

ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE) PROGRAM PLAN



Updated 2020

Contents

Overview	5
Element 1 - Reporting and Correcting Illicit Discharges	5
<i>Notification of Suspected or Reported Illicit Discharges</i>	5
<i>Kitsap 1 Phone Hotline</i>	5
<i>Online and SeeClickFix Application reporting</i>	5
<i>Response to Suspected or Reported Illicit Discharges</i>	6
<i>Emergency Spills</i>	6
<i>Non-Emergency Spills</i>	6
<i>After Hours Spills</i>	7
<i>Procedures</i>	7
<i>Actions for 2019-2024</i>	7
Element 2 – Public Outreach Associated with Illicit Discharges	8
<i>Public Employees</i>	8
<i>General Public</i>	8
<i>Clean Water Kitsap Awareness Programs</i>	8
<i>Septic Workshops</i>	8
<i>Businesses</i>	8
<i>Commercial Property Inspections</i>	8
<i>Source Control Inspections</i>	9
<i>Actions 2019-2024</i>	9
Element 3 – Ordinance to Prohibit Illicit Discharges	9
<i>Prohibited Discharges</i>	9
<i>Allowable Discharges</i>	9
<i>Conditionally Allowable Discharges</i>	9
<i>Codes</i>	9
<i>Actions for 2019-2024</i>	10
Element 4 – Detect and Identify Illicit Discharges and Illicit Connections	10
<i>Field Screening</i>	10
<i>KCPW Maintenance and Inspection Activities</i>	10
<i>Marine Shoreline Outfall Screening</i>	11

KCPW Outfall Screening	11
Actions 2019-2024.....	12
Element 5 – Addressing Illicit Discharges and Illicit Connections	14
<i>Procedures for Characterizing Threat to Public or Environmental Health</i>	<i>14</i>
<i>Procedures for Tracing Illicit Discharges</i>	<i>14</i>
<i>Procedures for Eliminating Confirmed Illicit Discharges</i>	<i>15</i>
Compliance	15
Escalating Enforcement.....	16
Response and Enforcement Timeline.....	16
Stormwater Compliance Policy.....	16
Actions 2019-2024.....	17
Element 6 – Staff Training	17
Curriculum	17
Groups Trained	17
IDDE Field Staff.....	17
County Field Staff Groups	17
Actions 2019-2024	18
Element 7 – Record Keeping	18
Reporting and Correcting Illicit Discharges	18
Public Outreach Associated with Illicit Discharges	18
Ordinance to Prohibit Illicit Discharges	18
Detect and Identify Illicit Discharges and Illicit Connections.....	18
Addressing Illicit Discharges and Illicit Connections.....	19
Staff Training	19
Annual Permit Reporting Deliverables	19
Appendix A. Glossary.....	20
Appendix B. Kitsap 1 Spill Call Flows	23
Appendix C. Kitsap County Spill Response Plan (2019).....	37
Appendix D. State Agency Spill Notification Procedures	55
Appendix E. KCPW After-Hours On-Call Schedule Example.....	59
Appendix F. Stormwater Management Manual of Western Washington (Ecology)	60
Appendix G. Allowable Discharges	61
Appendix H. Conditionally Allowable Discharges	62

Appendix I. Kitsap County Code for Illicit Discharges	63
Appendix J. Herrera Source Tracing Manual	65
Appendix K. Illicit Discharge Screening Field Data Sheet.....	66
Appendix L. KCPW and KPHD IDDE Protocol	68

Overview

Kitsap County Public Works (KCPW) IDDE Program Plan was developed to comply with requirements of the Clean Water Act and the National Pollutant Discharge and Elimination System (NPDES) Western Washington Phase II Municipal Stormwater Permit (Permit) issued by the Washington State Department of Ecology (Ecology). The intent of this manual is to describe the program in place to reduce illicit discharges into Kitsap County's municipal separate storm sewer system (MS4), and to ultimately improve surface waters of Kitsap County by the effective and efficient prevention and removal of illicit discharges. This manual is intended to be a supplement to Kitsap County's Stormwater Management Program (SWMP). Kitsap County was issued the Permit in 2007, 2012, and 2013. Kitsap County's current permit is effective from August 1, 2019 through July 31, 2024.

The Permit requires permittees to prepare and implement an IDDE Program. This plan and its implementation are intended to satisfy this requirement. The goal of this plan is to identify and eliminate illicit discharges. Generally, illicit discharges are any non-stormwater spills and discharges to stormwater drainage systems that cause or contribute to a violation of state water quality standards. Examples of illicit discharges include cross connections of sanitary sewer to stormwater, illegal dumping of pollutants, accidental spills onto roadways or other areas, broken sewer lines, failing septic systems, and improper home or business activities.

Elements of this plan are described throughout the remainder of the document.

Element 1 - Reporting and Correcting Illicit Discharges

This element of the Permit requires procedures for reporting and correcting or removing illicit discharges or connections when they are suspected or identified.

Notification of Suspected or Reported Illicit Discharges

There are several ways that spills can be reported to Kitsap County. These include a regional spills hotline (Kitsap 1 hotline), online through the Kitsap County website, and through the SeeClickFix application (phone or online).

Kitsap 1 Phone Hotline

Kitsap County maintains a spill reporting hotline, Kitsap 1, that citizens and municipal staff can call during business hours to report a suspected illicit discharge. The Kitsap 1 spills hotline also serves as a regional reporting hotline for the cities of Bremerton, Port Orchard, Bainbridge Island and Poulsbo to provide a common number for agency staff and the public to increase awareness and hotline use. Kitsap 1 is the call center for Kitsap County government serving all departments. An after-hours message directs the caller to leave a message for response the following business day or call 911 if the issue is an emergency or sewer line issue.

Kitsap 1 hotline phone number: (360) 337-5777

Online and SeeClickFix Application reporting

Alternatively, spills may be reported through the Kitsap County website at <https://www.kitsapgov.com/dis/Pages/callkitsap1.aspx> or by using the SeeClickFix App on

smartphone or computer at: <https://seeclickfix.com/>

SeeClickFix is a location and neighborhood based request and work management system that enables Kitsap County's response teams to gain access to all the information they need to prepare a response. It also provides tracking of spill response efforts through to completion when a citizen, emergency responder, or County staff member reports an accidental or illicit spill through the app.

When Kitsap 1 receives a spill call or report, agents follow specific "call flows" which guide them in navigating where to assign the case. Reports of spills are classified as "spills" in the call flow system. All calls labeled as "spills" are directly transferred to IDDE staff for review or response. The call flows were established in 2007 and are continually modified as needed.

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The "spills" category contains nine separate call flows by topics:

- o Leaking Dumpster or Food Spill
- o Contractor Dumping - Spill
- o Private Property Spill
- o Commercial Private Property Spill
- o Pollution – Spill in Body of Water
- o Sewage Leak - Spill
- o Public or Roads Spill
- o Hazardous Spill
- o Construction Site Runoff – Muddy Water Discharge

These spill call flows are referenced in Appendix B.

Response to Suspected or Reported Illicit Discharges

Emergency Spills

In general, emergency calls (unknown substance, unmanageable, or acutely hazardous to environmental or human health) are referred to 9-1-1 where their Standard Operating Procedures are aligned with the NPDES permit requirements for notifying State Agencies.

Response to spills follows a similar flow path where emergency calls upon receipt by 9-1-1 Department of Emergency Management (DEM) are managed by and assigned to the proper authority (usually Fire Department for oil and unknown substances). After assignment and during response the lead authority may request response assistance from Kitsap County Public Works which follows the Kitsap County Spill Response Plan found in Appendix C.

Non-Emergency Spills

Non-emergency spills (such as small amounts of soap, paint, sewage or muddy water) are routinely managed by KCPW Stormwater and Roads, the Department of Community Development (DCD) and the Kitsap Public Health District (KPHD). All partners communicate frequently to determine spill response actions during an event. The division of response is usually as follows:

- Public Works responds to reports associated with suds, vehicle fluids, commercial property discharges, and issues with sewage from KCPW maintained sewer utility.
- Roads responds to spills on the road network.
- DCD responds to reports associated with construction and grading. DCD coordinates with KCPW Stormwater in the event of a turbid water discharge from a construction site into the MS4, requiring notification to Ecology for discharges over 250 NTUs. Additionally, the project's Stormwater Pollution Prevention Plan (SWPPP) and additional Best Management Practices (BMPs) are required to be reviewed and upgraded for any discharges over 26 NTUs.
- KPHD responds to reports related to municipal wastewater collection and treatment systems, on-site sewage systems, side sewer laterals, recreational vehicle discharges, solid waste (garbage and dumpsters), animal waste and hazardous waste, and spills on private property.
- NPDES Permit section G3 and G19 notification decisions to Department of Ecology and Department of Health are made by the Monitoring and Outreach Program Manager or Stormwater Senior Program Manager. These State Agency notification procedures can be found in Appendix D.

After Hours Spills

After hours spills are coordinated between KCPW Stormwater, Sewer, and Roads. After hours calls into KCPW typically originate from Cencom (9-1-1) and depending on the type of spill, Cencom will contact the appropriate department for cleanup assistance using regularly updated on-call schedules provided by Kitsap County. An example of these schedules can be found in Appendix E. Cencom may contact DEM, who may contact Ecology in the event of a significant spill.

Procedures

In 2020, KCPW will be creating American Public Works Association (APWA) Certification Policy/Procedure for the identification of illicit discharges and a Policy/Procedure for the proper reporting of spills to the Kitsap 1 hotline.

Actions for 2019-2024

- Continue to implement the regional Kitsap 1 hotline notification and response system
- Modify call flows as needed
- Create an APWA Policy/Procedure for identification of illicit discharges
- Create an APWA Policy/Procedure for the process of how spills should be reported to Kitsap County
- Create APWA Policy and Procedures for State Reporting to APWA Library
- Update the Kitsap County Spill response plan as needed
- Continue assisting other departments within the County to ensure proper reporting of illicit discharges

Element 2 – Public Outreach Associated with Illicit Discharges

This element of the Permit requires KCPW to inform public employees, businesses, and the general public of hazards associated with illicit discharges and improper disposal of waste. Public Education plays a strong role in identifying and preventing illicit discharges. The initial step is raising awareness that storm drains flow to surface waters and then informing target audiences of the proper practices to prevent illicit discharges.

Public Employees

Kitsap County employees are encouraged to report spills either through Kitsap County’s Kitsap 1 hotline phone number, Kitsap County’s website, or through the SeeClickFix.

General Public

Clean Water Kitsap Awareness Programs

KCPW implements a unique partnership program. CWK is managed by KCPW Stormwater Division, and through interlocal agreements funds, selected programs at KPHD, Kitsap Conservation District (KCD), Washington State University Extension Kitsap (WSU Ext), and Kitsap Public Utilities District (KPUD). The integral arms of the partnership for implementing the IDDE program are facility inspections and water quality monitoring groups at KCPW, shoreline outfall monitoring and septic system surveys through the Pollution Identification and Correction Program at KPHD, and public education and outreach by all agencies.

CWK implements several awareness programs related to IDDE. Those programs include the Puget Sound Starts Here campaign, Report Water Pollution campaign, school visits focusing on where stormwater goes, and local events such as Salmon Tours, Kitsap Water Festival, Salmon in the Classroom and National Public Works Week. All of these programs raise awareness that stormwater flows to local creeks, lakes and Puget Sound untreated and that what enters drains pollutes.

Septic Workshops

KCPW partners with KPHD and WSU Ext to offer workshops for onsite sewage system (OSS) owners. Workshops focus on proper care and maintenance of OSS and how to prevent and identify a failure. In addition, workshops feature information on drain field plantings, green cleaning tips, information on rain gardens and information on a low-interest loan program for OSS repair.

Businesses

CWK provides information online for businesses based on specific practices including storm system maintenance and the use of proper BMPs, carpet cleaning, painting, pressure washing, automotive shops, and food service establishments.

Commercial Property Inspections

KCPW Stormwater Inspectors conduct annual inspection visits to over 600 commercial properties. Part of the inspection is to identify poor housekeeping practices and notify the property owner for corrective action.

Source Control Inspections

The renewal of the Permit brought a new requirement for KCPW to inspect 20% of all pollution generating businesses each year, beginning in 2023. This Source Control Inspection Program will give KCPW staff opportunities to educate business owners on site specific BMPs for their business type. These BMPs are required by Ecology, as defined in the Stormwater Management Manual of Western Washington (SWMMWW), Appendix F for the implementation of operation, structural, or treatment BMPs. The business types to be inspected include but not limited to automotive repair, body shops and sales; gas stations, food service establishments, manufacturing, and transportation.

Actions 2019-2024

- Continue to implement awareness programs:
 - Puget Sound Starts here (coasters, coffee sleeves, paint sticks)
 - Report Water Pollution (Kitsap 1 hotline, Kitsap County website, SeeClickFix)
 - Kitsap Water Festival
 - Salmon in the Classroom
 - National Public Works Week
- Provide 3 septic workshops throughout Kitsap County each year
- Continue inspecting commercial properties and businesses to providing educational materials regarding the prevention of illicit discharges
- Begin inspecting pollution generating businesses for the proper use of business specific BMPs

Element 3 – Ordinance to Prohibit Illicit Discharges

Kitsap County ordinances specifying the nature of illegal and acceptable discharges were adopted during the 2007 - 2013 permit term and remain.

