



Public Works and Natural Resources
Water Resources and Environmental Technical Services
Industrial Pretreatment Program

How To Report an Exception

An **exception or violation** is any instance where a sample analysis exceeds the permit limitations (concentration or mass). The appropriate response to an exception is detailed in the Municipal Code §14.08.336 C and section II D. 2. of the discharge permit.

Reporting within 24 hours

Upon becoming aware of the exception, the Permittee has **24 hours to report** the problem to the City. This initial report is usually a phone call that includes information on the parameter, result, volume, date and time of the exception. All phone conversations are documented by the City on a contact log that includes the date, time, caller and conversation. The contact log becomes part of the pretreatment file. Some Permittees also follow up with a written letter.

Investigation

The Permittee is responsible for investigating the problem, fixing the problem, taking measures to ensure future violations do not occur and showing a return to compliance.

Resample Within 30 Days– the Permittee must resample and report the results of the resample within 30 days of becoming aware of the exception. (If the City collected a sample after the noncompliant sample and the City sample was in compliance, the retest is not required.) If the resample shows no additional violations, the Permittee is considered to be back in compliance. If the resample is in violation, the Permittee must continue to investigate and resample until compliance is achieved.

5 Day Report– due within 5 days of the initial verbal report if the exception was due to an *accidental discharge, spill or upset condition*. This report includes:

- Explanation of the upset condition
- What procedures were taken to mitigate the problem
- How the wastes were discharged if not to the sewer

Self Monitoring Report (SMR)

Include all analyses (initial test and all retests) on the appropriate SMR. Under the column “number of exceptions” include the number of samples in noncompliance for the specific parameter. Upon submission, the City will review the SMR and take enforcement on the violation. The Notice of Violation will include information on the Permittee’s response and any additional reporting violations.

When Is the Permittee Placed in Significant Noncompliance (SNC)?

Each quarter that there is a violation, the City will calculate the chronic and TRC violations to see if the discharge is in SNC. Please review the SNC fact sheet: <http://www.ci.longmont.co.us/pwwu/ipp/documents/snc.pdf>

The Permittee may also be placed in SNC for failure to submit any of the above reports within 30 days of the due date.

Compliance with these requirements does not relieve the discharger of enforcement actions.