

**Notice:** Under s.283.55 (1)(dm), Wis. Stats., and in accordance with reporting requirements in your WPDES permit, all permittees shall provide the following notices if an **unscheduled** sanitary sewer overflow or bypass occurs:

- Within **24 hours** of the occurrence, notify the DNR regional wastewater staff by telephone (FAX, email or voice mail, if staff are unavailable).
- Within **5 days** of the occurrence, provide a written report describing the overflow or bypass, including all information requested on this form. The permittee is required to submit this form or other equivalent written notification to the DNR Regional Office.

Failure to notify the Department as specified may result in fines up to \$10,000 for each day of violation [s. 283.91(2), Wis. Stats.].

Personally identifiable information will be used for program administration and will also be made available to requesters as required under Wisconsin Open Records law [ss. 19.31 - 19.39, Wis. Stats.].

**Instructions:** Use this form to report all **unscheduled sanitary sewer overflow or bypass occurrences**. Attach additional information as necessary to explain or document the overflow or bypass. For the purpose of this report, an overflow or bypass is defined as the discharge of untreated sewage from the sanitary sewer collection system to a surface water and/or ground due to circumstances such as those identified by the check boxes in the overflow or bypass details section of this form.

**Use one form per occurrence.** A single occurrence may be more than one day if the circumstance causing the overflow or bypass results in a discharge duration more than 24-hours. If there is a stop and restart of the overflow or bypass within 24-hours, but it's caused by the same circumstances, report it as one occurrence. If the discharges are separated by more than 24 hours, they should be reported as separate occurrences.

**Notification Information**

Permittee (Municipality or Facility Name)	<b>Overflow or Bypass Reported To DNR</b>	
	Date	Time <input type="checkbox"/> am <input type="checkbox"/> pm
Person Representing Permittee Who Contacted DNR	DNR Office and Person Contacted	

**Overflow or Bypass Details**

Date(s) and Duration of Overflow or Bypass Occurrence (complete a separate form for <b>each occurrence</b> )			
Start Date	Time (to nearest 15 minutes) <input type="checkbox"/> am <input type="checkbox"/> pm	End Date	Time (to nearest 15 minutes) <input type="checkbox"/> am <input type="checkbox"/> pm
Duration of the overflow or bypass (hours and minutes)		Estimated Volume of Wastewater Discharged (gallons)	

Location of the Overflow or Bypass (complete a separate form for **each discharge location**)

Circumstances Causing the Overflow or Bypass (check all that apply)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Rain               | <input type="checkbox"/> Power Outage  | <input type="checkbox"/> Equipment Failure     |
| <input type="checkbox"/> Rain and Snow Melt | <input type="checkbox"/> Plugged Sewer | <input type="checkbox"/> Widespread Flooding   |
| <input type="checkbox"/> Snow Melt          | <input type="checkbox"/> Broken Sewer  | <input type="checkbox"/> Other (explain below) |

**Provide a narrative description to further explain why the overflow or bypass occurred.** For example, describe what equipment failed, what caused the power outage, or what plugged the sewer. Flooding should only be indicated as a cause if there is significant flooding that is caused by high river, stream, or lake water levels, not just localized high water in the street.

# Sanitary Sewer Overflow or Bypass Notification Summary Report

Form 3400-184 (4/02)

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## Wet Weather Data (if applicable)

Document the weather conditions if it contributed to the cause of the overflow or bypass. An overflow or bypass may be caused by a series of short rain storms or in combination with a snow melt. The wet weather data should include the cumulative amount of precipitation that caused the overflow or bypass.

Date(s) and Duration of Rainfall			
Start Date	Time (to nearest 15 minutes)	End Date	Time (to nearest 15 minutes)
	<input type="checkbox"/> am <input type="checkbox"/> pm		<input type="checkbox"/> am <input type="checkbox"/> pm
Amount of Rainfall (nearest rain gauge to 0.1 inch accuracy)		Amount of Snow Melt (estimated inches melted)	

Contributing Soil Conditions (saturated, frozen, soil type)

## Where Did the Discharge from the Overflow or Bypass Go? (check all that apply)

Provide the name of the local receiving water that the wastewater enters, which could be a nearby stream, river, lake, or wetland. If discharge does not enter directly into a surface water, but indirectly by way of a ditch or storm sewer, trace the path of the ditch or storm sewer to find the receiving water.

- Runs on ground and absorbs into the soil.
- Ditch. Name of surface water it drains to: \_\_\_\_\_
- Storm sewer. Name of surface water it drains to: \_\_\_\_\_
- Surface water direct discharge: \_\_\_\_\_
- Other, describe: \_\_\_\_\_

## Actions to Correct This Occurrence and Prevent Future Overflows or Bypasses

Describe what actions were taken to minimize the volume of wastewater discharged from the overflow or bypass reported on this form. Also describe what actions are planned to prevent or minimize future overflows or bypasses. The WPDES permit prohibits overflows or bypasses, unless certain specified conditions are met. If the permittee fails to operate and maintain the sewage collection system to prevent overflows and bypasses, they will be subject to enforcement action.

## Report Completed By

Authorized Representative Name (Print)	Title
Authorized Representative Signature	Date