

Santa Clara Valley *Urban Runoff* **Pollution Prevention Program**

ILLICIT CONNECTION & ILLEGAL DUMPING ELIMINATION ACTIVITIES PERFORMANCE STANDARD

Revised February 17, 2005

Participating Agencies:

Campbell, Cupertino, Los Altos, Los Altos Hills, Los Gatos, Milpitas, Monte Sereno, Mountain View, Palo Alto, San Jose, Santa Clara, Saratoga, Sunnyvale, County of Santa Clara and the Santa Clara Valley Water District.

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PART I

Introduction/Purpose

**Performance Standard and Supporting Documents
for
Illicit Connection & Illegal Dumping Elimination Activities**

Revised February 17, 2005

Introduction

Performance standards define control measures or levels of achievement for particular tasks carried out by all Santa Clara Valley Urban Runoff Pollution Prevention Program (Program) Co-permittees. Control measures are described in the Program's 2004 Urban Runoff Management Plan (URMP), which details what the Program is doing to reduce urban runoff pollution in the Santa Clara Valley watershed. The development and implementation of performance standards is an integral part of the Program's URMP.

The components contained herein constitute the revised ILLICIT CONNECTION & ILLEGAL DUMPING ELIMINATION ACTIVITIES PERFORMANCE STANDARD.

Purpose

The goal of illicit connection and illegal dumping control measures is to identify and eliminate non-permissible non-storm water discharges associated with illegal dumping or illicit connections to the storm drain system. The Illicit Connection & Illegal Dumping Elimination Activities (ICID) Performance Standard defines the level of implementation that Co-permittees in the Program must attain to demonstrate that their ICID activities reduce pollutants to the maximum extent practicable.

The performance standard for ICID is based on current practices that municipal agencies are and/or will be implementing to eliminate non-storm water discharges and practices that are accepted by the State and Regional Board as being effective in controlling these impacts. The performance standard is also consistent with the goals and objectives of the Program's Urban Runoff Management Plan.

Part II

Performance Standard

**Performance Standard and Supporting Documents for
Illicit Connection & Illegal Dumping Elimination Activities**

PERFORMANCE STANDARD

A. GENERAL ADMINISTRATION

1) Resource Commitment

- Identify where responsibility for IC/ID enforcement is located within the jurisdiction.

2) Training/Education/Outreach

- Ensure IC/ID Inspectors are trained.
- Determine and implement appropriate outreach efforts to reduce non-permissible non-storm water discharges.
- Conduct spill response drills annually (if no events occurred to evaluate your plan) in cooperation with other agencies or industries.
- When a responsible party is identified, educate the party on the impacts of his or her actions.

3) Complaint Referral/Incident Response System

- Follow existing spill response¹ and cleanup programs used within the jurisdiction.
- Develop and formalize an inter-agency referral process for both internal referrals (within a Co-permittee's jurisdiction) and referrals between Co-permittees.
- Respond to complaints regarding illegal dumping violations into the storm drainage system within the jurisdiction.

4) Field Investigation

- Conduct field investigations² that include inspecting portions of the municipal storm drain system for potential sources of non-storm water discharges. Observed discharges will be referred to the appropriate investigating agency.
- Pro-actively conduct investigations of high priority areas. Based on historical data, prioritize specific areas for pro-active investigations.

5) Effectiveness Evaluation

¹Activities carried out upon receiving a report of an existing non-storm water discharge.

²Pro-actively looking for non-storm water flows.

- Review annually the ICID Performance Standard and internal investigation results; assess whether goals were met and what changes or improvements are necessary.
- Obtain feedback from complaining parties, other agencies, or citizens, on your agency's response to their concern or complaint.
- Regularly evaluate how the city's interagency ICID referral system works.
- Obtain feedback from personnel assigned to respond to, or inspect for, illicit connections and illegal dumping incidents.
- Provide ICID effectiveness evaluation results in Annual Reports.

