

City of San José
Urban Runoff Management Plan

Chapter 11:
Santa Clara Valley Urban
Runoff Pollution Prevention Program
Attachment 1: Work Plans, FY 05-06

Prepared by the Environmental Services Department

March 1, 2005

February 22, 2005

Dr. Adam W. Olivieri
Program Manager
Santa Clara Valley Urban Runoff Pollution Prevention Program
699 Town & Country Village
Sunnyvale, CA 94086

Subject: Submittal of FY 2005-06 Work Plan for the Urban Runoff Management Plan

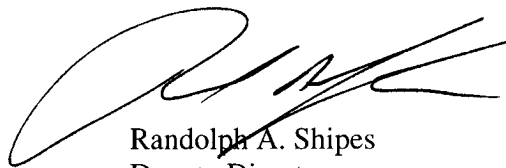
Dear Dr. Olivieri:

Attached is the annual work plan for the City of San José Urban Runoff Management Plan (URMP) for FY 2005-2006 pursuant to Section C.6.b of the City's Municipal Separate Storm Sewer System NPDES permit (No. CAS029718), Order 01-024. This submittal should be included as part of the Santa Clara Valley Urban Runoff Pollution Prevention Program's March 1, 2005 Work Plan submittal to the California Regional Water Quality Control Board, San Francisco Bay Region.

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

If you have any questions regarding these work plans, please contact Melody Tovar of my staff at (408) 382-8845.

Sincerely,



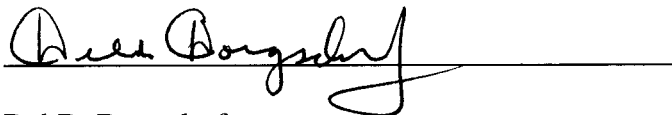
Randolph A. Shipes
Deputy Director
Environmental Services Department
Watershed Protection Division

Encl: FY 2005-2006 Work Plan

City of San José
FY 2005-2006 WORK PLAN
FOR CITY'S URBAN RUNOFF MANAGEMENT PLAN

Certification Statement

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

A handwritten signature in black ink, appearing to read "Del D. Borgsdorf", is written over a solid horizontal line.

Del D. Borgsdorf
City Manager

Submitted on March 1, 2005

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Introduction

This compilation of annual work plans for the City of San José Urban Runoff Management Plan (URMP) has been developed for FY 2005-2006 pursuant to Section C.6.b of the City's Municipal Separate Storm Sewer System NPDES permit (No. CAS029718), Order 01-024. The work plans include tasks, responsibilities, and schedules needed to implement the program elements in the URMP. The Environmental Services Department coordinates development and review of the work plans in cooperation with staff from all affected City departments.

The Permit requires that annual work plans be submitted to the Water Board by March 1 of each year. This submission precedes completion of the City's annual budget development and approval process. While the work plans are developed using the best available information regarding budget forecasts, all activities in the work plans are subject to the approval of funding by the City Council in June of each year.

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Illicit Connection / Illegal Dumping

ICID Work Plan

This program element is implemented pursuant to permit provision C.2 and C.6.a.ii. The City's Environmental Inspectors located within the Environmental Services Department, Watershed Protection Division continue to conduct ICID investigations.

ICID 1 - Response to Complaints

The City of San José will respond to complaints regarding IC/ID dumping activities into the storm drain system and will ensure that the activity or is on a time schedule to cease.

#	Activities	Compliance Date	Responsible Party
A.	Update database system to track IC/ID complaint information.	Done FY 03-04	ESD-WE
B.	Document complaint activity, the number of IC/ID complaints that the City received, and that the activity has ceased or is an allowable discharge.	Annually	ESD-WE
C.	Document to the Water Board annually follow-up activities from each IC/ID complaint response.	Annually	ESD-WE
D.	1. Review effectiveness of standard operating procedures for responding to IC/ID complaints. 2. Refine and implement standard operating procedures for responding to ICID complaints/referrals.	Ongoing Ongoing	ESD-WE ESD-WE
E.	Work with SCVURPPP to refine administrative procedure for providing referrals to the Water Board.	Pending Implementation by Program	ESD-WE, Program
F.	Refine and implement standard operating procedures to incorporate results of ICID 1E.	Pending Implementation by Program	ESD-WE, Program

ICID 2 - Investigations of High Priority Areas

The City of San José 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	Responsible Party
A.	Target areas for monitoring by identifying high priority areas, primary types and sources of IC/ID pollution based on complaints, historical inspection records, inspector knowledge, and monitoring information. 1. Perform GIS analysis on frequently occurring IC/ID sources and/or types.	Annually Done FY 03-04	ESD-WE ESD-UR

#	Activities	Compliance Date	Responsible Party
B.	Conduct investigations of high priority areas based on ICID 2A.	Ongoing	ESD-WE
C.	Document to the Water Board that investigations of high priority areas have been conducted.	Annually	ESD-WE

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 stormwater pollution prevention.

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

ICID 4 - Outreach and Technology Transfer

The City of San José 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	Responsible Party
A.	Determine need for new and/or revised outreach and technology transfer material by getting feedback from inspectors regarding 1) continuing problem activities; 2) discharge types; 3) monitoring and complaint data; and 4) usefulness of existing outreach and technology transfer material.	Ongoing	ESD-MarComm ESD-UR
B.	Develop, audit and/or modify existing outreach material, as needed, based on report developed under ICID 4A.	Ongoing, as needed	ESD-WE
C.	Document to Water Board that outreach technology transfer material and/or BMPs have been distributed.	Annually	ESD-UR
D.	Develop and implement standard operating procedures to gather customer feedback on IC/ID services.	Development Done FY 02-03 Implementation Ongoing	ESD-WE

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	Responsible Party
A.	Document and evaluate effectiveness of SOPs.	Annually	ESD-WE
B.	Document and evaluate what worked well and what needs improvement.	Annually	ESD-WE

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Industrial & Commercial Dischargers

IND Work Plan

Pursuant to permit provision C.2, the City continues to conduct Industrial and Commercial facility inspections based on an 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	Responsible Party
A.	Annually, obtain NOI filer database from State with annual information, review information and identify new NOI facilities for inspection the following year.	Annually	ESD-WE
B.	Conduct and document initial inspections of NOI Filers within one year using the inspector checklist form to determine exposure and 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.	Ongoing	ESD-WE
C.	Conduct and document annual inspections of facilities determined to have exposure in accordance with inspection frequency schedule.	Ongoing	ESD-WE
D.	Conduct and document inspections of facilities that need to file an NOI at least once every five years and in accordance with the inspection frequency schedule identified in IND 3.	Ongoing	ESD-WE
E.	Maintain the database to track the inspection information from the inspector checklist and to include all NOI filer SIC codes required by the Industrial Activities Stormwater General Permit.	Ongoing	ESD-WE

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 and that conduct activities identified by the following SIC codes:

5015: Automobile Dismantlers

5093: Other Recycling Industries

3200 series: Stone, Clay and Concrete Products Industry

4100 & 4200 series: Trucking Facilities that perform on-site vehicle repair, maintenance or washing.

#	Activities	Compliance Date	Responsible Party
A.	Identify industrial facilities that conduct activities with the SIC codes listed in the IND SOPs.	Annually	ESD-WE
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.	Annually	ESD-WE
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 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. Maintain database.	Ongoing	ESD-WE
D.	Conduct & document annual inspections of facilities determined to have exposure 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.	Ongoing	ESD-WE
E.	Work with the Program’s Industrial Inspection Ad Hoc TG on an Administrative procedure for providing referrals to the Water Board and document providing referrals to the Water Board for facilities with significant problems.	Pending Implementation by Program	ESD-WE, ESD-UR

IND 3 - City Regulated Facilities

The City of San José will conduct inspections of City Regulated commercial 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	As soon as practicable for violations and every year until they meet the above criteria.

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

#	Activities	Compliance Date	Responsible Party
A.	Determine industrial/commercial facilities identified in the IND SOPs for inspection in each FY.	Annually, Q1	ESD-WE
B.	Conduct and document inspections of City Regulated facilities, other than food service facilities, at least once every five (5) years in	Ongoing	ESD-WE

#	Activities	Compliance Date	Responsible Party
	accordance with the inspection frequency schedule. If determined to have no impact or no potential for pollution, will not be scheduled for future inspection.		
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.	Ongoing	ESD-WE
D.	Conduct and document inspections for which a referral or complaint was received within five days of complaint received and second inspection within one year.	Ongoing	ESD-WE
E.	Develop a database to track the inspection information from the inspector facility inspection report. 1. Implement new Environmental Enforcement Data Management System	Done FY 02-03 Done FY 03-04	ESD-WE ESD-WE
F.	Maintain database to track inspection information from inspector facility inspection report and to include new industrial program categories.	Ongoing	ESD-WE
G.	For B, C, D, and E, collect information during inspections on the potential for stormwater pollution at City Regulated facilities in order to determine the appropriate inspection frequency for the various facilities.	Ongoing	ESD-WE
H.	Develop an inspection frequency plan to track frequency of inspections. Implement & update, as needed, the inspection frequency plan.	Development: Done FY 01-02 Implementation Ongoing Updated as needed	ESD-WE

IND 4 - Compliance

The City of San José will conduct industrial/commercial inspections to determine the existence of discharges or potential 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	Responsible Party
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.	Ongoing	ESD-WE

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 stormwater pollution prevention.

