

**ATTACHMENT I
Incident Report Form**

Type of incident: <input type="checkbox"/> Field <input type="checkbox"/> Administrative	
Name of person completing this form: _____	Person's agency name and address:
	Person's phone and e-mail:

For Field incidents complete Sections 1 and 3. For Administrative incidents complete Section 2. See Non-Compliance Notification Schedule on Page 2.

SECTION 1: Field incidents

Date(s) and time(s) of incident:	1. Start date / time:
	2. End date / time:
Location of Incident: County: _____	3. Nearest city / town:
	4. Street address / nearest cross street:
	5. Latitude / Longitude:
	6. Additional location detail:
Materials involved in the incident: (use Comments Section below if necessary):	6. Name(s) of material(s) discharged:
	7. Approximate quantity discharged (specify units):
	8. Approximate concentration of material:
Discharge to surface water? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, answer questions 9-11	9. Name of waterbody:
	10. Apparent effects (if any) on waterbody:
	11. Estimated extent of impacts to waterbody:
Was CalEMA notified? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, answer questions 12-14	12. Date and time of notification:
	13. Name of person making the notification:
	14. Phone number of person making the notification:
Was the Regional Water Board (RWB) notified? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, answer questions 15-17	15. Name of RWB contact:
	16. RWB contact's phone / e-mail:
	17. Name of person making the notification:
Were downgradient communities / people notified? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, answer questions 18 - 20	18. Date and time of notification:
	19. Name of person making the notification:
	20. Phone number of person making the notification:
	21. Name of downgradient community/ person:

Field Non-Compliance (check all that apply)

	Lack of BMP(s), ineffective implementation of BMP(s), or failure of BMP(s) resulted in a discharge of pollutants to surface water.
	Monitoring data indicates an exceedance of a defined standard. Defined standards include TMDL Waste Load Allocations, and water quality standards in the Water Quality Control Plans and promulgated policies and regulations of the State and Regional Water Boards, including California Ocean Plan limitations and prohibitions.
	Discharge of prohibited non-storm water.
	Failure to comply with Facility Pollution Prevention Plan (FPPP) requirements.
	Failure to comply with inspection, monitoring, and reporting requirements and protocols.
	Other (describe - use Comments Section below if needed):

SECTION 2: Administrative Non-Compliance (check all that apply)

	Failure to submit reports or documents required by the Permit and/or SWMP, failure of timely submittal, and/or failure to submit required information.
	Failure to develop and/or maintain a site-specific FPPP or to implement any other procedural requirement of the Permit.
	Other (describe - use Comments Section below if needed):

SECTION 3: Description of Incident

Activities in the area prior to the incident (If any):
Initial assessment of any impact caused by the discharge (If any):
Samples collected and analyses requested (If any):
Steps taken to mitigate damage and prevent reoccurrence (If any):
Current Status:
Schedule for proposed mitigation/abatement (If any):
Other Comments:

Non-Compliance Notification Schedule

Type of Incident	Within 5 Working Days (Verbal)	Within 10 Working Days (Written)	Within 30 Calendar Days (Written)	In Annual Report
Emergency Incidents ¹	—	—	—	Chronological summary and status of all incidents
Field ²	Notify RWB Executive Officer	To RWB Executive Officer and copies to Dept. HQ	—	Chronological summary and status of all incidents
Administrative ³	Notify RWB Executive Officer or SWB Contact ³	—	To RWB Executive Officer, SWB Executive Director, and copies to Dept. HQ.	Chronological summary and status of all incidents

¹ Sudden, unexpected, unpreventable incidents that threaten public health, public safety, property, or the environment that pose a clear and imminent danger requiring immediate action to prevent or mitigate the damage or threat, and that result in a discharge or potential discharge.

² Failure to meet any non-administrative requirement of the SWMP or Permit or to meet any applicable water quality standard. This includes failure to install required BMPs or conduct required monitoring or maintenance. It also includes discharges or prohibited non-storm water that do not meet the definition of emergency incidents. It does not include determinations by the Department or a Regional Water Board Executive Officer that a discharge is causing or contributing to an exceedance of an applicable WQS. See provision E.2.c.6)c).

³ Failure to meet any administrative or procedural requirement of the SWMP or Permit including submission of required reports, notifications and certifications. The report of non-compliance shall be submitted to the same organization (State or Regional Water Board) to which the required report was originally due.

<i>Certification – I certify that under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.</i>			
Signature of Contractor (if applicable)	Title	Telephone	Date:
Signature of Department Representative	Title	Telephone	Date: