

**Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4**

This form summarizes the requirements in Order No. 01-182. Each Permittee must complete this form in its entirety, except for those requirements applicable only to the Principal Permittee. Only report activities that were performed during the previous fiscal year. Upon completion, this form shall be submitted to the Principal Permittee, by the date specified by the Principal Permittee, for inclusion in the unified Annual Storm Water Program Report. Attachments should be included where necessary to provide sufficient information on program implementation.

The goals of this Report are to: 1) concisely document implementation of the Storm Water Quality Management Program (SQMP) during the past fiscal year; 2) evaluate program results for continuous improvement; 3) to determine compliance with Order 01-182; and 4) to share this information with other Permittees, municipal decision makers, and the public.

!	YOU MUST FILL OUT ALL THE INFORMATION REQUESTED <i>Do not leave any of the sections blank.</i>
N/A	If the question does not apply to your municipality, please indicate N/A in the space provided and provide a brief explanation
U	If the information requested is currently unavailable, please indicate U in the space provided and give a brief explanation.

This Report Form consists of the following sections:

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Reporting Year 2009- 2010**I. Program Management**

A. Permittee Name: Covina, City Of

B. Permittee Program Supervisor: Vivian Castro

Title: Environmental Services Manager

Address: 125 E College Street

City: Covina

Zip Code: 91723

Phone: 626-384-5484

Fax: 626-384-5584

C. In the space below, briefly describe how the storm water program is coordinated within your agency's departments and divisions. Include a description of any problems with coordination between departments. To facilitate this, complete the Table 1.

The program supervisor, located in the Environmental Services Section of the Public Works Department, is the central point of contact for all aspects of the City's storm water program. Activities necessary for NPDES permit compliance are tasked to the appropriate City department/division by the Director of Public Works. Public Works, Building, Planning and Parks and Recreation all cooperate in the Stormwater Quality Management Program activities. There have been no coordination problems.

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TABLE 1 - Program Management

Storm Water Management Activity	Division/Department	# of Individuals Responsible for Implementing
1. Outreach & Education	Environ. Serv.	3, with assistance from other Public Works sections
2. Industrial/Commercial Inspections	Environ. Serv. and Building	4
3. Construction Permits/Inspections	Environ. Serv./Engineering	3, with assistance from other Public Works Sections
4. IC/ID Inspections	Environ. Serv.	3, with assistance from other Public Works Sections
5. Street sweeping	Environ. Serv.	2
6. Catch Basin Cleaning	Environ. Serv.	1
7. Spill Response	Environ. Serv./Streets Division	3, with assistance from other Public Works staff
8. Development Planning (project/SUSMP review and approval)	Environ. Serv.	1 and consultant
9. Trash Collection	Environ. Serv.	3, plus contracted refuse collection

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D. Staff and Training

Attach a summary of staff training over the last fiscal year. This shall include the staff name, department, type of training, and date of training. [See attached sign in sheets for training.](#)

E. Budget Summary

1. Does your municipality have a storm water utility? Yes No
If no, describe the funding source(s) used to implement the requirements of Order No. 01-182.

[Storm Water mandates are funded by the Used Oil Block Grant, the Integrated Waste Management Fee, and the Environmental Fund.](#)

2. Are the existing financial resources sufficient to accomplish all required activities? Yes No

[Existing financial resources do not suffice to accomplish all required activities. Covina has supported Los Angeles County Flood Control's efforts to increase flood maintenance assessments for stormwater quality funding.](#)

3. Complete Table 2 to the extent that accurate information is available (indicate U in the spaces where the information is unavailable), and report any supplemental dedicated budgets for the same categories on the lines below the table.

4. List any additional state/federally funded projects related to storm water.

[Existing financial resources do not suffice to accomplish all required activities. CIWMB Used Oil Block Grant program.
California Department of Conservation Beverage Container Recycling Grant program.](#)

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TABLE 2

Program Element	Expenditures in Previous Fiscal Year	Estimated Amount Needed to implement Order 01-182
1. Program management a. Administrative costs b. Capital costs	a. 170,795 b. 0	a. 159,252 b.
2. Public Information and Participation a. Public Outreach/Education b. Employee Training c. Corporate Outreach d. Business Assistance	a. 6,050 b. 753 c. - d. -	a. 16,028 b. 2,397 c. - d. -
3. Industrial/Commercial inspection/ site visit activities	29,031	7,062
4. Development Planning	23,545	15,314
5. Development Construction a. Construction inspections	a. 25,814	a. 15,359
6. Public Agency Activities a. Maintenance of structural and treatment control BMPs b. Municipal street sweeping c. Catch basin cleaning d. Trash collection/recycling e. Capital costs f. Other	a. 94,403 b. 133,552 c. 1,318 d. 2,087,110 e. - f. -	a. 93,058 b. 143,177 c. 1,270 d. 96,607 e. - f. -
7. IC/ID Program a. Operations and Maintenance b. Capitol Costs	Incorporated into administrative costs	Incorporated into administrative costs
8. Monitoring	-	-
9. Other (Test claim consultant; Coalition for Practical Regulation and mandate test claim consultant)	12,004	16,900
10. TOTAL	2,584,374	566,424

List any supplemental dedicated budgets for the above categories:

None.

List any activities that have been contracted out to consultants/other agencies:

Catch basin cleaning was contracted out to Los Angeles County Department of Public Works. Street and parking lot sweeping, landscape maintenance, and trash collection and recycling were contracted to private companies. John L. Hunter and Associates reviews SWPPPs and SUSMPs for development/redevelopment and construction projects.

