**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 | |
| * Spillage or leak of hazardous substance (e.g. Oil, paint, chemical) | |
| * 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** |  |