B. ENFORCEMENT

- If the responsible party is identified, educate the party on the impacts of their actions, explain the storm water requirements, and provide information regarding Best Management Practices (BMP), as appropriate. Initiate follow-up and/or enforcement procedures.
- If an illegal discharge is traced to a commercial, residential or industrial source, conduct the following activities or coordinate the following activities with the appropriate agency:
 - (1) Contact the responsible party to discuss methods of eliminating the non-storm water discharge, including disposal options, recycling, and possible discharge to the sanitary sewer (if within POTW limits).
 - (2) Provide Program information to the responsible party, where appropriate.
 - (3) Begin enforcement procedures, if appropriate.
 - (4) Continue inspection and follow-up activities until the illicit discharge activity has ceased
- If an illegal discharge is traced to a commercial or industrial activity, coordinate information on the discharge with the jurisdiction's commercial and industrial facility inspection program.

C. RECORD KEEPING/REPORTING

- Document and report ICID incidents annually using one of the descriptive categories provided within Tables 1 through 4 (see below)³. The categories provided in each table (total of 4) relate to the origin of report, source of incident, type of incident, and enforcement actions for each ICID incident. A category from each table will be assigned to document the each ICID incident.
- ICID incidents will be documented by, and the documentation maintained in the files of, the local agency or its contractor. The standard Santa Clara Urban Runoff Illicit Connection/Illegal Dumping Reporting Form (see Reporting Form on page 8) or an incident reporting form developed by a Co-permittee that contains all of the elements in the standard incident reporting form, will be used by all local agencies.

³ Reporting requirements and categories are also described in the *Continuous Improvement of Illicit Connection/Illegal Dumping Reporting* Technical Memorandum dated September 7, 2001

- Submit ICID incident results to the Regional Board within Annual Reports.
- Provide ICID incident results (within an electronic format) to Program staff for inclusion in SCVURPPP Annual Report (see below).
- Develop a tracking system designed to identify and prioritize specific areas for proactive investigations in order to:
 - (1) Determine the appropriate frequency for repeat inspections of high, medium, and low priority areas based on an investigation of the municipality's entire drainage area.
 - (2) Determine the number of cross jurisdictional violations (for example, mobile cleaners), seasonal violations, and interagency duplication.
 - (3) Review complaint response data.

ICID Inspection Data for SCVURPPP Annual Report

To facilitate the continuous improvement of industrial facility inspection reporting on a Program-wide level, each Co-permittee will provide raw ICID incident data (within an electronic format) to Program staff during each fiscal year. The procedures and schedule for submitting raw ICID incident data will be provided to Co-permittees each November.

Once received within an electronic format, Program staff will analyze all categories to ensure that they are reported in accordance with the categories provided in the ICID technical memorandum. Once all reported data is linked to the appropriate category, Program staff will produce a summary report detailing all ICID incident information for the Program. Individual reports detailing individual Co-permittee ICID inspection information will be developed for each Co-permittee.

Table 1. Categories describing the nature and source of ICID incidents.

Source of Report	Definition
Illicit discharge inspectors	Routine inspection, patrols
Interdepartmental	Referrals within agency, including channel and road maintenance crews, construction inspectors
Other agency	Referrals from other agencies, including other municipalities, SCVWD, State and County Health Departments
Citizen Complaints	Calls from public
Other	None of the above

Table 2. Potential source categories associated with ICID incidents.

Potential Source of Incident	Definition
Residential	Houses or apartments.
Industrial	Industrial facilities or land use area.
Commercial	Commercial facilities or land use area (not including automotive or food facilities).
Automotive Facilities	Includes all automotive facilities, including engine and body repair, gas stations, sales and other vehicle services.
Food Facilities	Includes all food facilities, including restaurants, cafeterias, delis, bakeries, mobile food, and grocery stores.
Construction Sites	Includes all construction related activities.
Public facilities and Utilities	Publicly or utility owned sites and projects (corporation yards, transportation or right of ways).
Other/unknown	All other target audiences associated with ICID incidents, or when specific target audiences can't be identified.

