

City of San José
Urban Runoff Management Plan

Chapter 11:
Santa Clara Valley Urban
Runoff Pollution Prevention Program

Attachment 1: Work Plans

Prepared by the Environmental Services Department

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Illicit Connection / Illegal Dumping

ICID Work Plan

The City's ICID inspectors continue to conduct ICID investigations. Many areas of improvement in data collection and tracking that were identified in previous years have been accomplished. Those improvements that include recurring activities are now incorporated in the ongoing work plan.

ICID 1 - Response to Complaints

The City of San Jose will respond to complaints regarding IC/ID dumping activities into the storm drain system and will ensure that the activity has ceased or is an allowable discharge.

#	Activities	Compliance Date	City Reporting
A.	Update database system to track IC/ID complaint information.	6/30/02 Done FY 02-03	
B.	Document to RWQCB annually the number of IC/ID complaints that City received, & that activity has ceased or is an allowable discharge.	Report Annually	Q1, Q2, Q3, Q4
C.	Document to the RWQCB annually follow-up activities from each IC/ID complaint response. (Table 1 in the Annual Report)	Report Annually	Q1, Q2, Q3, Q4
D.	Review effectiveness of standard operating procedures for responding to IC/ID complaints.	Report Annually Ongoing	Q4
E.	Work with SCVURPPP to refine administrative procedure for providing referrals to the Regional Board.	6/30/02 6/03	FY 02-03, Q4
F.	Revise standard operating procedures to incorporate results of ICID 1E.	9/15/02 6/03	FY 02-03, Q4

ICID 2 - Investigations

The City of San Jose will conduct investigations of high priority areas. High Priority is defined as areas with a high potential for non-storm water discharges to the City's collection system.

#	Activities	Compliance Date	City Reporting
A.	Identify high priority areas, primary types & sources of IC/ID pollution based on complaints, historical inspection records, inspector knowledge and monitoring information.	Report Annually	Q4
B.	Conduct investigations of high priority areas based on ICID 2A.	Ongoing	Q4
C.	Document to the RWQCB that high priority areas have been conducted, per Table 2 in revised reporting format.	Report Annually	Q4

ICID 3 - Inspector Training

The City of San José will ensure that IC/ID inspectors are adequately trained in inspection procedures, documentation, and enforcement related to storm water pollution prevention.

#	Activities	Compliance Date	City Reporting
A.	Conduct annual training for IC/ID inspectors.	Report Annually	Q1
B.	Provide and document on-the-job training and other training opportunities, such as inspection workshops.	Report Annually Ongoing	Q4
C.	Review inspection training protocols to identify new training opportunities, approaches, and materials.	Report Annually	Q4

ICID 4 - Outreach and Technology Transfer

The City of San Jose will distribute outreach and technology transfer material containing applicable control measures and/or BMPs to target parties responsible for IC/ID activities.

#	Activities	Compliance Date	City Reporting
A.	Develop and/or modify existing outreach material, as needed, based on report developed under ICID 4B	Report Annually Ongoing	Q4
B.	Determine need for new outreach and technology transfer material by getting feedback from inspectors regarding 1) continuing problem activities 2) discharge types and 3) monitoring and complaint data, 4) usefulness of existing outreach and technology transfer material.	Report Annually Ongoing	Q2
C.	Document to RWQCB that outreach technology transfer material and/or BMPs have been distributed; tracked in Urban Runoff database.	Report Annually	Q4
D.	Develop and implement standard operating procedures to gather customer feedback on IC/ID services.	Development Done FY 02-03 <i>6/30/02</i> Report Annually Implementation Ongoing	Q1, Q2, Q3, Q4

ICID 5 - SOPs Effectiveness Evaluation

The City of San Jose’s Watershed Enforcement staff will review and evaluate the effectiveness of its SOPs in responding to complaints regarding illicit connections and illegal discharge dumping activities into the storm drain system.

#	Activities	Compliance Date	City Reporting
A.	In Annual Report, d Document and evaluate effectiveness of SOPs	Begin w/FY 02-03 Annually	Q4
B.	In Annual Report, d Document and evaluate what worked well and what needs improvement.	Begin w/FY 02-03 Annually	Q4

Industrial & Commercial Dischargers

IND Work Plan

The City continues to conduct Industrial and Commercial facility inspections based on the new inspection frequency schedule and collect the information needed to meet enhanced reporting requirements.

IND 1 - Notice of Intent (NOI) Filers

The City of San José will conduct inspections of those facilities that have filed an NOI with the State and appear on a list provided by the State.

#	Activities	Compliance Date	City Reporting
A.	Annually, obtain NOI filer database from State with annual information, review information and identify new NOI facilities for inspection next year.	6/30/02 Annually	Q4
B.	Conduct and document initial inspections of NOI Filers within one year using the inspector checklist form to determine whether the facility constituted a significant or non-significant potential threat to discharge pollutants to the storm drain collection system; assign a future inspection frequency to each facility accordingly. Document whether the facility had submitted an NOI, and whether a SWPPP and a SWMP were on site.	Annually Ongoing	Q4
C.	Conduct & document annual inspections of facilities determined to be Significant Facilities in accordance with inspection frequency schedule.	6/30/02 Annually Ongoing	Q1, Q2, Q3, Q4
D.	Collect information during inspections on the potential for storm water pollution at industrial and commercial facilities in order to determine the appropriate inspection frequency for the various facilities	New 6/30/02 Ongoing	Q4
E.	Conduct & document inspections of facilities that need to file an NOI at least once every five years for facilities determined to be Non-Significant in accordance with inspection frequency schedule. Enter inspection information from the inspector facility audit form onto the database.	Annual 6/30/02 Ongoing	Q1, Q2, Q3, Q4
F.	Collect information during inspections on the potential for storm water pollution at industrial and commercial facilities in order to determine the appropriate inspection frequency for the various facilities	New 6/30/02 Ongoing	Q4
G.	Update the database to track the inspection information from the inspector checklist and to include all NOI filer SIC codes required by the Industrial Activities Storm Water General Permit	6/30/02 Annually Ongoing	Q4

IND 2 - Non-Filer Investigations

The City of San José will inspect industrial facilities that may be subject to general permit requirements but are not found on the NOI filer list provided by the State.

#	Activities	Compliance Date	City Reporting
A.	Identify industrial facilities that conduct activities with the SIC codes listed in the IND SOPs.	6/30/02 <i>Milestone</i> Annually	Q4
B.	Develop a list of facilities targeted for inspection during upcoming year that may be subject to general permit requirements for NOI based on business licenses, etc.	07/01/02 Annually	Q1
C.	Conduct and document initial inspections of industrial facilities with the SIC codes listed referenced in IND 2A, using the inspector checklist form to document whether the facility constituted a significant or non-significant potential threat to discharge pollutants to the storm drain collection system, whether the facility had submitted an NOI, and whether a SWPPP and a SWMP were on site.	<i>Annual</i> Ongoing	Q4
D.	Conduct & document annual inspections of facilities determined to be Significant Facilities in accordance with implementation schedule. Add the facility to appropriate database(s) and assign an inspection frequency. If the facility inspected is determined to need to file an NOI and is not able to provide an NOI, SWPPP or SWMP, refer to the RWQCB.	6/30/02 <i>Annually</i> Ongoing	Q4
E.	Work with the Program’s Industrial Inspection Ad Hoc TG on an Administrative procedure for providing referrals to the Regional Board and document providing referrals to the Regional Board for facilities with significant problems.	6/30/02 6/30/03	FY 02-03, Q4

IND 3 - City Regulated Facilities

The City of San José will conduct inspections of City Regulated facilities as identified below:

Type	Frequency
Food service facilities	2 or more AOCs* over a rolling three year time period - Every year 1 AOC over a rolling three year time period – Every two (2) years 0 AOCs over a rolling three year time period - Every three (3)years
All Other City Regulated facilities	2 or more AOCs* over a rolling five year time period – Every year 1 AOC over a rolling five year time period – Every two (2) years 0 AOCs over a rolling five year time period but have exposure – Every five (5) years 0 AOCs over a rolling five year time period <u>with no exposure</u> or potential for exposure – No further inspections
Facilities for which a referral or ICID complaint is received	<i>As soon as practicable</i> Immediately for violations and every year until they meet the above criteria.

*Area of Concern (AOC) = A violation based on the San Jose Municipal Code 15.14.530 issued to a facility during a storm water inspection.

#	Activities	Compliance Date	City Reporting
A.	Identify Determine industrial/commercial facilities identified in the IND SOPs for inspection in each FY.	Annually <i>Milestone</i>	Q1

#	Activities	Compliance Date	City Reporting
B.	Conduct and document inspections of City Regulated facilities, other than food service facilities, at least once every five (5) years in accordance with the inspection frequency schedule. If determined to have no impact or no potential for pollution, will not be scheduled for future inspection.	6/30/02 Ongoing	Q1, Q2, Q3, Q4
C.	Conduct and document inspections of City Regulated food service facilities at least once every three (3) years. Initial approved performance standards require inspections every three years. If determined to have no impact or no potential for pollution, will not be scheduled for future inspection.	Annually Ongoing	Q1, Q2, Q3, Q4
D.	Conduct and document inspections for which a referral or complaint was received within one year. After the inspections, enter the information from the inspector facility inspection report onto the database.	Annually Ongoing	Q1, Q2, Q3, Q4
E.	Develop a database to track the inspection information from the inspector facility inspection report.	Revisions 06/30/02 Done FY 02-03	
F.	Revise database to track inspection information from inspector facility inspection report and to include new industrial program categories.	6/30/02 As Needed	Q4
G.	For B, C, D, and E, collect information during inspections on the potential for storm water pollution at City Regulated facilities in order to determine the appropriate inspection frequency for the various facilities.	New 6/30/02 Ongoing	Q4
H.	Develop an inspection frequency plan to track frequency of inspections. Implement & update, as needed, the inspection frequency plan.	6/30/02 On-going Development: Done FY 01-02 Implementation As Needed	Q4

IND 4 - Compliance

The City of San José will conduct industrial/commercial inspections to determine the existence of discharges or threatened discharges, which are illegal under local ordinances. The facility operator will be notified of observed areas of concern to be corrected and/or if official action on violations is necessary, it will take place under local enforcement procedures.

#	Activities	Compliance Date	City Reporting
A.	Document facilities that have enforcement actions, and the type of enforcement actions, conducted for the existence of discharges or threatened discharges that are illegal under local ordinances.	Annually Ongoing	Q1, Q2, Q3, Q4

IND 5 - Training

The City of San José will ensure that industrial/commercial inspectors are adequately trained in inspection procedures, documentation, and enforcement related to storm water pollution prevention.

