

Illicit Discharge Investigation Procedure

An illicit discharge is defined as any discharge to a MS4 that is not composed entirely of stormwater with the exemption of allowable non-stormwater discharges and separately permitted discharges.

When a suspected illicit discharge is reported, EHS personnel should use the Stormwater Incident Report form. A copy of the form is at the end of this procedure. The responder should gather as much information about the discharge as the reporter of the discharge can provide.

The responder should then go to the discharge location immediately to determine the source of the discharge and potential damage to the UA MS4. The first priority is to stop the discharge immediately if possible. If the discharge can't be stopped immediately, the responder should determine if the discharge will exit the UA MS4 and enter the City of Tucson MS4. If the discharge does enter the City of Tucson MS4, the proper city authority should be notified as soon as possible.

Once the discharge has been stopped, EHS personnel should inspect the discharge area for potential damage or contamination. If damage occurred, EHS should notify University Facility Services (UFS) to repair any damage to UA property. If contamination is suspected or known to be present, EHS shall make arrangements with a local environmental management company for removal and disposal of the contamination. Samples should be taken to ensure that contamination has been removed. The affected discharge area should be inspected at completion of repair or remediation.

The investigation and any follow up should be completed within 30 calendar days of the initial discharge report.

STORMWATER INCIDENT REPORT

Complaint Description and Location

Date:	
Type of Complaint:	
Building #/Name:	Contact:
Phone:	
Complaint location:	
Complaint Overview:	
Information taken by:	

Investigation Findings

How did this happen:

Temporary preventive actions taken:

Description of evidence from event occurring (attach photos at end):

Investigation Method	
Date of visit:	
Area with most concern:	
Actions taken to correct incident:	
Reason for problem:	
Notes:	

Recommendations

Recommendations	Referred to	Date

Follow-up

Follow-up/when/by whom:

Customer response:

Pictures & Additional Documents

**[Attach additional sheets to define or document the complaint response, if necessary,
and include photo documentation, if possible]**