Table 3. Category name and definition of ICID incident types.

Incident Type Category	Definition (Discharges are defined as releases potentially resulting in pollutants entering stormwater conveyance systems and/or surface waters.).
Tracking soil	The movement of soil and other materials from vehicle or heavy machinery operation resulting in discharge. Typically occurring at construction sites
Saw cutting slurry discharge	The cutting of Asphalt, Cement, Concrete, etc. that results in a saw cut slurry discharge.
Surface cleaning discharge	The washing of toxic materials such as oil, antifreeze, grease, as well as cleaning chemicals used to clean parking lots, sidewalks, buildings or other surfaces, that results in discharge.
Vehicle & equipment leaking	The leaking of fluids from automobiles, trucks, heavy machinery and other equipment, including but not limited to: brake fluid, radiator fluid, motor oil, transmission fluid, battery acid, etc. resulting in discharge.
Dewatering	Contaminated water from construction areas resulting in discharge.
Water line breaks	Unplanned release of water from break in water pipes and potential soil erosion resulting in discharge.
Landscape material dumping	The illegal dumping of landscape materials resulting in discharge.
SWIDs	Storm Water Infiltration Devices
Vehicle washing	The washing of vehicles that results in discharge.
Vehicle repair	The illicit discharge of automotive fluids or contaminated water from vehicles associated with activities such as oil changing, radiator flushing that result in discharge.
Used oil dumping	The illegal dumping of motor oil resulting in discharge.
Un-hardened cement discharge	The washing of cement and/or the rinsing of cement mixing and laying equipment resulting in discharge.
Equipment cleaning	The washing of equipment using solvents resulting in discharge.
Dumpster discharge	Dumpster that is exposed to rainwater and/or contains leaks resulting in discharge.
Pools/Spas/Fountains discharge	The release of contaminated pool, spa and/or fountain water resulting in discharge.
Cooling water discharge	The release of contaminated water associated with flushing, leaking or blow down of cooling towers.
Accidental spills	Accidental releases of pollutants resulting in discharge.
Abandoned drums discharge	Drums of hazardous or non-hazardous materials dumped and exposed to rainwater or runoff, which results in discharge.
Sanitary spill or leak	Accidental release from sanitary sewer system resulting in discharge.
Dumping -	Improper disposal of hazardous materials, as defined in

hazardous	California Code of Regulations.
Dumping – non-hazardous	Improper disposal of materials not considered hazardous, resulting in discharge. Materials include but are not limited to, construction materials, animal waste, medical waste and pesticide.
Grey water discharge	The release of contaminated water associated with wash water discharge.
Carpet cleaning discharge	The dumping of contaminated water collected during the cleaning of carpets resulting in discharge.
Paint discharge	The dumping or paint and/or the washing of painting equipment resulting in discharge.
Food Facility Oil & grease discharge	Fats, Oils or Grease released from improperly maintained grease traps resulting in discharge.
RV Waste discharge	The dumping of wastes collected in Recreational Vehicles resulting in discharge.
Allowable discharge	Discharges that do not pollute storm drain or do not pollute storm drain when proper control measures are implemented. These include irrigation, car washing (residential), water releases, and pumped water from foundation and footing drains
Misc. incidents	Any type of discharge not listed above. Including, but not limited to sediment laden water and animal waste
Illicit connections	An improperly plumbed facility or parcel plumbed to the storm sewer instead of the sanitary sewer
Complaint not found	Complaint not found

Table 4. Categories describing enforcement actions.

