**Illicit Discharge Detection and Elimination (IDDE) Plan**

**##MUNICIPALITY**

**Permit Year 1**

EPA NPDES Permit Number NHR041000

Table of Contents

Illicit Discharge Detection and Elimination Plan

[1 IDDE Program Implementation Timeline 3](#_Toc11745596)

[2 Authority and Statement of IDDE Responsibilities 4](#_Toc11745597)

[2.1 Legal Authority 4](#_Toc11745598)

[2.2 Statement of Responsibilities 4](#_Toc11745599)

[3 Stormwater System Mapping 6](#_Toc11745600)

[3.1 Phase I Mapping 6](#_Toc11745601)

[3.2 Phase II Mapping 6](#_Toc11745602)

[4 Sanitary Sewer Overflows (SSOs) 7](#_Toc11745603)

[5 Assessment and Priority Ranking of Outfalls 9](#_Toc11745604)

[5.1 Outfall Catchment Delineations 9](#_Toc11745605)

[5.2 Outfall and Interconnection Inventory and Initial Ranking 9](#_Toc11745606)

[6 Dry Weather Outfall Screening and Sampling 12](#_Toc11745607)

[7 Catchment Investigations 13](#_Toc11745608)

[7.1 Illicit Discharge Removal 13](#_Toc11745609)

[8 Training 14](#_Toc11745610)

[9 Progress Reporting 14](#_Toc11745611)

Tables

[Table 1‑2. IDDE Program Implementation Timeline 3](#_Toc531956327)

[Table 4‑1. SSO Inventory 8](#_Toc531956328)

Appendices

Appendix A – Legal Authority (IDDE Bylaw or Ordinance)

Appendix B – Storm System Mapping

Appendix C – Outfall Inventory and Priority Ranking Matrix

Appendix D - Field Forms, Sample Bottle Labels, and Chain of Custody Forms

Appendix E – Water Quality Analysis Instructions, User’s Manuals and Standard Operating Procedures

Appendix F – IDDE Employee Training Record

Appendix G – Source Isolation and Confirmation Methods: Instructions, Manuals, and SOPs

# IDDE Program Implementation Timeline

Table 1‑1. IDDE Program Implementation Timeline

| **IDDE Program Requirement** | **Completion Date from Effective Date of Permit** | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **1 Year** | **1.5 Years** | **2 Years** | **3 Years** | **7 Years** | **10 Years** |
| Written IDDE Program Plan | ***X*** |  |  |  |  |  |
| SSO Inventory | ***X*** |  |  |  |  |  |
| Initial Outfall Ranking | ***X*** |  |  |  |  |  |
| Written Catchment Investigation Procedure |  | ***X*** |  |  |  |  |
| Phase I Mapping |  |  | ***X*** |  |  |  |
| Phase II Mapping |  |  |  |  |  | ***X*** |
| IDDE Regulatory Mechanism or By-law (if not already in place) |  |  |  | ***X*** |  |  |
| Dry Weather Outfall Screening |  |  |  | ***X*** |  |  |
| Follow-up Ranking of Outfalls and Interconnections |  |  |  | ***X*** |  |  |
| Catchment Investigations – Problem Outfalls |  |  |  |  | ***X*** |  |
| Catchment Investigations – all Problem, High and Low Priority Outfalls |  |  |  |  |  | ***X*** |

# Authority and Statement of IDDE Responsibilities

## Legal Authority

***INSTRUCTIONS: Use the following language if your municipality already has an illicit discharge bylaw, ordinance, or other regulatory mechanism in place, as required by the 2003 MS4 Permit.***

The **##MUNICIPALITY** has adopted a **##NAME OF BYLAW (##REVISION DATE** with adequate legal authority to:

* Prohibit illicit discharges
* Investigate suspected illicit discharges
* Eliminate illicit discharges, including discharges from properties not owned by or controlled by the MS4 that discharge into the MS4 system
* Implement appropriate enforcement procedures and actions.