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II. Receiving Water Limitations (Part 2)

- A. Are you aware, or have you been notified, of any discharges from your MS4 that cause or contribute to a condition of nuisance or to the violation of any applicable water quality standards? Yes No

- B. Has the Regional Board notified you that discharges from your MS4 are causing or contributing to an exceedance of water quality standards? Yes No

- C. If you answered Yes to either of the above questions, you must attach a Receiving Water Limitations (RWL) Compliance Report. The Report must include the following:
 - 1. A description of the pollutants that are in exceedance and an analysis of possible sources;
 - 2. A plan to comply with the RWL (Permit, Part 2);
 - 3. Changes to the SQMP to eliminate water quality exceedances;
 - 4. Enhanced monitoring to demonstrate compliance; and
 - 5. Results of implementation.

III. SQMP Implementation (Part 3)

- A. Has your agency implemented the SQMP and any additional controls necessary to reduce the discharges of pollutants in storm water to the maximum extent practicable? Yes No

- B. If your agency has implemented additional or different controls than described in the countywide SQMP, has your agency developed a local SQMP that reflects the conditions in its jurisdiction and specifies activities being implemented under the appropriate elements described in the countywide SQMP? Yes No
N/A

- C. Describe the status of developing a local SQMP in the box below.

The City continues its implementation of the revised County Model Programs.

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- D. If applicable, describe an additional BMP, in addition to those in the countywide SQMP, that your city has implemented to reduce pollutants in storm water to the maximum extent practicable.

The City has implemented a program to inspect all city-owned storm drains at least once a year. The inspections look for the stenciling and condition of the storm drains. Inspectors also look for ICs and IDs during these inspections.

E. Watershed Management Committees (WMCs)

1. Which WMC are you in? [San Gabriel River](#)
2. Who is your designated representative to the WMC? [Vivian Castro](#)
3. How many WMC meetings did you participate in last year? **3**
4. Describe specific improvements to your storm water management program as a result of WMC meetings.

Program implementation improved as a result of the interchange of information between City representatives.

5. Attach any comments or suggestions regarding your WMC.

F. Storm Water Ordinance

1. Have you adopted a storm water and urban runoff ordinance to enforce all requirements of Order 01-182? Yes No
If not, describe the status of adopting such an ordinance.

The City has adopted a storm water and urban runoff ordinance as required under Order 01-182.

2. If yes, have you already submitted a copy of the ordinance to the Regional Board? Yes No

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If not, please attach a copy to this Report.

3. Were any amendments made to your storm water ordinance during the last fiscal year? Yes No
If yes, attach a copy of amendments to this Report.

G. Discharge Prohibitions

1. List any non-storm water discharges you feel should be further regulated:

None.

2. List any non-storm water discharges you feel should be exempt, and provide an explanation for each:

None.

IV. Special Provisions (Part 4)

A. Public Information and Participation (Part 4.B)

In addition to answering the following questions, attach a summary of all storm water education activities that your agency conducted or participated in last year.

1. No Dumping Message
- a) How many storm drain inlets does your agency own? **82**
 - b) How many storm drain inlets were marked with a no dumping message in the last fiscal year? **82**
 - c) What is the total number of storm drain inlets that are legibly marked with a no dumping message? **82**

If this number is less than the number in question 1.b, describe why all inlets have not been marked, the process used to implement this requirement, and the expected completion date.

All storm drain inlets are marked and the markings are reviewed and redone as necessary by the catch basin cleanout contractor (Los Angeles County DPW). If City staff find catch basins that are not clearly marked during inspections, a work order is sent to the County or the stenciling is done by City staff.

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- d) How many public access points to creeks, channels, and other water bodies within your jurisdiction have been posted with no dumping signage in the past year? 0

Describe your agency's status of implementing this requirement by the date required in Order No. 01-182.

This requirement was completed 6 years ago by the posting of "No Dumping" signs at the east and west ends of Charter Oak Wash in Kahler Russel Park.

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2. Reporting Hotline

- a) Has your agency established its own hotline for reporting and for general storm water management information? Yes No
- b) If so, what is the number? *No City hotline has been established, however, the Environmental Services Division phone number (626-384-5480) and County hotline (888-CLEAN-LA) are widely promoted.*
- c) Is this information listed in the government pages of the telephone book? Yes No
- d) If no, is your agency coordinated with the countywide hotline? Yes No
- e) Do you keep record of the number of calls received and how they were responded to? Yes No
- f) How many calls were received in the last fiscal year? *County maintains information on calls to 888-CLEAN-LA.*
- g) Describe the process used to respond to hotline calls.

Details about the storm water issue are noted, particularly the location and the type of issue (street sweeping, construction site violation, illegal dumping, sewage spill, illicit discharge). The incident is then referred to the appropriate supervisor, who schedules and delegates assignments based on priority and staffing. In most cases, the Environmental Services Manager or the Management Analyst investigates the report immediately. Photographs are taken and information is gathered. Responsible parties are identified and contact is made with them, if possible. Based on the urgency of the situation and the materials involved, staff contacts the appropriate City division or outside agency to correct the situation, if necessary. The County Hazardous Materials Division, City Police, the Public Works Department, County Fire and, occasionally, private contractors are called as needed. Covina responded to 10 calls placed directly to the City. LA County as record of the calls to 888-CLEAN-LA. Please contact the County for this information.

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- h) Have you provided the Principal Permittee with your current reporting contact information? Yes No
- i) Have you compiled a list of the general public reporting contacts for all Permittees and posted it on the www.888CleanLA.com web site (Principal Permittee only)? Yes No
If not, when is this scheduled to occur? N/A

3. Outreach and Education

- a) Describe the strategy developed to provide outreach and bilingual materials to target ethnic communities. Include an explanation of why each community was chosen as a target, how program effectiveness will be determined, and status of implementation. (Principal Permittee only)

N/A

- b) Did the Principal Permittee organize quarterly Public Outreach Strategy meetings that you were aware of? Yes No
How many Public Outreach Strategy meetings did your agency participate in last year? 4
Explain why your agency did not attend any or all of the organized meetings.