#	Activities	Compliance Date	Responsible Party
A.	Conduct annual training for IND inspectors.	Annually, Q1	ESD-WE
B.	Maintain a training plan and provide and document on-the-job training and other training opportunities such as industrial/commercial inspection workshops.	Ongoing	ESD-WE
C.	Review inspection training protocols to identify new training opportunities, approaches, and materials.	Annually	ESD-WE

IND 6 - Outreach

The City of San José 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	Responsible Party
A.	Identify and list existing outreach and technology transfer material.	Annually	ESD-UR
B.	Distribute applicable outreach and technology transfer material to industrial/commercial facility operators. Document to the RWQCB that outreach and technology transfer material and/or BMPs have been distributed, as needed, to industrial/commercial facility operators.	Distribution: Ongoing See PIP Program Element in Annual Report	ESD-UR
C.	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 and develop and/or modify existing outreach material.	As Needed	ESD-UR

IND 7 - NOI Filers Effectiveness Evaluation

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

#	Activities	Compliance Date	Responsible Party
A.	Document and evaluate the effectiveness of NOI Filers inspections procedures.	Annually	ESD-WE
B.	Document and evaluate the effectiveness of the NOI Filers database tracking system.	Annually	ESD-WE
C.	Document and evaluate what worked well and what needs improvement.	Annually	ESD-WE

New and Redevelopment

NRD 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.

The City began phased implementation of hydraulic (also referred to as numeric) sizing requirements for stormwater treatment BMPs in conformance with Policy 6-29 on October 15, 2003. The City will begin implementation of peak flow control requirements, as required in the permit, following approval of a SCVURPPP Hydromodification Management Plan (HMP) by the Water Board.

NRD 1 - Legal Authority

The City of San José will have adequate legal authority to implement new development control measures, including all applicable requirements of Provision C.3, as part of its development plan review and approval procedures and other appropriate new development and redevelopment permitting procedures (Provision C.3.a.i).

#	Activities	Compliance Date	Responsible Party
A.	Revise Municipal Code to ensure adequate legal authority to implement new development control measures (C.3.a.i).	As Needed.	PBCE, ESD, PW

NRD 2 - Guidance to Developers

The City will provide developers with information and guidance materials on site design guidelines, building permit requirements, and BMPs for stormwater pollution prevention, as appropriate for the type of project and location.

#	Activities	Compliance Date	Responsible Party
A.	<ol style="list-style-type: none"> Draft necessary revisions to Guidance Manual on Selection of Stormwater Quality Control Measures to allow incorporation of hydraulic sizing design criteria and provide to developers. Refine Guidance Manual on Selection of Stormwater Quality Control Measures to incorporate HMP measures, as necessary. 	<p>Done FY 02-03</p> <p>Pending</p>	PBCE, ESD, PW, RDA
B.	Provide development community with revised information and guidance materials concerning any adopted on site design, building permit requirements, hydraulic sizing design criteria and HMP criteria, and maintenance requirements for BMPs for stormwater	Ongoing	PBCE, ESD, PW, RDA

#	Activities	Compliance Date	Responsible Party
	treatment measures.		
	1. Coordinate w/development community on proposed hydraulic sizing criteria for structural stormwater treatment measures, HMP criteria and any proposed revisions to Guidance Manual and policy through workshops and regular meetings.	Ongoing	PBCE, ESD, PW, RDA
	2. Update guidance material regarding maintenance responsibilities for any HMP measures.	Pending	PBCE, ESD, PW, RDA, Program

NRD 3 - CEQA Requirements

The City will ensure that environmental documents required for those projects that fall under CEQA and NEPA review address both significant and cumulative stormwater quality impacts during the life of the project, and relevant permit requirements. These documents included EIRs, negative declarations and initial study checklists (C.3.m).

#	Activities	Compliance Date	Responsible Party
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.)	Ongoing	PBCE, ESD, PW, RDA
	1. Identify areas where new or additional water quality review processes and related documents or checklist questions are needed and propose schedule for revision.	Done FY 02-03 and Ongoing	PBCE, ESD, PW, RDA
	2. Refine and update areas where new or additional water quality related mitigation measures may be needed.	FY 05-06	
B.	Report on revisions made to environmental review processes.	Annually	PBCE, ESD, PW, RDA

NRD 4 - Project Mitigation Measures and Design Requirements

The City will encourage developers of all projects subject to design review under its development plan review and approval procedures to consider incorporating appropriate source control and site design measure that minimize stormwater pollutant discharges to the maximum extent practicable.

#	Activities	Compliance Date	Responsible Party
A.	Revise current Policy on Post-Construction Urban Runoff Management as necessary to incorporate minimum BMP requirements for all projects.	Done FY 04-05	PBCE, ESD, PW, RDA
B.	Review and modify development permit approval procedures for adopted revisions as necessary.	Done FY 03-04	PBCE, ESD, PW, RDA
C.	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.	Done FY 03-04	PBCE, ESD, PW, RDA

#	Activities	Compliance Date	Responsible Party
D.	Review the existing source control measures contained in site design standards, guidance documents and conditions of approval for opportunities to limit stormwater pollution. (Provision C.3.k.)	Done FY 03-04	PBCE, ESD, PW, RDA
E.	Review General Plan and revise as necessary to incorporate water quality and watershed protection principles and policies, and summarize revisions made.	Ongoing as necessary	PBCE
F.	Review the design standards and guidance for opportunities to make revisions as necessary 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.	Done FY 03-04	PBCE, ESD, PW, RDA
	1. Identify and document existing site design standards and guidance documents and policies.	Done FY 03-04	PBCE, ESD, PW, RDA
	2. Revise Site Design Measures and Standards, as necessary.	Done FY 03-04	PBCE, ESD, PW, RDA

NRD 5 - Group 1, 2 and HMP Project Requirements

The City will require developers of Group 1 projects deemed complete on or after October 15, 2003, to design and implement the following measures to reduce stormwater pollution to the maximum extent practicable in conformance with Policy 6-29:

- Site design shall include measures to minimize impervious land coverage, maximize infiltration (where appropriate and designed to protect groundwater quality) and provide detention or retention as part of landscaping where feasible (C3.b.i and C.3.j);
- Source controls shall be required to limit pollution generation, discharge, and runoff as appropriate (C.3.k), including measures to discourage pesticide use (C.9.d.ii);
- Stormwater treatment measures shall be designed in accordance with the numeric design criteria in Provision C.3.d;
- Increases in peak runoff flow and volume shall be managed for appropriate projects by implementing the guidance in the Program’s Hydromodification Plan (HMP) for the specific stream receiving the discharge, following approval of the HMP by the Water Board (C.3.f).

#	Activities	Compliance Date	Responsible Party
A.	1. Propose revisions to current Policy 6-29 on Post-Construction Urban Runoff Management as necessary to incorporate hydraulic sizing design criteria.	Done FY 03-04	PBCE, ESD, PW, RDA
	2. Revise current Policy 6-29 on Post-Construction Urban Runoff Management as necessary to incorporate hydraulic sizing design criteria.	Done FY 04-05	PBCE, ESD, PW, RDA
	3. Revise policy as needed for Group 2 implementation.	FY 05-06	PBCE, ESD, PW, RDA
	4. Revise policy as needed for HMP implementation	Pending	PBCE, ESD, PW, RDA

