



City of Redondo Beach Stormwater Program Illicit Discharges Reporting Procedures

The City of Redondo Beach Municipal Code prohibits the discharge of any *non-stormwater* into the storm drain system. This means any runoff that is not a result of rainfall, which enters the street, is considered illegal unless it is pursuant to an individual NPDES permit or specifically exempt in accordance with the Municipal NPDES permit. The following list delineates discharges that are exempt under the Municipal NPDES permit and therefore **not illegal**:

1. Flows from riparian habitats or wetlands
2. Diverted stream flows
3. Springs.
4. Rising ground water (excluding dewatering)
5. Uncontaminated groundwater infiltration.
6. Discharges or flow from emergency fire fighting activities.
7. Landscape irrigation.
8. Potable water line flushing.
9. Discharge from potable water sources such as passive foundation drains
10. Air conditioning condensate.
11. Agricultural irrigation water runoff
12. Water from crawl space pumps
13. Lawn watering
14. Vehicle washing at residences (excluding commercial type vehicle washing)
15. Dechlorinated swimming pool discharges

It is the responsibility of all City employees to report illicit discharges that are detected during normal work activities and to facilitate notification of illicit discharges by the general public. To assist in this process an **Illicit Discharge/Connection Report** form has been developed. This form should be filled out, as completely as possible, every time an illicit discharge is suspected or when a report is received from the general public. The form is then sent to the Engineering Department for follow-up. If immediate attention is needed the Illicit Discharge Coordinator (Public Works Inspector) can be contacted at 318-0661.

CALL 318-0661 TO REPORT ILLICIT DISCHARGES



**City of Redondo Beach
Stormwater Program
Illicit Discharge/Connection Report**

Date: Time:

Reported by: Received by:

Address: Department:

Phone: Phone:

Location:

PART A

Material:

Hazardous = HZD
Wastewater = WW
Oil/Grease = OG

Sediment = SED
Other = OTR
Unknown = UNK

Land Use:

Residential = RES
Commercial = COM
Industrial = IND
Public = PUB

Est. Quantity: Units:

Gallons = GAL
Pounds = LBS
Cubic Feet = CF

Direct Connection Found: Yes = Y : No = N

Description:

Source Invest. Conducted: Yes = Y : No = N Source Identified Yes = Y : No = N

Source/Owner of Disc./Conn.:

Entered Storm Drain: Yes = Y : No = N

Referred To:

Phone:

Department:

Action Taken:

Date Closed:

PART B



[FORM COMPLETION GUIDE]

City of Redondo Beach

Stormwater Program

Illicit Discharge/Connection Report

Date: **1** Time: **2** **3**

Reported by: Received by: **6**

Address: Department:

Phone: **4** Phone: **7**

Location: **5** **8** **PART A**

Material: **10** **9** Land Use: **11**

Hazardous = HZD Sediment = SED Residential = RES
 Wastewater = WW Other = OTR Commercial = COM
 Oil/Grease = OG Unknown = UNK Industrial = IND
 Public = PUB

Est. Quantity: **12** Units: **13**

14 Gallons = GAL
 Pounds = LBS
 Cubic Feet = CF

Direct Connection Found: Yes = Y : No = N **15**

Description: **16** **17**

Source Invest. Conducted: Yes = Y : No = N Source Identified Yes = Y : No = N

Source/Owner of Disc./Conn.: **19** **18**

Entered Storm Drain: Yes = Y : No = N **20** **21** **22**

Referred To:

Phone:

Department:

Action Taken: **23**

Date Closed: **24**

PART B

Illicit Discharge/Connection Report Use Instructions

The following are instructions on how to use the **Illicit Disch/Conn. Report** form. This form has a number of data entry fields that are part of a database, which will be used to track reports of illicit discharges and connections. The report is intended to be the complete record of each reported incident and therefore should be passed on to each individual who is involved.

An incident typically involves three people: the individual who discovers the illicit discharge/connection and reports it, the individual at the city who receives the report, and the City's NPDES Permit - Illicit Discharge/Connection Program Coordinator, typically a Public Work Inspector. Upon discovering or receiving a call regarding a illicit discharge/connection, a report form is to be filled out. It is not necessary that individual receiving the call or making the discovery complete all of the information on the form, however, it is necessary that Part A be completed before it is forwarded to the Program Coordinator.

The following is a brief description of what is to be filled in each of the data fields (the numbers below correspond to the numbers shown on the FORM COMPLETION GUIDE):

- 1 & 2. **DATE & TIME:** This is the date and time when the call is received or the discovery is made.
3. **REPORTED BY:** This is the name of the individual who called or made the discovery.
4. **ADDRESS:** This is the address of the caller. If it is a City employee who makes the discovery this should be the department.
5. **PHONE:** This is the phone number of the caller or extension number of the City employee.
6. **RECEIVED BY:** This is the name of individual receiving the call. If City employee is Reporter then this field along with 7 & 8 are left blank.
7. **DEPARTMENT:** This is the department of City employee receiving the call.
8. **PHONE:** This is the extension of City employee receiving the call.
9. **LOCATION:** This is the address or nearest intersection of the incident.
10. **MATERIAL:** This is the material that was discovered. Select one of the options and insert the appropriate letters.
11. **LAND USE:** This is the land use in which the incident occurred. Select one of the options and insert the appropriate letter.
12. **EST. QUANTITY:** This is an estimate of the amount of material discovered.
13. **UNITS:** This is the unit of the estimated amount.

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14. **DIRECT CONNECTION FOUND:** An answer of Yes is made when there is a pipe that discharges into the street or storm drain pipe which is convey an illicit discharge. An answer of No is made if there is no piping involved in the discharge
15. **DESCRIPTION:** This is completed if item 14 is answered Yes. A description of the pipe is provided including size, location, point of discharge, location of inlet, etc.
16. **SOURCE INVEST. CONDUCTED:** Answer Yes if an investigation of the source of the discharge is made.
17. **SOURCE INDENIFIED:** Answer Yes if the source of the discharge is found.
18. **SOURCE/OWNER OF DISC/CONN.:** Provide information about the discharge or connection i.e. the property owner from which the discharge is coming or person making the discharge. Provide as much information as possible about the individual.
19. **ENTERED STORM DRAIN:** This applies to Discharges. Answer Yes only if the discharge entered a storm drain catch basin.
20. **REFERED TO:** This is the name of the individual in the NPDES Permit - Illicit Discharge/Connection Program office to whom the report was forwarded to. This will typically be the Public Works Inspector.
21. **PHONE:** This is the phone number of the “Referred To” individual.
22. **DEPARTMENT:** This is the department of the “Referred To” individual.
23. **ACTION TAKEN:** Each individual involved in the incident should add to this field. The “Call Receiver” should enter any action taken by then including any investigations made and when the incident was referred. All entries should include the time and date of the action. If additional space is needed a second copy of the form can be attached. Duplicate the information in Items 1-3 on the second sheet. It is important that the individual reporting the incident is notified as to the actions taken and the results of the investigation.
24. **DATE CLOSED:** This is the date when the incident investigation is completed.

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