GUIDELINES FOR REPORTING COMPLAINT

1. Report the complaint to the local officials first.
2. If a complaint cannot be resolved at the local level, report the complaint to the NHDES 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.
3. 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.
4. 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).

_________________________________________________________________________
_________________________________________________________________________

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