

**LOS ALAMOS COMMUNITY SERVICES DISTRICT (LACSD)
ODOR COMPLAINT FORM**

LACSD STAFF DIRECTIONS: When responding to an odor complaint, please complete SECTION 1 of this form as accurately and with as much detail as possible. Following recordation of SECTION 1 information, please fax or e-mail a copy of this document to the Santa Barbara County Air Pollution District (APCD) at (805) 614-9135 or whitef@sbcapcd.org. APCD's current staff contact for odor complaints in the project vicinity is Fred White, who may be reached at (805) 614-6788; if Mr. White is unavailable, please contact the APCD mainline at (805) 961-8800. Following a field investigation of the odor(s), please complete SECTION 2. Report back to Complainant via phone and/or email the results of the field investigation as well as any correction action(s) taken/ to be taken; document these communications in SECTION 3. Send the completed form (SECTIONS 1-3) to APCD via fax and/or email at the time of complaint resolution. Any questions regarding the complaint should be directed to LACSD's Operation Manager at (805) 344-4195.

SECTION 1: IN-TAKE INFORMATION

DATE: _____

TIME: _____

COMPLAINANT'S NAME: _____

COMPLAINANT'S PHONE # AND/OR E-MAIL: _____

COMPLAINT DETAILS (APPROX. LOCATION, ODOR TYPE, TIME(S) OF DAY, ETC.):

LACSD FIELD STAFF ASSIGNED TO INVESTIGATE ISSUE:

COMPLETED BY: _____ (LACSD STAFF)

SECTION 2: FIELD INVESTIGATION

FIELD INVESTIGATION NOTES:

ODOR SOURCE: _____

CORRECTIVE ACTION(S) AND ANTICIPATED TIMING:

COMPLETED BY: _____ (LACSD STAFF)

SECTION 3: FOLLOW-UP

COMPLAINANT'S NAME: _____

DATE: _____

TIME: _____

NOTES: _____

COMPLETED BY: _____ (LACSD STAFF)