



Building Bright Futures

Stormwater Management Program

Contractor Illicit Discharge Reporting Form

Illicit discharges to storm systems must be reported by calling Jeffco Public Schools Environmental Services as soon as possible upon discovery (the same day). This form must be completed and submitted within 48 hours of discovery of an illicit discharge. Use the information in this form to collect the appropriate information for reporting discharges by phone. Illicit discharges are any release of water or other materials to a stormwater sewer or other stormwater conveyance system, including releases to bodies of surface water, canals, irrigation ditches, etc.. For the purposes of Jeffco release reporting, also report measurable deposition or transport of muddy water or soils from the project site activities onto roadways or areas beyond the project site boundaries. Document and immediately rectify causes of any incidences of soil tracking from the project site, but it is not necessary to call-in reports for minor tracking, if rectified. Contain and/or appropriately divert (via approved method of disposal/deposition) all operational wastewater generated (Example: When using water hoses or power washers, prevent release of waste water to stormwater systems).

Report **DANGEROUS** conditions **IMMEDIATELY**.

REPORT ILLICIT DISCHARGES BY PHONE:

- ◆ During Work Hours call Environmental Services @ (303) 982-2349 or contact the Project Manager @ (303)982-2584.
- ◆ After Hours, or if you can not reach Environmental Services call Security at (303) 232-8688.
- ◆ Fire Department – 911 (for discharges of flammable materials into sewers or streams). Also notify Environmental Services.

Provide completed form by email to khenry@jeffco.k12.co.us or hard copy to Jeffco Environmental Services, 809 Quail St., Building 4, Lakewood, Colorado 80215.

School or complex name: _____

Location municipality/city _____

Name of person reporting the discharge:

Print Name _____

Signature _____

Telephone/cell _____

Contractor Information

- a. Firm Name
- b. Address
- c. Representative
- d. Telephone:

Name of Jeffco Project Manager (or building Facility Manager): _____

Please provide as much of the following information as possible.

1) Date & time illicit discharge occurred and/or was discovered: _____

3) Location of inlet(s) where discharge occurred. _____

4) Type of illicit discharge entering inlet: _____

5) Estimated amount of materials discharged: _____

6) How long has discharge been occurring? _____

7) Possible source of illicit discharge: _____

8) Actions taken to stop/limit illicit discharge: _____

9) Location of nearest outfall/outlet and receiving body of water if known: _____

10) Did discharged materials reach an outfall? _____ Estimate how much:

11) Did discharged materials leave Jeffco Schools property? _____

12) What is the status of the discharge now and what pollutant containment efforts were implemented?

13) Date and time of call to report discharge: _____

14) Department and/person to whom illicit discharge was reported: _____

15) Were other agencies contacted (municipality, state, fire department)? If so, provide date and time of call and the name and contact number of agency: _____

Additional information (optional):

For questions regarding wastewater management and hazardous materials disposal contact the director of Jeffco Environmental Services (303) 982-2350. Thank you!