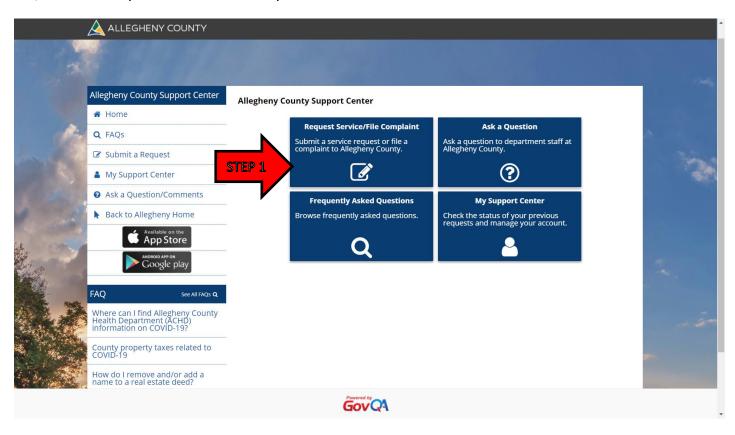


How to File an Air Quality Complaint with ACHD

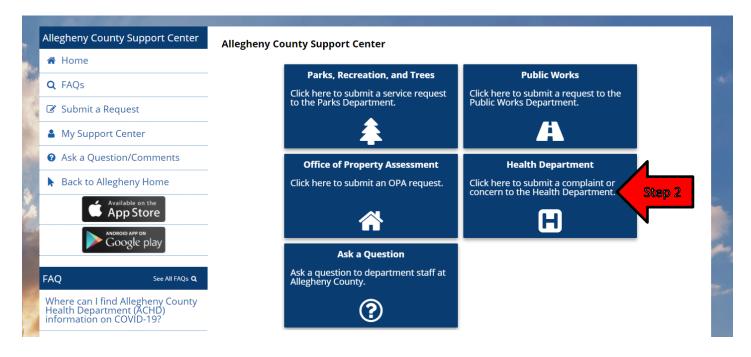
The Allegheny County Support Center is a one-stop place for asking questions, requesting service, or making complaints. The Support Center gives residents access to the Health Department in general and the programs of Air Quality, Food, and Housing. The Health Department is looking to add more programs in the future. The Support Center can be accessed at this link: http://callcenter.alleghenycounty.us/. It can also be accessed via the Air Quality Program's webpage at www.alleghenycounty.us/airquality.

This guide will show you how to use the Allegheny County Support Center to alert the Health Department to an air quality complaint.

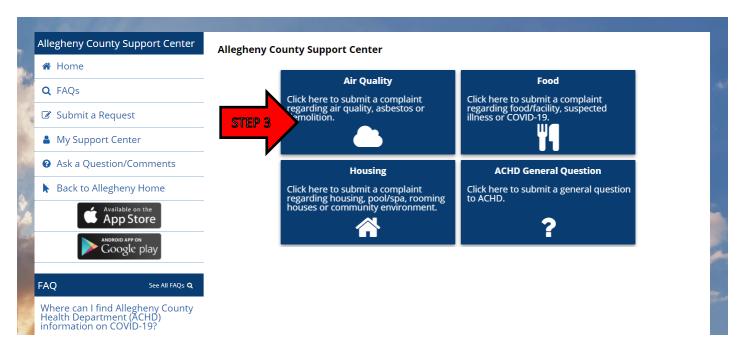
First, click on "Request Service/File Complaint".



Next, click on "Health Department".

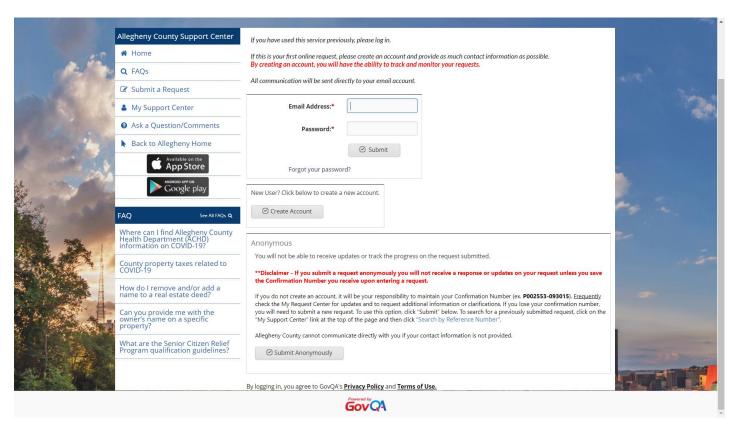


Next, click on "Air Quality".



