JOPLIN

PUBLIC WORKS

Standard Operating Procedures for Field Response to Spills & Reports of Illicit Discharge

March 2023

Standard Operating Procedures
For
Field Response
to Spills & Reports of Illicit Discharge

In-Office Activities:

1) Gather pertinent information:
- Responsible Party - name, title, Phone #, location.
- Complainant - name, title, Phone #, location.
- Water body, incident location, suspected source.
- Details of what happened & when.
- Contact info for Environmental Response
    - Fire Department – 417-623-0403 (non-emergency #)
    - MDNR Environmental Emergency Response 573-638-2436 (Must report if there is contamination of Waters of the State, a fish kill, or a fuel spill of more than 50 gallons.)

2) Gather Equipment:
- Spill response kit (sampling equipment-bottles, equipment, gloves, chain of custody, SOP etc…)
- Phone,
- Camera,
- GPS,
- Boots/ waders / field gear,
- Copy of name/numbers of people that you may need to contact.

On-Site Activities:

NOTE: Do not touch the discharge unless you know it is safe.

1) Determine leading edge of discharge in order to evaluate extent of damage.

2) Locate source and work to get discharge stopped (if applicable). Use "Tracing the Source" procedures found on page 17 of the Field Investigation Guide for Illicit Discharge Detection & Elimination.

3) Require mitigation activities as needed such as dams, diversions, booms, etc. When possible (considering terrain and amount of discharge), require vacuum trucks, or other physical removal of the discharge.

4) Collect samples if possible. Sample locations:
- Area where discharge entered stream,
- Upstream of discharge,
- Any storm system where contaminants were discharged,
- Area where discharge is at time of investigation,
- Area downstream of discharge.

5) Take notes of other life in stream, such as macroinvertebrates, algae, and fish. Note their size and behavior.

6) Isolate source with samples, photos, and other evidence. Eliminate other possible sources through sampling and photos.

7) If rainfall is a factor, determine duration, amount, and intensity.

8) Interview neighbors/employees as necessary to determine any other pertinent information on incident.

9) Request that the responsible party post public notice signs if there is possible impact for human health and is in a public access area.

10) Collect Field Notes:
- Arrival time,
- Sample collection times,
- Departure time,
- Contacts,
- Others involved,
- Document any actions by responsible party, and
- Time spent on investigation.