

*Final Report*

**Illicit Discharge Detection and Elimination  
Standard Operating Procedure**

Prepared for  
**City of Watertown**

April 2007

Prepared by  
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## Attachments

- 1 Plan and Construction Illicit Discharge Tracking Form
- 2 Suspected Illicit Discharge Investigation Form
- 3 Sample Letter to Discharger
- 4 Example Language for a Notice of Violation

# Acronyms

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CCTV	closed-circuit television
DENR	Department of Environment and Natural Resources
MS4	municipal separate storm sewer systems
NOV	Notice of Violation
NPDES	National Pollution Discharge Elimination System
SDDOT	South Dakota Department of Transportation
SOP	standard operating procedure
SWD	surface water discharge
USEPA	United States Environmental Protection Agency

# Illicit Discharge Detection and Elimination Standard Operating Procedure

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## Introduction

To meet the conditions of the City of Watertown's National Pollution Discharge Elimination System (NPDES) Stormwater Phase II Permit, the City must "refine and document its Illicit Discharge Detection and Elimination Program." The purpose of this report is to describe in detail the recommended Illicit Discharge Detection and Elimination Standard Operating Procedure (SOP) for the City of Watertown. The procedures described in this report address the requirements of Task 5 as listed in the Illicit Discharge Detection and Elimination Program. The Illicit Discharge Detection and Elimination Program was last updated in the City of Watertown's 2006 Stormwater Phase II Annual Report to the South Dakota Department of Environmental and Natural Resources (DENR). Task 5 consists of the following:

"The City shall refine and document its Illicit Discharge Detection and Elimination Program. The program shall consist of tracing the sources of illicit discharges and removing the sources of the discharges. Screening processes shall consist of responding to complaints received through the "Dump-No-Waste" hotline, and training staff to locate potential illicit discharges during their regular maintenance activities. The City shall adopt this program through either a revision of its existing illicit discharge ordinance or the adoption of a new ordinance that meets the requirements of the Phase II regulations. The new ordinance shall include a provision for code enforcement."

An illicit discharge is any discharge that is not stormwater or a discharge that is covered by a South Dakota DENR Surface Water Discharge (SWD) Permit. Sources include improper cross connections between sanitary or industrial sewers and storm sewers, spills that flow into the storm drainage system, and other non-stormwater sources that flow into the storm sewer system.

The SWD permit does allow the following discharges into the storm water system, provided the discharger is in compliance with the provisions of the permit:

- discharges composed entirely of stormwater
- allowable non-stormwater discharges from Watertown's municipal separate storm sewer systems (MS4)
- allowable non-stormwater discharges from South Dakota Department of Transportation (SDDOT) interstate highways
- discharge of permitted process wastewater or stormwater associated with permitted industrial activity

In accordance with the U.S. Environmental Protection Agency (USEPA) Stormwater Rules, the illicit discharge detection and elimination program does not address the following categories of non-stormwater discharges or flows, unless the City identifies them as significant contributors of pollutants to its MS4:

- water line flushing
- landscape irrigation
- diverted stream flows
- rising groundwater
- uncontaminated groundwater infiltration
- dischargers from potable water sources
- foundation drains, air conditioning condensation
- springs
- footing drains
- individual residential car washing
- flows from riparian habitats and wetlands
- street washwater

The City of Watertown currently conducts inspections of its sanitary sewer system, focusing on significant industrial users, residences with sump pumps, new construction, and commercial buildings with grease traps. When performing these inspections, City of Watertown Wastewater Department staff interviews the property owner, operator, or manager of the respective residential, commercial, or industrial site to determine their disposal practices related to potential connections between the sanitary sewer and storm sewer, roof drains and the storm sewer, roof drains and the sanitary sewer, sump pumps and the storm sewer, and sump pumps and the sanitary sewer, and other similar or related piping configurations. If improper practices or illegal connections are discovered, staff arranges for the City or private owners to make necessary changes or repairs to correct the problem.

During development of the storm sewer system map (required under Task 3), City or consultant staff located City outfalls. City outfalls have also been observed by City staff during various maintenance activities such as storm and sanitary sewer cleaning and drainage channel sediment removal.

