



Storm Water Management Program Plan

Daniel K. Inouye
International Airport

Section B: Illicit Discharge Detection and Elimination



**PROTECT
OUR WATER**
MĀLAMA I KA WAI
STATE OF HAWAII DEPARTMENT OF TRANSPORTATION

STATE OF HAWAII, DEPARTMENT OF
TRANSPORTATION, AIRPORTS DIVISION
400 Rodgers Boulevard, Suite 700
Honolulu, Hawaii 96819-1880

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Attachment B.2: Storm Drain Outfall Inspection and Field Screening Plan

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Attachment B.4: Spill Reporting Fact Sheet

**Most updated versions available on the DOTA website:*

<http://hidot.hawaii.gov/airports/doing-business/engineering/environmental/hnl-storm-water-program/>

1.0 INTRODUCTION

The Department of Transportation, Airports Division (DOTA) is responsible for detecting and eliminating illicit discharges and illegal connections to the Daniel K. Inouye International Airport formerly known as Honolulu International Airport (HNL) Small Municipal Separate Storm Sewer System (MS4).

The goal of this Illicit Discharge and Elimination (IDDE) plan is to prevent or stop potential pollutants from impacting the MS4 and ultimately protect water quality in the receiving waters. IDDE is included in the majority of *SWMPP* activities and personnel have been trained to be observant for signs of illicit discharge or illegal connection while conducting activities under other *SWMPP* programs.

DEFINITIONS:

Illicit Discharge - Any non-stormwater discharge that negatively impacts water quality.

Illegal Connection - Any utility connection to the MS4 made after January 19, 2007 that has not been approved by DOTA.

1.1 Roles and Responsibilities

The DOTA considers it's the responsibility of all parties who have been trained on the definition of an illicit discharge and illegal connections to report any instances observed at the airport. Those parties with specific roles in regards to the IDDE program are included in Table 1.

TABLE 1: IDDE ROLES AND RESPONSIBILITIES

Section	Title*	Responsibilities
DOT	Director	<ul style="list-style-type: none">• Approves Tenant Enforcement
Oahu District	Airport Manager	<ul style="list-style-type: none">• Supports Tenant Enforcement
AIR-EE	Supervisor	<ul style="list-style-type: none">• Provides Program Oversight• Approves Discharge Permits• Assists with Spill Response• Coordinates T-Hangar Used Oil Disposal• Tracks and Analyzes Program Data
AIR-EE	Environmental Health Specialists	<ul style="list-style-type: none">• Conducts Outfall Field Screening• Investigates Illicit Discharge and Illegal Connections• Conducts Enforcement Actions
AIR-OAS	Duty Managers	<ul style="list-style-type: none">• Records Spill Reports and Other Concerns• Directs Response Actions
ARFF	Airports Firefighting Staff	<ul style="list-style-type: none">• Assists with Spill Response
AIR-OO	Ramp Control / Code 22	<ul style="list-style-type: none">• Issues Field Citations (when directed by AIR-EE Supervisor)

*Note: Consultants may be used to fill roles where necessary.

2.0 DOTA ISSUED PERMITS AND APPROVALS

DOTA requires permits for tenant discharges to the HNL MS4 as a method for clarifying permitted parties responsibilities and identifying potential pollutants. All permits are issued/approved by AIR-EE and tracked in the Enviance database or similar system.

2.1 Construction Discharge Permits

DOTA requires that tenants obtain a Construction Discharge Permit (Attachment C.4) prior to the establishment of any new permanent physical connection to the MS4. DOTA has mapped the HNL MS4 (Attachment B.1) and as of January 19, 2007, any tenants seeking to add structures will be required to obtain a permit. Additionally, tenants must apply for this permit when they are conducting any construction activities on their leased area and if the discharge has the potential to enter the MS4. Permit applications must include proof of NPDES permit application, where applicable, and control measures that will be implemented to minimize pollutant discharge to the MS4. Details on applying for the construction discharge permit are included in *SWMPP Section C*.

2.2 Tenant Discharge Permits

DOTA requires that commercial and industrial tenants obtain a Tenant Discharge Permit (Attachment F.1) for stormwater runoff from their facilities that enters the HNL MS4. The permit obligates the tenant to implement Best Management Practices (BMPs) to address potential pollutants generated from facility activities. Industrial tenants were initially notified as a part of the requirement for separate NGPCs (See *SWMPP Introduction, 2.2.1*) and commercial tenants are notified during their routine inspections. Further details on the Tenant Discharge Permit are included in *SWMPP Section F*.

3.0 ILLICIT DISCHARGE INVESTIGATION

The DOTA conducts various field activities in order to identify illicit discharges and illegal connections to the MS4 such as storm drain inspection and cleaning (*SWMPP Section E*), water quality monitoring, site inspections, outfall screening, complaints made to the hotline, and day-to-day observations. Specifically, the DOTA seeks to comply with basic water criteria set forth in the NPDES permit Part C.1. as well as water quality standards contained in HAR 11-54. DOTA will immediately take action to stop, reduce, or modify discharges of pollutants that cause a violation to these parameters.

Signs of illicit discharge to the MS4 and/or receiving water may include turbidity, color, floating oil and grease, floating debris and scum, materials that will settle, or any other substances that may be toxic to humans or other life.

3.1 Site Inspections

The DOTA conducts several types of site inspections as a part of the stormwater management program, including construction inspections (*SWMPP Section C*) and tenant inspections (*SWMPP Section F*). During program inspections, DOTA inspectors visually inspect the MS4 and/or receiving waters in the area where the inspection is occurring in order to ensure BMPs are effective and to detect illicit discharges that may cause violations of water quality.

3.2 Field Screening

Field screening of the outfalls of the HNL MS4 is conducted in accordance with the *Storm Drain Outfall Inspection & Field Screening Plan* (Attachment B.2) in order to observe any dry weather flows or, in the case of submerged outfalls, any indicators of negative impacts to water quality. Outfalls are inspected based on a ranking system, but at a minimum each outfall is screened at least once during the permit term. This end-of-the-pipe inspection allows DOTA to identify with greater certainty illicit discharges that may be flowing from the MS4 to the receiving water.

If a suspected illicit discharge is observed, inspectors immediately begin coordinating a upstream search for the source. Once illicit discharge source is identified, AIR-EE may begin the enforcement process as described in Section 3.5.

3.3 Reported IDDE

Training and other public education efforts, such as the website, serve to increase awareness about illicit discharges and illegal connections. Individuals may report their observations of potential instances to the DOTA through the posted hotline. These individuals may include the general public, tenants, contractors, DOTA personnel, consultants, and/or regulatory agencies.

DOTA has two phone numbers that individuals may use to report spills, potential illicit discharges, and other concerns. For more information on training refer to HNL SWMPP Section A, 2.3.

AIRPORT EMERGENCY SERVICES: (808) 836-6670

AIR-EE SUPERVISOR: (808) 838-8002

Once reported, DOTA will investigate to determine whether an illicit discharge is occurring, attempt to identify the source, and initiate enforcement where necessary (see Section 3.5).

3.3.1 Research

Each potential IDDE investigation begins with research to gather as much information as possible. This research may include determining whether the location of the discharge may impact the MS4 or airport property. For potential illegal connections, connection permits will be reviewed in addition to the drainage maps. If it is determined that it is an allowable discharge as described in the *SWMPP Introduction, 2.1* or an approved connection to the MS4, then the case will be considered closed. If it is determined that the discharge is not the responsibility of the DOTA, the report is forwarded to the responsible agency. In all other cases, DOTA will review drainage maps to determine the MS4 structures that could be impacted and the flow path to the receiving waters.

3.3.2 Field Investigation

Inspectors use a *Site Investigation Sheet (SIS)* (Attachment B.3) to document observations made in the field. Investigations commence at the report location and inspectors will observe facilities and activities the surrounding area as well as upstream MS4 structures to attempt to verify the illicit discharge and then to determine the source. If an illicit discharge is not verified, then the case is closed. If a source cannot be identified, sampling and/or additional research may be necessary. Once a source is identified, the DOTA may initiate enforcement actions against the responsible party where necessary to stop, reduce, or modify the discharge and prevent a violation of water quality.

3.4 Tracking

All identified illegal connections, illicit discharges, and spills are tracked by AIR-EE in the Enviance database or similar system. The information tracked includes type of discharge, the responsible party, DOTA response, and resolution of the issue.