The **##MUNICIPALITY** will review its current **##NAME OF BYLAW** and related land use regulations and policies for consistency with the 2017 MS4 Permit.

***INSTRUCTIONS: Use the following language if your municipality has not adopted an illicit discharge bylaw, ordinance, or other regulatory mechanism in place, as required by the 2003 MS4 Permit.***

The **##MUNICIPALITY** will adopt a bylaw, ordinance, or other regulatory mechanism to provide the **##MUNICIPALITY** with adequate legal authority to:

* Prohibit illicit discharges
* Investigate suspected illicit discharges
* Eliminate illicit discharges, including discharges from properties not owned by or controlled by the MS4 that discharge into the MS4 system
* Implement appropriate enforcement procedures and actions.

The bylaw, ordinance, or other regulatory mechanism will meet the requirements of the 2017 MS4 Permit and will be in place within 3 years of the permit effective date (July 1, 2021).

## Statement of Responsibilities

The **##AGENCY OR DEPARTMENT** is the lead municipal agency or department responsible for implementing the IDDE program pursuant to the provisions of the **##NAME OF BYLAW**. Other agencies or departments with responsibility for aspects of the program include:

***INSTRUCTIONS: List other municipal agencies or departments with responsibility for aspects of the IDDE program. Describe the process for coordination and data sharing between these agencies and departments.***

* **Department of Public Works - ##RESPONSIBILITIES**
* **Highway Department - ##RESPONSIBILITIES**
* **Sewer Department - ##RESPONSIBILITIES**
* **Building Inspector and/or Code Enforcement Officer - ##RESPONSIBILITIES**
* **Licensed Plumbing Inspector - ##RESPONSIBILITIES**
* **Health Department - ##RESPONSIBILITIES**
* **Engineering Department - ##RESPONSIBILITIES**
* **Conservation Agent - ##RESPONSIBILITIES**
* **Conservation Commission - ##RESPONSIBILITIES**
* **Planning Board Chairperson - ##RESPONSIBILITIES**
* **Board of Selectmen - ##RESPONSIBILITIES**
* **Town Administrator and/or Mayor - ##RESPONSIBILITIES**

# Stormwater System Mapping

A copy of the existing storm system map is provided in **Appendix B**.

The MS4 Permit requires the storm system map to be updated in two phases as outlined below. The **##AGENCY OR DEPARTMENT** is responsible for updating the stormwater system mapping pursuant to the 2017 MS4 Permit. The **##MUNICIPALITY** will report on the progress towards completion of the storm system map in each annual report. Updates to the stormwater mapping will be included in **Appendix B**.

## Phase I Mapping

Phase I mapping must be completed within two (2) years of the effective date of the permit (July 1, 2020) and include the information per Part 2.3.4.5.a of the MS4 Permit.

## Phase II Mapping

Phase II mapping must be completed within ten (10) years of the effective date of the permit (July 1, 2028) and include the information per Part 2.3.4.5.b of the MS4 Permit.

# Sanitary Sewer Overflows (SSOs)

***INSTRUCTIONS: If a community does not have any municipal sewer note so here and remove all of the rest of this section.***

**##MUNICIPALITY** has no municipally owned sewer and therefore no Sanitary Sewer Overflows (SSOs).

***INSTRUCTIONS: If a community does not have any SSO’s, note so here and remove the rest of this section.***

**##MUNICIPALITY** has no Sanitary Sewer Overflows (SSOs).

Discharges of wastewater from any point sources, including sanitary sewer overflows (SSO’s) shall be reported in accordance with Part II, Section D.1.e. of the General Requirements of the Publicly Owned Treatment Works General Permit.

***INSTRUCTIONS: Use the following language if your municipality has not adopted an illicit discharge bylaw, ordinance, or other regulatory mechanism in place, as required by the 2003 MS4 Permit.***

The MS4 Permit requires municipalities to prohibit illicit discharges, including sanitary sewer overflows (SSOs), to the separate storm sewer system. SSOs are discharges of untreated sanitary wastewater from a municipal sanitary sewer that can contaminate surface waters, cause serious water quality problems and property damage, and threaten public health. SSOs can be caused by blockages, line breaks, sewer defects that allow stormwater and groundwater to overload the system, power failures, improper sewer design, and vandalism.