Through past experience with finding and removing illegal connections and observing outfalls, the City believes it has a good understanding of its stormwater systems and does not have reason to believe that a significant number of illegal connections still exist such as to warrant a regular outfall/field inspection program as part of the illicit discharge detection and elimination SOP. Consequently, the program is geared toward prevention of new discharges through plan review and new construction inspection, education of the public and City staff about what illicit discharges are and how to report them in order to have more “eyes” watching for pollution, and to have a standard procedure in place to address illicit discharges when they are found.

The City of Watertown Illicit Discharge Detection and Elimination program utilizes the following SOPs as described in this report:

- Plan and Construction Review Procedures

- Complaint Receiving Procedures
- Field Screening Procedures and Documentation
- Sampling Procedures
- Storm Sewer Inspection and Maintenance Procedures
- Sanitary Sewer Inspection and Maintenance Procedures
- Procedures for Follow-up Actions Following Illicit Discharge Detection
- Enforcement Procedures
- Documentation

Each of these areas is further described below.

## Review Processes

### Plan and Construction Review Procedures

When reviewing preliminary and final plans, the City of Watertown shall document that for any project undergoing the subdivision plat approval process or the building permit process that any drainage design and construction drawings have been checked to ensure that the plans do not call for an illicit discharge. The Plan and Construction Review Illicit Discharge Tracking Form included in Attachment 1 will be used to document the plan review and construction inspection process. Engineering and Planning & Zoning both review plans. The City of Watertown shall now require that existing utilities and proposed connections be shown on all construction drawings.

When conducting construction site inspections, City of Watertown Public Works Department staff (specifically Planning & Zoning, Engineering, or Wastewater and Solid Waste Departments as appropriate and in conjunction with other assigned duties) shall check, as scheduling and site conditions allow, and document that storm and sanitary pipes and services are constructed to ensure proper connections to the appropriate storm or sanitary sewer. City of Watertown Public Works Department staff may also question the developer, contractor, or any worker present at the site about the construction of any connections made to storm or sanitary sewer or any pipes discharging outdoors. Once the developer/contractor has completed the City's plan review process and obtains a construction permit, the City will coordinate storm and sanitary sewer and other construction activity site inspection(s) with the contractor. The types of connections that could be inspected include each new sanitary and storm sewer connection, such as lateral connections, roof drains, floor drains, and sump pumps. The inspections, at a minimum, shall consist of the Building Services staff walking the site, observing new pipes where visible and tracing paths from aboveground to ensure that pipe configurations "make sense" such as to indicate a proper connection. Any suspicious pipes or connections will warrant further inspection at the discretion of Building Services or the Public Works Director. Special attention shall be paid to floor drains to ensure that the drains do not discharge outdoors to the storm sewer or ground surface.

### Method of Prioritization

In the event that it is not possible to check all new connections, the City will prioritize inspections based on the following criteria:

- Type of construction/connection
- Size of construction or number of connections
- Contractor reputation
- Construction/connection complexity
- Available resources

The highest priority will be small buildings that are planned and constructed on a scale such that a licensed Architect or Professional Engineer was not involved in development of plans, and therefore have a higher likelihood of a connection to the wrong sewer line, or the routing of a floor drain to an open discharge outdoors instead of a connection to the sanitary sewer line. It is the City of Watertown's experience that more problem connections have occurred historically at these types of facilities (such as storage buildings) than at large, more complex sites where licensed Architects and Professional Engineers are involved.

### **Sewer Connections and Acceptance**

In order to ensure proper connections to the sanitary sewer system, the City of Watertown Wastewater Department performs connections to sanitary sewers itself or observes the connection while work is being performed.

When conducting utility acceptance of new storm sewers, the Wastewater Department shall check for questionable connections that could lead to illicit discharges. This check shall include sufficient confirmation that each observed storm sewer connection comes from an appropriate storm sewer inlet and not a floor drain or other source that should be connected to sanitary sewer. Sufficient confirmation shall consist of walking upstream in the direction of the connection to the inlet or source of connection to ensure that it is a storm drain. Checks will be conducted by televising all new storm and sanitary sewers. During construction or reconstruction where new services or sewer connection to an existing sewer occurs, the connection should be inspected by the Wastewater Department prior to backfilling.

