



ILLICIT DISCHARGE ELIMINATION PLAN

**ST. CLAIR COUNTY'S NORTHEASTERN WATERSHEDS
(LAKE HURON DIRECT DRAINAGE, LOWER BLACK RIVER, AND
ST. CLAIR RIVER DIRECT DRAINAGE WATERSHEDS),
THE BELLE AND PINE RIVER WATERSHEDS AND ANCHOR BAY
PORTION OF ST. CLAIR COUNTY**

Prepared on behalf of

ST. CLAIR COUNTY;

AND ST. CLAIR COUNTY'S NESTED JURISDICTIONS:

- EAST CHINA SCHOOL DISTRICT,
- MARYSVILLE PUBLIC SCHOOL DISTRICT,
- PORT HURON AREA SCHOOL DISTRICT,
- REGIONAL EDUCATIONAL SYSTEM AGENCY,
- ST. CLAIR COUNTY COMMUNITY COLLEGE,
- ALGONAC COMMUNITY SCHOOLS DISTRICT

AND THE FOLLOWING LOCAL MUNICIPALITIES IN THE

NORTHEASTERN WATERSHEDS:

- CITY OF MARINE CITY
- CITY OF MARYSVILLE
- CITY OF ST. CLAIR
- CLYDE TOWNSHIP
- EAST CHINA CHARTER TOWNSHIP
- FORT GRATIOT CHARTER TOWNSHIP
- KIMBALL TOWNSHIP
- PORT HURON CHARTER TOWNSHIP

ANCHOR BAY WATERSHED:

- CITY OF ALGONAC
- IRA TOWNSHIP
- CLAY TOWNSHIP

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I. PROGRAM OVERVIEW

A. Purpose

This Illicit Discharge Elimination Program (IDEP) plan was developed on behalf of St. Clair County (SCC), its nested jurisdictions, and the local municipalities who have jurisdiction over a municipal separate storm sewer system (MS4) in the urbanized area (as defined by the most recently published census) and are also located within SCC's Northeastern Watersheds (NEW) or Anchor Bay Watershed (ABay). These local municipalities will hereafter be referred to as the "NEW and ABay Partners". This plan was developed to assist the county, these educational institutions and local municipalities to collaboratively meet IDEP requirements of the State of Michigan National Pollutant Discharge Elimination System (NPDES) Application for Discharge of Storm Water to Surface Waters from a Municipal Separate Storm Sewer System (MS4).

This plan outlines IDEP activities which generally can be described as looking for and correcting sources of pollution in regulated MS4s. This includes, but is not limited to, pollution sources such cross connections between the sanitary and storm sewer systems, failing septic systems, dumping of illegal grass and leaf clippings, garbage, pet waste, and/or hazardous materials in the MS4. Activities to correct any of these pollution sources, or other sources unnamed, are considered IDEP activities and shall be recorded for the purposes of evaluating permittee's IDEP activities and this plan.

B. Partners

This IDEP plan represents the following partners:

SCC:

- SCC Health Department (HD)
- SCC Road Commission (RC)
- SCC Drain Commissioner's Office (DO)
- SCC Parks and Recreation Commission (PARC)
- SCC Building and Operations Department (BOD)

SCC's nested jurisdictions:

- Algonac Community School District (ACSD)
- East China School District (ECSD)
- Marysville Public School District (MPSD)
- Port Huron Area School District (PHASD)
- SCC Regional Educational Service Agency (RESA)
- St. Clair County Community College (SC4)

The NEW Partners:

- | | |
|-----------------------|---------------------------------|
| • City of Marine City | • East China Charter Township |
| • City of Marysville | • Fort Gratiot Charter Township |
| • City of St. Clair | • Kimball Township |
| • Clyde Township | • Port Huron Charter Township |

The Anchor Bay Watershed Partners:

- City of Algonac
- Clay Township
- Ira Township

C. Timeline

Activities will occur over the five year permit cycle, starting with the issuance of the permit, or until SCC and its NEW Partners' permits expire.

