

Spill Response Record

Capture what was spilled, containment actions taken and any disposal steps. Keep a complete record for environmental compliance and lessons learned.

Title: _____

Severity: _____ Site: _____

Date / Time: _____ Completed by: _____

Spill Details

1 Date and time of spill *

2 Location *

Address or coordinates

3 Who discovered the spill

4 Description of what was spilled *

5 Estimated volume of spill

6 Type of substance

Chemical

Fuel/Oil

Water/Wastewater

Biological

Paint/Solvent

Food/Drink

Other

7 Is the substance hazardous

Yes

No

N/A

8 Safety data sheet available

Yes

No

N/A

9 Photos of the spill

Attach file here

Containment and Clean-up

10 Was the spill contained

Yes

No

N/A

11 Containment method used

12 Clean-up method used

13 Spill kit used

Yes

No

N/A

14 PPE worn during clean-up

Select all that apply

Gloves

Goggles

Face Mask/Respirator

Overalls/Coveralls

Chemical Boots

Other

15 Waste disposal method

16 Area restored to safe condition

Yes

No

N/A

17 Photos after clean-up

Attach file here

Impact

18 Did the spill reach a watercourse or drain

Yes

No

N/A

19 Did the spill reach soil or ground

Yes

No

N/A

20 Any injuries as a result of the spill

Yes

No

N/A

21 Injury details

22 Environmental damage observed

Notifications

23 Environment Agency notified

Yes

No

N/A

24 Date notified

25 Emergency services called

Yes

No

N/A

26 Client or site manager notified

Yes

No

N/A

27 Notified by

Root Cause and Follow-up

28 Suspected cause of the spill

29 Could the spill have been prevented

30 Corrective actions required

31 Person responsible for follow-up

32 Target completion date

Sign-off

33 Report completed by *

34 Date of report *

35 Signature *

Signature

36 Manager or supervisor name

37 Manager signature

Signature

38 Additional comments