### **Next Steps upon Illicit Discharge Detection**

If any of the above steps lead to detection of an illicit discharge, a Suspected Illicit Discharge Investigation Form (found in Attachment 2) will be filled out and follow-up action procedures will be conducted. Those procedures are described below in the *Procedures for Follow-up Actions Following Illicit Discharge Detection* section.

DENR requires an SWD permit for non-process wastewater discharges to the storm sewer. When non-process wastewater discharges to the storm sewer are discovered, the City will contact DENR to inquire whether the discharge is properly permitted. This action shall be documented through the Plan and Construction Review Illicit Discharge Tracking Form (Attachment 1). When City staff discovers that non-stormwater discharges other than those permitted through the MS4 permit are occurring or intended, the City will refer the responsible party to DENR by using a letter similar to that found in Attachment 3. The specific DENR permit that would be required in most cases is the [General Permit for Storm Water Discharges Associated with Industrial Activities](#). DENR should be contacted to inquire if any other or additional permits are required. More information about this permit is available from [Al Spangler](#) of the DENR. He can be reached at 1-800-737-8676.

## Complaint Receiving Procedures

The City will continue to operate the “Dump-No-Waste” phone number and e-mail address under Task 2 as a plan for receiving and responding to confidential complaints of illicit discharges and illegal dumping into the stormwater management system and other general pollution within the City of Watertown. These resources are advertised on illicit discharge publication education brochures and on the City of Watertown Website. The brochures also educate the public about what an illicit discharge is and the signs of one. Complaints are forwarded to the Public Works Director, and appropriate staff is designated to follow-up.

Complaints received shall be investigated by designated staff and, if necessary, documented using the Suspected Illicit Discharge Investigation Form (Attachment 2). If an illicit discharge is identified, follow-up actions will be conducted (see the *Procedures for Follow-up Actions Following Illicit Discharge Detection* sections below).

## Field Screening Procedures and Documentation

In response to reports of suspected illicit discharges from City employees and the public, the City will conduct dry weather field screening activities. Dry weather screening shall be performed at a time following a period of 48 hours or more with no measured precipitation. The City will track and document dry weather field screening activities with the Suspected Illicit Discharge Investigation Form (Attachment 2). This form will be used for initial site visits and follow-up activities should an illicit discharge be detected. This form includes fields such as color, odor, and floatable material classification for an initial and follow-up inspection.

The staff or consultant designated by the Public Works Director is responsible for electronically documenting the field inspections and the follow-up activities in a spreadsheet. The spreadsheet will be updated after each field screening activity. If the outfall inspection requires follow-up activities, staff or consultant designated by the Public Works Director will also document the follow-up activities in the Suspected Illicit Discharge Investigation Form. The Suspected Illicit Discharge Investigation Forms will be included in the Annual Report.

## Sampling Procedures

If the outfall has a discharge at the time of the dry weather screening site visit, the City will collect a sample, complete the Suspected Illicit Discharge Investigation Form described above, and perform onsite tests outlined in Table 1. Upon completing the sampling and onsite field analysis, the Wastewater Department will compile the data and report to the Public Works Director, who will decide if further investigation is required. If levels of tested constituents meet any of the trigger levels listed in Table 1, or there are problems with odor, clarity, or floatables, the City will investigate the suspected illicit discharge following procedures outlined in the *Storm Sewer Inspection and Maintenance* section.

TABLE 1

## Onsite Field Analysis Methods and Trigger Levels

Parameter	Method	Trigger Level
Odor	In-Person Observation	Suspicious or strong
Clarity	In-Person Observation	Other than clear
Petroleum Product	In-Person Observation	Rainbow sheen
Floatables	In-Person Observation	Other than leaves or usual debris. Instances of foaming should be investigated
pH	Single (or multi-) factor test strip	pH < 6 or pH >9
Total Chlorine	Single (or multi-) factor test strip	Any detectable
Iron and Copper	Multi-factor test strip	> 0 milligrams per liter

On-site test strips are available from the LaMotte company (<http://www.lamotte.com/pages/domwat/strips.html>). A local distributor in South Dakota is **Sioux Valley Enterprises, Renner, SD; 605-336-3955**.

If additional pollutants or indicators of illicit discharges are suspected, the Wastewater Department will use onsite field analysis and laboratory analysis equipment for dry weather screening and supplement with outside laboratories as necessary. Samples would be collected for analysis only upon the direction of the Public Works Director following a report of the on-site tests and observations. The City will follow appropriate sampling, instrument, and sample handling instructions specified by the manufacturer for the testing equipment.