D. Geographic Scope

This plan addresses regulated MS4s, under the jurisdiction of SCC, its nested jurisdictions and the NEW and Anchor Bay Partners, which are located in the urbanized areas of SCC as defined by the most recent census, and are also contained within the NEW, Pine and Belle River Watersheds. The NEW is comprised of three watersheds: Lake Huron Direct Drainage, Lower Black River, and the St. Clair River Direct Drainage Watersheds. The regulated MS4s within the Pine and Belle River Watersheds also have regulated MS4s in these watersheds. The Anchor Bay Watershed is on the edge of the St. Clair River and Lake St. Clair. The bay encompasses 38,000 acres of wetland habitat for fish and wildlife, including St. Johns Marsh, a 2,500-acre coastal wetland located in Clay and Ira Townships. Although much of the flow to the bay comes from the St. Clair River, the major streams draining the watershed include:

St. Clair County: Crapaud Creek, Marsac Creek, Swan Creek, Meldrum Creek, Beaubien Creek, Swartout Creek, the Marine City Dredge Cut and the Harsen's Island Drain (aka Krispin Drain).

Macomb County: Auvase Creek, Crapaud Creek, and the Salt River.

E. Collaborative Partnership and Interagency Agreement

While SCC has developed this plan in collaboration with its nested jurisdictions, the NEW and Anchor Bay Partners, SCC is not responsible for implementation of IDEP activities by the NEW and Anchor Bay Partners within their own MS4s. Collaboration and coordination between SCC, the NEW and Anchor Bay Partners are important components of this IDEP plan, especially in regards to IDEP evaluation, but in no way is any one permittee more responsible for this coordination than another. SCC, its nested jurisdictions, the NEW and Anchor Bay partners currently meet as a Watershed Advisory Group (WAG) on a regular basis. It is within this group that decisions must be made regarding how collaborative actions of this plan will be accomplished and funded.

As part of this IDEP plan, all of the permittees and partners that are collaborating on this plan (SCC, its nested jurisdictions, the NEW and Anchor Bay Partners) agree that if one becomes aware of a non-stormwater discharge that is being generated within their MS4 and is entering another of one the permittee's downstream MS4, then the permittee who owns and operates the upstream MS4 will eliminate this discharge as soon as possible. This interagency agreement, between all the permittees and partners of this plan, allows for time and resources towards IDEP activities that will be most effective. The submission of this plan by each permittee signifies that all permittees and partners listed

in this plan are in agreement with this interagency agreement and nullifies the need for separate agreements between each.

II. LOCATION/ NUMBER OF DISCHARGE POINTS/ OUTFALLS

The number of discharge points/ outfalls each partner has is indicated in the following table. Blueprints and design maps providing a more detailed location of these discharge points/ outfalls are available from each permittee as outlined in their individual permit applications.

<i>Regulated Entity/ Agency</i>	<i># of discharge points/ outfalls</i>
SCC Building and Operations Dept. (SCCBOD)	10
SCC Drain Office (SCCDO)	26
SCC Road Commission (SCCRC)	10
SCC Parks and Recreation Commission (SCCPARC)	4
St. Clair County's SUBTOTAL	50
East China School District (ECSD)	8
Marysville Public School District (MPSD)	26
Port Huron Area School District (PHASD)	39
SCC Regional Educational School Agency (RESA)	5
St. Clair County Community College (SC4)	7
Algonac Community School District (ACSD)	12
St. Clair County's nested jurisdictions SUBTOTAL	97
City of Marine City	38
City of Marysville	14
City of St. Clair	60
Clyde Township	0
East China Charter Township	4
Fort Gratiot Township	6
Kimball Township	1
Port Huron Charter Township	13
NEW Partners' SUBTOTAL	136
City of Algonac	47
Clay Township	8
Ira Township	5
Anchor Bay Partners' SUBTOTAL	60
TOTAL	343

Note: Each member responsible for their own outfall/discharge point screening. St. Clair County Health Department will only screen those outfalls designated being owned by the county of St. Clair.