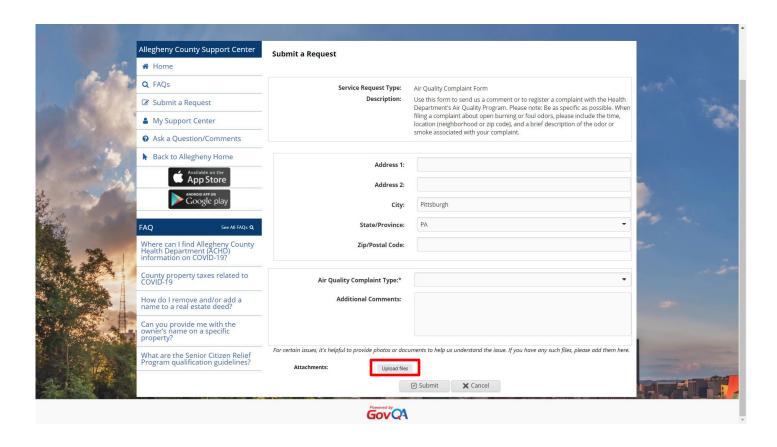
You can create an account or submit complaints, requests and questions anonymously. The Health Department recommends you create an account. If you submit an anonymous complaint, you will not receive email notifications regarding the status of your submission, and you will have to use the complaint reference to check its status.

For new users, create an account by clicking "Create Account" and entering your information. For returning users, sign in with your email address and password.



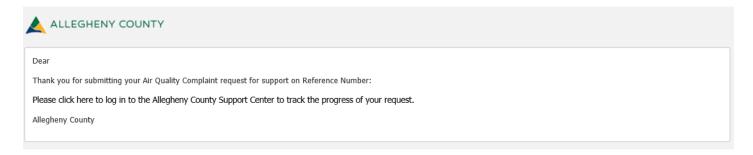
Select from among five complaint types.

- **Asbestos or Demolition** for concerns about asbestos from renovation or demolition. Some of the provided questions on the form include:
 - What type of building is involved? (residential structure with four or fewer units, commercial, industrial, etc.)
 - Is the complaint regarding a renovation or a demolition?
 - If renovation, where in the building is renovation activity occurring (i.e. floor, room #, etc.)? Please provide a description of the work being performed.
 - If demolition, what is the type of demolition (i.e. interior, exterior partial, or entire building)?
 - Is the building currently occupied?
 - Are there currently workers on site?
- Odor for concerns about foul odors. Some of the provided questions on the form include:
 - Please describe the odor (Rotten Eggs/Sulfur, Metallic, Diesel, etc.)
 - If you smell natural gas, leave your house immediately and call your gas company or dial 911. Do not turn on or off any electrical switches or use any appliances or lights, as it could create a spark.
 - What time and date did you observe the odor?
 - Where were you when you observed the odor?
 - Did you observe smoke, dust, or steam?
- Outdoor Burning for concerns about smoke or odor from a fire or combustion that passes into the open air without going through a flue, including fires which occur in a chiminea, fire pit, outdoor fireplace, or grill. Some of the provided questions on the form include:
 - o Is the fire occurring now?
 - o Did you report to another agency or authority? If so, which agency?
 - Please call 911 to report an open burning issue during non-business hours (8:30 a.m.-4:30 p.m. Monday through Friday)
 - o Is this occurring at a commercial property?
 - Is the pile of wood burning more than 2 feet high? More than 3 feet wide?
 - If the material being burned is not wood, please indicate what it is.
- **Smoke or Dust** for concerns about smoke or dust. Some of the provided questions on the form include:
 - What did you observe? (Smoke or dust)
 - If smoke, what is the color of the smoke? Is there an odor associated with it?
 - If dust, can you see it in the air? Observe it on surfaces?
 - What time and date did you observe it?
 - o Is it occurring now?
 - O Where did you observe it?
- Other for concerns that do not fit the other four categories. Some of the provided questions on the form include:
 - Please describe the location of the complaint.
 - O What time and date did you observe it?
 - Please describe the complaint.



Please answer the questions on the form to the best of your knowledge. There is a box for additional comments if you would like to provide more details to help us understand the issue or describe an odor that doesn't fit the listed options. There is also the option to provide photos or documents to help us understand the issue.

If you created a Support Center account, you will receive a confirmation email with your reference number to track the progress of your request. Videos and pictures can be sent to the department by replying to the confirmation email. Please provide a current email or phone number in the case that Health Department staff may need to contact you.



Air quality concerns can also be reported by calling 412-350-INFO (4636). The Support Center can also be accessed using the free Allegheny County PA app, which can be found in the App Store and Google Play Store.