Prohibited Discharges

Title 12.08.240 defines an illicit discharge as all non-storm water discharges to storm water drainage systems that cause or contribute to a violation of state water quality, sediment quality or ground water quality standards, including, but not limited to, sanitary sewer connections, industrial process water, interior floor drains, and gray water systems.

Allowable Discharges

Allowable discharges are outlined in Appendix G.

Conditionally Allowable Discharges

The discharges outlined in Appendix H are allowed only if conditions outlined in S5.C.5c.ii. in the Permit are met.

Codes

Kitsap County Code specifies the definitions in Chapter 12.08, the prohibition to discharge or connect in Chapter 12.30, and enforcement capabilities and procedures in Chapter 12.32. The codes are shown in Appendix I. Additionally, illicit discharges and connections can be enforced by the Kitsap Public

Health District (KPHD) through their On-Site Sewage System and General Sewage Sanitation Regulations 2008A-01 (section 19) and Solid Waste Regulations 2010-1 (section 305).

By August 1, 2022 KCPW is required by Ecology to adopt an ordinance that requires businesses to apply source control BMPs for pollutant generating sources associated with existing land uses and activities. This ordinance will help reduce the amount of illicit discharges in Kitsap County by requiring specific business to implement certain operational BMPs and be provided with industry specific educational materials on how to prevent pollution.

Actions for 2019-2024

- Continue to enforce all current Kitsap County Code prohibiting illicit discharges
- Monitor KPHD regulations for revisions
- Finalize into Kitsap County Code an ordinance requiring BMPs at pollution generating businesses

Element 4 – Detect and Identify Illicit Discharges and Illicit Connections

This element of the Permit requires Kitsap County to implement an ongoing program to detect and identify non-stormwater discharges and illicit connections that impact the County's MS4.

Field Screening

Staff knowledgeable of the storm system and illicit discharges are an optimum resource to detect pollutants entering or leaving the MS4. In their daily work including cleaning catch basins and vaults, inspecting County and commercial storm facilities, and maintaining storm ponds; field crews can detect not only discharges or connections, but other pollution problems that are a result of poor commercial housekeeping (leaking dumpsters) or citizen actions (tossing dog waste into storm ponds). Kitsap County empowers field staff with IDDE trainings and the encouragement to utilize the reporting hotline.

Program activities include maintenance, inspection and outfall screening. KCPW Stormwater meets and exceeds the 12% of MS4 field screening requirement found in section S5.C.5.d.i(a) of the permit. To simplify calculating the 12% MS4 screening requirement, the percent of catch basins cleaned and outfalls screened within the MS4 is equal to the percent of MS4 screened. When other routine maintenance and inspection actions are taken into account the actual MS4 percentage screened will be higher. In addition to the maintenance and inspections listed above, KPHD conducts marine shoreline outfall inspections on a routine basis.

KCPW Maintenance and Inspection Activities

All maintenance activities below are tracked per asset per visit in an asset management database, Cartegraph. For all structures, during maintenance, trained staff evaluate the structure for possible illicit discharges and unexpected flows. Unusual odor and color, staining, and excessive turbidity are the minimum parameters maintenance staff screen for. Any suspected illicit discharges are noted, reported to IDDE staff for follow up.

- **Underground Storm Facility Maintenance (catch basins, pipes, tanks, vaults)**

Maintenance Frequency:

- All County catch basins inside and out of the MS4 area are cleaned at least once every three years. Those in more urban areas, approximately 30% of all catch basins, are cleaned every year.
- Tanks and vaults are cleaned annually.
- Pipes are cleaned on an as needed basis usually identified during catch basin cleaning or through direct inspection.

- **Aboveground Surface Storm Facility Maintenance (ponds, swales, bioretention, ditches)**

Maintenance Frequency:

- Every pond, swale and bioretention facility is inspected at least once per year for maintenance during which stormwater staff note and report any possible illicit discharges.
- Ditches are maintained on an as-needed basis. Maintenance activities include vegetation management and removal of sediment.

- **Surface Storm Facility Inspections**

- All County ponds and swales are inspected a minimum of once per year to assess proper function. During these inspections any suspected illicit discharges are noted, reported and followed up by IDDE staff.
- Ditches are maintained on an as-needed basis.

- **Commercial Inspections**

- Every commercial property with stormwater facilities is inspected annually.
- During site visits, the storm system is inspected for any deficiencies, including illicit discharges. The site is also inspected for other likely illicit discharges such as leaking dumpsters or trash compactors and evidence of dumped wash water. Illicit discharges are handled by IDDE staff.

Marine Shoreline Outfall Screening

KPHD staff conducts marine shoreline monitoring in unincorporated areas. The shoreline will be segmented into sections that are surveyed (any fresh water flows are sampled) once every six years with alternating wet and dry season surveys. During the permit period of 2019-2024 all county marine outfalls will be screened through this monitoring program at least one time in both wet and dry seasons. The current (2018) KPHD Marine Shoreline Monitoring Plan with detailed locations, timings and protocols can be found here:

<http://www.kitsappublichealth.org/environment/files/reports/ShorelineMonitoringPlan.pdf>

KCPW Outfall Screening

Outfall screening refers to the sampling of drainages in areas where pollution potentially is a concern, targeting screening in priority drainages by segmenting the storm system. Since Kitsap County has two Total Maximum Daily Loads (TMDLs), Sinclair/Dyes Inlet, and Liberty Bay, efforts to screen these areas for

illicit discharges remains high priority. For the 2019 - 2024 permit term, KCPW will conduct storm system outfall screening in these TMDL urbanized drainages.

The east Port Orchard area, which is almost entirely within the Sinclair Inlet watershed, was screened for illicit discharges in 2019. Silverdale and Chico Bay in the Dyes Inlet watershed were completed in 2017 and 2018 respectively. The outfalls along the beach were not sampled as the KPHD routinely samples these flows.

Actions 2019-2024

- Continue field screening during routine daily work and maintenance activities
- Continue outfall screening efforts in TMDL urbanized drainage areas
- KPHD continues conducting marine shoreline outfall inspections

This element of the Permit requires Kitsap County to implement an ongoing program to detect and identify non-stormwater discharges and illicit connections that impact the County's MS4.

Field Screening

Staff knowledgeable of the storm system and illicit discharges are an optimum resource to detect pollutants entering or leaving the MS4. In their daily work including cleaning catch basins and vaults, inspecting County and commercial storm facilities, and maintaining storm ponds; field crews can detect not only discharges or connections, but other pollution problems that are a result of poor commercial housekeeping (leaking dumpsters) or citizen actions (tossing dog waste into storm ponds). Kitsap County empowers field staff with IDDE trainings and the encouragement to utilize the reporting hotline.

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- Tanks and vaults are cleaned annually.

- Pipes are cleaned on an as needed basis usually identified during catch basin cleaning or through direct inspection.
- **Aboveground Surface Storm Facility Maintenance (ponds, swales, bioretention, ditches)**

Maintenance Frequency:

- Every pond, swale and bioretention facility is inspected at least once per year for maintenance during which stormwater staff note and report any possible illicit discharges.
 - Ditches are maintained on an as-needed basis. Maintenance activities include vegetation management and removal of sediment.
- **Surface Storm Facility Inspections**
 - All County ponds and swales are inspected a minimum of once per year to assess proper function. During these inspections any suspected illicit discharges are noted, reported and followed up by IDDE staff.
 - Ditches are maintained on an as-needed basis.
 - **Commercial Inspections**
 - Every commercial property with stormwater facilities is inspected annually.
 - During site visits, the storm system is inspected for any deficiencies, including illicit discharges. The site is also inspected for other likely illicit discharges such as leaking dumpsters or trash compactors and evidence of dumped wash water. Illicit discharges are handled by IDDE staff.

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KPHD staff conducts marine shoreline monitoring in unincorporated areas. The shoreline will be segmented into sections that are surveyed (any fresh water flows are sampled) once every six years with alternating wet and dry season surveys. During the permit period of 2019-2024 all county marine outfalls will be screened through this monitoring program at least one time in both wet and dry seasons. The current (2018) KPHD Marine Shoreline Monitoring Plan with detailed locations, timings and protocols can be found here:

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Actions 2019-2024

- Continue field screening during routine daily work and maintenance activities

- Continue outfall screening efforts in TMDL urbanized drainage areas
- KPHD continues conducting marine shoreline outfall inspections
-

Element 5 – Addressing Illicit Discharges and Illicit Connections

This element of the Permit requires Kitsap County to address illicit discharges, spills, and illicit connections that impact the County’s MS4. This includes procedures for characterizing the threat to the public or environment, procedures for tracing illicit discharges, procedures for eliminating confirmed illicit discharges, and a compliance timeline.

Procedures for Characterizing Threat to Public or Environmental Health

KCPW has in place two different flow charts for staff to utilize in the event of a spill. These include a business hours spill response flow chart and an after-hours spill response flow chart (Appendix C, Figures 1 and 2). These charts help guide staff in making decisions about who to contact depending on the type of spill or illicit discharge, and the severity of human or environmental threat. Refer to Element 1 for definitions of Emergency, Non-Emergency, and After-hours spills.

Procedures for Tracing Illicit Discharges

Suspect illicit discharges or connections will be traced using the source tracing methodologies and indicators identified in the [Illicit Connection and Illicit Discharge Field Screening and Source Tracking Guidance Manual](#) (IC-ID Manual). (Herrera 2013). The 2013 version can be found in Appendix J, with the 2020 version to be released in late 2020.

Source tracing is performed in the entirety of the stormwater system, including catch basins, manhole and ditch line inspections, and property inspections to isolate sections of the MS4 that may contain contaminants. Business, commercial or industrial property inspections, and residential visits are helpful in MS4 isolation and in determining contaminate loads from pollution generating activities.

Tracing of illicit discharges or connections is done by IDDE staff once a referral from a field staff is made. IDDE staff visit the site where an illicit discharge is suspected and analyze the flow for visual parameters including color, floatables, debris, odor, vegetation growth, and staining. Samples are collected and analyzed for primary chemical indicators including temperature, ammonia, pH, turbidity, dissolved oxygen, and specific conductivity. If any of the primary chemical indicators are above or below the normal threshold, then further testing of secondary indicators is performed. Refer to Appendix K for KCPW’s Illicit Discharge Screening Field Data Sheet.

Mapping using GIS software and the Cartegraph database are utilized to isolate sections of the MS4 where an illicit discharge is suspected. GIS maps can be used to trace the path of manholes back to a potential source.

Dye testing, smoke testing, and the use of camera equipment can be used to identify potential improper cross connections between sanitary sewer lines and the stormwater system.

As part of the new Permit requirement for Phase II jurisdictions, 20 % of all pollution generating businesses in unincorporated Kitsap County will be inspected by KCPW, looking for potential sources of activities that are contributing to stormwater pollution.

[Procedures for Eliminating Confirmed Illicit Discharges](#)

All illicit discharges or connections that are a threat to environmental health or enter County MS4 must be immediately contained or eliminated. If a spill enters the MS4, downstream conveyances must be identified and plugged to prevent further downstream contamination.

The following are common pollutants that are discovered in the field, and require specific steps in a non-emergency situation:

- Petroleum products can be soaked up with oil-absorbing pads and booms. Vacuum trucks may be utilized as long as the petroleum products is present in minimal amounts (sheen) and deemed a low spark hazard threat. This waste is discharged at the Central Kitsap Decant Facility. If an oil spill is deemed to be too large for County non-spark resistant vacuum trucks to handle, then an environmental cleanup company (Appendix C, Table 3) is required to be hired to clean up the spill. Waste from a street sweeping vacuum broom truck is disposed of at the residing road shop in the street sweeping waste piles.
- Sewage and restaurant wastewater spills can be vacuumed up with a vacuum truck. This waste is discharged at the Central Kitsap Decant Facility. County staff will work quickly with business owners or homeowners to eliminate cross connections of sanitary sewer to stormwater lines.
- Sediment from construction sites collected in storm catch basins can be removed from the stormwater system with a vacuum truck. This waste is disposed of at the Central Kitsap Decant Facility.
- Hazardous spills are typically deemed an emergency. However, if County field crews deem the situation safe and wear proper PPE, the spill may be contained by County crews. An environmental cleanup company, along with Fire Department assistance will most likely be necessary.

Refer to Appendix C, Table 4 for specific cleanup methods for petroleum, sewage, and hazardous materials.

[Compliance](#)

Once an illicit discharge or illegal connection has been confirmed, KCPW will identify the responsible party or property owner.

The response will vary depending on the type, location, frequency, severity, and source of illicit discharge. In general, several options are available to address a specific discharge. In most cases where the violator is identified it is expected that they will voluntarily comply with the corrective action to eliminate the potential for further illicit discharges. When the violation is the result of an illegal connection from a building, the property owner should respond immediately once they are made aware of the connection, the environmental consequences, the applicable regulations, and the recommended remedy. If the violation is a failing septic system, the violation is transferred to KPHD

for enforcement. These transferred violations are monitored closely by Public Works to assure compliance with permit requirements.

Kitsap County notifies the property owner for any illicit discharge or illegal connection by letter or in person. If warranted, a Notice of Violation letter is issued and will describe the findings of the investigation, required remedy, deadline for compliance, technical resources, and the enforcement actions, fines, and legal actions that could ensue for non-compliance. The letter will include relevant local codes and state and federal laws as applicable. The letter will also specify who the property owner will contact for additional information and how to notify the County when the required remedy has been completed. The County will conduct a follow-up inspection after notification that the required remedy has been completed.