#	Activities	Compliance Date	Responsible Party
B.	<p>Develop list of Annual Reporting requirements from Provision C.3. Design data tracking needs and protocols.</p> <ol style="list-style-type: none"> 1. Compile a list of new development and redevelopment projects by name, type of project, 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. 	<p>Done FY 03-04</p> <p>Annually</p>	<p>PBCE, ESD, PW, RDA</p> <p>PBCE, ESD, PW, RDA</p>
C.	<p>Revise and update permitted alternatives to numeric sizing through Alternative Measures Program in Policy 6-29.</p> <ol style="list-style-type: none"> 1. Report to City Council on Alternative Measures Program revisions in Policy 6-29. (Provision C.3.g.) 2. Track name and location of projects in the Alternative Measures 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 (Provision C.3.g). 3. Report to City Council on projects approved with numeric sizing alternatives through Alternative Measures Program. (Provision C.3.g.) 	<p>Done FY 04-05</p> <p>Done FY 04-05</p> <p>Annually</p> <p>Annually</p>	<p>PBCE, ESD, PW, RDA</p> <p>PBCE, ESD, PW, RDA</p> <p>PBCE, ESD, PW, RDA</p> <p>PBCE, ESD, PW, RDA</p>
D.	<p>Draft post-construction treatment BMP certification procedures. (Provision C.3.h)</p> <ol style="list-style-type: none"> 1. Track name and location of projects subject to certification. (Provision C.3.h.) 	<p>Done FY 03-04</p> <p>Annually</p>	<p>PBCE, ESD, PW, RDA</p> <p>PBCE, ESD, PW, RDA</p>
E.	<p>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.)</p>	<p>Ongoing</p>	<p>PBCE, ESD, PW, RDA</p>
F.	<ol style="list-style-type: none"> 1. Review and modify development permit approval procedures and standard operating procedures as necessary to incorporate requirements for: <ol style="list-style-type: none"> a. Group 1 b. Group 2 c. HMP 2. Update and refine 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 as necessary. <ol style="list-style-type: none"> a. Group 1 b. Group 2 c. HMP 3. Update and refine 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 as necessary. 	<p>Done FY 03-04</p> <p>FY 05-06</p> <p>Pending</p> <p>Done FY 03-04</p> <p>FY 05-06</p> <p>Pending</p>	<p>PBCE, ESD, PW, RDA</p> <p>PBCE, ESD, PW, RDA</p> <p>PBCE, ESD, PW, RDA</p>

#	Activities	Compliance Date	Responsible Party
	a. Group 1 b. Group 2 c. HMP	Done FY 03-04 FY 05-06 Pending	
G.	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)	Done FY 03-04 Done FY 03-04 Ongoing	PBCE, ESD, PW, RDA PBCE, ESD, PW, RDA
H.	Implement any new adopted development conditions of approval, and procedures to developments with significant stormwater pollution potential. (Provision C.3.b.)	Ongoing	PBCE, ESD, PW, RDA

NRD 6 - Developer Conformance with State Requirements

The City will require developers of projects that disturb a land area of one acre or more to demonstrate conformance with the State General Construction Activity Storm Water Permit including filing of NOI, development of a SWPPP, et al.

#	Activities	Compliance Date	Responsible Party
A.	Include as condition of approval for projects that disturb a land area of one acre or more, a requirement to demonstrate coverage under the State General Construction Activity Storm Water Permit.	Ongoing	PBCE, PW, RDA
B.	Track the projects that contained above condition of approval.	Annually. See CON Program Element in Annual Report.	PBCE, PW, RDA

NRD 7 - Developer Erosion Control Plans

The City will required developers of projects with potential for significant erosion and planned construction activity during the wet season 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	Responsible Party
A.	Include as a condition of approval for applicable projects a requirement to prepare and implement an erosion and sediment control plan.	Ongoing	PBCE, PW, RDA
B.	Track the projects that contained above condition of approval.	Annually. See CON Program Element in Annual Report	PBCE, PW, RDA

NRD 8 - Operation and Maintenance for Structural Stormwater Controls

The City will implement an operation and maintenance (O&M) verification program that includes (C.3.e):

- Compiling a list of private and public properties and responsible operators for all stormwater treatment measures;
- Inspecting a subset of prioritized treatment measures for appropriate O&M, on an annual basis, with appropriate follow-up and correction;
- Requiring legally enforceable agreements or other mechanisms assigning responsibility for O&M of treatment measures.

#	Activities	Compliance Date	Responsible Party
A.	Work with SCVURPPP to develop guidance for implementing O&M Program.	Done FY 02-03	PBCE, ESD, PW, RDA
B.	1. 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)	Done FY 03-04	PBCE, ESD, PW, RDA
	2. Revise and update draft summary of details of operation and maintenance verification program: organizational structure, evaluation, proposed improvements, inspections and follow-up, including criteria for setting priorities as necessary. (Provision C.3.e.)	FY 05-06	PBCE, ESD, PW, RDA
C.	1. Include as a condition of approval a requirement that developers of projects that include installation of permanent structural stormwater controls are required to establish and provide proof of operation and maintenance of such controls.	Done FY 03-04	PBCE, ESD, PW, RDA
	2. Revise and update condition of approval requirement that developers of projects that include installation of permanent structural stormwater controls are required to establish and provide proof of operation and maintenance of such structural controls as necessary.	FY 05-06	PBCE, ESD, PW, RDA
	3. Develop model permit conditions with BMP fact sheets to include in use permits where appropriate.	Done FY 02-03	PBCE, ESD, PW, RDA
	4. Compile a list of projects & responsible operators subject to C.3.e. provision.	Annually	PBCE, ESD, PW, RDA
D.	Track and compile a list of priority properties inspected and inspection results. (Provision C.3.e.iii.)	Ongoing	PBCE, ESD, PW, RDA
	1. Determine criteria for setting priorities for inspection of structural stormwater treatment measures & inspection frequency.	Done FY 02-03	PBCE, ESD, PW, RDA
	2. Update and revise criteria for setting priorities for inspection of structural stormwater treatment measures & inspection frequency as necessary.	FY 05-06	PBCE, ESD, PW, RDA
	3. Develop local inspection program for verification of proper O&M.	Done FY 02-03	PBCE, ESD, PW, RDA

#	Activities	Compliance Date	Responsible Party
	4. Update and revise local inspection program for verification of proper O & M as necessary.	FY 05-06	PBCE, ESD, PW, RDA

NRD 9 - Applicability to Public Projects

The City will ensure municipal capital improvement projects include stormwater quality control measures during and after construction, appropriate for each project, and that that contractors comply with stormwater quality control requirements during construction activities and maintenance activities.

#	Activities	Compliance Date	Responsible Party
A.	Develop and implement a process to ensure that municipal capital improvement projects install structural stormwater quality control measures as necessary.	Done FY 02-03	PBCE, ESD, PW, RDA
	1. 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.)	Ongoing	PBCE, ESD, PW, RDA
	2. Review and revise Redevelopment Agency Project Request for Proposal procedures as necessary to comply with revised Provision C.3. requirements. (Provision C.3.c.)	Done FY 03-04	ESD, PBCE, RDA
	3. 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.)	Done FY 02-03	PBCE, ESD, PW, RDA
B.	Review, evaluate, and modify the procedures, as necessary.	As needed	PBCE, ESD, PW, RDA
C.	Begin tracking required data on the public projects subject to Provision C.3. hydraulic sizing criteria requirements for Annual Report.	Done FY 03-04 Ongoing	PBCE, PW, RDA
D.	Monitor development of City’s Green Building program for opportunities to discourage architectural use of copper in development projects (Provision C.9.a.) and to incorporate urban runoff considerations.	Ongoing	PBCE, ESD, PW, RDA

NRD 10 - City Staff Training

The City will provide training at least annually to its planning, building, and public works staff on planning procedures, policies, design guidelines, and BMPs for stormwater pollution prevention (C.3.a.vi).

#	Activities	Compliance Date	Responsible Party
A.	Provide training to Planning and Public Works staff on planning procedures, policies, design guidelines, and BMPs for stormwater pollution prevention. (Provision C.3.a.vi.)	Ongoing	PBCE, ESD, PW, RDA
B.	Provide training to Redevelopment Agency and Department of Transportation staff on planning procedures, policies, design guidelines, and BMPs for stormwater pollution prevention. (Provision C.3.a.vi.)	Ongoing	PBCE, ESD, PW, RDA, DOT
C.	Revise the training protocol to incorporate any newly adopted Provision C.3. permit requirements and related revised procedures.	As Needed	PBCE, ESD, PW, RDA
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)	Ongoing	PBCE, ESD, PW, RDA

NRD 11 - Development Plan Review and Approval Procedures Effectiveness Evaluation

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

#	Activities	Compliance Date	Responsible Party
A.	Evaluate and incorporate any needed improvements in review and approval process.	Annually	PBCE, ESD, PW, RDA
B.	Document and evaluate what worked well and what needs improvement.	Annually	PBCE, ESD, PW, RDA

Construction Inspection

CON Work Plan

This program element is implemented pursuant to permit provision C.2. 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.

FY 05-06 will be the third full year of implementation for the Standard Operating Procedure (SOP) for Construction Inspections that was developed for the 03-04 season. This SOP includes the method by which PBCE Building Division Inspectors address housekeeping measures at construction sites, in addition to the established roles of Environmental Services and Public Works inspectors. Inspection staff from the three departments work together to monitor compliance at construction sites.

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	Responsible Party
A.	Track and document incidents of housekeeping issues at construction sites.	Ongoing	PBCE-Bldg, PW, ESD-WE

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	Responsible Party
A.	Maintain a program for identifying and conditioning projects with significant erosion potential and planned wet season activity.	Ongoing	PW PBCE-Bldg
B.	Identify ordinance changes needed to conduct inspections.	As Needed	PW, ESD-WE, PBCE-Bldg

CON 3 - Construction Inspection Frequency

The City inspects construction sites for adequacy of stormwater quality 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, and project’s potential impact on stormwater quality.