#	Activities	Compliance Date	City Reporting
A.	Develop training procedures.	<i>On-going</i> Done	Q4
B.	Conduct initial training based on the training procedures for new industrial/commercial inspectors.	<i>On-going</i> As Needed	Q4
C.	Provide on-the-job training and other training opportunities such as industrial/commercial inspection workshops.	Ongoing	Q4

IND 6 - Outreach

The City of San Jose will help develop and distribute outreach and technology transfer material containing applicable control measures and/or BMPs to industrial/commercial facility operators responsible for IND activities.

#	Activities	Compliance Date	City Reporting
A.	Identify and list existing outreach and technology transfer material (See Appendix C, Matrix C2). Distribute applicable outreach and technology transfer material to industrial/commercial facility operators per Appendix C, Table 2. Document to the RWQCB that outreach and technology transfer material and/or BMPs have been distributed, as needed, to industrial/commercial facility operators.	6/30/02 Annually Distribution: Ongoing	Q4
B.	Determine usefulness of outreach and technology transfer materials by obtaining feedback from industrial/ commercial facilities. Obtain feedback from inspectors about the effectiveness of existing outreach and technology transfer material.	Sept. Annually As Needed	Q4

IND 7 - NOI Filers Effectiveness Evaluation

The City of San Jose’s Watershed Enforcement staff will review and evaluate the effectiveness of its NOI Filers inspections procedures and database tracking system.

#	Activities	Compliance Date	City Reporting
A.	In the Annual Report d Document and evaluate the effectiveness of NOI Filers inspections procedures.	Begin FY02-03 Annually <i>thereafter</i>	Q4
B.	In the Annual Report d Document and evaluate the effectiveness of the NOI Filers database tracking system.	Begin FY02-03 Annually <i>thereafter</i>	Q4
C.	In the Annual Report d Document and evaluate what worked well and what needs improvement.	Begin FY02-03 Annually <i>thereafter</i>	Q4

Monitoring

MON Work Plan

The City, in conjunction with the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP) has submitted, to the RWQCB, a Five-Year Receiving Waters Monitoring Plan required per permit provision C.7.b. The final version of the plan was submitted on March 1, 2002. The Five-Year Plan covers a number of pollutant control programs required by C.7 and C.9 provisions of the permit.

New C.9 permit provisions require implementation of control programs for Copper, Nickel, Mercury, Pesticides, PCBs, and Dioxin-like compounds. The City continues to support and assist the Program efforts to address these control and monitoring efforts.

PCB Control Program

Analytical characterization work to support the PCB Control Program, required under provision C.9.e, continues. The Program is currently working on reporting for the third round of sampling.

Initial PCB analysis was performed on sediments found in selected urban storm drain systems. At this point, no known controllable sources of PCBs have been identified. Results of the follow-up analytical work have been reviewed and further sampling work to identify controllable sources was undertaken in October and November of 2002. The final PCB control plan approach was submitted by the SCVURPPP Program by July 1, 2002.

This PCB Control Program will develop procedures to identify, assess, and manage controllable sources of PCBs found in urban runoff.

#	Activities	Compliance Date	City Reporting
A.	Identify sampling sites that may contain PCB contaminated sediment based on land use, anecdotal information, and suitability of the site for data collection.	Done, 6/00	
B.	Conduct initial sampling at four sites determined by Task A.	Done 10/00 & 3/01	
C.	Prepare and submit to the Program a case study report for drainage areas associated with initial PCB sampling.	Done 10/01	
D.	Conduct a second round of sampling at 10 additional sites selected for follow up study.	Done 11/01	
E.	Submit a report on second-year watershed characterization studies to the regional board.	04/15/02 Done FY 01-02	
F.	Complete draft work plan with additional actions related to identifying PCBs sources & implementing controls & schedule for their completion.	6/3/02 Done FY 01-02	
G.	Begin implementation of final PCB Control Plan upon approval.	TBD	

Dioxin-like Compound Control Program

Characterization of dioxins based on existing data has begun Program-wide. The Program is collaborating with Alameda County who has already initiated an investigatory program for Dioxin-like compounds.

This Dioxin-like Compound Control Program will develop procedures to identify, assess, and manage controllable sources of Dioxin-like compounds found in urban runoff.

#	Activities	Compliance Date	City Reporting
A.	Characterize distribution of Dioxin-like compounds in the urban runoff system based on existing data.	6/02 Done FY 01-02	
B.	Begin implementation of SCVURPPP plan to characterize distribution of Dioxins.	10/02 In Progress	
C.	Submit plan that identifies control measures / management practices to eliminate or reduce discharges of Dioxins, if needed.	3/03	

Sediment Control Program

The City’s sediment control program falls predominantly within the Construction Inspection (CON) section of this work plan. Sediment monitoring activities also continue in conjunction with the SCVURPPP Five-Year Receiving Waters Monitoring Plan.

Pilot Monitoring Programs

In addition to the above listed control programs, the City concluded activities performed in support for the two Monitoring Pilot Programs that were begun in 1997. These pilot programs generated data that helped develop the follow-on programs of IND 6 (outreach to industrial and commercial dischargers) and the SCVURPPP Five-Year Receiving Waters Monitoring Plan.

MON 1 - Industrial Storm Water Monitoring Pilot Program

This program sampled key industrial sites to determine the significance of metal contaminate storm water discharges associated with industrial activities. The ultimate objective from this project of educating industrial and commercial dischargers about developing and implementing SWPPPs and BMPs has now been turned over to the Industrial and Commercial Dischargers section of this workplan under item IND 6.

#	Activities	Compliance Date	City Reporting
A.	Review data used to estimate the industrial contribution of pollutants to storm system in MCMP.	Done, 5/97	
B.	Identify monitoring objectives based on issues identified in Task A. Select industry group.	Done, 6/97	
C.	Identify willing industry participants. Review site SWPPPs.	Done, 7/97	

#	Activities	Compliance Date	City Reporting
D.	Design sampling program for industry sites identified per Task C.	Done, 8/97	
E.	Conduct sampling during first 30 minutes of effective storm events.	Done, 4/98	
F.	Analyze data per the program objectives.	Done, 5/98	
G.	Develop guidance for industry to improve SWPPP implementation and monitoring.	Done, 6/98	
H.	Provide technology transfer information and training to industry and municipal inspectors. 1. Identify facilities for general outreach/awareness programs 2. Develop education materials for general outreach programs. Identify appropriate forum for outreach efforts. 3. Train trade organizations in Industrial Activities Storm Water General Permit requirements. Gain involvement developing outreach programs. Conduct outreach. 4. Identify industrial facilities for focused BMP development. 5. Gain participation of trade organizations in identifying significant pollutant sources and developing appropriate BMPs. 6. Conduct program to develop BMPs and measure effectiveness.	Ongoing See IND-PS Done FY 01-02 Ongoing as part of IND 6 Done Done 5/02 7/02 9/02 6/02	

MON 3 - First Flush Monitoring Program

First flush discharge areas along The Coyote Creek and Guadalupe River were monitored for three wet seasons. The City provided data to the Program for analysis and comparison to other data in June of 2002. The Program will submit a report detailing the results of these efforts by March 1, 2003.

#	Activities	Compliance Date	City Reporting
A.	Identify sampling sites based on land use, and suitability of the site for data collection.	Done, 6/97	
B.	Train staff on sampling procedures, protocols and safety measures.	Done, 9/97	
C.	Collect representative samples from first effective rainfall and every opportune rainfall event of the season.	Done 4/98 thru 4/00	
D.	Analyze each season's data to characterize runoff constituents.	Done 6/98 thru 6/00	
E.	Provide screen of analysis to further identify location and extent of pollutants for source control and outreach efforts.	Done 7/98 thru 6/00	
F.	Based on analysis, provide information for targeting sampling.	12/02 TBD, based on Report	

#	Activities	Compliance Date	City Reporting
G.	Compare results with other sites, regional monitoring efforts, trends and other data to provide indication of relative magnitude of pollutant problem.	9/02 Done FY 02-03	
H.	Explore modeling approaches to characterize water quality in the watershed and target additional monitoring efforts.	9/02 Done FY 02-03	
I.	Provide data to SCVURPPP Program as part of 5-Year Monitoring Program.	12/02 Done FY 02-03	FY 02-03, Q3

New and Redevelopment

NDC Work Plan

The New and Redevelopment C.3 provision in the NPDES permit of the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP) requires all dischargers covered by the permit, including the City, to modify their project review processes as needed to incorporate conditions of approval in permits for applicable projects, as defined in the provision, to ensure that pollutant discharges are reduced by incorporation of treatment measures and other appropriate source control and site design measures, and increases in runoff flow are managed in accordance with the provision to the maximum extent practicable.

Progress has been made toward completing modifications to the San Jose project review process. The City anticipates attainment of this goal by July 1, 2003, however, several intermediate steps had to be deferred into the 2003 calendar year as a result of delays in completing the hydraulic site design criteria and specifications. Each item that has been deferred directly depends on the final completion of the hydraulic site design criteria.

NDC 1 - Legal Authority

The City of San José will evaluate the adequacy of its legal authority to implement new development control measures as it considers modifications to its development plan review and approval procedures.

NDC 2 - Guidance to Developers

The development community is provided with guidance on post construction measures as early in the application process as possible.

#	Activities	Compliance Date	City Reporting
A.	Draft necessary revision(s) to Guidance Manual on Selection of Stormwater Quality Control Measures to allow incorporation of hydraulic sizing design criteria and provide to developers.	12/31/02 6/30/03	FY 02-03, Q3
B.	Provide development community with revised information and guidance materials concerning any adopted on site design, building permit requirements and hydraulic sizing design criteria and maintenance requirements for BMPs for stormwater treatment measures	6/30/03	FY 02-03, Q4
	1. Coordinate w/ development community on proposed hydraulic sizing criteria for structural stormwater treatment measures and any proposed revisions to Guidance Manual and policy through workshops and regular meetings.	12/31/02 6/30/03	FY 02-03, Q3
	2. Develop guidance material regarding maintenance responsibilities for any adopted structural stormwater treatment measures requirements.	6/30/03	FY 02-03, Q4

NDC 3 - CEQA Requirements

Environmental documents required for those projects that fall under CEQA or NEPA review, such as EIRs, negative declarations, and initial study checklists, will address:

- 1) Storm water quality impacts for land development during construction and after construction has been completed (both significant and cumulative),
- 2) Required permits, and
- 3) Specific mitigation measures related to storm water quality.

