

Hillsborough Fire Hazard Mitigation and Fuel Reduction Program
Mitigation Monitoring and Reporting Plan

Mitigation/Improvement Measures	Monitoring Action	Responsibility	Timing	Date Completed/ Signature
Biological Resources				
<p>IMPACT BEING ADDRESSED:</p> <p>1) Would the project have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?</p>				
MITIGATION MEASURE				

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<p>BIO-1 A USFWS-approved biologist will conduct environmental awareness training for all treatment crews and contractors. The training will be conducted prior to implementation of the Proposed Project and on the arrival of any new worker.</p> <p>The training will include a brief review of Federal-listed species and other sensitive species/resources that may exist in the project area. The training will include the life history of each species, field identification, habitat requirements, locations of sensitive biological resources, limits of the project area, and legal status of each species.</p> <p>The training will include materials concerning the following topics: sensitive resources, resource avoidance, permit conditions, and possible consequences for violations of State or Federal environmental laws. The training will cover the Proposed Project conservation measures, environmental permits, and regulatory compliance requirements.</p> <p>Additional training will be conducted as needed, including morning “tailgate” sessions, to update crews as they advance into sensitive areas. Persons completing training will sign a form stating that they attended and understand all the conservation and protection measures. A record of all personnel trained during Proposed Project will be maintained, and this record will be made available for compliance verification.</p>	<p>Verify that forms have been signed by all personnel stating that personnel have received the environmental awareness training.</p>	<p><i>Training:</i> USFWS-approved biologist</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Training:</i> Prior to project implementation, on arrival of any new personnel, and as needed to update crews before they work in sensitive areas.</p> <p><i>Verification:</i> Periodically after work begins.</p>	<hr/> <p>Signature</p> <hr/> <p>Title</p> <hr/> <p>Date</p>

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<p>BIO-2 All vehicles used for the Proposed Project will be cleaned and free of weeds when brought into the project area to prevent the spread and/or introduction of invasive plant species and SOD.</p>	<p>Develop and complete a daily project log for each project site that records (e.g., checklist) that the measure was implemented.</p>	<p><i>Cleaning/inspection:</i> Work crew</p> <p><i>Completing project log:</i> On-site biologist or work crew-lead</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Cleaning/inspection:</i> Daily</p> <p><i>Completing project log:</i> Daily</p> <p><i>Verification:</i> Periodically after work begins.</p>	<hr/> <p>Signature</p> <hr/> <p>Title</p> <hr/> <p>Date</p>
<p>BIO-3 Vegetation contaminated with weed seeds will be segregated and disposed of or treated as appropriate.</p>	<p>Develop and complete a daily project log for each project site that records (e.g., checklist) that the measure was implemented.</p>	<p><i>Segregation and disposal/treatment of contaminated vegetation:</i> Work crew</p> <p><i>Completing project log:</i> On-site biologist or work crew-lead</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Segregation and disposal/treatment of contaminated vegetation:</i> Daily</p> <p><i>Completing project log:</i> Daily</p> <p><i>Verification:</i> Periodically after work begins.</p>	<hr/> <p>Signature</p> <hr/> <p>Title</p> <hr/> <p>Date</p>

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<p>BIO-4 During work activities, all trash will be placed in secure containers with secure lids, removed from the work area, and disposed of properly.</p>	<p>Develop and complete a daily project log for each project site that records (e.g., checklist) that the measure was implemented.</p>	<p><i>Proper trash disposal:</i> Work crew</p> <p><i>Completing project log:</i> On-site biologist or work crew-lead</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Proper trash disposal:</i> Daily</p> <p><i>Completing project log:</i> Daily</p> <p><i>Verification:</i> Periodically after work begins.</p>	<p>_____</p> <p>Signature</p> <p>_____</p> <p>Title</p> <p>_____</p> <p>Date</p>
<p>BIO-5 A USFWS-approved biologist will conduct visual surveys to determine the presence or absence of suitable habitat for federally listed species before implementation of the Proposed Project.</p>	<p>Record completion of surveys in project log for each project site that records (e.g., checklist) that the measure was implemented.</p>	<p><i>Surveys:</i> USFWS-approved biologist</p> <p><i>Completing project log:</i> USFWS-approved biologist</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Surveys:</i> Before project implementation at work site</p> <p><i>Completing project log:</i> After surveys completed</p> <p><i>Verification:</i> Before project implementation</p>	<p>_____</p> <p>Signature</p> <p>_____</p> <p>Title</p> <p>_____</p> <p>Date</p>

