



ILLICIT DISCHARGE REPORT & INVESTIGATION GUIDELINES:
(Forms attached)

General Questions:

1. What is the location of the problem:
 - Name the nearest cross streets, intersections or landmarks
 - Caller's address or phone number for verification or additional contact or call back.
Note: Caller may wish to remain anonymous.
2. Nature of the Illicit Discharge:
 - Is the discharge entering a storm sewer, open ditch, pond, or river? Other?
 - Composition of discharge? Petroleum product or chemical in nature? Other?
 - What is the volume of the discharge? How much are we talking about?
 - Did you witness the discharge or know the source of the pollution? Description of vehicles, parties involved? License numbers?

Response/Dispatch:

Hazardous or potential to be hazardous:

1. If the Illicit discharge is a petroleum product, chemical type in nature, or large volume with unknown composition, please contact/activate the appropriate Fire Department/Haz Mat Response Team within the Municipality or Township involved.
2. If the caller's description of the illicit discharge signifies a potential public safety concern, please contact/activate the appropriate Fire Department/Haz Mat Response Team.

Minor spill/discharge:

1. If caller information signifies a minor or non-hazardous spill/discharge, please contact the Saginaw County Public Works Commissioner and advise him/her of the nature of the call.
Examples: A. A resident dumping oil, antifreeze, or paint down a catch basin in front of home.
B. A resident spots a small amount of something in open ditch, etc....
C. Human or animal waste products in storm water.
2. If the SCPWC is not available, please contact the appropriate person on the Contact List to investigate the incident.
3. The responder shall evaluate the scene and mitigate the situation as needed (e.g. use absorbent pads, place a boom, apply an absorbent product and dispose of clean up materials properly).
4. Any questions on cleanup call the Saginaw County Public Works Commissioner's office.

Form Distribution:

1. When the form is completed a copy should be retained by the jurisdictional area where the incident occurred and provided to the municipality's representative to the SASWA.
2. A copy must be forwarded to the Saginaw County Public Works Commissioner's Office at
 - a. jkoski@saginawcounty.com
3. A copy must be forwarded to the SASWA consultant (Spicer Group) for record keeping and annual reporting.
 - a. russb@spicergroup.com
4. NOTE: this distribution method is to be used for either paper or electronic reporting forms. Contact the consultant and the excel form will be emailed or placed on a disk and sent to you.