

Oakland County Water Resources Commissioner Procedures – P-043	DATE: 7/25/13 REV. #: 1	Doc. File Name: Spill Response Procedure
	TITLE: Spill Response Procedure	APPROVED BY:
		Management Representative

1.0 Purpose

The purpose of this Spill Response Procedure is to describe how the Oakland County Water Resources Commissioner's Office (WRC) identifies and responds to spills impacting Oakland County sewer system, combined sewer systems, storm drains and surface water pollution incidents reported through their 24-hour Pollution Hotline (248-858-0931) and other sources.

2.0 Scope

- 2.1 This procedure applies to all Oakland County sewer systems, combined sewer systems and surface water pollution incidents reported through the WRC Pollution Hotline and other sources.
- 2.2 This procedure **does not** cover Sanitary Sewer Overflows or Combined Sewer Overflows which are addressed in WRC Procedure P-036 and other WRC work instructions, or spills at facilities with an individual NPDES Permit or site specific Pollution Incident Prevention Plan.

3.0 Background

- 3.1 WRC has jurisdiction of approximately 360 County Drains and is the lead county agency for Federal Phase II Storm Water Permit coordination efforts. WRC has trained staff available to evaluate surface water pollution complaints and determine proper notification and response. The WRC Pollution Hotline has been operational since 1999 and consists of a 24-hour Pollution Hotline number (248-858-0931) where residents, municipalities and others can call to report surface water, storm drain, sewer system or combined sewer system pollution in Oakland County.
- 3.2 WRC created this Pollution Hotline to address the County's Phase II Storm Water Permit requirements and because individuals wanting to report pollution in Oakland County were often unclear about how to do so. WRC's Pollution Hotline provides a clearing house for surface water and other pollution complaints resulting in consistent 24-hour response, or referral as outlined here in.

4.0 Definitions

- 4.1 **Surface Water Pollution** – Any illicit discharge or release of an unnatural substance such as oil, gas, sediment, sanitary sewage and any other polluting material, that causes a visible sheen/film on the water surface, unnatural turbidity, color, foam or deposits, mortality of fish/wildlife or other aquatic organisms, and long/short term threats to the public health and welfare.

The following examples of surface water pollution incidents are commonly reported to the WRC Pollution Hotline:

- 4.1.1 Contamination to lakes, rivers and streams
- 4.1.2 Pollution entering a storm sewer or surface water
- 4.1.3 Suspicious dumping to drains and/or surface waters
- 4.1.4 Suspicious discharges from pipes
- 4.1.5 Sewage discharges on the ground or in the surface water

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4.1.6 Large numbers of dead fish

4.1.7 Failing septic systems

4.1.8 Construction site soil erosion entering surface waters

4.1.9 Polluted storm water runoff from storage piles, dumpsters and poor housekeeping practices

4.1.10 Illegal connections of sanitary sewers to storm sewers or surface waters

4.2 **Waters of the State** – means all of the following, but does not include drainage systems and ponds used solely for wastewater conveyance, treatment, or control:

4.2.1 Great Lakes and their connecting waters

4.2.2 All inland lakes

4.2.3 Rivers

4.2.4 Streams

4.2.5 Impoundments

4.2.6 Open drains

4.2.7 Other surface bodies of water within the state

4.3 **County Drain** – A County Drain is a legally established drainage system under the jurisdiction of the WRC Commissioner and is adopted per the requirements of the Drain Code or prior applicable statutes.

4.4 **Municipal Separate Storm Sewer System, or “MS4”** – All separate storm sewers that are owned or operated by the United States, a state, city, village, township, county district association, or other public body created by or pursuant to state law, having jurisdiction over disposal of sewage, industrial wastes, storm water, or other wastes, including special districts under state law, such as a sewer district, flood control district, or drainage district, or smaller entity, or designated or approved management agency under Section 208 of the federal act that discharges to waters of the state.

4.5 **County Storm Water System** - For the purpose of this procedure, County MS4s, excluding Road Commission of Oakland County MS4’s, are referred to as “County Storm Water Systems”.

