



Instructions for Submitting Reports to IDEM's Office of Water Quality

The Compliance Branch of IDEM's Office of Water Quality (OWQ) routinely receives reports at two email addresses: wwReports@idem.IN.gov and wwViolationResponse@idem.IN.gov. Emails with blank or vague subject lines significantly delay OWQ's processing time. Please help OWQ work efficiently by typing your email subject line as shown in the table below. *Please note that OWQ no longer accepts reports via fax.*

- ▶ If you are already using NetDMR, please continue to use CDX and NetDMR! For assistance with NetDMR, call Rose McDaniel at (317) 233-2653 or email her at rmcdanie@idem.IN.gov.
- ▶ If you are submitting reports to wwReports@idem.IN.gov, please type your email subject line as follows:

| Report Being Submitted | What to Type in the Email Subject Line |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| Anticipated Bypass/Overflow Event | Your Permit # Anticipated Bypass/Overflow |
| Bypass/Overflow Incident Report (State Form 48373) | Your Permit # Bypass/Overflow |
| Flow Meter Calibrations | Your Permit # Flow Meter Calibration |
| Noncompliance 24-Hour Notification Reports (State Form 52415) | Your Permit # 24-hour Noncompliance |
| Notice of Change (of responsible party/CO) | Your Permit # Notice of Change |
| Permit Compliance Schedule Progress Reports | Your Permit # Compliance Schedule (and the pollutant name, such as Phosphorus or Mercury) |
| | Your Permit # Progress Report |
| | Your Permit # Completion of Construction |
| Pretreatment Reports (of any kind) | Your Permit # Pretreatment |
| Streamlined Mercury Variance Report | Your Permit # SMV |
| Toxicity Reduction Evaluation Plans and Progress Reports | Your Permit # TRE |
| Whole Effluent Toxicity Testing Reports | Your Permit # WETT |

Examples:

IN0012345 Anticipated Bypass/Overflow
IN0012345 Compliance Schedule Mercury

- ▶ If you are emailing a noncompliance letter response to wwViolationResponse@idem.IN.gov, please type your email subject line as follows: Your Permit # Response Your Town/Company Name

Example: IN0012345 Response City of Indianapolis

Note: Feel free to attach more than one report to your email if they are the same type of report for the same permit. For example, if you are submitting multiple bypass/overflow incident reports for the same permit, you may attach all of them to one email. However, please do not attach different types of reports to the same email. For example, if you have a 24-hour noncompliance report and a bypass/overflow incident report, please email them in separate emails, and type each email subject line as set forth above.

Please save this quick reference for future use. Thank you for your cooperation!