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PUBLIC WORKS DEPARTMENT

**CITY OF CUPERTINO**  
**FY 2005-2006 WORK PLAN**

**Certification Statement**

"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 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."

**Signature by Duly Authorized Representative:**

A handwritten signature in black ink, appearing to read 'R. A. Qualls, Jr.', written over a horizontal line.

Ralph A. Qualls, Jr.  
Director of Public Works

Submitted on March 1, 2005

**Santa Clara Valley Urban Runoff Pollution Prevention Program  
 FY 2005-2006 - Work Plan: General Tasks  
 Cupertino**

P.S. Id.	Activity	FY05-06 Tasks	Status / Comments	Due Date	Responsible Party
<b>Illicit Connection &amp; Illegal Dumping Elimination Activities</b>					
ICID PS-2	Staff training	Hold annual training for urban runoff inspector and on-call staff.		1/ 06	Public Works Dept.
ICID PS-4	Field Investigations	NPS inspector annually walks the creeks, watching for evidence of any illegal dumping or illicit connections.		Ongoing	Public Works Dept.
ICID PS-6	Enhanced reporting requirements	Provide quarterly reports to Program.	Jan. 06 Q 1 & 2 Apr. 06 Q 3 Jul 06 Q 4	Quarterly	Public Works Dept.
ICID PS-7	Effectiveness Evaluation	Review and evaluate the effectiveness of city efforts.		7/06	Public Works Dept.
<b>Industrial/Commercial Discharger Control Programs</b>					
IND-PS-3	Coordination with Health Dept.	Continue to hold an annual overview of the restaurant inspection program with the Co. Health Dept.		5/06	Public Works Dept.
IND PS-3	Check for new industrial businesses.	In Spring '06 the city's Industrial Inspector will review applications for "Tenant Improvements" (TI) in the Building Dept. to determine if any of the businesses on our two light-Industrial streets had changed their operations and should be included in our routine Industrial inspections.		Spring 06 Ongoing	Industrial inspector
IND PS-3	Commercial Inspections	The service station inspections will be conducted this year since they were last inspected in FY 03-04. Inspections take place bi-annually.		9/06 AR	Industrial Inspector
IND PS-4	Staff training	Hold annual training for Industrial Inspector.		2/06	Public Works Dept.

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<b>P.S. Id.</b>	<b>Activity</b>	<b>FY05-06 Tasks</b>	<b>Status / Comments</b>	<b>Due Date</b>	<b>Responsible Party</b>
IND PS-4	Enhanced reporting requirements	Continue to track all non-compliance, follow-up enforcement actions and final resolutions resulting from inspections. Submit data to the Program quarterly.		Ongoing	Public Works Dept.
IND PS-4	Effectiveness Evaluation	Review and evaluate the effectiveness of city efforts.		7/06	Public Works Dept.
<b>Public Streets and Rural Public Works Operation and Maintenance</b>					
PSRH PS-3	Staff training	Hold annual training for public works, streets division staff and public works supervisors.	Train staff on revised SOPs.	1/06	Public Works Dept.
PSRH PS-5	Effectiveness Evaluation	Review and evaluate the effectiveness of city efforts.		7/06	Public Works Dept.
<b>Storm Drain System Operation and Maintenance</b>					
SD PS-1	Storm Drain Maintenance	All tasks are routine and on-going		Ongoing	Public Works Dept.
SD PS - 2	Storm Drain Operation and Maintenance	Review and evaluate one BMP, with input from maintenance staff. Evaluate "hot spots" as appropriate.		2/06	Public Works dept.
SD-4	Annual training	Hold annual training for staff responsible for the maintenance of the stormdrain system.		2/06	Public Works dept.
SD PS-5	Effectiveness Evaluation	Review and evaluate the effectiveness of city efforts.		7/06	Public Works dept.
<b>Corporation Yards Operation and Maintenance</b>					
PSRH PS-3	Staff training	Hold annual training for corporation yard staff and public works supervisors.		2/06	Public Works Dept.
PSRH PS-5	Effectiveness Evaluation	Review and evaluate the effectiveness of city efforts.		7/06	Public Works Dept.

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<b>Program Work Plan Task</b>	<b>Activity</b>	<b>FY05-06 Tasks</b>	<b>Status / Comments</b>	<b>Due Date (mo/yr)</b>	<b>Responsible Party</b>
<b>Water Quality-Based Requirements</b>					
C.9.e	PCBs/Dioxin Compounds	Support Program staff to perform follow-up work on identifying and evaluating controllable sources.		Ongoing	Public Works Dept.
C.9.f.iii	Sediment	Participate in the Watershed Council for Stevens Creek.	Participate in meetings when possible, track activities by reviewing meeting summaries.	Ongoing	Park & Recreation Dept. and Public Works Dept.
<b>Permit Reapplication Process</b>					
New	Permit Negotiations	Participate and/or track progress of the NPDES permit negotiations		FY 05-06	Public Works Dept., Environmental Div.

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<b>Program Work Plan Task</b>	<b>Activity</b>	<b>FY05-06 Tasks</b>	<b>Status / Comments</b>	<b>Due Date (mo/yr)</b>	<b>Responsible Party</b>
<b>Watershed Management</b>					
Trash Work Plan	Trash areas ID	Annually revise trash problem areas list on an as needed basis.		Report in 9/ 06 AR Ongoing	Public Works Dept.
Trash Work Plan	Trash mgmt practices	Assist Program staff in developing a long-term strategy for trash conditions in urban streams and waterways.		Report in 9/06 AR Ongoing	Public Works Dept.
Trash Work Plan	Trash mgmt practices	Will continue to support Program staff in identifying existing trash management practices.		Report in 9/ 06 AR Ongoing	Public Works Dept.
Trash Work Plan	Trash documentation	Provide Program staff with documentation regarding trash complaints/incidents as well as an annual data summary report.	Currently in development.	Report in 9/ 06 AR Ongoing	Public Works Dept.
Trash Work Plan	Street sweeping data	Continue to collect street sweeping data and provide data to Program for a street sweeping effectiveness evaluation.		Report in 9/ 06 AR Ongoing	Public Works Dept.
Trash Work Plan (New)	Trash evaluations	Conduct trash evaluations in a subset of trash problem areas on an as needed basis using the RWQCB Rapid Trash Assessment protocol (version 7.0) and/or the KAB Litter index..		FY 05-06 Ongoing	Public Works Dept.
Trash Work Plan (New)	Trash mgmt practices	Continue implementation of trash control measures, as appropriate, to address trash problem areas within high priority areas.		FY 05-06 Ongoing	Public Works Dept.
Trash Work Plan (New)	Trash mgmt practices	Provide Program staff with information on trash management practices implemented in their jurisdictions, using standardized reporting format.		FY 05-06 Ongoing	Public Works Dept.
	WE&O Outreach	Participate in the WE&O outreach ad hoc group, and two of its subgroups: the Schools outreach group and the IPM group.		Ongoing	Public Works Dept.
	WE&O Core Group	Review WMI meeting minutes and materials.		Ongoing	Public Works Dept.

