

Waste incident report form

Containment first. Whether the regulator must be told is a decision somebody makes and records.

This form does not tell you what must be reported — it records who considered it, when, and what they decided. Where people are named, this record contains personal data; keep it secure.

REFERENCE	SITE / LOCATION	DATE
TIME	REPORTED BY	DATE REPORTED

WHAT KIND OF INCIDENT

	THIS ONE
Spill or escape of waste	☐
Fire	☐
Fly-tipping found	☐
Load lost or shed in transit	☐
Vehicle incident involving waste	☐
Odour, dust or noise complaint	☐
Unauthorised deposit at a site	☐
Other — described below	☐

THE WASTE CONCERNED

What it was	
Approximate quantity	
Was it in transit? Note number	
Producer / customer it came from	
Container or vehicle involved	

WHAT HAPPENED

In the words of the person reporting it.

IMMEDIATE ACTION

The first few minutes decide what you are dealing with.

	DONE	N/A
Source stopped or isolated	☐	☐
Spill contained — banded, absorbed, boomed	☐	☐
Drains covered or blocked	☐	☐
People kept away, area cordoned	☐	☐
Emergency services called	☐	☐
Clean-up started, and by whom	☐	☐
Waste recovered and contained	☐	☐

	DONE	N/A
Scene photographed	☐	☐
Vehicle or equipment taken out of use	☐	☐
	☐	☐
	☐	☐
	☐	☐

WHAT IT REACHED

	REACHED	NO	UNKNOWN
Surface water drain	☐	☐	☐
Foul drain	☐	☐	☐
Watercourse, pond or ditch	☐	☐	☐
Groundwater or soakaway	☐	☐	☐
Soil or made ground	☐	☐	☐
Highway	☐	☐	☐
Neighbouring land	☐	☐	☐
Air — smoke, dust, odour	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

NOTIFICATION

Whether the regulator must be told depends on what happened and what it reached. Record the decision and who made it.

Considered by — name and position _____

Date and time considered _____

Decision, and on what basis _____

If notified: who, when, reference received _____

Water company, local authority or landowner notified? _____

Customer or producer informed? _____

Insurer informed? _____

ROOT CAUSE

'Drum leaked' stops the enquiry. Why was an unlabelled drum in a general waste container, and has that customer done it before?

ACTIONS

Action — owner — target date — completed _____

Action — owner — target date — completed _____

Action — owner — target date — completed _____

Customer description or arrangement changed? By whom, when _____

Procedure or training changed? By whom, when _____

SIGN-OFF

INVESTIGATED BY

DATE

REVIEWED BY

DATE

RECORD HELD SECURELY AT

RETENTION REVIEWED ON