IDDE – REPORTING AND RESPONSE

1. PREPARATION

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

2. PROCESS

   a. Collect the appropriate information from the caller using the Incoming Call Report form. Online reports will be received by email.

   b. Follow the Reporting and Response Flow Chart.

      - Call the Salt Lake County Health Department as needed (see Reporting and Response Flow Chart).

      - Call the Sandy City Fire Department as needed (see Reporting and Response Flow Chart).

      - Call the UPDES Inspector and transfer report information (Incoming Call Report or Online Report). If the UPDES Inspector is not available, call one of the other Public Utilities Inspectors.

      - Call Utah Department of Environmental Quality as needed (see attached document **A Summary of Utah State and Federal Environmental Regulations Requiring Immediate to Within 24 Hour Notification of Utah DEQ and EPA**).

   c. Inspector to promptly investigate reported incident and fill out IDDE Response Form.

   d. For spills, follow the procedures of SOP Spill Containment and Cleanup.

   e. If an illicit discharge is confirmed and the source is unknown, follow the procedures of SOP IDDE – Tracing Illicit Discharge.

   f. If an illicit discharge is confirmed and the source is known, follow the procedure of SOP IDDE – Removing Illicit Discharge.

   g. Follow up with the individual or entity responsible for cleaning or any other actions taken, including the County Health Department, to confirm that the spill or illicit discharge has been taken care of.

   h. Input information into Cityworks database for tracking.

   i. Track actions taken for spill / illicit discharge and input into Cityworks as completed.

3. ACTIONS

   a. Follow procedures identified in the following SOPs as needed:

      - SOP Spill Containment and Cleanup

- SOP IDDE – Tracing Illicit Discharge
- SOP IDDE – Removing Illicit Discharge

4. DOCUMENTATION

   a. Operator will document hotline calls and online reports in Hotline Calls and Online Reporting Log.

   b. Inspector will document inspection and follow-up information in Cityworks database.

INCOMING CALL REPORT

(For Phone Operator)

Date: …… Time: …… □ AM □ PM

Location: ……

City: *Sandy* State: *Utah*

Reported by □ Telephone □ Anonymously □ Other: ……

Complaint Information

Last Name:…… First Name:……

Phone:…… Remain anonymous? □ YES □ NO

Description of Spill or Illicit Discharge: ……

Source of Illicit Discharge: ……

Is this a Hazardous substance: □ YES □ NO □ Do not know

Estimate of Quantity Spilled: □ 1 to 5 Gallons □ 5 to 10 Gallons □ More than 10 Gallons

