



Standard Operating Procedure			SOP #:	EN-0117
Description:	Illicit Discharges Detection & Elimination Investigation & Response			
Department:	Engineering	Date Prepared:	February 24, 2017	
Reviewed By:	Denise Brown	Approved By:	Nick Amberger	Effective Date: Immediately
		Job Classification:	All Engineering Inspectors	

If there is any variation from the directions that follow, you must get permission from your supervisor. All inspections occur from Service Request Orders (SROs). For documentation purposes, all inspections need to be tracked in the IDDE Enforcement Spreadsheet and pictures from inspections should be kept for a minimum of 5 years.

IDDE INVESTIGATION AND RESPONSE:

1. Every inspection/suspected illicit discharge must have a Service Request Order (SRO).
2. Non-construction related incidents will be investigated by the Energy/Environmental Specialist, unless otherwise specified by the supervisor.
3. Construction related incidents will be investigated by Engineering Technicians.
4. The first incident inspections are to be performed within 72 hours of receiving the SRO.
5. Follow up inspections are to be completed within the time specified in the enforcement action.
6. Re-inspections required for court are to be performed within 72 hours.
7. SROs are to be updated with all information necessary for a citizen to understand the situation and terminology.
8. If a delay in action on the SRO occurs, a comment must be entered on the SRO stating the cause for the delay.
9. Illicit discharge investigations should be resolved within a timely manner (for example, no SROs should be opened beyond a scheduled court date.)
10. There are three levels of escalating enforcement that can be issued to ensure corrective action and that the illicit discharge has ceased. Additionally, enforcement actions can be used to prevent the same illicit discharge from occurring in the future.
11. **Prior to issuing either a Notice of Violation (NOV) or Municipal Offense Ticket (MOT), the inspector must receive approval from their supervisor.**
12. For all violations where a Verbal Warning or NOV has been issued, the re-inspection must be within the issued deadline of the Verbal Warning or NOV. **If an extension is granted, the supervisor must be notified. If an extension is not given and the violation still exists, then escalating enforcement must occur.**
13. If a MOT is issued for an illicit discharge and the violation has not been abated within the written timeline, the inspector can issue one MOT per violation for each day the violation occurs. The inspector must notify their supervisor prior to taking this level of enforcement action.
14. The goal of an illicit discharge investigation is not only to identify the issue, but to ensure that the illicit discharge has ceased and is no longer creating a threat to the City’s waterways.