

# Environmental Incident Report

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Title: \_\_\_\_\_

Severity: \_\_\_\_\_ Site: \_\_\_\_\_

Date / Time: \_\_\_\_\_ Completed by: \_\_\_\_\_

## Incident Details

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1 Date and time of incident

\_\_\_\_\_

2 Location of incident

Address or coordinates

3 Description of what happened

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4 Type of environmental incident

- Spill or leak       Air emission       Water contamination       Land contamination  
 Waste management breach       Noise complaint       Odour complaint       Wildlife disturbance  
 Other

## Substance/Material Information

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5 Type of substance or material involved

- Fuel or oil       Chemicals       Sewage or wastewater       Hazardous waste  
 Non-hazardous waste       Dust or particulates       Unknown       Not applicable  
 Other

6 Name of substance (if known)

\_\_\_\_\_

7 Estimated quantity released

\_\_\_\_\_

8 Was the release contained or uncontained?

- Contained       Uncontained       Partially contained       Not applicable

## Environmental Impact

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9 What was affected?

*Select all that apply*

Land/soil

Surface water (river,  
stream, pond)

Groundwater

Drainage system

Air

Wildlife or habitats

None identified

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10 Estimated area affected

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11 Was any wildlife visibly impacted?

Yes

No

N/A

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12 Details of environmental damage observed

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13 Photos of incident or affected area

*Attach file here*

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## Immediate Response

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14 Was the area made safe and secured?

Yes

No

N/A

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15 Containment measures taken

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16 Was a spill kit or absorbent materials used?

Yes

No

N/A

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17 Emergency services called

Yes

No

N/A

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18 Environment Agency or regulator notified

Yes

No

N/A

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19 Site manager or supervisor notified

Yes

No

N/A

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20 Time of initial response

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## Root Cause

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21 Immediate cause of incident

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22 Was equipment failure a factor?

Yes  No  N/A

23 Equipment details (if applicable)

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24 Contributing factors

*Select all that apply*

Human error  Equipment failure  Lack of maintenance  Inadequate procedures  
 Weather conditions  Third party actions  Vandalism  Unknown  
 Other

## Witnesses

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25 Were there any witnesses?

Yes  No  N/A

26 Witness names and contact details

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## Regulatory Reporting

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27 Is this incident notifiable to the Environment Agency?

Yes  No  To be determined

28 Regulator reference number (if reported)

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29 Date reported to regulator

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## Corrective Actions

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30 Immediate actions taken

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31 Further actions required

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32 Person responsible for follow-up actions

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33 Target completion date

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34 Lessons learned or recommendations

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## Sign-off

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35 Report completed by \*

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36 Job title or role

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37 Date of report \*

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38 Signature \*

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Signature

39 Manager or supervisor name

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40 Manager signature

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Signature

41 Additional comments

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