The Public Works Director will consider additional testing on a case-by-case basis, depending upon onsite observations and field or laboratory test results, and as determined by material characteristics within the watershed.

## Storm Sewer Inspection and Maintenance Procedures

When complaints are received of illicit discharges or any local flooding problems related to storm sewers, the Wastewater Department or Street Department will respond to investigate for proper system functioning, including illicit discharge. When either department conducts maintenance of storm sewers, it will also check for illicit discharges in that area of the storm sewer. The following techniques may be used.

- Visual inspection of the watershed. The first step in the investigation is to determine if there are any obvious sources. For example, if foaming is noted, looking for someone washing a vehicle.
- Inspect or sample manholes from downstream to upstream. If a suspicious source is noted, then it may be necessary to remove manhole covers and perform additional monitoring.
- Dye testing.
- Smoke testing.
- Televising the sewer.

Once an illicit discharge is found, procedures described in the *Enforcement Procedures* section below will be followed.

## Sanitary Sewer Inspection and Maintenance Procedures

The Wastewater Department schedules the sanitary sewer segments to be inspected.

The crews document the following information during the closed-circuit television (CCTV) inspection:

- Digital video
- Unique manhole-to-manhole description of the inspection
- Basin location of the inspection
- CCTV equipment operator
- Date
- Hard copy of field notes maintained for a table of contents of the video tapes

Once the crew completes the inspection, it documents the completion of the work order by submitting all of the above information to the collection supervisor.

## Procedures for Follow-up Actions Following Illicit Discharge Detection

Follow-up actions shall be implemented when an illicit discharge connection is found during construction or post-construction, or when connections are identified that require a permit. The Public Works Director will assign appropriate City staff to follow-up with complaints and observations. It is the intent of the City to work with the contractor to correct the problem before an illicit discharge occurs and legal measures are needed.

### Illicit Discharge Connection Classification

The City has classified connections of illicit discharges into two categories, Class I and Class II, to differentiate their severity and threat to the receiving waterway. This classification provides the City with the capability to take immediate action where illicit discharges are occurring while maintaining the flexibility of providing a reasonable timetable for connections that are not immediately causing an illicit discharge but will cause an illicit discharge if not corrected.

- **Class I Illicit Discharge Connection.** Includes severe connections such as sewer cross connections where sanitary sewage is discharged into the stormwater system, septic tank effluent, industrial discharges of process waters, radiator flushing disposal, and other ongoing discharges of toxic materials. This includes connections that could pose an imminent threat to people or the environment or are intermittent type discharges.
- **Class II Illicit Discharge Connection.** Includes connections that require a permit but do not pose an imminent threat to people or the environment or are intermittent type discharges. Class II discharges include floor drains and other connections that could cause an illicit discharge.

### **Discovery of Illicit Discharge during Construction**

Should an illicit connection be found during construction of the connection, staff designated by the Public Works Director will inform the contractor of the improper connection and will classify the connection as either Class I or Class II. The Public Works Director will issue a letter requiring the contractor to fix the connection.

### **Class I Illicit Discharge Connection Response**

Class I connections must be corrected immediately.

### **Class II Illicit Discharge Connection Response**

Class II connections must be corrected within 30 calendar days unless otherwise approved by the City. For example, more time may be allowed with City's written approval if winter conditions prohibit corrective action.

### **Fixing the Illicit Discharge during Connection**

Staff designated by the Public Works Director will work with the contractor to correct the connection and will also use this time to educate the contractor of the importance of preventing illicit discharges. Staff designated by the Public Works Director will document findings on the Plan and Construction Review Illicit Discharge Tracking Form (Attachment 1) and will inform the contractor of the findings and actions required.

Staff designated by the Public Works Director shall confirm and document the corrected connection. The improper connection must be corrected by the contractor, re-inspected, and compliance documented by staff designated by the Public Works Director. If the contractor does not correct the connection within the time requirements noted above, the Public Works Director may issue a Stop Work Order as well as follow the Enforcement Procedures outlined in this document.

### **Discovery of Illicit Discharge during Post-Construction**

If a post-construction improper connection is identified by designated City staff, the City will follow procedures identified in the *Storm Sewer Inspection and Maintenance Procedures* section as necessary to investigate the illicit discharge connection.

### **Coordination between the City, State, and Discharger**

Coordination may be required between the City, State, and discharger regarding permitting requirements and illicit discharges. Should this situation arise, the City will educate the discharger about City regulations and refer the discharger to State regulations and regulatory contacts to provide necessary guidance to the discharger.

If a non-permitted connection is identified, the Public Works Director will issue a letter to the discharger explaining what is required to comply with City rules. The City will require the discharger to either obtain the necessary SWD permit or correct the illegal connection. A letter similar to that found in Attachment 3 serves as an example of what information should be communicated to the discharger.

## Enforcement Procedures

The Public Works Director and the staff of the various divisions of the Public Works Department are tasked with enforcement of the provisions and requirements of city ordinances related to illicit discharge and/or illegal dumping to the City's MS4. The Public Works Director will call upon the appropriate staff members of the Street Department, Wastewater Department, Engineering Department, and Planning & Zoning Department. Assigned staff members will be responsible for verbal and written contacts to the responsible party(ies), issuance of Notice of Violations (NOVs), and tracking and documentation of the illicit discharge and/or illegal dumping case as further explained herein.

Once an illicit discharge is found, the Public Works Director will immediately notify the responsible party and may assign the appropriate Public Works staff to the case. The Public Works Director or assigned department staff will verbally inform the responsible party that they must stop the illicit discharge. The request to stop the discharge will also be made in writing. If the party willingly stops the illicit discharge, the Public Works Director or assigned department staff will document the removal of the illicit discharge in the Suspected Illicit Discharge Investigation Form (Attachment 2). If the party fails to correct the illicit discharge within the specified response times, the Public Works Director or assigned department staff will issue a Notice of Violation (NOV) to the responsible party. The Public Works Director or assigned department staff will recommend if fines or charges are to be assessed to the illicit discharge party for code violations or expenses incurred during the investigation.

The NOV will require the elimination of the discharge and may provide a schedule for its elimination. Time frames and actions to be taken may be included in the NOV. Title 17 of the City's Revised Ordinances provides very limited authority to issue a NOV in response to an Illicit Discharge. Once adopted, the new stand-alone stormwater ordinance (Title 23) will explicitly define this process and include authority to administer and enforce the Illicit Discharge Program as described in this Standard Operating Procedure report. Example language for an NOV is found in Attachment 4. For NOVs associated with construction sites, a copy of the NOV will be sent to the City Engineer for the Subdivision or Site Plan File.

If the responsible party does not stop the illicit discharge, the Public Works Director will inform the City Council, which will determine if escalated enforcement measures should be initiated against the responsible party. If the discharge is likely to negatively impact public health or the environment, the City may determine that the discharge needs to be immediately referred to the State for action.

If the City Council determines additional enforcement action is required after an NOV has been sent to the responsible party, the City Council may forward the illicit discharge documentation to the City Attorney or contact the South Dakota DENR to pursue further legal action.

Once the party has removed the illicit discharge, staff designated by the Public Works Director shall investigate to verify that the illicit discharge has been removed.

## Documentation

Illicit discharge program documentation takes the form of both documenting individual actions as they proceed as well as providing documentation in the Annual Report to DENR.

### Investigation Documentation

Documentation of illicit discharge follow-up activities is a vital part of the program in order to pursue enforcement action if needed and to document illicit discharge program activities to the State. As a result, the following documentation should occur:

- The City should document all field activities using the Suspected Illicit Discharge Investigation Form (Attachment 2).
- The City should document all progress and results of any illicit discharge enforcement in an Enforcement Tracking file.

Other actions taken, especially fines, NOV letters, and legal recourse, should be documented not only through the Suspected Illicit Discharge Investigation Form, but also through copies of all correspondence between the City and the discharger.

### Annual Report to the State

At the end of each year, City employees shall forward to the Stormwater Phase II Annual Report Coordinator copies of each of the following completed forms.

- Plan and Construction Illicit Discharge Tracking Forms (Attachment 1)
- Suspected Illicit Discharge Investigation Forms (Attachment 2)
- NOV Letters
- Storm and Sanitary Sewer Inspection and Maintenance Labor Reports from the Wastewater Department or Street Department

Below is an excerpt from instructions for preparing the Annual Report for the Illicit Discharge Task 5 item:

*{Insert text describing the development of a standard operating procedure to detect and eliminate illicit discharges. Include the standard operating procedure document in Exhibit 9. Include information on any activities conducted during the previous year following the standard operating procedure, such as the number of building plans reviewed for illicit discharges. Include general information on any enforcement activities}*

The Coordinator will include this information, or a summary of it, in the Annual Report to the State. In the case of suspected or potential violations, identifying information of the suspected violator may be omitted from the Annual Report to ensure and protect named parties' rights to confidentiality and privacy.

APRIL 5, 2007

**Attachment 1**  
**Plan and Construction Illicit Discharge**  
**Tracking Form**

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**CITY OF WATERTOWN PLAN AND CONSTRUCTION REVIEW ILLICIT DISCHARGE TRACKING FORM**

Tracking Number: \_\_\_\_\_ Date: \_\_\_\_\_ Staff Person: \_\_\_\_\_

Owner or Responsible Party of Planned Development: \_\_\_\_\_

Description of Planned Development: \_\_\_\_\_

Location of Planned Development: \_\_\_\_\_

**Plan Inspection** – Have plans passed inspection by City Engineer and/or Building Services?

Preliminary Plans  Yes  No Date: \_\_\_\_\_ Comment: \_\_\_\_\_

Final Plans  Yes  No Date: \_\_\_\_\_ Comment: \_\_\_\_\_

**List and describe any changes to plans required as a result of plan inspection by City staff:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Construction Inspection** – Have the following been inspected and observed to have been installed correctly by City staff? (Note date completed for each).

Storm Sewer \_\_\_\_\_  Sanitary Sewer \_\_\_\_\_  Sanitary Sewer Services \_\_\_\_\_

Floor drains \_\_\_\_\_  Roof Drains \_\_\_\_\_  Sump pumps \_\_\_\_\_

Field underdrains \_\_\_\_\_  Other \_\_\_\_\_

**Type of Illicit Discharge Connection (refer to SOP):**

Class II (Potential to Occur; Not Sewage)

Class I (Immediate & Severe)

**Construction Inspection comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date Corrective Action taken:** \_\_\_\_\_

**Description of Corrective Action taken:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other comments:** \_\_\_\_\_

\_\_\_\_\_

APRIL 5, 2007

**Attachment 2**

**Suspected Illicit Discharge Investigation Form**

**CITY OF WATERTOWN SUSPECTED ILLICIT DISCHARGE INVESTIGATION FORM**

DATE: \_\_\_\_\_

TRACKING NO: \_\_\_\_\_

**1. FIELD OBSERVATION OR PUBLIC REPORTING INFORMATION:**

DATE OF REPORT OR FIELD OBSERVATION ACTIVITIES: \_\_\_\_\_ PRECIPITATION IN LAST 48 HOURS: \_\_\_\_\_

FIELD OBSERVATION OR COMPLAINT DESCRIPTION (DESCRIBE SUBSTANCE, OR IF UNKNOWN, DESCRIBE ODOR, COLOR, ETC.):

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**2. ILLICIT DISCHARGE SOURCE IDENTIFICATION:**

DESCRIBE METHODS AND PROCEDURES USED TO TRACK SUSPECTED ILLICIT DISCHARGE THROUGH PIPE NETWORK TO SOURCE (TVING, DYE TESTING, SMOKE TESTING, ETC.):

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WAS SOURCE IDENTIFIED?                      YES                      NO

IF YES,

SOURCE ADDRESS OR LOCATION: \_\_\_\_\_

DESCRIBE SOURCE OF ILLICIT DISCHARGE: \_\_\_\_\_

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IF NO,

EXPLAIN: \_\_\_\_\_

**3. FOLLOW-UP ACTIONS:**

- NOTIFY PLANNING AND ZONING OFFICIAL
- SCHEDULE TIME TO REINSPECT SOURCE AFTER DISCHARGER HAS CORRECTED PROBLEM

**4. EXPLAIN METHODS USED TO CONFIRM THE ILLICIT DISCHARGER HAS BEEN ELIMINATED:**

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**5. EXPLAIN FOLLOW-UP ACTION(S) TAKEN (FINES, LEGAL INJUNCTION, ETC.):**

