



# Environmental Incident Report Form

<b>Address</b>	
<b>ORC Consent Number (if applicable):</b>	<b>RM</b>
<b>District or City Council Consent Number (if applicable):</b>	<b>RM</b>
<b>Brief Project/Site Description</b>	

## Instructions

This form may be used for all environmental incidents that result in contaminants (including sediment, odour, smoke or dust) either 1) leaving the site's boundary and/or 2) entering a waterbody (groundwater or surface water) on site and/or 3) onto or into land or water (in a manner not provided for in the resource consent(s)). Please be factual and do not make assumptions.

Once completed, submit to the **Compliance team** at Otago Regional Council at [pollution@orc.govt.nz](mailto:pollution@orc.govt.nz)

Call the Compliance team and the pollution hotline **immediately** on **0800 800 033** for any incidents that cannot be brought under control, or for discharges of sediment, oil or chemicals to a waterbody, race or drain.

Incident Details				
<b>Incident Date and Time</b>	Date / /	Time :	am    pm	Duration hr    m
<b>Response Date and Time</b>	Date / /	Time :	am    pm	Duration hr    m
Description of Incident				
<p><b>Provide a factual description of what happened, how it happened, factors leading to event &amp; response. Sketches/diagrams/photos may be referred to and appended to this report.</b></p>				
EXACT location of the incident/discharge				
<p>Include address, landmarks, features, nearest cross street, etc.</p> <p>Maps, sketches and plans can be attached to the incident report if appropriate.</p>				
Material(s) discharged/released	Oil/Fuel	Sediment	Dust	Cement
	Waste	Effluent	Odour	Noise
	Other:			



<b>Estimated distance to nearest waterbody such as a river, stream, wetland or lake</b> (include stormwater, dry watercourses, drains and races)	m	<b>Estimated distance to nearest private property</b> (i.e. property boundary)	m
	km		km
<b>Activity being undertaken</b> when the incident occurred (e.g. refueling)			
<b>Quantity or volume of material discharged</b> beyond the boundary or causing an incident within the site (provide an estimate if quantity unknown)			
<b>Cause</b> of the discharge/release. Was it controlled or uncontrolled?			
<b>Who identified the incident?</b>	Contractor	Council staff	
	Community	Other (please specify)	

**What immediate actions/control measures were taken to rectify or contain the incident?**

**What corrective actions will be taken to prevent similar incidents recurring?** (e.g. procedural changes, staff training, increase in monitoring, improved storage).

**Advice Note:**

By submitting this form, please note that:

1. The form will become official information and be subject to the Local Government Official Information and Meetings Act 1987; and
2. ORC may charge the consent holder for carrying out its resource consent functions under the Resource Management Act 1991; and
3. The incident may give rise to an offence under the Resource Management Act 1991, which may result in enforcement action.



Has the Otago Regional Council been notified?	Yes	No
Has the District/City Council been notified?	Yes	No

## Approvals:

Environmental Representative/Person making report		
Name		
Signature		
Organisation		
Date	/	/
Mobile phone number		
Email address		

Site Supervisor		
Name		
Signature		
Organisation		
Date	/	/
Mobile phone number		
Email address		

**Photographs (please provide description for each photo)**