Escalating Enforcement

Enforcement is led by KCPW except in specific cases such as a failing on-site sewage system, when it will be led by KPHD. KCPW and KPHD operate under an agreement for resolving issues that follow the timeline requirements of the NPDES Permit. The agreement is in Appendix L.

Enforcement under Kitsap County Code follows Civil Infraction procedures of Chapter 2.116 where penalties are leveraged at not less than \$100 or to exceed \$1,000 per violation incident. Should a business owner or citizen not remedy a discharge, the County may proceed to abate the violation as a public nuisance (following 21 days of certified notice as defined in Chapter 12.32.010- Enforcement-Violation of this title) as well as to seek equitable payment to make this remedy. For more serious cases where environmental damage is greater than the civil infraction, Kitsap County will refer the case to Washington State Department of Ecology and/or the US Environmental Protection Agency to exercise their authority under RCW 90.48 and the Federal Clean Water Act. The State and Federal regulations allow fines to be leveraged in according to the environmental damage.

Response and Enforcement Timeline

The Permit has outlined timelines of illicit discharge response and compliance enforcement. Specific timelines must be met in order to achieve Permit compliance. The following timeline language was taken from the Permit and is achieved by KCPW:

- Immediately respond to all illicit discharges, including spills, which are determined to constitute a threat to human health, welfare, or the environment
- Investigate, or refer to the appropriate agency, within 7 days, on average, any complaints, reports, or monitoring information that indicates a potential illicit discharge
- Initiate an investigation within 21 days of any report or discovery of a suspected illicit connection to determine the source of the connection, the nature and volume of the discharge through the connection, and the party responsible for the connection.
- Upon confirmation of an illicit connection, compliance efforts are documented to eliminate the illicit connection within 6 months. All known illicit connections to the MS4 shall be eliminated.

Stormwater Compliance Policy

KCPW is in the process of creating a Stormwater compliance policy, which will describe procedures for investigating and enforcing violations of the stormwater code pertaining to the County's MS4. This

document will provide tools and guidance for situations of non-compliance with sections of documentation, enforcement actions, and enforcement response schedule and criteria matrix for fines.

Actions 2019-2024

- Continue applying enforcement measures when needed
- Create and implement Stormwater Compliance Policy
- Continue to perform commercial property and municipal facility inspections for business inspections, ditch Inspections and storm BMP Inspections.
- Trace suspect illicit discharges or connections according to the methods in the IC/ID 2013 Manual.

Element 6 – Staff Training

Training field staff is essential for a successful reporting system and clean up response.

Curriculum

Illicit discharge training emphasizes that the reporting of spills and illicit discharges allows Kitsap County to remain in compliance and lessen environmental damage. A broad overview of the NPDES Permit is described along with the permit required training elements of identification, containing, and reporting spills. Trainings cover how to determine if a spill is considered an emergency situation or not, how to identify non-emergency illicit discharges, reminders on using personal protective equipment when containing spills, and which spill response supplies are best utilized in different situations. Reminding employees to keep their vehicles stocked with spill response supplies, and the use of the Kitsap 1 hotline when a spill is discovered, is the final message.

Groups Trained

Training will be performed for the following groups:

IDDE Field Staff

IDDE staff respond directly to reports and perform source tracing, enforcement, education, and complete reporting to State Agencies. IDDE field staff are the most involved and have a good working knowledge of the notification process and spill response procedures. IDDE field staff are continuously learning when opportunities arise to improve their skills with detecting, reporting, responding, tracing, educating and enforcing during investigations and cases.

County Field Staff Groups

County field staff may encounter an illicit discharge or connection. Stormwater inspectors and field crew, Sewer Utility field crew, Road Shop field crew, and the Traffic Division are all trained annually on how to identify, contain, and report spills and illicit discharges.

Roads Construction, Parks Department field crews and facilities maintenance are trained every other year. All crews are trained on how and when to implement the use of the spill response trailer that is fully stocked in case of a larger spill.

Actions 2019-2024

- IDDE field staff- take advantage of continuing education for detecting, responding, and reporting of illicit discharges through webinars, classes, conferences, and workshops
- IDDE field staff review the new version of the IC-ID Manual
- County field staff continue attending annual or biennial IDDE trainings held by KCPW Stormwater staff

Element 7 – Record Keeping

KCPW tracks and maintains records of all activities conducted to meet the requirements of the IDDE section of the Permit. Storing records in Document Center and Cartegraph allows for easy viewing, transfer, documentation, and compliance with Washington State Records Retention laws

Reporting and Correcting Illicit Discharges

- Spill calls originating from the Kitsap 1 hotline, SeeClickFix, and internal referrals are maintained in Cartegraph
- Any APWA Procedures created will be stored on the KCPW Document Center

Public Outreach Associated with Illicit Discharges

- Track each business inspection where KCPW staff provided outreach materials, store data in Cartegraph
- Track advertising and attendance for each CWK workshop and awareness programs, records stored in Document Center
- Gather feedback from attendees by administering evaluation at each CWK workshop and awareness program, stored in Document Center

Ordinance to Prohibit Illicit Discharges

- Kitsap County Code is available for viewing online
- Document changes in KPHD regulations, record changes in Document Center

Detect and Identify Illicit Discharges and Illicit Connections

- All KCPW maintenance, inspections, and outfall screenings are tracked in Cartegraph
- Record maintenance and inspection activities performed in Cartegraph
- Record the percent of MS4 screened in Cartegraph
- Upload the Ecology WQWebIDDE Report annually, which includes each IDDE complaint and KCPW response, data stored in Cartegraph
- KPHD reports annually to KCPW the results of their Marine Shoreline Outfall Screening Program, stored in Document Center

Addressing Illicit Discharges and Illicit Connections

- Enforcement actions, and interactions with responsible parties and Ecology including phone calls, emails, and compliance letters are tracked in Cartegraph
- Compliance letters with responsible parties are uploaded to the Document Center
- Permit compliance letters for Ecology are uploaded to the Document Center

Staff Training

- Rosters for each training are uploaded to the Document Center, which are then stored in each trainee's training record history
- Document training audience type, content and number of attendees annually, stored in the Document Center

Annual Permit Reporting Deliverables

- Number of Kitsap 1 hotline calls received
- Implemented an ongoing IDDE training program for all municipal field staff? Y/N
- Informed public employees, businesses, and the general public about IDDE? Y/N
- Describe information sharing actions
- Implemented an ongoing program to characterize, trace, and eliminate illicit discharges into the MS4? Y/N
- Number of illicit discharges and illicit connections eliminated during reporting year
- Upload summary of IDDE actions
- Municipal spills staff are trained to conduct IDDE activities? Y/N
- Implemented an ordinance to address runoff from new development, redevelopment and construction sites? Y/N
- Cite code reference for S5.C.4.a
- Implemented an ongoing training program for employees whose primary job functions may impact stormwater quality, per this section? Y/N
- Implemented a SWPPP for all facilities owned or operated by the Permittee, per this section? Y/N
- Notified Ecology in accordance with G3, per this section? Y/N
- Number of G3 notifications provided to Ecology
- Report annually the number of events held that pertain to IDDE, and the total number of attendees at each event, gather feedback from evaluations
- Number of impressions of awareness messages annually
- Number of maintenance and inspection activities performed
- The percent of MS4 screened annually
- Report IDDE staff training events and number of attendees at each training

Appendix A. Glossary

Best Management Practices (BMPs) – means the schedule of activities, prohibitions of practices, maintenance procedures, and structural and/or managerial practices, that when used singly or in combination, prevent or reduce the release of pollutants and other adverse impacts to receiving waters.

Cartegraph – Kitsap County’s asset management database

Document Center – is the location where documents with retention value are kept for disposition.

Ecology – Refers to the Washington State Department of Ecology

Ecology Manual – refers to the Stormwater Management Manual of Western Washington (SWMMWW)

Illicit discharge – means all non-storm water discharges to storm water drainage systems that cause or contribute to a violation of state water quality, sediment quality or ground water quality standards, including, but not limited to, sanitary sewer connections, industrial process water, interior floor drains, and gray water systems.

Illicit Discharge Detection and Elimination (IDDE) – A program within the Western Washington Phase II Stormwater Permit

G3 – refers to the section in the Western Washington Phase II Stormwater Permit that requires Kitsap County to notify Ecology within 24 hours of any discharge or spill that impacts Kitsap County MS4, that could constitute a threat to human health, welfare and/or the environment.

G19 – refers to the sections in the Western Washington Phase II Stormwater Permit that requires Kitsap County to formally notify Ecology in writing, within 30 days of any discharge or spill that impacts any receiving waters in Kitsap County, that could constitute a threat to human health, welfare and/or the environment.

Municipal Separate Storm Sewer System (MS4) – A conveyance, or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains which are designed or used for collecting or conveying stormwater

National Pollutant Discharge Detection and Elimination System Permit (NPDES)- means the national program for issuing, modifying, revoking, and reissuing, termination, monitoring, and enforcing permits, and imposing and enforcing pretreatment requirements, under Sections 307, 402, 318, and 405 of the Federal Clean Water Act, for the discharge of pollutants to surface waters of the State from point sources. These permits are referred to as NPDES permits and, in Washington State, are administered by the Washington State Department of Ecology.

Operational BMP – a type of source control BMP. They are schedules of activities, prohibition of practices, and other managerial practices to prevent or reduce pollutants from entering stormwater. Operational BMPs include formation of a pollution prevention team, good housekeeping, preventative maintenance

procedures, spill prevention and clean-up, employee training, inspections of pollutant sources and BMPs, and record keeping. They can also include process changes, raw material/product changes, and recycling wastes.

Permit – refers to the Western Washington Phase II Stormwater Permit

Source control BMP - means a structure or operation that is intended to prevent pollutants from coming into contact with storm water through physical separation of areas or careful management of activities that are sources of pollutants. The Ecology Manual separates source control BMPs into two types. Structural source control BMPs are physical, structural, or mechanical devices, or facilities that are intended to prevent pollutants from entering storm water. Operational BMPs are nonstructural practices that prevent or reduce pollutants from entering storm water. See Volume IV of the Ecology Manual (Appendix F) for details.

Spill – an illicit discharge that has occurred that is unexpected, unintended, unapproved, or accidental in nature

State Agencies – refers to the Washington State Department of Ecology, Washington State Department of Health – Shellfish Program, and Washington Emergency Management Division

Stormwater Management Manual of Western Washington (SWMMWW) – refers to the manual published by the Department of Ecology (2019) which provides guidance on the measures necessary to control the quantity and quality of stormwater.

Stormwater Management Program (SWMP) – refers to the annual plan created by KKCPW which includes required activities and implementation of those activities within the required timeframes of the Permit term, and information on the submittal of annual reports to Ecology each year to document progress toward completing program implementation.

Stormwater Pollution Prevention Plan (SWPPP) – means a documented plan to implement measures to identify, prevent, and control the contamination of point source discharges of stormwater.

Total Maximum Daily Load (TMDL) - or water quality improvement project — process is a science-based approach to cleaning up polluted water so that it meets state water quality standards. A TMDL is a numerical value that represents the highest amount of a pollutant a surface water body can receive and still meet the standards. The federal Clean Water Act requires states to develop a TMDL plan for each water body on the state's polluted waters list, also known as the 303(d) list. The TMDL process is just one strategy used to clean up polluted waters.

Washington State Department of Ecology (Ecology) - an environmental regulatory agency for the State of Washington. The department administers laws and regulations pertaining to the areas of water quality, water rights and water resources, shoreline management, toxics clean-up, nuclear waste, hazardous waste, and air quality.

Western Washington Phase II Stormwater Permit (Permit) – NPDES Permit administered by the

Washington State Department of Ecology

Appendix B. Kitsap 1 Spill Call Flows

Leaking Dumpster or Food Spill

Department Public Works	
Division Stormwater	
Call Flow Contact Person Sarah Olson	
Details Caller is reporting a leaking dumpster, grease or food spillage entering the storm system located in Incorporated Kitsap County, Unincorporated Kitsap County or Highway.	
Exceptions Sewer system spills, oil on roads or from private property, construction runoff, large hazardous emergency spill.	
Content Activity Code: 405	
Step	Action
1	<p>Get the following information from the caller:</p> <ul style="list-style-type: none"> • Location of spill • Date the incident occurred • Approximately how many gallons and the type of food spill • Quantity of spilled substance • License plate number or company name • Name • Phone Number (if they want to be contacted)
2	Create a service request in See Click Fix with category: Spill or Illicit Discharge
3	<p>For spills on a Highway- Notify WDOT (Washington State Department of Transportation) 360-874-3050. Select 'Log Request,' add a comment noting which division was contacted and at what time. An email notification is automatically sent to the appropriate contacts in Stormwater.</p> <p>For spills in Incorporated Kitsap County- Select 'Log Request'. An email notification is automatically sent to the appropriate contacts for that city.</p> <p>For spills in unincorporated Kitsap County- Select 'Log Request'. An email notification is automatically sent to the appropriate contacts in Stormwater.</p>

Contractor Dumping- Spill

Department

Public Works

Division

Stormwater

Call Flow Contact Person

Sarah Olson

Details

Caller is reporting a contractor dumping paint, carpet cleaning wash water, or other transient business wash water into a storm drain or ditch located in Incorporated Kitsap County, Unincorporated Kitsap County or Highway.

