

# Illicit Discharge Report Documentation Form

Jefferson County Stormwater Coalition

Updated: 2024

*\*\*Refer to Enforcement Response Plan (ERP) for details on procedures\*\**

**Compliance Achieved:**    /    /   

**Complaint Closed:**    /    /   

**Current Level of Response:**

- Level 1: No Enforcement Action
- Level 2: Informal Response
- Level 3: Formal Response
- Level 4: Referral To Other Agencies

**Initial Report:**

**Date/Time:** \_\_\_\_\_

**Reporting Party:** \_\_\_\_\_

**Contact information:** \_\_\_\_\_

**Details:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Location Address or Lat/ Long:** \_\_\_\_\_

<b>Based on Report Investigation Must Commence Within:</b>	<input type="checkbox"/> 2 Hours (immediate threat to environment/ human health)
	<input type="checkbox"/> 24 Hours (complaints describing muddy/ discolored waterbody)
	<input type="checkbox"/> 2 Days (other complaints associated with active construction sites)
	<input type="checkbox"/> 5 Days (poorly functioning stormwater infrastructure)

**Photos:** (if applicable)

**Follow-up:**

**Initial Investigation:**

**Findings:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Photos:**

**Initial Contact:**

**Date & Time of Contact:** \_\_\_\_\_

**Staff Member Who Initiated Contact:** \_\_\_\_\_

**Responsible Party:** \_\_\_\_\_

**Contact Information:** \_\_\_\_\_

**Content of Conversation:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date and Time of Scheduled On-Site Meeting:** \_\_\_\_\_

(required unless no illicit discharge was found)

**Site Meeting:**

**Meeting Location:** \_\_\_\_\_

**Date and time of Meeting:** \_\_\_\_\_

**Meeting Attendees:** \_\_\_\_\_  
\_\_\_\_\_

**Content of Conversation:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Agreements Made:** \_\_\_\_\_  
\_\_\_\_\_

**Schedule of Anticipated/Needed Compliance:** (if a violation is determined) \_\_\_\_\_  
\_\_\_\_\_

**Formal Responses issued:**

Notice of Violation

Date issued:

Compliance Order

Date issued:

Stop Work Order

Date issued:

Issuance of Municipal Ticket

Date issued:

**Has the issue been referred to other agencies? y/n**

**If so, who and on what date?** \_\_\_\_\_

**Other notes (including details and dates of follow-up inspections):**