**HOW TO USE MUDDY WATER WATCH MATERIALS**

A QUICK SUMMARY OF PROCEDURES FOR FINDING AND REPORTING PROBLEM SITES

Construction sites are often the largest sources of sediment pollution. Ideally, our monitoring and reporting of active construction sites to ensure adequate implementation of best management practices (BMPs) will prevent pollution from entering waterways before a major rainstorm hits.

This summary refers to the **Site Report** **Card, Pictorial Field Guide to Best Management Practices**, the **Site Journal**, and **Report Log. Any or all of these tools can be used when examining active constructive sites**. In most of Pennsylvania, the Department of Environmental Protection (DEP) has delegated authority to the Conservation Districts to regulate and enforce required controls on sediment and erosion pollution under the state’s Erosion and Sediment Control statute, 25 Pa. Code Sec 102 (known as Chapter 102). Municipalities that have municipal separate storm sewer system (MS4) permits are also required to have a construction stormwater permit program under the permit’s minimum control measure (MCM) 4. Municipalities often work in partnership with Conservation Districts on regulating and enforcing but the details of that partnership can vary. For active pollution events, DEP should be contacted immediately along with the Conservation Districts and the municipality. Depending on their agreement with DEP, each Conservation District has a certain amount of time (average of 8 business days) to investigate a complaint and up to 10 business days to refer complaints to any other appropriate agency or local government.

Conservation Districts seek voluntary compliance so if they find out about a violation, they will provide compliance assistance measures (recommendations per Standard Operating Procedures from DEP) along with deadlines to bring the site back into compliance. Different timeframes for compliance depend on the magnitude of the violation and are at the discretion of the inspector. In most cases, a post-complaint inspection will be completed to ensure the site has implemented the appropriate improvements to their BMPs. Together these tools will give you the ability to “get the dirt out” of waterways in your community.

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* Get out there and keep an eye out for active constructive sites, and on rainy days, look at waterways downstream for signs of sediment pollution. Investigate the potential sources (including those upstream of the constructive site) for sediment pollution failures. **BE CAREFUL NOT TO TRESPASS ON PRIVATE PROPERTY!**
* Use the enclosed **Pictorial Field Guide to Best Management Practices**, assess onsite BMPs and try to determine their effectiveness. Some discharges from NPDES permitted sites may be included in the permit, so best to focus on the BMPs.
* Fill out the **Site Report Card** (side panel of Pictorial Field Guide, transfer to separate form) then update your **Site Journal** with details, making notes of specific locations on the construction site with problems (for example, northwest corner, eastern edge, along the roadway, etc.).
* Take date and time stamped photographs of the problem areas and practices.
* Try to observe the entire site (without trespassing), not just the front. Use public rights-of-way (roads) as much as possible. Many sites drain to the back of the property. Most violations occur in the back of the property where they are not easily observed.

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* If it is normal business hours, contact your **County Conservation District and the municipality** with the specific location, pollution incident, and any other pertinent details. Include the following information in your report:
* Site Address or Name of the Development

Be as specific as possible, especially if it is in a remote area so the inspector can identify the location.

* Municipality (township or borough)
* Description of the violation
* Your name and phone number and a request they follow up with you

All reports of violations provided to the Conservation Districts are confidential. If a Right-to-Know request were filed about a reported violation, personal information attached to the report would be redacted.

* If you are able to report the incidents to Conservation Districts online, include photos that show the violation, its location, and day and time the photo was taken. Keep copies of photos for your records.
* Send copies of the report with photos and **Site Report Card** to the appropriate local and state officials.
* If it is raining and there is an active pollution event, use the DEP Emergency Contact Form or Phone Number to report the incident.

**CONTACTS**

* Call your local Municipality and the County Conservation District or Philadelphia Water Department (215-685-6300, within City limits). \*\*\*\*for online purposes, include e-mail and website links to local conservation districts\*\*\*
  + Bucks County Conservation District: 215-345-7577
  + Chester County Conservation District: 610-925-4920
  + Delaware County Conservation District: 610-892-9484
  + Montgomery County Conservation District: 610-489-4506
* Call PA Fish & Boat Commission: 717-626-0228
* Call DEP 24 Hour Emergency Hotline: 484-250-5900 or 1-800-541-2050 during regular business hours
* Call your local Watershed Organization or Monitoring Coordinator
* The more people who know, the more likely that problems will be corrected.

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**FOLLOW-UP**

* Continue monitoring the site to ensure adequate resolution of the problem.
* Use your Report Log.
* If you have not received a response to a complaint within a week from Conservation District staff, a second phone call/e-mail may be required. Please note that a response to your complaint may not mean the issue has been resolved. If after two attempts to reach staff, consider calling your local Watershed Advocacy Group and they will advise you on additional ways to resolve the problem.