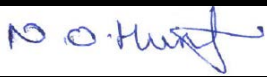



ENVIRONMENTAL INCIDENT REPORTING FORM


Filling in this form

- **Part A** of this form is to be **completed** and **signed** by the person reporting the event
- Please use a **BLACK** or **BLUE** pen and write in **BLOCK CAPITALS** or complete electronically.
- An example of how to complete the form is available at: <http://www.lboro.ac.uk/sustainability/policy/Incident.html>

PART A:				
1	Full Name:	Your name		
2	Job Title:	Security Patrol Officer		
3	Were you directly involved in the incident?	Yes	No	✓
	<i>If no, state capacity in completing this form:</i>	Noted unauthorised discharge of engine oil.		
	Who else was involved?	Staff	✓	Tenant
		Student		Conference
		Contractor		
		Public		Other
4	Date and Time of Incident	Date	15/05/15	Time 11:05
5	Please provide a brief description (i.e. a summary of what occurred)			
	Security staff were positioning covert security cameras, upon securing the camera to a specific location, discovered discarded used engine oil on the grass/woodland area to the left of Cayley Gates, closest to John Phillips Hall block 'D'.			
6	Would you describe it as:	An incident		
		Near miss		
		Legislative Breach		
7	How would you summarise the occurrence?			
	Fire or Explosion			
	Spillage or leak of substances other than special/hazardous			
	Spillage of special, hazardous or restricted substances (eg oil, detergent, paint)			
	Emission to air of gas, dust, fumes or other pollutants			
	Pollution of water courses, surface water drains, foul water sewers			
	Contamination of land, flora, fauna			
	Damage to archaeology, listed building, local heritage etc			
	Noise, litter, light, odour, vibration or other nuisance			
	Waste management (escape or improper storage/disposal)			
	Human health and safety			
	Other risk: (please describe)			
	Further details Please give as much detail as you can. For instance, the name of any substances involved, what happened leading up to the event, the part played by any people including third parties, the names of any witnesses, any action taken at the time of the event. (Continue on a separate piece of paper, or enlarge this box, if required).			
	As I am not aware of any involvement by third parties, having not witnessed the original incident; I can only report the discovery for further investigation. See pictures below.			
Signed:		Your signature		Date of completion: Date here

After completion of PART A : Photocopy this form twice (unless sending by email). Send the ORIGINAL form to the Environmental Manager, Facilities Management. Retain one COPY for your own records			
PART B: (for completion by the Environmental Manager)			
1	Preventative or corrective action identified and agreed		
	<p>Logged as incident 39.</p> <p>Builders section dispatched to dig up contaminated shrubbery and soil and bag it for hazardous waste disposal.</p> <p>Unable to identify culprit – likely to be a student, no further actions can be taken as no change in process would have prevented this.</p> <p>Only idea would be to email out to students in Cayley, Rutherford and John Phillips – but it might not be any of those students.</p>		
2	What are the actual or foreseeable potential consequences known at this time? [✓]		
	Clean-up/Restoration	✓	Breach of Licence Requirements
	Adverse Customer Reaction		Habitat or Species
	Contamination of Water		Health Effects
	Adverse Publicity/Reaction		Enforcement Notice
	Prosecution		Civil Claim
3	Signed:		Date of implementation: 15.05.15
	Position:	Environmental Manager	
PART C: (for completion by the EMS Manager)			
1	VERIFICATION Give information on the verification process, include details of any checks carried out, and reference any audit checklists used.		
	Verbally verified that Builders section had carried out the works.		
2	Signed:		Date of Verification: 26.05.2015
	Position:	EMS Manager	

INCIDENT CLOSURE:

	Signed:		Date of Closure: 26.05.2015
	Position:	EMS Manager	