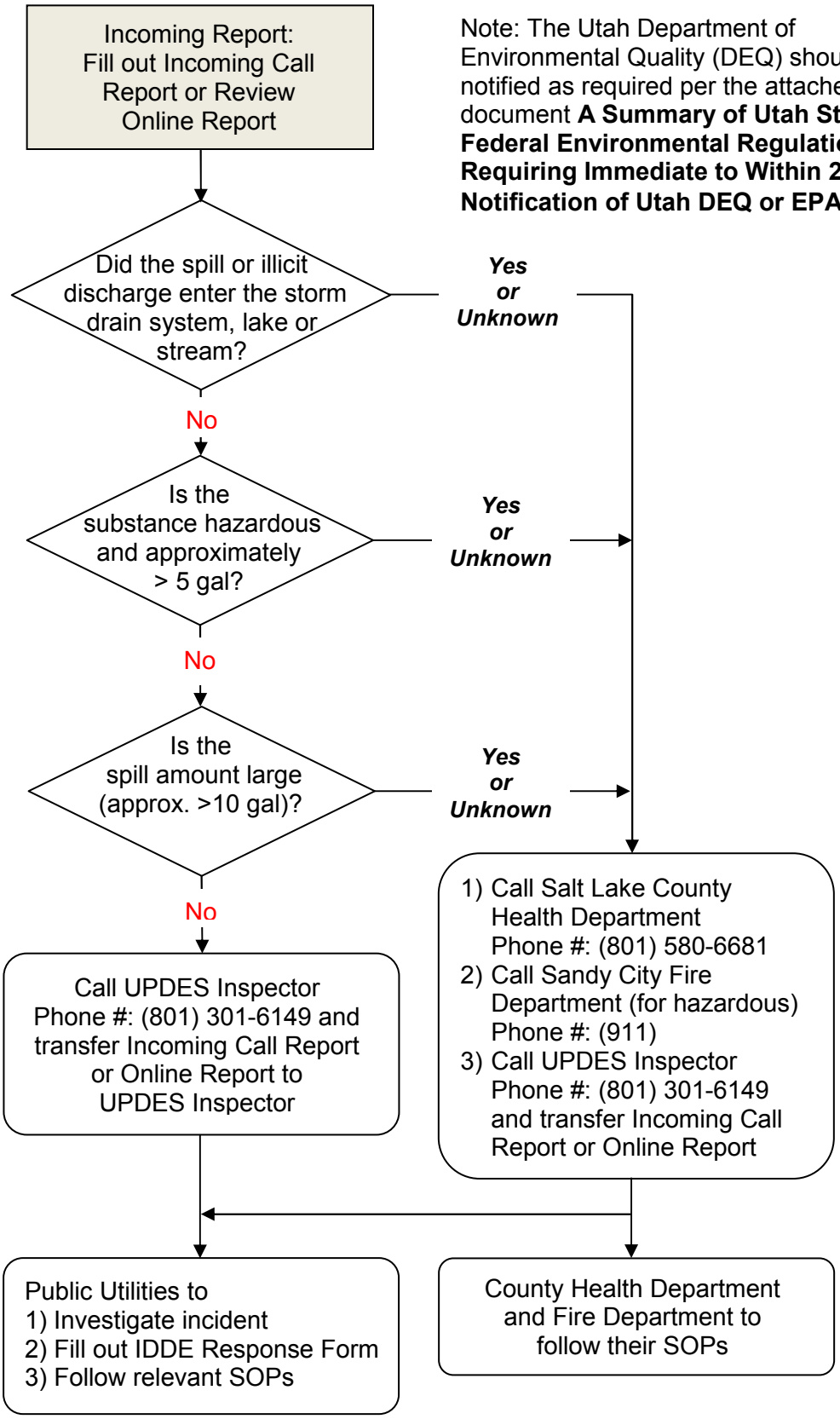
Any Discharge to Storm Drain? □ YES □ NO □ Do not know

Was the spill reported to Salt Lake County Health Department (801) 580-6681

□ YES □ NO □ Do not know □ Report Number: ……

* See Illicit Discharge Incoming Report Response Flow Chart

REPORTING AND RESPONSE FLOW CHART
SANDY CITY



Sandy City Public Utilities

IDDE RESPONSE FORM

Sandy City Public Utilities
10000 South Centennial Parkway
Sandy, Utah 84070

General Information

DATE OF INCIDENT		Time Notified	
REPORTED BY		Time Responded	
TYPE OF INVESTIGATION	☐ Discharge ☐ Spill ☐ X - Connect		

RESPONDING AGENCIES	NAME OF REPRESENTATIVE
☐ Sandy City Public Utilities	
☐ SLVHealth Department	
☐ State Of Utah DEQ	
☐ Other:	

INCIDENT INFORMATION

LOCATION OF INCIDENT	RESPONSIBLE PARTY	
	☐ UNKNOWN	
	COMPANY NAME	
	COMPANY REP	
	ADDRESS	

GPS COORDINATE	Latitude	Longitude
PRODUCT SPILLED OR DISCHARGED		
REACH THE STORM DRAIN		
RECEIVING WATERS		

SITE OBSERVATION

FOLLOW UP

FOLLOW UP REQUIRED		DATE OF FOLLOW UP	
ENFORCEMENT		CLOSED	
		DATE CLOSED	

NOTES

A Summary of Utah State and Federal Environmental Regulations Requiring Immediate to Within 24 Hour Notification of Utah DEQ or EPA

