



Salt Lake County

IDDE STANDARD OPERATING PROCEDURES

REVISED 11/2023

Contents

IDDE Reporting and Response 2

IDDE Tracing Illicit Discharge 5

Field Parameter Table..... 7

IDDE Removing Small Non-Hazardous Illicit Discharges..... 8

IDDE Large, Hazardous, or Storm Drain/Water Impacting Illicit Discharges 9

IDDE Reporting and Response

Purpose:

To outline the procedure for collecting information when a phone call or online report is received regarding suspected illicit discharges and initiating an investigation.

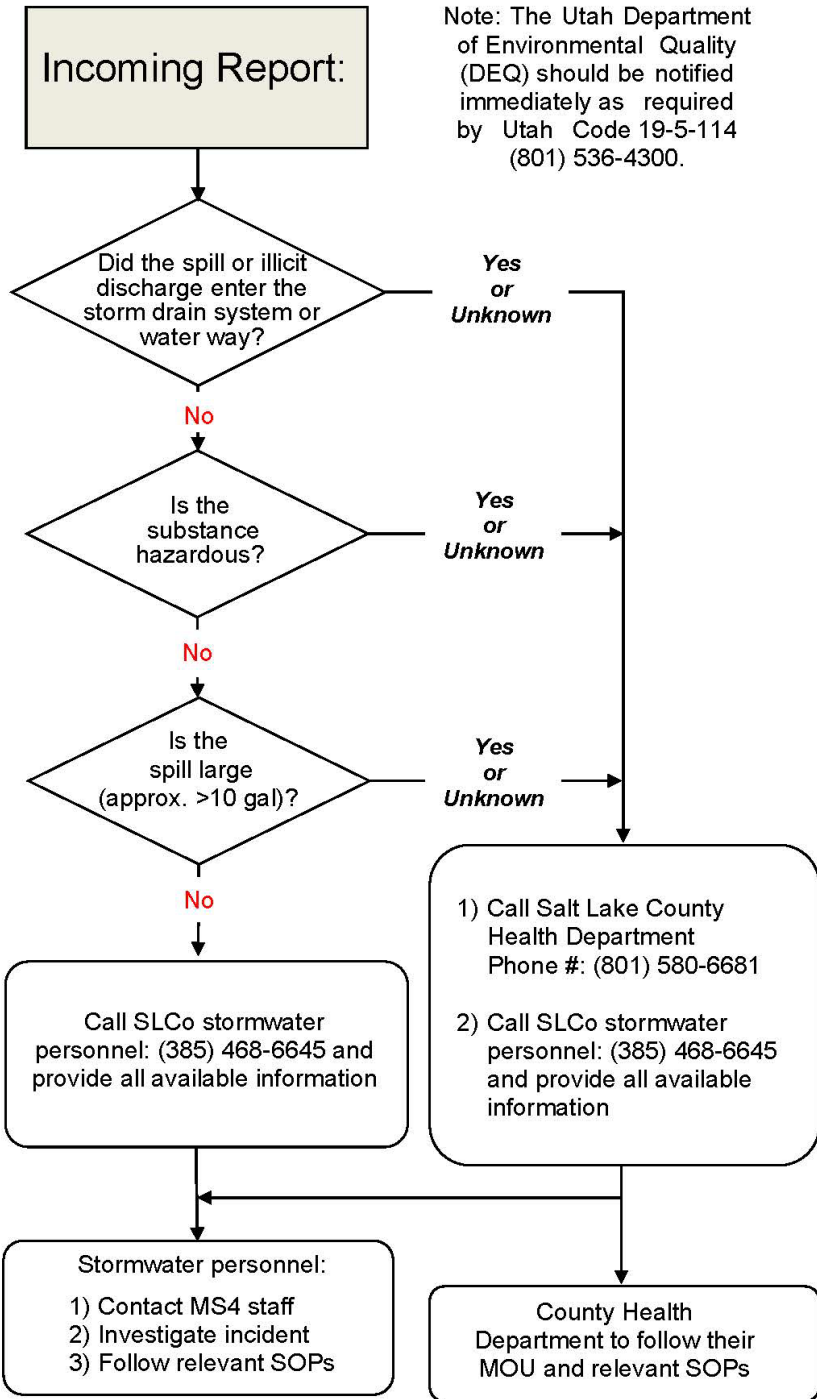
Information Gathering and Notification Procedure:

1. Collect the information from the caller. Online reports are received by email.
2. Information to collect from phone calls for the Incident Tracking Form:
 - a. Date and location of the spill
 - b. Description of spill
 - c. Estimated quantity of spill
 - d. If the spill is contaminating a nearby waterway or storm drain
 - e. Contact information
 - f. Have caller submit photos (if available)
3. If the spill poses a threat to human health or the environment, have the caller call 911.
4. Notify stormwater personnel of the incident and forward all available information.
5. Stormwater personnel will notify appropriate agencies based on the IDDE Incident Response Flow Chart.
6. Stormwater personnel will investigate based on the location of the spill or assist co-permittee MS4s, SLCo Health Department, and DEQ with the investigation, as needed.