#	Activities	Compliance Date	Responsible Party
A.	Maintain and update SOPs for construction inspection program.	As Needed	PW, ESD-WE, PBCE-Bldg
B.	Document inspections of active construction sites.	Ongoing	PW, ESD-WE, PBCE-Bldg
C.	Evaluate the effectiveness of the construction inspection program and make improvements as necessary.	Annually	PW, ESD-WE, PBCE-Bldg

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	Responsible Party
A.	Review and revise procedures for construction inspection staff regarding wet season construction requirements.	As Needed	PW-AE, ECS, PRF, TDS PBCE-Bldg ESD
B.	Document pre-season inspection of construction sites to ensure adequate implementation of winterizing BMPs prior to the wet season.	Ongoing	PW-AE, ECS, PRF, TDS

CON 5 - Inspection and Site Evaluation Follow-up

Construction sites with inadequate erosion/sediment controls are given verbal or written notice of the inadequacies, according to the City’s enforcement procedures, and followed up with action(s) commensurate with 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 Water Board.

#	Activities	Compliance Date	Responsible Party
A.	Implement SOPs for follow-up actions and graduated levels of enforcement for construction sites.	Ongoing	PW-AE, ECS, PRF, TDS PBCE-Bldg ESD

B.	Track and summarize notices and follow-up actions for annual reports.	Annually	PW-AE, ECS, PRF, TDS PBCE-Bldg ESD
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CON 6 - Municipal Training

The City provides training annually to its construction inspection staff on inspection procedures, documentation, and enforcement related to stormwater pollution prevention. All inspectors receive training on the latest construction-related stormwater 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	Responsible Party
A.	Develop an annual training plan for construction inspection program.	Annually, Q1	ESD, PW, PBCE-Bldg
B.	Conduct annual training.	Ongoing	ESD, PW, PBCE-Bldg
C.	Track and document that inspectors have received training.	Annually	ESD-UR
D.	Evaluate the training curriculum and frequency, and make improvements as necessary.	Annually	ESD, PW, PBCE-Bldg

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	Responsible Party
A.	Review outreach and technology transfer materials and make improvements, as necessary	Annually, Q4	ESD, PW, PBCE-Bldg
B.	Conduct outreach sessions for development community.	Annually	ESD, PW, PBCE-Bldg Program & Water Board
C.	Document outreach to development community.	Annually	ESD-UR
D.	Evaluate outreach program and make improvements, as necessary.	Annually	ESD, PW, PBCE-Bldg

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	Responsible Party
A.	Conduct training for Public Works capital improvement project staff (Architectural Engineering Design & Construction and Streets, Bridges and Sewers Design and Construction) on contract language, standard specifications, and enforcement.	Annually	PW-AE, ECS, PRF, TDS ESD
B.	Track the number of Public Work projects with these requirements.	Annually	PW-AE, ECS, PRF, TDS

CON 9 - Construction Inspection Effectiveness Evaluation

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

#	Activities	Compliance Date	Responsible Party
A.	Evaluate and incorporate any needed improvements in construction inspection SOPs and BMPs.	Annually	PW-AE, ECS, PRF, TDS PBCE-Bldg ESD-WE ESD-UR
B.	Document and evaluate what worked well and what needs improvement.	Annually	PW-AE, ECS, PRF, TDS PBCE-Bldg ESD-WE ESD-UR
	1. Expand the number of sites with an inspector of record to capture more of the Type 1 and Type 2 sites (per Public Work’s designation).	Annually	PBCE-Bldg
	2. Hold coordination meetings for Building, ESD, and Public Works inspectors to provide a forum for questions, and to discuss consistency and training needs.	Ongoing	ESD, PW, PBCE-Bldg

Public Streets, Roads, & Highways

PSR Work Plan

This program element is implemented pursuant to permit provision C.2.

Training will continue to cover the SOPs and appropriate BMPs for Department of Transportation activities with the highest potential for stormwater 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.

Staff training continues in FY 05-06 on Rural Public Works SOPs related to stormwater pollutant reduction during operations and maintenance activities in the City's regional and neighborhood parks and other "rural areas."

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 stormwater and eliminate illicit discharges to the maximum extent practicable.

#	Activities	Compliance Date	Responsible Party
A.	Develop additional BMPs, as needed, when new O&M tasks are instituted.	As Needed	DOT, ESD
B.	Develop SOPs based on BMPs.	As Needed	DOT, ESD
C.	When new BMPs and SOPs are developed, integrate BMPs and SOPs into training program.	As Needed	DOT, ESD
D.	Staff will review current PSR and SDO BMPs and SOPs. The annual training sessions with staff will be used as an opportunity to evaluate the effectiveness of BMPs and SOPs. BMPs and SOPs will be updated as indicated by the review.	6/30/05 Annually	DOT, ESD

PSR 2 - Contractor Use of BMPs

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

#	Activities	Compliance Date	Responsible Party
A.	Train contract managers for public street, road, and highway O&M contracts on related stormwater BMPs annually.	Annually	DOT, ESD
B.	Develop standard contract language for PSR maintenance activities.	6/30/05	DOT, ESD

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	Responsible Party
A.	Identify training goals, such as improving the focus of the training on the specific BMPs used by a section; integrating new BMPs, if any; etc.	Annually, Q4	DOT, ESD
B.	Identify training opportunities (which could include tailgate meetings and other existing training).	Annually	DOT, ESD
C.	Create or revise training modules for affected City staff and contractors.	As Needed	DOT, ESD
D.	Create or revise collateral material based on training modules.	As Needed	DOT, ESD
E.	Schedule training with affected supervisors.	Annually	DOT, ESD
	1. Develop and implement a new training module specifically for DOT electrician staff.	6/30/05	DOT, ESD

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 pollutant reduction BMPs and Control Measures in stormwater to the maximum extent practicable and eliminate illicit discharges.

#	Activities	Compliance Date	Responsible Party
A.	Identify conditions under which another agency will be notified regarding relevant stormwater requirements.	Done FY 02-03	

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 stormwater and eliminating illicit discharges. The review and evaluation will include input from the municipal maintenance staff that implement the BMPs.

#	Activities	Compliance Date	Responsible Party
A.	Draft procedure for annual effectiveness reporting, including sub-procedures for gathering feedback from affected supervisors and for modifications to BMPs and SOPs as necessary.	Done FY 01-02	
	1. Review procedures for annual effectiveness evaluation. Consider obtaining feedback from supervisors on how to assess BMP effectiveness and the use of training sessions with staff as an opportunity to evaluate BMPs and SOPs.	FY 04-05	DOT, ESD
B.	Conduct evaluation of BMPs and SOPs.	Annually	DOT, ESD

PSR 6 - Rural Public Works Maintenance and Support Activities

The City will extend its control measure strategy for PSR to address water quality impacts resulting from public works maintenance and support activities in rural areas.

#	Activities	Compliance Date	Responsible Party
A.	Identify City-owned properties that are applicable (under the RPW performance standard).	Ongoing	
	1. Re-evaluate the feasibility of using GIS information to identify additional applicable properties, if any.	6/30/06	PRNS, GS, DOT, ESD
B.	Develop or adapt Standard Operating Procedures (SOPs) and Best Management Practices (BMPs) for rural public works activities.	Done FY 03-04	
C.	Provide annual training on appropriate SOPs/BMPs to City staff that perform rural public works operations and maintenance activities. Incorporate SOPs/BMPs evaluation into annual training.	Annually	PRNS, DOT, GS, ESD
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	PRNS, DOT, GS, ESD
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.	Annually	PRNS, DOT, GS, ESD

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Storm Drain System Operation & Maintenance

SDO Work Plan

The Department of Transportation Standard Operating Procedures for catch basin cleaning and Problem Area Reporting continue to be the focus of crew training. A GIS map overlay has been created that assigns serial numbers to each of the City's more than 28,500 storm drain inlets. This map overlay is currently in use as a means to facilitate problem area reporting in the storm drain system.

SDO 2A indicates that the City is performing Tier II inspection and cleaning for catch basins. Severe budget constraints in the coming year may require that the City perform inspection and cleaning to a modified version of Tier II in FY 05-06 that accomplishes the same objective over a longer time frame in the fiscal year.

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 stormwater to the maximum extent practicable. Specific BMPs for each type of O&M activity are those listed in the City's Urban Runoff Management Plan (URMP).