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<p>BIO-6 The biological monitor will verify that the spread of invasive exotic plant species is being avoided to the maximum extent possible. As part of the work plan, invasive plants in the project area will be removed when appropriate. Methods of removal may involve hand work or regulated use of herbicides.</p>	<p>Develop and complete a daily project log for each project site that records (e.g., checklist) that the measure was implemented.</p>	<p><i>Implementation of measure:</i> Biological monitor</p> <p><i>Completing project log:</i> Biological monitor</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Implementation of measure:</i> Daily</p> <p><i>Completing project log:</i> Daily</p> <p><i>Verification:</i> Periodically after work begins.</p>	<p>_____</p> <p>Signature</p> <p>_____</p> <p>Title</p> <p>_____</p> <p>Date</p>
<p>BIO-7 No petroleum product, chemical, silt, fine soil, or any substance or material deleterious to sensitive species will be allowed to pass into or be placed where it could enter a stream channel. Any spills of hazardous materials in habitat suitable for federally listed species will be cleaned up and/or removed immediately. Any such spills that could adversely affect federally listed species will be reported to the USFWS.</p>	<p>Develop and complete a daily project log for each project site that records (e.g., checklist) that the measure was implemented. Include additional notes in the project log to record any spills or related communications with the USFWS.</p>	<p><i>Completing project log:</i> Biological monitor or work crew-lead</p> <p><i>Spill clean-up and/or removal:</i> Work crews</p> <p><i>Reporting to USFWS:</i> Biological monitor</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Completing project log:</i> Daily</p> <p><i>Spill clean-up and/or removal:</i> As needed</p> <p><i>Reporting to USFWS:</i> Biological monitor</p> <p><i>Verification:</i> Periodically after work begins.</p>	<p>_____</p> <p>Signature</p> <p>_____</p> <p>Title</p> <p>_____</p> <p>Date</p>

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<p>BIO-8 All staging areas and fueling or maintenance of vehicles and equipment will occur at least 65 feet from any water body or riparian habitat.</p>	<p>Develop and complete a project log for each project site that records (e.g., checklist) that the measure was implemented.</p>	<p><i>Locating staging areas:</i> Biological monitor and work crew-lead</p> <p><i>Completing project log:</i> Biological monitor or work crew-lead</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Locating staging areas:</i> As needed</p> <p><i>Completing project log:</i> As needed</p> <p><i>Verification:</i> Periodically after work begins.</p>	<p>_____</p> <p>Signature</p> <p>_____</p> <p>Title</p> <p>_____</p> <p>Date</p>
<p>BIO-9 The contractor will have emergency spill cleanup gear (spill containment and absorption materials) and fire-suppression equipment available onsite at all times.</p>	<p>Develop and complete a daily project log for each project site that records (e.g., checklist) that the measure was implemented.</p>	<p><i>Onsite equipment:</i> Contractor of work crews</p> <p><i>Completing project log:</i> Work crew-lead</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Onsite equipment:</i> Daily</p> <p><i>Completing project log:</i> Daily</p> <p><i>Verification:</i> Periodically after work begins.</p>	<p>_____</p> <p>Signature</p> <p>_____</p> <p>Title</p> <p>_____</p> <p>Date</p>

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<p>BIO-10 Any leaks, drips, and other spills will be cleaned up immediately to avoid soil or groundwater contamination. Cleanup of a spill on soil will include the removal of contaminated soil using the emergency spill cleanup gear. Any contaminated soil and disposable gear used to clean up a hazardous materials spill will be properly disposed of following State and Federal hazardous material disposal regulations.</p>	<p>Develop and complete a daily project log for each project site that records (e.g., checklist) that the measure was implemented. Include additional notes in the project log to record any spills that occurred and manner that spill was cleaned-up.</p>	<p><i>Completing project log:</i> Work crew-lead</p> <p><i>Spill clean-up and/or removal:</i> Work crews</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Completing project log:</i> Daily</p> <p><i>Spill clean-up and/or removal:</i> As needed</p> <p><i>Verification:</i> Periodically after work begins.</p>	<p>_____</p> <p>Signature</p> <p>_____</p> <p>Title</p> <p>_____</p> <p>Date</p>
<p>BIO-11 Major vehicle maintenance and washing will be conducted offsite.</p>	<p>Develop and complete a daily project log for each project site that records (e.g., checklist) that the measure was implemented.</p>	<p><i>Completing project log to confirm that no vehicle maintenance or washing occurred onsite:</i> Work crew-lead</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Completing project log to confirm that no vehicle maintenance or washing occurred onsite:</i> Daily</p> <p><i>Verification:</i> Periodically after work begins.</p>	<p>_____</p> <p>Signature</p> <p>_____</p> <p>Title</p> <p>_____</p> <p>Date</p>

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<p>BIO-12 All used vehicle batteries and spent fluids, including motor oil, radiator coolant, or other fluids, will be collected, stored, and recycled offsite as hazardous waste.</p>	<p>Develop and complete a daily project log for each project site that records (e.g., checklist) that the measure was implemented.</p>	<p><i>Completing project log:</i> Work crew-lead</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Completing project log:</i> Daily</p> <p><i>Verification:</i> Periodically after work begins.</p>	<p>_____</p> <p>Signature</p> <p>_____</p> <p>Title</p> <p>_____</p> <p>Date</p>
<p>BIO-13 All trash, debris, fencing, and flagging will be removed from the project area after completion of work activities.</p>	<p>Develop and complete a project log for each project site that records (e.g., checklist) that the measure was implemented.</p>	<p><i>Removal of items from project area:</i> Work crew</p> <p><i>Completing project log:</i> Work crew-lead or biological monitor</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Removal of items from project area:</i> After work completed at project site</p> <p><i>Completing project log:</i> After work completed at project site</p> <p><i>Verification:</i> Periodically after work begins.</p>	<p>_____</p> <p>Signature</p> <p>_____</p> <p>Title</p> <p>_____</p> <p>Date</p>

