

NY-Alert Data Entry Helpful Information

This is meant as a quick guide for municipalities and individual notifiers to use based on their circumstances.

Resources & Tips

Location of maps - write down where staff can find waterbody names.

How to estimate volume/rate

Volume/rate - Estimating tools to use. *Attach the California manhole pictures or other methods to use. For CSO discharges, use the average discharge based on the data from the previous year. Use the additional instructions box for explanation of average calculation.*

Suggestions for Additional Instructions box to better inform public

- Explain calculation for CSO discharges
- Long term solutions:
 - Preventative maintenance program adjusted
 - Enforcement against source
 - Inspect sewer lines with CCTV
 - Planned to be repaired/ replaced by a certain date
 - Repaired defect

Example descriptions for “Reason for Discharge” – “Explanation of Reason”

- Blockage
 - Debris – general
 - Debris – rags
 - Grease deposition
- Other
 - Blow off valve failure
 - Construction diversion failure
 - Damage from construction activities
 - Pump station failure
 - Siphon failure
 - Vandalism

Example descriptions for “Steps to Contain the Discharge”

- Nothing
- Mitigated effects of spill
- Contained all or portion of spill
- Returned all spill to sanitary sewer system
- Returned portion of spill to sanitary sewer system
- Vacuum truck
- Plugged downstream storm drains
- Excavation
- Used sandbags or other containment barriers
- Plugged catch basin inlets
- Permitted CSO Discharge

When do reports need to be updated?

- Every day of an ongoing discharge
- Any change to information that should go out to the public

When do reports need to be closed?

- When the discharge has ended -termination notice
- Can be done 7 days after the end of the discharge

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Notifier Worksheet

Examples for use

- Very infrequent discharges – so you don't forget user name and password and the required information needed.
- Frequent discharges at a single location– you have a format to refer to every time.
- Modify to tell staff what information needs to be changed in a template.

Notifier Data Entry Worksheet for Your City/Town/Village

User Name _____ Password hint _____

Trouble getting into NY-Alert? Contact NYAlertSupport@its.ny.gov or call 518-292-2249

Location

- Use the map's satellite feature to confirm the balloon placement.
- Create a table with known discharge locations' latitude and longitudes

Discharge Information:

- Start Date and Time: _____
- Actual/Estimated End Date and Time: _____
- Calculated Duration: _____
- Surface Water Name: _____
- Potentially Impacted Public Areas:

Known Discharge Location	Public Area Type	Public Area Name

- System Components:

System Component	Description of Component

- Reason For Discharge:

Reason	Description of Reason

- Volume/Rate:

Volume	Volume/Rate	Treated State

- Steps Taken to Contain:
What is currently being done to stop the discharge, keep it from going further and clean up.
- Additional Instructions:
 - Long term solutions
 - Standard language that includes links to municipality's website