Response Procedure:

1. When the reported spill contaminates a nearby waterway or storm drain within the Salt Lake County or MSD service area, a member of the stormwater team will assist the SLCo Health Department with the investigation of the reported incident.
2. Document the spill and take photos.
3. Inspection information to collect:
 - a. Date of the spill and date notified
 - b. Date of investigation
 - c. Location of the spill
 - d. Description of spill and photos
 - e. Record physical indicators: odor, color, floatables
 - f. Record field parameters when there are no physical indicators present
 - g. Date of removal, repair, or enforcement action taken
4. If an illicit discharge is confirmed and the source is unknown, follow the procedure for **IDDE Tracing Illicit Discharge**.
5. If an illicit discharge is confirmed and the source is known, follow the procedure in **IDDE Removing Small Non-Hazardous Illicit Discharges** or **IDDE Large, Hazardous, or Storm Drain/Water Impacting Illicit Discharges**.
6. Upload photos and enter the incident into the Viewworks database. Follow up with the responsible party or the SLCo Health Department to confirm the completion of clean-up and incident closeout. Record the date and method of removal.

REPORTING AND RESPONSE FLOW CHART
Salt Lake County



Note: The Utah Department of Environmental Quality (DEQ) should be notified immediately as required by Utah Code 19-5-114 (801) 536-4300.

Illicit Discharge Hotline Incident Tracking Sheet

Incident ID:				
Responder Information				
Call taken by:			Call date:	
Call time:			Precipitation (inches) in past 24-48 hrs:	
Reporter Information				
Incident time:			Incident date:	
Caller contact information (<i>optional</i>):				
Incident Location (<i>complete one or more below</i>)				
Latitude and longitude:				
Stream address or outfall #:				
Closest street address:				
Nearby landmark:				
Primary Location Description		Secondary Location Description:		
<input type="checkbox"/> Stream corridor (<i>In or adjacent to stream</i>)		<input type="checkbox"/> Outfall	<input type="checkbox"/> In-stream flow	<input type="checkbox"/> Along banks
<input type="checkbox"/> Upland area (<i>Land not adjacent to stream</i>)		<input type="checkbox"/> Near storm drain	<input type="checkbox"/> Near other water source (storm water pond, wetland, etc.):	
Narrative description of location:				
Upland Problem Indicator Description				
<input type="checkbox"/> Dumping		<input type="checkbox"/> Oil/solvents/chemicals	<input type="checkbox"/> Sewage	
<input type="checkbox"/> Wash water, suds, etc.		<input type="checkbox"/> Other: _____		
Stream Corridor Problem Indicator Description				
Odor	<input type="checkbox"/> None	<input type="checkbox"/> Sewage	<input type="checkbox"/> Rancid/Sour	<input type="checkbox"/> Petroleum (gas)
	<input type="checkbox"/> Sulfide (rotten eggs); natural gas	<input type="checkbox"/> Other: Describe in "Narrative" section		
Appearance	<input type="checkbox"/> "Normal"	<input type="checkbox"/> Oil sheen	<input type="checkbox"/> Cloudy	<input type="checkbox"/> Suds
	<input type="checkbox"/> Other: Describe in "Narrative" section			
Floatables	<input type="checkbox"/> None:	<input type="checkbox"/> Sewage (toilet paper, etc)	<input type="checkbox"/> Algae	<input type="checkbox"/> Dead fish
	<input type="checkbox"/> Other: Describe in "Narrative" section			
Narrative description of problem indicators:				
Suspected Violator (name, personal or vehicle description, license plate #, etc.):				

IDDE Tracing Illicit Discharge

Purpose:

To outline the procedure for tracing a confirmed illicit discharge from an unknown source.

Notifications:

Confirm that the appropriate MS4, the Salt Lake County Health Department (801-580-6681), and the Utah Department of Environmental Quality (801-536-4123) have been notified as required of the spill (see **IDDE Reporting and Response**).

Containment:

Immediately make efforts to stop or contain the discharge if possible.

1. Use appropriate personal protection equipment.
2. The general spill containment procedure is the following (when safe to do so):
 - a. Stop the source of the spill.
 - b. Cover storm drain inlets, manholes, and outfalls as needed.
 - c. Contain any spilled material using spill kits or other available materials.
 - d. Surround the perimeter of the spill with absorbent pads/rolls, berms, etc.
 - e. Take any further action directed by the SLCo Health Department or DEQ.

