

# Appendix D      Sample      Template      for      the Interim Notifications

**Sample template for the interim notifications of  
Environmental Quality Limits Exceedances**

**Incident Report on Action Level or Limit Level Non-compliance**

|   |  |
|---|--|
| Project   |  |
| Date  |  |
| Time  |  |
| Monitoring Location   |  |
| Parameter   |  |
| Action & Limit Levels                                       |  |
| Measured Level  |  |
| Possible reason for Action or Limit<br>Level Non-compliance |  |
| Actions taken / to be taken                                 |  |
| Remarks   |  |

Location Plan

Prepared by:

Designation:

Signature:

Date:

