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| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | Release reportWastewater Treatment ProgramNational Pollutant Discharge Elimination System (NPDES)/State Disposal System (SDS) PermitDoc Type: Discharge Monitoring Reports |

##

## [Detailed instructions on page 4](#Detailed_instructions)

## Instructions:Complete all parts of this form and submit within 30 days and/or as an attachment to your next *Discharge Monitoring Reports (DMR)* submission. Please use the second page of this form as necessary to identify separate locations caused by the same event. Releases lasting more than one day only require one release report if the circumstance causing the overflow remains the same. If there is a stop and restart of the release within 24 hours, but it is caused by the same circumstances, report it as one release. If the discharges are separated by more than 24 hours or the cause changes (or other factors), they should be reported as separate release reports. ***If you have any questions*** *while filling out the report form, please call your* [*regional compliance staff*](https://www.pca.state.mn.us/sites/default/files/wq-wwtp1-10.pdf) *(found on the Minnesota Pollution Control Agency (MPCA) website at* [*https://wwww.pca.state.mn.us*](https://wwww.pca.state.mn.us)*).*

**Note:** Submitting this form **does not relinquish your duty to immediately** report the release to the Minnesota Duty Officer at
1-800-422-0798.

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Follow up to *Release sampling report* previously sent on: |       | Duty Offer Report number: |       |
|  | *(mm/dd/yyyy)* |  |  |

General information

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Facility name:
 |       | 1. NPDES/SDS Permit number:
 |       |

Release information (Location 1)

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Outfall number:
 |       | 1. Location of release :
 |       |
|  |  |  | *(street address or manhole, lift station, force main, etc.)* |
| 1. Date/time release began:
 |       /       [ ]  AM [ ]  PM | 1. Date/time release stopped:
 |       /       [ ]  AM [ ]  PM |
|  | *(mm/dd/yyyy)* |  | *(mm/dd/yyyy)* |
| 1. Latitude (Deg/Min/Sec):
 |             / (Decimal)       | 1. Longitude (Deg/Min/Sec):
 |             / (Decimal)       |
| 1. Amount of flow released (always provide a volume and choose units):
 |       | [ ]  Gallons [ ]  million gallons per day (MGD)  |
| 1. Wastewater Treatment Plants (WWTP) flow at time release:
 |       | MGD |
| 1. WWTP average wet weather design flow:
 |       | MGD |
| 1. Release type *(select one)*: [ ]  Collection system [ ]  Facility/Treatment system [ ]  Spill [ ]  Bypass of treatment system
 |
| [ ]  Other (specify): |       |
| 1. Describe impacts to aquatic life or receiving stream:

      |
| 1. Reason for release *(select one or more)*: [ ]  Construction related [ ]  Power failure [ ]  Equipment failure [ ]  Blockage

[ ]  Exceeded max capacity [ ]  Wet weather (complete 15) |
| [ ]  Unknown/Other (specify): |       |

1. Wet weather information:

|  |  |  |  |
| --- | --- | --- | --- |
| Rain start date/time: |       /       [ ]  AM [ ]  PM | Rain end date/time: |       /       [ ]  AM [ ]  PM |
|  | *(mm/dd/yyyy)* |  | *(mm/dd/yyyy)* |
| Rain (24 hours): |       inches | Rain (one hour maximum): |       inches |
| \*25-year, one-hour storm event: |       inches | \*5-year, one-hour storm event: |       inches |
| Contributing conditions (Soil or other): [ ]  Saturated (precipitation in prior 7 days):       [ ]  Frozen [ ]  Clay soils [ ]  Snowmelt |
| [ ]  Other (specify): |       |