Category	Description
Verbal Notice	Verbal warning providing information for corrective actions
Warning Notice	Written letter providing information for corrective actions
Administrative Action	Official letter describing requirements and consequences
Administrative Action with Penalty &/or Fine	Administrative actions, including fines
Criminal Action	Legal actions
Referral for Enforcement	Refer case to agency with enforcement powers

Santa Clara Urban Runoff Illicit Connection/Illegal Dumping Reporting Form

Date: _____ Time: _____

Agency or Department: _____

Inspector(s): _____

I. ORIGIN OF REPORT			
<p>1. Describe reason for conducting the investigation. (Definitions on Back):</p> <p> <input type="checkbox"/> Illicit Discharge Inspection (Routine) <input type="checkbox"/> Citizen Complaints <input type="checkbox"/> Interdepartmental Referral <input type="checkbox"/> Other _____ <input type="checkbox"/> Other Agency Referral </p>			
II. SOURCE OF INCIDENT			
<p>1. Describe location of source of discharge (company name, address, cross streets, physical features, etc.)</p> <p>_____</p> <p>_____</p> <p>2. Describe Source of Incident (Definitions on Back):</p> <p> <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Automotive Facilities <input type="checkbox"/> Food Facilities <input type="checkbox"/> Construction Sites <input type="checkbox"/> Public Facilities/Utilities <input type="checkbox"/> Other/Unknown </p> <p>3. Responsible Party: _____</p> <p>Address and Phone: _____</p> <p>4. Property Owner: _____</p> <p>Address and Phone: _____</p>			
III. TYPE OF INCIDENT			
<p>1. Illegal Dumping Describe Material Discharged:</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 33%;"> <input type="checkbox"/> Sanitary Spill or Leak <input type="checkbox"/> Unhardened Cement Discharge <input type="checkbox"/> Pools/Spas/Fountains Discharge <input type="checkbox"/> Tracking Soil <input type="checkbox"/> Surface Cleaning Discharge <input type="checkbox"/> Saw Cutting Slurry Discharge <input type="checkbox"/> Vehicle/Equipment Leaking <input type="checkbox"/> Vehicle Washing <input type="checkbox"/> Vehicle Repair <input type="checkbox"/> Equipment Cleaning </td> <td style="vertical-align: top; width: 33%;"> <input type="checkbox"/> Used Oil Dumping <input type="checkbox"/> Landscape Material Dumping <input type="checkbox"/> Accidental Spills <input type="checkbox"/> Paint Discharge <input type="checkbox"/> Carpet Cleaning Discharge <input type="checkbox"/> Food Facility Oil & Grease Discharge <input type="checkbox"/> Grey Water Discharge <input type="checkbox"/> Dewatering <input type="checkbox"/> RV Waste Discharge <input type="checkbox"/> Water Line Breaks </td> <td style="vertical-align: top; width: 33%;"> <input type="checkbox"/> Dumping (Hazardous) <input type="checkbox"/> Dumping (Non-hazardous) <input type="checkbox"/> Abandoned Drums Discharge <input type="checkbox"/> Dumpster Discharge <input type="checkbox"/> Cooling Water Discharge <input type="checkbox"/> Allowable Discharge <input type="checkbox"/> Miscellaneous Incidents <input type="checkbox"/> Other (describe): _____ </td> </tr> </table> <p>Provide Additional Discharge Information (as appropriate): _____</p> <p>_____</p> <p>2. Other Sources:</p> <p> <input type="checkbox"/> Illicit Connection <input type="checkbox"/> Storm Water Infiltration