#	Activities	Compliance Date	City Reporting
A.	Review and evaluate the City’s Environmental Review procedures to improve the review for water quality impacts and identification of mitigation measures. (Provision C.3.m.) 1. Identify areas where new or additional water quality review processes and related documents or checklist questions are needed and propose schedule for revision. 2. Implement any necessary revisions to water quality questions and procedures, if needed.	03/01/03	FY 02-03, Q3
B.	Report on revisions made to environmental review processes.	FY 02-03 Annual Report	FY 02-03, Q4

NDC 4 - Project Mitigation Measures and Provision. C.3. design requirements implementation

Developers of projects with significant storm water pollution potential will be required by the City of San José to mitigate storm water quality impacts to the maximum extent practicable, through proper site planning and design techniques and/or addition of permanent storm water quality control measures

#	Activities	Compliance Date	City Reporting
A.	Propose revisions to current Policy on Post-Construction Urban Runoff Management as necessary to incorporate hydraulic sizing design criteria.	7/01/03	FY 03-04, Q1
B.	Review and modify development permit approval procedures as necessary for adopted revisions.	7/01/03	FY 03-04, Q1
	1. Develop criteria & checklist to aid Department of Planning, Building & Code Enforcement & Department of Public Works planners & engineers in determining whether a development project should be required to incorporate post-construction treatment control measures & their related operation and maintenance requirements.	7/01/03	FY 03-04, Q1
	2. Draft standard conditions of approval as necessary to ensure proper selection, design of and installation of structural stormwater treatment measures per Provision C.3.b., c., d.	7/01/03	FY 03-04, Q1
	3. Draft standard conditions of approval as necessary to ensure proper maintenance of structural stormwater treatment measures.	7/01/03	FY 03-04, Q1

#	Activities	Compliance Date	City Reporting
	(Provision C.3.e.)		
C.	Implement any new adopted development conditions of approval, and procedures to developments with significant storm water pollution potential. (Provision C.3.b.)	7/01/03	FY 03-04, Q1
D.	Collect data on the projects for enhanced annual reporting. Produce a list of projects and data tracked for the last two years and provide to SCVURPPP for analysis. (Prov. C.3.c.)	FY 02-03 Annually thereafter	Q4
E.	Draft post-construction treatment BMP certification procedures. (Provision C.3.h) 1. Evaluate implementing an alternative certification program and develop one if deemed necessary. (Provision C.3.h.)	07/01/03	FY 03-04, Q1
G.	First report to City Council on Alternatives Program. (Provision C.3.g.)	10/15/02 6/30/03	FY 02-03, Q4
H.	Develop list of Annual Reporting requirements from Provision C.3. Design data tracking needs and protocols. 1. Compile a list of new development and redevelopment projects by name, type of project, site acreage, site acreage or square footage, square footage of new impervious surface, treatment BMPs and numeric sizing criteria used for applicable projects. Also, the source control measures required and pesticide reduction measures. 2. Track name and location of projects in the Alternatives Program, project type and size, percent impervious surface, reason for granting waiver, terms of waiver, equivalent benefit provided, alternative treatment project or regional project receiving the benefit and date of completion of the alternative treatment project or regional project.	06/30/03 FY 03-04 Annually thereafter FY 03-04 Annually thereafter	FY 02-03, Q4 FY 03-04, Q4 FY 03-04, Q4
I.	Participate on SCVURPPP's Hydromodification Management Plan work group and develop procedures for limiting peak stormwater runoff discharge rates from development projects. (Provision C.3.f.)	HMP due 3/1/03 10/03	FY 03-04, Q2
J.	Review the design standards and guidance for opportunities to make revisions that would result in reduced impacts to water quality and summarize how they were incorporated into approval procedures. Such revisions are listed in Provision C.3.j. 1. Identify and document existing site design standards and guidance documents and policies. 2. Compile a Report on Site Design Measures and Revised Standards: Identify areas where new or additional site design measures are needed and propose timeline for revision. 3. Revise Site Design Measures and Standards, if necessary.	6/30/04 Annually thereafter	Q4
K.	Review the existing source control measures contained in site design standards, guidance documents and conditions of approval for opportunities to limit storm water pollution. (Provision C.3.k.) 1. Identify and document existing source control measures, guidance documents, and conditions of approval.	6/30/03 Annual Report Ongoing	Q4

#	Activities	Compliance Date	City Reporting
	2. Compile a Report on Existing Source Control Measures: Identify areas where new or additional source control measures are needed and propose timeline for revision of conditions of approval and guidance 3. Revise conditions of approval and guidance, if needed.		
L.	Review General Plan and revise as necessary to incorporate water quality and watershed protection principles and policies, and summarize revisions made. (Provision C.3.1.) 1. Identify and document existing General Plan principles and policies. Compile a Report on Existing General Plan principles and policies. 2. Identify areas where new or additional General Plan principles or policies are needed and propose timeline for revision, if needed. 3. Make revisions to General Plan principles and policies, if needed, per work plan.	7/1/05 <i>Annual Report</i>	FY 04-05, Q4 FY 03-04, Q2 FY 03-04, Q3 FY 04-05, Q4
M.	Develop & propose enhanced reporting format for documenting use of pesticide reduction measures at development sites. (Provision C.3.n. & C.9.ii.) 1. Based on City’s Pesticide Management Plan, establish criteria for tracking percentage of new development projects for which pesticide reduction measures were required & begin tracking. (Provision C.3.n. & C.9.d.ii)	6/30/02 Done <i>Annual Report</i> 6/30/03 <i>Annual Report</i> Implementation Ongoing	Q4 Q4

NDC 5 - Developer Conformance with State Requirements

Developers of projects that disturb a land area of five acres or more are required by the City to demonstrate conformance with the State General Construction Activity Storm Water Permit including filing of NOI, development of a SWPPP, et al. (Note: beginning in 1/03, the applicable land area changed to one acre or more.)

#	Activities	Compliance Date	City Reporting
A.	Include as condition of approval for projects that disturb a land area of five one acres or more, a requirement to demonstrate coverage under the State General Construction Activity Storm Water Permit.	<i>Annual Report</i> Ongoing	Q4
B.	Track the projects that contained above condition of approval.	Annual Report	Q4
C.	Review, evaluate, and modify, as necessary, existing Planning procedures & conditions of approval to incorporate change in applicable land area to one acre or more starting 01/03.	1/03 Done FY 02-03	

NDC 6 - Developer Erosion Control Plans

Developers of projects with potential for significant erosion and planned construction activity during the wet season are required by the City of San José to prepare and implement an effective erosion and/or sediment control plan or similar document prior to the start of the wet season.

#	Activities	Compliance Date	City Reporting
A.	Include as a condition of approval for applicable projects a requirement to prepare and implement an erosion and sediment control plan.	<i>Annual Report</i> Ongoing	Q4
B.	Track the projects that contained above condition of approval.	<i>Annual Report</i> Ongoing	Q4

NDC 7 - Operation and Maintenance for Structural Storm Water Controls

Developers of projects that include installation of permanent structural storm water controls are required by the City of San José to establish and provide a method for operation and maintenance of such structural controls.

#	Activities	Compliance Date	City Reporting
A.	Work with SCVURPPP to revise NDC 7 Performance Standard.	10/15/02 06/30/03	FY 01-02, Q4
B.	Draft policy and procedures for an operation and maintenance verification program.	10/15/02 Done FY 02-03	FY 01-02, Q4
C.	Draft summary of details of operation and maintenance verification program: organizational structure, evaluation, proposed improvements, inspections and follow-up, including criteria for setting priorities. (Provision C.3.e.)	6/30/03	FY 02-03, Q4
D.	<p>Include as a condition of approval a requirement that developers of projects that include installation of permanent structural storm water controls are required to establish and provide proof of operation and maintenance of such structural controls.</p> <ol style="list-style-type: none"> Develop model permit conditions with fact sheets to include in use permits where appropriate. Develop procedures for verifying maintenance of post-construction treatment BMP will be maintained. In-ground BMPs Landscape and all others Compile a list of projects & responsible operators subject to C.3.e. provision. 	<p>FY 03-04 <i>Annual Report</i> Ongoing thereafter</p> <p>3/01/03 6/30/03</p> <p>7/15/03</p> <p>10/15/03</p> <p>FY 03-04 <i>Annual Report</i></p>	<p>FY 02-03, Q4</p> <p>FY 03-04, Q1</p> <p>FY 03-04, Q2</p> <p>Q4</p>
E.	<p>Track and compile a list of priority properties inspected and inspection results. (Provision C.3.e.iii.)</p> <ol style="list-style-type: none"> Determine criteria for setting priorities for inspection of structural stormwater treatment measures & inspection frequency. Develop local inspection program for verification of proper O & M. 	<p>FY 03-04 <i>Annual Report</i> Ongoing thereafter</p> <p>03/30/03</p> <p>06/30/03</p>	<p>Q4</p> <p>FY 02-03, Q2</p> <p>FY 02-03, Q4</p>

NDC 8 - Applicability to Public Projects

The City of San José will ~~ensure that municipal capital improvement projects~~ include storm water quality control measures during and after construction, appropriate for each **municipal capital improvement** project, and that contractors comply with storm water quality control requirements during construction activities.

#	Activities	Compliance Date	City Reporting
A.	Develop and implement a process to ensure that municipal capital improvement projects install structural storm water quality control measures as necessary.	07/01/03	FY 03-04, Q1
	3. Participate on SCVURPPP work group tasked with developing a technical guidance document for use by municipal staff to ensure that the document includes standard specifications and details, sizing methodologies, & model conditions of approval acceptable for use in City projects as necessary. (Provision C.3.b. & d.)	12/01/02 6/30/03	FY 02-03, Q4
	4. Review and revise Redevelopment Agency Project approval procedures as necessary to comply with revised Provision C.3. requirements. (Provision C.3.c.)	07/01/03	FY 03-04, Q1
	5. Review and Revise Public Works Capital Improvement Project approval procedures and Road Improvement Project approval procedures as necessary to comply with revised Provision C.3. requirements. (Provision C.3.c.)	07/01/03	FY 03-04, Q1
B.	Review, evaluate, and modify the procedures, as necessary.	FY 02-03 Annual Report 07/01/03 As needed thereafter	FY 02-03, Q4
C.	Begin tracking required data on the public projects subject to Provision C.3. hydraulic sizing criteria requirements for Annual Report.	07/01/03	FY 03-04, Q1
D.	Monitor development of City’s Green Building program for opportunities to discourage architectural use of copper in development projects (Prov. C.9.a.) and to incorporate urban runoff considerations.	Annual Report Ongoing	Q4

NDC 9 - City Staff Training

Key City staff is trained on planning procedures, policies, design guidelines, and BMPs for storm water pollution prevention annually.

