| | **ENGINEERING DIVISION STANDARD OPERATING PROCEDURE**<br><br>**<u>Illicit Discharge Detection and Elimination – Opportunistic Illicit Discharge Observation</u>**<br><br>**SOP Identification No: <u>SOP-IDDE 3.2</u>**      **BMP No: <u>3.2</u>** |
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**PURPOSE:**

To provide a uniform procedure to inspect or notify the proper personnel if a possible illicit discharge is observed while performing normal workday duties or after receiving information from residents or others

**CONTACT:**

Stormwater Manager                        Telephone No. (816)-582-5326

Sewer Maintenance Dispatch            Telephone No. (816)-331-2377

Engineering Department                  Telephone No. (816)-331-1852

Codes Enforcement                       Telephone No. (816)-331-1803

**PROCEDURE:**

If the reported incident is called in, follow SOP IDDE 3.1- Call-in Inspections

If you observe a suspected illicit discharge:

Call the appropriate authority (ie. Department head, Stormwater Manager, Code Enforcement Officer )

If you are the Appropriate Authority and are notified of a potential illicit discharge:

Promptly collect and enter the information received by following the procedure outlined in SOP IDDE-3-1

Inspect the suspected illicit discharge according to SOP IDDE 3.3- Outfall and Priority area Inspections

If an illicit discharge of unknown source is confirmed, follow the procedure of SOP IDDE 3.4- Tracing Illicit Discharges

If an illicit discharge of known source is confirmed, follow the procedure of SOP IDDE 3.5- Removing Illicit Discharges

**DOCUMENTATION:**

File and save all completed forms. Document any further action to be taken on the Request Tracker

If no further action is needed, document action taken on the Request Tracker and closeout the Request Tracker report.

Review incidents reported by citizens on an annual basis to look for patterns of illicit discharge and to evaluate the call-in inspection process.