F. BEST MANAGEMENT PRACTICES

1. Each Permittee shall implement the following programs and BMPs to the MEP as described in the SWMP and this MS4 Permit. These programs and BMPs include the following:

   a. IC/ID, Litter, Debris, and Trash Control Program:

      i. The Permittees shall continue to reduce the discharge of Pollutants, including trash and debris, from their respective MS4s to Receiving Waters to the MEP.

      ii. The Permittees shall document the observations of field personnel of unauthorized dumping or spills so that the information can be used to help locate the source of Pollutants. The Permittees shall continue to utilize standardized IC/ID reporting forms to document, track and report IC/ID incidents.

      iii. The Permittees shall maintain a database of IC/ID investigations. The database shall track case specifics, including description, cause, duration, the outcome of the case (spill/connection was terminated and cleaned up, source owner/operator educational visit, warning letter, referral to an enforcement agency, etc.), and the enforcement actions issued/taken (e.g., notice of non-compliance, notice of violation and order to comply, referral to District Attorney for prosecution).

      iv. The Permittees shall continue to provide, collect, and maintain litter receptacles in strategic public areas and during public events.

      v. The Permittees shall assess and modify, if necessary, existing field programs to detect and prevent dumping or routine discharge of Pollutants into MS4 facilities.

      vi. The Permittees shall continue to implement and enforce leash laws and other pet laws (i.e., pet waste clean-up, no pets in public areas) in selected public-use areas.

   Field Screening/System Surveillance

   vii. The Permittees shall continue to implement routine field inspections for their MS4 facilities, and the Dry Weather monitoring and reporting program (as detailed in Section L.10.A. of this MS4 Permit), to assist with identification and elimination of IC/IDs.

   viii. Permittees may utilize existing MS4 maintenance programs, business/construction inspection programs and/or complaint reports to facilitate field screening. Permittee field staff shall utilize visual or olfactory indicators for determining IC/IDs during field screening.

   ix. If routine field inspections or the Dry Weather monitoring and reporting program indicate IC/IDs, they shall be investigated and
a. IC/ID, Litter, Debris, and Trash Control Program

7. A summary of MS4 facilities inspected (by MS4 facility type) during the reporting year pursuant to Sections F.1.a.vii through F.1.a.ix. (above).

xix. If the Permittees choose to move to an online recordkeeping and reporting tool that provides the Regional Water Board with access pursuant to Section F.1.a.xvii.3 (above), the Annual Report requirements listed in section F.1.a.xviii (above) are waived.

Annual Program Evaluation and Assessment

xx. Each Permittee shall evaluate in its Annual Report whether the IC/ID program goals listed below have been achieved:

1. Reduce the discharge of trash and debris from respective MS4s to Receiving Waters;

2. Confirm that IC/ID reports are reviewed and responded to in a timely manner;

3. Ensure that confirmed IC/ID events are expeditiously eliminated.

xxi. If a Permittee finds that the above stated program goals have not been achieved, that Permittee shall review its applicable activities and BMPs to identify any modifications which may be needed to improve IC/ID program effectiveness, as necessary to comply with this MS4 Permit. A work plan and schedule to address program modifications shall be developed and implemented, and provided and/or updated with the applicable Annual Report.

b. Commercial/Industrial Facilities Program

Source Identification, Inspection and Enforcement

i. The Permittees shall continue to coordinate with County DEH, Regional Water Board staff, and others as necessary to maintain a commercial and industrial facility database;

ii. The Permittees shall maintain an implementation schedule for conducting inspections of the targeted list of facilities listed in the database, as detailed in Section 3.1 of the SWMP;

iii. The existing Compliance/Assistance Program (CAP) described in Section 3 of the SWMP meets the intent of this section; however, individual Permittees may propose an alternative inspection program for Regional Water Board approval as part of their Annual Reports;

iv. Each Permittee shall continue to enforce its ordinances, including its Storm Water Ordinance, at industrial and commercial facilities as necessary to maintain compliance with this MS4 Permit. Where CAP Industrial/Commercial surveys indicate that a facility is out of compliance with a Permittee’s Storm Water Ordinance, Permittee staff shall perform a re-inspection. Sanctions for non-compliance may include: verbal or written warnings, issuance of notices of violation or
3. Total number and type of enforcement actions issued to commercial and/or industrial facilities during the reporting year.

ix. If the Permittees choose to move to an online recordkeeping and reporting tool that provides the Regional Water Board with access pursuant to Section F.1.b.vii.2. (above), the Annual Report requirements listed in Section F.1.b.viii (above) are waived.