Staff attended all PIPP meetings.

Identify specific improvements to your storm water education program as a result of these meetings:

These meetings provide a valuable opportunity to learn about available public information materials related to storm water pollution, the status of the public information campaign, storm water pollution-related legislation and regulations, and the storm water pollution activities and programs of other local governments.

List suggestions to increase the usefulness of quarterly meetings:

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Co-permittees should be able to download and edit BMP handouts and information sheets for numerous issues and personalize these with City contact information (like San Bernardino County does). We are very happy that Co-Permittee now holds web meetings and provides handouts and presentations from meetings online. This is great, saves time, and makes dissemination of information easier.

If quarterly Public Outreach Strategy meetings were not organized, explain why not and when this requirement will be implemented (*Principal Permittee only*).

N/A

c) Approximately how many impressions were made last year on the general public about storm water quality via print, local TV, local radio, or other media? County maintains information pertaining to county public information campaign, to which the City contributes. In addition, approximately 50,000 impressions were made as a result of booths at City events (Public Works Open House, Green Fair and Community Clean-Up) and ads placed by City in the San Gabriel Valley and over 20,000 impressions via City publications.

d) Describe efforts your agency made to educate local schools on storm water pollution.

Covina contributed to the countywide campaign, which includes the Environmental Defenders school program. Storm water pollution prevention education materials are provided to children at City events.

e) Did you provide all schools within each school district in Los Angeles County with materials necessary to educate a minimum of 50 percent of all school children (K-12) every 2 years on storm water pollution (*Principal Permittee only*)? Yes No
If not, explain why.

N/A

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- f) Describe the strategy developed to measure the effectiveness of in-school educational programs, including assessing students' knowledge of storm water pollution problems and solutions before and after educational efforts (*Principal Permittee only*).

N/A

For Permit Years 2-5, attach an assessment of the effectiveness of in-school storm water education programs.

- g) What is the behavioral change target that was developed based on sociological data and other studies (*Principal Permittee only*)?

N/A

If no target has been developed, explain why and describe the status of developing a target.

N/A

What is the status of meeting the target by the end of Year 5?

N/A

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4. Pollutant-Specific Outreach

- a) Attach a description of each watershed-specific outreach program that your agency developed (*Principal Permittee only*). All pollutants listed in Table 1 (Section B.1.d.) must be included.
- b) Did your agency cooperate with the Principal Permittee to develop specific outreach programs to target pollutants in your area? Yes No
- c) Did your agency help distribute pollutant-specific materials in your city? Yes No
- d) Describe how your agency has made outreach material available to the general public, schools, community groups, contractors and developers, etc...

- Outreach at Second Annual Covina Green Fair
- Outreach at First Annual Public Works Open House
- Outreach at Community Clean-Up Events
- Distributed 574 used oil containers in 2010-11
- Outreach materials placed at City Hall counters
- Ads and articles on storm water pollution and Used Oil Recycling in the quarterly City View newsletter
- Materials distributed at City and public events including Thunderfest, summer movie and music events
- Co-sponsorship of Used Oil Race Car
- Information on City website
- Brochures and handouts provided to contractor, developers and home renovation project applicants at counter

The City has developed some of its own pollutant-specific handouts and articles.

5. Businesses Program

- a) Briefly describe the Corporate Outreach Program that has been developed to target gas stations and restaurant chains (*Principal Permittee only*).

N/A

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- b) How many corporate managers did your agency (*Principal Permittee only*) reach last year? **N/A**
- c) What is the total number of corporations to be reached through this program (*Principal Permittee only*)? **N/A**
- d) Is your agency meeting the requirement of reaching all gas station and restaurant corporations once every two years (*Principal Permittee only*)? Yes No
If not, describe measures that will be taken to fully implement this requirement.

N/A

- e) Has your agency developed and/or implemented a Business Assistance Program? Yes No
If so, briefly describe your agency's program, including the number of businesses assisted, the type of assistance, and an assessment of the program's effectiveness.

There is no formal program in place to fulfill this optional outreach component. However, businesses were routinely provided with information over the counter, by e-mail or on the telephone. The city advertised the used oil collection centers and industry-specific BMP brochures are available at the main information counter at City Hall.

- 6. Did you encourage local radio stations and newspapers to use public service announcements? Yes No
How many media outlets were contacted? **1**
Which newspapers or radio stations ran them?

Although media outlets were not contacted to use PSAs, a paid advertisement was purchased promoting Covina Green Fair and stormwater pollution prevention tip cards ran in all quarterly Covina City View publications.

Who was the audience?

City residents were the general target. Specific targets tailored to the do-it-yourselfers (gardening, home repairs, car washing, oil change, and automotive repairs) were also promoted. Please check with the County regarding radio campaigns.

- 7. Did you supplement the County's media purchase by funding additional media buys? Yes No
Estimated dollar value/in-kind contribution: **\$4000**
Type of media purchased: **sponsorship of race car.**

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Frequency of the buys: Periodic.
 Did another agency help with the purchase? Yes No

8. Did you work with local business, the County, or other Permittees to place non-traditional advertising? Yes No

If so, describe the type of advertising.

Worked with the City of La Verne and several other cities to co-sponsor the used oil racing car that participates at events attended by many automotive do-it-yourselfers. Flyers for the County's household hazardous waste round-ups were provided to local service groups and organizations on a monthly basis for distribution to the community. Stormwater pollution prevention was major focus of Covina Green Fair and Public Works Open House events.

