

	S TANDARD O PERATING P ROCEDURE	SOP Name: Illicit Discharge Investigation
City of Kingsport, TN	Stormwater Management	Stormwater

1. Preparation

- a. Be alert for potential illicit discharges to the municipal storm water system while going about normal work activities.

2. Process

- a. Call the appropriate authority (ie. department head, stormwater specialist, construction inspector, code enforcement officer or a supervisor) if you see evidence of an illicit discharge.
- b. Assess the general area of the illicit discharge to see if you can identify its source.
- c. Whenever possible, take photographs of the suspected illicit discharge.
- d. Responding stormwater department personnel or code enforcement officer will complete the following:
- e. Use the IDDE Incident Tracking Sheet to document observations.
- f. Obtain sample for visual observation and complete an Outfall Inspection Form, if applicable.
- g. Follow the procedure of SOP IDDE - Tracing Illicit Discharges.

3. Clean-up

- a. Clean catch basin, clean storm drain, or initiate spill response, as needed. Follow relevant SOPs.

4. Documentation

- a. File all completed forms (ie. Incident Tracking Form, Outfall Inspection Form, Catch Basin Cleaning Form, and Storm Drain Cleaning Log).
- b. Document any further action taken.

	S TANDARD O PERATING P ROCEDURE	SOP Name: Tracing Illicit Discharges
City of Kingsport, TN	Stormwater Management	Stormwater

1. Preparation

- a. Review / consider information collected when illicit discharge was initially identified and document using Incident Tracking Form or Outfall Inspection Form.
- b. Obtain storm drain mapping for the area of the reported illicit discharge.
- c. Gather all necessary equipment including: tape measure, clear container, clipboard with necessary forms, flashlight, and camera (optional).

2. Process

- a. Survey the general area / surrounding properties to identify potential sources of the illicit discharge as a first step.
- b. Trace illicit discharges using visual inspections of upstream points as a second step. Use available mapping to identify tributary pipes, catch basins, etc.
- c. If the source of the illicit discharge cannot be determined by a survey of the area or observation of the storm drain system, then consider the following additional steps:
 1. Use weirs, sandbags, dams, or optical brightener monitoring traps to collect or pool intermittent discharges during dry weather.
 2. Smoke test or televise the storm drain system to trace high priority, difficult to detect illicit discharges.
 3. Dye test individual discharge points within suspected buildings.
 4. Consider collecting bacterial samples of flowing discharges to confirm/refute illicit discharge.
- d. If the source is located, follow SOP IDDE - Removing Illicit Discharges.
- e. If the source cannot be found, add the location to a future inspection program.

3. Clean up

- a. Clean catch basin, clean storm drain, or initiate spill response, as applicable. Follow relevant SOPs.

4. Documentation

- a. Document tracing results for future reference.

	S TANDARD O PERATING P ROCEDURE	SOP Name: Illicit Discharge Removal
City of Kingsport, TN	Stormwater Management	Stormwater

1. Preparation

- a. Obtain available property ownership information for the source of the illicit discharge.

2. Process

- a. Determine who is financially responsible; and follow associated procedures as given below.

For Private Property Owner:

Contact Owner,

Issue Notice of Violation for violations of the municipal ordinance, and

Determine schedule for removal.

For Municipal Facility:

Notify appropriate municipal authority or department head,

Schedule removal, and

Remove illicit connection.

- b. Suspend access to storm drain if threats of serious physical harm to humans or the environment are possible.
- c. Direct responsible party to initiate repairs/corrections/cleanup. Coordinate with enforcement official for escalating penalties in accordance with the municipal ordinance.
- d. Repair/correct cause of discharge if municipality is responsible. Schedule the work through the appropriate municipal authority or department head..
- e. Seek technical assistance from the TDEC Water Resources Division, if needed.

3. Clean up

- a. Confirm illicit discharge is removed or eliminated by follow-up inspection.

4. Documentation

- a. Maintain records of notice of violation and penalties.
- b. Document repairs, corrections, and any other actions required.