



MEMORANDUM

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TO: Management Committee

FROM: John Fusco, Program Staff

**DATE: February 28, 2006 (Draft)
March 13, 2006 (Final)**

SUBJECT: Enhanced Format for Reporting Trash Evaluation Results

Introduction

The Program's FY 05-06 Work Plan identifies several Co-permittee specific tasks relevant to trash, including:

- Continue to conduct trash evaluations in a subset of identified trash problem areas and submit trash evaluation information in standardized format to Program staff;
- Assist Program staff in evaluating information collected during trash evaluations; and
- Continue identifying and begin implementation or refinement of trash control measures, as appropriate to address trash problem areas within high priority areas.

To improve the analysis of information collected during trash evaluations, Program staff (with assistance from several Co-permittees) revised two existing mechanisms for evaluating and reporting the status of trash problem areas. They include the following: 1) RWQCB Rapid Trash Assessment Protocol (Version 7.0) used to evaluate trash problem areas at "creek" sites within the Santa Clara Basin. Based on Trash AHTG review and recommendations, the RWQCB Rapid Trash Assessment Protocol (Version 7.0) was revised to better identify, prioritize and evaluate trash management activities over time (see technical memorandum entitled *Development of Urban Rapid Trash Assessment Protocol*). The Co-permittees need to implement the Urban RTA Protocol during FY 05-06; and 2) Standardized format entitled *Trash Problem Area Activity Report FY04-05* used to report information collected during trash evaluations. The reporting format was revised to improve the consistency of Co-permittee responses, expand the characterization of trash problem areas and enhance analysis of information on a Program-wide basis.

The purpose of this technical memorandum is to describe the content of the new standard reporting format and provide instruction for its use.

Background

During FY 04-05, Co-permittees conducted a total of 193 trash evaluations within the Program's jurisdiction. Four evaluations consisted of a site visit with no actual evaluation being conducted due to restricted access or observation of a clean site. As a result, 189 sites were scored using the RWQCB Rapid Trash Assessment Protocol (Version 7.0) (43 evaluations) or Keep America Beautiful (KAB) Index Litter Index (146 evaluations). In July 2004, Program staff developed a standardized reporting format entitled *Trash Problem Area Activity Report FY04-05* for documenting information relevant to trash evaluations conducted within their jurisdictions. Program staff compiled and summarized evaluation results within the Program's *FY 04-05 Annual Report* submitted to the Water Board on September 15, 2005.

The reporting format used in FY 04-05 consisted of the following information for characterizing trash problem areas: *date, site ID, location, watershed, assessment tool and score, trash management activities and comments*. The last two fields were typically used by Co-permittee staff to report the type and source of trash observed at each site and existing and/or recommended management actions. This information was provided in a narrative format. As a result, the responses were not standardized. For example, nine different descriptions of litter associated with schools were identified from the compiled list of Co-permittee responses. Information related to trash sources were frequently identified. However, information related to trash types or adjacent land use type was infrequently identified.

The lack of consistent responses made it difficult to summarize and evaluate the information on a Program-wide basis. A wide range of information in these fields was not surprising since no specific guidance was developed to assist Co-permittee in filling out these fields.

In July 2004, Program staff also developed the *Trash Problem Area Activity Data Collection Form* to assist the Co-permittees in collecting supplemental information that may be useful in identifying, prioritizing and evaluating management practices at each trash problem area. The form requested specific information related to type of trash assessment tool used at each site, type of trash observed or collected at site, potential trash sources, existing and/or planned trash management actions and potential follow-up actions. The form was intended to assist Co-permittee staff in evaluating and tracking trash problem areas.

Revisions to Reporting Format

The main goals for revising the standard reporting format used to report information from trash evaluations include the following:

- Improve the consistency of Co-permittee responses to enhance the analysis of trash evaluation information on a Program-wide basis; and
- Improve characterization of trash problem areas to prioritize sites for continued evaluation, identify key areas to implement or refine trash control measures, as appropriate, and revise the list of trash problems areas.

Seven new fields were added to the FY 04-05 reporting format to meet the goals described above. Table 1 provides the name, description and utility for each field listed within the *Trash Problem Area Activity Report- FY05-06* (attached). The new fields were based on relevant information provided in Co-permittee responses submitted during FY 04-05 (i.e., information included in the *trash management activities and comments* fields). The data is also identified as

relevant information within the *Trash Problem Area Activity Data Collection Form*. A description of the new fields is described within Table 1 provided below.

Submittal of Trash Problem Area Activity Data

Program staff requests that Co-permittee staff: 1) use the attached table entitled *Trash Problem Area Activity Report- FY05-06* to fill out relevant information regarding trash problem area activities within their jurisdictions; and 2) provide trash evaluation results for FY 05-06 electronically to myself (jrfusco@eoainc.com) no later than **Friday, June 30, 2006**. Once we receive your evaluation results, we will be reviewing and determining similarities relating to observed trash conditions within the Program's area. Program staff will present the initial results of the compilation at a future Trash AHTG meeting.

All data will be summarized and placed in the Program's *FY 05-06 Annual Report* submitted to the Water Board on September 15, 2006. Co-permittees are also expected to present assessment results, provide effectiveness evaluations and discuss next steps regarding trash management in their individual FY 05-06 Annual Reports.

Table 1. New fields for reporting trash problem area activities. Fields showed in bold have standardized responses that are listed within the Trash Problem Area Activity Report- FY05-06.

New Field	Description	Utility
Adjacent Land Use	Identify at least one or a maximum of two adjacent land use(s) at a trash problem area. Nine types, including "other", are potential responses. If more than one exists, list by priority according to total size of each land use type.	Identify problematic land use types to prioritize future trash evaluations and management actions.
Trash Source	Identify at least one or a maximum of three potential trash sources observed at a trash problem area. Twelve types, including "other" are potential responses. If more than one exists, list by priority of potential impact.	Identify problematic trash sources to prioritize future trash evaluations and management actions.
Three Most Prevalent Trash Types	Identify three of the most prevalent trash types observed at a trash problem area. Nine major trash types are potential responses. Top three trash types can be derived from the "Trash Tally Sheet" of Urban RTA Protocol. This information will need to be visually estimated at non-creek sites during KAB	Identify problematic trash types to prioritize future trash evaluations and management actions.
Recent Cleanup	Indicate (yes, no or unknown) if site had recent trash clean up activities (by volunteers or municipal/agency maintenance staff).	Helps determine rate of trash accumulation at site.
Estimated Volume of Trash Removed	Estimate volume of trash removed from each site that was evaluated using Urban RTA Protocol. Use cubic feet as unit of measurement. Do not fill out field for non-creek sites evaluated with KAB Litter Index unless assessment includes trash removal.	Provide relative severity of trash and quantitative measure of change over time.
Existing Management Actions	Identify known trash management activities that occur at site (i.e., frequency of maintenance and/or trash removal).	Helps determine if existing management actions are adequate.
Recommended Management Actions and/or Future Evaluations	Identify potential trash management actions, where feasible, that may reduce trash at site. Indicate if additional trash evaluations are needed.	Helps determine what actions are generally needed and their location.