



MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE  
STRATEGY  
REGIONAL OPERATIONS BRANCH  
NON-COMPLIANCE REPORTING MAILBOX NOTIFICATION  
TEMPLATE

**To:** [EnvironmentalCompliance@gov.bc.ca](mailto:EnvironmentalCompliance@gov.bc.ca)

**Subject:** Authorization# NCR Non-compliance start date (YYYYMMDD) Brief Description of Non-Compliance  
(*Example: 2468 NCR 20210426 TSS BOD exceedance*)

**Date of Non-compliance:** YYYY-MM-DDHHMM using 24 hr clock

**Location of Non-compliance [address, long. & lat.]:**

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**Nature of Non-compliance:**

**Initial Response/Actions taken:**

**Monitoring conducted:**

**Future action items:**

**Contact information:**

**Attachments:** monitoring data, photos, etc.

Note: This form is intended to facilitate communication regarding non-compliance events between authorisation holders and the ministry. Submission of this form by an authorization holder does not constitute an inspection or a finding of non-compliance in accordance with ministry compliance and enforcement policy and procedure.

All reportable spills must be reported to PEP at 1-800-663-3456.

More detailed information may be required by the ministry on follow-up.