Annual Program Evaluation and Assessment

x. Each Permittee shall evaluate in its Annual Report whether the following commercial and industrial facilities program goals have been achieved:

1. Maintain an updated database of commercial and industrial facilities;

2. Confirm that industrial and commercial facilities described in Section F.1.b.ii (above) have implemented BMPs that comply with Permittee Stormwater Ordinances; and

3. Implement enforcement measures as necessary to reduce the occurrence and recurrence of violations of Permittee Stormwater Ordinances from industrial and commercial facilities.

xi. If a Permittee finds that the above stated program goals have not been achieved, that Permittee shall review its applicable activities and BMPs to identify any modifications which may be needed to improve commercial/industrial program effectiveness as necessary to comply with this MS4 Permit. A work plan and schedule to address program modifications shall be developed and implemented, and will be provided and/or updated with the applicable Annual Report.

c. New Development/Redevelopment Program

Permittees shall:

i. Make information available to architects, engineers, building department personnel, and local government officials on water quality problems associated with Urban Runoff and the requirements for meeting NPDES regulatory requirements and program goals for properly managing the quality of Urban Runoff.

Provide information on upcoming training workshops and distribute educational materials as appropriate;

ii. The Permittees shall continue to implement the existing development and approval review procedures outlined in the SWMP. The Permittees must:

1. Implement and enforce a program to address Urban Runoff from New Development and Redevelopment Projects that disturb areas equal to or greater than 1 acre, including projects less than 1 acre that are part of a larger common plan of development or sale, that discharge into the MS4 (herein

F. BEST MANAGEMENT PRACTICES
Program Data Tracking

vii. The Permittees shall keep the following records:

1. An up-to-date WQMP tracking database, including information specified in Attachment B of this MS4 Permit;

2. If the Permittees choose to move to an online recordkeeping and reporting tool that provides the Regional Water Board with access to similar trackable data, such a system may be used in lieu of the WQMP tracking database requirements in Attachment B of this MS4 Permit.

Annual Reporting

viii. In its Annual Report, each Permittee shall include the following information:

1. Number of projects conditioned for WQMPs during the reporting year;

2. A summary of Other Development Projects conditioned to require implementation of Source Control BMPs during the reporting year;

3. Percent of projects requiring WQMPs which met the goal of achieving the Treatment Control BMP requirement through the use of LID Site Design BMPs during the reporting year.

ix. If the Permittees choose to move to an online recordkeeping and reporting tool that provides the Regional Water Board with access pursuant to Section F.1.c.vi.2. (above), the Annual Report requirements listed in Section F.1.c.vii. (above) are waived.

Annual Program Evaluation and Assessment

x. Each Permittee shall evaluate in its Annual Report whether the following New Development/Redevelopment program goals have been achieved:

1. Confirm that WQMPs are in place at Priority Development/Redevelopment Projects, to prevent or minimize water quality impacts to the MEP;

2. Encourage the use of LID Site Design BMPs to address the Treatment Control BMP requirement for Priority Development/Redevelopment Projects; and

3. Confirm that Other Development Projects are conditioned to require implementation of Source Control BMPs.

xi. If a Permittee finds that the above stated program goals have not been achieved, that Permittee shall review its applicable activities

F. BEST MANAGEMENT PRACTICES
and **BMPs** to identify any modifications which may be needed to improve **New Development/Redevelopment** program effectiveness, as necessary to comply with this **MS4 Permit**. A work plan and schedule to address program modifications shall be developed and implemented, and provided and/or updated with the applicable **Annual Report**.

