



Spill or Illicit Discharge Response Procedure

1. **Upon notification of, report of, or routine test result of, a potential spill or illicit discharge**
 - a. Write down pertinent details on *Initial Contact & Response Documentation Form* (who, what, when, where, why, contact information)
2. **Notify**
 - a. Immediately contact emergency services *if there is a threat to life or property.*

Howard Fire department.....	911
Brown County Sheriff.....	911
E.M.S.....	911
Brown County Emergency Management	
Cullen Peltier	920-448-4270
24 Hr Hotline.....	920-362-8200
 - b. Contact spill/illicit discharge coordinator.

Bob Bartelt, Director of Public Works.....	920-819-6719
Geoff Farr, Village Engineer.....	920-819-6720
3. **Investigate potential spill or illicit discharge**
 - a. Respond to any report or any field test result that indicates an illicit discharge.
 - b. Assign qualified personnel to investigate.
4. **Response to a known spill or illicit discharge**
 - a. Notify any agencies that may be affected. (within 1 day)

DNR 24-hour spill hotline.....	800-943-0003
DNR Northeast Region Spills Coordinator, Jason Moeller.....	(see below)
U.S. Coast Guard.....	920-435-7042
Brown County Health Dept.....	920-448-6400
Green Bay Public Works Dept.....	920-448-3100
Suamico Public Works.....	920-434-2212
Hobart Public Works.....	920-869-1011
Green Bay Metropolitan Sewage Plant.....	920-432-4893
 - b. Follow, track and locate the spill or illicit discharge & responsible party. Write orders to Halt and discontinue illegal activity via existing Village ordinance 2008-31. If an illicit connection requires more than 30 days to remove, contact the DNR to discuss appropriate action.
 - c. If discharge source is not readily apparent, perform field testing and investigation. Follow discharge back to source. Use smell testing, field test kit, manhole inspection, dye-testing, televising, etc. If discharge is intermittent, continue random sampling until source is tracked to discharge point.



5. Spill containment

- a. Stop flow of spill by:
 - a. Build berms with soil to block flow on pavement and in ditches
 - b. Use pipe plugs to block flow into sewers
 - c. Pumps and vacuum truck to divert flow to sanitary sewers, landfills, or hazardous waste sites.
- b. Prevent Runoff during Rain
 - a. Cover with plastic or tarps
- c. Prevent Tracking
 - a. Barricade area
- d. Recover discharged materials, consider:
 - a. Absorb liquids
 - i. Cover with sand
 - ii. Oil dry
 - iii. rags
 - b. Vacuum liquids
 - i. Use Vacuum truck if safe
 - c. Contain Liquids in water bodies
 - i. Use floating boom
 - d. Remove solids
 - i. Sweep
 - ii. Use loaders and trucks.
 - iii. Move to impervious area and cover with tarps
 - e. Dispose of recovered material properly

6. Dye testing

- a. If dye testing is to be performed, the DNR shall be notified in advance. Provide 48 hour notice, and include the time and location for which the test will be performed.

Call DNR Northeast Region Spills Coordinator, Jason Moeller

Ph #.....920-662-5492

Fax #.....920-662-5197

Email#.....jason.moeller@dnr.state.wi.us

- 7. Document notifications, collect samples, collect evidence, take photos, sketch site, document proper disposal, find responsible party, cost recovery
- 8. Include in annual report.