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<p>BIO-14 Trash dumping, open fires, hunting, and pets will be prohibited in the project area during implementation and maintenance.</p>	<p>Develop and complete a project log for each project site that records (e.g., checklist) that the measure was implemented.</p>	<p><i>Following prohibitions of measure:</i> Work crew</p> <p><i>Completing project log:</i> Work crew-lead or biological monitor</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Following prohibitions of measure:</i> Daily</p> <p><i>Completing project log:</i> Daily</p> <p><i>Verification:</i> Periodically after work begins.</p>	<p>_____ Signature</p> <p>_____ Title</p> <p>_____ Date</p>
<p>BIO-15 Spilled dry materials will be swept up immediately.</p>	<p>Develop and complete a daily project log for each project site that records (e.g., checklist) that the measure was implemented. Include additional notes in the project log to record any spills that occurred and manner that spill was cleaned-up.</p>	<p><i>Completing project log:</i> Work crew-lead</p> <p><i>Spill clean-up and/or removal:</i> Work crews</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Completing project log:</i> Daily</p> <p><i>Spill clean-up and/or removal:</i> As needed</p> <p><i>Verification:</i> Periodically after work begins.</p>	<p>_____ Signature</p> <p>_____ Title</p> <p>_____ Date</p>

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<p>BIO-16 At least 30 days prior to the onset of any treatment-related activities, the Town will submit to the USFWS, for approval, the name(s) and credentials of biologists it wishes to conduct activities specified for the proposed project. No treatment will begin until the Town has received written USFWS approval for biologists to conduct specified activities. Information included in a request for authorization should include at a minimum:</p> <ul style="list-style-type: none"> a) Relevant education b) Relevant training on species identification, survey techniques, handling individuals of different age classes by a permitted biologist or recognized species expert authorized for such activities by the USFWS c) Summary of field experience conducting requested activities (including Project/research information) d) Summary of biological opinions under which they have been authorized to work with the listed species and at what level (such as treatment monitoring versus handling); this should also include the names and qualifications of persons under which the work was supervised and the amount and type of related work experience on the actual project e) List of Federal Recovery Permits [Section 10(a)1(A) of the ESA] held or under which are authorized to work with the species including permit number, authorization activities, and name of permit holder f) Any relevant professional references with contact information 	<p>In the project log, document the receipt of the request for authorization from the biological monitor, the date of submission of the request to the USFWS, and the approval from the USFWS.</p>	<p><i>Preparation of request for authorization:</i> Biological monitor</p> <p><i>Submission of request to USFWS:</i> Town of Hillsborough Public Works Department</p> <p><i>Completing project log:</i> Town of Hillsborough Public Works Department</p> <p><i>Receipt and review of USFWS approval:</i> Town of Hillsborough Public Works Department or biological monitor</p> <p><i>Allowing treatment to proceed:</i> Town of Hillsborough Public Works Department</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Preparation of request for authorization:</i> At least 30 days prior to onset of treatment</p> <p><i>Submission of request to USFWS:</i> At least 30 days prior to onset of treatment</p> <p><i>Completing project log:</i> Throughout process</p> <p><i>Receipt and review of USFWS approval:</i> After receipt of USFWS authorization</p> <p><i>Allowing treatment to proceed:</i> After receipt of USFWS authorization</p> <p><i>Verification:</i> Throughout process</p>	<hr/> <p>Signature</p> <hr/> <p>Title</p> <hr/> <p>Date</p>

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<p>BIO-17 Within habitat determined suitable by a qualified biologist for the CRLF or SFGS, the proposed project activities will occur between May 1 and October 15. Proposed project activities will not occur during rain events or within 24 hours following a rain event of more than 0.5 inch in 24 hours.</p>	<p>Develop and complete a project log for each project site that records (e.g., checklist) that the measure was implemented.</p>	<p><i>Determination and demarcation of suitable habitat:</i> Qualified biologist</p> <p><i>Monitoring of rain events and determination of whether work can occur after a rain event:</i> Qualified biologist</p> <p><i>Enforcing restriction of work activities in suitable habitat:</i> Work crew-lead</p> <p><i>Completing project log:</i> Qualified biologist</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Determination and delineation of suitable habitat:</i> Prior to staging and treatment in project site</p> <p><i>Monitoring of rain events and determination of whether work can occur after a rain event:</i> During rain events and immediately afterward</p> <p><i>Enforcing restriction of work activities in suitable habitat:</i> October 16 through April 30</p> <p><i>Completing project log:</i> As needed to document implementation of measure.</p> <p><i>Verification:</i> Periodically after work begins.</p>	<hr/> <p>Signature</p> <hr/> <p>Title</p> <hr/> <p>Date</p>