Devices <input type="checkbox"/> Other _____ </p> <p>3. Complaint Not Found (Circle)</p>	<input type="checkbox"/> Sanitary Spill or Leak <input type="checkbox"/> Unhardened Cement Discharge <input type="checkbox"/> Pools/Spas/Fountains Discharge <input type="checkbox"/> Tracking Soil <input type="checkbox"/> Surface Cleaning Discharge <input type="checkbox"/> Saw Cutting Slurry Discharge <input type="checkbox"/> Vehicle/Equipment Leaking <input type="checkbox"/> Vehicle Washing <input type="checkbox"/> Vehicle Repair <input type="checkbox"/> Equipment Cleaning	<input type="checkbox"/> Used Oil Dumping <input type="checkbox"/> Landscape Material Dumping <input type="checkbox"/> Accidental Spills <input type="checkbox"/> Paint Discharge <input type="checkbox"/> Carpet Cleaning Discharge <input type="checkbox"/> Food Facility Oil & Grease Discharge <input type="checkbox"/> Grey Water Discharge <input type="checkbox"/> Dewatering <input type="checkbox"/> RV Waste Discharge <input type="checkbox"/> Water Line Breaks	<input type="checkbox"/> Dumping (Hazardous) <input type="checkbox"/> Dumping (Non-hazardous) <input type="checkbox"/> Abandoned Drums Discharge <input type="checkbox"/> Dumpster Discharge <input type="checkbox"/> Cooling Water Discharge <input type="checkbox"/> Allowable Discharge <input type="checkbox"/> Miscellaneous Incidents <input type="checkbox"/> Other (describe): _____
<input type="checkbox"/> Sanitary Spill or Leak <input type="checkbox"/> Unhardened Cement Discharge <input type="checkbox"/> Pools/Spas/Fountains Discharge <input type="checkbox"/> Tracking Soil <input type="checkbox"/> Surface Cleaning Discharge <input type="checkbox"/> Saw Cutting Slurry Discharge <input type="checkbox"/> Vehicle/Equipment Leaking <input type="checkbox"/> Vehicle Washing <input type="checkbox"/> Vehicle Repair <input type="checkbox"/> Equipment Cleaning	<input type="checkbox"/> Used Oil Dumping <input type="checkbox"/> Landscape Material Dumping <input type="checkbox"/> Accidental Spills <input type="checkbox"/> Paint Discharge <input type="checkbox"/> Carpet Cleaning Discharge <input type="checkbox"/> Food Facility Oil & Grease Discharge <input type="checkbox"/> Grey Water Discharge <input type="checkbox"/> Dewatering <input type="checkbox"/> RV Waste Discharge <input type="checkbox"/> Water Line Breaks	<input type="checkbox"/> Dumping (Hazardous) <input type="checkbox"/> Dumping (Non-hazardous) <input type="checkbox"/> Abandoned Drums Discharge <input type="checkbox"/> Dumpster Discharge <input type="checkbox"/> Cooling Water Discharge <input type="checkbox"/> Allowable Discharge <input type="checkbox"/> Miscellaneous Incidents <input type="checkbox"/> Other (describe): _____	
IV. FOLLOW-UP AND ENFORCEMENT ACTIVITIES			
<p>1. Describe corrective actions: _____</p> <p>_____</p> <p>_____</p> <p>2. Describe materials distributed (brochures, BMPs, etc.): _____</p> <p>3. Describe Enforcement Action (Definitions on Back):</p> <p> <input type="checkbox"/> None (Incident Resolved) <input type="checkbox"/> Verbal Notice <input type="checkbox"/> Warning Notice <input type="checkbox"/> Administrative Action <input type="checkbox"/> Administrative Action with Penalty/Fine <input type="checkbox"/> Criminal Action <input type="checkbox"/> Referral for Enforcement </p> <p>Inspector(s) Signature _____</p>			

