

Spill Response Plan

Kitsap County Public
Works



March 2019

Revised September 2024

Revisions to Spill Response Plan:

Date	Revision Comments
5/17/2019	Updated staff and phone numbers in Table 1.
4/13/2021	Updated staff and phone numbers in Table 1, updated spill cleanup methods in Table 4. Added Figures 3 and 4 and corresponding language.
6/22/2021	Added response for Private and Commercial properties, updated Table 5 for current info for Environmental Cleanup Companies
7/27/2021	Updated staff in Table 1. Updated Department of Ecology's spill reporting phone number (NW Regional office) throughout document.
10/4/2022	Updated staff in Table 1. Updated "Department of Ecology Notification (G3 notification)" and added "Special Note on KCPW Caused Discharges to Receiving Waters" in Reporting section. Added Table 2 G3 Reporting Requirements.
5/16/2023	Updated contact list in Table 1. Added section on G3 and S4.F reporting requirements. Updated "Special Note on KCPW Caused Discharges to Receiving Waters" section (Changed title). Added info in "Spills at Pits and Quarries" on page 8. Added decision tree. Updated "Responsible Parties" section and Environmental Cleanup companies in Table 6. Updated "Disposal" section. Updated overall formatting throughout document.
Sept 2023	Inserted a flow chart for State Agency reporting (Figure1), updated numbers on all figures, and moved location of the Pollution Prevention Contacts and Phone Numbers, created links within document to each table and figure as referenced. Added "Sewer Spill reporting" section.
10/24/2023	Updated contact list in Table 1.
11/1/2023	Added new contact list (table 7) for local adjoining jurisdictions.
2/1/2024	Updated contacts in Tables 1 and 7. Updated Sewer Spill Reporting procedures.
9/13/2024	Updated Table 1. Updated Disposal Section.

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Introduction and Purpose

The Kitsap County Spill Response Plan applies to unincorporated Kitsap County. This plan is designed to guide staff in spill notification, reporting, and response. The purpose of these efforts is to protect human health and the environment, as well as to meet the requirements of the Western Washington Phase II Municipal Stormwater Permit (Permit).

Potential illicit discharges including spills are discovered and investigated by Kitsap County Public Works. KCPW staff investigate, document, and take corrective actions to resolve illicit discharges found through reported complaints, firsthand observations, and source control inspections. When appropriate, KCPW will provide onsite assistance for all spills at facilities owned and operated by Kitsap County. KCPW notifies Ecology and other required agencies of all spills as required by the Permit.

This plan was developed to provide procedures to investigate and respond to spills or improper disposal into or from Kitsap County's municipal separate storm sewer system¹ (MS4). This plan also includes procedures for reporting spills into waters of the state². The KCPW Roads, Stormwater and Sewer Divisions will coordinate during spill response involving the county road system, the county MS4 and county operational facilities.

Spill Classification

Emergency Spills

Spills of an unknown substance, unmanageable, and/or hazardous are emergency spills. These spills are beyond the capacity of the County to contain and cleanup safely.

Non-Emergency Spill

Spills that are of a known substance and are non-hazardous that can be cleaned up safely with readily available staff and resources are considered non-emergency spills. Small, manageable, hazardous spills such as a small amount of gasoline may be considered a non-emergency spill if it can be contained and cleaned up safely by KCPW staff.



Photo: non-emergency latex paint spill on a road

Spill Notification, Reporting and Response

¹ Municipal Separate Storm Sewer System means a conveyance, or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains) ... (Western Washington Phase II Municipal Stormwater Permit – August 1, 2019).

² Waters of the State includes those waters within the geographic boundaries of Washington State (40 CFR 122.2) and which includes lakes, rivers, ponds, streams, inland waters, underground waters, salt waters and all other surface waters and water courses within the jurisdiction of the State of Washington (Chapter 90.48 RCW).

Notification

Spill notification may be received by a variety of methods including phone calls, emails, field observation, on-line web form (SeeClickFix) and Cartegraph. SeeClick Fix is a mobile reporting App available to the public and Cartegraph is Kitsap County Public Work's asset management database. The report may originate from County or State departments or organizations (e.g., the Department of Emergency Management, Fire Department, Department of Ecology (Ecology), Kitsap Public Health District, etc.), or a concerned citizen.

Reporting

Emergency Spills

Emergency spills are to be reported immediately to 911. If the notification comes in from a citizen or non-County organization, have them report directly to 911 with as much pertinent information as possible.

Non-emergency Spills

Non-emergency spills are to be reported to Kitsap1 (Call 360.337.5777 or help@kitsap1.com), on the Kitsap County website at <https://www.kitsapgov.com/kitsap1> or submitted online through the See Click Fix app. KCPW staff can report any spill to a supervisor, who will then contact Kitsap1 or the appropriate contact. [Table 1](#) lists contacts that may be utilized in the event of a spill.

Table 1. Pollution Prevention Contacts and Phone Numbers.

- The positions in **orange** indicate that these positions are backups to the **Stormwater Spill Prevention and Response Coordinator**.
- Contacts in **blue** are those able to approve the hiring of an environmental cleanup company. See "[Environmental Cleanup Companies](#)" section for more information.
- Rows in **green** are important State Agency contacts.

Position	Name	Desk Phone Number	Cell Phone Number
Sewer Utility on call duty person (pump and lift stations, treatment plants)	(Rotating)	N/A	(360) 981-1768
Storm Utility on call duty person (storm and sewer broken pipes, sewer spills, and misc. spills)	(Rotating)	N/A	(360) 509-7127
Roads on call duty person	(Rotating)	N/A	(360) 710-5236
Public Works Director	Andrew Nelson	(360) 337-4866	(360) 535-9879
Assistant Public Works Director - Utility	Chris Piercy	(360) 337-7292	(360) 265-2736
Assistant Public Works Director - Road	Joe Rutan	(360) 337-4893	(360) 731-6843
Stormwater Program Manager	Michelle Perdue	(360) 337-5659	(360) 801-2247

Stormwater Monitoring and Outreach Manager	Aislin Gallagher	(360) 337-7295	(360) 201-4504
Stormwater Asset Manager	Shawn Alire	(360) 337-7296	(360) 434-0111
Stormwater Inspection Supervisor	Chuck Smiley	(360) 337-3954	(360) 731-6788
Stormwater inspector – South end	Eric Worden	N/A	(360) 516-3711
Stormwater inspector – Central & North end	TBD	N/A	
Stormwater Spill Prevention and Response Coordinator	Sarah Olson	(360) 337-7298	(360) 801-6121
Water Resources Coordinator	Mauro Heine	(360) 337-7048	(360) 329-2425
Source Control Program Analyst	Jeff Goodwin	(360) 337-5664	(360) 271-9958
Stormwater M&O Crew Supervisor	Ken Tallman	N/A	(253) 232-8466
Stormwater M&O Crew Supervisor	Nate Gobeske	N/A	(360) 536-8069
Stormwater M&O Crew Supervisor	Jeff Jayroe	N/A	(360) 516-0800
Utilities M&O Supervisor - Stormwater	Steve Downing	(360) 337-4281	(360) 434-5659
Utilities M&O Supervisor - Sewer	Doug Benoit	(360) 337-4281	(360) 710-2569
Sewer Senior Program Manager	Nick Martin	N/A	(360) 271-1427
Sewer Utility Operations Manager	Matt Pickering	(360) 337-5768	(360) 981-1765
Sewer M&O Crew Supervisor	TBD	N/A	
Sewer M&O Crew Supervisor	Evan Hohmann	N/A	(360) 801-0587
Solid Waste Projects and Operations Manger	Keli McKay-Means	(360) 337-5665	(360) 509-4181
Solid Waste Program Analyst	Rick Gilbert	(360) 337-5692	N/A
Roads Superintendent	Jacques Dean	(360) 337-4671	(360) 509-1583
Roads Maintenance Program Supervisor	Nic Graves	(360) 337-4580	(360) 865-0084
Roads Environmental Program Analyst	Adam Brown	(360) 337-4840	(360) 731-4115
Road Central M&O Supervisor	Joe Patti	(360) 337-4582	(360) 731-3235
Road South M&O Supervisor	Eric Mathes	(360) 337-7198	(360) 731-3909
Road North M&O Supervisor	Greg Dixon	(360) 337-4961	(360) 204-1058
Traffic Investigator	Ron Pierce	(360) 307-4307	(360) 509-0165

Kitsap Public Health District	N/A	Business hours: (360) 728-2235	After hours: Same # but select option #9 to leave message (will call back)
Washington State Dept of Ecology – report a spill (ERTS) NW Regional Office	24-hour reporting	(206) 594-0000	N/A
WA Dept of Emergency Management Division (EMD)	24-hour reporting	(800) 258-5990	N/A
National Response Center (Coast Guard) NRC	24-hour reporting	(800) 424-8802	N/A
Washington State Department of Health – Shellfish Program	N/A	Business hours: (360) 236-3330	After hours: (360) 789-8962

Information to Collect for Reporting

Collect and provide the following information to 911 and/or Kitsap1:

- Contact information of reporting party
- Location of spill
- Substance spilled (if known)
- Quantity of spilled substance
- If substance entered the stormwater system or body of water

Permit Required State Agency Reporting

The following notification/reporting is the responsibility of the Spill Prevention and Response Coordinator or designated backup person, during business hours. After hours reporting to State Agencies is taken care of by Cencom. [Figure 1](#) guides designated Stormwater Water Quality staff on which agencies to contact during different spill situations.

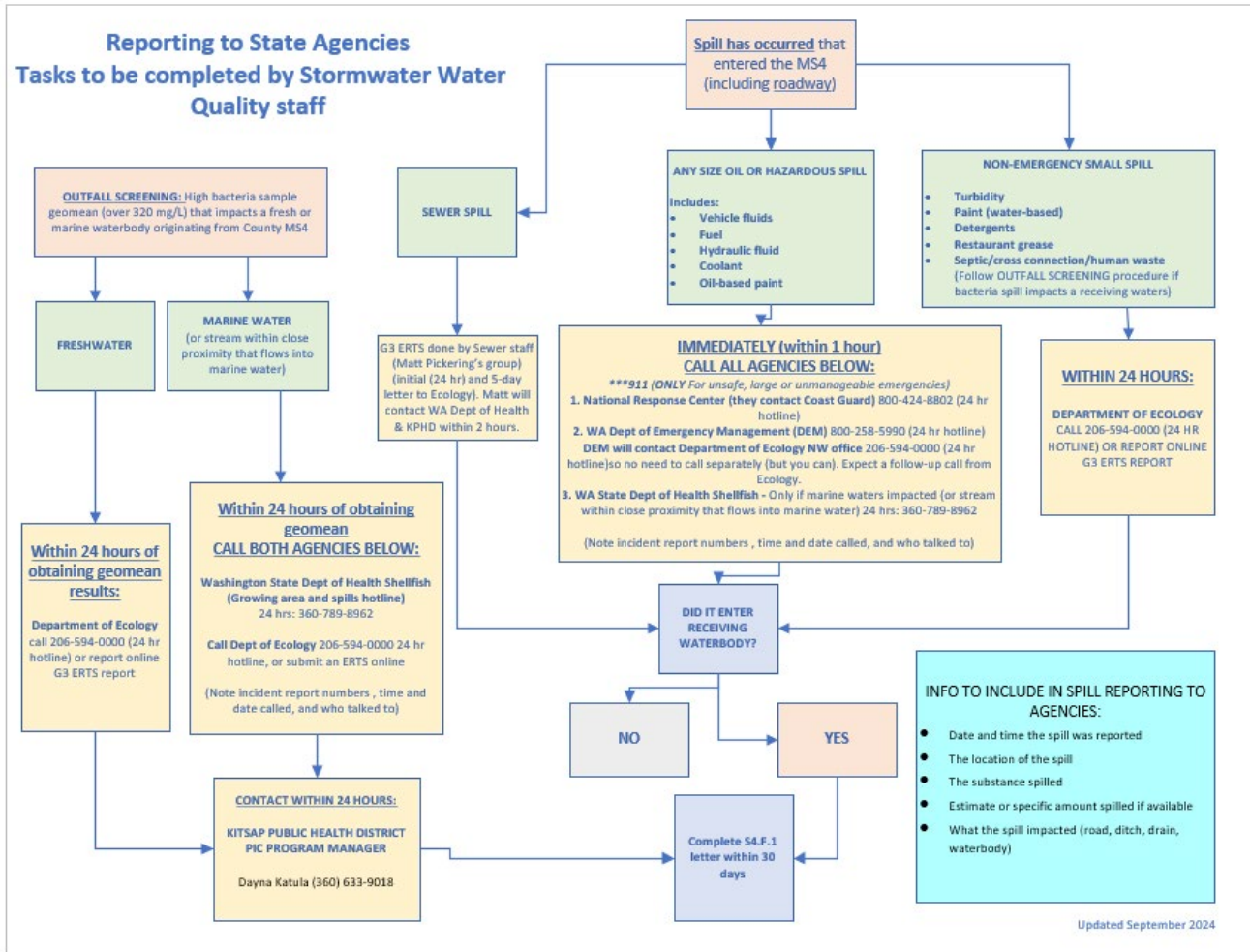


Figure 1. Flow Chart for Required State Agency Reporting

G3 Notification/Reporting

Discharges to the County MS4 or waters of the state require reporting to the Washington State Department of Ecology, called “G3 notification.” G3 notification is outlined in the Permit under “General conditions.” This reporting is the responsibility of the Spill Prevention and Response Coordinator, or the assigned backup person. Reports can be submitted online using the Statewide Environmental Incident Report Form (ERTS) at <https://ecology.wa.gov/About-us/Get-involved/Report-an-environmental-issue/statewide-issue-reporting-form> or by calling the Northwest Regional Office at (206) 594-0000. [Table 2](#) outlines specific instructions from Ecology for G3 notification.

S4.F Notification/Reporting

Discharges from the MS4 into receiving waterbodies that contributes or causes a violation of Water Quality standards require special reporting to Department of Ecology. This reporting is the responsibility of the Spill Prevention and Response Coordinator, or the assigned backup person. After contacting Ecology for G3 notification (section above), Ecology must be provided a letter within 30 days discovering the water quality violation which:

- Identifies the source of the site-specific information; and
- Describes the nature and extent of the known or likely violation in the receiving water; and
- Explains the reasons why the MS4 discharge is believed to be causing or contributing to the problem.
- The letter must be signed by the PW authorized signatory.

Templates, examples, and procedures for this task are located on the Document Center. Reference KCPW Procedure: *PW28.6.02 PRO Notifying State Agencies about Illicit Discharges, PW28.6.02 TSK 1 Documenting State Agency Reported Sewer Spills That Enter Receiving Waterbody, and PW28.6.02 Documenting State Agency Reported Non-Sewer Spills That Enter Receiving Waterbody* for official County Procedures.

Table 2. G3 and S4.F reporting requirements to Ecology

This table is from Ecology’s website at <https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Stormwater-permittee-guidance-resources/Municipal-stormwater-permit-guidance/Reporting>.

Type of discharge	Permit citation	Who to notify	When to notify	Special reporting requirements
A spill or discharge of oil or hazardous substances into or from a MS4 that presents a threat to human health, welfare, or the environment. This includes allowable or authorized discharges.	G3	Washington Emergency Management Division (EMD): 1-800-OILS-911 OR 1-800-258-5990 AND National Response Center (Coast Guard): 1-800-424-8802	Immediately	Calls to EMD are referred to Ecology. <i>As an alternative to calling Ecology’s NW regional office for spill notification, it is also acceptable to call The Division of Emergency Management at 1-800-258-5990. It is answered 24/7 and Ecology uses them as their dispatch.</i>
A spill or discharge into or from my MS4 that might cause bacterial contamination of shellfish marine waters. (This only applies to Western Washington permits.)	G3	Washington State Department of Health: 1-360-236-3330 (business hours) or 1-360-789-8962 (24-hours) AND Ecology regional office: Northwest (NWRO): 206-594-0000	Immediately	None

Type of discharge	Permit citation	Who to notify	When to notify	Special reporting requirements
A discharge from my MS4 that is causing or contributing to a known or likely violation of water quality standards.	S4.F.1	Notify your assigned regional Ecology permit specialist in writing in accordance with S4.F.1. The written notification must be signed by the appropriate authorized person. (See permit condition G19.) NOTE: This discharge may also require immediate notification under G3, as listed above.	Within 30 days of determining the discharge contributes to a known or likely violation of water quality standards.	Your regional Ecology permit specialist will respond in writing in accordance with the applicable provisions in S4.F.2.
Illicit discharges that do not : <ul style="list-style-type: none"> Present threats to human health, welfare, or the environment. Cause or contribute to a known or likely water quality violation. 	Various	Document in your Municipal Stormwater Permit Annual Report.	Include in your annual report submittal.	None
Allowable or authorized discharges that do not : <ul style="list-style-type: none"> Present threats to human health, welfare, or the environment. Cause or contribute to a known or likely water quality violation. 	Various	Permit does not require specific notification.	NA	None

Oil and hazardous spills reporting

Discharges of oil or hazardous substances to County MS4 or receiving waters, via direct discharge, require immediate reporting to Ecology, EMD, and the National Response Center (see first row in [Table 3](#)). Table 3 shows where additional reporting to State Agencies is required, either for a spill caused by County staff, or discovered or reported to County staff.

Table 3. Special Reporting requirements for oil and hazardous discharges to receiving water bodies, soil, and air

Type of spill	Reporting requirements	Required contacts
Oil and hazardous substance spills to water	Report it immediately.	The National Response Center (NRC) Coast Guard at 1-800-424-8802 Washington Emergency Management Division (EMD) at 1-800-258-5990

Release of hazardous or extremely hazardous substance	Report it immediately. See full EPCRA reporting requirements: https://ecology.wa.gov/Regulations-Permits/Reporting-requirements/Emergency-Planning-Community-Right-to-Know-Act	The State Emergency Response Commission (SERC) at 1-800-258-5990 Your Local Emergency Planning Committee (LEPC) found here: https://ecology.wa.gov/Regulations-Permits/Reporting-requirements/Emergency-Planning-Community-Right-to-Know-Act/Local-Emergency-Planning-Committees#k The National Response Center at 1-800-424-8802
Dangerous waste	Report it immediately.	Call 911 Notify Dept of Ecology at 206-594-0000. For unplanned episodic events, also contact an HWTR regional office within 72 hrs. More info here: https://ecology.wa.gov/Regulations-Permits/Reporting-requirements/Dangerous-waste-reporting-requirements/Episodic-generation
Leaking underground storage tanks	Report within 24 hrs.	Notify Ecology's Northwest Regional office at 206-594-0000.
Oil spills to ground	Report within 90 days Oil industry contingency plan holders may have different reporting timeframes designated by their contingency plans. For info: https://ecology.wa.gov/Regulations-Permits/Plans-policies/Contingency-planning-for-oil-industry/Approved-contingency-plan-holders	Notify Ecology's Northwest Regional Office at 206-594-0000.
Spills to air	Report within 90 days	Notify Ecology's Northwest Regional Office at 206-594-0000.