III. ILLICIT DISCHARGE IDENTIFICATION & INVESTIGATION

A. Screening Procedure

The purpose of screening MS4 discharge points is to determine whether potential illicit discharges exist and if there is an MS4 that needs investigation and potential source control upstream. Screening will include visiting an MS4 discharge point during dry weather (less than 0.1 inches of rain within the previous 48 hours) and record the following parameters:

- | | |
|---------------------|---|
| • Id. number | • Stains |
| • Receiving water | • Outfall material & diameter |
| • Municipality | • Turbidity |
| • Crew name | • Flow |
| • Date | • Vegetation |
| • Address/ Location | • Structural condition |
| • Odor | • Biology (bacterial sheens, algae, slimes) |
| • Deposits | • Floatables |
| • Color | |

A copy of the spreadsheet that can be used to screen discharge points can be found in **Appendix A** of this plan. Dry weather screening will be performed once every permit cycle.

If flow is apparent, test discharge with field kit for temperature, pH, surfactants, and ammonia, and record flow information and test results on data sheet. Readily observable sources of flow to the storm sewer will be noted. For example, lawn irrigation may be misdirected onto impermeable surfaces or irrigation runoff may be entering the drainage system. If a sample cannot be analyzed at the time of initial screening, follow-up testing shall occur within 2 business days as weather allows.

E.coli and surfactant tests may not be good indicators for all potential pollutants of concern, but partners will also be screening discharge points for flow, floatables, oil sheen, color, odor, turbidity, vegetation condition, and other variables listed previously. All screening and survey results, whether they are only observations or sample results, will be used to determine if there is reason for additional investigations upstream of the outfall.

Because screening is a one-time grab sample event and can indicate a variety of point or non-point sources upstream, initial sample results must be taken with a grain of salt. A common example of a non-point source that can result in high *E.coli* counts at a discharge point but that cannot be easily corrected, or even located, is a wild animal living in the MS4 itself. Resources to follow up screening results are limited and must be prioritized. Resampling a discharge point during dry weather will occur two more times when an initial screening sample demonstrates *E.coli* levels > 1,000cfu/ 100 mL before concluding that source investigations are needed.

Procedure to establish rationale for further investigation:

- Locate outfall/discharge point, complete data sheet with site information.

- If new outfall/discharge point, assign identification number and mark location on map
- If flow is apparent, test discharge with field kit for temperature, pH, surfactants, and ammonia, and record flow information and test results on data sheet. Readily observable sources of flow to the storm sewer will be noted. For example, lawn irrigation may be misdirected onto impermeable surfaces or irrigation runoff may be entering the drainage system. If a sample cannot be analyzed at the time of initial screening, follow-up testing shall occur within 2 business days as weather allows. Note *E. coli* testing will not be completed during the preliminary inspection as coordination is required with the laboratory prior to dropping off sample.
- Assign follow-up prioritization based on tested field parameters per table below:

Parameter	Test Range	Priority Classification			
		None	Low	High	Immediate
Temperature (°F)	32-100	44-75	40-43 or 76-85	32-39 or 86-99	<32 or >100
pH	0-14	6-9.5	5-6 or 9.5-10.5	4-5 or 10.5-11	<4 or >11
Surfactants (ppm)	0-3	0	0.25-0.5	0.5-1	2-3
Ammonia (ppm)	0-6	0-1	1-3	3-6	>6