3.5 Enforcement

If an illicit discharge or illegal connection is reported via a complaint or observed during normal airport operations, DOTA will conduct investigation and document using the Site Investigation Report (SIS). For minor illicit discharges/connections, DOTA will issue the SIS and give verbal or written notification to the violating party. For egregious illicit discharges, DOTA will notify the DOH HEER office immediately.

However, if an illicit discharge or illegal connection is observed during a tenant inspection, it will be considered a deficiency or violation and the procedures outlined in the *Airport Tenant NPDES Inspection and Enforcement Manual* (Attachment F.2) will be followed for enforcement.

And, if an illicit discharge or illegal connection is observed during a construction inspection, it will be considered a deficiency or violation and the procedures outlined in *SWMPP Section C* will be followed for enforcement.

4.0 SPILL PREVENTION AND RESPONSE

Although spills at the airport cannot be fully predicted or entirely eradicated, the DOTA has included BMPs in the *Airport Tenant NPDES Inspection and Enforcement Manual (SWMPP Section F, Attachment F.2)* and the *Maintenance Baseyard SWPCP (SWMPP Section E, Attachment E.1)* to minimize or prevent environmental contamination from spills to the maximum extent practicable.

4.1 Petroleum and Other Material Spills

Due to the nature of activities at the airport, petroleum spills are the most common type of release that occurs. All of DOTA's training programs include a component that provides guidance on preventing and responding to spills. Specifically, training and BMPs include information about containing spills and preventing them from impacting the MS4 or receiving waters. Tenants with industrial NGPCs are required to develop a Storm Water Pollution Control Plan (SWPCP) that includes BMPs for preventing and responding to spills.

Tenants, contractors, and DOTA Maintenance Baseyard personnel are responsible for responding to spills that occur at their facilities. DOTA monitors their compliance of proper storage BMPs and spill response procedures as a part of periodic inspections. Spills that occur in common airport areas, such as the ramp or hard stand, are the responsibility of the party that caused the spill. However, emergency response personnel, such as DOTA's emergency spill contractor and the Aircraft Rescue Fire Fighting (ARFF) crew may respond for safety purposes and to protect the MS4. ARFF personnel are required to participate in the tenant stormwater training, which includes information about IDDE and spill response.

4.2 Sewage Spills

Wastewater spills may occur at the airport as the result of improper disposal of aircraft lavatory waste. The waste is transported from the aircraft to triturators, which grind up the waste before directing it to the sanitary sewer. BMPs for sewage spills are included in the *Airport Tenant NPDES Inspection and Enforcement Manual*. Tenants who use the triturators are required to complete annual training on the proper operation of the triturator and spill response.

4.3 Spill Response and Reporting

At HNL, the Airport Duty Manager coordinates the spill response. ARFF is primarily responsible to address any spills on the common use areas. The maintenance personnel can also assist with spill response depending the magnitude and type of spill. For large spill events or when assistance is needed to capture release, DOTA will utilize a spill response contractor.

While DOTA can assist with the spill response, the tenants or other airport users are required to conduct spill reporting and notifications to the appropriate agencies. There are various spill reporting requirements based on the quantity of the spill, type of material spilled, whether or not it reached the MS4 or State waters.

The tenants or other airport users are required to provide all verbal and written notifications to the appropriate regulatory agencies such as:

- All spills regardless of the size must be immediately reported Airport Duty Manager or Code 22 at 808-836-6434.
- National Response Center, 800-424-8802.
- Hawaii State Emergency Response Commission (HSERC) / DOH Hazard Evaluation and Emergency Response (HEER) Office, 808-586-4249 or after hours, 808-247-2191.
- DOH, Clean Water Branch, 808-586-4309, for any spills entering HNL Small MS4 or reaching waters.
- DOH Wastewater Branch, 808-586-4294, for any wastewater spills over 50 gallons.
- Local Emergency Planning Commission, 808-723-8960.
- Provide verbal and written spill notifications to AIR-EE by calling (808) 838-8656 or email to dot.air.environmental@hawaii.gov or stacy.a.paquette@hawaii.gov.

The tenants or other airport users are responsible to identify the spill reporting requirements and notify the above agencies in a timely manner. To clarify the spill response reporting, DOTA developed a Spill Reporting Fact Sheet (Attachment B.4).

5.0 WASTE DISPOSAL AND TRAINING

The DOTA seeks to prevent illicit discharges to the HNL MS4 as a means of protecting water quality through waste management and disposal, and training.

5.1 Waste Management

The DOTA prevents potential illicit discharges through the proper management of wastes generated by tenants at the airport.

5.1.1 Used Oil Disposal

In order to prevent the improper disposal of used oil and potential illicit discharge, the DOTA has set up various used oil collection drums around the T-Hangar facilities. Periodically, the DOTA hires a contractor to dispose containers properly either as a recyclable material or hazardous waste depending upon the analytical results. Tenants have been made aware of their responsibility to dispose of wastes appropriately through the required annual stormwater training and other public education measures.

5.1.2 Hazardous Wastes

Tenants who generate other types of wastes such as vehicle fluids and hazardous wastes are informed about proper storage and disposal practices as a part of the required annual stormwater training and during tenant inspections.

5.2 Training

Training on IDDE is included as a part of all the airport stormwater training programs. Specifically, DOTA inspectors attend annual stormwater training which includes information on identifying and eliminating illegal connections and illegal discharges as well as spill prevention and response procedures. For more information on training refer to HNL *SWMPP Section A, 2.1*.

6.0 EVALUATION METHODS

The IDDE program will be evaluated based on specific metrics included below to determine its effectiveness. Specifically, measurable standards, milestones, and monitoring parameters are included in Table 2 from the MS4 NPDES permit. All final tallies of progress on IDDE metrics will be included in the annual report to the DOH and EPA.

TABLE 2: IDDE MEASURABLE STANDARDS, MILESTONES, AND MONITORING

SWMPP Reference	BMP / Task	Measurable Standard / Milestones	Monitoring Effectiveness	Timeframe
Section B, 2.1	Connection and Discharge Permits	Establish requirement for connection and discharge permits within 1 year of the effective date of the MS4 permit.	Confirmation: • Requirement established.	4/14/15
Section B, 3.2	Outfall Field Screening Plan	Implement the Outfall Field Screening Plan. • 100% of HNL MS4 outfalls are screened at least once per permit term.	Confirmation: • Plan implemented.	Per Plan
			Tabulation: • % of outfalls screened. •	3/13/19
Section B, 3.3	Investigate Complaints	Investigate reported illicit discharges and illegal connections.	Tabulation: • # of investigations.	Annual
Section B, 3.4	Tracking	Maintain a database of illicit discharges, illegal connections, and spills.	Confirmation: Database maintained.	Ongoing
Section B, 3.5	IDDE Enforcement	Where necessary, conduct enforcement to stop illicit discharges and illegal connections. • Establish rules and penalties. • Track enforcement actions.	Confirmation: • Rules and penalties established.	4/14/16
			Tabulation: • # of enforcement actions.	Annual

SWMPP Reference	BMP / Task	Measurable Standard / Milestones	Monitoring Effectiveness	Timeframe
Section B, 4.3	Spill Prevention and Response	Prevent and respond to spills to the MS4. <ul style="list-style-type: none"> Track spills. Train spill responders. Report spills in accordance with 2.3.3. 	Confirmation: <ul style="list-style-type: none"> Spills properly addressed. 	Annual
			Tabulation: <ul style="list-style-type: none"> # of spills. 	Annual
			Tabulation: <ul style="list-style-type: none"> # of parties trained on spill response. 	Annual
Section B, 5.1	Waste Management	Facilitate the proper disposal of tenant waste items. <ul style="list-style-type: none"> Maintain and coordinate disposal of T-Hangar used oil stations. Educate tenants during training and site inspections. 	Tabulation: <ul style="list-style-type: none"> Gallons of used oil disposed. 	Annual
			Confirmation: <ul style="list-style-type: none"> Tenant education provided. 	Annual
Section A, 2.1 & Section B, 5.2	Training	Provide annual training to DOTA personnel on IDDE in accordance with <i>SWMPP Section A, 2.1</i> .	Tabulation: <ul style="list-style-type: none"> # of parties trained on IDDE. 	Annual

In Table 3, the DOTA has set goals for the IDDE program above the minimum control measures listed in Table 2. These goals provide a more complete evaluation of the effectiveness of program activities and will be used to make changes to the program where necessary. These goals will be reported separately in the annual report and may or may not be met depending upon several variables, including available manpower and funding for a particular year.