* This table is from Ecology's website at <https://ecology.wa.gov/Regulations-Permits/Reporting-requirements/Spills-If-you-spill>.

Sewer Spills reporting

Discharge reporting associated with a sewer line break or discharge from lift stations are typically handled by the Sewer Utility Operations Manager or other designated Sewer Division staff. However, it is good practice that the Spill Prevention and Response Coordinator or designated backup person verify with the Sewer Utility Operations Manager that they have completed the steps in [Table 4](#).

Table 4. Sewer spill reporting requirements

Proper reporting actions for the various water impacts from sewer discharges.

Discharge situation	When to notify	Who to notify
<p>Discharge enters County MS4 (and did not impact receiving waterbody)</p>	<p>As soon as possible, when details from spill event have been obtained.</p>	<p>Ecology regional office: Northwest (NWRO): 206-594-0000 (ERTS will be generated at the time you place the call, record ERTS #)</p>
<p>Discharge enters receiving waterbody (freshwater situations only)</p> <p>See below for freshwater that enters marine waters</p>	<p>Within 2 hours</p>	<p>Kitsap Public Health District – Environmental Health Division 360-728-2235 or (Dayna Katula 360-633-9018) during business hours (8 AM to 4:30 PM) or if outside business hours, call 360-728-2235, select 9 and the call will be routed to an answering service that will contact Kitsap Public Health District staff.</p> <p>AND</p> <p>Ecology regional office: Northwest (NWRO): 206-594-0000</p>
<p>Discharge impacts marine waters, or a fresh receiving waterbody that impacts a marine waterbody.</p>	<p>Within 2 hours</p>	<p>Washington State Department of Health Shellfish: 1-360-236-3330 (business hours) or 1-360-789-8962 (after-hours)</p> <p>AND</p> <p>Ecology regional office: Northwest (NWRO): 206-594-0000</p> <p>AND</p> <p>Kitsap Public Health District – Environmental Health Division 360-728-2235 or (Dayna Katula 360-633-9018) during business hours (8 AM to 4:30 PM) or if outside business hours, call 360-728-2235, select option 9 and the call will be routed to an answering service that will contact Kitsap Public Health District staff.</p>

Any sewer discharge that impacts a receiving waterbody requires an S4.F.1 letter submitted. This letter is created and submitted by the Spill Prevention and Response Coordinator or designated backup person within 30 days. Sewer Utility Division is required to write official letters as outlined below:

1. Write Environmental Incident Initial Report Form - Sanitary Sewer Overflows (use template on file).
 - a. Email to Madison Diaz (mdia461@ecy.wa.gov) within 24-hours.
2. Write Sanitary Sewer Overflows (SSOs) 5-day Follow-up Report
 - a. Email to Madison Diaz (mdia461@ecy.wa.gov) within 5 business days.
 - b. The 5-day follow-up letter is not necessary when the discharge was not associated with an SSO.

Response

Emergency Spills

The County is responsible to help contain emergency spills and secure the scene when it can be done in a safe manner. The Washington Department of Emergency Management Division (EMD), the Washington State Department of Ecology (Ecology), and the National Response Center/Coast Guard (NRC) may be contacted by Cencom during these types of spills.

Non-emergency Spills

Non-emergency spills are small enough to contain and cleanup with absorbent material, such as booms, pillows, absorbent pads and loose absorbent material, but may also have the potential to threaten surface waters and care must be taken to either prevent flow into surface waters and/or minimize contact with surface waters. Extra care must be taken when responding to petroleum-based spills (see [Table 5](#)). If the spilled material is not hazardous, the used absorbent material can be disposed of as solid waste. See "[Disposal](#)" section more info on disposal of spill cleanup materials.

Table 5. Guide for Response to spills of gasoline, diesel, motor oil, and hydraulic fluids

Material	Duty	Approximate Spill Size		
		<5 gallons	5 to 55 gallons	>55 gallons
Gasoline	Contain	County	County	County only provides sand, Contractor contains**
	Clean	County*	Contractor**	Contractor**
	Dispose	County*	Contractor**	Contractor**
Diesel, Motor Oil, Hydraulic Fluid	Contain	County	County	County
	Clean	County*	County*	Contractor**

	Dispose	County*	County*	Contractor**
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*The County shall respond if the Responsible Party is not available, or requests help and accepts financial responsibility. **Written estimate of services from environmental clean-up contractor must be obtained prior to agreement of spill cleanup.

County staff may respond to a spill in one or more of the following ways:

- Provide equipment such as roadway vacuum sweepers, street sweepers, vector trucks, and spill trailers, and closed-circuit television camera equipment.
- Provide technical support to identify system components, assist with determination of flow direction and destination, and supply and interpret stormwater maps.
- Clean up spills that can be adequately absorbed by pads, booms or absorbent, or can be cleaned up by a vector truck. Refer to [Table 6](#) for examples of specific spill cleanup scenarios.
- Dispose of or provide for the disposal of, the used absorbent material.
- Stormwater may procure the services of an environmental clean-up contractor if deemed necessary. See “Responsible Parties” section.

[Figure 2](#) and [Figure 3](#) show the appropriate response action and reporting requirements during and after business hours. [Figure 4](#) and [Figure 5](#) show the appropriate response and reporting requirements during and after business hours specifically for the Roads Department. Each flow chart addresses emergency situations and non-emergency situations with special attention to spills entering the County stormwater system.

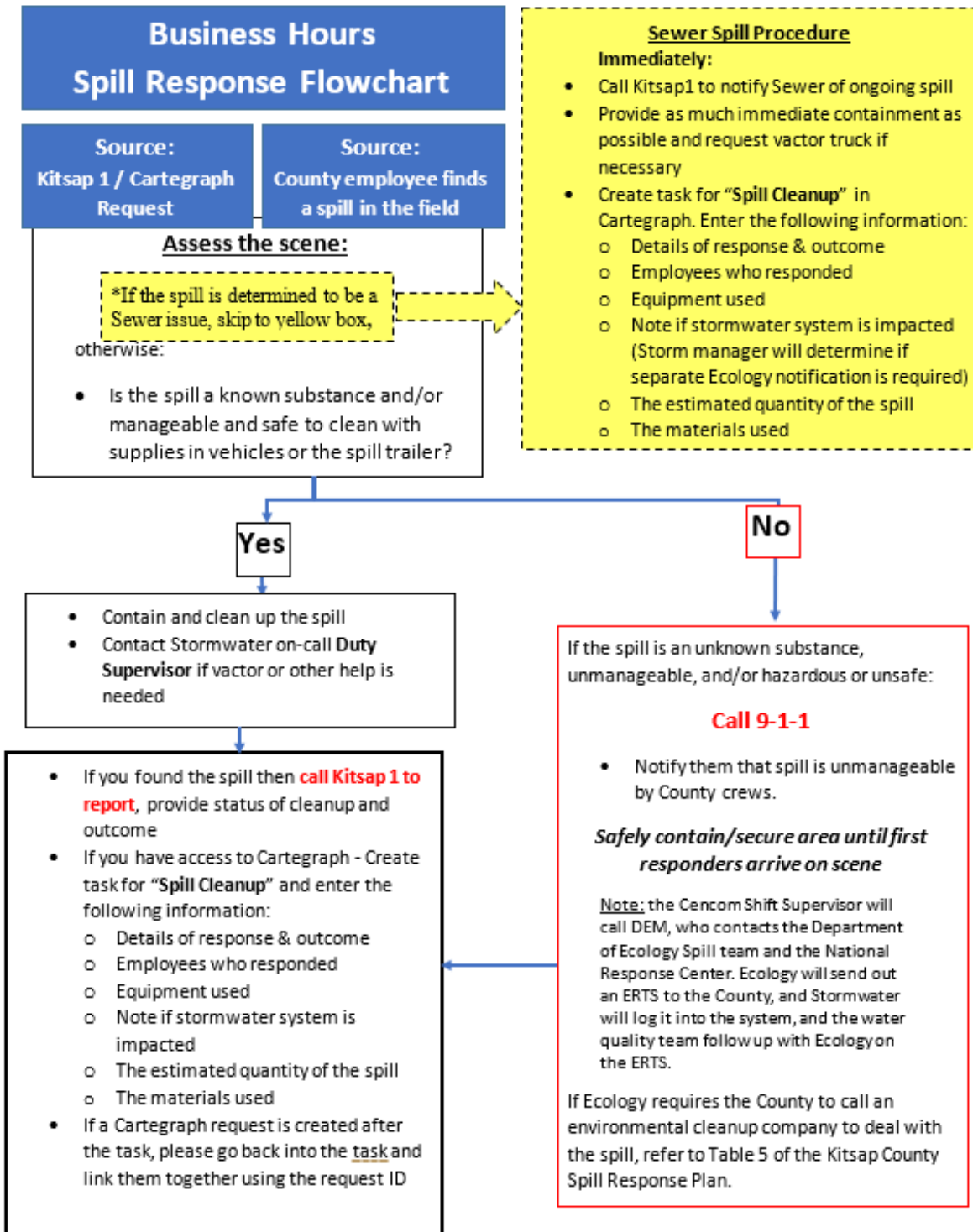


Figure 2. Business Hours Spill Response Flowchart.