- **Immediate - report to appropriate agency when discharge found, agency to follow up within one week to check for dry-weather flow.**
- **High and Low - notify stormwater manager; follow up within 14 days to check for dry-weather flow.**
- In follow-up visits, test flow again with field test kits and collect an *E.coli* sample if preliminary screening results suggest it would be beneficial. If test results still indicate follow up necessary, collect additional samples for lab analysis, if necessary, and follow steps in “Finding the Source” section below.
- If no flow apparent, evaluate the areas for indicators of pollution, i.e. the presence of algae, unusual vegetative growth, staining, bacterial sheens, or debris.
- If indicators show a sign that pollution may exist, per the above table, assign follow-up prioritization.
 - **Immediate - report to the appropriate agency when discharge found, agency to follow up within one week.**
 - **High and Low - notify stormwater manager; follow up within 14 days.**

B. Source Investigation Procedure

Source investigative procedures are investigative efforts in a waterbody where screening and/or other monitoring results indicate a potential illicit discharge upstream. Surveys may involve reviewing storm and sanitary system maps, walking or driving open drains upstream, testing catch basins upstream for *E. coli*, surfactants, ammonia, conductivity and/or temperature, dye testing, televising or smoke testing. Source investigations can be

very resource demanding in an enclosed system. Investigating the age of infrastructure and land use where illicit discharges may be more likely and the location of discharge points in the area to be investigated is essential before initiating field work. Procedures vary based upon the methods used and will be determined before initiation of investigative activities.

IV. RESPONDING TO ILLEGAL DUMPING AND SPILLS

A. Schedule for responding to an illicit discharge complaint

Evaluation of an illicit discharge complaint is very important and shall be initiated within two (2) business days of a complaint being received, if not sooner. The only exception is when the nature of the complaint includes dumping and/or a spill of a potentially hazardous material in which case the response will be as immediate as possible.

All actions initiated as a result of a complaint shall be recorded as part of the complaint's file until it is resolved and/or closed. The initial response to a complaint shall include referral to the appropriate staff for a field visit to the complaint location. As part of this initial response, staff shall record:

- visual observations,
- conversations with the complainer or neighbors in the vicinity of the complaint,
- pictures of the complaint location and/or characteristics, and
- follow-up actions that result.

If, after staff conduct an initial field visit, it is determined that the complaint is not worthy of further response, the reasons for closing the complaint shall be recorded, the complaint shall be closed, and this shall all remain documented in the permittee's complaint files.

If a complaint is received regarding hazardous material that has any chance of entering the MS4 or the waters of the state, response shall be initiated as immediately as possible. Staff shall follow the attached spill response plan or their own spill response plan if different from that attached in **Appendix B**.

B. Schedule for field screening and source investigations

If the initial site visit which results from a complaint, warrants performing further field screening and/or source investigations, these actions shall be initiated within seven (7) days of the initial site visit. All field investigations shall be recorded as part of the complaint's file until that complaint has been solved and/or officially closed.

V. REPORTING RELEASES FROM MS4s

The procedures for responding to spills (or illegal dumping) of various sizes and hazards are detailed in **Appendix B**, as are the reporting requirements.

VI. RESPONSE TO ILLICIT DISCHARGES ONCE A SOURCE IS IDENTIFIED

Permittees shall correct and/or enforce the correction of illicit discharges within 90 days of notification to the property owner or confirmation of source identification to the maximum extent practicable.

SCC, the NEW and ABay Partners are committed to expeditiously correcting any illicit discharges within their MS4. Once the source of an illicit discharge has been confirmed as privately owned, IDEP partners will use the following procedures to correct the illicit discharge. If a partner decides to modify the following procedure, they will make note of the alternative procedures in their IDEP records and progress reports for their permit.

1. First Notice: Notification of Problem and Correction Needed

Once the source(s) of an illicit discharge is located, within 5 business days of the confirmation, the permittee will provide the first written notice to the owner of the illicit discharge by registered mail. The first written notice will notify the discharge owner of the illicit discharge, the regulatory authority to require correction, and the potential enforcement actions that will take place if the discharge is uncorrected in 90 days. All notifications will request that the discharge owner contact the permittee regarding plans for correction within 90 days. Tracking of all notifications and documentation of registered mail receipts will be retained by the permittee.