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**6. STAFF PERSON WHO PERFORMED INSPECTION:** \_\_\_\_\_ **DATE OF INSPECTION:** \_\_\_\_\_

**CITY OF WATERTOWN SUSPECTED ILLICIT DISCHARGE INVESTIGATION FORM**

DATE \_\_\_\_\_  
TRACKING NO. \_\_\_\_\_

**7. GENERAL INFORMATION:**

PRECIPITATION WITHIN 48 HOURS? YES NO INSPECTION TEAM: \_\_\_\_\_  
QUANTITY OF LAST RAIN: ≥ 0.1 IN. ≤ 0.1 IN.  
EVIDENCE OF SNOWMELT? YES NO

\* If the response to either question above is "YES," DO NOT sample at this time.

**8. FIELD SITE DESCRIPTION:**

LOCATION: \_\_\_\_\_

OPEN CHANNEL MANHOLE OUTFALL OTHER: \_\_\_\_\_  
DOMINANT WATERSHED LAND USES: INDUSTRIAL COMMERCIAL RESIDENTIAL UNKNOWN OTHER: \_\_\_\_\_  
IF KNOWN, PLEASE LIST: \_\_\_\_\_

**FIRST VISIT:**

DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_

**9. FLOW ESTIMATION:**

FLOW OBSERVED? YES NO  
APPROX. CHANNEL WIDTH / PIPE DIAMETER: \_\_\_\_\_  
A. WIDTH OF WATER SURFACE (FT) \_\_\_\_\_  
B. APPROX. DEPTH OF WATER (FT) \_\_\_\_\_  
C. APPROX. FLOW VELOCITY (FT/SEC) \_\_\_\_\_  
D. FLOW RATE (CUBIC FT/SEC) = 1×2×3 = \_\_\_\_\_

**10. VISUAL OBSERVATIONS:**

PHOTO TAKEN: YES NO  
ROLL(S) / PHOTO NUMBERS \_\_\_\_\_  
ODOR: NONE MUSTY SEWAGE ROTTEN EGGS  
SOUR MILK OTHER  
COLOR: CLEAR RED YELLOW BROWN GREEN  
GREY OTHER  
CLARITY: CLEAR CLOUDY OPAQUE  
SUSPENDED SOLIDS  
FLOATABLES: NONE OILY SHEEN GARBAGE / SEWAGE  
OTHER \_\_\_\_\_  
DEPOSITS / STAINS: NONE SEDIMENTS OILY  
OTHER \_\_\_\_\_  
VEGETATION CONDITION: NONE NORMAL EXCESSIVE GROWTH  
INHIBITED GROWTH  
STRUCTURAL CONDITION: NORMAL  
CONCRETE CRACKING / SPAULING  
METAL CORROSION OTHER \_\_\_\_\_  
BIOLOGICAL: MOSQUITO LARVAE BACTERIA ALGAE  
OTHER \_\_\_\_\_

**11. FIELD ANALYSES:**

WATER TEMP: \_\_\_\_\_degrees C CHLORINE (TOTAL): \_\_\_\_\_  
PH \_\_\_\_\_ COPPER: \_\_\_\_\_  
PHENOL \_\_\_\_\_ SURFACTANTS \_\_\_\_\_  
LABORATORY SAMPLE COLLECTED YES NO  
IF YES, PLEASE ATTACH CHAIN-OF-CUSTODY RECORD

**GENERAL COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECOND VISIT (if required):**

DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_

**12. FLOW ESTIMATION:**

FLOW OBSERVED? YES NO  
APPROX. CHANNEL WIDTH / PIPE DIAMETER: \_\_\_\_\_  
A. WIDTH OF WATER SURFACE (FT) \_\_\_\_\_  
B. APPROX. DEPTH OF WATER (FT) \_\_\_\_\_  
C. APPROX. FLOW VELOCITY (FT/SEC) \_\_\_\_\_  
D. FLOW RATE (CUBIC FT/SEC) = 1×2×3 = \_\_\_\_\_