	Air Quality					
Regulation	**When Required**	**Information Required**	**Notify Whom**	**Oral Notice Time**	**Contact Information**	**Written Notice Time**
R307-107.2	Pollution emission related equipment or process breakdown	Cause and nature of the event, estimated quantity of emissions (total and excess), time of emissions and any relevant evidence that the equipment malfunction was beyond the reasonable control of the owner or operator. Other information as specified in 307-107.2	Div. of Air Quality.	24 hours	Phone 801-536-4000, Fax 801-536-4099, E-mail: rruby@utah.gov Online report: http://www.airquality.utah.gov/Compliance/breakdown.htm	
	Hazardous Waste/Substance					
R315-9-1(b)	Spill of one kilogram of "acutely hazardous waste", which includes: 1. "P"wastes, 2. F999 wastes (chemical warfare agents), and 3. "F" wastes with a hazard code of "H" (identified in 40 CFR 261.31 and includes wastes from the production or use of chlorphenols and chlorobenzenes). Spill of 100 kilograms of other hazardous waste. Notify for a spill of a lesser quantity if there is a potential threat to human health or the environment.	Name, phone number, and address of responsible party. Name, title and phone of person reporting. Time and date of the spill. Spill location. Nearest town, city, highway or waterway. Waste description and amount. Cause. Extent of injuries. Potential hazards to human health or the environment. Estimated quantity and disposition of recovered material.	Div. of Solid & Hazardous Waste	Immediately	(801) 536-0200 (801) 536-4123 (off hours)	15 days
40 CFR 263.30	When a transporter spills a hazardous waste, immediate action must be taken to protect the environment, including notification of local authorities.	Not specified	Div. of Solid & Hazardous Waste	Immediately	(801) 536-0200 (801) 536-4123 (off hours)	
CERCLA 103	Any CERCLA listed substance spilled over the reportable quantity into the environment.	Name, phone number, and address of responsible party; name, title and phone of person reporting; time and date of the spill; spill location; nearest town, city, highway or waterway; waste description	NRC	Immediately	(800) 424-8802	

This brief summary is meant to be used for general information only, may not include all regulatory reporting requirements, and does not include the detail in the actual rule. Updated July 20, 2012

		and amount; cause; action taken.				
40 CFR 302.6	Discharge of a hazardous substance in quantities greater than the reportable quantity over 24 hours	Not specified	NRC	Immediately	(800) 424-8802	

	Hazardous Waste/Substance Continued					
Regulation	**When Required**	**Information Required**	**Notify Whom**	**Oral Notice Time**	**Phone Numbers**	**Written Notice Time**
49 CFR 171.15 49 CFR 195.52	Hazardous materials release (as defined by DOT in 29 CFR 171.8) causes death, serious injury, major property damage, evacuation, closure of a major highway, aircraft flight path altered, pollution of a water body, release of infectious substance, or continuing danger to life	Reporter name and phone number, name and address of carrier, incident date, time and location, extent of injuries, classification, name and quantity of hazardous materials involved, type of incident and nature of hazardous materials involvement, whether a continuing danger to life exists.	NRC	Earliest practicable moment	(800) 424-8802	30 days (see 49 CFR 171.16 for details)
EPCRA 304 40 CFR 355.40	Release of "Extremely Hazardous Substance" or CERCLA substance, over the RQ, exposing persons outside the facility boundaries	Chemical name, quantity, release time and duration, health risks, medical advice, precautions, contact names and phone numbers	LEPC SERC	Immediately	Various (801) 536-4123 (off hours)	As soon as practicable
R315-8-4.7(a) R315-7-11.7(a)	Any imminent or actual emergency at a hazardous waste Treatment, Storage or Disposal (TSD) permitted facility	Facility name, address, EPA ID number; Incident date, time and type. Quantity of waste. Injuries.	DEQ, federal OSC, State and local response agencies	Immediately	(801) 536-0200 (801) 536-4123 (off hours)	15 days
40 CFR 264.56/ 265.56 40 CFR 279.52	Imminent or actual emergency situation at a TSD or used oil processor or used oil refiner facility	Facility name, address, EPA ID number. Incident date, time and type. Quantity of waste. Injuries. Possible hazards to human health or the environment outside the facility.	State and local response agencies, NRC	Immediately	(800) 424-8802 (801) 536-4123 (off hours)	15 days
40 CFR 262.34 40 CFR 264.56	When a fire, explosion or other release at a hazardous waste generator or TSD facility could threaten human health outside the facility, or when the spill has reached surface water	Facility name, address, EPA ID number Incident date, time and type. Quantity of waste Injuries. Quantity of recovered materials. Possible hazards to human health or the environment outside the facility.	NRC	Immediately	(800) 424-8802	15 days
R315-8-4.7(d) R315-7-11.7(d)	When a fire, explosion or other release at a hazardous waste TSD facility could threaten human health or the environment outside the facility	Name and phone number of reporter. Facility name, address. Incident date, time and type. Name and quantity of waste. Injuries. Human health or environmental hazards.	DEQ Federal OSC NRC	Immediately	(801) 536-0200 (800) 424-8802 (801) 536-4123 (off hours)	5 days
R315-3-10(i)(6)	Releases of hazardous waste that may cause endangerment to public drinking water systems. Information on releases of hazardous waste or fire or explosions which could threaten the environment or	Name and phone number of reporter. Facility name, address. Incident date, time and type. Name and quantity of waste. Injuries. Description of occurrence.	Div of Solid & Hazardous Waste	24 hours	(801) 536-0200	5 days