TABLE 3: IDDE GOALS AND EVALUATION METHODS

SWMPP Reference	Activity	Outcomes / Goals	Evaluation Method	Outcome Category	Timeframe
Section B, 3.3 & Section A, 2.3	IDDE Reporting	Manage IDDE concerns obtained through reporting hotline. <ul style="list-style-type: none"> Track reported cases that were verified as illicit discharge or illegal connections. Identification of field activity that results in the greatest # of illicit discharge reports (storm drain inspection / cleaning, water quality monitoring, site inspections, outfall screening, hotline reports, and day-to-day observations). 	Tabulation: • # of reports resulting in verified illicit discharge.	1-3	6/30/16
			Tabulation: • # of IDDE reports generated by field activity type.	1-3	Annual
Section B, 3.3	IDDE Investigation	Conduct investigations to identify and eliminate illicit discharge and illegal connections to the MS4. <ul style="list-style-type: none"> Identification of the common types of activities causing illicit discharge (maintenance / leaking equipment, washing, material storage, waste management, lavatory / triturator, construction, general public). Develop an IDDE brochure to educate airport users. Develop additional materials, if needed, based on type of verified illicit discharges. 	Tabulation: • # of illicit discharge by source activity type.	1	Annual
			Confirmation: • IDDE brochure developed.	1	Annual
			Confirmation: • Additional brochures developed to address discharges from airport activities. <ul style="list-style-type: none"> 	1	12/31/2018

SWMPP Reference	Activity	Outcomes / Goals	Evaluation Method	Outcome Category	Timeframe
Section B, 4.3	Spill Prevention and Response	Conduct spill prevention and response procedures to minimize impacts to the MS4. <ul style="list-style-type: none"> Track spills prevented from entering MS4 and use lessons learned. Procure a contractor to address spills. 	Tabulation: <ul style="list-style-type: none"> # of spills prevented from entering MS4. 	1-2	Annual
			Confirmation: <ul style="list-style-type: none"> Procure a spill response contractor to conduct cleanup immediately if needed. 	1-4	12/31/2018

Attachment B.1

HNL MS4 Maps*

**Most recent version is available on the DOTA website at:*

<http://hidot.hawaii.gov/airports/doing-business/engineering/environmental/hnl-storm-water-program/>

Attachment B.2

Storm Drain Outfall Inspection & Field Screening Plan

**STATE OF HAWAII, DEPARTMENT OF TRANSPORTATION,
AIRPORTS DIVISION
OUTFALL INSPECTION &
FIELD SCREENING PLAN**



Prepared For:
DEPARTMENT OF TRANSPORTATION, AIRPORTS DIVISION
400 Rodgers Boulevard, Suite 700
Honolulu, Hawaii 96819-1880

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Version 2.0

RECORD OF REVISION

Version No.	Revision Date	Description	Sections Affected
1	April 2009	Initial Release	All
2	October 2014	Update for Statewide MS4 Airports	All

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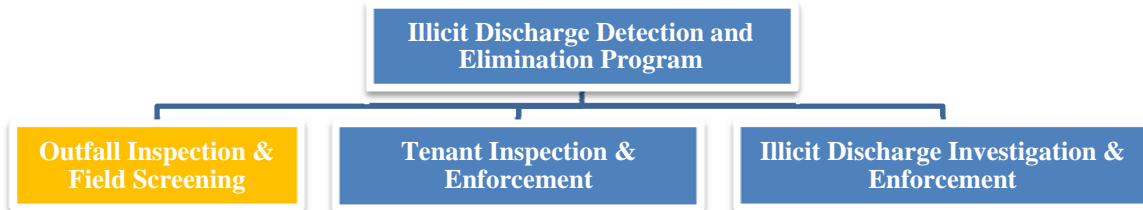
ATTACHMENT I: OUTFALL INSPECTION FORM

LIST OF ACRONYMS

AOA	Air Operations Area
CMP	Corrugated Metal Pipe
DOH	State of Hawaii, Department of Health
DOTA	State of Hawaii, Department of Transportation, Airports Division
EHS	Environmental Health Specialist
EID	Environmental Identification Number
HDPE	High Density Polyethylene
HNL	Honolulu International Airport
MS4	Municipal Separate Storm Sewer System
NOAA	National Oceanographic and Atmospheric Administration
NPDES	National Pollutant Discharge Elimination System
OGG	Kahului Airport
PVC	Polyvinyl Chloride
RCP	Reinforced Concrete Pipe
SWMPP	Storm Water Management Program Plan

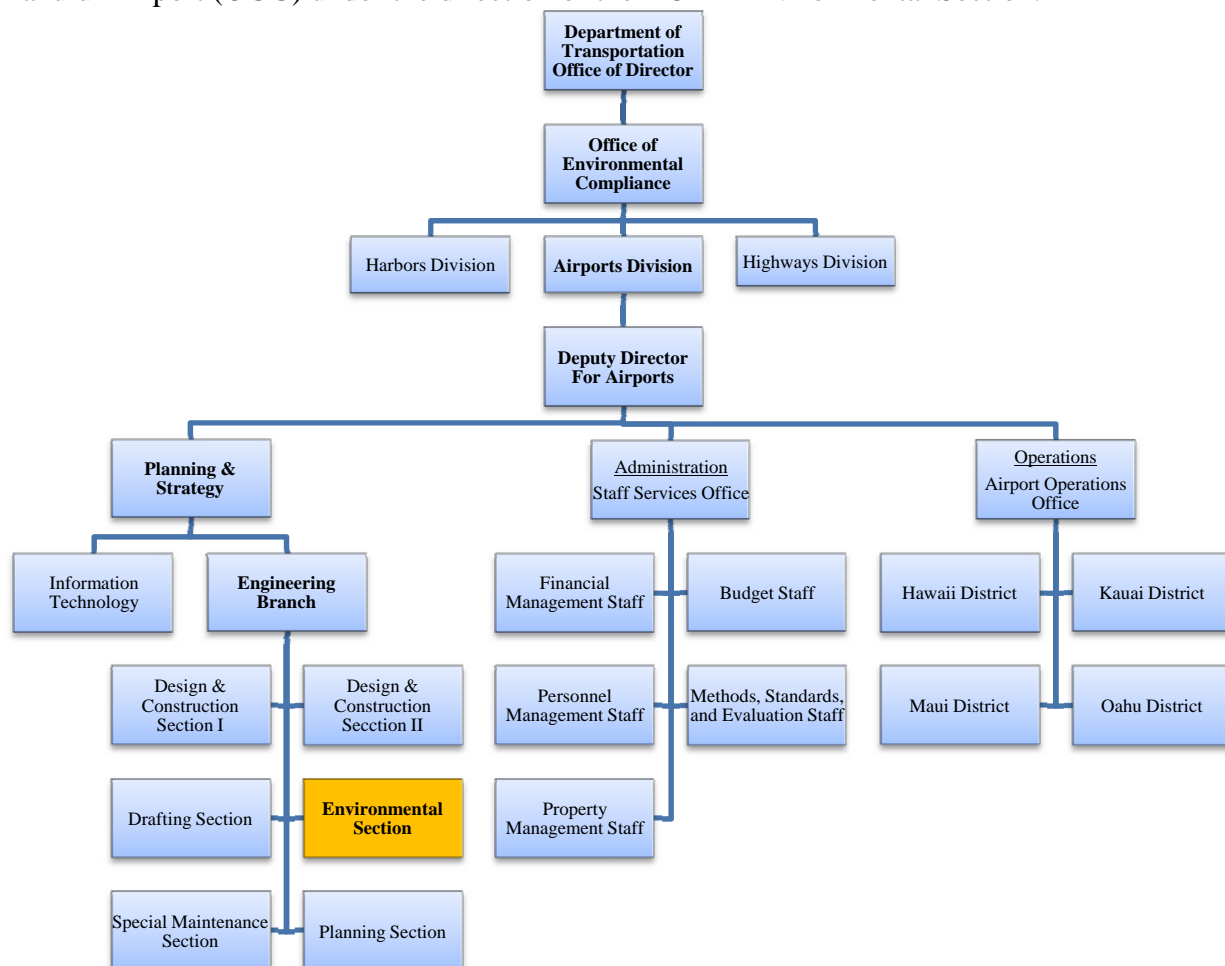
1.0 INTRODUCTION

The Outfall Inspection and Field Screening Plan is an element of the Hawaii Department of Transportation, Airports Division (DOTA) Illicit Discharge Detection and Elimination (IDDE) Program. The purpose of the plan is to protect water quality by identifying unintentional or intentional illicit discharges and eliminating them at the source at airports with Small Municipal Separate Storm Sewer System (MS4) National Pollutant Discharge Elimination System (NDPES) permits. An illicit discharge is considered any non-storm water discharge that poses a risk to the receiving water. The plan includes maintaining an outfall inventory and conducting dry weather inspections at DOTA's storm water discharge points.



