

YORK COUNTY STORMWATER DIVISION
STANDARD OPERATING PROCEDURES
ILLCIT DISCHARGE

ILLCIT DISCHARGE TRACKING AND EVALUATION

1. Outfall Inspection Reports are done annually by maintenance inspectors. It is the responsibility of the program manager to evaluate these inspection reports for possible signs of illicit discharges. When finished the reports should be integrated into PARS and the GIS system (ArcMap).
2. All Outfall Inspection Reports scanned and maintained in the database(s)
3. The purpose of these reports is to monitor outfall discharges, asses any illicit discharge problems in a community and help guide future discharge prevention efforts.

ILLCIT DISCHARGE COMPLAINTS

1. Investigate problem or complaint. All complaints should go in the Hansen System for record retention. **(Take Pictures)**
2. Determine if the discharge is illicit.
 - The discharge or other conveyances that have the potential to allow sewage, industrial wastes or other waste into the storm sewer system, or any component thereof that drains into the storm sewer system.
 - If the discharge is permitted no further action is required.
3. Once it is determined the discharge is illicit and entered into the Hansen System reporting system begin the site investigation. If the determination is not illicit a site investigation may still be necessary and is recommended.
 - Preparation for site investigation
 - Enter approximate time and location of the site to be investigated onto the outlook calendar.
 - Gather all necessary supplies and equipment (e.g. camera, street maps or detailed maps)
 - Reserve and use county vehicle for transportation.
4. The Site Inspection should consist of speaking with the resident or property owner but is not required. The purpose of the site investigation is to determine if any illicit discharges exist. If it is a commercial site and the property owner is not available then a manager should be notified of the purpose the inspector is on the property.
 - Use information in Hansen report for guidance.
 - Mark and photograph all outfalls, discharge areas, and storm sewer systems.
 - Record environmental characteristics of suspected area(s)
5. Record all information from site investigation (including picture) into Hansen report.
6. All complaints shall be investigated within one working day.

Written correspondence and notifications of inspection(s) and Illicit Discharge

1. When the site investigation is made and determined an illicit discharge was made a letter of notification is sent out to the property owner
 - If it is more than one responsible party (e.g. contractor and property owner) then a copy of the letter sent to the property owner is also mailed to the other responsible parties.
2. After the first notification of an illicit discharge has been sent to responsible parties each offense thereafter is considered a separate offense and appropriate actions should be taken according to the county code **per Sec. 23.3-29 (d) (1)**.