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Program Work Plan Task	Activity	FY05-06 Tasks	Status / Comments	Due Date (mo/yr)	Responsible Party
<b>Public Information / Participation</b>					
PI/P	On-going public Information program	Staff will continue to use a variety of outreach avenues to educate the variety of audiences in the city. See following PI/P table for detail of activities. New subjects involve pesticide use and disposal and mercury-containing products disposal.		Ongoing	Public Works Dept.

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<b>General Outreach</b>		
<b>Activity</b>	<b>Communication Vehicle</b>	<b>Goal</b>
NPS literature distribution to the general public at city facilities: <ul style="list-style-type: none"> <li>• Library</li> <li>• City Hall lobby</li> <li>• Quinlan Community Ctr.</li> <li>• Planning/ Building Dept. counter</li> <li>• Backyard Compost workshops</li> </ul>	<p><b>NPS Prgm. literature:</b> <i>Pests Bugging You?</i>, <i>Home Maintenance Tips</i>, eight construction trifold, <i>Blueprint For a Clean Bay</i> booklet, IPM pest-specific factsheets, <i>Grow-It!</i>, pool water brochure (2004 revision), <i>A Vision For Our Watershed</i>.</p> <p><b>HHW Prgm literature:</b> HHW brochure (for residents), small business hazardous waste brochure, Diazinon flyer, <i>Alternatives to Household Chemicals</i></p> <p><b>Valley Trans. Agency literature:</b> bus maps and schedules</p> <p><b>Air District and Rideshare literature:</b> Spare-the-Air brochures; transportation-alternatives brochures</p>	Keep stocked
Rideshare Week and Bike-to-Work Day: Encourage participation among city employees and the general public	E-mail messages.  Bike-to-Work Day breakfast for city employees  Articles in Scene newsletter	Events in May and October  2 articles, 3 E-mail messages
HHW display at Quinlan Community Center	General HHW display	2 wks in August, prior to Cup. HHW event
NPS literature distribution to residents at Cupertino HHW event	Literature in the HHW Program's Used Oil recycling bag:  <i>Pests Bugging You?</i> , <i>Home Maintenance Tips</i> , <i>Grow It!</i> , HHW Program logo on pencil and shop rag, all of the IPM pest-specific fact sheets, and a Mercury-focused factsheet	August HHW event
Audubon Fair; literature provided to Park and Rec staff to distribute at fair.	<i>Pests Bugging You?</i> , <i>Home Maintenance</i> brochure, IPM pest-specific fact sheets, <i>Grow It!</i>	Oct. '06
Website: Include NPS information in city's website, especially new IPM website links and new info on Mercury.	City's website. Links from other agencies as city staff becomes aware of them.	Ongoing.

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<p>Watershed Education &amp; Outreach Campaign:</p> <p>Conduct or participate in local activities that are coordinated with the Watershed Education &amp; Outreach campaign.</p> <p>Evaluate the effectiveness of PIP projects by direct or indirect means, as appropriate.</p>	<p>Any educational materials developed by the WE&amp;O campaign.</p>	<p>Ongoing</p>
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**Santa Clara Valley Urban Runoff Pollution Prevention Program  
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**Newsletter, newspaper articles, ads:**

**Cupertino Scene articles:**

Approx. dates and subjects for submittal to monthly newsletter (mailed to all residents and businesses):

- 7/ 05: draining pool; household haz. waste event; avoiding use of briquette lighter fluid
- 11/ 05: residents to keep storm drain grates & gutter clean/ city to vacuum storm drain system/warning about not dumping HHW
- 12/ 05: keep grates and gutters clean; air pollution from home fireplaces; Air District's vehicle buy-back program
- 2/ 06: advice on burning wood properly to avoid pollution; pest-resistant plant list
- 4/ 06: fluorescent lights disposal, thermometer disposal
- 4/ 06: IPM pest specific fact sheets available; HHW program reminder for spring cleaning
- 5/ 06: watch use of soap when washing cars; creek cleanup date set; bike-to-work day
- 6/ 06: draining pools

**Courier articles:** (likely subjects for articles to be submitted to weekly community newspaper)

Bike-to-Work day, HHW event, fluorescent lights disposal, thermometer disposal

**Courier ads:**

Household hazardous waste event ads before the August '05 HHW event

**S.J. Mercury articles:**

Articles and ads in the Mercury are usually submitted by the Program and paid for jointly by the cities. Unknown subjects and dates at this time.

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<b>Targeted Outreach</b>		
<b>Activity</b>	<b>Communication Vehicle</b>	<b>Goal</b>
<p><b>City staff:</b></p> <ul style="list-style-type: none"> <li>• Building inspectors</li> <li>• Public Works inspector and plan checker</li> <li>• Planning Dept. planners</li> <li>• NPS inspector (in Public Works)</li> <li>• Corp yard &amp; street dept staff</li> <li>• Public Works staff managing golf course maintenance contract and managing structural pesticide spraying contract</li> <li>• City employees for general info on less-toxic alternatives for their own home use, and info on not using pesticides on the job, if unauthorized (detail in the Pesticide Workplan)</li> </ul>	<p>NPS literature, as appropriate</p> <p>In-house and Program trainings</p> <p>E-mails</p>	<p>Internal training at least once/yr, for each listed group of employees.</p> <p>In addition, building inspectors, planners, public works inspector and the city's storm water inspector may attend Program-sponsored training events.</p> <p>Continue to focus on mercury-containing products for trainings with Bldg. inspectors and Public Works maintenance staff.</p>
<p><b>City contractors:</b></p> <p>Require PCOs, contracted for work on city facilities, to use pest control methods consistent with our IPM policy</p> <p>Require these PCOs to attend training workshops, as appropriate.</p> <p>(See Pesticide workplan for details.)</p>	<p>Contract specifications.</p> <p>Any Program IPM workshops</p>	<p>Adequate contract specifications.</p> <p>Contractor's staff attendance at Program workshops, if any workshops.</p>

