



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.

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

Time Frame of Discharge:

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

Time and Location of Monitoring:

Chlorine Residual Concentration
(after dechlorination): _____ mg/l
pH of Discharge _____ pH Units
Dechlorination Equipment/Chemicals Used: _____

Best Management Practices:

Description of Volumetric/Velocity Controls Used: _____

Description of Sediment Controls Used: _____

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