9. Did you establish local community partnerships to distribute educational storm water pollution prevention material? Yes No

Describe the materials that were distributed:

Flyers and promotional items were provided to community organizations and at local street fairs and festivals. Free reusable bags were provided to city residents during the entire month of April and were distributed to participants at city events including the new Covina Green Fair and the annual safety fair. Materials included storm water pollution facts and proper used oil disposal facts. Free used oil containers were provided at certified used oil collection centers and community events and were available at City Hall. Electronic waste round-ups sponsored by the City and the Covina Chamber of Commerce were promoted at City Hall and in City publications.

Who were the key partners? Automotive centers, chamber of commerce.

Who was the audience (businesses, schools, etc.)?

Businesses and the general public.

10. Did you participate in or publicize workshops or community events to discuss storm water pollution? Yes No

How many events did you attend? 4

11. Does your agency have a website that provides storm water pollution prevention information? Yes No

If so, what is the address? <http://www.covinca.gov>
Go to Departments
Go to Public Works
Go to Environmental Services

12. Has awareness increased in your community regarding storm water pollution? Yes No

Do you feel that behaviors have changed? Yes No

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Explain the basis for your answers. Include a description of any evaluation methods that are used to determine the effectiveness of your agency's outreach.

Greater numbers of City employees, community members, businesses and residents are contacting the Environmental Services Division for additional information and guidance regarding storm water pollution prevention and to report potential violations. Phone calls are tracked to determine number of inquiries and reports of violations. Significant number of residents and staff calling the City to report storm water violations. 9 calls from public led to ICID violations.

13. How would you modify the storm water public education program to improve it on the City or County level?

County outreach program should produce materials that cities can download that are targeted at specific audiences or industries; cities should be able to adapt these materials with city logos and contact information. Providing graphics, BMP templates and other outreach materials would be helpful and reduce public outreach costs. Additional outreach to automotive businesses, restaurants and residents with targeted messages would improve the City's public education program.

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B. Industrial/Commercial Facilities Program

1. Critical Source Inventory Database

Did you (individually or jointly) update the Database for Critical Sources Inventory? Yes No

Comments/Explanation/Conclusion: The Environmental Services Manager updates the database at least annually based on the information gathered from the following sources: City business licenses; LA County Department of Public Health listing of food facilities; Covina Chamber of Commerce Business Directory; field observations; and complaint response actions.

2. Inspection Program

Provide the reporting data as suggested in the following tables.

Category	Initial Number of Facilities at the start of cycle proposed for inspection by categories (after the initial year, the updated number based on the new data)	Number of facilities inspected in the current reporting year	% Completed at the time of this report for present cycle (from the initial value, and from the updated value after first cycle)	Total number since permit adoption
Restaurants	238	0	100	238
Automotive Service Facilities	212	0	100	212
Retail Gas Outlets (RGOs) and Auto Dealers	40	0	100	40
Phase 1 Facilities	162	0	100	162

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Other Federally-Mandated Facilities	0	0	n/a	0
Comments/Explanation/Conclusion:			Completed the two inspections required by the permit, as reported in the 2006-07 Annual Report.	

3. BMPs Implementation

Provide the reporting data as suggested in the following table.

Category	Number of facilities inspected by category in this reporting year	Number of facilities identified as adequately implementing BMPs as specified in this reporting year	% adequately implementing out of total in this reporting year	Number of facilities required to implement or upgrade in this reporting year	Number of facilities inspected by category in this reporting cycle	Number of facilities identified as adequately implementing BMPs as specified in this reporting cycle	% adequately implementing out of total in this reporting cycle	Number of facilities required to implement or upgrade in this reporting cycle	Total Number during this permit adequately implementing	Total Number during this permit required to implement or upgrade
Restaurants	0	N/A			N/A				189	49
Automotive Service Facilities	0	N/A			N/A				185	27
RGOs and Auto Dealers	0	N/A			N/A				37	3
Phase I Facilities	0	N/A			N/A				151	11

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Other Federally-Mandated Facilities (per 40 CFR 122.26(d)(2)(iv)(C))	0	N/A			N/A				N/A	N/A
--	---	-----	--	--	-----	--	--	--	-----	-----

Comments/Explanation/Conclusion: The two industrial/commercial inspections of each facility required in the current Permit were completed in 2006-07.

4. Enforcement Activities

Provide the reporting data as suggested in the following tables.

Enforcement Actions by categories (e.g. Warning letter, NOV, referral to D.A., etc.)	Number of facilities issued enforcement actions in the current reporting year	Number of facilities issued enforcement actions in the current reporting cycle	Number of facilities (re)inspected due to enforcement actions in current reporting year	Number of facilities (re)inspected due to enforcement actions in current reporting cycle	Number of facilities brought into compliance in the current reporting year	Number of facilities brought into compliance in current reporting cycle	Total number of enforcement actions since permit adoption (by category)
Verbal Warning							
Notice of Violation							
Citation							

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Facilities by category	Number of Warning letters	Number of NOVs	Number of Referral	Number of Other
Restaurants				
Automotive Service Facilities				
RGOs and Auto Dealers				
Phase I Facilities				
Other Federally-Mandated Facilities (per 40 CFR 122.26(d)(2)(iv)(C))				
Comments/Explanation/Conclusion:	<p>The two industrial/commercial inspections of each facility required in the current Permit were completed in 2006-07. Enforcement activities for Industrial/Commercial inspections were reported in the 2006-07 Annual Report.</p>			

5. Program Implementation Effectiveness Assessment

Please give a brief assessment of the implementation of the program in removing pollutants from the storm water discharges. Please provide an explanation. Suggested improvements or adjustments based on the knowledge gained through this reporting period activities must be reflected in a change in the SQMP, if warranted.