This chart is usually utilized by PW field staff (non-Roads) during typical business hours.

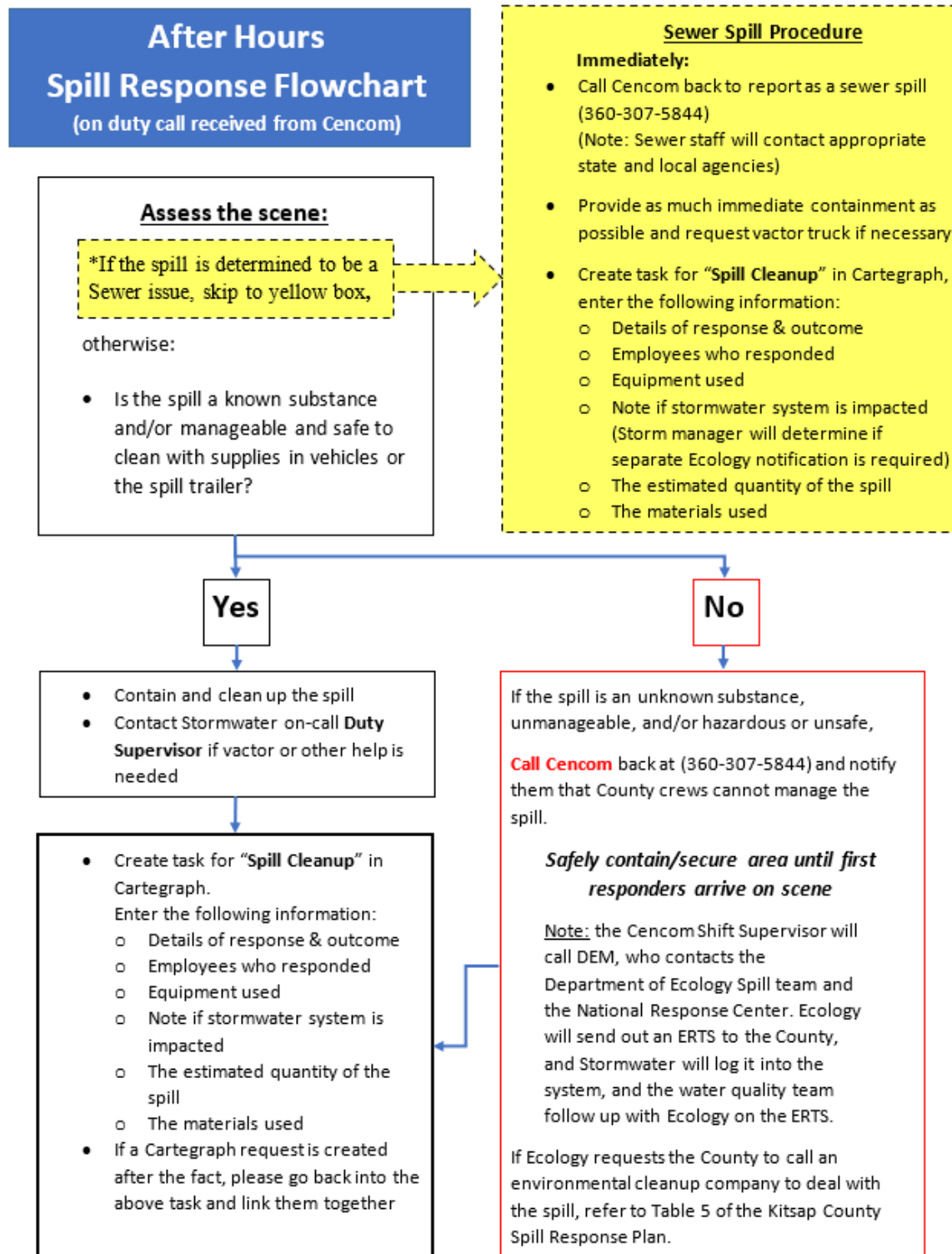


Figure 3. After Hours Spill Response Flowchart (on duty call received from Cencom)

This chart is usually utilized by PW field staff (non-Roads) during after-hours response (on duty call received from Cencom). Cencom has already contacted the appropriate state agencies before calling duty person.

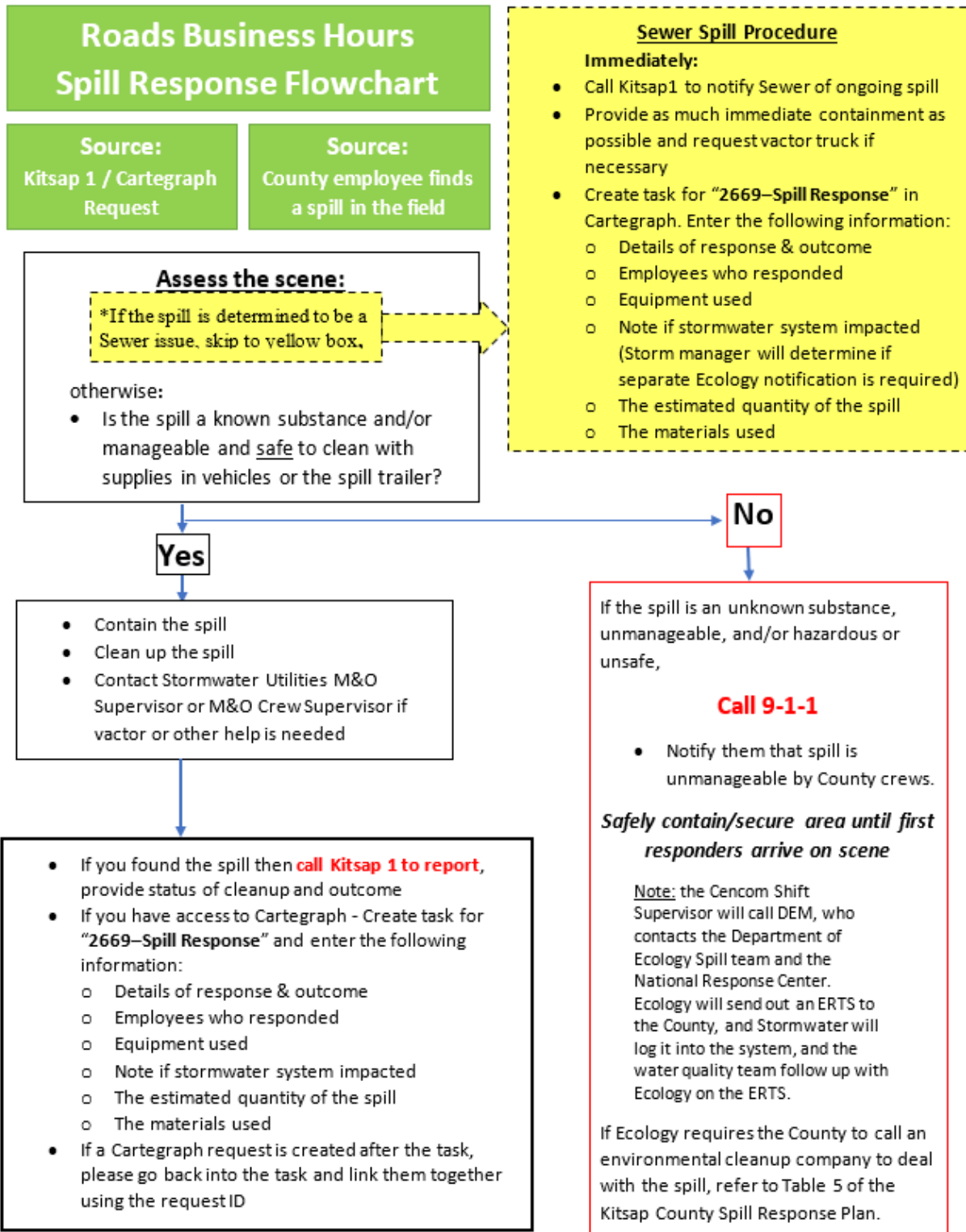


Figure 4. Business Hours Spill Response Flowchart – Roads Division

This chart is usually utilized by PW Roads field staff during typical business hours.