Tracing Unknown Source:

1. Visually inspect inlets, pipes, and outfalls upstream of the discharge area for possible pollutants.
2. Use GIS software to trace the path of manholes back to the potential source.
 - a. Open the manhole and visually check for physical parameters:
 - i. flow
 - ii. colors
 - iii. odors
 - iv. floatable materials
 - v. deposits or stains
 - b. Investigate manholes closest to the outfall first and move up the sewer network until the source is identified or isolated between two manholes.
3. If the source is apparent, assist the SLCo Health Department in collecting water samples (when appropriate), enforcement actions, and cleanup procedures.
4. For small non-hazardous spills that do **not** affect nearby waterways or storm drains, follow the procedure in **IDDE Removing Small Non-hazardous Illicit Discharges**.
5. If the source is not apparent, collect field parameters as an indicator of the discharge source. Refer to the parameter table to check potential sources based on concentrations.
6. If the above efforts fail to identify the source, revisit the site the next business day to determine whether repeat visits are required or if the discharge was a one-time event.

Field Parameter Table

Indicator Parameter	Benchmark Concentration	Notes
Ammonia (as Nitrogen)	≥1 ppm	<ul style="list-style-type: none"> • pH and temperature dependent • Check for algal growth • Sample for fecal coliform and detergents
Dissolved Oxygen	≤5.5 mg/L	<ul style="list-style-type: none"> • Not enough oxygen to sustain aquatic life • Look for signs of algal growth • Test for phosphorus or nitrogen
Turbidity	Background + 10%	<ul style="list-style-type: none"> • Dependent on waterbody • Check for sediment sources • Test for phosphorus or nitrogen
Conductivity	<300 (<i>μmhos/cm</i>)	<ul style="list-style-type: none"> • Measured in field w/ probe • If above benchmark sample for fecal coliform
pH	≤5.5 or ≥ 9	<ul style="list-style-type: none"> • Not useful for determining sanitary wastewater • High pH values may indicate an industrial discharge or residential wash waters
Temperature	>55°F or 12.8°C	<ul style="list-style-type: none"> • Indicator of a broad range of industrial discharges • Temperature should be near or below ambient conditions for groundwater or stormwater runoff
Chlorine (Free)	≥ 0.5 ppm	<ul style="list-style-type: none"> • Supplemental parameter that identifies a few specific industrial discharges • Corrosive to MS4 system at 2 ppm and toxic to wildlife after 0.5 ppm • Check for road salt applications

Adapted From Source: Center for Watershed Protection, 2004

IDDE Removing Small Non-Hazardous Illicit Discharges

Purpose:

To outline the procedure for containing and cleaning up small non-hazardous spills that do not affect storm drains or waterways and the proper disposal of the waste.

Notifications:

1. Confirm that the appropriate MS4, the Salt Lake County Health Department (801-580-6681), the property owner, and the Utah Department of Environmental Quality (801-536-4123) have been notified as required (see the flowchart in **IDDE Reporting and Response**).
2. Notify the property owner and inform them of their responsibility to clean up the spill and offer technical assistance.
3. When there is no property owner or responsible party available, stormwater personnel will clean up small non-hazardous spills and return within 48 hours to reinspect the site and notify/educate the property owner.

General Containment:

Immediately make efforts to stop or contain the discharge if possible. Never wash spills into the storm drain inlet.

1. Use appropriate personal protective equipment.
2. The general spill containment procedure is the following:
 - a. When possible, stop the source of the spill.
 - b. Cover storm drainpipes, manholes, and inlets as needed.
 - c. Use dry clean-up methods such as sorbent materials, broom and shovel, and vacuum.
 - d. Place a barrier around the spill. Contain any spilled material and surround the perimeter of the spill with absorbent pads/rolls, berms, etc.
 - e. Cover the spill completely with appropriate material.
3. Clean up and dispose of waste:
 - a. After the spill is absorbed, dry sweep or vacuum the material into waste bags.
 - b. Depending on the contents of the spill, dispose of waste bags according to local regulations.
 - c. If the spill soaks into the soil, dig up the affected area and dispose of it according to state and federal regulations.

Disposal:

Dispose of material in compliance with local, state, and federal regulations. For questions regarding disposal methods or procedures for clean-up or spill materials, contact the Salt Lake County Health Department (801-468-3862).

Documentation:

Document notifications, containment, clean-up, and disposal in VUEworks.

IDDE Large, Hazardous, or Storm Drain/Water Impacting Illicit Discharges

Purpose:

To outline the procedure for containing and cleaning up spills that require notification of the Salt Lake County Health Department and the Utah Department of Environmental Quality based on the size, location, and contents.

Notifications:

Confirm that the appropriate MS4, the Salt Lake County Health Department (801-580-6681), the property owner, and the Utah Department of Environmental Quality (801-536-4123) have been notified as required of the spill (see Reporting and Response Flow Chart).

Assist DWQ and Salt Lake County Health Department Emergency Response Personnel with:

1. Determining the property owner or the financially responsible party.
2. Contacting the owner regarding laws, ordinances, codes, and any other concerns.
3. Suspending access to storm drain when possible.
4. Directing responsible party to initiate repairs/corrections/clean-up.
5. Coordinating with enforcement officials for escalating penalties.
6. Follow-up inspections and confirmation of clean-up.

Documentation:

Notifications, containment, and clean-up information are documented in VUEWORKS.