#	Activities	Compliance Date	City Reporting
A.	Provide training to Planning and Public Works staff on planning procedures, policies, design guidelines, and BMPs for storm water pollution prevention. (Provision C.3.a.vi.)	Annual Report Ongoing	Q2, Q4
B.	Provide training to Redevelopment Agency and Department of Transportation staff on planning procedures, policies, design guidelines, and BMPs for storm water pollution prevention.	Annual Report Ongoing	Q2, Q4

#	Activities	Compliance Date	City Reporting
	(Provision C.3.a.vi.)		
C.	Revise the training protocol to incorporate any newly adopted Provision C.3. permit requirements and related revised procedures.	7/01/03	FY 02-03, Q2
D.	Train staff responsible for design review on pest-resistant landscaping techniques and model conditions of approval and the importance of minimizing pesticide use in runoff from development sites. (Provision C.3.n. and Provision C.9.d.ii)	<i>Annual Report</i> Ongoing	FY 02-03, Q4

NDC 10 - Development Plan Review and Approval Procedures Effectiveness Evaluation

The City of San Jose will review and evaluate the effectiveness of its development plan review and approval procedures.

#	Activities	Compliance Date	City Reporting
A.	Evaluate and incorporate any needed improvements in review and approval process.	<i>Begin FY 02-03</i> Annually thereafter	Q4
B.	<i>In the Annual Report, d</i> Document and evaluate what worked well and what needs improvement.	<i>Begin FY 02-03</i> Annually thereafter	Q4

Construction Inspection

CON Work Plan

The control measures discussed in this work plan apply to both private development projects and municipal public works construction projects. These control measures are implemented at construction project sites as part of the City’s construction inspection and enforcement program.

Several changes are reflected in this FY 03-04 update to the five year work plan. Several non-recurring work plan items that are identified as “Done” were accomplished during the previous year. In two instances, changes were made in September 2002 to the previous year’s work plan that moved forward the Compliance Date from June 2003 to October 2002. Those work plan items were accomplished and will now be recurring requirements reported in the Annual Report.

This work plan incorporates changes to some activities as described below.

The target date for CON 1A has been revised to June 2003. Inspection groups from the City’s Public Works Department, Environmental Services Department, and PBCE Building Division have been trained regarding construction activities that impact stormwater. During the development of the SOP for the Building Inspectors, it was determined that the current duties of PB&CE Building Division Inspectors are not easily compatible with the mission of addressing housekeeping issues. For 02-03, the City’s Environmental Inspectors have completed construction inspections while the process for integrating stormwater issues into Building Inspection duties is completed. The procedure is expected to include the handoff from Building to ESD for enforcement.

CON 2.B.1 has been deleted. The City has determined that a revised grading ordinance is no longer needed. City staff had several meetings to discuss changing the Grading Ordinance and how best to meet the objectives originally proposed. During this review, staff reviewed a number of improvements made to City procedures in recent years, e.g., creation of the Administrative Citation enforcement tool in October 1999, modifications to existing construction BMPs and adoption of new BMPs, and the establishment of construction inspection training for City inspectors since 1998. In light of these factors, changes to the existing Grading Ordinance would not substantially add to the City’s erosion control enforcement powers since the enforcement powers have been strengthened by other means. We will continue to evaluate the success of this approach as part of our continuous improvement process.

CON 1 - Site Housekeeping

The City ensures through a construction inspection program that construction contractors properly store, use, and dispose of construction materials, chemicals, and wastes at construction sites and prevent illicit discharges to storm drains and watercourses.

#	Activities	Compliance Date	City Reporting
A.	PB&CE Building Division Inspectors develop SOPs to address housekeeping measures at construction sites.	6/02 6/03	

#	Activities	Compliance Date	City Reporting
B.	Develop hand-off procedure for transferring project information and status to ensure Building Inspectors are informed of project site data collected by Public Works Inspectors.	6/02 Done FY 02-03	
C.	Track & document incidents of housekeeping issues at construction sites.	FY 01-02 Annual Report Ongoing	Q4

CON 2 - Local Ordinance

For development projects with significant erosion potential and planned construction activity during the wet season, the City ensures, through a construction inspection program, that erosion and/or sediment control measures are implemented in accordance with local ordinances and project conditions of approval and maintained as needed during construction.

#	Activities	Compliance Date	City Reporting
A.	Review existing legal authority to conduct and enforce construction site inspections, if necessary revise.	1/03 Done FY 02-03	
B.	Identify needed ordinance changes 1. Identify timeline for revised grading ordinance	1/03 Done FY 02-03 3/03	
C.	Develop SOPs & conduct training for inspection of construction sites requiring erosion control plans before October 2002 wet season. Include enforcement (see Environmental Engineering Enforcement Procedures)	10/02 Annually	Q4

CON 3 - Construction Inspection Frequency

The City inspects construction sites for adequacy of storm water control measures. The frequency of inspections for active sites is at least once per month, or more frequently based on size of project, site conditions, precipitation, & project’s potential impact on storm water quality.

#	Activities	Compliance Date	City Reporting
A.	Review construction inspection procedures to incorporate performance standards requirements for monthly inspections into SOPs.	6/02 Done FY 02-03	
B.	Document inspections of active construction sites.	FY 01-02 Annual Report Annually	Q4
	1. Evaluate use of Amanda system for tracking inspection information.	06/30/04	FY 03-04, Q4
C.	Evaluate the effectiveness of the construction inspection program and make improvements, as necessary.	FY 01-02 Annual Report Done FY 01-02	

CON 4 - Wet Season Preparation

Prior to the beginning of the wet season each year, the City inspects all sites requiring erosion and/or sediment control plans, to ensure that measures have been taken to minimize erosion and discharges of sediment from disturbed areas.

#	Activities	Compliance Date	City Reporting
A.	Review and revise, as needed , procedures for Public Works staff regarding wet season construction requirements.	6/02 <i>Annual Report</i> As Needed	Q4
B.	Document pre-season inspection of construction sites to ensure adequate implementation of winterizing BMPs, prior to the wet season.	Annual Report Annually	Q2

CON 5 - Inspection and Site Evaluation Follow-up

Construction sites with inadequate erosion/sediment controls are given verbal and/or written notice of the inadequacies, according to the City's enforcement procedures, and followed up with action(s) commensurate with the risk of pollutants entering City storm drains or waterways. Written notices and follow-up actions are tracked and summarized in the City's Annual Report to the Regional Board.

#	Activities	Compliance Date	City Reporting
A.	Draft and implement procedures for follow-up actions and graduated levels of enforcement, to be used on construction sites.	6/02 Done FY 02-03	
B.	Track and summarize notices and follow-up actions for annual reports.	FY 01-02 <i>Annual Report</i> Annually	Q4
C.	Evaluate the feasibility of increasing the # of staff with the authority to issue enforcement actions.	6/30/03	FY 03-04, Q4

CON 6 - Municipal Training

The City provides training annually to its construction inspection staff on inspection procedures, documentation, and enforcement related to storm water pollution prevention. All inspectors receive training on the latest construction-related storm water pollution prevention techniques and appropriate follow up actions at least once every two years. The City keeps documentation that inspectors have received training.

#	Activities	Compliance Date	City Reporting
A.	Revise training curriculum to incorporate revised notice and follow-up requirements and graduated levels of enforcement. Develop training materials to address wet season construction and housekeeping. Develop training materials to address dry season construction and housekeeping.	6/03	FY 02-03, Q4

#	Activities	Compliance Date	City Reporting
B.	Develop training schedule and staff feedback plan regarding inspection procedures.	6/03	FY 02-03, Q4
C.	Conduct training for Public Works, ESD, and Building Inspection staffs on new standard operating procedures for erosion control plan review inspection process (at least once every 2 years). Conduct training of Planning, Building & Code Enforcement-Building Division inspectors regarding housekeeping BMPs. Train DPW & PBCE inspectors on new SOPs for inspection during wet season. Train DPW & PBCE inspectors on new SOPs for inspection during dry season.	Annual Report Ongoing	Q4
D.	Track and document that inspectors have received training.	Annual Report Annually	Q4
E.	Evaluate the training curriculum and frequency and improvements, as necessary.	FY 02-03 Annual Report Annually	Q4

CON 7 - Outreach

The City provides outreach materials to contractors, developers, and municipal staff on construction BMPs and compliance with the State General Construction Activity Storm Water Permit.

#	Activities	Compliance Date	City Reporting
A.	Review outreach/technology transfer materials and make improvements, as necessary 1. Develop outreach materials to address wet season construction.	6/02 Annual Report Annually	FY 02-03, Q4
B.	Review SOPs for distributing outreach/technology transfer material by inspectors.	6/03	FY 02-03, Q4
C.	Conduct outreach sessions to development community.	6/03	FY 02-03, Q4
D.	Document outreach to development community.	Annual Report Annually	Q4
E.	Evaluate outreach program and make improvements, as necessary.	FY 02-03 Annual Report Annually	Q4

CON 8 - Public Works Projects

The City will develop and implement a process to ensure that contractors hired to construct public works projects have adequate erosion control plans and use appropriate Best Management Practices (BMPs) adopted by the Department of Public Works

#	Activities	Compliance Date	City Reporting
A.	Develop & conduct training for Public Works capital improvement project staff (Architectural Engineering Design & Construction and Streets, Bridges & Sewers Design and Construction) & Airport Design & Construction on contract language & enforcement. Must be done by October 2002.	10/02 Done FY 02-03 Annually	Q1
B.	Track the number of Public Work projects with these requirements	6/03	Q4

CON 9 - Construction Inspection Effectiveness Evaluation

The City of San Jose will review and evaluate effectiveness of its construction inspection SOPs and BMPs.

#	Activities	Compliance Date	City Reporting
A.	Evaluate and incorporate any needed improvements in construction inspection SOPs and BMPs.	Begin FY02-03 Annually thereafter	Q4
B.	Document and evaluate what worked well and what needs improvement.	Begin FY02-03 Annually thereafter	Q4

Public Streets, Roads, & Highways

PSR Work Plan

Training will continue to cover the SOPs and appropriate BMPs for Department of Transportation activities with the highest potential for storm water pollution. These activities include spill response, resurfacing, sealing and patching, saw-cutting, street sweeping, landscape chemical application, concrete installation, pavement stripping, legend removal, and catch basin inspection after irrigation repair. BMP effectiveness evaluation from crew members is obtained during the training sessions.