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Creek cleanup volunteers	Scene articles	Article in October '05 and May '06 <i>Scene</i> newsletter (depending on decision to hold creek clean-ups).
Nursery customers and staff: Pt-of-sale IPM campaign (2 stores: Yamagami's Nursery and Summer Winds Garden Ctr.)	IPM Partnership trainer to speak at both nurseries to train staff.  Program pest-specific IPM fact sheets displayed at both nurseries for customer education and to assist the staff in selling the less-toxic products.	Program's contractor sets up each store in Spring '03, and program staff restocks, as needed.
Auto Repair Shops	Education of shop mgrs. during bi-annual inspections by City Bldg. Dept staff; staff use Prgm lit., if necessary. Continue to add the discussion of proper disposal of mercury-containing products (esp. switches and relays).	Ongoing, bi-annually.
Restaurant education	Restaurant poster distr. at inspections by County health inspectors; or by city NPS inspector, if responding to problem.  Restaurant brochure tri-folds (in English, Spanish and Chinese) used by NPS inspector when confronted with language problem at restaurants with problem.	Posters left at restaurants at scheduled inspections by Co. Health.  City staff on-response basis for problems; and spot check for trouble businesses
Development community	Stormwater-related literature distributed at Planning/Bldg counter: <ul style="list-style-type: none"> <li>• Full-size blueprint page showing all trifold info required in all blueprint sets</li> <li>• <i>Blueprint for a Clean Bay</i> manual</li> <li>• Eight construction trifolds</li> <li>• Small business hazardous waste brochure</li> <li>• Storm drain stencils</li> <li>• <i>Start at the Source</i></li> <li>• <i>Guidelines for Construction Projects</i></li> <li>• <i>Working Around Water Courses (SCVWD)</i></li> </ul>	Restock as needed, check regularly

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Problem contractors in the field	Primarily verbal. Violation notices. Construction tri-folds. Program's specific activities cards	As needed in the field
Residents living near creeks	Water District's Stream Care Guide (available at Planning counter)	Restock as needed
Environmental groups, local—city staff to provide IPM fact sheets to Audubon Society for their center and for their annual event.	IPM fact sheets, <i>Pests Bugging You?</i>	Ongoing re-stocking. Audubon event held October '05
Provide info on IPM workshop opportunities to school districts and sanitary district. (See Pesticide Workplan for details.)	IPM sheets. Info on IPM websites Speakers, at any workshops (not scheduled as yet)	
Outreach to local commercial businesses to encourage the use of pest-resistant plants in landscape. Included in Planning Dept. applicant packet (Pesticide Workplan for details.)	Pest-resistant plants list (from Program)	Ongoing

<b>Public Participation</b>		
<b>Activity</b>	<b>Communication Vehicle</b>	<b>Goal</b>
Participate in regional creek cleanup event (if creeks in Cupertino need cleaning). Publicize cleanup.	Announce cleanup in <i>Scene</i> and <i>Courier</i> .	1 day in May and 1 day in October, if appropriate.

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<b>School/Education Outreach</b>		
<b>Activity</b>	<b>Communication Vehicle</b>	<b>Goal</b>
<p>Creek Education project available to all 3<sup>rd</sup> and 3<sup>rd</sup>/4<sup>th</sup> teachers in School District: about 82 classes (half are in Cupertino; remaining schools in cities of San Jose, Sunnyvale, Santa Clara, Saratoga, Los Altos).</p> <p>Teachers are trained to teach the creek ed. unit to their own classes, and co-lead creek field trip for students.</p>	<p>City's Park &amp; Rec naturalist teaches 2-day training workshops for all (previously untrained) 3<sup>rd</sup>-grade teachers.</p> <p>2-wk curriculum for students taught by teachers, finishing with ½ -day creek field trip to Stevens Creek at McClellan Ranch in Cupertino. City provides two docents for creek field trip (city's naturalist and part-time paid docent).</p>	<p>Provide teacher training for all (previously untrained) 3<sup>rd</sup>-grade teachers.</p> <p>Provide creek field trip opportunity to all District 3<sup>rd</sup>-grade and 3<sup>rd</sup>/4<sup>th</sup>-grade students.</p>
<p>Respond to school group requests for tours, workshop, field trips, as possible</p>	<p>City has use of a part-time paid docent who has been able to satisfy outside requests.</p>	
<p>Continue to encourage 6<sup>th</sup> -grade teachers in the Cupertino Union School District to attend the Wacky Watershed teacher-training workshops. (Trainings will assist teachers in including watershed curriculum in their science classes.</p>	<p>E-mails and phone calls to the District's science curriculum advisor.</p>	

**Santa Clara Valley Urban Runoff Pollution Prevention Program  
FY 2005-2006 Work Plan: New and Redevelopment Requirements**

**Cupertino**

Activity	Permit Item Source	FY05-06 Tasks	Status / Comments	Due Date (mo/yr)	Responsible Party
<b>NEW DEVELOPMENT AND CONSTRUCTION CONTROLS – PLANNING PROCEDURES</b>					
<b>C.3.b Development Project Approval Process -- Planning Procedures</b>					
Ordinance Revision	C.3.b.2	Modify existing review policies, procedures, and/or conditions of approval to incorporate C.3 requirements (based on results of tasks under C.3.c. through C.3.m.)	The City's Water Course Protection ordinance was significantly amended in 10/03. In FY '05-'06, the City will further modify this ordinance to include Numeric Sizing Criteria requirements for Group 2 projects.	Group 2 Ordinance Revision 6/06	Public Works, Planning, City Attorney
Staff Training	C.3.b.3	Continue to train Cupertino staff in planning, building, and engineering departments on the C.3. provisions as they are refined.	Training occurs incrementally and typically consists of written guidance, staff meetings and workshops. Possible training topics include dealing with Group 2 projects, using the SCVURPPP C.3 Manual and the "Manual of Better Site Design Examples", processing BMP O&M agreements, the HMP, and collecting feedback on C.3 req.	6/06	Public Works – Environmental Division
<b>C.3.c. Requirements for Group 1 and Group 2 Projects</b>					
Guidance Manual	C.3.c.4	Review Guidance Manual developed by Program and, if needed, customize for projects likely in Cupertino.	The FY '03-'04 Annual Report discussed the City's Stormwater Quality Guidelines for Development Projects (done 01/04). The City will need to modify this document to address both Group 1 and 2 projects.	Revise Guidance Document 6/06	Public Works Environmental Division
Guidance Manual Update	C.3.c.9	Update Guidance Manual and Performance Standard for Group 2 projects as needed.	Assist Program with development and review, as requested.	6/06	Public Works Environmental Division
<b>C.3.e Operation and Maintenance of Treatment BMPs</b>					
Data Form and Staff Training	C.3.e.1	Log information about treatment BMPs installed at approved Group 1 and 2 projects and maintain a list or database of properties, treatment BMPs, and responsible operators.	Review data collected and evaluate need to modify data collection method and need for additional staff training on tracking information.	9/06 AR and ongoing	Public Works Environmental Division
BMP O&M Agreement Mechanism	C.3.e.2	Review use of City's BMP O&M and easement agreements and consider	The FY '03-'04 Annual Report discusses the City's BMP O&M program. FY '04-'05	9/06 AR and	Public Works, Planning, City