Exceptions

Private property spill, commercial property, oil on roads, large hazardous spill, sewage spill or leaking septic

Content

Activity Code: 405

Step	Action
1	Get the following information from the caller: <ul style="list-style-type: none">• Name• Phone Number• Location of spill• Date the incident occurred• Substance spilled (carpet cleaning, paint wash, etc)• Quantity of spilled substance• License plate number or company name
2	Create a service request in See Click Fix with category: Spill or Illidit Discharge
3	<p>For spills in Incorporated Kitsap County- Select 'Log Request.' An email notification is automatically sent to the appropriate contacts for the city.</p> <p>For spills on a Highway- Notify WDOT (Washington State Department of Transportation) 360-874-3050. Select 'Log Request,' add a comment notating which division and who was contacted and at what time. An email notification is automatically sent to the appropriate contacts in Stormwater.</p> <p>For spills in unincorporated Kitsap County- Select 'Log Request'. An email notification is automatically sent to the appropriate contacts in Stormwater.</p>

Private Property Spill

Department
Public Works

Division
Stormwater

Call Flow Contact Person
Sarah Olson

Details
Vehicle fluids (oil, radiator, etc.), paint or suds on a private property located in Incorporated Kitsap County, Unincorporated Kitsap County, Highway or private property owned by Kitsap County.

Exceptions
Pollution from a commercial property, construction site, sewer or septic system, or smaller car/truck oil spill; emergency hazard

Content
Activity Code: 405

Step	Action
1	Get the following information from the caller: <ul style="list-style-type: none">NamePhone numberLocation of spillDate the incident occurredSubstance spilled (oil, gasoline, radiator, etc)Quantity of spilled substanceDid it enter a catch basin or ditch? See below for next steps.
2	Create a service request in See Click Fix with category: Spill or Illicit Discharge
3	For spills in Incorporated Kitsap County- Select 'Log Request.' An email notification is automatically sent to the appropriate contacts for the city. Email a copy to the Health District contacts: <ul style="list-style-type: none">FOR ERTS EMAILS- Forward the ERTS email to Steve Brown

- **FOR ERTS EMAILS-** Forward the ERTS email to Steve Brown steve.brown@kitsappublichealth.org; Grant Holdcroft grant.holdcroft@kitsappublichealth.org and John Kiess john.kiess@kitsappublichealth.org
- **FOR ALL OTHERS-** Send the SCF request as a pdf to Steve Brown steve.brown@kitsappublichealth.org; Grant Holdcroft grant.holdcroft@kitsappublichealth.org and John Kiess john.kiess@kitsappublichealth.org with subject: **Private Property Spill** using the following steps:
 - Click on the print icon from the request
 - A new PDF window will open
 - Click on the email icon at the top of the PDF
 - Add a comment notating the request was forwarded to the HD.
 - Change the status to 'Closed' select note from the drop down list 'Closed-For informational purposes only.'

For spills on a Highway- Notify WDOT (Washington State Department of Transportation) 360-874-3050. Select 'Log Request,' add a comment notating who was contacted and at what time. An email notification is automatically sent to the appropriate contacts in Stormwater. Email a copy to the Health District contacts:

- **FOR ERTS EMAILS-** Forward the ERTS email to Steve Brown steve.brown@kitsappublichealth.org; Grant Holdcroft grant.holdcroft@kitsappublichealth.org and John Kiess john.kiess@kitsappublichealth.org
- **FOR ALL OTHERS-** Send the SCF request as a pdf to Steve Brown steve.brown@kitsappublichealth.org; Grant Holdcroft grant.holdcroft@kitsappublichealth.org and John Kiess john.kiess@kitsappublichealth.org with subject: **Private Property Spill** using the following steps:
 - Click on the print icon from the request
 - A new PDF window will open
 - Click on the email icon at the top of the PDF
 - Add a comment notating the request was forwarded to the HD.
 - Change the status to 'Closed' select note from the drop down list 'Closed-For informational purposes only.'

For spills on Kitsap County owned property

Select 'Log Request' it will automatically assign to Stormwater.

For spills in unincorporated Kitsap County: Ask the caller "Did it enter a storm system (retention pond, catch basin, ditch)?"

- **IF YES-** Select 'Log Request' it will automatically assign to Stormwater.
- **IF NO OR UNSURE-** Select 'Log Request,' it will automatically assign to Stormwater. Email a copy to the Health District contacts:
 - **FOR ERTS EMAILS-** Forward the ERTS email to Steve Brown steve.brown@kitsappublichealth.org; Grant Holdcroft grant.holdcroft@kitsappublichealth.org and John Kiess john.kiess@kitsappublichealth.org
 - **FOR ALL OTHERS-** Send the SCF request as a pdf to to Steve Brown steve.brown@kitsappublichealth.org; Grant Holdcroft grant.holdcroft@kitsappublichealth.org and John Kiess john.kiess@kitsappublichealth.org with subject: **Private Property Spill** using the following steps:
 - Click on the print icon from the request
 - A new PDF window will open
 - Click on the email icon at the top of the PDF
 - Add a comment notating the request was forwarded to the HD.
 - Change the status to 'Closed' select note from the drop down list 'Closed- For informational purposes only.'

Commercial Private Property Spill

Department

Public Works

Division

Storm water

Call Flow Contact Person

Sarah Olson

Details

Vehicle fluids (oil, radiator, etc.), paint or suds on a commercial private property located in Incorporated Kitsap County, Unincorporated Kitsap County.

Exceptions

Content

Activity Code: 405

Step	Action
1	<p>Get the following information from the caller:</p> <ul style="list-style-type: none"> • Business Name • Location of spill • Date the incident occurred • Substance spilled (oil, gasoline, radiator, etc) • Quantity of spilled substance • Did it enter a catch basin or ditch? • Name • Phone Number (if they want to be contacted)
2	Create a service request with category: Spill or Illicit Discharge.
3	<p>For spills in incorporated Kitsap County- Select 'Log Request.' An email notification is automatically sent to the appropriate contacts for that city.</p> <p>For spills on a Highway- Notify WDOT (Washington State Department of Transportation) 360-874-3050. Select 'Log Request,' add a comment notating which division was contacted and at what time. An email notification is automatically sent to the appropriate contacts in Stormwater.</p> <p>For spills in unincorporated Kitsap County- Select 'Log Request.' An email notification is automatically sent to the appropriate contacts in Stormwater.</p>

Pollution- Spill in Body of Water

Department	Public Works
Division	Storm water
Call Flow Contact Person	Sarah Olson
Details	Caller is reporting water pollution in a bay, lake or stream and of unknown source/origin
Exceptions	Pollution from a construction site, sewer or septic system, or car/truck oil spill
Content	Activity Code: 405
Step	Action
1	<p>Get the following information from the caller:</p> <ul style="list-style-type: none"> • Location of spill • Date the incident occurred • Extent of the pollution, color, estimate of type (paint, oil, etc) • Quantity of spilled substance • Name • Phone Number (if they want to be contacted)
2	Create a service request in See Click Fix with category: Spill or Illicit Discharge
3	<p>For spills in Incorporated Kitsap County:</p> <ul style="list-style-type: none"> • Select 'Log Request', an email notification is automatically sent to the appropriate contacts for the city. Email a copy to the Health District contacts: <ul style="list-style-type: none"> ○ FOR ERTS EMAILS- Forward the ERTS email to Steve Brown steve.brown@kitsappublichealth.org, Grant Holdcroft grant.holdcroft@kitsappublichealth.org and John Kiess john.kiess@kitsappublichealth.org ○ FOR ALL OTHERS- Send the SCF request as a pdf to to Steve Brown steve.brown@kitsappublichealth.org, Grant Holdcroft grant.holdcroft@kitsappublichealth.org and John Kiess john.kiess@kitsappublichealth.org with subject: Pollution- Spill in Body of Water using the following steps:

- Click on the print icon from the request
- A new PDF window will open
- Click on the email icon at the top of the PDF
- Add a comment noting the request was forwarded to the HD.
- Change the status to 'Closed' select note from the drop down list 'Closed- For informational purposes only.'

For spills in unincorporated Kitsap County:

- Select 'Log Request', an email notification is automatically sent to the appropriate contacts in Stormwater. Email a copy to the Health District contacts:
 - **FOR ERTS EMAILS-** Forward the ERTS email to Steve Brown steve.brown@kitsapublichealth.org; Grant Holdcroft grant.holdcroft@kitsapublichealth.org and John Kiess john.kiess@kitsapublichealth.org
 - **FOR ALL OTHERS-** Send the SCF request as a pdf to Steve Brown steve.brown@kitsapublichealth.org; Grant Holdcroft grant.holdcroft@kitsapublichealth.org and John Kiess john.kiess@kitsapublichealth.org with subject: **Pollution- Spill in Body of Water** using the following steps:
 - Click on the print icon from the request
 - A new PDF window will open
 - Click on the email icon at the top of the PDF
 - Add a comment noting the request was forwarded to the HD.
 - Change the status to 'Closed' select note from the drop down list 'Closed- For informational purposes only.'

Sewage Leak-Spill

Department
Public Works

Division
Sewer Utility

Call Flow Contact Person
Stella Valaras

Details
Caller is reporting sewage leaking from a County sewer manhole or pipe.

Exceptions
Sewage (not from a sewer or septic system)

Kitsap 1 receives an BRTS email for a sewage leak or spill send to Storm water.

Spills in body of water. See Pollution-Spill In Body of Water.

All other spills- See Spills Call Flow.

Content
Activity Code: 416

Reporting sewage leaking from a County sewer manhole or pipe

Step	Action
1	<p>Get the following information from the caller:</p> <ul style="list-style-type: none"> • Location of the sewage leak <ul style="list-style-type: none"> ◦ If on US Government property (Naval Base Kitsap, Keyport, Bangor) move to step 3. • Date the incident occurred • Approximately how much sewage is leaking • Name • Phone Number (if they want to be contacted)
2	<p>Warm transfer to Sewer staff to confirm if the sewer is county maintained and if a service request needs to be created (these calls are emergent and should not be sent to a voicemail) If the call is not answered, go to the next person on the list. If no one answers, go back to the top and try again.</p> <ol style="list-style-type: none"> 1. Karla Castillo, x4575 2. Mike Brooks 3. Lisa Edge x36B1 (To locate Sewer staff) 4. Doug Adams, x3649

	<p>5. Karen Hagstrom x5662 (To locate Sewer staff)</p> <p>6. Stella Vakarcis, x3660</p> <p>In the event that no one is answering but someone is showing available Send an IM to see if they can take the call</p> <p>If no one is showing available or responding to your IM call the following</p> <ol style="list-style-type: none"> 1. On call Sewer Duty Person 2. Treatment Plant x7197
3	Create a service request in See Click Fix with category: Sewer Spill
4	<p>Select 'Log Request,' it will automatically assign to Sewer. Email a copy to the Health District contacts Grant Holdcroft grant.holdcroft@kitsappublichealth.org and John Kiess john.kiess@kitsappublichealth.org with subject: Hazardous Spill. with subject: Sewer Spill. Use the following steps to email:</p> <ul style="list-style-type: none"> • Click on the print icon from the request • A new PDF window will open • Click on the email icon at the top of the PDF • Add a comment noting the request was forwarded to the HD.

Public or Roads Spill

Department	Public Works
Division	Stormwater
Call Flow Contact Person	Sarah Olson
Details	Vehicle fluids (including a WM truck) of oil, radiator, etc., other oil, paint, suds, sewage (not from a sewer or septic system) or other substance spill on a road, ditch or other public property.
Exceptions	Pollution that stems from a construction site, sewer or septic system, or smaller car/truck oil spill Debris that can be swept by roads crew- woodchips, dirt, etc.
Content	
Activity Code:	405
Step	Action
1	<p>Get the following information from the caller:</p> <ul style="list-style-type: none"> • Location of spill • Date the incident occurred • Substance spilled (oil, gasoline, radiator, etc) • Quantity of spilled substance • Did it enter a catch basin or ditch? • Name • Phone Number (if they want to be contacted)
2	Create a service request with category: Spill or Illicit Discharge.
3	<p>For spills in Incorporated Kitsap County- Select 'Log Request.' An email notification is automatically sent to the appropriate contacts for that city.</p> <p>For spills on a Highway- Notify WDDOT (Washington State Department of Transportation) 360-874-3050. Select 'Log Request,' add a comment noting which division was contacted and at what time. An email notification is automatically sent to the appropriate contacts in Stormwater.</p>

For spills in unincorporated Kitsap County- Ask the caller "Did it enter a storm system (retention pond, catch basin, ditch)?"

- **IF YES-** Select 'Log Request.' An email notification is automatically sent to the appropriate contacts in Stormwater.
- **IF NO OR UNSURE-** Call the Road Supervisor of that district. *If after hours contact the Roads Duty person.* Select 'Log Request,' add a comment notating who was contacted and at what time. An email notification is automatically sent to the appropriate contacts in Stormwater.

For spills involving a Waste Management Vehicle- Notify Waste Management in the following order (if no answer move to the next contact):

1. Dean Robinson 360-415-2759
2. William Deatherage 360-415-2744
3. Haani Beck 360-415-2760

Select 'Log Request,' add a comment notating which division was contacted and at what time. An email notification is automatically sent to the appropriate contacts in Stormwater.

Hazardous Spill

Department

Public Works

Division

Storm water

Call Flow Contact Person

Sarah Olson

Details

Caller is reporting a large oil or hazardous chemical spill that is an immediate hazard to human safety or the environment (large = greater than 5 gallons) located in Incorporated Kitsap County, Unincorporated Kitsap County or Highway.

