Pollution Complaint Tracking Form

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:
__________________________________________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________________________________________

Date Corrected or Resolved: ________________

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:
__________________________________________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________________________________________

Community Name
Illicit Discharge Elimination Program

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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.