\* *Refer to the NOAA’s National Weather Services Hydrometeorological Design Studies Center – Precipitation Frequency Data Server website at* [*https://hdsc.nws.noaa.gov/hdsc/pfds/pfds\_map\_cont.html?bkmrk=mn*](https://hdsc.nws.noaa.gov/hdsc/pfds/pfds_map_cont.html?bkmrk=mn)*.*

|  |
| --- |
| 1. System component(s) involved in release *(select one or more)*: [ ]  Manhole [ ]  House lateral [ ]  Pipe failure

[ ]  Pump station failure [ ]  Treatment bypassed [ ]  Influent structure [ ]  Air relief valve [ ]  Sewer clean out |
| [ ]  Other (specify): |       |
| 1. Additional description of the release event (This includes whether the overflow was unavoidable to prevent loss of life, personal injury, or severe property damage, and whether there were feasible alternatives to the overflow):

      |
| 1. Description of the area impacted *(select one or more)*: [ ]  Private property [ ]  Basement backup(s) [ ]  Treatment bypassed

[ ]  Reached public land [ ]  Occurred at treatment plant [ ]  Ground [ ]  Storm sewer [ ]  Reached receiving/Public water |
| [ ]  Other (specify): |       |
| Name of receiving water impacted: |       |
| 1. Additional organizations notified by facility *(select one or more)*: [ ]  City/County [ ]  Health Department [ ]  Regional WWTP\*

[ ]  Local emergency manager [ ]  Drinking water intake owner [ ]  Department of Natural Resources |
| [ ]  Other (specify): |       |

*\*Note – Only required for satellite collection systems or industries*

|  |
| --- |
| 1. How was the public notified *(select one or more)*: [ ]  City website [ ]  Social media (Twitter/Facebook) [ ]  Signage [ ]  Newspaper
 |
| [ ]  Other (specify): |       |
| 1. Sampling results: Fecal Coliform:       MPN CBOD5:       milligrams per Liter (mg/L) Total Phosphorus:       mg/L

[ ]  Additional results for Location 1 (attach lab sheets)[ ]  Results for Locations 2-6 *(Only necessary if results for Location 1 are not representative of other locations - attach lab sheets)* |
| [ ]  Unable to sample (include reason(s)): |       |
| 1. Actions taken to prevent, minimize, or mitigate human or environmental impacts including clean-up and treatment of affected area: *Select one or more of the following, then add a written description)*

[ ]  Material(s) recovered [ ]  Affected area limed [ ]  Restricted access to impacted area(s) |
| [ ]  Other (specify): |       |
| Written description:      |
| 1. Resolution: Actions taken or planned to prevent recurrence:

      |
| 1. Complete *all parts of each table (Locations 2 – 6 on next page) for additional discharge locations caused by the same event as on the first page. For any locations identified in the NPDES Permit, include the outfall number for that location from the permit.*
 |

Release information (Location 2)

|  |  |  |  |
| --- | --- | --- | --- |
| Outfall number: |       | Location of release: |       |
|  |  |  | *(street address or manhole, lift station, force main, etc.)* |
| Date/time release began: |       /       [ ]  AM [ ]  PM | Date/time release stopped: |       /       [ ]  AM [ ]  PM |
|  | *(mm/dd/yyyy)* |  | *(mm/dd/yyyy)* |
| Latitude (Deg/Min/Sec): |             / (Decimal)       | Longitude (Deg/Min/Sec): |             / (Decimal)       |
| Amount of flow released: [ ]  Estimated [ ]  Actual  |       | [ ]  Gallons [ ]  MGD |
| Description of the area impacted: *(Check all that apply)*[ ]  Private property [ ]  Basement backup [ ]  Reached public land [ ]  Reached receiving water |
| Name of receiving water: |       |

