

**GUIDELINES FOR COMPLETION OF INCIDENCE OF NON-COMPLIANCE (ION)  
FORM**

**Complete and submit this form for any violation of the Storm Water Pollution Prevention Plan observed during any inspection conducted, including those not required by the Plan. Please adhere to the following guidelines.**

< **Submit original, photocopy or facsimile copies. Facsimile and/or photo copies should be followed-up with an original signature copy as soon as possible. Please write "copy" under the "For Office Use Only" box in the lower right hand corner.**

< **Submit completed forms to:**

**Illinois Environmental Protection Agency  
Division of Water Pollution Control  
Permit Section  
Post Office Box 19276  
Springfield, Illinois 62794-9276**

< **Reports must be typed or printed legibly and signed.**

< **Use the formats given in the following examples for correct form completion.**

<u>Example</u>		<u>Format</u>
<b>SECTION</b>	<b>12</b>	<b>1 or 2 numerical digits</b>
<b>TOWNSHIP</b>	<b>12N</b>	<b>1 or 2 numerical digits followed by "N" or "S"</b>
<b>RANGE</b>	<b>12W</b>	<b>1 or 2 numerical digits followed by "E" or "W"</b>