#	Activities	Compliance Date	Responsible Party
A.	Develop additional BMPs, as needed, when new O&M tasks are instituted (including structural controls if necessary).	As Needed	DOT, ESD
B.	Develop SOPs based on BMPs.	As Needed	DOT, ESD
C.	When new BMPs and SOPs are developed, integrate BMPs and SOPs into training program.	As Needed	DOT, ESD
D.	Staff will review current PSR and SDO BMPs and SOPs. The annual training sessions with staff will be used as an opportunity to evaluate the effectiveness of BMPs and SOPs. BMPs and SOPs will be updated as indicated by the review.	6/30/05 Annually	DOT, ESD

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	Responsible Party
A.	Implement an annual inspection and cleaning work plan to achieve a Tier II level review.	Ongoing	DOT
B.	Evaluate criteria for collecting data from City field personnel for the purposes of determining Problem Areas.	As Needed	DOT, ESD

#	Activities	Compliance Date	Responsible Party
C.	Revise documentation and problem area reporting procedure, if necessary, to improve reporting performance. Documentation to include frequency, nature, and type of recurring problem. Include coordination of data from ICID and Storm Drain Management System data sources. Include analysis of data to identify trends for targeting solutions.	As Needed	DOT, ESD
D.	Produce Problem Area report.	Annually	DOT
E.	Address Problem Areas through ICID enforcement/ education activities, additional BMP development, program development or retrofit.	As Needed	DOT, ESD

SDO 3 - Contractor Use of BMPs

The City will develop and implement, as needed, a process to ensure that contractors employed to perform storm drain O&M activities use the appropriate BMPs. NOTE: 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	Responsible Party
A.	Train contract managers for SDO O&M contracts on related stormwater BMPs.	Annually	DOT, ESD

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	Responsible Party
A.	Provide training prior to the rainy season.	Annually, Q4	DOT, ESD
B.	Create or revise training modules for affected City staff.	As Needed	DOT, ESD
	1. Improve the focus of the training on the specific BMPs used by a section.	As Needed	DOT, ESD
	2. Provide specific training to inlet cleaning crews on IMSPAR data collection in advance of inlet cleaning program implementation.	Annually	
C.	Produce schedule for training.	Annually	DOT, ESD

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	Responsible Party
A.	Draft procedure for annual review and evaluation of data. 1. Investigate the feasibility of collecting data on the amount of materials removed during inlet cleaning.	Done FY 01-02 6/30/05	DOT, ESD
B.	Implement annual data review and identify follow-up actions as appropriate.	Annually	

SDO 6 - 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 stormwater and eliminating illicit discharges.

#	Activities	Compliance Date	Responsible Party
A.	Review with supervisors to get feedback and information on how to assess BMP effectiveness.	As Needed	DOT, ESD
B.	Use annual training sessions with staff as an opportunity to evaluate the effectiveness of BMPs & SOPs.	Annually	DOT, ESD

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Water Utilities Operations & Maintenance

WUO&M Work Plan

The City's Water Utility program is ongoing and is implemented pursuant to permit provision C.2.

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	Responsible Party
A.	Review current procedures for operations and maintenance.	Annually	ESD-Muni
B.	Three-year update of list.	3/31/06 Every 3 years	ESD-Muni

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 algaecides and prevent erosion and sedimentation.

#	Activities	Compliance Date	Responsible Party
A.	Implement WUPPP/Report on activities	Ongoing	ESD-Muni

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	Responsible Party
A.	Implement training program.	Annually, Q2	ESD-Muni

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	Responsible Party
A.	Evaluate effectiveness of program.	Annually, Q4	ESD-Muni

Pesticide Management

PM Work Plan

This program element is implemented pursuant to permit provision C.9.d. Progress continues with implementing pest control BMPs and training staff on Integrated Pest Management (IPM) techniques.

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	Responsible Party
A.	Develop a City IPM policy for inclusion in Pesticide Management Plan.	Done FY 02-03	

PM 2 - Pesticide Management Plan

The City will develop and implement a Pesticide Management Plan with the goals of minimizing pesticide use and reducing the amount of pesticides in stormwater and landscape runoff to the maximum extent practicable.

#	Activities	Compliance Date	Responsible Party
A.	Draft a City of San José Pesticide Management Plan.	Done FY 01-02	
B.	Publish City Pesticide Management Plan in URMP.	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	Responsible Party
A.	Develop SOPs and BMPs for implementing IPM policy with provisions that will reduce water quality impacts from pesticide use.	Done FY 01-02	
B.	For each type of pest problem identified, seek model SOPs and BMPs from published literature.	Done FY 01-02	
C.	Incorporate or develop appropriate IPM measures into City SOPs and BMPs.	Done FY 02-03	
D.	Update City URMP to incorporate model Pest Management Performance Standard, including description of legal authority (IPM	Done FY 02-03	

#	Activities	Compliance Date	Responsible Party
	policy and contract language), work plan elements, BMPs, and SOPs needed for implementation.		
E.	Review and update City SOPs and BMPs, as appropriate.	As Needed	GS, DOT, ESD, PRNS

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 the County Agricultural 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	Responsible Party
A.	Ensure that employees who apply pesticides for the agency obtain appropriate training required by County Agricultural Commissioner and State Department of Pesticide Regulation.	Annually	GS, DOT, PRNS
B.	Provide annual training on IPM Policy, SOPs, and BMPs, and latest IPM techniques to employees within departments responsible for pesticide application.	Annually	GS, DOT, ESD, PRNS
C.	Annually inform employees who are not authorized / trained to apply pesticides not to use over-the-counter pesticides at workplace, consistent with IPM Policy.	Ongoing	GS, DOT, ESD, PRNS
D.	Monitoring Mechanism I.B.1. Document and evaluate effectiveness of staff training conducted each year in annual report. 1. Update class evaluation/survey for IPM training classes conducted by City staff.	Annually As Needed	GS, DOT, ESD, PRNS GS, DOT, ESD, PRNS
E.	Public Education and 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).	Annually	ESD

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	Responsible Party
A.	Ensure that contractors employed to conduct pest control/pesticide application on municipal property engage in methods consistent with City IPM policy.	Ongoing	GS, DOT, ESD, PRNS, PW, RDA
B.	Review and update a list of all contractors employed by the City who perform pest application work.	Annually	GS, DOT, ESD, PRNS, PW, RDA
C.	Implement a procedure to provide to each contractor a copy of the City's IPM policy.	Done FY 02-03	
D.	City will supply copies of pest specific BMPs and SOPs to contractors. If contractors want to use their own BMPs and SOPs, they must submit them in writing to the contract manager. The contract manager must then review and approve the contractor's BMPs and SOPs for conformance with the City's IPM policy, BMPs and SOPs.	Ongoing	GS, DOT, ESD
E.	Require through contract specifications that PCOs contracted for municipal applications use pest control methods consistent with City's IPM Policy. Specifically, require contractors 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. 1. City will develop standard content for PCO contracts.	Ongoing	GS
		FY 04-05	GS, DOT, ESD
F.	Monitoring Mechanism III.A.1. Document number of PCOs receiving presentations and/or training on pesticide use by PCOs on municipal property.	Annually	GS, ESD

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	Responsible Party
A.	Increase awareness of target audiences regarding proper pesticide use, disposal methods, water quality impacts, and less toxic pest management messages. Target audiences include commercial and residential pesticide users, pesticide retailers, municipal employees, and special districts.	Ongoing	ESD
B.	Prepare IPM stories and press releases to local media.	As Needed	ESD
C.	In conjunction with Program, City will 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.	As Needed	ESD
D.	Create and provide fact sheets and materials to pesticide retailers to facilitate point-of-purchase outreach to support IPM Store Partnership Program.	Ongoing	ESD
E	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	ESD
F	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	ESD

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	Responsible Party
A.	Work with HHW collection agencies to support, enhance, and publicize programs for pesticide disposal.	Ongoing	ESD
B.	Ensure that adequate pesticide disposal services exist for residents and conditionally exempt small quantity commercial generators.	Annually	ESD
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.	Ongoing	ESD

#	Activities	Compliance Date	Responsible Party
D.	Monitoring Mechanism V.A.1. Document that HHW collection programs adequately serve residents and businesses and that exchange programs do not exchange organophosphate or banned pesticides.	Annually	ESD

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	Responsible Party
A.	Develop and implement a pilot pesticide tracking process for Diazinon and Chlorpyrifos products.	Done FY 01-02	
B	Track pesticide use on municipally owned property. Include reporting and justification for use of OP pesticides and BMPs employed during OP pesticide use. 1. Evaluate feasibility of implementing electronic data management system for pesticide use. 2. Implement electronic data management system for tracking pesticide use on City property.	Ongoing Done FY 04-05 FY 05-06	GS, DOT, ESD GS, DOT, ESD
C.	Monitoring Mechanism I.A.1. Document completion of tasks in annual reports. Use pesticide tracking process to document pesticide use.	Annually	GS, DOT, ESD, PRNS, PW, RDA

PM 9 - City Pesticide Inventory Search

The City will conduct periodic Citywide 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	Responsible Party
A.	Conduct Citywide 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.	Annually	GS, DOT, PRNS

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	Responsible Party
A.	Review and continuously improve goals, actions, and monitoring mechanisms of the work plan considering results of self-evaluations, comments from Water Board staff and other interested parties, and results of local performance review meetings, if any.	Annually	GS, DOT, ESD, PRNS, PW, RDA
B.	Monitoring Mechanism IX.A.1. Complete revised work plan that incorporates continuous improvement items, and report on completion of work plan tasks.	Annually	GS, DOT, ESD, PRNS, PW, RDA
C.	Monitoring Mechanism VII.A.1. Summarize types of pesticide reduction measures required (such as by conditions of approval) for new development and significant redevelopment projects, and percentage of new development/ significant redevelopment projects for which pesticide reduction measures were required. (Draft Permit Provision C.3.n.)	Annually	PW, RDA, ESD

Mercury

M Work Plan

This program element is implemented pursuant to permit provision C.9.c. In 2003, the Program approved a Guidelines document on the management of mercury-containing products by a municipal agency. The City will continue to implement management practices consistent with the guidelines.

