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| **Date:**        **Company Name:**  **Permit/Authorization Number:**        **Sample Site Number:** |
| 1. **Description of Non-Compliance Event:** (include dates, times, locations; sample results and estimated gallons discharged) |
| 1. **Cause of Non-Compliance Event (DO NOT LEAVE BLANK):** |
| 1. **Date and Time King County Notified:** (requirement is within 24 hours of learning of violation unless event was spill or slug discharge then must have notified immediately) |
| 1. **Corrective Actions Taken:** (corrective actions taken to respond to the violation and ensure ongoing compliance) |
| 1. **If discharge violation, enter follow-up sample collection date and results:**(may use subsequent self-monitoring sample if collected and analyzed within 14 days of learning of violation) |
| Additional sheets attached?  Yes  No |
| ***I certify 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 gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering information, the information 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.*** |
| Name:       Title:  Signature:       Date:  Authorized Representative **OR**  Designated Authorized Representative1  *1 All user reports must be signed by an authorized representative of the industrial user. “Authorized representative of industrial user” is defined by* [*King County Code 28.82.050*](http://www.kingcounty.gov/council/legislation/kc_code.aspx)*. If you are designated, a current* [*Delegation of Signatory Authority*](http://www.kingcounty.gov/environment/wastewater/IndustrialWaste/Forms.aspx) *must be on file at King County or completed and attached to this form.* |

**Please return this form and attachments to:**

King County Industrial Waste 201 S. Jackson Street, Suite 513

Seattle, WA 98104-3855

Email: [info.kciw@kingcounty.gov](mailto:info.kciw@kingcounty.gov)

Fax: 206-263-3001

**From general permit language**

1. When monitoring data shows a violation, the permittee shall:
2. Take immediate action to stop the violation and notify KCIW within 24 hours of learning of the violation.
3. Collect a sample and submit new data to KCIW within 14 days of becoming aware of the violation.
4. Submit a written report within 14 days of learning of the violation (*14-Day Report*). The report should explain the cause of the violation and corrective actions taken to respond to the violation and ensure ongoing compliance.
5. In the event the permittee is unable to comply with any of the conditions of this permit because of a breakdown of equipment or facilities, an accident caused by human error, negligence, or any other cause, such as an act of nature, the permittee shall:
6. Take immediate action to stop, contain, and clean up the unauthorized discharges and correct the problem.
7. Immediately notify the emergency King County contact in section S1 so steps can be taken to prevent damage to the sewerage system.
8. Submit a written report within 14 days of the event (*14-Day Report*) describing the breakdown, the actual quantity and quality of resulting waste discharged, corrective action taken, and the steps taken to prevent a recurrence.

**From Section D of Major Discharge Authorizations**

1. In the event the permittee is unable to comply with any of the conditions of this discharge authorization because of breakdown of equipment or facilities, an accident caused by human error, negligence, or any other cause, such as an act of nature the company shall:
2. Take immediate action to stop, contain, and clean up the unauthorized discharges and correct the problem
3. Immediately notify KCIW so steps can be taken to prevent damage to the sewer system
4. Submit a written report within 14 days describing the breakdown, the actual quantity and quality of resulting waste discharged, corrective action taken, and the steps taken to prevent recurrence

**For SIU’s Spills and Slug Discharges** (from Permit language)

The Permittee shall notify King County Industrial Waste immediately in the event of a spill or slug discharge to the sanitary sewer. A written report regarding the cause of the spill and/or slug discharge shall be submitted to King County within five (5) days of date of occurrence. The report should explain the cause of the violation and corrective actions taken to respond to the violation and ensure ongoing compliance.