

## IDDE – REPORTING AND RESPONSE

### 1. PREPARATION

- a. Have a system in place to receive reports and collect information regarding spills and suspected illicit discharges and respond to reports.

### 2. PROCESS

- a. Collect the appropriate information from the caller using the Incoming Call Report form. Online reports will be received by email.
- b. Follow the Reporting and Response Flow Chart.
  - Call the Salt Lake County Health Department as needed (see Reporting and Response Flow Chart).
  - Call the Draper City Fire Department as needed (see Reporting and Response Flow Chart).
  - Call the Stormwater Specialist and transfer report information (Incoming Call Report or Online Report). If the Stormwater Specialist is not available, contact the Draper City Code Enforcement.
  - Call Utah Department of Environmental Quality as needed (see attached document **A Summary of Utah State and Federal Environmental Regulations Requiring Immediate to Within 24 Hour Notification of Utah DEQ and EPA**).
- c. Storm Water Specialist/Code Enforcement to promptly investigate reported incident and fill out IDDE Response Form.
- d. For spills, follow the procedures of SOP Spill Containment and Cleanup.
- e. If an illicit discharge is confirmed and the source is unknown, follow the procedures of SOP IDDE – Tracing Illicit Discharge.
- f. If an illicit discharge is confirmed and the source is known, follow the procedure of SOP IDDE – Removing Illicit Discharge.
- g. Follow up with the individual or entity responsible for cleaning or any other actions taken, including the County Health Department, to confirm that the spill or illicit discharge has been taken care of.
- h. Forward all collected information to the Storm Water Specialist for tracking and documentation.
- i. Track actions taken for spill / illicit discharge and forward to Storm Water

Specialist to fill out appropriate logs.

### 3. ACTIONS

- Follow procedures identified in the following SOPs as needed:
  - SOP Spill Containment and Cleanup
  - SOP IDDE – Tracing Illicit Discharge
  - SOP IDDE – Removing Illicit Discharge

### 4. DOCUMENTATION

- a. Operator will forward Incoming Call Report Form and online report to Storm Water Specialist to document in Illicit Discharge Inspection Report Inventory.
- b. Storm Water Specialist will document inspection and followup information in IDDE Enforcement Action Log.