

COMPLAINT DECLARATION FORM

For Office Use Only
C # _____

CONTACT	Name: _____			
	Home address: _____	City: _____	State: _____	Zip: _____
	Mailing address, if different: _____	City: _____	State: _____	Zip: _____
	Home phone: _____	Work phone: _____		
	Cell phone: _____	Email: _____		

TIME	Date of observation: _____		
	Time of observation: from _____	to	_____
	Was the emission continuous or intermittent during that time?		
	Has it occurred before? Yes No If so, how frequent?		

LOCATION	Address where you observed the emission (if other than home): _____
	Suspected source (name and address) and type of operation if known: _____

DESCRIPTION	Type of emission: Odor Smoke Dust Paint/Vapors Asbestos Other
	Wind condition: Calm Breezy Windy Direction the wind was blowing from: _____
	Describe the emission: _____

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IMPACT	How did the emission effect you (e.g., describe health impacts or property damage)? _____
	<input type="checkbox"/> continued on page 2

DECLARATION	
I declare under penalty of perjury that the above information is true and correct.	
Executed on: _____ at _____, California	
Month, Day and Year	Location
_____ Signature of Complainant	
Will you testify in court? Yes No	

DESCRIPTION (continued)**IMPACT (continued)****Instructions for Completing the Complaint Declaration Form**

- If requested information is not known or is not applicable, the Complainant should indicate “not known” or “not applicable” in the space provided. The District may elect to not investigate complaints that are submitted anonymously, or that do not contain a phone number at which you can be contacted, or which lack the location and a brief description of the problem.
- The Complainant must list a physical residence address. A post office box number may also be provided, as needed, for mailing.
- At least one of the telephone numbers must allow contact with the Complainant from 8:00 AM to 5:00 PM Monday through Friday.
- For odors, the Complainant should relate the smell to a more familiar odor. For example:
 - skunk, rotten eggs, sewage, tar/asphalt, sulfur
 - solvent, paint, gasoline, petroleum, oil
 - burning, burning wood, burning brakes/clutch
 - garbage, dead animal, rotten meat, vomit, cooking vegetables
 - chemical, musty, metallic
- The Complainant must state the way in which the emissions impacted or had a result or effect on him/her.

Confidentiality: The District will not voluntarily disclose the identity of the Complainant unless the case goes to court in which disclosure may be compelled. Although the District may seek to shield the identity or existence of a complainant, the company or person being investigated may correctly deduce the identity of the Complainant – particularly if the Complaint is nearby and/or has had previous interactions with the investigated party. District enforcement action may be based upon the observations of the inspector or the observation of witnesses.