1.1 Implementation

This plan will be implemented for outfalls at the Honolulu International Airport (HNL) and the Kahului Airport (OGG) under the direction of the DOTA Environmental Section.



2.0 OUTFALL INVENTORY

An inventory of outfalls at HNL and OGG is kept in the DOTA Enviance database. For each outfall, the database will list the identification number, basin, prioritization, inspection data, and other pertinent characteristics. Updates to the Enviance database will be conducted or overseen by the DOTA Environmental Health Specialist (EHS).

2.1 Outfall Prioritization and Inspection Frequency

The Outfall Inspection Form (Attachment I) includes common indicators of illicit discharges in Section 4 and 5 and Section 6 identifies the outfall characterization based on those indicators. A characterization of “Potential” is selected with the presence of two or more indicators. A characterization of “Suspect” is selected with one or more indicators with a severity of 3. An “Obvious” characterization is selected when an illicit discharge is determined to exist. These characterizations are used to prioritize each outfall. The prioritization given to each outfall will be used to determine the frequency of the inspections for that site.

TABLE 1: OUTFALL RANKING AND INSPECTION FREQUENCY

Priority Ranking	Ranking Criteria	Inspection Frequency
Low	<ul style="list-style-type: none">• No indicators of illicit discharge.	Once per NPDES permit term.
Medium	<ul style="list-style-type: none">• Potential or Suspect signs of illicit discharge.• Ranked high in the previous inspection.	Every two years.
High	<ul style="list-style-type: none">• Obvious signs of illicit discharge.	Re-inspect within one month. <ul style="list-style-type: none">• If there are no indicators of illicit discharge, no further actions are required.• If illicit discharge continues, continue enforcement / corrective actions until illicit discharge has ceased. This many include further inspections.

3.0 OUTFALL INSPECTION PREPARATION

Outfall inspectors will prepare for the outfall inspections by gathering location information about the outfalls and appropriate permissions.

3.1 Outfall Locations

The most updated list of outfalls is available on the Enviance database; the DOTA EHS will run the report and provide it to the inspector. The locations of these outfalls can be identified through the narrative description provided, GPS coordinates, and/or basin location information. The outfall list will then be compared to airport drainage maps, which are available on the DOTA website: <http://hidot.hawaii.gov/airports/doing-business/engineering/environmental/>.

If an outfall is located within the Air Operations Area (AOA), the inspectors must wear their AOA identification badges at all times, obtain the ramp license to drive in the non-movement area of the AOA, and notify the respective Airport Duty Manager of their intended movements (HNL: 808-836-6434; OGG: 808-872-3830). If an outfall is located within the AOA movement area, inspectors will have attended the airport movement class and will comply with all applicable requirements or be provided with an escort to the outfall. Additionally, if an outfall lies within the operational area of a tenant, all efforts will be made to notify the tenant of the inspection activities and to schedule around their business operations.

3.2 Select Inspection Date

Inspectors will conduct inspections on dates and times that meet the following criteria:

1. Dry weather: Less than 0.1" of rainfall in the past 72 hours.
2. Low tide: Determined using the National Oceanographic and Atmospheric (NOAA) tide prediction charts.

By conducting inspections during dry weather, inspectors will be able to quickly identify any flows from the outfalls as potential illicit discharges. However, this may not be possible at many of the outfalls at HNL and OGG which are tidally influenced and continually remain at least partially submerged. Therefore, the inspector will attempt inspections during low tide in order to make better observations about potential flows. However, if the outfall remains at least partially submerged, the inspector will move inland along the drain line to other storm drain structures in order to detect dry weather flows. As applicable, the inspector will observe two storm drain structures upstream from the outfall. If tidal waters are present in the upstream structures as well, then it will be noted on the Outfall Inspection Form that dry weather discharges could not be observed. However, the discharge of pollutants in submerged outfalls may be noted in the form of sheen, odor, color, debris, and water clarity.

3.3 Equipment Requirements

As part of the planning for the field inspection, the proper equipment must be on hand to ensure proper collection of data and ability to complete the task. Table 2 lists the required as well as optional equipment that may be used during outfall inspections.

TABLE 2: FIELD EQUIPMENT LIST

REQUIRED	OPTIONAL
Outfall Inspection Form	GPS unit
Airport map	Inspect repellent
Pens/pencils & clipboard	Distance measuring wheel
Level D work uniform (steel toed boots, safety vest, AOA badge)	Equipment to clear debris (e.g. shovel)
Traffic cones	Hammer, chisel
Digital camera, back-up batteries	Personal cleaning materials
Flashlight, back-up batteries	Supplemental field attire
Min. 20 ft. length measuring tape	
Knife	
Manhole puller	
Cell phone / Radio (movement area)	
First-aid kit	
Sample container	
Thermometer / Temperature Gauge	

3.4 Safety

Safety precautions should always be used while locating and inspecting outfalls. Inspectors should plan for and be aware of vehicular and aircraft traffic during field investigations. The equipment listed in Table 2 highlights the items required to alert local traffic of the inspector's presence and allow for safe inspection of the outfalls. Field personnel must wear safety vests and AOA badges at all times during the field investigations. Safety cones will be used to alert oncoming traffic of a stopped inspection vehicle. Outfall inspectors will work in minimum teams of two personnel to ensure the worker's safety. Additionally, inspectors are prohibited from entering the water to inspect submerged or partially submerged outfalls.

4.0 CONDUCTING OUTFALL INSPECTIONS

The following procedures will be implemented when conducting outfall inspections.

4.1 Outfall Observations

Once an inspector has located an outfall, they will begin to document observations either on the Outfall Inspection Form or within their field notebook. First, the EID for the outfall should be written down and a photo taken of the number so that the inspector will be able to identify which photos correspond to each outfall when back in the office. Then, the inspector will begin to take photos of the outfall and surrounding area.

The inspector will make observations about the condition of the outfall, such as size, shape, and structural damage in order to ensure that the DOTA inventory and maps are correct and also that they are observing the correct outfall.

Then, the inspector will observe any obvious flows from the outfall. Note: if the outfall is submerged, the inspector will verify that the water is tidally related and observe the water for any odors, discoloration, or stressed vegetation, which are possible signs of illicit discharge. The inspector will document all observations and note a flow rate for non-submerged outfalls. The inspector may also consider obtaining a sample, if necessary. Then, the inspector will commence a search for the source.

4.2 Source Identification

Once a possible illicit discharge has been identified at an outfall, the inspectors will proceed upstream along the storm drain line. They will observe the surrounding area and each subsequent storm drain structure (e.g. manhole, inlet) until the source may be identified. Common types of illicit discharges are identified in the table below.

TABLE 3: COMMON TYPES OF ILLICIT DISCHARGES

Observations	Potential Pollutant	Potential Sources
<ul style="list-style-type: none">• Brown, gray, or reddish color.• Turbid.• Soil accumulation.	Sediment	<ul style="list-style-type: none">• Construction activities.• Aggregate stockpile storage.
<ul style="list-style-type: none">• Gray color.• Basic pH (i.e. 11+).• Dead / stressed vegetation and aquatic wildlife.	Concrete waste	<ul style="list-style-type: none">• Construction activities.
<ul style="list-style-type: none">• Rainbow sheen on the top of the water.• Petroleum odor.	Petroleum Products	<ul style="list-style-type: none">• Fueling operations.• Leaking vehicles.• Maintenance operations.• Broken or overflowing oil water separator.
<ul style="list-style-type: none">• Rainbow sheen on the top of the water.• Rancid odor.	Grease	<ul style="list-style-type: none">• Broken grease trap.• Improper disposal from restaurant activities.