Exceptions

Pollution from a construction site, sewer or septic system, or smaller car/truck oil spill

Content

Activity Code: 405

Step	Action
1	<p>Obtain the following information from the caller:</p> <ul style="list-style-type: none"> • Name • Phone Number • Date the incident occurred • Location of spill • Extent of the pollution and estimate amount • Substance spilled (paint, oil, etc) • Quantity of spilled substance
2	Create a service request in See Click Fix with category: Spill or Illicit Discharge
3	<p>For spills in incorporated Kitsap County- Select 'Log Request.' An email notification is automatically sent to the appropriate contacts for the city.</p> <p>For spills on a Highway- Notify WDOT (Washington State Department of Transportation) 360-874-3050. Select 'Log Request,' add a comment notating which division was contacted and at what time. An email notification is automatically sent to the appropriate contacts in Stormwater.</p> <p>For spills in unincorporated Kitsap County- Ask the caller "Did it enter a storm system (retention pond, catch basin)?"</p>

- IF YES- Select 'Log Request.' End process.
- IF NO OR UNSURE- Call the appropriate Roads SUP/ASU *if after hours contact the Roads Duty person. (if no answer call Kitsap 911 to dispatch responders for clean up).* Select 'Log Request' add a comment notating which division and who was contacted and at what time. Email a copy to the Health District contacts:
 - FOR ERTS EMAILS- Forward the ERTS email to Steve Brown steve.brown@kitsapublichealth.org; Grant Holdcroft grant.holdcroft@kitsapublichealth.org and John Kiess john.kiess@kitsapublichealth.org
 - FOR ALL OTHERS- Send the SCF request as a pdf to Steve Brown steve.brown@kitsapublichealth.org; Grant Holdcroft grant.holdcroft@kitsapublichealth.org and John Kiess john.kiess@kitsapublichealth.org with subject: **Hazardous Spill** using the following steps:
 - Click on the print icon from the request
 - A new PDF window will open
 - Click on the email icon at the top of the PDF
 - Add a comment notating the request was forwarded to the HD.
 - Change the status to 'Closed' select note from the drop down list 'Closed- For informational purposes only.'

Construction Runoff Site-Muddy Water Discharge

Department

Multiple

Division

Multiple

Call Flow Contact Person

Scott Diener

David Lynam

Sarah Olson

Details

Caller is reporting muddy or polluted discharge (or spill) from a home or commercial building construction site located in Incorporated Kitsap County, Unincorporated Kitsap County or Highway.

Exceptions

Content

Activity Code: 405

Step	Action
1	<p>Get the following information from the caller:</p> <ul style="list-style-type: none"> Name Phone number Location of discharge (address, nearest cross street) Substance discharge (oil, gasoline, radiator, etc) Quantity of discharged substance Did it enter a catch basin or ditch? Did the discharge enter a creek, lake, marine water, or wetland?
2	<p>Create a case with the subject: Code Compliance. <i>At the top of the description include which call flow you followed, ex: Construction Runoff Site- Muddy Water Discharge.</i></p>
3	<p>For discharge in Incorporated Kitsap County: Email outside of the case to notify the appropriate contact for that city (see below). Resolve the case, notate who was called/emailed and at what time in the resolution.</p> <p>City of Bainbridge Island Dave Marquis dmarquis@bainbridgewa.gov Stormwater Operations & Maintenance Manager</p> <p>Diane Berry dberry@bainbridgewa.gov Administrative Specialist</p>

Mike Michael mmichael@bainbridgewa.gov
Engineering Manager

Stella Collier scollier@bainbridge.wa.gov
NPDES Stormwater Permit Coordinator

Christian Berg cberg@bainbridgewa.gov
Public Works on call Manager PWOM@bainbridgewa.gov

City of Bremerton
Chance Berthiaume chance.berthiaume@ci.bremerton.wa.us
NPDES Stormwater Permit Coordinator

City of Bremerton bremerton1@ci.bremerton.wa.us

City of Port Orchard
Zack Holt zholt@cityofportorchard.us
Stormwater Program Manager

Cynthia Palmer cpalmer@cityofportorchard.us
Public Works Administrative Staff

City of Poulsbo
Anja Hart ahart@cityofpoulsbo.com
Stormwater Program Manager

Shannon Wood swood@cityofpoulsbo.com
Office Manager

Rhiannon Fernandez rfernandez@cityofpoulsbo.com
City Clerk

City of Poulsbo Public Works publicworks@cityofpoulsbo.com

For discharge in Unincorporated Kitsap County or Highway: Email outside of the case (See the [email outside of CRM](#) call flow) to Dave Lynam dlynam@co.kitsap.wa.us (Manager, Building and Fire Safety, DCD) and cc: the below contacts. In the body of the email include at the top: "K1 sent to DCD Code Compliance for review and a courtesy copy to DCD Development Services Engineering and PW Stormwater."

Shawn Alire salire@co.kitsap.wa.us
Supervisor- Development Services and Engineering, DCD

Karen Hagstrom KDhagstr@co.kitsap.wa.us
Office Support Specialist- Stormwater, PW

Sarah Olson solson@co.kitsap.wa.us
Spill Prevention and Response Coordinator- Stormwater, PW

Mauro Heine mheine@co.kitsap.wa.us
Water Resources Coordinator- Stormwater, PW

Steve Downing sdowning@co.kitsap.wa.us
Maintenance & Operations Supervisor- Stormwater, PW

Chuck Smiley csmiley@co.kitsap.wa.us
Inspector Supervisor- Stormwater, PW

Michelle Perdue mperdue@co.kitsap.wa.us
Monitoring and Outreach Manager- Stormwater, PW

Appendix C. Kitsap County Spill Response Plan (2019)



Spill Response Plan
Kitsap County Public
Works

March 2019

Revisions to Spill Response Plan version 1:

Date	Revision Comments
5/17/2019	Updated staff and phone numbers in Table 1.



Contents

Introduction and Purpose	40
Spill Classification	40
Spill Notification, Reporting and Response	41
Notification	41
Reporting	41
Table 1. Important Pollution Prevention Contacts and Phone Numbers	42
Response	43
Figure 1. After Hours Spill Response Flowchart (on duty call received from Cencom)	45
Figure 2. Business Hours Spill Response Flowchart (Source: Kitsap 1 / Cartegraph Request and County Employee finds a spill in the field)	46
Responsible Parties	49
Table 2. Guide for Response to spills of gasoline or diesel, motor oil, and hydraulic fluids.	49
Table 3. Environmental Cleanup Contractor Contact Information.	51
Table 4. Examples of spills types and procedures for non-emergency spills cleanup.	52

Introduction and Purpose

The Kitsap County Spill Response Plan applies to spills in unincorporated Kitsap County. This plan's purpose is to guide staff in spill notification, reporting, and response procedures to ultimately help protect human and environmental health, as well as meeting Washington State Department of Ecology's requirement (S5.C3) under the National Pollutant Discharge and Elimination System Permit.

This plan focuses on spills that potentially could or have entered the County's municipal separate storm sewer system¹ (MS4) or waters of the state². The MS4 includes ditches, culverts, catch basins, closed conveyance systems, oil/water separators, vaults and retention/detention ponds owned or maintained by Kitsap County Public Works. The Kitsap County Road, Stormwater, and Sewer Divisions will coordinate during spill response involving the county road system, the county MS4, and county operational facilities.

Spill Classification

Emergency Spills

Spills that are of an unknown substance, or unmanageable, or are unmanageable AND hazardous. These spills are beyond the capacity of the County to contain and cleanup safely.

Non-Emergency Spill

Spills that are of a known substance and are of a non-hazardous substance that can be cleaned up safely with readily available staff and resources.

¹Municipal Separate Storm Sewer System means a conveyance, or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains) Excerpt From: *2013 Western Washington NPDES Stormwater Permit*

²Waters of the State includes those waters as defined as "waters of the United States" in 40 CFR Subpart 122.2 within the geographic boundaries of Washington State and "waters of the state" as defined in chapter 90.48 RCW which includes lakes, rivers, ponds, streams, inland waters, underground waters, salt waters and all other surface

waters and water courses within the jurisdiction of the State of Washington.

Excerpt From: *2013 Western Washington NPDES Stormwater Permit*

Spill Notification, Reporting and Response

Notification

Spill notification may be received by a variety of methods including phone calls, emails, field observation, on-line web form (See Click Fix), and Cartegraph. The report may originate from County Departments or organizations (e.g., the Department of Emergency Management, Fire Department, Department of Ecology, Kitsap Public Health District, etc.), or a concerned citizen.

Reporting

Emergency Spills

Emergency spills are to be reported immediately to 911. If the report is received by a citizen or non-County organization, request them to report directly to 911 with as much pertinent information as possible.

Non-emergency Spills

Non-emergency spills are to be reported to Kitsap 1. Crew members can report any spill to their immediate supervisor, who will then contact Kitsap 1 and enter it as a task in Cartegraph.

Information to collect and provide Kitsap 1; this is the same information that will be entered into Cartegraph:

Contact information

Location of spill

Substance spilled (if known)

Quantity of spilled substance

If substance entered the stormwater system or body of water

Department of Ecology Notification

Some discharges to the County MS4 or waters of the state require reporting to the Washington State Department of Ecology, as determined by the Stormwater Water Quality Program Manager or the Senior Stormwater Program Manager. Refer to Table 1 for contact information. Department of Ecology notification is the responsibility of the Spill Prevention and Response Coordinator, or the assigned backup person.

Spills at Pits and Quarries

For spills located in a county owned pit or quarry, which are covered under the Sand and Gravel Permit, reporting requirements differ from this plan. Contact associated Road M&O Supervisor and Road Safety and Environmental Analyst or the Assistant Road Superintendent for any spill located at a pit or quarry.

Table 1. Important Pollution Prevention Contacts and Phone Numbers

Position	Name	Desk Phone Number	Cell Phone Number
Sewer Utility on call duty person (pump and lift stations, treatment plants)	(Rotating)	N/A	(360) 981-1768
Storm Utility on call duty person (storm and sewer broken pipes, sewer spills, and misc. spills)	(Rotating)	N/A	(360) 509-7127
Roads on call duty person	(Rotating)	N/A	(360) 710-5236
Public Works Director	Andrew Nelson	(360) 337-4866	(360) 535-9879
Assistant Public Works Director - Utility	David Tucker	(360) 337-7292	(360) 981-1905
Assistant Public Works Director - Road	Jon Brand	(360) 337-4893	(360) 731-8010
Stormwater Senior Program Manager	Chris May	(360) 337-7295	(360) 471-8137
Stormwater Water Quality Program Manager	Vacant	(360) 337-7066	(360) 801-2247
Stormwater Asset Manager	Angela Gallardo	(360) 337-7296	(360) 516-3867
Stormwater Spill Response Coordinator	Sarah Olson	(360) 337-7298	(360) 801-6121
Stormwater M&O Crew Supervisor	Justin Wilcoxson	(360) 307-5664	(360)
Stormwater M&O Crew Supervisor	Ken Tallman	(360) 337-3957	(360)
Utilities M&O Supervisor	Steve Downing	(360) 337-4281	(360) 434-5659
Sewer Senior Program Manager	Stella Vakarcs	(360) 337-3660	(360)
Sewer M&O Crew Supervisor	Andrew Thatcher	(360) 337-5679	(360) 509-6791
Sewer M&O Crew Supervisor	Vacant		
Road Superintendent	Jacques Dean	(360) 337-4671	(360) 509-1583
Road Assistant Superintendent	Michele Filley	(360) 337-4581	(360) 509-3485
Road Safety and Environmental Analyst	Tony Carroll	(360) 337-4794	(360) 731-6264
Road Central M&O Supervisor	Doug Benoit	(360) 337-4582	(360) 710-2569
Road Central Assistant M&O Supervisor	Joe Patti	(360) 337-7062	(360) 620-9874
Road Central Assistant M&O Supervisor	Shannon Bronniman	(360)	(360) 277-8910

Table 1 Important Pollution Prevention Contacts and Phone Numbers Con't

Position	Name	Desk Phone Number	Cell Phone Number
Road South M&O Supervisor	Ron Coppinger	(360) 337-7198	(360) 620-0695
Road South Assistant M&O Supervisor	Eric Mathes	(360) 337-	(360) 731-3909
Road South Assistant M&O Supervisor	Rich Smith	(360) 337-	(360) 710-3410
Road North M&O Supervisor	Ron Moore	(360) 337-4961	(360) 710-2524
Road North Assistant M&O Supervisor	Nic Graves	(360) 337-4962	(360) 865-0084
Road North Assistant M&O Supervisor	Joe Sibitzky	(360) 337-	(360) 507-3832
Kitsap Public Health District		(360) 728-2235	
Municipal Permit Manager -Washington State Dept of Ecology	Danielle DeVoe	(425) 649-7036	(425) 516-3012

Response

Emergency Spills

Spills that are of an unknown substance, or unmanageable, or are unmanageable AND hazardous. These spills are beyond the capacity of the County to contain and cleanup safely.

When spills meet this criterion, County responsibility is to help contain and secure the scene when it can be done in a safe manner. The Department of Emergency Management, the Washington State Department of Ecology, and the National Response Center may be contacted by Cencom during these types of spills.

Non-emergency Spills

Spills that are of a known substance and are of a non-hazardous substance that can be cleaned up safely with readily available staff and resources.