Release information (Location 3)

|  |  |  |  |
| --- | --- | --- | --- |
| Outfall number: |       | Location of release: |       |
|  |  |  | *(street address or manhole, lift station, force main, etc.)* |
| Date/time release began: |       /       [ ]  AM [ ]  PM | Date/time release stopped: |       /       [ ]  AM [ ]  PM |
|  | *(mm/dd/yyyy)* |  | *(mm/dd/yyyy)* |
| Latitude (Deg/Min/Sec): |             / (Decimal)       | Longitude (Deg/Min/Sec): |             / (Decimal)       |
| Amount of flow released: [ ]  Estimated [ ]  Actual  |       | [ ]  Gallons [ ]  MGD |
| Description of the area impacted: *(Check all that apply)*[ ]  Private property [ ]  Basement backup [ ]  Reached public land [ ]  Reached receiving water |
| Name of receiving water: |       |

Release information (Location 4)

|  |  |  |  |
| --- | --- | --- | --- |
| Outfall number: |       | Location of release: |       |
|  |  |  | *(street address or manhole, lift station, force main, etc.)* |
| Date/time release began: |       /       [ ]  AM [ ]  PM | Date/time release stopped: |       /       [ ]  AM [ ]  PM |
|  | *(mm/dd/yyyy)* |  | *(mm/dd/yyyy)* |
| Latitude (Deg/Min/Sec): |             / (Decimal)       | Longitude (Deg/Min/Sec): |             / (Decimal)       |
| Amount of flow released: [ ]  Estimated [ ]  Actual  |       | [ ]  Gallons [ ]  MGD |
| Description of the area impacted: *(Check all that apply)*[ ]  Private property [ ]  Basement backup [ ]  Reached public land [ ]  Reached receiving water |
| Name of receiving water: |       |

Release information (Location 5)

|  |  |  |  |
| --- | --- | --- | --- |
| Outfall number: |       | Location of release: |       |
|  |  |  | *(street address or manhole, lift station, force main, etc.)* |
| Date/time release began: |       /       [ ]  AM [ ]  PM | Date/time release stopped: |       /       [ ]  AM [ ]  PM |
|  | *(mm/dd/yyyy)* |  | *(mm/dd/yyyy)* |
| Latitude (Deg/Min/Sec): |             / (Decimal)       | Longitude (Deg/Min/Sec): |             / (Decimal)       |
| Amount of flow released: [ ]  Estimated [ ]  Actual  |       | [ ]  Gallons [ ]  MGD |
| Description of the area impacted: *(Check all that apply)*[ ]  Private property [ ]  Basement backup [ ]  Reached public land [ ]  Reached receiving water |
| Name of receiving water: |       |

Release information (Location 6)

|  |  |  |  |
| --- | --- | --- | --- |
| Outfall number: |       | Location of release: |       |
|  |  |  | *(street address or manhole, lift station, force main, etc.)* |
| Date/time release began: |       /       [ ]  AM [ ]  PM | Date/time release stopped: |       /       [ ]  AM [ ]  PM |
|  | *(mm/dd/yyyy)* |  | *(mm/dd/yyyy)* |
| Latitude (Deg/Min/Sec): |             / (Decimal)       | Longitude (Deg/Min/Sec): |             / (Decimal)       |
| Amount of flow released: [ ]  Estimated [ ]  Actual  |       | [ ]  Gallons [ ]  MGD |
| Description of the area impacted: *(Check all that apply)*[ ]  Private property [ ]  Basement backup [ ]  Reached public land [ ]  Reached receiving water |
| Name of receiving water: |       |

Release sampling report instructions

Below are numbered instructions for completing the R*elease sampling report* form. Please fill all fields that you can and as accurately as you can. R*elease sampling reports* must be submitted by the facility/system that is responsible for the maintenance and oversight of the collection system where the discharge occurred. Please refer to these instructions while filling out the report:

1. **Facility name (organization):** The facility name as it appears on the NPDES Permit. For wastewater systems which do not have an active NPDES Permit please enter NONE in the box.
2. **NPDES/SDS Permit:** The permit number associated with the facility. For wastewater systems which do not have an active NPDES Permit mark this space as either “Terminated” for systems which had an NPDES Permit in the past or “N/A” for systems which have never had an NPDES wastewater permit.
3. **Outfall number:** The number of the outfall associated with the release as identified in the NPDES Permit. For discharge locations which have not been specifically listed in the permit, mark as “N/A”.
4. **Location of release:** The actual physical location of the release: Such as a street address; closest cross streets; manhole ID; lift station; force main, etc. **NOTE:** Please give the most accurate information in regards to manholes, lift stations, and force mains that can be referenced back to documentation at your facility.
5. **Date and time release began:** If the exact date and time is not known please indicate the date and time you became **aware** of the release.
6. **Date and time release ended:** The exact date and time the release ended. If the release is ongoing at the time of the initial report, please leave this field blank and later resubmit an additional “Follow-up” report with the date and time that the discharge ended and check the “Follow-up to R*elease sampling report* previously sent on: \_\_\_” box at the top of the form.
7. **Latitude:** Latitude shall be reported in decimal degrees (e.g., 77.029289) or degrees, minutes, and seconds. The latitude fields on this report will **soon be required** by U.S. Environmental Protection Agency (EPA); however, these fields can be left blank on the report if the sewer overflows are caused by an extreme wet weather event that inundates a large sewer basin and individual overflow locations (i.e., manholes) are difficult to quantify. At this time, the report will not be sent back if the boxes are blank; however, please attempt to fill in this field in as accurately as possible.
8. **Longitude:**  Longitude shall be reported in decimal degrees (e.g., 77.029289) or degrees, minutes, and seconds. The longitude fields on this report will **soon be required** by EPA; however, these fields can be left blank on the report if the sewer overflows are caused by an extreme wet weather event that inundates a large sewer basin and individual overflow locations (i.e., manholes) are difficult to quantify. At this time, the report will not be sent back if the boxes are blank; however, please attempt to fill in these two fields in as accurately as possible.
9. **Amount of flow released:** The flow released should be the best professional judgment from the facility on the estimated number of gallons of sewer overflow for **each** sewer overflow discharge.
10. **WWTP flow during release:** The flow of the treatment plant when the release was observed; often reported in a one hour time increment.
11. **WWTP average wet weather flow:** The WWTP design flow rate as identified in the respective NPDES Permit*.*
12. **Release type:** Check one and only one box that best applies to the type of release.
13. **Describe any impact(s) to aquatic life or receiving stream:** Describe the conditions of the receiving stream and any aquatic life impaired by the release.
14. **Reason for release:** Check **all** the boxes that apply to the specific release.
15. **Wet weather information:** Complete the information and check all the boxes that apply to depict the rain event characteristics that caused the release.
16. **Systems component(s):** Check **all** the boxes of components that are/were involved in the release.
17. **Additional description of the release:** Provide additional detailed information regarding why the release occurred that does not fit in the check boxes and supplemental details about the discharge event.
18. **Description of the area impacted:** Check **all** boxes of area(s) that were/are directly impacted by the discharge. If the discharge reached the receiving waters identify those by name whenever possible.
19. **Organizations notified by facility:** Check **all** of theboxes that apply.
20. **How was the public notified:** City website, Facebook, Twitter, newspaper, etc.
21. **Sampling results:** Complete the information and check all the boxes that apply. If additional parameters were analyzed please attach the lab results. It is generally advised (and may be required by your permit) to sample for all permit required parameters of your effluent station; if the release is non-wastewater then test for suspected pollutants. If unsure of what parameters to test for contact MPCA compliance staff.
22. **Actions taken to prevent, minimize, or mitigate damage including clean-up and treatment of affected area:** Select **all** boxes that apply and then add additional description in box below.
23. **Resolution: Actions taken or planned to prevent recurrence:** Describe all actions taken and actions that will be taken to prevent the release from reoccurring in the future.
24. **Second page instructions:** Complete all parts of each table for additional discharge locations caused by the same event as on the first page. For any locations identified in the NPDES Permit, include the Outfall number for that location from the permit.