

UMD 603 – Pollution Prevention/Good Housekeeping BMP

Title: **Procedure for Reporting Unnatural Characteristics in Local Surface Waters**

Abnormalities such as coloration, foam, suspended sediments, odors, oily material, or any other pollution in our local waterways are most likely going to be discovered by local residents or front line employees. It is important to have a simple and systematic way of receiving and responding to these discoveries so as to encourage people to report them.

Report unnatural characteristics in the surfaces waters around the University to:

- Facilities Management (726-8262),
- Environmental Health and Safety (726-7273)
- Webpage hotline at <http://www.d.umn.edu/outreach/stormwater/hotline.html>.

The University will respond as follows:

1. The person receiving the notification will ask for the person's name and contact information as well as the location and description of the observed pollutant.
 - In the event dye testing was planned for that day, tell the informant that it is routine water testing and the dyes, although colorful, pose no harm to the environment.
2. A representative of Environmental Health and Safety and/or Facilities Management will visit the site as soon as possible following the notification and follow up with the informant, if necessary, for further information.
3. If the investigator deems it necessary, water samples should be taken and tested.
4. The investigator will attempt to determine the source of the pollutant.
 - If the pollutant source is determined to be off University property, the investigation should be turned over to the City of Duluth Storm Water Utility (730-4130).
 - If the pollutant source is determined to be from University property, the City of Duluth Storm Water Utility should still be notified and informed as to what we are doing.
5. The investigator will report their findings to:
 - Facilities Management administration
 - The original informant
 - UMD Storm Water Steering Committee
 - MPCA (if applicable – See UMD SPCC Plan)

The report shall include:

- Initial notification information including date, time, location, description and contact information
- University investigator contact information
- Date and time of investigation
- Summary of what was found / extent of pollution
- Pictures of pollution (if taken)
- Water sample results (if taken)
- Pollutant source (if determined).
- Recommendations for further action (if necessary).