A new work plan element, PSR 6, “Rural Public Works,” was added to schedule the implementation of control measures and staff training related to storm water pollutant reduction during operations and maintenance activities in the City’s regional and neighborhood parks and other “rural areas” as applicable

PSR 1 - Implementation of BMPs

The City of San José will implement Best Management Practices (BMPs) for street, road, and highway operation and maintenance (O&M) activities to reduce pollutants in storm water and eliminate illicit discharges to the maximum extent practicable.

#	Activities	Compliance Date	City Reporting
A.	Identify BMPs currently used by staff as well as areas where BMPs still need to be developed per baseline model.	Done	
B.	Audit areas beyond the scope of the baseline model.	Done	
C.	Develop additional BMPs based on audit results as needed.	Done	
D.	Develop SOPs based on BMPs.	Done	
E.	Create plan to integrate BMPs and SOPs into training program.	Done	
F.	Deleted	Deleted	
G.	Update BMPs as indicated.	Annually	Q4

PSR 2 - Contractor Use of BMPs

The City of San José will develop & implement a process to ensure that contractors employed to perform street, road, & highway O&M activities use appropriate BMPs adopted by the agency.

#	Activities	Compliance Date	City Reporting
A.	Contract managers for public street, road, and highway O&M contracts will be trained on related storm water BMPs annually.	10/02 Done FY 02-03 Annually	Q4

PSR 3 - City Staff Annual Training

The City of San José will provide annual training to its municipal staff in the use of appropriate BMPs. The City will also provide a mechanism for obtaining feedback from staff on the implementation and effectiveness of the BMPs and Control Measures.

#	Activities	Compliance Date	City Reporting
A.	Identify training goals by reviewing level of use of BMPs by staff.	Done	
B.	Identify training opportunities.	April, Yearly Annually	Q3
C.	Create training modules for affected City staff and contractors formatted for available training opportunities.	6/02 Done FY 01-02	
D.	Create collateral material based on training modules.	6/02 Done FY 01-02	
E.	Schedule training with affected supervisors.	April, Yearly Annually	Q3

PSR 4 - Notification of Public Agencies

The City of San José will inform other parties (e.g., CalTrans, the County of Santa Clara, and public utilities) conducting street, road, and highway O&M activities within its jurisdiction of the requirements to implement BMPs and Control Measures to reduce pollutants in storm water to the maximum extent practicable and eliminate illicit discharges.

#	Activities	Compliance Date	City Reporting
A.	Identify conditions under which another agency will be notified of City O&M operations.	Done	
B.	Draft notification procedure.	Deferred	
C.	Review and comment from internal and external stakeholders.	Deferred	
D.	Distribute final policy to internal & external organizations & agencies.	Deferred	

PSR 5 - BMP Effectiveness Reviews

As part of the annual review process, the City of San José will review and evaluate the effectiveness of its BMPs in reducing pollutants in storm water and eliminating illicit discharges.

#	Activities	Compliance Date	City Reporting
A.	Draft procedure for annual effectiveness reporting, including sub-procedures for gathering feedback from affected supervisors and for modifications to BMPs & SOPs as necessary.	4/02 Done FY 01-02	
B.	Review and comment on draft procedure from stakeholders.	5/02 Done FY 01-02	
C.	Distribute final procedure to stakeholders.	6/02 Done FY 01-02	

PSR 6 - Rural Public Works Maintenance and Support Activities

The goal of the Rural Public Works Performance Standard is to minimize the water quality impacts resulting from public works maintenance and support activities in rural areas.

#	Activities	Compliance Date	City Reporting
A.	Identify rural public works facilities that are under City of San Jose jurisdiction.	6/30/03	FY 02-03, Q4
B.	Develop or adapt Standard Operating Procedures (SOPs) and Best Management Practices (BMPs) for rural public works activities.	12/31/03	FY 03-04, Q2
C.	Provide annual training on appropriate SOPs/BMPs to City staff that perform rural public works operations & maintenance activities.	3/31/04	FY 03-04, Q3
D.	Through contract specifications, require contractors hired by the City to use appropriate SOPs/BMPs when performing rural public works construction or maintenance.	6/30/05	FY 04-05, Q4
E.	Annually conduct an evaluation of the effectiveness of the rural public works program, report the results in the Urban Runoff Annual Report. Identify items for continuous improvement.	Begin w/FY 03-04 Annually	FY 03-04, Q4

Storm Drain System Operation & Maintenance

SDO Work Plan

The Department of Transportation Standard Operating Procedures for catch basin cleaning and Problem Area reporting continues to be the focus of crew training. A map overlay has been created on Geographic Information System (GIS) that assigns serial numbers to each of the City's more than 27,000 storm drain inlets. This map overlay is currently in use as a means to facilitate problem area reporting in the Storm Drain system.

SDO 1B indicates that the City is performing Tier II inspection and cleaning. Severe budget constraints in the coming year may require that the City perform inspection and cleaning at Tier I for FY 03-04.

SDO 1K and SDO 2H were deleted as their function is implied in the implementation of the work plan.

SDO 5B has been evaluated. A pilot was conducted, during which it was found that quantifying the trash sufficiently was infeasible. Instead, the City is working with existing programs (e.g. San Jose Beautiful) to identify areas where trash is a significant problem.

SDO 1 - O&M BMP Implementation

The City of San José will implement best management practices (BMPs) for the storm drain system operation and maintenance (O&M) to reduce pollutants in storm water to the maximum extent practicable. Specific BMPs for each type of O&M activity will be those listed in the City's Work Plan BMPs and Control Measures (Section 3).

#	Activities	Compliance Date	City Reporting
A.	Audit BMPs.	April Annually	Q4
B.	Implement an annual inspection and cleaning work plan to achieve a Tier 2 level review.	6/30/00 Done Ongoing	Q4
C.	Create procedure for collecting data on Problem Areas from City field personnel.	Done	
D.	Review and revise procedure for collecting data on Problem Areas from City field personnel.	6/02 Done FY 01-02	
E.	Create plan for coordinating data tracking between ICID & Storm Drain Management System databases. Include analysis of data to identify trends for targeting solutions.	6/02 Done FY 01-02	
F.	Review and revise plan for coordinating data tracking between ICID & Storm Drain Management System databases. Include analysis of data to identify trends for targeting solutions.	6/02 Done FY 01-02	
G.	Develop SOPs based on BMPs.	Done, 12/00	

#	Activities	Compliance Date	City Reporting
H.	Create any additional required BMPs, including structural controls.	Done, 12/00	
I.	Develop SOPs based on BMPs and other programs or solutions identified by database analysis including revision of Problem Area list.	Done, 12/00	
J.	Create plan integrating BMPs and SOPs into training program.	Done, 12/00	
K.	Allocate appropriate resources for supporting work plan	Ongoing Deleted FY 03-04	

SDO 2 - Problem Tracking and Process Improvement

The City of San José will develop and implement processes for tracking problem areas and ensuring that appropriate BMPs and SOPs will be implemented for storm drain operation and maintenance activities.

#	Activities	Compliance Date	City Reporting
A.	Determine reporting requirements, including tracking Problem Areas.	Done	
B.	Create criteria for collecting data from City field personnel for the purposes of determining Problem Areas.	Revise 4/00 Done	
C.	Develop procedures for documenting frequency, nature, and type of recurring problem. Coordinate the data from ICID & Storm Drain Management System databases.	Revise 4/00 Done	
D.	Create procedure for data reports to be used to update Problem Area list. Include process and criteria for analyzing ICID trends.	Revise 6/00 Done FY 01-02	
E.	Revise documentation and problem area reporting procedure to improve reporting performance.	April, Annual As Needed	Q4
F.	Produce first Problem Area report. — <i>Annual Report.</i>	6/02 Done FY 01-02 Annually	Q4
G.	Create plan for addressing Problem Areas through ICID enforcement/education activities, additional BMP development, program development or retrofit.	12/02 Done FY 02-03	
H.	Implement work plan	Ongoing Deleted FY 03-04	

SDO 3 - Contractor Use of BMPs

All City SDO O&M is conducted in-house, and City staff receives BMP/SOP training annually. The only time storm drain maintenance might be contracted out would be for a rare flood emergency situation. The City has standard specifications that cover storm drain BMPs for construction activities.

#	Activities	Compliance Date	City Reporting
A.	Contract managers for storm drain construction contracts will be trained on related storm water BMPs annually.	10/02 Done FY 02-03 Annually	Q4

SDO 4 - Staff Training and BMP Feedback

The City of San José will provide annual training to its municipal staff in use of appropriate BMPs and/or Control Measures. The City will also provide a mechanism for obtaining feedback from staff on implementation and effectiveness of BMPs and Control Measures.

#	Activities	Compliance Date	City Reporting
A.	Identify training goals by reviewing training needs of other performance standards.	Done	
B.	Provide training prior to the rainy season.	October, Annually	Q4
C.	Create training modules for affected City staff formatted for available training opportunities.	6/02 Done FY 01-02	
E.	Produce schedule for training.	6/02 Done FY 01-02 Annually	Q4

SDO 5 - Data Analysis

As part of the annual review process, the City of San José will evaluate data regarding cleaning activities and unusual flows observed during inspection. The review and evaluation will include consideration of storm drain structural retrofit.

#	Activities	Compliance Date	City Reporting
A.	Draft procedure for annual review and evaluation of data.	4/02 Done FY 01-02	
B.	Include provisions for monitoring of trash as a part of routine outfall inspection.	4/02 Evaluated FY 02-03	
C.	Review and comment from stakeholders.	6/02 Done FY 01-02	
D.	Distribute final procedure to stakeholders.	9/02 Done FY 02-03	

Pesticide Management Workplan

PM Work Plan

Reporting Process

Progress continues with developing and implementing pest control BMPs and training staff on Integrated Pest Management (IPM) techniques. A City IPM policy is still being developed. Several work plan items that depend on a finalized City IPM policy were rescheduled to follow final policy approval.

PM 1 - Integrated Pest Management

The City will adopt an Integrated Pest Management (IPM) policy and/or ordinance requiring use of IPM techniques in the agency's operations; and, minimization of pesticide use, particularly organophosphate and copper-based pesticides, by agency staff and contractors.

#	Activity	Compliance Date	City Reporting
A.	Develop a section stating City IPM policy for inclusion in Pesticide Management Plan.	12/02 6/03	FY02-03, Q4

PM 2 - Pesticide Management Plan

The City will develop and implement a Pesticide Management Plan that will minimize pesticide use and reduce the amount of pesticides in storm water and landscape runoff to the maximum extent practicable.