Highly Effective

Somewhat Effective

Non-effective

Comments/Explanation/Conclusion: The program is somewhat effective, but with limited resources, implementation and

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enforcement are difficult.

6. You must also submit a quarterly electronic submittal of your Industrial/Commercial Facilities Program activities.

There is no requirement in Order 01-192 for this submittal. The inventory of applicable industrial and commercial facilities is maintained by the Environmental Services Division of the City of Covina.

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C. Development Planning Program (Part 4.D)

1. Does your agency have a process to minimize impacts from storm water and urban runoff on the biological integrity of natural drainage systems and water bodies in accordance with requirements under CEQA, Section 404 of the CWA, local ordinances, and other legal authorities? Yes No

Attach examples showing how storm water quality impacts were addressed in environmental documents for projects over the past year. [See attached example of environmental review document. Form P1 \(attached\) is an integral part of the City's NPDES review process.](#)

2. Does your agency have procedures to include the following requirements in all priority development and redevelopment projects:

- a) Maximize the percentage of permeable surfaces to allow more percolation of storm water into the ground? Yes No

- b) Minimize the quantity of storm water directed to impermeable surfaces and the MS4? Yes No

- c) Minimize pollution emanating from parking lots through the use of appropriate treatment control BMPs and good housekeeping practices? Yes No

- d) Provide for appropriate permanent measures to reduce storm water pollutant loads from the development site? Yes No

3. List the types and numbers of BMPs that your agency required for priority projects to meet the requirements described above.

- [Biofiltration: 2](#)
- [Infiltration: 2](#)
- [Filter Inserts: 2](#)
- [Signage/Stencils: 1](#)

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4. Describe the status of the development or implementation of peak flow controls in Natural Drainage Systems.

The Principal Permittee submitted Technical Report 450, "Effect of Increases in Peak Flows and Imperviousness on the Morphology of Southern California Streams" on June 15, 2005.

5. Has your agency amended codes and/or ordinances to give legal effect to the SUSMP changes required in the Permit? Yes No

6. Describe the process your agency uses to include SUSMP design standards in new development and redevelopment project approvals.

Project plans, including new development and redevelopment submissions, are sent to the Engineering and Environmental Services Sections (both in the Public Works Department) to determine the SUSMP applicability of the project. The Development Planning model program flow diagram is used to determine the SUSMP applicability of new projects. SUSMP requirements from Public Works are consolidated and sent to the Planning Division for presentation to the developer. All sites subject to SUSMP requirements must obtain a "final inspection" for stormwater prior to the issuance of an occupancy permit from the City's Building Section. Inspections verify installation and/or implementation of all proposed post-construction BMPs.

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7. How many of each of the following projects did your agency review and condition to meet SUSMP requirements last year?
- a) Residential 0
 - b) Commercial 2
 - c) Industrial 0
 - d) Automotive Service Facilities 0
 - e) Retail Gasoline Outlets 0
 - f) Restaurants 0
 - g) Parking Lots 0
 - h) Projects located in or directly adjacent to or discharging directly to an environmentally sensitive area 0
 - i) Total number of permits issued to priority projects 2
8. What is the percentage of total development projects that were conditioned to meet SUSMP requirements? <1%
9. How has your agency prepared to reduce the SUSMP threshold for industrial/commercial facilities to 1 acre from 100,000 square feet in 2003?

The SUSMP applicability flow diagram, checklist and the storm water ordinance were modified to reflect the reduced threshold

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10. After 2003, how many additional projects per year will require/did require implementation of SUSMP requirements as a result of the lower threshold? 0

11. Does your agency participate in an approved regional or sub-regional storm water mitigation program to substitute in part or wholly SUSMP requirements for new development? Yes No

12. Has your agency modified its planning procedures for preparing and reviewing CEQA documents to consider potential storm water quality impacts and provide for appropriate mitigation? Yes No

If no, provide an explanation and an expected date of completion.

N/A

13. Did your agency update any of the following General Plan elements in the past year?

a) Land Use Yes No

b) Housing Yes No

c) Conservation Yes No

d) Open Space Yes No

If yes, please describe how watershed and storm water quality and quantity management considerations were included.

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- 14. How many targeted staff were trained last year? 8
- 15. How many targeted staff are trained annually? 8
- 16. What percentage of total staff are trained annually? 100%
- 17. Has your agency developed and made available development planning guidelines? Yes No
- 18. If no, what is the expected date that guidelines will be developed and available to developers?
- 19. What is the status of completion of the technical manual for siting and design of BMPs for the development community?

The Technical Manual for Stormwater Best Management Practices in the County of Los Angeles was submitted to the Regional Water Quality Control Board on February 2, 2004.

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D. Development Construction Program

1. Describe your agency's program to control runoff from construction activity at all construction sites within its jurisdiction.

Projects of 1 acre or more are required to submit a SWPPP prior to project approval. Contractors are also required to sign permit forms that require the implementation of BMPs. Implementation and effectiveness evaluation are monitored by staff inspections of the construction site.

2. Does your agency require the preparation, submittal, and implementation of a Local Storm Water Pollution Prevention Plan (Local SWPPP) prior to the issuance of a grading permit for all sites that meet one or all of the following criteria?

- a) Will result in soil disturbance of one acre or greater Yes No
- b) Is within, directly adjacent to, or is discharging directly to an environmentally sensitive area Yes No
- c) Is located in a hillside area Yes No

3. Attach one example of a local SWPPP [See attachment.](#)

4. Describe the process your agency uses to require proof of filing a Notice of Intent for coverage under the State General Construction Activity Storm Water permit and a certification that a SWPPP has been prepared prior to issuing a grading permit?