**Santa Clara Valley Urban Runoff Pollution Prevention Program  
FY 2005-2006 Work Plan: New and Redevelopment Requirements**

**Cupertino**

<b>Activity</b>	<b>Permit Item Source</b>	<b>FY05-06 Tasks</b>	<b>Status / Comments</b>	<b>Due Date (mo/yr)</b>	<b>Responsible Party</b>
		modifications, as needed.	AR will discuss review of agreement use.	ongoing	Attorney
BMP Inspection Program	C.3.e.5	Develop local program for inspecting a subset of prioritized treatment BMPs to verify that the responsible party is performing proper O&M.	Development of the City's BMP Inspection Program for Group 1 Projects was discussed in the FY '03-'04 Annual Report. This Program will be augmented to include Group 2 projects.	6/06	Public Works Engineering
Reporting	C.3.e.6	Report on the Co-permittee's treatment BMPs O&M verification program in each annual report, including organizational structure, evaluation of effectiveness, and planned improvement to the program. Include a list or summary of treatment BMPs inspected during the year, inspection results, and any required follow-up and correction.		9/06 AR and ongoing	Public Works Environmental and Engineering Divisions
<b>C.3.f Hydromodification Management Plan</b>					
Staff training	C.3.f.3	Upon adoption by the Regional Board, begin implementation of HMP as part of requirements for Group 1 projects that may cause increased erosion or other related impacts. Before adoption, encourage early implementation of likely elements of the HMP where possible.	Where applicable, HMP to be integrated into existing programs for development, review, construction inspection and BMP operations and maintenance. Early implementation of HMP elements evaluated in late 2004 and at that time there were no applicable sites. City staff will continue to receive incremental training about HMP requirements.	<i>TBD pending RB approval</i>	Public Works and Planning
<b>C.3.g Waiver and Compensatory Mitigation Program (the City will not be implementing a waiver program-this section dropped)</b>					
<b>C.3.h Alternative Certification</b>					
Reporting	C.3.h.1	List projects certified by someone other than City staff.		Report in 9/06 AR and ongoing	Public Works Environmental Division

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Activity	Permit Item Source	FY05-06 Tasks	Status / Comments	Due Date (mo/yr)	Responsible Party
<b>C.3.j Site Design Measures Guidance and Standards Development</b>					
Standards Revisions	C.3.j.4	Incorporate any revised standards and guidance into local project approval process and “fully implement” the revised standards and guidance.	The City’s revised Parking Ordinance incorporated many of the recommendations given in the SCVURPPP Site Design Policy Study. The City reported on the implementation of these revised policies and standards in the FY ‘04-’05 Annual Report. Unless additional changes are required, this item will be dropped from future work plans.	N.A.	Public Works Environmental Division and Planning
<b>C.3.k Source Control Measures</b>					
Ordinance Revision	C.3.k.	Enhance source control requirements for new and redevelopment projects.	Effective October 2003, the revised City Code includes a sub-section on source controls. These requirements will be reviewed annually to determine if changes are needed.	9/06 AR and ongoing	
Reporting	C.3.k.3	Implement source control measures requirements by including appropriate conditions of approval in Group 1 and 2 projects. Report status and provide examples of application of conditions in annual reports.	Report on source control BMPs required for particular projects.	9/06 AR and ongoing	Public Works Environmental Division
<b>C.3.l Update General Plans</b>					
General Plan Review	C.3.l.1	Review current General Plan policies related to water quality and watershed protection and incorporate additional policies as needed to implement C.3.	General Plan revisions scheduled for spring ‘05 and will be discussed in 9/05 AR. Applicable modifications due to HMP would occur in next scheduled G.P. revision.	9/06AR	Public Works Environmental Division and Planning

**Santa Clara Valley Urban Runoff Pollution Prevention Program  
FY 2005-2006 Work Plan: New and Redevelopment Requirements**

**Cupertino**

<b>Activity</b>	<b>Permit Item Source</b>	<b>FY05-06 Tasks</b>	<b>Status / Comments</b>	<b>Due Date (mo/yr)</b>	<b>Responsible Party</b>
<b>C.3.m Water Quality Review Processes</b>					
CEQA Review	C.3.m.1	Review CEQA initial study checklists and other environmental review documents and modify documents as needed to include questions that sufficiently address water quality impacts of projects.	The City will continue to evaluate its CEQA review process. Any changes would be reported in that year's annual report.	9/06 AR and ongoing	Public Works Environmental Division and Planning
<b>C.3.n Reporting Requirements</b>					
Reporting	C.3.n.1	Provide information described in Table 1 of Provision C.3. in annual reports.		9/06 AR and ongoing information collection	Public Works Environmental Division and Planning
Reporting	C.3.n.4	Collect and report the following for all projects that must implement treatment measures: BMPs, site design, and source control measures used, sizing criteria, O&M responsibility mechanism and responsible party.	This information will be provided in Table 2 of the 9/05 Annual Report.	9/06 AR and ongoing	Planning and Public Works Engineering
Pesticide Control Measures	C.3.n.5	Collect information and report a summary of types of pesticide reduction measures required for development projects and the percentage of projects for which pesticide reduction measures were required.	City to continue reviewing the effectiveness of reviewing landscape plans for pesticide control measures. Results of this evaluation to be presented in the FY '04-'05 Annual Report.	9/06 AR and ongoing	Planning and Public Works Engineering

**Santa Clara Valley Urban Runoff Pollution Prevention Program  
 FY 2005-2006 Work Plan: New and Redevelopment Requirements**