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<p>BIO-18 Within suitable habitat for the CRLF and SFGS, a USFWS-approved biologist will be present during all proposed project activities and will monitor all work activities to ensure that no CRLF or SFGS are subject to take and to ensure that work activities conform to the measures outlined in the Biological Assessment (FEMA 2011). The USFWS-approved biologist will have the authority to stop any aspect of the Proposed Project that could result in unauthorized take of listed species.</p>	<p>Develop and complete a project log for each project site that records (e.g., checklist) that the measure was implemented. Include comments specific to measure, as needed.</p>	<p><i>Ensuring all activities in suitable habitat conform to the measure:</i> USFWS-approved biologist</p> <p><i>Stop work that could result in unauthorized take of listed species:</i> USFWS-approved biologist</p> <p><i>Completing project log:</i> Qualified biologist</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Ensuring all activities in suitable habitat conform to the measure:</i> Whenever activities occur in suitable habitat</p> <p><i>Stop work that could result in unauthorized take of listed species:</i> Whenever necessary</p> <p><i>Completing project log:</i> Daily when working in suitable habitat</p> <p><i>Verification:</i> Periodically after work begins.</p>	<hr/> <p>Signature</p> <hr/> <p>Title</p> <hr/> <p>Date</p>
<p>BIO-19 Within suitable habitat for CRLF or SFGS, a USFWS-approved biologist will conduct pre-treatment surveys for these two species immediately prior to initiation of proposed project activities.</p>	<p>Develop and complete a project log for each project site that records (e.g., checklist) that the measure was implemented. Include comments specific to the measure, as needed.</p>	<p><i>Conduct surveys:</i> USFWS-approved biologist</p> <p><i>Completing project log:</i> Qualified biologist</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Conduct surveys:</i> Immediately prior to initiation of project activities.</p> <p><i>Completing project log:</i> Daily while surveys occur</p> <p><i>Verification:</i> Prior to initiation of project activities.</p>	<hr/> <p>Signature</p> <hr/> <p>Title</p> <hr/> <p>Date</p>

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<p>BIO-20 Personnel who detect any suspected CRLF or SFGS onsite will immediately stop work that could result in take of the species and report their findings to a USFWS-approved biologist for positive identification. If the USFWS-approved biologist determines that the animal is a CRLF, the animal will be captured and relocated to the closest available burrow or waterbody that is outside the immediate treatment area. If a SFGS is identified within the project area, the USFWS will be contacted to discuss the appropriate action.</p>	<p>Develop and complete a project log for each project site that records (e.g., checklist) that the measure was implemented. Include comments specific to the measure, as needed.</p>	<p><i>Stop work and report to USFWS-approved biologist:</i> Any project personnel</p> <p><i>Determination of presence of CRLF or SFGS and capture/relocation of CRLF:</i> USFWS-approved biologist</p> <p><i>Notification of USFWS and determination of appropriate action for SFGS:</i> USFWS-approved biologist</p> <p><i>Completing project log:</i> USFWS-approved biologist</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Stop work and report to USFWS-approved biologist:</i> As needed</p> <p><i>Determination of presence of CRLF or SFGS and capture/relocation of CRLF:</i> As needed</p> <p><i>Notification of USFWS and determination of appropriate action for SFGS:</i> As needed</p> <p><i>Completing project log:</i> As needed</p> <p><i>Verification:</i> Periodically after work begins.</p>	<p>_____ Signature</p> <p>_____ Title</p> <p>_____ Date</p>

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<p>BIO-21 If an injured or dead CRLF or SFGS is found during proposed project implementation, activities in the immediate vicinity of the animal will cease and a USFWS-approved biologist will inspect the area for additional animals prior to resuming work. The USFWS will be notified within 1 working day.</p>	<p>Develop and complete a project log for each project site that records (e.g., checklist) that the measure was implemented. Include comments specific to the measure, as needed.</p>	<p><i>Stop work and report to USFWS-approved biologist:</i> Any project personnel and USFWS-approved biologist</p> <p><i>Positive identification of CRLF or SFGS:</i> USFWS-approved biologist</p> <p><i>Inspection of area for additional animals:</i> USFWS-approved biologist</p> <p><i>Allowing work to resume:</i> USFWS-approved biologist</p> <p><i>Notification to USFWS:</i> USFWS-approved biologist</p> <p><i>Completing project log:</i> USFWS-approved biologist</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Stop work and report to USFWS-approved biologist:</i> As needed</p> <p><i>Positive identification of CRLF or SFGS:</i> As needed</p> <p><i>Inspection of area for additional animals:</i> After CRLF or SFGS found</p> <p><i>Allowing work to resume:</i> After additional surveys for CRLF and SFGS are negative</p> <p><i>Notification to USFWS:</i> After injured or dead CRLF or SFGS found</p> <p><i>Completing project log:</i> As needed</p> <p><i>Verification:</i> Periodically after work begins.</p>	<hr/> <p>Signature</p> <hr/> <p>Title</p> <hr/> <p>Date</p>