When a project triggers the 1 acre threshold, the City advises the applicant in writing, and as part of project conditions, to acquire a GCSAP from the State. Copy of the NOI, proof of a WDID number, and certification of preparation of the SWPPP by the applicant are required. The City will not issue grading or other permits until these documents have been submitted. Copies of these documents are kept in the project file.

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- 5. How many building/grading permits were issued to sites requiring Local SWPPPs last year? 0
- 6. How many building/grading permits were issued to sites requiring coverage under the General Construction Activities Storm Water Permit last year? 0
- 7. How many building/grading permits were issued to construction site less than one acre in size last year? 5
- 8. How many construction sites were inspected during the last wet season? 7
- 9. Complete the table below.

Type of Violation	# of Violations	% of Total Inspections	# of Follow-up Inspections	# of Enforcement Actions
Off-site discharge of sediment	2		2	
Off-site discharge of other pollutants				
No or inadequate SWPPP				
Inadequate BMP/SWPPP implementation	1		1	

- 10. Describe the process for taking enforcement actions against construction site violations, including the types of actions that are taken.

Warnings and directions are provided verbally for minor violations that require correction. A written notice of violation is provided for more significant or a greater number of violations. For serious violations, a Stop Work order is issued with 24 hours to comply. Follow-up inspections are done to ensure corrections have been made.

- 11. Describe the system that your agency uses to track the issuance of grading permits.

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The applicant fills out the grading permit application form. Approvals are obtained from the appropriate City divisions. The approved application is filed and recorded when the fee is paid. The permit record is kept in the City's permit database.

E. Public Agency Activities (Part 4.F)

1. Sewage System Maintenance, Overflow, and Spill Prevention
(only applicable to agencies that own and/or operate a sanitary sewer system)

- a) Has your agency developed and implemented a response plan for sanitary sewer overflows that includes the requirements in Order 01-182? Yes No
- b) How many sanitary sewer overflows occurred within your jurisdiction? 3
- c) How many did your agency respond to? 3
- d) Did your agency investigate all complaints received? Yes No
- e) How many complaints were received? 3
- f) Upon notification, did your agency immediately respond to overflows by containment? Yes No
- g) Did your agency notify appropriate sewer and public health agencies when a sewer overflowed to the MS4? Yes No
- h) Did your agency implement a program to prevent sewage spills or leaks from sewage facilities from entering the MS4? Yes No
- If so, describe the program:

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In addition to routine maintenance and inspections, the City's program to prevent sewage from entering the storm water system is described in the *City of Covina Hazardous Material Response Handbook*. The program requires that all reports of sewage releases be responded to immediately. The priority is containment of the spill to ensure that sewage does not enter the catch basin and sectioning off of affected areas to prevent a health hazard. The source of the spill is investigated and stopped. The ponded sewage is vacuumed and discharged into the sewer system. The affected area is treated with a disinfectant that is then vacuumed (while the catch basin inlet is still protected) for disposal into the sewage system. Staff notifies all required state and local agencies with details of the overflow.

- i) Did your agency implement a program to identify, repair, and remediate sanitary sewer blockages, exfiltration, overflow, and wet weather overflows from sanitary sewers to the MS4? Yes No

If so, describe the program:

Problems with the sanitary sewer system are handled by the Street Division. A sewer system rehabilitation project is underway. The City has approved and is implementing the required Sewer System Management Plan and "hotspots" are serviced regularly. The City also annually cleans its sewer system through the jetting and vacuuming methods. The cleaning is done once per year to prevent the blockages that can contribute to overflows.

2. Public Construction Activities Management

- a) What percentage of public construction sites 5 acres or greater in size did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit ? 0 %
There were no public projects sites 5 acres or greater.
- b) Give an explanation for any sites greater than 5 acres that were not covered:

N/A

- c) What is the total number of active public construction sites? 8
How many were 5 acres or greater in size? 0

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- d) (After March, 2003) Did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit coverage for public construction sites for sites one acre or greater? Yes No

3. Vehicle Maintenance/Material Storage Facilities/Corporation Yards Management

- a) Did your agency implement pollution prevention plans for each public vehicle maintenance facility, material storage facility, and corporation yard? Yes No

The City implements the Maintenance Yard SWPPPs and BMPs as required.

- b) Briefly describe how your agency implements the following, and any additional, BMPs to minimize pollutant discharges in storm water:
- (1) Good housekeeping practices
 - (2) Material storage control
 - (3) Vehicle leaks and spill control
 - (4) Illicit discharge control

(1) Areas are kept in a clean and orderly condition.
 (2) Materials are kept in covered areas or protected from storm water flow. Refuse and hazardous materials are disposed of regularly and not allowed to accumulate.
 (3) Leaking vehicles are repaired and spills are contained and cleaned up with absorbent materials, not washed into the storm drain system. All vehicle washout water and debris are directed to a clarifier that is periodically cleaned out as needed.
 No illicit discharges are allowed. All employees are trained in pollution prevention. Absorbents are on hand for spills.

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- c) Are all Permittee owned and/or operated vehicle/equipment wash areas self-contained, covered, equipped with a clarifier, and properly connected to the sanitary sewer? Yes No
The existing wash area is equipped with a functioning clarifier that is regularly maintained.

If not, what is the status of implementing this requirement?

- d) How many Permittee owned and/or operated vehicle/equipment wash areas are scheduled to be redeveloped to include the BMPs listed above? N/A

4. Landscape and Recreational Facilities Management

- a) Has your agency developed a standardized protocol for the routine and non-routine application of pesticides, herbicides (including pre-emergents), and fertilizers? Yes No

Briefly describe this protocol:

For Parks and Recreation projects, chemicals are applied by the landscape contractor. When applications are needed, they are scheduled with the area supervisor from their company. Public Works field crews have been trained in herbicide application by the Los Angeles County Agriculture Department. BMPs for pesticides and fertilizer application are followed.

