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Kankakee County
Planning Department

Memo

To: Planning Staff
From: Michael J. Van Mill, Planning Director (by ELS)
CC: Michael Bossert, County Board Chairman; Todd Areseneau, County Board Vice-Chairman; Bill Olthoff, PZA Chairman; Illinois Environmental Protection Agency, Kankakee County Health Department, Environmental Division
Date: October 26, 2011
Re: Written policy for responding to a complaint regarding Illicit Discharges within the NPDES MS4 Area

In accordance with Kankakee County's MS4 Permit, the Planning Department will serve as the initial responding agency to any known or reports of illicit discharges within the NPDES MS4 Area. The Planning Department will work cooperatively with State and local agencies to define, contain and clean up any spills or illicit discharges.

In the event of a report of an illegal discharge, the Planning Director or his/her designee shall be responsible to investigate the report. The County will respond the same day when possible, if not the same day, the next day of receiving the report to begin its investigation.

County Planning Staff at the site will be responsible for the following if there are any signs of an illegal discharge:

- Document the findings with photographs and written documentation including notes or a log of observations, conversations, statements of witnesses, decisions, actions, etc.
- Attempt to locate the source of the discharge through safe and legal means:
 1. If the discharge is a result of a construction project (failure of proper erosion control practices, etc.), notify the Kankakee County Soil & Water Conservation District, Conservation District Manager, at 815-937-8940.

The KCSWCD in conjunction with the Planning Department will contact the owner/contractor while on site if possible, otherwise contact via phone the same day when possible, if not the same day, the next day advising of the violation and giving one day to address the situation. A follow up inspection shall be conducted within 2 business days to ensure compliance with applicable regulations.

2. If the discharge is from any other source, notify the Kankakee County Health Department, Environmental Division, Supervisor, at 815-802-9413 while at the site.
3. If deemed necessary by the Kankakee County Health Department, notify the Illinois Environmental Protection Agency, Bureau of Water, 847-294-4053 while at the site.
4. Notify the Planning Director or his/her designee by phone while at the site.

Upon returning to the office each Staff member who responded to the site shall write a formal report with their findings and actions. All information pertaining to the discharge shall be forwarded onto the appropriate State and local officials.

Note: If the source of the illicit discharge is outside of the County's MS4 Permit this office shall contact the appropriate jurisdiction to advise the agency of the report and assist with resolving the discharge.