**Cupertino**

Activity	Permit Item Source	FY05-06 Tasks	Status / Comments	Due Date (mo/yr)	Responsible Party
<b>NEW DEVELOPMENT AND CONSTRUCTION CONTROLS –CONSTRUCTION SITE INSPECTION</b>					
Inspection Tracking	Const PS-5	City will include a summary of the year's written inspection notices and follow-up actions in each year's annual report.	The City uses a computer database to collect and track compliance activities and pre-wet season inspections.	9/06 AR and ongoing	Public Works Engineering
Staff training	Const PS-6	Hold annual training for building dept. and public works staff.	In-house training typically occurs in the fall of each year. It usually consists of written guidance, a slide presentation and group discussion. Possible training topics include gathering feedback on inspection effectiveness, the revised Blueprint plan sheet and, as applicable, how to integrate HMP requirements into construction inspection. As available, staff may also attend outside meetings and workshops put on by the SCVURPPP and/or the Regional Board.	11/05	Public Works Engineering
Effectiveness Evaluation	Const PS-8	Review and evaluate the effectiveness of city efforts.		9/06 AR and ongoing	Public Works Dept.

**Santa Clara Valley Urban Runoff Pollution Prevention Program  
FY 2005-2006 Work Plan—Pest Management**

**Cupertino**

Program Work Plan Task	Task Description	Status / Comments	Due Date (mo/yr)	Responsible Party
<b>I. Municipal Pesticide Use</b> <b>Goal I.A. Eliminate all unnecessary municipal pesticide use (particularly organophosphate (OP) pesticide use) and implement Integrated Pest Management (IPM) techniques.</b>				
I.A.1	Track pesticide use on municipally owned property. (PS #9). The results are reported in the AR.		Ongoing	Corp Yard Supervisor & Director, Park & Rec
I.A.3	Continue to refine and implement SOPs and BMPs for implementing the IPM policy. (PS #3).		Ongoing	Corp Yard Supervisor & Director, Park & Rec
I.A.4	Update URMP with Pest Mgmt. changes.	Changes made in 03-04. There will be minor changes on 04-05, as part of the comprehensive URMP revision.	05-06 AR	Env'tl Div
I.A.5	Continue to ensure that any contractor employed to conduct pest control and pesticide application on municipal property engages in pest control methods consistent with the IPM policy adopted by the agency (PS #6).		Ongoing	Corp Yard Supervisor & Director, Park & Rec
I.A.6	Conduct annual, city facility search of chemical storage areas for pesticides no longer legal for application, and properly dispose of them. (PS #10)		7/05 and annually	Corp Yard Supervisor & Director, Park & Rec
MM I.A.1.	Document completion of tasks in annual reports. Use pesticide-tracking process to document pesticide use.		'05-'06 AR and ongoing	Corp Yard Supervisor & Director, Park & Rec & Env'tl Div

**Santa Clara Valley Urban Runoff Pollution Prevention Program  
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**Cupertino**

<b>Program Work Plan Task</b>	<b>Task Description</b>	<b>Status / Comments</b>	<b>Due Date (mo/yr)</b>	<b>Responsible Party</b>
<b>Goal I.B.</b> <i>Raise awareness of all municipal employees and train employees who apply pesticides for the municipality about the municipality's IPM Policy and/or IPM techniques as appropriate.</i>				
I.B.1	Ensure that employees who apply pesticides for the agency obtain the appropriate County Ag and DPR- required training (PS #5a).		annually	Corp Yard Supervisor & Director, Park & Rec
I.B.2	Provide annual training on the IPM Policy, SOPs, and BMPs, and the latest IPM techniques to employees within departments responsible for pesticide application (PS #5b).		4/06 and annually	Corp Yard Supervisor & Director, Park & Rec & Env'tl Div
I.B.3	Annually inform employees who are not authorized to apply pesticides, that they cannot use over-the-counter pesticides in the workplace (PS #5c)		2/06 By e-mail	Env'tl Div
MM I.B.1.	Document and evaluate effectiveness of annual staff training.		'04-'05 AR and ongoing	Env'tl Div
<b>II. Public Education and Outreach</b>				
<b>Goal II.A.</b> <i>Increase awareness of IPM so target audiences recall less toxic pest management messages and adopt IPM behaviors. Target audiences include residential pesticide users, professional pest control businesses, customers of professional pest control businesses, pesticide retailers, school districts, and other special districts (PS # 7).</i>				
II.A.1	Assist with local implementation of the Watershed Education & Outreach (WE&O) Campaign <sup>1</sup> , which will target the general public and include messages about less-toxic pest control and proper disposal.	City staff continues to participate in the WE&O group.	Ongoing	Env'tl Div

<sup>1</sup> Funded by all Co-permittees in FY 01-02

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<b>Program Work Plan Task</b>	<b>Task Description</b>	<b>Status / Comments</b>	<b>Due Date (mo/yr)</b>	<b>Responsible Party</b>
II.A.2	Assist Prgm in developing simple, effective, targeted messages regarding proper pesticide use and disposal, effects on water quality, and IPM.	Review as new pieces are developed.	Ongoing	Env'tl Div
II.A.4	Identify and attend local community events and distribute outreach material. 1. Distribute literature at Backyard Compost workshops 2. Install an IPM-products and literature display in the Community Ctr. for 2 wks		1. At five workshops/yr 2. 4/06	Env'tl Div
II.A.6	Review existing city web link, on the Cupertino city website, to any IPM website developed by the WE&O campaign.		Review annually	Env'tl Div
II.A.9	Continue to fund BASMAA Regional Media Relations Campaign <sup>2</sup> featuring pitches to Bay Area media and responses to breaking news on pesticide-related topics.	Program funds BASMAA baseline projects, including Regional Media Relations Campaign.	Ongoing	N.A.
II.A.10	City staff to provide IPM-related press releases to local media—using Program generated materials if they are developed.		Annually, as appropriate	Env'tl Div
II.A.12	Continue to assist with implementation of local components of a “Pesticide User Outreach” project targeting residential and commercial users (see Program FY '04-'05 Work Plan).	Will assist as needed. Includes IPM store partnership; working with County HHW Prgm, and general support of SCVURPPP and BASMAA IPM-related outreach activities.	Ongoing	Env'tl Div
II.A.13	Inform local elementary and high school districts, and local sanitary district, of any pertinent opportunities for IPM training.		As future workshops announced	Env'tl Div
II.A.14	Internal outreach on IPM to encourage employees		By 5/06	Env'tl Div

<sup>2</sup> Funded by all Co-permittees each year.