d. **Private Construction Activities Program**

The **Permittees** shall:

i. Make information available to developers, contractors, operators, and agency staff about upcoming educational and training workshops on construction site **Erosion** and **Sediment** control and construction materials management sponsored by industry groups, professional organizations and public agencies. Make associated public education materials available to the public;

ii. Continue to implement and enforce a program to reduce **Pollutants** in **Urban Runoff** to the **MS4** from construction activities that result in a **Land Disturbance** of greater than or equal to one acre. Reduction of **Pollutants** in **Urban Runoff** discharges to the **MS4** from construction activity disturbing less than one acre must be included in a program if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more. The program must continue to include implementation of, at a minimum:

1. Ordinances or other regulatory mechanisms to require **Erosion** and **Sediment** controls, as well as sanctions, or other effective mechanisms, to ensure compliance, to the extent allowable under State or local law;

2. Requirements for construction site operators to control **Waste** such as discarded building materials, concrete truck wash-out, chemicals, litter, and sanitary **Waste** at the construction site that may cause adverse impacts to water quality;

3. Procedures for site plan review which incorporate consideration of potential water quality impacts; and

4. Procedures for site inspection and enforcement control measures. Each **Permittee** shall continue to conduct construction site inspections for compliance with its ordinances, including its **Stormwater Ordinance**, codes and the **WQMP**. Sanctions for non-compliance may include: verbal and/or written warnings, issuance of notices of violation or non-compliance, obtaining an administrative compliance, stop work or cease and desist order, a civil citation or injunction, the imposition of monetary penalties or criminal prosecution (infraction or misdemeanor). Construction site inspections shall at a minimum:

F. **BEST MANAGEMENT PRACTICES**
d. Private Construction Activities Program

**Permit.** Each Permittee shall continue to take appropriate action to bring a construction site into compliance with its local ordinances, rules, and regulations;

vi. Prior to the issuance of a building, Grading or other construction project permit, the Permittees shall require proof that the applicant has filed a NOI for the Construction General Permit, if such coverage is required.

**Program Data Tracking**

vii. The Permittees shall keep the following records:

1. An up-to-date construction site inspection database, including information specified in Attachment B of this MS4 Permit;

2. If the Permittees choose to move to an online recordkeeping and reporting tool that provides the Regional Water Board with access to similar trackable data, such a system may be used in lieu of the construction site inspection database required in Attachment B of this MS4 Permit.

**Annual Reporting**

viii. In its Annual Report, each Permittee shall include the following information:

1. Total number of construction site inspections conducted, pursuant to Section F.1.d.ii.4 (above), during the reporting year;

2. Total number and type of enforcement action(s), including referrals to the Regional Water Board, issued on construction sites during the reporting year; and

3. Provide confirmation that the construction site inspection database (Attachment B of this MS4 Permit) has been implemented to track inspection activities during the reporting year.

ix. If the Permittees choose to move to an online recordkeeping and reporting tool that provides the Regional Water Board with access pursuant to Section F.1.d.vii.2. (above), the Annual Report requirements listed in Section F.1.d.viii. (above) are waived.

**Annual Program Evaluation and Assessment**

x. Each Permittee shall evaluate in its Annual Report whether the following Private Construction Activities program goals have been achieved:

1. Maintain an updated database of active construction sites which includes categorization of sites by priority;

F. BEST MANAGEMENT PRACTICES
2. Perform inspections to confirm construction site compliance with **Permittee Stormwater Ordinance**; and

3. Implement enforcement measures as necessary to reduce the occurrence and recurrence of violations of **Permittee Stormwater Ordinances**.

xi. If a **Permittee** finds that the above stated program goals have not been achieved, that **Permittee** shall review its applicable activities and **BMPs** to identify any modifications which may be needed to improve Private Construction Activities program effectiveness, as necessary to comply with this **MS4 Permit**. A work plan and schedule to address program modifications shall be developed and implemented, and provided and/or updated with the applicable **Annual Report**.

e. **Permittee Activities Program**

i. Sewage Systems

1. **Permittees** shall provide Sanitary Sewer Operators access to their **MS4** facilities for the purposes of allowing control of **SSOs**, or for the purpose of limiting the impacts to **Receiving Waters** once a spill has entered the **MS4**. Permittees subject to **State Board Water Quality Order No. 2006-0003** (Sanitary Sewer Order) shall obtain coverage under that Order.