2. Second Notice: Forty-Five Days Left to Respond

If 45 days has passed from the date of the first written notice and no response has been received by the discharge owner, the second written notice will be sent. The second written notice will remind the discharge owner of the illicit discharge, the prior notice, the regulatory authority to require correction, the potential enforcement actions that will take place if the discharge is uncorrected in 45 days, and a request for the owner to contact the permittee regarding plans for correction.

3. Final Notice

If 90 days has passed from the date of the first written notice, the third written notice will be sent. The third notice will remind the discharge owner of the illicit discharge, the prior notice, the regulatory authority to require correction, and plans to enforce the correction of the illicit discharge.

Enforcement for correcting an illicit discharge is outlined in each permittee's regulatory mechanism as outlined in each of their Permit Applications. Enforcement should include an extension process for unforeseen and complicated circumstances.

VII. IDEP TRAINING AND EVALUATION

A. IDEP Training

Permittees will train staff who are involved in storm water management related activities, or who have jobs with the potential for witnessing illicit discharges and connections.

Staff will be trained at least once every five years and within the first year of employment.

The IDEP training will include, at a minimum, the following information:

- The definition of illicit discharges and connections;
- Techniques for finding illicit discharges include field screening, source identification, and recognizing illicit discharges and connections; and
- Methods for eliminating illicit discharge and the proper enforcement response.

Sign in sheets at staff meetings where IDEP topics are discussed, documentation of attendance at an IDEP workshop, and education materials used will be kept for documentation purposes of this permit.

B. IDEP Evaluation

While it is tempting to use ambient water quality monitoring at local beaches to rate the effectiveness of this plan, it is not appropriate. Many problems with *E.coli* testing has been documented and the EPA is currently undergoing research to try and improve *E.coli* testing and subsequent closures of beaches. Many times *E.coli* levels at beaches may not be due to local MS4s but physical conditions at the beach and/or meteorological conditions such as wind, current and rain. Therefore, while beach testing during the summer season does provide guidance for permittees in their prioritizing of MS4s for screening and investigations, it does not provide an effective evaluation tool. Therefore, SCC and the NEW group will use questionnaires and task completion to evaluate the effectiveness of this IDEP plan.

1. Questionnaires

Once per permit cycle, SCC, the NEW and ABay WAG will develop and distribute a questionnaire to rate the effectiveness of this IDEP plan. This questionnaire will be distributed to the storm water permit representative for SCC, the NEW and ABay Partners. The questionnaire will be developed, tabulated and discussed collaboratively at a NEW WAG and Anchor Bay WAG meeting to determine if IDEP implementation procedures should be revised.

2. Task Completion

At approximately the same time the above questionnaire is developed, SCC, the NEW and ABay Partners will evaluate whether the following tasks in this IDEP plan have been completed as planned:

- Screening;
- Source Investigations (as applicable);
- Correction of illicit discharges;
- Response to illegal dumping and spills;
- Response to illicit discharges outside of priority areas
- Reporting releases from MS4s; and
- Response to illicit discharges once a source is identified.

The completion of these tasks, as outlined in this IDEP plan, will be used in conjunction with the questionnaire results to determine the overall effectiveness of this IDEP plan and if any revisions in priorities or procedures shall be initiated.

VIII. RECORD KEEPING AND REPORTING

Records that will be generated as part of this IDEP plan are critical for demonstrating compliance with IDEP requirements. Records and documentation that shall be kept by each permittee include:

- documentation of MS4 discharge point screening activities;
- chain-of-custody records for laboratory samples;
- laboratory data sheets;
- tracking of screening and/or source investigations;
- tracking of complaints and follow up actions;
- tracking of spill response and follow up actions; and
- tracking of notification, enforcement and correction actions.

