The City met with Friends of Willow Creek to discuss long range plans regarding possible creek restoration between headwaters (within Public School Site) and outfall in Richardson's Bay.
Tiburon	Staff retained the services of CCNB to reestablish the seasonal public foot path along the south side to the Railroad Marsh. During this project invasive and nonnative plants were removed and either chipped on site or hauled off. Approximately 120 yards of material was removed. Public Works staff assisted with the removal of debris from the Coastal Clean Up day conducted on Saturday, September 17, 2011. Debris was removed from Blackie's Pasture, McKegney Green, South of Knoll Park (Richardson Bay Lineal Park) and Shoreline Park. Additionally, Earth Day was on Sunday, April 22, 2012. Staff assisted by picking up litter and debris along the Town's two bay front area, Richardson Bay Lineal Park and Shoreline Park.

Table 3-4: Creek Restoration and Maintenance Projects 2011-2012

Project by Municipality	Description	Project Status
Belvedere Belvedere Ave Culvert replacement	Replace rusted corrugated metal pipe under roadway	N/A
Belvedere Pine Ave Culvert extension	Extend pipe 75' on hillside to stop erosion	N/A
Corte Madera S. Madera Gardens Sewer Improvements	Line and/or rebuild sanitary lines and manholes	N/A
Corte Madera San Clemente Drive/Paradise Drive Trunk Sewer Improvements	This project will improve the trunk sewer segments directly upstream from the Paradise Pump Station and from the manhole adjacent to Paradise Market to Golden	N/A
Corte Madera Seawolf Force Main Improvements	This project will re-line or replace 1,204 lineal feet of 8" cast-iron pipe exiting the Seawolf Pump Station.	N/A
Corte Madera Seawolf Pump Station	This project will replace the mechanical and electrical components at the pump station.	N/A
Corte Madera Tamalpais Pump Station	This project will install wet well lining, new automatic transfer switch, standard control systems, and ultrasonic level control. It will replace propane generator with diesel generator and replace pumps.	N/A
Corte Madera Trinidad No. 1 Pump Station	This project will replace pumps, electrical, and mechanical equipment, and add sound attenuation for general noise control.	N/A
Corte Madera Golden Hind at Cay Passage Pump Station	Installation of a new pump station and storm drains to eliminate flooding due to tidal action	N/A
Corte Madera Marina Village Flood Control Project	Provide flood control improvements consisting of storm drain lines and stormwater pump station	N/A
Corte Madera Safe Routes to School – Paradise Bikeway	Extend an existing Class 1 bikeway adjacent to Paradise Drive from Westward Drive to Upland Circle	N/A
Fairfax Pastori Outfall Pipe	Outfall Pipe	Permits secured. Coordinating with adjacent property owner.
Fairfax Miscellaneous Bridge Replacements	Bridge Replacements	No permits yet only in the future planning process for funding.

Table 3-4 (continued): Creek Restoration and Maintenance Projects 2011-2012

Project by Municipality	Description	Project Status
Larkspur Doherty Drive Reconstruction	Resurface third phase of Doherty Drive near the high school	Disturbs less than 1 acre: Construction General Permit not required. Permits: Army Corps 404 Regional Water Board 401
Mill Valley Cascade Pedestrian Bridge	Replace sinking bridge with a sewer main below it.	Working on plans and specs to submit for a streambed alteration permit
Mill Valley Marsh Drive	Storm drain relocation project	Local permits
Novato Rush Creek Drainage	Replacement to track side ditch with box drainage culvert. Staff is working with Sonoma Marin Area Rail Transit (SMART) to have the work included in their upcoming project for track replacement, which includes other drainage work adjacent to their tracks and in their right-of-way.	SMART securing outside agency permits required for work.
Novato Olive Ave. Improvements	Roadway widening and replacement of roadside drainage ditch with storm drain. Project is on hold.	No permit activity to date - This project is currently on hold.
Novato Grant Ave. Bridge at Novato Creek	Widening of existing roadway bridge to include bike lanes and sidewalk, and install scour countermeasures on the banks of Novato Creek in the vicinity of the bridge	It is anticipated that Fish and Game and Army Corps permits will be required for this project – but Caltrans' review of environmental document is not yet complete.
Ross The Lagunitas Bridge - Replacement over Corte Madera Creek	Replaced	Completed
Ross Corte Madera Creek- Left Bank Repair	Repaired	Completed
Ross Laurel Grove Culvert - Replacement	Replaced	Completed
Ross Laurel Grove Slide	Repaired	Completed
Sausalito SYH Bulkhead - Richardson's Bay shore	Replace Wooden Pile Bulkhead with Concrete Sheet Pile	Construction Permits secured from COE, SFRWQCB, and BCDC-City working with BCDC on Permit Amendments-In-water construction completed.
Sausalito Humboldt Bulkhead - Richardson's Bay shore	Replace Wooden Pile Bulkhead with Concrete Sheet Pile	City will prepare documents to begin Permit Application and Permit Amendment Processes.

Table 3-4 (continued): Creek Restoration and Maintenance Projects 2011-2012

Project by Municipality	Project by Municipality	Project by Municipality
Sausalito Corporation Yard Repave/BMP Installation	Repave existing Corporation Yard.	No permits needed. Categorically Excluded work. Construction complete.
Tiburon Culvert Replacement	One (1) culvert replacement along the MUP in Fall 2012.	No permits required
County of Marin Arroyo Creek Fish Passage Restoration	Replace an existing CMP culvert with an open-bottomed arched culvert, combined with a rocky ramp to improve fish passage.	Complete
County of Marin Berens slough culvert: Replace or Reline	Reline or Replace 2 deteriorated corrugated metal pipe culverts under the flood control levee in Kentfield	Complete
County of Marin Bothin Marsh/Coyote Creek. Restoration and Flood Control	A multi-faced channel re-design - marsh restoration project that will improve connectivity between Bothin Marsh and Coyote Creek, enhancing and expanding	Active
County of Marin Boyle Park Restoration	Restoration of riparian corridor on a tributary to Warner Creek within Boyle Park. Project will improve water quality to Richardson Bay.	Active
County of Marin Cheda Creek PS Repair	Replace two aging pumps, install new outfall pipes and reconstruct wet well.	Complete
County of Marin Corte Madera Creek ACOE Project	Completion of the original ACOE flood control project including construction of Unit 4, retrofitting of Units 2 & and installation of maintenance facilities.	Active
County of Marin Coyote Creek Middle Reach Sediment Removal	Likely slip-lining an existing storm drain which outfalls into Las Gallinas Creek. It would be extended 10 feet farther out into the creek than originally designed where it will be less subject to sedimentation.	Active
County of Marin Crest Marin Creek Drainage Study	Comprehensive project to address flooding of the Tamalpais Valley floor from flows associated with Crest Marin Creek.	Active
County of Marin CSA 29 Paradise Cay Maintenance Dredge	Maintenance dredging project that includes the north and south areas of Paradise Cay for recreational boating use to minus seven feet within waterways and to minus eight feet in the two entry channels.	Active
County of Marin Detention Basin Feasibility Study	Contract with engineering consultant to study the feasibility of constructing detention basins in flood zone 9 to reduce flood damage from high-flow, infrequent events (Q100)	Complete
County of Marin Dredging options & feasibility – Corte Madera Creek	Contract with Engineering consultant to determine a dredging prism for CMC that is consistent with the level of flood protection existing in the flood zone.	Complete
County of Marin Easkoot Creek Flood Bypass Alternatives Analysis	A preliminary appraisal level study to evaluate the feasibility of constructing a floodwater bypass for Easkoot Creek. Will involve the submittal of historical hydrological and hydraulic studies and previous project plans to consultant for consideration.	Complete

Table 3-4 (continued): Creek Restoration and Maintenance Projects 2011-2012

Project by Municipality	Project by Municipality	Project by Municipality
County of Marin Flood Control Zone 3 Master Plan	The Zone 3 Master Plan will revisit findings and recommendations for the zone's watersheds and develop a comprehensive plan for future flood control projects and	Active
County of Marin Geomorphic analysis - Corte Madera Creek	Contract with Geomorphologies/Civil Engineer to survey and study the problem reaches of Corte Madera Creek to determine optimum creek width, location of erosion problems and suggest treatments, participate in outreach process.	Complete
County of Marin La Pasada Improvement Project	Likely slip-lining an existing storm drain which outfalls into Las Gallinas Creek. It would be extended 10 feet farther out into the creek than originally designed where it will be less subject to sedimentation.	Active
County of Marin Larsen Creek Fish Passage Restoration	A fishway is being designed to be built within and below the box culvert under Sir Francis Drake Blvd. on Larsen Creek	Active
County of Marin Las Gallinas Watershed Program	The purpose of the Watershed Program is to provide a framework to integrate flood protection and environmental restoration with public and private partners to protect and enhance watersheds into Gallinas and Miller Creeks.	Active
County of Marin Lefty Gomez Detention Basin	Flood Protection Detention Basin	Active
County of Marin Loma Alta Detention Basin	Flood Protection Detention Basin	Active
County of Marin Maintenance dredge of Las Gallinas Creek	Maintenance dredging project of Las Gallinas Creek for recreational/boating use to minus 7 feet.	Active
County of Marin Memorial Park Detention Basin	Flood Protection Detention Basin	Active
County of Marin Mill Valley-Sausalito Multi-Use Path	Resurfacing and possible enhancements to the Mill Valley-Sausalito Multi-Use Path	Active
County of Marin Miller Creek Watershed Planning	Working with Supervisor Adams and the local community to support and build capacity for local watershed group and to conduct preliminary mapping and planning. Funding for this project is provided through the North Bay Watershed Association.	Active
County of Marin Novato Creek - Routine Maintenance Dredging Project - NWAACREEK	Routine dredging is performed approximately once every 4 years in the lower reaches of Novato Creek, Warner Creek, and Arroyo Avichi to maintain channel cross-sectional area required to pass design flow and maintain flood protection.	Active
County of Marin Novato Watershed Program	The purpose of the Watershed Program is to provide a framework to integrate flood protection and environmental restoration with public and private partners to protect and enhance watersheds into Novato Creek.	Active

Table 3-4 (continued): Creek Restoration and Maintenance Projects 2011-2012

Project by Municipality	Project by Municipality	Project by Municipality
County of Marin Paradise Park Seawall Replacement	Replace existing seawall	Active
County of Marin Phoenix Lake IRWM Retrofit	Retrofit existing water supply reservoir to add storm water detention function during 1% Annual Chance Flood (100 Year Event). Project will improve water quality, increase	Active
County of Marin Pump Station No. 2 Rehabilitation	Improve the level of flood protection by increasing the capacity and reliability of the existing pump station, which is nearing the end of its design life.	On Hold
County of Marin Richardson Bay Tidal Flooding Study	Evaluate existing conditions and identify conceptual alternatives and preliminary cost estimates to reduce tidal flooding along Richardson Bay shoreline at Shelter Bay, Marin City, Mill Valley at Miller/Almonte and at Miller/Camino Alto, and Manzanita.	Active
County of Marin San Geronimo Creek Fish Passage Restoration	Design of a baffle system within the existing box culvert combined with a rocky ramp and a series of step pools created by large woody debris downstream of the culvert. The project will repair severely failing stream banks and provide fishery habitat in 200' of channel.	On Hold
County of Marin Seminary Drive Stormwater Pump Station	Construct a pump station to alleviate flooding on Redwood Highway Frontage Road near the northbound Highway 101 Seminary off ramps.	Completed
County of Marin Southern Marin Watershed Program	The purpose of the Watershed Program is to provide a framework to integrate flood protection and environmental restoration with public and private partners to protect and enhance watersheds into Richardson Bay.	Active
County of Marin Stinson Watershed Program	The purpose of the Watershed Program is to provide a framework to integrate flood protection and environmental restoration with public and private partners to protect and enhance watersheds into Easkoot Creek.	Active
County of Marin Urban Creek Council - Ho Assistance Program	Contract with Urban Creeks Council to create a creek stewardship outreach program; homeowners can receive free consultation for erosion and other bank problems; UCC will assist in permitting process.	Completed
County of Marin Vineyard Creek Improvements	Project will replace the Center Road culvert and improve channel to increased cross-sectional area, stabilize banks/creek bed, and improve habitat.	Active
County of Marin West Creek Flood Wall	Construct flood barrier to prevent damage to properties due to flooding of West Creek.	Active

CHAPTER 4: Building and Renewing

Municipalities Continue to Comply With Construction Site Management Requirements

In 2011-2012, Marin's municipalities implemented construction site performance standards described in Action Plan 2010.

Projects that are part of a development disturbing an acre or more are regulated by a statewide [General Stormwater Permit for Construction Activities](#). Marin municipalities require builders of these projects to show they have notified the State Water Resources Control Board they intend to comply with that permit. Projects in progress are tabulated below.

Some Marin municipalities, such as the City of Mill Valley, prohibit grading during the wet season. All municipalities require builders of projects with potential to cause significant erosion to prepare and implement effective erosion and sediment control plans if they plan any wet-season construction activity.

For smaller projects, municipalities attach erosion control information on either an 8½" x 11" sheet ([MCSTOPPP Minimum Erosion/Sediment Control Measures for Small Construction Projects](#)) or a full-sized plan sheet to the project's building, grading, or encroachment permits.

Municipalities conduct timely seasonal outreach to contractors to help ensure compliance with erosion control requirements (for example the County sends a notice requiring project proponents to install erosion and sediment control BMPs and to button up sites by October 15th) and monitor construction sites to ensure construction materials are stored under cover or tarped and that excess concrete, paint, and other wastes aren't washed into storm drains.

To aid in these inspections, some MCSTOPPP agencies use the [Inspection Checklist for Construction Stormwater Controls](#).



In addition, municipal and county construction site inspectors attend trainings as needed either annually or biannually. MCSTOPPP offered a Construction Site Management training in May 2011 and plans to offer a training again in 2012-2013.

Table 4-1: Construction Projects Disturbing One Acre Plus

Project	Acres
Corte Madera Remodel of Honda Dealership to Mini of Marin	3.4
Larkspur Rose Garden Development	17
Novato Commuter Bike Connection	2.2
Sausalito Sausalito Yacht Harbor Bulkhead	2
Tiburon Gilmartin Drive	3.1

Low Impact Development Workshop

MCSTOPPP staff participated as a speaker in a Napa County Stormwater Pollution Prevention Program workshop entitled “Low Impact Development in Action” held on February 14, 2012. The workshop featured speakers from Bay Area municipalities where Low Impact Development (LID) projects were installed. Topics included LID standard practices and the challenges of implementing LID. County of Marin Department of Public Works staff from Land Development and Capital Planning attended the workshop.

Low Impact Development Drainage Design Featured in 2011-2012

Marin municipalities continue to adapt their development review procedures to incorporate Low Impact Development design and [MCSTOPPP's Guidance for Applicants manual](#) is recommended or required on some projects. Notable 2011-2012 LID projects include:

- ◆ A City Civic Center building is being constructed in the City of Larkspur. The site design includes a permeable parking area, bioretention planters and bioswales.
- ◆ The City of Tiburon library expansion project will include tree wells, bioretention areas, permeable pavement and bioswales.
- ◆ The County of Marin’s auditorium parking lot improvements will include bioretention facilities to capture runoff from all new impervious surfaces in order to comply with Attachment 4 of the current Phase II permit.
- ◆ The City of Novato required LID measures to treat stormwater runoff on four projects to comply with Attachment 4. Designs include bioretention swales, detention basins, pervious paving, and raingardens.

- ◆ The City of San Rafael required LID measures to treat and control stormwater runoff on three projects as part of their compliance with Attachment 4. Designs include bioretention facilities and bioswales.

For a complete list of new development projects see the table of [2011-2012 projects](#) online.

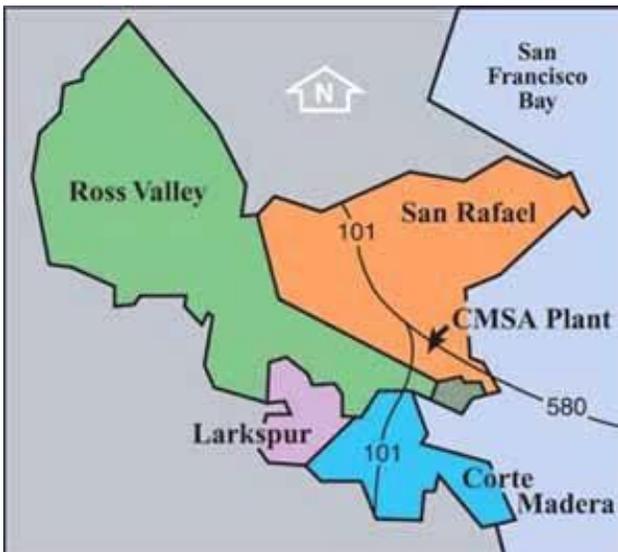


CHAPTER 5: Educating Ourselves at Work

MCSTOPPP Countywide Stormwater Inspection Program

Business inspections were conducted in multiple jurisdictions by inspectors from [Marin County Environmental Health Services \(EHS\)](#), [Central Marin Sanitation Agency](#) and [Marin County Certified Unified Programs Agency \(CUPA\)](#). A number of municipal fire departments also look for stormwater issues during routine business inspections. Stormwater staff from Corte Madera, Fairfax, Mill Valley, San Anselmo, Sausalito and the County conducted additional inspections based on complaints, referrals or knowledge of their commercial areas.

In 2011-2012 [EHS](#) inspected 4,306 food-handling facilities and commercial swimming pools throughout Marin’s municipalities. Inspectors referred non-stormwater discharges at one location to local stormwater coordinator through the MCSTOPPP program.



Central Marin Sanitation Agency’s service area includes many of Marin’s commercial areas.

[CMSA](#) inspects significant industrial facilities, including automotive facilities, dealerships and repair shops, and commercial car wash facilities within its service area. Of the 204 stormwater inspections conducted two referrals were issued.

The CMSA Fats, Oil and Grease (FOG) Program includes

inspections of grease recycle bins at food service establishments (FSEs). The objective of the program is to reduce clogging of sanitary sewers and overflows to storm drains. In 2011-2012 CMSA conducted 540 inspections of FSEs.

[CUPA](#) inspects all sites where regulated quantities of hazardous materials are stored. Local Fire Departments or Districts also inspect businesses in Mill Valley, Ross, San Anselmo and Fairfax.

Actual or potential stormwater discharges found during these inspections that cannot be addressed by the inspector are reported to the local municipal stormwater coordinator. In response to the referral, the coordinator investigates and works with the business owner to correct any problems. Inspectors may hand out available outreach materials with Best Management Practice guidance. If necessary, the coordinator can bring enforcement action under the local stormwater ordinance.

Education for Businesses and Inspectors

Marin’s urban corridor along Highway 101 is largely residential. Small local service business such as auto repair shops, restaurants, and nurseries are the most significant potential sources of stormwater pollutants. In 2011-2012, businesses in Belvedere, Corte Madera, Sausalito, and Tiburon received self-inspection forms

“The Marin County Fire Department Inspected 276 businesses for stormwater issues”

with annual business license renewal notices. Approximately 550 inspection forms were distributed.

With financial support from Marin Municipal Water District, MCSTOPPP co-sponsored its [5th Annual Bay-Friendly Landscaping Maintenance Training and Qualification Program](#). The MCSTOPPP Program Manager gave a presentation on Marin’s stormwater ordinances during one of the classes held over the seven week series. Bay-Friendly graduates, including 25 from 2012, are listed at <http://www.bayfriendlycoalition.org/QPdirectory.php> as well as in MCSTOPPP calendars, on the MCSTOPPP website, and in the AT&T Yellow Pages under the County Resource Recycling Guide.

MCSTOPPP staff presented at a training titled [Pest Management that Makes Sense](#) for landscape professionals and enthusiasts. The workshop was held in November 2011 and discussed the connection between stormwater, irrigation, and pesticide runoff and creeks. The [evaluation results](#) showed that participants gained information that will help them improve less toxic pest management techniques.

Enforcement Actions

When required, agencies act to ensure businesses comply with local ordinances. Some 2011-2012 examples include:

- ◆ Sausalito staff responded to a complaint that paint brush wash water was discharged to a storm drain. City staff required the property owner to cease the activity and provided the MCSTOPPP paint and construction BMP outreach [brochure](#).
- ◆ A verbal warning was issued by a Town of Corte Madera inspector to a business storing grease bins outside. The owner was directed to move the grease bins into a building and to stop washing mats outdoors. Two follow-up inspections were performed and the pollution prevention measures were implemented.
- ◆ The Town of Fairfax received six complaints in 2011-2012. One complaint involved a contractor

discharging concrete waste into a storm drain. The contractor was warned and was required to clean up a small amount of debris that entered the storm drain.

- ◆ County of Marin staff responded to 84 illicit discharge or creek violation complaints. Staff provided guidance and outreach materials, sent violation letters, and/or required BMPs or other actions where necessary to ensure compliance with the County’s stormwater ordinance.

Table 5-1: Outreach Materials For Businesses	
Title	Publisher
What Apartment Managers Need to Know About Sewers & Storm Drains (English and Spanish)	MCSTOPPP
Bay-Friendly Landscape Guidelines	Bay-Friendly Coalition
Stormwater Pollution Prevention for Restaurants and Food Handling Facilities (English and Spanish)	MCSTOPPP
Food Handling Facilities Guidebook	MCSTOPPP
Preventing Pollution for Gas Stations and Related Businesses	MCSTOPPP
Pollution Prevention for Swimming Pool, Spa and Fountain Maintenance	
Horse Owner’s Guide to Water Quality Protection	Bay Area RCDs
Pollution from Surface Cleaning	BASMAA
Our Water Our World Integrated Pest Management website	BASMAA
Painting Contractors BMP brochure	MCSTOPPP
All materials are available at http://mcstoppp.org/Business_resources.htm or by calling MCSTOPPP at 415-473-3202.	

CHAPTER 6: Educating Ourselves at Home and at School

Reaching Out to the Next Generation

MCSTOPPP continues to support school-based education and outreach programs.

Publication Distribution: During 2011-2012, MCSTOPPP provided 94 copies of [Pest or Pal](#) activity guides to Tam Valley School and the Timothy Murphy School and provided a class set of *A Kid's Guide to Backyard Bugs* and "hand lenses" to Park Elementary School in Mill Valley. On request, MCSTOPPP also provided numerous publications (e.g. [coloring books](#), miscellaneous [activity guides](#)) to other teachers as well as organizations and the general public for use by children.

MCSTOPPP provided 50 copies of *Growing Gardens from Garbage* for seven school field trips. The field trips were offered every Tuesday in the Spring and Fall. The "Gardens from Garbage" booklet reinforces the connection between composting, healthy soils and water quality.

Diorama: MCSTOPPP's [diorama](#), which illustrates how stormwater carries pollutants to local creeks and bays, was loaned to several schools. In addition, it was used by MCSTOPPP staff for Wetland Days held on June 6-7, 2012. This annual two-day event is sponsored by the [Sewage Agency of Southern Marin](#).



This year 300 third-graders (14 classes) from four schools in Mill Valley attended Wetland Days. Classes rotated through seven stations where students learned about the environment. At the diorama station students participated in the watershed demonstration and learned about stormwater pollution prevention and how pollutants can move through storm drain networks into creeks and other waterbodies.

School Presentations: MCSTOPPP, in coordination with The Point Reyes Bird Observatory's Students and Teachers Restoring A Watershed program, provided classroom presentations on stormwater and creek pollution prevention to approximately 29 classes, preparing 879 students for their restoration days. MCSTOPPP staff participated in five restoration days.

Reaching the General Public

During 2011-2012, MCSTOPPP continued its successful programs to reduce homeowners' use of toxic pesticides in the home and garden.

Our Water – Our World: MCSTOPPP continues to be part of the [Our Water - Our World](#) (OWOW) program and refreshed product labels and fact sheets at the 15 participating OWOW stores.

[Ten in-store employee trainings were held for OWOW](#)

partner stores on how to help customers make informed decisions

when purchasing pest control products for their home or garden. The training covered beneficial insect identification as well as information on current problem insects and solutions. Fifty key employees of North Bay Home Depot stores, including six Marin employees, were trained in the OWOW program.



Two IPM Advocates (trainers from the [BASMAA OWOW Program](#)) provided six of the trainings at no charge to MCSTOPPP and were instrumental in educating store personnel. They also conducted two store set-ups (i.e. refreshing shelf talkers and fact sheets).

Three education events for the public were held at OWOW stores. Information tables were set up at two participating OWOW stores (Pini Hardware and Orchard Supply Hardware) to talk with the public about buying habits. A third education event was conducted to discuss beneficial insects at Fairfax Ace Hardware.

San Geronimo Landowner Fall Workshop:

MCSTOPPP provided support for the “*Landscape Practices for Property Owners*” workshop held in October 2011. The workshop focused on what landowners can do to protect San Geronimo salmon; including stream management, technical solutions and financial assistance.

Pest Management That Makes Sense:

MCSTOPPP staff spoke at this IPM workshop held for landscape professionals and sponsored by UC Cooperative. MCSTOPPP’s topic was “Connection between Irrigation and Pesticide Runoff”. Other topics at the workshop included: landscape ecology, sustainable planting practices, understanding North Bay soils, strategies for changing practices, and communicating cost-effective benefits of IPM gardening.

Gopher Control Workshop:

MCSTOPPP co-sponsored a workshop for Santa Venetia residents on preventing gophers from damaging levees and property. Staff developed a flyer, organized a rebate on gopher traps and provided general assistance to the Marin County Flood Control and Water Conservation District (District) in coordinating this workshop. The workshop exceeded its goal of 40 registrants.

MCSTOPPP also assisted the District in developing a flyer and rebate program for Tam Valley residents concerned with gopher control.

Bay Friendly Garden Tour: MCSTOPPP Co-sponsored a Bay-Friendly Garden Tour in Marin on May 19, 2012. MCSTOPPP staff gave a presentation on Stormwater Pollution Prevention and Assessing Creek Health at one of the tour gardens in Mill Valley.

Home & Garden EXPO: MCSTOPPP staff purchased booth space and recruited six Bay-Friendly Landscape Professional volunteers to staff a MCSTOPPP table at the Marin Builder’s Association’s Marin Home & Garden Expo held on June 2-3, 2012. The booth focused on less toxic alternatives to managing pests in the home, water conservation, native plants and Bay-Friendly gardening. In return the volunteers received three hours of continuing education credits needed to maintain their Bay-Friendly Landscaper qualification. MCSTOPPP advertised the event in the Home & Garden Directory that appeared in the Pacific Sun.



IPM Advocates Training: MCSTOPPP is a partner with BASMAA, UC IPM and the Department of Pesticide Regulation in the IPM Advocates Training and Mentoring Program funded by a Pesticide Alliance grant. This program trains individuals to assist employees at OWOW stores to help customers to make informed choices about less toxic products and to assist store managers in making product selections for their stores. Ten IPM Advocates completed their year-long training and mentoring program in June 2012.

**MCSTOPPP New and Revised Publications
2011-2012**

- ◆ [Swimming Pools, Spas and Fountains](#)
- ◆ [Caring for Our Carpets](#)
- ◆ [Annual MCSTOPPP Tidebook](#)

Educational Tidebook Calendar: MCSTOPPP published the [2012 Tidebook Calendar](#). The calendar was [distributed](#) to marinas, boat-related businesses, libraries, and municipalities and featured used oil and filter recycling information.

Door Hangers: MCSTOPPP continued to provide [door hangers](#) to municipal staff and/or community organizations (e.g. boy scouts) when canvassing a neighborhood or doing stenciling projects.

Storm Drain Markers: MCSTOPPP purchased 700 storm drain markers for use by municipal staff in 2011-2012 (purchased with Oil Payment Program funds).

Regional Cooperation: MCSTOPPP is a member of the Bay Area Stormwater Management Agencies Association (BASMAA) and is part of the Campaign. Through [BASMAA's Media Relations](#), seven pitches were completed. The pitches addressed holiday gift wrap burning, rainy season pollution, car washing, exterior spraying of pesticides, and swimming pools/spas discharges.

Publication Distribution: MCSTOPPP responds to numerous [requests for publications](#) throughout the year. For example, 350 copies of *Growing Gardens from Garbage*, 120 copies of *Go Native*, 40 copies of *Healthy Home & Garden*, 150 copies of *The 10 Most Wanted*, 30 *Free Resources*, 150 *Pocket Guides*, and 12 *Lawn Care* Fact Sheets were provided to Master

Gardeners. These materials will be used for their new training class and a talk on composting at the Inverness Garden Club. In addition, the materials will be distributed through the Tomato Markets in Greenbrae and Novato and to the Farmers Markets primarily in Novato and San Rafael.

Other Examples of Publication Distribution

- ◆ Provided 325 copies of *"The 10 Most Wanted Bugs in Your Garden"* to a realty company for distribution to their clients.
- ◆ Provided *"The 10 Most Wanted"* Brochures for a presentation sponsored by Master Gardeners. Fifty people attended. The brochure was also provided to the Novato Library for a presentation by Master Gardeners.
- ◆ Provided 50 copies each of *"Don't Plant a Pest"*, door hangers, and the MCSTOPPP Resources brochure for distribution through the 2012 Marin County Fair.
- ◆ Provided 300 copies of *"Greenscaping"* by EPA to an area real estate company for distribution to their 300 clients.
- ◆ Provided 200 copies of *"Clean It"*, 200 copies of *"Control It"*, 200 Used Oil Recycling materials and 50 Healthy Home & Garden materials for distribution at events.
- ◆ Granted Marin Municipal Water District permission to re-print copies (over 500) of MCSTOPPP's publication called *"Growing Gardens from Garbage"* for distribution through events sponsored by the District.

CHAPTER 7: Water Quality Planning and Monitoring

MCSTOPPP Participating in Water Quality Initiatives

The Regional Water Quality Control Board has approved the following Total Maximum Daily Loads (TMDLs) and Basin Plan Amendments for waterbodies in Marin: [Tomales Bay Pathogens TMDL](#), the [Tomales Bay Mercury TMDL](#), the [Walker Creek Mercury TMDL](#), the [Richardson Bay Pathogen TMDL](#) and the [Urban Creeks Pesticide Toxicity TMDL](#). This report focuses on implementation of the two Pathogen TMDLs and the Pesticide TMDL.

Water Quality Efforts in the Tomales Bay Watershed

The focus of MCSTOPPP's water quality efforts in the Tomales Bay Watershed is to assist horse facility owners implement Best Management Practices and address non-stormwater discharges from their properties.

In 2011-2012 local County stormwater program staff and MCSTOPPP continued to direct horse facility owners to guidance documents on good horse facility management practices. The MCSTOPPP website offers the following resource documents for horse owners:

- ◆ [Assessment of Best Management Practices for Equestrian Facilities in the Tomales Bay Watershed](#): A 2005 report on Best Management Practices (BMPs) at 18 equestrian facilities within the Tomales Bay Watershed in Marin County. Assessments were designed to detect the level of actual or potential pollutant sources from horse facilities.
- ◆ [Horse Keeping: A Guide To Land Management for Clean Water](#): This large format manual contains over 100 pages, with color photographs and diagrams showing conservation practices, evaluating potential sources of contamination,

and management measures.

- ◆ [Horse Manure Management: A Guide for Bay Area Horse Keepers](#): Provides conservation practices and on-site manure management.
- ◆ [Horse Owners Guide to Water Quality Protection](#): Provides conservation practices for horse owners.
- ◆ [Manure Management Practices of 30 Horse Ranches in Marin County](#): A 2002 study on manure management practices at 30 horse facilities in Marin County.

MCSTOPPP also distributes printed outreach materials upon request and in response to illicit discharge complaints. In 2011-2012, Marin County local stormwater program staff investigated complaints at two horse facilities in unincorporated Marin County; however, the program received no complaints regarding horse facilities in the Tomales Bay Watershed. When complaints are received, they are usually about manure management. Following a complaint, a local stormwater program staff person visits the site, explains that non-stormwater discharges are prohibited, provides information on Best Management Practices (BMPs), directs the property owner to the MCSTOPPP website to review additional education and outreach materials, and where necessary requires the property owner to correct violations of the local stormwater ordinance. In most cases, the property owner implements BMPs required to prevent non-stormwater discharges. If necessary, local stormwater staff pursues enforcement actions.

Water Quality Efforts in the Richardson Bay Watershed

[The Richardson Bay Pathogen Total Maximum Daily Loads \(TMDL\)](#) focuses on protection of shellfish harvesting and contact-recreation beneficial uses throughout Richardson Bay.

Other agencies are implementing programs to address pathogen indicators potentially originating from the sanitary sewer system, houseboats, and sail/motor boats. The Marin County Stormwater Pollution Prevention Program Richardson Bay Pathogen TMDL Implementation Plan focuses on sources of fecal coliform that could potentially enter stormwater runoff.

Specific implementation measures include additional education and outreach by MCSTOPPP's countywide program and maintenance of existing pet waste dispensers by local municipalities. Local programs have responded by maintaining existing dispensers at the optimum level of distribution. Local programs are also addressing sanitary sewer overflows and rehabilitation of older sanitary sewer lines. The Countywide Program, the County and local municipalities continue some outreach to boat owners regarding illegal discharge of untreated sewage into Richardson Bay and San Francisco Bay.

MCSTOPPP Accomplishments and Priorities:

- ◆ Encouraged local municipalities to ensure there were sufficient pet waste bag dispensers and receptacles at entrances to dog parks.
- ◆ Discussed Richardson Bay Pathogen TMDL implementation actions with local stormwater program staff during annual review meetings with the Regional Water Quality Control Board.
- ◆ Continued outreach to boat owners and marinas through the 2012 Tide Calendar. Tide calendars were distributed to marinas, marine supply houses and environmental organizations. The calendar included the following message:
It is illegal to discharge raw sewage into San Francisco Bay. Discharging any sewage, treated or untreated, into Richardson Bay is also illegal.

- ◆ Revised and distributed a pet waste pollution prevention [brochure](#) to pet related businesses along with a [letter](#) inviting business owners to help keep Richardson Bay clean by making the brochures available to customers.
- ◆ In July 2012, MCSTOPPP coordinated with municipal parks and recreation departments and Marin County Parks and determined that staff/Rangers do ask dog owners to pick up after their pets and they distribute MCSTOPPP literature to dog walkers when appropriate. MCSTOPPP will contact staff/Rangers periodically to replenish MCSTOPPP pet waste brochures.
- ◆ Continued to address over-irrigation and runoff in the Bay-Friendly Landscaping series for the Professional Landscaper and through various MCSTOPPP outreach publications.
- ◆ By the end of 2012-2013, MCSTOPPP will finalize a draft publication on Nursery BMPs and mail it to 18 nurseries doing business in Marin County. For nurseries located within the Richardson Bay Watershed, MCSTOPPP will include a short letter inviting nursery employees to help educate their customers regarding water quality in Richardson Bay and how proper irrigation is a stormwater pollution prevention measure.
- ◆ MCSTOPPP contributed to a portion of the required 2011-2012 water quality testing conducted by the Richardson Bay Regional Agency (RBRA). The requirements are described in the Richardson Bay Pathogen TMDL Basin Plan Amendment. Monitoring was conducted for pathogen indicators by RBRA and the San Francisco Bay Regional Water Quality Control Board. A total of 14 sites were sampled and tested. RBRA invoiced MCSTOPPP for the labor and lab costs at four sampling sites located near stormwater outfalls. RBRA submitted the monitoring results to the San Francisco Bay Regional Water Quality Control Board.
- ◆ MCSTOPPP will mail stormwater pollution prevention posters to a selection of food service facilities (restaurants) near the Richardson Bay by

the end of 2012-2013. Currently, MCSTOPPP provides [outreach to restaurant owners](#) through the MCSTOPPP website.

Local Accomplishments and Priorities:

Sausalito

- ◆ The City aggressively enforced its local sanitary sewer ordinance which requires the inspection and rehabilitation of sewer laterals at point of sale. 4,024 feet of private sanitary sewer laterals were replaced or rehabilitated in the report period. In addition to the private sanitary sewer lateral work the City replaced or rehabilitated 1,188 feet of public sanitary sewer pipe and installed new and / or replaced 6 sanitary sewer manholes. This work is expected to reduce pathogen loadings in Richardson’s Bay, to improve Sewage Treatment Plant operations during storm events, reduce the likelihood of Sanitary Sewer Overflows and resulting risk to human health.
- ◆ The City provided 45 grants to home owners for the repair of their sewer laterals in the report period totaling \$56,109.83. The program provides individual residents up to \$1,000 to offset repair/ rehabilitation expenses.
- ◆ Continued to collaborate with Richardson Bay Regional Authority on outreach to boat and marina owners.
- ◆ Maintained existing pet waste bag dispensers owned by the City of Sausalito.
- ◆ Provided additional pet waste dispensers to privately maintained areas. These dispensers are maintained by private citizens.

Mill Valley

- ◆ City staff determined that they have reached the optimal level of distribution for dog waste bags and will continue to maintain existing dispensers.

- ◆ With the Sewer Agency of Southern Marin (SASM), the City is implementing a fats, oil, and grease (FOG) program to reduce the incidence of sanitary sewer overflows to storm drain. A FOG brochure was distributed to 500 residents. Replacement of private laterals is proceeding under a SASM Supplementary Environmental Project (SEP).

Tiburon

- ◆ Town staff determined that they have reached the optimal level of distribution for dog waste bags and will continue to maintain existing dispensers. They maintain at least 26 dispensers in the town.

Belvedere

- ◆ Maintained City owned pet waste bag dispensers. The City has doubled the number of bags provided to residents over the past four years.
- ◆ The City also continued to work to reduce the frequency of sanitary sewer overflows by requiring inspections of residential sewer laterals at the time of sale.

County of Marin

- ◆ The Marin County Parks and Open Space District maintained garbage receptacles along the County-maintained Mill Valley-Sausalito Multi-purpose path through Bothin Marsh Open Space Reserve.
- ◆ The local stormwater program collaborated with the Marin County Flood Control and Water Conservation District to improve storm drain network and outfall maps within the Richardson Bay Watershed.

Efforts to Reduce Pesticide-Related Toxicity

MCSTOPPP continues efforts to reduce the priority pollutant diazinon and other pesticides through its comprehensive public education and outreach activities designed to reduce pesticide use. In addition, MCSTOPPP countywide and local program staff report complaints from the public related to pesticide use to the County’s Agricultural Commissioner. They implement a countywide [Pesticide Use Enforcement Program](#).

In addition, Marin’s municipalities implement performance standards designed to reduce or minimize their pesticide use and when they do apply pesticides they do so at appropriate times to maximize their effectiveness and minimize their potential to be carried by stormwater into the storm drain. In the [2004-2005 MCSTOPPP Annual Report](#), municipalities reported the types and amounts of pesticides in use by municipal staff in Table 7-2. In the Additional Documentation section of this report a [2011-2012 Integrated Pest Management Planning Pesticide Use Survey](#) provides current information on the types and amount of pesticides in use by municipal staff. The survey includes information on pesticides applied by a municipality’s hired contractors *only where noted*.

MCSTOPPP Accomplishments and Priorities:

- ◆ Partnered with Marin Municipal Water District to implement a [Bay-Friendly Garden Tour](#).
- ◆ Coordinated the fifth annual [Bay-Friendly Landscape Maintenance Training & Qualification Program in Marin](#). The program was co-sponsored by the Marin Municipal Water District in cooperation with the Marin County Office of Education.
- ◆ Co-sponsored two IPM workshops on Gopher Management around private properties and levees held on February 25, 2012 (primarily for Terra Linda residents) and on May 19, 2012 (primarily for Tam Valley residents).

- ◆ Gave a presentation at an IPM workshop entitled *Pest Management Makes \$ense* sponsored by UC Cooperative Extension.
- ◆ Provided bulk quantities of various MCSTOPPP resource materials available to Marin Master Gardeners for distribution at Marin County events and programs.
- ◆ Worked with the Bay Area Stormwater Management Agencies Association (BASMAA), Ann Joseph Consulting and University of California’s Integrated Pest Management Program (IPM) in supporting the IPM Advocates who are interning at retail stores, including two in Marin.
- ◆ Staffed a booth, with Marin graduates of the Bay Friendly Landscape Maintenance Training & Qualification Program, at the Marin Home & Garden EXPO on June 2 and 3, 2012. Staff and Graduates spoke with attendees about sustainable landscaping and less toxic pest management. The UC IPM kiosk – that offers a response to pest related questions and plant diseases - was available for use by attendees.
- ◆ Provided copies of *Pest or Pal* and/or *A Kid’s Guide to Backyard Bugs* to instructors at Park Elementary School, Timothy Murphy School, and Tam Valley School.
- ◆ Loaned Ladybug mascot to the Mill Valley Children’s Garden at Edna Maguire School for release of 45,000 ladybugs at the school.
- ◆ MCSTOPPP participated in the BASMAA Our Water, Our World (OWOW) program. Below is a list of 2011-2012 OWOW activities and accomplishments:
 1. MCSTOPPP recruited Marin Ace in San Rafael, to join the OWOW partnership and provided the store with a new literature rack, shelf-talkers and a store employee training.
 2. MCSTOPPP participated in BASMAA’s master print run of the OWOW fact sheets and shelf talkers in order to restock inventory.

3. MCSTOPPP staff, contractor and/or IPM Advocates visited all 15 participating stores in the OWOW program (in Marin) and provided fresh fact sheets (when necessary) and shelf talkers.
4. MCSTOPPP and IPM Advocates held 10 in-store trainings in Marin for over 60 store employees from 6 participating stores. As a result of store education, employees indicated they will provide better information to customers on less-toxic products and were amazed at the role beneficial insects played in the garden to manage pest populations.
5. Two IPM Advocates assisted some stores in better displaying less toxic products.
6. In working with BASMAA, 50 key employees of The Home Depot stores in the North Bay – including 6 employees from the Marin store – were trained in the OWOW partnership program to strengthen relationship with the stores and personnel.
7. BASMAA’s Media Relations Committee made a pitch to the news media about exterior spraying of pesticides being a source of pollution and directing the audience to the BayWise.org website for more information - and to find pest control professionals certified in less-toxic techniques. The PSAs ran on KCBS and in Spanish on 4 stations.
8. BASMAA’s full report on the OWOW program is available here:
<http://www.mcstoppp.org/11-12AnnReport.htm>.

Protecting Duxbury Reef

During the 2011 -2012 fiscal year progress on the Proposition 84 Area of Special Biological Significance (Prop 84 ASBS grant) Source Control Project grant from the State Water Resources Control Board (SWRCB) included developing a number of required documents including: the Project Assessment and Evaluation Plan (PAEP), Project Monitoring Plan (MP), and Quality Assurance Project Plan (QAPP), all of which were submitted to the SWRCB and were approved. Environmental compliance (CEQA) was completed by County staff, and approved by SWRCB staff. County staff also hired a consultant to design the a parking lot at Agate Beach in Bolinas that will remove pollutants from stormwater using porous concrete before it flows into the Duxbury Reef Areas of Special Biological Significance (ASBS). The plans are at the 100% design phase and are being reviewed by the state Prop 84 ASBS grant manager.

In addition, initial water quality monitoring was conducted during the 2011-2012 wet season. This monitoring data will be used along with monitoring conducted during the next fiscal year to compare to post-project monitoring results to determine project effectiveness at reducing pollution loads to the Duxbury Reef ASBS



Agate Beach Parking Lot will be replaced with a section of pervious concrete that will treat all of the lot's stormwater.

Stormwater Pollution Prevention in the City of Belvedere

About Belvedere’s Stormwater Pollution Prevention Program

The City of Belvedere, population 2200, occupies about one square mile on the Tiburon peninsula. The community comprises three areas: Belvedere Island, a portion of Corinthian Island, and the Lagoon, which is situated between the two islands.

The City was incorporated in 1896, and grew as an exclusive residential community near the railroad and ferry terminus in adjacent Tiburon. Following World War II, portions of the Lagoon were filled for tract homes and a golf course, which was subsequently developed for additional residences.

Hilly and lush, Belvedere Island has narrow roads with no curbs or gutters. Streets and private lots drain through pipes and culverts to Richardson Bay or to the privately owned Lagoon.

Streets in the Lagoon area have curbs and gutters. The Lagoon typically functions as a detention basin and a recreation area to residents on the Lagoon; water flowing into the Lagoon is discharged after settling and during a low tide. City staff works with Lagoon property owners to keep pollution from entering the body of water.