Non-emergency spills are to be reported to Kitsap 1. Employees can report any spill to their immediate supervisor, who will then contact Kitsap 1 and enter as a task in Cartegraph.

These spills are small enough to contain and cleanup with absorbent material, such as booms, pillows, absorbent pads and loose absorbent material, but may also have the potential to threaten surface waters and care must be taken to either prevent flow into surface waters and/or minimize contact with surface waters. Extra care must be taken when responding to petroleum-based spills (see Table 2). If the absorbed material is not hazardous, the material can be disposed of in a dumpster. Consider contacting Kitsap Public Health District or Kitsap County Solid Waste staff for proper disposal advice.

County response can be one or more of the following:

Provide equipment to access County maintained stormwater facilities.

Provide technical support to identify system components, assist with determination of flow direction and destination, and supply and interpret stormwater maps.

Clean up spills that are adequately absorbed by pads and booms or absorbent. Refer to Table 4 for examples of specific spill cleanup scenarios.

Dispose of or provide for the disposal of, the absorbent material.

Stormwater may procure the services of an Environmental clean-up contractor if deemed necessary. See “Responsible Parties” section below and reference Table 3.

Figures 1 through 3 show the appropriate response action and reporting requirements for different situations including after-hours response, response request from Kitsap 1, and when a County employee comes across a spill in the field. Each flow chart addresses emergency situations and non-emergency situations with special attention to spills entering the County stormwater system.

Figure 1 and 2 for general use



General Use - Spill Flow Chart

Figure 1 and 2 for Roads Dept



Roads - Spill Flow Chart

Figure 1. After Hours Spill Response Flowchart (on duty call received from Cencom)

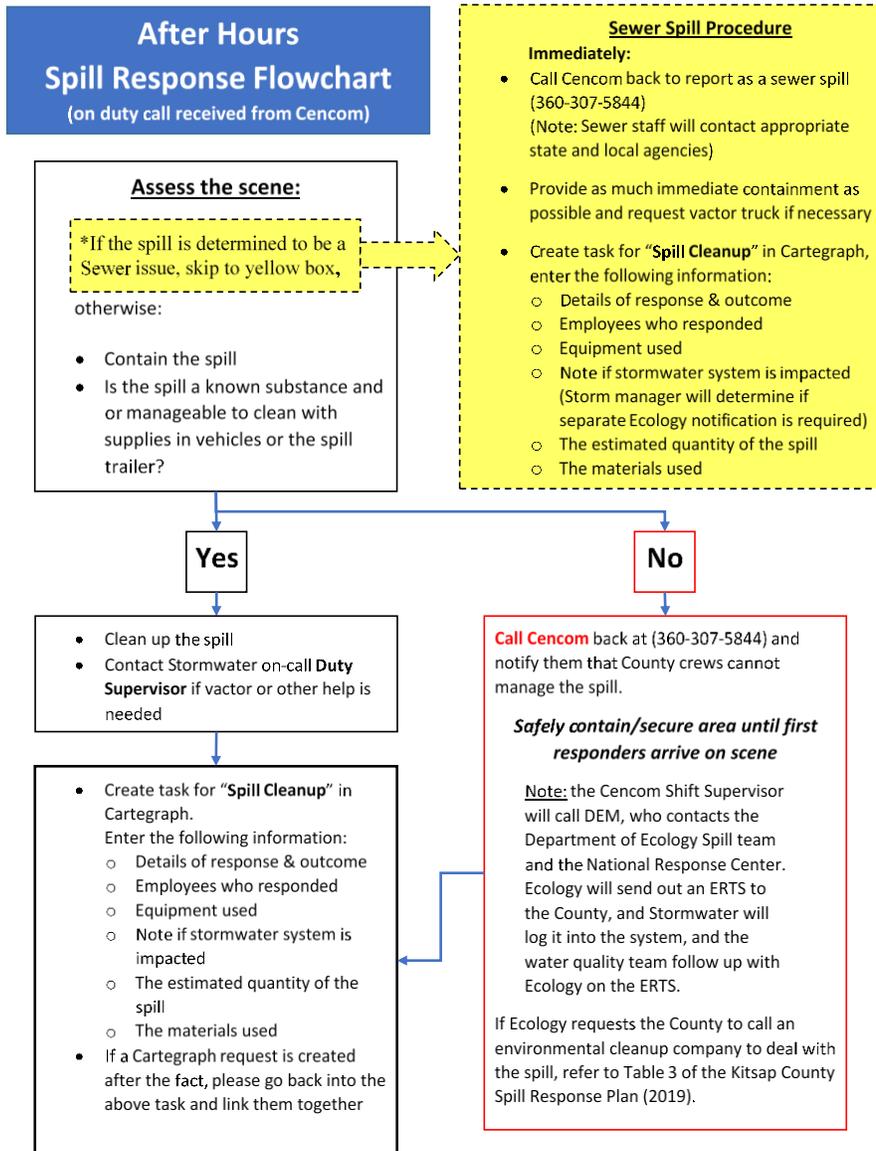
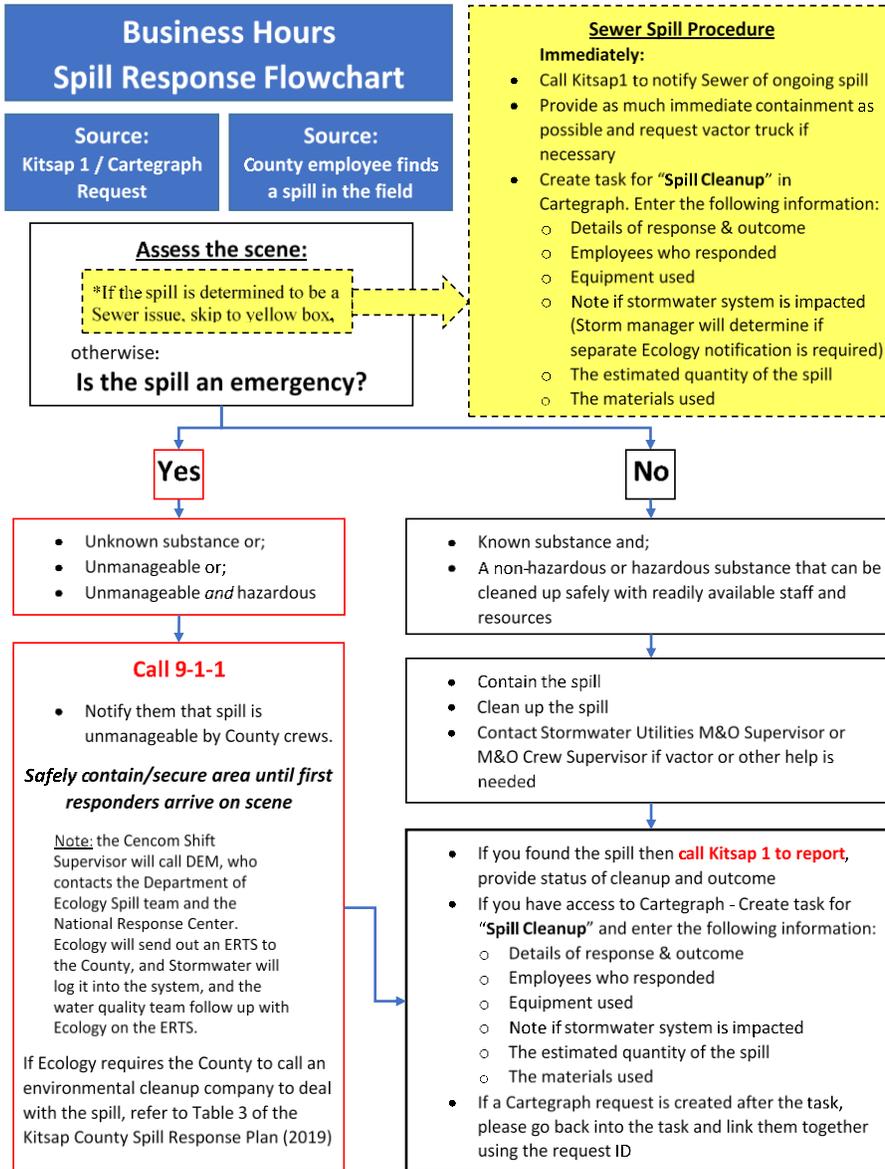


Figure 2. Business Hours Spill Response Flowchart
 (Source: Kitsap 1 / Cartegraph Request and County Employee finds a spill in the field)



Personal Protection During Spill Response

Response to spills will depend on level of protection and Personal Protective Equipment (PPE) required. In general, Stormwater staff will be assigned tasks as skilled support personnel requiring Level D protection and equipment. Level D protection includes a work uniform affording minimal protection, used for nuisance contamination only and the following equipment as needed:

Gloves

Boots/shoes

Safety glasses or chemical splash goggles

Hardhat

Reflective vest

County Equipment

Response with County equipment will depend on the hazard. For example, County vehicles including vector trucks are not spark arrested and should not be used for removal of flammable products when there is a potential for fire or explosion.

Spill trailer

The Spill Response Unit can be utilized for any spill that is considered non-emergency. It can be used to help contain or clean up a larger spill, and potentially aid in containment of an emergency situation. All containment and cleanup of spills should only be responded to if it can be done safely.

The Spill trailer will be stored at the Central Road Shop and can be utilized by anyone in Public Works. The trailer contains:

Absorbent pads, socks, booms, and pillows (oil-only and universal)

Silicone catch basin drain covers (rectangle and round)

Loose absorbent (example: Greasweep)

Neutralizing powder for small chemical spills (Ampho-Mag)

Assorted shovels and broom

Catch basin pullers (type 1 and 2) and hex key for bolts

Garbage cans for cleanup of used materials

Contractor garbage bags

Pipe plug

Compressed air for filling pipe plug

PPE (gloves, Tyvek suits, dust masks, safety glasses, reflective vests, hard hats, caution tape)

Fire extinguisher

Universal ball hitch and electrical adapter

Inventory clipboard

If the Spill trailer is used, please use the inventory clipboard to note the date of the spill event and the approximate number and types of supplies used. This record will assist the Spill Response Coordinator in replacing any items used. In addition to an inventory after each trailer use, the Spill Response Coordinator will conduct a quarterly supply inventory.

Responsible Parties

A Responsible Party is an individual or corporation responsible for unauthorized release of contaminants or may be a party who subsequently takes title to the contaminated land or may be a previous owner of the land. All Responsible Parties should immediately take measures to contain, cleanup and properly dispose of spilled material.

In the event Public Works accepts responsibility for clean-up, calling an environmental clean-up contractor remains an option and should be called whenever the spilled material's hazard or volume is beyond the capabilities of the County. The need for calling an environmental cleanup company will be based on what Department of Ecology deems necessary. (See Table 3 for Environmental Cleanup companies).

The decision to call a contractor can be made by any of the following (refer to Table 1 for names, phone numbers and other helpful pollution prevention contacts):

Utilities Maintenance and Operations Supervisor

Road Superintendent

Road Assistant Superintendent

Road Maintenance and Operations Supervisor

Stormwater Asset Manager

Stormwater Water Quality Program Manager

Stormwater Senior Program Manager

The Director of Public Works and the Assistant Director of Public Works shall be notified when an environmental clean-up contractor was contacted and responded to the spill.

Table 2. Guide for Response to spills of gasoline or diesel, motor oil, and hydraulic fluids.

Material	Duty	Approximate Spill Size		
		<5 gallons	5 to 55 gallons	>55 gallons
Gasoline	Contain	County	County	County only provides sand, Contractor contains***
	Clean	County**	Contractor***	Contractor***

	Dispose	County**	Contractor***	Contractor***
Diesel, Motor Oil, Hydraulic Fluid	Contain	County	County	County
	Clean	County**	County**	Contractor***
	Dispose	County**	County**	Contractor***

**The Responsible Party is not available or requests help and accepts financial responsibility.

***Written estimate of services from environmental clean-up contractor must be obtained prior to agreement of spill cleanup.

Table 3. Environmental Cleanup Contractor Contact Information.

NOTE: At this time, contractors have not been contacted and a price agreement has not been reached. Prior written cost estimate of services must be obtained before work begins.

Contractor, Location(s), Business Phone, Web Site	Spill Number	Oil Spill		Land Spill	Marine Spill	Vac Truck
		Small	Large			
Clean Harbors Environmental Services, Inc. 26328 79 th Ave S. Kent, WA 98032 (252) 622-1212	24 Hour # (800) 645-8265	X	X	X	X	X
Cowlitz Clean Sweep, 55 International Way Longview, WA 98632 (360) 422-6316	24 Hour # (888) 423-6316	X	X	X	X	X
Global Diving and Salvage, 3840 W. Marginal Way SW Seattle, WA 98106 (206) 622-0621	24 Hour # (800) 441-3483	X	X		X	
NRC Environmental Services, Inc., 9520 – 10 th Ave S, Ste 150 Seattle, WA 98108	24 Hour # (800) 899-4672 Seattle Office:	X	X	X	X	X
Certified Cleaning Services 2103 E 112 th St. Tacoma, WA 98445	24 Hour # (888) 927-0078	X		X		X
Emerald Services 6851 E Marginal Way S Seattle, WA 98108	24 Hour # (888) 832-3008	X		X		X

Marine Vacuum Service (MARVAC) 1516 S. Graham St. Seattle, WA 98124	24 Hour # (800) 540-7491	X		X		X
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Table 4. Examples of spills types and procedures for non-emergency spills cleanup.

