



WMD Site No: _____
Project No: _____
Project Type: _____

**DEPARTMENT OF ENVIRONMENTAL SERVICES
WASTE MANAGEMENT DIVISION
Complaint Form**

GUIDELINES FOR REPORTING COMPLAINT

1. Report the complaint to the local officials first.
2. If a complaint can not be resolved at the local level, report the complaint to the NHDES
3. Spill Response & Complaint Section. The complaint must be submitted to DES in writing in the form provided and signed by the complainant. Email submittal does not require a signature.
4. Fill out the complaint form by moving the cursor onto the line next to the question and type response. Highlight and copy the completed form.
5. Paste onto an email and email the completed form to orcb.wmd@des.nh.gov

Or complete and print the form and mail a signed copy to:

NH Department of Environmental Services
Spill Response and Complaint Investigations Section
PO Box 95
Concord, NH 03301-0095

Please type or print neatly, answer all questions as completely as possible, attach copies of relevant documents to the complaint.

Complainant's (Your) Name: _____

Complainant's Signature: _____
(Signature is not required for email submittal)

Mailing Address: _____

Town: _____ State: _____ Zip: _____

Home Telephone #: _____ Work Tel. #: _____ Email Address: _____

Complaint Against

Business or Individual Name: _____

Mailing Address: _____

Town: _____ State: _____ Zip: _____ Tel. #: _____

Incident Location

Site Name: _____

Town: _____

Street Address: _____

Directions to Site: _____

Have you complained to the company? Yes ___ No ___

Have you reported this complaint to local officials? Yes ___ No ___

If Yes, Town: _____

Department: _____

Representative's Name: _____

List Other Witnesses: _____ Tel. #: _____

_____ Tel. #: _____

_____ Tel. #: _____

Photographs or video submitted? Yes ___ No ___

Complaint Information (Please write your observations below, please be as descriptive as possible. Include; activity observed, and name of company/individual involved. For containers; indicate type, size and color, whether material is leaking or getting onto the ground surface or into surface water. Also include any other information you think is pertinent. If possible include a site sketch or site map, and include any pertinent photos or videos).
