

	Standard Operating Procedure for:	
	IDDE: Inspections	
	Purpose of SOP:	To record basic characteristics of individual storm, drain outfalls, and evaluate suspect outfalls for illicit discharges.

Always:

- Conduct inspections during dry weather periods. The CWP defines **dry weather** as a 48 hour period with no runoff-producing rainfall. The City of Pittsburg defines dry weather as a 48-72-hour period with less than 1/10-inch rainfall of dry weather to suit its specific conditions.
- Characterize and record the outfall’s dimensions, shape, and component material.
- Characterize and record observations on basic sensory and physical indicators (e.g., odor, color, oil sheen).
- Follow procedure below if an obvious illicit discharge is encountered (such as raw sewage, paint, etc.).

Whenever Possible:

- Photograph the outfall with a digital camera.
- Identify and label the outfall with a unique identifier. For example, “SWO-013”.
- If dry weather flow is present at the outfall, and the flow does not appear to be an obvious illicit discharge (e.g., flow is clear, odorless, etc.), attempt to identify the source of the flow (intermittent stream etc.), then document the discharge for future comparison.

Never:

- Never put yourself in danger.
- Never enter private property without permission.

Procedures to follow if illicit discharge is detected:

- Call supervisor.
- Trace upstream to locate the source.
- Take photos.
- Estimate flow/collect samples if instructed to do so.

Equipment list:

1. Existing paper maps
2. Field sheets
3. Camera (preferable digital)
4. GPS Unit
5. Spray paint (or other marker)
6. Cell phones
7. Clip boards and pencils

8. First aid kit
9. Flash light or head lamp
10. Surgical gloves
11. Tape measure
12. Waders
13. Watch with a second hand