Observations	Potential Pollutant	Potential Sources
<ul style="list-style-type: none"> Bubbles or soapy appearance. 	Detergents	<ul style="list-style-type: none"> Aircraft, vehicle, and equipment washing. Broken or overflowing oil water separator. Improper disposal of facility washwater. Uncontained hand or laundry washwater.
<ul style="list-style-type: none"> Excessive vegetation growth. Algae. 	Nutrients	<ul style="list-style-type: none"> Construction activities. Fertilizer use.
<ul style="list-style-type: none"> Brown or black color. Foul odor. Floatables such as toilet paper or rubber gloves. Excessive vegetation growth. 	Sewage	<ul style="list-style-type: none"> Improper sewage disposal. Broken or overflowing triturator. Leaking lavatory truck.

In the event that the inspectors are preventing from entering a tenant's operation area, that information should be noted on the Outfall Inspection Form and also relayed to the DOTA EHS. The EHS may then complete an illicit discharge investigation in accordance with the *Illicit Discharge Investigation and Enforcement Manual*.

There are some types of permitted discharges as identified in the MS4 NPDES permits. In these cases, the discharge will not be classified as illicit discharges.

4.3 Enforcement Actions

Once the source of an illicit discharge has been identified, efforts must be made to stop and/or prevent the discharge from recurring. Enforcement actions will be conducted by the DOTA EHS or appropriate State or Federal agency. The DOTA EHS will determine the responsible party for the discharge, which may be a DOTA operation, tenant, or construction project.

If an illicit discharge is observed due DOTA operation, then a work order will be placed with the appropriate maintenance or engineering section to correct the problem.

Tenant enforcement will follow the procedures and guidelines as detailed in the DOTA *Inspection and Enforcement Manual*.

If the source of an illicit discharge is from a construction site, DOTA conduct enforcement actions as described in the *Construction Site Runoff Control Program*.

5.0 DOCUMENTATION

All outfall inspections will be properly documented on the Outfall Inspection Form (Attachment I) either in the field or upon return to the office using field notes. Inspection photographs will also be included with the final version of the Outfall Inspection Forms. This information will be used to identify areas of the airport that have a higher risk of illicit discharge for increased inspections and education. Additionally, the data will be communicated in the annual report to the Department of Health and used to update the Enviance database.

5.1 Outfall Inspection Form

The Outfall Inspection Form (Attachment I) is divided into six sections to provide information on background data, outfall description, physical indicators for flowing or submerged outfalls, physical indicators for both flowing and non-flowing outfalls, overall outfall characterization, and non-illicit discharge concerns.

5.1.1 Section 1 - Background Data

Section 1 of the form includes fields to fill in the names of the field inspectors, the date, and the time of the inspection. The outfall EID field should be filled in according to the DOTA assigned identification number from the Enviance management system. The basin in which the outfall is located can be found on the DOTA maps of the drainage system. The receiving water field should include the name of the body of water in which the outfall is discharging (e.g. Kaloaloe Canal, Keehi Lagoon, Kanaha Beach). The temperature at the time of inspection should be noted as well as the general weather conditions and tide level. Additionally, the rainfall amounts for the past 24 and 48 hours should be noted to allow differentiation between storm water flows and illicit discharge.

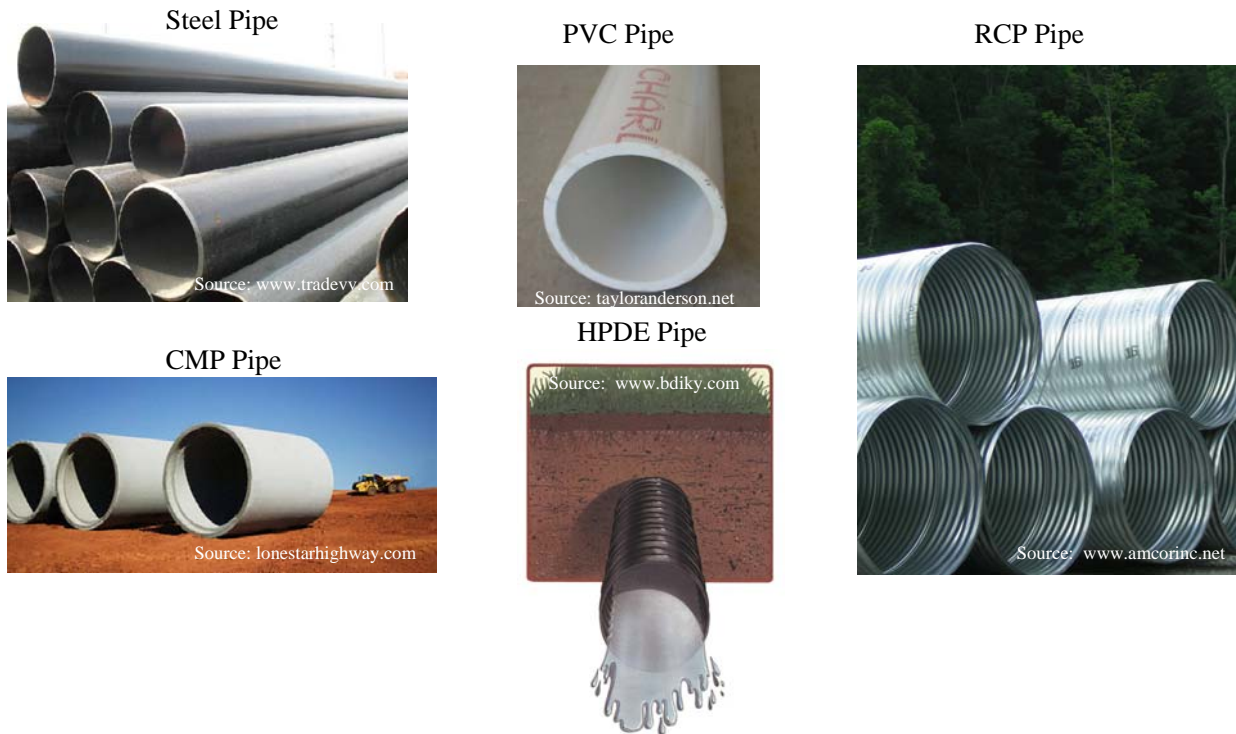
Photographs should be taken to demonstrate the condition of the outfall and archived with the inspection form. The land use should be documented in the area draining through the outfall. Significant industrial activities should be noted as well as specific tenants, if known.

In the notes portion of this section, the inspector should identify all upstream drain EIDs that were inspected associated with the particular outfall and any observations for each of those drainage structures.

5.1.2 Section 2 - Outfall Description

The basic characteristics of the outfall will be noted in Section 2 of the inspection form. The inspector must first determine whether the outfall is a closed pipe or an open drainage structure. Then the material of the pipe must be documented. Reinforced concrete pipe (RCP), polyvinyl chloride pipe (PVC), corrugated metal pipe (CMP), high density polyethylene pipe (HDPE), and steel are common pipe materials (Figure 1). These pipes may come in differing shapes including circular, elliptical, and box. Additionally, several outfalls may be found in the same outfall location; two pipes are considered a double and three pipes are considered a triple outfall. The dimensions of the pipe should be noted in inches on the form; the diameter of round and elliptical pipes should be noted and the length and width of box drain openings should be noted. Additionally, the inspector should identify whether the outfall is submerged with water or sediment. If a flow is present from the outfall, describe the flow rate.

Figure 1 – Pipe Materials



5.1.3 Section 3 – Physical Indicators for Flowing or Submerged Outfalls

This section of the outfall inspection form records data about four sensory indicators associated with flowing or submerged outfalls, including odor, color, turbidity, and floatables. Sensory receptors employed by the inspector include sight and smell and are useful in detecting obvious discharges. The inspector must rate the indicator on a scale of 1 to 3 to determine the severity. This information can be helpful in determining the source of the discharge (Table 3).

When detecting an odor, the inspector should make an effort to ensure that the observed smell is from the outfall and not surrounding activities. The inspectors should be familiar with the odor of common illicit discharges such as sewage and petroleum products prior to conducting the inspection. An odor is ranked with a severity of 1 if the smell is faint or the crew cannot agree on its presence or origin. A score of two indicates a moderate odor within the pipe. An odor is ranked with a severity of 3 if the odor is observed a considerable distance from the outfall.

The color of the discharge should be assessed visually; this is best accomplished by filling a clear sample bottle with the discharge and observing it in the light. The inspectors should also look downstream of the plume of color associated with the outfall. This method should also be used to evaluate the turbidity of the water; which is defined as the measure of how easily light can penetrate through the sample bottle.