Belvedere’s Stormwater Staff	
Stormwater Coordinator, Municipal Maintenance, Public Information and Participation	Scott Derdenger, Public Works Manager, 415-435-3838 sderdenger@cityofbelvedere.org
Illicit Discharge Detection and Elimination, Outfall Monitoring	Gerhard Laufer, Public Works Supervisor
Capital Improvement Projects and Drainage	Moe Engineering, City Engineer-contractor
Planning Department contact; Development Approvals	Pierce Macdonald, Planning Manager
Construction Inspection	Lee Braun, Building Inspector

Stormwater Program Organization

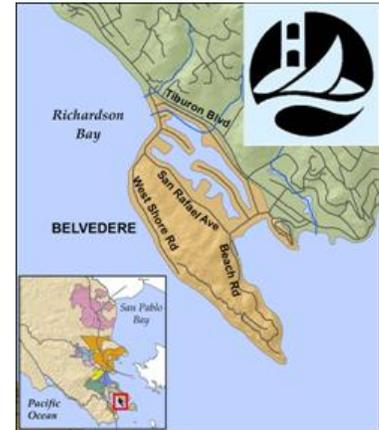
The local stormwater pollution prevention program is funded by the City’s General Fund. Scott Derdenger, Public Works Manager, coordinates the City’s program and participates in MCSTOPPP’s bimonthly Agency Staff Committee meetings.

A 2005 ordinance restricts the use of pesticides by City staff. Weeds and other invasive plants are removed by hand or mechanical methods. No pesticides were used in publicly maintained areas in FY 2011/2012.

Continued LID Education with Residents and Businesses

Belvedere continues to improve communication to residents, organizations and businesses about stormwater pollution prevention both during construction and as a permanent amenity after construction is completed. Since the Belvedere General Plan Update was adopted in June of 2010, the City has increased efforts to educate applicants about both stormwater pollution prevention and the design parameters in MCSTOPPP’s “Guidance for Applicants.”

A stormwater retention and treatment plan is a requirement of all new construction and additions in hillside areas. Low Impact Development (LID) elements (semi-permeable paving and a bioretention planter) were incorporated into the design of a home located at 14 Pelican Point Road which was approved and permitted in 2011-2012. During the same time period, staff completed final inspections of the LID features in new homes at 18 Eucalyptus Road, 14 Crest Road, and 105 Acacia Avenue.



Belvedere occupies about one square mile on the Tiburon peninsula.

Educating Residents about Pesticide Use

The City continues to educate residents about pesticide use and the effects on the environment through the weekly City E-news and bi-annual hard copy newsletter.

In April of 2012, members of the Parks and Open Space committee organized *Clean and Green Day*, an event held on Earth Day. Children from the local Nursery School learned the importance of limiting pesticide use in landscape maintenance. These kids captured lady bugs and released them in an area of landscaping that was infested by aphids. The lady bug release was also communicated to the community via the News Flash notification that is emailed to residents that sign up on the city website.

More Accomplishments by Belvedere in 2011-2012 and Priorities for 2012-2013

City of Belvedere staff accomplished the following during 2011-2012:

- ◆ The City’s website was improved by adding a direct link from the stormwater section of the Public Works page to the MCSTOPPP website.
- ◆ The assistant planner attended a LID training and then developed a City LID brochure for future applicants.
- ◆ City staff inspected all construction sites. No fines or stop work orders were issued.
- ◆ City staff visited the local nursery and automotive repair facility to discuss stormwater pollution prevention.
- ◆ City staff mailed self inspection forms to businesses.
- ◆ Continued to implement the ordinance restricting the use of pesticides on City owned parcels and right-of-ways.
- ◆ Visually inspected the creek and documented findings.
- ◆ Eliminated a culvert discharging onto a hillside by extending it to the street.

- ◆ Identified a deteriorated sewer lateral at the San Francisco Yacht club during a construction project.
- ◆ Continued to educate the community through the use of the City website, weekly E-newsletters, News Flashes and Hard Copy newsletters.

Priorities for 2012-2013

- ◆ Continue implementing the no pesticide use policy.
- ◆ Continue to inspect and document condition of the creek.
- ◆ Replace two deteriorated metal culverts under the roadway.
- ◆ Develop a newsletter article on Illicit Discharges.
- ◆ Maintain level of public outreach with less staffing.

For information about Belvedere’s routine stormwater pollution prevention activities, see the MCSTOPPP Annual Report at www.mcstoppp.org.

Belvedere links for on-line viewers:

- ◆ [City of Belvedere website](#)
- ◆ [San Francisco Yacht Club](#)
- ◆ [Email Belvedere’s Stormwater Coordinator](#)

Stormwater Pollution Prevention in the **Town of Corte Madera**

About Corte Madera’s Stormwater Pollution Prevention Program

Corte Madera is located in central Marin County and has about 9,500 residents. The Highway 101 corridor divides the town into east and west sections. The town is bordered on the east by San Francisco Bay and by hilly terrain on the west. It borders the Cities of Larkspur and Mill Valley.

Corte Madera was part of the Corte Madera del Presidio land grant given to John Reed in 1836. Reed established a mill in neighboring Mill Valley and produced lumber used to build San Francisco’s Presidio. After most redwoods were harvested, the local economy shifted to farming and cattle ranching. The area became a summer retreat for San Franciscans, and many summer homes became permanent after the 1906 quake. The Town was incorporated in 1916.

In later years, as concern over the perception of expanding commercial development occurred, the Corte Madera Ecological Reserve was created.

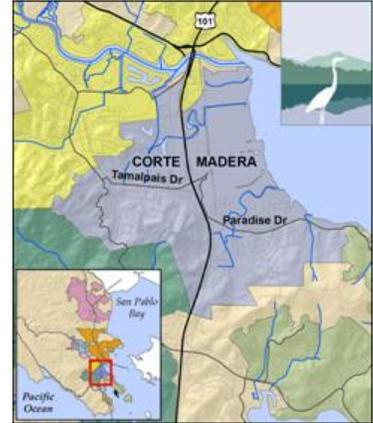
Stormwater Program Organization

Stormwater Coordinator Kevin Kramer directs the Town’s stormwater pollution prevention activities. He

Corte Madera’s Stormwater Staff	
Stormwater Coordinator, Municipal Maintenance, Commercial and Industrial Inspections and Outreach, Illicit Discharge Detection, and Public Information and Participation	Kevin Kramer, Director of Field Maintenance and Operations 415-927-5057 kkramer@ci.corte-madera.ca.us
Capital Improvement Projects and Drainage	Barry Hogue, Director of Public Works
Construction Inspection	David Keane Engineer
Development Approvals and Planning Department contact	Dan Bell, Director of Planning

is also the Superintendent of Sanitary District #2 so activities related to both agencies regarding stormwater pollution prevention can be and are closely coordinated.

Corte Madera continues to implement an Integrated Pest Management (IPM) policy.



Corte Madera is centrally located and is bisected by the Highway 101 corridor

Award Winning Public Education and Outreach Program

In cooperation with Central Marin Sanitation Agency (CMSA), a Regional Water Board and local and statewide CWEA award winning Public Education and Outreach Program is in place to educate residents, school children, and businesses throughout the calendar year. Students receive annual stormwater training and tour CMSA where stormwater issues are discussed. Students also participate in sampling of local waterways and review the results to increase their knowledge on how to reduce discharges of copper and mercury to storm drains and the sanitary sewers.

More Accomplishments by Corte Madera in 2011-2012 and Priorities for 2012-2013

Town of Corte Madera staff accomplished the following during 2011-2012:

- ◆ Continued to implement performance standards.
- ◆ Built a new flood control pump station at Golden Hind with approximately 1500 feet of new slot drain.
- ◆ Replaced several hundred feet of storm drain pipe, and several thousand feet of sanitary sewer pipe.

- ◆ Installed 7 new check valves in various locations throughout the Town.
- ◆ Cleared pipes and re-established roadside ditches.
- ◆ Trained two additional crew members to safely operate the street sweeper resulting in more days the sweeper was used to remove trash and debris from the street.
- ◆ Completed the Golden Hind @ Cay Passage Pump Station Improvements Project, which is the first of two pilot projects identified in the Town-Wide Storm Drain & Flood Control Study.
- ◆ In coordination with CMSA implemented the 800-SAV-R-Bay hotline for residents and businesses to report illicit discharges for follow up, inspection, and appropriate referral or enforcement actions.
- ◆ Department of Public Works (DPW) along with Police Department removed several illegal encampments along shorebird marsh thanks to the watchful eyes of citizens.
- ◆ DPW staff met with homeowners and contractors regarding everything from broken sprinklers allowing chlorinated water to enter the storm drain system to dumping dirt and gravel onto the street.



Priorities for 2012-2013

- ◆ Build new Harbor flood control pump station.
- ◆ Continue to repair and/or replace storm drain and sanitary lines.
- ◆ Continue to reinforce the training already given to the field crews.
- ◆ Upgrade the Marina Village Pump Station, which is the second of two pilot projects identified in the Town-Wide Storm Drain & Flood Control Study.
- ◆ Continue to monitor storm drain outfalls, and educate the residents and business owners on storm water pollution prevention.
- ◆ Continue the Inspection Program and the Award Winning Public Education and Outreach Program to residents and schools.

For information about Corte Madera’s routine stormwater pollution prevention activities, see the MCSTOPPP Annual Report at www.mcstoppp.org.



This grate not only helps keep leaves and trash out of Shorebird Marsh, it also keeps out ducklings. Every spring DPW staff rescue ducklings and raccoons from our storm drain system.

Corte Madera links for on-line viewers:

- ◆ [Town of Corte Madera website](#)
- ◆ [Corte Madera’s IPM Ordinance](#)
- ◆ [NOAA Community Profile \(pdf\)](#)
- ◆ [Corte Madera Chamber of Commerce](#)
- ◆ [Email Corte Madera’s Stormwater Coordinator](#)

Stormwater Pollution Prevention in the County of Marin

About County of Marin’s Stormwater Pollution Prevention Program

Covering about 430 square miles, unincorporated Marin County includes suburban communities such as Kentfield, Greenbrae, Marin City and Strawberry, and rural towns such as Woodacre, Bolinas and Pt. Reyes Station. In 2011, the estimated population was 68,257.

Marin’s aquatic ecosystems include salt, brackish, and freshwater wetlands and over 1000 miles of creeks. Protected species include steelhead, coho salmon, red-legged frog, California freshwater shrimp, clapper rail, salt marsh harvest mouse, and many plants.

The Marin Countywide General Plan update was adopted November 6, 2007. The updated Plan includes policies that restrict development in Stream Conservation Areas and that support preservation of Marin’s watersheds.

County Stormwater Staff	
Stormwater Coordinator	Howard Bunce 415-473-3748 hbunce@marincounty.org
Stormwater Program Manager	Terri Fashing 415-473-6583 tfashing@marincounty.org
Watershed Program Manager	Liz Lewis
Flood Control	Tracy Clay
Municipal Maintenance	Craig Parmley
CIP Projects/Drainage	Jack Curley
Illicit Discharge Elimination, Outfall Monitoring	Howard Bunce
Construction Inspection	Bernice Davidson
Planning Department Contact	Rachel Warner
Development Approvals	Berenice Davidson
Commercial/Industrial Inspections and Outreach	Scott Alber, Fire Dept. Rebecca Ng, EHS Steve Devine, Waste Management
Public Information and Participation	Terri Fashing, Gina Purin, Howard Bunce

Stormwater Program Organization

Howard Bunce and Terri Fashing coordinate the County’s program with support from the Countywide program and other County departments.



The County’s program benefits from being an integral part of the Marin County Flood Control and Water Conservation District (District). The stormwater program assists the District in field tasks, such as fish relocation and temperature monitoring, while the District implements vegetation management, debris removal, and some restoration activities in 26.5 creek miles. Stormwater staff also review proposed development projects to assure consistency with the NPDES permit and the County’s urban runoff and drainage setback ordinances.

Unincorporated County includes urban areas and over 400 square miles of rural lands.

Department of Public Works road maintenance staff sweep streets, clean catch basins, and implement SWPPPs at the County’s two corporation yards.

County Begins the Routine Maintenance Activities (RMA) Program

The Marin County Flood Control and Water Conservation District centralized its stream maintenance and facilities maintenance into the Routine Maintenance Activities (RMA) program. The District maintains 37 miles of stream channels, several basins, and numerous flood control facilities to ensure flood conveyance, the proper functioning of flood control facilities, and access to streams, channels, and facilities. The RMA describes five types of routine maintenance activities: Vegetation management, sediment and debris removal, erosion control, maintenance and repair of flood control structures, and levee maintenance. To minimize impacts to water

quality, wildlife and native habitat, the RMA program specifies appropriate General and Activity-specific Conditions, and sensitive species-specific Avoidance and Minimization Measures (AMMs) to be employed. In addition, the document incorporates by reference existing Best Management Practices (BMPs) from BASMAA, CDFG, FishNet4C, and FEMA.

More Accomplishments by County of Marin in 2011-2012 and Priorities for 2012-2013

County stormwater staff accomplished the following during 2011-2012:

- ◆ Provided assistance to Countywide MCSTOPPP to evaluate the first and second drafts of the Phase II re-issued permit and determine potential staffing and implementation needs. Staff also served on statewide CASQA subgroups focusing on several of the individual draft permit sections and providing comments to the State Water Board.
- ◆ Continued storm drain mapping in partnership with the Marin County Flood Control and Water Conservation District. Work included filling in data gaps in the unincorporated areas of Southern Marin. In addition, new GPS units with greater accuracy and improved satellite signal reception in steep and heavily wooded terrain were researched and field tested. Improved equipment is needed to finish filling in some of the remaining areas.
- ◆ Marin County Parks received the California Department of Pesticide Regulation Integrated Pest Management Innovator Award for reduction of use of pesticides on county park lands. Marin County Parks operated several sites, including multi-use pathways and the Health and Wellness Center using only organic products.
- ◆ Marin County Parks received the California Trails and Greenways Merit Award for the organically maintained Mill Valley Multi-use Bike Path.
- ◆ Marin County Parks installed nine new owl boxes to help support rodent reduction without the use of chemicals at the Marin Civic Center.
- ◆ Throughout 10 of Marin County's major watersheds, staff responded to 84 reported illicit discharges and creek/riparian habitat violations in 2011-2012. Staff provided guidance and outreach materials to promote water quality and reduce the impacts to watershed health, sent violation letters when appropriate, required clean-up and remediation where needed, and worked with other local and outside agencies as necessary to achieve compliance on the violations.
- ◆ The Local Stormwater Program partnered with MCSTOPPP, Marin County Parks, City of San Rafael Volunteer Program and Public Works Department, the Center for Volunteer and Nonprofit Leadership of Marin, and the Marin County Community Development Agency to form the *My Earth Day Marin Coalition*. The Coalition continued to publicize the website developed in 2011 www.myearthdaymarin.org, sent out press releases, and distributed fliers to local businesses to promote 22 volunteer trash cleanup sites throughout the County. Over 1,325 volunteers came out to the 22 publicized events.
- ◆ The Marin County Flood Control and Water Conservation District contracted Conservation Corps North Bay to maintain 1820 native plants that were installed in 2009 and 2010 along Vineyard Creek as part of the Vineyard Creek Flood Control project. The Conservation Corps North Bay is also providing ongoing weed management and invasive species removal. This work is paid for with Flood Control Zone 1 funds.
- ◆ Marin County Parks partnered with Point Reyes Bird Observatory (PRBO) Conservation Science's Students and Teachers Restoring A Watershed (STRAW) environmental education program to work with students from local Novato schools to plant native shrubs along a tributary creek of Stafford Lake for soil stabilization and habitat enhancement. Work included installation of native sedge and juncus in lower zones. A willow was planted to reduce sediment flow into the lake.
- ◆ Marin Public Works Department Fish Passage Program completed the removal of a major barrier to Coho Salmon and Steelhead on Arroyo Creek by replacing an under-sized aging culvert with an open-bottomed arched culvert. The project was completed in October 2011, just in

time for the fall run of spawning salmon to make their way into this important tributary to San Geronimo Creek.

- ◆ Continued implementing the [Guidance for Applicants](#) in order to comply with Attachment 4 and other Phase II general permit new development requirements.
- ◆ The Local Program staff assisted the Countywide Program (MCSTOPPP) to conduct in-class presentations to educate students about Stormwater Pollution Prevention and complete 5 riparian restoration projects with PRBO Conservation Science’s STRAW Project. The projects were completed at two creek locations within two different watersheds. Two schools participated in the restoration projects which included the efforts of 879 students, 10 teachers, 4 parents, and 12 volunteers. The total area under restoration for the 5 days was 6,515 sq. ft. with 65 cu. yd. of non-natives removed, 98 natives planted and 4,395 sq. ft. seeded with native grasses.
- ◆ Stormwater staff and County Land Development staff conducted design reviews and field inspections for new and redevelopment projects subject to stormwater requirements or that are in proximity to a creek, wetland/marsh, or watercourse.
- ◆ Continued to direct horse facility owners to guidance documents on “good horsekeeping” practices and continued to require horse facilities, where necessary, to implement BMPs to protect stormwater and creeks.

Priorities for 2012-2013

- ◆ Respond to and plan implementation of the re-issued Phase II Stormwater Permit (it will be adopted in October 2012 and will go into effect February 2013).
- ◆ Begin implementing the recently adopted California Ocean Plan Exception Special

Protections Policy for Duxbury Reef Area of Special Biological Significance.

- ◆ Continue storm drain mapping in partnership with the Marin County Flood Control and Water Conservation District, and storm drain stenciling with local creek and school groups.
- ◆ Marin County Parks will continue to monitor pesticide use, implementing BMPs, emerging science and applying reduced risk pesticides, where possible. Also, will opt for using mechanical removal procedures and organic products when proven effective.
- ◆ Marin County Parks will continue to provide outreach to other agencies to remain current and to advance the use of IPM practices and ecological resource protection.
- ◆ Marin County Parks will continue to monitor and conduct research that will lead to sustainable IPM practices and informed decision making.
- ◆ Pursue grants to help support the Marin County Parks IPM program.

County Links for on-line viewers:

- ◆ [Marin County Watershed Program](#)
- ◆ [County of Marin website](#)
- ◆ [County General Plan Update](#)
- ◆ [West Marin Chamber of Commerce](#)
- ◆ [Point Reyes National Seashore](#)
- ◆ [Email the County of Marin Stormwater Coordinator](#)

Stormwater Pollution Prevention in the Town of Fairfax

About Town of Fairfax’s Stormwater Pollution Prevention Program

Fairfax has a population of approximately 7,434 and encompasses approximately 1,400 acres. It is named for Lord Charles Snowden Fairfax, tenth Baron of Cameron, Scotland. The British Crown granted Lord Fairfax land which is now Virginia. Fairfax came to California with gold fever and was elected a Marin County Supervisor in 1865.

Fairfax tracts were subdivided in the 1900s through the 1920s, in reach of a commute to San Francisco via electric train and ferry. Construction of Alpine Dam in 1917 brought an influx of Italian immigrants. The Town was a location for silent films. It was incorporated in 1931.

Fairfax occupies the uppermost reach of the Ross Valley, and its residential neighborhoods extend into the surrounding hills. Fairfax Creek and other tributaries to San Anselmo Creek flow through the town. Most drainage is natural creek channels and culverts.

Most building permits are for residential remodels. There are occasional small infill projects subject to discretionary review.

Fairfax’s Stormwater Staff	
Stormwater Coordinator, Municipal Maintenance, Capital Improvement Projects/Drainage, Construction Inspection, Illicit Discharge Detection and Elimination/Outfall Monitoring	Mark Lockaby, Public Works Manager 415-458-2370, building@townoffairfax.org
Planning Department/Development Approvals	Jim Moore, Planning Director
Commercial Inspections	Ross Valley Fire Department Fire Marshal
Public Information and Participation	Maria Baird, Community Resources Coordinator

Stormwater Program Organization

Fairfax’s Stormwater Pollution Prevention Program is managed by Public Works Manager Mark Lockaby. All public works engineering, including FEMA-funded work, is done under contract.

The Town contracts with Marin Sanitary Service to sweep downtown areas weekly and residential neighborhoods monthly.

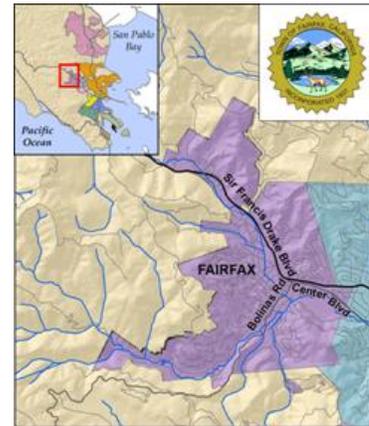
Drainage flow rates for new residences must not exceed pre-project rates; this usually requires that some type of detention be installed on-site.

Grading is prohibited from October 1 through April 31 unless an engineered erosion control plan is approved by the Town Engineer.

Fairfax: Forward-Thinking, Environmentally Friendly Community

Fairfax is a small community that is forward-thinking, environmentally friendly and prides itself on passing strict ordinances aimed to protect our creeks and wildlife. Local ordinances prohibit the use of pesticides by City staff and residents. This year the City adopted a Conservation Element to the General Plan. This element includes goals, policies and programs for watershed and stream management, as well as for water conservation and improved water quality.

The Public Works Department, Building Code Enforcement and the Police Department are all authorized to respond to stormwater violations and are very engaged and responsive to reports of illegal dumping.



Fairfax is at the upper end of the Ross Valley

More Accomplishments by Town of Fairfax in 2011-2012 and Priorities for 2012-2013

City of Fairfax staff accomplished the following during 2011-2012:

- ◆ For in-stream CIP projects, improved oversight and monitoring in order to ensure compliance with permits from outside agencies.
- ◆ Developed a system for ensuring that necessary instructions for protection measures are included for in-stream CIP project plans. Tightened the bid specifications in order to clarify the permit compliance aspects of in-stream construction projects.
- ◆ Repaired the City street sweeper and put it back into service.
- ◆ Continued to provide storm drain locations in GIS format to be uploaded into the Marin Map.
- ◆ Continued creek maintenance and cleaning. Coordinated with the North Bay Conservation Corp to perform brush clearing along the creeks.
- ◆ Coordinated creek cleanup with Fairfax Volunteers.
- ◆ Quickly responded to resident complaints regarding illicit discharges.
- ◆ Adopted a Conservation Element in the General Plan.
- ◆ Encouraged residents with grading projects to postpone work until after the winter moratorium instead of seeking approval from the Town’s engineers.

Priorities for 2012-2013

- ◆ Continue with the sweeping and outfall monitoring program, and respond to resident requests.
- ◆ Continue to hire the North Bay Conservation Corps to clear brush.

- ◆ Continue to make illicit discharge and creek violation responses a priority.
- ◆ Update the creek protection ordinance (17.040.040).
- ◆ Continue to encourage residents not to perform grading projects during the winter moratorium.

For information about Fairfax’s routine stormwater pollution prevention activities, see the MCSTOPPP Annual Report.



Cascade Falls

Fairfax links for on-line viewers:

- ◆ [Town of Fairfax website](#)
- ◆ [Fairfax history](#)
- ◆ [Marin Town & Country Club](#)
- ◆ [Fairfax Chamber of Commerce](#)
- ◆ [Sustainable Fairfax](#)
- ◆ [Email Fairfax’s Stormwater Coordinator](#)

Stormwater Pollution Prevention in the City of Larkspur

About City of Larkspur Stormwater Pollution Prevention Program

Incorporated in 1908, Larkspur has approximately 12,000 population and covers 3.3 square miles near the confluence of Corte Madera Creek with San Pablo Bay. There are some hilly neighborhoods, but much of the City is low-lying.

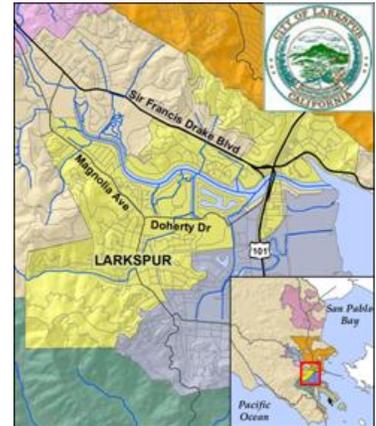
The City is bisected by US 101. To the east, the Larkspur Landing area includes a ferry terminal with service to San Francisco and a shopping center. The City's downtown and Madrone Canyon residential area are west of the highway.

Larkspur was laid out as a bedroom community in 1887 by developer O.W. Wright, who mistook the lupine growing on local hillsides for larkspur. The City's downtown includes classic commercial architecture from the 1890s to the 1930s and is listed on the National Register of Historic Places.

Larkspur's Stormwater Staff	
Stormwater Coordinator, Commercial Inspections	Mike Myers, Superintendent of Public Works mmyers@larkspurcityhall.org
Municipal Maintenance, Illicit Discharge Elimination, Outfall Monitoring	Mike Myers and Steve Pappas, Field Supervisor
Planning Department Contact/ Development Approvals	Neal Toft, Assistant Planner
New Development and Construction Controls	Phiroze Wadia, Consulting Engineer
Capital Improvement Projects and Drainage	Hamid Shamsapour, Director of Public Works
Public Information and Participation	Mike Myers and Nathalie Bamatter, Permit Tech.

Stormwater Program Organization

Larkspur's Stormwater Pollution Prevention Program is coordinated by Mike Myers, Superintendent of Public Works, who also manages and performs maintenance of city infrastructure and facilities.



Larkspur lies at the mouth of Corte Madera Creek.

Street sweeping is contracted for once per month from February through September and twice per month in winter. The main streets and industrial areas are swept weekly. The same contractor performs catch basin box culvert cleaning. The City also performs storm drain inspections.

Consulting Engineer Phiroze Wadia responds to problems with erosion and sedimentation control or construction-related pollution incidents. Nathalie Bamatter hands out construction-phase BMP materials with building permits.

Accomplishments by City of Larkspur in 2011-2012 and Priorities for 2012-2013

City of Larkspur accomplished the following during 2011-2012:

- ◆ Continued to develop GPS capabilities for mapping and record keeping with digital pictures.
- ◆ Continued to use business license mailings to distribute self inspection checklists.
- ◆ Coordinated with Central Marin Sanitary Agency (CMSA) on their stormwater business inspections and follow-up.
- ◆ Created a list of businesses for inspections outside of CMSA's target inspection list.

- ◆ Re-built two storm water pumps.
- ◆ Re-visited creek setback ordinance requirements.
- ◆ Updated annual training program for performance standards.
- ◆ Worked with Marin Rowing Club volunteers to clean up debris adjacent to creek banks.

Priorities for 2012-2013

- ◆ Improve staff training and public outreach.
- ◆ Upgrade list of target businesses and perform inspections.

For information about Larkspur's routine stormwater pollution prevention activities, see the MCSTOPPP Annual Report at www.mcstoppp.org.

Larkspur links for on-line viewers:

- ◆ [City of Larkspur website](#)
- ◆ [Email Larkspur's Stormwater Coordinator](#)

Stormwater Pollution Prevention in the City of Mill Valley

About City of Mill Valley's Stormwater Pollution Prevention Program

Mill Valley has a population of approximately 14,000 and covers close to 5 square miles. Located at the foot of Mt. Tamalpais, the City has an active and charming downtown commercial district amidst quiet tree-lined neighborhoods.

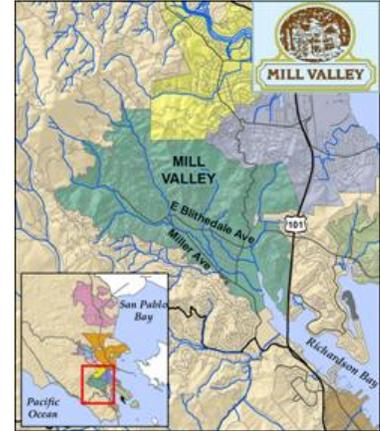
Mill Valley is crossed by Old Mill Creek, Reed Creek, Arroyo Corte Madera Del Presidio Creek, Warner Creek, and Sutton Manor Creek. Small numbers of Steelhead trout inhabit the Arroyo Corte Madera del Presidio and Old Mill Creek.

Most of the City's remaining buildable lots are on steep slopes with difficult access. The City's review requires extensive mitigation of drainage and other environmental considerations.

Mill Valley's Stormwater Staff	
Stormwater Coordinator	Jill Barnes, Public Works Director/City Engineer 415-388-4033 jbarnes@cityofmillvalley.org
Municipal Maintenance	Robert Zadnik, Public Works Supervisor
Illicit Discharge Elimination, Outfall Monitoring	Rick Misuraca, Operations Manager
Capital Improvement Projects and Drainage	Bianca Gomez, Associate Engineer
Planning Department Contact	Mike Moore, Planning Director
Development Approvals	Bianca Gomez, Associate Engineer
Commercial Inspections, Public Participation	Julie McClure, Engineering Technician
Construction Inspection	Julie McClure, Mike Barnett, Tony Martinez

Stormwater Program Organization

The Stormwater Pollution Prevention Program, in the Department of Public Works, is funded by an annual parcel fee. The City's Engineer and Engineering Technician, along with the Police and Fire Departments, have authority to issue administrative citations to enforce City ordinances, including creek protection measures and the stormwater pollution prevention ordinance.



Mill Valley extends from Richardson Bay to Mt. Tamalpais.

A pre-construction meeting is held for every project subject to design review. Pollution prevention and erosion and sedimentation control BMPs specific to a project are discussed at this meeting.

Each fall the Engineering Technician visits all construction sites requiring erosion and sediment control, to confirm that materials are on site and ready for use and that appropriate measures are in place before the winter storm season.

Mill Valley Participates in Wetland Days

Once a year, the Sewerage Agency of Southern Marin (SASM) invites local 3rd grade students, teachers and parents to participate in Wetlands Days. The event includes seven educational stations situated throughout the treatment plant and the accompanying wetlands that teach about water, pollution prevention and other environmental topics.

This year the event took place on June 6 and 7, and 280 students participated. Stations included identifying birds that live in the wetlands area,

stormwater and pollution prevention using a large scale diorama, and a discussion on how your “Toilet is not a Trash Can”. Volunteers from several neighboring sanitation agencies and environmental groups participated.

Mill Valley Hosts Beautification Day

The City of Mill Valley hosted another successful Beautification Day with approximately 200 people in attendance. Cleanup efforts included clearing debris out of the Goodman’s Marsh, removing invasive plant species at Terrace Park, and installing native plants at Bayfront Meadow. The cleanup efforts were a great success and taught volunteers about the importance of a healthy creek.

More Accomplishments by Mill Valley in 2011-2012 and Priorities for 2012-2013

City of Mill Valley staff accomplished the following during 2011-2012:

- ◆ Reinstated street and sewer rehabilitation list.
- ◆ Continued to work with the Mill Valley Fire Department to coordinate reports for follow-up business inspections.
- ◆ Continued to educate new business owners about best management practices.
- ◆ Continued to learn and adopt policy regarding cutting edge drainage solutions, to include bio-swales and catchment systems.
- ◆ Received approval for sewer rate increase.
- ◆ Conducted various maintenance activities including lining and replacing two storm pipes, repairing a catch basin at Keats/Kipling, repairing a sewer main and installing a manhole on Ethel Avenue.
- ◆ Maintenance crews worked with the Conservation Corp to clean five creek bank areas.
- ◆ Installed a berm in the City Corporation Yard to collect and divert run off from the debris/dump area to the sanitary sewer. Also discontinued stock piling materials. Raw materials are now stored in designated bins.
- ◆ Provided training to road repair crews on properly installing erosion and sediment controls when addressing small roadway slides and sloughing. Also provided a presentation regarding recycling asphalt in place to pave streets rather than trucking in new asphalt.
- ◆ Held staff training in various aspects of safe pesticide application and IPM.
- ◆ Municipal staff attended trainings courses addressing emergency spill and response, and on pump station operation and maintenance.
- ◆ Continued to educate new business owners about stormwater protection. Four new food establishments opened for business in Mill Valley this last fiscal year. City staff visited the new businesses and provided the two sided English/Spanish stormwater brochure for posting in the kitchen/wash areas.
- ◆ Worked with the new Sweetwater Music Hall and Café to install cigarette trash containers and to check and clean gutter and parking areas on a regular basis. Instructed the Mill Valley post office and the new Whole Foods Market staff about littering. This effort resulted in effective removal of trash behind these businesses.
- ◆ With the Sewerage Agency of Southern Marin (SASM), participated in “Wetland Days” at the SASM Wastewater Treatment Plant. Several 3rd grade classes learned about stormwater pollution prevention and protecting creek and wetland habitats.
- ◆ Participated in Beautification Day which educated volunteers about the importance of creek health and keeping creeks and storm drains free of trash and debris.
- ◆ Continued to enforce the seasonal grading moratorium between October 15 and April 15.

Priorities for 2012-2013

- ◆ Create an updated database for storm pipes and outfalls.
- ◆ Continue to conduct an aggressive sewer cleaning and maintenance program to replace rotten storm pipes.
- ◆ Complete the Marsh Drive storm pipe project.
- ◆ Replace sewer main lines as part of our street rehabilitation project.
- ◆ Continue to consider alternative methods to pesticide use.
- ◆ Continue working with the Conservation Corp and maintenance crews to clean creeks of non-native vegetation, debris and trash.
- ◆ Send outreach letters regarding “maintaining our creeks” to property owners adjacent to the five creeks in Mill Valley.
- ◆ Continue to work with new businesses on implementing BMPs and provide brochures and handouts for employees.
- ◆ Send out business self-inspection checklist.
- ◆ Update the Mill Valley General Plan.
- ◆ Continue to work with construction applicants to try to disperse drainage on site.
- ◆ Continue to learn about the latest technologies related to storm water treatments.
- ◆ Continue school tours and beautification day.

For information about Mill Valley’s routine stormwater pollution prevention activities, see the MCSTOPPP Annual Report at www.mcstoppp.org.

Mill Valley links for on-line viewers:

- ◆ [City of Mill Valley website](#)
- ◆ [Mill Valley School District](#)
- ◆ [Mill Valley Chamber of Commerce](#)
- ◆ [Mill Valley Historical Society](#)
- ◆ [Mill Valley Film Festival](#)
- ◆ [Email Mill Valley’s Stormwater Coordinator](#)

Stormwater Pollution Prevention in the City of Novato

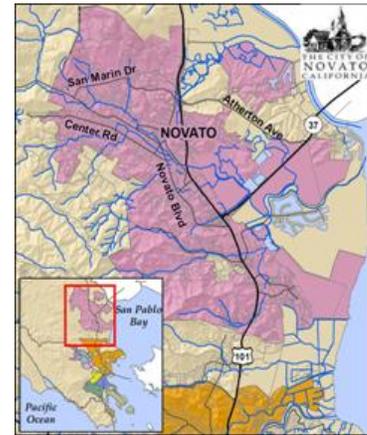
About Novato’s Stormwater Pollution Prevention Program

Novato covers 28 square miles and has a population of nearly 50,000. Elevations vary from Mt. Burdell at 1,558 feet to 18 feet in the City’s downtown. Rainfall averages approximately 27.5 inches per year. Novato has a rural atmosphere largely because of its low population density and the high amount of open space and parks. Commercial areas host a mix of corporate headquarters, state-of-the art technology companies, and retail centers.

Novato’s creeks include Novato Creek, Rush Creek and Pacheco Creek. Novato Creek flows from west to east and encompasses a drainage basin of approximately 44 square miles. Numerous streams flow into Novato Creek, including Warner, Arroyo Avichi and Arroyo San Jose creeks. Rush Creek flows eastward from Highway 101 to the Petaluma River north of the City limits.

Stafford Lake, a reservoir and headwater for Novato Creek, is approximately 11 miles upstream from San Pablo Bay. The reservoir, which was established in 1951, stores water for domestic use and reduces

flooding along Novato Creek. San Pablo Bay borders the eastern edge of Novato and the shoreline extends for approximately seven miles. The Petaluma River and its marshlands border the north-east boundaries of Novato, where the river empties into San Pablo Bay.



Novato is Marin County’s northernmost city.

Stormwater Program Organization

The City’s stormwater program, including all MCSTOPPP activities, is funded by property tax revenues. Review and approval of private development projects for stormwater compliance is funded through permit fees and is coordinated among Planning and Engineering staff.

Stormwater Training for Novato Staff

The City of Novato continues to provide ongoing stormwater training for City staff. During 2011-12 staff reviewed QSD/QSP training to address the general construction permit requirements. In addition engineering, planning, and maintenance staff attend workshops and classes designed to enhance the knowledge of staff and to ensure that the City is utilizing the most applicable procedures to protect water quality.

More Accomplishments by Novato in 2011-2012 and Priorities for 2012-2013

City of Novato staff accomplished the following during 2011-2012:

- ◆ Provided support and oversight to County Staff and consultants on the County’s Novato Creek Watershed Stewardship program to enhance water quality in Novato Creek and tributaries.

Novato’s Stormwater Staff	
Stormwater Coordinator, Development Approvals, Public Information and Participation, Commercial Inspections	Jason Nutt, Director of Public Works / City Engineer 415-899-8963 jnutt@novato.org
Municipal Maintenance	Gloria Morgan, Public Works Admin Clerk, and Dave Meyers, Maintenance Superintendent
Capital Improvements Projects/Drainage	Julian Skinner, Senior Civil Engineer
Planning Department Contact	Liz Dunn, Deputy Community Development Director; and Alan Lazure Principal Planner
Illicit Discharge Elimination/Outfall Monitoring	Jason Nutt, Director of Public Works / City Engineer, Joe Stene, Street Supervisor

- ◆ Coordinated with the County of Marin and the City of San Rafael to explore further collaboration aimed at meeting the anticipated provisions in the re-issued Phase II Permit requirements with our current staff resources.
- ◆ Reorganized staff assignments to provide enhanced stormwater management. This reorganization was necessitated by the on-going staff reductions to address the budget deficit and by the more rigorous provisions in the re-issued Phase II Permit.
- ◆ Completed inspection of all outfalls in the 14 creeks of Novato.
- ◆ Successfully utilized the Conservation Corp North Bay to collect trash and provide vegetation management. Conservation Corp collected approximately 5 cubic yards of trash and furniture in Pacheco Creek.
- ◆ Consulted and advised private property owners on proper creek control within their property lines.
- ◆ City staff attended QSD/QSP training.
- ◆ Conducted annual creek inspections in July and August 2011.
- ◆ Utilized local volunteers for trash pickup in local creeks for Novato's Clean and Green Day held in April.



Novato wetlands

For information about Novato's routine stormwater pollution prevention activities, see the MCSTOPPP Annual Report

Novato links for on-line viewers:

- ◆ [City of Novato website](#)
- ◆ [Novato Area History](#)
- ◆ [Novato Sanitary District](#)
- ◆ [Downtown Novato Business Association](#)
- ◆ [Novato Chamber of Commerce](#)
- ◆ [Email Novato's Stormwater Coordinator](#)
- ◆ [Novato Flood Protection and Watershed Program](#)

Priorities for 2012-2013

- ◆ Continue to train engineering, planning, and maintenance staff to enhance the knowledge of staff and to ensure that the City is utilizing the most applicable procedures to protecting water quality and to comply with the State Permit when adopted.
- ◆ Continue to inspect outfalls with limited personal.
- ◆ Coordinate with the Conservation Corp to clean all 26 locations in the Department of Fish and Game Permit.
- ◆ Continue to advise & assist private property owners on proper creek maintenance within their property lines.

Stormwater Pollution Prevention in the Town of Ross

About Ross' Stormwater Pollution Prevention Program

The Town of Ross is the second-smallest Marin community, with 1.6 square miles and slightly more than 800 residential parcels. The Town has 2,401 residents. Land use is primarily residential with a small commercial area, public grade school and private high school, residential care center for adults with developmental disabilities, and open space. New development in the town is primarily residential; there is little new development and few vacant, developable parcels.

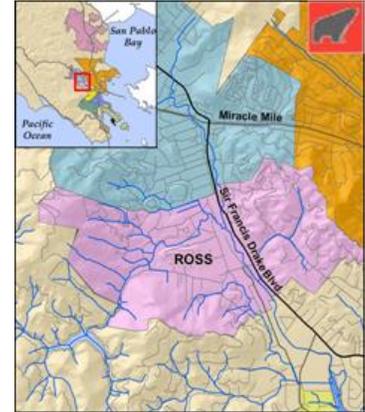
The Town has mainly open watercourses draining to Corte Madera and Ross Creek, particularly in the upper reaches of the watershed. Some reaches are channelized and in culverts. The endangered Central California Coast steelhead inhabits Ross Creek.

Stormwater Program Organization

Ross's stormwater program is funded through the

Ross' Stormwater Staff	
Stormwater Coordinator, Municipal Maintenance, Illicit Discharge Detection	Robert Maccario, Superintendent of Public Works 415-453-1453 rmaccario@townofross.org
Capital Improvement Projects and Drainage	Bob Hemati, Public Works Director and Rob Braulik, Planning Director
Construction Controls	Bob Hemati and Bob Haggett, Contract Building Inspector
Development Approvals, New Development	Elise Semonian, Senior Planner
Commercial Inspections	Bob Hemati
Public Information and Participation	Bob Hemati and Robert Maccario

general fund. Special drainage projects are funded by a drainage fee of 1% of the project valuation on building permits. The program is a combined effort among the Town's building, public works, and planning departments.



Ross occupies 1.6 square miles in the heart of Marin's city-centered corridor.

The Town does not have an integrated pest management ordinance; however, the Public Works Superintendent Robert Maccario has over 30 years of experience as a licensed landscape contractor, maintains a pesticide applicator certificate, is a member of the International Society of Arboriculture, a Sonoma/Marin Qualified Water Efficient Landscaper and a certified water auditor. The Town General Plan calls for adoption of an integrated pest management ordinance. The Town does not use pesticides.

The Town has mapped its storm drains and outfalls on GIS and is currently improving this system. The public works superintendent and his assistant know the location of all outfalls, connecting drainage and where they originate. They inspect and clean ditches and catch basins during all rain events.

Educating the Public

City staff worked with the Boy Scouts on two projects to improve Natalie Coffin Greene Park. City staff also assisted Ross School with a composting project.

More Accomplishments by Town of Ross in 2011-2012 and Priorities for 2012-2013

Town of Ross staff accomplished the following during 2011-2012:

- ◆ Continued work on the Storm Drain Master Plan.
- ◆ Used the Bolinas Avenue Drainage Study to incorporate drainage improvements for Bolinas Avenue in conjunction with using the Safe Routes to School Grant.
- ◆ Began the Creek Bank Stabilization project south of the new Lagunitas Bridge.
- ◆ Continued assisting the Army Corps with Fish Ladder Replacement project.
- ◆ Continued assisting property owners to protect creeks through our building and planning process.
- ◆ Continued planting street trees on arterial streets.
- ◆ The public works committee completed the new right of way ordinance.
- ◆ The Ross Common was restored after the completion of the Ross School Building Project
- ◆ Held weekly staff coordination meetings regarding open projects in the planning and construction phases.

Priorities for 2012-2013

- ◆ Work on a new agreement with Marin County Flood Control and Water Conservation District to perform creek maintenance.

For information about the Town of Ross’s routine stormwater pollution prevention activities, see the MCSTOPPP Annual Report at www.mcstoppp.org.

Ross links for on-line viewers:

- ◆ [Town of Ross website](#)
- ◆ [Ross School District](#)
- ◆ [Email Ross’s Stormwater Coordinator](#)

Stormwater Pollution Prevention in the Town of San Anselmo

About San Anselmo’s Stormwater Pollution Prevention Program

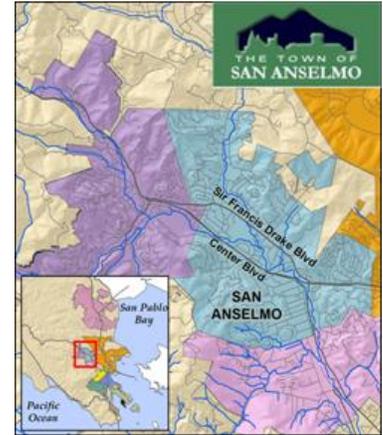
San Anselmo has slightly over 12,000 population and encompasses approximately 2.7 square miles. Its name came from the Punta de Quintin land grant, which marked this valley as the Canada del Anselmo, or Valley of Anselm, referring to an Indian who was buried in the area.

San Anselmo was incorporated in 1907, around the same time Marin’s electric train system extended to the area. It was a silent film capital in the early 1900s. Commuters could take the train to Sausalito and then the ferry to San Francisco in about an hour. The system was closed following construction of the Golden Gate Bridge.

