

## Report of Discharges of Untreated or Partially Treated Sewage Instructions

The municipality responsible for the discharge of untreated or partially treated sewage shall immediately, but not more than 24 hours after the discharge begins, notify the department and others as specified in the law. During normal business hours, notification to the Department shall be made to the phone number shown on the attached table. Notification during non-business hours shall be made to the Pollution Emergency Alerting System at 1-800-292-4706. The "Report of Discharges of Untreated or Partially Treated Sewage" shall be submitted by the responsible municipality to the appropriate District Office (see attached table), and others as specified in the law, at the conclusion of the discharge.

### Description of / reason for the discharge(s)

Provide a description of and the reason for each discharge, such as overflow from lift station due to power failure cause by lightning strike, sewer overflow due to heavy rain, bypass at wastewater treatment plant due to pump failure, etc. Be specific.

### Name of wastewater treatment facility normally receiving sewage

Provide the name of the wastewater treatment facility that would have normally provided treatment to the sewage that was discharged.

### Location of the discharge(s)

Provide street address or other descriptive location (provide a map if necessary) for each point of discharge. Provide the latitude and longitude to within 10 seconds, if known or obtainable. Indicate the county where the discharge is located.

### Surface waters impacted by the discharge(s)

Provide the name of the surface waters into which the discharge flows. If the discharge did not reach a surface water body, indicate "None". If the discharge goes to an unnamed surface waterbody, indicate that and provide the name of the first downstream waterbody with a name and a description of the path to this waterbody.

### Land impacted by the discharge(s)

Provide a description of any land that is impacted by the discharge, or indicate "None".

### Were initial notification procedures followed?

Municipalities responsible for a discharge of untreated or partially treated sanitary sewage are required to immediately, but not more than 24 hours after the discharge begins, notify the department, local health departments, daily newspaper(s), and affected municipalities as described by the law. Was this done? If initial notification procedures were not followed, please explain why this happened and what steps will be taken to correct this situation.

### Event start date and time

### Event end date and time

Provide the date and time the discharge began and ended. If multiple discharge locations are included in the report, provide information for each discharge location.

### Volume discharged

Provide the volume discharged in gallons or millions of gallons (clearly indicate which units are being used). If volume is estimated, indicate that. If multiple discharge locations are included in the report, provide information for each discharge location, and the total volume for all discharges.

### Quality of discharge(s)

Provide information on the quality of the discharge (a narrative description and/or analytical data). If multiple discharge locations are included in the report, provide this information for each discharge location.

## Report of Discharges of Untreated or Partially Treated Sewage Instructions (continued)

### Precipitation type and measurements

If the reason for the discharge is related to rainfall and/or snowmelt, provide the precipitation type, the amount of precipitation, time and duration of the precipitation (e.g., 2 inches of rain over a 6-hour period beginning at 3:00 a.m. on 9/9/2000).

### Actions taken to stop and/or minimize the discharge(s)

Provide a description of the action(s) that the municipality took to stop the discharge(s) or to minimize the amount discharged.

### Actions taken to minimize the impact from the discharge(s)

Provide a description of the action(s) that the municipality took to minimize the impact from the discharge(s), such as actions taken to minimize exposure to the public or to contain/capture the discharge(s).

### Actions to prevent reoccurrence of the discharge(s)

Provide a description of actions taken or planned (but not yet implemented) to prevent reoccurrence of this discharge(s). This may include plans to replace equipment, to conduct inflow/infiltration studies, to examine maintenance procedures, etc. Include a schedule for planned actions.

### Compliance status

Indicate whether the municipality is in compliance with its National Pollutant Discharge Elimination System (NPDES) permit, if applicable, and applicable state and federal statutes, rules, and orders. If "not in compliance" is indicated, provide an explanation.

### Results of E. coli testing

Provide the results (as an attachment) of E. coli testing of affected waters as specified by the local health department(s) (if results are not yet available, submit them as soon as they become available); indicate that the testing is "waived" by the local health department; or indicate not applicable (N.A.) if the discharge(s) did not affect surface waters.

### Discharge Report

Report the characterization of the discharge by checking the appropriate box. Please check only one box.

Examples of discharge characterization (2) include: accidental releases from a contractor unexpectedly damaging a sewer pipe or discharges from a private sewer system such as a mobile home park.

An example of discharge characterization (3) is a CSO treatment facility where the level of treatment provided is in full compliance with final performance criteria.

The discharge will be characterized when posted to the Michigan Department of Environmental Quality (MDEQ) web site. *However, be aware that the MDEQ reserves the right to re-characterize the web posting based on facts related to the discharge.*

### Additional information

Provide any additional information you deem appropriate.

**Return completed form by mail or fax to the District Office indicated on attached table.**