The last sensory indicator is the presence of any floatable materials in the discharge or surrounding waters. Common examples of floatables include sewage, sheen, and suds; trash and

debris are not considered illicit discharges, but should be noted. If sewage is noted as a floatable, it should automatically be assigned a severity score of three. Petroleum sheens may be caused by both synthetic and natural processes; therefore, it is important to note that synthetic sheens are generally thick or have a swirl formation. Suds are rated based on their foaminess and staying power. A severity score of three is designated for thick foam that ravel many feet before breaking up. Suds that break up quickly reflect water turbulence or wave action and are not considered an illicit discharge.

5.1.4 Section 4 – Physical Indicators for Both Flowing and Non-Flowing Outfalls

Section 4 of the Outfall Inspection Form examines physical indicators found at both flowing and non-flowing outfalls that can reveal the impact of past discharges. These physical indicators include outfall damage, outfall deposits or stains, abnormal vegetation growth, poor pool or surrounding water quality, and benthic growth on pipe surfaces. These physical indicators are not ranked according to their severity because they are often subtle, difficult to interpret, and could be caused by other sources. However, these physical indicators provide information about the history of discharges from the outfall and may be beneficial when determining the outfall's priority.

5.1.5 Section 5 – Overall Outfall Characterization

This section of the inspection form allows the inspector to draw conclusions about the observations they have made at the outfall. The first conclusion must be made to determine whether there is an illicit discharge present at the outfall. There are four categories the inspector can use to respond to this question. The first category is “unlikely,” and is marked when the physical indicators point toward natural disturbance in the water such as a suds from wave action. The second category is “potential,” and is marked when the inspector identifies two or more physical indicators of illicit discharge. The third category is “suspect,” and is marked when the inspector identified one or more indicators with a severity of 3. The final category is “obvious,” and is marked when the inspector is certain that there is an illicit discharge and that it is not a permitted discharge as listed in the MS4 NPDES permit. The information gathered to this point will allow the inspector to determine the outfall priority.

5.1.6 Section 6 – Non-Illicit Discharge Concerns

Section 6 of the Outfall Inspection Form is used to note any unusual conditions near the outfall such as dumping, pipe failure, bank erosion or maintenance needs. While these conditions are not directly related to illicit discharge detection, the information will be beneficial to ensure that the drainage system remains operational.

5.2 Data Archiving

Recordkeeping of the inspection information is vital to ensuring that pollutants are minimized in the receiving waters and that outfalls are structurally sound. Completed forms will be archived by the DOTA EHS and pertinent information entered into the Enviance database.

6.0 TRAINING

Inspector training is required to ensure that all personnel responsible for conducting outfall inspections are aware of the process and safety precautions required during the inspections.

6.1 Pre-Inspection Meeting

An experienced inspector will hold a pre-inspection meeting with all parties involved in the upcoming outfall inspections. The meeting will include a review of this document, a discussion of the inspection schedule, safety procedures, outfall locations, and previous outfall inspection information where available. Inspectors must be familiar with the DOTA's definition of illicit discharge and procedures for tracking the source of an illicit discharge. Training attendance will be documented on a sign-in sheet and provided to the DOTA EHS for record in Enviance.

7.0 REFERENCES

- The Center for Watershed Protection and Robert Pitt of the University of Alabama. October 2004. *Illicit Discharge Detection and Elimination – A Guidance Manual for Program Development and Technical Assessments*.
- Maryland State Highway Administration NPDES Program. November 1007. *Draft Storm Drain Outfall Inspection Program*.
- National Oceanographic and Atmospheric Administration. August 6, 2008. *Tides & Currents – Tide Predictions, Honolulu Hawaii, Station ID: 1612340*. http://tidesandcurrents.noaa.gov/data_menu.shtml?stn=1612340%20Honolulu,%20HI&type=Tide+Predictions.
- State of Hawaii, Department of Health. December 2013. *Hawaii Administrative Rules, Chapters 11- 55 Appendix K*.
- State of Hawaii, Department of Transportation, Airports Division. May 2007. *Honolulu International Airport, Small Municipal Separate Storm Sewer System, Storm Water Management Program*.
- State of Hawaii, Department of Transportation, Airports Division. *National Pollutant Discharge Elimination System, Permit Number HI S000005*.
- U.S. Environmental Protection Agency. 27 October 2008. *Illicit Discharge Detection and Elimination*.

Attachment I
Storm Drain Outfall Inspection Form

Outfall Inspection Form

Section 1: Background Data

Outfall ID:	Basin:	Receiving Water:
Date:	Time (military):	
Investigators:		Form completed by:
Temperature (F):	Rainfall (in): Last 24 hours: Last 48 hours:	
Tide: <input type="checkbox"/> Low <input type="checkbox"/> High	# of Photos:	
Land Use in Drainage Area (Check all that apply):		
<input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Open Space <input type="checkbox"/> DOTA Common Use Area (e.g. ramp or runway)		
<input type="checkbox"/> Significant Industrial Activity: _____		
<input type="checkbox"/> Known Tenants: _____ <input type="checkbox"/> Other: _____		
Notes (e.g., origin of outfall, if known):		

Section 2: Outfall Description

LOCATION	MATERIAL	SHAPE	DIMENSIONS (IN)	SUBMERGED
<input type="checkbox"/> Closed Pipe	<input type="checkbox"/> RCP <input type="checkbox"/> CMP <input type="checkbox"/> PVC <input type="checkbox"/> HDPE <input type="checkbox"/> Steel <input type="checkbox"/> Other: _____	<input type="checkbox"/> Circular <input type="checkbox"/> Single <input type="checkbox"/> Elliptical <input type="checkbox"/> Double <input type="checkbox"/> Box <input type="checkbox"/> Triple <input type="checkbox"/> Other: _____	Diameter/ Dimensions: _____	In Water: <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Fully
				With Sediment: <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Fully
<input type="checkbox"/> Open Drainage	<input type="checkbox"/> Concrete <input type="checkbox"/> Earthen <input type="checkbox"/> Rip-rap <input type="checkbox"/> Other: _____	<input type="checkbox"/> Trapezoid <input type="checkbox"/> Parabolic <input type="checkbox"/> Other: _____	Depth: _____ Top Width: _____ Bottom Width: _____	In Water: <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Fully
				With Sediment: <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Fully
Potential Illicit Discharge?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If No, Skip to Section 4</i>			
Flow Description (If present)	<input type="checkbox"/> Trickle <input type="checkbox"/> Moderate <input type="checkbox"/> Substantial			

Section 3: Physical Indicators for Flowing or Submerged Outfalls

Are physical indicators present in the flow or tidal water? ☐ Yes ☐ No *If No, Skip to Section 4*

INDICATOR	CHECK if Present	DESCRIPTION	RELATIVE SEVERITY INDEX (1-3)
Odor	<input type="checkbox"/>	<input type="checkbox"/> Sewage <input type="checkbox"/> Rancid <input type="checkbox"/> Petroleum products <input type="checkbox"/> Sulfide <input type="checkbox"/> Other:	<input type="checkbox"/> 1- Faint <input type="checkbox"/> 2 - Easily detected <input type="checkbox"/> 3 - Noticeable from a distance
Color	<input type="checkbox"/>	<input type="checkbox"/> Clear <input type="checkbox"/> Brown <input type="checkbox"/> Gray <input type="checkbox"/> Yellow <input type="checkbox"/> Green <input type="checkbox"/> Orange <input type="checkbox"/> Red <input type="checkbox"/> Other:	<input type="checkbox"/> 1- Faint <input type="checkbox"/> 2 - Clearly visible in sample <input type="checkbox"/> 3 - Clearly visible in outfall
Turbidity	<input type="checkbox"/>	See severity	<input type="checkbox"/> 1- Slight cloudiness <input type="checkbox"/> 2 - Cloudy <input type="checkbox"/> 3 - Opaque
Floatables (not including trash)	<input type="checkbox"/>	<input type="checkbox"/> Sewage (Toilet Paper, etc.) <input type="checkbox"/> Suds <input type="checkbox"/> Petroleum (sheen) <input type="checkbox"/> Other:	<input type="checkbox"/> 1- Slight; origin not obvious <input type="checkbox"/> 2 - Some; indications of origin <input type="checkbox"/> 3 - Some; origin clear

Section 4: Physical Indicators for Both Flowing and Non-Flowing Outfalls

Are physical indicators present that are not related to flow? ☐ Yes ☐ No *If No, Skip to Section 5*