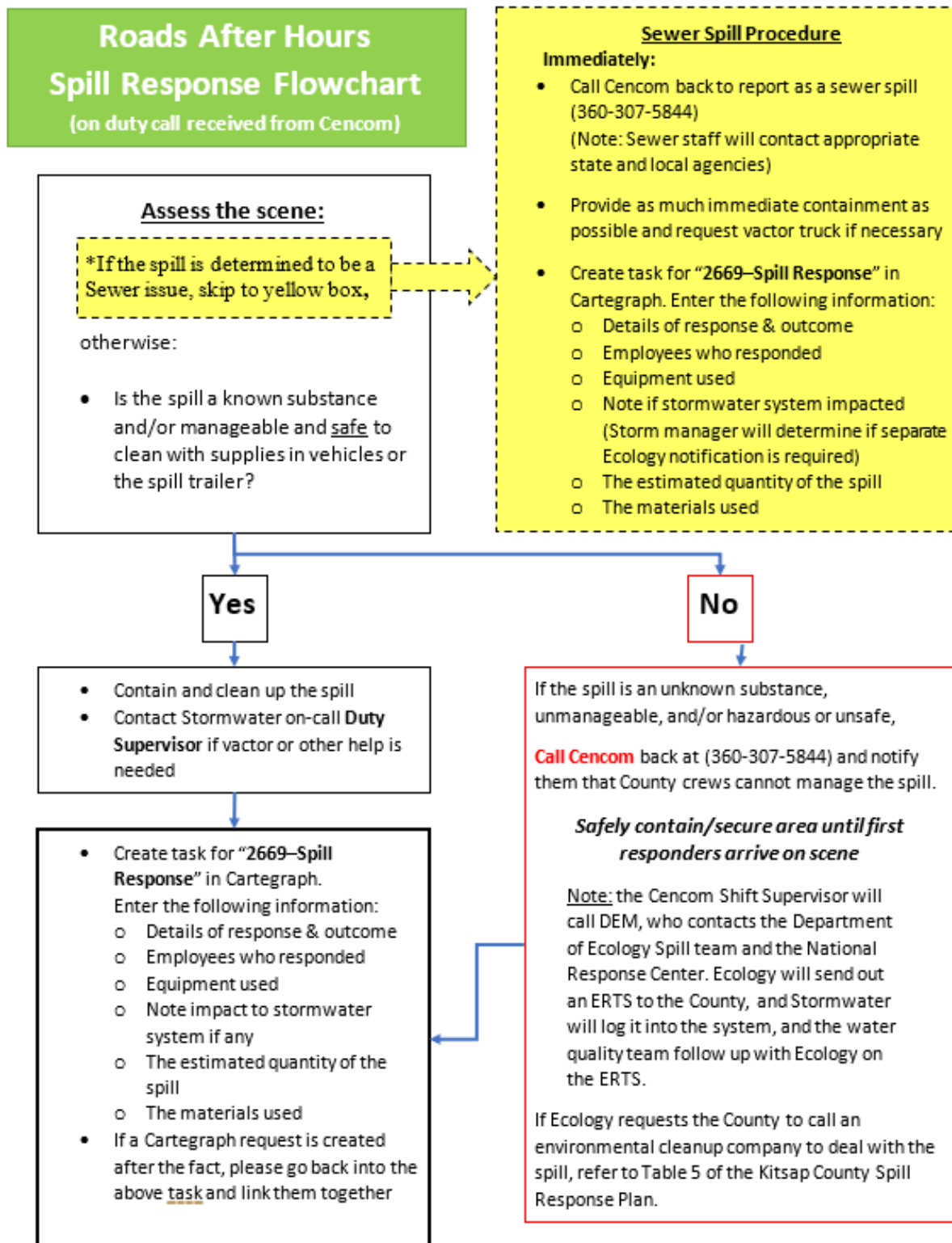


Figure 5. After Hours Spill Response Flowchart – Roads Division

This chart is usually utilized by PW Roads field staff during after-hours response (On duty call received from Cencom). Cencom has already contacted the appropriate state agencies before calling duty person.

Personal Protection During Spill Response

The level of protection required will vary according to the nature of the spill. Ideally, the spilled substance will be identified prior to response. Before responders enter a spill area, they need to be properly protected from hazards and trained on the Personal Protective Equipment (PPE) that they will be wearing. In general, County staff will be assigned tasks as skilled support personnel requiring Level D, the lowest level of protection and equipment. Level D PPE is a basic work uniform, affording minimal protection, used for nuisance contamination only and the following PPE shall be used as needed:

- Gloves
- Boots/shoes
- Safety glasses or chemical splash goggles and face masks
- Hardhat
- Reflective vest

County Equipment

Response with County equipment will depend on the hazard. For example, County vehicles, including Vactor trucks, are not spark resistant and should not be used for removal of flammable products when there is a potential for fire or explosion.

Spill trailers

The spill trailers can be utilized for any spill that is considered non-emergency. However, they can also be used to help contain or clean up a larger spill, and potentially aid in containment of an emergency spill. All containment and cleanup of spills should only be responded to if it can be done safely.

Spill trailers are stored at each of the three Roads Shops (South, Central, and North) and can be utilized by all KCPW staff. The trailers contain:

- Absorbent pads, socks, booms, and pillows (oil-only and universal)
- Silicone catch basin drain covers (rectangle and round)
- Loose absorbent (example: Zip-sorb, Floor Dri, EZEE Dri, Amerizorb (throw and go))
- Assorted shovels and brooms
- Catch basin pullers (type 1 and 2) and hex key for bolts
- Garbage cans for cleanup of used materials
- Contractor garbage bags
- Fertilizer spreader for placing down loose absorbent
- PPE (gloves, Tyvek suits, dust masks, safety glasses, reflective vests, hard hats, caution tape)
- Fire extinguisher
- Universal ball hitch and electrical adapter
- Inventory clipboard
- Copy of most current version of Kitsap County Public Works Spill Response Plan

The Spill Response Coordinator will restock each trailer after each use/spill.

Table 6. Non-Emergency Spill Types and Clean-up Methods

Spill Type	Cleanup Methods
Oil / Petroleum product on roadway	<ul style="list-style-type: none"> • Use Table 5 as a general guide on County response to different sizes of petroleum-based spills. • Document response with before/after photos. • Wear proper PPE. • Contain spill as best possible with supplies on-hand. • Prevent traffic from driving through unsafe road conditions caused by the spill by using cones and directing traffic around spill if necessary. • Place loose absorbent material on spill, allow ~10 minutes to absorb, and sweep up. • For larger roadway sheen spills, a vacuum sweeper truck with dispersal solution may be called to the scene to assist with cleanup. Contact the appropriate Road Shop based on spill location (South, Central, or North). • If a spill on the roadway has impacted stormwater facilities (e.g., ditch, catch basin, pond, etc.), stormwater crews will be called to remove contaminated liquids and solids, skim or boom the affected areas. • Call Kitsap1, or assign “spill cleanup” task in Cartegraph with spill information and cleanup completed, noting if stormwater facilities have been impacted. • For vehicle accidents causing spilled vehicle fluids where a large amount of absorbent was used and needs to be swept up, the Sheriff Department will call Kitsap1. The Kitsap County Traffic Investigator will coordinate getting the Roads Department to the scene to sweep. If after hours- Sheriff Department will call Cencom to get the after-hours Road crew to come sweep.

<p style="text-align: center;">Sewage</p>	<ul style="list-style-type: none"> ● Call Kitsap1 or 9-1-1 to notify of sewer spill. ● Document response with before/after photos. ● Wear proper PPE. ● Contain spill as best possible with supplies on-hand. ● Prevent traffic from driving through unsafe road conditions caused by the spill by using cones and directing traffic around spill if necessary. ● Place loose absorbent material on spill, allow ~10 minutes to absorb, and sweep up. ● Garden lime can be used to neutralize the bacteria and viruses in sewage. Apply to affected areas, let absorb, and sweep up. ● If the sewage has dried onto the roadway, Stormwater O&M vacuum truck will have to be called to the scene: <ul style="list-style-type: none"> ○ Plug nearby ditches and catch basins. ○ Pressure wash the affected areas into the catch basins and ditches. ○ Vacuum out the ditch or catch basin and wash these areas by applying a bleach solution or lime, followed by vacuuming out. ○ If a stormwater vacuum truck is used to clean up sewage, proper disposal and decontamination procedures must be implemented immediately following to ensure pathogens are eliminated. ● Assign task “spill cleanup” in Cartegraph with spill information and cleanup completed, noting if stormwater facilities have been impacted.
<p style="text-align: center;">Hazardous Material</p>	<ul style="list-style-type: none"> ● Large spills: Call 911. The County does not have the capability to clean up a large hazardous spill. ● Small spills: Document response with before/after photos. ● Wear proper PPE. ● Identify material of spill and determine cause if possible. Discontinue discharge from source if possible and safe to do so. Example: Leaking drum of HCL – place booms around drum, apply loose absorbent. Do NOT add water to acid. Refer to SDS sheets for health and cleanup information. ● If the spill is not life threatening but too large to contain or clean with supplies on hand, call for backup – the spill trailers at each Road Shop can be utilized for containment assistance. ● If the spill is dangerous/life threatening, an environmental cleanup company should be contacted, with guidance from the Department of Ecology. Refer to Table 8. Call Kitsap1 or assign task “spill cleanup” in Cartegraph with spill information and cleanup completed, noting if stormwater facilities have been impacted.

