

OKLAHOMA WATER RESOURCES BOARD

3800 NORTH CLASSEN BOULEVARD
OKLAHOMA CITY, OK 73118

COMPLAINT TRACKING FORM

ANONYMOUS: YES NO

CONFIDENTIAL: YES NO

COMPLAINANT NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE - WORK: () _____ HOME: () _____

=====

COMPLAINT AGAINST: _____

COMPLAINT ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE - WORK: () _____ HOME: () _____

=====

DESCRIPTION OF COMPLAINT LOCATION: _____

LEGAL LOCATION: _____ OF SECTION: _____

TWN.: _____ (N / S) RGE.: _____ (EIM/WIM/ECM) COUNTY: _____

DESCRIPTION OF COMPLAINT: _____

OFFICIAL USE ONLY

DATE: ____ / ____ / ____

COMPLAINT NUMBER: _____

TIME RECEIVED: _____

AGENCY RECEIVING: **835**

AGENCY JURISDICTION: ___ TYPE OF COMPLAINT (SOURCE CODE): **835** ___

PERSON TAKING COMPLAINT: _____

REFERRED TO: _____ DATE REFERRED: ____ / ____ / ____

AGENCY CONTACT PERSON: _____

INSTRUCTIONS FOR OKLAHOMA WATER RESOURCES BOARD

COMPLAINT TRACKING FORM

Please print or type the information onto the form. Once you have completed the form, mail it to the address of the Oklahoma Water Resources Board at the top of the form. Once the complaint has been received, it will be reviewed and assigned to someone to investigate. If the complaint involves issues that are not within the jurisdiction of the Oklahoma Water Resources Board, then those issues will be referred to the appropriate state agency for investigation.

Anonymous/ Confidential:

Check the appropriate box if you wish to remain anonymous or if you wish to keep your name confidential.

Complainant:

Provide your name, address and telephone number. This is particularly important to provide, even if you wish your name to remain anonymous or confidential. It is important that we are able to contact you if we need additional information or to inform you of progress of the investigation.

Complaint Against:

If known provide the name and address of the person or entity who you are filing the complaint against.

Description of Complaint Location:

Provide a detailed description of how to locate the complaint site, so our field investigators can find and inspect the problem. If additional space is needed continue on the back of the form.

Legal Location:

If known, provide the section, township and range of the complaint site.

Description of Complaint:

Provide a detailed description of the problem. Be sure to include when problem developed or was first noticed. If additional space is needed continue on the back of the form.