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<p>BIO-22 All work activities will begin no sooner than 15 minutes after sunrise and will be completed no later than 15 minutes after sunset.</p>	<p>Develop and complete a project log for each project site that records (e.g., checklist) that the measure was implemented.</p>	<p><i>Completing project log:</i> Work crew-lead</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Completing project log:</i> Daily</p> <p><i>Verification:</i> Periodically after work begins.</p>	<hr/> <p>Signature</p> <hr/> <p>Title</p> <hr/> <p>Date</p>
<p>BIO-23 All work activities will be conducted outside all sensitive wetland features. These features include swales, seasonal pools, emergent vegetation, and riparian areas. Any wetland features within 50 feet of the project area will be clearly flagged by the USFWS-approved biologist to prevent all work crews from entering and disturbing the areas.</p>	<p>Develop and complete a project log for each project site that records (e.g., checklist) that the measure was implemented.</p>	<p><i>Flag wetland features:</i> Qualified biologist</p> <p><i>Completing project log:</i> Qualified biologist</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Flag wetland features:</i> Prior to initiation of project activities</p> <p><i>Completing project log:</i> Prior to initiation of project activities and upon completion of flagging</p> <p><i>Verification:</i> Prior to initiation of project activities and upon completion of flagging.</p>	<hr/> <p>Signature</p> <hr/> <p>Title</p> <hr/> <p>Date</p>

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<p>BIO-24 Speed limits in the project area will not exceed 10 miles per hour.</p>	<p>Inform all work crews of project area speed limit. Have each work crew member sign a form documenting that they have been informed of the speed limit. Verify that forms have been signed by all personnel stating that personnel have received the environmental awareness training.</p>	<p><i>Inform all work crews of project area speed limit.</i> Work crew-lead.</p> <p><i>Develop and complete form</i> Work crew-lead</p> <p><i>Verification</i> Town of Hillsborough Public Works Department</p>	<p><i>Inform all work crews of project area speed limit.</i> Prior to initiation of project activities</p> <p><i>Develop and complete form</i> Prior to initiation of project activities</p> <p><i>Verification</i> Prior to initiation of project activities</p>	<hr/> <p>Signature</p> <hr/> <p>Title</p> <hr/> <p>Date</p>
<p>BIO-25 Where needed, silt fencing will be installed between the work area and waterbodies, including ponds, wetlands, and riparian areas to protect such areas from erosion.</p>	<p>Develop and complete a project log for each project site that records (e.g., checklist) that the measure was implemented.</p>	<p><i>Install silt fencing:</i> Work crews</p> <p><i>Completing project log:</i> Qualified biologist</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Install silt fencing:</i> As needed to protect waterbodies during project activities</p> <p><i>Completing project log:</i> As needed during project activities and upon completion of flagging</p> <p><i>Verification:</i> Prior to initiation of project activities and upon completion of flagging.</p>	<hr/> <p>Signature</p> <hr/> <p>Title</p> <hr/> <p>Date</p>

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Mitigation/Improvement Measures	Monitoring Action	Responsibility	Timing	Date Completed/ Signature
<p>BIO-26 Appropriately-timed pre-treatment surveys will be conducted by a USFWS-approved biologist to determine the presence of host plants in the vicinity of the project area. A pre-treatment survey for host plants (dwarf plantain [<i>Plantago virginica</i>], lupines) for the Bay checkerspot butterfly will be conducted between March and July. During these surveys, the presence of preferred nectar plants (purple owl's clover [<i>Castilleja exserta</i>]) and their locations will be identified and monitored for butterfly presence.</p>	<p>Record completion of surveys in project log for each project site that records (e.g., checklist) that the measure was implemented.</p>	<p><i>Conduct surveys:</i> Qualified biologist</p> <p><i>Completing project log:</i> Qualified biologist</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Conduct surveys:</i> Prior to initiation of project activities at work site and between March and July.</p> <p><i>Completing project log:</i> Daily while surveys occur</p> <p><i>Verification:</i> Prior to initiation of project activities.</p>	<hr/> <p>Signature</p> <hr/> <p>Title</p> <hr/>

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Mitigation/Improvement Measures	Monitoring Action	Responsibility	Timing	Date Completed/ Signature
<p>BIO-27 The USFWS will be notified within 1 working day if adult federally listed butterflies or their larvae are observed in the vicinity of the project area.</p>	<p>Develop and complete a project log for each project site that records (e.g., checklist) that the measure was implemented. Include comments specific to the measure, as needed.</p>	<p><i>Stop work and report to USFWS-approved biologist:</i> Any project personnel and Qualified biologist</p> <p><i>Positive identification of federally listed butterflies:</i> Qualified biologist</p> <p><i>Inspection of area for additional animals:</i> Qualified biologist</p> <p><i>Allowing work to resume:</i> Qualified biologist</p> <p><i>Notification to USFWS:</i> Qualified biologist</p> <p><i>Completing project log:</i> Qualified biologist</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Stop work and report to USFWS-approved biologist:</i> As needed</p> <p><i>Positive identification of federally listed butterflies:</i> As needed</p> <p><i>Inspection of area for additional animals:</i> After federally listed butterflies found</p> <p><i>Allowing work to resume:</i> After additional surveys for federally listed butterflies are negative</p> <p><i>Notification to USFWS:</i> After injured or dead federally listed butterflies are found</p> <p><i>Completing project log:</i> As needed</p> <p><i>Verification:</i> Periodically after work begins.</p>	<hr/> <p>Signature</p> <hr/> <p>Title</p> <hr/> <p>Date</p>

