

Community Name

Pollution Complaint Tracking Form

Illicit Discharge Elimination Program

Complaint made by: _____

Phone #: _____

Date: _____ Time: _____

Location of Problem: _____ Offending Party (if known) _____

Nature of Problem (i.e. paper waste, odor, color, etc.): _____

Is this an Emergency? No

Yes (then call 911)

Nature of Emergency: _____

Initial Contact made to:

- 911
- City Dept. _____
- Wayne County (888) 223-2363
- Oakland County (248) 858-0931
- PEAS Hotline (State) 1-800-292-4706
- Other _____

Additional Comments:

Investigation Summary

- Initial Investigation
- Follow-up Investigation

Date of Investigation: _____

Investigating Agency: _____

Location of Discharge: _____

Crew Members: _____

Investigation Location: _____

Observations (odor, color, volume, etc.): _____

Actions Taken (dye testing, notification letter, etc.):

Were photos taken: Yes No

Agency Referred to: _____

Agency Contact: _____

Method of Communication:

- E-mail* Letter/memo* Phone

*Attached copies

Content of Communication:

Date Corrected or Resolved: _____

Recommended Procedure

1. Take down complaint information.
2. Inform the caller that the problem will be further investigated and thank him/her for calling in.
3. If the problem is related to oil or fuel, please phone 911.
4. If the Problem is related to a construction site and there is sediment leaving that site, call Oakland County or Wayne County or the local soil erosion control enforcement agency.
5. All other types of complaints should be referred to the local public works department staff or their designee for investigation.
6. Please file completed form.
7. Every 2 years, provide the ARC with the number of complaints investigated, the type (sewage, oil, etc.) of illicit discharge found, if any, and the location (closest cross streets) of the discharge.