

**CITIZEN COMPLAINT  
ILLCIT DISCHARGE REPORTING FORM**

Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_ Time Discharge Discovered: \_\_\_\_\_

Date of Last Rain Event: \_\_\_\_\_ Estimated Quantity of Rain: \_\_\_\_\_ in.

LOCATION OF DISCHARGE (indicate nearby street intersections, addresses, and/or landmarks for reference): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHERE WAS DISCHARGE FOUND? OPEN DITCH    STREAM    PIPE OUTFALL    OTHER: \_\_\_\_\_

WAS WATER FLOW OBSERVED?                      NO                      YES                      .

WAS FLOW SOLID OR PULSING?                      SOLID                      PULSING

WAS A PHOTO TAKEN?              NO                      YES              (Please attach a copy to form)

ODOR:      NONE      MUSTY      SEWAGE      ROTTEN EGGS      SOUR MILK      OTHER: \_\_\_\_\_

COLOR:      CLEAR      RED      YELLOW      BROWN      GREEN      GREY      OTHER: \_\_\_\_\_

CLARITY:      CLEAR      CLOUDY      OPAQUE

WAS THERE AN:                      OILY SHEEN                      YES                      NO  
   GARBAGE/SEWAGE                      YES                      NO  
   OTHER: \_\_\_\_\_

ADDITIONAL INFORMATION TO ASSIST IN THE INVESTIGATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Follow up Investigation*

OUTFALL NO: \_\_\_\_\_ INSPECTOR NAME \_\_\_\_\_ PHONE \_\_\_\_\_

**FIELD ANALYSIS:**

WATER TEMP: \_\_\_\_\_ °F / °C                      CHLORINE (Total): \_\_\_\_\_ mg/l

pH: \_\_\_\_\_    COPPER: \_\_\_\_\_ mg/l

PHENOL: \_\_\_\_\_ mg/l                                      DETERGENTS: \_\_\_\_\_ mg/l

WAS A LABORATORY SAMPLE COLLECTED?              NO                      YES

(if yes attach copy of chain-of-custody record)

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATA SHEET FILLED OUT BY: (signature): \_\_\_\_\_ DATE: \_\_\_\_\_

Additional notes to file: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow-up with Complainant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## REPORTING INSTRUCTIONS

1. FILL OUT GENERAL CONTACT INFORMATION.
2. ENTER IN THE DATE THE DISCHARGE WAS DISCOVERED AND THE APPROXIMATE TIME DUTRING THE DAY.
3. ENTER THE DATE OF THE LAST RAINFALL EVENT AND THE AMOUNT OF PRESIPITATION:
  - a. GO TO <https://www.wunderground.com/> SEARCH FOR SHARON, PENNSYLVANIA; FROM HERE YOU WILL BE ABLE TO FIND PREVIOUS PRECIPITATION DATA.
4. PROVIDE AN APPROXIMATE LOCATION OF THE REPORTED AREA:
  - a. THIS CAN EITHER BE FROM NEARBY ADDRESSES, LAT/LONG, LANDMARKS OR BY ANY DESCRIPTIVE MEANS TO BE ABLE TO LOCATE THE AREA IN QUESTION.
5. SELECT ONE OF THE OPTIONS FOR WHERE THE DISCHARGE WAS FOUND DRAINING THEN SUBSEQUENTLY ANSWER ALL PERTAINING QUESTIONS REGARDING THE DISCHARGE.
  - a. ANY ADDITIONAL INFORMATION PROVIDED IS HELPFUL TO UNDERSTAND WHAT TYPE OF DISCHARGE THIS IS AND WHERE IT COULD POSSIBLY BE SOURCED.
6. ONCE COMPLETED, SUBMIT THIS FORM ALONG WITH ANY PHOTO DOCUMENTATION TO JESSICA FLYNN: [jflynn@cityofsharon.net](mailto:jflynn@cityofsharon.net)
  - a. YOUR REPORT WILL BE CATEGORIZED AND AN INVESTIGATION WITH THIS MATTER WILL BE UNDERTAKEN. ONCE THE INVESTIGATION IS COMPLETE A FOLLOW-UP RESPONSE WILL BE GENERATED ON THE CURRENT STATUS.