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	Responsible Party
A	Implement SCVURPPP guidelines for mercury-containing products reduction and management. These guidelines 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, and reduction in use of mercury-containing products.	Ongoing	ESD, GS
	1. Collect and dispose of mercury-containing lamps generated in City-owned facilities	Ongoing	GS, ESD
	2. Identify other mercury-containing products for virtual elimination, phase-out and/or proper disposal.	Annually, As Needed	ESD, GS
B.	Monitoring Mechanism I. Document completion of tasks in annual reports. Use mercury-containing product reporting guidelines.	Annually	ESD

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	Responsible Party
A.	Provide mercury-containing products disposal services for residents and small businesses.	Ongoing	ESD-IWM
B.	Work with Program and HHW collection agencies to develop and help publicize fluorescent light recycling program.	Ongoing	ESD, Program

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	Responsible Party
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.	Ongoing	ESD
B.	The City of San José will continue to provide in-kind services for the maintenance of the Mercury Deposition Network site near San José through calendar year 2005.	12/31/2005	ESD

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	Responsible Party
A.	Collaborate in technical studies to support TMDL development and implementation including the Santa Clara Basin WMI Guadalupe River Mercury TMDL Workgroup, RMP, and the CEP.	Ongoing	ESD
B.	Support and participate in WMI Watershed Action Plan implementation	Ongoing	ESD

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	Responsible Party
A.	Coordinate with Program and HHW collection agencies to develop and implement a mercury-containing product outreach program to educate selected target audience and encourage proper use and disposal of mercury-containing products.	Ongoing	ESD, Program, County HHW
B.	Coordinate with municipal inspectors to integrate mercury outreach to industrial businesses into their existing routine pretreatment, source control, and/or hazardous materials inspection processes.	Ongoing	ESD
C.	Attend community events and distribute outreach materials. (See Attachment A: Outreach Activities Summary)	Ongoing	ESD
D.	Monitoring Mechanism V.B. Document and evaluate each outreach activity, including the target audience and number of residents and/or businesses reached.	Annually	ESD, Program

Copper / Nickel Action Plans

CNAP Work Plan

This element is implemented pursuant to provisions C.9.a and b of the stormwater permit. Activities in the copper and nickel action plans are attributed largely to the South Bay POTWs and to SCVURPPP as the responsible entities. Some activities, however, require specific actions by the SCVURPPP co-permittees or specified municipalities. Summarized here are activities pursuant to implementation of the baseline actions included in the Copper and Nickel Action Plans. These are in addition to those undertaken by SCVURPPP as a program. A complete update on implementation of the Action Plans can be found in the SCVURPPP Annual Report.

CB-1 - Vehicle Washing Operations

#	Activities	Target Date	Responsible Party
A.	Have member of San José team trained and available to lead mobile cleaners certification seminar.	As needed	
B.	Support Program in hosting mobile cleaners certification seminar. 1. Promote list of recognized mobile cleaning service providers.	FY 06-07 Ongoing	ESD ESD
C.	Distribute coupons in support of Program partnership with Western Car Wash Association.	As needed, dependant on Program activities	Program, ESD

CB-3 - Industrial Discharges

#	Activities	Target Date	Responsible Party
A.	Continue Distribution of information regarding copper from roof vents.	Ongoing	ESD

CB-8 - Watershed Assessments and New Development

#	Activities	Target Date	Responsible Party
A.	See NRD section for details on San José implementation of C.3 permit provisions.		

CB-11 - Street Sweeping and Storm System O&M

#	Activities	Target Date	Responsible Party
A.	Track quantitative data on the tons of material removed and disposed	Annually	ESD-IWM

#	Activities	Target Date	Responsible Party
	of and other relevant street sweeping program data.		DOT

CB-12 - Pools and Spas

#	Activities	Target Date	Responsible Party
A.	Distribute outreach materials at events, public counters, and post on City website.	Ongoing	ESD
B.	Provide guidance to residents on disposal alternatives for pool and spa water.	Ongoing	ESD

CB-21 - Architectural Use of Copper

#	Activities	Target Date	Responsible Party
A.	Continue to discourage architectural use of copper during Planning application review.	Ongoing	PBCE-Planning
B.	Continue to monitor progress of San José Green Building program to identify opportunities for discouraging architectural use of copper.	Ongoing	PBCE-Planning ESD-UR

NB-1 - Discharges from Construction sites

#	Activities	Target Date	Responsible Party
A.	See NRD and CON program elements for activities that address erosion control.		

Trash

TRA Work Plan

This program element was added in FY 04-05 and is being implemented in accordance with the Program's Trash Work Plan dated March 1, 2003. The City's strategy is to inventory and evaluate current trash management practices and to maximize or tailor the most effective ones for ongoing implementation. The City's activities focus on assistance with the development of an evaluation strategy, implementation of trash evaluations, and the implementation or refinement of trash management practices.

TRA 1 - Inventory, Document and Evaluate Trash Management Practices

#	Activities	Target Date	Responsible Party
A.	Complete Program survey of existing trash management practices.	Done FY 03-04	

TRA 2 - Document and Map Known Trash Problem Areas

#	Activities	Target Date	Responsible Party
A.	Identify data sources and information showing the location of known trash problem areas (e.g., trash complaints/ incidents and eradication efforts).	Done FY 03-04	
B.	Compile trash problem location data/information and submit to Program for conversion to coordinates for GIS mapping.	Done FY 03-04	
C.	Revise and update documentation (list of locations, maps, etc.) of known trash problem areas.	As Needed	ESD

TRA 3 - Conduct Trash Evaluations

#	Activities	Target Date	Responsible Party
A.	Work with Program to select trash evaluation methodology.	Done FY 03-04	
B.	Assist Program with planning and organizing of training workshop for municipal staff.	Done FY 03-04	
C.	Participate in the trash evaluation methodology training workshop.	Done FY 03-04	
D.	Conduct trash evaluations and submit to Program staff.		
	1. Coyote Watershed	Done FY 04-05	
	2. Remaining San José locations	FY 05-06	ESD

TRA 4 - Develop Standardized Documentation and Reporting Format

#	Activities	Target Date	Responsible Party
A.	Work with Program to develop a reporting format to document trash management activities in Annual Reports.	Done FY 04-05	

TRA 5 - Document and Analyze Evaluation Results; Identify and Prioritize Trash Problem Areas

#	Activities	Target Date	Responsible Party
A.	Assist Program staff with the documentation and analysis of trash evaluation results.	12/31/04	ESD
B.	Identify high priority trash areas using trash evaluation results.		
	1. Coyote Watershed	12/31/04	ESD
	2. Remaining San José locations	FY 05-06	ESD

TRA 6 - Identify and Implement Trash Management Practices

#	Activities	Target Date	Responsible Party
A.	Identify reasonable trash management practices to address high priority areas (in TRA 5B).	Ongoing	ESD, PRNS, GS, DOT
B.	Implement or refine trash management practices at high priority areas to the maximum extent practicable.	Ongoing	ESD, PRNS, GS, DOT
C.	Document and report implementation of trash management actions.	7/31/05	ESD
D.	Provide Program with information on trash management practices implemented standardized reporting format.	Annually	ESD

TRA 7 - Review and Update Performance Standards and Develop Long-Term Strategy for Trash Management

#	Activities	Target Date	Responsible Party
A.	Assist with the review and update of existing standards that address BMPs or control measures relevant to trash management.	TBD by Program	ESD
B.	Assist Program staff in developing a long-term strategy for trash conditions in urban streams and waterways.	FY05-06	ESD

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 Multi-Year Receiving Waters Monitoring Plan required per permit provision C.7.b. The final version of the plan was submitted August 5, 2002 and revised March 1, 2004. The Multi-Year Plan covers a number of pollutant control programs required by C.7 and C.9 provisions of the permit. The City continues to support Program staff in the implementation of the plan by commenting on annual plans, providing guidance for sampling within the City, and participating in the Watershed Analysis Ad Hoc Task Group.

