

# Water Quality Noncompliance Notification

**\*See back of Form for Guidance for Completion\***

**Unauthorized Discharge**

**Reportable Effluent Violation**

**Other**

## General Information

Entity Name:  Telephone No (#####):

**Permittee** TCEQ Region:  County:  \*Permit Number:

**Subscriber**

## Noncompliance Summary

**Description and Cause of Noncompliance (include location, discharge route, and estimated volume of unauthorized discharge):**

**Duration:**

Start Date:  End Date:  Or Date Expected to be Corrected:   
Time:  Time:

**Potential Danger to Human Health and Safety or the Environment:**

## Actions Taken

**Monitoring Data: Data should be attached or submitted to TCEQ when available.**

**Field Measurements**                      **Laboratory Samples**                      **Fish Kill (If yes, estimated number killed):**   
 Yes  No                       Yes  No                       Yes  No

**Actions Taken to Mitigate Adverse Effects:**

**Actions Taken to Correct the Problem and Prevent Recurrence:**

## Verification Information

Information Reported By (Name/Title):  Date Reported:

Signature:

**Note:** If this form is being used for a 5-day written report, a copy of the form should be sent to the TCEQ Region Office, and the original to: TCEQ, Compliance Monitoring Team (MC224), Enforcement Division, P.O. Box 13087, Austin, TX 78711-3087.

\* If the noncompliance is an unauthorized discharge from a wastewater collection system, use the permit number of the treatment plant to which the collection system is tied. If you are uncertain of this permit number, you may call the TCEQ Regional Office for assistance.



## Guidance - Water Quality Noncompliance Notification Form

When reporting an unauthorized discharge or sanitary sewer overflow (SSO), it is important to include all information that is requested on the notification form. If you have questions about the form, do not hesitate to call your TCEQ Regional Office and ask to speak to a wastewater investigator. All information should comply with reporting requirements noted in Texas Water Code Section 26.039, 30 Texas Administrative Code (TAC) Section 305.125(9), and, if applicable, 30 TAC Section 319.302(b).

This form may be used as the 24-hour notification to the Regional Office and may also be used as the 5-day written report. If the event was reported within 24 hours via phone, or an incomplete form was submitted as part of the 24-hour reporting requirement, you must fax or mail a completed, signed copy within 5 days to the Water Section Manager at your TCEQ Regional Office. The original, signed copy should be mailed to the address located at the bottom of the form.

**Unauthorized Discharge** - An unauthorized discharge is any discharge of wastewater into or adjacent to waters in the state at a location not permitted as an outfall. An SSO is any overflow, regardless of volume, from a sewer collection system (i.e., lift stations, manholes, force mains, cleanouts, service lines). An SSO is considered to be an **"unauthorized discharge."**

### General Information

**"Entity name"** is your permitted name (owner name for subscriber systems). Designate with an "X" or "✓" to identify whether you are a permittee or subscriber.

**Permit Number** - Include your TCEQ WQ permit number (i.e., WQ0012345001). If you are a **subscriber**, use the permit number of the treatment plant to which the collection system is tied. If the WQ permit is unknown, please call the TCEQ Regional Office for assistance.

### Noncompliance Summary

#### **Description of Noncompliance:**

- Location & collection system structure (i.e., Manhole at 650 Main St.)
- Route of discharge - Follow the discharge from its origin to where it was contained or entered a receiving waterway. If the receiving waterway is unnamed, provide the name of the nearest named adjoining waterway. (Examples: soaked into ground; manhole → nearby storm ditch → unnamed tributary of Kings Creek)
- Estimated amount of the discharge (includes any recovered amount)

**Cause of Noncompliance:** Why did this incident occur? Was it caused by grease, blockage, infiltration or inflow, equipment failure, structural failure, power outage, vandalism, human error, contractor, unknown?

**Duration:** Include dates and times.

**Potential Danger to Human Health & Safety or the Environment:** Any danger to the aforementioned should be promptly discussed with the TCEQ Regional Office. Additional notifications may be necessary.

### Actions Taken

**Monitoring Data:** Designate with an "X" or "✓."

**Actions taken to Mitigate Adverse Effects:** Ask yourself, "How did we keep this from becoming an environmental or health problem?" Include information such as:

- amount recovered from the total estimated amount stated under the description above
- method used to recover the wastewater
- treatments used for disinfection or deodorizing
- activities to lessen impact to property, a waterway, or public health

**Actions taken to correct the problem and prevent recurrence:** Ask yourself, "How did we address the direct cause of the overflow, and was there anything else we did to prevent this noncompliance from occurring again?" Include actions such as:

- jetting the main
- educating residents about proper grease disposal
- adding the location to your preventative maintenance list
- repairing equipment, circuits, or replacing lines, etc.

### Verification Information

**Information Reported By:** Include both your name and title. Please sign and date the form.