

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	<input checked="" type="checkbox"/>
	<i>If no, state capacity in completing this form:</i>	Noted unauthorised discharge of engine oil.		
	Who else was involved?	Staff	<input checked="" type="checkbox"/>	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		
				<input checked="" type="checkbox"/>
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)		
				<input checked="" type="checkbox"/>
		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		
				<input checked="" type="checkbox"/>
		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

Logged as incident 39.

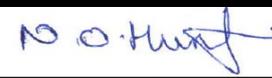
Builders section dispatched to dig up contaminated shrubbery and soil and bag it for hazardous waste disposal.

Unable to identify culprit – likely to be a student, no further actions can be taken as no change in process would have prevented this.

Only idea would be to email out to students in Cayley, Rutherford and John Phillips – but it might not be any of those students.

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)

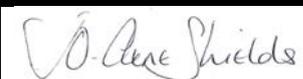
1 **VERIFICATION** Give information on the verification process, include details of any checks carried out, and reference any audit checklists used.

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