**13. VISUAL OBSERVATIONS:**

PHOTO TAKEN: YES NO  
ROLL(S) / PHOTO NUMBERS \_\_\_\_\_  
ODOR: NONE MUSTY SEWAGE ROTTEN EGGS  
SOUR MILK OTHER  
COLOR: CLEAR RED YELLOW BROWN GREEN  
GREY OTHER  
CLARITY: CLEAR CLOUDY OPAQUE  
SUSPENDED SOLIDS  
FLOATABLES: NONE OILY SHEEN GARBAGE / SEWAGE  
OTHER \_\_\_\_\_  
DEPOSITS / STAINS: NONE SEDIMENTS OILY  
OTHER \_\_\_\_\_  
VEGETATION CONDITION: NONE NORMAL EXCESSIVE GROWTH  
INHIBITED GROWTH  
STRUCTURAL CONDITION: NORMAL  
CONCRETE CRACKING / SPAULING  
METAL CORROSION OTHER \_\_\_\_\_  
BIOLOGICAL: MOSQUITO LARVAE BACTERIA ALGAE  
OTHER \_\_\_\_\_

**14. FIELD ANALYSES:**

WATER TEMP: \_\_\_\_\_degrees C CHLORINE (TOTAL): \_\_\_\_\_  
PH \_\_\_\_\_ COPPER: \_\_\_\_\_  
PHENOL \_\_\_\_\_ SURFACTANTS \_\_\_\_\_  
LABORATORY SAMPLE COLLECTED YES NO  
IF YES, PLEASE ATTACH CHAIN-OF-CUSTODY RECORD

**15. DATA SHEET FILLED OUT BY: (SIGNATURE):** \_\_\_\_\_

APRIL 5, 2007

**Attachment 3**  
**Sample Letter to Discharger**

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August 3, 2007

John Doe  
Environmental Manager  
XYZ Inc.  
1000 Example Street NE  
Watertown, SD 57201

Subject: Non-Stormwater Discharge Into Storm Sewer

Dear Mr. Doe:

This letter is a follow-up to the City inspection of your property on August 1, 2007. It was determined during the inspection that the floor drains carrying non-process wastewater from the current building expansion are connected to the storm sewer on Example Street at lateral #826. This connection is in violation of Title 23 of the City of Watertown Ordinances and requires a NPDES permit from the South Dakota Department of Environment and Natural Resources (SDDENR).

XYZ, Inc. has 30 days to remove the discharge from the stormwater system or must provide the City with documentation that a permit has been applied for from the SDDENR. If a permit is applied for, the company must provide the City with procedures the company will follow until a permit is obtained. These procedures must ensure that no discharges to the storm sewer occur.

It is the sole responsibility of XYZ, Inc. to ensure that it complies with all environmental regulations both at the state and local levels. XYZ, Inc. must comply with all appropriate stormwater, pretreatment, and other NPDES regulations and standards.

If you have questions regarding this matter, please call me at City Hall (605) 882-6202.

Sincerely,

City of Watertown

Rick Schlechter, P.E.  
Planning and Zoning Official

c: w/o enclosure: Al Spangler, Stormwater Coordinator SD DENR  
w enclosure: Stormwater Program Enforcement File

APRIL 5, 2007

**Attachment 4**  
**Example Language for a Notice of Violation**

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April 28, 2008

CERTIFIED MAIL

Joe DoAnything  
Joe's Overflow Shop  
1000 Environmental Avenue NE  
Watertown, SD 57201

Dear Mr. DoAnything:

Subject: **Notice of Violation**

The City of Watertown Stormwater Management Program has confirmed a violation against Title 23 of the Ordinances of Watertown. Attached you will find the formal Notice of Violation. Following is a summary of the violation:

<u>NOV</u> <u>Number</u>	<u>Date of</u> <u>Violation</u>	<u>Violation</u> <u>Description</u>
SNV0443	03/15/2008	Discharge of sanitary waste to a natural outlet.

Our division has classified the nature of the violation as a recurring, minor ordinance violation. The City shall evaluate if it is necessary for escalated enforcement on this violation. It is the sole responsibility of **Joe's Overflow Shop** to ensure that all wastewater is disposed of in a legal manner to the City's sanitary sewer system.

If you have any questions or comments on this issue, contact my office at (605) 882-6202.

Sincerely,

Rick Schlechter, P.E.  
Planning and Zoning Official

Enclosure

c: Wastewater Superintendent  
Stanton Fox, City Attorney  
Stormwater Program Enforcement File (Enclosure)

