



ENGINEERING DIVISION STANDARD OPERATING PROCEDURE

Illicit Discharge Detection and Elimination – Outfall and Priority Area Inspections

SOP Identification No: SOP-IDDE 3.3

BMP No: 3.3

PURPOSE:

To provide a uniform procedure for field activities to locate, inspect, and document storm drainage outfalls and to identify any illicit non-stormwater discharges into the separate stormwater system (located within the City of Raymore's MS4 Service area) found during the outfall inspection.

CONTACT:

Stormwater Manager	Telephone No. (816)-582-5326
Engineering Department	Telephone No. (816)-331-2377
Sewer Maintenance Dispatch	Telephone No. (816)-331-1852
Codes Enforcement	Telephone No. (816)-331-1803

PROCEDURE:

If the inspection is in response to an incoming complaint call, proceed to **SOP IDDE 3.1- Call-in Inspections**

If the inspection is to be performed as part of periodic and routine inspection and maintenance the inspector shall:

1. Confirm that equipment and supplies are in working order and loaded in their vehicle. Refer to the field equipment list below.
2. Proceed to the outfall location.
3. Enter the outfall number on the Dry Weather Screening Report Form. If an unknown outfall is identified, assign a temporary number.
4. Inspect the outfall for proper function, damage, and dry weather flow while following the proper safety procedures.
5. Complete all information requested on the Dry Weather Screening Report Form and note any follow up that is required. Include pictures of the outfall.
6. If the outfall is clogged or damaged call the Sewer Maintenance Dispatcher to request that a work order be generated for repairs.
7. If an illicit discharge is observed or suspected collect a sample as outlined in **SOP IDDE- Dry Weather Sampling**.
8. Submit all completed forms, information, photographs and results for entry into the IDDE tracking system.

FIELD EQUIPMENT LIST:

- Level 1 safety equipment: boots, hard hat safety glasses.
- Cell phone or radio equipment
- Maps and outfall records, as needed
- Camera
- Dry Weather Screening Report Form and clipboard
- Dry weather sampling kit

Review outfall inspection forms on an annual basis to look for patterns of illicit discharge and to evaluate the inspection process.