The 2001 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. Additionally, the City is actively involved as stakeholder and workgroup member for the Guadalupe Mercury TMDL effort, and will continue to contribute and comment on products and reports generated by Baywide TMDLs for copper, nickel, mercury and PCBs. City Staff also actively participate in Clean Estuary Project activities through the PCB workgroup and Diazinon and Pesticide Related Toxicity workgroup.

PCB Control Program

Analytical characterization work to support the PCB Control Program, required under provision C.9.e, has been completed. The Program is currently working on next steps with BASMAA and CEP.

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 SCVURPPP Program submitted the final PCB Control Plan March 1, 2002, and Control Program Work Plan July 1, 2002. In addition, the City continues to implement activities described in "Next Steps" from the Year Two PCB Case Study Report submitted to the Water Board in July 2003.

#	Activities	Compliance Date	Responsible Party
A.	Sample, analyze, and report on PCBs in storm drain sediments to characterize potential sources and implement controls.	Done, 6/00 through FY 01-02	Program, ESD
B.	Begin implementation of final PCB Control Plan upon approval.	Done FY 02-03 & Ongoing	ESD

Dioxin-like Compound Control Program

Characterization of dioxins based on existing data has begun Program-wide. The Program is now collaborating with BASMAA and CEP to develop a conceptual model/impairment assessment document. City Staff provide comments to the Program and directly to CEP in support of this process.

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	Responsible Party
A.	Characterize distribution of Dioxin-like compounds in the urban runoff system based on existing data.	Done FY 01-02	Program
B.	Begin implementation of SCVURPPP plan to characterize distribution of Dioxins.	In Progress at Program Level	Program
C.	Submit plan that identifies control measures / management practices to eliminate or reduce discharges of Dioxins, if needed.	TBD	Program

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 (outreach to industrial and commercial dischargers) and the SCVURPPP Multi-Year Receiving Waters Monitoring Plan.

MON 1 - Industrial Stormwater Monitoring Pilot Program

This program sampled key industrial sites to determine the significance of metal-contaminated stormwater 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 IND.

#	Activities	Compliance Date	Responsible Party
A.	Design and execute a sampling program to meet the project objectives, analyze results, develop guidance for industry to improve SWPPP implementation, and provide technology transfer information to industry and inspectors.	Done, FY 96-97 through 01-02 Ongoing as part of IND	ESD

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 submitted a final report to the Water Board in 2003; it was included as appendix C-2 in the Program's 02-03 Annual Report.

#	Activities	Compliance Date	Responsible Party
A.	Conduct multi-year First Flush study sampling, analyze data and provide data to Program as part of Multi-year Monitoring Program	Done, FY 96-97 through 02-03	ESD, Program

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Municipal Compliance

Municipal training continues to be a key element for most program elements. Specific program elements that include municipal training activities include ICID 3, IND 5, NRD 10, CON 6, CON 8, PSR 2, PSR 3, PSR 6, SDO 3, SDO 4, PM 4, and WUO&M 3. For a list of planned training activities, see Attachment B: Municipal Training Schedule.

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	Responsible Party
A.	Identify training needs.	Annually	ESD-UR
B.	Develop curricula.	As Needed	ESD-UR
C.	Conduct training.	Ongoing	ESD-UR
D.	Evaluate municipal training program and make improvements as needed.	Annually	ESD-UR

Municipal Facilities Assessment and Compliance

Municipal facilities are required to comply with stormwater 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	Responsible Party
A.	Conduct Corp Yard assessments and inspections.	Annually	ESD-UR, GS, DOT
	1. Conduct Citywide meeting to discuss Hazardous Material, Safety, and Stormwater issues for City corporation yards (up to two times per year).	Annually	GS, ESD, DOT, Fire, Police
B.	Review Municipal Facilities SWPPPs.	Annually	ESD-UR, GS, DOT

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Public Information / Participation

PIP Work Plan

For FY 05-06, the City's PIP work plan will focus on the following objectives:

1. Support and coordinate efforts with the Santa Clara Basin Watershed Management Initiative's (WMI) and Santa Clara Valley Urban Runoff Pollution Prevention Program's (Program) outreach 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 (COS).
2. Support watershed awareness through classroom education programs by participating in the WE&O Schools and Youth 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.

Outreach in Other Elements

Other sections of this work plan contain elements related to outreach to specific target audiences. They can be found in ICID 4, IND 6, CON 7, NRD 2, PM 6, M 5, CB-1 and CB-12. For a list of outreach activities, see Attachment A: Outreach Activities Summary.

PIP 1 - General Outreach

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

#	Activities	Compliance Date	Responsible Party
A.	Participate in WMI Outreach, and coordinate WMI outreach with Watershed Watch and Program efforts.	Ongoing	ESD, WMI, Program
	1. Participate in Watershed Watch campaign.	Ongoing	ESD, Program
B.	Identify, support and participate in appropriate community events to further general public awareness.	Ongoing	ESD
	1. Work with Watershed Watch Events work group.	Ongoing	ESD, Program
C.	Give presentations upon request that focus on stormwater messages to elementary through college grade levels, neighborhood groups, etc.	As Needed	ESD

PIP 2 - Targeted Outreach

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

#	Activities	Compliance Date	Responsible Party
A.	Identify General Residential practices contributing to stormwater pollution. Identify reasonable alternatives to pollutant causing behavior.		ESD, Program
	1. Review surveys and applicable reports.	Ongoing	ESD
	2. Meet with inspectors to discuss and document residential outreach needs.	Ongoing	ESD
	3. Prepare report identifying residential outreach needs and tasks.	Annually	ESD
B.	Identify ICID practices and target audience(s) contributing to pollution.		ESD
	1. Review ICID reports.	Ongoing	ESD
	2. Meet with ICID inspectors to discuss and document outreach needs.	Ongoing	ESD
	3. Prepare report identifying ICID outreach needs and tasks.	Annually	ESD
C.	Promote selected residential and ICID messages through local and regional activity (e.g. Program PIP, BASMAA PIP, BAPPG, Media Relations, etc.)		
	1. Report on targeted residential and ICID outreach activity.	Annually	ESD
	2. Participate in the Program’s Pesticide and Mercury ad hoc task groups.	Ongoing	ESD, Program

PIP 3 - Educational Programs

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

#	Activities	Compliance Date	Responsible Party
A.	Support, and/or develop and implement school and youth education programs.		
	1. Participate in WE&O Schools and Youth work group.	Ongoing	ESD, Program
	2. Participate in the Alviso Education Center work group.	Ongoing	ESD, Program
	3. Participate in City Education programs such as the Youth Watershed Education Team, Rangers in Schools, etc.	Ongoing	ESD

PIP 4 - Citizen Participation

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	Responsible Party
A.	Support and/or develop involvement opportunities for San José residents		
	1. Participate in creek clean-ups on a biannual basis through in-kind staff support for the Creek Connections Action Group.		
	a. Fall creek cleanup (Coastal Cleanup Day)	Annually, Q1	ESD, PRNS
	b. Spring creek Cleanup (National Rivers Day)	Annually, Q2	ESD, PRNS

PIP 5 - Outreach Evaluation

The City of San José will evaluate its Outreach efforts for effectiveness.

#	Activities	Compliance Date	Responsible Party
A.	Implement selected evaluation tools.		ESD
	1. Work with Program, WMI, and Watershed Watch AHTG to Plan for Program's Watershed Watch Campaign Survey.	Triennially- FY 06-07	ESD, Program
	2. Report on survey and evaluation activity during the report period.	Annually	ESD
B.	Annually review, modify and report on outreach plans based on effectiveness results.		ESD
	1. Document in Annual Report effectiveness of outreach activities conducted in prior fiscal year.	Annually	ESD

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Permit Reapplication

Provision C.14 of the permit stipulates that the current permit expires on February 21, 2006 and that the Dischargers must file for reapplication not later than 360 prior to that, or by February 26, 2005.