Drainages to the east, west, and north converge in and around the Town’s low-lying downtown area. Most creek reaches are privately owned. Steelhead salmon can sometimes be seen in urbanized San Anselmo Creek. San Anselmo experienced serious flood damages in 1925, 1940, 1963, 1982, and most recently on New Year’s Eve 2005. In addition to

downtown, San Anselmo includes the Red Hill Shopping Center and various small businesses along Sir Frances Drake Boulevard.

There is little developable area in the Town; however, development of subdivisions in remaining hillside areas pose concerns about erosion control and contribution to flooding.



San Anselmo is centered on the confluence of several creeks.

Stormwater Program Organization

The Public Works Department works closely with MCSTOPPP to administer the Storm Water Program. The funding for this program is 100% supported by the Town’s general fund. The Town has no stormwater fee.

The Town conducts and funds the street sweeping program. Streets are cleaned at twice per month during the winter and once per month during the rest of the year.

The Town works closely with the Ross Valley Fire Department (RVFD) to ensure the Town’s 200 businesses remain in compliance with storm water program requirements. Stormwater violations noted by the RVFD are referred to Town staff.

Managing New and Re-Developments

The Town now requires that all single family residences adding new impermeable areas are required to offset this with bioretention, detention, or other means to have no new increase in net runoff from the property due to construction. In addition, any new homes must include measures to have no increase in runoff from the property.

San Anselmo’s Stormwater Staff	
Stormwater Coordinator, Public Information & Participation, Capital Improvement Projects and Drainage, Development Approvals, Construction Inspection	Sean Condry, Public Works Director , 415-258-4676, scondry@townofsananselmo.org
Municipal Maintenance, Illicit Discharge Elimination, Outfall Monitoring	Dave Craig, Superintendent of Public Works
Planning Department Contact	Phil Boyle, Senior Planner
Commercial Inspections and Outreach	Robert Bastianon, Fire Inspector, Ross Valley Fire District

More Accomplishments by Town of San Anselmo in 2011-2012 and Priorities for 2012-2013

Town of San Anselmo staff accomplished the following during 2011-2012:

- ◆ Continued to replace garbage receptacles with new receptacles that prevent the storm water from entering the container until all are changed out.
- ◆ Involved more staff in identifying potential stormwater discharges.
- ◆ Increased public education about stormwater runoff.
- ◆ Worked with the North Bay Conservation Creek Cleanup to collect 15 yards of debris.
- ◆ Placed 32 “No Dumping Flows to Bay” markers around the Downtown area.

Priorities for 2012-2013

- ◆ Review entire stormwater program and make improvements/changes as necessary.
- ◆ Add new areas for debris cleanup.
- ◆ Adopt a new drainage ordinance to decrease water runoff from properties.



San Anselmo Public Library

San Anselmo links for on-line viewers:

- ◆ [Town of San Anselmo website](#)
- ◆ [San Francisco Theological Seminary](#)
- ◆ [San Anselmo Chamber of Commerce](#)
- ◆ [San Anselmo Historical Museum](#)
- ◆ [Email San Anselmo's Stormwater Coordinator](#)

Stormwater Pollution Prevention in the City of San Rafael

About San Rafael's Stormwater Pollution Prevention Program

With 56,900 residents, the City of San Rafael is Marin County's commercial center and most populous municipality. The City occupies 17 square miles of land and 5 square miles of water and wetlands. Much of the former wetlands have been filled and developed; remaining portions are home to the endangered salt marsh harvest mouse. There are riparian areas along San Rafael, Mahon, Gallinas, and Miller Creeks. China Camp State Park and McNear's Beach State Park are adjacent to the City.

Stormwater Program Organization

A user fee, collected through property tax bills, funds the program. San Rafael's stormwater program is now coordinated by a team of the Department of Public Works staff: Diane Decicio, Lead Stormwater Coordinator, Jim Forsythe, Street Maintenance Superintendent, Kevin McGowan, Assistant Public Works Director/City Engineer and Nader Mansourian, Director of Public Works. San Rafael's Engineering

Division continues to assume plan review responsibility.

Public Works Street Maintenance Superintendent Jim Forsythe leads the City's efforts to eliminate illicit discharges, to maintain the City's extensive storm drain system, control litter, maintain the

Corporation Yard, and sweep streets. Business inspection and outreach is conducted primarily by the Central Marin Sanitation Agency under a cooperative agreement. County Environmental Health conducts stormwater business inspections at restaurants and Marin County CUPA inspectors will refer all potential storm drain or runoff concerns to Jim Forsythe.



The City of San Rafael is Marin County's most populous municipality.

San Rafael's Stormwater Staff	
Stormwater Coordinator, Construction Inspections	Diane Decicio, Senior Associate Engineer DPW 415-485-3360 Diane.Decicio@cityofsanrafael
Municipal Maintenance, Illicit Discharge Elimination, Outfall Monitoring	Jim Forsythe, Street Maintenance Supervisor
Capital Improvement Projects and Drainage	Kevin McGowan, Assistant Director of Public Works
Public Information and Participation	Cory Bytof, City Volunteer Program Coordinator
Community Development Department Contact	Raffi Boloyan, Senior Planner
Development Approvals	Nader Mansourian, Public Works Director
Commercial and Industrial Inspections and Outreach	Robert Cole, Central Marin Sanitation Agency

San Rafael Clean Campaign Continues

In FY 2011-2012, the City of San Rafael continued the San Rafael Clean program, a joint effort between the City of San Rafael Volunteer Program, Marin County Visitors Bureau, MCSTOPPP, Marin Sanitary Service, Conservation Corps North Bay, local businesses and individuals. The Program stepped up its efforts with regard to business outreach and cigarette litter.

Volunteers from the San Rafael Clean campaign began a unique litter reduction program in conjunction with St. Vincent de Paul Society in San Rafael. Diners from San Rafael's St. Vincent de Paul Society dining room were invited to participate in a 'buy-back' program. They received \$1 per



ounce of discarded cigarette litter. Cigarette butts needed to be dry and contained in bags given to the participants along with gloves and instructions. The first two weeks of the program yielded 90,000 cigarette butts. Initial funding of this program was provided by SRC Business Partner Bellam Self Storage and Boxes. Articles about the cigarette litter program have appeared in the newspaper and on KTVU channel 2 TV.

More Accomplishments by San Rafael in 2011-2012 and Priorities for 2012-2013

City of San Rafael staff accomplished the following during 2011-2012:

- ◆ Continued to implement the San Rafael Clean Campaign.
- ◆ Partnered with Gallinas Creek Watershed, MCSTOPPP, County Parks and others to remove invasive species and litter for Earth Day, Cesar Chavez Day, Coastal Cleanup Day, Make a Difference Day and others. Each event involved coordinating dozens of volunteers. Overall, a few hundred volunteers participated in these and other Park volunteer days this past year.



- ◆ Re-established native vegetation along Mahon Creek and removed significant amounts of invasive species (broom, acacia, fennel, sweet pea, etc.).
- ◆ Held monthly volunteer cleanup projects through Parks Division one Saturday each month from March-October (except July). Cleanups were held near creeks and the Bay. Also, held two creek

maintenance projects with Boy Scouts, CVNL Flex program and other groups to remove invasive plants and plant natives along the upper areas adjacent to creeks.

- ◆ Distributed business license inserts that informed businesses about trash and litter responsibilities under the City's Municipal Code and encouraged them to join the San Rafael Clean campaign as "Business Partners."
- ◆ Advertised the San Rafael Clean campaign and other stormwater events in several publications including the Marin Independent Journal and the San Rafael Chamber newsletter.

Priorities for 2012-2013

- ◆ Continue to inspect and clean streets and drain inlets on a regular basis, even with our reduced staffing levels.
- ◆ Continue removing invasive plants and planting natives to enhance Mahon Creek.
- ◆ Continue to engage volunteers and grow our Saturday Parks Service Days.
- ◆ Continue to encourage support and funding for the cigarette butt program.

For information about San Rafael's routine stormwater pollution prevention activities, see the MCSTOPPP Annual Report at www.mcstoppp.org.

San Rafael links for on-line viewers:

- ◆ [City of San Rafael website](#)
- ◆ [San Rafael Chamber of Commerce](#)
- ◆ [Dominican University of California](#)
- ◆ [Email San Rafael's Stormwater Coordinator](#)

Stormwater Pollution Prevention in the City of Sausalito

About Sausalito’s Stormwater Pollution Prevention Program

The City of Sausalito was incorporated in 1893. Located just north of the Golden Gate Bridge from San Francisco the City hosts tourists throughout the year.

Sausalito has a population of 7,116. Total area is 2.2 square miles, of which 15% is under water. Sausalito has one perennial stream, Glen Creek, which is located primarily within private property. Protecting the sensitive waters of Richardson Bay is the prime objective of the City’s Stormwater Pollution Prevention Program.

The North Pacific Coast Railroad created a terminus at Sausalito (“little willow grove”) in 1871. Train services diminished rapidly after World War II and no longer exist, though old rails can still be seen along the old route. The City’s character changed dramatically with the creation of the Marinship Shipyard in the early

1940’s. The yard significantly filled Richardson’s Bay and created a massive industrial complex to serve the World War II war effort. Following the closure of the shipyard and sale of land and buildings, the area has transformed into a mixture of storage facilities,

recreational boating marinas, light industrial (ranging from a ceramic tableware maker, landscape supplies, and auto repair businesses), office complexes serving real estate, legal, and internet services enterprises, and artist workshops. The City’s hills are populated with homes, churches and hotels.

The City has about 4,300 housing units. High visibility businesses in the City serve tourist visitors, and recreational boating enthusiasts. The City also has a large number of design oriented businesses ranging from painters, graphic artists, craftsman and musicians.

Stormwater Program Organization

The sewer systems coordinator conducts storm water business inspections concurrent with sanitary source control inspections. The City Engineer and Staff Engineer recommend conditions for land development based on the City’s stormwater ordinance and MCSTOPPP’s *Guidance for Applicants*. Stormwater construction inspections are conducted by Building Inspectors routinely; Engineering Division staff conducted wet weather oversight of construction sites. All staff, as necessary, responded to referrals from outside agencies. The local program is funded through a fee collected on property tax bills.



Sausalito is Marin’s most southerly municipality.

Sausalito’s Stormwater Staff	
Stormwater Coordinator, Public Information & Participation, Capital Improvement Projects and Construction Controls	Todd Teachout, City Engineer 415-289-4111 tteachout@ci.sausalito.ca.us
Illicit Discharge Elimination, Outfall Monitoring, Commercial and Industrial Inspections and Outreach	Pat Guasco, Sewers Coordinator
Planning Department Contact	Heidi Burns, Associate Planner
New Development	Andrew Davidson, Staff Engineer Todd Teachout
Municipal Maintenance	Jonathon Goldman, Public Works Director Loren Umbertis, Public Works Division Manager Kent Basso, Public Works Foreman

Rehabilitating Sanitary Sewers

The City aggressively enforced its local sanitary sewer ordinance which requires the inspection and rehabilitation of sewer laterals at point of sale. 4,024 feet of private sanitary sewer laterals were replaced or rehabilitated during 2011-2012. In addition to the private sanitary sewer lateral work, the City replaced or rehabilitated 1,188 feet of public sanitary sewer pipe and installed new and/or replaced six sanitary sewer manholes. This work is expected to reduce pathogen loadings in Richardson’s Bay, improve Sewage Treatment Plant operations during storm events, and reduce the likelihood of sanitary sewer overflows. The City also provided 45 grants to home owners for the repair of their sewer laterals totaling \$56,109.83. The program provides individual residents up to \$1,000 to offset repair and/or rehabilitation expenses.

More Accomplishments by Sausalito in 2011-2012 and Priorities for 2012-2013

City of Sausalito staff accomplished the following during 2011-2012:

- ◆ Began efforts to transition from current permit requirements to new the new Phase II General Permit.
- ◆ Continued to collaborate with Richardson’s Bay Regional Agency on Pathogen TMDL implementation.
- ◆ Continued efforts to recommend conditions of approval on small development projects that conform to the spirit of Low Impact Design principles.
- ◆ Continued to work with property owners to rehabilitate sanitary sewer laterals. This effort responds to the Richardson’s Bay Pathogen TMDL, as well as EPA order for compliance requirements and the City’s settlement agreement with California Riverwatch.



Sausalito marine business

- ◆ Continued Business Inspection review internally and with County agencies (CUPA and Env. Health), special districts (Sausalito Flizire Protection District, Sausalito Marin City Sanitary District, Central Marin Sanitation Agency, Marin Municipal Water District) to assure proper inspections were occurring.
- ◆ Completed a capital project to modify the Corporation Yard container bin pad. The bin pad temporarily stores sewer and storm drain debris from the vactor truck. Pad modifications allow the debris to be dried and the fluids discharged to the sanitary sewer. The dried debris is then ready for disposal at a suitable solid waste landfill.
- ◆ Completed two road maintenance projects. The first project paved a steep (12%) gravel street, limiting future sediment discharge. The contractors were required to implement BMPs to limit non-stormwater discharges. The second project, The Bridgeway to Ferry Landing Improvement project, widened sidewalks by narrowing roadway. Both project effectively implement Construction BMPs (vacuum saw cut wash water, protect inlets, use non-toxic concrete finishing products).
- ◆ Continued efforts to limit passage across non-trail areas in the Cypress Ridge Open Space thereby preserving species habitat and limiting erosion.
- ◆ Coordinated with Friends of Willow Creek for the April 2012 creek clean up event. The City also coordinated with Friends of Willow Creek

regarding Corporation Yard improvements and to discuss long range plans for possible creek restoration.

- ◆ The City used no pesticides in 2011-12.

Priorities for 2012-2013

- ◆ Continue to rehabilitate deteriorated drains, outfalls and manholes in conjunction with road projects.
- ◆ Continue no use of pesticides.
- ◆ Continue to collaborate with Friends of Willow Creek and School on future Watershed Enhancement Activities.
- ◆ Assure appropriate City staff are trained on the response and handling of Illicit Spill of all types.
- ◆ Review and update Municipal Code to imbed, where appropriate, more stringent water quality regulations to comply with State/Federal Requirements.
- ◆ Secure necessary resources to fund expected new requirements for more intense outreach and agency coordination efforts.
- ◆ Adjust efforts to educate public about the need for Performance Standard and BMP implementation through day to day interactions.

For information about Sausalito’s routine stormwater pollution prevention activities, see the MCSTOPPP Annual Report at www.mcstoppp.org.

Sausalito links for on-line viewers:

- ◆ [City of Sausalito website](#)
- ◆ [Guide to Sausalito Art Galleries](#)
- ◆ [History of Sausalito](#)
- ◆ [Sausalito Chamber of Commerce](#)
- ◆ [Email Sausalito’s Stormwater Coordinator](#)

Stormwater Pollution Prevention in the Town of Tiburon

About Tiburon’s Stormwater Pollution Prevention Program

The Town of Tiburon, population 8,900, occupies 16 square miles—approximately five of which are dry land. The remainder is in the Bay.

Once a railroad terminus, Tiburon’s downtown features many shops and restaurants. The remainder of the town is largely single-family residential, including some neighborhoods on steep hillsides.

Tiburon is home to many endangered species of plants and animals, some of which are found only on the Tiburon peninsula. Bay and wetland environments in and around Tiburon include the Romberg Tiburon Center for Environmental Studies and the Richardson Bay Audubon Sanctuary and Center. There are no year-round creeks within Town limits—only two seasonal channels established for flood control many years ago. Most development applications are for new or expanded residences. A Design Review

Board considers all new buildings, additions, and exterior renovations. Development of tracts outside Town limits, but within the Town’s sphere of influence, have been a source of controversy over past decades.



Tiburon occupies most of Tiburon peninsula.

Construction has yet to begin on a few major projects.

Stormwater Program Organization

Matthew Swalberg is the Town’s Stormwater Coordinator, among other duties and responsibilities assigned to him. Joel Brewer, Superintendent of Public Works, supervises a crew of six employees in maintenance of streets and parks. The streets crew is responsible for inspecting, clearing and maintaining all storm drains.

Tiburon’s stormwater program is funded through the Town’s General Fund and through a stormwater impact fee of \$1/square foot of new impervious surface. All the town’s outfalls have been mapped to GIS. The town inspects all outfalls and catch basins before and after the rainy season.

The Town requires new developments to include on-site detention of stormwater to ensure peak flows from frequent storms, as well as rare large storms, are not increased. New developments include open space buffers of at least 50 feet on each side of the top of stream bank (100 feet from wetlands or if the parcel is < 5 acres). The Town requires grading be minimized and strongly discourages development on slopes exceeding 40 percent.

Tiburon’s Stormwater Staff	
Stormwater Coordinator, Public Information & Participation	Matt Swalberg, Engineering Technician 415-435-7354 mswalberg@ci.tiburon.ca.us
Municipal Maintenance, Illicit Discharge Elimination, Outfall Monitoring	Joel Brewer, Public Works Superintendent
Capital Improvement Projects and Drainage	Nick Nguyen, Town Engineer
Planning Department Contact	Dan Watrous, Planning Manager
Development Approvals	Dan Watrous, Nick Nguyen
Construction Inspections	Fred Lustenberger, Building Official
Commercial and Industrial Inspections and Outreach	Joel Brewer, Fred Lustenberger and Matt Swalberg

Managing Stormwater Runoff from New and Re-Developments

The Town has developed, implemented and continues to enforce a program that addresses storm water runoff from new development and redevelopment projects that disturb any amount of land, including sites one acre or larger, that have any degree of water quality impacts. It has also developed appropriate structural and non-structural BMP strategies to address post-construction runoff from all sites within the Town's geographical jurisdiction. These measures are codified in Article III of Section 13 of the Town of Tiburon Municipal Code regarding site development standards. They include specific criteria that permanently address slope stabilization, drainage and driveway construction. Further, the Town tracks impervious surface coverage of each parcel and requires registered civil engineers to design and supervise the installation of drainage systems on all site development projects. For new development, permit applicants must show on their submittal documents all of the proposed vegetation and/or hardscape mitigation measures that they will use to control the long-term impact of water flowing off of their sites.

More Accomplishments by Town of Tiburon in 2011-2012 and Priorities for 2012-2013

Town of Tiburon staff accomplished the following during 2011-2012:

- ◆ Completed the Police Department SWPPP and discussed implementing the SWPPP with department staff.
- ◆ Retained contract services to clean and "flush out" over 6,000 linear feet of storm drains as part of the ongoing routine maintenance.
- ◆ Continued staff training as opportunities presented themselves.

- ◆ Developed a greater understanding of the Phase II permit and its possible implications.
- ◆ Retained the services of North Bay Conservation Corp. to reestablish the seasonal public foot path along the south side to the Railroad Marsh. During this project invasive and nonnative plants were removed and either chipped on site or hauled off. Approximately 120 yards of material was removed.
- ◆ Completed several high priority projects along the Town's trails and fire roads. These included removing broom, pampas and pine tree seedlings from along the Middle Ridge and Sheppard's Way fire road and from the trail between Place Moulin and Mt. Tiburon.
- ◆ Mailed self-inspection forms with business license renewals for over 520 businesses.



Tiburon Town Hall

- ◆ Continued to ensure all storm drains were labeled with replacement "No Dumping – Drains to Bay" buttons.
- ◆ Public Work staff assisted volunteers with debris haul off during the Coastal Clean Up Day on September 17, 2011 and Earth Day on April 22, 2012.
- ◆ Continued to maintain 26 dog waste bag dispensers.

Priorities for 2012-2013

- ◆ Complete Qualified SWPPP Developer training.
- ◆ Repair one damaged culvert on the MUP and replace an old wooden flume with an enclosed pipe. Flush out another 3,890 LF of storm drains. Funding for FY 12-13 limited to \$100,000 for repair and flushing.
- ◆ Staff will continually seek out appropriate training seminars when possible.
- ◆ Continue to assist volunteers with litter abatement at the Coastal Cleanup Day and on Earth Day.
- ◆ Continue to send appropriate articles to staff for inclusion in to Tib Talk, the Towns monthly e-news letter.

For information about Tiburon's routine stormwater pollution prevention activities, see the MCSTOPPP Annual Report at www.mcstoppp.org.



Tiburon wharf

Tiburon links for on-line viewers:

- ◆ [Town of Tiburon website](#)
- ◆ [Richardson Bay Audubon Center](#)
- ◆ [Romberg Tiburon Center](#)
- ◆ [Tiburon Peninsula Chamber of Commerce](#)
- ◆ [Email Tiburon's Stormwater Coordinator](#)



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			
CITY OF BELVEDERE							
General Standards/Training							
Prepare and maintain a current SWPPP for each facility.	<input checked="" type="checkbox"/>						
Assign one person for each corp. yard to ensure BMPs are implemented.	<input checked="" type="checkbox"/>						
Prepare spill containment kits; store in appropriate locations. Conduct annual drills on how to use the kits.	<input checked="" type="checkbox"/>						
Stencil inlets to storm drainage system.	<input checked="" type="checkbox"/>						
Conduct annual facility surveys for performance standards compliance.	<input checked="" type="checkbox"/>						
Post performance standards guidance and BMPs in appropriate areas.	<input checked="" type="checkbox"/>						
Describe activities to educate staff regarding performance standards in annual report.	<input checked="" type="checkbox"/>						
Include stormwater performance standards in annual updates of other environmental management plans and review plans with facility users.	<input checked="" type="checkbox"/>						
General Housekeeping							
Dispose material removed from streets/storm drainage facilities often to eliminate exposure to rainwater and runoff.	<input checked="" type="checkbox"/>						
Sweep corp. yard at least monthly.	<input checked="" type="checkbox"/>						
Keep chemical storage areas neat and orderly	<input checked="" type="checkbox"/>						

**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			
CITY OF BELVEDERE							
Stockpile materials away from streets, gutters, storm drain inlets, or water channels when possible.	<input checked="" type="checkbox"/>						
Inspect the yard at least monthly and during rain events to ensure there are no illicit discharges to the storm drain system.	<input checked="" type="checkbox"/>						
Refuse Holding Area							
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.	<input checked="" type="checkbox"/>						
Auxiliary Storage Areas/Yard							
Store chemicals in appropriate areas.	<input checked="" type="checkbox"/>						
Chemical Storage							
Store paint, chemicals in approved covered containment area. Waste drums closed when not in use; correct labeling; protection from vandalism.	<input checked="" type="checkbox"/>						
If stored outside, keep containers in containment area with tight-fitting lids, preventing discharge to storm drain or contact with rain.	<input checked="" type="checkbox"/>						
Review Material Safety Data Sheets (MSDS) to ensure appropriate materials separation.	<input checked="" type="checkbox"/>						
Review Hazardous Materials Business Plan (HMBP) for requirements.	<input checked="" type="checkbox"/>						

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			
CITY OF BELVEDERE							
Chemical Usage							
Ensure safety equipment and spill containment kits readily accessible in chemical areas; inspect safety equipment.	<input checked="" type="checkbox"/>						
Review Material Safety Data Sheets for proper use.	<input checked="" type="checkbox"/>						
Minimize use of chemicals.	<input checked="" type="checkbox"/>						
Recycle/dispose of excess chemicals at approved locations.	<input checked="" type="checkbox"/>						
Ensure chemical containers have secure lids and transport properly.	<input checked="" type="checkbox"/>						
Properly remove soils contaminated with spilled materials.	<input checked="" type="checkbox"/>						
A. Oil-based Paints. Wipe oil-based paints from brushes; use filters, reuse thinners or dispose as hazardous waste.	<input checked="" type="checkbox"/>						
B. Water-based Paints. Rinse water-based paints out of brushes, discharge to sanitary sewer; dry excess paint to trash; otherwise hazardous waste or recycle.	<input checked="" type="checkbox"/>						
C. Automotive Fluids. Collect used automotive fluids; dispose or recycle appropriately.	<input checked="" type="checkbox"/>						
D. Pesticides. Follow California Department of Pesticide Regulations procedures for mixing, application, storage, and recycling requirements.				x			

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			
CITY OF BELVEDERE							
Consider using IPM. Use least toxic methods. Avoid copper-based pesticides and diazinon.				x			
Apply pesticides at appropriate times to minimize runoff.				x			
Mix only as much pesticides as needed. Do not mix or load pesticides near storm drains.				x			
E. Solvent/Cleaning Solutions. Properly recycle/dispose of used solvents/ chemicals.	<input checked="" type="checkbox"/>						
Washing Vehicles/Equipment							
Clean all vehicles/ equipment on designated wash pad areas that drain to sanitary sewer or recycle. Wash off-site if necessary.	<input checked="" type="checkbox"/>						
Ensure wash area & sump are large enough so all washwater drains to sanitary sewer or recycling system	<input checked="" type="checkbox"/>						
Visually monitor wash pad area.	<input checked="" type="checkbox"/>						
Consider assigning schedules for wash area use.	<input checked="" type="checkbox"/>						
Fuel Dispensing Area							
Store spill containment kits nearby; follow appropriate procedures, use dry cleaning methods if there is a spill.	<input checked="" type="checkbox"/>						
Train employees in proper fueling, cleaning, and spill response procedures. Conduct annual drills.	<input checked="" type="checkbox"/>						

**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			
CITY OF BELVEDERE							
Fuel Dispensing Area (Continued)							
Install signs not to "top off" tanks.	<input checked="" type="checkbox"/>						
Discourage mobile fueling; establish designated areas for it.	<input checked="" type="checkbox"/>						
Consider covering fuel dispensing areas; no fueling over open ground. Implement Retail Gasoline Outlet BMPs.	<input checked="" type="checkbox"/>						
Design fueling area to prevent "run-on" of storm water and runoff of spills.	<input checked="" type="checkbox"/>						
Fleet Maintenance/Vehicle Parking Areas							
Regularly inspect equipment for leaks. Use drip pans; repair.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
Dry sweep area periodically.	<input checked="" type="checkbox"/>						
Schedule outdoor repair activities for dry weather, if possible.	<input checked="" type="checkbox"/>						
Clean equipment regularly using proper collection and disposal methods when necessary	<input checked="" type="checkbox"/>						

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			
CITY OF BELVEDERE							
Services							
Provide adequate number of litter receptacles in commercial/other litter source areas.	<input checked="" type="checkbox"/>						
Pick up litter receptacles frequently to prevent/minimize spillage.	<input checked="" type="checkbox"/>						
Document/maintain monthly records for:	<input checked="" type="checkbox"/>						
Areas targeted for litter removal;	<input checked="" type="checkbox"/>						
Total amount of material removed.	<input checked="" type="checkbox"/>						
Education and Enforcement							
Encourage public education to include anti-littering message (composting/ remove & containerize waste/ sweep outdoor areas/ provide municipal green waste program).	<input checked="" type="checkbox"/>						
Encourage local law enforcement to post signs and enforce anti-littering laws, especially for vacant-lot owners.	<input checked="" type="checkbox"/>						
Label litter receptacles with anti-littering messages when possible.	<input checked="" type="checkbox"/>						
Encourage participation in/assist with Coastal Cleanup Day and Earth Day litter removals.	<input checked="" type="checkbox"/>						
Encourage maintenance crews to report any privately-owned abandoned, leaking vehicles.	<input checked="" type="checkbox"/>						
Alternative Approaches							
Agency may submit to Regional Board for approval an alternative litter control plan.	x						

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			
CITY OF BELVEDERE							
Visual Inspections				X			
Inspect wet wells or forebays 1/month during the dry season for oil spills or other noticeable pollutant discharge.				X			
Inspect wet wells or forebays 1/week during the wet season, for oil spills or other noticeable pollutant discharge.				X			
Maximize Removal of Pollutants Prior to Discharge							
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.				X			
Have spill kit readily available if there is a large potential for pollutant discharge.				X			
Contain lubricants, fuel, and batteries to prevent accidental spills to wet wells.				X			
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.				X			
Track spills upstream to try to locate the source(s). Document spill incidents per illicit discharge program. Implement enforcement as appropriate.				X			
Store oil absorbent materials in appropriate maintenance vehicles.				X			
Disposal							
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.				X			

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			
CITY OF BELVEDERE							
<i>Education/ Training</i>							
Educate all pump station maintenance personnel about the performance standards. Conduct at least one meeting/year to educate.				X			
Conduct drills as part of the training, as appropriate.				X			

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

**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			
CITY OF BELVEDERE							
Clean up all spills and leaks from equipment using "dry" methods. Properly remove contaminated soil; dispose of properly.	X						
After job is complete, remove stockpiles and other extras as soon as possible.	X						
Prevent pollution of storm water runoff around work areas if unexpected rain.	X						
Signing and Striping							
Store spill absorbent materials on trucks.	X						
Contain, clean up, properly dispose of waste materials per MSDS (Material Safety Data Sheet).				X			
Equipment Clean Up/Storage							
Flush sprayer paint supply lines at corp. yards; clean up properly.				X			
Clean sprayers, patch and paving equipment at end of day; use approved collection and disposal methods.				X			
Cover sprayers, patch and paving equipment if they contain pollutants to prevent rainfall from transporting pollutants to storm drains.				X			

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			
CITY OF BELVEDERE							
<i>Routine Inspection and Cleaning</i>							
Inspect and clean as necessary storm drainage facilities as directed, preferably, prior to rainy season, or alternate.	X						
When cleaning storm drains, remove maximum amount of material at nearest access point.	X						
<i>Record Keeping</i>							
Report amount of material removed when cleaning storm drainage facilities in monthly forms.	X						
Document and track spill incidents and coordinate with your illicit discharge control field surveys.	X						
Identify/target storm drain inlet areas requiring more frequent or alternative cleaning and/or public education efforts.	X						
<i>Spill Response</i>							
Maintenance staff makes appropriate phone calls if they suspect toxic or hazardous material spills.	X						
If non-hazardous, maint. Staff contains spill area immediately; cleans ASAP.	X						
Maintenance staff are aware of around-the-clock response/removal spill procedures for hazardous or unknown materials.	X						

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			
CITY OF BELVEDERE							
Spill Response (Continued)							
Establish response/removal spill procedure for after work hours for non-hazardous materials.				x			
Maintenance staff to coordinate with Stormwater Coordinator for appropriate follow-up response.	X						
Work with Fire and Police Departments to provide spill report copies to Stormwater Coordinators.	X						
Disposal of Material							
Store material removed from storm drainage facilities on impermeable surface (covered during rain) and drain wastewater to sanitary sewer; dispose at appropriate facility.	X						
Alternative Approach							
Agency may develop and submit to the Regional Board for approval an alternative storm drain facility pollution control plan.	x						

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 -- 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			
CITY OF BELVEDERE							
Street Sweeping Frequency							
Clean streets according to Action Plan 2010 schedule	<input checked="" type="checkbox"/>						
Problems Associated with Efficient Street Cleaning							
Getting Parked/Abandoned Vehicles Off Streets	<input checked="" type="checkbox"/>						
Maintain consistent sweeping schedule.	<input checked="" type="checkbox"/>						
Measures to keep curbed areas clear during cleaning.	<input checked="" type="checkbox"/>						
Removing leaves during leaf season	<input checked="" type="checkbox"/>						
Analyze alternatives; develop leaf removal program.	<input checked="" type="checkbox"/>						
Encourage residents to collect and compost leaves through green waste program or coordinate with local/regional composting program.	<input checked="" type="checkbox"/>						
Trees near streets	<input checked="" type="checkbox"/>						
Provide operators with resources to report trees interfering with cleaning.	<input checked="" type="checkbox"/>						
Street Cleaning Operation to Maximize Pollutant Removal							
Quality of clean streets: no dirt trails/debris.	<input checked="" type="checkbox"/>						
Check street cleaning equipment for proper adjustment.	<input checked="" type="checkbox"/>						
Operate equipment at manufacturer's specified speed.	<input checked="" type="checkbox"/>						
Street Cleaning Maintenance to Maximize Pollution Removal							
Regularly inspect and maintain equipment.	<input checked="" type="checkbox"/>						
Replace worn components as required to maximize efficiency.	<input checked="" type="checkbox"/>						

MARIN COUNTY STORMWATER 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			
CITY OF BELVEDERE							
Spill Response							
Report spills observed on streets immediately.	<input checked="" type="checkbox"/>						
Respond to spills per Storm Drain Facility Performance Standards							
Record Keeping							
Track cleaning mileage.	<input checked="" type="checkbox"/>						
Track volume or weight of material removed each cleaning day.	<input checked="" type="checkbox"/>						
Report number of curb miles swept in monthly forms.	<input checked="" type="checkbox"/>						
Identify and target areas for:	<input checked="" type="checkbox"/>						
more frequent cleaning	<input checked="" type="checkbox"/>						
efforts to remove vehicles.	<input checked="" type="checkbox"/>						
education efforts to discourage illegal dumping, etc.	<input checked="" type="checkbox"/>						
Document/track areas where spills were reported and coordinate with agency's illicit discharge control field surveys.	<input checked="" type="checkbox"/>						
Contract Sweepers							
Specify in contracts that compliance with these performance standards will be achieved.				x			
Specify in contracts that back up equipment must be available.				x			
Specify in contracts that all record keeping information will be provided.				x			
Education /Training							
Train staff and contractors annually to identify and report illicit discharges.	x						
Train staff and contractors to comply with street sweeping performance standards.	<input checked="" type="checkbox"/>						

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)
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			
CITY OF BELVEDERE							
Prepare for Illicit Discharge Screening and Investigations							
Stormwater Coordinator conducts or delegates the following:	x						
Receive information on non-stormwater discharge reports;	x						
Assure illicit discharges follow-up, elimination, and clean up are conducted.	x						
Provide staff with information on illicit discharge source identification and elimination status;	x						
Make sure required reporting is completed.	x						
Distribute information to management and elected officials about resources needed to implement the performance standards.	x						
Facilitate performance standards implementation.	x						
Share local activities/findings with ASC.	x						
Train appropriate maintenance and field staff to recognize illicit discharges and response procedures.	x						
Train staff assigned to conduct illicit discharge investigations.	x						
Develop map of outfalls.	x						
Develop maps of complete storm drain system for use to trace illicit discharges.	x						

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			
CITY OF BELVEDERE							
Conduct Field Screening							
Identify evidence of illicit discharges while maintenance and field staff are conducting other routine work. Report any evidences of illicit discharges to Stormwater Coordinator.	x						
Conduct Field Investigations							
Verify whether an illicit discharge has occurred upon receiving information/ report of such. Initiate follow-up within 24 hours from receipt of report.	x						
Find source of illicit discharge and eliminate it. Trace source(s); record and maintain findings.	x						
Continue to inspect/follow-up illicit discharges until: source is found and eliminated or discharge has stopped and source cannot be traced.	x						
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:	x						
Periodic above-ground surveillance	x						
Additional business inspections	x						
Additional periodic investigations of outfalls, creeks, and open channels	x						
Additional targeted education outreach in area.	x						

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			
CITY OF BELVEDERE							
<i>Follow-up To Field Screening and Investigations</i>							
Follow-up activities:							
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.	x						
Distribute appropriate educational and BMP information to business to which discharge has been traced.	x						
<i>Follow-up To Field Screening and Investigations - Continued</i>							
Begin enforcement procedures, if appropriate.	x						
Ensure that the goal of follow-up investigations is to stop the illicit discharge(s) as soon as practicable.	x						

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			
CITY OF BELVEDERE							
<i>Procedures for Spill Prevention, Containment, and Response</i>							
Stormwater Coordinator will conduct or delegate the following:	x						
Investigate and record spill report/complaints.	x						
Become familiar with existing spill prevention, containment, response, and clean-up programs in the jurisdiction.	x						
Coordinate illicit discharge prevention, elimination, and clean-up activities with the spill prevention, containment, response, and clean-up programs.	x						
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.	x						

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			
CITY OF BELVEDERE							
Document and Report Completion							
Document number and types of illicit discharge incidents reported and follow-up actions conducted (not including automobile accident fluid spills).	x						
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.	x						
Alternative Approaches							
Agency may develop and submit to the Regional Board an alternative illicit discharge control and elimination plan.	x						

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			
CITY OF BELVEDERE							
Development Plan Review and Permitting							
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.	x						
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.	x						
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.	x						
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.	x						

**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			
CITY OF BELVEDERE							
Development Plan Review and Permitting (cont.)							
Require developers/owners/ builders to control stormwater quality impacts of their projects by using appropriate BMPs during construction activities.	x						
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.	x						
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).	x						
Ensure municipal capital improvement projects also include stormwater quality control measures during and after construction, as appropriate for each project.	x						
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.	x						
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.	x						

**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			
CITY OF BELVEDERE							
Additional Erosion and Sediment Controls							
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.	x						
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.	x						
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.	x						
Construction Inspection							
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.	x						

**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			
CITY OF BELVEDERE							
Construction Inspection (cont.)							
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.	x						
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.	x						
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.	x						
During the wet season, oversee the inspection of all construction sites with ESC following each major storm event.	x						
Education and Outreach							
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.	x						

**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.	x						
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.	x						
Distribute appropriate educational and outreach materials provided by the Regional Board to utility contractors seeking encroachment and/or grading permits from the municipality.	x						

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			
CITY OF BELVEDERE							
Targeting Inspections to Achieve the Most Benefit							
Develop and update a business inspection plan describing:	x						
inspecting agency/department		x					
the agency/department conducting stormwater follow-up/enforcement		x					
how information will be coordinated among agencies/departments		x					
Priorities for inspecting businesses; identify target businesses with high discharge potential.		x					
Inspect and distribute appropriate BMP information to all businesses that impact stormwater quality at least once during <i>Action Plan</i> period (5 years).	x						
Inspect and distribute appropriate BMP information to target businesses within jurisdiction.	x						
Educate business owners and operators about stormwater pollution prevention, separate from the inspection program.	x						
Respond to complaints/ referrals concerning a facility.	x						
Reevaluate your agency's priorities for inspecting businesses and update business inspection plan as needed.	x						
Preparing for Inspections							
Train facility inspectors so that each inspector can conduct effective stormwater inspections.	x						

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			
CITY OF BELVEDERE							
Preparing for Inspections (cont.)							
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.	x						
Conducting Inspections							
Inspectors review facility layout to locate storm drain system/ stormwater drainage path	x						
Inspectors review/inspect the following for potential to discharge pollutants or exposure to runoff:							
Outdoor process/ manufacturing areas	x						
Outdoor material storage areas	x						
Outdoor waste storage and disposal areas	x						
Outdoor vehicle and heavy equipment storage and maintenance areas	x						
Outdoor parking areas and access roads	x						
Outdoor wash areas	x						
Surface discharge outlets from rooftop equipment; and	x						
Outdoor drainage from indoor areas	x						
Inspectors notify Stormwater Coordinator of potential to discharge pollutants from non-stormwater discharges and pollutant exposure to stormwater from a business.	x						

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			
CITY OF BELVEDERE							
Conducting Inspections (cont.)							
When a business that impacts stormwater quality is identified, Stormwater Coordinator will conduct or delegate:	x						
Communicate stormwater requirements	x						
Distribute BMP information, educational materials, and referrals to facility representatives, and ask about employee training.	x						
Inform the facility representative of problems/violations found and discuss, establish a correction schedule, and follow up.	x						
Document and track inspection activities, follow-up, and enforcement activities for annual report.	x						
Stormwater Coordinator will conduct or delegate regular inspections of businesses with historical stormwater issues to ensure implementation of BMPs.	x						
Achieving Facility Compliance							
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.	x						
Begin enforcement procedures, if appropriate.	x						
Alternative Approach							
Agency may develop and submit for approval to the Regional Board an alternative industrial/commercial business inspection plan.	x						

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:

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			
CITY OF BELVEDERE							
Coordination with Countywide Program Activities							
The Stormwater Coordinator or a delegate will:	x						
stay informed about the programs and materials being developed by the Countywide Program by attending Agency Staff Committee meetings:	x						
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.	x						
Internal Communication and Training							
City Staff and Officials							
Communicate MCSTOPPP information to stormwater staff and elected officials so they are informed about their role in implementing local and countywide programs.	x						
Train new employees.							
Handling Public Telephone Calls							
Establish procedure for routing stormwater calls to the appropriate staff for handling.	x						
Train local agency staff handling calls on established procedures.	x						
Promote use of one of the agency's phone numbers to facilitate public reporting of illicit discharges.	x						

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

MUNICIPALITY NAME:

CITY OF BELVEDERE	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			
Storm Drain Stencils/Signs							
Each agency will have a program installing stencils/signs on publicly owned storm drain inlets.	x						
Maintain signs sufficiently so that they are legible.	x						
Coordination with Public Schools (K-12)							
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).	x						
Local Community Outreach							
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).	x						
Consider initiating and supporting a community outreach program.	x						
Agencies with creeks will support their local "friends" of the creek group or equivalent program.	x						

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.