ii. **Permittee** Facilities and Operations

The **Permittees** shall continue to maintain an inventory of **Permittee** facilities with outdoor materials storage or maintenance areas. Requirements for all **Permittee** facilities with outdoor materials storage or maintenance areas:

1. Continue to maintain and implement **Permittee Municipal Facility/Activity Pollution Prevention Plans**; and

2. Inspect facilities requiring **Municipal Facility/Activity Pollution Prevention Plans** for appropriate **BMP** implementation once per year, at a minimum. Re-inspections and/or corrective actions shall be taken if deficiencies are found.

iii. Landscape Maintenance

Each **Permittee** shall require that pesticides be applied in conformance with existing state and federal regulations.

iv. **Permittee** Streets and Roads

1. Maintain the model fact sheet of **BMPs** for common road maintenance activities. Each **Permittee** will continue to require road maintenance personnel to review the fact sheet biennially, and implement the **BMPs** specified therein; and

F. BEST MANAGEMENT PRACTICES
ix. If the Permittees choose to move to an online recordkeeping and reporting tool that provides the Regional Water Board with access to the reportable information listed in Section F.1.e.vii. above, the Annual Report requirements listed in that Section are waived.

**Annual Program Evaluation and Assessment**

x. Each Permittee shall evaluate in its Annual Report whether the following Permittee Facilities and Activities program goals have been achieved:

1. Maintain a current map of MS4 Outfalls, Receiving Waters, and the MS4 Permit boundary;

2. For facilities with outdoor materials storage or maintenance areas: confirm that BMPs described in each facility's Municipal Facility Pollution Prevention Plans are implemented; and

3. Confirm that basins, inlets and open channels that are part of the Permittee's MS4 are maintained on the schedule developed by the Permittee.

xi. If a Permittee finds that the above stated program goals have not been achieved, that Permittee shall review its applicable activities and BMPs to identify any modifications which may be needed to improve Permittee Facilities and Activities program effectiveness, as necessary to comply with this MS4 Permit. A work plan and schedule to address program modifications shall be developed and implemented, and provided and/or updated with the applicable Annual Report.

**f. Public Education and Outreach Program**

i. Illegal Dumping and General Outreach

1. Continue to conduct education/outreach to the general public on impacts to Receiving Waters from:
   a. Littering, illegal dumping and other improper disposal of Wastes; and
   b. Leakage or dumping of gasoline, oil and grease, antifreeze and hydraulic fluid from vehicles into the streets.

2. Continue to conduct education/outreach to the general public on the impacts of dumping Pollutants, including Pollutants from landscaping and home maintenance activities, into MS4 facilities;
2. The number of public education outreach events conducted during the reporting year, by type (construction, industrial, residential, New Development, schools, general public, etc.), including approximate attendance where applicable;

3. A summary of type(s) and numbers, where feasible, of outreach materials distributed during the reporting year; and

4. Number of Permittee staff trained during the reporting year; including topic (municipal, industrial/commercial, construction, New Development) and date.

ix. If the Permittees choose to move to an online recordkeeping and reporting tool that provides the Regional Water Board with access to the reportable information listed in Section F.1.f.viii. above, the Annual Report requirements listed in that Section are waived.

Annual Program Evaluation and Assessment

x. Each Permittee shall evaluate in its Annual Report whether the following Public Education and Outreach program goals have been achieved:

1. Conduct education/outreach to the general public on the impacts of improper disposal of pollutants into MS4s;

2. Develop and distribute targeted BMP guidance for specific pollutants and residential and business activities; and

3. Confirm that Permittee employees are trained to implement MS4 Permit compliance programs.

xi. If a Permittee finds that the above stated program goals have not been achieved, that Permittee shall review its applicable activities and BMPs to identify any modifications which may be needed to improve Public Education and Outreach program effectiveness, as necessary to comply with this MS4 Permit. A work plan and schedule to address program modifications shall be developed and implemented, be provided and/or updated with the applicable Annual Report.