All of this information will be kept on file for a period of three years and/or submitted to EGLE as required by permit.

IX. PROCEDURES AND QUALITY ASSURANCE

A. Parameters and Associated Analytical Procedures

All *E.coli* samples shall be collected in a sterile container (typically available from lab servicer). The sample bottle will be labeled with the MS4 identification # and/or an address, the sampler's initials, and the date and time of sampling. Samples should be collected as close to the center of the waterbody as possible or directly from the MS4 discharge point. The container should not be allowed to touch other surfaces and collectors shall wear gloves. Samples from enclosed drains will use a sampling pole. Samples will immediately be put on ice and transferred to the certified lab facility for *E.coli* analysis within eight hours using a proper chain-of-custody documentation.

The surfactant test kit that can be used in this project is a CHEMetrics Surfactants test kit (0-3ppm). A detailed description of operating procedures for the surfactants test kits are included with each kit and are readily available online from the manufacturer.

B. Calibration Procedures

The colorimetric test kits of surfactants do not require calibration. However, if the expiration data on the color comparator, ampoules, vacu-vials, stabilizer solution, or any other component is exceeded, a replacement component will be ordered from the manufacturer immediately.

**APPENDIX A: Illicit Discharge Elimination Program Discharge Point Screening
Sheet**

Outfall Inspection Form

General

Outfall #: _____ Photograph #: _____ Date: _____ Crew Initials: _____
Right _____ Left _____ Side of drain looking upstream: _____

Location: _____

Latitude: _____ Longitude: _____

Weather: _____ Air temp.: _____ Rain: Yes _____ No _____ Sunny: _____ Cloudy: _____

Number of days of no precipitation or runoff events prior to inspection: _____

Point Source Information

Size _____

Type/Material _____

Flow Present _____

Depth of water in Pipe (inches) _____

Check if Submerged _____

Land Use/Area

☐

Residential

☐

single

☐

multi

☐

Manufactured

☐

Commercial/Business

☐

Agricultural

☐

Industrial

☐

Wooded Area

☐

Transportation

☐

Meadow

Known Use: _____

Physical Discharge Observations

Odor: None _____ Sewage _____ Sulfide _____ Oil _____ Gas _____ Rancid/ Sour _____ Other _____

Color: None _____ Yellow _____ Brown _____ Green _____ Red _____ Gray _____ Other _____

Turbidity: None _____ Cloudy _____ Opaque _____

Floatables: None _____ Petroleum _____ Sheen _____ Sewage _____ Other _____ (collect sample)

Deposits/Stains: None _____ Sediment _____ Oily _____ Describe _____ (collect sample)

Vegetation Conditions: Normal _____ Inhibited Growth _____ Excessive Growth _____

Extent: _____

Erosion present: Yes _____ No _____ Describe: _____

Damage to outfall structures:

None _____ Concrete Cracking _____ Concrete Spalling _____ Peeling Paint _____ Metal Corrosion _____

Other damage: _____ Extent: _____

Other

Known industrial or commercial uses in drainage area? Yes _____ No _____ Describe _____

Stream Conditions: _____

Any additional notes: _____

APPENDIX B: Spill Response Procedures

SPILL RESPONSE PLAN template

EMERGENCY NUMBERS

NAME, TITLE

XXXX-XXX-XXXX (cell phone)

XXX-XXX-XXXX (Municipal Office phone)

Fire Department

Emergency 911

Non-Emergency XXX-XXX-XXXX

St. Clair County Sheriff's Department

Emergency 911

Non-Emergency 810-985-8115

Michigan Department of Environment, Great Lakes, and Energy (EGLE)

During business hours: Southeast Michigan District Office in Warren: 586-753-3700

After business hours: Pollution Emergency Alert System (PEAS): 1-800-292-4706

United States Coast Guard

Spill Alert for Navigable Waterways: 313-568-9524

Pro Services Environmental, Port Huron

A contractor to be called for spill response services in the event the municipality or agency is unable to properly contain and clean up the spill (i.e., large or hazardous spills).