#	Activities	Compliance Date	City Reporting
A.	Draft a City of San Jose Pesticide Management Plan.	Done FY 01-02	
B.	Submit plan for City Manager approval.	2/02 Done FY 01-02	
C.	Publish City Management Plan in URMP.	3/02 Done FY 01-02	

PM 3 - IPM SOPs and BMPs

The City will develop and implement standard operating procedures (SOPs) and best management practices (BMPs) for implementing the IPM Policy

#	Activities	Compliance Date	City Reporting
A.	Develop a list of pest specific SOPs & BMPs for implementing IPM policy.	2/02 Done FY 1-02	
B.	For each type of pest problem identified, seek model SOPs and BMPs	3/02	

#	Activities	Compliance Date	City Reporting
	from published literature.	Done FY 01-02	
C.	Incorporate or develop appropriate IPM measures into City SOPs & BMPs.	12/02 6/03	FY 02-03, Q4
D.	Update City URMP to incorporate model Pest Management Performance Standard, including description of legal authority (IPM policy & contract language), work plan elements, BMPs, & SOPs needed for implementation.0	12/02 6/03	FY 02-03, Q4

PM 4 - City Employee Training

The City will ensure that employees receive pest management training by implementing the following:

1. Employees who apply pesticides for the City will obtain the appropriate training as required by County Ag. Commissioner and State Department of Pesticide Regulation (DPR);
2. Employees within departments responsible for pesticide application will receive annual training on appropriate portions of City IPM Policy, SOPs, and BMPs, and latest IPM techniques;
3. Employees who are not authorized to apply pesticides will be annually trained not to use over-the-counter pesticides at workplace, consistent with IPM Policy.
4. Annual internal outreach will be conducted to employees, who do not necessarily purchase or apply pesticides during their course of work, on less toxic pest control and to encourage employees to use IPM techniques away from work.

#	Activities	Compliance Date	City Reporting
A.	Ensure that employees who apply pesticides for the agency obtain appropriate training required by County Ag. Commissioner & State DPR.	Done; Report Annually	Q4
B.	Provide annual training on IPM Policy, SOPs, and BMPs, and latest IPM techniques to employees within departments responsible for pesticide application. Include in training, annually informing employees who are not authorized / trained to apply pesticides not to use over-the-counter pesticides at workplace, consistent with IPM Policy	6/02 Done FY 01-02 Annually	Q4
C.	Monitoring Mechanism I.B.1. Document and evaluate effectiveness of staff training conducted each year in annual report.	Annually	Q4
D.	Public Education & Outreach Task II.A.14 Conduct internal outreach on less toxic pest control to employees who do not necessarily purchase or apply pesticides during the course of their work (to encourage employees to use IPM techniques away from work).	10/02 Done FY 02-03 Annually	Q4

PM 5 - Contractor Pesticide Management Requirements

The City will develop and implement a process to ensure that contractors employed to conduct pest control and pesticide application on municipal property engage in pest control methods consistent with City IPM Policy. Specifically, the City will require contractors to:

- follow City IPM policy, BMPs, and SOPs;
- provide evidence of current IPM training, when feasible; and
- provide documentation of pesticide use on City property to the City in a timely manner.

#	Activities	Compliance Date	City Reporting
A.	Develop and implement a process to ensure contractors employed to conduct pest control/pesticide application on municipal property engage in methods consistent with City IPM policy.	12/02 6/03	FY 02-03, Q4
B.	Develop a list of all contractors employed by the City who perform pest application work.	03/02 Done FY 01-02	
C.	Implement a procedure to provide to each contractor a copy of the City IPM policy developed in Activity 2.A. above	12/02 6/03	FY 02-03, Q4
D.	Identify pest specific SOPs and BMPs, developed in Activity 3.B above, that are appropriate in each contractor's case.	06/02 6/03	FY 02-03, Q4
E.	Require City contracted PCOs to implement appropriate BMPs through contract specifications.	9/02 6/03	FY 02-03, Q4
F.	Require PCOs contracted for municipal applications to: a) follow City IPM policy, BMPs, and SOPs; b) provide evidence of current IPM training, when feasible; and c) provide documentation of pesticide use on City property to the City in a timely manner.	6/02 6/03	FY 02-03, Q4
G.	Monitoring Mechanism III.A.1. Document numbers of PCOs receiving presentations and/or training on pesticide use by PCOs on municipal property.	6/02 6/03 Annually thereafter	Q4

PM 6 - Pesticide Management Outreach

The City will identify ~~in annual work plan~~, outreach activities it will conduct consistent with Program Pesticide Management Plan. Work plan elements will address outreach to residential and commercial pesticide users, pesticide retailers, and special districts. Information will be provided on less-toxic pest control practices, proper disposal of pesticides, and the City's own IPM practices, as applicable.

#	Activities	Compliance Date	City Reporting
A.	Increase awareness of IPM so target audiences recall less toxic pest management messages and adopt IPM behaviors. Target audiences include residential pesticide users, professional pest control businesses, customers of professional pest control businesses, pesticide retailers, school districts, and other special districts.	Done Annually	Q4
B.	Prepare and pitch IPM stories and press releases to local media.	6/02 Annually	Q4
C.	In conjunction with Program, provide information on less toxic pest control (e.g., IPM techniques, municipal IPM policies, model contract language, training opportunities, etc.) to neighboring special districts (e.g., VTA, sanitary and utility districts, open space districts, vector control districts, and school districts) as appropriate.	9/02 6/03	FY 02-03, Q4
D.	Create & provide fact sheets & materials to pesticide retailers to facilitate point-of-purchase outreach to support IPM Store Partnership Program.	Annually Ongoing	Q4
E	Identify, Develop and implement education programs that target commercial businesses.	Done; Ongoing	Q4
F	Monitoring Mechanism: Document or estimate numbers of residents reached by outreach efforts, including events, web promotion, municipal employee outreach, and media advertising. Monitor responses to outreach efforts by documenting calls to the Program’s general and watershed campaign hotlines.	Annually	Q4
G	Monitoring Mechanism IV.A.1. Document outreach efforts targeting businesses, recommended in the work plan, to be developed by the Program. Implement evaluation component of the work plan.	Annually	Q4

PM 7 - HHW Pesticide Disposal

The City will coordinate with household hazardous waste (HHW) collection agencies to support, enhance, and help publicize programs for proper pesticide disposal.

#	Activities	Compliance Date	City Reporting
A.	Work with HHW collection agencies to support, enhance, and publicize programs for pesticide disposal.	Annually	Q4
B.	Verify Ensure that adequate pesticide disposal services exist for residents and conditionally exempt small quantity commercial generators.	6/02; Done FY 01-02 Annually	Q4
C.	Provide hazardous waste disposal information to residents, through distribution of materials (e.g., utility bill insert, city newsletter, community events, etc.) or advertising in local media.	Annually	Q4
D.	Monitoring Mechanism V.A.1. Document that HHW collection programs adequately serve residents and businesses and that any exchange programs do not exchange organophosphate or banned pesticides.	Annually	Q4

PM 8 - City Pesticide Use Tracking

The City will develop and implement a process for tracking pesticide use on municipally-owned property.

#	Activities	Compliance Date	City Reporting
A.	Develop and implement a pilot pesticide tracking process for Diazinon and Chlorpyrifos products.	9/02 Done FY 01-02 Annually	Q4
B	As part of the PMP, develop and implement a process for tracking pesticide use on municipally owned property. Include reporting and justification for use of OP pesticides and BMPs employed during OP pesticide use.	9/02 6/03	FY 02-03, Q4
C.	Monitoring Mechanism I.A.1. Use pesticide tracking process to document pesticide use in annual reports.	Annually	Q4

PM 9 - City Pesticide Inventory Search

The City will conduct periodic City-wide search of its chemical inventory for pesticides no longer legal for application per EPA, State, and/or local requirements. These pesticides, if found, will be properly disposed pursuant to appropriate waste disposal regulations

#	Activities	Compliance Date	City Reporting
A.	All Departments conduct City-wide search of chemical storage areas for pesticides no longer legal for application per EPA, State, and/or local requirements. Properly dispose of any such pesticides pursuant to appropriate waste disposal regulations.	Begin 3/02 to 6/02, Done Annually thereafter.	Q4

PM 10 - Pesticide Management Plan / IPM Policy Review

As part of annual reporting process, The City will review and evaluate, with input from municipal staff, the effectiveness of its Pest Management Plan and IPM Policy in achieving the goals of the Plan to the maximum extent practicable.

#	Activities	Compliance Date	City Reporting
A.	Review and continuously improve goals, actions, and monitoring mechanisms of the work plan considering results of self-evaluations, comments from Regional Board staff and other interested parties, and results of local performance review meetings if any.	FY 02-03; Annually thereafter	Q4
B.	Monitoring Mechanism IX.A.1. Complete revised work plan that incorporates continuous improvement items, and report on completion of work plan tasks.	Annually	Q4
C.	Monitoring Mechanism VII.A.1. Summarize types of pesticide reduction measures required (such as by conditions of approval) for new development & significant redevelopment projects, & percentage of new development/ significant redevelopment projects for which pesticide reduction measures were required. (Draft Permit Provision	FY 02-03; Annually thereafter	Q4

#	Activities	Compliance Date	City Reporting
	C.3.n.)		

Mercury Workplan

M Work Plan

The City continues to work with the Program to develop draft guidelines to implement a mercury-containing products control plan.

Item M.5A has been deferred from FY 02-03 to FY 03-04. The City has begun to conduct outreach concerning mercury-containing products, including fluorescent lights, however the implementation of a full-scale fluorescent light recycling program to back up these outreach efforts is still at least a year from implementation. The City continues to participate in the Program's mercury planning workgroup on this effort. Issues concerning the capacity of local collection and recycling programs to provide effective service and face sharp increases in demand must be resolved prior to the investment of City resources into outreach efforts.

M 1 - Municipal Use of Mercury-Containing Products

The City will eliminate all unnecessary municipal use of mercury-containing products and establish proper disposal methods for products that cannot be eliminated.

#	Activities	Compliance Date	City Reporting
A.	Complete and report results of survey of mercury-containing products used by City departments.	12/02 Done FY 02-03	
B.	Develop a mercury policy requiring the virtual elimination of mercury from controllable sources in urban runoff from agency operations.	FY 03-04	Q4
C.	Implement SCVURPPP guidelines for mercury-containing products reduction and management. These guidelines will include a schedule for the timely phase-out of mercury-containing products identified for virtual elimination as well as reporting requirements, possibly to track recycling, replacement, & reduction in use of mercury-containing products.	FY 03-04	Q4
	Monitoring Mechanism I. Document completion of tasks in annual reports. Use mercury-containing product reporting guidelines (to be developed).	FY 02-03 Annually	Q4

M 2 - Household Hazardous Waste Collection

The City will Provide mercury-containing product disposal services through household hazardous waste (HHW) collection programs for residents and small businesses, and encourage use of these programs.