<p>Accident - spill involving blood or bodily fluids</p>	<ul style="list-style-type: none"> • The Fire Department should have the capability to clean this up or contact a response unit to take care of this. Public Works should not attempt to clean up to this type of spill as it is a biohazard risk, and crews to do have the proper PPE or supplies for this in their vehicles. Temporary employees (summer help/interns) are not bloodborne pathogen trained. • If blood and bodily fluids are left behind at a scene, please contact the Sheriff's office at (360) 337-7101 to let them know. These things should be cleaned up by the Fire Department soon after an investigation has been completed.
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Private and Commercial Property Spills

Spills on private or commercial properties should be handled by the property owner, property manager, or business operator. The County can assist in these situations when a stormwater maintenance provider or an environmental cleanup contractor cannot respond quickly and there is immediate risk to human or environmental health, the MS4, and especially during current or imminent rain. However, County vacuum trucks **cannot** be used for spills of gasoline and other flammable wastes and hazardous waste cannot be dewatered at the County Decant Facility. See [Table 8](#) for companies that handle the disposal of special wastes. The County will bill the property owner, property manager, or business for County resources used during the cleanup efforts such as: staff labor, equipment, materials and special disposal fees, if incurred.

Some spilled materials that have entered a catch basin do not necessarily need to be vacuumed out right away, and the property owner or manager can hire an outside company of their choosing. This would only be approved if the chance of rain was zero, and there is not inflow into the storm system from other sources. Some situations that involve spilled oil are easier to deal with if an oil/water separator is installed in the catch basin. These catch basins can potentially wait to get vacuumed out until services can be hired. The risk of oil moving downstream is low with a separator installed, even during mild rain.

Spills at Pits and Quarries

For spills located in a County owned sand and gravel pit or quarry, which are covered under the Washington State Department of Ecology Sand and Gravel General Permit, reporting requirements differ from this plan. Please reference the Spill Response Plan for Pits and Quarry located on the Document Center. Please reference [Figure 6](#) and [Figure 7](#) in this plan for proper response to spills, sheens, and staining.

Spill Response Plan for the Pits & Quarry

This applies to all spills including small spills, sheens, and staining.

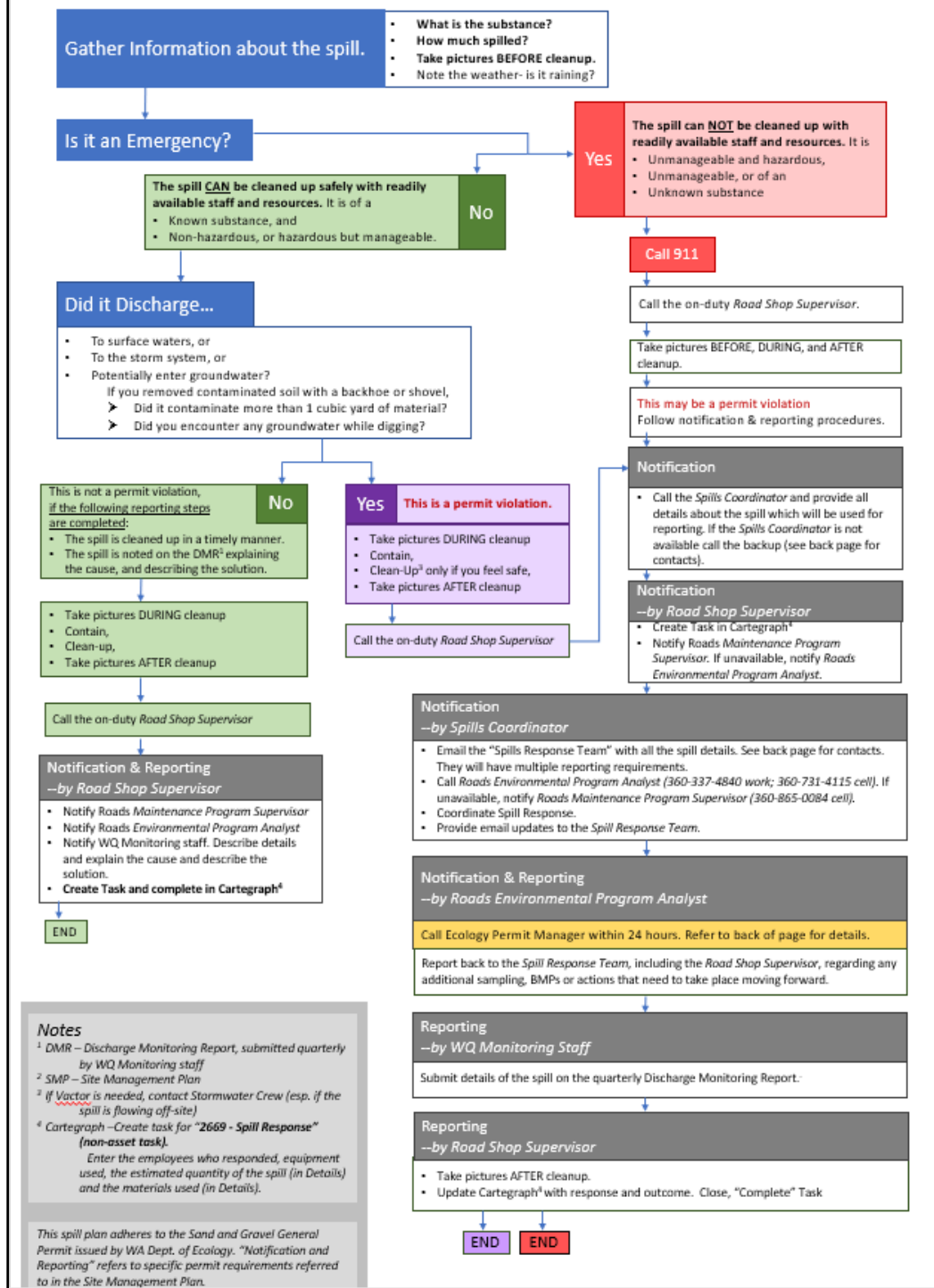


Figure 6. Page 1 of the Pits and Quarry flow chart

Spills Coordinator – back-up contacts		Sarah Olson, Spills Coordinator (360) 801-6121		
If the Spills Coordinator is out of office or otherwise unavailable, contact one of the following back-ups. Provide details of the spill and let them know it was at a pit which has a difference set of notifications and reporting requirements than what they are used to.		Mauro Heine, primary backup	(360) 329-2425	
They will have to email the Spills Response Team below and ensure coordination of this spill continues as per Sand and Gravel Permit requirements. More info is available in the "Spill Response Plan" for this pit/quarry on Sharepoint and within the Site Management Plan.		Jeff Goodwin, primary backup	(360) 516-0800	
		Steve Downing, backup	(360) 434-5659	
		Chuck Smiley, backup	(360) 731-6788	
		Aislin Gallagher, backup	(360) 201-4504	
		Michelle Perdue, backup	(360) 801-2247	
		Shawn Alire, backup	(360) 434-0111	

Spill Response Team				
The Spills Coordinator (or backup person) will start an email chain and include everyone on this list to keep them apprised of the situation. Several of them have reporting requirements and will pull information from this email chain.				
Title	Name	Email	Work Phone	Cell
Roads Maintenance Program Supervisor	Nic Graves	NGraves@kitsap.gov	360-337-4580	360-865-0084
Roads Environmental Program Analyst	Adam Brown	ABBrown@kitsap.gov	360-337-4840	360-731-4115
Roads Superintendent	Jacques Dean	JDean@kitsap.gov	360-337-4671	360-509-1583
Spills Coordinator	Sarah Olson	SOlson@kitsap.gov	360-337-7298	360-801-6121
Road Shop Supervisor** – North/ Lofall Pit	Greg Dixon	GDixon@kitsap.gov	(360) 337- 4961	360-204-1058
Road Shop Supervisor** – Central Pits: Holly Pit, Central/Chico, Dickey, Wildcat Quarry	Joe Patti	JPatti@kitsap.gov	(360) 337-4582	360-620-9874
Road Shop Supervisor** – South: West Oak Pit	Eric Mathes	EMathes@kitsap.gov	(360) 337-5498	360-731-3909
WQ Monitoring Coordinator	Renee Scherdnik	RScherdn@kitsap.gov		360-731-3553

** Just contact the appropriate Road Shop Supervisor that oversees the pit/quarry, unless multiple Road Shop Supervisors are involved.

Notification & Reporting Section for Roads Environmental Program Analyst	
These tasks must be initiated within 24 hours of the spill. If the Roads Environmental Program Analyst is unavailable then either the Spills Coordinator or the Roads Maintenance Program Supervisor will need to complete this section.	
1	Call Ecology Permit Manager within 24 hours. Have a verbal conversation with Jay Fennell (425-240-4234). If no response, leave a message and follow-up with an email jfen461@ecy.wa.gov with spill details provided by the Spills Coordinator. As a last resort call the 24-hour Ecology Reporting Hotline at 206-594-0000. The Ecology Permit Manager will provide further instructions which may include the following tasks.
2	Submit a detailed written report to Ecology Permit Manager within 30 days (5 days for upsets, spills, bypasses and any noncompliance which may endanger health or the environment) unless requested earlier by Ecology or otherwise instructed. More information is in the current permit and spill response plan..
3	Additional BMPs must be implemented ASAP, and within 10 days. Ecology may require modification in the Site Management Plan as stated in the permit.
4	A spill of oil or hazardous materials must be reported to both of the following, immediately: <ul style="list-style-type: none"> National Response Center: 1-800-424-8802 WA Dept. of Emergency Management: 1-800-258-5990
5	Notify Tim Perez, Kitsap County Risk Management (360) 337-4675, within 24 hours for any spill requiring Ecology notification as per Spill Response Plan instructions.
6	"Reply ALL" to the Spill Response Team email with an update of the Ecology Permit Manager's response including any additional sampling, BMPs, or instructions.
7	Update spill response details in Cartegraph..

