



# RECORD KEEPING AND NOTIFICATION FORM DISCHARGES FROM DRINKING WATER SUPPLY SYSTEMS

## **DIRECTIONS:**

For all planned discharges greater than 100,000 gallons, notify the City and affected downstream agencies prior to discharge. For unplanned discharges greater than 100,000 gallons, notify the City and affected downstream agencies as soon as feasible. Keep records as described below. Attach any additional field or laboratory monitoring data as necessary. Discharger is to retain records for a period of no less than five years.

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Date of Discharge: \_\_\_\_\_  
Name of Discharger/Responsible Party: \_\_\_\_\_  
Location of Discharge: \_\_\_\_\_  
Discharge Pathway: \_\_\_\_\_  
Location of Nearest Storm Drain Inlet: \_\_\_\_\_  
Receiving Water: \_\_\_\_\_

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## **Time Frame of Discharge:**

Beginning \_\_\_\_\_ Discharge Flow Rate (gpm) \_\_\_\_\_  
End \_\_\_\_\_ Total Gallons Discharged \_\_\_\_\_  
Duration (minutes): \_\_\_\_\_

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## **Time and Location of Monitoring:**

Chlorine Residual Concentration  
(after dechlorination): \_\_\_\_\_ mg/l

pH of Discharge \_\_\_\_\_ pH Units

Dechlorination Equipment/Chemicals Used: \_\_\_\_\_

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## **Best Management Practices:**

Description of Volumetric/Velocity Controls Used: \_\_\_\_\_  
\_\_\_\_\_

Description of Sediment Controls Used: \_\_\_\_\_  
\_\_\_\_\_

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Date of Notification:	_____
Method of Notification:	_____
Who was notified?	_____