The **##MUNICIPALITY** has completed an inventory of SSOs that have discharged to the MS4 within the five (5) years prior to the effective date of the 2017 MS4 Permit, based on review of available documentation pertaining to SSOs (**Table 4-1**). The inventory includes all SSOs that occurred during wet or dry weather resulting from inadequate conveyance capacities or where interconnectivity of the storm and sanitary sewer infrastructure allows for transfer of flow between systems.

Discharges of wastewater from any point sources, including sanitary sewer overflows (SSO’s) shall be reported in accordance with Part II, Section D.1.e. of the General Requirements of the Publicly Owned Treatment Works General Permit.

The inventory in **Table 4-1** will be updated by the ##AGENCY OR DEPARTMENT when new SSOs are detected. The SSO inventory will be included in the annual report, including the status of mitigation and corrective measures to address each identified SSO.

Table 4‑1. SSO Inventory

**##MUNICIPALITY**

**Revision Date: ##DATE OF LAST UPDATE**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SSO Location1** | **Discharge Statement2** | **Date3** | **Time Start3** | **Time End3** | **Estimated Volume4** | **Description5** | **Mitigation Completed6** | **Mitigation Planned7** |
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1 Location (approximate street crossing/address and receiving water, if any)

2 A clear statement of whether the discharge entered a surface water directly or entered the MS4

3 Date(s) and time(s) of each known SSO occurrence (i.e., beginning and end of any known discharge)

4 Estimated volume(s) of the occurrence

5 Description of the occurrence indicating known or suspected cause(s)

6 Mitigation and corrective measures completed with dates implemented

7 Mitigation and corrective measures planned with implementation schedules

|  |
| --- |
| ***INSTRUCTIONS: Complete this SSO inventory for all Sanitary Sewer Overflows (SSOs)* *that have discharged to the MS4 within the five (5) years prior to the effective date of the 2017 MS4 Permit. This inventory must be completed within one (1) year of the effective date of the permit. The table should be updated with information on new SSOs that are detected.*** |

# Assessment and Priority Ranking of Outfalls

The MS4 Permit requires an assessment and priority ranking of outfalls in terms of their potential to have illicit discharges related public health significance. The ranking helps determine the priority order for performing IDDE investigations and meeting permit milestones.

## Outfall Catchment Delineations

The catchments for each of the MS4 outfalls will be delineated to define contributing areas for investigation of potential sources of illicit discharges.

## Outfall and Interconnection Inventory and Initial Ranking

The **##AGENCY OR DEPARTMENT** will complete an initial outfall and interconnection inventory and priority ranking to assess illicit discharge potential based on existing information. The initial inventory and ranking will be completed within one (1) year from the effective date of the permit. An updated inventory and ranking will be provided in each annual report thereafter. The inventory will be updated annually to include data collected in connection with dry weather screening and other relevant inspections.

Outfalls and interconnections will be classified into one of the following categories:

1. **Excluded outfalls**:

* Outfalls/interconnections that do not discharge to an impaired waterbody or are not listed in Part II Summary of Receiving Waters in the NOI.
* Outfalls/interconnections with no potential for illicit discharges including roadway drainage in undeveloped areas with no dwellings and no sanitary sewers; drainage for athletic fields, parks or undeveloped green space and associated parking without services; cross-country drainage alignments (that neither cross nor are in proximity to sanitary sewer alignments) through undeveloped land.