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			
CORTE MADERA							
General Standards/Training							
Prepare and maintain a current SWPPP for each facility.	X						
Assign one person for each corp. yard to ensure BMPs are implemented.	X						
Prepare spill containment kits; store in appropriate locations. Conduct annual drills on how to use the kits.	X						
Stencil inlets to storm drainage system.	X						
Conduct annual facility surveys for performance standards compliance.	X						
Post performance standards guidance and BMPs in appropriate areas.	X						
Describe activities to educate staff regarding performance standards in annual report.	X						
Include stormwater performance standards in annual updates of other environmental management plans and review plans with facility users.	X						
General Housekeeping							
Dispose material removed from streets/storm drainage facilities often to eliminate exposure to rainwater and runoff.	X						
Sweep corp. yard at least monthly.	X					WEEKLY	
Keep chemical storage areas neat and orderly	X						

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			
CORTE MADERA							
Stockpile materials away from streets, gutters, storm drain inlets, or water channels when possible.	X						
Inspect the yard at least monthly and during rain events to ensure there are no illicit discharges to the storm drain system.	X					WEEKLY	
Refuse Holding Area							
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.				X	MATERIAL IS TAKEN TO MARIN SANITARY DUMP		
Auxiliary Storage Areas/Yard							
Store chemicals in appropriate areas.	X						
Chemical Storage							
Store paint, chemicals in approved covered containment area. Waste drums closed when not in use; correct labeling; protection from vandalism.	X						
If stored outside, keep containers in containment area with tight-fitting lids, preventing discharge to storm drain or contact with rain.	X						
Review Material Safety Data Sheets (MSDS) to ensure appropriate materials separation.	X						
Review Hazardous Materials Business Plan (HMBP) for requirements.	X						

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			
CORTE MADERA							
Chemical Usage							
Ensure safety equipment and spill containment kits readily accessible in chemical areas; inspect safety equipment.	X						
Review Material Safety Data Sheets for proper use.	X						
Minimize use of chemicals.	X						
Recycle/dispose of excess chemicals at approved locations.	X					BI-ANNUALLY	
Ensure chemical containers have secure lids and transport properly.	X						
Properly remove soils contaminated with spilled materials.	X						
A. Oil-based Paints. Wipe oil-based paints from brushes; use filters, reuse thinners or dispose as hazardous waste.	X						
B. Water-based Paints. Rinse water-based paints out of brushes, discharge to sanitary sewer; dry excess paint to trash; otherwise hazardous waste or recycle.	X						
C. Automotive Fluids. Collect used automotive fluids; dispose or recycle appropriately.	X						
D. Pesticides. Follow California Department of Pesticide Regulations procedures for mixing, application, storage, and recycling requirements.	X						

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			
CORTE MADERA							
Consider using IPM. Use least toxic methods. Avoid copper-based pesticides and diazinon.	X						
Apply pesticides at appropriate times to minimize runoff.	X						
Mix only as much pesticides as needed. Do not mix or load pesticides near storm drains.	X						
E. Solvent/Cleaning Solutions. Properly recycle/dispose of used solvents/ chemicals.	X						
Washing Vehicles/Equipment							
Clean all vehicles/ equipment on designated wash pad areas that drain to sanitary sewer or recycle. Wash off-site if necessary.	X						
Ensure wash area & sump are large enough so all washwater drains to sanitary sewer or recycling system	X						
Visually monitor wash pad area.	X					DAILY	
Consider assigning schedules for wash area use.	X				DPW STAFF SMALL ENOUGH THAT SCHEDULE NOT NECESSARY		
Fuel Dispensing Area							
Store spill containment kits nearby; follow appropriate procedures, use dry cleaning methods if there is a spill.	X						
Train employees in proper fueling, cleaning, and spill response procedures. Conduct annual drills.	X						

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			
CORTE MADERA							
Fuel Dispensing Area (Continued)							
Install signs not to "top off" tanks.	X						
Discourage mobile fueling; establish designated areas for it.	X						
Consider covering fuel dispensing areas; no fueling over open ground. Implement Retail Gasoline Outlet BMPs.				X			
Design fueling area to prevent "run-on" of storm water and runoff of spills.	X						
Fleet Maintenance/Vehicle Parking Areas							
Regularly inspect equipment for leaks. Use drip pans; repair.	X					WEEKLY	
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.	X						
Dry sweep area periodically.	X						
Schedule outdoor repair activities for dry weather, if possible.	X						
Clean equipment regularly using proper collection and disposal methods when necessary	X						

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			
CORTE MADERA							
Services							
Provide adequate number of litter receptacles in commercial/other litter source areas.	X						
Pick up litter receptacles frequently to prevent/minimize spillage.	X					DAILY/WEEKLY	
Document/maintain monthly records for:							
Areas targeted for litter removal;				X			
Total amount of material removed.	X						
Education and Enforcement							
Encourage public education to include anti-littering message (composting/ remove & containerize waste/ sweep outdoor areas/ provide municipal green waste program).	X						
Encourage local law enforcement to post signs and enforce anti-littering laws, especially for vacant-lot owners.	X						
Label litter receptacles with anti-littering messages when possible.	X						
Encourage participation in/assist with Coastal Cleanup Day and Earth Day litter removals.	X					ANNUALLY	
Encourage maintenance crews to report any privately-owned abandoned, leaking vehicles.	X					DAILY	
Alternative Approaches							
Agency may submit to Regional Board for approval an alternative litter control plan.	X						

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			
CORTE MADERA							
Visual Inspections							
Inspect wet wells or forebays 1/month during the dry season for oil spills or other noticeable pollutant discharge.	X					3 X A WEEK	
Inspect wet wells or forebays 1/week during the wet season, for oil spills or other noticeable pollutant discharge.	X					DAILY	
Maximize Removal of Pollutants Prior to Discharge							
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.	X					BI-ANNUALLY	
Have spill kit readily available if there is a large potential for pollutant discharge.	X						
Contain lubricants, fuel, and batteries to prevent accidental spills to wet wells.	X						
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.	X						
Track spills upstream to try to locate the source(s). Document spill incidents per illicit discharge program. Implement enforcement as appropriate.	X						
Store oil absorbent materials in appropriate maintenance vehicles.	X						
Disposal							
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.	X						

**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			
CORTE MADERA							
<i>Education/ Training</i>							
Educate all pump station maintenance personnel about the performance standards. Conduct at least one meeting/year to educate.	X						
Conduct drills as part of the training, as appropriate.	X						

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

**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			
CORTE MADERA							
Clean up all spills and leaks from equipment using "dry" methods. Properly remove contaminated soil; dispose of properly.	X						
After job is complete, remove stockpiles and other extras as soon as possible.	X						
Prevent pollution of storm water runoff around work areas if unexpected rain.	X						
Signing and Striping							
Store spill absorbent materials on trucks.	X						
Contain, clean up, properly dispose of waste materials per MSDS (Material Safety Data Sheet).	X						
Equipment Clean Up/Storage							
Flush sprayer paint supply lines at corp. yards; clean up properly.				X			
Clean sprayers, patch and paving equipment at end of day; use approved collection and disposal methods.				X			
Cover sprayers, patch and paving equipment if they contain pollutants to prevent rainfall from transporting pollutants to storm drains.				X			

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:

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

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			
CORTE MADERA							
Spill Response (Continued)							
Establish response/removal spill procedure for after work hours for non-hazardous materials.	X						
Maintenance staff to coordinate with Stormwater Coordinator for appropriate follow-up response.	X						
Work with Fire and Police Departments to provide spill report copies to Stormwater Coordinators.	X						
Disposal of Material							
Store material removed from storm drainage facilities on impermeable surface (covered during rain) and drain wastewater to sanitary sewer; dispose at appropriate facility.	X						
Alternative Approach							
Agency may develop and submit to the Regional Board for approval an alternative storm drain facility pollution control plan.	X						

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:

CORTE MADERA	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			
Performance Standard	Yes	No	Partial	NA	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
Street Sweeping Frequency							
Clean streets according to Action Plan 2010 schedule	X						
Problems Associated with Efficient Street Cleaning							
Getting Parked/Abandoned Vehicles Off Streets	X						
Maintain consistent sweeping schedule.	X						
Measures to keep curbed areas clear during cleaning.	X						
Removing leaves during leaf season	X					DAILY	
Analyze alternatives; develop leaf removal program.	X						
Encourage residents to collect and compost leaves through green waste program or coordinate with local/regional composting program.	X						
Trees near streets	X						
Provide operators with resources to report trees interfering with cleaning.	X						
Street Cleaning Operation to Maximize Pollutant Removal							
Quality of clean streets: no dirt trails/debris.	X						
Check street cleaning equipment for proper adjustment.	X						
Operate equipment at manufacturer's specified speed.	X						
Street Cleaning Maintenance to Maximize Polution Removal							
Regularly inspect and maintain equipment.	X						
Replace worn components as required to maximize efficiency.	X						

MARIN COUNTY STORMWATER 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			
CORTE MADERA							
Spill Response							
Report spills observed on streets immediately.	X						
Respond to spills per Storm Drain Facility Performance Standards	X						
Record Keeping							
Track cleaning mileage.	X						
Track volume or weight of material removed each cleaning day.	X						
Report number of curb miles swept in monthly forms.	X						
Identify and target areas for:							
more frequent cleaning	X						
efforts to remove vehicles.	X						
education efforts to discourage illegal dumping, etc.	X						
Document/track areas where spills were reported and coordinate with agency's illicit discharge control field surveys.	X						
Contract Sweepers							
Specify in contracts that compliance with these performance standards will be achieved.	X						
Specify in contracts that back up equipment must be available.	X						
Specify in contracts that all record keeping information will be provided.	X						
Education /Training							
Train staff and contractors annually to identify and report illicit discharges.	X						
Train staff and contractors to comply with street sweeping performance standards.	X						

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)
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			
CORTE MADERA							
Prepare for Illicit Discharge Screening and Investigations							
Stormwater Coordinator conducts or delegates the following:							
Receive information on non-stormwater discharge reports;	x						
Assure illicit discharges follow-up, elimination, and clean up are conducted.	x						
Provide staff with information on illicit discharge source identification and elimination status;	x						
Make sure required reporting is completed.	x						
Distribute information to management and elected officials about resources needed to implement the performance standards.	x						
Facilitate performance standards implementation.	x						
Share local activities/findings with ASC.	x						
Train appropriate maintenance and field staff to recognize illicit discharges and response procedures.	x						
Train staff assigned to conduct illicit discharge investigations.	x						
Develop map of outfalls.	x						
Develop maps of complete storm drain system for use to trace illicit discharges.	x						

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			
CORTE MADERA							
Conduct Field Screening							
Identify evidence of illicit discharges while maintenance and field staff are conducting other routine work. Report any evidences of illicit discharges to Stormwater Coordinator.	x						
Conduct Field Investigations							
Verify whether an illicit discharge has occurred upon receiving information/ report of such. Initiate follow-up within 24 hours from receipt of report.	x						
Find source of illicit discharge and eliminate it. Trace source(s); record and maintain findings.	x						
Continue to inspect/follow-up illicit discharges until: source is found and eliminated or discharge has stopped and source cannot be traced.	x						
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	x						
Additional business inspections	x						
Additional periodic investigations of outfalls, creeks, and open channels	x						
Additional targeted education outreach in area.	x						

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			
CORTE MADERA							
<i>Follow-up To Field Screening and Investigations</i>							
Follow-up activities:							
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.	x						
Distribute appropriate educational and BMP information to business to which discharge has been traced.	x						
<i>Follow-up To Field Screening and Investigations - Continued</i>							
Begin enforcement procedures, if appropriate.	x						
Ensure that the goal of follow-up investigations is to stop the illicit discharge(s) as soon as practicable.	x						

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			
CORTE MADERA							
<i>Procedures for Spill Prevention, Containment, and Response</i>							
Stormwater Coordinator will conduct or delegate the following:							
Investigate and record spill report/complaints.	x						
Become familiar with existing spill prevention, containment, response, and clean-up programs in the jurisdiction.	x						
Coordinate illicit discharge prevention, elimination, and clean-up activities with the spill prevention, containment, response, and clean-up programs.	x						
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.	x						

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			
CORTE MADERA							
Document and Report Completion							
Document number and types of illicit discharge incidents reported and follow-up actions conducted (not including automobile accident fluid spills).	x						
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.	x						
Alternative Approaches							
Agency may develop and submit to the Regional Board an alternative illicit discharge control and elimination plan.	x						

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			
CORTE MADERA							
<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.	x						
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.	X						
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.	X						
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.	x						

**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			
CORTE MADERA							
<i>Development Plan Review and Permitting (cont.)</i>							
Require developers/owners/ builders to control stormwater quality impacts of their projects by using appropriate BMPs during construction activities.	X						
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.	X						
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).			X		For one project in 2011-12 we did not request the NOI, but we did determine - by looking at the state's website - that the project was covered by the CGP. For a project to be permitted in 2012-13, we have already indicated that we will need a copy of the NOI before issuing a building permit.		
Ensure municipal capital improvement projects also include stormwater quality control measures during and after construction, as appropriate for each project.	X						
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.	X						

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

MUNICIPALITY NAME:

CORTE MADERA	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			
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.	X						

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

MUNICIPALITY NAME:

CORTE MADERA	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			
Additional Erosion and Sediment Controls							
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.	X						
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.	X						
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.	X						
Construction Inspection							
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.	X						

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

MUNICIPALITY NAME:

CORTE MADERA	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			
Construction Inspection (cont.)							
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.	X						
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.	X						
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.	X						
During the wet season, oversee the inspection of all construction sites with ESC following each major storm event.	X						
Education and Outreach							

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

MUNICIPALITY NAME:

CORTE MADERA	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			
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.			X		We send staff to MCSTOPPP trainings when they are offered. In 2011-12, MCSTOPPP did not hold a training on post-construction controls. Public Works staff are trained to implement existing Phase II requirements. We obtain necessary training as needed.		
Education and Outreach (cont.)							
Train, at least annually, construction inspection staff on inspection procedures, documentation, and enforcement related to stormwater pollution prevention.		X			In FY 2011-12, MCSTOPPP did not hold a training on construction site stormwater inspections, but staff attended MCSTOPPP's training in FY 2009-10. Our staff are trained to implement our existing Phase II requirements and we refer to and disseminate MCSTOPPP BMP publications.		
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.		X					We distribute appropriate educational materials at our Public Works permitting counter and with our permits. Also, countywide MCSTOPPP distributes materials through trainings and MCSTOPPP website. No change is needed.
Distribute appropriate educational and outreach materials provided by the Regional Board to utility contractors seeking encroachment and/or grading permits from the municipality.		X			We distribute MCSTOPPP materials as needed, but we don't have specific materials from the Regional Board.		

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			
CORTE MADERA							
Targeting Inspections to Achieve the Most Benefit							
Develop and update a business inspection plan describing:							
inspecting agency/department	x						
the agency/department conducting stormwater follow-up/enforcement	x						
how information will be coordinated among agencies/departments	x						
Priorities for inspecting businesses; identify target businesses with high discharge potential.	x						
Inspect and distribute appropriate BMP information to all businesses that impact stormwater quality at least once during <i>Action Plan</i> period (5 years).	x						
Inspect and distribute appropriate BMP information to target businesses within jurisdiction.	x						
Educate business owners and operators about stormwater pollution prevention, separate from the inspection program.	x						
Respond to complaints/ referrals concerning a facility.	x						
Reevaluate your agency's priorities for inspecting businesses and update business inspection plan as needed.	x						
Preparing for Inspections							
Train facility inspectors so that each inspector can conduct effective stormwater inspections.	x						

**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			
CORTE MADERA							
Preparing for Inspections (cont.)							
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.	x						
Conducting Inspections							
Inspectors review facility layout to locate storm drain system/ stormwater drainage path	x						
Inspectors review/inspect the following for potential to discharge pollutants or exposure to runoff:							
Outdoor process/ manufacturing areas	x						
Outdoor material storage areas	x						
Outdoor waste storage and disposal areas	x						
Outdoor vehicle and heavy equipment storage and maintenance areas	x						
Outdoor parking areas and access roads	x						
Outdoor wash areas	x						
Surface discharge outlets from rooftop equipment; and	x						
Outdoor drainage from indoor areas	x						
Inspectors notify Stormwater Coordinator of potential to discharge pollutants from non-stormwater discharges and pollutant exposure to stormwater from a business.	x						

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

MUNICIPALITY NAME:

CORTE MADERA	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			
Conducting Inspections (cont.)							
When a business that impacts stormwater quality is identified, Stormwater Coordinator will conduct or delegate:							
Communicate stormwater requirements	x						
Distribute BMP information, educational materials, and referrals to facility representatives, and ask about employee training.	x						
Inform the facility representative of problems/violations found and discuss, establish a correction schedule, and follow up.	x						
Document and track inspection activities, follow-up, and enforcement activities for annual report.	x						
Stormwater Coordinator will conduct or delegate regular inspections of businesses with historical stormwater issues to ensure implementation of BMPs.	x						
Achieving Facility Compliance							
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.		x					
Begin enforcement procedures, if appropriate.	x						
Alternative Approach							
Agency may develop and submit for approval to the Regional Board an alternative industrial/commercial business inspection plan.	x						

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:

CORTE MADERA	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			
Coordination with Countywide Program Activities							
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;	x						
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.	x						
Internal Communication and Training							
City Staff and Officials							
Communicate MCSTOPPP information to stormwater staff and elected officials so they are informed about their role in implementing local and countywide programs.	x						
Train new employees.							
Handling Public Telephone Calls							
Establish procedure for routing stormwater calls to the appropriate staff for handling.	x						
Train local agency staff handling calls on established procedures.	x						
Promote use of one of the agency's phone numbers to facilitate public reporting of illicit discharges.	x						

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

MUNICIPALITY NAME:

CORTE MADERA		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				
Storm Drain Stencils/Signs								
Each agency will have a program installing stencils/signs on publicly owned storm drain inlets.	x							
Maintain signs sufficiently so that they are legible.	x							
Coordination with Public Schools (K-12)								
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).	x							
Local Community Outreach								
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).	x							
Consider initiating and supporting a community outreach program.	x							
Agencies with creeks will support their local "friends" of the creek group or equivalent program.	x							

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.



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:

County of Marin	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			
General Standards/Training							
Prepare and maintain a current SWPPP for each facility.	X						
Assign one person for each corp. yard to ensure BMPs are implemented.	X						
Prepare spill containment kits; store in appropriate locations. Conduct annual drills on how to use the kits.	X						
Stencil inlets to storm drainage system.	X						
Conduct annual facility surveys for performance standards compliance.	X						
Post performance standards guidance and BMPs in appropriate areas.	X						
Describe activities to educate staff regarding performance standards in annual report.	X						
Include stormwater performance standards in annual updates of other environmental management plans and review plans with facility users.	X						
General Housekeeping							
Dispose material removed from streets/storm drainage facilities often to eliminate exposure to rainwater and runoff.	X						
Sweep corp. yard at least monthly.	X						
Keep chemical storage areas neat and orderly	X						

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

MUNICIPALITY NAME:

<i>County of Marin</i>	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
Performance Standard	Yes	No	Partial	NA			
Stockpile materials away from streets, gutters, storm drain inlets, or water channels when possible.	X						
Inspect the yard at least monthly and during rain events to ensure there are no illicit discharges to the storm drain system.	X						
Refuse Holding Area							
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.	X						
Auxiliary Storage Areas/Yard							
Store chemicals in appropriate areas.	X						
Chemical Storage							
Store paint, chemicals in approved covered containment area. Waste drums closed when not in use; correct labeling; protection from vandalism.	X						
If stored outside, keep containers in containment area with tight-fitting lids, preventing discharge to storm drain or contact with rain.	X						
Review Material Safety Data Sheets (MSDS) to ensure appropriate materials separation.	X						
Review Hazardous Materials Business Plan (HMBP) for requirements.	X						

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

MUNICIPALITY NAME:

County of Marin	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
Performance Standard	Yes	No	Partial	NA			
Chemical Usage							
Ensure safety equipment and spill containment kits readily accessible in chemical areas; inspect safety equipment.	X						
Review Material Safety Data Sheets for proper use.	X						
Minimize use of chemicals.	X						
Recycle/dispose of excess chemicals at approved locations.	X						
Ensure chemical containers have secure lids and transport properly.	X						
Properly remove soils contaminated with spilled materials.	X						
A. Oil-based Paints. Wipe oil-based paints from brushes; use filters, reuse thinners or dispose as hazardous waste.				X			County doesn't use oil based paints
B. Water-based Paints. Rinse water-based paints out of brushes, discharge to sanitary sewer; dry excess paint to trash; otherwise hazardous waste or recycle.	X						
C. Automotive Fluids. Collect used automotive fluids; dispose or recycle appropriately.	X						

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			
<i>County of Marin</i>							
D. Pesticides. Follow California Department of Pesticide Regulations procedures for mixing, application, storage, and recycling requirements.	X						County Roads Dept.doesn't use pesticides. County Parks and Building Maintenance Depts. follow the guidelines of CAL DPR and the County's IPM Ordinance
Consider using IPM. Use least toxic methods. Avoid copper-based pesticides and diazinon.	X						County Roads Dept.doesn't use pesticides. County Parks and Building Maintenance Depts. follow the guidelines of CAL DPR and the County's IPM Ordinance
Apply pesticides at appropriate times to minimize runoff.	X						County Roads Dept.doesn't use pesticides. County Parks and Building Maintenance Depts. follow the guidelines of CAL DPR and the County's IPM Ordinance
Mix only as much pesticides as needed. Do not mix or load pesticides near storm drains.	X						County Roads Dept.doesn't use pesticides. County Parks and Building Maintenance Depts. follow the guidelines of CAL DPR and the County's IPM Ordinance
E. Solvent/Cleaning Solutions. Properly recycle/dispose of used solvents/ chemicals.	X						
<i>Washing Vehicles/Equipment</i>							

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			
County of Marin							
Clean all vehicles/ equipment on designated wash pad areas that drain to sanitary sewer or recycle. Wash off-site if necessary.	X						
Ensure wash area & sump are large enough so all washwater drains to sanitary sewer or recycling system	X						
Visually monitor wash pad area.	X						
Consider assigning schedules for wash area use.	X						
Fuel Dispensing Area							
Store spill containment kits nearby; follow appropriate procedures, use dry cleaning methods if there is a spill.	X						
Train employees in proper fueling, cleaning, and spill response procedures. Conduct annual drills.	X						
Fuel Dispensing Area (Continued)							
Install signs not to "top off" tanks.	X						
Discourage mobile fueling; establish designated areas for it.	X						
Consider covering fuel dispensing areas; no fueling over open ground. Implement Retail Gasoline Outlet BMPs.	X						
Design fueling area to prevent "run-on" of storm water and runoff of spills.	X						
Fleet Maintenance/Vehicle Parking Areas							

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

MUNICIPALITY NAME:

County of Marin	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
Performance Standard	Yes	No	Partial	NA			
Regularly inspect equipment for leaks. Use drip pans; repair.	X						
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.	X						
Dry sweep area periodically.	X						
Schedule outdoor repair activities for dry weather, if possible.	X						
Clean equipment regularly using proper collection and disposal methods when necessary	X						

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			
<i>County of Marin</i>							
Services							
Provide adequate number of litter receptacles in commercial/other litter source areas.	X						
Pick up litter receptacles frequently to prevent/minimize spillage.	X						
Document/maintain monthly records for:							
Areas targeted for litter removal;	X						
Total amount of material removed.	X						
Education and Enforcement							
Encourage public education to include anti-littering message (composting/ remove & containerize waste/ sweep outdoor areas/ provide municipal green waste program).	X						
Encourage local law enforcement to post signs and enforce anti-littering laws, especially for vacant-lot owners.	X						
Label litter receptacles with anti-littering messages when possible.	X						
Encourage participation in/assist with Coastal Cleanup Day and Earth Day litter removals.	X						
Encourage maintenance crews to report any privately-owned abandoned, leaking vehicles.	X						
Alternative Approaches							
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>County of Marin</i>							
Visual Inspections							
Inspect wet wells or forebays 1/month during the dry season for oil spills or other noticeable pollutant discharge.	X						
Inspect wet wells or forebays 1/week during the wet season, for oil spills or other noticeable pollutant discharge.	X						
Maximize Removal of Pollutants Prior to Discharge							
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.	X						
Have spill kit readily available if there is a large potential for pollutant discharge.	X						
Contain lubricants, fuel, and batteries to prevent accidental spills to wet wells.	X						
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.	X						
Track spills upstream to try to locate the source(s). Document spill incidents per illicit discharge program. Implement enforcement as appropriate.	X						
Store oil absorbent materials in appropriate maintenance vehicles.	X						
Disposal							
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.	X						

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

MUNICIPALITY NAME:

County of Marin	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
Performance Standard	Yes	No	Partial	NA			
Education/ Training							
Educate all pump station maintenance personnel about the performance standards. Conduct at least one meeting/year to educate.	X						
Conduct drills as part of the training, as appropriate.	X						

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			
<i>County of Marin</i>							
General Practices							
Schedule excavation and road maintenance activities for dry weather.	X						
Perform major equipment repairs, fueling, and maintenance at corp. yards.	X						
Recycle used oil, concrete, asphalt, etc..	X						
Train employees to use these performance standards annually.	X						
Distribute educational and outreach materials as appropriate to utility contractors seeking encroachment and/or grading permits.	X						All Encroachment Permits are handled through Land Development and a list of BMPs are attached to every permit application
Asphalt/Concrete Removal							
Remove/recycle as much of old pavement as possible.	X						
Protect storm drain inlets before asphalt break-up; clean afterwards.	X						
Block/berm storm drain inlets during saw-cutting; immediately remove any slurry entering storm drain system.	X						
Remove saw-cut slurry before end of each day.	X						
Patching and Resurfacing							
No unprotected stockpiling of materials near storm drain inlets or creeks.	X						
Cover and seal manholes before applying sealants, etc.	X						
Never wash excess material from exposed aggregate concrete, etc. to storm drain; designate unpaved clean up area and proper material disposal area.	X						
Conserve dust control water to avoid runoff.	X						
Sweep up as much material as possible and properly dispose; wash streets only if runoff is controlled/contained.	X						

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			
<i>County of Marin</i>							
Clean up all spills and leaks from equipment using "dry" methods. Properly remove contaminated soil; dispose of properly.	X						
After job is complete, remove stockpiles and other extras as soon as possible.	X						
Prevent pollution of storm water runoff around work areas if unexpected rain.	X						
Signing and Striping							
Store spill absorbent materials on trucks.	X						
Contain, clean up, properly dispose of waste materials per MSDS (Material Safety Data Sheet).	X						
Equipment Clean Up/Storage							
Flush sprayer paint supply lines at corp. yards; clean up properly.	X						
Clean sprayers, patch and paving equipment at end of day; use approved collection and disposal methods.	X						
Cover sprayers, patch and paving equipment if they contain pollutants to prevent rainfall from transporting pollutants to storm drains.	X						

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:

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

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

MUNICIPALITY NAME:

<i>County of Marin</i>	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
Performance Standard	Yes	No	Partial	NA			
<i>Spill Response (Continued)</i>							
Establish response/removal spill procedure for after work hours for non-hazardous materials.	X						
Maintenance staff to coordinate with Stormwater Coordinator for appropriate follow-up response.	X						
Work with Fire and Police Departments to provide spill report copies to Stormwater Coordinators.	X						
<i>Disposal of Material</i>							
Store material removed from storm drainage facilities on impermeable surface (covered during rain) and drain wastewater to sanitary sewer; dispose at appropriate facility.	X						
<i>Alternative Approach</i>							
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:

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

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			
County of Marin							
Spill Response							
Report spills observed on streets immediately.	X						
Respond to spills per Storm Drain Facility Performance Standards	X						
Record Keeping							
Track cleaning mileage.	X						
Track volume or weight of material removed each cleaning day.	X						
Report number of curb miles swept in monthly forms.	X						
Identify and target areas for:							
more frequent cleaning	X						
efforts to remove vehicles.	X						
education efforts to discourage illegal dumping, etc.	X						
Document/track areas where spills were reported and coordinate with agency's illicit discharge control field surveys.	X						
Contract Sweepers							
Specify in contracts that compliance with these performance standards will be achieved.				X			County Roads Dept. does their own sweeping
Specify in contracts that back up equipment must be available.				X			County Roads Dept. does their own sweeping
Specify in contracts that all record keeping information will be provided.				X			County Roads Dept. does their own sweeping
Education /Training							
Train staff and contractors annually to identify and report illicit discharges.	X						
Train staff and contractors to comply with street sweeping performance standards.	X						

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			
<i>County of Marin</i>							
Prepare for Illicit Discharge Screening and Investigations							
Stormwater Coordinator conducts or delegates the following:							
Receive information on non-stormwater discharge reports;	X						
Assure illicit discharges follow-up, elimination, and clean up are conducted.	X						
Provide staff with information on illicit discharge source identification and elimination status;	X						
Make sure required reporting is completed.	X						
Distribute information to management and elected officials about resources needed to implement the performance standards.	X						
Facilitate performance standards implementation.	X						
Share local activities/findings with ASC.	X						
Train appropriate maintenance and field staff to recognize illicit discharges and response procedures.	X						
Train staff assigned to conduct illicit discharge investigations.	X						
Develop map of outfalls.			X		SW and Flood Control staff are currently mapping the system	Continue until unincorporated areas are complete	
Develop maps of complete storm drain system for use to trace illicit discharges.			X		SW and Flood Control staff are currently mapping the system	Continue until unincorporated areas are complete	

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

MUNICIPALITY NAME:

County of Marin	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
Performance Standard	Yes	No	Partial	NA			
Conduct Field Screening							
Identify evidence of illicit discharges while maintenance and field staff are conducting other routine work. Report any evidences of illicit discharges to Stormwater Coordinator.	X						
Conduct Field Investigations							
Verify whether an illicit discharge has occurred upon receiving information/ report of such. Initiate follow-up within 24 hours from receipt of report.	X						
Find source of illicit discharge and eliminate it. Trace source(s); record and maintain findings.	X						
Continue to inspect/follow-up illicit discharges until: source is found and eliminated or discharge has stopped and source cannot be traced.	X						
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	X						
Additional business inspections	X						
Additional periodic investigations of outfalls, creeks, and open channels	X						
Additional targeted education outreach in area.	X						

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

MUNICIPALITY NAME:

County of Marin	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
Performance Standard	Yes	No	Partial	NA			
<i>Follow-up To Field Screening and Investigations</i>							
Follow-up activities:							
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.	X						
Distribute appropriate educational and BMP information to business to which discharge has been traced.	X						
<i>Follow-up To Field Screening and Investigations - Continued</i>							
Begin enforcement procedures, if appropriate.	X						
Ensure that the goal of follow-up investigations is to stop the illicit discharge(s) as soon as practicable.	X						

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

MUNICIPALITY NAME:

County of Marin	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			
Performance Standard	Yes	No	Partial	NA			
Procedures for Spill Prevention, Containment, and Response							
Stormwater Coordinator will conduct or delegate the following:							
Investigate and record spill report/complaints.	X						
Become familiar with existing spill prevention, containment, response, and clean-up programs in the jurisdiction.	X						
Coordinate illicit discharge prevention, elimination, and clean-up activities with the spill prevention, containment, response, and clean-up programs.	X						
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.	X						

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			
<i>County of Marin</i>							
<i>Document and Report Completion</i>							
Document number and types of illicit discharge incidents reported and follow-up actions conducted (not including automobile accident fluid spills).	X						
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.	X						
<i>Alternative Approaches</i>							
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>County of Marin</i>							
<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.	X						
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.	X						
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.	X						
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.	X						

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>County of Marin</i>							
Development Plan Review and Permitting (cont.)							
Require developers/owners/ builders to control stormwater quality impacts of their projects by using appropriate BMPs during construction activities.	X						
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.	X						
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).	X						
Ensure municipal capital improvement projects also include stormwater quality control measures during and after construction, as appropriate for each project.	X						
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.	X						
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.	X						

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

MUNICIPALITY NAME:

County of Marin	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			
Additional Erosion and Sediment Controls							
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.	X						
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.	X						
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.	X						
Construction Inspection							
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.	X						

**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>County of Marin</i>							
Construction Inspection (cont.)							
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.	X						
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.	X						
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.	X						
During the wet season, oversee the inspection of all construction sites with ESC following each major storm event.	X						
Education and Outreach							
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.	X						

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

MUNICIPALITY NAME:

<i>County of Marin</i>	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			
<i>Education and Outreach (cont.)</i>							
Train, at least annually, construction inspection staff on inspection procedures, documentation, and enforcement related to stormwater pollution prevention.	X						
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.	X						
Distribute appropriate educational and outreach materials provided by the Regional Board to utility contractors seeking encroachment and/or grading permits from the municipality.	X						

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			
<i>County of Marin</i>							
Targeting Inspections to Achieve the Most Benefit							
Develop and update a business inspection plan describing:							
inspecting agency/department	X						
the agency/department conducting stormwater follow-up/enforcement	X						
how information will be coordinated among agencies/departments	X						
Priorities for inspecting businesses; identify target businesses with high discharge potential.	X						
Inspect and distribute appropriate BMP information to all businesses that impact stormwater quality at least once during <i>Action Plan</i> period (5 years).	X						
Inspect and distribute appropriate BMP information to target businesses within jurisdiction.	X						
Educate business owners and operators about stormwater pollution prevention, separate from the inspection program.	X						
Respond to complaints/ referrals concerning a facility.	X						
Reevaluate your agency's priorities for inspecting businesses and update business inspection plan as needed.	X						
Preparing for Inspections							
Train facility inspectors so that each inspector can conduct effective stormwater inspections.	X						

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

MUNICIPALITY NAME:

County of Marin	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			
Preparing for Inspections (cont.)							
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.	X						
Conducting Inspections							
Inspectors review facility layout to locate storm drain system/ stormwater drainage path	X						
Inspectors review/inspect the following for potential to discharge pollutants or exposure to runoff:							
Outdoor process/ manufacturing areas	X						
Outdoor material storage areas	X						
Outdoor waste storage and disposal areas	X						
Outdoor vehicle and heavy equipment storage and maintenance areas	X						
Outdoor parking areas and access roads	X						
Outdoor wash areas	X						
Surface discharge outlets from rooftop equipment; and	X						
Outdoor drainage from indoor areas	X						

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

MUNICIPALITY NAME:

<i>County of Marin</i>	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			
Inspectors notify Stormwater Coordinator of potential to discharge pollutants from non-stormwater discharges and pollutant exposure to stormwater from a business.	X						

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

MUNICIPALITY NAME:

<i>County of Marin</i>	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			
<i>Conducting Inspections (cont.)</i>							
When a business that impacts stormwater quality is identified, Stormwater Coordinator will conduct or delegate:							
Communicate stormwater requirements	X						
Distribute BMP information, educational materials, and referrals to facility representatives, and ask about employee training.	X						
Inform the facility representative of problems/violations found and discuss, establish a correction schedule, and follow up.	X						
Document and track inspection activities, follow-up, and enforcement activities for annual report.	X						
Stormwater Coordinator will conduct or delegate regular inspections of businesses with historical stormwater issues to ensure implementation of BMPs.	X						
<i>Achieving Facility Compliance</i>							
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.	X						
Begin enforcement procedures, if appropriate.	X						
<i>Alternative Approach</i>							
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:

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>County of Marin</i>							
Coordination with Countywide Program Activities							
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;	X						
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.	X						
Internal Communication and Training							
City Staff and Officials							
Communicate MCSTOPPP information to stormwater staff and elected officials so they are informed about their role in implementing local and countywide programs.	X						
Train new employees.	X						
Handling Public Telephone Calls							
Establish procedure for routing stormwater calls to the appropriate staff for handling.	X						
Train local agency staff handling calls on established procedures.	X						
Promote use of one of the agency's phone numbers to facilitate public reporting of illicit discharges.	X						

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

MUNICIPALITY NAME:

<i>County of Marin</i>	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			
<i>Storm Drain Stencils/Signs</i>							
Each agency will have a program installing stencils/signs on publicly owned storm drain inlets.	X						
Maintain signs sufficiently so that they are legible.	X						
<i>Coordination with Public Schools (K-12)</i>							
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).	X						
<i>Local Community Outreach</i>							
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).	X						
Consider initiating and supporting a community outreach program.	X						
Agencies with creeks will support their local "friends" of the creek group or equivalent program.	X						

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.



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			
<i>Town of Fairfax</i>							
General Standards/Training							
Prepare and maintain a current SWPPP for each facility.	<input checked="" type="checkbox"/>						
Assign one person for each corp. yard to ensure BMPs are implemented.	<input checked="" type="checkbox"/>						
Prepare spill containment kits; store in appropriate locations. Conduct annual drills on how to use the kits.	<input checked="" type="checkbox"/>						
Stencil inlets to storm drainage system.	<input checked="" type="checkbox"/>						
Conduct annual facility surveys for performance standards compliance.	<input checked="" type="checkbox"/>						
Post performance standards guidance and BMPs in appropriate areas.	<input checked="" type="checkbox"/>						
Describe activities to educate staff regarding performance standards in annual report.	<input checked="" type="checkbox"/>						
Include stormwater performance standards in annual updates of other environmental management plans and review plans with facility users.	<input checked="" type="checkbox"/>						
General Housekeeping							
Dispose material removed from streets/storm drainage facilities often to eliminate exposure to rainwater and runoff.	<input checked="" type="checkbox"/>						
Sweep corp. yard at least monthly.	<input checked="" type="checkbox"/>						
Keep chemical storage areas neat and orderly	<input checked="" type="checkbox"/>						

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			
Town of Fairfax							
Stockpile materials away from streets, gutters, storm drain inlets, or water channels when possible.	<input checked="" type="checkbox"/>						
Inspect the yard at least monthly and during rain events to ensure there are no illicit discharges to the storm drain system.	<input checked="" type="checkbox"/>						
Refuse Holding Area							
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.	<input checked="" type="checkbox"/>						
Auxiliary Storage Areas/Yard							
Store chemicals in appropriate areas.	<input checked="" type="checkbox"/>						
Chemical Storage							
Store paint, chemicals in approved covered containment area. Waste drums closed when not in use; correct labeling; protection from vandalism.	<input checked="" type="checkbox"/>						
If stored outside, keep containers in containment area with tight-fitting lids, preventing discharge to storm drain or contact with rain.				x	We do not have any outdoor storage areas		
Review Material Safety Data Sheets (MSDS) to ensure appropriate materials separation.	<input checked="" type="checkbox"/>						
Review Hazardous Materials Business Plan (HMBP) for requirements.	<input checked="" type="checkbox"/>						

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			
<i>Town of Fairfax</i>							
Chemical Usage							
Ensure safety equipment and spill containment kits readily accessible in chemical areas; inspect safety equipment.	<input checked="" type="checkbox"/>						
Review Material Safety Data Sheets for proper use.	<input checked="" type="checkbox"/>						
Minimize use of chemicals.	<input checked="" type="checkbox"/>						
Recycle/dispose of excess chemicals at approved locations.	<input checked="" type="checkbox"/>						
Ensure chemical containers have secure lids and transport properly.	<input checked="" type="checkbox"/>						
Properly remove soils contaminated with spilled materials.	<input checked="" type="checkbox"/>						
A. Oil-based Paints. Wipe oil-based paints from brushes; use filters, reuse thinners or dispose as hazardous waste.	<input checked="" type="checkbox"/>						
B. Water-based Paints. Rinse water-based paints out of brushes, discharge to sanitary sewer; dry excess paint to trash; otherwise hazardous waste or recycle.	<input checked="" type="checkbox"/>						
C. Automotive Fluids. Collect used automotive fluids; dispose or recycle appropriately.	<input checked="" type="checkbox"/>						
D. Pesticides. Follow California Department of Pesticide Regulations procedures for mixing, application, storage, and recycling requirements.				x	We do not use pesticides		

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			
<i>Town of Fairfax</i>							
Consider using IPM. Use least toxic methods. Avoid copper-based pesticides and diazinon.				x	We do not use pesticides		
Apply pesticides at appropriate times to minimize runoff.				x	We do not use pesticides		
Mix only as much pesticides as needed. Do not mix or load pesticides near storm drains.				x	We do not use pesticides		
E. Solvent/Cleaning Solutions. Properly recycle/dispose of used solvents/ chemicals.	<input checked="" type="checkbox"/>						
Washing Vehicles/Equipment							
Clean all vehicles/ equipment on designated wash pad areas that drain to sanitary sewer or recycle. Wash off-site if necessary.	<input checked="" type="checkbox"/>						
Ensure wash area & sump are large enough so all washwater drains to sanitary sewer or recycling system	<input checked="" type="checkbox"/>						
Visually monitor wash pad area.	<input checked="" type="checkbox"/>						
Consider assigning schedules for wash area use.		x			It is not used enough to require a schedule		
Fuel Dispensing Area							
Store spill containment kits nearby; follow appropriate procedures, use dry cleaning methods if there is a spill.	<input checked="" type="checkbox"/>						
Train employees in proper fueling, cleaning, and spill response procedures. Conduct annual drills.	<input checked="" type="checkbox"/>						

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			
<i>Town of Fairfax</i>							
Fuel Dispensing Area (Continued)							
Install signs not to "top off" tanks.	<input checked="" type="checkbox"/>						
Discourage mobile fueling; establish designated areas for it.	<input checked="" type="checkbox"/>						
Consider covering fuel dispensing areas; no fueling over open ground. Implement Retail Gasoline Outlet BMPs.		x			We are considering covering the fueling area as soon as funding is available.		
Design fueling area to prevent "run-on" of storm water and runoff of spills.		x			The fueling area is over our asphalt parking lot. We will be installing berm to catch any spills.		
Fleet Maintenance/Vehicle Parking Areas							
Regularly inspect equipment for leaks. Use drip pans; repair.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
Dry sweep area periodically.	<input checked="" type="checkbox"/>						
Schedule outdoor repair activities for dry weather, if possible.	<input checked="" type="checkbox"/>						
Clean equipment regularly using proper collection and disposal methods when necessary	<input checked="" type="checkbox"/>						

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			
<i>Town of Fairfax</i>							
Services							
Provide adequate number of litter receptacles in commercial/other litter source areas.	<input checked="" type="checkbox"/>						
Pick up litter receptacles frequently to prevent/minimize spillage.	<input checked="" type="checkbox"/>						
Document/maintain monthly records for:							
Areas targeted for litter removal;	<input checked="" type="checkbox"/>						
Total amount of material removed.	<input checked="" type="checkbox"/>						
Education and Enforcement							
Encourage public education to include anti-littering message (composting/ remove & containerize waste/ sweep outdoor areas/ provide municipal green waste program).	<input checked="" type="checkbox"/>						
Encourage local law enforcement to post signs and enforce anti-littering laws, especially for vacant-lot owners.	<input checked="" type="checkbox"/>						
Label litter receptacles with anti-littering messages when possible.	<input checked="" type="checkbox"/>						
Encourage participation in/assist with Coastal Cleanup Day and Earth Day litter removals.	<input checked="" type="checkbox"/>						
Encourage maintenance crews to report any privately-owned abandoned, leaking vehicles.	<input checked="" type="checkbox"/>						
Alternative Approaches							
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>Town of Fairfax</i>							
Visual Inspections							
Inspect wet wells or forebays 1/month during the dry season for oil spills or other noticeable pollutant discharge.				x			
Inspect wet wells or forebays 1/week during the wet season, for oil spills or other noticeable pollutant discharge.				x			
Maximize Removal of Pollutants Prior to Discharge							
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.				x			
Have spill kit readily available if there is a large potential for pollutant discharge.				x			
Contain lubricants, fuel, and batteries to prevent accidental spills to wet wells.				x			
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.				x			
Track spills upstream to try to locate the source(s). Document spill incidents per illicit discharge program. Implement enforcement as appropriate.				x			
Store oil absorbent materials in appropriate maintenance vehicles.				x			
Disposal							
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.				x			

**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>Town of Fairfax</i>							
<i>Education/ Training</i>							
Educate all pump station maintenance personnel about the performance standards. Conduct at least one meeting/year to educate.				x			
Conduct drills as part of the training, as appropriate.				x			

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

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			
<i>Town of Fairfax</i>							
Clean up all spills and leaks from equipment using "dry" methods. Properly remove contaminated soil; dispose of properly.	<input checked="" type="checkbox"/>						
After job is complete, remove stockpiles and other extras as soon as possible.	<input checked="" type="checkbox"/>						
Prevent pollution of storm water runoff around work areas if unexpected rain.	<input checked="" type="checkbox"/>						
Signing and Striping							
Store spill absorbent materials on trucks.	<input checked="" type="checkbox"/>						
Contain, clean up, properly dispose of waste materials per MSDS (Material Safety Data Sheet).	<input checked="" type="checkbox"/>						
Equipment Clean Up/Storage							
Flush sprayer paint supply lines at corp. yards; clean up properly.	<input checked="" type="checkbox"/>						
Clean sprayers, patch and paving equipment at end of day; use approved collection and disposal methods.	<input checked="" type="checkbox"/>						
Cover sprayers, patch and paving equipment if they contain pollutants to prevent rainfall from transporting pollutants to storm drains.	<input checked="" type="checkbox"/>						

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			
Town of Fairfax							
<i>Routine Inspection and Cleaning</i>							
Inspect and clean as necessary storm drainage facilities as directed, preferably, prior to rainy season, or alternate.	<input checked="" type="checkbox"/>						
When cleaning storm drains, remove maximum amount of material at nearest access point.	<input checked="" type="checkbox"/>						
<i>Record Keeping</i>							
Report amount of material removed when cleaning storm drainage facilities in monthly forms.	<input checked="" type="checkbox"/>						
Document and track spill incidents and coordinate with your illicit discharge control field surveys.	<input checked="" type="checkbox"/>						
Identify/target storm drain inlet areas requiring more frequent or alternative cleaning and/or public education efforts.	<input checked="" type="checkbox"/>						
<i>Spill Response</i>							
Maintenance staff makes appropriate phone calls if they suspect toxic or hazardous material spills.	<input checked="" type="checkbox"/>						
If non-hazardous, maint. Staff contains spill area immediately; cleans ASAP.	<input checked="" type="checkbox"/>						
Maintenance staff are aware of around-the-clock response/removal spill procedures for hazardous or unknown materials.	<input checked="" type="checkbox"/>						

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

MUNICIPALITY NAME:

Town of Fairfax	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
Performance Standard	Yes	No	Partial	NA			
Spill Response (Continued)							
Establish response/removal spill procedure for after work hours for non-hazardous materials.	<input checked="" type="checkbox"/>						
Maintenance staff to coordinate with Stormwater Coordinator for appropriate follow-up response.	<input checked="" type="checkbox"/>						
Work with Fire and Police Departments to provide spill report copies to Stormwater Coordinators.	<input checked="" type="checkbox"/>						
Disposal of Material							
Store material removed from storm drainage facilities on impermeable surface (covered during rain) and drain wastewater to sanitary sewer; dispose at appropriate facility.	<input checked="" type="checkbox"/>						
Alternative Approach							
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			
<i>Town of Fairfax</i>							
Street Sweeping Frequency							
Clean streets according to Action Plan 2010 schedule	<input checked="" type="checkbox"/>						
Problems Associated with Efficient Street Cleaning							
Getting Parked/Abandoned Vehicles Off Streets	<input checked="" type="checkbox"/>						
Maintain consistent sweeping schedule.	<input checked="" type="checkbox"/>						
Measures to keep curbed areas clear during cleaning.	<input checked="" type="checkbox"/>						
Removing leaves during leaf season	<input checked="" type="checkbox"/>						
Analyze alternatives; develop leaf removal program.	<input checked="" type="checkbox"/>						
Encourage residents to collect and compost leaves through green waste program or coordinate with local/regional composting program.	<input checked="" type="checkbox"/>						
Trees near streets	<input checked="" type="checkbox"/>						
Provide operators with resources to report trees interfering with cleaning.	<input checked="" type="checkbox"/>						
Street Cleaning Operation to Maximize Pollutant Removal							
Quality of clean streets: no dirt trails/debris.	<input checked="" type="checkbox"/>						
Check street cleaning equipment for proper adjustment.	<input checked="" type="checkbox"/>						
Operate equipment at manufacturer's specified speed.	<input checked="" type="checkbox"/>						
Street Cleaning Maintenance to Maximize Pollution Removal							
Regularly inspect and maintain equipment.	<input checked="" type="checkbox"/>						
Replace worn components as required to maximize efficiency.	<input checked="" type="checkbox"/>						