#	Activities	Compliance Date	City Reporting
A.	Provide mercury-containing products disposal services for residents	Ongoing	Q4

#	Activities	Compliance Date	City Reporting
	and small businesses.		
B.	Work with HHW collection agencies to develop and help publicize fluorescent light recycling program to ensure maximum recycling.	FY 03-04 6/30/04	FY 03-04, Q4

M 3 - Monitoring and Science

The City will participate in coordinated monitoring efforts to support mercury TMDL development and implementation, including assessment of air pollution sources of mercury and concentrations of mercury in sediment.

#	Activities	Compliance Date	City Reporting
A.	Continue financial support of the Regional Monitoring Program (RMP), including the Mercury Deposition Network Pilot Study. Continue to actively participate in the RMP steering committee and technical review committee. - The City of San Jose will continue to provide in-kind services for the maintenance of the Mercury Deposition Network site near San Jose.	Ongoing	Q4

M 4 - Regional, State, and Federal Coordination

Actively participate in regional, state, and federal coordination efforts to achieve a reduction in the amount of mercury in urban runoff and air emissions.

#	Activities	Compliance Date	City Reporting
A.	Collaborate in technical studies to support TMDL development and implementation including the Santa Clara Basin WMI Guadalupe River Mercury TMDL Workgroup.	Ongoing	Q4
B.	Support & participate in WMI Watershed Action Plan development.	Ongoing	Q4

M 5 - Public Education and Outreach

Increase awareness of proper disposal of mercury-containing products and available non-mercury containing alternatives. Target audiences include residential, commercial, and industrial users and municipal employees.

#	Activities	Compliance Date	City Reporting
A.	Work with Program to develop and begin to implement a fluorescent light recycling outreach program to educate residential users and encourage proper disposal of fluorescent lights.	FY 02-03 FY 03-04	FY 03-04, Q4
B.	Work with Program to develop and begin to implement a fluorescent light recycling outreach program to educate small businesses and conditionally exempt small quantity generators and encourage proper disposal of fluorescent lights.	FY 03-04	FY 03-04, Q4

#	Activities	Compliance Date	City Reporting
C.	Coordinate with municipal inspectors to integrate mercury outreach to industrial businesses into their existing routine pretreatment, source control, and/or hazardous materials inspection processes.	FY 03-04	FY 03-04, Q4
D.	Develop and distribute “tailgate safety meeting cards” about mercury to inspectors and other municipal employees. (The Program will first review the product developed by the Fairfield-Suisun Sewer District when it is made available to the Bay Area Pollution Prevention Group (BAPPG).)	TBD	
E.	Attend community events and distribute outreach materials.	<i>Periodically, beginning FY 02-03</i> As Needed	FY 03-04, Q4
F.	Monitoring Mechanism V.B. In the Annual Report, a Document and evaluate each outreach activity, including the target audience and number of residents and/or businesses reached.	<i>TBD</i> Annually	

Water Utilities Operations & Maintenance

WUO&M Work Plan

Annual training of the City's municipal water utility staff continues. The review of current procedures for operations and maintenance and the three-year update of the list of "Discharges of Concern" will be completed by 3/03.

WUO&M 1 - Inventory of O&M Activities

The City of San José's Municipal Water System will conduct an inventory of all-key operations and maintenance activities, and identify routine and unplanned non-storm water discharges from these activities. This inventory will be conducted every three years and evaluated at least once a year.

#	Activities	Compliance Date	City Reporting
A.	Review current procedures for operations and maintenance.	3/03 Annually	Q3
B.	Three-year update of list.	3/03 Every 3 years Next Due 3/06	

WUO&M 2 - Implementation of WUPPP

The City of San José's Municipal Water System will implement the pollution control measures identified in the Water Utility Pollution Prevention Plan (WUPPP) to manage chlorine, biocides, and algacides and prevent erosion and sedimentation.

#	Activities	Compliance Date	City Reporting
A.	Implement WUPPP/Report on activities	6/02 Annually	Q4

WUO&M 3 - Staff Training and Contractor WUPPP Compliance

The City of San José's Municipal Water System will conduct annual training for municipal staff and coordinate WUPPP elements with water utility project planning, including WUPPP elements (BMPs, conditions, specifications, etc., in contract and services agreements).

#	Activities	Compliance Date	City Reporting
A.	Develop training program.	Done	

#	Activities	Compliance Date	City Reporting
		11/98	
B.	Implement training program.	9/02 Annually	Q2

WUO&M 4 - WUPPP Effectiveness Evaluation

The City of San José’s Municipal Water System will evaluate the effectiveness of the WUPPP annually. Maintain accurate documentation and revise the WUPPP as necessary.

#	Activities	Compliance Date	City Reporting
A.	Develop evaluation program.	6/02 Annually	Q4
B.	Provide progress and update report to Santa Clara Valley Urban Runoff Pollution Prevention Program.	6/02 Annually	Q4

Public Information / Participation *Formerly Residential Outreach and Education (ROE)*

PIP Work Plan

For FY 2003-2004, the City's PI/P work plan will focus on the following objectives:

1. Provide support for Santa Clara Basin Watershed Management Initiative (WMI) and Santa Clara Valley Urban Runoff Pollution Prevention Program (Program) activities. This will be done primarily through participation in the Watershed Education and Outreach (WE&O) Ad Hoc Task Group, and participation in the WMI Communications and Outreach Subgroup.
2. Together with the City's Integrated Waste Management program, provide support for expanded residential disposal alternatives (pesticides, household chemicals, and mercury products) through the County Household Hazardous Waste (HHW) program. This will be done primarily through participation in the Program's Pesticides and Mercury Ad Hoc Task Groups.
3. Support watershed awareness through classroom education programs by participating in the WE&O Schools Work Group, the Alviso Environmental Education Center (EEC) Work Group, the City's Youth Watershed Education Team (YWET), and to the general public by promoting community-based involvement, such as the biannual creek cleanups conducted through the Creek Connections Action Group.

Training and Outreach

Other sections of this work plan contain elements related to training and outreach to specific target audiences. They can be found at ICID 3, ICID 4, IND 5, IND 6, NDC 9, CON 6, CON 7, PSR 3, SDO 4, PM 4, PM 6, M 5, WUO&M 3 and under Municipal Compliance. A table of all training activities is submitted as part of the Annual Report.

PI/P 1 - Public Awareness

The City of San José will promote general citizen awareness regarding the functions of the storm drain system, pathways and sources of urban runoff pollution to the South Bay watershed, behaviors that adversely affect water quality, what a watershed is, and activities citizens can participate in to learn about and benefit the watershed.

#	Activities	Compliance Date	City Reporting
A.	Identify, support and participate in appropriate community events to further general public awareness. 1. Work with Program ad hoc events committee work group, and WE&O ad hoc Task Group workgroup.	Event lists for Program and Watershed events Annually Ongoing	Q4
B.	Support, and/or develop and implement school and youth education programs. FY 2002/03 Projects include: 1. Participate in WE&O Schools advisory ad hoc work group. 2. Participate in the Alviso Education Center ad hoc work group. 3. Participate in City Education programs such as the Youth Watershed Education Team, Rangers in Schools, etc.	Annual WW campaign schools workplan Ongoing Annual WW campaign Ed. Center Workplan Ongoing Report Annually Ongoing	Q3 Q3 Q4
C.	Give presentations upon request that focus on storm water messages to elementary through college grade levels.	Report Annually As Needed	
D.	Participate in WMI Outreach, and coordinate WMI outreach with Watershed Watch and Program efforts. 1. Participate in Watershed Watch campaign. (formerly WE&O) ad hoc workgroup	FY 02-03 Ongoing FY 02-03 Ongoing	Q3 Q4

PI/P 2 - Targeted Outreach

The City of San José will develop and implement targeted residential outreach and education campaigns, based on identification of up to two high priority pollutants, to effectively reduce pollutant-causing behaviors and promote Best Management Practices.

#	Activities	Compliance Date	City Reporting
A.	Identify General Residential practices contributing to stormwater pollution. Identify reasonable alternatives to pollutant causing behavior.		

#	Activities	Compliance Date	City Reporting
	<ol style="list-style-type: none"> 1. Review surveys and applicable reports 2. Review 945-3000 hotline calls information 3. Meet with inspectors to discuss residential outreach needs 4. Prepare report identifying residential outreach needs and tasks 	<p>Annually Ongoing</p> <p>Annually Ongoing</p> <p>Annually Ongoing</p> <p>Annually</p>	
B.	<p>Identify ICID practices and target audience(s) contributing to pollution.</p> <ol style="list-style-type: none"> 1. Review ICID reports 2. Review 945-3000 hotline calls information 3. Meet with ICID inspectors to discuss outreach needs 4. Prepare report identifying ICID outreach needs and tasks 	<p>Annually Ongoing</p> <p>Annually Ongoing</p> <p>Annually Ongoing</p> <p>Report Annually</p>	Q4
C.	<p>Promote selected residential and ICID messages through regional activity (e.g. Program PIP, BASMAA PIP, BAPPG Spanish radio ad messages, Media Relations PSAs)</p> <ol style="list-style-type: none"> 1. Report on targeted residential and ICID outreach activity 2. Participate in the Program's HHW Pesticide and Mercury ad hoc task groups 	<p>Report Annually</p> <p>Report Annually Ongoing</p>	<p>Q4</p> <p>Q4</p>

PI/P 3 - Citizen Involvement Programs

The City of San José will support and/or develop and implement citizen involvement programs designed to increase citizen understanding and appreciation of the South Bay watershed.

#	Activities	Compliance Date	City Reporting
A.	<p>Support and/or develop involvement opportunities for San Jose residents</p> <ol style="list-style-type: none"> 1. Participate in creek clean-ups on a bi-annual basis through in-kind staff support for the Creek Connections Action Group. <ul style="list-style-type: none"> • Fall creek cleanup • Spring creek Cleanup 	<p>Coastal Cleanup Day, Q1 FY 02/03 03-04</p> <p>National Rivers Day, Q4 FY 02/03 03-04</p>	<p>Q2</p> <p>Q4</p>
B	Promote WMI's Public Participation Opportunities list.		

#	Activities	Compliance Date	City Reporting
	1. Report on actions promoting Public Participation Opportunities list.	Report Annually	Q4

PI/P 4 - Outreach Evaluation

The City of San José will develop and implement evaluation and feedback mechanism(s) to determine the effectiveness of outreach and education campaigns and evaluate changes in citizen awareness and understanding.