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Mitigation/Improvement Measures	Monitoring Action	Responsibility	Timing	Date Completed/ Signature
<p>BIO-28 If host plants for the bay checkerspot butterfly and the mission blue butterfly are identified within the project area, a 50-foot buffer will be marked around these population(s) and avoided by work activities conducted between February 15 and August 15.</p>	<p>Develop and complete a project log for each project site that records (e.g., checklist) that the measure was implemented.</p>	<p><i>Flag host plants buffer:</i> Qualified biologist</p> <p><i>Completing project log:</i> Qualified biologist</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Flag host plants buffer:</i> Before project implementation at work site</p> <p><i>Completing project log:</i> Before project implementation at work site and upon completion of flagging</p> <p><i>Verification:</i> Prior to initiation of project activities and upon completion of flagging.</p>	<hr/> <p>Signature</p> <hr/> <p>Title</p> <hr/> <p>Date</p>
<p>BIO-29 No herbicides will be applied during the rainy season (i.e., from October 15 through April 15 or within a 2-week period of when a rain event is forecasted) in areas that are occupied by dwarf plantain, lupine, or purple owl's clover.</p>	<p>Develop and complete a project log for each project site that records (e.g., checklist) that the measure was implemented.</p>	<p><i>Determination and demarcation of suitable habitat:</i> Qualified biologist</p> <p><i>Monitoring rain forecast:</i> Work crew-lead</p> <p><i>Enforcing restriction of herbicide application in suitable habitat:</i> Work crew-lead</p> <p><i>Completing project log:</i> Work crew-lead</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Determination and delineation of suitable habitat:</i> Prior to staging and treatment in project site</p> <p><i>Monitoring rain forecast:</i> During project duration</p> <p><i>Enforcing restriction of herbicide application in suitable habitat:</i> October 15 through April 15 or within a 2-week period of when a rain event is forecasted.</p> <p><i>Completing project log:</i> As needed to document implementation of measure.</p> <p><i>Verification:</i> Periodically after work begins.</p>	<hr/> <p>Signature</p> <hr/> <p>Title</p> <hr/> <p>Date</p>

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Mitigation/Improvement Measures	Monitoring Action	Responsibility	Timing	Date Completed/ Signature
<p>BIO-30 A qualified botanist will conduct appropriately timed botanical surveys for listed species before treatment begins. These surveys will include updating the mapping of known populations of San Francisco collinsia and California bottlebrush grass as well as conducting surveys for other special-status plants that could have established onsite since the 2007-2008 rare plant surveys.</p>	<p>Record completion of surveys in project log for each project site that records (e.g., checklist) that the measure was implemented.</p>	<p><i>Conduct surveys:</i> Qualified biologist</p> <p><i>Completing project log:</i> Qualified biologist</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Conduct surveys:</i> Prior to initiation of project activities.</p> <p><i>Completing project log:</i> Daily while surveys occur</p> <p><i>Verification:</i> Prior to initiation of project activities.</p>	<hr/> <p>Signature</p> <hr/> <p>Title</p> <hr/> <p>Date</p>
<p>BIO-31 If Federally-listed plants are identified in the project area, the population(s) will be marked and avoided by work activities. Any populations of non-Federally listed sensitive plant species identified will be marked and work activities will be avoided to the maximum extent possible. If full avoidance of non-Federally listed sensitive plant species is not possible, work will be conducted after the plant species has bloomed and set seed. If disturbance to a Federally-listed plant cannot be avoided, the USFWS will be contacted immediately to consult on appropriate conservation measures.</p>	<p>Develop and complete a project log for each project site that records (e.g., checklist) that the measure was implemented. Include comments specific to the measure, as needed.</p>	<p><i>Stop work and report to Qualified biologist:</i> Any project personnel</p> <p><i>Determination of presence of Federally-listed or sensitive plant species:</i> Qualified biologist</p> <p><i>Flag buffer:</i> Qualified biologist</p> <p><i>Completing project log:</i> Qualified biologist</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Stop work and report to Qualified biologist:</i> As needed</p> <p><i>Determination of presence of Federally-listed or sensitive plant species:</i> As needed</p> <p><i>Flag buffer:</i> As needed</p> <p><i>Completing project log:</i> As needed</p> <p><i>Verification:</i> Periodically after work begins.</p>	<hr/> <p>Signature</p> <hr/> <p>Title</p> <hr/> <p>Date</p>