4.6 **County Sewer or Combined Sewer Systems** - For the purpose of this procedure, Sewer System and Combined System means any system under the jurisdiction of WRC.

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5.0 Responsibility

- 5.1 All WRC Staff** - All WRC staff are responsible for identifying and reporting suspected surface water, combined sewer or sewer system pollution incidents to the Environmental Unit or CDM on-call staff as outlined in this procedure.
- 5.2 Environmental Planner** – Environmental Unit Environmental Planner is responsible for initial response and assessment during normal business hours and for providing communication to their supervisors as noted in this procedure.
- 5.3 WRC CDM Field Staff** – CDM Field Staff are responsible for initial response after hours and assessment and for providing communication to their supervisors as noted in this procedure.
- 5.4 WRC CDM Field Supervisors** – Field Supervisors are responsible for coordinating field staff, notifying Chief Engineers and Managers as necessary, and coordinating spill response contractors as outlined in this procedure. Field Supervisors also handle normal business hour calls in the absence of the WRC Environmental Planner.
- 5.5** CDM Field Supervisors, Environmental Unit staff, and ISO and Safety Systems Coordinator will meet periodically to review actual response situations to ensure response consistency and update this procedure as needed.
- 5.6** A list of On Call supervisors, On-call Field Staff, Chief Engineers and Managers with their contact information is provided to Safety Dispatch.

6.0 Procedure

6.1 Authorization

- 6.1.1 Michigan Drain Code** - Section 280.423 of the Michigan Drain Code of 1956, as amended, allows the County Water Resources Commissioner to take action necessary to prevent the release of oil and/or other materials to County Drains and to mitigate the impacts of any release to a designated County Drain.
- 6.1.2 Federal and State Illicit Discharge Detection and Elimination Regulations** - A goal of the Clean Water Act (1987) is to make or maintain the waterways of the nation “fishable & swimmable”. Provisions of the Clean Water Act (CWA) require National Pollutant Discharge Elimination System (NPDES) permits for storm water discharges. Section 402 (p)(3)(B)(ii) requires that permits for MS4’s shall include a requirement to effectively prohibit problematic non-storm water discharges into storm sewers.

The State of Michigan approved NPDES General Watershed Discharge Permit No. MIG619000 requires the County to have an Illicit Discharge Elimination Plan (IDEP) to identify and eliminate illicit connections and discharges from entering the County’s MS4s. The WRC Pollution Hotline assists Oakland County in meeting this permit requirement.

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6.0 Procedure (continued)

6.2 Initial Notification

6.2.1 Normal Business Hours - All calls from the Pollution Hotline and from field staff findings will be directed to the Environmental Unit Environmental Planner who will make a determination on any site actions needed. If Environmental Planner is not available, CDM Supervisor and field staff will handle the response.

6.2.2 Outside Normal Business Hours - On-call CDM Field Staff and Supervisors are available at all times to evaluate pollution incidents received through the Pollution Hotline (248-858-0931), Safety Dispatch and from other sources.

6.3 Initial Determination – If needed, first site visit shall be conducted by Environmental Planner, CDM Supervisor or CDM Field Staff as outlined in 6.2.1 and 6.2.2 above. Spills suspected to be into a WRC Sewer System may be directed to SM staff. On-site response by field staff will be at their and their supervisor’s discretion. Notified staff will provide phone direction and coordination as noted below. The designated CDM Supervisor or Environmental Planner makes the following case-by-case assessments regarding each pollution incident received:

6.3.1 Receives pollution calls through the Pollution Hotline, from on-call engineer or from other means. Provides update to Safety Dispatch when call originates from them.

6.3.2 Verifies complaint information and determines if an illicit discharge or spill has occurred (See 6.4.2.2.1 below)

6.3.3 As needed, contacts Chief Engineer on-call for direction.

6.3.4 Determines if an immediate response is needed, or if it can wait until the next business day for follow-up by Environmental Unit field staff (Section 6.4 - Response – Next Day).

