IDDE – OUTFALL INSPECTION

1. PREPARATION
   a. Know the past and present weather conditions. Conduct inspections during dry weather periods.
   b. Identify each outfall with a consistent and unique identifier. For example “J1001”.
   c. Gather all necessary equipment including: personal protective equipment, tape measure, clear container, electronic tablet with installed Cityworks app, flashlight, and camera.
   d. Have maps available showing outfall locations and identifiers (GIS mapping).
   e. Review outfall description and observations from previous inspections, in Cityworks so the outfall can be accurately identified and observations compared.

2. PROCESS
   a. Perform an inspection of a minimum of 20% of all outfalls every year. Whenever possible, use the same personnel for consistency in observations.
   b. Use maps and previous inspection reports to confirm the outfall identity and location.
   c. If dry weather flow is present at the outfall, then document and evaluate the discharge by completing the following steps:
      - Collect a field sample for visual observation in a clean, clear container, and in a manner that avoids stirring up sediment that might distort the observation.
      - Complete the Outfall Inspection Form using Cityworks.
      - Compare observations to previous inspections.
      - If the flow does not appear to be an obvious illicit discharge (e.g., flow is clear, odorless, etc.), attempt to identify the source of the flow (groundwater, intermittent stream, irrigation, etc.)
      - Take photo of outfall and collected sample in container (as needed) for Cityworks inspection report.
      - Submit report thru Cityworks.
   d. If an illicit discharge (such as raw sewage, petroleum products, paint, etc.) is encountered or suspected, follow the procedure of SOP IDDE – Tracing Illicit Discharge.

3. ACTIONS
   a. Follow procedures identified in the following SOPs as needed:
4. DOCUMENTATION

a. Outfall inspection is completed and stored in Cityworks.