MARIN COUNTY STORMWATER 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			
Town of Fairfax							
Spill Response							
Report spills observed on streets immediately.	<input checked="" type="checkbox"/>						
Respond to spills per Storm Drain Facility Performance Standards	<input checked="" type="checkbox"/>						
Record Keeping							
Track cleaning mileage.	<input checked="" type="checkbox"/>						
Track volume or weight of material removed each cleaning day.	<input checked="" type="checkbox"/>						
Report number of curb miles swept in monthly forms.	<input checked="" type="checkbox"/>						
Identify and target areas for:							
more frequent cleaning	<input checked="" type="checkbox"/>						
efforts to remove vehicles.	<input checked="" type="checkbox"/>						
education efforts to discourage illegal dumping, etc.	<input checked="" type="checkbox"/>						
Document/track areas where spills were reported and coordinate with agency's illicit discharge control field surveys.	<input checked="" type="checkbox"/>						
Contract Sweepers							
Specify in contracts that compliance with these performance standards will be achieved.	<input checked="" type="checkbox"/>				Only half of FY 11 - 12		
Specify in contracts that back up equipment must be available.	<input checked="" type="checkbox"/>				Only half of FY 11 - 12		
Specify in contracts that all record keeping information will be provided.	<input checked="" type="checkbox"/>				Only half of FY 11 - 12		
Education /Training							
Train staff and contractors annually to identify and report illicit discharges.	<input checked="" type="checkbox"/>						
Train staff and contractors to comply with street sweeping performance standards.	<input checked="" type="checkbox"/>						

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:

Town of Fairfax	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
Performance Standard	Yes	No	Partial	NA			
Prepare for Illicit Discharge Screening and Investigations							
Stormwater Coordinator conducts or delegates the following:							
Receive information on non-stormwater discharge reports;	x						
Assure illicit discharges follow-up, elimination, and clean up are conducted.	x						
Provide staff with information on illicit discharge source identification and elimination status;	x						
Make sure required reporting is completed.	x						
Distribute information to management and elected officials about resources needed to implement the performance standards.	x						
Facilitate performance standards implementation.	x						
Share local activities/findings with ASC.	x						
Train appropriate maintenance and field staff to recognize illicit discharges and response procedures.	x						
Train staff assigned to conduct illicit discharge investigations.	x						
Develop map of outfalls.			x		Staff is currently assessing data gaps for continued data collection	Continue until map is complete	
Develop maps of complete storm drain system for use to trace illicit discharges.			x		Staff is currently assessing data gaps for continued data collection	Continue until map is complete	

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

MUNICIPALITY NAME:

Town of Fairfax	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
Performance Standard	Yes	No	Partial	NA			
Conduct Field Screening							
Identify evidence of illicit discharges while maintenance and field staff are conducting other routine work. Report any evidences of illicit discharges to Stormwater Coordinator.	x						
Conduct Field Investigations							
Verify whether an illicit discharge has occurred upon receiving information/ report of such. Initiate follow-up within 24 hours from receipt of report.	x						
Find source of illicit discharge and eliminate it. Trace source(s); record and maintain findings.	x						
Continue to inspect/follow-up illicit discharges until: source is found and eliminated or discharge has stopped and source cannot be traced.	x						
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	x						
Additional business inspections	x						
Additional periodic investigations of outfalls, creeks, and open channels	x						
Additional targeted education outreach in area.	x						

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

MUNICIPALITY NAME:

Town of Fairfax	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
Performance Standard	Yes	No	Partial	NA			
Follow-up To Field Screening and Investigations							
Follow-up activities:							
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.	x						
Distribute appropriate educational and BMP information to business to which discharge has been traced.	x						
Follow-up To Field Screening and Investigations - Continued							
Begin enforcement procedures, if appropriate.	x						
Ensure that the goal of follow-up investigations is to stop the illicit discharge(s) as soon as practicable.	x						

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			
<i>Town of Fairfax</i>							
<i>Procedures for Spill Prevention, Containment, and Response</i>							
Stormwater Coordinator will conduct or delegate the following:							
Investigate and record spill report/complaints.	x						
Become familiar with existing spill prevention, containment, response, and clean-up programs in the jurisdiction.	x						
Coordinate illicit discharge prevention, elimination, and clean-up activities with the spill prevention, containment, response, and clean-up programs.	x						
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.	x						

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			
<i>Town of Fairfax</i>							
Document and Report Completion							
Document number and types of illicit discharge incidents reported and follow-up actions conducted (not including automobile accident fluid spills).	x						
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.	x						
Alternative Approaches							
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>Town of Fairfax</i>							
Development Plan Review and Permitting							
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.	x						
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.	x						
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.	x						
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.	x						

**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>Town of Fairfax</i>							
Development Plan Review and Permitting (cont.)							
Require developers/owners/ builders to control stormwater quality impacts of their projects by using appropriate BMPs during construction activities.	x						
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.	x						
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).	x						
Ensure municipal capital improvement projects also include stormwater quality control measures during and after construction, as appropriate for each project.	x						
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.	x						
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.	x						

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

MUNICIPALITY NAME:

<i>Town of Fairfax</i>	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			
<i>Additional Erosion and Sediment Controls</i>							
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.	x						
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.	x						
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.	x						
<i>Construction Inspection</i>							
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.	x						

**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>Town of Fairfax</i>							
Construction Inspection (cont.)							
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.	x						
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.	x						
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.	x						
During the wet season, oversee the inspection of all construction sites with ESC following each major storm event.	x						
Education and Outreach							
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.	x						

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

MUNICIPALITY NAME:

<i>Town of Fairfax</i>	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			
<i>Education and Outreach (cont.)</i>							
Train, at least annually, construction inspection staff on inspection procedures, documentation, and enforcement related to stormwater pollution prevention.	x						
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.	x						
Distribute appropriate educational and outreach materials provided by the Regional Board to utility contractors seeking encroachment and/or grading permits from the municipality.	x						

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:

<i>Town of Fairfax</i>	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			
Targeting Inspections to Achieve the Most Benefit							
Develop and update a business inspection plan describing:					Business inspection plan is updated through the MCSTOPPP Annual Report. Inspections are conducted through other agencies and any violations are reported to Local Stormwater Program Staff.		
inspecting agency/department	x						
the agency/department conducting stormwater follow-up/enforcement	x						
how information will be coordinated among agencies/departments	x						
Priorities for inspecting businesses; identify target businesses with high discharge potential.	x						
Inspect and distribute appropriate BMP information to all businesses that impact stormwater quality at least once during <i>Action Plan</i> period (5 years).	x						
Inspect and distribute appropriate BMP information to target businesses within jurisdiction.	x						
Educate business owners and operators about stormwater pollution prevention, separate from the inspection program.	x						
Respond to complaints/ referrals concerning a facility.	x						
Reevaluate your agency's priorities for inspecting businesses and update business inspection plan as needed.	x						
Preparing for Inspections							
Train facility inspectors so that each inspector can conduct effective stormwater inspections.	x						

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

MUNICIPALITY NAME:

Town of Fairfax	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			
Performance Standard							
Preparing for Inspections (cont.)							
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.	x						
Conducting Inspections							
Inspectors review facility layout to locate storm drain system/ stormwater drainage path	x						
Inspectors review/inspect the following for potential to discharge pollutants or exposure to runoff:							
Outdoor process/ manufacturing areas	x						
Outdoor material storage areas	x						
Outdoor waste storage and disposal areas	x						
Outdoor vehicle and heavy equipment storage and maintenance areas	x						
Outdoor parking areas and access roads	x						
Outdoor wash areas	x						
Surface discharge outlets from rooftop equipment; and	x						
Outdoor drainage from indoor areas	x						
Inspectors notify Stormwater Coordinator of potential to discharge pollutants from non-stormwater discharges and pollutant exposure to stormwater from a business.	x						

**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			
<i>Town of Fairfax</i>							
Conducting Inspections (cont.)							
When a business that impacts stormwater quality is identified, Stormwater Coordinator will conduct or delegate:							
Communicate stormwater requirements	x						
Distribute BMP information, educational materials, and referrals to facility representatives, and ask about employee training.	x						
Inform the facility representative of problems/violations found and discuss, establish a correction schedule, and follow up.	x						
Document and track inspection activities, follow-up, and enforcement activities for annual report.	x						
Stormwater Coordinator will conduct or delegate regular inspections of businesses with historical stormwater issues to ensure implementation of BMPs.	x						
Achieving Facility Compliance							
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.	x						
Begin enforcement procedures, if appropriate.	x						
Alternative Approach							
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:

<i>Town of Fairfax</i>	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			
<i>Coordination with Countywide Program Activities</i>							
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;	x						
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.	x						
<i>Internal Communication and Training</i>							
City Staff and Officials							
Communicate MCSTOPPP information to stormwater staff and elected officials so they are informed about their role in implementing local and countywide programs.	x						
Train new employees.	x						
Handling Public Telephone Calls							
Establish procedure for routing stormwater calls to the appropriate staff for handling.	x						
Train local agency staff handling calls on established procedures.	x						
Promote use of one of the agency's phone numbers to facilitate public reporting of illicit discharges.	x						

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

MUNICIPALITY NAME:

<i>Town of Fairfax</i>	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			
<i>Storm Drain Stencils/Signs</i>							
Each agency will have a program installing stencils/signs on publicly owned storm drain inlets.	x						
Maintain signs sufficiently so that they are legible.	x						
<i>Coordination with Public Schools (K-12)</i>							
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).	x						
<i>Local Community Outreach</i>							
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).	x						
Consider initiating and supporting a community outreach program.	x						
Agencies with creeks will support their local "friends" of the creek group or equivalent program.	x						

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.



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			
<i>City of Larkspur</i>							
General Standards/Training							
Prepare and maintain a current SWPPP for each facility.	<input checked="" type="checkbox"/>						
Assign one person for each corp. yard to ensure BMPs are implemented.	<input checked="" type="checkbox"/>						
Prepare spill containment kits; store in appropriate locations. Conduct annual drills on how to use the kits.	<input checked="" type="checkbox"/>						
Stencil inlets to storm drainage system.	<input checked="" type="checkbox"/>						
Conduct annual facility surveys for performance standards compliance.	<input checked="" type="checkbox"/>						
Post performance standards guidance and BMPs in appropriate areas.	<input checked="" type="checkbox"/>						
Describe activities to educate staff regarding performance standards in annual report.	<input checked="" type="checkbox"/>						
Include stormwater performance standards in annual updates of other environmental management plans and review plans with facility users.	<input checked="" type="checkbox"/>						
General Housekeeping							
Dispose material removed from streets/storm drainage facilities often to eliminate exposure to rainwater and runoff.	<input checked="" type="checkbox"/>						
Sweep corp. yard at least monthly.	<input checked="" type="checkbox"/>						
Keep chemical storage areas neat and orderly	<input checked="" type="checkbox"/>						

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			
<i>City of Larkspur</i>							
Stockpile materials away from streets, gutters, storm drain inlets, or water channels when possible.	<input checked="" type="checkbox"/>						
Inspect the yard at least monthly and during rain events to ensure there are no illicit discharges to the storm drain system.	<input checked="" type="checkbox"/>						
Refuse Holding Area							
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.	<input checked="" type="checkbox"/>						
Auxiliary Storage Areas/Yard							
Store chemicals in appropriate areas.	<input checked="" type="checkbox"/>						
Chemical Storage							
Store paint, chemicals in approved covered containment area. Waste drums closed when not in use; correct labeling; protection from vandalism.	<input checked="" type="checkbox"/>						
If stored outside, keep containers in containment area with tight-fitting lids, preventing discharge to storm drain or contact with rain.	<input checked="" type="checkbox"/>						
Review Material Safety Data Sheets (MSDS) to ensure appropriate materials separation.	<input checked="" type="checkbox"/>						
Review Hazardous Materials Business Plan (HMBP) for requirements.	<input checked="" type="checkbox"/>						

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			
<i>City of Larkspur</i>							
Chemical Usage							
Ensure safety equipment and spill containment kits readily accessible in chemical areas; inspect safety equipment.	<input checked="" type="checkbox"/>						
Review Material Safety Data Sheets for proper use.	<input checked="" type="checkbox"/>						
Minimize use of chemicals.	<input checked="" type="checkbox"/>						
Recycle/dispose of excess chemicals at approved locations.	<input checked="" type="checkbox"/>						
Ensure chemical containers have secure lids and transport properly.	<input checked="" type="checkbox"/>						
Properly remove soils contaminated with spilled materials.	<input checked="" type="checkbox"/>						
A. Oil-based Paints. Wipe oil-based paints from brushes; use filters, reuse thinners or dispose as hazardous waste.	<input checked="" type="checkbox"/>						
B. Water-based Paints. Rinse water-based paints out of brushes, discharge to sanitary sewer; dry excess paint to trash; otherwise hazardous waste or recycle.	<input checked="" type="checkbox"/>						
C. Automotive Fluids. Collect used automotive fluids; dispose or recycle appropriately.	<input checked="" type="checkbox"/>						
D. Pesticides. Follow California Department of Pesticide Regulations procedures for mixing, application, storage, and recycling requirements.	<input checked="" type="checkbox"/>						

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			
<i>City of Larkspur</i>							
Consider using IPM. Use least toxic methods. Avoid copper-based pesticides and diazinon.	<input checked="" type="checkbox"/>						
Apply pesticides at appropriate times to minimize runoff.	<input checked="" type="checkbox"/>						
Mix only as much pesticides as needed. Do not mix or load pesticides near storm drains.	<input checked="" type="checkbox"/>						
E. Solvent/Cleaning Solutions. Properly recycle/dispose of used solvents/ chemicals.	<input checked="" type="checkbox"/>						
Washing Vehicles/Equipment							
Clean all vehicles/ equipment on designated wash pad areas that drain to sanitary sewer or recycle. Wash off-site if necessary.	<input checked="" type="checkbox"/>						
Ensure wash area & sump are large enough so all washwater drains to sanitary sewer or recycling system	<input checked="" type="checkbox"/>						
Visually monitor wash pad area.	<input checked="" type="checkbox"/>						
Consider assigning schedules for wash area use.	<input checked="" type="checkbox"/>						
Fuel Dispensing Area							
Store spill containment kits nearby; follow appropriate procedures, use dry cleaning methods if there is a spill.	<input checked="" type="checkbox"/>						
Train employees in proper fueling, cleaning, and spill response procedures. Conduct annual drills.	<input checked="" type="checkbox"/>						

**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			
<i>City of Larkspur</i>							
Fuel Dispensing Area (Continued)							
Install signs not to "top off" tanks.	<input checked="" type="checkbox"/>						
Discourage mobile fueling; establish designated areas for it.	<input checked="" type="checkbox"/>						
Consider covering fuel dispensing areas; no fueling over open ground. Implement Retail Gasoline Outlet BMPs.	<input checked="" type="checkbox"/>						
Design fueling area to prevent "run-on" of storm water and runoff of spills.	<input checked="" type="checkbox"/>						
Fleet Maintenance/Vehicle Parking Areas							
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.	<input checked="" type="checkbox"/>						
Dry sweep area periodically.	<input checked="" type="checkbox"/>						
Schedule outdoor repair activities for dry weather, if possible.	<input checked="" type="checkbox"/>						
Clean equipment regularly using proper collection and disposal methods when necessary	<input checked="" type="checkbox"/>						

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			
<i>City of Larkspur</i>							
Services							
Provide adequate number of litter receptacles in commercial/other litter source areas.	<input checked="" type="checkbox"/>						
Pick up litter receptacles frequently to prevent/minimize spillage.	<input checked="" type="checkbox"/>						
Document/maintain monthly records for:							
Areas targeted for litter removal;	<input checked="" type="checkbox"/>						
Total amount of material removed.	<input checked="" type="checkbox"/>						
Education and Enforcement							
Encourage public education to include anti-littering message (composting/ remove & containerize waste/ sweep outdoor areas/ provide municipal green waste program).	<input checked="" type="checkbox"/>						
Encourage local law enforcement to post signs and enforce anti-littering laws, especially for vacant-lot owners.	<input checked="" type="checkbox"/>						
Label litter receptacles with anti-littering messages when possible.	<input checked="" type="checkbox"/>						
Encourage participation in/assist with Coastal Cleanup Day and Earth Day litter removals.	<input checked="" type="checkbox"/>						
Encourage maintenance crews to report any privately-owned abandoned, leaking vehicles.	<input checked="" type="checkbox"/>						
Alternative Approaches							
Agency may submit to Regional Board for approval an alternative litter control plan.				<input checked="" type="checkbox"/>			

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>City of Larkspur</i>							
Visual Inspections							
Inspect wet wells or forebays 1/month during the dry season for oil spills or other noticeable pollutant discharge.	<input checked="" type="checkbox"/>						
Inspect wet wells or forebays 1/week during the wet season, for oil spills or other noticeable pollutant discharge.	<input checked="" type="checkbox"/>						
Maximize Removal of Pollutants Prior to Discharge							
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.	<input checked="" type="checkbox"/>						
Have spill kit readily available if there is a large potential for pollutant discharge.	<input checked="" type="checkbox"/>						
Contain lubricants, fuel, and batteries to prevent accidental spills to wet wells.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
Track spills upstream to try to locate the source(s). Document spill incidents per illicit discharge program. Implement enforcement as appropriate.	<input checked="" type="checkbox"/>						
Store oil absorbent materials in appropriate maintenance vehicles.	<input checked="" type="checkbox"/>						
Disposal							
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.	<input checked="" type="checkbox"/>						

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>City of Larkspur</i>							
Education/ Training							
Educate all pump station maintenance personnel about the performance standards. Conduct at least one meeting/year to educate.	<input checked="" type="checkbox"/>						
Conduct drills as part of the training, as appropriate.			<input checked="" type="checkbox"/>				

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

**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			
<i>City of Larkspur</i>							
Clean up all spills and leaks from equipment using "dry" methods. Properly remove contaminated soil; dispose of properly.	<input checked="" type="checkbox"/>						
After job is complete, remove stockpiles and other extras as soon as possible.	<input checked="" type="checkbox"/>						
Prevent pollution of storm water runoff around work areas if unexpected rain.	<input checked="" type="checkbox"/>						
Signing and Striping							
Store spill absorbent materials on trucks.	<input checked="" type="checkbox"/>						
Contain, clean up, properly dispose of waste materials per MSDS (Material Safety Data Sheet).	<input checked="" type="checkbox"/>						
Equipment Clean Up/Storage							
Flush sprayer paint supply lines at corp. yards; clean up properly.	<input checked="" type="checkbox"/>						
Clean sprayers, patch and paving equipment at end of day; use approved collection and disposal methods.	<input checked="" type="checkbox"/>						
Cover sprayers, patch and paving equipment if they contain pollutants to prevent rainfall from transporting pollutants to storm drains.	<input checked="" type="checkbox"/>						

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			
<i>City of Larkspur</i>							
<i>Routine Inspection and Cleaning</i>							
Inspect and clean as necessary storm drainage facilities as directed, preferably, prior to rainy season, or alternate.	<input checked="" type="checkbox"/>						
When cleaning storm drains, remove maximum amount of material at nearest access point.	<input checked="" type="checkbox"/>						
<i>Record Keeping</i>							
Report amount of material removed when cleaning storm drainage facilities in monthly forms.	<input checked="" type="checkbox"/>						
Document and track spill incidents and coordinate with your illicit discharge control field surveys.	<input checked="" type="checkbox"/>						
Identify/target storm drain inlet areas requiring more frequent or alternative cleaning and/or public education efforts.	<input checked="" type="checkbox"/>						
<i>Spill Response</i>							
Maintenance staff makes appropriate phone calls if they suspect toxic or hazardous material spills.	<input checked="" type="checkbox"/>						
If non-hazardous, maint. Staff contains spill area immediately; cleans ASAP.	<input checked="" type="checkbox"/>						
Maintenance staff are aware of around-the-clock response/removal spill procedures for hazardous or unknown materials.	<input checked="" type="checkbox"/>						

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			
<i>City of Larkspur</i>							
Spill Response (Continued)							
Establish response/removal spill procedure for after work hours for non-hazardous materials.	<input checked="" type="checkbox"/>						
Maintenance staff to coordinate with Stormwater Coordinator for appropriate follow-up response.	<input checked="" type="checkbox"/>						
Work with Fire and Police Departments to provide spill report copies to Stormwater Coordinators.	<input checked="" type="checkbox"/>						
Disposal of Material							
Store material removed from storm drainage facilities on impermeable surface (covered during rain) and drain wastewater to sanitary sewer; dispose at appropriate facility.	<input checked="" type="checkbox"/>						
Alternative Approach							
Agency may develop and submit to the Regional Board for approval an alternative storm drain facility pollution control plan.				<input checked="" type="checkbox"/>			

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 -- 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			
<i>City of Larkspur</i>							
Street Sweeping Frequency							
Clean streets according to Action Plan 2010 schedule	<input checked="" type="checkbox"/>						
Problems Associated with Efficient Street Cleaning							
Getting Parked/Abandoned Vehicles Off Streets			X		We rely on public outreach to encourage people in the City to move vehicles on street sweep days. This is effective for us.		
Maintain consistent sweeping schedule.	<input checked="" type="checkbox"/>						
Measures to keep curbed areas clear during cleaning.	<input checked="" type="checkbox"/>						
Removing leaves during leaf season	<input checked="" type="checkbox"/>						
Analyze alternatives; develop leaf removal program.			X		We direct street sweeping contractor to vector areas based on priorities we identify.		
Encourage residents to collect and compost leaves through green waste program or coordinate with local/regional composting program.	<input checked="" type="checkbox"/>						
Trees near streets	<input checked="" type="checkbox"/>						
Provide operators with resources to report trees interfering with cleaning.	<input checked="" type="checkbox"/>						
Street Cleaning Operation to Maximize Pollutant Removal							
Quality of clean streets: no dirt trails/debris.	<input checked="" type="checkbox"/>						
Check street cleaning equipment for proper adjustment.	<input checked="" type="checkbox"/>						
Operate equipment at manufacturer's specified speed.	<input checked="" type="checkbox"/>						
Street Cleaning Maintenance to Maximize Pollution Removal							
Regularly inspect and maintain equipment.	<input checked="" type="checkbox"/>						
Replace worn components as required to maximize efficiency.	<input checked="" type="checkbox"/>						

MARIN COUNTY STORMWATER 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			
City of Larkspur							
Spill Response							
Report spills observed on streets immediately.	<input checked="" type="checkbox"/>						
Respond to spills per Storm Drain Facility Performance Standards	<input checked="" type="checkbox"/>						
Record Keeping							
Track cleaning mileage.	<input checked="" type="checkbox"/>						
Track volume or weight of material removed each cleaning day.	<input checked="" type="checkbox"/>						
Report number of curb miles swept in monthly forms.	<input checked="" type="checkbox"/>						
Identify and target areas for:							
more frequent cleaning	<input checked="" type="checkbox"/>						
efforts to remove vehicles.	<input checked="" type="checkbox"/>						
education efforts to discourage illegal dumping, etc.	<input checked="" type="checkbox"/>						
Document/track areas where spills were reported and coordinate with agency's illicit discharge control field surveys.	<input checked="" type="checkbox"/>						
Contract Sweepers							
Specify in contracts that compliance with these performance standards will be achieved.	<input checked="" type="checkbox"/>						
Specify in contracts that back up equipment must be available.							
Specify in contracts that all record keeping information will be provided.	<input checked="" type="checkbox"/>						
Education /Training							
Train staff and contractors annually to identify and report illicit discharges.	X						
Train staff and contractors to comply with street sweeping performance standards.	<input checked="" type="checkbox"/>						

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			
<i>City of Larkspur</i>							
Prepare for Illicit Discharge Screening and Investigations							
Stormwater Coordinator conducts or delegates the following:							
Receive information on non-stormwater discharge reports;	x						
Assure illicit discharges follow-up, elimination, and clean up are conducted.	x						
Provide staff with information on illicit discharge source identification and elimination status;	x						
Make sure required reporting is completed.	x						
Distribute information to management and elected officials about resources needed to implement the performance standards.	x						
Facilitate performance standards implementation.	x						
Share local activities/findings with ASC.	x						
Train appropriate maintenance and field staff to recognize illicit discharges and response procedures.	x						
Train staff assigned to conduct illicit discharge investigations.	x						
Develop map of outfalls.			x		Continued to transpose our engineering drawings of the storm drain network into GIS. This step is now more than 95% complete	The next step is field verification which will follow the requirements and timeline for Outfall Mapping in the proposed new Phase II Permit	
Develop maps of complete storm drain system for use to trace illicit discharges.			x		Continued to transpose our engineering drawings of the storm drain network into GIS. This step is now more than 95% complete	The next step is field verification which will follow the requirements and timeline for Outfall Mapping in the proposed new Phase II Permit	

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			
<i>City of Larkspur</i>							
Conduct Field Screening							
Identify evidence of illicit discharges while maintenance and field staff are conducting other routine work. Report any evidences of illicit discharges to Stormwater Coordinator.	x						
Conduct Field Investigations							
Verify whether an illicit discharge has occurred upon receiving information/ report of such. Initiate follow-up within 24 hours from receipt of report.	x						
Find source of illicit discharge and eliminate it. Trace source(s); record and maintain findings.	x						
Continue to inspect/follow-up illicit discharges until: source is found and eliminated or discharge has stopped and source cannot be traced.	x						
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:	x						
Periodic above-ground surveillance	x						
Additional business inspections	x						
Additional periodic investigations of outfalls, creeks, and open channels	x						
Additional targeted education outreach in area.	x						

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			
<i>City of Larkspur</i>							
<i>Follow-up To Field Screening and Investigations</i>							
Follow-up activities:							
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.	x						
Distribute appropriate educational and BMP information to business to which discharge has been traced.	x						
<i>Follow-up To Field Screening and Investigations - Continued</i>							
Begin enforcement procedures, if appropriate.	x						
Ensure that the goal of follow-up investigations is to stop the illicit discharge(s) as soon as practicable.	x						

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			
<i>City of Larkspur</i>							
<i>Procedures for Spill Prevention, Containment, and Response</i>							
Stormwater Coordinator will conduct or delegate the following:							
Investigate and record spill report/complaints.	x						
Become familiar with existing spill prevention, containment, response, and clean-up programs in the jurisdiction.	x						
Coordinate illicit discharge prevention, elimination, and clean-up activities with the spill prevention, containment, response, and clean-up programs.	x						
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.	x						

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			
<i>City of Larkspur</i>							
Document and Report Completion							
Document number and types of illicit discharge incidents reported and follow-up actions conducted (not including automobile accident fluid spills).	x						
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.			x		This fiscal year we visually monitored more than 26 outfalls and found no evidence of discharges. We did follow up on all illicit discharge complaints from any source.		
Alternative Approaches							
Agency may develop and submit to the Regional Board an alternative illicit discharge control and elimination plan.				x			

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>City of Larkspur</i>							
<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.	x						
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.	x						
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.	x						
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.	x						

**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>City of Larkspur</i>							
Development Plan Review and Permitting (cont.)							
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.	x						
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).	x						
Ensure municipal capital improvement projects also include stormwater quality control measures during and after construction, as appropriate for each project.	x						
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.	x						
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.	x						

**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>City of Larkspur</i>							
Additional Erosion and Sediment Controls							
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.	x						
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.	x						
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.	x						
Construction Inspection							
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.	x						

**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>City of Larkspur</i>							
Construction Inspection (cont.)							
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.	x						
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.	x						
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.	x						
During the wet season, oversee the inspection of all construction sites with ESC following each major storm event.	x						
Education and Outreach							

**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>City of Larkspur</i>							
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.			x		Through the MCSTOPPP Annual Review meeting and through coordination with MCSTOPPP regarding requirements that apply to individual projects, staff stays up-to-date with permit requirements.		
Education and Outreach (cont.)							
Train, at least annually, construction inspection staff on inspection procedures, documentation, and enforcement related to stormwater pollution prevention.			x		MCSTOPPP did not hold a construction inspection workshop in 11-12 but staff regularly attend construction site mangement trainings held by MCSTOPPP and other entities and are up-to-speed. We consult MCSTOPPP guidance as necessary throughout the year.		
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.	x						
Distribute appropriate educational and outreach materials provided by the Regional Board to utility contractors seeking encroachment and/or grading permits from the municipality.	x						

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			
<i>City of Larkspur</i>							
Targeting Inspections to Achieve the Most Benefit							
Develop and update a business inspection plan describing:							
inspecting agency/department	x						
the agency/department conducting stormwater follow-up/enforcement	x						
how information will be coordinated among agencies/departments	x						
Priorities for inspecting businesses; identify target businesses with high discharge potential.	x						
Inspect and distribute appropriate BMP information to all businesses that impact stormwater quality at least once during <i>Action Plan</i> period (5 years).	x						
Inspect and distribute appropriate BMP information to target businesses within jurisdiction.	x						
Educate business owners and operators about stormwater pollution prevention, separate from the inspection program.	x						
Respond to complaints/ referrals concerning a facility.	x						
Reevaluate your agency's priorities for inspecting businesses and update business inspection plan as needed.				x	MCSTOPPP has good program in place that utilizes existing routine business inspection programs (CUPA, Pre-treatment, Environmental Health). Stormwater issues are referred by routine inspectors to us as needed and we follow up. MCSTOPPP trains routine inspectors periodically and follows up with agencies annually.		
Preparing for Inspections							

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

MUNICIPALITY NAME:

<i>City of Larkspur</i>	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			
Train facility inspectors so that each inspector can conduct effective stormwater inspections.	x						

**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			
<i>City of Larkspur</i>							
Preparing for Inspections (cont.)							
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.	x						
Conducting Inspections							
Inspectors review facility layout to locate storm drain system/ stormwater drainage path	x						
Inspectors review/inspect the following for potential to discharge pollutants or exposure to runoff:	x						
Outdoor process/ manufacturing areas	x						
Outdoor material storage areas	x						
Outdoor waste storage and disposal areas	x						
Outdoor vehicle and heavy equipment storage and maintenance areas	x						
Outdoor parking areas and access roads	x						
Outdoor wash areas	x						
Surface discharge outlets from rooftop equipment; and	x						
Outdoor drainage from indoor areas	x						
Inspectors notify Stormwater Coordinator of potential to discharge pollutants from non-stormwater discharges and pollutant exposure to stormwater from a business.	x						

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			
<i>City of Larkspur</i>							
Conducting Inspections (cont.)							
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.	x						
Inform the facility representative of problems/violations found and discuss, establish a correction schedule, and follow up.	x						
Document and track inspection activities, follow-up, and enforcement activities for annual report.	x						
Stormwater Coordinator will conduct or delegate regular inspections of businesses with historical stormwater issues to ensure implementation of BMPs.	x						
Achieving Facility Compliance							
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.		x					
Begin enforcement procedures, if appropriate.	x						
Alternative Approach							
Agency may develop and submit for approval to the Regional Board an alternative industrial/commercial business inspection plan.				x			

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:

City of Larkspur	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			
Coordination with Countywide Program Activities							
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;	x						
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.	x						
Internal Communication and Training							
City Staff and Officials							
Communicate MCSTOPPP information to stormwater staff and elected officials so they are informed about their role in implementing local and countywide programs.	x						
Train new employees.							
Handling Public Telephone Calls							
Establish procedure for routing stormwater calls to the appropriate staff for handling.	x						
Train local agency staff handling calls on established procedures.	x						
Promote use of one of the agency's phone numbers to facilitate public reporting of illicit discharges.	x						

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

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>City of Larkspur</i>							
Storm Drain Stencils/Signs							
Each agency will have a program installing stencils/signs on publicly owned storm drain inlets.	x						
Maintain signs sufficiently so that they are legible.	x						
Coordination with Public Schools (K-12)							
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).	x				Outreach to public schools is done through Countywide MCSTOPPP		
Local Community Outreach							
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).	x						
Consider initiating and supporting a community outreach program.			x		MCSTOPPP takes care of this for us.		
Agencies with creeks will support their local "friends" of the creek group or equivalent program.	x						

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

- Factors to consider in determining appropriateness include appropriate for local population, pollution sources, receiving water concerns, and integration with local management procedures.
- 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.



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			
Mill Valley							
General Standards/Training							
Prepare and maintain a current SWPPP for each facility.			<input checked="" type="checkbox"/>		We are bringing our new staff members up to speed. More than half complete		
Assign one person for each corp. yard to ensure BMPs are implemented.	<input checked="" type="checkbox"/>						
Prepare spill containment kits; store in appropriate locations. Conduct annual drills on how to use the kits.	<input checked="" type="checkbox"/>						
Stencil inlets to storm drainage system.	<input checked="" type="checkbox"/>						
Conduct annual facility surveys for performance standards compliance.	<input checked="" type="checkbox"/>						
Post performance standards guidance and BMPs in appropriate areas.	<input checked="" type="checkbox"/>						
Describe activities to educate staff regarding performance standards in annual report.	<input checked="" type="checkbox"/>						
Include stormwater performance standards in annual updates of other environmental management plans and review plans with facility users.	<input checked="" type="checkbox"/>						
General Housekeeping							
Dispose material removed from streets/storm drainage facilities often to eliminate exposure to rainwater and runoff.	<input checked="" type="checkbox"/>						
Sweep corp. yard at least monthly.	<input checked="" type="checkbox"/>						
Keep chemical storage areas neat and orderly	<input checked="" type="checkbox"/>						

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			
Mill Valley							
Stockpile materials away from streets, gutters, storm drain inlets, or water channels when possible.	<input checked="" type="checkbox"/>						
Inspect the yard at least monthly and during rain events to ensure there are no illicit discharges to the storm drain system.	<input checked="" type="checkbox"/>						
Refuse Holding Area							
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.	<input checked="" type="checkbox"/>						
Auxiliary Storage Areas/Yard							
Store chemicals in appropriate areas.	<input checked="" type="checkbox"/>						
Chemical Storage							
Store paint, chemicals in approved covered containment area. Waste drums closed when not in use; correct labeling; protection from vandalism.	<input checked="" type="checkbox"/>						
If stored outside, keep containers in containment area with tight-fitting lids, preventing discharge to storm drain or contact with rain.	<input checked="" type="checkbox"/>						
Review Material Safety Data Sheets (MSDS) to ensure appropriate materials separation.	<input checked="" type="checkbox"/>						
Review Hazardous Materials Business Plan (HMBP) for requirements.	<input checked="" type="checkbox"/>						

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			
Chemical Usage							
Ensure safety equipment and spill containment kits readily accessible in chemical areas; inspect safety equipment.	<input checked="" type="checkbox"/>						
Review Material Safety Data Sheets for proper use.	<input checked="" type="checkbox"/>						
Minimize use of chemicals.	<input checked="" type="checkbox"/>						
Recycle/dispose of excess chemicals at approved locations.	<input checked="" type="checkbox"/>						
Ensure chemical containers have secure lids and transport properly.	<input checked="" type="checkbox"/>						
Properly remove soils contaminated with spilled materials.	<input checked="" type="checkbox"/>						
A. Oil-based Paints. Wipe oil-based paints from brushes; use filters, reuse thinners or dispose as hazardous waste.				<input checked="" type="checkbox"/>			
B. Water-based Paints. Rinse water-based paints out of brushes, discharge to sanitary sewer; dry excess paint to trash; otherwise hazardous waste or recycle.	<input checked="" type="checkbox"/>						
C. Automotive Fluids. Collect used automotive fluids; dispose or recycle appropriately.	<input checked="" type="checkbox"/>						
D. Pesticides. Follow California Department of Pesticide Regulations procedures for mixing, application, storage, and recycling requirements.	<input checked="" type="checkbox"/>						

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			
Mill Valley							
Consider using IPM. Use least toxic methods. Avoid copper-based pesticides and diazinon.	<input checked="" type="checkbox"/>						
Apply pesticides at appropriate times to minimize runoff.	<input checked="" type="checkbox"/>						
Mix only as much pesticides as needed. Do not mix or load pesticides near storm drains.	<input checked="" type="checkbox"/>						
E. Solvent/Cleaning Solutions. Properly recycle/dispose of used solvents/ chemicals.	<input checked="" type="checkbox"/>						
Washing Vehicles/Equipment							
Clean all vehicles/ equipment on designated wash pad areas that drain to sanitary sewer or recycle. Wash off-site if necessary.	<input checked="" type="checkbox"/>						
Ensure wash area & sump are large enough so all washwater drains to sanitary sewer or recycling system	<input checked="" type="checkbox"/>						
Visually monitor wash pad area.	<input checked="" type="checkbox"/>						
Consider assigning schedules for wash area use.				<input checked="" type="checkbox"/>			
Fuel Dispensing Area							
Store spill containment kits nearby; follow appropriate procedures, use dry cleaning methods if there is a spill.	<input checked="" type="checkbox"/>						
Train employees in proper fueling, cleaning, and spill response procedures. Conduct annual drills.	<input checked="" type="checkbox"/>						

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			
<i>Mill Valley</i>							
Fuel Dispensing Area (Continued)							
Install signs not to "top off" tanks.	<input checked="" type="checkbox"/>						
Discourage mobile fueling; establish designated areas for it.	<input checked="" type="checkbox"/>						
Consider covering fuel dispensing areas; no fueling over open ground. Implement Retail Gasoline Outlet BMPs.	<input checked="" type="checkbox"/>						
Design fueling area to prevent "run-on" of storm water and runoff of spills.	<input checked="" type="checkbox"/>						
Fleet Maintenance/Vehicle Parking Areas							
Regularly inspect equipment for leaks. Use drip pans; repair.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
Dry sweep area periodically.	<input checked="" type="checkbox"/>						
Schedule outdoor repair activities for dry weather, if possible.	<input checked="" type="checkbox"/>						
Clean equipment regularly using proper collection and disposal methods when necessary	<input checked="" type="checkbox"/>						

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			
<i>Mill Valley</i>							
Services							
Provide adequate number of litter receptacles in commercial/other litter source areas.	<input checked="" type="checkbox"/>						
Pick up litter receptacles frequently to prevent/minimize spillage.	<input checked="" type="checkbox"/>						
Document/maintain monthly records for:							
Areas targeted for litter removal;				<input checked="" type="checkbox"/>			
Total amount of material removed.	<input checked="" type="checkbox"/>						
Education and Enforcement							
Encourage public education to include anti-littering message (composting/ remove & containerize waste/ sweep outdoor areas/ provide municipal green waste program).	<input checked="" type="checkbox"/>						
Encourage local law enforcement to post signs and enforce anti-littering laws, especially for vacant-lot owners.				<input checked="" type="checkbox"/>			
Label litter receptacles with anti-littering messages when possible.		<input checked="" type="checkbox"/>			Our trash cans are emptied 7 days a week		
Encourage participation in/assist with Coastal Cleanup Day and Earth Day litter removals.	<input checked="" type="checkbox"/>						
Encourage maintenance crews to report any privately-owned abandoned, leaking vehicles.	<input checked="" type="checkbox"/>						
Alternative Approaches							
Agency may submit to Regional Board for approval an alternative litter control plan.				<input checked="" type="checkbox"/>			

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>Mill Valley</i>							
Visual Inspections	<input checked="" type="checkbox"/>						
Inspect wet wells or forebays 1/month during the dry season for oil spills or other noticeable pollutant discharge.	<input checked="" type="checkbox"/>						
Inspect wet wells or forebays 1/week during the wet season, for oil spills or other noticeable pollutant discharge.	<input checked="" type="checkbox"/>						
Maximize Removal of Pollutants Prior to Discharge							
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.	<input checked="" type="checkbox"/>						
Have spill kit readily available if there is a large potential for pollutant discharge.	<input checked="" type="checkbox"/>						
Contain lubricants, fuel, and batteries to prevent accidental spills to wet wells.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
Track spills upstream to try to locate the source(s). Document spill incidents per illicit discharge program. Implement enforcement as appropriate.	<input checked="" type="checkbox"/>						
Store oil absorbent materials in appropriate maintenance vehicles.	<input checked="" type="checkbox"/>						
Disposal							
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.	<input checked="" type="checkbox"/>						

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>Mill Valley</i>							
Education/ Training							
Educate all pump station maintenance personnel about the performance standards. Conduct at least one meeting/year to educate.	<input checked="" type="checkbox"/>						
Conduct drills as part of the training, as appropriate.	<input checked="" type="checkbox"/>						

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

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			
<i>Mill Valley</i>							
Clean up all spills and leaks from equipment using "dry" methods. Properly remove contaminated soil; dispose of properly.	<input checked="" type="checkbox"/>						
After job is complete, remove stockpiles and other extras as soon as possible.	<input checked="" type="checkbox"/>						
Prevent pollution of storm water runoff around work areas if unexpected rain.	<input checked="" type="checkbox"/>						
Signing and Striping							
Store spill absorbent materials on trucks.	<input checked="" type="checkbox"/>						
Contain, clean up, properly dispose of waste materials per MSDS (Material Safety Data Sheet).	<input checked="" type="checkbox"/>						
Equipment Clean Up/Storage							
Flush sprayer paint supply lines at corp. yards; clean up properly.	<input checked="" type="checkbox"/>						
Clean sprayers, patch and paving equipment at end of day; use approved collection and disposal methods.	<input checked="" type="checkbox"/>						
Cover sprayers, patch and paving equipment if they contain pollutants to prevent rainfall from transporting pollutants to storm drains.	<input checked="" type="checkbox"/>						

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			
<i>Mill Valley</i>							
<i>Routine Inspection and Cleaning</i>							
Inspect and clean as necessary storm drainage facilities as directed, preferably, prior to rainy season, or alternate.	<input checked="" type="checkbox"/>						
When cleaning storm drains, remove maximum amount of material at nearest access point.	<input checked="" type="checkbox"/>						
<i>Record Keeping</i>							
Report amount of material removed when cleaning storm drainage facilities in monthly forms.	<input checked="" type="checkbox"/>						
Document and track spill incidents and coordinate with your illicit discharge control field surveys.	<input checked="" type="checkbox"/>						
Identify/target storm drain inlet areas requiring more frequent or alternative cleaning and/or public education efforts.	<input checked="" type="checkbox"/>						
<i>Spill Response</i>							
Maintenance staff makes appropriate phone calls if they suspect toxic or hazardous material spills.	<input checked="" type="checkbox"/>						
If non-hazardous, maint. Staff contains spill area immediately; cleans ASAP.	<input checked="" type="checkbox"/>						
Maintenance staff are aware of around-the-clock response/removal spill procedures for hazardous or unknown materials.	<input checked="" type="checkbox"/>						

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

MUNICIPALITY NAME:

<i>Mill Valley</i>	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
Performance Standard	Yes	No	Partial	NA			
<i>Spill Response (Continued)</i>							
Establish response/removal spill procedure for after work hours for non-hazardous materials.	<input checked="" type="checkbox"/>						
Maintenance staff to coordinate with Stormwater Coordinator for appropriate follow-up response.	<input checked="" type="checkbox"/>						
Work with Fire and Police Departments to provide spill report copies to Stormwater Coordinators.	<input checked="" type="checkbox"/>						
<i>Disposal of Material</i>							
Store material removed from storm drainage facilities on impermeable surface (covered during rain) and drain wastewater to sanitary sewer; dispose at appropriate facility.	<input checked="" type="checkbox"/>						
<i>Alternative Approach</i>							
Agency may develop and submit to the Regional Board for approval an alternative storm drain facility pollution control plan.				<input checked="" type="checkbox"/>			

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			
<i>Mill Valley</i>							
Street Sweeping Frequency							
Clean streets according to Action Plan 2010 schedule	<input checked="" type="checkbox"/>						
Problems Associated with Efficient Street Cleaning							
Getting Parked/Abandoned Vehicles Off Streets	<input checked="" type="checkbox"/>						
Maintain consistent sweeping schedule.	<input checked="" type="checkbox"/>						
Measures to keep curbed areas clear during cleaning.	<input checked="" type="checkbox"/>						
Removing leaves during leaf season	<input checked="" type="checkbox"/>						
Analyze alternatives; develop leaf removal program.				<input checked="" type="checkbox"/>			
Encourage residents to collect and compost leaves through green waste program or coordinate with local/regional composting program.	<input checked="" type="checkbox"/>						
Trees near streets	<input checked="" type="checkbox"/>						
Provide operators with resources to report trees interfering with cleaning.	<input checked="" type="checkbox"/>						
Street Cleaning Operation to Maximize Pollutant Removal							
Quality of clean streets: no dirt trails/debris.	<input checked="" type="checkbox"/>						
Check street cleaning equipment for proper adjustment.	<input checked="" type="checkbox"/>						
Operate equipment at manufacturer's specified speed.	<input checked="" type="checkbox"/>						
Street Cleaning Maintenance to Maximize Pollution Removal							
Regularly inspect and maintain equipment.	<input checked="" type="checkbox"/>						
Replace worn components as required to maximize efficiency.	<input checked="" type="checkbox"/>						