6.3.5 Determines, if possible, if the reported pollution incident may impact a County Drain, Combined Sewer or Sewer System or does not impact a County Drain, Combined Sewer or Sewer System.

6.3.6 If possible, determines jurisdiction of pollution incident and notifies On-call Supervisor to make necessary initial phone contacts (WRC Staff, Oakland County Health Division, Road Commission for Oakland County, Local Municipality, Local Fire Department, County HAZMAT, State of Michigan, National Response Center, Private Entity, DWSD, Other, as needed).

6.3.7 Coordinates/directs responders as necessary.

6.4 Response - In summary, WRC immediately responds to releases impacting County Storm Water Systems, WRC-maintained combined sewer and sewer systems and WRC treatment

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facilities and will immediately refer release information to any non-County jurisdictions and the RCOC.

6.4.1 Response – Next Day (Minor Incidents) - received outside normal business hours

6.4.1.1 If based on the information received, it is determined the reported pollution incident is minor in nature, for example:

6.4.1.1.1 Potential failed septic,

6.4.1.1.2 Leaking dumpster,

6.4.1.1.3 Polluted storage pile runoff,

6.4.1.1.4 Soil erosion complaint, etc.

The CDM Supervisor will request that the Environmental Unit field staff follow up, or refer incident to the proper jurisdiction for confirmation, the next regularly scheduled business day and no immediate response or referral is needed.

6.4.1.2 On-call CDM Supervisor will inform Safety Dispatch, or other incoming caller, of the decision and will forward to Environmental Unit for follow-up as noted above.

6.4.2 Response – Immediate Site Visit

6.4.2.1 If, based on the information received, it is determined that the pollution incident is believed to potentially impact a County Storm Water System, WRC maintained combined sewer or sewer system or WRC facility then the On-Call CDM Supervisor will request an immediate response by one or more of the following:

6.4.2.1.1 CDM On-Call Field Staff – Respond to overtime “Call Out” as available

6.4.2.1.2 On-Call Chief Engineer

6.4.2.1.3 Sewer Maintenance On-Call Staff – Have assigned (On Call) person for 24-hour response for spills potentially affecting WRC maintained Sewer System

6.4.2.1.4 GWK Staff – Respond to spills impacting GWK facility and Red Run Drain at Dequindre as available

6.4.2.1.5 Environmental Unit staff to include Assistant Chief Engineer and Environmental Planner

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6.0 Procedure (continued)

6.4.2.2 On-site field staff will be responsible for performing the following tasks as necessary and as directed by their supervisor:

6.4.2.2.1 Release Confirmation - Upon investigating, the responding field staff will first evaluate, from a safe distance and up-wind/ upstream of the reported location, if there is an actual surface water pollution “release” and verify if the “release” impacts, or has potential to impact, a County Drain, combined system or sewer system. If there is no pollution release confirmed then the case can be closed and no further action is needed other than updating their supervisor. If a pollution release is confirmed, inform the Field Supervisor and proceed with 6.4.2.2.2 below.

6.4.2.2.2 Field staff will evaluate the nature and extent of the “release”, the actual and potential environmental impact of the “release”, the source of the release and in consultation with the Supervisor, the need for installing a containment/absorption boom and/or notifying a clean-up contractor to respond to the “release”. (See Section 6.9 for instruction on source identification)

6.4.2.2.3 Install booms and contain spills of non-hazardous materials as trained and as directed to minimize impacts to WRC systems. WRC staff **will not** boom spills of hazardous materials. (See Section 6.7 for Booming Instruction)

6.4.2.2.4 Assists contractor and others on site as trained and needed

6.4.2.2.5 Track pollution source and obtain contact information, if possible, for cost reimbursement .

6.4.2.2.6 Perform other site tasks as necessary and directed

6.4.2.3 On-Call CDM Supervisor will be responsible for any necessary immediate spill reporting calls including “911” and PEAS notification. On-call Chief Engineer will determine need for clean-up contractor.