- b) How does your agency ensure that there is no application of pesticides or fertilizers immediately before, during, or immediately after a rain event or when water is flowing off the area to be applied?

Staff is in constant contact with the landscape contractor and has policies prohibiting spraying in wet weather or where water is flowing. Materials are stored in areas that are protected from storm water. In accordance with BMPs, pesticides and fertilizers are applied only during dry weather and according to the label.

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- c) Are any banned pesticides, herbicides, fungicides, or rodenticides stored or applied in your agency's jurisdiction that you know of? Yes No
- If so, list them:

- d) What percentage of your agency's staff that apply pesticides are certified by the California Department of Food and Agriculture, or are under the direct supervision of a certified pesticide applicator? 100%

- e) Describe procedures your agency has implemented to encourage retention and planting of native vegetation and to reduce water, fertilizer, and pesticide needs:

The City has planted native and drought-tolerant vegetation in the nature trail, along the Charter Oak wash at Kahler Russell Park, at the City Yard and at the City Library. The City also preserves native oaks.

5. Storm Drain Operation and Management

- a) Did your agency designate catch basin inlets within its jurisdiction as Priority A; Priority B; and Priority C? Yes No

- b) How many of each designation exist in your jurisdiction?
- Priority A:
Priority B:
Priority C: 82

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- c) Is your city subject to a trash TMDL? Yes No
- d) If yes, describe the activities and/or implementation measures that your agency conducted pursuant to the TMDL and any other trash reduction efforts that occurred.

N/A

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- e) How many times were all Priority A basins cleaned last year? N/A
- f) How many times were all Priority B basins cleaned last year? N/A
- g) How many times were all Priority C basins cleaned last year? 1
- h) How much total waste was collected in tons from catch basin clean-outs last year? .51 tons
- i) Attach a record of all catch basins in your jurisdiction. This shall identify each basin as City or County owned, and Priority A, B, or C. For all basins that are owned and operated by your agency, include dates that each was cleaned out over the past year. [See attached Catch Basin maps, list and clean-out invoice.](#)
- j) Did your agency place and maintain trash receptacles at all transit stops within its jurisdiction. Yes No
With the exception of two locations – one where placement of a can would cause ADA violation and another were insufficient space exists for a can.
- k) How many new trash receptacles were installed last year? None
- l) Did your agency place special conditions for events that generated substantial quantities of trash and litter including provisions that:
 - (1) Provide for the proper management of trash and litter generated from the event? Yes No
 - (2) Arrange for temporary screens to be placed on catch basins? Yes No

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(3) Or for catch basins in that area to be cleaned out subsequent to the event and prior to any rain? Yes No
All City catch basins are cleaned out prior to the rainy season and streets are swept after large events.

m) Did your agency inspect the legibility of the catch basin stencil or labels? Yes No
 What percentage of stencils were legible? >99%

n) Were illegible stencils recorded and re-stenciled or re-labeled within 180 days of inspection? Yes No

o) Did your agency visually monitor Permittee-owned open channel storm drains and other drainage structures for debris at least annually and identify and prioritize problem areas of illicit discharge for regular inspection? Yes No
 Is the prioritization attached? Yes No
No problem areas have been identified.

p) Did your agency review its maintenance activities to assure that appropriate storm water BMPs are being utilized to protect water quality? Yes No
 What changes have been made?

Staff regularly review and make recommendations regarding BMPs for city facilities and activities. No changes were made in the past year.

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- q) Did your agency remove trash and debris from open channel storm drains a minimum of once per year before the storm season? Yes No
- r) How did your agency minimize the discharge of contaminants during MS4 maintenance and clean outs?

Los Angeles County cleaned City-owned storm drains under contract and should be contacted for this information. The City removed all trash and debris from its open channel and ensured no contaminants were left.

- s) Where is removed material disposed of?

Contact Los Angeles County for this information related to their cleaning activities. The City returned its collected material to the City Yard for collection and disposal by the refuse contractor.

6. Streets and Roads Maintenance

- a) Did your agency designate streets and/or street segments within its jurisdiction as one of the following:
 - (1) Priority A – streets and/or street segments that are designated as consistently generating the highest volumes of trash and/or litter? Yes No
 - (2) Priority B - streets and/or street segments that are designated as consistently generating moderate volumes of trash and/or litter? Yes No
 - (3) Priority C – streets and/or street segments that are designated as generating low volumes of trash and/or litter? Yes No

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b) Did your agency perform all street sweeping in compliance with the permit and according to the following schedule:

(1) Priority A – These streets and/or street segments shall be swept at least two times per month? Yes No

(2) Priority B - Each Permittee shall ensure that each streets and/or street segments is cleaned at least once per month? Yes No

(3) Priority C – These streets and/or street segments shall be cleaned as necessary but in no case less than once per year? Yes No

c) Did your agency require that saw cutting wastes be recovered and disposed of properly and that in no case shall waste be left on a roadway or allowed to enter the storm drain? Yes No

d) Did your agency require that concrete and other street and road maintenance materials and wastes be managed to prevent pollutant discharges? Yes No

e) Did your agency require that the washout of concrete trucks and chutes only occur in designated areas and never into storm drains, open ditches, streets, or catch basins leading to the storm drain system? Yes No

f) Did your agency train its employees in targeted positions (whose interactions, jobs, and activities affect storm water quality) regarding the requirements of the storm water management program to:

(1) Promote a clear understanding of the potential for maintenance activities to pollute storm water? and Yes No

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(2) Identify and select appropriate BMPs?

Yes No

7. Parking Facilities Management

a) Did your agency ensure that Permittee-owned parking lots be kept clear of debris and excessive oil buildup and cleaned no less than 2 times per month and/or inspected no less than 2 times per month to determine if cleaning is necessary.

