



Dedicated to Providing Top Quality, Cost Effective, and
Environmentally Safe Water and Wastewater Services to Our Customers

YPSILANTI COMMUNITY UTILITIES AUTHORITY

2777 STATE ROAD
YPSILANTI, MICHIGAN 48198-9112
TELEPHONE: 734-484-4600
WEBSITE: www.ycua.org

Reporting Requirements for Parameter Exceedance

Instructions: If the results of the permittee's wastewater analysis indicate that a violation of the permit has occurred, the permittee must:

1. Inform the Ypsilanti Community Utilities Authority of the violation within 24 hours of becoming aware of the violation. Mailing a letter the day of the violation does not guarantee notification within 24 hours. Notification shall include a phone call, fax, or email to YCUA at the following:

Phone: 734-484-4600 Ext.121

Fax: 734-544-7149

Email: smullapudi@ycua.org

2. The user shall file a written follow up report with the YCUA within thirty (30) days of becoming aware of the violation. The report shall include the following elements:
 - A. Laboratory report with chain of custody for wastewater analysis that indicated the violation.
 - B. Laboratory report with chain of custody for pollutant re-sampling.
 - C. A description of the violation, the cause thereof, and the violation's impact on the user's compliance status.
 - D. Duration of the violation, including exact dates and times of the violation, and if not corrected, the anticipated time the violation is expected to continue.
 - E. All steps taken or intended to be taken to reduce, eliminate and prevent reoccurrence of such a violation.
 - F. Cover letter (if YCUA report form is not used) with a certification statement.

A generic format for the written follow up report has been provided and is available electronically upon by request. If an alternative form is used, it must include at minimum the above information requested in the YCUA form. The written follow up report must be submitted by mail or fax only.

Industrial Pretreatment Program

30-Day Parameter Exceedance Report

Attach additional sheets if necessary

1) Facility Name: _____

2) Permit#: _____

3) Representative reporting violation: _____

4) Representative's title: _____

5) Date and time violation was initially reported to YCUA: _____

6) Notification was provided via: Phone Fax E-Mail

7) Describe the violation, the cause thereof (indicate if unknown), and the violation's impact on the user's compliance status:

8) Indicate the duration of violation, including the exact date and time of violation, and if not corrected, the anticipated time the violation is expected to continue (indicate if changes were made in the treatment process):

9) Indicate steps being taken to reduce, eliminate, and prevent a reoccurrence of the violation:

10) Attach laboratory report with chain of custody for wastewater analysis that indicated the violation.

11) Attach laboratory report with chain of custody for pollutant re-sampling.

Certification Statement

" 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 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."

Name of Representative (please print): _____

Signature: _____

Title: _____

Date: _____

Please forward the above report with all necessary attachments by mail or fax to the following:

Industrial Pretreatment Program Supervisor
Ypsilanti Community Utilities Authority
2777 State Rd.
Ypsilanti, MI 48198