FLAMMABLE OR HAZARDOUS material spills such as gasoline, fuel oil and toxic chemicals should be reported to the local fire department immediately by calling 911. The local fire department has authority to call in the local HAZMAT Team to handle emergency situations as necessary.

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6.4.3 Response – Immediate Referral (Non County Systems)

6.4.3.1 If the pollution incident is not impacting, or does not appear to have potential to impact a County System or facility, then the Environmental Planner or CDM On-Call Supervisor will immediately refer the incident to the appropriate jurisdiction, if known utilizing WRC Contacts Database.

6.4.3.2 If a WRC site response and/or assistance is requested for a non-County System by the State of Michigan, RCOC, a local municipality, or other jurisdiction, then it should be handled only after approval by a Chief Engineer, or above. The Chief Engineer shall consider booming guidelines in Section 5.7 when considering approval for booming/containment for non County jurisdictions.

6.5 All Surface Water Releases

6.5.1 For all confirmed pollution releases to a Surface Water of the State, the On-Call CDM Supervisor or Environmental Planner will notify the following jurisdictions:

6.5.1.1 MDEQ PEAS (1-800-292-4706)

6.5.1.2 Local Health Department

6.5.1.3 Local Fire Department (inform if assistance is needed)

6.5.1.4 CVT Official

6.6 All Sewer System Releases On-Call CDM Supervisor or Environmental Planner will immediately notify receiving facility of the release.

6.7 Containment and Booming

6.7.1 WRC CDM Staff and/or Environmental Planner will install booms and contain a release if a release is impacting, or has potential to impact a County Storm Water System, Combined Sewer or Sewer System or facility. Booms shall be installed in a County Right of Way, if possible. Booms will only be installed for non-hazardous materials.

6.7.2 If WRC is requested to install a boom for another jurisdiction (State of Michigan, Local Municipality, RCOC, other), it must be approved by a Chief Engineer or higher.

6.7.3 On-site staff should consider the following when attempting to contain a release or spill:

6.7.3.1 Determine if the material in the drain/surface water is a known or unknown material based on:

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6.7.3.1.1 The physical behavior of the material

6.7.3.1.2 The physical appearance of the material including color and odor

6.7.3.1.3 Evidence of toxicity in the immediate area related to the material

6.7.3.2 If the only flow in the drain is the released material, or if the material cannot be contained by a boom, a containment dam should be considered in the drain in lieu of a boom installation.

6.7.3.3 Once a boom is installed in the drain/surface water, it should only be removed by a clean-up contractor and either cleaned and returned to WRC or disposed of appropriately.

6.7.3.4 If the release appears to be on-going and the source of the release can be located, on-site personnel can implement containment measures at the site of the release for non-hazardous materials including:

6.7.3.4.1 Blocking off the catch basin where the material is leaving the release site

6.7.3.4.2 Installing additional boom(s) or an earthen dam in a tributary ditch located closer to, or on the site of, the initial release

6.7.3.4.3 Constructing an earthen dam or diversion structure at the site of the release to preclude any additional material from leaving the site

6.7.3.4.4 Upright leaking drums that may have fallen over at the release site if it is safe to do so

6.7.3.5 On-going boom assessment and coordination with the clean-up contractor is the responsibility of the Field supervisor and/or On-Call Chief Engineer.

6.7.3.6 CDM Staff responsible for boom inventory.

6.8 **Source Identification and Sampling** In the event of a pollution release or spill, the WRC responder is tasked with locating the pollutant at its source so it can be stopped to prevent further contamination. They should also coordinate with Environmental Unit field staff, the local municipality and others involved to locate and contain the pollution source quickly, if possible. This task generally involves inspecting the drain, or storm sewer, in an upstream direction until the source lateral can be isolated to a smaller area for further detailed field investigation. In performing this task proper confined space, traffic control and other safety procedures shall be used to insure responder safety at all times.