1. **Problem Outfalls**: Outfalls/interconnections with known or suspected contributions of illicit discharges based on existing information shall be designated as Problem Outfalls. This shall include any outfalls/interconnections where previous screening indicates likely sewer input. Likely sewer input indicators are any of the following:

* Olfactory or visual evidence of sewage,
* Ammonia ≥ 0.5 mg/L, surfactants ≥ 0.25 mg/L, and bacteria levels greater than the water quality criteria applicable to the receiving water, or
* Ammonia ≥ 0.5 mg/L, surfactants ≥ 0.25 mg/L, and detectable levels of chlorine.

**High Priority Outfalls**: Outfalls/interconnections that have not been classified as Problem Outfalls and that are:

* + Discharging to an area of concern to public health due to proximity of public beaches, recreational areas, drinking water supplies or shellfish beds
  + Determined by the permittee as high priority based on the characteristics listed in **Appendix C** .

1. **Low Priority Outfalls**: Outfalls/interconnections determined by the permittee as low priority based on the characteristics listed below or other available information.

Outfalls will be ranked into the above priority categories (**except for excluded outfalls, which may be excluded from the IDDE program**) based on the following characteristics of the defined initial catchment areas, where information is available. To prioritize initial mapping and outfall assessment work the permittee is using location-specific characteristics of water body impairments to focus initial work as included in **Appendix B**.  It is understood that not all currently excluded catchments will remain excluded throughout the 10 year assessment period, however for initial outfall ranking and catchment investigations this approach will target the worst areas first.

* **Previous screening results** – previous screening/sampling results indicate likely sewer input (see criteria above for Problem Outfalls).
* **Past discharge complaints and reports.**
* **Poor receiving water quality** – the following guidelines are recommended to identify waters as having a high illicit discharge potential:
  + Exceeding water quality standards for bacteria
  + Ammonia levels above 0.5 mg/l
  + Surfactants levels greater than or equal to 0.25 mg/l
* **Density of generating sites** – Generating sites are those places, including institutional, municipal, commercial, or industrial sites, with a potential to generate pollutants that could contribute to illicit discharges. Examples of these sites include, but are not limited to, car dealers; car washes; gas stations; garden centers; and industrial manufacturing areas.
* **Age of development and infrastructure** – Industrial areas greater than 40 years old and areas where the sanitary sewer system is more than 40 years old will probably have a high illicit discharge potential. Developments 20 years or younger will probably have a low illicit discharge potential.
* **Sewer conversion** – Contributing catchment areas that were once serviced by septic systems, but have been converted to sewer connections may have a high illicit discharge potential.
* **Historic combined sewer systems** – Contributing areas that were once serviced by a combined sewer system, but have been separated may have a high illicit discharge potential.
* **Surrounding density of aging septic systems** – Septic systems thirty years or older in residential land use areas are prone to have failures and may have a high illicit discharge potential.
* **Culverted streams** – Any river or stream that is culverted for distances greater than a simple roadway crossing may have a high illicit discharge potential.
* **Water quality limited waterbodies** that receive a discharge from the MS4 or waters with approved TMDLs applicable to the permittee, where illicit discharges have the potential to contain the pollutant identified as the cause of the water quality impairment.

**The following is an initial outfall prioritization flowchart, see Appendix C for an outfall inventory and priority ranking matrix:**

Is the waterbody impaired and listed in Part II Summary of Receiving Waters in the NOI?

No: Excluded from priority ranking

Yes: Does Outfall/Interconnection have no potential for illicit discharges (roadway drainage in undeveloped areas with no dwellings and no sanitary sewers/septic within 100’; drainage for athletic fields, parks or undeveloped green space and associated parking without services; cross-country drainage alignments that neither cross nor are in proximity to sanitary sewer alignments through undeveloped land)

(Part 2.3.4.7.a.ii)

No: Include outfall inventory and priority ranking matrix

Yes: Excluded from priority ranking

# Dry Weather Outfall Screening and Sampling

Dry weather flow is a common indicator of potential illicit connections. The MS4 Permit requires all outfalls/interconnections (excluding Problem and Excluded Outfalls) to be inspected for the presence of dry weather flow. The **##AGENCY OR DEPARTMENT** is responsible for conducting dry weather outfall screening, starting with High Priority outfalls, followed by Low Priority outfalls, based on the initial priority rankings described in the previous section by the end of Year 3.