INDICATOR	CHECK if Present	DESCRIPTION	COMMENTS
Outfall Damage	<input type="checkbox"/>	<input type="checkbox"/> Spalling, Cracking or Chipping <input type="checkbox"/> Corrosion <input type="checkbox"/> Peeling Paint	
Deposits / Stains	<input type="checkbox"/>	<input type="checkbox"/> Oily <input type="checkbox"/> Flow Line <input type="checkbox"/> Paint <input type="checkbox"/> Other:	
Abnormal Vegetation	<input type="checkbox"/>	<input type="checkbox"/> Excessive <input type="checkbox"/> Inhibited	
Poor pool quality	<input type="checkbox"/>	<input type="checkbox"/> Odors <input type="checkbox"/> Colors <input type="checkbox"/> Floatables <input type="checkbox"/> Sheen <input type="checkbox"/> Suds <input type="checkbox"/> Excessive Algae <input type="checkbox"/> Other:	
Pipe benthic growth	<input type="checkbox"/>	<input type="checkbox"/> Brown <input type="checkbox"/> Orange <input type="checkbox"/> Green <input type="checkbox"/> Other:	

Section 5: Overall Outfall Characterization

Illicit Discharge Present?	<input type="checkbox"/> Unlikely	<input type="checkbox"/> Potential (presence of two or more indicators)	<input type="checkbox"/> Suspect (one or more indicators with index of 3)	<input type="checkbox"/> Obvious
Outfall Prioritization	<input type="checkbox"/> Low	<input type="checkbox"/> Medium	<input type="checkbox"/> High	

Section 6: Non-Illicit Discharge Concerns (e.g., trash or needed infrastructure repairs)?

Attachment B.3

Site Investigation Sheet

**Site Investigation Sheet (SIS)
Illegal Connection / Illicit Discharge**

Incident Name:		Incident No.:	
Inspector's Name(s):		Investigation date / time:	
Background Information			
Precipitation (inches) in past 24 hours:		Incident date / time:	
Call taken by:		Call date / time:	
Caller contact information (<i>optional</i>):			
Method illicit discharge or illegal connection noted:	<input type="checkbox"/> Storm drain inspection	<input type="checkbox"/> Water quality monitoring	<input type="checkbox"/> Site inspection
	<input type="checkbox"/> Outfall screening	<input type="checkbox"/> Day-to-day operations	<input type="checkbox"/> Hotline report
Incident Location (<i>complete one or more below</i>)			
Company name:			
Location / PMID:			
DOTA Drainage Conveyance affected (<i>select all applicable</i>):			
<input type="checkbox"/> Stream Corridor (<i>In or adjacent to stream</i>)	<input type="checkbox"/> Outfall	<input type="checkbox"/> In-stream flow	<input type="checkbox"/> Along banks
<input type="checkbox"/> Upland area (<i>Land not adjacent to stream</i>)	<input type="checkbox"/> Near storm drain EID:	<input type="checkbox"/> In storm drain EID:	<input type="checkbox"/> Near other water source (pond, wetland, etc.)
Description of Discharge (<i>select all applicable</i>)			
Odor	<input type="checkbox"/> Fuel	<input type="checkbox"/> Sewage	<input type="checkbox"/> Rancid/Sour
	<input type="checkbox"/> Sulfide (rotten eggs); natural gas		<input type="checkbox"/> Other:
Appearance	<input type="checkbox"/> Staining	<input type="checkbox"/> Oil Sheen	<input type="checkbox"/> Cloudy / Turbid
	<input type="checkbox"/> Foam, suds	<input type="checkbox"/> Color	<input type="checkbox"/> Solids
	<input type="checkbox"/> Other:		
Floatables	<input type="checkbox"/> Dead fish / wildlife	<input type="checkbox"/> Sewage (paper, etc.)	<input type="checkbox"/> Algae
	<input type="checkbox"/> Trash	<input type="checkbox"/> Other:	
Estimate flow rate: /gpm or Describe:		Is there a visible flow into the DOTA MS4?	
Source of discharge visually identified:	<input type="checkbox"/> Maint. / leaking vehicles	<input type="checkbox"/> Washing	<input type="checkbox"/> Material Storage
	<input type="checkbox"/> Waste management	<input type="checkbox"/> Lavatory / triturator	<input type="checkbox"/> Construction
	<input type="checkbox"/> General Public	<input type="checkbox"/> Other:	
Description of Connection (<i>if applicable</i>)			
Size of pipe:		Flow present?	
Other type of connection (describe):			
Notes			
Suspected Violator (name, personal or vehicle description, license plate #, etc.):			
Investigation Notes and Comments:			
Follow-up Actions			
<input type="checkbox"/> Verbal Warning	<input type="checkbox"/> Follow-up Inspection	*Escalate based on NPDES Inspection and Enforcement Manual	

Photographs and Other Details:

Illicit Discharges and Illegal Connections to HNL Small MS4 Best Management Practice

Description

The purpose of this best management practice (BMP) is to provide guidelines for investigating illicit discharges and illegal connections to the MS4.

Definitions

Illicit Discharge: Any non-storm water discharge that negatively impacts water quality.

Illegal Connection: Any utility connection to the MS4 made after January 19, 2007 that has not been approved by DOTA.

Limitations

The following are limitations to this BMP:

- Although useful site information regarding illicit discharges and illegal connections can be obtained during wet weather, it is preferable to conduct site investigations during dry weather, especially in the case of non-storm water runoff. Dry weather is defined in this BMP as less than 0.1 inch of rain within the last 24 hours.
- Illicit discharges in the form of waste dumping are difficult to identify and track; therefore, as patterns arise public education efforts will be focused on those areas.

Equipment: Proper personal protective equipment, camera, tools to open drainage structures, maps, and sample containers as necessary.

Practice		
<input type="checkbox"/>	1	Once notified of a potential illicit discharge, conduct background research. <ul style="list-style-type: none">• Determine location and whether it will impact the HNL MS4.• Review the HNL drainage maps and identify approved structures in the area.• Review the list of approved discharges in SWMPP, Introduction, 2.1.
<input type="checkbox"/>	2	Based on the research, the case will be closed under the following conditions: <ul style="list-style-type: none">• The discharge is from an allowable source that is not causing impacts to water quality.• The connection has previously been approved by DOTA.• The area and discharge are not a part of the airport responsibility and the complaint has been forwarded to the appropriate agency. In all other cases, continue to the next step.
<input type="checkbox"/>	3	Use the Site Investigation Sheet (SIS – Appendix C) to record any colors, stains, or odors in the affected drainage structure.
<input type="checkbox"/>	4	On the SIS record location, size, depth, and orientation of the suspected connection or pathway of runoff to Small MS4.
<input type="checkbox"/>	5	In the case of an illicit connection, assess the likely source of the connection and point of entry into the Small MS4 based on connection's configuration and alignment.
<input type="checkbox"/>	6	In the case of illicit surface discharge, record the location of any stains or other evidence of the direction of flow into the system.
<input type="checkbox"/>	7	Review available drainage maps and/or runoff maps showing direction(s) of flow.

<input type="checkbox"/>	8	Photograph the connection point(s) and affected storm drainage structures for evidence of current discharge or past illicit discharges.
<input type="checkbox"/>	9	Determine the location of the outfall to State Waters and flow path through MS4. Document any evidence of illicit discharge to the receiving waters.
<input type="checkbox"/>	10	Complete SIS form and provide a diagram of suspected illicit discharges/or connection.
<input type="checkbox"/>	11	Submit SIS form the AIR-EE Supervisor with recommendation of course of action.
<input type="checkbox"/>	12	<p>The AIR-EE Supervisor may require follow-up actions, such as:</p> <ul style="list-style-type: none"> • In cases where illegal dumping is suspected, build case by interviewing potential witnesses and review surveillance tapes, if available. • In cases of illegal connection send a blank ‘Application for Storm Drain Connection and/or Discharge Approval for the State of Hawaii, Department of Transportation, Airports Division Small Municipal Separate Storm Sewer System’ Form with a letter requiring tenant and/or operator of facility to complete and return to AIR-EE. • In cases where the discharge/connection requires only a permit to bring the tenant facility into compliance the owner or operator will be notified in writing and told to fill out the ‘Permit to Discharge into the State Airport Drainage System’ Form to AIR-EE. The discharge or connection must be approved and any conditions met by the owner or operator of the facility. • In other cases, send a letter or meet with the tenant and/or operator regarding clarification of the cause of the potential illegal discharge/connection; • Pursue escalating enforcement per the <i>NPDES Inspection and Enforcement Manual</i>. <p>The case will be closed when the illicit discharge ceases or the illegal connection is permitted or removed.</p>
<input type="checkbox"/>	13	Scan completed SIS with photos to the computer and enter pertinent data into Enviance.