40 CFR 270.30	human health outside the facility. Any TSD permittee noncompliance which may endanger health or the environment	Human health or environmental hazards. Estimated quantity and disposition of recovered material.				

	Hazardous Waste/Substance Continued					
Regulation	**When Required**	**Information Required**	**Notify Whom**	**Oral Notice Time**	**Phone Numbers**	**Written Notice Time**
40 CFR 264.196(d) 265.196(d) R315-8-10 R315-7-12	When a hazardous waste disposal facility discovers a tank or secondary containment system leak	Not specified	EPA administrator Div of Solid & Hazardous Waste	24 hours	(800) 424-8802 and (801) 536-0200	
40 CFR 761.125	When PCB contaminated material contaminates surface water, sewers, drinking water, grazing lands or vegetable gardens.	Not specified	EPA Region	24 hours	(800) 424-8802	
40 CFR 302.6	Release of PCB's into the environment in amounts greater than 1 pound.	Not specified	NRC	Immediately	(800) 424-8802	
R315-303-5(7)(c)	When a landfill operator discovers receipt of a hazardous waste or PCB contaminated waste	Not specified	Div of Solid & Hazardous Waste, Hauler, Generator	24 hours	(801) 536-0200 (801) 536-4123 (off hours)	
R315-303-4-(5)	When methane levels at a landfill exceed state limits in R315-303(2)(a)	Not specified	Div. of Solid & Hazardous Waste	Immediately	(801) 536-0200 (801) 536-4123 (off hours)	
40 CFR 258.23	When methane levels at a landfill exceed specified federal limits.	Not specified	State Director	Immediately	(801) 536-0200 (801) 536-4123 (off hours)	

	Radioactive Materials					
Regulation	**When Required**	**Information Required**	**Notify Whom**	**Oral Notice Time**	**Phone Numbers**	**Written Notice Time**
R313-15-120 1(1)	Event involving a stolen, lost, or missing radioactive material which exceeds a specified quantity	Not specified	DRC	Immediately	801-536-4250 801-536-4123 (off hours)	30 days
R313-15-120 2(1)	Event involving a radioactive material which caused or threatens to cause an individual to receive a specified dose or intake of radioactive material	Not specified	DRC	Immediately	801-536-4250 801-536-4123 (off hours)	30 days
R313-15-120 2(2)	Event involving a radioactive material which caused or threatens to cause an individual to receive a specified dose or intake of radioactive material	Not specified	DRC	24 hours	801-536-4250 801-536-4123 (off hours)	30 days
R313-19-50(1)	Fires, explosions, toxic gas releases, etc. that prevent immediate protective actions to control radiation exposures or releases of radioactive materials	Caller's name and call back telephone number. Description of the event, including date and time. Exact location of the event. The radionuclides, quantities, and chemical and physical form of the radioactive material involved. Available personnel radiation exposure data	DRC	4 hours	801-536-4250 801-536-4123 (off hours)	30 days
R313-19-50(2)	Events involving unplanned contamination, equipment failure, unplanned medical treatment at a medical facility, or damage to a device containing radioactive material	Caller's name and call back telephone number. Description of the event, including date and time. Exact location of the event. The radionuclides, quantities, and chemical and physical form of the radioactive material involved. Available personnel radiation exposure data	DRC	24 hours	801-536-4250 801-536-4123 (off hours)	30 days
R313-32 Incorporatin g 10 CFR 35.3045	Administration of a radioactive drug or a radiation dose that results in a medical event	Not specified	DRC	24 hours	801-536-4250 801-536-4123 (off hours)	15 days
R313-34 Incorporatin g 10 CFR 36.83	Stuck irradiator source in an unshielded position, damage to source rack, etc.	Not specified	DRC	24 hours	801-536-4250 801-536-4123 (off hours)	30 days
R313-38 Incorporatin g 10 CFR 39.77(a)	Event where a sealed radiation source containing radioactive material is known or believed to be ruptured	Well location. Magnitude and extent of radioactive material released. Efforts being taken to mitigate the consequences	DRC	24 hours	801-536-4250 801-536-4123 (off hours)	30 days
R313-38 Incorporatin g 10 CFR 39.77(c)	A radioactive source has become lodged in a well and recovery efforts will not be successful	Circumstances of the loss and request approval of the abandonment procedures	DRC	24 hours	801-536-4250 801-536-4123 (off hours)	30 days