**Santa Clara Valley Urban Runoff Pollution Prevention Program  
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<b>Program Work Plan Task</b>	<b>Task Description</b>	<b>Status / Comments</b>	<b>Due Date (mo/yr)</b>	<b>Responsible Party</b>
	to use IPM techniques away from work: 1. Set up display of less-toxic products and IPM literature at Corporation Yard and City Hall. 2. Distribute IPM fact sheets electronically to city employees through e-mail.			
MM II.A.1.	Document or estimate numbers of residents reached by outreach efforts and media advertising		Annually, for AR	Env'tl Div
<b>Goal II.B.</b> <i>Educate pesticide retailers and consumers about less toxic pest control products and promote the sale of such products.</i>				
II.B.1	Continue to fund and participate in the BASMAA Regional IPM Partnership	Program funds BASMAA baseline projects, including Regional IPM Partnership.	Ongoing	Env'tl Div
II.B.2	Continue to support the IPM Store Partnership Program.	Two nurseries participate in Cupertino. Nursery employee training provided by Program contractor, Annie Joseph. SCVURPPP staff will provide re-stocking visits.	Annually. In Spring '06	Env'tl Div
MM II.B.1.	Assist Program in documenting number of participating stores, materials distributed, employees trained, and cost-effectiveness of the IPM Store Partnership Program.		Annually	Env'tl Div

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Program Work Plan Task	Task Description	Status / Comments	Due Date (mo/yr)	Responsible Party
<b>III. Pest Control Operators (PCOs)</b> <b>Goal III.A. Minimize pesticide use by PCOs contracted for structural pest control and landscape maintenance.</b>				
III.A.4	Require PCOs contracted for municipal applications to use pest control methods consistent with the municipality's IPM policy (through contract specifications). Specifically, require contractors to: a) follow the agency's IPM policy, BMPs, and SOPs; b) provide evidence of current IPM training, when feasible; and c) provide documentation of pesticide use on agency property to the agency in a timely manner (PS#6).	IPM-specific specifications are included in the contract for our city's golf course maintenance contractor,	Ongoing  Golf course employee annual training info will be submitted to the city in July 06	Corp Yard Supervisor & Director, Park & Rec & Env'tl Div
MM III.A.1.	Document pesticide use by PCOs on municipal property. City will strive, over time, to resolve difficulties associated with reporting use by contractors and lease holders, and other data collection limitations.		In the Annual Report	Corp Yard Supervisor & Director, Park & Rec
<b>Goal III.B. Require all PCOs to implement Best Management Practices (BMPs).</b>				
III.B.2	Require PCOs contracted by municipalities to implement BMPs through contract specifications.		Ongoing	Corp Yard Supervisor & Director, Park & Rec
MM III.B.1.	Document efforts to complete the above actions.		In the Annual Report	Corp Yard Supervisor & Director, Park & Rec

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<b>Program Work Plan Task</b>	<b>Task Description</b>	<b>Status / Comments</b>	<b>Due Date (mo/yr)</b>	<b>Responsible Party</b>
<b>IV. Commercial Businesses</b>				
<i><b>Goal IV.A.</b> Determine the extent of commercial business employees' use of pesticides (i.e., pesticide applications not performed by a licensed PCO) and conduct appropriate outreach regarding less toxic pest management.</i>				
IV.A.2	Assist in implementation of education programs that target commercial businesses, per recommendations developed in Program work plan—with restaurant focus.	Restaurant posters are distributed by the County Health Inspectors and the city's stormwater inspector, as needed, in response to problems.	Ongoing	Env't'l Div
MM IV.A.1.	Document outreach efforts targeting businesses.		In the Annual Report	Env't'l Div
<b>V. Household Hazardous Waste Collection</b>				
<i><b>Goal V.A.</b> Provide pesticide disposal services through household hazardous waste (HHW) collection programs for all residents and small businesses, and encourage use of these programs.</i>				
V.A.1	Ensure that adequate pesticide disposal services exist for residents and conditionally exempt small quantity commercial generators.		Ongoing	Env't'l Div
V.A.3	Work with HHW collection agencies to support, enhance, and help publicize programs for proper pesticide disposal (PS #7).		Ongoing	Env't'l Div
V.A.5	Provide hazardous waste disposal information to residents, through 3-4 city newsletter articles, 3 ads in local newspaper, flyers at city library, community center, and City Hall.		Periodically	Env't'l Div

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Program Work Plan Task	Task Description	Status / Comments	Due Date (mo/yr)	Responsible Party
MM V.A.1.	Document that household hazardous waste collection programs adequately serve residents and businesses and that any exchange programs do not exchange organophosphate or banned pesticides.		Annually	Env'tl Div
<p><b>VII. New Development</b></p> <p><i>Goal VII.A Minimize pesticide use at new and redevelopment sites.</i></p>				
VII.A.2	Consider pest-resistant landscaping and design features in the design, landscaping, and environmental reviews of proposed development projects. (C.9.d.ii.)	As part of annual urban runoff training for Planning and Public Works staff, include section on incorporating pesticide control measures in development projects.	Ongoing	Env'tl Div & Planning Dept.
VII.A.4	Collect information and report a summary of types of pesticide reduction measures required for development projects and the percentage of projects for which pesticide reduction measures were required. (C.3.n.5)		In the Annual Report	Env'tl Div & Planning Dept.
MM VII.A.1.	Summarize types of pesticide reduction measures required (such as by conditions of approval) for new development and significant redevelopment projects, and the percentage of new development and significant redevelopment projects for which pesticide reduction measures were required. (C.3.n.)		In the Annual Report	Env'tl Div & Planning Dept.