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Mitigation/Improvement Measures	Monitoring Action	Responsibility	Timing	Date Completed/ Signature
<p>BIO-32 No herbicides, pesticides, or fertilizers will be applied within 50 feet of areas that are occupied by federally listed plant species.</p>	<p>Develop and complete a project log for each project site that records (e.g., checklist) that the measure was implemented.</p>	<p><i>Determination and demarcation of suitable habitat:</i> Qualified biologist</p> <p><i>Enforcing restriction of herbicide application in suitable habitat:</i> Work crew-lead</p> <p><i>Completing project log:</i> Work crew-lead</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Determination and delineation of suitable habitat:</i> As needed</p> <p><i>Enforcing restriction of herbicide application in suitable habitat:</i> As needed</p> <p><i>Completing project log:</i> As needed to document implementation of measure.</p> <p><i>Verification:</i> Periodically after work begins.</p>	<hr/> <p>Signature</p> <hr/> <p>Title</p> <hr/> <p>Date</p>
<p>BIO-33 Disturbance of potential habitat of Federally-listed plant species will be avoided to the maximum extent possible.</p>	<p>Develop and complete a project log for each project site that records (e.g., checklist) that the measure was implemented. Include comments specific to the measure, as needed.</p>	<p><i>Stop work and report to Qualified biologist:</i> Any project personnel</p> <p><i>Determination of presence of Federally-listed or sensitive plant species:</i> Qualified biologist</p> <p><i>Flag buffer:</i> Qualified biologist</p> <p><i>Completing project log:</i> Qualified biologist</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Stop work and report to Qualified biologist:</i> As needed</p> <p><i>Determination of presence of Federally-listed or sensitive plant species:</i> As needed</p> <p><i>Flag buffer:</i> As needed</p> <p><i>Completing project log:</i> As needed</p> <p><i>Verification:</i> Periodically after work begins.</p>	<hr/> <p>Signature</p> <hr/> <p>Title</p> <hr/> <p>Date</p>

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Mitigation/Improvement Measures	Monitoring Action	Responsibility	Timing	Date Completed/ Signature
<p>BIO-34 Mud and plant materials will be removed from treatment vehicles and equipment when the vehicles and equipment are mobilized from an area infested with exotic plant species into an area with an intact native plant community.</p>	<p>Develop and complete a daily project log for each project site that records (e.g., checklist) that the measure was implemented.</p>	<p><i>Cleaning/inspection:</i> Work crew</p> <p><i>Completing project log:</i> Qualified biologist or work crew-lead</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Cleaning/inspection:</i> Daily</p> <p><i>Completing project log:</i> Daily</p> <p><i>Verification:</i> Periodically after work begins.</p>	<p>_____ Signature</p> <p>_____ Title</p> <p>_____ Date</p>
<p>BIO-35 The Town will use only EPA-authorized herbicides and no herbicides that are restricted by Federal injunctions.</p>	<p>Develop and complete a project log for each project site that records (e.g., checklist) that the measure was implemented.</p>	<p><i>Determination of EPA-authorized pesticides:</i> Certified pesticide applicator</p> <p><i>Completing project log:</i> Certified pesticide applicator</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Determination and delineation of suitable habitat:</i> Prior to staging and treatment in project site</p> <p><i>Completing project log:</i> As needed to document implementation of measure.</p> <p><i>Verification:</i> Periodically after work begins.</p>	<p>_____ Signature</p> <p>_____ Title</p> <p>_____ Date</p>

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Mitigation/Improvement Measures	Monitoring Action	Responsibility	Timing	Date Completed/ Signature
<p>BIO-36 The Town will ensure that it will minimize the risk for the introduction of amphibian disease, such as chytrid fungus, by ensuring the implementation of the <i>Declining Amphibian Populations Task Force Fieldwork Code of Practice</i> during handling of the CRLF.</p>	<p>Document implementation of the <i>Declining Amphibian Populations Task Force Fieldwork Code of Practice</i> if CRLF handling is occurs.</p>	<p><i>Documentation:</i> USFWS-approved biologist</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Documentation:</i> Prior to project implementation.</p> <p><i>Verification:</i> Prior to any activity requiring handling of CRLF..</p>	<p>_____</p> <p>Signature</p> <p>_____</p> <p>Title</p> <p>_____</p> <p>Date</p>

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Mitigation/Improvement Measures	Monitoring Action	Responsibility	Timing	Date Completed/ Signature
<p>BIO-37 The Town will notify the USFWS within 1 working day of the finding of any injured or dead CRLF. Injured CRLF will be cared for by a licensed veterinarian or other qualified person. Notification must include the date, time, and location of the incident or the finding of a dead of injured animal clearly indicated on a USGS 7.5-minute quadrangle and other maps at a finer scale, as requested by the USFWS, and any other pertinent information. The USFWS contacts are Coast Bay/Forest Foothills Division Chief at the Sacramento Fish and Wildlife Office (916) 414-6600, and the Resident Agent-in-Charge of the USFWS's Law Enforcement Division, 2800 Cottage Way, Room W-2928, Sacramento, California 95825; (916) 414-6660.</p>	<p>Develop and complete a project log for each project site that records (e.g., checklist) that the measure was implemented. Include comments specific to the measure, as needed.</p>	<p><i>Stop work and report to USFWS-approved biologist:</i> Any project personnel and USFWS-approved biologist</p> <p><i>Positive identification of CRLF:</i> USFWS-approved biologist</p> <p><i>Notification and transport to licensed veterinarian or other qualified person:</i> USFWS-approved biologist</p> <p><i>Notification to USFWS:</i> USFWS-approved biologist</p> <p><i>Completing project log:</i> USFWS-approved biologist</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Stop work and report to USFWS-approved biologist:</i> As needed</p> <p><i>Positive identification of CRLF:</i> As needed</p> <p><i>Notification and transport to licensed veterinarian or other qualified person:</i> After injured CRLF found</p> <p><i>Notification to USFWS:</i> Within 1 working day after injured CRLF found</p> <p><i>Completing project log:</i> As needed</p> <p><i>Verification:</i> Periodically after work begins.</p>	<hr/> <p>Signature</p> <hr/> <p>Title</p> <hr/> <p>Date</p>