PART III

Guidance for Support Documents

SECTION 1

Work Plan/Implementation Schedule

**Performance Standard and Supporting Documents for
Illicit Connection & Illegal Dumping Elimination Activities**

**Section 1
WORK PLAN IMPLEMENTATION**

This section contains the plan or activities to be conducted to enable the Co-permittee to implement the performance standard along with an implementation schedule. The work plan will be developed by each Co-permittee based on its responsibility to conduct illicit connection and illegal dumping elimination control activities within its jurisdiction.

Example Contents of the Work Plan

- Describe steps needed to incorporate the implementation of the performance standard.
- Obtain adequate legal authority (if necessary).
- Develop a training program for inspectors and field personnel.
- Develop and/or distribute public information.
- Develop and/or implement spill response drills.
- Develop an inter-agency referral process.
- Develop an implementation schedule for priority area field investigation (see Table 5 for a model implementation schedule).
- Develop and/or implement complaint response protocols.
- Develop documentation and record keeping tools.
- Develop priority area field investigation tracking system.
- Develop program evaluations (may include):
 - 1) Reviewing the Illicit Connection and Illegal Dumping Elimination Activities Performance Standard. Identify any necessary modifications or improvements.
 - 2) Reviewing internal field investigation results, assessing if the purpose was met and identifying what changes or improvements are necessary.
 - 3) Obtaining feedback on the Illicit Connection and Illegal Dumping Control Program from involved parties (e.g., complaining parties, other agencies, citizens, etc.).
 - 4) Formally evaluating the interagency referral system.
 - 5) Reviewing the Illicit Connection and Illegal Dumping tracking system to identify necessary modifications or improvements in data collection or reporting methods.

Table 5 - Field Investigation Implementation Schedule

The Field Investigation Implementation Schedule below pertains to high, medium and low priority area field investigations. The schedule is a model that may be used by Co-permittees to document priority area field investigations. This model is not intended to be an exclusive template, but rather to provide a simple format Co-permittees may choose to utilize or modify.

The schedule is designed to be based on historical field investigation data and the results of the tracking system for priority area field investigations described in the performance standard. The outfall description and corresponding sector, investigation frequency and total number(s) of outfall investigations for high, medium and low priority areas for a given fiscal year are identified in the Table below. This schedule should be evaluated annually to determine modifications to outfall priorities and to determine appropriate frequencies for repeat investigations.

Priority	Investigation Frequency	Repeat Investigation	Source	Outfall Description	Total (s)
High	AD*	AD*			
			Total Outfalls		
Medium	AD*	AD*			
			Total Outfalls		
Low	AD*	*AD			
			Total Outfalls		

AD* At Agency's Discretion

SECTION 2

Legal Authority to Implement

**Performance Standard and Supporting Documents for
Illicit Connection & Illegal Dumping Elimination Activities**

**Section 2
LEGAL AUTHORITY TO IMPLEMENT**

This section contains a demonstration that the Co-permittee has the legal authority to implement the performance standard. Each Co-permittee should provide citations for, or excerpts from, documents that demonstrate adequate legal authority, and/or provide a time schedule for developing and obtaining additional authority. Required areas of authority may include, but are not limited to, the following:

- Authority to prohibit illicit discharges to the municipality's storm drain system.
- Authority to control discharges to the municipality's storm drain system which result from spills, dumping or disposal of substances other than storm water.
- Authority to conduct inspections, surveillance and monitoring of discharges into the municipality's storm drain system.

(Full documents do not need to be included within this performance standard, but should be available upon request by the Regional Board.)

SECTION 3

Work Plan BMPs and Control Measures

Performance Standard and Supporting Documents for Illicit Connection & Illegal Dumping Elimination Activities

Section 3 WORK PLAN BMPs AND CONTROL MEASURES

This section contains the best management practices and control measures that will be used as a standard for compliance in the implementation of the performance standard. Best management practices, as determined by the Co-permittee, should be available to the responsible personnel.

Example BMP's and Control Measures (outlined in the following documents)

- *Manual for the Investigation and Elimination of Illegal Dumping*, Woodward Clyde Consultants, February 1991.
- *Methods for Conducting Illicit Connection Programs*, Woodward Clyde Consultants, January 1991.
- *NPDES Storm Water Sampling Guidance Document*, Environmental Protection Agency, July 1992.

SECTION 4

Standard Operating Procedures

**Performance Standard and Supporting Documents for
Illicit Connection & Illegal Dumping Elimination Activities**

Section 4

STANDARD OPERATING PROCEDURES

This section contains the Co-permittee's standard operating procedures for implementation of the performance standard.

Example Contents

- Enforcement Procedures/Response Plan (may include coordination with city/county/district attorney, etc.)
- Documentation and/or Record Keeping Methods
- Staff Training: determine method(s) - internal, conferences, Program generated, etc.
- Public Information and Participation Procedures - determine methods, materials and distribution.
- Complaint Referral Procedures
- Incident Response Procedures