6.9 **Follow-Up Notification and Reporting**

6.9.1 All available written documentation and notes regarding the field response to the incident should be forwarded to the Environmental Planner the next regularly scheduled business day, unless specifically requested sooner.

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6.9.2 The Environmental Planner will submit the MDEQ Spill or Release report within 24 hours of the spill, as required. At this time the report may not be complete.

6.9.3 The Environmental Planner, or designee, will complete the above MDEQ Spill or Release Report, if applicable, and will forward this information to the State of Michigan and other affected stakeholders within 10 working days as required. The Environmental Planner will assign a complaint file number and will input release information into the IDEP complaint database as needed.

6.10 Follow-Up After an Incident

6.10.1 All follow-up field investigative work involving a release will be handled by the Environmental Unit staff.

6.10.2 The Environmental Unit Supervisor in conjunction with the Environmental Planner will determine when any release has been mitigated satisfactorily and for coordinating any required corrective action plans, if needed, to ensure that a similar incident is prevented.

6.10.3 After the incident, CDM Supervisor or Environmental Planner should coordinate cleanup and disposal of any containment materials with approved vendor. WRC staff should not handle any used booms or other containment equipment.

6.11 Training

6.11.1 WRC Environmental Staff, WRC Field Staff and Supervisors will be trained on the following subjects as a minimum:

- 6.11.1.1** WRC Pollution Spill Response Procedure
- 6.11.1.2** General hazard awareness
- 6.11.1.3** Hazard identification
- 6.11.1.4** Communication
- 6.11.1.5** Boom deployment
- 6.11.1.6** Alternate containment methods
- 6.11.1.7** Location of spill response supplies and use
- 6.11.1.8** Personal Protective Equipment
- 6.11.1.9** Health and safety

6.12 Cost Accounting & Tracking

All WRC Pollution Hotline response and administration costs (labor, equipment and materials) shall be accounted for and tracked in CAMS utilizing a Service Request and associated "Illicit Discharge Investigation" work order entered by Environmental Unit's Environmental Planner. Add the associated asset and appropriate speed type for the system or drain being investigated to the work order.

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6.12.1 Cost Recovery

6.12.1.1.1 All WRC costs associated with a release response should be tracked and documented in CAMS for the purposes of cost recovery. If a responsible party is located, all costs shall be invoiced via a rebill.

6.12.1.1.2 If no source can be determined, or if the responsible source is financially incapable of reimbursing the WRC for their costs, the WRC can file a claim for cost recovery for all costs over and above “routine work”. Costs associated with the incident with the United States Coast Guard under the provisions of the Oil Pollution Act of 1990 (OPA 90 – an amendment to the Federal Clean Water Act) for any incident involving a release of oil to a navigable water or tributary thereof. The claim for reimbursement is handled through the Oil Spill Liability Trust Fund. The Environmental Unit Supervisor and IDEP Coordinator are responsible for pursuing cost recovery as appropriate.

6.13 Record Keeping

The Environmental Planner is responsible for maintaining records on all incidents and spill releases and will summarize the Hotline Program in the County’s Phase II Storm Water Annual Report including:

6.13.1 Pollution Hotline Calls Received (WRC, CVT, Other)

6.13.2 Pollution Hotline Cost Summary

6.13.3 Pollution Releases Identified (type)

6.13.4 Pollution Releases Removed/Eliminated (Estimate QTY)

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TABLE 2 - WRC CONTACT LIST

Table 2			
Title	Name	Work Phone	Cell Phone
Chief Engineer on Call			
Manager	Sue Coffey	248-858-0937	248-388-1985
Manager	Steve Korth	248-858-7598	248-431-3810
Chief Engineer	Jody Caldwell	248-858-1089	248-388-1982
Chief Engineer	Tim Prince	248-858-1069	248-431-7835
Chief Engineer	Glenn Appel	248-858-0976	248-431-3976
Assistant Chief Engineer	Mike McMahan	248-858-5379	248-431-3816
Assistant Chief Engineer	Sid Lockhart	248-858-1082	248-431-3814
Assistant Chief Engineer	Gary Nigro	248-858-5243	248-343-2185
Environmental Unit			
Assistant Chief Engineer	Jim Wineka	248-858-1901	248-431-7908
Environmental Planner	Ron Fadoir	248-858-5248	248-431-6354
Maintenance Supervisors			
CDM Supervisor II	Ed Thick	248-858-1649	248-431-3894
CDM Supervisor I	Matt Scott	248-452-2160	248-431-3892
Sewer Maintenance Supervisor II	Rich Cook	248-452-8640	248-431-7050
Sewer Maintenance Supervisor I	Ed McConney	248-975-4410	248-431-1134
Sewer Maintenance Supervisor I	Pat Flood	248-452-8640	248-431-7153
Other Contacts			
WL-N Facility Supervisor	Gary Mundy	248-669-4443	248-431-7838
COT Facility Supervisor II	Greg Knauf	248-669-5840	248-431-7762
Pump Maintenance Supervisor	Dave Brown	248-618-9690	248-431-7561
Retention Treatment Supervisor	John Stange	248-544-4694	248-431-8150
Safety	----	248-858-0931	----
IPP Coordinator	Charlie Moore	248-858-1040	248-431-3885

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TABLE 3 CONTACT LIST

NAME	TITLE	OFFICE PHONE	FAX/E-MAIL
MDEQ Water Resources Division – Public Wastewater Unit	Matt Goddard	586-753-3780	goddardm@michigan.gov
DWSD – Systems Control		313-267-6000	
DWSD	Ida Fulks	313-999-3790	fulks@dwsd.org
Macomb County Public Works	Lynn Seymour Env. Eng.	586-307-8229	<u>Lynne.seymour@macombcounty mi.gov</u>
Macomb County Health Dept.	Steve Lachota- Assoc. Dir., Env. Health	586-469-5236	<u>Steve.Lichota@macombgov.org</u>
Marine Pollution Control	24 hr Hotline	313-849-2333	
Wayne County Water Quality Management Division	24 Hr. Environmental Hotline	888-223-2363	
Oakland County Health Division Environmental Health Services (EHS) Unit	Chief of Land, Water & Technology- Mark Hansell	248-858-1319	248-452-9758 <u>hansellm@oakgov.com</u>
Road Commission of Oakland County	Environmentalist Brad Knight	248-645-2000	bknight@rcoc.org
	After Hours	248-858-4895	
Pollution Emergency Alerting System - (PEAS)	-	800-292-4706	-
Oakland County Safety Dispatch	-	248-858-0931	-

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7.0 Related Documents

- 7.1 MDEQ Spill or Release Report (EQP 3465, Rev. 02/05):
- 7.2 Release Notification Requirements in Michigan (7/13/04)
- 7.3 Procedure P-036: Sanitary Sewer Overflows and Combined Sewer Overflows
- 7.4 Emergency Response Guidebook for First Responders
- 7.5 Pollution Hotline Safety Dispatch Memorandum
- 7.6 Pollution Hotline Emergency Contact List
- 7.7 Oil Spill Liability Trust Fund – Claim Guide
- 7.8 General Stormwater Permit MIG619000
- 7.9 Michigan Drain Code
- 7.10 EU-1702: IDEP Work Instruction

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Distribution List

Book	Location	Division / Unit(s)
1.	Public Works Building	WRC Document Control Person
2.	Public Works Building	Construction Unit
3.	Public Works Building	Construction Drain Maintenance Unit
4.	Pump Maintenance & Electronics Building	Pump Maintenance & Systems Control Units
5.	George W. Kuhn RTB Facility	Wastewater Treatment Unit
6.	Public Works Building	Sewer Maintenance Unit
7.	Commerce Township WWTP	Wastewater Treatment Unit
8.	Walled Lake-Novu WWTP	Wastewater Treatment Unit
9.	Eight Mile Water Department	Water Systems Unit
10.	Administrative Annex II	Cross Connection/IPP Unit