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Mitigation/Improvement Measures	Monitoring Action	Responsibility	Timing	Date Completed/ Signature
<p>BIO-38 The onsite biologist will prepare an annual post-treatment compliance report and submit it to the Sacramento Fish and Wildlife Office within 60 calendar days of the date of the completion of treatment activity each year. This report will detail (1) dates that treatment occurred, (2) pertinent information concerning the success of the Proposed Project in meeting the conservation measures, (3) an explanation of failure to meet such measures, if any, (4) known Proposed Project effects on federally listed species, if any, (5) occurrences of incidental take of listed species, if any, (6) documentation of employee environmental education, and (7) other pertinent information.</p>	<p>Record of submission of compliance report</p>	<p><i>Preparation and submission of Compliance Report:</i> Qualified biologist</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Preparation and submission of Compliance Report:</i> Within 60 calendar days of the date of the completion of treatment activity each year</p> <p><i>Verification:</i> Within 61 calendar days of the date of the completion of treatment activity each year</p>	<p>_____ Signature</p> <p>_____ Title</p> <p>_____ Date</p>
<p>BIO-39 If requested, the Town will ensure the USFWS, California Department of Fish and Wildlife, or their agents can examine the project area for compliance with the <i>Description of the Proposed Action</i> and <i>Terms and Conditions</i> of the Biological Opinion (USFWS 2012) before, during, or after completion of the proposed project.</p>	<p>Record of request by USFWS, California Department of Fish and Wildlife, or their agents to examine project area and compliance with request.</p>	<p><i>Preparation of Record of Request</i> Town of Hillsborough Public Works Department</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Preparation of Record of Request</i> As needed</p> <p><i>Verification:</i> As needed</p>	<p>_____ Signature</p> <p>_____ Title</p> <p>_____ Date</p>

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Mitigation/Improvement Measures	Monitoring Action	Responsibility	Timing	Date Completed/ Signature
<p>BIO-40 The CDFW will be notified within 1 working day if a State-protected species is injured or killed.</p>	<p>Develop and complete a project log for each project site that records (e.g., checklist) that the measure was implemented. Include comments specific to the measure, as needed.</p>	<p><i>Stop work and report to qualified biologist:</i> Any project personnel and Qualified biologist</p> <p><i>Positive identification of State-protected species:</i> Qualified biologist</p> <p><i>Notification to CDFW:</i> Qualified biologist</p> <p><i>Completing project log:</i> Qualified biologist</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Stop work and report to Qualified biologist:</i> As needed</p> <p><i>Positive identification of State-protected species:</i> As needed</p> <p><i>Notification to CDFW:</i> Within 1 working day after injured or dead State-protected species found</p> <p><i>Completing project log:</i> As needed</p> <p><i>Verification:</i> Periodically after work begins.</p>	<hr/> <p>Signature</p> <hr/> <p>Title</p> <hr/> <p>Date</p>

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Mitigation/Improvement Measures	Monitoring Action	Responsibility	Timing	Date Completed/ Signature
<p>BIO-41 If a woodrat nests cannot be avoided, a qualified biologist would will inspect the nest and carefully dismantle the nest by hand, allowing the occupant to relocate prior to treatment activities.</p>	<p>Develop and complete a project log for each project site that records (e.g., checklist) that the measure was implemented. Include comments specific to the measure, as needed.</p>	<p><i>Stop work and report to Qualified biologist:</i> Any project personnel and qualified biologist</p> <p><i>Positive identification of woodrat nest:</i> Qualified biologist</p> <p><i>Dismantle nest</i> Qualified biologist</p> <p><i>Completing project log:</i> Qualified biologist</p> <p><i>Verification:</i> Town of Hillsborough Public Works Department</p>	<p><i>Stop work and report to qualified biologist:</i> As needed</p> <p><i>Positive identification of woodrat nest:</i> As needed</p> <p><i>Dismantle nest</i> As needed</p> <p><i>Completing project log:</i> As needed</p> <p><i>Verification:</i> Periodically after work begins.</p>	<hr/> <p>Signature</p> <hr/> <p>Title</p> <hr/> <p>Date</p>