Attachment B.4

Spill Reporting Fact Sheet

SPILL REPORTING

Daniel K. Inouye International Airport

FACT
SHEET



REPORTING PROCEDURES

Materials used and stored at the tenant facility has the potential to spill and contaminate stormwater runoff and surface water bodies. The procedures outlined in this fact sheet are intended to detail procedures to be followed in the event of a spill.

Spill material **must be immediately reported** if one or more of the following conditions apply:

1. If the release is less than reportable quantity (25 gallons of a petroleum product such as aviation gas, diesel, oil, etc.), and cleaned up within 72 hours.
2. If the release is less than 25 gallons of a petroleum product (aviation gas, diesel, oil, etc.), but is not contained or remedied within 72 hours.
3. If the release is more than 25 gallons of a petroleum product (aviation gas, diesel, oil, etc.).
4. If the release **is equal to or exceeds the reportable quantity criteria** for one or more chemicals listed within the DOH HEER Office Technical Guidance Manual (TGM):

<http://www.hawaiidoh.org/tgm-pdfs/TGM%20Section%2002-D.pdf>.



CONTACT INFORMATION

In the event a spill occurs, the contact information for pertinent personnel and agencies listed below are intended to be used for reference during the necessary reporting procedures detailed on Page 2.

<i>Personnel or Agency</i>	<i>Contact Information</i>
Airport Duty Manager	Phone: (808) 836-6434 or Code 22
HNL Ramp Control	Phone: (808) 836-6670 (emergency) Phone: (808) 836-6603 (non-emergency), Radio 121.8
HNL Airport Rescue and Fire Fighting (ARFF)	Phone: (808) 836-6670
Hawaii State Emergency Response Commission (HSERC) / DOH Hazard Evaluation and Emergency Response (HEER)	Phone: (808) 586-4249 Phone: (808) 247-2191 after hours Address: 2835 Waimano Home Rd, Pearl City, HI 96782
DOT Airports Environmental Hotline	Phone: (808) 838-8002
DOT Airports Environmental Section (AIR-EE)	Phone: (808) 838-8656 Address: 400 Rodgers Blvd, Ste 700, Honolulu, HI 96819 Email: Stacy.A.Paquette@Hawaii.gov or dot.air.environmental@Hawaii.gov
Local Emergency Planning Committee (LEPC)	Phone: (808) 723-8960 or 911 after hours
National Response Center (NRC)	Phone: (800) 424-8802
DOH Clean Water Branch (CWB) if the spills reach the MS4 or State waters	Phone: (808) 586-4309 or after hours (808) 247-2191 Address: 2827 Waimano Home Rd, Pearl City, HI 96782 Email: CleanWaterBranch@doh.Hawaii.gov
DOH Wastewater Branch (WWB)	Phone: (808) 586-4294

Note: Written notifications must be provided per the reporting procedures detailed on Page 2, and must include verbal notification information, photos, and any other related information not previously provided. The written notification may be provided via certified mail, fax, hand-delivery, or other means that provides proof of delivery.

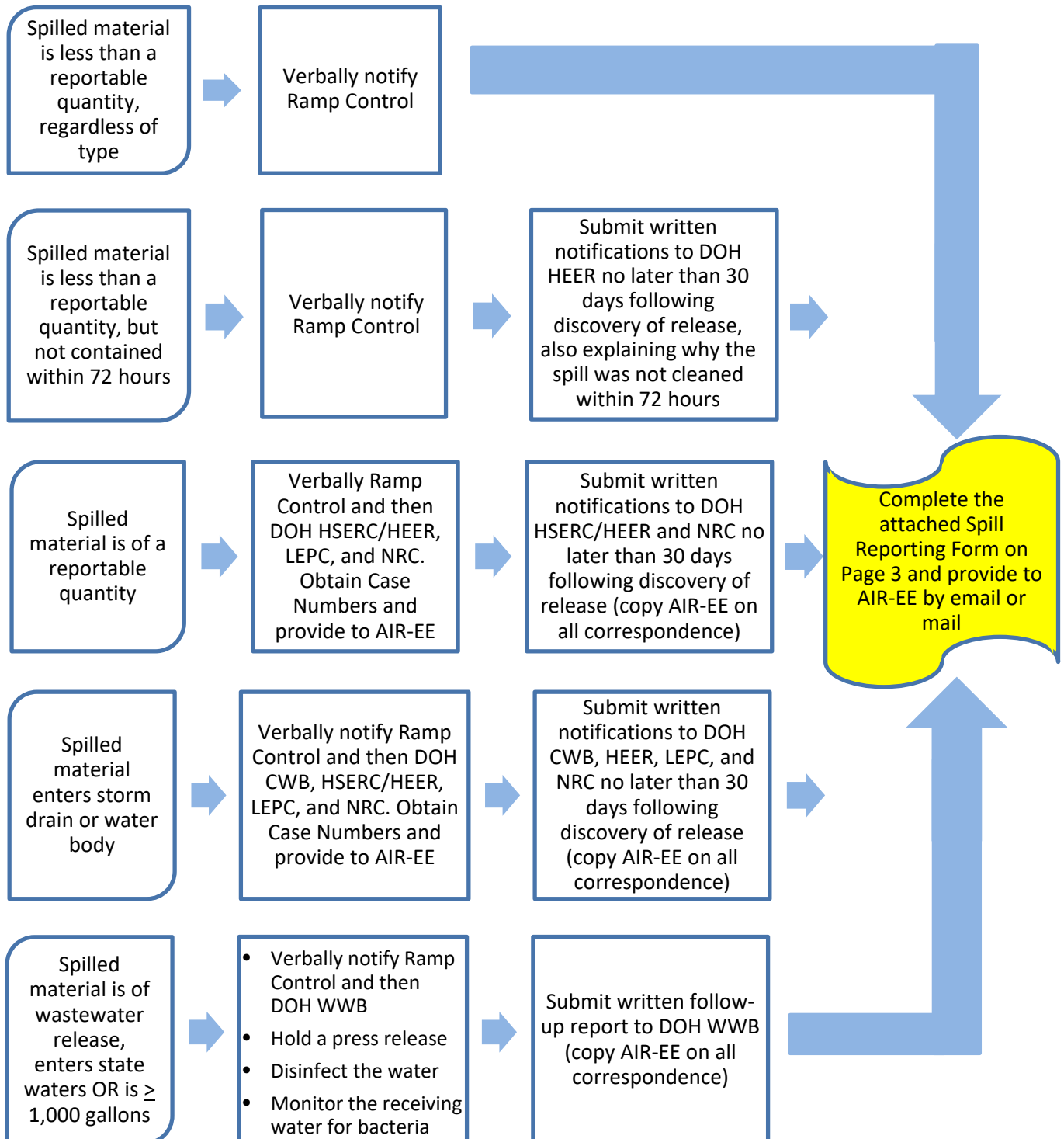
SPILL REPORTING

Daniel K. Inouye International Airport

FACT
SHEET



Each row below is a scenario and multiple scenarios may apply to a single spill event. Please review all scenarios!



Spill Reporting Form

Name: _____
Organization: _____
Telephone Number: _____
Email: _____
Address: Daniel K. Inouye International Airport (HNL)
400 Rodgers Boulevard, Suite 700
Honolulu, Hawaii 96819

Date of Incident: _____ Time of Incident: _____

Location of Incident (Spill, Fire, or Explosion): _____

Source and Cause of the Release or Spill: _____

Type of Material(s) Released or Spilled: _____

Quantity of Materials Released or Spilled: _____

Medium (e.g. land, water, etc.) Affected by Release or Spill: _____

Danger or Threat Posed by Release or Spill: _____

Weather Conditions During Incident: _____

Name of Carrier or Vessel, Railcar/Truck Number, or Identifying Information: _____

Whether an Evacuation Occurred: _____

Other Agencies Notified or To Be Notified: _____

Obtain Incident Report Number (Provide to DOTA): _____

Measures taken to contain and clean up release or spill: _____

Any other information that may help emergency personnel respond to the incident: _____