Dry weather outfall Screening and Sampling shall be completed in accordance with Part 2.3.4.7.b of the MS4 Permit. Plans and procedures for such screening and sampling shall be incorporated into this plan.

# Catchment Investigations

Once stormwater outfalls with evidence of illicit discharges have been identified, various methods can be used to trace the source of the potential discharge within the outfall catchment area. Catchment investigation techniques include but are not limited to review of maps, historic plans, and records; manhole observation; dry and wet weather sampling; video inspection; smoke testing; and dye testing.

Catchment Investigations shall be completed in accordance with Part 2.3.4.8 of the MS4 Permit. A written catchment investigation procedure shall be developed and incorporated into this plan within 18 months of the permit effective date. Investigations of catchments associated with Problem Outfalls shall begin no later than two (2) years from the permit effective date and shall be completed within seven (7) years.

## Illicit Discharge Removal

When the specific source of an illicit discharge is identified, the **##MUNICIPALITY** will exercise its authority as necessary to require its removal. The annual report will include the status of IDDE investigation and removal activities including the following information for each confirmed source:

* The location of the discharge and its source(s)
* A description of the discharge
* The method of discovery
* Date of discovery
* Date of elimination, mitigation or enforcement action OR planned corrective measures and a schedule for completing the illicit discharge removal
* Estimate of the volume of flow removed.

# Training

Annual IDDE training will be made available to employees involved in the IDDE program. This training will at a minimum include information on how to identify illicit discharges and SSOs and may also include additional training specific to the functions of particular personnel and their function within the framework of the IDDE program. Training records will be maintained in **Appendix F**. The frequency and type of training will be included in the annual report.

# Progress Reporting

The progress and success of the IDDE program will be evaluated on an annual basis. The evaluation will be documented in the annual report and will include the following indicators of program progress:

* Number of SSOs and illicit discharges identified and removed
* Number and percent of total outfall catchments served by the MS4 evaluated using the catchment investigation procedure
* Number of dry weather outfall inspections/screenings
* Number of wet weather outfall inspections/sampling events
* Estimate of the volume of sewage removed, as applicable
* Number of employees trained annually.

The success of the IDDE program will be measured by the IDDE activities completed within the required permit timelines.

Appendix A

Legal Authority (IDDE Bylaw or Ordinance)

Appendix B

Storm System Mapping

Appendix C

Outfall Inventory and Priority Ranking Matrix

Appendix D

Field Forms, Sample Bottle Labels, and Chain of Custody Forms

*Appendix to include copies of the following field sampling documents once fully developed in accordance with the 2017 MS4 Permit:*

*- Dry weather outfall inspection/sampling form*

*- Wet weather outfall inspection/sampling form*

*- Manhole inspection form*

*- Example sample labels (provided by laboratory)*

*- Example chain-of-custody form(s) (provided by laboratory(s))*

Appendix E

Water Quality Analysis Instructions, User’s Manuals and Standard Operating Procedures

*Appendix to include copies of water quality analysis instructions, procedures, and SOPs for all sample parameters and all meters or field test kits that are used for analysis once fully developed in accordance with the 2017 MS4 Permit. This includes the manufacturer’s instructions for how to use field test kits as well as the manufacturer’s instructions or user’s manual for any field instrumentation.*

Appendix F

IDDE Employee Training Record

**Illicit Discharge Detection and Elimination (IDDE)**

**Employee Training Record**

**##MUNICIPALITY**

| **Date** | **Type of Training** | **Participants** |
| --- | --- | --- |
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Appendix G

Source Isolation and Confirmation Methods:

Instructions, Manuals, and SOPs

*Appendix to provide manufacturer instructions, manuals and procedures and any in-house SOPs used to perform source isolation and confirmation for illicit discharges once fully developed in accordance with the 2017 MS4 Permit.*