	Releases From Underground Storage Tanks					
Regulation	**When Required**	**Information Required**	**Notify Whom**	**Oral Notice Time**	**Phone Numbers**	**Written Notice Time**
Utah Code 19-6-420 (3)	Releases from an underground storage tank presenting the possibility of an imminent and substantial danger to public health or the environment	Abatement action taken	Div. of Env. Response & Remediation	24 hours	(801) 536-4123 (24 hours)	
R311-201-7	Discovery of a release from an underground storage tank	Not specified	Div. of Env. Response & Remediation	24 hours	(801) 536-4123 (24 hours)	
40 CFR 280.50	Release of a regulated substance, unusual operation conditions or monitoring results that indicate a release	Not specified	State	24 hours	(801) 536-4123 (24 hours)	
40 CFR 280.53	A spill or overfill that is: 1. > 25 gallons; or 2. causes a sheen on surface water; or 3. > reportable quantity of a CERCLA hazardous substance into the environment; or 4. In violation of Clean Water Act 311(b)(3)	Not specified	Div. of Env. Response and Remediation (see also ref 8,31,32)	24 hours	(801) 536-4123 (24 hours)	

	Used Oil					
Regulation	**When Required**	**Information Required**	**Notify Whom**	**Oral Notice Time**	**Phone Numbers**	**Written Notice Time**
R315-15-9	Used oil spills > 25 gallons or potential threat to human health or environment.	Name, phone number and address of person responsible for spill. Name, title and phone number of individual reporting. Time and date of spill. Spill location - including nearest city, highway, or waterway. Amount and description of material spilled. Cause of the spill. Action taken to minimize threats to human health and the environment.	DEQ	Immediately	(801) 536-4300 (801) 536-4123 (off hours)	15 Days
	Water Quality					
Utah Code 19-5-114	Spill of substance which could pollute the waters of the state.	Material, actions taken, cleanup and disposal plan	Div. of Water Quality	Immediately	(801) 536-4300 (801) 536-4123 (off hours)	5 days
R317-6.15	Spills of petroleum hydrocarbon or other substance which may cause pollution of ground waters in violation of Section 19-5-10.		Div. of Water Quality	24 hours		5 days
40 CFR 110	If oil or hazardous substance release: (1)causes a sheen; or (2)violates water quality standards; or (3) causes sludge or emulsion to be deposited below water level	Not specified	NRC	Immediately	(800) 424-8802	
R317-8-4 (b)(12)(f)	Any UPDES permittee noncompliance which may endanger health or the environment including, but not limited to: (1) unanticipated bypasses which exceed effluent permit limitations; (2) any upset which exceeds effluent limitation; (3) violation of maximum daily discharge limitation.	Name and telephone number of reporting party. Time and type of incident. Name and quantity of materials released Injuries. Health hazards	Div. of Water Quality	24 hours	(801) 536-4300 (801) 536-4123 (off hours)	5 days
R318-8.10 (7)(b) R318-8.13 (c) and 8.14 (3)(b)	1. Sampling indicates a violation of water pollution control pretreatment standards. 2. A pretreatment system "upset" that exceeds pretreatment standards. 3. An unanticipated pretreatment bypass.	Not specified	"Control Authority", which is DEQ or the POTW.	24 hours		
R317-6-6.13	Mechanical or discharge system failures affecting	Not specified	Div. of Water	Immediately		30 days

	the chemical characteristics or volume of a ground water discharge		Quality			
R317-6-6.11	Commencement of groundwater discharge or discontinuance of groundwater discharge due to spill, leak or accidental release	Not specified	Div of Water Quality	Immediately		
R317-6-6.18	Out of compliance with ground water discharge permit	Not specified	Div. of Water Quality	Immediately		5 days