Figure 7. Page 2 of the Pits and Quarry flow chart

Spills that impact adjoining jurisdictions (into or from Kitsap County MS4) that require coordination

From Kitsap County MS4 impacting other jurisdictions

If an illicit discharge located in unincorporated Kitsap County is discovered to impact an adjoining jurisdiction’s MS4, Kitsap County Public Works will notify that jurisdiction of the discharge including precise location, date and time discharge occurred, amount and any efforts attempted to contain or stop the illicit discharge. Kitsap County will complete all the required reporting to State Agencies as outlined in [Figure 1](#), including S4.F.1 letters, if necessary. Refer to [Table 7](#) for appropriate contacts for coordination in the event of an active spill or illicit discharge situation.

Other jurisdiction impacting Kitsap County MS4

If an illicit discharge located within an adjoining jurisdiction is discovered to impact Kitsap County’s MS4, Kitsap County Public Works will coordinate with the other jurisdiction on efforts needed to contain and stop the illicit discharge. Kitsap County will complete all the required reporting to State Agencies as outlined in Figure 1, including S4.F.1 letters, if necessary. Jurisdictions that adjoin Kitsap County include cities, Counties, tribes, and military. Refer to [Table 7](#) for appropriate contacts for coordination in the event of an active spill or illicit discharge situation.

Tribal areas and County Response

Kitsap County Public Works does not respond to complaints or spills that are located on Tribal land including commercial and private properties. However, if a spill occurs in the roadway, Kitsap County Public Works

Table 7. Contacts for adjoining jurisdictions and other important contacts

The following contacts can be reached during business hours 8 am to 4:30 pm. Please call 9-1-1 to report spills outside of regular business hours or emergency or sewer spills.

Jurisdiction	Contact name	Position	Phone number	Email/Notes
City of Bremerton Public Works	Bremerton1	---	360-473-5920 CALL FIRST	Bremerton1@ci.bremerton.wa.us
City of Bremerton Public Works	Chance Berthiaume	Utilities Mgr.	o. 360-473-5929/c. 360-536-0148	chance.berthiaume@ci.bremerton.wa.us
City of Bremerton Public Works	Zack Holt	NPDES Coord.	o. 360-473-5207/c. 360-908-6493	zackary.holt@ci.bremerton.wa.us
City of Poulsbo Public Works	Public Works Office	---	360-779-4078 CALL FIRST	publicworks@cityofpoulsbo.com
City of Poulsbo Public Works	Rachel Bowen	NPDES Coord.	360-394-9753	rbowen@cityofpoulsbo.com
City of Port Orchard	Public Works Office	----	360-876-4991 CALL FIRST	publicworks@portorchardwa.gov
City of Port Orchard	Denis Ryan	Public Works Director	360-876-7034/c. 360-535-2460	dryan@portorchardwa.gov

Jurisdiction	Contact name	Position	Phone number	Email/Notes
City of Port Orchard	John Harmon	PW Stormwater Lead	360-900-3777	jharmon@portorchardwa.gov
City of Port Orchard	Scott Wolf	Utilities Sup.	360-876-7048	swolf@portorchardwa.gov
City of Port Orchard	Melinda Lohre	Office Asst.	360-876-4991	mlohre@cityofportorchard.us
Bainbridge Island Public Works	-----	-----	206-842-1212	pwom@bainbridgewa.gov
Bainbridge Island Public Works	Dave Marquis	Storm O&M Mgr.		dmarquis@bainbridgewa.gov
Pierce County Public Works	24-Hour	Service Line	253-798-6000	-----
Mason County Public Works	-----	-----	360-427-9670 X450	-----
Puget Sound Naval Shipyard	-----	-----	202-781-0000	-----
S'Klallam Tribe (Port Gamble S'Klallam Tribe, Little Boston)	-----	-----	Front desk:360-297-2646 Natural Resources: 360-297-6287	-----
Port Madison (Suquamish Tribe)			Main line: 360-598-3311 Natural resources: 360-394-8502	-----
Bangor Naval Submarine Base	Spill hotline	-----	360-337-0334 CALL FIRST	
Bangor Naval Submarine Base	Chris Jorgenson	Industrial Storm Prog. Mgr.	360-315-1992	christopher.a.jorgensen.civ@us.navy.mil
Bangor Naval Submarine Base	Dan Kranenburg	Environmental	360-801-9453	daniel.j.kranenburg.civ@us.navy.mil
Bangor Naval Submarine Base	Allison Satter	Community Planning & Liaison Officer	-----	Allison.e.Satter.civ@us.navy.mil
Bangor Naval Submarine Base	Joseph Kubistek	Public Affairs Officer	-----	Pao.nbk.cnrnw@navy.mil
Keyport Naval Undersea Warfare Center	-----	-----	360-396-2699	-----

Jurisdiction	Contact name	Position	Phone number	Email/Notes
Manchester Fuel Depot	See Bangor Naval Submarine Base Spill hotline above			
Washington State Department of Transportation	Local Office	-----	360-874-3050	ORPOMaintvendor@wsdot.wa.gov
Port of Manchester	-----	-----	360-871-0500	-----
Port of Bremerton	-----	-----	360-674-2381	-----
Port of Silverdale	-----	-----	360-698-4918	-----
West Sound Utility	-----	-----	360-876-2545	-----
Kitap Public Utility District	-----	-----	360-779-7656	-----
Silverdale Water	-----	-----	360-447-3500	-----
Waste Management	Dean Robinson	Fleet Mgr.	360-340-1051	-----
Waste Management	Matt Bayne	Sr. Route Mgr.	360-340-0014	-----
Waste Management	Drago Smith	Route Mgr.	360-340-2142	-----
Waste Management	Brian Lloyd	District Mgr.	206-786-4534	-----
Bremerton School Transportation	-----	-----	360-478-5110	-----
CK School Transportation	-----	-----	360-662-8800	-----
SK School Transportation	-----	-----	360-874-7090	-----
NK School Transportation	-----	-----	360-394-2880	-----
Kitsap 911 (CENCOM)	-----	-----	360-308-5400 or 360-307-5844	info@kitsap911.org
Kitsap County Sheriff's office – Derelict vessels	Brad Trout	Patrol Deputy marine service unit	Use email	btrout@kitsap.gov
Kitsap County Sheriff's office – Homeless encampment issues	David Wolner	Community Resource Officer	Use email	dwolner@kitsap.gov
Kitsap County Sheriff's office – Homeless encampment issues	Schon Montague	Community Resource Officer	Use email	smontagu@kitsap.gov

Jurisdiction	Contact name	Position	Phone number	Email/Notes
Kitsap Transit	-----	-----	360-377-2877	-----
Kitsap 1			360-337-5777	help@kitsap1.com
Kitsap1 cell phone	-----	-----	360-516-3440	-----
WA Fish & Wildlife	Alexia Henderson	Habitat Biologist	360-620-3601	alexia.henderson@dfw.wa.gov
WA Fish & Wildlife	Ken Balazs		(360) 912-1577	Local contact
Kitsap Public Health District	-----	-----	360-728-2235/#9 for after-hrs leave message	Main line
Washington State Dept of Ecology – report a spill (ERTS) NW Regional Office	-----	-----	206-594-0000 (24-hrs)	nwroerts@ecy.wa.gov
National Response Center (NRC Contacts Coast Guard)	-----	-----	800-424-8802 (24-hrs)	-----
Cost Guard 24-hour hotline	-----	-----	(206) 391-4584	Cost Guard will often ask the person corresponding about spills to text photos of the spill to this number (do this only when requested)
Washington State Department of Health – Shellfish Program	-----	-----	360-789-8962 24-hours	-----
Kitsap Mall	David Long	Ops Mgr.	360-692-7222/425-420-7113	David.long@jll.com
Kitsap Mall	Erin Leedham	Gen. Mgr.	360-692-7373/360-633-5107	erin.leedham@jll.com

Responsible Parties

A Responsible Party is an individual or corporation responsible for unauthorized release of contaminants or may be a party who subsequently takes title to the contaminated land or may be a previous owner of the land. All Responsible Parties should immediately take measures to contain, cleanup and properly dispose of spilled material.

Environmental Cleanup Companies

In the event that KCPW accepts responsibility for clean-up, an environmental clean-up contractor may be utilized and should be called whenever the spilled material's hazard or volume is beyond the capabilities of the County. The need for calling an environmental cleanup company will be based on what Department of Ecology deems necessary. See [Table 8](#) for a list of Environmental Cleanup companies.

Table 8. Environmental Cleanup Contractor Contact Information

This list was provided by Ecology and can be found at <https://ecology.wa.gov/Asset-Collections/Doc-Assets/Spills/Responding-to-spill-incidents/Washington-State-Oil-and-Hazardous-Materials-Clean>. Uploaded from website September 2024.

Prior written cost estimate of services must be obtained before work begins.



