



Maine Department of Environmental Protection

NON-COMPLIANCE/DISCHARGE INCIDENT REPORT

Facility: _____ **Municipality:** _____

Date of Incident/Exceedence: _____

Verbal Notification Date: _____ **To Whom:** _____

Caller: _____ **Phone #:** _____

Parameter/Pollutant Quantity and Concentration of Release/Exceedence (include test results):

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Specific Location and Duration of Release/Exceedence:

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Observed Environmental Effects:

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Describe specifically what happened, when, and why (include all details, and use additional pages if needed, including maps, diagrams as necessary):

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Remedial Actions Taken and Times When Taken:

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Specific Measures Needed to Prevent Recurrence:

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Implementation Schedule:

<u>Action Item Description</u>	<u>Projected Completion Date</u>

Prepared By: _____ **Date:** _____

Non-compliance/Discharge Incident Report Form

The Discharge Incident Report Form can be used by treatment facility personnel to notify the Department when any licensed parameter has been exceeded or when reporting combined sewer overflow related dry weather overflows (DWO's), bypasses, sanitary sewer overflows (SSO's), spills from facility premises to surface waters, or other incidents which violate license conditions as per Chapter 523 Rules regarding "Waste Discharge License Conditions." This form is not mandatory, but if you choose not to use it, be sure that the form or letter you do use includes all the information that this one does.

As per Chapter 523 "Waste Discharge License Conditions," the permittee shall report any non-compliance which may endanger health or the environment orally within 24 hours followed up by a written submission within 5 days of the time the permittee became aware of the circumstances. The following shall also be included as information which must be reported within 24 hours:

- any unanticipated bypass which exceeds any effluent limitation in the permit [including sanitary sewer overflows (SSO's) and dry weather overflows (DWO's) from CSO discharge points]
- any upset which exceeds any effluent limitation in the permit
- violation of a maximum daily discharge limitation for any of the pollutants listed by the Department in the permit