#	Activities	Compliance Date	City Reporting
A.	Implement selected evaluation tools. 1. Work with Program, WMI, and Watershed Watch AHTG to Plan for Program's Watershed watch campaign follow-up Survey 2. Report on survey and evaluation activity during the report period	Triennially- FY 03-04 Annually FY 02/03	FY 03-04, Q4 Q1
B.	Annually review, modify and report on outreach plans based on effectiveness results. 1. Produce written report on effectiveness of outreach activities conducted in prior fiscal year.	FY 02/03 Annually	Q1

Municipal Compliance

During FY 2002-2003, the City began developing new policies regarding Integrated Pest Management and mercury containing product use and disposal. These efforts were added to the City of San Jose URMP work plan in the Pesticide Management (PM) and Mercury (M) sections. For this reason, those items were deleted from this section.

Municipal training continues to be a key element for all Urban Runoff work plan.

Municipal Training

Municipal Training is a critical function of the City's NPDES Permit. Municipal compliance is dependent on the level and quality of the training provided.

#	Activities	Compliance Date	City Reporting
A.	Identify training needs.	Annually	Q4
B.	Develop curricula.	6/02 Done 6/02 As Needed	Q4
C.	Conduct training	Annually	Q4

Municipal Facilities Assessment and Compliance

Municipal facilities are required to comply with storm water regulations. Efforts to reduce contaminated discharges from City facilities must be similar to those required of private businesses. While many elements for permit compliance are in place, the City requires a systematic approach to City facilities compliance at the level of effort required in the URMP.

#	Activities	Compliance Date	City Reporting
A.	Conduct Corp Yard assessments and inspections.	Annually	Q3
B.	Municipal Facilities SWPPPs.	Annually	Q3
C.	Develop and formalize policies to develop proper disposal of mercury containing products.	Annually Deleted FY 03-04. Superseded by M Work Plan	Q3

Integrated Pest Management

Assist with development of performance standards for integrated pest management for municipal use and comply with requirements developed.

#	Activities	Compliance Date	City Reporting
A.	Assist with performance standard development.	Done FY 01-02	
B.	Coordinate implementation of performance standards.	6/02 Deleted FY 03-04 Superseded by PM Work Plan	
C.	Create and update existing policies and ordinances.	6/02 Deleted FY 03-04 Superseded by PM Work Plan	

Municipal Training Key Department Contacts

Dept. / Audience	Dept. Contact & Phone	Outcome / Objective	ESD Staff & Phone	Outreach Tool	Status/Comments
Env. Svc. Dept./ Inspectors	H. Geiger 945-5105	Train inspectors about ICID procedures.	H. Geiger 945-5105 Geraldine Luna 945-5175	Training module	See ICID 3 element in Muni Training Schedule Summary.
Env. Svc. Dept./ Inspectors and Industrial/ Commercial Facility Operators	H. Geiger 945-5105	Train inspectors about IND procedure. Inform facility operators about BMPs & control measures.	H. Geiger 945-5105 Mary Morse 945-5169	Training module, Various pamphlets/ brochures	See ICID 3 element in Muni Training Schedule Summary.
DST Crew Supervisors	Kent Kollings 277-3851 Raymond Ho 277-4373	Distribute and train crews on SDO/ICID Report Log.	Cheryl Dayley 945-5174	Training Module, SDO/ICID Report Log, dashboard sticker	See SDO 4 element in Muni Training Schedule Summary.
City Heavy Equip. Crews, Park Rangers and Supervisors	Jim Leitner 277-5503 Raymond Ho 277-4373	Provide erosion spoils training to heavy equipment crews.	Cheryl Dayley 945-5174	Training Module, Erosion spoils SOP	See PSR 3 element in Muni Training Schedule Summary.
Env. Svc. Dept./ Muni Water Staff	Mary Hong 277-2556	Train Muni Water staff about WUPPPP.	Bill Smith 945-5176	Training module.	See WUOM3 in Muni Training Schedule Summary.
PBCE / Municipal Staff	Jenny Nusbaum 277-8539	Train municipal staff about planning procedures, policies, design guidelines & BMPs.	Geraldine Luna 945-5175	Training Module, Blueprint poster, post-construction manual, design guidelines, pamphlets.	See NDC 9 in Muni Training Schedule Summary.

CITY OF SAN JOSÉ ♦ ENVIRONMENTAL SERVICES DEPARTMENT

Dept. / Audience	Dept. Contact & Phone	Outcome / Objective	ESD Staff & Phone	Outreach Tool	Status/Comments
Public Works Dept./ Dev Svs Inspectors and Development Community	Ebrahim Sohrabi 277-8626	Train Inspectors and dev. community on pre-wet season construction procedures & grading ordinance.	Bill Smith 945-5176 H. Geiger 945-5105	Training Module, SOPs, adopted ordinance	In development (NDI 2), on hold pending adoption of new grading ordinance.
Public Works Dept./ Dev Svs Inspectors	Ebrahim Sohrabi 277-8626	Prepare inspectors to inspect construction sites requiring erosion control plans during wet season.	Bill Smith 945-5176 H. Geiger 945-5105	SOPs, pamphlets, course outline	See NDI 3 in Muni Training Schedule Summary.
Public Works Dept./ Design and Construction Inspectors	Paul Hsu 277-4638	City contractors of capital improvement projects have on-hand and comply with erosion control plans.	Bill Smith 945-5176 H. Geiger 945-5105	Training Module	See NDI 6 in Muni Training Schedule Summary.
Public Works Dept./ Dev Svs Inspectors/Design & Construction Inspectors	Ebrahim Sohrabi 277-8626 Paul Hsu 277-4638	Train Inspectors on procedure documentation and enforcement of storm water pollution prevention.	Bill Smith 945-5176 H. Geiger 945-5105	Best Management Practices	Annual refresher in development. See NDI 7 in Muni Training Schedule Summary.
Public Works Dept./ Dev Svs Inspectors & Development Community	Ebrahim Sohrabi 277-4638	Conduct and document training for the development community about construction BMPs & State General Construction Permit.	Bill Smith 945-5176 H. Geiger 945-5105	Best Management Practices and erosion control plans	See NDI 8 in Muni Training Schedule Summary.

Municipal Training Schedule

No	Training Block	Perf. Std	Title/Subject	Sessions		Est. No. of Sessions	Revised Date(s)	Trainer
				Scheduled Date	No. Atten			
1	NPS Inspector Refresher	ICID 3	Procedures Training	6/03		1		Heidi Geiger
2		IND 5	Facility Inspections	6/03				Heidi Geiger
3	Catchment Crew Annual	SDO 4	CB Cleaning SOP	5/03				Pete Cruz & Cheryl Dayley
4		SDO 4	IMSPAR Reporting	5/03				Pete Cruz & Cheryl Dayley
5		PSR 3	Spill Response SOP	5/03				Pete Cruz & Cheryl Dayley
6	Street Maintenance Crew Refresher	PSR 3	Resurfacing, Sealing & Patching	5/03				Pete Cruz & Cheryl Dayley
7		PSR 3	Spill Response SOP	5/03				Pete Cruz & Cheryl Dayley
8		PSR 3	Saw cutting SOP	5/03				Pete Cruz & Cheryl Dayley
9		PSR 3	Street Sweeping Debris	5/03				Pete Cruz & Cheryl Dayley
10		PSR 3	Landscape Chemical Application	5/03				Pete Cruz & Cheryl Dayley
11		PSR 3	Concrete Installation	5/03				Pete Cruz & Cheryl Dayley
12		PSR 3	Pavement Stripping & Legend Removal	5/03				Pete Cruz & Cheryl Dayley
13		PSR 3	Catch basin Inspection after Irrigation Repair	5/03				Pete Cruz & Cheryl Dayley
14	Corp Yard SWPPP Training	Corp Yards	SWPPP Overview and Responsibilities	5/03				Pete Cruz & Cheryl Dayley
15	Corp Yard BMP/SOP Training		Main Yard	5/03				Cheryl Dayley

CITY OF SAN JOSÉ ♦ ENVIRONMENTAL SERVICES DEPARTMENT

No	Training Block	Perf. Std	Title/Subject	Sessions		Est. No. of Sessions	Revised Date(s)	Trainer
				Scheduled Date	No. Atten			
16			West Yard	5/03				Pete Cruz & Cheryl Dayley
17			Police Garage	4/03				
18			Fire Training Center	4/03				
19			Mabury Yard	5/03				Pete Cruz & Cheryl Dayley
20			South Yard	5/03				Pete Cruz & Cheryl Dayley
21			Central Service Yard	5/03				Pete Cruz & Cheryl Dayley
22	Alum Rock Park Operations	CON 6	Erosion & Sediment Control BMP Debris Management	6/03			10/02	Jim Ervin, Heidi Geiger, Pete Cruz, & Timm Borden
23	Public Works Design, Engineering & Inspections	CON 6	Pre-wet season procedures/Grading ordinance	10/03				SCVURPPP & RWQCB staff
24		CON 6	Preparation to Inspect (sites requiring erosion control)	10/03				SCVURPPP & RWQCB staff
25		CON 6	Erosion and Sediment Control BMPs	10/03				SCVURPPP & RWQCB staff
26		CON 6	Procedures, Documentation & Enforcement	10/03				SCVURPPP & RWQCB staff
27		CON 8	Construction BMPs & General Permit	10/03				SCVURPPP & RWQCB staff
28		CON 8	Capital Improvement Contract Language	10/03				ESD Urban Runoff Management Program staff
29		CON 8	Capital Improvement Contractor's BMP	10/03				ESD Urban Runoff Management Program staff
30	Public Works & Building Inspectors	CON 6	Storm Water Pollution Prevention at Construction sites	10/03				Jim Ervin, Heidi Geiger, Pete Cruz, & Timm Borden

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No	Training Block	Perf. Std	Title/Subject	Sessions		Est. No. of Sessions	Revised Date(s)	Trainer
				Scheduled Date	No. Atten			
31	Developer & Contractor Training	CON 7	Construction BMPs & General Permit					SCVURPPP & RWQCB staff
32		CON 7	Pre-wet season procedures/Grading					SCVURPPP & RWQCB staff
33		CON 7	Capital Improvement Contractor's BMP					SCVURPPP & RWQCB staff
34	Planning, Building & Code Enforcement	NDC 9	Planning Procedures, Policies, Design Guidelines & SW BMPs					Mike Campbell of RBF Consultant & Jim Ervin of ESD
35	Muni Water O&M	WUOM 3	Water Utility Pollution Prevention Plan					Reed & Graham Geosynthetics, Mary Hoang- Ong of Muni Water