Yes No

b) Were any Permittee-owned parking lots cleaned less than once a month? How many?

Yes No
N/A

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8. Public Industrial Activities Management
- a) Did your agency, for all municipal activity considered an industrial activity under USEPA Phase I storm water regulations, obtain separate coverage under the State of California General Industrial Activities Storm Water Discharge Permit no later than December 31, 2001? *N/A* Yes No
- b) Does your agency serve a population of less than 100,000 people? Yes No
9. Emergency Procedures
- a) In case of real emergencies, did your agency repair essential public services and infrastructure in a manner to minimize environmental damage? Yes No
- b) Were BMPs implemented to the extent that measures did not compromise public health and safety? Yes No
10. Feasibility Study
- a) Did your agency cooperate with the County Sanitation Districts of Los Angeles County to prepare a study which investigates the possible diversion of dry weather flows or the use of alternative treatment control BMPs? *Previously completed.* Yes No
- b) Did your agency review its individual prioritized list and create a watershed based priority list of drains for potential diversion and submit a listing of priority diversions to the Regional Board Executive Officer? *Previously completed.* Yes No

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- F. Illicit Connections and Illicit Discharges (IC/ID) Elimination Program (Part 4.G)
1. Attach a copy of your agency's IC/ID Elimination Implementation Program (Part 4.G.1.a.). [See attachment.](#)
 2. Attach a map of your storm drain system showing all permitted connections (if available), and the locations of all illicit connections and discharges that occurred last year (Part 4.G.1.b). If your agency has not completed this requirement, describe the status of the development of a baseline map, including an expected completion date.

[There were no permitted or illicit connections to the storm drain system. The spreadsheet showing illicit discharges is attached.](#)

3. Describe your enforcement procedures for eliminating illicit discharges and terminating illicit connections.

[Environmental Services staff investigates the discharge or connection, takes photographs, attempts to identify the responsible party and notes relevant information. A Courtesy Notice of Violation is provided to the offender informing him or her that the Covina Municipal Code prohibits illicit discharges and connections and noting the nature of the violation. BMP materials are provided. The violator is given a specified time to remedy the problem and is informed that the violation is punishable as a misdemeanor. If the issue is not resolved as required, a Notice of Violation is sent. If the problem persists, Code Enforcement staff is asked to issue a citation.](#)

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4. Describe your record keeping system to document all illicit connections and discharges.

Each illicit connection and discharge is recorded in a log kept in the Environmental Services Division. Photographs, correspondence and supporting documents are maintained in a file. The connections and discharges are entered into a layer file in the City's GIS program.

5. What is the total length of open channel that your agency owns and operates? 5,000 feet

6. What length was screened last year for illicit connections? 5,000 feet
 The permit requires field screening of underground pipes in priority areas. Covina has no pipes in priority areas. The permit also requires field screening of underground pipes with a diameter of 36 inches or greater. The location of the Covina pipes in a residential area precludes any facilities that would connect illegally.

7. What is the total length of closed storm drain that your agency owns and operates? Unknown

8. What length was screened last year for illicit connections? Unknown

9. Describe the method used to screen your storm drains.

All catch basins in the City, including City-owned and county-owned, are screened visually at least once a year for condition of storm drain, including stencil, odors, stains, colors and safety conditions.

10. Provide the reporting data for illicit connections as suggested in the following table (you may submit a spreadsheet from your database that contains the information).

Year	Total # reported/	Total # investigated	# that conveyed	# that conveyed	# that were	# that resulted in	# that resulted
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	identified		exempt discharges or NPDES permitted	illicit discharges that were terminated	removed	enforcement action	in <i>other</i> actions
01/02							
02/03							
03/04							
04/05							
05/06							
06/07							
07/08							
08/09							
09/10	DO DATE, NO ILLICIT CONNECTIONS HAVE BEEN REPORTED OR IDENTIFIED.						

11. Explain any *other* actions that occurred in the last year. **N/A**

12. What is the average time it takes your agency to initiate an illicit connection investigation after it is reported? **1 hour**

a) Were all identified connections terminated within 180 days? **N/A** Yes No

b) If not, explain why.

N/A

13. Provide the reporting data for illicit discharges as suggested in the following table (you may submit a spreadsheet from you database that contains this information).

Year	Total # reported	Total # that were discontinued/ cleaned up voluntarily through enforcement and the source was identified	# that were cleaned up but the source could not be identified	# that resulted in no evidence of discharge	# that were determined to be conditionally exempt	# that were exempt or in compliance and the source identified	# that resulted in enforcement action

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01/02							
02/03							
03/04							
04/05							
05/06							
06/07							
07/08							
08/09							
09/10							
10/11	43	43	0	43		3	40

14. What is the average response time after an illicit discharge is reported? 15 MINUTES
DURING
REGULAR
BUSINESS
HOURS

a) Did any response times exceed 72 hours? Yes No

b) If yes, explain why.

N/A

15. Describe the your agency's spill response procedures.

The procedures are described in *the City of Covina Hazardous Material Incidents Response Handbook*, which is attached.

16. What would you do differently to improve your agency's IC/ID Elimination Program?

Have more staff available to conduct inspections and enforcement if funding is provided and develop Access database for incidents.

17. Attach a list of all permitted connections to your storm sewer system.
There are no permitted connections.

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V.

Monitoring

Briefly describe any storm water monitoring activities that are not required by Order No. 01-182 that your municipality conducted, participated in, or received funding to conduct in the past fiscal year. These activities should correspond with the dollar amount you listed in Table 2. [N/A](#)

VI. Assessment of Program Effectiveness

[SEE ATTACHMENT](#)