Type / Material of Spill	Cleanup Methods
Oil / Petroleum product	<p>Use Table 2 as a general guide on County response to different sizes of petroleum-based spills</p> <p>Document response with before/after photos.</p> <p>Wear proper PPE</p> <p>Contain spill as best possible with supplies on-hand.</p> <p>Prevent traffic from driving through unsafe road conditions caused by the spill by using cones and directing traffic around spill if necessary.</p> <p>Place loose absorbent material on spill, allow ~10 minutes to absorb, and sweep up.</p> <p>For larger roadway spills, a sweeper truck with dispersal solution may need to be called to the scene to assist with cleanup.</p> <p>If the spill on the roadway has impacted stormwater facilities i.e. ditch, catch basin, pond, stormwater crews will have to be called to vector out/skim/boom the affected areas.</p> <p>Call Kitsap 1, or assign “spill cleanup” task in Cartegraph with spill information and cleanup completed, noting if stormwater facilities have been impacted.</p> <p>Vehicle accidents causing spilled vehicle fluids – if a bunch of absorbent was placed and needs to be swept up, the sheriff will call Kitsap 1. Ron Pierce to coordinate getting the Roads Crew to the scene to sweep, or 2. If after hours- sheriff will call Cencom to get the after-hours Roads crew to come sweep.</p>

<p>Sewage</p>	<p>Document response with before/after photos.</p> <p>Wear proper PPE</p> <p>Contain spill as best possible with supplies on-hand.</p> <p>Prevent traffic from driving through unsafe road conditions caused by the spill by using cones and directing traffic around spill if necessary.</p> <p>Place loose absorbent material on spill, allow ~10 minutes to absorb, and sweep up.</p> <p>Garden lime can be used to neutralize the bacteria and viruses in sewage. Apply to affected areas, let absorb, and sweep up.</p> <p>If the sewage has dried onto the roadway, vactor crews will have to be called to the scene</p> <p>Plug nearby ditches and catch basins</p> <p>Pressure wash the affected areas into the catch basins and ditches</p> <p>Vactor out the ditch or catch basin and wash these areas by applying a bleach solution or lime, vactor out.</p> <p>Since sewage is high in bacteria and viruses, if a stormwater vactor truck was used, the vactor truck will have to be thoroughly rinsed with water at the Decant Facility.</p> <p>Call Kitsap 1, or assign task in “spill cleanup” Cartegraph with spill information and cleanup completed, noting if stormwater facilities have been impacted.</p>
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<p>Hazardous Material</p>	<p><i>The County does not have the capability to clean up a large scale hazardous chemical spill.</i></p> <p>Small spills: Document response with before/after photos.</p> <p>Wear proper PPE</p> <p>Identify material of spill and determine cause if possible. Discontinue discharge from source if possible and safe to do so. Example: Leaking drum of HCL – place booms around drum, apply loose absorbent. Do NOT add water to acid. Refer to SDS sheets for health and cleanup information.</p> <p>If the spill is not life threatening but too large to contain or clean with supplies on hand, call for backup – the spill trailer stored at Central Road Shop can be utilized for containment assistance. For smaller spills that are acidic or basic, you can apply Ampho-Mag, which is stored in the Spill Trailer. This loose absorbent material neutralizes to a pH of 9.5. Material may need to be disposed of as hazardous waste.</p> <p>If the spill is dangerous/life threatening, an environmental cleanup company should be contacted, with guidance from the Department of Ecology. Refer to Table 3. Call Kitsap 1, or assign task “spill cleanup” in Cartegraph with spill information and cleanup completed, noting if stormwater facilities have been impacted.</p>
<p>Accident - spill involving blood or bodily fluids</p>	<p>The Fire Department should have the capability to clean this up or contact a response unit to take care of this. Public Works should not attempt to clean up to this type of spill as it is a biohazard risk, and crews to do have the proper PPE or supplies for this in their vehicles. Temporary employees (summer help/interns) are not bloodborne pathogen trained.</p> <p>If blood and bodily fluids are left behind at a scene, please contact the Sheriff’s office at (360) 337-7101 to let them know. These things should be cleaned up by the Fire Department soon after an investigation has been completed.</p>

Appendix D. State Agency Spill Notification Procedures

KITSAP COUNTY DEPARTMENT OF PUBLIC WORKS	
DETERMINING STATE AGENCY NOTIFICATION OF SPILLS	
Procedure Number: PW 27.6.01 PRO	Approved: ABN
Effective Date: 12/15/2018	Page 1 of 1
Procedure Sponsor: Senior Program Manager-Stormwater	NSRD: 12/15/2018

PW 27.6.01 PRO – This procedure applies to designated staff that confirms the presence of an illicit discharge into the County MS4 or receiving waterbody.

1.0 Definitions

- 1.1 **Designated staff** – Sewer Utility Operations Manager, Stormwater Operations & Maintenance Supervisor, Senior Stormwater Program Manager, Monitoring and Outreach Manager, Spill Prevention & Response Coordinator, Water Resources Coordinator, Stormwater Inspector Supervisor
- 1.2 **Illicit discharge** – all non-stormwater discharges to storm water drainage systems that cause or contribute to a violation of state water quality standards
- 1.3 **MS4** – Municipal Separate Storm Sewer System – A conveyance, or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains which is designed or used for collecting or conveying stormwater
- 1.4 **Receiving waterbody** – naturally and/or reconstructed naturally occurring surface water bodies, such as creeks, streams, rivers, lakes, wetlands, estuaries, marine waters, or groundwater, to which an MS4 discharges.
- 1.5 **State Agencies** – Washington State Department of Ecology, Washington State Department of Health - Shellfish Program, and Washington Emergency Management Division

2.0 References

- 2.1 **PW 27.06.01 PRO** – Notifying State Agencies About Spills

2.0 Designated stormwater staff:

- 2.1 Notifies the proper State agencies per **PW 27.6.01 PRO**

**KITSAP COUNTY
DEPARTMENT OF PUBLIC WORKS**

NOTIFYING STATE AGENCIES ABOUT ILLICIT DISCHARGES (SPILLS)

Procedure Number: PW 27.6.01 PRO	Approved: ABN
Effective Date: 12/15/2018	Page 1 of 4
Procedure Sponsor: Senior Program Manager-Stormwater	NSRD: 12/15/2018

PW 27.6.01 PRO – This procedure applies to designated stormwater staff that are tasked with notifying State Agencies that an illicit discharge which creates a violation of the County’s Stormwater Permit has occurred.

1.0 Definitions

- 1.1 **Designated sewer staff** – Sewer Utility Operations Manager, Sewer Utility Operations/Maintenance Supervisor
- 1.2 **Designated stormwater staff** – Operations & Maintenance Supervisor, Senior Stormwater Program Manager, Monitoring and Outreach Manager, Spill Prevention & Response Coordinator, Water Resources Coordinator, Stormwater Inspector Supervisor
- 1.3 **Emergency spill** – Spill that is of an unknown substance, hazardous or unmanageable. These spills are beyond the capacity of the County to cleanup safely.
- 1.4 **Illicit discharge – or spill** - all non-stormwater spills and discharges to storm water drainage systems that cause or contribute to a violation of state water quality standards
- 1.5 **MS4** – Municipal Separate Storm Sewer System – A conveyance, or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains which is designed or used for collecting or conveying stormwater
- 1.6 **Receiving waterbody** - naturally and/or reconstructed naturally occurring surface water bodies, such as creeks, streams, rivers, lakes, wetlands, estuaries, and marine waters, or groundwater, to which an MS4 discharges
- 1.7 **State Agencies** – Washington State Department of Ecology, Washington State Department of Health - Shellfish Program, and Washington Emergency Management Division
- 1.8 **Stormwater Permit** – Refers to the Western Washington Phase II Municipal Stormwater Permit administered by Department of Ecology

2.0 References

- 2.1 **PW 27.51.31 TSK1**
- 2.2 **PW 27.51.31 TSK 2**
- 2.3 **PW 27.51.31 TSK 3**

- 3.0 Designated stormwater staff follow the procedure below based on the nature of the illicit discharge.
- 4.0 When sewage has entered the MS4 and entered a receiving waterbody these steps are followed:
- 4.1 Designated Sewer staff typically have already completed 4.2 and 4.3, however, designated stormwater staff may need to complete 4.2 and 4.3 if designated sewer staff did not.
- 4.2 Call Department of Ecology Northwest Regional Office (425-649-7000) and provide this information:
- Time spill was reported
 - Spill location
 - Substance(s) spilled if known
 - Amount if known
- If you call after normal working hours (8 am to 5 pm) follow the prompts provided.
- 4.3 Call Washington State Department of Health – Shellfish (360-236-3330) during business hours (8 am to 4:30 pm) or 360-789-8962 after business hours or on weekends) within 2 hours of discovering discharge into a marine area and provide the following:
- Time spill was reported
 - Spill location
 - Substance(s) spilled if known
 - Amount if known
- 4.4 Use reference 2.2 to document the reporting.
- 5.0 When sewage has entered the MS4 and did not enter receiving waterbody these steps are followed.

- 5.1 Designated Sewer staff typically have already completed 5.2, however, designated stormwater staff may need to complete 5.2 if designated sewer staff did not.
- 5.2 Call Department of Ecology Northwest Regional Office (425-649-7000) and provide this information:
- Time spill was reported
 - Spill location
 - Substance(s) spilled if known
 - Amount if known
- If you call after normal working hours (8 am to 5 pm) follow the prompts provided.
- 6.0 **When a non-sewer, non-hazardous** illicit discharge has entered the MS4 **and** entered a receiving water body these steps are followed
- 6.1 Call Department of Ecology Northwest Regional Office (425-649-7000) and provide this information:
- Time spill was reported
 - Spill location
 - Substance(s) spilled if known
 - Amount if known
- 6.2 If you call after normal working hours (8 am to 5 pm) follow the prompts provided.
- 6.3 Use reference 2.2 to document the reporting.
- 7.0 **When a non-sewer, non-hazardous** illicit discharge has entered the MS4 **and** enter a receiving waterbody
- 7.1 Call Department of Ecology Northwest Regional Office (425-649-7000) and provide this information:
- Time spill was reported
 - Spill location
 - Substance(s) spilled if known
 - Amount if known
- 7.2 If you call after normal working hours (8 am to 5 pm) follow the prompts provided.
- 8.0 **If the illicit discharge is designated as an emergency and impacts a body of water, complete Reference 2.3.**

Appendix E. KCPW After-Hours On-Call Schedule Example



KITSAP COUNTY DEPARTMENT OF PUBLIC WORKS

614 DIVISION STREET (MS-26), PORT ORCHARD, WA 98366-4699 | KITSAP: 360.337.5777 | KITSAPGOV.COM

DATE: March 18, 2020 **STORMWATER UTILITY SCHEDULE**
Revision 1

Public Information/notification:

Doug Bear wk: 360-337-4598 cell: 360-509-0570 hm: 360-876-1057

The following is responsible for all storm and sewer related problems; sewer spills, broken sewer pipes, and after hours emergency locates.

In the event of an emergency during normal working hours (0800-1630), notify 337-5777. At other times notify in accordance with the following schedule:

DATE	NAME & RADIO #	PRIMARY	SECONDARY	CELL PHONE
MAR 11 – MAR 17	LECKBAND	360-536-3720	N/A	360-509-7127
MAR 18 – MAR 24	THATCHER, 46	360-876-0795	360-536-3229	360-509-7127
	FOLENI, 23	213-858-1297	N/A	
MAR 25 – MAR 31	SHERIDAN, 95	360-981-1785	N/A	360-509-7127
	JAYROE	360-509-6457	N/A	
APR 1 – APR 7	YOUNG, 86	360-979-9481	N/A	360-509-7127
	MUNNS, 41	360-820-5969	N/A	
APR 8 – APR 14	TALLMAN, 36	253-232-8466	N/A	360-509-7127
	SCHMID, 29	360-889-3359	360-871-9414	
APR 15 – APR 21	PATTERSON	360-271-9145	N/A	360-509-7127
	UHINCK, 26	360-479-8677	360-731-4116	
	WILCOXSON, 40	360-373-6770	N/A	

NOTE: Call phone number of person on DUTY. The top name listed for each pair is the DUTY (primary contact) person.
 The bottom name listed is the DUTY SUPERVISOR (secondary contact).