Spill Response Hotline (manned 24 hours/day): 810-990-9513

Office phone number (also linked to a cell phone after hours): 810-982-7271

SPILL RESPONSE PROCEDURES

If a spill (or illegal dumping) is large or hazardous or cannot be contained on site, so that it might be released to the surface waters or groundwater of the state, **it shall be reported immediately by calling 911 to dispatch the Fire Department** and by calling the Michigan Department of Environment, Great Lakes, and Energy (EGLE) at the following numbers. The Fire Department will mobilize the County Hazardous Operations Team if deemed necessary.

During regular business hours, the EGLE district office in Warren should be called at: (586) 753-3700. During non-business hours call the Pollution Emergency Alert System (PEAS) at 1-800-292-4706.

If the spill might reach navigable waters such as the Black River, the Coast Guard must also be called at: (313) 568-9524.

Following are spill response procedures and equipment for several levels of spills. Spills that are below the threshold reporting quantities in the state's Part 5 Rules (see Appendix C), or that don't reach waters of the state, do not need to be reported to the EGLE.

SPILL RESPONSE - FOR SMALL SPILLS OF LOW-HAZARD CHEMICALS (Less than 5 gallons of oil or fuel)

1. Make sure area is safe for entry and the spill does not pose an immediate threat to health or safety of responders.
2. If safe, stop source of spill (plug hole, upright the container, shut off valve).
3. Check for hazards (flammable material, noxious fumes, cause of spill). If flammable liquid is spilled, turn off engines and (nearby electrical equipment). **If serious hazards are present leave the area and call 911.** When in doubt consult the Material Safety Data Sheets for hazards of chemicals.
4. Block the nearest storm drain (use absorbent or other material as necessary, close valve to drain, cover or plug drain).
5. Notify Supervisor.
6. If spilled material has entered a storm sewer or drain, contact: **MUNICIPAL CONTACT at xxx-xxx-xxxxx.** If they are not available and the spill might be released to a stream or county drain or ground water, call 911 to dispatch the Fire Department and call the EGLE at (586) 753-3700 or 1-800-292-4706 (the Pollution Emergency Alert System - PEAS).
7. Clean up spilled material with absorbent pads and floor dry **(do not flush with water).**
8. Dispose of cleaned material/absorbent pads in a secure container for proper disposal.
9. Make sure area is not slippery (if slippery, put down no-slip material).
10. Complete a Spill Reporting Form.

SUGGESTED MINIMUM SPILL RESPONSE EQUIPMENT

- Floor dry
- Shovel
- Broom
- Caution Tape
- Absorbent Boom
- Absorbent Pads
- Container for clean-up 30 gal
- Sample Bottles

SPILL RESPONSE - FOR MEDIUM SPILLS OF LOW-HAZARD CHEMICALS (5-10 gallons of oil or fuel)

1. Make sure area is safe for entry and the spill does not pose an immediate threat to health or safety of responders.
2. If safe, stop source of spill (plug hole, upright the container, shut off valve).
3. Check for hazards (flammable material, noxious fumes, cause of spill). If flammable liquid is spilled, turn off engines and nearby electrical equipment. **If serious hazards are present leave the area and call 911.** When in doubt consult the Material Safety Data Sheets for hazards of chemicals.
4. Block the nearest storm drain (use absorbent or other material as necessary, close valve to drain, cover or plug drain).
5. Call co-workers and Supervisor for assistance and to make them aware of the spill and potential dangers.
6. Stop spill from spreading (use absorbent or other material).
7. If spilled material has entered a storm sewer or drain contact: **MUNICIPAL CONTACT at xxx-xxx-xxxxx** (cell phone number). If he/she is not available and the spill might be released to a county drain or stream or ground water, **call 911 to dispatch the Fire Department** and call the EGLE at (586) 753-3700, or 1-800-292-4706 (the Pollution Emergency Alert System - PEAS). The Fire Department will notify the County Hazardous Operations Team if necessary.
8. Clean up spilled material with absorbent pads and floor dry **(do not flush with water)**.
9. Dispose of cleaned material/absorbent pads in a secure container for proper disposal.
10. Make sure area is not slippery (if slippery, put down no-slip material).
11. If township employees are unable to properly contain and clean up the spill (i.e., large or hazardous spills) contact the Supervisor or Clerk immediately. If they are unavailable and the situation requires immediate response, call contractor Pro Services of Port Huron for containment and clean-up at 24-hour Hotline: (810) 990-9513.
12. Complete a Spill Reporting Form. Send to EGLE if necessary.