**Santa Clara Valley Urban Runoff Pollution Prevention Program  
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**Cupertino**

Program Work Plan Task	Task Description	Status / Comments	Due Date (mo/yr)	Responsible Party
<b>VIII. Monitoring and Science</b>				
<i>Goal VII.A. Participate in coordinated monitoring efforts to support pesticide TMDL development and implementation.</i>				
VIII.A.1	Continue financial support of the Regional Monitoring Program (RMP) through city contribution to Program budget.		Annually	Env'tl Div
<b>X. Review and Revision of Work Plan</b>				
<i>Goal X.A. Implement a work plan that includes appropriate goals, actions, and monitoring mechanisms to reduce pesticide-related toxicity in urban runoff.</i>				
X.A.1.	Review and continuously improve the goals, actions, and monitoring mechanisms of the work plan considering results of self-evaluations, comments from Regional Board staff and other interested parties, and results of local performance review meetings, if any.		Annually	Env'tl Div
MM X.A.1.	Revise work plan to include any continuous improvement items. Report on completion of work plan tasks in Annual Report.		Annually; submit work plan updates in March. AR submitted in Sept.	Env'tl Div

**Santa Clara Valley Urban Runoff Pollution Prevention Program  
FY 2005-2006 Work Plan: Copper/Nickel Control Program**

**Cupertino**

<b>Program Work Plan Task</b>	<b>Activity</b>	<b>FY05-06Tasks</b>	<b>Status / Comments</b>	<b>Due Date (mo/yr)</b>	<b>Responsible Party</b>
<b>CB-1. Vehicle Washing Operations</b>					
<i>Goal: Reduce copper discharges from vehicle washing operation</i>					
CB-1.1	Refer mobile cleaners to training	Refer mobile surface cleaners to SJ POTW service cleaning certification trainings, if any are held.		Ongoing	Public Works
CB-1.2	Distribute list of trained cleaners	Distribute most recent list of trained mobile cleaners to interested parties, and to city staff who contract for cleaning services.		Ongoing	Public Works
CB-1.3	Outreach materials	Continue to distribute Home Maintenance Tips brochure at city facilities and city events (contains general remarks on residential car washing).		Ongoing	Public Works
CB-1.4	Website for outreach	Update information about copper brake pad dust to the stormwater section of our website, with a link to the SCVURPPP copper brake pad report as needed. Add general information about residential car washing to the city's website.		Review annually Spring 06	Public Works
CB-1.5	Scene article	Add information about copper brake pad dust to the annual article on home car washing in the city's newsletter, the Scene.		May 06 Scene	Public Works
CB-1.6	Non-profit car washes	City provides brochures to non-profits about how to properly conduct a car wash event.		Ongoing	Public Works
CB-1.7	City vehicles	Continue to maintain car wash systems for City vehicles at the corporation yard.		Ongoing	Public Works
CB-1.8	Gas station car washing	Verify that all gas stations/repair shops understand and comply with restrictions concerning washing cars on-site.		Ongoing, during normal inspection routine.	Industrial Inspector
CB-1.9	Auto sales car washing	Verify that all auto sale operations understand and comply with restrictions concerning washing cars on-site.		Ongoing, during normal inspection routine.	Industrial Inspector

**Santa Clara Valley Urban Runoff Pollution Prevention Program  
FY 2005-2006 Work Plan: Copper/Nickel Control Program**

**Cupertino**

Program Work Plan Task	Activity	FY05-06 Tasks	Status / Comments	Due Date (mo/yr)	Responsible Party
<b>CB-3. Industrial Copper Control</b>					
<i>Goal: Control copper in discharges of stormwater from targeted industrial sources</i>					
CB-3	Industrial inspection program	Continue industrial inspection of vehicle service facilities and other future permitted sites.		Ongoing, during normal inspection routine.	Industrial Inspector
<b>CB-6/7. Reducing Traffic Congestion/Promoting Alternative Transportation</b>					
<b>CB-8. Incorporate watershed protection in planning procedures</b>					
<i>Goal: Classify and assess watersheds, and improve institutional arrangements for watershed protection</i>					
CB-8.1	General Plan changes	Revise City's General Plan, as needed, based on recommendations from the <i>Development Policies Comparison Project</i> and Provision C.3.I.	General Plan revision scheduled for approval in spring '05 includes additional strategies for City participation in Regional Transportation Planning. Discussion of these policies to be included in FY '04-'05 Annual Report.	9/05 AR	Planning Division

**Santa Clara Valley Urban Runoff Pollution Prevention Program  
FY 2005-2006 Work Plan: Copper/Nickel Control Program**

**Cupertino**

<b>Program Work Plan Task</b>	<b>Activity</b>	<b>FY05-06 Tasks</b>	<b>Status / Comments</b>	<b>Due Date (mo/yr)</b>	<b>Responsible Party</b>
CB-8.2	CEQA changes	Review and implement guidance from SCVURPPP and San Jose on addressing water quality in the CEQA review process, as part of C.3.m implementation.	The City will continue to evaluate its CEQA review process. Any changes would be reported in that year's annual report.	9/06 AR and ongoing	
<b>CB-11. Street sweeping controls &amp; stormdrain system O&amp;M</b>					
<i>Goal: Improve street sweeping controls and stormdrain system O&amp;M</i>					
CB-11.1	Street sweeping	Follow Program guidance regarding the collection and reporting of street sweeping data. Provide data for Annual Report.		Ongoing; Data in 9/05 AR	Public Works
CB-11.2	Evaluate Street sweeping and Stormdrain O&M	Evaluate need for improvement of current street sweeping and storm drain system O&M programs (within available budgets) in FY 04-05 Annual Report.		9/05 AR	Public Works
<b>CB-12. Pools and Spas</b>					
<i>Goal: Control copper discharge from pools and spas</i>					
CB-12.2	Outreach	<ul style="list-style-type: none"> <li>Distribute outreach materials to the public at city facilities.</li> <li>Place pool information on city stormwater website.</li> </ul>	—	6/06AR and ongoing	Public Works
CB-12.3	Newsletter article	Publish one article/yr. regarding disposal of pool water in city's newsletter.		Ongoing— in June	Public Works

**Santa Clara Valley Urban Runoff Pollution Prevention Program  
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**Cupertino**

<b>Program Work Plan Task</b>	<b>Activity</b>	<b>FY05-06 Tasks</b>	<b>Status / Comments</b>	<b>Due Date (mo/yr)</b>	<b>Responsible Party</b>
<b>CB-21. Architectural use of copper</b>					
<i>Goal: Discourage architectural use of copper</i>					
CB-21.2	Staff Training	Conduct outreach to Comm. Dev. and Public Works staff on ban of copper roofs and gutters.	Annual staff training to include reminder on ordinance prohibiting architectural use of copper.	6/06	Public Works
<b>NB - 1 Nickel Action Plan Tasks</b>					
NB-1	Measures to control nickel discharges from construction sites	<ul style="list-style-type: none"> <li>Continue to implement Construction Inspection Performance Standards</li> <li>Continue to have inspectors attend Regional Board/Program workshops on construction site management and learn latest erosion/sediment control techniques</li> <li>Continue to attend Program workshops on post-development stormwater BMPs (C.3.)</li> </ul>	See Construction Inspect. work plan section	On-going  On-going - Fall  On-going TBA	Pub Wrks/Bldg  Public Works / Building  Public Works

