

**Step 1
Report**



**Step 2
Preliminary
Check**



**Step 3
Conservation
Supervisor/Water
Manager Review**



**Step 4
Notice
Processing, Issue,
and Record**



**Step 5
Appeal**



Incident Report Notice Process

1. Report submitted by ISO including documentation
2. Report is checked by clerk and verified by ISS
3. Report reviewed by Conservation Supervisor and Water Manager
4. Notice processed, issued by mail, and recorded by clerk
5. Appeal to appointed committee

During the Review

- ✓ The Conservation Supervisor and Water Manager will assess the incident
- ✓ Impacted parties will be contacted
- ✓ Action will be taken according to policy and procedure