Permit Reapplication Preparation

#	Activities	Target Date	Responsible Party
A.	Compile all changes to URMP as part of reapplication for next permit. (C.2.b)	Done FY 04-05	ESD
B.	Participate in permit development and negotiation processes.	Beginning 02/01/05	ESD

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Attachment A: Outreach Activities Summary

#	Activity	Outreach Type	Work Plan Reference	Implementation Date	Evaluation Mechanism
	○ = General Outreach, ◎ = Targeted Outreach, ✎ = Citizen Involvement, ✎ = Education				
1.	Storm Drain Stenciling San José Conservation Corps to stencil approximately 4,500 storm drain inlets throughout the City with the appropriate neighborhood creek name and 945-3000 hotline number.	○		FY 05-06	
2.	Regional partnerships Participate in BAPPG, BASMAA/BACWA Media Relations campaign, Clean Estuary Partnership, etc.	○	PIP 2.C	FY 05-06	
3.	Event Support As needed, staff Booth and/or provide outreach materials to select events.	○	PIP 1.B	As needed	♦ Materials distributed
4.	BMP Reprints Reprint selected Outreach materials as needed.	○	PIP 1	FY 05-06	♦ n/a
5.	Watershed Enforcement Program Brochure Develop and print piece describing WE services and requirements .	◎	ICID 4, IND 6	FY 05-06	♦ Materials distributed
6.	Home and Garden Show(s) Attend and distribute information.	◎: Residential	PIP 1.B PM 6.A.	Spring 06	♦ # People talked to ♦ Materials distributed
7.	Industrial Users Academy Give stormwater, pollution prevention and GIASP compliance information to industries permitted to the Water Pollution Control Plant.	◎: Plant-permitted Industries	IND 6.A PIP 2.B PM 6.A, M 5.B	FY 05-06	♦ Participant surveys
8.	Outreach to Development Community PW & ESD staffs to conduct training on erosion and sediment control for private developers of type 2 projects. PBCE Planning and PW also conduct roundtable meetings with developers where information regarding stormwater requirements is shared.	◎: Developers	CON 7 NRD 2	FY 05-06	♦ Participant surveys
9.	IPM Store Partnership (PROGRAM) Create & provide fact sheets & materials to pesticide retailers to facilitate point-of-purchase outreach to support IPM Store Partnership Program. There are currently nine stores in San José participating in the IPM store partnership.	◎	PM 6.D.	FY 05-06 dates TBD	

#	Activity	Outreach Type	Work Plan Reference	Implementation Date	Evaluation Mechanism
○ = General Outreach, ◎ = Targeted Outreach, ✎ = Citizen Involvement, ✎ = Education					
10.	Partner with Strong Neighborhoods Initiative Investigate partnering with City's SNI for delivering selected messages .	◎	PIP 1	FY 04-05	
11.	Mercury Outreach Investigate opportunities to include mercury messages through participation in the Home Show events, residential newsletters or other mailings, and support the County's Universal Waste Take-back Pilot Program .	◎	M 5 PIP 2.C.	FY 05-06	
12.	E-Mail newsletter to General Services Building/Facilities Managers Distribute information on selected messages .	◎: City Employees	PM 6.A. M 1.A.	FY 05-06	
13.	IPM Outreach Prepare IPM stories and press releases for local media. Investigate opportunities to include IPM messages in the City's outreach to businesses.	◎	PM 6.A PM 6.B	FY 04-05	
14.	Coastal Clean-up Day Creek Clean-up event coordinated with Countywide effort.	✎	PIP 4.A	Fall 05	◆ Participant surveys ◆ Amount picked up
15.	National Rivers Clean-up Day Creek Clean-up event coordinated with Countywide effort.	✎	PIP 4.A	Spring 06	◆ Participant surveys ◆ Amount picked up
16.	Requests for Brochures Distribute outreach materials upon request.	✎	PIP 1.C	FY 05-06	◆ Materials distributed
17.	Wacky Watersheds Workshops Present South Bay Water Connections curriculum to middle school educators within San Jose/Santa Clara Water Pollution Control Plant service area. The educators will also receive a tour of the Don Edwards San Francisco Bay National Wildlife Refuge.	✎	PIP 3.A	TBD	◆ Participant surveys ◆ Follow-up call of attendees
18.	Water Awareness Program Also called Rangers in Schools. Presentations focusing on Pollution Prevention. <i>It's Wet It's Wild It's Water!</i> Curriculum distributed to teachers.	✎	PIP 3.A	FY 05-06	◆ Survey of teachers ◆ Survey of students
19.	Slow the Flow Grant to Don Edwards Alviso Environmental Education Center to host 9 different types of events: special events, interpretive programs, teacher orientation, field trips, in-class presentations, outreach presentations, workshops, special visits and interpretive displays.	✎	PIP 3.A	FY 05-06	◆ Done by Grantee
20.	Youth Watershed Education Grants Grant program for educators .	✎	PIP 3.A	FY 05-06	◆ Audit of projects

Attachment B: Municipal Training Schedule

PS ID #	TOPIC	SPONSORED OR HELD BY	DEPT/DIVISION/SECTION ATTENDING	# SESSIONS	TENTATIVE FY 05/06 SCHEDULE
ICID 3	Construction Inspection Training	ESD Watershed Enforcement	ESD Watershed Enforcement	1	07/05
ICID 3	Annual Training for IC/ID Inspectors	ESD Watershed Enforcement	ESD Watershed Enforcement	1	07/05
IND 5	Training for IND Inspectors	ESD Watershed Enforcement	ESD Watershed Enforcement	1	07/05
CON 6	Wet Weather Construction Site Preparation & Inspection	DPW, ESD	PW	2	9/05
CON 6	Construction Site Planning and Management For Water Quality Protection	SCVURPPP & Water Board	PW, ESD, PBCE, PRNS		9/05
CON 6	SOPs for inspections during wet and dry season to include procedures for erosion control plan review inspection process	DPW, ESD	PW Inspections, PBCE Building Inspectors (All to attend at least once every two years)		10/05
CON 7	Erosion & Sediment Control Training for Type 2 Private Development Projects	DPW & ESD	Private Developers, PW, ESD		10/05
CON 8	Erosion Control Information To Be Included In Contract Language For Capital Improvement Projects Training For PW Construction Project Management	PW & ESD	PW		11/05
NDC 10	NPDES C.3 Training	Various	PBCE, PW, RDA, ESD		
PSR 2	DOT Contract Manager Training	DOT, ESD	DOT Managers from: Transportation, Planning, Traffic Signals, Traffic Ops, Sanitary & Sewers	2	03/06
PSR 3	Stormwater Pollution Prevention Training	DOT, ESD	DOT Crews	12	05/06
PSR 6C	Stormwater Pollution Prevention Training – Rural Public Works	PRNS, ESD	PRNS	2	10/05

PS ID #	TOPIC	SPONSORED OR HELD BY	DEPT/DIVISION/SECTION ATTENDING	# SESSIONS	TENTATIVE FY 05/06 SCHEDULE
SDO 3A	DOT Contract Manager Training	DOT, ESD	DOT Managers from: Transportation, Planning, Traffic Signals, Traffic Ops, Sanitary & Sewers	2	03/06
SDO 4	Stormwater Pollution Prevention Training	DOT, ESD	DOT Crews	12	05/06
PM 4A	Worker Safety training per DPR requirements	GS, ESD, Target Specialty Products	DOT, GS, PRNS, ESD	1	12/05
PM 4B	Training on IPM Policy & Techniques.	GS, ESD	DOT, GS, PRNS, ESD	1	12/05
WUO&M 3	Water Utility Operation & Maintenance Discharge Training	ESD (Muni Water)	Muni Water Operations & Maintenance Crews		12/05

Glossary

AHTG	Ad Hoc Task Group
AOC	Area of Concern
BAPPG	Bay Area Pollution Prevention Group
BASMAA	Bay Area Stormwater Management Agencies Association
BMP	Best Management Practices
CAO	City Attorney's Office
CEP	Clean Estuary Partnership
DOT	Department of Transportation
EIR	Environmental Impact Report
ESD	Environmental Services Department
ESD-MarComm	Marketing & Communication Section
ESD-Muni	City of San José Municipal Water System
ESD-UR	Urban Runoff Section
ESD-WE	Watershed Enforcement Section
GS	General Services Department
HHW	Household Hazardous Waste
HMP	Hydromodification Management Plan
IPM	Integrated Pest Management
NOI	Notice of Intent
NPDES	National Pollutant Discharge Elimination System
PBCE	Department of Planning, Building and Code Enforcement
PBCE-Bldg	Building Division of PBCE
PBCE-Planning	Planning Division of PBCE
POTW	Publicly Owned Treatment Works
PRNS	Department of Parks, Recreation and Neighborhood Services
PW	Public Works Department
PW-AE	Architectural Engineering Division of PW
PW-ECS	Engineering and Construction Services Division of PW
PW-PRF	Parks and Recreational Facilities Division of PW
PW-TDS	Transportation & Development Services of PW
RDA	Redevelopment Agency
RWQCB or Water Board	Regional Water Quality Control Board
SCVURPPP or Program	Santa Clara Valley Urban Runoff Pollution Prevention Program
SOP	Standard Operating Procedure
SWPPP	Storm Water Pollution Prevention Program
TMDL	Total Maximum Daily Load
URMP	Urban Runoff Management Plan
WMI	Watershed Management Initiative
WUPPP	Water Utility Pollution Prevention Program