SUGGESTED MINIMUM SPILL RESPONSE EQUIPMENT

- Floor dry
- Shovel
- Broom
- Caution Tape
- Absorbent Boom
- Absorbent Pads
- Container for clean-up 30 gal
- Sample Bottles

SPILL RESPONSE PLAN - LARGE SPILLS AND HAZARDOUS CHEMICALS (Greater than 10 Gallons of oil or fuel)

1. Make sure area is safe for entry and the spill does not pose an immediate threat to health or safety of responders.
2. If safe, stop source of spill (plug hole, upright the container, shut off valve).
3. Check for hazards (flammable material, noxious fumes, cause of spill). If flammable liquid is spilled, turn off engines and nearby electrical equipment. **If serious hazards are present leave the area and call 911.** When in doubt consult the Material Safety Data Sheets for hazards of chemicals.
4. Block the nearest storm drain (use absorbent or other material as necessary, close valve to drain, cover or plug drain).
5. Call co-workers and Supervisor for assistance and to make them aware of the spill and potential dangers. Have Supervisor notify Fire Department and Sheriff's Dept. of spill and possible lane closures and need for assistance. The Fire Department will notify the County Hazardous Operations Team if necessary.
6. Stop spill from spreading (use absorbent or diking material such as sand, dirt, etc.)
7. If spilled material has entered a storm sewer or drain, contact: **MUNICIPAL CONTACT at xxx-xxx-xxxxx.** If they are not available and the spill might be released to a county drain or stream or ground water, **call 911 to dispatch the Fire Department** and call the EGLE at (586) 753-3700, or 1-800-292-4706 (the Pollution Emergency Alert System - PEAS). **LARGE SPILLS ARE LIKELY TO PRESENT A SERIOUS HAZARD AND MAY REQUIRE SPILL RESPONSE SERVICES FOR CONTAINMENT AND CLEAN-UP FROM A CONTRACTOR SUCH AS PRO SERVICES of PORT HURON at 24-HOUR HOTLINE: (810) 990-9513.**
8. If possible, clean up spilled material with absorbent pads and floor dry (**do not flush with water**).
9. Dispose of cleaned material/absorbent pads in a secure container for proper disposal.
10. Make sure area is not slippery (if slippery, put down no-slip material)
11. Complete a Spill Reporting Form. If there was a release to waters of the state of any polluting material in excess of the threshold reporting quantities in Part 5 Rules (see Appendix C) the Spill Reporting Form should be sent to the EGLE.

SPILL REPORTING FORM

Date of Incident	
Time of Incident	
Location & Cross Streets	
Type of Spill	
Estimated Quantity	
Reported To	
Time Reported	
Reported By	
Reporter's Address	
Phone Number/Contact	
Additional details about spill:	
Describe materials used to clean up spill:	
Completed By:	

Additional Notes:

If there was a release to waters of the state of any polluting material in excess of the threshold reporting quantities in Part 5 Rules (see Appendix C) this Spill Reporting Form should be sent to: **EGLE, Southeast Michigan District Office, 27700 Donald Court, Warren MI 48092-2793**