**Environmental Incident Reporting Form**

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| To be completed and signed by the person reporting the event: |
| **1** | Full Name: |  |
| **2** | Job Title: |  |
| **3** | Were you directly involved in the incident? | * Yes
 | * No
 |
| If no, state capacity in completing this form: |  |
| **4** | Date and time of incident |  |
| **5** | Please provide a brief description (i.e. summary of what occurred) |
|  |
| **6** | Would you describe it as: | * An incident
 |
| * Near miss
 |
| * Legislative breach
 |
| **7** | How would you summarize the occurrence? | * Spillage or leak of non-hazardous substances
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| * Spillage or leak of hazardous substance (e.g. Oil, paint, chemical)
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| * Pollution of water courses or surface water drain
 |
| * Waste management (escape or incorrect disposal)
 |
| Or other risk: |  |
| **8** | Further Details | Please provide as much detail as possible, e.g.Substances involved, suspected cause, any Third party involvement, actions taken  |
|  |
| **Signed** |  | **Date of completion** |  |