MARIN COUNTY STORMWATER 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			
Mill Valley							
Spill Response							
Report spills observed on streets immediately.	<input checked="" type="checkbox"/>						
Respond to spills per Storm Drain Facility Performance Standards	<input checked="" type="checkbox"/>						
Record Keeping							
Track cleaning mileage.	<input checked="" type="checkbox"/>						
Track volume or weight of material removed each cleaning day.	<input checked="" type="checkbox"/>						
Report number of curb miles swept in monthly forms.	<input checked="" type="checkbox"/>						
Identify and target areas for:	<input checked="" type="checkbox"/>						
more frequent cleaning	<input checked="" type="checkbox"/>						
efforts to remove vehicles.				<input checked="" type="checkbox"/>			
education efforts to discourage illegal dumping, etc.	<input checked="" type="checkbox"/>						
Document/track areas where spills were reported and coordinate with agency's illicit discharge control field surveys.	<input checked="" type="checkbox"/>						
Contract Sweepers							
Specify in contracts that compliance with these performance standards will be achieved.	<input checked="" type="checkbox"/>						
Specify in contracts that back up equipment must be available.	<input checked="" type="checkbox"/>						
Specify in contracts that all record keeping information will be provided.	<input checked="" type="checkbox"/>						
Education /Training							
Train staff and contractors annually to identify and report illicit discharges.	<input checked="" type="checkbox"/>						
Train staff and contractors to comply with street sweeping performance standards.	<input checked="" type="checkbox"/>						

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			
<i>Mill Valley</i>							
<i>Prepare for Illicit Discharge Screening and Investigations</i>							
Stormwater Coordinator conducts or delegates the following:	<input checked="" type="checkbox"/>						
Receive information on non-stormwater discharge reports;	<input checked="" type="checkbox"/>						
Assure illicit discharges follow-up, elimination, and clean up are conducted.	<input checked="" type="checkbox"/>						
Provide staff with information on illicit discharge source identification and elimination status;	<input checked="" type="checkbox"/>						
Make sure required reporting is completed.	<input checked="" type="checkbox"/>						
Distribute information to management and elected officials about resources needed to implement the performance standards.	<input checked="" type="checkbox"/>						
Facilitate performance standards implementation.	<input checked="" type="checkbox"/>						
Share local activities/findings with ASC.	<input checked="" type="checkbox"/>						
Train appropriate maintenance and field staff to recognize illicit discharges and response procedures.	<input checked="" type="checkbox"/>						
Train staff assigned to conduct illicit discharge investigations.	<input checked="" type="checkbox"/>						
Develop map of outfalls.	<input checked="" type="checkbox"/>						
Develop maps of complete storm drain system for use to trace illicit discharges.	<input checked="" type="checkbox"/>						

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			
<i>Mill Valley</i>							
Conduct Field Screening							
Identify evidence of illicit discharges while maintenance and field staff are conducting other routine work. Report any evidences of illicit discharges to Stormwater Coordinator.	<input checked="" type="checkbox"/>						
Conduct Field Investigations							
Verify whether an illicit discharge has occurred upon receiving information/ report of such. Initiate follow-up within 24 hours from receipt of report.	<input checked="" type="checkbox"/>						
Find source of illicit discharge and eliminate it. Trace source(s); record and maintain findings.	<input checked="" type="checkbox"/>						
Continue to inspect/follow-up illicit discharges until: source is found and eliminated or discharge has stopped and source cannot be traced.	<input checked="" type="checkbox"/>						
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:	<input checked="" type="checkbox"/>						
Periodic above-ground surveillance	<input checked="" type="checkbox"/>						
Additional business inspections	<input checked="" type="checkbox"/>						
Additional periodic investigations of outfalls, creeks, and open channels	<input checked="" type="checkbox"/>						
Additional targeted education outreach in area.	<input checked="" type="checkbox"/>						

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			
<i>Mill Valley</i>							
<i>Follow-up To Field Screening and Investigations</i>							
Follow-up activities:	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
Distribute appropriate educational and BMP information to business to which discharge has been traced.	<input checked="" type="checkbox"/>						
<i>Follow-up To Field Screening and Investigations - Continued</i>							
Begin enforcement procedures, if appropriate.	<input checked="" type="checkbox"/>						
Ensure that the goal of follow-up investigations is to stop the illicit discharge(s) as soon as practicable.	<input checked="" type="checkbox"/>						

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			
<i>Mill Valley</i>							
<i>Procedures for Spill Prevention, Containment, and Response</i>							
Stormwater Coordinator will conduct or delegate the following:	<input checked="" type="checkbox"/>						
Investigate and record spill report/complaints.	<input checked="" type="checkbox"/>						
Become familiar with existing spill prevention, containment, response, and clean-up programs in the jurisdiction.	<input checked="" type="checkbox"/>						
Coordinate illicit discharge prevention, elimination, and clean-up activities with the spill prevention, containment, response, and clean-up programs.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						

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			
<i>Mill Valley</i>							
Document and Report Completion							
Document number and types of illicit discharge incidents reported and follow-up actions conducted (not including automobile accident fluid spills).	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
Alternative Approaches							
Agency may develop and submit to the Regional Board an alternative illicit discharge control and elimination plan.				<input checked="" type="checkbox"/>			

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>Mill Valley</i>							
<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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						

**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>Mill Valley</i>							
<i>Development Plan Review and Permitting (cont.)</i>							
Require developers/owners/ builders to control stormwater quality impacts of their projects by using appropriate BMPs during construction activities.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
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).	<input checked="" type="checkbox"/>						
Ensure municipal capital improvement projects also include stormwater quality control measures during and after construction, as appropriate for each project.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						

**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>Mill Valley</i>							
Additional Erosion and Sediment Controls							
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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
Construction Inspection							
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.	<input checked="" type="checkbox"/>						

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

MUNICIPALITY NAME:

Mill Valley	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			
Construction Inspection (cont.)							
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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
During the wet season, oversee the inspection of all construction sites with ESC following each major storm event.	<input checked="" type="checkbox"/>						
Education and Outreach							
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.	<input checked="" type="checkbox"/>						

**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>Mill Valley</i>							
Education and Outreach (cont.)							
Train, at least annually, construction inspection staff on inspection procedures, documentation, and enforcement related to stormwater pollution prevention.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
Distribute appropriate educational and outreach materials provided by the Regional Board to utility contractors seeking encroachment and/or grading permits from the municipality.	<input checked="" type="checkbox"/>						

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			
<i>Mill Valley</i>							
Targeting Inspections to Achieve the Most Benefit							
Develop and update a business inspection plan describing:							
inspecting agency/department	<input checked="" type="checkbox"/>						
the agency/department conducting stormwater follow-up/enforcement	<input checked="" type="checkbox"/>						
how information will be coordinated among agencies/departments	<input checked="" type="checkbox"/>						
Priorities for inspecting businesses; identify target businesses with high discharge potential.	<input checked="" type="checkbox"/>						
Inspect and distribute appropriate BMP information to all businesses that impact stormwater quality at least once during <i>Action Plan</i> period (5 years).	<input checked="" type="checkbox"/>						
Inspect and distribute appropriate BMP information to target businesses within jurisdiction.	<input checked="" type="checkbox"/>						
Educate business owners and operators about stormwater pollution prevention, separate from the inspection program.	<input checked="" type="checkbox"/>						
Respond to complaints/ referrals concerning a facility.	<input checked="" type="checkbox"/>						
Reevaluate your agency's priorities for inspecting businesses and update business inspection plan as needed.	<input checked="" type="checkbox"/>						
Preparing for Inspections							
Train facility inspectors so that each inspector can conduct effective stormwater inspections.	<input checked="" type="checkbox"/>						

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			
<i>Mill Valley</i>							
Preparing for Inspections (cont.)							
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.	<input checked="" type="checkbox"/>						
Conducting Inspections							
Inspectors review facility layout to locate storm drain system/ stormwater drainage path	<input checked="" type="checkbox"/>						
Inspectors review/inspect the following for potential to discharge pollutants or exposure to runoff:	<input checked="" type="checkbox"/>						
Outdoor process/ manufacturing areas				<input checked="" type="checkbox"/>			
Outdoor material storage areas	<input checked="" type="checkbox"/>						
Outdoor waste storage and disposal areas	<input checked="" type="checkbox"/>						
Outdoor vehicle and heavy equipment storage and maintenance areas	<input checked="" type="checkbox"/>						
Outdoor parking areas and access roads	<input checked="" type="checkbox"/>						
Outdoor wash areas	<input checked="" type="checkbox"/>						
Surface discharge outlets from rooftop equipment; and	<input checked="" type="checkbox"/>						
Outdoor drainage from indoor areas	<input checked="" type="checkbox"/>						

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

MUNICIPALITY NAME:

<i>Mill Valley</i>	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			
Inspectors notify Stormwater Coordinator of potential to discharge pollutants from non-stormwater discharges and pollutant exposure to stormwater from a business.	<input checked="" type="checkbox"/>						

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			
<i>Mill Valley</i>							
Conducting Inspections (cont.)							
When a business that impacts stormwater quality is identified, Stormwater Coordinator will conduct or delegate:	<input checked="" type="checkbox"/>						
Communicate stormwater requirements	<input checked="" type="checkbox"/>						
Distribute BMP information, educational materials, and referrals to facility representatives, and ask about employee training.	<input checked="" type="checkbox"/>						
Inform the facility representative of problems/violations found and discuss, establish a correction schedule, and follow up.	<input checked="" type="checkbox"/>						
Document and track inspection activities, follow-up, and enforcement activities for annual report.	<input checked="" type="checkbox"/>						
Stormwater Coordinator will conduct or delegate regular inspections of businesses with historical stormwater issues to ensure implementation of BMPs.	<input checked="" type="checkbox"/>						
Achieving Facility Compliance							
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.	<input checked="" type="checkbox"/>						
Begin enforcement procedures, if appropriate.	<input checked="" type="checkbox"/>						
Alternative Approach							
Agency may develop and submit for approval to the Regional Board an alternative industrial/commercial business inspection plan.				<input checked="" type="checkbox"/>			

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)
INDUSTRIAL AND COMMERCIAL DISCHARGE CONTROLS**

MUNICIPALITY NAME:

<i>Mill Valley</i>	Implemented?						
Performance Standard	Yes	No	Partial	NA	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

NA = Not Applicable

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

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>Mill Valley</i>							
Coordination with Countywide Program Activities							
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;	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
Internal Communication and Training							
City Staff and Officials							
Communicate MCSTOPPP information to stormwater staff and elected officials so they are informed about their role in implementing local and countywide programs.	<input checked="" type="checkbox"/>						
Train new employees.	<input checked="" type="checkbox"/>						
Handling Public Telephone Calls							
Establish procedure for routing stormwater calls to the appropriate staff for handling.	<input checked="" type="checkbox"/>						
Train local agency staff handling calls on established procedures.	<input checked="" type="checkbox"/>						
Promote use of one of the agency's phone numbers to facilitate public reporting of illicit discharges.	<input checked="" type="checkbox"/>						

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

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>Mill Valley</i>							
Storm Drain Stencils/Signs							
Each agency will have a program installing stencils/signs on publicly owned storm drain inlets.	<input checked="" type="checkbox"/>						
Maintain signs sufficiently so that they are legible.	<input checked="" type="checkbox"/>						
Coordination with Public Schools (K-12)							
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).	<input checked="" type="checkbox"/>						
Local Community Outreach							
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).	<input checked="" type="checkbox"/>						
Consider initiating and supporting a community outreach program.	<input checked="" type="checkbox"/>						
Agencies with creeks will support their local "friends" of the creek group or equivalent program.	<input checked="" type="checkbox"/>						

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.



MCSTOPPP ANNUAL REPORT PERFORMANCE STANDARDS TABLES FY 2011-2012

1. Enter Municipality Name:

Novato

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			
Novato							
General Standards/Training							
Prepare and maintain a current SWPPP for each facility.	<input checked="" type="checkbox"/>						
Assign one person for each corp. yard to ensure BMPs are implemented.	<input checked="" type="checkbox"/>						
Prepare spill containment kits; store in appropriate locations. Conduct annual drills on how to use the kits.	<input checked="" type="checkbox"/>						
Stencil inlets to storm drainage system.	<input checked="" type="checkbox"/>						
Conduct annual facility surveys for performance standards compliance.	<input checked="" type="checkbox"/>						
Post performance standards guidance and BMPs in appropriate areas.	<input checked="" type="checkbox"/>						
Describe activities to educate staff regarding performance standards in annual report.	<input checked="" type="checkbox"/>						
Include stormwater performance standards in annual updates of other environmental management plans and review plans with facility users.	<input checked="" type="checkbox"/>						
General Housekeeping							
Dispose material removed from streets/storm drainage facilities often to eliminate exposure to rainwater and runoff.	<input checked="" type="checkbox"/>						
Sweep corp. yard at least monthly.	<input checked="" type="checkbox"/>						
Keep chemical storage areas neat and orderly	<input checked="" type="checkbox"/>						

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			
Novato							
Stockpile materials away from streets, gutters, storm drain inlets, or water channels when possible.	<input checked="" type="checkbox"/>						
Inspect the yard at least monthly and during rain events to ensure there are no illicit discharges to the storm drain system.	<input checked="" type="checkbox"/>						
Refuse Holding Area							
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.	<input checked="" type="checkbox"/>						
Auxiliary Storage Areas/Yard							
Store chemicals in appropriate areas.	<input checked="" type="checkbox"/>						
Chemical Storage							
Store paint, chemicals in approved covered containment area. Waste drums closed when not in use; correct labeling; protection from vandalism.	<input checked="" type="checkbox"/>						
If stored outside, keep containers in containment area with tight-fitting lids, preventing discharge to storm drain or contact with rain.	<input checked="" type="checkbox"/>						
Review Material Safety Data Sheets (MSDS) to ensure appropriate materials separation.	<input checked="" type="checkbox"/>						
Review Hazardous Materials Business Plan (HMBP) for requirements.	<input checked="" type="checkbox"/>						

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			
<i>Novato</i>							
Chemical Usage							
Ensure safety equipment and spill containment kits readily accessible in chemical areas; inspect safety equipment.	<input checked="" type="checkbox"/>						
Review Material Safety Data Sheets for proper use.	<input checked="" type="checkbox"/>						
Minimize use of chemicals.	<input checked="" type="checkbox"/>						
Recycle/dispose of excess chemicals at approved locations.	<input checked="" type="checkbox"/>						
Ensure chemical containers have secure lids and transport properly.	<input checked="" type="checkbox"/>						
Properly remove soils contaminated with spilled materials.	<input checked="" type="checkbox"/>						
A. Oil-based Paints. Wipe oil-based paints from brushes; use filters, reuse thinners or dispose as hazardous waste.	<input checked="" type="checkbox"/>						
B. Water-based Paints. Rinse water-based paints out of brushes, discharge to sanitary sewer; dry excess paint to trash; otherwise hazardous waste or recycle.	<input checked="" type="checkbox"/>						
C. Automotive Fluids. Collect used automotive fluids; dispose or recycle appropriately.	<input checked="" type="checkbox"/>						
D. Pesticides. Follow California Department of Pesticide Regulations procedures for mixing, application, storage, and recycling requirements.	<input checked="" type="checkbox"/>						

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			
Novato							
Consider using IPM. Use least toxic methods. Avoid copper-based pesticides and diazinon.	<input checked="" type="checkbox"/>						
Apply pesticides at appropriate times to minimize runoff.	<input checked="" type="checkbox"/>						
Mix only as much pesticides as needed. Do not mix or load pesticides near storm drains.	<input checked="" type="checkbox"/>						
E. Solvent/Cleaning Solutions. Properly recycle/dispose of used solvents/ chemicals.	<input checked="" type="checkbox"/>						
Washing Vehicles/Equipment							
Clean all vehicles/ equipment on designated wash pad areas that drain to sanitary sewer or recycle. Wash off-site if necessary.	<input checked="" type="checkbox"/>						
Ensure wash area & sump are large enough so all washwater drains to sanitary sewer or recycling system	<input checked="" type="checkbox"/>						
Visually monitor wash pad area.	<input checked="" type="checkbox"/>						
Consider assigning schedules for wash area use.	<input checked="" type="checkbox"/>						
Fuel Dispensing Area							
Store spill containment kits nearby; follow appropriate procedures, use dry cleaning methods if there is a spill.	<input checked="" type="checkbox"/>						
Train employees in proper fueling, cleaning, and spill response procedures. Conduct annual drills.	<input checked="" type="checkbox"/>						

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			
Novato							
Fuel Dispensing Area (Continued)							
Install signs not to "top off" tanks.	<input checked="" type="checkbox"/>						
Discourage mobile fueling; establish designated areas for it.	<input checked="" type="checkbox"/>						
Consider covering fuel dispensing areas; no fueling over open ground. Implement Retail Gasoline Outlet BMPs.	<input checked="" type="checkbox"/>						
Design fueling area to prevent "run-on" of storm water and runoff of spills.	<input checked="" type="checkbox"/>						
Fleet Maintenance/Vehicle Parking Areas							
Regularly inspect equipment for leaks. Use drip pans; repair.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
Dry sweep area periodically.	<input checked="" type="checkbox"/>						
Schedule outdoor repair activities for dry weather, if possible.	<input checked="" type="checkbox"/>						
Clean equipment regularly using proper collection and disposal methods when necessary	<input checked="" type="checkbox"/>						

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			
Novato							
Services							
Provide adequate number of litter receptacles in commercial/other litter source areas.	<input checked="" type="checkbox"/>						
Pick up litter receptacles frequently to prevent/minimize spillage.	<input checked="" type="checkbox"/>						
Document/maintain monthly records for:							
Areas targeted for litter removal;	<input checked="" type="checkbox"/>						Only on Novato Earth Day and Clean & Green Day
Total amount of material removed.	<input checked="" type="checkbox"/>						30 Yards/yr
Education and Enforcement							
Encourage public education to include anti-littering message (composting/ remove & containerize waste/ sweep outdoor areas/ provide municipal green waste program).	<input checked="" type="checkbox"/>						
Encourage local law enforcement to post signs and enforce anti-littering laws, especially for vacant-lot owners.	<input checked="" type="checkbox"/>						Signs are posted by City and private property enforced by Code Enforcement, Code Enforcement have their own outreach program
Label litter receptacles with anti-littering messages when possible.	<input checked="" type="checkbox"/>						
Encourage participation in/assist with Coastal Cleanup Day and Earth Day litter removals.	<input checked="" type="checkbox"/>						
Encourage maintenance crews to report any privately-owned abandoned, leaking vehicles.	<input checked="" type="checkbox"/>				Police enforce their policy		
Alternative Approaches							
Agency may submit to Regional Board for approval an alternative litter control plan.	<input checked="" type="checkbox"/>						

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>Novato</i>							
Visual Inspections							
Inspect wet wells or forebays 1/month during the dry season for oil spills or other noticeable pollutant discharge.	<input checked="" type="checkbox"/>						
Inspect wet wells or forebays 1/week during the wet season, for oil spills or other noticeable pollutant discharge.	<input checked="" type="checkbox"/>						
Maximize Removal of Pollutants Prior to Discharge							
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.	<input checked="" type="checkbox"/>						
Have spill kit readily available if there is a large potential for pollutant discharge.	<input checked="" type="checkbox"/>						
Contain lubricants, fuel, and batteries to prevent accidental spills to wet wells.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
Track spills upstream to try to locate the source(s). Document spill incidents per illicit discharge program. Implement enforcement as appropriate.	<input checked="" type="checkbox"/>						
Store oil absorbent materials in appropriate maintenance vehicles.	<input checked="" type="checkbox"/>						
Disposal							
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.	<input checked="" type="checkbox"/>						

**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>Novato</i>							
<i>Education/ Training</i>							
Educate all pump station maintenance personnel about the performance standards. Conduct at least one meeting/year to educate.	<input checked="" type="checkbox"/>						
Conduct drills as part of the training, as appropriate.	<input checked="" type="checkbox"/>						

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

**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			
<i>Novato</i>							
Clean up all spills and leaks from equipment using "dry" methods. Properly remove contaminated soil; dispose of properly.	<input checked="" type="checkbox"/>						
After job is complete, remove stockpiles and other extras as soon as possible.	<input checked="" type="checkbox"/>						
Prevent pollution of storm water runoff around work areas if unexpected rain.	<input checked="" type="checkbox"/>						
Signing and Striping							
Store spill absorbent materials on trucks.	<input checked="" type="checkbox"/>						
Contain, clean up, properly dispose of waste materials per MSDS (Material Safety Data Sheet).	<input checked="" type="checkbox"/>						
Equipment Clean Up/Storage							
Flush sprayer paint supply lines at corp. yards; clean up properly.	<input checked="" type="checkbox"/>						
Clean sprayers, patch and paving equipment at end of day; use approved collection and disposal methods.	<input checked="" type="checkbox"/>						
Cover sprayers, patch and paving equipment if they contain pollutants to prevent rainfall from transporting pollutants to storm drains.	<input checked="" type="checkbox"/>						

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			
Novato							
<i>Routine Inspection and Cleaning</i>							
Inspect and clean as necessary storm drainage facilities as directed, preferably, prior to rainy season, or alternate.	<input checked="" type="checkbox"/>						
When cleaning storm drains, remove maximum amount of material at nearest access point.	<input checked="" type="checkbox"/>						
<i>Record Keeping</i>							
Report amount of material removed when cleaning storm drainage facilities in monthly forms.	<input checked="" type="checkbox"/>						
Document and track spill incidents and coordinate with your illicit discharge control field surveys.	<input checked="" type="checkbox"/>						
Identify/target storm drain inlet areas requiring more frequent or alternative cleaning and/or public education efforts.	<input checked="" type="checkbox"/>						
<i>Spill Response</i>							
Maintenance staff makes appropriate phone calls if they suspect toxic or hazardous material spills.	<input checked="" type="checkbox"/>						
If non-hazardous, maint. Staff contains spill area immediately; cleans ASAP.	<input checked="" type="checkbox"/>						
Maintenance staff are aware of around-the-clock response/removal spill procedures for hazardous or unknown materials.	<input checked="" type="checkbox"/>						

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

MUNICIPALITY NAME:

Novato	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
Performance Standard	Yes	No	Partial	NA			
Spill Response (Continued)							
Establish response/removal spill procedure for after work hours for non-hazardous materials.	<input checked="" type="checkbox"/>						
Maintenance staff to coordinate with Stormwater Coordinator for appropriate follow-up response.	<input checked="" type="checkbox"/>						
Work with Fire and Police Departments to provide spill report copies to Stormwater Coordinators.	<input checked="" type="checkbox"/>						
Disposal of Material							
Store material removed from storm drainage facilities on impermeable surface (covered during rain) and drain wastewater to sanitary sewer; dispose at appropriate facility.	<input checked="" type="checkbox"/>						
Alternative Approach							
Agency may develop and submit to the Regional Board for approval an alternative storm drain facility pollution control plan.	<input checked="" type="checkbox"/>						

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 -- 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			
<i>Novato</i>							
Street Sweeping Frequency							
Clean streets according to Action Plan 2010 schedule	<input checked="" type="checkbox"/>						
Problems Associated with Efficient Street Cleaning							
Getting Parked/Abandoned Vehicles Off Streets	<input checked="" type="checkbox"/>						The Police department functions relatively autonomously, yet they play an important role in helping the City to meet the Education and Enforcement requirements outlined on the Program Performance Standards Matrix.
Maintain consistent sweeping schedule.	<input checked="" type="checkbox"/>						
Measures to keep curbed areas clear during cleaning.	<input checked="" type="checkbox"/>						
Removing leaves during leaf season	<input checked="" type="checkbox"/>						
Analyze alternatives; develop leaf removal program.	<input checked="" type="checkbox"/>						
Encourage residents to collect and compost leaves through green waste program or coordinate with local/regional composting program.	<input checked="" type="checkbox"/>						
Trees near streets	<input checked="" type="checkbox"/>						
Provide operators with resources to report trees interfering with cleaning.	<input checked="" type="checkbox"/>						
Street Cleaning Operation to Maximize Pollutant Removal							
Quality of clean streets: no dirt trails/debris.	<input checked="" type="checkbox"/>						
Check street cleaning equipment for proper adjustment.	<input checked="" type="checkbox"/>						
Operate equipment at manufacturer's specified speed.	<input checked="" type="checkbox"/>						
Street Cleaning Maintenance to Maximize Pollution Removal							

MARIN COUNTY STORMWATER 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			
<i>Novato</i>							
Regularly inspect and maintain equipment.	<input checked="" type="checkbox"/>						
Replace worn components as required to maximize efficiency.	<input checked="" type="checkbox"/>						

MARIN COUNTY STORMWATER 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			
Novato							
Spill Response							
Report spills observed on streets immediately.	<input checked="" type="checkbox"/>						
Respond to spills per Storm Drain Facility Performance Standards	<input checked="" type="checkbox"/>						
Record Keeping							
Track cleaning mileage.	<input checked="" type="checkbox"/>						
Track volume or weight of material removed each cleaning day.	<input checked="" type="checkbox"/>						
Report number of curb miles swept in monthly forms.	<input checked="" type="checkbox"/>						
Identify and target areas for:							
more frequent cleaning	<input checked="" type="checkbox"/>						
efforts to remove vehicles.							
education efforts to discourage illegal dumping, etc.	<input checked="" type="checkbox"/>						
Document/track areas where spills were reported and coordinate with agency's illicit discharge control field surveys.	<input checked="" type="checkbox"/>						
Contract Sweepers							
Specify in contracts that compliance with these performance standards will be achieved.				<input checked="" type="checkbox"/>	No contract service		
Specify in contracts that back up equipment must be available.				<input checked="" type="checkbox"/>	No contract service		
Specify in contracts that all record keeping information will be provided.				<input checked="" type="checkbox"/>	No contract service		
Education /Training							
Train staff and contractors annually to identify and report illicit discharges.	<input checked="" type="checkbox"/>						
Train staff and contractors to comply with street sweeping performance standards.	<input checked="" type="checkbox"/>						

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)
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			
<i>Novato</i>							
<i>Prepare for Illicit Discharge Screening and Investigations</i>							
Stormwater Coordinator conducts or delegates the following:							
Receive information on non-stormwater discharge reports;	<input checked="" type="checkbox"/>						
Assure illicit discharges follow-up, elimination, and clean up are conducted.	<input checked="" type="checkbox"/>						
Provide staff with information on illicit discharge source identification and elimination status;	<input checked="" type="checkbox"/>						
Make sure required reporting is completed.	<input checked="" type="checkbox"/>						
Distribute information to management and elected officials about resources needed to implement the performance standards.	<input checked="" type="checkbox"/>						
Facilitate performance standards implementation.	<input checked="" type="checkbox"/>						
Share local activities/findings with ASC.	<input checked="" type="checkbox"/>						
Train appropriate maintenance and field staff to recognize illicit discharges and response procedures.	<input checked="" type="checkbox"/>						
Train staff assigned to conduct illicit discharge investigations.	<input checked="" type="checkbox"/>						
Develop map of outfalls.	<input checked="" type="checkbox"/>						
Develop maps of complete storm drain system for use to trace illicit discharges.	<input checked="" type="checkbox"/>						

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			
<i>Novato</i>							
Conduct Field Screening							
Identify evidence of illicit discharges while maintenance and field staff are conducting other routine work. Report any evidences of illicit discharges to Stormwater Coordinator.	<input checked="" type="checkbox"/>						
Conduct Field Investigations							
Verify whether an illicit discharge has occurred upon receiving information/ report of such. Initiate follow-up within 24 hours from receipt of report.	<input checked="" type="checkbox"/>						
Find source of illicit discharge and eliminate it. Trace source(s); record and maintain findings.	<input checked="" type="checkbox"/>						
Continue to inspect/follow-up illicit discharges until: source is found and eliminated or discharge has stopped and source cannot be traced.	<input checked="" type="checkbox"/>						
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	<input checked="" type="checkbox"/>						
Additional business inspections	<input checked="" type="checkbox"/>						
Additional periodic investigations of outfalls, creeks, and open channels	<input checked="" type="checkbox"/>						
Additional targeted education outreach in area.	<input checked="" type="checkbox"/>						

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			
Novato							
<i>Follow-up To Field Screening and Investigations</i>							
Follow-up activities:							
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.	<input checked="" type="checkbox"/>						
Distribute appropriate educational and BMP information to business to which discharge has been traced.	<input checked="" type="checkbox"/>						
<i>Follow-up To Field Screening and Investigations - Continued</i>							
Begin enforcement procedures, if appropriate.	<input checked="" type="checkbox"/>						
Ensure that the goal of follow-up investigations is to stop the illicit discharge(s) as soon as practicable.	<input checked="" type="checkbox"/>						

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

MUNICIPALITY NAME:

Novato	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
Performance Standard	Yes	No	Partial	NA			
<i>Procedures for Spill Prevention, Containment, and Response</i>							
Stormwater Coordinator will conduct or delegate the following:							
Investigate and record spill report/complaints.	<input checked="" type="checkbox"/>						
Become familiar with existing spill prevention, containment, response, and clean-up programs in the jurisdiction.	<input checked="" type="checkbox"/>						
Coordinate illicit discharge prevention, elimination, and clean-up activities with the spill prevention, containment, response, and clean-up programs.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						

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			
<i>Novato</i>							
<i>Document and Report Completion</i>							
Document number and types of illicit discharge incidents reported and follow-up actions conducted (not including automobile accident fluid spills).	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
<i>Alternative Approaches</i>							
Agency may develop and submit to the Regional Board an alternative illicit discharge control and elimination plan.	<input checked="" type="checkbox"/>						

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>Novato</i>							
<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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						

**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>Novato</i>							
Development Plan Review and Permitting (cont.)							
Require developers/owners/ builders to control stormwater quality impacts of their projects by using appropriate BMPs during construction activities.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
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).	<input checked="" type="checkbox"/>						
Ensure municipal capital improvement projects also include stormwater quality control measures during and after construction, as appropriate for each project.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						

**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>Novato</i>							
Additional Erosion and Sediment Controls							
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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
Construction Inspection							
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.	<input checked="" type="checkbox"/>						

**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>Novato</i>							
Construction Inspection (cont.)							
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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
During the wet season, oversee the inspection of all construction sites with ESC following each major storm event.	<input checked="" type="checkbox"/>						
Education and Outreach							
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.	<input checked="" type="checkbox"/>						Trainings are done by Countywide and internal Programs

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

MUNICIPALITY NAME:

<i>Novato</i>	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			
<i>Education and Outreach (cont.)</i>							
Train, at least annually, construction inspection staff on inspection procedures, documentation, and enforcement related to stormwater pollution prevention.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
Distribute appropriate educational and outreach materials provided by the Regional Board to utility contractors seeking encroachment and/or grading permits from the municipality.	<input checked="" type="checkbox"/>						

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			
<i>Novato</i>							
Targeting Inspections to Achieve the Most Benefit							
Develop and update a business inspection plan describing:							
inspecting agency/department	<input checked="" type="checkbox"/>						
the agency/department conducting stormwater follow-up/enforcement	<input checked="" type="checkbox"/>						
how information will be coordinated among agencies/departments	<input checked="" type="checkbox"/>						
Priorities for inspecting businesses; identify target businesses with high discharge potential.	<input checked="" type="checkbox"/>						
Inspect and distribute appropriate BMP information to all businesses that impact stormwater quality at least once during <i>Action Plan</i> period (5 years).	<input checked="" type="checkbox"/>						
Inspect and distribute appropriate BMP information to target businesses within jurisdiction.	<input checked="" type="checkbox"/>						
Educate business owners and operators about stormwater pollution prevention, separate from the inspection program.	<input checked="" type="checkbox"/>						
Respond to complaints/ referrals concerning a facility.	<input checked="" type="checkbox"/>						
Reevaluate your agency's priorities for inspecting businesses and update business inspection plan as needed.	<input checked="" type="checkbox"/>						
Preparing for Inspections							
Train facility inspectors so that each inspector can conduct effective stormwater inspections.	<input checked="" type="checkbox"/>						

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			
<i>Novato</i>							
<i>Preparing for Inspections (cont.)</i>							
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.	<input checked="" type="checkbox"/>						
<i>Conducting Inspections</i>							
Inspectors review facility layout to locate storm drain system/ stormwater drainage path	<input checked="" type="checkbox"/>						
Inspectors review/inspect the following for potential to discharge pollutants or exposure to runoff:	<input checked="" type="checkbox"/>						
Outdoor process/ manufacturing areas	<input checked="" type="checkbox"/>						
Outdoor material storage areas	<input checked="" type="checkbox"/>						
Outdoor waste storage and disposal areas	<input checked="" type="checkbox"/>						
Outdoor vehicle and heavy equipment storage and maintenance areas	<input checked="" type="checkbox"/>						
Outdoor parking areas and access roads	<input checked="" type="checkbox"/>						
Outdoor wash areas	<input checked="" type="checkbox"/>						
Surface discharge outlets from rooftop equipment; and	<input checked="" type="checkbox"/>						
Outdoor drainage from indoor areas	<input checked="" type="checkbox"/>						
Inspectors notify Stormwater Coordinator of potential to discharge pollutants from non-stormwater discharges and pollutant exposure to stormwater from a business.	<input checked="" type="checkbox"/>						

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			
<i>Novato</i>							
Conducting Inspections (cont.)							
When a business that impacts stormwater quality is identified, Stormwater Coordinator will conduct or delegate:	<input checked="" type="checkbox"/>						
Communicate stormwater requirements	<input checked="" type="checkbox"/>						
Distribute BMP information, educational materials, and referrals to facility representatives, and ask about employee training.	<input checked="" type="checkbox"/>						
Inform the facility representative of problems/violations found and discuss, establish a correction schedule, and follow up.	<input checked="" type="checkbox"/>						
Document and track inspection activities, follow-up, and enforcement activities for annual report.	<input checked="" type="checkbox"/>						
Stormwater Coordinator will conduct or delegate regular inspections of businesses with historical stormwater issues to ensure implementation of BMPs.	<input checked="" type="checkbox"/>						
Achieving Facility Compliance							
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.	<input checked="" type="checkbox"/>						
Begin enforcement procedures, if appropriate.	<input checked="" type="checkbox"/>						
Alternative Approach							
Agency may develop and submit for approval to the Regional Board an alternative industrial/commercial business inspection plan.	<input checked="" type="checkbox"/>						

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:

Municipality Name	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			
Coordination with Countywide Program Activities							
The Stormwater Coordinator or a delegate will:	<input checked="" type="checkbox"/>						
stay informed about the programs and materials being developed by the Countywide Program by attending Agency Staff Committee meetings;	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
Internal Communication and Training							
City Staff and Officials							
Communicate MCSTOPPP information to stormwater staff and elected officials so they are informed about their role in implementing local and countywide programs.	<input checked="" type="checkbox"/>						
Train new employees.	<input checked="" type="checkbox"/>						
Handling Public Telephone Calls							
Establish procedure for routing stormwater calls to the appropriate staff for handling.	<input checked="" type="checkbox"/>						
Train local agency staff handling calls on established procedures.	<input checked="" type="checkbox"/>						
Promote use of one of the agency's phone numbers to facilitate public reporting of illicit discharges.	<input checked="" type="checkbox"/>						

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

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			
Novato							
Storm Drain Stencils/Signs							
Each agency will have a program installing stencils/signs on publicly owned storm drain inlets.	<input checked="" type="checkbox"/>						
Maintain signs sufficiently so that they are legible.	<input checked="" type="checkbox"/>						
Coordination with Public Schools (K-12)							
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).	<input checked="" type="checkbox"/>						
Local Community Outreach							
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).	<input checked="" type="checkbox"/>						Participate through MCSTOPPP Outreach Program
Consider initiating and supporting a community outreach program.	<input checked="" type="checkbox"/>						
Agencies with creeks will support their local "friends" of the creek group or equivalent program.	<input checked="" type="checkbox"/>						

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.

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

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			
General Standards/Training							
Prepare and maintain a current SWPPP for each facility.			X		Follow BMPs that have been developed for the Corp Yard (not written)	Plan on developing a written SWPPP to coincide with the new Phase II Permit requirements	
Assign one person for each corp. yard to ensure BMPs are implemented.	X						
Prepare spill containment kits; store in appropriate locations. Conduct annual drills on how to use the kits.	X						Fire Dept. is located within the Corp Yard and has spill kits on trucks
Stencil inlets to storm drainage system.	X						
Conduct annual facility surveys for performance standards compliance.	X						
Post performance standards guidance and BMPs in appropriate areas.		X			Follow BMPs that have been developed for the Corp Yard (not written)	Plan on developing a written SWPPP to coincide with the new Phase II Permit requirements	
Describe activities to educate staff regarding performance standards in annual report.	X						
Include stormwater performance standards in annual updates of other environmental management plans and review plans with facility users.		X			Follow BMPs that have been developed for the Corp Yard (not written)	Plan on developing a written SWPPP to coincide with the new Phase II Permit requirements	
General Housekeeping							
Dispose material removed from streets/storm drainage facilities often to eliminate exposure to rainwater and runoff.	X						

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

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			
Sweep corp. yard at least monthly.	X						
Keep chemical storage areas neat and orderly	X						
Stockpile materials away from streets, gutters, storm drain inlets, or water channels when possible.	X						
Inspect the yard at least monthly and during rain events to ensure there are no illicit discharges to the storm drain system.	X						
Refuse Holding Area							
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.	X						
Auxiliary Storage Areas/Yard							
Store chemicals in appropriate areas.	X						
Chemical Storage							
Store paint, chemicals in approved covered containment area. Waste drums closed when not in use; correct labeling; protection from vandalism.	X						
If stored outside, keep containers in containment area with tight-fitting lids, preventing discharge to storm drain or contact with rain.	X						WE DO NOT STORE OUTSIDE

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

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			
Review Material Safety Data Sheets (MSDS) to ensure appropriate materials separation.		X			Municipality is in the process of collecting necessary MSDS Sheets		
Review Hazardous Materials Business Plan (HMBP) for requirements.				X			
Chemical Usage							
Ensure safety equipment and spill containment kits readily accessible in chemical areas; inspect safety equipment.	X						
Review Material Safety Data Sheets.			X		Municipality is in the process of collecting necessary MSDS Sheets		
Minimize use of chemicals.	X						
Recycle/dispose of excess chemicals at approved locations.	X						
Ensure chemical containers have secure lids and transport properly.	X						
Properly remove soils contaminated with spilled materials.	X						
A. Oil-based Paints. Wipe oil-based paints from brushes; use filters, reuse thinners or dispose as hazardous waste.				X			WE DO NOT USE OIL BASE PAINTS
B. Water-based Paints. Rinse water-based paints out of brushes, discharge to sanitary sewer; dry excess paint to trash; otherwise hazardous waste or recycle.	X						

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

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			
C. Automotive Fluids. Collect used automotive fluids; dispose or recycle appropriately.	X						
D. Pesticides. Follow California Department of Pesticide Regulations procedures for mixing, application, storage, and recycling requirements.				X			WE DO NOT USE PESTISIDES
Consider using IPM. Use least toxic methods. Avoid copper-based pesticides and diazinon.	X						
Apply pesticides at appropriate times to minimize runoff.				X			
Mix only as much pesticides as needed. Do not mix or load pesticides near storm drains.				X			
E. Solvent/Cleaning Solutions. Properly recycle/dispose of used solvents/ chemicals.	X						
<i>Washing Vehicles/Equipment</i>							
Clean all vehicles/ equipment on designated wash pad areas that drain to sanitary sewer or recycle. Wash off-site if necessary.	X						
Ensure wash area & sump are large enough so all washwater drains to sanitary sewer or recycling system	X						
Visually monitor wash pad area.	X						
Consider assigning schedules for wash area use.	X						
<i>Fuel Dispensing Area</i>							

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

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			
Store spill containment kits nearby; follow appropriate procedures, use dry cleaning methods if there is a spill.				X			Fuel at public gas stations
Train employees in proper fueling, cleaning, and spill response procedures. Conduct annual drills.				X			
Fuel Dispensing Area (Continued)							
Install signs not to "top off" tanks.				X			Fuel at public gas stations
Discourage mobile fueling; establish designated areas for it.				X			
Consider covering fuel dispensing areas; no fueling over open ground. Implement RGO BMPs.				X			
Design fueling area to prevent "run-on" of storm water and runoff of spills.				X			
Fleet Maintenance/Vehicle Parking Areas							
Regularly inspect equipment for leaks. Use drip pans; repair.	X						
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.				X			
Dry sweep area periodically.				X			
Schedule outdoor repair activities for dry weather, if possible.				X			
Clean equipment regularly using proper collection and disposal methods when necessary		X					

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

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			

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**

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			
Services							
Provide adequate number of litter receptacles in commercial/other litter source areas.	X						
Pick up litter receptacles frequently to prevent/minimize spillage.	X						
Document/maintain monthly records for:							
Areas targeted for litter removal;	X						
Total amount of material removed.	X						
Education and Enforcement							
Encourage public education to include anti-littering message (composting/ remove & containerize waste/ sweep outdoor areas/ provide municipal green waste program).	X						
Encourage local law enforcement to post signs and enforce anti-littering laws, especially for vacant-lot owners.	X						
Label litter receptacles with anti-littering messages when possible.	X						
Encourage participation in/assist with Coastal Cleanup Day and Earth Day litter removals.	X						
Encourage maintenance crews to report any privately-owned abandoned, leaking vehicles.	X						
Alternative Approaches							
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

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			
Visual Inspections							
Inspect wet wells or forebays 1/month during the dry season for oil spills or other noticeable pollutant discharge.				X			
Inspect wet wells or forebays 1/week during the wet season, for oil spills or other noticeable pollutant discharge.				X			
Maximize Removal of Pollutants Prior to Discharge							
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.				X			
Have spill kit readily available if there is a large potential for pollutant discharge.				X			
Contain lubricants, fuel, and batteries to prevent accidental spills to wet wells.				X			
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.				X			
Track spills upstream to try to locate the source(s). Document spill incidents per illicit discharge program. Implement enforcement as appropriate.				X			
Store oil absorbent materials in appropriate maintenance vehicles.				X			
Disposal							

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

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			
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.				X			
Education/ Training							
Educate all pump station maintenance personnel about the performance standards. Conduct at least one meeting/year to educate.				X			
Conduct drills as part of the training, as appropriate.				X			

NA = Not Applicable

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

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

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

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			
Clean up all spills and leaks from equipment using "dry" methods. Properly remove contaminated soil; dispose of properly.	X						
After job is complete, remove stockpiles and other extras as soon as possible.	X						
Prevent pollution of storm water runoff around work areas if unexpected rain.	X						
Signing and Striping							
Store spill absorbent materials on trucks.	X						
Contain, clean up, properly dispose of waste materials per MSDS (Material Safety Data Sheet).	X						
Equipment Clean Up/Storage							
Flush sprayer paint supply lines at corp. yards; clean up properly.	X						
Clean sprayers, patch and paving equipment at end of day; use approved collection and disposal methods.	X						
Cover sprayers, patch and paving equipment if they contain pollutants to prevent rainfall from transporting pollutants to storm drains.	X						

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

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			
<i>Routine Inspection and Cleaning</i>							
Inspect and clean as necessary storm drainage facilities as directed, preferably, prior to rainy season, or alternate.	X						
When cleaning storm drains, remove maximum amount of material at nearest access point.	X						
<i>Record Keeping</i>							
Report amount of material removed when cleaning storm drainage facilities in monthly forms.	X						
Document and track spill incidents and coordinate with your illicit discharge control field surveys.	X						
Identify/target storm drain inlet areas requiring more frequent or alternative cleaning and/or public education efforts.	X						
<i>Spill Response</i>							
Maintenance staff makes appropriate phone calls if they suspect toxic or hazardous material spills.	X						
If non-hazardous, maint. Staff contains spill area immediately; cleans ASAP.	X						
Maintenance staff are aware of around-the-clock response/removal spill procedures for hazardous or unknown materials.	X						

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

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			
<i>Spill Response (Continued)</i>							
Establish response/removal spill procedure for after work hours for non-hazardous materials.	X						
Maintenance staff to coordinate with Stormwater Coordinator for appropriate follow-up response.	X						
Work with Fire and Police Departments to provide spill report copies to Stormwater Coordinators.	X						
<i>Disposal of Material</i>							
Store material removed from storm drainage facilities on impermeable surface (covered during rain) and drain wastewater to sanitary sewer; dispose at appropriate facility.	X						
<i>Alternative Approach</i>							
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