**Santa Clara Valley Urban Runoff Pollution Prevention Program  
FY 2005-2006 Work Plan: Mercury Control Program**

**Cupertino**

<b>Program Work Plan Task</b>	<b>Activity</b>	<b>CI Item Source<sup>1</sup></b>	<b>FY05-06 Tasks</b>	<b>Status / Comments</b>	<b>Due Date (mo/yr)</b>	<b>Responsible Party</b>
<b>Mercury Control Program</b>						
<b>I. Municipal Use of Mercury-Containing Products</b>						
Goal I. Eliminate all unnecessary municipal use of mercury-containing products and establish proper disposal methods for products that cannot be eliminated.						
I.F	Implement guidelines for mercury reduction	C.9.c	City will continue to implement the Guidelines for Mercury-Containing Products Reduction and Management and Mercury Virtual Elimination Policy.		Report in 05-06 AR	Public Works
I.F.1	Train staff in Mercury spill cleanup	C.9.c	Train corporation yard staff and facilities maintenance staff in correct procedures to clean up: a. A broken fluorescent lamp b. A broken thermometer or thermostat		Apr. 06	
I.F.2	Annual survey of mercury-containing products used by city staff.	C.9.c	City staff to annually report on: a. The number of lamps recycled. b. Any other Hg-containing product that is used by city staff.		Report in 05-06 AR	
MMI	Document completion of tasks	C.9.c	Document completion of tasks in annual reports. Use mercury-containing product reporting guidelines		Annually, In AR	Public Works
<b>II. Household Hazardous Waste Collection</b>						
Goal II. Provide mercury-containing products disposal services through household hazardous waste (HHW) collection programs for residents and small businesses, and encourage use of these programs.						
II.B	Provide HHW Program services	C.9.c	Provide mercury-containing products disposal services for residents and small businesses.		Ongoing	

**Santa Clara Valley Urban Runoff Pollution Prevention Program  
FY 2005-2006 Work Plan: Mercury Control Program**

**Cupertino**

<b>Program Work Plan Task</b>	<b>Activity</b>	<b>CI Item Source<sup>1</sup></b>	<b>FY05-06 Tasks</b>	<b>Status / Comments</b>	<b>Due Date (mo/yr)</b>	<b>Responsible Party</b>
II.D	Document products disposed at HHW Program	C.9.c	Implement guidelines for documenting and reporting quantities of mercury-containing products disposed.	County HHW Program to provide county-wide quantities of Hg-containing products. No city-specific data is collected.	Report in 05-06 AR	Public Works
<b>III. Monitoring and Science</b>						
<b>Goal III.</b> 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.						
III.A	Financial support for RMP.	C.9.c	Assist Prgm to continue to provide financial support for the Regional Monitoring Program (RMP). Support the Prgm's continued participation in the RMP steering committee and technical review committee.		Ongoing	
III.B	Assist Prgm in support of regional monitoring plan	C.9.c	Assist Prgm to provide financial and staff support for a coordinated regional plan to collect data for the mercury TMDL, as defined in the RWQCB/BACWA/BASMAA MOU.		Ongoing	

**Santa Clara Valley Urban Runoff Pollution Prevention Program  
FY 2005-2006 Work Plan: Mercury Control Program**

**Cupertino**

Program Work Plan Task	Activity	CI Item Source <sup>1</sup>	FY04-05 Tasks	Status / Comments	Due Date (mo/yr)	Responsible Party
<b>V. Public Education and Outreach</b>						
<b>Goal V.</b> 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.						
V.A.	Mercury control program outreach activities:	C.9.c	Assist the Prgm in developing various outreach programs to educate target audiences about proper disposal of mercury-containing products and alternative non-mercury containing products. Outreach programs will include, but may not be limited to, the following subtasks:		Ongoing	
V.A.1	Residential – Fluorescent light recycling outreach	C.9.c	Continue our fluorescent light recycling outreach program to educate residential users and encourage proper disposal of fluorescent lights. Primarily articles in the Scene, and fliers in Quinlan Ctr and the Library.		Ongoing	
V.A.2	Small businesses— Fluorescent light recycling outreach	C.9.c	Continue to assist the Prgm to develop and implement a fluorescent light recycling outreach program to educate small businesses and CESQGs and encourage proper disposal of fluorescent lights.  Publish articles in the Scene, and distribute fliers at the Planning/Building lobby, addressing Universal Waste exemption end dates for CESQGs.		Report in AR 05-06	
V.A.3	Auto shops outreach	C.9.c	Coordinate with city inspectors to integrate mercury outreach into their routine auto repair shop inspections.	Inspections take place bi-annually.	Report in AR 05-06	

**Santa Clara Valley Urban Runoff Pollution Prevention Program  
FY 2005-2006 Work Plan: Mercury Control Program**

**Cupertino**

<b>Program Work Plan Task</b>	<b>Activity</b>	<b>CI Item Source<sup>1</sup></b>	<b>FY04-05 Tasks</b>	<b>Status / Comments</b>	<b>Due Date (mo/yr)</b>	<b>Responsible Party</b>
V.A.4	City employees outreach	C.9.c	<p>A. Train corporation yard staff and facilities maintenance staff in correct procedures to clean up mercury containing products:</p> <ol style="list-style-type: none"> <li>1. A broken fluorescent lamp</li> <li>2. A broken thermometer or thermostat</li> </ol> <p>B. Send e-mail notice to employees reminding them about spent battery collection bin in copier room.</p>		<p>A. April 06</p> <p>B. Annually</p>	
V.B	Outreach materials	C.9.c	<p>Assist Prgm to develop or adapt existing mercury outreach materials, as needed, for outreach programs.</p> <p>Submit article to Scene concerning any mercury information made available to city staff.</p>		Ongoing	
V.C	Community events	C.9.c	Hg outreach materials are distributed by the County HHW Prgm at HHW disposal events, on behalf of the city.		Ongoing	
MM V.B	Document and evaluate activities	C.9.c	<p><b>Monitoring Mechanism V.B.</b></p> <p>In the Annual Report, document and evaluate each outreach activity, including the target audience and number of residents and/or businesses reached.</p>		Ongoing	
MM V.C	Evaluate success of outreach efforts	C.9.c	<p><b>Monitoring Mechanism V.C.</b></p> <p>Assist Prgm to survey local public attitudes and behavior to evaluate the success of outreach efforts and the saturation of outreach messages (coordinate survey with Watershed Watch Campaign Survey).</p>		Ongoing	