



**CITY OF OXNARD  
ODOR COMPLAINT FORM INSTRUCTIONS**

The City of Oxnard is seeking assistance from citizens in identifying odor related issues in the community. We are asking citizens to be our noses across the City and to report nuisance odors they perceive using the “Odor Complaint Form”. The Form was designed to be a simple and quick check list of questions that can easily be answered. The questions will provide the City with a standardized approach to identifying and classifying odors throughout the City.

There are a couple of important issues to keep in mind as you complete the Form:

**Step 1** To report an odor complaint please contact the City of Oxnard at (805) 488-3517 during business hours (M-F; 8 am to 5 pm or at (805) 797-7598 after hours. It is important that you contact the City while the nuisance odor is present. This will allow staff to assess the odor complaint while the problem is occurring.

**Step 2** Fill out the Form. The Form can be downloaded from the City’s website at [www.oxnard.org](http://www.oxnard.org). or will be delivered by staff upon receipt of the call.

**A – Name:** Print your name in Section A and also sign it when you are finished.

**B - General:** The “Location” refers to where you are when you smell the nuisance odor. That location is generally noted by the name of the nearest intersection, landmark or home address if you are at your house at the time.

**C - Intensity:**

- |                        |  |
|------------------------|--|
| 1. Very Faint:         | barely perceptible                         |
| 2. Very Light:         | may not be distinguishable                 |
| 3. Light:              | distinguished but not objectionable        |
| 4. Light-to-Moderate:  | distinguishable and at times objectionable |
| 5. Moderate:           | objectionable/irritating                   |
| 6. Moderate-to-Strong: | very distinct, pungent                     |
| 7. Strong:             | objectionable                              |
| 8. Very Strong:        | overpowering and intolerable               |

**E - Weather Conditions:** Wind speed can be defined by referring to the following description:

*Calm:* Smoke rises vertically

*1-5 mph:* Wind is felt on face; leaves rustle; ordinary wind vane is moved by wind

*5-15 mph:* Leaves and twigs in constant motion; wind extends light flag; dust, loose paper, and small branches are moved

*Greater than 15 mph:* Small leaf trees begin to swale; large branches in motion; whistling in phone/electrical wires

Thank you for your time and effort in helping the City of Oxnard address nuisance odors.