CONTACT SEQUENCE: 1. Call DUTY person's cell phone first, if no answer call primary & secondary phone.
 2. If no response from DUTY person, call DUTY SUPERVISOR'S home phone

BRIAN BAILEY, 39	360-710-1263	DANIEL PATTERSON	360-271-9145
JOSE BETANCOURT, 32	360-621-2998	JAY SCHMID, 29	360-871-9414
JEREMY BEASON, 51	360-471-0505	CHRIS SHERIDAN	360-981-1785
DOUG BENOIT	360-876-0198	CLIFF SMITH, 86	360-830-2024
JOHN BRACE	360-266-4470	KEN TALLMAN, 36	253-232-8466
ADRIAN ECKSTROM, 31	360-751-5541	ANDY THATCHER, 46	360-876-0795
STEVE DOWNING, 50	360-434-6669	DAVE TUCKER	360-981-1905
AARON FIFIELD, 34	360-361-8625	RICK UHINCK, 26	360-479-8677
SIALOI FOLENI, 23	213-858-1297	STELLA VAKARCS, 2	360-297-0460
RICHARD GAUTHIER, 25	253-225-0880	JERRY VOSS, 48	360-710-8706
NATE GOBESKE, 43	360-536-8069	JUSTIN WILCOXSON, 40	360-373-6770
DENNIS GRAHAM, 38	360-710-4715	KEN YOUNG, 86	360-979-9481
EVAN HOHMAN, 44	360-801-0587		
JONATHAN HUBBARD	360-473-3438		
JEFF JAYROE	360-509-6457		
COREY LECKBAND	360-536-3720		
DAVE LIND, 28	360-710-8044		
RYAN LUDLOW, 27	360-265-1014		
THOR MUNNS, 41	360-820-5969		
CHRIS MAY	360-471-8137		

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Appendix F. Stormwater Management Manual of Western Washington (Ecology)

Follow link:

<https://fortress.wa.gov/ecy/ezshare/wq/Permits/Flare/2019SWMMWW/2019SWMMWW.htm>

Appendix G. Allowable Discharges

- (a) Diverted stream flows
- (b) Rising groundwaters
- (c) Uncontaminated groundwater infiltration (as defined at 40 CFR 35.2005(b)(20))
- (d) Uncontaminated pumped groundwater
- (e) Foundation drains
- (f) Air conditioning condensation
- (g) Irrigation water from agricultural sources that is commingled with urban stormwater
- (h) Springs
- (i) Uncontaminated water from crawl space pumps
- (j) Footing drains
- (k) Flows from riparian habitats and wetlands
- (l) Non-stormwater discharges authorized by another NPDES or state waste discharge permit
- (m) Discharges from emergency firefighting activities in accordance with S2 Authorized Discharges

Appendix H. Conditionally Allowable Discharges

- (a) Discharges from potable water sources, including but not limited to water line flushing, hyperchlorinated water line flushing, fire hydrant system flushing, and pipeline hydrostatic test water. Planned discharges shall be dechlorinated to a total residual chlorine concentration of 0.1 ppm or less, pH-adjusted, if necessary, and volumetrically and velocity controlled to prevent re-suspension of sediments in the MS4.
- (b) Discharges from lawn watering and other irrigation runoff. These discharges shall be minimized through, at a minimum, public education activities and water conservation efforts.
- (c) Dechlorinated swimming pool, spa and hot tub discharges. The discharges shall be dechlorinated to a total residual chlorine concentration of 0.1 ppm or less, pH-adjusted and reoxygenized if necessary, volumetrically and velocity controlled to prevent re-suspension of sediments in the MS4. Discharges shall be thermally controlled to prevent an increase in temperature of the receiving water. Swimming pool cleaning wastewater and filter backwash shall not be discharged to the MS4.
- (d) Street and sidewalk wash water, water used to control dust, and routine external building washdown that does not use detergents. The Permittee shall reduce these discharges through, at a minimum, public education activities and/or water conservation efforts. To avoid washing pollutants into the MS4, Permittees shall minimize the amount of street wash and dust control water used.
- (e) Other non-stormwater discharges. The discharges shall be in compliance with the requirements of a pollution prevention plan reviewed by the Permittee, which addresses control of such discharges.

Appendix I. Kitsap County Code for Illicit Discharges

Chapter 12.30

ILLICIT DISCHARGE DETECTION AND ELIMINATION

Sections:

12.30.020 Illicit discharges.

12.30.030 Illicit connections and uses.

12.30.040 Pollution control device maintenance.

12.30.050 Test procedure.

12.30.060 Exemptions.

12.30.020 Illicit discharges.

Illicit discharges to storm water drainage systems are prohibited.

(Ord. 540 (2016) § 4 (Att. 1) (part), 2016)

12.30.030 Illicit connections and uses.

The storm water system of Kitsap County, natural and artificial, may only be used to convey storm water runoff. Violation of this chapter can result in enforcement action being taken as prescribed in Chapter [12.32](#).

No person shall use this system, directly or indirectly, to dispose of any solid or liquid matter other than storm water. No person shall make or allow any connection to the storm water system which could result in the discharge of polluting matter. Connections to the storm water system from the interiors of structures are prohibited. Connections to the storm water system for any purpose other than to convey storm water or ground water are prohibited and shall be eliminated.

(Ord. 540 (2016) § 4 (Att. 1) (part), 2016)

12.30.040 Pollution control device maintenance.

Owners and operators of oil/water separators, wet ponds, bioretention facilities, permeable pavement systems, sand filters, vaults, sediment and erosion control systems, infiltration systems, and any other pollution control devices shall operate and maintain such control devices to assure that performance

meets the intended level of pollutant removal. Recommended maintenance schedules for these devices are included in the Kitsap manual.

(Ord. 540 (2016) § 4 (Att. 1) (part), 2016)

12.30.050 Test procedure.

In the event that water quality testing is utilized in determining whether a violation of this chapter has occurred, the water quality test procedures shall be followed as described in the most recent edition of Title [40](#) Code of Federal Regulations, Part 136.

(Ord. 540 (2016) § 4 (Att. 1) (part), 2016)

12.30.060 Exemptions.

The following discharges are exempt from the provisions of this chapter:

- (1) The regulated effluent from any commercial or municipal facility holding a valid state or federal wastewater discharge permit;
- (2) Acts of God or nature not compounded by human negligence.

Appendix J. Herrera Source Tracing Manual

Click link: https://www.wastormwatercenter.org/file_viewer.php?id=945

Appendix K. Illicit Discharge Screening Field Data Sheet

KITSAP COUNTY ILLICIT DISCHARGE SCREENING FIELD DATA SHEET

Watershed/Project Area:

GENERAL INFORMATION & PRIMARY FIELD INDICATORS

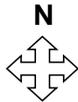
Date: _____ Time: _____ Outfall Id: # _____ Inspector(s): _____

Catch basin ID# _____ Sample # _____ Photos taken? Yes No Photo # _____

Current Weather: Clear Overcast Rain Rain: in/24 hrs _____ in/72 hrs _____

SITE DESCRIPTION:

CB drawing:



VISUAL FIELD OBSERVATIONS

Flow Observed: Yes No Channel: Yes No

Circle all present:

Biological	Color/Clarity	Deposits/stains	Floatables	Odor	Structural	Vegetation
Fish	Clear	Mineralization	Litter	Petroleum	Normal	Excessive growth
Algae	Opaque	Petroleum	Oil Sheen	Sewage	Cracking	Bare
Eggs	Turbid	Sediments	Sewage	Rotten eggs	Corrosion	Other:
Bacteria	Gray	None	Suds	Sour milk	Clogged	
Larvae	Red	Other:	None	Musty	Spalling	
Iron Bacteria	Green		Other:	None	Other:	
None	Yellow			Other:		
Other:	Brown					
	Other:					

CHEMICAL FIELD PARAMETERS

Parameter	Result	Unit	Threshold for concern
Water temperature		°C	Above ambient air temp
Ammonia (strip)		mg/L	>1.0 is unusual
pH		pH unit	(<5 or >9 is unusual)

Turbidity		mg/L	>50 is unusual
Dissolved Oxygen		mg/L	<6.5 is unusual
Specific Conductivity		uS/cm	>2000 is unusual

Comments:

SECONDARY INDICATORS

If an exceedance in a primary field indicator is observed, this could indicate an illicit discharge is present, and sampling for secondary parameters below may be necessary.

Parameter	Result	Unit	Threshold for concern
Chlorine, total		mg/L	>0.3 mg/L
Detergents/Surfactants		mg/L	>0.25 mg/L
Fecal coliform		CFU/100mL	>500 CFU/100mL
Fluoride, total		mg/L	>0.3 mg/L
Hardness		mg/L	< or = 10 OR > or = 1,000 mg/L
Nitrate		mg/L	> 1 mg/L
Potassium		mg/L	> 5 mg/L

OTHER INDICATORS

Sampling for other indicators below may be necessary depending on the situation.

Parameter	Result	Unit	Threshold for concern
Alkalinity			
Bacteriodes			
BOD			
Boron			
Dissolved Oxygen			
E.Coli bacteria			
Enterococcus bacteria			
Glycol			
Metals			
Phenol			
Phosphate			
Orthophosphate			
Semi-volatile organic compounds			
Tannins & Lignins			
Total dissolved solids			
Total Kjeldahl Nitrogen			
Total Petroleum Hydrocarbons			
Toxicity screening tests			

Appendix L. KCPW and KPHD IDDE Protocol

Kitsap Public Health District/Kitsap County Public Works Stormwater Illicit Detection and Correction Protocol July 2019

Purpose

This agreement addresses the cooperative partnership between Kitsap County Public Works (Public Works) and Kitsap Public Health District (Health) to perform effective coordination of investigation and removal of illicit discharges, spills, and illicit connections which are confirmed to enter the Kitsap County municipal storm sewer drainage system. Additionally, this agreement outlines the timeframe for investigation, elimination, and reporting of illicit discharges, spills or illicit connections for compliance with the National Pollutant Discharge Elimination System Permit (NPDES) Phase II permit¹ requirements of S5.C.3.c.iii and v. The storm system is defined as: a conveyance, or system of conveyances including roads with drainage system, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains. The system is in the County right-of-way and does not include drainages solely contained on private property, natural drainages, tributaries, streams, lakes or marine surface or groundwater bodies.

Public Works inspects commercial properties and investigates requests for actions from the Kitsap 1 Water Pollution Hotline. These activities are conducted to improve water quality and to comply with specific elements of the Public Works NPDES Phase II permit. Public Works can enforce water pollution violations with the updated 2016 Stormwater Code Chapter 12.32 Enforcement Amended Ordinance 540. The focus of the Public Works program is to identify, investigate and remove non-stormwater discharges flowing into the storm drainage system as defined in the Phase II permit. However, staff may respond to general water quality requests for action. Health performs field sampling, property inspections, identification and removal biological pollution sources.

Kitsap County Public Works referral to Kitsap Public Health District

Bacterial Contamination

1. If Public Works finds water samples to be potentially polluted by bacteria, Public Works will collect a minimum of three samples for E. coli or Enterococci at the site. If the geometric mean of the samples is equal to or greater than the action level (Table 1), the site will be referred to Health as discussed in Step 3.

Table 1
Action Levels for Water Samples Tested for Sewage Contamination

Parameter	Units	Action Level	
E coli bacteria	cfu/100mL	406	Freshwater
Enterococci	cfu/100mL	104	Saltwater

2. Within 7 days of documenting elevated levels of bacteria, Public Works will provide Health information about the contaminated stormwater discharge point including sampling results and its location (map and GPS coordinates). This will be emailed to the Pollution Identification and Correction (PIC) Program Manager. If requested, Public Works will provide a water quality staff member for a joint field visit to verify sampling locations and other information.

3. Within 7 days of Health receiving a Public Works' referral, Health will begin an investigation. Health will initiate Pollution Identification and Correction (PIC) activities including additional segment sampling and property surveys as needed to identify and correct the source per Health's current PIC Protocol Manual. Health will provide a report summarizing the findings of the investigation and send them to the Public Works Water Quality Program Manager.

Illicit Discharges from Septic Systems

When Public Works staff discover an illicit discharge to the MS4 that is suspected or confirmed to involve a septic system, Public Works will forward the issue to Health to investigate and resolve. If confirmed to be a septic discharge, Health will follow up with Public Works and report the following: the source of the discharge, the nature and approximate volume of the discharge, and the party responsible for the discharge, if known.

Business Source Control

When Public Works receives a complaint regarding housekeeping issues (trash around dumpster area, open grease bins, no secondary containment of waste, etc.), of a business located within unincorporated Kitsap County (Auto repair shop, gas station, restaurant, etc..) where there is no discharge to the MS4 but could potentially impact stormwater because of lack of housekeeping, Public Works will coordinate the response with the Pollution Prevention Assistance Program at Health. Public Works will refer complaints that have significant issues with secondary containment of hazardous wastes and other source control issues to Health's Pollution Prevention Assistance Program.

Agricultural Issues

When Public Works receives a complaint regarding fecal polluted discharge into the County stormwater system from agricultural properties, Public Works will turn the case over to Health to resolve the problem. Health will follow up with Public Works on the resolution.

Kitsap Public Health District referral to Kitsap County Public Works

Imminent Hazards

Discharges into or from the County storm drainage system determined to be an emergency, imminent threat to human or environmental health or otherwise judged to be urgent or severe will immediately be reported to 911.

Illicit Discharges

All illicit discharges (including failing sewage systems, discharge/spills of unknown substance or origin, illicit connections, or spills observed entering the County storm drainage system or within incorporated cities by Health), will be reported to Kitsap 1 within 24 hours. Violations are enforceable by Public Works, the violator will be educated by Public Works staff and if issue persists, a Notice of Violation letter will be issued per Kitsap County Code Title 12.30 and 12.32 Ordinance 540 (2016).

Business Source Control

When Health receives a complaint regarding housekeeping issues (trash around dumpster area, open grease bins, no secondary containment of waste, etc.), of a business located within unincorporated Kitsap County (Auto repair shop, gas station, restaurant, etc..) where there is no discharge to the MS4 but could potentially impact stormwater because of this lack of housekeeping, the complaint will be handled by Health's Pollution Prevention Assistance Program staff through education and use of Solid Waste Regulations. Health does not need to notify Public Works if there is no discharge to the MS4.

FOG (Fats, Oils, and Grease) issues involving sewer utility

Any observed FOG issue that is entering the sewer system (FOG from restaurant into sewer, homeowner with FOG clogged sewer line) will be reported to Public Works Sewer Utility via Kitsap 1.