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>Street Sweeping Frequency</i>							
Clean streets according to Action Plan 2010 schedule	X						
<i>Problems Associated with Efficient Street Cleaning</i>							
Getting Parked/Abandoned Vehicles Off Streets	X						
Maintain consistent sweeping schedule.	X						
Measures to keep curbed areas clear during cleaning.	X						
Removing leaves during leaf season	X						
Analyze alternatives; develop leaf removal program.	X						
Encourage residents to collect and compost leaves through green waste program or coordinate with local/regional composting program.	X						
Trees near streets	X						
Provide operators with resources to report trees interfering with cleaning.	X						
<i>Street Cleaning Operation to Maximize Pollutant Removal</i>							
Quality of clean streets: no dirt trails/debris.	X						
Check street cleaning equipment for proper adjustment.	X						
Operate equipment at manufacturer's specified speed.	X						
<i>Street Cleaning Maintenance to Maximize Pollution Removal</i>							
Regularly inspect and maintain equipment.	X						
Replace worn components as required to maximize efficiency.	X						

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

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			
Spill Response							
Report spills observed on streets immediately.	X						
Respond to spills per Storm Drain Facility Performance Standards	X						
Record Keeping							
Track cleaning mileage.	X						
Track volume or weight of material removed each cleaning day.	X						
Report number of curb miles swept in monthly forms.	X						
Identify and target areas for:	X						
more frequent cleaning	X						
efforts to remove vehicles.	X						
education efforts to discourage illegal dumping, etc.	X						
Document/track areas where spills were reported and coordinate with agency's illicit discharge control field surveys.	X						
Contract Sweepers							
Specify in contracts that compliance with these performance standards will be achieved.	X						
Specify in contracts that back up equipment must be available.	X						
Specify in contracts that all record keeping information will be provided.	X						
Education /Training							
Train staff and contractors annually to identify and report illicit discharges.	X						
Train staff and contractors to comply with street sweeping performance standards.	X						

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

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			

NA = Not Applicable

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

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			
<i>Prepare for Illicit Discharge Screening and Investigations</i>							
Stormwater Coordinator conducts or delegates the following:							
Receive information on non-stormwater discharge reports;	X						
Assure illicit discharges follow-up, elimination, and clean up are conducted.	X						
Provide staff with information on illicit discharge source identification and elimination status;	X						
Make sure required reporting is completed.	X						
Distribute information to management and elected officials about resources needed to implement the performance standards.	X						
Facilitate performance standards implementation.	X						
Share local activities/findings with ASC.	X						
Train appropriate maintenance and field staff to recognize illicit discharges and response procedures.	X						
Train staff assigned to conduct illicit discharge investigations.	X						
Develop map of outfalls.	X						
Develop maps of complete storm drain system for use to trace illicit discharges.	X						

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

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			
Conduct Field Screening							
Identify evidence of illicit discharges while maintenance and field staff are conducting other routine work. Report any evidences of illicit discharges to Stormwater Coordinator.	X						
Conduct Field Investigations							
Verify whether an illicit discharge has occurred upon receiving information/ report of such. Initiate follow-up within 24 hours from receipt of report.	X						
Find source of illicit discharge and eliminate it. Trace source(s); record and maintain findings.	X						
Continue to inspect/follow-up illicit discharges until: source is found and eliminated or discharge has stopped and source cannot be traced.	X						
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	X						
Additional business inspections	X						
Additional periodic investigations of outfalls, creeks, and open channels	X						
Additional targeted education outreach in area.	X						

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

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			
<i>Follow-up To Field Screening and Investigations</i>							
Follow-up activities:							
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 not party found, distribute educational materials to those in the immediate vicinity.	X						
Distribute appropriate educational and BMP information to business to which discharge has been traced.	X						
<i>Follow-up To Field Screening and Investigations - Continued</i>							
Begin enforcement procedures, if appropriate.	X						
Ensure that the goal of follow-up investigations is to stop the illicit discharge(s) as soon as practicable.	X						

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

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			
<i>Procedures for Spill Prevention, Containment, and Response</i>							
Stormwater Coordinator will conduct or delegate the following:							
Investigate and record spill report/complaints.	X						
Become familiar with existing spill prevention, containment, response, and clean-up programs in the jurisdiction.	X						
Coordinate illicit discharge prevention, elimination, and clean-up activities with the spill prevention, containment, response, and clean-up programs.	X						
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.	X						

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

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			
Document and Report Completion							
Document number and types of illicit discharge incidents reported and follow-up actions conducted (not including automobile accident fluid spills).	X						
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.	X						
Alternative Approaches							
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**

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.	X						
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.	X						
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.	X						
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.	X						

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

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			
Development Plan Review and Permitting (cont.)							
Require developers/owners/ builders to control stormwater quality impacts of their projects by using appropriate BMPs during construction activities.	X						
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.	X						
Require developers/owners/ builders of projects that disturb land area of one acre or more to demonstrate coverage under the State Construction Activity Stormwater General Permit.	X						
Ensure municipal capital improvement projects also include stormwater quality control measures during and after construction, as appropriate for each project.	X						
Require developers and owner/builders of projects that disturb a land area of one acre or more to demonstrate coverage under the State Construction General Permit. (Submit copy of NOI to keep on file)	X						
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.	X						

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

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			
Additional Erosion and Sediment Controls							
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.	X						
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.	X						
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.	X						
Construction Inspection							
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.	X						

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

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			
Construction Inspection (cont.)							
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.	X						
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.	X						
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.	X						
During the wet season, oversee the inspection of all construction sites with ESC following each major storm event.	X						
Education and Outreach							
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.	X						

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

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			
Education and Outreach (cont.)							
Train, at least annually, construction inspection staff on inspection procedures, documentation, and enforcement related to stormwater pollution prevention.	X						
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.	X						
Distribute appropriate educational and outreach materials provide by the Regional Board to utility contractors seeking encroachment and/or grading permits from the municipality.	X						

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**

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			
Targeting Inspections to Achieve the Most Benefit							
Develop and update a business inspection plan describing:							
inspecting agency/department	X						
the agency/department conducting stormwater follow-up/enforcement	X						
how information will be coordinated among agencies/departments	X						
Priorities for inspecting businesses; identify target businesses with high discharge potential.	X						
Inspect and distribute appropriate BMP information to all businesses that impact stormwater quality at least once during <i>Action Plan</i> period (5 years).	X						
Inspect and distribute appropriate BMP information to target businesses within jurisdiction.	X						
Educate business owners and operators about stormwater pollution prevention, separate from the inspection program.	X						
Respond to complaints/ referrals concerning a facility.	X						
Reevaluate your agency's priorities for inspecting businesses and update business inspection plan as needed.	X						
Preparing for Inspections							
Train facility inspectors so that each inspector can conduct effective stormwater inspections.	X						

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

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>Preparing for Inspections (cont.)</i>							
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.	X						
<i>Conducting Inspections</i>							
Inspectors review facility layout to locate storm drain system/ stormwater drainage path	X						
Inspectors review/inspect the following for potential to discharge pollutants or exposure to runoff:							
Outdoor process/ manufacturing areas	X						
Outdoor material storage areas	X						
Outdoor waste storage and disposal areas	X						
Outdoor vehicle and heavy equipment storage and maintenance areas	X						
Outdoor parking areas and access roads	X						
Outdoor wash areas	X						

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

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			
Surface discharge outlets from rooftop equipment; and	X						
Outdoor drainage from indoor areas	X						
Inspectors notify Stormwater Coordinator of potential to discharge pollutants from non-stormwater discharges and pollutant exposure to stormwater from a business.	X						

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

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>Conducting Inspections (cont.)</i>							
When a business that impacts stormwater quality is identified, Stormwater Coordinator will conduct or delegate:							
Communicate stormwater requirements	X						
Distribute BMP information, educational materials, and referrals to facility representatives, and ask about employee training.	X						
Inform the facility representative of problems/violations found and discuss, establish a correction schedule, and follow up.	X						
Document and track inspection activities, follow-up, and enforcement activities for annual report.	X						
Stormwater Coordinator will conduct or delegate regular inspections of businesses with historical stormwater issues to ensure implementation of BMPs.	X						
<i>Achieving Facility Compliance</i>							
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.	X						
Begin enforcement procedures, if appropriate.	X						
<i>Alternative Approach</i>							
Agency may develop and submit for approval to the Regional Board an alternative industrial/commercial business inspection plan.							

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

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			

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**

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			
Coordination with Countywide Program Activities							
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;	X						
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.	X						
Internal Communication and Training							
City Staff and Officials							
Communicate MCSTOPPP information to stormwater staff and elected officials so they are informed about their role in implementing local and countywide programs.	X						
Train new employees.	X						
Handling Public Telephone Calls							
Establish procedure for routing stormwater calls to the appropriate staff for handling.	X						
Train local agency staff handling calls on established procedures.	X						
Promote use of one of the agency's phone numbers to facilitate public reporting of illicit discharges.	X						

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

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			
Storm Drain Stencils/Signs							
Each agency will have a program installing stencils/signs on publicly owned storm drain inlets.	X						
Maintain signs sufficiently so that they are legible.	X						
Coordination with Public Schools (K-12)							
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).	X						
Local Community Outreach							
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).	X						
Consider initiating and supporting a community outreach program.	X						
Agencies with creeks will support their local "friends" of the creek group or equivalent program.	X						

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

- Factors to consider in determining appropriateness include appropriate for local population, pollution sources, receiving water concerns, and integration with local management procedures.
- 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.



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			
<i>Town of San Anselmo</i>							
General Standards/Training							
Prepare and maintain a current SWPPP for each facility.	<input checked="" type="checkbox"/>						SWPPP are going to be reviewed and updated as req.
Assign one person for each corp. yard to ensure BMPs are implemented.	<input checked="" type="checkbox"/>						
Prepare spill containment kits; store in appropriate locations. Conduct annual drills on how to use the kits.	<input checked="" type="checkbox"/>						
Stencil inlets to storm drainage system.	<input checked="" type="checkbox"/>						
Conduct annual facility surveys for performance standards compliance.	<input checked="" type="checkbox"/>						
Post performance standards guidance and BMPs in appropriate areas.	<input checked="" type="checkbox"/>						
Describe activities to educate staff regarding performance standards in annual report.	<input checked="" type="checkbox"/>						
Include stormwater performance standards in annual updates of other environmental management plans and review plans with facility users.	<input checked="" type="checkbox"/>						
General Housekeeping							
Dispose material removed from streets/storm drainage facilities often to eliminate exposure to rainwater and runoff.	<input checked="" type="checkbox"/>						
Sweep corp. yard at least monthly.	<input checked="" type="checkbox"/>						
Keep chemical storage areas neat and orderly	<input checked="" type="checkbox"/>						

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

MUNICIPALITY NAME:

<i>Town of San Anselmo</i>	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
Performance Standard	Yes	No	Partial	NA			
Stockpile materials away from streets, gutters, storm drain inlets, or water channels when possible.	<input checked="" type="checkbox"/>						
Inspect the yard at least monthly and during rain events to ensure there are no illicit discharges to the storm drain system.	<input checked="" type="checkbox"/>						
Refuse Holding Area							
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.			x		Materials are stored in dumpsters at the corporation yard and Marin Sanitary picks it up 2-3 times a week. Storage area has BMPs in place to protect creek and drains to sanitary sewer collection area. In rainy season area is covered.		
Auxiliary Storage Areas/Yard							
Store chemicals in appropriate areas.							
Chemical Storage							
Store paint, chemicals in approved covered containment area. Waste drums closed when not in use; correct labeling; protection from vandalism.	<input checked="" type="checkbox"/>						
If stored outside, keep containers in containment area with tight-fitting lids, preventing discharge to storm drain or contact with rain.	<input checked="" type="checkbox"/>						

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

MUNICIPALITY NAME:

<i>Town of San Anselmo</i>	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
Performance Standard	Yes	No	Partial	NA			
Review Material Safety Data Sheets (MSDS) to ensure appropriate materials separation.	<input checked="" type="checkbox"/>						
Review Hazardous Materials Business Plan (HMBP) for requirements.	<input checked="" type="checkbox"/>						
Chemical Usage							
Ensure safety equipment and spill containment kits readily accessible in chemical areas; inspect safety equipment.	<input checked="" type="checkbox"/>						
Review Material Safety Data Sheets for proper use.	<input checked="" type="checkbox"/>						
Minimize use of chemicals.	<input checked="" type="checkbox"/>						
Recycle/dispose of excess chemicals at approved locations.	<input checked="" type="checkbox"/>						
Ensure chemical containers have secure lids and transport properly.	<input checked="" type="checkbox"/>						
Properly remove soils contaminated with spilled materials.	<input checked="" type="checkbox"/>						
A. Oil-based Paints. Wipe oil-based paints from brushes; use filters, reuse thinners or dispose as hazardous waste.	<input checked="" type="checkbox"/>						
B. Water-based Paints. Rinse water-based paints out of brushes, discharge to sanitary sewer; dry excess paint to trash; otherwise hazardous waste or recycle.	<input checked="" type="checkbox"/>						
C. Automotive Fluids. Collect used automotive fluids; dispose or recycle appropriately.	<input checked="" type="checkbox"/>						

**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			
<i>Town of San Anselmo</i>							
D. Pesticides. Follow California Department of Pesticide Regulations procedures for mixing, application, storage, and recycling requirements.				x	Town does not allow use of pesticides or herbicides		
Consider using IPM. Use least toxic methods. Avoid copper-based pesticides and diazinon.				x	Town does not allow use of pesticides or herbicides		
Apply pesticides at appropriate times to minimize runoff.				x	Town does not allow use of pesticides or herbicides		
Mix only as much pesticides as needed. Do not mix or load pesticides near storm drains.				x	Town does not allow use of pesticides or herbicides		
E. Solvent/Cleaning Solutions. Properly recycle/dispose of used solvents/ chemicals.	<input checked="" type="checkbox"/>						
<i>Washing Vehicles/Equipment</i>							
Clean all vehicles/ equipment on designated wash pad areas that drain to sanitary sewer or recycle. Wash off-site if necessary.	<input checked="" type="checkbox"/>						
Ensure wash area & sump are large enough so all washwater drains to sanitary sewer or recycling system	<input checked="" type="checkbox"/>						
Visually monitor wash pad area.	<input checked="" type="checkbox"/>						
Consider assigning schedules for wash area use.	<input checked="" type="checkbox"/>						
<i>Fuel Dispensing Area</i>							

**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			
<i>Town of San Anselmo</i>							
Store spill containment kits nearby; follow appropriate procedures, use dry cleaning methods if there is a spill.	<input checked="" type="checkbox"/>						
Train employees in proper fueling, cleaning, and spill response procedures. Conduct annual drills.	<input checked="" type="checkbox"/>						
Fuel Dispensing Area (Continued)							
Install signs not to "top off" tanks.	<input checked="" type="checkbox"/>						
Discourage mobile fueling; establish designated areas for it.	<input checked="" type="checkbox"/>						
Consider covering fuel dispensing areas; no fueling over open ground. Implement Retail Gasoline Outlet BMPs.	<input checked="" type="checkbox"/>						
Design fueling area to prevent "run-on" of storm water and runoff of spills.	<input checked="" type="checkbox"/>						
Fleet Maintenance/Vehicle Parking Areas							
Regularly inspect equipment for leaks. Use drip pans; repair.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
Dry sweep area periodically.	<input checked="" type="checkbox"/>						
Schedule outdoor repair activities for dry weather, if possible.	<input checked="" type="checkbox"/>						
Clean equipment regularly using proper collection and disposal methods when necessary	<input checked="" type="checkbox"/>						

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

MUNICIPALITY NAME:

<i>Town of San Anselmo</i>	Implemented?						
Performance Standard	Yes	No	Partial	NA	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

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			
<i>Town of San Anselmo</i>							
Services							
Provide adequate number of litter receptacles in commercial/other litter source areas.	<input checked="" type="checkbox"/>						Additional trash receptacles will be purchased next year which prevent storm water runoff
Pick up litter receptacles frequently to prevent/minimize spillage.	<input checked="" type="checkbox"/>						
Document/maintain monthly records for:	<input checked="" type="checkbox"/>						
Areas targeted for litter removal;	<input checked="" type="checkbox"/>						
Total amount of material removed.	<input checked="" type="checkbox"/>						
Education and Enforcement							
Encourage public education to include anti-littering message (composting/ remove & containerize waste/ sweep outdoor areas/ provide municipal green waste program).	<input checked="" type="checkbox"/>						
Encourage local law enforcement to post signs and enforce anti-littering laws, especially for vacant-lot owners.	<input checked="" type="checkbox"/>						
Label litter receptacles with anti-littering messages when possible.	<input checked="" type="checkbox"/>						
Encourage participation in/assist with Coastal Cleanup Day and Earth Day litter removals.	<input checked="" type="checkbox"/>						
Encourage maintenance crews to report any privately-owned abandoned, leaking vehicles.	<input checked="" type="checkbox"/>						
Alternative Approaches							
Agency may submit to Regional Board for approval an alternative litter control plan.				<input checked="" type="checkbox"/>			

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>Town of San Anselmo</i>							
Visual Inspections							
Inspect wet wells or forebays 1/month during the dry season for oil spills or other noticeable pollutant discharge.				x	No pumps		
Inspect wet wells or forebays 1/week during the wet season, for oil spills or other noticeable pollutant discharge.				x			
Maximize Removal of Pollutants Prior to Discharge							
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.				x			
Have spill kit readily available if there is a large potential for pollutant discharge.				x			
Contain lubricants, fuel, and batteries to prevent accidental spills to wet wells.				x			
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.				x			
Track spills upstream to try to locate the source(s). Document spill incidents per illicit discharge program. Implement enforcement as appropriate.				x			
Store oil absorbent materials in appropriate maintenance vehicles.				x			
Disposal							
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.				x			

**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>Town of San Anselmo</i>							
<i>Education/ Training</i>							
Educate all pump station maintenance personnel about the performance standards. Conduct at least one meeting/year to educate.				x			
Conduct drills as part of the training, as appropriate.				x			

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			
<i>Town of San Anselmo</i>							
General Practices							
Schedule excavation and road maintenance activities for dry weather.	<input checked="" type="checkbox"/>						
Perform major equipment repairs, fueling, and maintenance at corp. yards.		x			At County Garage		
Recycle used oil, concrete, asphalt, etc..				x	At County Garage or by contractors		
Train employees to use these performance standards annually.	<input checked="" type="checkbox"/>						
Distribute educational and outreach materials as appropriate to utility contractors seeking encroachment and/or grading permits.	<input checked="" type="checkbox"/>						
Asphalt/Concrete Removal							
Remove/recycle as much of old pavement as possible.	<input checked="" type="checkbox"/>						
Protect storm drain inlets before asphalt break-up; clean afterwards.	<input checked="" type="checkbox"/>						
Block/berm storm drain inlets during saw-cutting; immediately remove any slurry entering storm drain system.	<input checked="" type="checkbox"/>						
Remove saw-cut slurry before end of each day.	<input checked="" type="checkbox"/>						
Patching and Resurfacing							
No unprotected stockpiling of materials near storm drain inlets or creeks.	<input checked="" type="checkbox"/>						
Cover and seal manholes before applying sealants, etc.	<input checked="" type="checkbox"/>						
Never wash excess material from exposed aggregate concrete, etc. to storm drain; designate unpaved clean up area and proper material disposal area.	<input checked="" type="checkbox"/>						
Conserve dust control water to avoid runoff.	<input checked="" type="checkbox"/>						
Sweep up as much material as possible and properly dispose; wash streets only if runoff is controlled/contained.	<input checked="" type="checkbox"/>						

**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			
<i>Town of San Anselmo</i>							
Clean up all spills and leaks from equipment using "dry" methods. Properly remove contaminated soil; dispose of properly.	<input checked="" type="checkbox"/>						
After job is complete, remove stockpiles and other extras as soon as possible.	<input checked="" type="checkbox"/>						
Prevent pollution of storm water runoff around work areas if unexpected rain.	<input checked="" type="checkbox"/>						
Signing and Striping							
Store spill absorbent materials on trucks.	<input checked="" type="checkbox"/>						
Contain, clean up, properly dispose of waste materials per MSDS (Material Safety Data Sheet).	<input checked="" type="checkbox"/>						
Equipment Clean Up/Storage							
Flush sprayer paint supply lines at corp. yards; clean up properly.	<input checked="" type="checkbox"/>						
Clean sprayers, patch and paving equipment at end of day; use approved collection and disposal methods.	<input checked="" type="checkbox"/>						
Cover sprayers, patch and paving equipment if they contain pollutants to prevent rainfall from transporting pollutants to storm drains.	<input checked="" type="checkbox"/>						

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			
Town of San Anselmo							
<i>Routine Inspection and Cleaning</i>							
Inspect and clean as necessary storm drainage facilities as directed, preferably, prior to rainy season, or alternate.	<input checked="" type="checkbox"/>						
When cleaning storm drains, remove maximum amount of material at nearest access point.	<input checked="" type="checkbox"/>						
<i>Record Keeping</i>							
Report amount of material removed when cleaning storm drainage facilities in monthly forms.	<input checked="" type="checkbox"/>						
Document and track spill incidents and coordinate with your illicit discharge control field surveys.	<input checked="" type="checkbox"/>						
Identify/target storm drain inlet areas requiring more frequent or alternative cleaning and/or public education efforts.	<input checked="" type="checkbox"/>						
<i>Spill Response</i>							
Maintenance staff makes appropriate phone calls if they suspect toxic or hazardous material spills.	<input checked="" type="checkbox"/>						
If non-hazardous, maint. Staff contains spill area immediately; cleans ASAP.	<input checked="" type="checkbox"/>						
Maintenance staff are aware of around-the-clock response/removal spill procedures for hazardous or unknown materials.	<input checked="" type="checkbox"/>						

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

MUNICIPALITY NAME:

<i>Town of San Anselmo</i>	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
Performance Standard	Yes	No	Partial	NA			
<i>Spill Response (Continued)</i>							
Establish response/removal spill procedure for after work hours for non-hazardous materials.	<input checked="" type="checkbox"/>						
Maintenance staff to coordinate with Stormwater Coordinator for appropriate follow-up response.	<input checked="" type="checkbox"/>						
Work with Fire and Police Departments to provide spill report copies to Stormwater Coordinators.	<input checked="" type="checkbox"/>						
<i>Disposal of Material</i>							
Store material removed from storm drainage facilities on impermeable surface (covered during rain) and drain wastewater to sanitary sewer; dispose at appropriate facility.	<input checked="" type="checkbox"/>						
<i>Alternative Approach</i>							
Agency may develop and submit to the Regional Board for approval an alternative storm drain facility pollution control plan.				<input checked="" type="checkbox"/>			

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			
<i>Town of San Anselmo</i>							
Street Sweeping Frequency							
Clean streets according to Action Plan 2010 schedule	<input checked="" type="checkbox"/>						
Problems Associated with Efficient Street Cleaning							
Getting Parked/Abandoned Vehicles Off Streets	<input checked="" type="checkbox"/>						
Maintain consistent sweeping schedule.	<input checked="" type="checkbox"/>						
Measures to keep curbed areas clear during cleaning.	<input checked="" type="checkbox"/>						
Removing leaves during leaf season	<input checked="" type="checkbox"/>						
Analyze alternatives; develop leaf removal program.	<input checked="" type="checkbox"/>						
Encourage residents to collect and compost leaves through green waste program or coordinate with local/regional composting program.	<input checked="" type="checkbox"/>						
Trees near streets	<input checked="" type="checkbox"/>						
Provide operators with resources to report trees interfering with cleaning.	<input checked="" type="checkbox"/>						
Street Cleaning Operation to Maximize Pollutant Removal							
Quality of clean streets: no dirt trails/debris.	<input checked="" type="checkbox"/>						
Check street cleaning equipment for proper adjustment.	<input checked="" type="checkbox"/>						
Operate equipment at manufacturer's specified speed.	<input checked="" type="checkbox"/>						
Street Cleaning Maintenance to Maximize Polution Removal							
Regularly inspect and maintain equipment.	<input checked="" type="checkbox"/>						
Replace worn components as required to maximize efficiency.	<input checked="" type="checkbox"/>						

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			
Town of San Anselmo							
Spill Response							
Report spills observed on streets immediately.	<input checked="" type="checkbox"/>						
Respond to spills per Storm Drain Facility Performance Standards	<input checked="" type="checkbox"/>						
Record Keeping							
Track cleaning mileage.	<input checked="" type="checkbox"/>						
Track volume or weight of material removed each cleaning day.	<input checked="" type="checkbox"/>						
Report number of curb miles swept in monthly forms.	<input checked="" type="checkbox"/>						
Identify and target areas for:							
more frequent cleaning	<input checked="" type="checkbox"/>						
efforts to remove vehicles.	<input checked="" type="checkbox"/>						
education efforts to discourage illegal dumping, etc.	<input checked="" type="checkbox"/>						
Document/track areas where spills were reported and coordinate with agency's illicit discharge control field surveys.	<input checked="" type="checkbox"/>						
Contract Sweepers							
Specify in contracts that compliance with these performance standards will be achieved.	<input checked="" type="checkbox"/>						
Specify in contracts that back up equipment must be available.	<input checked="" type="checkbox"/>						
Specify in contracts that all record keeping information will be provided.	<input checked="" type="checkbox"/>						
Education /Training							
Train staff and contractors annually to identify and report illicit discharges.	x						
Train staff and contractors to comply with street sweeping performance standards.	<input checked="" type="checkbox"/>						

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			
<i>Town of San Anselmo</i>							
<i>Prepare for Illicit Discharge Screening and Investigations</i>							
Stormwater Coordinator conducts or delegates the following:							
Receive information on non-stormwater discharge reports;	x						
Assure illicit discharges follow-up, elimination, and clean up are conducted.	x						
Provide staff with information on illicit discharge source identification and elimination status;	x						
Make sure required reporting is completed.	x						
Distribute information to management and elected officials about resources needed to implement the performance standards.	x						
Facilitate performance standards implementation.	x						
Share local activities/findings with ASC.	x						
Train appropriate maintenance and field staff to recognize illicit discharges and response procedures.	x						
Train staff assigned to conduct illicit discharge investigations.	x						
Develop map of outfalls.	x						
Develop maps of complete storm drain system for use to trace illicit discharges.	x						

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			
<i>Town of San Anselmo</i>							
Conduct Field Screening							
Identify evidence of illicit discharges while maintenance and field staff are conducting other routine work. Report any evidences of illicit discharges to Stormwater Coordinator.	x						
Conduct Field Investigations							
Verify whether an illicit discharge has occurred upon receiving information/ report of such. Initiate follow-up within 24 hours from receipt of report.	x						
Find source of illicit discharge and eliminate it. Trace source(s); record and maintain findings.	x						
Continue to inspect/follow-up illicit discharges until: source is found and eliminated or discharge has stopped and source cannot be traced.	x						
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:	x						
Periodic above-ground surveillance	x						
Additional business inspections	x						
Additional periodic investigations of outfalls, creeks, and open channels	x						
Additional targeted education outreach in area.	x						

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			
<i>Town of San Anselmo</i>							
<i>Follow-up To Field Screening and Investigations</i>							
Follow-up activities:							
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.	x						
Distribute appropriate educational and BMP information to business to which discharge has been traced.	x						
<i>Follow-up To Field Screening and Investigations - Continued</i>							
Begin enforcement procedures, if appropriate.	x						
Ensure that the goal of follow-up investigations is to stop the illicit discharge(s) as soon as practicable.	x						

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			
<i>Town of San Anselmo</i>							
<i>Procedures for Spill Prevention, Containment, and Response</i>							
Stormwater Coordinator will conduct or delegate the following:							
Investigate and record spill report/complaints.	x						
Become familiar with existing spill prevention, containment, response, and clean-up programs in the jurisdiction.	x						
Coordinate illicit discharge prevention, elimination, and clean-up activities with the spill prevention, containment, response, and clean-up programs.	x						
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.	x						

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			
<i>Town of San Anselmo</i>							
<i>Document and Report Completion</i>							
Document number and types of illicit discharge incidents reported and follow-up actions conducted (not including automobile accident fluid spills).	x						
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.	x						
<i>Alternative Approaches</i>							
Agency may develop and submit to the Regional Board an alternative illicit discharge control and elimination plan.				x			

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>Town of San Anselmo</i>							
Development Plan Review and Permitting							
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.	x						
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.	x						
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.	x						
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.	x						

**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>Town of San Anselmo</i>							
Development Plan Review and Permitting (cont.)							
Require developers/owners/ builders to control stormwater quality impacts of their projects by using appropriate BMPs during construction activities.	x						
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.	x						
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).	x						
Ensure municipal capital improvement projects also include stormwater quality control measures during and after construction, as appropriate for each project.	x						
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.	x						
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.	x						

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

MUNICIPALITY NAME:

<i>Town of San Anselmo</i>	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			
<i>Additional Erosion and Sediment Controls</i>							
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.	x						
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.	x						
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.	x						
<i>Construction Inspection</i>							
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.	x						

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

MUNICIPALITY NAME:

<i>Town of San Anselmo</i>	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			
Construction Inspection (cont.)							
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.	x						
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.	x						
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.	x						
During the wet season, oversee the inspection of all construction sites with ESC following each major storm event.	x						
Education and Outreach							
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.	x						

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

MUNICIPALITY NAME:

<i>Town of San Anselmo</i>	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			
<i>Education and Outreach (cont.)</i>							
Train, at least annually, construction inspection staff on inspection procedures, documentation, and enforcement related to stormwater pollution prevention.	x						
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.	x						
Distribute appropriate educational and outreach materials provided by the Regional Board to utility contractors seeking encroachment and/or grading permits from the municipality.	x						

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			
<i>Town of San Anselmo</i>							
Targeting Inspections to Achieve the Most Benefit							
Develop and update a business inspection plan describing:							
inspecting agency/department	x						
the agency/department conducting stormwater follow-up/enforcement	x						
how information will be coordinated among agencies/departments	x						
Priorities for inspecting businesses; identify target businesses with high discharge potential.	x						
Inspect and distribute appropriate BMP information to all businesses that impact stormwater quality at least once during <i>Action Plan</i> period (5 years).	x						
Inspect and distribute appropriate BMP information to target businesses within jurisdiction.	x						
Educate business owners and operators about stormwater pollution prevention, separate from the inspection program.	x						
Respond to complaints/ referrals concerning a facility.	x						
Reevaluate your agency's priorities for inspecting businesses and update business inspection plan as needed.	x						
Preparing for Inspections							
Train facility inspectors so that each inspector can conduct effective stormwater inspections.	x						

**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			
<i>Town of San Anselmo</i>							
Preparing for Inspections (cont.)							
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.	x						
Conducting Inspections							
Inspectors review facility layout to locate storm drain system/ stormwater drainage path	x						
Inspectors review/inspect the following for potential to discharge pollutants or exposure to runoff:	x						
Outdoor process/ manufacturing areas	x						
Outdoor material storage areas							
Outdoor waste storage and disposal areas	x						
Outdoor vehicle and heavy equipment storage and maintenance areas	x						
Outdoor parking areas and access roads	x						
Outdoor wash areas	x						
Surface discharge outlets from rooftop equipment; and	x						
Outdoor drainage from indoor areas	x						
Inspectors notify Stormwater Coordinator of potential to discharge pollutants from non-stormwater discharges and pollutant exposure to stormwater from a business.	x						

**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			
<i>Town of San Anselmo</i>							
Conducting Inspections (cont.)							
When a business that impacts stormwater quality is identified, Stormwater Coordinator will conduct or delegate:							
Communicate stormwater requirements	x						
Distribute BMP information, educational materials, and referrals to facility representatives, and ask about employee training.	x						
Inform the facility representative of problems/violations found and discuss, establish a correction schedule, and follow up.	x						
Document and track inspection activities, follow-up, and enforcement activities for annual report.	x						
Stormwater Coordinator will conduct or delegate regular inspections of businesses with historical stormwater issues to ensure implementation of BMPs.	x						
Achieving Facility Compliance							
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.		x					
Begin enforcement procedures, if appropriate.	x						
Alternative Approach							
Agency may develop and submit for approval to the Regional Board an alternative industrial/commercial business inspection plan.				x			

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:

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>Town of San Anselmo</i>							
Coordination with Countywide Program Activities							
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;	x						
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.	x						
Internal Communication and Training							
City Staff and Officials							
Communicate MCSTOPPP information to stormwater staff and elected officials so they are informed about their role in implementing local and countywide programs.	x						
Train new employees.	x						
Handling Public Telephone Calls							
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:

<i>Town of San Anselmo</i>	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			
Storm Drain Stencils/Signs							
Each agency will have a program installing stencils/signs on publicly owned storm drain inlets.	x						
Maintain signs sufficiently so that they are legible.	x						
Coordination with Public Schools (K-12)							
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).	x						
Local Community Outreach							
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).	x						
Consider initiating and supporting a community outreach program.	x						
Agencies with creeks will support their local "friends" of the creek group or equivalent program.	x						

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.



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			
City of Sausalito							
General Standards/Training							
Prepare and maintain a current SWPPP for each facility.	<input checked="" type="checkbox"/>						
Assign one person for each corp. yard to ensure BMPs are implemented.	<input checked="" type="checkbox"/>						
Prepare spill containment kits; store in appropriate locations. Conduct annual drills on how to use the kits.	<input checked="" type="checkbox"/>						
Stencil inlets to storm drainage system.	<input checked="" type="checkbox"/>						
Conduct annual facility surveys for performance standards compliance.	<input checked="" type="checkbox"/>						
Post performance standards guidance and BMPs in appropriate areas.	<input checked="" type="checkbox"/>						
Describe activities to educate staff regarding performance standards in annual report.	<input checked="" type="checkbox"/>						
Include stormwater performance standards in annual updates of other environmental management plans and review plans with facility users.				<input checked="" type="checkbox"/>			
General Housekeeping							
Dispose material removed from streets/storm drainage facilities often to eliminate exposure to rainwater and runoff.	<input checked="" type="checkbox"/>						
Sweep corp. yard at least monthly.	<input checked="" type="checkbox"/>						
Keep chemical storage areas neat and orderly	<input checked="" type="checkbox"/>						

**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			
<i>City of Sausalito</i>							
Stockpile materials away from streets, gutters, storm drain inlets, or water channels when possible.	<input checked="" type="checkbox"/>						
Inspect the yard at least monthly and during rain events to ensure there are no illicit discharges to the storm drain system.	<input checked="" type="checkbox"/>						
Refuse Holding Area							
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.	<input checked="" type="checkbox"/>						
Auxiliary Storage Areas/Yard							
Store chemicals in appropriate areas.	<input checked="" type="checkbox"/>						
Chemical Storage							
Store paint, chemicals in approved covered containment area. Waste drums closed when not in use; correct labeling; protection from vandalism.	<input checked="" type="checkbox"/>						
If stored outside, keep containers in containment area with tight-fitting lids, preventing discharge to storm drain or contact with rain.	<input checked="" type="checkbox"/>						
Review Material Safety Data Sheets (MSDS) to ensure appropriate materials separation.	<input checked="" type="checkbox"/>						
Review Hazardous Materials Business Plan (HMBP) for requirements.	<input checked="" type="checkbox"/>						

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			
<i>City of Sausalito</i>							
Chemical Usage							
Ensure safety equipment and spill containment kits readily accessible in chemical areas; inspect safety equipment.	<input checked="" type="checkbox"/>						
Review Material Safety Data Sheets for proper use.	<input checked="" type="checkbox"/>						
Minimize use of chemicals.	<input checked="" type="checkbox"/>						
Recycle/dispose of excess chemicals at approved locations.	<input checked="" type="checkbox"/>						
Ensure chemical containers have secure lids and transport properly.	<input checked="" type="checkbox"/>						
Properly remove soils contaminated with spilled materials.	<input checked="" type="checkbox"/>						
A. Oil-based Paints. Wipe oil-based paints from brushes; use filters, reuse thinners or dispose as hazardous waste.	<input checked="" type="checkbox"/>						
B. Water-based Paints. Rinse water-based paints out of brushes, discharge to sanitary sewer; dry excess paint to trash; otherwise hazardous waste or recycle.	<input checked="" type="checkbox"/>						
C. Automotive Fluids. Collect used automotive fluids; dispose or recycle appropriately.	<input checked="" type="checkbox"/>						
D. Pesticides. Follow California Department of Pesticide Regulations procedures for mixing, application, storage, and recycling requirements.	<input checked="" type="checkbox"/>						

**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			
<i>City of Sausalito</i>							
Consider using IPM. Use least toxic methods. Avoid copper-based pesticides and diazinon.	<input checked="" type="checkbox"/>						
Apply pesticides at appropriate times to minimize runoff.	<input checked="" type="checkbox"/>						
Mix only as much pesticides as needed. Do not mix or load pesticides near storm drains.	<input checked="" type="checkbox"/>						
E. Solvent/Cleaning Solutions. Properly recycle/dispose of used solvents/ chemicals.	<input checked="" type="checkbox"/>						
<i>Washing Vehicles/Equipment</i>							
Clean all vehicles/ equipment on designated wash pad areas that drain to sanitary sewer or recycle. Wash off-site if necessary.	<input checked="" type="checkbox"/>						
Ensure wash area & sump are large enough so all washwater drains to sanitary sewer or recycling system	<input checked="" type="checkbox"/>						Wash Rack rehabed in Report period and discharges now drain to Sanitary Sewer instead of on-site filtration
Visually monitor wash pad area.	<input checked="" type="checkbox"/>						
Consider assigning schedules for wash area use.	<input checked="" type="checkbox"/>						
<i>Fuel Dispensing Area</i>							
Store spill containment kits nearby; follow appropriate procedures, use dry cleaning methods if there is a spill.	<input checked="" type="checkbox"/>						

**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			
<i>City of Sausalito</i>							
Train employees in proper fueling, cleaning, and spill response procedures. Conduct annual drills.	<input checked="" type="checkbox"/>						
<i>Fuel Dispensing Area (Continued)</i>							
Install signs not to "top off" tanks.				<input checked="" type="checkbox"/>			
Discourage mobile fueling; establish designated areas for it.				<input checked="" type="checkbox"/>			
Consider covering fuel dispensing areas; no fueling over open ground. Implement Retail Gasoline Outlet BMPs.				<input checked="" type="checkbox"/>			
Design fueling area to prevent "run-on" of storm water and runoff of spills.				<input checked="" type="checkbox"/>			
<i>Fleet Maintenance/Vehicle Parking Areas</i>							
Regularly inspect equipment for leaks. Use drip pans; repair.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
Dry sweep area periodically.	<input checked="" type="checkbox"/>						
Schedule outdoor repair activities for dry weather, if possible.	<input checked="" type="checkbox"/>						
Clean equipment regularly using proper collection and disposal methods when necessary	<input checked="" type="checkbox"/>						

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			
<i>City of Sausalito</i>							
Services							
Provide adequate number of litter receptacles in commercial/other litter source areas.	<input checked="" type="checkbox"/>						
Pick up litter receptacles frequently to prevent/minimize spillage.	<input checked="" type="checkbox"/>						
Document/maintain monthly records for:	<input checked="" type="checkbox"/>						
Areas targeted for litter removal;	<input checked="" type="checkbox"/>						
Total amount of material removed.	<input checked="" type="checkbox"/>						
Education and Enforcement							
Encourage public education to include anti-littering message (composting/ remove & containerize waste/ sweep outdoor areas/ provide municipal green waste program).	<input checked="" type="checkbox"/>						
Encourage local law enforcement to post signs and enforce anti-littering laws, especially for vacant-lot owners.	<input checked="" type="checkbox"/>						
Label litter receptacles with anti-littering messages when possible.	<input checked="" type="checkbox"/>						
Encourage participation in/assist with Coastal Cleanup Day and Earth Day litter removals.	<input checked="" type="checkbox"/>						
Encourage maintenance crews to report any privately-owned abandoned, leaking vehicles.	<input checked="" type="checkbox"/>						
Alternative Approaches							
Agency may submit to Regional Board for approval an alternative litter control plan.				<input checked="" type="checkbox"/>			

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>City of Sausalito</i>							
Visual Inspections							
Inspect wet wells or forebays 1/month during the dry season for oil spills or other noticeable pollutant discharge.				<input checked="" type="checkbox"/>			
Inspect wet wells or forebays 1/week during the wet season, for oil spills or other noticeable pollutant discharge.				<input checked="" type="checkbox"/>			
Maximize Removal of Pollutants Prior to Discharge							
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.				<input checked="" type="checkbox"/>			
Have spill kit readily available if there is a large potential for pollutant discharge.				<input checked="" type="checkbox"/>			
Contain lubricants, fuel, and batteries to prevent accidental spills to wet wells.				<input checked="" type="checkbox"/>			
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.				<input checked="" type="checkbox"/>			
Track spills upstream to try to locate the source(s). Document spill incidents per illicit discharge program. Implement enforcement as appropriate.				<input checked="" type="checkbox"/>			
Store oil absorbent materials in appropriate maintenance vehicles.				<input checked="" type="checkbox"/>			
Disposal							
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.				<input checked="" type="checkbox"/>			

**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>City of Sausalito</i>							
<i>Education/ Training</i>							
Educate all pump station maintenance personnel about the performance standards. Conduct at least one meeting/year to educate.				<input checked="" type="checkbox"/>			
Conduct drills as part of the training, as appropriate.				<input checked="" type="checkbox"/>			

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

**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			
<i>City of Sausalito</i>							
Clean up all spills and leaks from equipment using "dry" methods. Properly remove contaminated soil; dispose of properly.	<input checked="" type="checkbox"/>						
After job is complete, remove stockpiles and other extras as soon as possible.	<input checked="" type="checkbox"/>						
Prevent pollution of storm water runoff around work areas if unexpected rain.	<input checked="" type="checkbox"/>						
Signing and Striping							
Store spill absorbent materials on trucks.	<input checked="" type="checkbox"/>						
Contain, clean up, properly dispose of waste materials per MSDS (Material Safety Data Sheet).	<input checked="" type="checkbox"/>						
Equipment Clean Up/Storage							
Flush sprayer paint supply lines at corp. yards; clean up properly.	<input checked="" type="checkbox"/>						
Clean sprayers, patch and paving equipment at end of day; use approved collection and disposal methods.	<input checked="" type="checkbox"/>						
Cover sprayers, patch and paving equipment if they contain pollutants to prevent rainfall from transporting pollutants to storm drains.	<input checked="" type="checkbox"/>						

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			
<i>City of Sausalito</i>							
<i>Routine Inspection and Cleaning</i>							
Inspect and clean as necessary storm drainage facilities as directed, preferably, prior to rainy season, or alternate.	<input checked="" type="checkbox"/>						
When cleaning storm drains, remove maximum amount of material at nearest access point.	<input checked="" type="checkbox"/>						
<i>Record Keeping</i>							
Report amount of material removed when cleaning storm drainage facilities in monthly forms.	<input checked="" type="checkbox"/>						
Document and track spill incidents and coordinate with your illicit discharge control field surveys.	<input checked="" type="checkbox"/>						
Identify/target storm drain inlet areas requiring more frequent or alternative cleaning and/or public education efforts.	<input checked="" type="checkbox"/>						
<i>Spill Response</i>							
Maintenance staff makes appropriate phone calls if they suspect toxic or hazardous material spills.	<input checked="" type="checkbox"/>						
If non-hazardous, maint. Staff contains spill area immediately; cleans ASAP.	<input checked="" type="checkbox"/>						
Maintenance staff are aware of around-the-clock response/removal spill procedures for hazardous or unknown materials.	<input checked="" type="checkbox"/>						

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

MUNICIPALITY NAME:

City of Sausalito	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
Performance Standard	Yes	No	Partial	NA			
Spill Response (Continued)							
Establish response/removal spill procedure for after work hours for non-hazardous materials.	<input checked="" type="checkbox"/>						
Maintenance staff to coordinate with Stormwater Coordinator for appropriate follow-up response.	<input checked="" type="checkbox"/>						
Work with Fire and Police Departments to provide spill report copies to Stormwater Coordinators.	<input checked="" type="checkbox"/>						Fire Operations Transferred from City of Sausalito to Southern Marin Fire Protection Agency effective 7/1/2012. We are working with that agency regarding ongoing implementation of services and reporting related to Clean Water performance standards.
Disposal of Material							
Store material removed from storm drainage facilities on impermeable surface (covered during rain) and drain wastewater to sanitary sewer; dispose at appropriate facility.	<input checked="" type="checkbox"/>						
Alternative Approach							
Agency may develop and submit to the Regional Board for approval an alternative storm drain facility pollution control plan.	<input checked="" type="checkbox"/>						

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)
MUNICIPAL MAINTENANCE -- STORM DRAINAGE FACILITIES

MUNICIPALITY NAME:

<i>City of Sausalito</i>	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
Performance Standard	Yes	No	Partial	NA			

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			
<i>City of Sausalito</i>							
Street Sweeping Frequency							
Clean streets according to Action Plan 2010 schedule	<input checked="" type="checkbox"/>						
Problems Associated with Efficient Street Cleaning							
Getting Parked/Abandoned Vehicles Off Streets	<input checked="" type="checkbox"/>						
Maintain consistent sweeping schedule.	<input checked="" type="checkbox"/>						
Measures to keep curbed areas clear during cleaning.	<input checked="" type="checkbox"/>						
Removing leaves during leaf season	<input checked="" type="checkbox"/>						
Analyze alternatives; develop leaf removal program.	<input checked="" type="checkbox"/>						
Encourage residents to collect and compost leaves through green waste program or coordinate with local/regional composting program.	<input checked="" type="checkbox"/>						
Trees near streets	<input checked="" type="checkbox"/>						
Provide operators with resources to report trees interfering with cleaning.	<input checked="" type="checkbox"/>						
Street Cleaning Operation to Maximize Pollutant Removal							
Quality of clean streets: no dirt trails/debris.	<input checked="" type="checkbox"/>						
Check street cleaning equipment for proper adjustment.				<input checked="" type="checkbox"/>			
Operate equipment at manufacturer's specified speed.	<input checked="" type="checkbox"/>						
Street Cleaning Maintenance to Maximize Polution Removal							
Regularly inspect and maintain equipment.				<input checked="" type="checkbox"/>			
Replace worn components as required to maximize efficiency.	<input checked="" type="checkbox"/>						

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			
<i>City of Sausalito</i>							
Spill Response							
Report spills observed on streets immediately.	<input checked="" type="checkbox"/>						
Respond to spills per Storm Drain Facility Performance Standards	<input checked="" type="checkbox"/>						
Record Keeping							
Track cleaning mileage.	<input checked="" type="checkbox"/>						
Track volume or weight of material removed each cleaning day.	<input checked="" type="checkbox"/>						
Report number of curb miles swept in monthly forms.	<input checked="" type="checkbox"/>						
Identify and target areas for:							
more frequent cleaning	<input checked="" type="checkbox"/>						
efforts to remove vehicles.	<input checked="" type="checkbox"/>						
education efforts to discourage illegal dumping, etc.	<input checked="" type="checkbox"/>						
Document/track areas where spills were reported and coordinate with agency's illicit discharge control field surveys.	<input checked="" type="checkbox"/>						
Contract Sweepers							
Specify in contracts that compliance with these performance standards will be achieved.	<input checked="" type="checkbox"/>						
Specify in contracts that back up equipment must be available.	<input checked="" type="checkbox"/>						
Specify in contracts that all record keeping information will be provided.	<input checked="" type="checkbox"/>						
Education /Training							
Train staff and contractors annually to identify and report illicit discharges.	<input checked="" type="checkbox"/>						
Train staff and contractors to comply with street sweeping performance standards.	<input checked="" type="checkbox"/>						

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			
<i>City of Sausalito</i>							
<i>Prepare for Illicit Discharge Screening and Investigations</i>							
Stormwater Coordinator conducts or delegates the following:							
Receive information on non-stormwater discharge reports;	<input checked="" type="checkbox"/>						
Assure illicit discharges follow-up, elimination, and clean up are conducted.	<input checked="" type="checkbox"/>						
Provide staff with information on illicit discharge source identification and elimination status;	<input checked="" type="checkbox"/>						Consider new and/or refresher training with staff and MCSTOPPP Representatives
Make sure required reporting is completed.	<input checked="" type="checkbox"/>						
Distribute information to management and elected officials about resources needed to implement the performance standards.	<input checked="" type="checkbox"/>						
Facilitate performance standards implementation.	<input checked="" type="checkbox"/>						
Share local activities/findings with ASC.	<input checked="" type="checkbox"/>						
Train appropriate maintenance and field staff to recognize illicit discharges and response procedures.	<input checked="" type="checkbox"/>						Consider new and/or refresher training with staff and MCSTOPPP Representatives
Train staff assigned to conduct illicit discharge investigations.	<input checked="" type="checkbox"/>						Consider new and/or refresher training with staff and MCSTOPPP Representatives
Develop map of outfalls.	<input checked="" type="checkbox"/>						
Develop maps of complete storm drain system for use to trace illicit discharges.	<input checked="" type="checkbox"/>						

**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			
<i>City of Sausalito</i>							
Conduct Field Screening							
Identify evidence of illicit discharges while maintenance and field staff are conducting other routine work. Report any evidences of illicit discharges to Stormwater Coordinator.	<input checked="" type="checkbox"/>						
Conduct Field Investigations							
Verify whether an illicit discharge has occurred upon receiving information/ report of such. Initiate follow-up within 24 hours from receipt of report.	<input checked="" type="checkbox"/>						
Find source of illicit discharge and eliminate it. Trace source(s); record and maintain findings.	<input checked="" type="checkbox"/>						
Continue to inspect/follow-up illicit discharges until: source is found and eliminated or discharge has stopped and source cannot be traced.	<input checked="" type="checkbox"/>						
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:	<input checked="" type="checkbox"/>						
Periodic above-ground surveillance	<input checked="" type="checkbox"/>						
Additional business inspections	<input checked="" type="checkbox"/>						
Additional periodic investigations of outfalls, creeks, and open channels	<input checked="" type="checkbox"/>						
Additional targeted education outreach in area.	<input checked="" type="checkbox"/>						

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

MUNICIPALITY NAME:

City of Sausalito	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
Performance Standard	Yes	No	Partial	NA			
Follow-up To Field Screening and Investigations							
Follow-up activities:							
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.	<input checked="" type="checkbox"/>						
Distribute appropriate educational and BMP information to business to which discharge has been traced.	<input checked="" type="checkbox"/>						
Follow-up To Field Screening and Investigations - Continued							
Begin enforcement procedures, if appropriate.	<input checked="" type="checkbox"/>						
Ensure that the goal of follow-up investigations is to stop the illicit discharge(s) as soon as practicable.	<input checked="" type="checkbox"/>						

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			
<i>City of Sausalito</i>							
<i>Procedures for Spill Prevention, Containment, and Response</i>							
Stormwater Coordinator will conduct or delegate the following:	<input checked="" type="checkbox"/>						
Investigate and record spill report/complaints.	<input checked="" type="checkbox"/>						
Become familiar with existing spill prevention, containment, response, and clean-up programs in the jurisdiction.	<input checked="" type="checkbox"/>						
Coordinate illicit discharge prevention, elimination, and clean-up activities with the spill prevention, containment, response, and clean-up programs.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						

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			
<i>City of Sausalito</i>							
<i>Document and Report Completion</i>							
Document number and types of illicit discharge incidents reported and follow-up actions conducted (not including automobile accident fluid spills).	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
<i>Alternative Approaches</i>							
Agency may develop and submit to the Regional Board an alternative illicit discharge control and elimination plan.				<input checked="" type="checkbox"/>			

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>City of Sausalito</i>							
Development Plan Review and Permitting							
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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						In report period 1 project was required to install permanent structural stormwater controls, Sausalito Yacht Harbor Bulkhead, which installed a Storm Drain Filtration System. Hillside homes are generally conditioned so that to the maximum extent possible drainage from paved surfaces and roofs are routed through grassy swales, buffer strips or filters prior to discharge into the storm drainage system.

**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>City of Sausalito</i>							
Development Plan Review and Permitting (cont.)							
Require developers/owners/ builders to control stormwater quality impacts of their projects by using appropriate BMPs during construction activities.	<input checked="" type="checkbox"/>						continue to reference MCSTOPPP "Minimum Erosion/Sediment Control Measures for Small Construction Projects" and Guidelines for LID
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.	<input checked="" type="checkbox"/>						continue to reference MCSTOPPP "Minimum Erosion/Sediment Control Measures for Small Construction Projects" and Guidelines for LID
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).	<input checked="" type="checkbox"/>						
Ensure municipal capital improvement projects also include stormwater quality control measures during and after construction, as appropriate for each project.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						

**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>City of Sausalito</i>							
Additional Erosion and Sediment Controls							
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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
Construction Inspection							
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.	<input checked="" type="checkbox"/>						

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

MUNICIPALITY NAME:

City of Sausalito	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			
Construction Inspection (cont.)							
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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
During the wet season, oversee the inspection of all construction sites with ESC following each major storm event.	<input checked="" type="checkbox"/>						
Education and Outreach							
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.	<input checked="" type="checkbox"/>						

**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>City of Sausalito</i>							
Education and Outreach (cont.)							
Train, at least annually, construction inspection staff on inspection procedures, documentation, and enforcement related to stormwater pollution prevention.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
Distribute appropriate educational and outreach materials provided by the Regional Board to utility contractors seeking encroachment and/or grading permits from the municipality.	<input checked="" type="checkbox"/>						

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			
<i>City of Sausalito</i>							
Targeting Inspections to Achieve the Most Benefit							
Develop and update a business inspection plan describing:							
inspecting agency/department	<input checked="" type="checkbox"/>						
the agency/department conducting stormwater follow-up/enforcement	<input checked="" type="checkbox"/>						
how information will be coordinated among agencies/departments	<input checked="" type="checkbox"/>						
Priorities for inspecting businesses; identify target businesses with high discharge potential.	<input checked="" type="checkbox"/>						
Inspect and distribute appropriate BMP information to all businesses that impact stormwater quality at least once during <i>Action Plan</i> period (5 years).	<input checked="" type="checkbox"/>						
Inspect and distribute appropriate BMP information to target businesses within jurisdiction.	<input checked="" type="checkbox"/>						
Educate business owners and operators about stormwater pollution prevention, separate from the inspection program.	<input checked="" type="checkbox"/>						
Respond to complaints/ referrals concerning a facility.	<input checked="" type="checkbox"/>						
Reevaluate your agency's priorities for inspecting businesses and update business inspection plan as needed.	<input checked="" type="checkbox"/>						
Preparing for Inspections							
Train facility inspectors so that each inspector can conduct effective stormwater inspections.	<input checked="" type="checkbox"/>						

**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			
<i>City of Sausalito</i>							
Preparing for Inspections (cont.)							
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.	<input checked="" type="checkbox"/>						
Conducting Inspections							
Inspectors review facility layout to locate storm drain system/ stormwater drainage path	<input checked="" type="checkbox"/>						
Inspectors review/inspect the following for potential to discharge pollutants or exposure to runoff:	<input checked="" type="checkbox"/>						
Outdoor process/ manufacturing areas	<input checked="" type="checkbox"/>						
Outdoor material storage areas	<input checked="" type="checkbox"/>						
Outdoor waste storage and disposal areas	<input checked="" type="checkbox"/>						
Outdoor vehicle and heavy equipment storage and maintenance areas	<input checked="" type="checkbox"/>						
Outdoor parking areas and access roads	<input checked="" type="checkbox"/>						
Outdoor wash areas	<input checked="" type="checkbox"/>						
Surface discharge outlets from rooftop equipment; and	<input checked="" type="checkbox"/>						
Outdoor drainage from indoor areas	<input checked="" type="checkbox"/>						
Inspectors notify Stormwater Coordinator of potential to discharge pollutants from non-stormwater discharges and pollutant exposure to stormwater from a business.	<input checked="" type="checkbox"/>						

**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			
<i>City of Sausalito</i>							
Conducting Inspections (cont.)							
When a business that impacts stormwater quality is identified, Stormwater Coordinator will conduct or delegate:	<input checked="" type="checkbox"/>						
Communicate stormwater requirements	<input checked="" type="checkbox"/>						
Distribute BMP information, educational materials, and referrals to facility representatives, and ask about employee training.	<input checked="" type="checkbox"/>						
Inform the facility representative of problems/violations found and discuss, establish a correction schedule, and follow up.	<input checked="" type="checkbox"/>						
Document and track inspection activities, follow-up, and enforcement activities for annual report.	<input checked="" type="checkbox"/>						
Stormwater Coordinator will conduct or delegate regular inspections of businesses with historical stormwater issues to ensure implementation of BMPs.	<input checked="" type="checkbox"/>						
Achieving Facility Compliance							
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.	<input checked="" type="checkbox"/>						
Begin enforcement procedures, if appropriate.	<input checked="" type="checkbox"/>						
Alternative Approach							
Agency may develop and submit for approval to the Regional Board an alternative industrial/commercial business inspection plan.				<input checked="" type="checkbox"/>			

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:

City of Sausalito	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			
Coordination with Countywide Program Activities							
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;	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
Internal Communication and Training							
City Staff and Officials							
Communicate MCSTOPPP information to stormwater staff and elected officials so they are informed about their role in implementing local and countywide programs.	<input checked="" type="checkbox"/>						
Train new employees.	<input checked="" type="checkbox"/>						
Handling Public Telephone Calls							
Establish procedure for routing stormwater calls to the appropriate staff for handling.	<input checked="" type="checkbox"/>						
Train local agency staff handling calls on established procedures.	<input checked="" type="checkbox"/>						
Promote use of one of the agency's phone numbers to facilitate public reporting of illicit discharges.	<input checked="" type="checkbox"/>						

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

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>City of Sausalito</i>							
Storm Drain Stencils/Signs							
Each agency will have a program installing stencils/signs on publicly owned storm drain inlets.	<input checked="" type="checkbox"/>						
Maintain signs sufficiently so that they are legible.	<input checked="" type="checkbox"/>						
Coordination with Public Schools (K-12)							
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).	<input checked="" type="checkbox"/>						
Local Community Outreach							
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).	<input checked="" type="checkbox"/>						
Consider initiating and supporting a community outreach program.	<input checked="" type="checkbox"/>						
Agencies with creeks will support their local "friends" of the creek group or equivalent program.	<input checked="" type="checkbox"/>						

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.



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			
<i>City of San Rafael</i>							
General Standards/Training							
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.	√						
General Housekeeping							
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			
<i>City of San Rafael</i>							
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.	√						
Refuse Holding Area							
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.	√						
Auxiliary Storage Areas/Yard							
Store chemicals in appropriate areas.	√						
Chemical Storage							
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.			√		Working with County to create		

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			
<i>City of San Rafael</i>							
Chemical Usage							
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.	√						
A. Oil-based Paints. Wipe oil-based paints from brushes; use filters, reuse thinners or dispose as hazardous waste.	√						
B. Water-based Paints. Rinse water-based paints out of brushes, discharge to sanitary sewer; dry excess paint to trash; otherwise hazardous waste or recycle.	√						
C. Automotive Fluids. Collect used automotive fluids; dispose or recycle appropriately.	√						
D. Pesticides. 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			
<i>City of San Rafael</i>							
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.	√						
E. Solvent/Cleaning Solutions. Properly recycle/dispose of used solvents/ chemicals.	√						
Washing Vehicles/Equipment							
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.				√			
Fuel Dispensing Area							
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			
<i>City of San Rafael</i>							
Fuel Dispensing Area (Continued)							
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.	√						
Fleet Maintenance/Vehicle Parking Areas							
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			
<i>City of San Rafael</i>							
Services							
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.	√						
Education and Enforcement							
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.	√						
Alternative Approaches							
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>City of San Rafael</i>							
Visual Inspections							
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.	√						
Maximize Removal of Pollutants Prior to Discharge							
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.	√						
Disposal							
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>City of San Rafael</i>							
<i>Education/ Training</i>							
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			
<i>City of San Rafael</i>							
General Practices							
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.	√						
Asphalt/Concrete Removal							
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.	√						
Patching and Resurfacing							
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			
<i>City of San Rafael</i>							
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.	√						
Signing and Striping							
Store spill absorbent materials on trucks.	√						
Contain, clean up, properly dispose of waste materials per MSDS (Material Safety Data Sheet).	√						
Equipment Clean Up/Storage							
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			
<i>City of San Rafael</i>							
<i>Routine Inspection and Cleaning</i>							
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.	√						
<i>Record Keeping</i>							
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.	√						
<i>Spill Response</i>							
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			
<i>City of San Rafael</i>							
Spill Response (Continued)							
Establish response/removal spill procedure for after work hours for non-hazardous materials.	√				Fire and Police respond to after hours spills		
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.	√						
Disposal of Material							
Store material removed from storm drainage facilities on impermeable surface (covered during rain) and drain wastewater to sanitary sewer; dispose at appropriate facility.	√						
Alternative Approach							
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			
<i>City of San Rafael</i>							
Street Sweeping Frequency							
Clean streets according to Action Plan 2010 schedule			√		Downtown and Canal area streets swept weekly, all other streets are swept in the fall prior to winter rains	Table 3-1 in the 2011-12 MCSTOPPP Annual Report will be updated in the 2012-13 Annual Report to reflect the current sweeping schedule for targeted high priority areas.	
Problems Associated with Efficient Street Cleaning							
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.	√						
Street Cleaning Operation to Maximize Pollutant Removal							
Quality of clean streets: no dirt trails/debris.	√						
Check street cleaning equipment for proper adjustment.	√						
Operate equipment at manufacturer's specified speed.	√						
Street Cleaning Maintenance to Maximize Pollution Removal							
Regularly inspect and maintain equipment.	√						

MARIN COUNTY STORMWATER 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			
City of San Rafael							
Replace worn components as required to maximize efficiency.	√						

MARIN COUNTY STORMWATER 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			
<i>City of San Rafael</i>							
Spill Response							
Report spills observed on streets immediately.	√						
Respond to spills per Storm Drain Facility Performance Standards	√						
Record Keeping							
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.	√						
Contract Sweepers							
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.				√			
Education /Training							
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			
<i>City of San Rafael</i>							
Prepare for Illicit Discharge Screening and Investigations							
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)
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			
<i>City of San Rafael</i>							
Conduct Field Screening							
Identify evidence of illicit discharges while maintenance and field staff are conducting other routine work. Report any evidences of illicit discharges to Stormwater Coordinator.	√						
Conduct Field Investigations							
Verify whether an illicit discharge has occurred upon receiving information/ report of such. Initiate follow-up within 24 hours from receipt of report.	√				Calls on nights, weekends, and holidays are received on the next business day and responded to on the following work day		
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	√				CMSA provides 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)
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			
<i>City of San Rafael</i>							
<i>Follow-up To Field Screening and Investigations</i>							
Follow-up activities:	√						
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.	√				CMSA provides this information		
<i>Follow-up To Field Screening and Investigations - Continued</i>							
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)
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			
<i>City of San Rafael</i>							
<i>Procedures for Spill Prevention, Containment, and Response</i>							
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)
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			
<i>City of San Rafael</i>							
Document and Report Completion							
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.	√						
Alternative Approaches							
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>City of San Rafael</i>							
Development Plan Review and Permitting							
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			
<i>City of San Rafael</i>							
<i>Development Plan Review and Permitting (cont.)</i>							
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			
<i>City of San Rafael</i>							
Additional Erosion and Sediment Controls							
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.	√						
Construction Inspection							
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>City of San Rafael</i>							
Construction Inspection (cont.)							
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.	√						
Education and Outreach							
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>City of San Rafael</i>							
Education and Outreach (cont.)							
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			
<i>City of San Rafael</i>							
Targeting Inspections to Achieve the Most Benefit							
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.	√						
Preparing for Inspections							
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			
<i>City of San Rafael</i>							
Preparing for Inspections (cont.)							
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.	√						
Conducting Inspections							
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			
<i>City of San Rafael</i>							
Conducting Inspections (cont.)							
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.	√						
Achieving Facility Compliance							
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.	√						
Alternative Approach							
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:

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>City of San Rafael</i>							
Coordination with Countywide Program Activities							
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.	√						
Internal Communication and Training							
City Staff and Officials							
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.	√						
Handling Public Telephone Calls							
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:

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>City of San Rafael</i>							
Storm Drain Stencils/Signs							
Each agency will have a program installing stencils/signs on publicly owned storm drain inlets.	√						
Maintain signs sufficiently so that they are legible.	√						
Coordination with Public Schools (K-12)							
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).	√						
Local Community Outreach							
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

- Factors to consider in determining appropriateness include appropriate for local population, pollution sources, receiving water concerns, and integration with local management procedures.
- 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.



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

1. Enter Municipality Name:

Town of Tiburon

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:

<i>Town of Tiburon</i>	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
Performance Standard	Yes	No	Partial	NA			
General Standards/Training							
Prepare and maintain a current SWPPP for each facility.	<input checked="" type="checkbox"/>						
Assign one person for each corp. yard to ensure BMPs are implemented.	<input checked="" type="checkbox"/>						
Prepare spill containment kits; store in appropriate locations. Conduct annual drills on how to use the kits.	<input checked="" type="checkbox"/>						
Stencil inlets to storm drainage system.	<input checked="" type="checkbox"/>						
Conduct annual facility surveys for performance standards compliance.	<input checked="" type="checkbox"/>						
Post performance standards guidance and BMPs in appropriate areas.	<input checked="" type="checkbox"/>						
Describe activities to educate staff regarding performance standards in annual report.	<input checked="" type="checkbox"/>						
Include stormwater performance standards in annual updates of other environmental management plans and review plans with facility users.	<input checked="" type="checkbox"/>						
General Housekeeping							
Dispose material removed from streets/storm drainage facilities often to eliminate exposure to rainwater and runoff.	<input checked="" type="checkbox"/>						
Sweep corp. yard at least monthly.	<input checked="" type="checkbox"/>						
Keep chemical storage areas neat and orderly	<input checked="" type="checkbox"/>						

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

MUNICIPALITY NAME:

<i>Town of Tiburon</i>	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
Performance Standard	Yes	No	Partial	NA			
Stockpile materials away from streets, gutters, storm drain inlets, or water channels when possible.	<input checked="" type="checkbox"/>						
Inspect the yard at least monthly and during rain events to ensure there are no illicit discharges to the storm drain system.	<input checked="" type="checkbox"/>						
<i>Refuse Holding Area</i>							
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.	<input checked="" type="checkbox"/>						
<i>Auxiliary Storage Areas/Yard</i>							
Store chemicals in appropriate areas.	<input checked="" type="checkbox"/>						
<i>Chemical Storage</i>							
Store paint, chemicals in approved covered containment area. Waste drums closed when not in use; correct labeling; protection from vandalism.	<input checked="" type="checkbox"/>						
If stored outside, keep containers in containment area with tight-fitting lids, preventing discharge to storm drain or contact with rain.	<input checked="" type="checkbox"/>						
Review Material Safety Data Sheets (MSDS) to ensure appropriate materials separation.	<input checked="" type="checkbox"/>						
Review Hazardous Materials Business Plan (HMBP) for requirements.	<input checked="" type="checkbox"/>						

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

MUNICIPALITY NAME:

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

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

MUNICIPALITY NAME:

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

**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			
<i>Town of Tiburon</i>							
Fuel Dispensing Area (Continued)							
Install signs not to "top off" tanks.	<input checked="" type="checkbox"/>						
Discourage mobile fueling; establish designated areas for it.	<input checked="" type="checkbox"/>						
Consider covering fuel dispensing areas; no fueling over open ground. Implement Retail Gasoline Outlet BMPs.	<input checked="" type="checkbox"/>						
Design fueling area to prevent "run-on" of storm water and runoff of spills.	<input checked="" type="checkbox"/>						Fueling area is flat and not exposed to run-on
Fleet Maintenance/Vehicle Parking Areas							
Regularly inspect equipment for leaks. Use drip pans; repair.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
Dry sweep area periodically.	<input checked="" type="checkbox"/>						
Schedule outdoor repair activities for dry weather, if possible.	<input checked="" type="checkbox"/>						
Clean equipment regularly using proper collection and disposal methods when necessary	<input checked="" type="checkbox"/>						

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			
<i>Town of Tiburon</i>							
Services							
Provide adequate number of litter receptacles in commercial/other litter source areas.	<input checked="" type="checkbox"/>						
Pick up litter receptacles frequently to prevent/minimize spillage.	<input checked="" type="checkbox"/>						
Document/maintain monthly records for:							
Areas targeted for litter removal;	<input checked="" type="checkbox"/>						Documented in monthly Maintenance Activity Reports
Total amount of material removed.	<input checked="" type="checkbox"/>						Documented in monthly Maintenance Activity Reports
Education and Enforcement							
Encourage public education to include anti-littering message (composting/ remove & containerize waste/ sweep outdoor areas/ provide municipal green waste program).	<input checked="" type="checkbox"/>						
Encourage local law enforcement to post signs and enforce anti-littering laws, especially for vacant-lot owners.	<input checked="" type="checkbox"/>						
Label litter receptacles with anti-littering messages when possible.	<input checked="" type="checkbox"/>						
Encourage participation in/assist with Coastal Cleanup Day and Earth Day litter removals.	<input checked="" type="checkbox"/>						
Encourage maintenance crews to report any privately-owned abandoned, leaking vehicles.	<input checked="" type="checkbox"/>						
Alternative Approaches							
Agency may submit to Regional Board for approval an alternative litter control plan.				<input checked="" type="checkbox"/>			

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>Town of Tiburon</i>							
Visual Inspections							
Inspect wet wells or forebays 1/month during the dry season for oil spills or other noticeable pollutant discharge.				<input checked="" type="checkbox"/>		Town does not maintain pump stations.	
Inspect wet wells or forebays 1/week during the wet season, for oil spills or other noticeable pollutant discharge.				<input checked="" type="checkbox"/>			
Maximize Removal of Pollutants Prior to Discharge							
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.				<input checked="" type="checkbox"/>			
Have spill kit readily available if there is a large potential for pollutant discharge.				<input checked="" type="checkbox"/>			
Contain lubricants, fuel, and batteries to prevent accidental spills to wet wells.				<input checked="" type="checkbox"/>			
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.				<input checked="" type="checkbox"/>			
Track spills upstream to try to locate the source(s). Document spill incidents per illicit discharge program. Implement enforcement as appropriate.				<input checked="" type="checkbox"/>			
Store oil absorbent materials in appropriate maintenance vehicles.				<input checked="" type="checkbox"/>			
Disposal							
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.				<input checked="" type="checkbox"/>			

**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>Town of Tiburon</i>							
<i>Education/ Training</i>							
Educate all pump station maintenance personnel about the performance standards. Conduct at least one meeting/year to educate.				<input checked="" type="checkbox"/>			
Conduct drills as part of the training, as appropriate.				<input checked="" type="checkbox"/>			

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			
<i>Town of Tiburon</i>							
General Practices							
Schedule excavation and road maintenance activities for dry weather.	<input checked="" type="checkbox"/>						Most work performed by contractors who would implement these steps; Town will continue to coordinate with all contractors to ensure compliance.
Perform major equipment repairs, fueling, and maintenance at corp. yards.	<input checked="" type="checkbox"/>						
Recycle used oil, concrete, asphalt, etc..	<input checked="" type="checkbox"/>						
Train employees to use these performance standards annually.	<input checked="" type="checkbox"/>						
Distribute educational and outreach materials as appropriate to utility contractors seeking encroachment and/or grading permits.	<input checked="" type="checkbox"/>						
Asphalt/Concrete Removal							
Remove/recycle as much of old pavement as possible.	<input checked="" type="checkbox"/>						
Protect storm drain inlets before asphalt break-up; clean afterwards.	<input checked="" type="checkbox"/>						
Block/berm storm drain inlets during saw-cutting; immediately remove any slurry entering storm drain system.	<input checked="" type="checkbox"/>						
Remove saw-cut slurry before end of each day.	<input checked="" type="checkbox"/>						
Patching and Resurfacing							
No unprotected stockpiling of materials near storm drain inlets or creeks.	<input checked="" type="checkbox"/>						
Cover and seal manholes before applying sealants, etc.	<input checked="" type="checkbox"/>						
Never wash excess material from exposed aggregate concrete, etc. to storm drain; designate unpaved clean up area and proper material disposal area.	<input checked="" type="checkbox"/>						
Conserve dust control water to avoid runoff.	<input checked="" type="checkbox"/>						

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			
<i>Town of Tiburon</i>							
Sweep up as much material as possible and properly dispose; wash streets only if runoff is controlled/contained.	<input checked="" type="checkbox"/>						
Clean up all spills and leaks from equipment using "dry" methods. Properly remove contaminated soil; dispose of properly.	<input checked="" type="checkbox"/>						
After job is complete, remove stockpiles and other extras as soon as possible.	<input checked="" type="checkbox"/>						
Prevent pollution of storm water runoff around work areas if unexpected rain.	<input checked="" type="checkbox"/>						
Signing and Striping							
Store spill absorbent materials on trucks.	<input checked="" type="checkbox"/>						
Contain, clean up, properly dispose of waste materials per MSDS (Material Safety Data Sheet).	<input checked="" type="checkbox"/>						
Equipment Clean Up/Storage							
Flush sprayer paint supply lines at corp. yards; clean up properly.	<input checked="" type="checkbox"/>						
Clean sprayers, patch and paving equipment at end of day; use approved collection and disposal methods.	<input checked="" type="checkbox"/>						
Cover sprayers, patch and paving equipment if they contain pollutants to prevent rainfall from transporting pollutants to storm drains.	<input checked="" type="checkbox"/>						

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			
<i>Town of Tiburon</i>							
<i>Routine Inspection and Cleaning</i>							
Inspect and clean as necessary storm drainage facilities as directed, preferably, prior to rainy season, or alternate.	<input checked="" type="checkbox"/>						
When cleaning storm drains, remove maximum amount of material at nearest access point.	<input checked="" type="checkbox"/>						
<i>Record Keeping</i>							
Report amount of material removed when cleaning storm drainage facilities in monthly forms.	<input checked="" type="checkbox"/>						
Document and track spill incidents and coordinate with your illicit discharge control field surveys.	<input checked="" type="checkbox"/>						
Identify/target storm drain inlet areas requiring more frequent or alternative cleaning and/or public education efforts.	<input checked="" type="checkbox"/>						
<i>Spill Response</i>							
Maintenance staff makes appropriate phone calls if they suspect toxic or hazardous material spills.	<input checked="" type="checkbox"/>						
If non-hazardous, maint. Staff contains spill area immediately; cleans ASAP.	<input checked="" type="checkbox"/>						
Maintenance staff are aware of around-the-clock response/removal spill procedures for hazardous or unknown materials.	<input checked="" type="checkbox"/>						

**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			
<i>Town of Tiburon</i>							
Spill Response (Continued)							
Establish response/removal spill procedure for after work hours for non-hazardous materials.	<input checked="" type="checkbox"/>						
Maintenance staff to coordinate with Stormwater Coordinator for appropriate follow-up response.	<input checked="" type="checkbox"/>						
Work with Fire and Police Departments to provide spill report copies to Stormwater Coordinators.	<input checked="" type="checkbox"/>						
Disposal of Material							
Store material removed from storm drainage facilities on impermeable surface (covered during rain) and drain wastewater to sanitary sewer; dispose at appropriate facility.			<input checked="" type="checkbox"/>		Storage area is was not covered in rainy season in FY 11-12.		We are now fully complying with this requirement in FY 12-13.
Alternative Approach							
Agency may develop and submit to the Regional Board for approval an alternative storm drain facility pollution control plan.				<input checked="" type="checkbox"/>			

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			
<i>Town of Tiburon</i>							
Street Sweeping Frequency							
Clean streets according to Action Plan 2010 schedule	<input checked="" type="checkbox"/>				Street sweeping work: contract Mill Valley Refuse Service		
Problems Associated with Efficient Street Cleaning							
Getting Parked/Abandoned Vehicles Off Streets	<input checked="" type="checkbox"/>				MVRS is aware of these requirements and complies		
Maintain consistent sweeping schedule.	<input checked="" type="checkbox"/>						
Measures to keep curbed areas clear during cleaning.	<input checked="" type="checkbox"/>						
Removing leaves during leaf season	<input checked="" type="checkbox"/>						
Analyze alternatives; develop leaf removal program.	<input checked="" type="checkbox"/>						
Encourage residents to collect and compost leaves through green waste program or coordinate with local/regional composting program.	<input checked="" type="checkbox"/>						
Trees near streets	<input checked="" type="checkbox"/>						
Provide operators with resources to report trees interfering with cleaning.	<input checked="" type="checkbox"/>						
Street Cleaning Operation to Maximize Pollutant Removal							
Quality of clean streets: no dirt trails/debris.	<input checked="" type="checkbox"/>						
Check street cleaning equipment for proper adjustment.	<input checked="" type="checkbox"/>						
Operate equipment at manufacturer's specified speed.	<input checked="" type="checkbox"/>						
Street Cleaning Maintenance to Maximize Pollution Removal							
Regularly inspect and maintain equipment.	<input checked="" type="checkbox"/>						
Replace worn components as required to maximize efficiency.	<input checked="" type="checkbox"/>						

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

MUNICIPALITY NAME:

Town of Tiburon	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			
Spill Response							
Report spills observed on streets immediately.	<input checked="" type="checkbox"/>						
Respond to spills per Storm Drain Facility Performance Standards	<input checked="" type="checkbox"/>						
Record Keeping							
Track cleaning mileage.	<input checked="" type="checkbox"/>						
Track volume or weight of material removed each cleaning day.	<input checked="" type="checkbox"/>						
Report number of curb miles swept in monthly forms.	<input checked="" type="checkbox"/>						
Identify and target areas for:							
more frequent cleaning	<input checked="" type="checkbox"/>						
efforts to remove vehicles.	<input checked="" type="checkbox"/>						
education efforts to discourage illegal dumping, etc.	<input checked="" type="checkbox"/>						
Document/track areas where spills were reported and coordinate with agency's illicit discharge control field surveys.	<input checked="" type="checkbox"/>						
Contract Sweepers							
Specify in contracts that compliance with these performance standards will be achieved.	<input checked="" type="checkbox"/>						
Specify in contracts that back up equipment must be available.	<input checked="" type="checkbox"/>						
Specify in contracts that all record keeping information will be provided.	<input checked="" type="checkbox"/>						
Education /Training							
Train staff and contractors annually to identify and report illicit discharges.	<input checked="" type="checkbox"/>				Town did not formally train contractors in FY 11-12		Contracts with MVRS will continue to require staff training
Train staff and contractors to comply with street sweeping performance standards.	<input checked="" type="checkbox"/>				Town did not formally train contractors in FY 11-12		Contracts with MVRS will continue to require staff training

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:

Town of Tiburon	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
Performance Standard	Yes	No	Partial	NA			
<i>Prepare for Illicit Discharge Screening and Investigations</i>							
Stormwater Coordinator conducts or delegates the following:	<input checked="" type="checkbox"/>						
Receive information on non-stormwater discharge reports;	<input checked="" type="checkbox"/>						
Assure illicit discharges follow-up, elimination, and clean up are conducted.	<input checked="" type="checkbox"/>						
Provide staff with information on illicit discharge source identification and elimination status;	<input checked="" type="checkbox"/>						
Make sure required reporting is completed.	<input checked="" type="checkbox"/>						
Distribute information to management and elected officials about resources needed to implement the performance standards.	<input checked="" type="checkbox"/>						
Facilitate performance standards implementation.	<input checked="" type="checkbox"/>						
Share local activities/findings with ASC.	<input checked="" type="checkbox"/>						
Train appropriate maintenance and field staff to recognize illicit discharges and response procedures.	<input checked="" type="checkbox"/>						
Train staff assigned to conduct illicit discharge investigations.	<input checked="" type="checkbox"/>						
Develop map of outfalls.	<input checked="" type="checkbox"/>						
Develop maps of complete storm drain system for use to trace illicit discharges.	<input checked="" type="checkbox"/>						

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

MUNICIPALITY NAME:

Town of Tiburon	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
Performance Standard	Yes	No	Partial	NA			
Conduct Field Screening							
Identify evidence of illicit discharges while maintenance and field staff are conducting other routine work. Report any evidences of illicit discharges to Stormwater Coordinator.	<input checked="" type="checkbox"/>						
Conduct Field Investigations							
Verify whether an illicit discharge has occurred upon receiving information/ report of such. Initiate follow-up within 24 hours from receipt of report.	<input checked="" type="checkbox"/>						
Find source of illicit discharge and eliminate it. Trace source(s); record and maintain findings.	<input checked="" type="checkbox"/>						
Continue to inspect/follow-up illicit discharges until: source is found and eliminated or discharge has stopped and source cannot be traced.	<input checked="" type="checkbox"/>						
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:	<input checked="" type="checkbox"/>						
Periodic above-ground surveillance	<input checked="" type="checkbox"/>						
Additional business inspections	<input checked="" type="checkbox"/>						
Additional periodic investigations of outfalls, creeks, and open channels	<input checked="" type="checkbox"/>						
Additional targeted education outreach in area.	<input checked="" type="checkbox"/>						

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

MUNICIPALITY NAME:

Town of Tiburon	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
Performance Standard	Yes	No	Partial	NA			
<i>Follow-up To Field Screening and Investigations</i>							
Follow-up activities:							
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.	<input checked="" type="checkbox"/>						
Distribute appropriate educational and BMP information to business to which discharge has been traced.	<input checked="" type="checkbox"/>						
<i>Follow-up To Field Screening and Investigations - Continued</i>							
Begin enforcement procedures, if appropriate.	<input checked="" type="checkbox"/>						
Ensure that the goal of follow-up investigations is to stop the illicit discharge(s) as soon as practicable.	<input checked="" type="checkbox"/>						

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			
<i>Town of Tiburon</i>							
<i>Procedures for Spill Prevention, Containment, and Response</i>							
Stormwater Coordinator will conduct or delegate the following:	<input checked="" type="checkbox"/>						
Investigate and record spill report/complaints.	<input checked="" type="checkbox"/>						
Become familiar with existing spill prevention, containment, response, and clean-up programs in the jurisdiction.	<input checked="" type="checkbox"/>						
Coordinate illicit discharge prevention, elimination, and clean-up activities with the spill prevention, containment, response, and clean-up programs.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						

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			
<i>Town of Tiburon</i>							
Document and Report Completion							
Document number and types of illicit discharge incidents reported and follow-up actions conducted (not including automobile accident fluid spills).	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
Alternative Approaches							
Agency may develop and submit to the Regional Board an alternative illicit discharge control and elimination plan.				<input checked="" type="checkbox"/>			

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>Town of Tiburon</i>							
Development Plan Review and Permitting							
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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						

**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>Town of Tiburon</i>							
<i>Development Plan Review and Permitting (cont.)</i>							
Require developers/owners/ builders to control stormwater quality impacts of their projects by using appropriate BMPs during construction activities.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
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).	<input checked="" type="checkbox"/>						
Ensure municipal capital improvement projects also include stormwater quality control measures during and after construction, as appropriate for each project.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						

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

MUNICIPALITY NAME:

Town of Tiburon	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			
Additional Erosion and Sediment Controls							
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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
Construction Inspection							
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.	<input checked="" type="checkbox"/>						

**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>Town of Tiburon</i>							
Construction Inspection (cont.)							
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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
During the wet season, oversee the inspection of all construction sites with ESC following each major storm event.	<input checked="" type="checkbox"/>						
Education and Outreach							
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.	<input checked="" type="checkbox"/>						

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

MUNICIPALITY NAME:

<i>Town of Tiburon</i>	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			
<i>Education and Outreach (cont.)</i>							
Train, at least annually, construction inspection staff on inspection procedures, documentation, and enforcement related to stormwater pollution prevention.	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
Distribute appropriate educational and outreach materials provided by the Regional Board to utility contractors seeking encroachment and/or grading permits from the municipality.	<input checked="" type="checkbox"/>						

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			
<i>Town of Tiburon</i>							
Targeting Inspections to Achieve the Most Benefit							
Develop and update a business inspection plan describing:	<input checked="" type="checkbox"/>						
inspecting agency/department	<input checked="" type="checkbox"/>						
the agency/department conducting stormwater follow-up/enforcement	<input checked="" type="checkbox"/>						
how information will be coordinated among agencies/departments	<input checked="" type="checkbox"/>						
Priorities for inspecting businesses; identify target businesses with high discharge potential.	<input checked="" type="checkbox"/>						
Inspect and distribute appropriate BMP information to all businesses that impact stormwater quality at least once during <i>Action Plan</i> period (5 years).	<input checked="" type="checkbox"/>						
Inspect and distribute appropriate BMP information to target businesses within jurisdiction.	<input checked="" type="checkbox"/>						
Educate business owners and operators about stormwater pollution prevention, separate from the inspection program.	<input checked="" type="checkbox"/>						
Respond to complaints/ referrals concerning a facility.	<input checked="" type="checkbox"/>						
Reevaluate your agency's priorities for inspecting businesses and update business inspection plan as needed.			<input checked="" type="checkbox"/>		This work is in under review	Full compliance should be by February 2013.	
Preparing for Inspections							
Train facility inspectors so that each inspector can conduct effective stormwater inspections.	<input checked="" type="checkbox"/>						

**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			
<i>Town of Tiburon</i>							
Preparing for Inspections (cont.)							
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.	<input checked="" type="checkbox"/>						
Conducting Inspections							
Inspectors review facility layout to locate storm drain system/ stormwater drainage path	<input checked="" type="checkbox"/>						
Inspectors review/inspect the following for potential to discharge pollutants or exposure to runoff:	<input checked="" type="checkbox"/>						
Outdoor process/ manufacturing areas	<input checked="" type="checkbox"/>						
Outdoor material storage areas	<input checked="" type="checkbox"/>						
Outdoor waste storage and disposal areas	<input checked="" type="checkbox"/>						
Outdoor vehicle and heavy equipment storage and maintenance areas	<input checked="" type="checkbox"/>						
Outdoor parking areas and access roads	<input checked="" type="checkbox"/>						
Outdoor wash areas	<input checked="" type="checkbox"/>						
Surface discharge outlets from rooftop equipment; and	<input checked="" type="checkbox"/>						
Outdoor drainage from indoor areas	<input checked="" type="checkbox"/>						
Inspectors notify Stormwater Coordinator of potential to discharge pollutants from non-stormwater discharges and pollutant exposure to stormwater from a business.	<input checked="" type="checkbox"/>						

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			
<i>Town of Tiburon</i>							
Conducting Inspections (cont.)							
When a business that impacts stormwater quality is identified, Stormwater Coordinator will conduct or delegate:	<input checked="" type="checkbox"/>						
Communicate stormwater requirements	<input checked="" type="checkbox"/>						
Distribute BMP information, educational materials, and referrals to facility representatives, and ask about employee training.	<input checked="" type="checkbox"/>						
Inform the facility representative of problems/violations found and discuss, establish a correction schedule, and follow up.	<input checked="" type="checkbox"/>						
Document and track inspection activities, follow-up, and enforcement activities for annual report.	<input checked="" type="checkbox"/>						
Stormwater Coordinator will conduct or delegate regular inspections of businesses with historical stormwater issues to ensure implementation of BMPs.	<input checked="" type="checkbox"/>						
Achieving Facility Compliance							
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.	<input checked="" type="checkbox"/>						
Begin enforcement procedures, if appropriate.	<input checked="" type="checkbox"/>						
Alternative Approach							
Agency may develop and submit for approval to the Regional Board an alternative industrial/commercial business inspection plan.				<input checked="" type="checkbox"/>			

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:

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>Town of Tiburon</i>							
Coordination with Countywide Program Activities							
The Stormwater Coordinator or a delegate will:	<input checked="" type="checkbox"/>						
stay informed about the programs and materials being developed by the Countywide Program by attending Agency Staff Committee meetings;	<input checked="" type="checkbox"/>						
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.	<input checked="" type="checkbox"/>						
Internal Communication and Training							
City Staff and Officials							
Communicate MCSTOPPP information to stormwater staff and elected officials so they are informed about their role in implementing local and countywide programs.	<input checked="" type="checkbox"/>						
Train new employees.	<input checked="" type="checkbox"/>						
Handling Public Telephone Calls							
Establish procedure for routing stormwater calls to the appropriate staff for handling.	<input checked="" type="checkbox"/>						
Train local agency staff handling calls on established procedures.	<input checked="" type="checkbox"/>						
Promote use of one of the agency's phone numbers to facilitate public reporting of illicit discharges.	<input checked="" type="checkbox"/>						

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

MUNICIPALITY NAME:

<i>Town of Tiburon</i>	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			
Storm Drain Stencils/Signs							
Each agency will have a program installing stencils/signs on publicly owned storm drain inlets.	<input checked="" type="checkbox"/>						
Maintain signs sufficiently so that they are legible.	<input checked="" type="checkbox"/>						
Coordination with Public Schools (K-12)							
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).	<input checked="" type="checkbox"/>						
Local Community Outreach							
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).	<input checked="" type="checkbox"/>						
Consider initiating and supporting a community outreach program.		<input checked="" type="checkbox"/>			Limited staff time prevents		
Agencies with creeks will support their local "friends" of the creek group or equivalent program.				<input checked="" type="checkbox"/>			

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.