

## **Appendix 16.1**

### **Sample Template for Interim Notification**

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

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

Prepared by: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_