Washington State Oil and Hazardous Materials Cleanup Contractors

Washington State Primary Response Contractors

The following is a list of state-approved primary response contractors that meet the applicable requirements set forth in WAC 173-182-800, -180, -820

COMPANY NAME	COMPANY LOCATION	PHONE NUMBER	OIL SPILL Small	OIL SPILL Large	Land Spill	Marine Spill	Vac Truck	Eastern WA	Western WA	Oiled Wildlife
Able Clean-up Technologies	Spokane	(509) 466-5255	X		X	X	X	X		
Clean Harbors	Kent, Clackamas, Moses Lake, Pasco	(800) 645-8265	X		X	X	X	X	X	
Cowlitz Clean Sweep	Longview, Port Angeles, Aberdeen, Pasco	(888) 423-6316	X		X	X	X	X	X	
Focus Wildlife	Anacortes	(800) 578-3048								X
Global Diving and Salvage	Seattle, Anacortes, Port Angeles	(206) 623-0621	X			X			X	
GrayMar Environmental Services	Moses Lake, Pasco, Troutdale (OR), Auburn	(866)472-9627	X		X		X	X	x	
National Response Corporation (NRC)/US Ecology	Seattle, Tacoma, Spokane, Portland, Burlington, Pasco	(800) 899-4672	X	X	X	X	X	X	X	X
Oiled Wildlife Care Network (OWCN)	Davis, CA	(877) 823-6926								X
River City Environmental	Portland, Vancouver	(888) 226-0158	X		X		X		X	

PRCs keep updated equipment lists on the Worldwide Response Resource List (WRRRL): www.wrrl.world

A map of PRC equipment can be found at the following link: https://apps.ecology.wa.gov/coastalatlus/stormmaps/spills/spills_sm.html?CustomMap=v&BBox=-14151192,5581552,-13293874,6376498&Tab=nt7&Opacity=1&Basemap=esriLightGray

Washington State Class 2 Mobile Facilities

The following is a list of Class 2 Mobile Facilities that meet the requirements set forth in WAC 173-180

COMPANY NAME	COMPANY LOCATION	PHONE NUMBER	OIL SPILL Small	OIL SPILL Large	Land Spill	Marine Spill	Vac Truck	Eastern WA	Western WA
Certified Cleaning Services	Seattle, Tacoma, Spokane, Vancouver	(800) 290-3008	X		X		X	X	X
Emerald Services	Seattle, Spokane, Tri-Cities, Vancouver	(206) 713-5148 SPILL	X		X		X	X	X
Marine Vacuum Service (MARVAC)	Seattle	(800) 540-7491 SPILL (206) 762-0240 non-toll free	X		X		X		X

Regional Treatment Center for Petroleum Contaminated Soil

REGION	COMPANY NAME	COMPANY LOCATION	PHONE NUMBER	SERVICES OFFERED
Central	Roosevelt Regional Landfill	Roosevelt	(800) 275-5641	Disposal Only
NW	CEMEX	Everett	(425) 673-6800	Soil Remediation
SW	PRS Group (Petroleum Reclaiming Services)	Tacoma	(253) 383-4175	Stabilization/Disposal
SW	Waste Management	Portland, OR	(800) 685-8001	Disposal Only

Updated 4/4/2023

When calling an environmental cleanup company, please have the following information available:

- Reporting Party (Kitsap County Public Works)
- Contact phone number
- Responsible party
- Material released
- Resource damages (i.e. dead fish)
- Quantity spilled
- Concentration
- Location
- Cleanup status
- If spilled material entered the storm system, if it contaminated soil, or if it entered a stream, wetland, or

Statewide Contract

The Statewide Contract #09321 can also be referenced for spill cleanup companies found at <https://apps.des.wa.gov/DESContracts/Home/ContractSummary/09321>.

The decision to call a contractor can be made by any of the contacts in [blue](#) listed in [Table 1](#).

The Director of Public Works and the Assistant Director of Public Works shall be notified when an environmental clean-up contractor is contacted and responds to the spill.

Disposal

Spent clean up materials and other waste generated during spill cleanup must be disposed of properly.

Solids

Contaminated with petroleum products or an unknown substance

If soil is suspected to be contaminated with petroleum products (oil, fuel, antifreeze, etc.), then the soil should be excavated completely and properly disposed of. Contaminated soil should be taken to either a Road shop, the PW Annex, or the Decant Facility for holding. The contaminated soil should be placed under cover or on a tarp with another tarp placed over the top for cover. The excavated soil pile should be bermed, coned, labeled, and taped off to prevent leachate accumulation and runoff. The pile should be placed such that the Water Quality team is able to collect samples in order to determine proper disposal. Kitsap Public Health District or Kitsap County Solid Waste staff (see [Table 1](#)) will be contacted if proper disposal advice is needed.

Testing

Typically, soil samples are collected by the WQ team and sent out to the contracted laboratory, Eurofins, for analysis. Typical analytes include BTEX, RCRA 8 total metals, total Cu, and total Zn for petroleum-contaminated soils. The analytes chosen for testing soil with unknown contaminants will depend on various parameters and will be determined at the time of sampling. Once the analytical results are obtained, the Water Quality team will work with Waste Management and create a Waste Profile, to determine proper disposal.

Please contact the Spill Prevention and Response Coordinator or the Utilities M&O Stormwater Supervisor for directions or questions on where to store the material. If using the decant facility to store contaminated soil or other solid materials, please place the load in the corner of the facility, under cover. If using a Road Shop or the Annex, please check with a supervisor on establishing a preferred area to store the contaminated material.

Liquids

Do not use a vactor truck to remove heavily contaminated materials. These materials should be handled by an environmental cleanup contractor. Vactor trucks are not spark resistant and vacuuming up potentially volatile substances could cause an explosion*

Contaminated with a petroleum substance

If a highly petroleum-contaminated liquid (i.e. hydraulic) load **was vacuumed up by a KCPW vactor truck**, this load needs to be handled carefully for disposal. This type of load cannot be dumped at the decant facility. Vactor trucks hold about 2,500 gallons of liquids/material.

The following steps will need to be completed by the Water Quality Team staff.

Contact an environmental cleanup company ([Table 8](#)) for advice on handling the load. They may be able to walk you through the best plan on where to take the load, how to store it, and if it needs to be tested before taking it for disposal. If it is deemed that an environmental cleanup company

The decision to hire a contractor can be made by any of the contacts in blue listed in [Table 1](#). The environmental cleanup company hired will be able to direct KCPW on the exact procedures that need to be taken and the exact parameters that need tested.

Step 1: Call a waste disposal company such as PRS Group, Tacoma see Table 8 for a list of waste disposal companies. Let them know that you have contaminated liquids that need to be disposed of. They will help you through the process. Typically, if the petroleum product is known (e.g., from a car crash, leak or spilled from a known container) no testing is required and they will just accept the load (a waste profile will need to be set up with the company).

Step 2: If the waste disposal company requires the load to be sampled and tested before they will accept it for disposal, the waste may to be held for several weeks at a KCPW facility. Large plastic totes, typically enclosed in steel frames, will need to be purchased by a company such as Grainger or HD Flower. *The vactor truck will be unavailable for use until the totes can be obtained.*

Step 3: Place purchased totes at a KCPW facility.

Step 4: Transfer liquid from vactor truck into the purchased totes. Make sure totes are sealed and labeled with contents, date, and contact person.

Step 5: Sample contents per requirements of the waste disposal company. For suspected petroleum contamination, the common parameters for testing include NWTPH-GX, BTEX, RCRA 8 metals plus copper, zinc, and nickel.

Contaminated with unknown substance

If the load is truly of an unknown substance, the material may need to be analyzed for additional parameters. Follow the same steps as above. The following parameters are a good starting place for an unknown substance: RCRA 8 plus copper, zinc, and nickel, PCBs, VOCs, BTEX, NWTPH-DX, PAHs.

Please contact the Spill Prevention and Response Coordinator or the Utilities M&O Stormwater Supervisor for directions or questions on where to store the material. If containerized liquids need to be stored at any KCPW facility, please check with a supervisor on establishing a preferred area to store the contaminated liquid.

Documentation

All spill response notes, photos, lab results and official documents are entered and uploaded to the Cartegraph database system. Spills are labeled as an asset "Storm IDDE" with associated tasks of "Investigate IDDE" and "IDDE Reporting." The "Storm IDDE" asset distinguishes the location of the spill or complaint. Each asset will have one or more associated tasks. The "Investigate IDDE" is where inspectors can add notes, field sampling results, lab results and other information to the complaint. The "IDDE Reporting" task contains all the fields that are required for reporting purposes for Department of Ecology's Water Quality Permitting Portal IDDE database (WQWebIDDE).

Each spill/complaint needs to be entered in Ecology's WQWebIDDE database which includes information such as date of issue, location, contaminant, MS4 impact, etc. These entries will be done by the Spill Prevention and Response Coordinator or designated backup.

The non-asset "Spill Cleanup" task cannot be linked to the "Storm IDDE" asset, but this task is used to track spill resources such as staff time, vehicle and equipment use, and spill supplies used for the cleanup. The non-asset task "2669- Spill Response (Roads)" is used by the Roads Department to track spill cleanup time for their staff.

Official documents such as Notice of Violation letters and correspondence with Department of Ecology is upload to the Kitsap County SharePoint site, Document Center.